

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

**Date:** January 5, 2016 **Time:** 2:00 p.m.  
**Members Present:** John McCann, *Chairman*; Bill Harkins, Tom Lennox, *Council Members*  
**Members Absent:** None  
**Staff Present:** Greg DeLoach, Assistant Town Manager; Susan Simmons; *Director of Finance*,  
*Scott Liggett; Director of Public Projects*; John Troyer; *Deputy Director of Finance*,  
*Cindaia Ervin, Finance Assistant*  
**Others Present:** Ray Deal; Hilton Head Island-Bluffton Chamber of Commerce 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:**

None

**4. Unfinished Business:**

**a. General Discussion of FY 2016/ FY 2017 Budget Process**

Susan Simmons, Director of Finance, opened the meeting and shared with the Committee that she and the finance staff will be drafting a budget workshop schedule for all departments to attend and help assist in the budget process which will start in February. Ms. Simmons used a brief timeline and will have trainings in March on the budget development and hopes to have the budget finalized in April for the approval of Town Council. Ms. Simmons shared an overview of the process of departments starting and finalizing their budgets with the use of forms and justifications if an increase is needed. Greg DeLoach, Assistant Town Manager, informed the Committee that he will initially review the proposed budgets and will only make changes on large variances if necessary.

Ms. Simmons also discussed that the Finance Department will be proposing a draft schedule to the Committee to meet with the affiliated agencies in the next few weeks. She stated that the affiliated agencies budgets are due by March and will schedule them around that time. John McCann, Chairman, stated that he would like to hear Beaufort County Sheriff's Office first if possible.

Bill Harkins, Council Member, stated that he is pleased with the work that has gone into preparing the budget. He also suggests that the Finance Department consult with the Town of Bluffton to seek insight on their approach to zero based budgeting.

At the request of the Committee, Ms. Simmons discussed the Town's impact from the Local

Government Fund which is approximately \$800,000. Based on Committee's questions about revenue outlook for the upcoming budget, she suggested possibly rebalancing how the Town's money is spent. Ms. Simmons states that the Comprehensive Annual Financial Report (CAFR) is in the final stage of completion and will be presented at the January 19<sup>th</sup> Town Council meeting. After that is presented the work of bond ordinances will begin for the beach renourishment and the GO bonds. She suggested that The Town's financial advisor and or bond counsel attend a Finance and Admiration meeting to better explain the bond process for the Town. The Committee members stated that they would appreciate that information.

**b. Public Communication Firm/Work Initiation by Town Council.**

Greg DeLoach, Assistant Town Manager, discussed with the Committee the process of recommending a Public Relations Firm to the full Town Council. He suggested the Committee consult the other committees to ensure their opinion is heard prior to making a formal recommendation. This topic will be added to the next Town Council Meeting on January 19<sup>th</sup>.

**5. New Business:**

None

**6. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 3:00 p.m.

**Approved:** January 19, 2016

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**