



Town of Hilton Head Island
FINANCE AND ADMINISTRATIVE
COMMITTEE MEETING
Tuesday, March 18, 2025, 10:00 AM
Minutes

Call to Order

Chairman Brown called to the meeting to order at 10:06 a.m.

Committee Members Present: Alex Brown, Chair; Patsy Brison, and Melinda Tunner

Other Members of Town Council Present: Steve Alfred; Tamara Becker; and Steve DeSimone

Adoption of the Agenda

Ms. Brison made a motion to adopt. Ms. Tunner seconded. Motion carried 3-0.

Approval of the Minutes

Regular Meeting Minutes of February 25, 2025

Ms. Brison made a motion to approve. Ms. Tunner seconded. Motion carried 3-0.

Executive Session

Discussion of Legal Advice from the Town Attorney on Matters Covered Under the Attorney-Client Privilege [Pursuant to the South Carolina Freedom of Information Act Section 30-4-70 (a)(2)] related to:

1. Affiliated Agency Funding Requests

At 10:07 a.m. Ms. Brison moved to enter into Executive Session for the reasons outlined on the agenda. Ms. Tunner seconded. Motion carried 3-0.

At 10:42 a.m. Ms. Brison moved to come out of Executive Session. Ms. Tunner seconded. Motion carried 3-0.

Action from Executive Session

There was no action as a result of Executive Session.

Presentations

Consideration of Award Recommendations for the Fiscal Year 2026 Affiliated Agency Funding Requests - Adriana Burnett, Finance Director

Adriana Burnett presented the Fiscal Year 2026 Affiliated Agency funding requests. The Town has received a total of 11 timely applications for the Committee to review for a total combined \$3,241,567 in funding. The purpose of the Affiliated Agency program is to provide a transparent process to consider funding requests using public funds and to document the proposed public benefit of each funding request. It is the intention of this program to make limited grants to agencies and non-profit organizations providing services for public benefit that are not tourism related.

Applicants are listed below for the Committee's consideration:

1. 14th Circuit Solicitor - Career Criminal
2. 14th Circuit Solicitor - Multidisciplinary
3. Beaufort County Economic Development Corporation
4. Coastal Community Development Corporation
5. Coastal Discovery Museum
6. Hilton Head Island Recreation Association
7. Lowcountry Regional Transportation Authority
8. Mitchelville Preservation Project
9. Sandalwood Community Food Pantry
10. Sea Turtle Patrol HHI
11. The Children's Center

Members of the Committee had questions, comments and discussions regarding the agencies that applied.

14 Circuit Solicitor: the program has grown over the last few years; this is a five-county circuit for the program of which prosecution should be a duty of the State; it is not a Municipal function; no additional information was submitted; no funding should be given and the Solicitors Office is a valuable part of the community.

Beaufort County Economic Development Corporation: this is a function of a Municipality and County and has worked well over the years; the Town should continue to support this agency as it does not have its own; and it is a critically important agency to development & workers and should be supported.

Coastal Community Development Corporation: funding was previously given to this organizations efforts; there are no financials to compare to from previous years; organization seems to be doing well based on its balance sheet; there is an increase in the prior years ask; is there funding still available from the previous purchase of housing units; workforce housing is this organizations biggest priority; no funding; and if funded it is should be \$300k-\$500k range if funds remain.

Coastal Discovery Museum: this organization runs on behalf of the Town; support; and the organization provides a consistent approach to the signed Memorandum of Understanding.

Island Recreation Association: support for this agency as the Town does not have a Parks & Recreation department; they have a good business model; this is a good example of what an Affiliated Agency should be; the senior center needs to be looked at; and this agency should be supported.

Lowcountry Regional Transportation Authority: this agency brings workers to our Island from five counties & beyond; increase in trolley service fee over previous years; and what can be done to help in supporting the sales tax referendums for them.

Mitchelville Preservation Project: consensus of support.

Sandalwood Food Pantry: this is a wonderful community service organization; and no funding was the consensus.

Sea Turtle Patrol: this is an asset for the Town in addition to what we already do; great volunteers on Town property; if there was no patrol then the Town would have to hire for services; and full support.

The Children's Center: support early childcare programs; not a function of the Town; this is important work that is being done & their vision is supported; workforce housing is supported by accommodations tax funding, but childcare does not apply; and no support.

Marc Orlando provided the Committee with an overview of the Town's budget and the Affiliated Agency funding process. He noted that participation among agencies remains strong and that the organizations continue to serve the community as meaningful public benefit partners. How affiliated agencies are funding is done so at the will of Council and the overall budget is balanced as of now. The applications submitted are sound, however, a better process could be in place in the future.

Ms. Brison made a motion to forward to Town Council the award recommendations for the Fiscal Year 2025-2026 Affiliated Agency Funding Requests in the amount of \$1,988,516 (graph attached) to be included in the first reading of the budget as set forth by Town Staff. Ms. Tunner seconded.

APPLICANTS	2026 FUNDING REQUEST	F & A RECOMMENDATION
14TH CIRCUIT SOLICITORS OFFICE	\$168,500.00	\$0.00
BEAUFORT COUNTY ECONOMIC DEVELOPMENT CORPORATION	\$42,000.00	\$42,000.00
COASTAL COMMUNITY DEVELOPMENT CORPORATION	\$750,000.00	Pending more information
COASTAL DISCOVERY MUSEUM	\$141,650.00	\$141,650.00
HILTON HEAD ISLAND RECREATION ASSOCIATION	\$1,252,366.00	\$1,252,366.00
LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY	\$507,051.00	\$350,000.00
MITCHELVILLE PRESERVATION PROJECT	\$105,000.00	\$105,000.00
SANDALWOOD COMMUNITY FOOD PANTRY	\$97,500.00	\$0.00
SEA TURTLE PATROL HHI	\$97,500.00	\$97,500.00
THE CHILDREN'S CENTER	\$80,000.00	\$0.00
TOTAL:	\$3,241,567.00	\$1,988,516.00

Chair Brown asked for public comment.

There was no public comment at this time.

Motion carried 3-0.

Ms. Brison made a motion to recommend to the full Town Council that it request the Town Manager develop a policy for funding of Affiliated Agencies, including the process and review with Staff of the Memorandum of Understandings. Ms. Tunner seconded. Motion carried 3-0.

Town of Hilton Head Island FY2025 Monthly Financial Update - Adriana Burnett, Finance Director

Ms. Tunner made a motion to postpone the FY 2025 monthly financial update until next meeting. Ms. Brison seconded. Motion carried 3-0.

Public Comment - Non Agenda Items

There was no public comment at that time.

Adjournment

Chair Brown adjourned the meeting at 1:15 p.m.

Approved: April 29, 2025

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