

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

**Date:** September 13, 2016 **Time:** 10:00 a.m.  
**Members Present:** John McCann, *Chairman*; Bill Harkins and Tom Lennox, *Council Members*  
**Members Absent:** None  
**Staff Present:** Greg DeLoach, *Assistant Town Manager*; Susan Simmons, *Director of Finance*;  
Brian Hulbert, *Staff Attorney*; Nancy Gasen, *Director of Human Resources*; and  
Cindaia Ervin, *Finance Assistant*  
**Others Present:** David Ames, *Council Member*; Charles Brown, *Marriott*; Ray Deal, *Hilton*  
*Head Island-Bluffton Chamber of Commerce*; Mike Davis and Clyde Johnston,  
*First Tee of the Lowcountry*; and other members of the community.  
**Media:** None

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**1. Call to Order:**

The meeting was called to order at 10:00 a.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:**

Mr. Harkins moved to approve the minutes from the Finance and Administrative Committee Meeting on August 2<sup>nd</sup> at 2:00 p.m. Mr. Lennox seconded, and the motion passed with a vote of 3-0.

**4. Unfinished Business:**

None

**5. Executive Session:**

**a. Discussion Regarding Town Attorney Annual Performance Review.**

At 10:02 a.m. Mr. Harkins moved to enter into Executive Session to discuss the Town Attorney annual performance review. Mr. Lennox seconded and the motion was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 10:25 a.m., and announced there was no action taken as a result of the Executive Session.

**6. Chairman's Comments:**

Mr. McCann stated that for the September 20<sup>th</sup> meeting he would like to meet with the Chairman and Vice-Chairman of the Accommodations Tax Committee to discuss the difference between a tourists and visitor and other matters related to the Town's grant reimbursement process.

He also mentioned the proposed draft agenda for this meeting included a discussion regarding the annual Town Council workshop location and agenda; however, the Mayor removed this particular agenda topic.

## 7. New Business:

### a. General Discussion Regarding the First Tee Funding.

Mike Davis, Executive Director of the First Tee of the Lowcountry (FTLC), discussed that FTLC needed funding from the Town due to an unexpected flood and related course stabilization. He explained the FLTC program and highlighted how responsive the community has been. With the Town's funding, the FTLC could reimburse itself for these unanticipated costs related to the flood and re-focus on operations, fundraising, and marketing the FTLC.

David Ames, Council Member, asked about the total contribution from outside sources; Mr. Davis stated the FTLC currently receives approximately 90% from individuals and 10% from corporations. Mr. Lennox commended Mr. Davis on the course and concept for the program. Mr. Lennox stated that when the FTLC was included in the budget he understood that the request was unique and unusual. At that time, it was suggested that it come back to the Finance and Administrative Committee as an affiliated agency. Mr. Lennox stated that he was under the impression this organization would be vetted as if it was one the Town's affiliated agencies just as the Committee has done in the past.

Susan Simmons, Director of Finance, stated that she listened to the June 6, 2016 Town Council meeting tape; Town Council authorized the grant but stated that it wanted this request to go back to the Finance & Administrative Committee and the Parks & Rec Committee to be vetted. She stated that this grant funding is different than that of the typical affiliated agencies which receive recurring funds. At the June 6, 2016 Council budget discussion, Gerald Walker, FTLC Board Member, presented that the \$50,000 was reimbursement as the cost of the repairs had already been occurred in order to stay operational. Ms. Simmons reminded the Committee that the grant was approved as a one-time request and not as a recurring grant.

The Committee discussed and agreed that as a one-time grant for non-operational costs already incurred that there was limited value to FLTC meeting with Parks & Rec. There was some discussion with the FTLC representatives regarding ongoing operational funding, financial sustainability, and the roles of the Town and the community, especially the Heritage Tournament and PGA. John McCann, Chairman, asked if at some point the FTLC could do a joint collaboration with the Island Recreation Association. Mr. Davis thought that overall the entire community would benefit from collaboration as both organizations are beneficial to the local children.

Mr. McCann asked how FTLC could receive the grant funds expeditiously. Since Council had discussed which committee(s) should review the grant request, Greg DeLoach, Assistant Town Manager, suggested that Chairman McCann report at the September 20<sup>th</sup> Town Council meeting that the Committee reviewed the FLTC program and budget request and desires approval to bring a recommendation to the October 4<sup>th</sup> Council meeting to reaffirm the budget adopted by Town Council and to direct the Town Manager to disburse the funds upon the submission of proper reimbursement documentation. Mr. McCann asked Mr. DeLoach if it were possible to expedite the process; Mr. DeLoach stated that he could speak with the Mayor and ask for consideration. Mr. McCann thanked the FTLC representatives for their time.

### b. General Discussion of Town Council Attendance Fee/Salary Cap.

John McCann, Chairman, stated that in May 2016 Town Council approved the rate increase for meeting attendance fees from \$40 to \$50 to become effective when the next Town Council is seated in December. The maximum number of meetings allowed for Town Council currently is 100 meetings and 125 for the Mayor and Mayor Pro-Tem. Mr. McCann noted his

concern that with this coming year, the Town will have more committees and Council members will need to be in attendance at more reimbursable meetings such that many will exceed the current meeting cap. Mr. Harkins and Mr. Lennox spoke in favor of the increase; Mr. Ames was disinclined to take the matter before Council. After discussion, the Committee decided to propose raising the meeting cap to 150 meetings for Town Council, the Mayor and Mayor Pro-Tem.

Mr. Harkins made a motion to propose to Council that it raise the attendance meeting cap for Town Council members, the Mayor and Mayor Pro-Tem to 150 meetings. Mr. Lennox seconded and the motion passed with a vote of 3-0.

**8. Adjournment:**

Mr. Harkins made a motion to adjourn and Mr. Lennox seconded. The motion passed with a vote of 3-0. The meeting was adjourned at 10:55 a.m.

**Approved:** September 20, 2016

**Respectfully submitted:**

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**John McCann, Chairman**

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**Cindaia Ervin, Secretary**