

**TOWN OF HILTON HEAD ISLAND**  
**FINANCE AND ADMINISTRATIVE COMMITTEE MEETING**

**Date:** September 15, 2015 **Time:** 1:30 p.m.  
**Members Present:** John McCann, *Chairman*; Tom Lennox, *Council Members*; David Bennett;  
*Mayor (Alternate Member)*  
**Members Absent:** Bill Harkins  
**Staff Present:** Greg Deloach, *Assistant Town Manager*; Scott Liggett, *Director of Public  
Projects and Facilities/Chief Engineer*; Susan Simmons, *Director of Finance*;  
Tom Fultz, *Director of Administrative Services*; Julian Wall, *Facilities  
Manager*; Erica Madhere, *Finance Administrator*; Cindaia Ervin, *Finance  
Assistant*  
**Others Present:** Kim Likins, *Council Member*; Jim Gant; *Circle to Circle Chairman*; Ray Deal,  
*Hilton Head Island-Bluffton Chamber of Commerce/VCB*  
**Media:** None

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**1. Call to Order:**

The meeting was called to order at 1:30 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 August 4, 2015 at 2:30pm. Mr. McCann seconded, and the motion passed with a vote of 2-0 (Mayor Bennett did not vote as he arrived to the meeting after the approval of minutes).

**4. Unfinished Business:**

None

**5. New Business:**

**a. Town-wide maintenance as proposed performance audit**

Scott Liggett, Director of Public Projects and Facilities/Chief Engineer presented the Committee members with information regarding the Town's maintenance performance. The documents he presented were those of what the Town spends money on for maintenance, along with supporting documents showing trends of prior years' actuals and budget projections two years down the road. The second document is the detail that supports the fiscal year 2016 budget approved by Town Council broken down by maintenance category/type as well as the facility. He recommends updating the formalized facilities condition assessment which measures the condition of facilities and gauges how well they are performing. He believes that doing so could allow them to better forecast and better manage the capital reinvestments, the cost of capital long term, and better develop and defend budgets for deferred maintenance and capital renewal. Mr. Lennox asked if Mr.

Liggett thinks they are on track, keeping ahead, or falling behind at this time. Mr. Liggett stated that he defines maintenance activities into five categories: improvement maintenance, preventative maintenance, predictive maintenance, corrective maintenance and run to failure maintenance. They spend the majority of the time in the predictive and corrective maintenance categories however, he would like to spend more time in the preventative maintenance area. Greg Deloach, Assistant Town Manger proposed that the Committee recommend a performance audit to Council to be able to provide more up -to-date information that the Committee needs for the Town's maintenance performance. Mr. McCann concluded that Town Staff should provide more maintenance information prior to the Committee recommending the Town contract a formal facilities condition assessment.

**b. Discussion of day-to-day management of Public Communication firm.**

Tom Fultz, Director of Administrative Services, updated the Committee on the Request for Qualifications he has received. He received 6 proposals, the quality of responses has been high, and he is pleased. The responses have come from Charleston, Columbia, Savannah and even locally. Checking the references is the next step in the process. Mr. Fultz, Kim Likins and Greg Deloach will be doing that together. After the reference checks, they will start scheduling the onsite interviews. He believes that a good time frame for those would be in October, and hopes to have a firm selected by November. Mr. McCann asked how the vendor would be handled. Greg Deloach, Assistant Town Manager, responded by stating that there are several approaches and he is not looking for the Committee to make any decisions today. He reflected on a previous meeting when the Committee discussed the various ways to manage the firm. He stated that the entire Town Council could manage the firm, or alternatively, an existing sub-committee, a new committee that Council could create specifically for this project, one Council member, one staff member, and or a Town Council member and staff combination are options for managing the firm. All options have pros and cons to them and just need to be thought about completely prior to making a decision. Mayor Bennett stated that managing the communications firm will be a sizeable task for anyone. He thinks that whoever is selected in any of the options would make sure the message is on target; however, he would like to take some time to think about the options a little more. Mr. McCann asked Kim Likins, Council Member, her thoughts and she stated that her initial opinion is that the idea of a single council member and staff member combination would be the best way to manage the firm; however, she would like to take some time to think things over as well.

**c. Update on Circle-to-Circle by Chairman Gant.**

Jim Gant, Chairman of the Circle-to Circle Committee made a presentation to update the Committee members on the progress thus far. Circle-to-Circle was formed to develop a vision, along with the input of the community, for the future of the Coligny Circle to the Sea Pines Circle for the next 20 years. Mr. Gant informed the Committee members that in May they performed community forums based on three questions, in response to which over 900 comments were received. Some long-term purposes and functions that the community would like to see include a walkable, bike able and pedestrian- friendly plaza; greener and more open spaces for events or concerts; and to see Coligny Plaza updated and remodeled. He also spoke on the important changes that the community would like to achieve such as solutions for the traffic congestion, increased parking, and the possible need for public transportation. The last question was based on threats to the goals, and the responses from members of the community who feel that traffic congestion would not be resolved, that development could be limited, and also that some members of the community

would not be open to change.

Mr. Gant also spoke on conceptual ideas to improve the area as well. Adding a shuttle system with service from a Town-owned property to the Coligny area could cut down on the congestion, and could be used as a fun part of the Island experience. Also, improving the trail systems so more people are walking or biking to the area with additional mini parks might be attractive to residents during the off season. Mr. Gant informed the Committee that USCB performed two traffic studies. They surveyed over 400 people. Over 50% of the traffic is only there for the day and about 1/3 have the intentions to do activities other than the beach. He thought some of the public's ideas could be used, especially a parking garage or shuttle service to improve congestion during peak times.

Mr. Gant shared that at the Circle-to-Circle September 16<sup>th</sup> meeting they would have an update from engineers regarding their traffic analysis. They will discuss additional and alternate routes to the Coligny area, intersection improvements and review the public's suggestions. By mid-October, the committee plans to have two meetings regarding reviewing the 2020 and 2030 model projections. They also would like to work with an urban planner to integrate the actions into a master plan. He stated that they will be issuing a request for qualifications to be able select a planner. Mr. McCann asked if they would be presenting interim reports to Town Council on those suggestions that the full Circle-to-Circle Committee already supports. Mr. Gant responded by stating that they do plan to bring those items to full Council to be able to show progress. Ms. Likins stated that she thought that they are doing a great job to date and does not want to rush the project. Mr. McCann thanked Mr. Gant on providing clarity to the project, message, and vision, and appreciated his time.

**d. Post Budget analysis**

Mr. McCann stated that he would like to postpone this topic and discuss it at a later date.

**6. Adjournment:**

Mr. Lennox made a motion to adjourn and Mr. McCann seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 2:35 p.m.

**Approved:** October 6, 2015

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**