



Town of Hilton Head Island
**FINANCE & ADMINISTRATIVE COMMITTEE
MEETING**
Tuesday, March 15, 2022, 10:00 AM
AGENDA

The Finance & Administrative Committee meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be viewed on the [Town's Public Meetings Facebook Page](#), the [Beaufort County Channel](#) and Spectrum Channel 1304.

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of the Agenda**
5. **Approval of the Minutes**
 - a. Redistricting Workshop - February 3, 2022
 - b. Redistricting Workshop - February 14, 2022
 - c. Regular Meeting - February 15, 2022
 - d. Redistricting Workshop - February 16, 2022
 - e. Redistricting Workshop - February 22, 2022
 - f. Special Meeting - March 1, 2022
6. **Appearance by Citizens** Citizens who wish to address the Committee concerning the items on the agenda, may do so by contacting the Town Clerk at 843.341.4701, no later than 4:30 p.m., Monday, March 14, 2022. Citizens may also submit written comments concerning the items on the agenda through the eComment portal. The eComment portal can be found by following this link: [March 15, 2022 Finance & Administrative Committee Meeting Information](#)
7. **New Business**
 - a. Review and Consideration of the Affiliated Agency Applications for the Fiscal Year 2023 Budget
 - b. Consideration of a Resolution Designating Greene Finney, LLP as the Independent Auditors for the Town of Hilton Head Island, South Carolina for the Fiscal Year Ending June 30, 2022

c. Town of Hilton Head Island Financial Update

8. Adjournment

Please note, a quorum of Town Council may result if four (4) or more of their members attend this meeting.



Town of Hilton Head Island
Finance & Administrative Committee
Thursday, February 3, 2022, 4:00 p.m.
WORKSHOP MINUTES

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

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Matthew Carey, *GIS Administrator*; Krista Wiedmeyer, *Town Clerk*; Cindaia Ervin, *Finance Assistant*

1. Call to Order

The Chairman called the meeting to order at 4:00 p.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. **Roll Call** as noted above.

4. Workshop Discussion

a. Review and Discussion of the Proposed Alternative Redistricting Maps

Mr. Lennox stated that the Town had received the data for the 2020 Census late last year and were asked to review, assess, and recommend any required redrawing of Town Council Wards. He said the committee would hold a series of workshops in February to solicit public input and to review the preliminary GIS Generated Map and any alternative maps which grow out of each subsequent workshop.

Mr. Lennox reviewed the charge of the Committee. Noting they were to evaluate and analyze options which are in compliance with the 1965 Voting Rights Act as Amended and recommend a preferred option which clearly defines each of the Town's six Wards.

Mr. Gruber took a moment to thank the public for attending and being part of the redistricting process. He said that the Town would rely on the valuable input from the community to develop redistricting map alternatives. Mr. Gruber noted that the Committee would then review all the alternatives and ultimately send a recommendation to the Town Council for consideration.

Mr. Carey reviewed the GIS Generated Redistricting Map, explaining how his team came up with this first map. He then reviewed the tools and software used to create and develop redistricting maps. Upon the conclusion of his presentation, he took questions from the citizens present and the committee.

5. Adjournment

Mr. Lennox adjourned the meeting at 5:16 p.m.

Submitted by: Krista M. Wiedmeyer
Town Clerk

Approved: [Date]



Town of Hilton Head Island
Finance & Administrative Committee
Monday, February 14, 2022, 1:00 p.m.
WORKSHOP MINUTES

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

Present from Town Council: David Ames, *Council Member*

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Matthew Carey, *GIS Administrator*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

The Chairman called the meeting to order at 1:11 p.m. Due to technical issues with the av equipment the meeting began late.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Workshop Discussion

a. Review and Discussion of the Proposed Alternative Redistricting Maps

Mr. Lennox opened the discussion by welcoming those who were in attendance and those who have been at each workshop. He reviewed where they began and where they were as of the workshop.

Mr. Gruber thanked the citizens for their participation in the redistricting process before turning it over to Mr. Carey for review of the various alternative maps. He reviewed the deviation and answered questions from both the citizens present and the committee. A robust discussion was had between the citizens and the committee. Discussing the continued need to keep the communities of interest together in one ward and trying to maintain the historical districts on the Island. Mr. Carey said his team would run the requested changes through their program and see what could work and bring it back to the next workshop.

5. Adjournment

Mr. Lennox adjourned the meeting at 2:35 p.m.

Submitted by: Krista M. Wiedmeyer
Town Clerk

Approved: [Date]



Town of Hilton Head Island
Finance & Administrative Committee
Tuesday, February 15, 2022, 10:00 a.m.
MEETING MINUTES

Present from the Committee: Tom Lennox, *Chairman*; Bill Harkins; Glenn Stanford; Alexander Brown, Jr.

Present from Town Council: John McCann, *Mayor*; David Ames

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Interim Director of Community Development*; Angie Stone, *Assistant Town Manager*; John Troyer, *Director of Finance*; Krista Wiedmeyer, *Town Clerk*; Karen Knox, *Senior Administrative Assistant*

1. Call to Order

The Chairman called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Approval of the Agenda

Mr. Harkins moved to approve the Agenda. Mr. Stanford seconded. Motion carried 4-0.

5. Approval of Minutes

a. Regular Meeting – January 18, 2022

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

6. Appearance by Citizens

Skip Hoagland addressed members of the Committee regarding the DMO Contract; ATAX Committee funds and illegal funding.

7. New Business

a. Status Update from the Community Foundation of the Lowcountry Concerning the American Rescue Plan Act 2021 Grants – Scott Wierman, President and CEO

Mr. Scott Wierman, President & CEO of the Community Foundation of the Lowcountry gave an update on the Lowcountry American Rescue Funds Act (ARPA) grant funding.

After Mr. Wierman's presentation, he answered questions posed to him by the Committee.

b. Town of Hilton Head Island Financial Update – John Troyer

Mr. Troyer reviewed and delivered a presentation on the status of the Town's finances. Upon the conclusion of the presentation, he answered questions posed to him by the Committee.

Mr. Lennox informed Mr. Troyer that his monthly reports will make the budget preparation work a lot more meaningful and easier.

Mr. Lennox stated we have not talked about this, but this Committee has responsibility for the monitoring of 25 Town Wide Strategies coming out of the Strategic Plan. We have nine months before a new Council is seated. One of the strategies that is high on the priority list is the extension of the real estate transfer fee. Mr. Lennox advised Mr. Gruber he would like to engage the Committee in a review of the strategies prior to the new Council being seated. Some discussions will be a matter of minutes and other discussions will probably be longer. Mr. Lennox asked Mr. Gruber to recommend the order in which and the timing of which we have the discussion at F&A Committee of the 25 strategies such that we are concluded at least in the update of those 25 by the time the new Council is seated. Mr. Gruber said at the next scheduled meeting they will bring forward an item on the real estate transfer fee as the Town Manager is meeting with the Realtor's Association next week so we will have an update for you. In terms of a comprehensive review of the 25 strategies, I will work with the Town Manager to get those discussions underway.

8. Adjournment

By unanimous vote, the meeting adjourned at 11:02 a.m.

Submitted by: Karen D. Knox
Senior Administrative Assistant

Approved: [Date]

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



Town of Hilton Head Island
Finance & Administrative Committee
Tuesday, February 16, 2022, 10:00 a.m.
WORKSHOP MINUTES

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

Present from Town Council: David Ames, *Council Member*

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Matthew Carey, *GIS Administrator*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

The Chairman called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Workshop Discussion

a. Review and Discussion of the Proposed Alternative Redistricting Maps

Mr. Lennox opened the discussion by welcoming those who were in attendance and those who have been at each workshop. He reviewed where they began and where they were as of the workshop.

Mr. Gruber thanked the citizens for their participation in the redistricting process before turning it over to Mr. Carey for review of the various alternative maps. He reviewed the deviation and answered questions from both the citizens present and the committee. A primary matter that came out of the discussion during the workshop was the goal to keep communities of interest together. Mr. Carey said his team would run the requested changes and/or updates through their program and see what could work and bring it back to the next workshop.

5. Adjournment

Mr. Lennox adjourned the meeting at 11:15 a.m.

Submitted by: Krista M. Wiedmeyer
Town Clerk

Approved: [Date]

DRAFT



Town of Hilton Head Island
Finance & Administrative Committee
Wednesday, February 22, 2022, 2:00 p.m.
WORKSHOP MINUTES

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

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Matthew Carey, *GIS Administrator*; Krista Wiedmeyer, *Town Clerk*; Cindaia Ervin, *Finance Assistant*

1. Call to Order

The Chairman called the meeting to order at 2:00 p.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Workshop Discussion

a. Review and Discussion of the Proposed Alternative Redistricting Maps

Mr. Lennox opened the discussion by welcoming those who were in attendance and those who have been at each workshop. He reviewed where they began and where they were as of the workshop.

Mr. Carey reviewed the six different alternative maps that had been created by both citizen and Council input. He reviewed the deviation from one ward to the next and answered questions from both the citizens and the committee.

5. Adjournment

Mr. Lennox adjourned the meeting at 2:45 p.m.

Submitted by: Krista M. Wiedmeyer
Town Clerk

Approved: [Date]



Town of Hilton Head Island
Finance & Administrative Committee
Tuesday, March 1, 2022, 10:00 a.m.
MEETING MINUTES

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

Present from Town Council: David Ames

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Carolyn Grant, *Communications Director*; Jacob Deuel, *Enterprise Applications Manager*; Matthew Carey, *GIS Administrator*; Kris Kronlein; *Senior GIS Analyst*; Krista Wiedmeyer, *Town Clerk*; Karen Knox, *Senior Administrative Assistant*

1. Call to Order

The Chairman called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the South Carolina Freedom of Information Act.

3. Roll Call as noted above.

4. Approval of the Agenda

Mr. Harkins moved to approve the agenda. Mr. Stanford seconded. Motion carried 4-0.

5. Appearance by Citizens

Skip Hoagland addressed members of the Committee regarding the DMO Contract and illegal funding.

6. New Business

a. Consideration of the Preferred Map for the 2020 Census Redistricting for the Town of Hilton Head Island.

Mr. Lennox stated they received the data for the 2020 Census late last year and were asked to review, assess, and recommend any required redrawing of Town Council Wards. This Committee held a series of four Workshops in February to solicit public input and to review the preliminary GIS Generated Map and any alternative maps which grew out of each subsequent Workshop. The product of those discussions and Workshops is six maps which we are here to review.

Mr. Lennox reviewed the charge of the Committee. Noting they were to evaluate and analyze options which are in compliance with the 1965 Voting Rights Act as Amended and recommend a preferred option which clearly defines each of the Town's six Wards.

Mr. Gruber took a moment to thank the public for all their input and stated staff recommends that the Finance and Administration Committee evaluate the various redistricting map alternatives that have been developed as a part of its public engagement process and select the option or options that ultimately reflects the best interests of the Hilton Head Island community.

Matthew Carey stated that redistricting is the process of redrawing lines for voting areas, and they are conducted after the Census every ten years before the next major Election. Our next Election coming up is in November 2022. We have been working for the past two months to put together maps based on what we received from the Census. Mr. Carey reviewed the requirements that must be met to produce a proper map.

Mr. Carey proceeded to review with the Committee all the various redistricting map alternatives that have been developed as a part of its public engagement process.

After Mr. Carey's presentation, he answered questions posed at him from the Committee and citizens present at the meeting. Mr. Stanford moved that the Finance & Administrative Committee recommend that Town Council adopt Alternate 5 Consolidated Map as the new Ward Map for Hilton Head Island for the next ten years. Mr. Harkins seconded. The Motion carried 4-0.

7. Adjournment

By unanimous vote, the meeting adjourned at 10:41 a.m.

Submitted by: Karen D. Knox
Senior Administrative Assistant

Approved: [Date]

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



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Finance and Administrative Committee
FROM: John M. Troyer, Director of Finance
VIA: Marc Orlando, Town Manager
CC: Cindaia Ervin, Krista Wiedmeyer
DATE: March 7, 2022
SUBJECT: FY 2023 Affiliated Agencies Budget Requests

Recommendation: Staff recommends that Finance & Administrative Committee review and consider the Fiscal Year 2023 Affiliated Agencies requests for approval.

Summary: As part of the approved Fiscal Year 2023 Affiliated Agency Application and process, the Town has received seven applications for review by the Committee.

The requests are as follows for consideration and review:

Fiscal Year 2023 Affiliated Agencies Budget Requests					
	FY 2021	FY 2022	FY 2023		
	Adopted Budget	Adopted Budget	Affiliated Agency Request	F & A Recommendation	Adopted Budget
14th Circuit Solicitor's Office-Career Criminal Prg	\$ 118,500	\$ 118,500	\$ 118,500		
14th Circuit Solicitor's Office-Multidisciplinary Court	\$ 50,000	\$ 50,000	\$ 50,000		
Beaufort County EDC	\$ 25,000	\$ 25,000	\$ 25,000		
Coastal Discovery Museum-General	\$ 75,000	\$ 75,000	\$ 92,775		
HHI Recreation Association-General	\$ 920,706	\$ 1,087,578	\$ 1,099,304		
LRTA (Palmetto Breeze)	\$ 200,000	\$ 225,165	\$ 283,478		
Mitchelville Preservation Project-Exec Director	\$ 110,000	\$ 105,000	\$ 105,000		
uscv Event Mgmt & Hospitality Training	\$ 184,522	\$ 186,367	\$ 190,094		
Total	1,683,728	\$ 1,872,610	\$ 1,964,151	\$ -	\$ -

Background: The Finance & Administrative Committee received approval from Town Council, that all requests for Town funding from affiliated and/or outside agencies go thru a formal application process as part of the annual fiscal budget adoption. Additionally, those entities requesting funding should make detailed submissions to the Finance & Administrative Committee which shall include a review of prior Town funding that has been awarded, performance achievements or return on investment of the prior funding, and an examination of the need for the current funding request.



MEMORANDUM

TO: Finance and Administrative Committee

FROM: John Troyer, CPA, Director of Finance

VIA: Marc Orlando, ICMA-CM, Town Manager

DATE: January 27, 2022

RE: Proposed Resolution approving Green Finney contract for Audit services

Recommendation:

Staff recommends Town Council approve the resolution approving the exercise of the option for a one-year extension for the contract for audit services for the 2022 fiscal year financial audit as provided for in RFP 2017-0032 and contract C23-2018.

Summary:

The Town is required to have an independent audit annually. The requirements are included in state law SC section 5-7-240 and in our Municipal Code section 4-1-30. The Town sought competitive proposals for audit services with its Request for Proposals (RFP) 2017-0032. After evaluation of competitive proposals from seven firms, the Town chose Greene Finney for a contract for audit services. The contract was for fiscal years 2018, 2019, 2020 and 2021. At the time of the contract, an option for a fifth year at a fixed price was included. The fifth year coincided with the Town's contractual limit of five years. Each change in auditor is going to include certain start-up costs included in the billing. Therefore, economically the Town would not want to change auditors too often. The Town recommends the one-year extension. The Town is preparing another RFP for audit services for the year ending June 30, 2023, and forward.

Background:

South Carolina code requires an annual audit. In RFP 2017-0032 and contract C23-2018, an option for a fifth year was included in the proposal and subsequent contract. The option price of \$29,300 is fixed and is comparable to the 2021 price of \$28,700. The single audit price includes the required ARPA (stimulus plan) federal funding audit at a fixed price of \$4,000.

A RESOLUTION BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, DESIGNATING GREENE FINNEY, LLP, AS THE TOWN'S AUDITORS FOR THE FISCAL YEAR ENDING JUNE 30, 2022, AND AUTHORIZING THE TOWN MANAGER TO ENTER INTO A ONE-YEAR EXTENSION OF THE CURRENT CONTRACT WITH GREENE FINNEY, LLP FOR FINANCIAL AUDIT SERVICES FOR THE FISCAL YEAR ENDING JUNE 30, 2022.

WHEREAS, the Town of Hilton Head Island is required by Municipal Code Title 4 (Finance and Taxation), Section 4-1-30 (Ordinance number 83-5) to have an independent audit of all financial records and transactions; and

WHEREAS, pursuant to South Carolina Code Section 5-7-240, Town Council shall provide for an independent audit of all financial records and transaction of the municipality; and

WHEREAS, the Town requested financial audit services for a period of five years through its Request for Proposal 2017-0032; and

WHEREAS, on April 17, 2018, the Town Council adopted Resolution 2018-07, awarding Greene Finney, LLP a contract for financial audit services based on its audit experience, audit approach, fees and presentation; and

WHEREAS, the Town entered into a contract (C23-2018) with Greene Finney, LLP for a period of four years with an optional fifth year if extended by action of Town Council; and

WHEREAS, at the end of Fiscal Year 2022, the Town intends to solicit request for proposals for financial audit services for a five-year period; and

WHEREAS, Town Council now desires to designate Greene Finney, LLP, as the Town's auditors for Fiscal Year beginning on July 1, 2021, and ending on June 30,

2022 (FY 2022), and to authorize the Town Manager to enter into a one-year extension of the current contract (C23-2018) with Greene Finney, LLP for financial audit services for Fiscal Year ending June 30, 2022.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT the Town Council hereby designates Green Finney, LLP, as the Town’s auditor for FY 2022, and authorizes the Town Manager to enter into a one-year extension of the current contract (C23-2018) with Greene Finney, LLP for financial audit services for Fiscal Year ending June 30, 2022.

MOVED, APPROVED, AND ADOPTED ON THIS _____ DAY OF _____, 2022.

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

4. The Contractor shall bill the Town on at least quarterly basis for services rendered. The invoices should be sent to Town of Hilton Head Island, One Town Center Court, Hilton Head Island, South Carolina 29928 Attention: Accounts Payable. The invoice will be paid within thirty (30) days upon receipt of invoice.
5. Additional audit or financial services as needed at \$110/hr.
6. The term of this Agreement shall be from date of execution to December 31, 2021.
7. The term may be extended by action of Town Council.
8. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
9. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
10. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
11. This Agreement may not be modified unless such modification is in writing and signed by both parties.
12. The Contractor may not assign this contract without the prior written approval of the Town.
13. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
14. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the

methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.

15. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:

11.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:

(a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new yearly hired employee within five (5) business days after employing employee; or

(b) employing only workers who, at the time of said employment:

1. possess a valid South Carolina driver's license or identification card; or

2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or

3. possess a valid driver's license or identification card from another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 1 (a) or option 1(b) but acknowledges that Contractor cannot use both.

11.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

(a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or

(b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

11.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

(a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and

(b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

11.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

11.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

Joanne Finney
Jane Park

Greene Finney, L.L.P.

By: [Signature]

Its: Partner

WITNESSES:

[Signature]
[Signature]

TOWN OF HILTON HEAD ISLAND

By: [Signature]

Gregory D. DeLoach, Esq.,
Its: Assistant Town Manager

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, TO AWARD THE CONTRACT TO GREENE FINNEY, LLP. FOR FINANCIAL AUDIT SERVICES FOR THE FISCAL YEARS ENDING JUNE 30, 2018 THROUGH 2021

WHEREAS, the Town of Hilton Head island is required by Municipal Code Title 4, Finance and Taxation, Section 4-1-30; ordinance number 83-5, 9-26-83 to have an independent annual audit of all financial records and transactions; and

WHEREAS, in accordance with South Carolina Code of Laws Section 5-7-240, Town Council shall provide for an independent audit of all financial records and transactions of the municipality. The Town may designate the auditors annually or for a period not exceeding four years. Town Council now desires to enter into a contract with Greene Finney, LLP for a period of four years - retaining its option to cancel the contract at any time; and

WHEREAS, the Town has requested financial audit services through its RFP 2017-0032; and

WHEREAS, the Town has received proposals for financial audit services from seven firms; and

WHEREAS, the Town has been through an evaluation process of those firms; and

WHEREAS, the Town has rated the proposals on audit experience, audit approach, fees and presentation; and

WHEREAS, the Town is recommending a contract for four years; and

WHEREAS, due to the Hurricane Matthew and Hurricane Irma responses, the Town expects to need a single audit for federal awards for fiscal 2018 and fiscal 2019; and

WHEREAS, the schedule of costs for the Town is as set out below; and

Year	Audit Fees	
	Financial Audit	Single Federal Audit
2018	\$ 26,900.00	\$ 3,000.00
2019	27,500.00	3,000.00
2020	28,100.00	negotiated if needed
2021	28,700.00	negotiated if needed

NOW, THEREFORE BE IT AND HEREBY IS, RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA THAT; the Town Manager is authorized to enter into the contract with Greene Finney, LLP for financial audit services for the fiscal years 2018 through 2021.

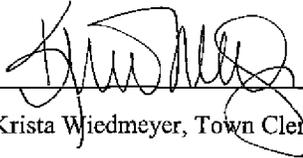
Section 7. Severability. If any sections, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not attest the validity of the remaining portions thereof. All previous ordinances or portions of ordinances in conflict with this Ordinance are hereby repealed.

Section 8. **Effective Date.** This Resolution shall be effective upon adoption by the Town Council for the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS 17th DAY OF April, 2018.

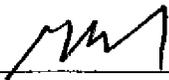


David Bennett, Mayor



Krista Wiedmeyer, Town Clerk

APPROVED AS TO FORM:



Gregory M. Alford, Town Attorney

Introduced by Council Member: Kimberly W. Likins



TOWN OF HILTON HEAD ISLAND

Staff Report Memo

TO: Finance and Administrative Committee
FROM: John M. Troyer, Director of Finance
VIA: Marc Orlando, Town Manager
CC: Cindaia Ervin, Krista Wiedmeyer
DATE: February 1, 2022
SUBJECT: Financial Update

Recommendation: Staff recommends that Finance Department continue to monitor Town Revenues and Expenditures and to ***provide monthly updates to the Finance & Administrative Committee for their review and discussion.***

Summary: As part of the pandemic response, Town Management identified the importance of monitoring revenue and expenditure items in a pandemic environment. Close monitoring can provide the ability to respond timely to changing economic realities.

To provide Town Council as clear a picture of the Town's revenue collections and financial position, I plan to give Finance and Administrative Committee an update during their next meeting of the committee. I plan to give a preview of year-to-date results. This will give the Finance and Administrative Committee a continuing look at Town financial position and provide a forum for discussions. We will continue those discussions monthly to ensure the Town is appropriately positioned in this economic environment.

Background: As Town Council considered the proposed budget for FY 2021, one issue at the forefront of the discussion was the economic uncertainties due to the impact of the COVID-19 pandemic -- which prompted the need for more frequent financial updates. Now the Town is into FY 2022, and the pandemic is still not behind us. The financial updates need to continue at least until the COVID threat is contained, and probably much beyond. Town Council recognized that even after the budget was adopted for FY2022, continuing the close monitoring of the revenue collections and spending would continue to be important again this year.