

## **Accommodations Tax Advisory Committee**

11:00 a.m., Monday, November 27, 2017

The regular meeting of the Accommodations Tax Advisory Committee was held at 11:00 a.m., Monday, November 27, 2017 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Malcolm Burgis, Sally Leydic-Muhlig, Julise Spell, Margaret Miller, and Susan Haynie, Administrator Tucker, Treasurer Suggs, Assistant Administrator Fragoso and Clerk Copeland; David Nelson and Rusty Williamson were absent. A quorum was present to conduct business.

1. Vice Chair Burgis called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Approval of previous Meeting's Minutes**

**MOTION: Ms. Miller moved to approve the minutes of the regular meeting of September 13, 2017 as submitted; Ms. Spell seconded and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. **Financial Statements – after New Business**

5. **Old Business – None**

6. **New Business**

**A. Consideration of sponsorship in the amount of \$5,000 for the 2018 Dunlop Junior Tennis Championship**

Since the Championship representative Dewey Calder was unable to attend, Clerk Copeland spoke on his behalf. She stated that the tennis tournament has received support from the IOP ATAX Committee since 2014 and that 2018 will be the sixteenth year of the event to be held February 16<sup>th</sup> through February 18<sup>th</sup> at the Family Circle Tennis Center on Daniel Island.

**MOTION: Ms. Haynie moved to approve a \$5,000 sponsorship for the 2018 Dunlop Junior Tennis Championship; Ms. Spell seconded and the motion PASSED UNANIMOUSLY.**

**B. Consideration of a sponsorship in the amount of \$5,000 for the 2018 Charleston Food + Wine Festival**

Gillian Zettler, Executive Director of the Charleston Food + Wine Festival, commented that 2018 would be the thirteenth year of the festival and that one (1) of the Signature Dinners held during the festival will be at Coda del Pesce on the Isle of Palms. Holding the event in March brings tourists on the cusp of the season, and having events at multiple venues throughout the area drive tourists to places off the peninsula. Two (2) new platinum corporate sponsors for 2018 will be Chase and Marriott. The event will be held from February 28, 2018 through March 4, 2018 at Marion Square in Downtown Charleston.

**MOTION: Ms. Muhlig moved to approve a sponsorship in the amount of \$5,000 for the 2018 Charleston Food + Wine Festival; Ms. Haynie seconded and the motion PASSED UNANIMOUSLY.**

**C. Consideration of funding \$5,000 for the replacement of the Zodiac rubber boat for the IOP Fire Department**

Chief Graham stated that the City currently has a fourteen foot (14 ft.) rubber boat that is fourteen (14) years old and that the seams on the boat were failing. The Fire Department personnel were told that the boat was beyond economical repair, and they have located a twelve foot (12 ft.) rubber boat that will serve the Department's needs. Although some modifications must be made to the trailer, the Department plans to use its existing trailer and motor. The Chief stated that, to insure to cover all of the requirements for the new boat, she was amending her request to six thousand dollars (\$6,000).

**MOTION: Ms. Spell moved to approve \$6,000 for the IOP Fire Department to replace the rubber boat; Ms. Miller seconded and the motion PASSED UNANIMOUSLY.**

**4. Financial Statements**

Treasurer Suggs explained that the City staff has been converting to new financial software and that the reports before the Committee were generated from that software. She said that the reports the Committee is accustomed to seeing were generated through Excel which left room for error; she expects that the new reports will be more meaningful once actual day-to-day operations are reflected in them.

Beginning with the Balance Sheet, the Treasurer pointed out that the new reports shows two (2) year's data for comparison. From the categories listed on the Balance Sheet, she stated that the line "Investments" referred to the ATAX funds being held at the Local Government Investment Pool (LGIP), and, under Liabilities, the "Due to Other Funds" line was the amount of State ATAX payments due to the Charleston Visitors Bureau and to the City's General Fund. She did acknowledge that a change needed to be made to the balance lines because all ATAX funds should be considered restricted. The next three (3) pages show the revenues versus expenditures; in this report, the expenditures are now shown by department. In the area for income, the Treasurer reported that the income under Miscellaneous was the money received by the City from the various sponsors of Christmas light displays. At the end of October 2017, the ATAX 2018 budget was eighty-two thousand dollars (\$82,000) "to the good" i.e. revenues greater than expenditures. The remaining six (6) pages report on revenues and expenditures in a more detailed manner showing the expenditure and the vendor name; on the report for October 31, the numbers reflect the input of beginning balances for the new system.

Ms. Haynie stated that not being an accountant, the new reports were "meaningless;" she recalled that the old report had line numbers making it much easier to follow when the Treasurer was reviewing information with the Committee; she asked if the new reports could have line numbers in the future.

The final report entitled "Distribution of Funds Received" was a historical account of ATAX quarterly disbursements to the City and the City's distribution to various funds and the CVB as required by law. Treasurer Suggs pointed out that the City's collections for the September 2017 quarter were less than received for the September 2016 quarter despite receiving an additional six thousand dollars (\$6,000) from Charleston County for ATAX funds sent to them in error. The funds from Charleston County were handled the same as the disbursement from the State – five percent (5%) to the General Fund, sixty-five percent (65%) to the ATAX fund and the remaining thirty percent (30%) to the CVB.

**7. Miscellaneous Business**

**Next Meeting Date: 11:00 a.m., Wednesday, January 10, 2018**

**8. Adjournment**

**MOTION: Vice Chair Burgis moved to adjourn the meeting at 11:35 a.m.; Ms. Miller seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk