



Town of Hilton Head Island
**FINANCE & ADMINISTRATIVE
COMMITTEE MEETING**
Tuesday, May 16, 2023, 1:00 PM
Minutes

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

Present from Town Council: Tamara Becker, Patsy Brison

Present from Town Staff: Josh Gruber, *Deputy Town Manager*, Angie Stone, *Assistant Town Manager*; John Troyer; *Director of Finance*; Shawn Colin, *Assistant Town Manager – Community Development*; Tommy Sunday, *Technology and Innovation Director*; Bryan McIlwee, *Assistant Community Development Director*; Jeff Netzinger, *Storm Water Manager*; Jacob Deuel, *Assistant Technology and Innovation Director*; Bob Bromage, *Public Safety Director*; Wendy Conant, *Community Code Enforcement Officer*; Cindaia Ervin, *Assistant 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 the Minutes

a. Regular Meeting – April 18, 2023

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

5. Appearance by Citizens

Mr. Skip Hoagland addressed the Committee regarding FOIA compliance at the Finance and Administration Committee. He further stated the need for the release of personnel records and the need for a forensic audit of Town funds.

Mr. Skip Hoagland attempted to address the Committee on Lynn Greeley's behalf. It was noted that Ms. Greeley did not sign up for public comment. Ms. Ervin confirmed there was no communication from Ms. Greeley to speak. Mr. Hoagland insisted there was. Chair Brown went on record stating there was no record of her registering to speak. Mr. Hoagland proceeded to speak on her behalf inquiring as to whether financial records of the Hilton Head Island-Bluffton Chamber of

Commerce were reviewed by Town officials and her view of the continued violation of Mr. Hoagland's First Amendment rights.

6. New Business

a. Review and Discussion of the Town of Hilton Head Island Affiliated Agencies Memorandum of Understanding, Program Requests, and Statutory Provisions

Josh Gruber referenced the summary and outline included in the packet. He stated the Finance and Administrative Committee should review the Town's existing Memorandums of Understanding (MOU) for its current affiliated agencies as well as those affiliated agencies that don't currently have an MOU. He added that following this review, the Committee should provide policy guidance to staff on the reporting of these materials, the modifications that may need to be made to these existing agreements, if any, and the potential need to create new MOUs for affiliated agencies that are not currently subject to one.

Mr. Gruber said the Town provides funding to various affiliated agencies all of whom provide some form of public service on the Town's behalf. He noted there are currently three (3) active MOUs with the Town's affiliated agencies which are Island Recreation Association; Coastal Discovery Museum; and Historic Mitchelville Freedom Park. He reviewed the agreement and noted expiration dates of each. Funding for USCB's Event Management and Hospitality Training program is currently provided within the Town's Code of Ordinances. Mr. Gruber stated the agency is regulated by South Carolina statute (Palmetto Breeze) and the remaining agencies request funding support for specifically defined programs.

Discussion ensued regarding USCB and the need for a MOU. Mr. Gruber explained that with changing the distribution of funds to a submitted budget request, there may be a need for a fixed base funding level. Mr. Stanford suggested that some type of agreement with USCB would be necessary to give them some level of comfort in running the programs. He spoke in support of a fixed level of funding for USCB and an MOU, as opposed to a percentage of the hospitality tax. He said he would leave the other agencies as is.

Mr. Ames stated the need for budget approval of Town funds, verification or audit at the end of the year and some form of standardization of what the Town's expectations are for an affiliated agency.

Chair Brown stated the need to determine the following: review if there is a need for an MOU with any other agencies that receive funding from the Town, working on a MOU with USCB, and recommendations for any additions or changes with the upcoming expiration of the agreement with Island Recreation Association. He suggested staff bring these items back to the Committee for review.

Chair Brown asked for public comment.

Risa Prince addressed the Committee questioning the need to fund the Heritage Classic Foundation and suggested the funding come from the DMO budget.

Skip Hoagland addressed Committee and advised them to follow the laws regarding funding and contracts.

b. Consideration of a Resolution of the Town of Hilton Head Island Approving the Technology and Innovation Strategic Plan

Mr. Sunday presented the Technology Strategic Plan for FY24-FY26. He reviewed the technology trends noting that 95% of technology is customer service. He described the IT services provided by the department inclusive of the Help Desk, Network Infrastructure, Geographic Information Systems, Public Safety systems and Enterprise Software and Applications. He referenced a survey completed with Town staff and the results of the survey. He provided an overview of the goals for FY24-FY26 which include enhancement of service delivery, elevation of cybersecurity, embracement of innovation and to expand and enhance the workforce and addressed the tactics to accomplish the goals.

Skip Hoagland addressed the Committee regarding the use of websites for marketing.

Committee members made comments and asked questions regarding the plan and data back-up. At the conclusion of discussion Mr. Ames moved to forward the resolution to Town Council for consideration. Mr. Alfred seconded. Motion carried 4-0.

c. Consideration of a Resolution Authorizing the Execution of Standardized Stormwater Agreements:

- i. Ashton Cove
- ii. Carolina Isles
- iii. Peregrine Point
- iv. Beach City Place
- v. Chinaberry Ridge

Jeff Netzinger conducted a presentation regarding the execution of standardized agreements with the above listed communities. He stated the Town currently has similar drainage agreements and easements with seventeen (17) PUDs, property owners' associations, and homeowners' associations. He said the potential new partners have requested service via drainage agreements with the Town and all five (5) of the requesting entities meet the qualifications for acceptance of new systems, including the presence of shared, common road rights-of-way within their respective private communities.

Mr. Stanford asked if these systems have been inspected to determine the status of each. Mr. Netzinger stated there is a Town effort to determine status of each but a complete inspection of the entire system is not a requirement. He explained all property owners on the Island pay a Storm Water Fee and these are the funds utilized in providing services. Mr. Ames asked for details regarding the provision of services. Mr. Netzinger explained the process noting requests for services are prioritized and the budget plays a part in what can be accomplished. At the

conclusion of discussion, Mr. Stanford moved to forward the resolution to Town Council for consideration. Mr. Alfred seconded. Motion carried 4-0.

d. Town of Hilton Head Island Fiscal Year 2023 Year to Date Financial Update

John Troyer conducted a presentation addressing key issues regarding monitoring revenues, controlling expenditure and adjustments completed where necessary. He stated that revenues and expenditures are on track to provide for the existing budget. He stated the Town is continuing to benefit from Town Council's previous actions regarding building reserves, diversifying revenue streams and investments in the Island. Mr. Troyer conducted a review of existing revenues and expenditures. He noted all the current information is located on the Town website. Following questions and discussion, Chair Brown thanked Mr. Toyer for the update.

Skip Hoagland addressed the Committee regarding the need to monitor where the money is being spent and requested an independent audit of funds.

7. Adjournment

APPROVED: June 20, 2023

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