



# **The Town of Hilton Head Island Finance & Administrative Committee Meeting**

**Tuesday, June 5, 2018  
2:00 PM – Conference Room 3**

## **AGENDA**

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**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, May 15, 2018.
- 4. Unfinished Business**  
None
- 5. New Business**
  - a. General Discussion of Current Destination Marketing Organization Metrics.
- 6. Executive Session**  
**Employment Matters:**
  - a. Discussion of the Town Manager's Annual Performance Review and 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:** May 15, 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*; Charles Cousins, *Director of Community Development*; Shawn Colin, *Deputy Director of Community Development*; Brian Hulbert, *Staff Attorney*; Nancy Gasen, *Director of Human Resources*; Chloe Li, *Finance Intern* and Cindaia Ervin, *Finance Assistant*

**Others Present:** David Ames and Bill Harkins, *Council Members*; Eleanor Lightsey, *Lowcountry Inside Track*; and other members of the community.

**Media:** None

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**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. Mrs. Likins moved to approve the minutes from the Finance and Administrative Committee Meeting on April 17, 2018 at 2:00 p.m. Mr. Lennox seconded, and the motion passed unanimously.

**4. Unfinished Business:**

None

**5. New Business**

**a. Review and Discussion of the Financial Status of the Tax Increment Financing District.**

John Troyer, Director of Finance, provided the Committee with the current financial status of the Tax Increment Financing District. Mr. Troyer stated that \$39M has been appropriated and approved for projects that are within the Tax Increment Financing District (TIF). These projects range from road/pathway improvements, construction of the University of South Carolina Beaufort Hospitality Management Program Building and the Sandbox Museum relocation. The purpose of the TIF is to encourage development in the stated district to allow for future growth and revenue of the specified area. John McCann, Chairman, asked how many projects have started and Mr. Troyer stated that there are 9 projects that have started this fiscal year. Future TIF projects will include roadway improvements to the South Forest Beach and Coligny area, the fire hydrant expansion project and construction of Chaplin Linear Park. The total projected appropriation for these projects is \$9.8M. David Ames, Council Member, asked what areas the TIF district included. Charles Cousins, Director of Community Development, presented the Committee with a map and explained the four districts areas as the Chaplin Area, Matthews

Drive, Pope/Palmetto Area and the Stoney Area. Mr. Cousins stated that state law requires that the redevelopment project area include more than 4,000 parcels of real property comprising approximately 1,400 acres representing less than 5% of the total area within the incorporated municipal limits. Mr. McCann thanked Mr. Troyer and Mr. Cousins for their time and the information presented to the Committee and those present.

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

At 2:18 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 3:37 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 3:37 p.m.

**Approved:**

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**