



Town of Hilton Head Island
FINANCE AND ADMINISTRATIVE
COMMITTEE MEETING
Tuesday, July 9, 2024, 10:00 AM
Minutes

Call to Order

Chair Brown called the meeting to order at 10:00 a.m.

Committee Members present: Alex Brown, Chair, Ward 1; Steve Alfred, Ward 5; Glenn Stanford, Ward 6 and Tamara Becker, Alternate, Ward 4

Adoption of the Agenda

Mr. Stanford moved to approve. Mr. Alfred seconded. Motion carried 3-0 (David Ames was absent).

Approval of the Minutes

Regular Meeting Minutes of April 9, 2024

Mr. Alfred moved to approve. Mr. Stanford seconded. Motion carried 3-0 (David Ames was absent).

New Business

Consideration of a Resolution Authorizing the Town Manager to Execute an Intergovernmental Agreement with Beaufort County for the William Hilton Parkway Safety and Pedestrian Improvements from Beach City Road to Dillon Road and along Palmetto Bay Road – Bryan McIlwee, PE, Director of Engineering

Bryan McIlwee, P.E., Director of Engineering, briefed the Committee on a proposed resolution authorizing the Town Manager to execute an Intergovernmental Agreement (IGA) with Beaufort County. This agreement pertains to safety and pedestrian improvements on William Hilton Parkway, specifically from Beach City Road to Dillon Road, as well as along Palmetto Bay Road. In January 2024, Town Staff and Beaufort County initiated discussions regarding potential funding for projects on Hilton Head Island. Beaufort County indicated that County Impact Fee funds were available for projects aimed at enhancing safety or increasing capacity on William Hilton Parkway and Palmetto Bay Road, with a goal of completing these projects by October 2024.

The two projects recommended by Staff are projects that meet the criteria and can be accomplished by the October 2024 deadline:

- William Hilton Parkway - Northridge Area Segment 3 Safety Improvements

This project will update crosswalk pavement markings and replace existing pedestrian crossing signs with a push button rectangular rapid flashing beacon (RRFB).

- William Hilton Parkway and Palmetto Bay Road Intersection Safety Improvements, Signage and Pavement Marking

This project will update pavement markings, street signs, and make minor safety improvements to intersections.

The IGA is in the amount of \$600,000 and was unanimously approved by Beaufort County Council on April 8, 2024.

Recommendation of the Resolution authorizing the Town Manager to execute an IGA with Beaufort County will allow Staff to implement the safety and pedestrian improvements from Beach City Road to Dillon Road and along Palmetto Bay Road to meet the October 2024 deadline.

The Committee raised questions about the use of rectangular rapid flashing beacons (RRFB), the proposed installation sites, and landscaping. Mr. McIlwee explained that the RRFB will be installed on the North End of the Island near the Oaks neighborhood, along with appropriate signage. The proposed landscaping for this segment is intended to help guide pedestrians to safer crossing points. An additional question was raised about obtaining the necessary permits from the South Carolina Department of Transportation (SCDOT). Mr. McIlwee noted that the Major Thoroughfares Corridor Plan will be presented to the Town Council this fall for adoption and approval, after which the entire document will be submitted to SCDOT for approval. Until then, the project will proceed in segments as permits are obtained.

Chair Brown asked for public comment.

Melinda Tunner: addressed the Committee stating her thoughts regarding if the projected safety improvements for pedestrians and bicyclists and the reimbursement from Beaufort County for \$600K to cover the project. She wanted to know if that reimbursement would cover all costs associated with this project. Mr. McIlwee stated that the reimbursement will4wfg receive will cover segment 3 for this project.

Mr. Alfred moved to forward the resolution to Town Council for consideration of approval. Mrs. Becker seconded. Motion carried 4-0.

Town of Hilton Head Island Finance Director Introduction – Adrina Burnett, Finance Director

Adriana Burnett, the Finance Director, introduced herself to the Committee and shared her observations from the past three months. She expressed her excitement about being on the Island and her commitment to her role. Mrs. Burnett emphasized that as the Town's Finance Director, she takes her responsibilities seriously and aims to transform the Finance Department from a process-driven organization to one that is more strategically focused and

analytical.

Mrs. Burnett values feedback not only from the Committee but also from the broader community. In her assessment of the department, she plans to implement three key pillars: People, Process, and Technology.

1. People: Mrs. Burnett noted that the finance team is dedicated and works tirelessly every day. Her goal is to restructure the department to improve efficiency, which will allow staff to focus on other areas, fostering both efficiency in processes and opportunities for professional development and growth.
2. Process: She highlighted the importance of community feedback, which she takes seriously. Currently, the challenge lies in how financial reporting is conducted. Mrs. Burnett identified a need for better understanding and explanation of financial data. She plans to shift toward more analytical reporting to improve forecasting, tracking, and clarity.
3. Technology: Mrs. Burnett aims to utilize the right tools to streamline processes. She believes in working smarter, not harder, and given that the Town is a \$167 million operation, she wants to ensure that the Committee has immediate access to the information they need.

The Committee expressed their approval and anticipation for the upcoming changes that Mrs. Burnett plans to implement. The enhancements to data reporting were especially well-received, as they will enable Committee Members to share financial information with their constituents more easily. While the Committee understands that these changes won't happen overnight, they are encouraged by Mrs. Burnett's commitment to positive transformation and are ready to support her throughout this transition period.

Public Comment-Non-Agenda Items

There was no request for public comment.

Adjournment

The meeting was adjourned at 10:25 a.m.

Approved: August 27, 2024

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