



Town of Hilton Head Island  
**FINANCE & ADMINISTRATIVE COMMITTEE  
MEETING**  
Tuesday, December 7, 2021, 1:00 PM  
**AGENDA**

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The Finance & Administrative Committee meeting will be conducted virtually and can be viewed on the [Town of Hilton Head Island Public Meetings Facebook Page](#)

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. November 16, 2021
6. **Appearance by Citizens** Citizens who wish to address the Committee may do so by contacting the Town Clerk at 843.341.4701, no later than 2:00 p.m. the day of the meeting. Citizens may also submit written comments via the [Town's Open Town Hall Portal](#). The portal will also close at 2:00 p.m. the day of the meeting. Comments submitted through the portal will be shared with the Committee and made part of the official record.
7. **New Business**
  - a. Review and Discussion of the Affiliated Agency Process and Application
  - b. 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  
Tuesday, November 16, 2021, 1:00 p.m.  
**MEETING MINUTES**

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

**Present from Town Council:** David Ames

**Present from Town Staff:** Josh Gruber, *Deputy Town Manager*; Brad Tadlock, *Fire Chief*; John Troyer, *Director of Finance*; Chris Blankenship; *Deputy Fire Chief*; Chris Yates, *Interim Director of Community Development*; Diane Busch, *Staff Attorney*; Krista Wiedmeyer, *Town Clerk*; Karen Knox, *Senior Administrative Assistant*

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**1. Call to Order**

The Chairman called the meeting to order at 1:00 p.m.

**2. FOIA Compliance**

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

**3. Roll Call**

Attendance of all members was confirmed by way of roll call.

**4. Approval of the Agenda**

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

**5. Approval of Minutes**

**a. October 19, 2021**

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

**6. Appearance by Citizens**

Ms. Wiedmeyer confirmed that no citizen comments were submitted via the Open Town Hall Portal and that one citizen had signed up to address the Committee.

**Skip Hoagland:** Addressed members of the Committee via phone regarding ATAX Committee funds and illegal funding.

**7. New Business**

**a. Presentation and Discussion of the Annual Tax Increment Financing District Fund ("TIF") Report**

Mr. Troyer reviewed and delivered a presentation on the Annual Tax Increment Financing District Fund ("TIF"). Upon the conclusion of the presentation, he answered questions posed to him by the Committee.

**b. Town of Hilton Head Island Financial Report**

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.

**c. Consideration of a Recommendation – Authorizing the Town Manager to Enter into a Contract Securing Fire Rescue Fleet Updates**

Chief Tadlock stated staff recommends that Finance and Administrative Committee recommend to Town Council to approve authorization to the Town Manager to enter a contract for the purchase of the Fire Rescue apparatus as detailed in the Town's FY 2022 Capital Improvement Plan.

Mr. Troyer and Chief Tadlock gave a brief overview of this item and explained the initial quotes for the Fire Rescue fleet updates came in higher than anticipated due to supply chain issues. Fire Rescue has carefully reviewed the specifications and made some deletions to bring the cost down while maintaining basic operability. With these adjustments, the bid price is \$7,450,473 which is \$1,248,605 above the approved \$6,201,868 budget. Additionally, there would also be an estimated \$14,000 for travel related expenses for five (5) Fire Rescue personnel to perform four (4) scheduled inspections that need to take place during the build. This leaves the total difference of \$1,262,605 to procure all the units planned in the CIP over the approved budget amounts.

Mr. Troyer stated they originally planned on a lease. The lease helps because it is going to match with the lifespan of the trucks. We are going to bid the lease, so it is separate from the financial transaction. The trucks are not scheduled to be delivered for some time. The lease proceeds will not be due until at best at the end of this fiscal year and probably into the first of next fiscal year. We will end up paying for this over time.

Chief Tadlock answered questions posed to him by the members of the Committee. Prior to calling the vote, Mr. Lennox explained that due to the time sensitivity of this matter, this item would be considered at Town Council later in the day. Mr. Harkins moved to approve. Mr. Stanford seconded and requested that Mr. Troyer give Town Council a breakdown in the lease costs in terms of ballpark numbers. The motion carried 4-0.

Mr. Ames noted that in the future, when a committee takes action an hour before a Town Council Meeting the public does not have an opportunity to consider the situation and the vote. I believe we should have a policy or a procedure where a Town Council vote cannot take place on the day of a Town Council Meeting.

**8. Adjournment**

By unanimous vote, the meeting adjourned at 2:25 p.m.

**Submitted by:** Karen D. Knox  
Senior Administrative Asst.

**Approved:** \_\_\_\_\_

**The recording of this meeting can be found on the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov).**



# TOWN OF HILTON HEAD ISLAND

## *Finance Department*

**TO:** Finance and Administrative Committee  
**VIA:** Marc Orlando, *Town Manager*  
**VIA:** Josh Gruber, *Deputy Town Manager*  
**FROM:** John M. Troyer, *Director of Finance*  
**DATE:** December 7, 2021  
**SUBJECT:** Affiliated Agencies Process and Application

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### **Recommendation:**

Staff recommends that Finance & Administrative Committee consider the approval of the Affiliated Agency process. This recommendation would have Affiliated Agencies apply for funding in a manner similar to the State ATAX process – except rather than being heard by the ATAX committee for recommendations, the Finance and Administrative Committee would hear requests and make recommendations to Town Council.

### **Summary:**

Town Council has made recommendations that an updated process to receive, hear and recommend requests from Affiliated Agencies be established. Town Council has directed its Finance and Administrative Committee to be the venue for hearing these requests. Staff has put together application forms and a timeline for Finance and Administrative Committee to consider to assist in the process. Ultimately, Town Council will vote on the recommendations in its annual budget process. Finance and Administrative Committee needs to give the approval for staff to move forward so that the Committee has requests to consider and ample time to have the Committee's recommendations incorporated into the annual proposed budget.

### **Background:**

On August the 19, 2021, Town Council voted 7-0 to approve a standard process for affiliated agency funding requests and considerations. Town Council's Finance and Administrative Committee would take the lead in receiving applications for funding, consider those applications and make recommendations to Town Council for funding consideration. Staff has put together application forms and a timeline for the Finance and Administrative Committee. Staff recommends Finance and Administrative Committee accept the forms and timelines and allow affiliated agencies to request funding in the new standardized process so that Finance and Administrative Committee can review the requests, consider funding possibilities and ultimately make recommendations to Town Council with the proposed FY 2023 Budget.



## TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

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# Fiscal Year 2023 Affiliated Agencies Funding Request Application

**All applications must be fully completed and submitted electronically to the Town of Hilton Head Island no later than 4:30 p.m. on Tuesday, February 1, 2022.**

This application package includes the following:

1. Guideline for Applications
2. Affiliated Agency Funds Application
3. Application Submission

Applications will first be reviewed by Town Finance Staff and Senior Staff. The Finance & Administration Committee will review the received requests and will select agencies to make presentations outlining their funding request and answer any questions that may arise. Each applicant will be notified by email (please make sure to provide a valid email address) of the time scheduled for its presentation. The Finance & Administrative Committee will submit a recommendation on affiliated agency funding requests to Town Council as part of the annual fiscal year budget and adoption process.

The Committee requests each applicant to adhere strictly to the guidelines and requirements provided herein.

Failure to correctly complete the application in its entirety, may disqualify what may be an otherwise qualifying application.

# GUIDELINES FOR APPLICATIONS FOR AFFILIATED AGENCIES FUNDS

## NOTES REGARDING THE APPLICATION

*The purpose of this program is to provide a transparent process to consider requests of public funds and to document the proposed public benefit of each funding request.*

1. Summary of Requesting Agency
  - a. Identification of the organization, its mission and background
  - b. Provide the full name, postal mailing address, email address and telephone number of a primary contact person, given the authority and responsibility to represent the application before the Committee, must be included in this section.
  - c. List the organization's total annual budget and its fiscal year 2023 requested amount.
2. Description of Operations
  - a. Describe the organization purpose/uses of requested funding and demonstrate how funding will provide public function to the Town and its overall operation.
  - b. The description must state what is intended to be accomplished by the Affiliated Agency funds, and the source and amount of other funds to be committed to the operations.
  - c. Describe the impact to the organization should it not be fully funded for the fiscal year 2023 request.
  - d. What are the future capital projects or changes in the service delivery scope that might impact future operations or financial requests?
3. Funding
  - a. Provide a brief description on how the organization is currently funded.
  - b. Please provide a summary current and previous governmental funding applied for, or received, for fiscal year 2021, 2022 and fiscal year 2023.
  - c. Copies of Fiscal Year 2020 and 2021 audited financial statements
  - d. Provide a copy of the current budget identifying all anticipated revenues and expenses.
5. Measuring Effectiveness:
  - a. Please identify the project/operation objectives and budget
  - b. Please identify how operational metrics will be tracked to demonstrate goal achievement.
  - c. Please identify how the metrics establish a public benefit
  - d. Please identify your service area and provide statistics of clients served
  - e. Please identify your partner agencies

- f. Please identify a proposed/expected timeline to achieve objectives
  - g. Please identify any partners/contractor comments
  - h. Please identify any other sources of funding requested or received.
6. Submission Requirements:
- a. All funding requests are to be submitted electronically by Tuesday, February 1, 2022, to:

Town of Hilton Head Island  
Finance & Administrative Committee  
c/o Cindaia Ervin  
1 Town Center Court  
Hilton Head Island, SC 29928  
[cindaiae@hiltonheadislandsc.gov](mailto:cindaiae@hiltonheadislandsc.gov)  
(843) 341-4646

DRAFT

# 2022

## AFFILIATED AGENCY FUNDS REQUEST APPLICATION

For Office Use Only	Time Received:	By:
Date Received:		

Applications will not be accepted if submitted after 4:30 P.M. on February 1, 2022

### A. Summary of Grant Request:

ORGANIZATION NAME: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Total Budget: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

### B. DESCRIPTION OF OPERATIONS:

1. For reporting purposes, give a brief description of the organization. (250 words or less)



2. Describe in detail how the requested grant funding would be used. (250 words or less)

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? (100 words or less)

4. What is the expected public benefit to these expenditures to the Island's citizens, visitors, and/or the Town? (100 words or less)

5. Additional comments (250 words or less)

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

\_\_\_\_\_ Government Sources

\_\_\_\_\_ Private Contributions, Donations & Grants

\_\_\_\_\_ Corporate Support, Sponsors

\_\_\_\_\_ Membership Dues, Subscriptions

\_\_\_\_\_ Ticket Sales, or Sales & Services

\_\_\_\_\_ Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2022 and fiscal year 2023. (100 words or less)

4. Please provide a summary of other sources of funding sought or secured for this initiative. (250 words or less)

**D. FINANCIAL INFORMATION:**

Fiscal year disclosure:            Start Month: \_\_\_\_\_ End Month: \_\_\_\_\_

**Financial Statement Requirements:**

1. The upcoming year's operating budget for the organization.
2. The previous two years and current year profit and loss reports for the organization.
3. The previous two years and current year balance sheets.

**E. MEASURING EFFECTIVENESS:**

1. List any award amounts received in fiscal year 2021 and/or 2022? How were those funds used? To what extent were your objectives achieved? (200 words or less)

2. What impact does this have on the success of the organization and how did it benefit the community? (200 words or less)

3. How does the organization measure the effectiveness of both the overall activity and of individual programs? (200 words or less)

**G. Executive Summary:**

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. (1300 words or less)



**AFFILIATED AGENCIES FUNDING REQUEST  
TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA**

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**APPLICATION FINAL CHECKLIST**

(Complete and return this list with the application)

- The application is being filed by the February 1, 2022, 4:00 PM deadline.
- We have reviewed and followed the application guidelines.
- We have supplied the requested Financial Data.
- We will be prepared to make a verbal presentation to the Committee and answer questions when we are scheduled to do so.

Please contact Cindaia Ervin at 843-341-4646

or email

[cindaiae@hiltonheadislandsc.gov](mailto:cindaiae@hiltonheadislandsc.gov)

if you have any questions or concerns.

NOTE: A Town Council quorum may result in the event four or more Council members attend this meeting.

ATAX EFFECTIVENESS MEASUREMENT

Please refer to the SAMPLE Effectiveness Measurement Form for examples. When completing this form, please expand, contract, or add to the sections as needed (but contain the form to a total of approximately 2 pages). You may choose to use your own format instead of this form, and if doing so, please use the criteria below as a guideline. Regardless of format, each applicant should choose how they measure degree of success. Applicants need to explain why this is an effective measurement technique that reflects results and how that relates to the objective.

TOPIC	THE PLAN	BUDGET	ACTUAL SPENT	RESULTS When possible, provide planned results vs. actual results, and/or current year vs. prior year results .
Total		\$ -	\$ -	

Total		\$ -	\$ -	

Total		\$ -	\$ -	

Total		\$ -	\$ -	

ATAX EFFECTIVENESS MEASUREMENT

TOPIC	THE PLAN	BUDGET	ACTUAL SPENT	RESULTS When possible, provide planned results vs. actual results, and/or current year vs. prior year results .
Total		\$ -	\$ -	

Total Budget to Actual \$ - \$ -





# TOWN OF HILTON HEAD ISLAND

## *Finance Department*

**TO:** Finance and Administrative Committee  
**VIA:** Marc Orlando, *Town Manager*  
**VIA:** Josh Gruber, *Deputy Town Manager*  
**FROM:** John M. Troyer, *Director of Finance*  
**DATE:** October 6, 2021  
**SUBJECT:** Town of Hilton Head Island Financial Update

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### **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.

In order 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 the December 16, 2021, meeting of the committee. I plan to give a preview of year-to-date results for the five months ending November 30, 2021. This will be a part of giving 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 we are in to 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.