



**The Town of Hilton Head Island
Finance & Administrative
Committee Meeting
Tuesday, April 23rd, 2019**

Please note the
location has
changed.

2:00 PM – Hilton Head Island Recreation Assoc. Community Room

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, March 19th, 2019.
- 4. Unfinished Business**
None
- 5. New Business**
 - a. General Discussion Regarding the 2018 Destination Marketing Organization Year End Performance Metrics for the Hilton Head Island-Bluffton Chamber of Commerce.
 - b. Discussion Regarding the Hilton Head Island-Bluffton Chamber of Commerce Destination Marketing Organization Agreement.
- 6. 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: March 5, 2019 **Time:** 2:00 p.m.

Members Present: Tom Lennox, *Chairman*, John McCann (*Mayor*) and Tamara Becker, *Council Members*

Members Absent: None

Staff Present: Josh Gruber, *Assistant Town Manager*; Brian Hulbert, *Staff Attorney*; John Troyer, *Director of Finance* and Cindaia Ervin, *Finance Assistant*

Others Present: Glenn Stanford, David Ames and Bill Harkins, *Council Members*; Frank Soule, *Hilton Head Island Recreation Center-Executive Director*; Skip Hoagland; Eleanor Lightsey, *Lowcountry Inside Track* and other members of the community.

Media: None

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. McCann moved to approve the draft minutes from the Finance and Administrative Committee Meeting on February 19th, 2019 at 2:00 p.m. Mr. Lennox seconded, and the motion carried unanimously.

4. Unfinished Business:

None

5. New Business

a. General Discussion Regarding the Schedule and Process for Affiliated Agencies.

Josh Gruber, Assistant Town Manager, spoke with the Committee regarding the schedule and process for the Town's Affiliated Agencies (AA). Tom Lennox, Chairman, asked Mr. Gruber to clarify for everyone what an Affiliated Agency is to the Town. Mr. Gruber explained that an Affiliated Agency is an outside government agency that the Town contracts with for providing public services such as the Beaufort County Sheriff's Office, as the Town does not have its own police force they patrol and enforce the laws and Town Code for Hilton Head Island. His thoughts were that if the Town funded its current AA at the same funding level as the previous year for fiscal year 2020, this would allow the Town to recuperate from previous funding constraints. This process initiates with the Committees approval and will allow Town Staff to contact each AA to discuss their individual budget for fiscal year 2020. However, if any have a clear and urgent need for a justified increase-then reasoning would need to be submitted for further review and consideration.

Mr. Gruber stated that Town Staff will take into consideration that some of the Town's current AA potentially may need additional funding and he used the example of the Island Recreation Center. The newly expanded building potentially could raise unexpected first year costs that are not yet known so receiving a request for an increased budget for fiscal year 2020 is expected. Mr. Gruber stated that in the past each AA came before the Finance & Administrative Committee and Town Council. However, potentially awarding the Town's AA at the previous years funding levels helps alleviate time constraints during the budget process. The Committee felt that if the AA do not appear before the Committee then they would like to have each demonstrate for the Committee and Town Council its results from the previous fiscal year to help assist them with the justification of current funding levels. Those results would be used during the budget process to assist Town Council to make funding decisions for fiscal year 2020. Mr. Gruber stated that no formal action is needed other than the Committees permission to move forward with the process as described. They all agreed to move forward with the expectation that if any AA did request an increase in their budget for fiscal year 2020 they would come before the Finance & Administrative Committee to discuss it further. Mr. Lenox thanked Mr. Gruber for his insight and discussion.

Mr. Lennox opened the floor to public comment.

Skip Hoagland: Mr. Hoagland felt that the Town should perform an independent audit to provide the truth & transparency to the public of its funds and how they are used.

6. **Adjournment:**

Mr. Lennox adjourned the meeting at 2:23 p.m.

Approved:

Respectfully submitted:

Tom Lennox, Chairman

Cindaia Ervin, Secretary