



Town of Hilton Head Island
**FINANCE AND ADMINISTRATIVE COMMITTEE
MEETING**
Monday, August 25, 2025, 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; Patsy Brison, and Melinda Tunner

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

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 May 29, 2025

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

Regular Meeting Minutes of June 26, 2025

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

Presentations

Update from Coastal Community Development Corporation - Alan Wolf, Board Member,
Coastal Community Development Corporation

Alan Wolf updated the Committee on the Coastal Community Development Corporation (CCDC), noting that CCDC owns 17 properties on Hilton Head Island with a closing on the 18th expected by week's end. He reported that 15 of the properties were partially funded through the Town's Affiliated Agency process and that property management has transitioned from a third-party contractor to CCDC's in-house program manager.

Committee members had questions, comments, and discussions regarding if a waiting list exists for units; lessons learned to date; CCDC's fundraising efforts; comments surrounding the value of diverse funding sources; and clarification of the number of units on Hilton Head Island and in surrounding areas.

Town of Hilton Head Island FY2026 Monthly Financial Update - John Troyer, Interim Finance Director

John Troyer provided the Committee with a financial update through June 30, 2025. He noted that the amounts reflected are pre-close and pre-audit, and therefore subject to change, but provide an early view of FY2025 results. General Fund collections finished above budget, driven by strong property tax revenue, ATAX, business licenses, and a one-time AirBnB settlement. General Fund spending finished below budget, primarily due to savings from temporarily vacant positions and the timing of the fire truck lease and several maintenance projects.

Mr. Troyer reported that Standard & Poor's recently raised the Town's bond rating to AAA, reflecting the continued economic health of the Town, the responsible decision-making of Town Council, and the effective implementation of policy and programs by the Town Manager. He added that the Finance Department will continue to work on closing the FY2025 books and work closely with independent auditors to finalize and publish the Annual Comprehensive Financial Report for delivery to Town Council.

Members of the Committee made comments and asked questions. Clarification was provided regarding the following items: the amount of potential carry forward that could be expected; the funding amount for work that can be expended in FY2026; the AirBnB settlement received; and General Fund balances exceeding budget. Compliments were made on the business results as the Town remains conservative in budget revenues; and of the process of the monthly financial reporting to the committee and the progress that has been made around it.

New Business

Consideration of a Resolution Delineating Names and Areas of Focus for Town Council Subcommittees - Shawn Colin, Assistant Town Manager

Mr. Colin conducted a presentation regarding the resolution delineating names and areas of focus for Town Council Subcommittees. After a lengthy discussion by the Committee and from the members of Town Council present. Members of the Committee held discussion, made comments and asked questions. Comments were made on potential names of the Committees, a request for the implementation of the Town's Strategic Action Plan Goals, and insuring that the workload was as even as possible.

Ms. Brison moved to recommend adoption of a resolution of the Town Council to establish standing committees, approve committee names, and delineate areas of responsibility, with the following revisions: rename the two committees as the *Finance & Economic Development Committee* and the *Public Safety and Infrastructure Committee*; remove the sections titled "Areas of Focus"; add "seek alternative revenue sources" and Strategic Action Plan Goals 5, 7, 8, 9, and 1 to the mission statement of the Finance & Economic Development Committee; add Strategic Action Plan Goals 2, 3, 4, 6, and 1 to the mission statement of the Public Safety and Infrastructure Committee; and delete Section #5, "Rules and Procedures." Ms. Tunner seconded the motion.

Dave Ferguson addressed the committee regarding the Town having a Strategic Action Plan and his dissatisfaction with regrouping the goals to meet the needs of the Committee.

Motion carried 2-1 (Tunner opposed).

Consideration of a Resolution Approving the 2025–2029 Five-Year Consolidated Plan Required by the U.S. Department of Housing and Urban Development (HUD) for Participation in the Community Development Block Grant (CDBG) Entitlement Program - Michele Bunce, Senior Grants Administrator

Ms. Bunce conducted a presentation regarding the Resolution to Approve the 2025-2029 Five Year Consolidated Plan required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block (CDBG) Entitlement Program. Members of the committee held discussion, made comments and asked questions. Compliments were made on the level of detail that was provided, and clarification was given on the uses of funds for the plan and potential future uses.

Ms. Brison made a motion to forward to Town Council for consideration a resolution to approve the Community Development Block Grant Entitlement Program 2025 - 2029 Five Year Consolidated Plan and the Annual Action Plan for program year 2025. Ms. Tunner seconded.

There was no public comment.

Motion carried 3-0.

Public Comment - Non Agenda Items

Dave Ferguson addressed the Committee regarding his feelings that the Accommodations Tax Advisory Committee plays an essential role in how money is spent, ethics, recusals, and the need for transparency behind the scoring process.

Adjournment

Chair Brown adjourned the meeting at 11:46 a.m.

Approved: September 30, 2025

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