



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*

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

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

5. Approval of Minutes

a. October 19, 2021

Chairman 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: December 7, 2021

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