



Town of Hilton Head Island
**Finance & Administrative
Special Committee Meeting**

Tuesday, March 2, 2021, 2:00 p.m.

MEETING MINUTES

Present from the Committee: Tom Lennox, *Chairman*; Bill Harkins, Glenn Stanford, Alexander Brown, Jr. and Tamara Becker (*Alternate*) *Council Members*

Present from Town Council: David Ames; Council Member

Present from Town Staff: Josh Gruber, *Interim Town Manager*; John Troyer, *Director of Finance*; Cindaia Ervin; *Finance Assistant*

Present from the Media: None

1. Call to Order

The Chairman called the meeting 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. Roll Call- See as noted above

4. Approval of Agenda

Chairman Lennox asked for a motion to approve the agenda. Mr. Harkins made a motion to approve the agenda as submitted. Mr. Stanford seconded. By way of roll call, the motion was approved by a vote of 4-0-0.

5. Approval of Minutes

a. Regular Meeting, February 16, 2021

Chairman Lennox asked for a motion to approve the minutes of the February 16, 2021 meeting. Mr. Harkins moved to approve. Mr. Stanford seconded. By way of roll call, the motion passed with a vote of 4-0-0.

6. Citizens Comments

Public comments concerning today's agenda items were to be submitted electronically via the Town's Open Town Hall portal. The public comment period closed the day prior to the meeting at Noon. At the conclusion of the Open Town Hall there were no comments; however, there was one caller that signed up to address the Committee at today's meeting.

Skip Hoagland: Addressed members of the Committee via phone regarding FOIA compliance and his thoughts of corruption within the Town of Hilton Head Island.

7. Unfinished Business- None

8. New Business

a. General Discussion Regarding Fiscal Year 22 Budget Schedule

John Troyer, Director of Finance, provided the Finance & Administrative Committee an update regarding the Town's budget process for fiscal year 2022. Mr. Troyer stated that it is very important to understand Town Council's priorities and how they can be funded and completed in the upcoming budget. The budget planning has begun and packets have been disbursed to Town Departments and Affiliated Agencies for them to submit their requests for fiscal year 2022. Mr. Troyer noted that all initial requests are due February 26th and once the initial budgets are received Finance will input them into its financial system to allow for the bigger picture to begin to be formed and adjustments to be made where necessary. Individual department meetings will begin within the next few weeks in order to ensure the Town has ample staffing needs, Capital Improvement Projects are accounted for and all departments have an opportunity to properly prepare for the next year in hopes of having a balanced budget by the end of March.

Mr. Troyer shared the budget calendar with the Committee to highlight important and key dates that Town Council would need to be aware of. He also stated that there will be individual meetings with members of Town Council to discuss the budget and answer any questions they may have. New this year will be the adoption of a one-year budget versus two-years like in previous years. This will allow the Town to prepare a fiscally resilient budget that new Town Manager, Marc Orlando and Town Council will be comfortable with. Finance plans to will work closely with Mr. Orlando to provide him, Town Council and the Town Citizens with a balanced budget that displays the needs of our community. Chairman Lennox, thanked all of those in attendance for their comments and questions, and also Mr. Troyer for providing information regarding the budget process to the Committee.

9. Adjournment

At 2:32 p.m. Mr. Harkins moved to adjourn. Mr. Stanford seconded. The motion to adjourn was approved by vote of 4-0-0.

Submitted by: Cindaia Ervin, Secretary

Approved: March 16, 2021