



Town of Hilton Head Island
FINANCE AND ADMINISTRATIVE
COMMITTEE MEETING
Tuesday, September 30, 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

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 August 25, 2025

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

Presentations

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

John Toyer provided the Committee with the monthly financial update through June. Mr. Troyer indicated that these amounts are pre-close and pre-audit, therefore subject to change. General Fund collections finished above budget with the help of strong property tax, ATAX, business licenses, and the one-time AirBnB settlement. General Fund spending finished below budget primarily due to savings from temporary open positions and the timing of the fire truck lease and several maintenance projects. Recently, Standard & Poor's raised the Town's bond rating to AAA, recognizing the continued economic health and vitality of the Town and the responsible decision-making of Town Council and the execution of policy and programs by the Town Manager. The finance department is working with our independent auditors to finalize and publish the Annual Comprehensive Financial Report to close the books for fiscal year 2025, which will be delivered to Town Council in the coming months.

The Committee held discussion and asked questions regarding the Town's Emergency Fund; the process for Town Council approval of budget amendments; and clarification of the Town's revenue sources and short-term rental fees.

New Business

Consideration of an Ordinance of the Town of Hilton Head Island to Amend Municipal Code Title 10, Section 10-1-250, the Business License Ordinance, to Update the Business License Class Schedule as Required by Act 176 of 2020 for the Town of Hilton Head Island, South Carolina and Providing for Severability and Effective Date - April Akins, Interim Revenue Manager

Ms. Akins presented the proposed amendment to the Town's Business License Ordinance, Title 10, Section 10-1-250 of the Municipal Code, to update the Business License Class Schedule as required by Act 176 of 2020. The Committee held discussion and asked questions regarding the proposed changes to the rate structure; business classification categories; types of industries included within each class; Town business license renewal dates; and if this amendment would require a corresponding budget ordinance revision approved by Town Council.

Ms. Brison made a motion to forward to the full Town Council for consideration adoption of the new class schedule for business licenses and that the rate be revised back to the rate currently charged for class 7, subject to approval by the Town Attorney, and if it is determined that the Town cannot change the rate, it is recommended to adopt the Staff's recommendation of a 4.9% increase in the rate across the board. Ms. Tunner seconded.

Chair Brown asked for public comment.
There was no public comment at this time.

Motion carried 3-0.

Consideration of an Ordinance Providing the Issuance and Sale of the Town of Hilton Head Island Special Obligation Bonds (Beach Preservation Fee Pledge), in One or More Series in the Principal Amount Not Exceeding \$19,000,000; Delegating the Authority to the Town Manager to Determine Certain Matters with Respect to the Bonds; Prescribing the Form and Details of Such Bonds; Other Matters Relating Thereto; and Providing for Severability and an Effective Date - John Troyer, Interim Finance Director

Mr. Troyer provided the Committee with an overview of the Special Obligation Bonds for beach renourishment. The Committee held discussion and asked questions regarding the proposed total cost and the plan if costs exceed \$50 million; a request that Staff provide a schedule showing the borrowed amount versus the fund balance over the next seven years for presentation to the full Town Council.

Ms. Brison made a motion to forward to Town Council for consideration an ordinance providing the issuance and sale of the Town of Hilton Head Island Special Obligation Bonds (Beach Preservation Fee Pledge), in one or more series in the principal amount not exceeding \$19,000,000; delegating the authority to the Town Manager to determine certain matters with respect to the Bonds; prescribing the form and details of such Bonds; other matters relating thereto; and providing for severability and an effective date. Ms. Tunner seconded.

Chair Brown asked for public comment.

There was no public comment at this time.

Motion carried 3-0.

Public Comment - Non Agenda Items

There was no public comment at this time.

Adjournment

Chair Brown adjourned the meeting at 11:25 a.m.

Approved: November 18, 2025

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