



Town of Hilton Head Island
**FINANCE & ADMINISTRATIVE
COMMITTEE**
Special Meeting
Tuesday, April 4, 2023, 10:00 AM
Minutes

Present from the Committee: Alex Brown, *Chairman*; David Ames, Steve Alfred, Glenn Stanford, *Members*

Present from Town Council: Tamara Becker

Present from Town Staff: Josh Gruber, *Deputy Town Manager*, Angie Stone, *Assistant Town Manager*; Rich Groth, *Procurement Officer*; Marcy Benson, *Senior Grants Administrator*; Mac Deford, *General Counsel*; April Akins, *Revenue Service Manager*; Barbara Wooster, *Revenue Customer Service Manager*; Jeff Herriman, *Treasurer*; Cindaia Ervin, *Interim Town Clerk*

1. Call to Order

2. FOIA Compliance

Ms. Ervin affirmed compliance with FOIA

3. Roll Call

Attendance was confirmed by way of roll call.

4. Approval of Minutes

a. Regular Meeting – March 21, 2023

M. Stanford moved to approve. Mr. Alfred seconded. Motion carried 4-0.

5. Appearance by Citizens

None

6. Unfinished Business

a. Consideration of Proposed Amendments to Provisions of Title 11, Chapter 1 of the Municipal Code for the Town of Hilton Head Island to Provide for a Small and Minority-Owned Disadvantaged Business Enterprise Utilization Program and a Corresponding Good Faith Effort Program

Mr. Ames moved to approve. Mr. Alfred seconded. Motion carried 4-0.

b. Consideration of a Resolution for the Housing & Urban Development /Community Development Block Grant Entitlement Program- 2023 Annual Plan Request for Project Approval

Mr. Ames moved to approve. Mr. Alfred seconded. Marcy Benson provided a general update on all grants pertaining to the Town. She went on to review the resolution and provided background information. Ms. Benson added that the resolution will allow the funding allocation to be used for the Ford Shell Ring Park project. She explained the town has been allocated \$185,250 for the 2023 Program Year and the approval of the Ford Shell Ring project is consistent with the current CDBG Five Year Consolidated Plan as well as several of *Our Plan* goals, strategies, and tactics. Ms. Benson answered questions from the Committee. Mr. Brown suggested that future funds awarded be put towards funding housing. Mr. Ames requested that Ms. Benson confirm whether the funds can be used for housing at a micro level. Ms. Benson noted that when CDBG funds are applied towards a project, the entire project has to comply with the requirements. After discussion, the motion carried 4-0.

7. New Business

a. Consideration of Approval for the Town of Hilton Head Island's Affiliated Agency Funding Request Applications for Fiscal Year 2024

After presentations and discussion, Mr. Ames moved to recommend Town Council adopt the list of affiliated agency requests except for Hilton Head Regional Habitat for Humanity in relation to the discussion that will occur within the next ten days. Mr. Stanford seconded. Discussion ensued regarding the USCB Event management and Hospitality Training allocation utilizing financial needs for the program rather than a percentage. It was noted Town Council would need to amend an ordinance regarding the allocation. Concluding discussion regarding the USCB allocation, the Committee agreed to leave it at the percentage this year but to work toward amending the ordinance for future allocations. Motion carried 4-0.

b. Town of Hilton Head Island 3rd Quarter Financial Update

John Troyer provided the update and answered questions asked by the Committee. He noted the Town staff continues to watch revenues, spending and makes recommendations on adjustments, if necessary.

8. Adjournment

The meeting was adjourned at 12:06 p.m.

Drafted and Submitted by:
Vicki L. Pfannenschmidt
Temporary Administrative Assistant

APPROVED: 04/18/2023

The recording of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov