



Town of Hilton Head Island

Accommodations Tax Advisory Committee Meeting

Thursday, August 15, 2024, 9:00 AM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Approval of the Minutes**
 - a. Regular Meeting Minutes of July 18, 2024
- 4. Public Comment - Non Agenda items**
- 5. New Business**
 - a. Overview of Accommodations Tax Advisory Committee Role, Responsibilities, and Statutory Requirements - Josh Gruber, Deputy Town Manager
 - b. Review of Accommodations Tax Advisory Committee Bylaws and Rules of Procedure - Curtis Coltrane, Town Attorney
 1. Review of Election of Officers Requirement
 - c. Review of South Carolina Freedom of Information Act Requirements - Curtis Coltrane, Town Attorney
 1. Meeting Quorum
 2. Communication Among Committee Members and the Public
 3. Public Records
 4. Executive Session
 - d. Review the Distribution of State Accommodations Tax Dollars - Adriana Burnett, Finance Director

- e. Review of State Accommodations Tax Revenue History - Adriana Burnett, Finance Director
- f. Review of Historic Accommodations Tax collections and Expenditures - Adriana Burnett, Finance Director
- g. Review of Prior Accommodations Tax Advisory Committee Recommendations - Adriana Burnett, Finance Director
- h. Review of Accommodations Tax Advisory Committee Meeting Schedule for Fiscal Year 2024-2025 - Shena Smith, Finance Assistant
- i. Overview of the Calendar Year 2025 Accommodations Tax Grant Application Process to discuss the Requirements, Expectations, and to Address Applicant Questions and Concerns - Shena Smith, Finance Assistant

6. Committee Discussion

7. Adjournment

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

"I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town."