COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
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D. PAUL SOMMERVILLE
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GERALD W. STEWART
VICE CHAIRMAN

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COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
DEPUTY COUNTY ADMINISTRATOR
SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA
COUNTY COUNCIL OF BEAUFORT COUNTY
Monday, June 27, 2016
6:00 p.m.
Council Chambers, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Citizens may participate telephonically in the public comments and public hearings segments from the Hilton Head Island Branch Library as well as Mary Field School, Daufuskie Island.

1. CALL TO ORDER - 6:00 P.M.

2. REGULAR SESSION

3. PLEDGE OF ALLEGIANCE

4. INVOCATION – Council Member Brian Flewelling

5. ADMINISTRATIVE CONSENT AGENDA
   - A. Approval of Minutes
     1. June 13, 2016 caucus and June 13, 2016 regular session
   - B. Committee Reports (next meeting)
     1. Community Services (August 22 at 3:00 PM, HHI Branch Library)
     2. Executive (August 8 at 4:00 p.m., ECR)
        a. Minutes – June 13, 2016
     3. Finance (August 9 at 2:00 p.m., ECR)
        a. Minutes – June 20, 2016
     4. Governmental (August 9 at 4:00 p.m., ECR)
     5. Natural Resources (August 15 at 2:00 p.m., ECR)
        a. Minutes – June 21, 2016
     6. Public Facilities (August 15 at 4:00 p.m., ECR)
        a. Minutes – June 20, 2016
   - C. Appointments to Boards and Commissions (backup)

6. PUBLIC COMMENT – Speaker sign-up encouraged no later than 5:45 p.m. day of meeting.

7. OLD BUSINESS

A. FISCAL YEAR 2016 – 2017 SCHOOL DISTRICT BUDGET PROPOSAL (backup)

1. Consideration of third and final reading to occur June 27, 2016
2. Public hearing 2 of 2 occurred June 13, 2016
3. Second reading occurred June 13, 2016 / Vote 8:2
4. Public hearing 1 of 2 occurred May 23, 2016
5. First reading occurred May 23, 2016 / Vote 10:1
6. Finance Committee discussion and recommendation to approve FY 2016-2017 budget proposal on first reading. Approval occurred on May 16, 2016 / Vote 5:2
7. First reading, by title only, was postponed on May 9, 2016 until the May 23, 2016 meeting / Vote 6:4:1
8. Finance Committee discussion occurred April 18, 2016

8. CONSENT AGENDA

A. RESOLUTION ADOPTING THE BEAUFORT COUNTY PERSONNEL HANDBOOK

1. Executive Committee discussion and recommendation to adopt a resolution occurred on June 13, 2016 / Vote 5:0 (backup)

B. CONTRACT RENEWAL / HAULING SERVICES FOR SOLID WASTE DEPARTMENT

1. Contract award: Republic Services, Beaufort, South Carolina (backup)
2. Contract amount: $900,000
3. Funding source: Cleaning Services Account 10001340-51165, Solid Waste Hauling Services
4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

C. CONTRACT RENEWAL / JANITORIAL SERVICES FOR COUNTY FACILITIES

1. Contract award: A & B Cleaning Service, Inc., Greenville, North Carolina (backup)
2. Contract amount: $585,828
3. Funding source: Accounts 10001310-51210 Facilities Management, 51000011-51210 Lady's Island Airport, 54000011-51210, Hilton Head Island Airport
4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

D. CONTRACT RENEWAL / HEALTH CARE SERVICES FOR COUNTY DETENTION CENTER INMATES (backup)

1. Contract award: Southern Health Partners, Inc., Chattanooga, Tennessee
2. Contract amount: $566,957
3. Funding source: Account 10001250-51190, Medical/Dental Services
4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

E. CONTRACT RENEWAL / HAULING AND PROCESSING OF RECYCLABLES COLLECTED AT CONVENIENCE CENTERS (backup)
   1. Contract award: Waste Management of S.C., Ridgeland, South Carolina
   2. Contract amount: $400,000
   3. Funding source: Account 10001340-51167, Recycling Services
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

F. CONTRACT RENEWAL / DISPOSAL OF CLASS II WASTE (backup)
   1. Contract award: Oakwood Landfill (Waste Management), Ridgeland, South Carolina
   2. Contract amount: $350,000
   3. Funding source: Account 10001340-51166, Solid Waste Disposal
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

G. CONTRACT RENEWAL / AVGAS AND JET FUEL FOR RESALE (backup)
   1. Contract award: Eastern Aviation, Charlotte, North Carolina
   2. Contract amount: $275,000
   3. Funding source: Account 51000011-58000, Purchases - Fuels
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

H. CONTRACT RENEWAL / PUBLIC HEALTH INSECTICIDE FOR MOSQUITO CONTROL (backup)
   1. Contract award: Clarke Mosquito Control Products, Inc., St. Charles, Illinois
   2. Contract amount: $216,977
   3. Funding source: Account 10001400-52320, Public Health Products
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

I. CONTRACT RENEWAL / SOLID WASTE DISPOSAL (backup)
   1. Contract award: South Coast Logging, Savannah, Georgia
   2. Contract amount: $200,000
   3. Funding source: Account 10001340-51166, Solid Waste Disposal
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

J. CONTRACT RENEWAL / PROPERTY ASSESSMENT AND TAX SOFTWARE AND SUPPORT FOR THE ASSESSOR, AUDITOR, AND TREASURER'S OFFICES (backup)
   1. Contract award: Manatron (Aumentum), Chicago, Illinois
   2. Contract amount: $185,406
   3. Funding source: Account 10001150-51110, Maintenance Contracts
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

K. CONTRACT RENEWAL / RURAL AND CRITICAL LAND PRESERVATION PROGRAM CONSULTING SERVICES (backup)
   1. Contract award: Beaufort County Open Land Trust, Beaufort, South Carolina
   2. Contract amount: $179,000
   3. Funding source: Account 45000011-51160, Professional Services
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

L. CONTRACT RENEWAL / HAZARDOUS WASTE COLLECTION SERVICES (backup)
   1. Contract award: Care Environment Corporation, Dover, New Jersey
   2. Contract amount: $160,000
   3. Funding source: Account 10001340-51160, Professional Services
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

M. CONTRACT RENEWAL / MICROSOFT LICENSING INCLUDING SQL SERVER LICENSES FOR BEAUFORT COUNTY (backup)
   1. Contract award: Software One (formerly known as CompuCom), Dallas, Texas
   2. Contract amount: $153,469
   3. Funding source: Account 10001150-51110, Maintenance Contracts
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

N. CONTRACT RENEWAL / VETERINARY AND SPAY/NEUTER SERVICES FOR THE COUNTY ANIMAL SHELTER (backup)
   1. Contract award: Hilton Head Humane Association, Hilton Head Island, South Carolina
   2. Contract amount: $100,000
   3. Funding source: Accounts 10001270-51160 and 10001270-51165, Professional Services - Spay/Neuter
   4. Finance Committee discussion and recommendation to award the contract occurred June 20, 2016 / Vote 6:0

O. RESOLUTION ADOPTING ENHANCED LEVELS OF SERVICES FOR DAUFUSKIE ISLAND FERRY (backup)
   1. Finance Committee discussion to occur Monday, June 27, 2016 beginning at 2:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort
   2. Public Facilities Committee discussion and recommendation to adopt the resolution occurred June 20, 2016 / Vote 4:2

P. RESOLUTION OF BEAUFORT COUNTY ADOPTING THE HAZARD MITIGATION PLAN (backup)
   1. Public Facilities Committee discussion and recommendation to adopt the resolution occurred June 20, 2016 / Vote 6:0

Q. LADY'S ISLAND MAP AMENDMENT / REZONING REQUEST FOR R200 010 000 0022 0000 (KNOWN AS GREENHEATH PLANNED UNIT DEVELOPMENT (PUD), 98.35 ACRES OFF BRICKYARD POINT ROAD AND FIDDLER DRIVE) FROM PUD TO LADY'S ISLAND COMMUNITY PRESERVATION (LICP) DISTRICT (backup)
   1. Consideration of first reading approval to occur June 27, 2016
   2. Natural Resources Committee discussion and recommendation to approve on first reading occurred June 28, 2016 / Vote 6:0

R. CONTRACT AWARD / SUPER DUTY BOOKMOBILE FOR BEAUFORT COUNTY LIBRARY SYSTEM (backup)
   1. Contract award: Farber Specialty Vehicles, Columbus, Ohio
   2. Contract amount: $143,845
   3. Funding source: Library Impact Fees:
      - Unincorporated Port Royal Benefit District (Burton), $50,000, Account #26030011-54000
      - Bluffton/Okatie Benefit District, $50,000, Account #26020011-54000
      - Hilton Head/Daufuskie Benefit District, $11,687.30, Account#26000011-54000
      - Ladies Island/St. Helena Benefit District, $20,000, Account#26040011-54000
      - Sheldon/Lobeco/Yemassee Benefit District, $12,157.70, Account#26060011-54000
   4. Community Services Committee discussion and recommendation to occur Monday, June 27, 2016 beginning at 3:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

S. CONTRACT AWARD / ELEVEN POWER STRETCHERS AND ACCESSORIES FOR BEAUFORT COUNTY EMERGENCY MEDICAL SERVICE (backup)
   1. Contract award: Stryker, Chicago, Illinois
   2. Contract amount: $499,930.31
   3. Funding source: Account 10001230-54200, FY 2017, EMS, Specialized Capital Equipment
   4. Community Services Committee discussion and recommendation to occur Monday, June 27, 2016 beginning at 3:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

T. CONTRACT RENEWAL / FOOD SERVICES FOR BEAUFORT COUNTY DETENTION CENTER (backup)
   1. Contract award: ABL Management, Inc., Baton Rouge, Louisiana
   2. Contract amount: $307,800
   3. Funding source: Account 10001250-541200, Meals/Contracted Services
   4. Community Services Committee discussion and recommendation to occur Monday, June 27, 2016 beginning at 3:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

U. CONTRACT AWARD / TEN NEW LIFE-PAK 15 CARDIAC MONITOR / DEFIBRILLATORS AND ACCESSORIES FOR BEAUFORT COUNTY'S EMERGENCY MEDICAL SERVICE (EMS) (backup)
   1. Contract award: Physio-Control, Inc., Redmond, Virginia
   2. Contract amount: $337,467.89
   3. Funding source: Account 10001230-54200, EMS, Specialized Capital Equipment
   4. Finance Committee discussion and recommendation to occur Monday, June 27, 2016 beginning at 2:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort

9. PUBLIC HEARING – 6:30 P.M.

A. AN ORDINANCE OF BEAUFORT COUNTY COUNCIL ESTABLISHING THE APPOINTMENT OF ITS REPRESENTATIVE TO THE BEAUFORT COUNTY ECONOMIC DEVELOPMENT CORPORATION (backup)
   1. Consideration of third and final reading to occur June 27, 2016
   2. Second reading occurred June 13, 2016 / Vote 10:0
   3. First reading occurred May 23, 2016 / Vote 11:0
   4. Governmental Committee discussion and recommendation to approve ordinance on first reading occurred May 16, 2016 / Vote 6:1

B. TEXT AMENDMENTS TO ARTICLES 1, 2, 3, 4, 5, 6, 7 AND 10 OF THE COMMUNITY DEVELOPMENT CODE AS A RESULT OF THE ONE-YEAR REVIEW OF THE CODE ADOPTED DECEMBER 4, 2014 (backup)
   1. Consideration of third and final reading to occur June 27, 2016
   2. Second reading occurred June 13, 2016 / Vote 10:0
   3. First reading occurred May 23, 2016 / Vote 11:0
   4. Natural Resources Committee discussion and recommendation to adopt the resolution occurred May 17, 2016 / Vote 5:0

C. SOUTHERN BEAUFORT COUNTY MAP AMENDMENT / REZONING FOR THIRTEEN (13) PROPERTIES TOTALING 39.02 ACRES LOCATED IN THE BLUFFTON AREA BETWEEN ULMER ROAD AND DEVONWOOD DRIVE:
   - From T3-Hamlet Neighborhood to T2-Rural Center for twelve (12) properties: R600 039 000 0205 0000, R600 039 000 0271 0000, R600 039 000 0229 0000, R600 039 000 0519 0000, R600 039 000 0226 0000, R600 039 000 226A 0000, R600 039 000 0860 0000, R600 039 000 226B 0000, R600 039 000 0287 0000, R600 039 000 0286 0000, R600 039 000 0285 0000, and a 2-acre portion of R600 040 000 0003 0000 (located at the northeast corner of Benton Field and Ulmer Roads); and
   - From T3-Hamlet Neighborhood to T4-Hamlet Center for a 4.28-acre portion of R600 039 000 0850 0000
   - Text amendment to the Beaufort County Community Development Code, Table 7.2.30.A (Allowable Modulations).

   1. Consideration of third and final reading to occur June 27, 2016 (backup)
   2. Second reading occurred June 13, 2016 / Vote 10:0
   3. First reading occurred May 23, 2016 / Vote 11:0
   4. Natural Resources Committee discussion and recommendation to adopt the resolution occurred May 17, 2016 / Vote 5:0

D. AN ORDINANCE TO IMPOSE A ONE PERCENT SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY, PURSUANT TO THE CAPITAL PROJECT SALES TAX ACT, S.C. CODE ANN. §4-10-300, ET SEQ.; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF SUCH TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH TAX MAY BE IMPOSED; TO PROVIDE FOR THE MAXIMUM AMOUNT OF GENERAL OBLIGATION BONDS TO BE ISSUED IN ORDER TO FINANCE THE CAPITAL PROJECTS AUTHORIZED HEREUNDER SUCH BONDS TO BE PAYABLE FROM, AND SECURED BY, THE CAPITAL PROJECT SALES AND USE TAX AUTHORIZED HEREBY AS WELL AS THE FULL FAITH, CREDIT AND TAXING POWER OF BEAUFORT COUNTY; TO PROVIDE THE MAXIMUM COST OF THE PROJECTS OR FACILITIES FUNDED FROM THE PROCEEDS OF SUCH TAX OR BONDS AND THE MAXIMUM AMOUNT OF NET PROCEEDS TO BE RAISED BY SUCH TAX FOR THE PAYMENT OF THE COST OF SUCH PROJECTS OR FOR THE PAYMENT OF DEBT SERVICE ON ANY BONDS ISSUED TO PAY SUCH COSTS; TO PROVIDE FOR A COUNTYWIDE REFERENDUM AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTION IN SUCH REFERENDUM; TO PROVIDE CONDITIONS PRECEDENT TO THE IMPOSITION OF SUCH TAX AND CONDITIONS OR RESTRICTIONS ON THE USE OF SUCH TAX REVENUE; TO ESTABLISH THE PRIORITY, AND EXCEPTIONS THERETO, IN WHICH THE NET PROCEEDS OF SUCH TAX, IF APPROVED IN A REFERENDUM, ARE TO BE EXPENDED FOR THE PROJECTS AND PURPOSES STATED; TO PROVIDE FOR THE CONDUCT OF SUCH REFERENDUM BY THE BEAUFORT COUNTY BOARD OF ELECTIONS AND VOTER REGISTRATION, TO PROVIDE FOR THE ADMINISTRATION OF SUCH TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF SUCH TAX; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO (backup)

1. Consideration of third and final reading to occur June 27, 2016
2. Second reading occurred June 13, 2016 / Vote 10:0
3. First reading occurred n May 23, 2016 / Vote 11:0
4. Capital Project Sales Tax Commission discussion and recommendation to approve the final list of projects and their respective funding levels. Approval occurred May 10, 2016 / Vote 6:0
5. Capital Project Sales Tax Commission discussion occurred May 3, 2016
6. Capital Project Sales Tax Commission discussion occurred April 19, 2016
7. Capital Project Sales Tax Commission discussion occurred April 5, 2016
8. Capital Project Sales Tax Commission discussion occurred March 29, 2016
9. Capital Project Sales Tax Commission discussion occurred March 22, 2016
10. Capital Project Sales Tax Commission discussion occurred March 8, 2016
11. Capital Project Sales Tax Commission discussion occurred February 23, 2016
12. Capital Project Sales Tax Commission discussion occurred February 9, 2016
13. Capital Project Sales Tax Commission discussion occurred November 10, 2015
14. Capital Project Sales Tax Commission discussion occurred October 21, 2015

10. MATTERS ARISING OUT OF EXECUTIVE SESSION

11. PUBLIC COMMENT - Speaker sign-up encouraged.

12. ADJOURNMENT

Official Proceedings
County Council of Beaufort County
June 13, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

A caucus of the County Council of Beaufort County was held Monday, June 13, 2016 beginning at 5:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Vice Chairman Gerald Stewart and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Steven Fobes, Alice Howard, William McBride, Stewart Rodman and Roberts "Tabor" Vaux. Chairman D. Paul Sommerville absent.

PLEDGE OF ALLEGIANCE

The Vice Chairman led those present in the Pledge of Allegiance.

RECEIPT OF COUNTY ADMINISTRATOR'S THREE-WEEK PROGRESS REPORT

Mr. Gary Kubic, County Administrator, presented his Three-Week Progress Report, which summarized his activities from May 23, 2016 through June 10, 2016.

RECEIPT OF DEPUTY COUNTY ADMINISTRATOR / SPECIAL COUNSEL'S THREE-WEEK PROGRESS REPORT

Mr. Joshua Gruber, Deputy County Administrator / Special Counsel, presented his Three-Week Progress Report, which summarized his activities from May 23, 2016 through June 10, 2016.

ADJOURNMENT

Council adjourned at 6:00 p.m.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council
Ratified:

_____

To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

DRAFT

Official Proceedings
County Council of Beaufort County
June 13, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

The regular session of the County Council of Beaufort County was held Monday, June 13, 2016 beginning at 5:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Vice Chairman Gerald Stewart and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Steven Fobes, Alice Howard, William McBride, Stewart Rodman and Roberts "Tabor" Vaux. Chairman D. Paul Sommerville absent.

PLEDGE OF ALLEGIANCE

The Vice Chairman led those present in the Pledge of Allegiance.

MOMENT OF SILENCE / CDR. CHARLES (MAC) MCFEE, USN, RET.

The Vice Chairman called for a moment of silence in remembrance of Cdr. Charles (Mac) McFee, USN, Ret., who passed away at his home on Friday, June 3, 2016 after a long illness. He served his country for 32 years, earning several decorations including the Meritorious Service Medal, the Navy Commendation Medal with Combat "V", Combat Action Ribbon and Vietnam Service Medal with three Bronze Stars. He is survived by his wife, one daughter and four sons. Two of his sons live in Beaufort - Robert McFee, who is the Beaufort County Division Director for Construction and Facilities Engineering and Mike McFee, who is a member of Beaufort City Council.

INVOCATION

Council member Gerald Dawson gave the Invocation.

PROCLAMATION / MOSQUITO CONTROL AWARENESS WEEK

The Vice Chairman proclaimed the week of June 26 through July 2, 2016 as Mosquito Control Awareness Week in Beaufort County. Mr. Phil Foot, Assistant County Administrator-Public Safety, accepted the proclamation.

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PRESENTATION / SOUTH CAROLINA ASSOCIATION OF COUNTIES SAFETY AWARDS

Detention Center / Bio Hazardous Cleanup Cart

Mr. John Henderson, Director of Risk Management with the South Carolina Association of Counties, presented a safety award to the Detention Center for its cart project, which is a risk management tool used to minimize the transference of infectious waste materials in a correctional setting. Ms. Quandara Grant, Detention Center Director, accepted the award.

Disabilities and Special Needs Department / Significantly Improved Safety Performance

Mr. John Henderson, Director of Risk Management with the South Carolina Association of Counties, presented a safety award to the Disabilities and Special Needs Department for improving its safety performance, which has helped reduce the cost of administering claims by improving the safety of both staff and consumers. Mr. Bill Love, Director, Disabilities and Special Needs Department, accepted the award.

ADMINISTRATIVE CONSENT AGENDA

Review of the Proceedings of the Caucus held May 23, 2016

This item comes before Council under the Administrative Consent Agenda.

It was moved by Mr. McBride, seconded by Mr. Flewelling, that Council approve the minutes of the caucus held May 23, 2016. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

Review of the Proceedings of the Regular Session held May 23, 2016

This item comes before Council under the Administrative Consent Agenda.

It was moved by Mr. McBride, seconded by Mr. Flewelling, that Council approve the minutes of the regular session held May 23, 2016. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

Committee Reports

Natural Resources Committee

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Beaufort / Jasper Water and Sewer Authority

Donna Altman

The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. Mrs. Donna Altman garnered the ten votes required to reappoint to serve as a member of the B/J Water and Sewer Authority. The motion passed.

Gerald Schulz

The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. Mr. Gerald Schulz garnered the six votes required to appoint to serve as a member of the B/J Water and Sewer Authority. The motion passed.

Planning Commission

Mr. Flewelling, as Chairman of the Natural Resources Committee, nominated Mr. Jason Hincher, representing Lady's Island, and Harold Mitchell, representing Sheldon Township, to serve as members of the Planning Commission.

Development Agreement Subcommittee

Mr. Flewelling, as Chairman of the Natural Resources Committee, announced the scheduling of a meeting of the Development Agreement Subcommittee on Tuesday, June 21, 2016, beginning at 1:30 p.m. The purpose of the meeting is to continue discussing a Development Agreement between Beaufort County and Pepper Hall Plantation.

PUBLIC COMMENT

There were no requests to speak during public comment.

CONSENT AGENDA

AN ORDINANCE OF BEAUFORT COUNTY COUNCIL ESTABLISHING THE APPOINTMENT OF ITS REPRESENTATIVE TO THE BEAUFORT COUNTY ECONOMIC DEVELOPMENT CORPORATION

This item comes before Council under the Consent Agenda. Discussion occurred at the May 16, 2016 meeting of the Governmental Committee.

DRAFT

It was moved by Mr. Flewelling, seconded by Mr. Rodman, that Council approve on second reading an ordinance of Beaufort County Council establishing the appointment of its representative to the Beaufort County Economic Development Corporation. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

The Chairman announced a public hearing on Monday, June 27, 2016, beginning at 6:30 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort.

TEXT AMENDMENTS TO ARTICLES 1, 2, 3, 4, 5, 6, 7 AND 10 OF THE COMMUNITY DEVELOPMENT CODE AS A RESULT OF THE ONE-YEAR REVIEW OF THE CODE ADOPTED DECEMBER 4, 2014

This item comes before Council under the Consent Agenda. Discussion occurred at the May 17, 2016 meeting of the Natural Resources Committee.

It was moved by Mr. Flewelling, seconded by Mr. Rodman, that Council approve on second reading text amendments to Articles 1, 2, 3, 4, 5, 6, 7 and 10 of the Community Development Code, as a result of the one-year review of the Code adopted December 4, 2014. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

The Chairman announced a public hearing on Monday, June 27, 2016, beginning at 6:30 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort.

SOUTHERN BEAUFORT COUNTY MAP AMENDMENT / REZONING FOR THIRTEEN PROPERTIES TOTALING 39.02 ACRES LOCATED IN THE BLUFFTON AREA BETWEEN ULMER ROAD AND DEVONWOOD DRIVE: FROM T3-HAMLET NEIGHBORHOOD TO T2-RURAL CENTER FOR TWELVE PROPERTIES: R600 039 000 0205 0000, R600 039 000 0271 0000, R600 039 000 0229 0000, R600 039 000 0519 0000, R600 039 000 0226 0000, R600 039 000 226A 0000, R600 039 000 0860 0000, R600 039 000 226B 0000, R600 039 000 0287 0000, R600 039 000 0286 0000, R600 039 000 0285 0000, AND A 2-ACRE PORTION OF R600 040 000 0003 0000 (LOCATED AT THE NORTHEAST CORNER OF BENTON FIELD AND ULMER ROADS); AND FROM T3-HAMLET NEIGHBORHOOD TO T4-HAMLET CENTER FOR A 4.28-ACRE PORTION OF R600 039 000 0850 0000

This item comes before Council under the Consent Agenda. Discussion occurred at the May 17, 2016 meeting of the Natural Resources Committee.

DRAFT

It was moved by Mr. Flewelling, seconded by Mr. Vaux, that Council approve on second reading a Southern Beaufort County Map Amendment / Rezoning for thirteen properties totaling 39.02 acres located in the Bluffton area between Ulmer Road and Devonwood Drive: (i) from T3-Hamlet Neighborhood to T2-Rural Center for twelve properties: R600 039 000 0205 0000, R600 039 000 0271 0000, R600 039 000 0229 0000, R600 039 000 0519 0000, R600 039 000 0226 0000, R600 039 000 226A 0000, R600 039 000 0860 0000, R600 039 000 226B 0000, R600 039 000 0287 0000, R600 039 000 0286 0000, R600 039 000 0285 0000, and a 2-acre portion of R600 040 000 0003 0000 (located at the northeast corner of Benton Field and Ulmer Roads); (ii) from T3-Hamlet Neighborhood to T4-Hamlet Center for a 4.28-acre portion of R600 039 000 0850 0000; and (iii) amend the height requirement to 45 feet, subject to approval from the Planning Commission prior to third and final reading. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

The Chairman announced a public hearing on Monday, June 27, 2016, beginning at 6:30 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort.

AN ORDINANCE TO IMPOSE A ONE PERCENT SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY, PURSUANT TO THE CAPITAL PROJECT SALES TAX ACT, S.C. CODE ANN. §4-10-300, ET SEQ.; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF SUCH TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH TAX MAY BE IMPOSED; TO PROVIDE FOR THE MAXIMUM AMOUNT OF GENERAL OBLIGATION BONDS TO BE ISSUED IN ORDER TO FINANCE THE CAPITAL PROJECTS AUTHORIZED HEREUNDER SUCH BONDS TO BE PAYABLE FROM, AND SECURED BY, THE CAPITAL PROJECT SALES AND USE TAX AUTHORIZED HEREBY AS WELL AS THE FULL FAITH, CREDIT AND TAXING POWER OF BEAUFORT COUNTY; TO PROVIDE THE MAXIMUM COST OF THE PROJECTS OR FACILITIES FUNDED FROM THE PROCEEDS OF SUCH TAX OR BONDS AND THE MAXIMUM AMOUNT OF NET PROCEEDS TO BE RAISED BY SUCH TAX FOR THE PAYMENT OF THE COST OF SUCH PROJECTS OR FOR THE PAYMENT OF DEBT SERVICE ON ANY BONDS ISSUED TO PAY SUCH COSTS; TO PROVIDE FOR A COUNTYWIDE REFERENDUM AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTION IN SUCH REFERENDUM; TO PROVIDE CONDITIONS PRECEDENT TO THE IMPOSITION OF SUCH TAX AND CONDITIONS OR RESTRICTIONS ON THE USE OF SUCH TAX REVENUE; TO ESTABLISH THE PRIORITY, AND EXCEPTIONS THERETO, IN WHICH THE NET PROCEEDS OF SUCH TAX, IF APPROVED IN A REFERENDUM, ARE TO BE EXPENDED FOR THE PROJECTS AND PURPOSES STATED; TO PROVIDE FOR THE CONDUCT OF SUCH REFERENDUM BY THE BEAUFORT COUNTY BOARD OF ELECTIONS AND VOTER REGISTRATION, TO PROVIDE FOR THE ADMINISTRATION OF SUCH TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF SUCH TAX; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO

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It was moved by Mr. Flewelling, seconded by Mr. Rodman, that Council approve on second reading an ordinance to impose a one percent sales and use tax, subject to a referendum, within Beaufort County, pursuant to the Capital Project Sales Tax Act, S.C. Code Ann. §4-10-300, *et seq*.; to define the specific purposes and designate the projects for which the proceeds of such tax may be used; to provide the maximum time for which such tax may be imposed; to provide for the maximum amount of general obligation bonds to be issued in order to finance the capital projects authorized hereunder such bonds to be payable from, and secured by, the capital project sales and use tax authorized hereby as well as the full faith, credit and taxing power of Beaufort County; to provide the maximum cost of the projects or facilities funded from the proceeds of such tax or bonds and the maximum amount of net proceeds to be raised by such tax for the payment of the cost of such projects or for the payment of debt service on any bonds issued to pay such costs; to provide for a countywide referendum and to prescribe the contents of the ballot question in such referendum; to provide conditions precedent to the imposition of such tax and conditions or restrictions on the use of such tax revenue; to establish the priority, and exceptions thereto, in which the net proceeds of such tax, if approved in a referendum, are to be expended for the projects and purposes stated; to provide for the conduct of such referendum by the Beaufort County Board of Elections and Voter Registration, to provide for the administration of such tax, if approved; to provide for the payment of such tax; and to provide for other matters relating thereto. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

The Chairman announced a public hearing on Monday, June 27, 2016, beginning at 6:30 p.m. in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort.

EMERGENCY MANAGEMENT SERVICES BILLING SERVICES CONTRACT

This item comes before Council under the Consent Agenda. Discussion occurred at the June 13, 2016 meeting of the Executive Committee.

It was moved by Mr. Flewelling, seconded by Mr. Rodman, that Council award a contract to EMS Management and Consultants, Winston-Salem, North Carolina in the amount of $190,000 to provide billing services for Emergency Management Services. The initial contract term is for one year beginning July 1, 2016 and ending June 30, 2017 and may be renewed for an additional four one-year contract periods, which is subject to mutual agreement by both parties until June 30, 2021. Payment to the contractor is a negotiated percentage based on the collected fees from the individuals owing money to the County for services provided by EMS. The new commission rate is 6.25%, for a total estimated annual commission fee of $190,000 for fiscal year 2017. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

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PUBLIC HEARINGS

FISCAL YEAR 2016 – 2017 COUNTY BUDGET PROPOSAL

The Vice Chairman opened a public hearing beginning at 6:32 p.m. on the FY 2016/2017 County Budget proposal. After calling three times for public comment and receiving none, the Vice Chairman declared the hearing closed at 6:33 p.m.

It was moved by Mr. Stewart, as Chairman of the Finance Committee (no second required), that Council approve on third and final reading the FY 2016-2017 County budget proposal as follows: County Operations 50.89 mills, Purchase of Real Property Program 4.90 mills, County Debt 5.48 mills, Bluffton Fire District 24.64 mills operations and 1.10 mills debt service, Burton Fire District 62.42 mills operations and 5.26 mills debt service, Daufuskie Island Fire District 58.44 mills operations and 0.00 mills debt service, Lady's Island/St. Helena Island Fire District 37.92 mills operations and 2.20 mills debt service, and Sheldon Fire District 36.86 mills operations and 2.20 mills debt service.

Mr. Rodman asked those members of Council, who oppose the budget, to state the reason why they are opposed to the budget.

Mrs. Bensch believes the county should live within a balanced budget. She will vote against the budget on third and final reading.

Mr. Vaux stated that the budget is too much of an increase year over year. He will vote against the budget on third and final reading.

Mrs. Howard had voted against the budget at second reading because of the specific allocation of $200,000 for economic development. However, she will vote to support the budget tonight on third and final reading.

Mr. Caporale stated he is always disappointed that Council cannot increase the funding slightly for the Hilton Head Island Recreation Association since they save the County a lot of money in terms of the County parks and leisure services expenditures. The budget includes $2.0 million for salary adjustments and he would like to see the results of the Salary Compensation Study. Even having to ask, strikes as somehow inappropriate. He has asked to see the Airports Department budget, and, has more or less reconciled with the issue, since a meeting with staff produced a good discussion. However, the discussion should have taken place in public, not in an office at the airport. The Airports Board has not yet discussed the budget and the June meeting canceled since the Director is out of town. He will vote against the budget on third and final reading.

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The vote: YEAS –Mr. Dawson, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman and Mr. Stewart. NAYS – Mrs. Bensch, Mr. Caporale, Mr. Flewelling and Mr. Vaux. ABSENT – Mr. Sommerville. The motion passed.

FISCAL YEAR 2016 – 2017 SCHOOL DISTRICT BUDGET PROPOSAL

The Vice Chairman opened a public hearing beginning at 6:44 p.m. in order to receive public comment on the Fiscal Year 2016 – 2017 School District budget proposal. After calling once for public comment, the Chairman recognized Ms. Carol Weir, a Spanish teacher at Bluffton Middle School, who asked Council to support the School District budget as written. Under the leadership of Dr. Jeffrey Moss, Superintendent, the School District has seen great strides in student achievement using the One-To-One Device Program, using educational best practices in classroom instruction, and analyzing data driven student-test results and performance. If we want to have a first class school system, please do not increase class size.

Dr. Jeffrey Moss, Superintendent, who stated the School District has seen positive academic growth. Beaufort County is getting a great return on its investment. He thanked the County for working with the School District because the budget proposal supports our classroom teachers (our number one asset) and encapsulates prior year budgetary imbalances, particularly, the millage rate. The budget does one thing and one thing only – to prepare all of our youth to graduate high school. We are there to ensure that they have the skill set, the knowledge base, and the foundation to make Beaufort County better and to make us a very attractive location for business relocation, expansion. He solicited Council support of the FY 2016-2017 School District budget.

Mr. Donald Gruel, the leader at Mossy Oaks Elementary School, thanked Council for its support of the FY 2016-2017 School District budget. The classroom teacher is the backbone of our school and district. He appreciates Council providing support, that way, we can provide high-quality education to each child in our building.

Mr. Lawrence Anderson, a teacher at Mossy Oaks Elementary School, stated the effect size has on class size is 0.21, which is about two months of student growth. That beats a teacher's education, family structure of the student, ability and the whole class grouping within that classroom, and the amount of sleep a student gets. He asked Council to support the FY 2016-2017 School District budget.

Ms. Kathleen Samz, a teacher at Bluffton Middle School, asked Council to support the FY 2016-2017 School District budget. Class size is important when developing relationships. Many students do not have a good home structure or people they can relate too. Even though the age difference is widening between she and her students, she has a good relationship with them. They are able to talk with her. She can help them problem solve and get them the right person for guidance/help. She asked Council to support the FY 2016-2017 School District budget.

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After calling twice more for public comment and receiving none, the Vice Chairman declared the hearing closed at 6:54 p.m.

It was moved by Mr. Stewart, as Chairman of the Finance Committee (no second required), that Council approve on second reading the Fiscal Year 2016 – 2017 School District budget proposal as follows: School Operations 111.50 mills and School Bond Debt Service (principal and interest) 31.71 mills. The vote: YEAS – Mrs. Bensch, Mr. Dawson, Mr. Fobes, Mrs. Howard, Mr. McBride, Mr. Rodman, Mr. Stewart and Mr. Vaux. NAYS – Mr. Caporale and Mr. Flewelling. ABSENT – Mr. Sommerville. The motion passed.

LOWCOUNTRY REGIONAL HOME CONSORTIUM CONSOLIDATED PLAN

Ms. Barbara Johnson, Affordable Housing Manager, Lowcountry Council of Governments, explained that the Beaufort County/Lowcountry Regional HOME Consortium (LRHC) has prepared the 2016 Consolidated Plan, a five-year Plan, required by HUD. The purpose of the Plan is to provide the HOME Consortium and its members information on housing and community development needs, (ii) describe the current strategies the HOME Consortium has adopted to meet those needs, and (iii) raise awareness about housing and community development issues among the Lowcountry's citizens and policymakers.

The Consolidated Plan, carried out through Annual Action Plans, provides a concise summary of the actions, activities, and specific federal and non-federal resources used annually to address the priority needs and specific goals identified in the Consolidation Plan. Fiscal Year 2016 / 2017 Plan includes $465,048 for HOME funds, $102,611 for construction of four new units, and $307,833 for rehabilitation of 12 owner-occupied single-family units.

The Vice Chairman opened a public hearing beginning at 7:05 p.m. in order to receive public comment on the Lowcountry Regional Home Consortium Consolidated Plan. After calling three times for public comment and receiving none, the Vice Chairman declared the hearing closed at 7:06 p.m.

MATTERS ARISING OUT OF EXECUTIVE SESSION

There were no matters arising out of executive session.

PUBLIC COMMENT

There were no requests to speak during public comment.

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ADJOURNMENT

Council adjourned at 7:09 p.m.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

ATTEST:_____
Suzanne M. Rainey, Clerk to Council

Ratified:

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EXECUTIVE COMMITTEE

June 13, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

The Executive Committee met Monday, June 13, 2016 beginning at 4:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Chairman Jerry Stewart and members Gerald Dawson, Brian Flewelling, William McBride and Stu Rodman (who arrived late). Non-Committee members Cynthia Bensch, Rick Caporale and Alice Howard present.

County staff: Allison Coppage, Assistant County Attorney; Anthony Criscitiello, Planning Director; Phil Foot, Assistant County Administrator-Public Safety; Quandara Grant, Detention Center Director; Suzanne Gregory, Employee Services Director; Joshua Gruber, Deputy County Administrator/Special Counsel; Alicia Holland, Assistant County Administrator-Finance; Gary James, Assessor; Tom Keaveny, County Attorney; Gary Kubic, County Administrator; Marci Taylor, EMS Fiscal Technician; Donna Ownby, EMS Director, and Dave Thomas, Purchasing Director.

Media: Eleanor Lightsey, *Lowcountry Inside Track.*

Councilman Jerry Stewart chaired the meeting.

ACTION ITEMS

1. **Consideration of Contract Award**
   - **Medical Services Billing Services(>$100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Dave Thomas, Purchasing Director, presented this item to the Committee. The Purchasing Department received Request for Proposal (RFP) responses from qualified firms to provide billing services for Beaufort County on March 3, 2016. In accordance with the Beaufort County Purchasing Code, an evaluation committee was formed. Beaufort County received nine responses to the RFP. The evaluation committee reviewed and evaluated all RFPs and decided to interview the top three firms. After the interviews, the committee completed the final rank order and requested a "Best and Final Offer" from EMS Management

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and Consultants and completed their final ranking. EMS Management and Consultants was unanimously selected and ranked the number one firm.

Motion: It was moved by Mr. Flewelling, seconded by Mr. McBride, that Council award a contract to EMS Management and Consultants, Winston-Salem, North Carolina in the amount of $190,000 to provide billing services for Emergency Management Services. The initial contract term is for one year beginning July 1, 2016 and ending June 30, 2017 and may be renewed for an additional four one-year contract periods, which is subject to mutual agreement by both parties until June 30, 2021. Payment to the contractor is a negotiated percentage based on the collected fees from the individuals owing money to the County for services provided by EMS. The new commission rate is 6.25%, for a total estimated annual commission fee of $190,000 for fiscal year 2017. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. McBride and Mr. Stewart. ABSENT – Mr. Rodman. The motion passed.

Recommendation: Council award a contract to EMS Management and Consultants, Winston-Salem, North Carolina in the amount of $190,000 to provide billing services for Emergency Management Services. The initial contract term is for one year beginning July 1, 2016 and ending June 30, 2017 and may be renewed for an additional four one-year contract periods, which is subject to mutual agreement by both parties until June 30, 2021. Payment to the contractor is a negotiated percentage based on the collected fees from the individuals owing money to the County for services provided by EMS. The new commission rate is 6.25%, for a total estimated annual commission fee of $190,000 for fiscal year 2017.

2. Discussion / Employee Services Handbook

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mrs. Suzanne Gregory, Employee Services Director, presented this item to the committee. She provided an overview of the changes comparing the 2005 Personnel Handbook with the 2016 Personnel Handbook proposal.

Page 6 Updated language in the EEO non-discrimination policy (added sexual orientation and gender identification)

Page 11 Added "variable hour" status in "Employee Categories" to account for part time employees who average 30 hours per week or more and become eligible for insurance benefits due to the Affordable Care Act.

Page 12 In "Employee Classifications" section, better defined expectations of exempt and non-exempt employees regarding hours worked.

Page 14 Added fraternization policy

Page 14 Revised the rules for employee transfers to minimize the hardship to the department from which the employee is transferring.

Page 16 In "Types of Disciplinary Actions" section, added "reduction in leave balances" as a form of disciplinary action (per attorney's recommendation).

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Page 17 Added items in "Examples of Conduct Warranting Disciplinary Action" section, such as bullying, physical aggression, offensive language, possession of weapons, and unprofessional behavior.
Page 24 Created a new "Code of Conduct" section.
Page 25 Revised Appearance and Dress Code section (also addressed tattoos and piercings).
Page 32 Strengthened Workplace privacy section and added a language regarding Social Media.
Page 41 Consolidated the EMS and Operations Officers (airport firefighters) accrual tables into one because they both work 24/48 hour schedule.
Page 42 Revised the "Bereavement Leave" policy to include grandchildren, and mothers/fathers--in-law. Changed it from fiscal year to calendar year to mirror other types of leave.
Page 45 Family and Medical Leave Act Policy (added military exigency leave).
Page 58 Drug Free Workplace Policy (consolidated redundant language);
Page 85 Revised the EELTB (Leave Bank) Policy to maintain viability (increased minimum donation hours for eligibility, decreased maximum annual and lifetime usage limit, etc.).

Motion: It was moved by Mr. Flewelling, seconded by Mr. Rodman, that Council adopt a resolution revoking and repealing all previously issued handbooks, personnel manuals and personnel procedure documents and oral representations made or issued by the Beaufort County Council, its officers, members and employees relating to the terms of employment, and adopt the new Beaufort County Personnel Handbook, effective August 1, 2016. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. McBride, Mr. Rodman and Mr. Stewart. The motion passed.

Recommendation: Council adopt a resolution revoking and repealing all previously issued handbooks, personnel manuals and personnel procedure documents and oral representations made or issued by the Beaufort County Council, its officers, members and employees relating to the terms of employment, and adopt the new Beaufort County Personnel Handbook, effective August 1, 2016.

3. Consideration of Reappointments and Appointments

- **Planning Commission**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Motion: It was moved by Mr. Flewelling, seconded by Mr. McBride, that Committee nominate Mr. Jason Hincher, representing Lady's Island, and Harold Mitchell, representing Sheldon Township, to serve as members of the Planning Commission. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. McBride, Mr. Rodman and Mr. Stewart. The motion passed.

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INFORMATION ITEMS

4. **Consideration of Contract Award**
   - **Vehicles Purchase of Detention Center (<$100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Dave Thomas, Purchasing Director, reviewed this item with the Committee. The Purchasing Department received a request from the Detention Center Director to purchase one Ford Police Interceptor SUV (Configuration 1), one Ford Police Interceptor SUV (Configuration 2), and one Half-Ton Flex Fuel Cargo Van from Victoria Bailey Ford, a State Contract vendor. The new equipment is a replacement for 2003 Ford Crown Vic, 2006 Ford 12 Passenger Club Wagon, and 2002 One-Ton Dodge Van assigned to the Detention Center.

The first vehicle is a 2003 with 86,827 miles; the current repair costs to date are $8,124.38 with an estimated future repair cost of $1,407.52. The next vehicle is a 2006 Ford 12 Passenger Club Wagon with 170,906 miles; the current repair costs to date for this vehicle is more than $13,631.05 with an estimated future repair cost at over $6,815.53. The third vehicle is a 2002 Dodge Van 2500 with 122,658 miles; with a future repair cost of $5,286.00. The cost of all three vehicles is included in the current budget for the Detention Center. The department utilizes these vehicles to transport employees, detainees, and supplies. The old vehicles will be sold on GovDeals.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Dawson, that Executive Committee award a contract to Vic Bailey Ford, Spartanburg, South Carolina in the amount of $79,310.00 for the purchase of one Ford Police Interceptor SUV (Configuration 1), one Ford Police Interceptor SUV (Configuration 2), and one Half-Ton Flex Fuel Cargo Van from Victoria Bailey Ford, a State Contract vendor. The source of funding is account #10001250-54000, Fiscal Year 2016, Detention Center, Vehicle Purchases. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. McBride and Mr. Stewart. ABSENT – Mr. Rodman. The motion passed.

Status: Committee awarded a contract to Vic Bailey Ford, Spartanburg, South Carolina in the amount of $79,310.00 for the purchase of one Ford Police Interceptor SUV (Configuration 1), one Ford Police Interceptor SUV (Configuration 2), and one Half-Ton Flex Fuel Cargo Van from Vic Bailey Ford, a State Contract vendor. The source of funding is account #10001250-54000, Fiscal Year 2016, Detention Center, Vehicle Purchases.

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5. **An ordinance to Amend Section 66-81, *et seq*. of the Beaufort County Code of Ordinances so as to Rename the Tax Equalization Board and Provide Amendments To Board Membership**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Josh Gruber, Deputy County Administrator/Special Counsel, presented this item to the Committee. This item is before the Committee as a result of several discussions with Council, particularly, with regards to our current Tax Equalization Board. The proposal consists of two recommendations:

(1) Renaming the Board – Staff is recommending renaming the Board from the Tax Equalization Board to the Beaufort County Board of Assessment Appeals in order to be more in line with the state enabling statute. The County should use the label that is identified in the state code.

(2) Rightsizing the Board – There are 15 board members. Council increased the size of the Board several years ago, primarily to deal with a very large backlog of cases that had come through the Assessor's Office and had not been processed. Those cases have now been processed to conclusion, and, as of today, three outstanding cases are scheduled to be heard. The County will probably see an uptick in appeals once reassessment is completed; but, that is sometime down the road. An appropriate number of members necessary to carry out this work is 7, rather than the 15 that are currently seated.

Committee Suggestions

- Define the process for reconstituting the membership from 15 to 7.
- Define the composition to include Council geographic representation, professional representation and layperson.
- Require open meetings with limited executive sessions.
- Require minutes of the proceedings that at least identify the members, how they voted, and indicate why or give some reason or indication for making that decision.

Status: Staff will work on the suggestions brought from the Committee and will present its findings at the August 8, 2016 meeting of the Executive Committee.

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FINANCE COMMITTEE

June 20, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

The Finance Committee met Monday, June 20, 2016 beginning at 2:00 p.m., in the Executive Conference Room, Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Chairman Jerry Stewart, Vice Chairman Steve Fobes and members Cynthia Bensch, Brian Flewelling, William McBride and Stu Rodman. Committee member Rick Caporale absent. Non-committee members Gerald Dawson, Alice Howard and Paul Sommerville present. (Paul Sommerville, as County Council Chairman, serves as an *ex-officio* member of each standing committee of Council and is entitled to vote.)

County staff: Jim Beckert, Auditor; Tony Criscitiello, Planning Director; Phil Foot, Assistant Administrator–Public Safety; Quandra Grant, Detention Center Director; Suzanne Gregory, Employee Services Director; Joshua Gruber, Deputy County Administrator/Special Counsel; Greg Hunt, Mosquito Control Director; Gary James, Assessor; James Johnson, Systems Management Director; Gary Kubic, County Administrator; Colin Kinton, Division Director-Transportation Engineering; Eric Larson, Division Director-Environmental Engineering; Dan Morgan, Mapping and Applications Director; Alicia Holland, Assistant County Administrator–Finance; Jerri Roseneau, Clerk to Court; Mark Roseneau, Facilities Maintenance; Dave Thomas, Purchasing Director; Tallulah Trice, Animal Control Director; and Dave Wilhelm, Public Works Director.

Media: Joe Croley, *Lowcountry Inside Track*.

Public: Jason Ruff, Beaufort Regional Chamber of Commerce

Councilman Stewart chaired the meeting.

ACTION ITEMS

1. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Republic Services / Hauling Services for Solid Waste Department (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

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Discussion: This contract renewal to Republic Services in the amount of $900,000 is for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services.

Motion: It was moved by Mr. Fobes, seconded by Mr. Flewelling, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to Republic Services, Beaufort, South Carolina in the amount of $900,000 for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to Republic Services, Beaufort, South Carolina in the amount of $850,000 for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services.

2. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **A & B Cleaning / Janitorial Services for County Facilities (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to A & B Cleaning Services, Inc. in the amount of $585,828 is for janitorial services for County facilities. This renewal does not contain an increase over FY2016. Funding will come from the following accounts: 10001310-51210 Facilities Management, 51000011-51210 Lady's Island Airport, and 54000011-51210 Hilton Head Island Airport.

Motion: It was moved by Mr. Fobes, seconded by Mr. Flewelling, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to A & B Cleaning Services, Inc., Greenville, North Carolina in the amount of $585,828 for janitorial services for County facilities. Funding will come from the following cleaning services accounts: 10001310-51210 Facilities Management, 51000011-51210 Lady's Island Airport, and 54000011-51210 Hilton Head Island Airport. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to A & B Cleaning Services, Inc., Greenville, North Carolina in the amount of $585,828 for janitorial services for County facilities. Funding will come from the following cleaning services accounts: 10001310-51210 Facilities Management, 51000011-51210 Lady's Island Airport, and 54000011-51210 Hilton Head Island Airport.

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3. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Southern Health Partners / Healthcare Services for County Detention Center Inmates (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Southern Health Partners, Inc. in the amount of $566,957 is for healthcare services for County Detention Center inmates. Funding will come from the following account 10001250-51190, Medical/Dental Services.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to Southern Health Partners, Inc., Chattanooga Tennessee, in the amount of $566,957 is for healthcare services for County Detention Center Inmates. Funding will come from account 10001250-51190, Medical/Dental Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to Southern Health Partners, Inc., Chattanooga Tennessee, in the amount of $566,957 is for healthcare services for County Detention Center Inmates. Funding will come from account 10001250-51190, Medical/Dental Services.

4. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Waste Management of SC / Hauling and Process of Recyclables Collected at Convenience Centers (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Waste Management of South Carolina in the amount of $400,000 is for the hauling and processing of recyclables collected at convenience centers. Funding will come from the following account 10001340-51167, Recycling Services.

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Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to Waste Management of South Carolina, Ridgeland, South Carolina in the amount of $400,000 for the hauling and processing of recyclables collected at convenience centers. Funding will come from the following account 10001340-51167, Recycling Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to Waste Management of South Carolina, Ridgeland, South Carolina in the amount of $400,000 for the hauling and processing of recyclables collected at convenience centers. Funding will come from account 10001340-51167, Recycling Services.

5. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Oakwood Landfill / Disposal of Class II Waste (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Oakwood Landfill (Waste Management), Ridgeland, South Carolina in the amount of $350,000 is for disposal of Class II waste. Funding will come from the following account 10001340-51166, Solid Waste Disposal.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to Oakwood Landfill (Waste Management), Ridgeland, South Carolina in the amount of $350,000 for disposal of Class II waste. Funding will come from account 10001340-51166, Solid Waste Disposal. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to Oakwood Landfill (Waste Management), Ridgeland, South Carolina in the amount of $350,000 for disposal of Class II waste. Funding will come from account 10001340-51166, Solid Waste Disposal.

6. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Eastern Aviation Fuels / AVGAS and Jet Fuel for Resale (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

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Discussion: This contract renewal to Eastern Aviation in the amount of $275,000 is for AVGAS and Jet Fuel for resale. Funding will come from the following account 51000011-58000, Purchases - Fuels.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal, for fiscal year 2017, to Eastern Aviation, Charlotte, North Carolina in the amount of $275,000 for AVGAS and Jet Fuel for resale. Funding will come from account 51000011-58000, Purchases - Fuels. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal, for fiscal year 2017, to Eastern Aviation, Charlotte, North Carolina in the amount of $275,000 for AVGAS and Jet Fuel for resale. Funding will come from account 51000011-58000, Purchases - Fuels.

7. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Clarke Mosquito Control Products / Public Health Insecticides for Mosquito Control (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Clarke Mosquito Control Products, Inc., in the amount of $216,977 is for public health insecticide for Mosquito Control. Funding will come from account 10001400-52320, Mosquito Control, Public Health Products.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Clarke Mosquito Control Products, Inc., St. Charles, Illinois, in the amount of $216,977 for public health insecticide for Mosquito Control. Funding will come from account 10001400-52320, Mosquito Control, Public Health Products. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to Clarke Mosquito Control Products, Inc., St. Charles, Illinois in the amount of $216,977 for public health insecticide for Mosquito Control. Funding will come from account 10001400-52320, Mosquito Control, Public Health Products.

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8. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **South Coast Logging / Solid Waste Disposal (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to South Coast Logging, Savannah, Georgia, in the amount of $200,000 is for solid waste disposal. Funding will come from account 10001340-51166, Solid Waste Disposal.

Motion: It was moved by Mr. McBride, seconded by Mr. Flewelling, that Committee approve and recommend Council award a contract renewal to South Coast Logging, Savannah, Georgia in the amount of $200,000 for solid waste disposal. Funding will come from account 10001340-51166, Solid Waste Disposal. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to South Coast Logging, Savannah, Georgia in the amount of $200,000 for solid waste disposal. Funding will come from account 10001340-51166, Solid Waste Disposal.

9. **Consideration / Fiscal Year 2017 Contract Renewal**
   - **Manatron / Property Assessment and Tax Software and Support for the Assessor, Auditor, and Treasurer's Offices (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Manatron (Aumentum), Chicago, Illinois in the amount of $185,406 is for property assessment and tax software and support for the Assessor, Auditor, and Treasurer's Offices. Funding will come from account 10001150-51110, Maintenance Contracts.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Manatron (Aumentum), Chicago, Illinois in the amount of $185,406 for property assessment and tax software and support for the Assessor, Auditor, and Treasurer's Offices. Funding will come from account 10001150-51110, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

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Recommendation: Council award a contract renewal to Manatron (Aumentum), Chicago, Illinois in the amount of $185,406 for property assessment and tax software and support for the Assessor, Auditor, and Treasurer's Offices. Funding will come from account 10001150-51110, Maintenance Contracts.

10. Consideration / Fiscal Year 2017 Contract Renewal

- **Open Land Trust / Rural and Critical Land Preservation Program Consulting Services (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Beaufort County Open Land Trust, Beaufort, South Carolina in the amount of $179,000 is for Rural and Critical Land Preservation Program Consulting Services. Funding will come from account 45000011-51160, Professional Services.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Beaufort County Open Land Trust, Beaufort, South Carolina in the amount of $179,000 for Rural and Critical Land Preservation Program Consulting Services. Funding will come from account 45000011-51160, Professional Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to Beaufort County Open Land Trust, Beaufort, South Carolina in the amount of $179,000 for Rural and Critical Land Preservation Program Consulting Services. Funding will come from account 45000011-51160, Professional Services.

11. Consideration / Fiscal Year 2017 Contract Renewal

- **Care Environment Corporation / Hazardous Waste Collection Services (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Care Environment Corporation, Dover, New Jersey in the amount of $160,000 is for hazardous waste collection services. Funding will come from account 10001340-51160, Professional Services.

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Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Care Environment Corporation, Dover, New Jersey in the amount of $160,000 for hazardous waste collection services. Funding will come from account 10001340-51160, Professional Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to Care Environment Corporation, Dover, New Jersey in the amount of $160,000 for hazardous waste collection services. Funding will come from account 10001340-51160, Professional Services.

12. Consideration / Fiscal Year 2017 Contract Renewal

- **Software One / Microsoft Licensing including SQL Server Licenses (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Software One (formerly known as CompuCom), Dallas, Texas in the amount of $153,469 is for Microsoft Licensing, including SQL Server Licenses for Beaufort County. Funding will come from account 10001150-51110, Maintenance Contracts.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Software One (formerly known as CompuCom), Dallas, Texas in the amount of $153,469 for Microsoft Licensing, including SQL Server Licenses for Beaufort County. Funding will come from account 10001150-51110, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to Software One (formerly known as CompuCom), Dallas, Texas in the amount of $153,469 for Microsoft Licensing, including SQL Server Licenses for Beaufort County. Funding will come from account 10001150-51110, Maintenance Contracts.

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13. Consideration / Fiscal Year 2017 Contract Renewal

- **Hilton Head Humane Association / Veterinary and Spay/Neuter Services for the County Animal Shelter (> $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Hilton Head Humane Association, Hilton Head Island, South Carolina in the amount of $100,000 is for veterinary and spay/neuter services for the County Animal Shelter. Funding will come from the following accounts: 10001270-51160 and 10001270-51165, Professional Services – Spay/Neuter.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee approve and recommend Council award a contract renewal to Hilton Head Humane Association, Hilton Head Island, South Carolina in the amount of $100,000 for veterinary and spay/neuter services for the County Animal Shelter. Funding will come from the following accounts: 10001270-51160 and 10001270-51165, Professional Services – Spay/Neuter. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council award a contract renewal to Hilton Head Humane Association, Hilton Head Island, South Carolina in the amount of $100,000 for veterinary and spay/neuter services for the County Animal Shelter. Funding will come from the following accounts: 10001270-51160 and 10001270-51165, Professional Services – Spay/Neuter.

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14. Consideration / Fiscal Year 2017 Contract Renewal

- **Tyler Technologies / Annual Support and License Agreement for Munis (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Tyler Technologies, Dallas, Texas in the amount of $89,515 is for annual support and license agreement for Munis. Funding will come from the following accounts: 10001111-51110, Finance, Maintenance Contracts; 10001116-51110, Purchasing, Maintenance Contracts; 10001134-51110, Business License, Maintenance Contracts; 10001160-51110, Employee Services, Maintenance Contracts; 10001260-51110, Building Codes, Maintenance Contracts; 20010011-51110, Local Accommodations Tax, Maintenance

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Contracts; 20020011-51110, Hospitality Tax, Maintenance Contracts; and 20100011-51110, Admissions Fees, Maintenance Contracts.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Tyler Technologies, Dallas, Texas in the amount of $89,515 for annual support and license agreement for Munis. Funding will come from the following accounts: 10001111-51110, Finance, Maintenance Contracts; 10001116-51110, Purchasing, Maintenance Contracts; 10001134-51110, Business License, Maintenance Contracts; 10001160-51110, Employee Services, Maintenance Contracts; 10001260-51110, Building Codes, Maintenance Contracts; 20010011-51110, Local Accommodations Tax, Maintenance Contracts; 20020011-51110, Hospitality Tax, Maintenance Contracts; and 20100011-51110, Admissions Fees, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Tyler Technologies, Dallas, Texas in the amount of $89,515 for annual support and license agreement for Munis. Funding will come from the following accounts: 10001111-51110, Finance, Maintenance Contracts; 10001116-51110, Purchasing, Maintenance Contracts; 10001134-51110, Business License, Maintenance Contracts; 10001160-51110, Employee Services, Maintenance Contracts; 10001260-51110, Building Codes, Maintenance Contracts; 20010011-51110, Local Accommodations Tax, Maintenance Contracts; 20020011-51110, Hospitality Tax, Maintenance Contracts; and 20100011-51110, Admissions Fees, Maintenance Contracts.

15. Consideration / Fiscal Year 2017 Contract Renewal

- **Pictometry International Corporation / License Image Software / Aerial Photos (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Pictometry International Corporation, Rochester, New York in the amount of $79,180 is for license image software and aerial photos. Funding will come from account 10001152-51250, Aerial Photos.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Pictometry International Corporation, Rochester, New York in the amount of $79,180 for license image software and aerial photos. Funding will come from account 10001152-51250, Aerial Photos. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Pictometry International Corporation, Rochester, New York in the amount of $79,180 for license image software and aerial photos. Funding will come from account 10001152-51250, Aerial Photos.

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16. Consideration / Fiscal Year 2017 Contract Renewal

- **Strickland Electric Recycling / Electronic Waste Recycling Services (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Strickland Electric Recycling, North, South Carolina in the amount of $70,000 is for electronic waste recycling services. Funding will come from account 10001340-51164, Ewaste.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Strickland Electric Recycling, North, South Carolina in the amount of $70,000 for electronic waste recycling services. Funding will come from account 10001340-51164, Ewaste. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Strickland Electric Recycling, North, South Carolina in the amount of $70,000 for electronic waste recycling services. Funding will come from account 10001340-51164, Ewaste.

17. Consideration / Fiscal Year 2017 Contract Renewal

- **Wells Fargo Insurance / Employee Benefits Consulting Services (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Wells Fargo Insurance Services, Dallas, Texas in the amount of $65,000 is for employee benefits consulting services. Funding will come from account 10001160-51160, Professional Services.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Wells Fargo Insurance Services, Dallas, Texas in the amount of $65,000 for employee benefit consulting services. Funding will come from account 10001160-51160, Professional Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Wells Fargo Insurance Services, Dallas, Texas in the amount of $65,000 for employee benefit consulting services. Funding will come from account 10001160-51160, Professional Services.

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18. Consideration / Fiscal Year 2017 Contract Renewal

- **Republic Services / Hauling Services for Solid Waste Department (Daufuskie) (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Republic Services, Beaufort, South Carolina in the amount of $60,000 is for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Republic Services, Beaufort, South Carolina in the amount of $60,000 for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Republic Services, Beaufort, South Carolina in the amount of $60,000 for hauling services for the Solid Waste Department. Funding will come from account 10001340-51165, Solid Waste Hauling Services.

19. Consideration / Fiscal Year 2017 Contract Renewal

- **South Carolina Judicial Department / Court Management System Support (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to South Carolina Judicial Department, Columbia, South Carolina in the amount of $60,000 is for court management system support. Funding will come from the following accounts: 10001030-51110 Clerk of Court, Maintenance Contracts and 10001081-51110 Magistrate, Maintenance Contracts.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to South Carolina Judicial Department, Columbia, South Carolina in the amount of $60,000 for court management system support. Funding will come from the following accounts: 10001030-51110 Clerk of Court, Maintenance Contracts and 10001081-51110 Magistrate, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

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Status: Committee awarded a contract renewal to South Carolina Judicial Department, Columbia, South Carolina in the amount of $60,000 for court management system support. Funding will come from the following accounts: 10001030-51110 Clerk of Court, Maintenance Contracts and 10001081-5111 Magistrate, Maintenance Contracts.

20. Consideration / Fiscal Year 2017 Contract Renewal

- **Andrews Technology HMS / Annual Maintenance for Electronic Timekeeping Software and Hardware (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to Andrews Technology HMS, Inc., Wilmington, North Carolina in the amount of $55,000 is for annual maintenance of electronic timekeeping software and hardware. Funding will come from account 10001160-51110, Maintenance Contracts.

Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to Andrews Technology HMS, Inc., Wilmington, North Carolina in the amount of $55,000 for annual maintenance of electronic timekeeping software and hardware. Funding will come from account 10001160-51110, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to Andrews Technology HMS, Inc., Wilmington, North Carolina in the amount of $55,000 for annual maintenance of electronic timekeeping software and hardware. Funding will come from account 10001160-51110, Maintenance Contracts.

21. Consideration / Fiscal Year 2017 Contract Renewal

- **New Vision System / Official Records Software and Maintenance Support (< $100,000)**

Fiscal Year 2017 contract renewals were discussed and voted on as consent agenda items.

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: This contract renewal to New Visions Systems, New Canaan, Connecticut, in the amount of $51,028 is for official records software and maintenance support. Funding will come from account 10001122-51110, Maintenance Contracts.

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Motion: It was moved by Mr. Flewelling, seconded by Mr. Fobes, that Committee award a contract renewal to New Visions Systems, New Canaan, Connecticut in the amount of $51,028 for official records software and maintenance support. Funding will come from account 10001122-51110, Maintenance Contracts. The vote: YEAS – Mrs. Bensch, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman and Mr. Stewart. ABSENT – Mr. Caporale. The motion passed.

Status: Committee awarded a contract renewal to New Visions Systems, New Canaan, Connecticut in the amount of $51,028 for official records software and maintenance support. Funding will come from account 10001122-51110, Maintenance Contracts.

22. **Request by Beaufort Regional Chamber of Commerce for Reimbursement of Economic Development Expenses**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: At the May 11, 2015 meeting of the Governmental Committee, the Beaufort Regional Chamber of Commerce expressed its desire to pick up the services no longer provided by the Lowcountry Economic Alliance. The Chamber has incurred expenses providing this service, has submitted an itemized invoice, and has requested reimbursement totaling $58,183.

Motion: It was moved by Mr. Flewelling, seconded by Mr. McBride, that Committee reimburse the Beaufort Regional Chamber of Commerce in the amount of $58,183 for expenses incurred relative to economic development.

Questions and concerns of the Committee are as follows:

- Objection to the amount relative to the Beaufort Commerce Park – Palmetto Site Certification, since the site is located within the City of Beaufort.
- Objection to the cost of training offered through the South Carolina Department of Commerce.
- The opinion that an agreement should have been negotiated on the frontend.
- Contention in respect to the hourly rate.
- The desire to send this item back to administration for review and negotiation.
- It was stated that the amount administration deems reasonable for payment, should come out of fiscal year 2015-2016 budget.

Mr. Flewelling, as maker of the motion, and Mr. McBride, who was the seconder of the motion, withdrew the motion.

Status: Administration to review the invoice and bring forth recommendation.

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23. Executive Session / Discussion of Economic Development Prospects

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Status: No executive session was needed.

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NATURAL RESOURCES COMMITTEE

June 21, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

The Natural Resources Committee met Tuesday, June 21, 2016 beginning at 3:00 p.m., in the Executive Conference Room, Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

ATTENDANCE

Committee Chairman Brian Flewelling, Vice Chairman Alice Howard and members Gerald Dawson, Steven Fobes, William McBride and Jerry Stewart present. Committee members Roberts "Tabor" Vaux absent. Non Committee member Stu Rodman present.

County Staff: Tony Criscitiello, Planning Director; Joshua Gruber, Deputy County Administrator/Special Counsel; Thomas Keaveny, County Attorney; Gary Kubic, County Administrator; Eric Larson, Division Director-Environmental Engineering; Nancy Moss, Planner; and David Wilhelm, Public Works Director.

Public: Destiny Archer, Intern; Reed Armstrong, Coastal Conservation League; David Tedder, Esquire; and Glen Stanford, Vice Chairman, Southern Beaufort County Corridor Beautification Board.

Media: Joe Croley, *Lowcountry Inside Track.*

Mr. Flewelling chaired the meeting.

ACTION ITEM

1. **Lady's Island Map Amendment / Rezoning Request for R200 010 000 0022 0000 (known as Greenheath Planned Unit Development (PUD), 98.35 acres off Brickyard Point Road and Fiddler Drive) from PUD to Lady's Island Community Preservation (LICP) District; Owner: Greenheath LLC, Applicant: Fred Trask, Agent: David Tedder, Esquire**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Tony Criscitiello, Planning Director, reviewed this item with the Committee. This is a request, by the applicant, to rezone Greenheath PUD to Lady's Island Community Preservation (LICP). County Council originally approved the Greenheath PUD in 1997, for 313 dwelling units and 25,000 square feet of commercial development on 98.35 acres

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at a gross density of 3.18 dwelling units per acre. After recently pursuing an amendment to the PUD that would have permitted lots fronting Fiddler Drive, the applicant is now proposing to abandon the PUD Master Plan and rezone the property to the surrounding LICP District, which permits residential development at a gross density of two dwellings per acre. The Planning Commission unanimously supported the rezoning request at its June 6, 2016 meeting. Staff recommends approval of the zoning map amendment.

Motion: It was moved by Mr. McBride, seconded by Mrs. Howard, that Natural Resources Committee recommend Council approve on first reading a rezoning request for R200 010 000 0022 0000 (known as Greenheath Planned Unit Development (PUD), 98.35 acres off Brickyard Point Road and Fiddler Drive) from PUD to Lady's Island Community Preservation (LICP) District. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride and Mr. Stewart. ABSENT –Mr. Vaux. The motion passed.

Recommendation: Council approve on first reading a rezoning request for R200 010 000 0022 0000 (known as Greenheath Planned Unit Development (PUD), 98.35 acres off Brickyard Point Road and Fiddler Drive) from PUD to Lady's Island Community Preservation (LICP) District.

INFORMATION ITEMS

2. Presentation / Recap June 6, 2016 Meeting of the Planning Commission

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Tony Criscitiello, Planning Director, provided the Committee with a recap of the June 6, 2016 Planning Commission meeting.

Status: Information only.

3. Approval of a Contract with Clemson University Offering a Grant For Services to Provide a Stormwater Public Education and Involvement Program For FY 2017 in the Amount of $90,000, Cost Shared With the Towns of Hilton Head Island, Bluffton,aAnd Port Royal and the City of Beaufort

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Eric Larson, Division Director – Environmental Engineering, reviewed this item with the Committee. Beaufort County Stormwater Department requested a proposal from Clemson University for Education and Outreach Services for Stormwater Management to assist with the department's programs and projects. For several years, Clemson has provided these services for MS4 Programs across the State within the framework of the Carolina Clear Program. Carolina Clear is a comprehensive approach developed by Clemson University to

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inform and educate communities about water quality, water quantity and the cumulative effects of stormwater. Carolina Clear addresses the special significance of South Carolina's water resources and the role they play in the State's economy, environmental health, and overall quality of life. The proposal requested that the University staff facilitate stormwater education and outreach within the County and to perform duties and responsibilities necessary to bring and keep Beaufort County compliant with all Federal, State and local laws/regulations regarding stormwater management for Fiscal Year 2017, with the option to renew every year for up to three consecutive years. The Evaluation Committee consisted of five representatives of the Beaufort County Stormwater Implementation Committee (SWIC) including Bryan McIlwee with the Town of Hilton Head Island, Kim Jones with the Town of Bluffton, Neil Desai with the City of Beaufort, Van Willis with the Town of Port Royal, and Eric Larson with Beaufort County Stormwater Management.

The Scope of services to provide stormwater education and outreach is unique and not widely marketed by for-profit businesses. Carolina Clear is a grant funded program as such, does not "propose" work on a fee-for-service basis. Therefore, SWIC wrote the scope of services as an invitation to Clemson University only, after discussing the possibility of getting similar services with other universities and non-profits. The Evaluation Committee reviewed and evaluated the proposal from Clemson and decided to interview the program director. Carolina Clear's proposal meets the goals set forth by the SWIC and were unanimously approved by the Evaluation Committee.

The initial contract term is effective June 1, 2016, or immediately upon approval, to June 30, 2017. Contract fee for the term will be a fixed amount of $90,000 and will be funded from Account 50250013-51160, Stormwater Fees. This is a cost share MOU with the Towns of Hilton Head Island, Bluffton, and Port Royal, and the City of Beaufort, with the County's portion being $44,607.

Motion: It was moved by Mr. McBride seconded by Mrs. Howard, that Natural Resources Committee approve a contract award to Clemson University for Education and Outreach Consulting Services for Stormwater Management. This is a cost share MOU with the Towns of Hilton Head Island, Bluffton, and Port Royal, and the City of Beaufort, with the County's portion being $44,607 and will be funded from Account 50250013-51160, Stormwater Fees. The vote: YEAS – Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mrs. Howard, Mr. McBride and Mr. Stewart. ABSENT – Mr. Vaux. The motion passed.

Status: Committee awarded a contract to Clemson University for Education and Outreach Consulting Services for Stormwater Management. This is a cost share MOU with the Towns of Hilton Head Island, Bluffton, and Port Royal, and the City of Beaufort, with the County's portion being $44,607 and will be funded from Account 50250013-51160, Stormwater Fees.

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4. **Review of the Revised Stormwater Department Level of Service and Extent of Service Policies Approved by the Stormwater Utility Board June 8, 2016**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Eric Larson, Division Director – Environment Engineer, reviewed with the Committee the revised Stormwater Department Level of Service Plan and Extent of Service Plan, both approved by the Stormwater Utility Board on June 8, 2016.

Status: Information only.

5. **Discussion / Southern Beaufort County Corridor Beautification Board – Chairman Steve Wilson**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Glen Stanford, Vice Chairman, Southern Beaufort County Corridor Beautification Board, provided the Committee with an update on the activities of the Board to-date. The information provided included the following

Lessons Learned:

- The County learned that the contractor must be monitored to meet specifications.

Project Status:

- Tanger
  - Money on deposit with County in a dedicated fund
  - Bid process in County
  - Project organization
    - Third-party contractor
    - Supervised by landscape architect
- Extensions of Belfair to the west
  - Money allocated from the Tree Fund
  - Design Phase

Funding Raising:

- Board is approaching gated communities
  - Contact with Moss Creek Plantation
  - Will contact Colleton River Plantation
- Possible contact with major corporations
- No success with accommodations tas
- Small business and citizen donors are a waste of time

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Board Status:

- Long time vacancy in Bluffton position
- Very good participation from board members

Status: Information only.

6. Results from Pepper Hall Plantation Development Agreement Negotiation

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Committee Chairman Brian Flewelling stated there will be an Executive Session to further discuss the Pepper Hall Plantation Development Agreement on Friday, June 24, 2016, as well as another Subcommittee meeting the following week. The hope is to bring forth a recommendation to the Natural Resources Committee in the near future.

Status: Information only.

7. Consideration of Reappointments and Appointments

- **Zoning Board of Appeals**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Status: No action taken. A vacancy exists in southern Beaufort County.

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PUBLIC FACILITIES COMMITTEE

June 20, 2016

The electronic and print media duly notified in
accordance with the State Freedom of Information Act.

The Public Facilities Committee met Monday, June 20, 2016 beginning at 2:30 p.m., in Council Chambers of the Administration Building, Beaufort County Government Robert Smalls Complex, 100 Ribaut Road, Beaufort, South Carolina.

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ATTENDANCE

Chairman Gerald Dawson, Vice Chairman Roberts "Tabor" Vaux and members Cynthia Bensch, Steve Fobes, Alice Howard and William McBride. Committee member Rick Caporale absent. Non-committee members Cynthia Bensch, Stu Rodman and Jerry Stewart present.

County Staff: Pam Cobb, Disaster Recovery Coordinator; Joshua Gruber, Deputy County Administrator/Special Counsel; Phil Foot, Assistant County Administrator-Public Safety; Alicia Holland, Assistant County Administrator-Finance; James Johnson, Systems Management Director, Colin Kinton, Division Director-Transportation Engineering; Gary Kubic, County Administrator; Eric Larson, Division Director-Environmental Engineering; Ray McBride, Library System Director; Robert McFee, Division Director-Facilities and Construction Engineering; Monica Spells, Assistant County Administrator-Civic Engagement and Outreach; Dave Thomas, Purchasing Director; and David Wilhelm, Public Facilities Director.

Public: Chuck Hunter, resident of Daufuskie Island; Tammy Helmuth, resident of Daufuskie Island; Wick Scurry, owner, J&W Corporation of Greenwood; and Jim Woodward, representing Melrose/Haig Point Ferry Company Joint Venture.

Media: Joe Croley, *Lowcountry Inside Track.*

Mr. Dawson chaired the meeting.

ACTION ITEMS

1. **Consideration of Contract Award**
   - **Daufuskie Island Ferry Transportation Services (> $100,000)**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Dave Thomas, Purchasing Director, presented this item to the Committee. Beaufort County issued a Request for Proposals (RFP) from qualified vendors capable of providing ferry services for Daufuskie Island (DI) residents and property owners. The intent of the RFP is to select the most qualified and most responsive/responsible vendor whose

price, similar experience, schedule of service, and support is in the best interest of the County. The scope of services requires the selected vendor to provide a complete ferry service, including the necessary labor, supervision, equipment, licenses, and insurance to keep the ferry program services operating efficiently. On April 29, 2016, Beaufort County received two responses to the RFP from the following local vendors: J&W Corporation of Greenwood ("J&W") and Haig Point Ferry Company, Inc. ("Haig Point"). On June 1, 2016, the evaluation committee reviewed both offers and completed a ranking in accordance with the RFP evaluation criteria resulting in a contract award recommendation for J&W.

- The County requested Offerors to provide a cost for one-way fare and a round-trip fare.
  J&W provided this information.
  Haig Point did not and provided a fixed fee instead.
- The County requested Offerors to make provisions for ticket sales/outlet on both sides of the river.
  J&W provided this information.
  J&W will continue to sell ferry tickets at the General Store on DI and their office at Broad Creek Marina on Hilton Head Island (HHI).
  Haig Point did not address this request in its proposal.

J&W Corporation of Greenwood (Current Ferry Contractor)

- J&W offered to maintain their current contract terms, which include the lowest cost solution of $241,200 to provide the ferry service for the residents of DI.
- J&W provides Monday through Friday round-trip service and two Saturdays per month for $900 per day.
- The first and fourth Saturday of the month, J&W provides DI departures at 12:00 noon and HHI departures at 6:00 p.m. (5:00 p.m. during EST daylight saving time).
- For any times not covered under the contract schedule, the County pays $13 per rider on a space-available basis. County officials and employees may ride for $10 one way.
- The County subsidizes limited parking in HHI for DI full-time residents only.
- The proposed cost for 35 parking spaces at Broad Creek Marina is $13,325 annually. The embarkation points and ticket sales locations will remain the same (Broad Creek Marina on HHI and Freeport Landing on DI).
- J&W will continue to provide ferry services during emergencies as noted in the contract.

FY 2017 total cost for J&W:

Ferry Service	$241,200 (includes est. ridership any day)
Infrastructure Fee	$ 0 (not applicable)
Parking Fee (Simmons Family Holding)	$ 13,325 *
Ferry ID Administration (Palmetto Breeze Transit)	$ 4,200
Total	$258,725

*This is an increase from the FY15 cost of $12,600 for thirty parking spaces due to the vendor meeting the County's request to add five parking spaces in FY16 to better accommodate full-time Dl residents.

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Haig Point Ferry Company, Inc.

- Haig Point offered a different schedule.
- Their embarkation points are Palmetto Bay Marina on HHI and Melrose Landing on DI.
- Haig Point is offering parking for free on DI, but charging $17,500 for 35 parking spaces on HHI.
- Haig Point is also requesting $75,000 as a one-time infrastructure fee to upgrade their passenger and cargo handling facility on HHI.
- Haig Point's cost for the ferry services is $325,000 the first year with a reduction to $315,000 the second year, and $300,000 for the third year. If ridership goes over 8,000 one way (10% increase over the prior fiscal year), Haig Point is requesting a per head price increase of $12.50.

FY 2017 total cost for Haig Point:

Ferry Service	$325,000
Infrastructure Fee	$ 75,000
Parking Fee	$ 17,500
Ferry ID Administration (Palmetto Breeze Transit)	$ 4,200
Total	$421,000

The FY 2017 difference between Haig Point and J&W: $421,700 - $258,725 = $162,975.

Main motion: It was moved by Mr. Sommerville, seconded by Mr. Vaux, that Committee invoke a 30-day extension subject to the existing contract and ask J&W Corporation of Greenwood to give the County an additional 60 days, *i.e.*, 90 days total from the date of the contract.

Motion to amend by substitution: It was moved by Mr. Vaux, seconded by Mr. Fobes, that Committee ask Haig Point Ferry Company, Inc. and J&W Corporation of Greenwood to submit their "Best and Final Offer" by 12:00 Noon on Friday, June 24, 2016 to include the additional 60 days.

Mr. Sommerville, as maker of the motion, and Mr. Vaux, who was the seconder of the motion, withdrew the main motion.

Mr. Vaux, as maker of the motion, and Mr. Fobes, who was the seconder of the motion, withdrew the motion to amend by substitution.

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Motion: It was moved by Mr. Vaux, seconded by Mrs. Bensch, that Committee approve and recommend to Council the adoption of a resolution approving the Haig Point Ferry Company, Inc. Daufuskie Island Ferry Transportation Services contract so that the total transportation funds for Daufuskie Island Ferry services do not exceed $400,000. The vote: YEAS – Mrs. Bensch, Mr. Dawson, Mr. Fobes and Mr. Vaux. NAYS – Mrs. Howard and Mr. McBride. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council adopt a resolution approving the Haig Point Ferry Company, Inc. Daufuskie Island Ferry Transportation Services contract so that the total transportation funds for Daufuskie Island Ferry services do not exceed $400,000.

2. Resolution of Beaufort County Council Adopting the Hazard Mitigation Plan

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Ms. Pam Cobb, Disaster Recovery Coordinator, presented this item to the Committee. Under the Disaster Mitigation Act of 2000, a Hazard Mitigation Plan is required by the Federal Emergency Management Agency (FEMA) for all counties and municipalities in the country. The Hazard Mitigation Plan proposed by Beaufort County is in compliance with the federal hazard mitigation planning requirements contained in 44 CFR 201.6(b)-(d) and State Emergency Management has reviewed and determined that Beaufort County's Hazard Mitigation Plan meets federal requirements. Projects and actions that are identified in the plan are eligible for FEMA pre-disaster mitigation funding. State Emergency Management requests formal endorsement of the plan by Council prior to issuance of formal approval. Beaufort County has been an official participant in the planning process of the Beaufort County Hazard Mitigation Plan that the Lowcountry Council of Governments (LCOG) prepared for Beaufort County. LCOG has prepared and recommends Council adopt the Hazard Mitigation Plan which is intended to protect the public health and general welfare of the citizens of Beaufort County.

Motion: It was moved by Mr. McBride, seconded by Mr. Fobes, that Committee approve and recommend to Council the adoption of Beaufort County Hazard Mitigation Plan which is intended to protect the public health and general welfare of the citizens of Beaufort County. The vote: YEAS – Mrs. Bensch, Mr. Dawson, Mr. Fobes, Mrs. Howard, Mr. McBride and Mr. Vaux. ABSENT – Mr. Caporale. The motion passed.

Recommendation: Council adopt a resolution adopting the Beaufort County Hazard Mitigation Plan which is intended to protect the public health and general welfare of the citizens of Beaufort County.

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INFORMATION ITEMS

3. Road Impact Fee Program Update

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Colin Kinton, Division-Director, Transportation Engineering, presented this item to the Committee. The presentation highlighted:

- Background information
- Road impact fee calculation
- Fee rates for northern Beaufort County service area
- Fee rates for southern Beaufort County Service Area: Bluffton/Okatie Assessment District and Hilton Head Island/Daufuskie Island Assessment District
- Total dollars collected and expended in northern Beaufort County
- Total dollars collected and expended in southern Beaufort County
- Northern Beaufort County projects completed and under construction
- Southern Beaufort County projects completed and under construction
- Remaining northern Beaufort County projects
- Remaining southern Beaufort County projects
- Future conditions
- New proposed projects for northern Beaufort County
- New proposed projects for southern Beaufort County
- Future road impact fee projections for northern Beaufort County service area
- Future road impact fee projections for southern Beaufort County service area: Bluffton/Okatie Assessment District and Hilton Head Island/Daufuskie Island Assessment District
- Next steps -- refine and prioritize network needs, update Transportation Element of Comprehensive Plan, develop new Road CIP to include new Road Impact Fee calculation, and prioritize projects and implementation based upon anticipated revenue.

Status: Information only.

4. Presentation of Beaufort County Traffic Volumes Report

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. Colin Kinton, Division-Director, Transportation Engineering, presented this item to the Committee. The traffic volumes report has been prepared by the Transportation Engineering Division to illustrate historical traffic volume changes on arterial highways in

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Beaufort County. Traffic data has been reviewed for the years 2010 through 2015 and is presented in both tabular and graphical format.

Key Points

- Data indicates a significant reduction in traffic volumes occurred in 2014 on several highways. In most locations, Year 2015 data indicates traffic volumes have recovered.
- In northern Beaufort County, Boundary Street has experienced overall decline in traffic while Ribaut Road has experienced an overall increase. Parris Island Gateway traffic has been steady with minimal changes.
- The greatest volume increases on northern Beaufort County highways has been on Lady's Island Drive, Sam's Point Road, and Robert Smalls Parkway.
- U.S. Highway 278 between the S.C. Highway 170 and Fording Island Road Extension has experienced an overall decrease in traffic volumes over the last five years of 15 percent, while Bluffton Parkway has experienced growth of 20 percent or greater during the same time period.
- U.S. Highway 278 between the mainland and Hilton Head Island has had a growth of 10 percent over the last five years (2 percent annual growth).
- Traffic volumes on Buckwalter Parkway between the two Bluffton Parkway segment intersections more closely resemble Bluffton Parkway with daily volumes close to 22,000 vehicles per day and significantly greater than other segments of Buckwalter Parkway.
- Apart from Bluffton Parkway, the highest growth in southern Beaufort County has been on S.C. Highway 170 between U.S. Highway 278 and S.C. Highway 462 at 25 percent and almost 6,000 vehicles per day greater than in 2010.

Status: Information only.

5. Discussion / Litter Control Plan 2016

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Discussion: Mr. David Wilhelm, Public Works Director, presented this item to the Committee. Effective collection of roadside litter has been and continues to be a challenge in Beaufort County. While the respective agencies and volunteer groups are making their best effort to collect roadside litter, there are many areas that are neglected. Current resources for litter control are SCDOT, Beaufort County Day Watch program, and Adopt-A-Highway volunteer groups. If budget allows, outside contractors could also be used to collect litter.

The apparent cause of the problem with litter collection ineffectiveness is due to the fact there is no single point of contact for Beaufort County. The different agencies and groups are working independently. Another key component is lack of resources to provide coverage on all roads throughout the County.

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- The Beaufort County Public Works Department (PW) will take the lead for county-wide litter control efforts.
- A central clearinghouse will be established within the Solid Waste and Recycling division.
- The primary point of contact will be the Adopt-A-Highway volunteer coordinator (Coordinator).
- Calls or emails to the litter control hotline will be answered by the Coordinator.
- The Coordinator will investigate the complaint and prioritize the task based on specific criteria (amount of litter, location of road, etc.).
- The Coordinator will contact the appropriate resource to make them aware of the complaint and determine if that resource can clean up the litter in an acceptable time period.
- If the resource cannot complete the task in a timely manner, or if there is no resource designated for that particular location, PW crews will be assigned to pick up the litter.
- The Coordinator will be responsible for following up to ensure the task has been completed.

The litter problem can be divided into two separate issues: (1) the initial illegal disposing of litter on the roadside, and (2) the pickup of litter from the roadside. The goals of this proposed program are to reduce the amount of litter and to improve collection efficiency by creating a more effective method for litter cleanup. The coordinator will not only work with the respective resources for litter cleanup as outlined above, but also work with enforcement officers to locate problem areas and try to identify individuals who are illegally disposing waste. The amount of illegally disposed litter should be reduced by making a more concerted enforcement effort in historically problematic areas.

Status: The Public Works Department will begin implementing the Plan effective July 2016.

6. Consideration of Reappointments and Appointments

- **County Transportation Committee**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Status: No action taken. A vacancy exists in Council District 7.

7. Consideration of Reappointments and Appointments

- **Solid Waste and Recycling Board**

Notification: To view video of full discussion of this meeting please visit http://beaufort.granicus.com/ViewPublisher.php?view_id=2

Status: No action taken. A vacancy exists in Solid Waste District #7 – Lady's Island.

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Boards and Commissions
Reappointments and Appointments
June 27, 2016

1 **Executive Committee**

Planning Commission

NominateD	Name	Position/Area/Expertise	Reappoint/Appoint	Votes Required	Term/Years	Expiration
06.13.16	Jason Clyde Hincher	Lady's Island	Appoint	6/11	partial	2/17
06.13.16	Harold Mitchell	Sheldon Township	Appoint	6/11	partial	2/17

ORDINANCE NO. 2016 /

FY 2016-2017 BEAUFORT COUNTY SCHOOL DISTRICT BUDGET

An Ordinance to provide for the levy of tax for school purposes for Beaufort County for the fiscal year beginning July 1, 2016 and ending June 30, 2017, and to make appropriations for said purposes.

BE IT ORDAINED BY COUNTY COUNCIL OF BEAUFORT COUNTY:

SECTION 1. TAX LEVY

The County Council of Beaufort County hereby appropriates the funds as detailed in Sections 3 and 4 of this Ordinance and establishes the millage rates as detailed in Section 2 of this Ordinance.

SECTION 2. MILLAGE

In Fiscal Year 2016-2017 and in accordance with the laws of South Carolina, the County Auditor is hereby authorized and directed to levy a tax on the following mills on the dollar of assessed value of property within the County.

School Operations	111.50
School Bond Debt Service (Principal and Interest)	31.71

The values listed above, in accordance with Section 6-1-320(A)(2) of the *Code of Laws of South Carolina*, 1976, as amended.

	Prior Year Millage	% Average CPI	% Population Growth	Allowable Annual % Increase of Millage Rate	Millage Bank Used	Millage Bank Balance
2014	97.45	2.07%	2.21%	4.28%	-2.47%	1.81%
2015	103.5	1.46%	2.27%	3.73%	-3.73%	1.81%
2016	103.5	1.62%	2.50%	4.12%	0.00%	5.93%

These taxes shall be collected by the County Treasurer, as provided by law, and distributed in accordance with the provisions of this Ordinance and subsequent appropriations as may be hereafter passed by the County Council of Beaufort County.

SECTION 3. SCHOOL OPERATIONS APPROPRIATION

An amount of $216,782,976 is hereby appropriated to the Beaufort County Board of Education to fund school operations and $1,330,981 to be allocated to the general fund balance. This appropriation is to be spent in accordance with the school budget approved by the County Council of Beaufort County, and will be funded from the following revenue sources:

A. $131,662,584 to be derived from tax collections;
B. $ 77,261,805 to be derived from State revenues;
C. $ 900,000 to be derived from Federal revenues;
D. $ 1,493,500 to be derived from other local sources; and
E. $ 5,465,087 to be derived from inter-fund transfers.

The Beaufort County Board of Education is responsible for ensuring that the school expenditures do not exceed those amounts herein appropriated without first receiving the approval of a supplemental appropriation from County Council.

SECTION 4. BUDGETARY ACCOUNT BREAKOUT

The line-item budgets submitted by the Beaufort County Board of Education under separate cover for FY 2016-2017 are incorporated herein by reference and shall be part and parcel of this Ordinance.

SECTION 5. OUTSTANDING BALANCE APPROPRIATION

The balance remaining in each fund at the close of the prior fiscal year, where a reserve is not required by State of Federal law, is hereby transferred to the appropriate category of Fund Balance of that fund.

SECTION 6. TRANSFERS VALIDATED

All duly authorized transfers of funds heretofore made from one account to another, or from one fund to another during Fiscal Year 2017 are hereby approved.

SECTION 7. EFFECTIVE DATE

This Ordinance shall be effective July 1, 2016. Approved and adopted on third and final reading this ____ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading: May 23, 2016
Second Reading: June 13, 2016
Public Hearings: May 23, 2016 and June 13, 2016
Third and Final Reading:

RESOLUTION 2016 / ___

BEAUFORT COUNTY PERSONNEL HANDBOOK

WHEREAS, the Beaufort County Council finds that it is in the best interest of County employees to implement uniform employment practices; and

WHEREAS, the current Beaufort County Personnel Handbook was adopted January 24, 2005; and

WHEREAS, the Beaufort County Council recognizes that from time to time, the conditions of public employment have been described in a variety of documents and renditions of documents, handbooks, policies, procedures and verbal recitations. These various expressions of the terms of public employment are inconsistent with the policy of the County to safeguard public employment and implement uniform employment practices; and

WHEREAS, County Administration**,** legal counsel, and the Executive Committee of Beaufort County Council have reviewed and have recommended the adoption of a new Beaufort County Personnel Handbook.

NOW, THEREFORE, BE IT RESOLVED, that Beaufort County Council hereby revokes and repeals all previously issued handbooks, personnel manuals and personnel procedure documents and oral representations made or issued by the Beaufort County Council, its officers, members and employees relating to the terms of employment, and hereby adopts the new Beaufort County Personnel Handbook.

This Resolution shall be effective August 1, 2016.

Dated this ____ day of June, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

County Council of Beaufort County
Employee Services
P.O. Drawer 1228
Beaufort, SC 29901
Ph. (843) 255-2990
Fax (843) 255-9484

2005 Personnel Handbook Vs. 2016 Personnel Handbook
Overview of Changes- June 13, 2016

Page 6 - Updated language in the EEO non-discrimination policy (added sexual orientation and gender identification);

Page 11 - Added "variable hour" status in "Employee Categories" to account for part time employees who average 30 hours per week or more and become eligible for insurance benefits due to the Affordable Care Act.

Page 12 - In "Employee Classifications" section, better defined expectations of exempt and non-exempt employees regarding hours worked.

Page 14 - Added fraternization policy

Page 14 - Revised the rules for employee transfers to minimize the hardship to the department from which the employee is transferring.

Page 16 – In "Types of Disciplinary Actions" section, added "reduction in leave balances" as a form of disciplinary action (per attorney's recommendation).

Page 17 - Added items in "Examples of Conduct Warranting Disciplinary Action" section, such as bullying, physical aggression, offensive language, possession of weapons, and unprofessional behavior.

Page 24 – Created a new "Code of Conduct" section.

Page 25 - Revised Appearance and Dress Code section (also addressed tattoos and piercings).

Page 32 - Strengthened Workplace privacy section and added a language regarding Social Media.

Page 41 - Consolidated the EMS and Operations Officers (airport firefighters) accrual tables into one because they both work 24/48 hour schedule.

Page 42 - Revised the “Bereavement Leave” policy to include grandchildren, and mothers/fathers--in-law. Changed it from fiscal year to calendar year to mirror other types of leave.

Page 45 - Family and Medical Leave Act Policy (added military exigency leave).

Page 58 - Drug Free Workplace Policy (consolidated redundant language);

Page 85 - Revised the EELTB (Leave Bank) Policy to maintain viability (increased minimum donation hours for eligibility, decreased maximum annual and lifetime usage limit, etc.).

ALL EMPLOYEES OF BEAUFORT COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF BEAUFORT COUNTY'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM AN EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH, CREATE A CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT", 3) THE DOCUMENT STATES THE TERMS OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE COUNTY ADMINISTRATOR.

I acknowledge receipt of this handbook and UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I further understand that this Employee Handbook supersedes and replaces all earlier handbooks, policies, and practices which are contrary to this document.

_____

Employee Signature

_____

Employee Name (Printed)

_____

Date

Page 41 - Consolidated the EMS and Operations Officers (airport firefighters) accrual tables into one because they both work 24/48 hour schedule.

Page 42 - Revised the “Bereavement Leave” policy to include grandchildren, and mothers/fathers--in-law. Changed it from fiscal year to calendar year to mirror other types of leave.

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SECTION 1.0 - INTRODUCTION

The employees, their welfare and concerns are important to the success of Beaufort County. The County encourages a working environment based upon mutual trust and confidence which should provide opportunities for individual effort and reward. Every employee is considered a member of our team.

Our success as a County is built upon recognition of the skills and efforts made by each employee and our policy is to work with all members of this team in a professional manner and treat each team member with dignity and respect.

Management, as part of this team, continuously works together with all employees for the benefit of our citizens.

This Personnel Handbook is a ***guide*** to our County practices. It is not a contract for employment, either expressed or implied, nor does it guarantee any terms or conditions of employment. Neither the County's written policies and procedures nor its unwritten practices constitute a contract. Beaufort County is an "At-Will" employer and the County and employees have the right to terminate employment at any time, with or without notice and with or without cause.

The County strives to maintain a pleasant working environment in order to provide employees with the opportunity to excel in their work.

Beaufort County expects employees to abide by the policies set forth in this Personnel Handbook and expects employees to devote their best efforts for the citizens of the County.

1.1 - Equal Employment Opportunity Policy

The County subscribes to the principles of equal opportunity employment and recruits, interviews, hires, classifies, trains, promotes, demotes, disciplines, transfers, terminates, and sets rates of pay or other compensation without regard to race, religion, color, national origin, disability, genetic information, gender, age, sexual orientation, or gender identification.

Any violations of the County's "Equal Employment Opportunity Policy" by an employee must be reported immediately to Employee Services.

1.2 - Employment-At-Will

Employees may leave employment at any time with or without a reason.
Likewise, the County reserves the right to terminate any employee at any time.

1.3 - Anti-Harassment Policy

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, color, gender, religion, national origin, age, disability or similar distinctions. In addition, the County endeavors to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, gossip, threats, bullying, and harassment, whether

relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The County does not tolerate harassment of any kind, and strictly forbids retaliation against anyone who has reported harassment in good faith.

1.4 - Sexual Harassment

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors and other physical, verbal or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put-downs" or condescending or derisive comments or terms based on gender, as well as physical conduct, such as patting, pinching or brushing against another person. This policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Any conduct that would be considered harassment if it was unwelcome will be considered a violation of this policy if a complaint is made. However, not all conduct which is prohibited by this policy constitutes violation of the law.

1.5 - Complaint Procedure and Investigation

If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is a fellow worker, a supervisor, or a member of the general public, you should report the incident(s). The proper procedure is as follows:

1. Report the incident(s) to your supervisor or to a higher level member in your "chain of command." Complaints against the Administrator should be made to the Chairman of County Council.
2. Report the incident(s) to the Employee Services Director.

Supervisors and managers who receive complaints of or become aware of harassment have a duty to notify and coordinate with the Employee Services Director immediately.

Every harassment allegation is investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. The investigation is conducted as confidentially and quietly as possible consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused, the complainant, or merely a potential witness. Persons who are interviewed are not to discuss the matter with co-workers, friends, or management. This does not, however, limit an employee's right to complain to civil rights agencies.

In appropriate situations employees may be asked to submit to a polygraph (lie detector) examination.

1.6 - Corrective Action

If management concludes that a complaint of harassment has merit, appropriate action is taken. Employees may be disciplined. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

IMPORTANT: In order to avoid misunderstandings, complaints made to members of management or to the Employee Services Director involve the completion of a written complaint report, either by you or by the person to whom the complaint is made, which summarizes the allegations and lists any witnesses to the alleged harassment. You should be sure to get a copy of this initial complaint report to confirm you have complied with this procedure.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The US Supreme Court has said that as a general rule you may not sue the County for a violation of your rights unless you first give notice and the opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

SECTION 2 - GENERAL EMPLOYMENT INFORMATION AND OVERVIEW

2.1 - Personnel Administration

The County has established the Employee Services Director as a point-of-contact, who is responsible for personnel administration. Questions regarding your employment and this Personnel Handbook should be addressed to the Director of Employee Services. The Director can be reached at 843-255-2990.

2.1.1- Employee Services Personnel Records

The County maintains a personnel file on each employee. An employee's personnel record begins with the completed employment application form and resume. From time to time, information may be added to this personnel record. **Personnel records are the property of Beaufort County**.

2.1.2 - Payroll Information

Immediately upon accepting employment, a new employee must complete various personnel paperwork. The completed forms, the employment application form, and information regarding starting pay, starting date and other pay or benefit information must be forwarded immediately to the Employee Services Director.

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2.1.3 - Contents of Personnel Files

Employee personnel records may include the following (but may be filed separately):

a. Original employment application and resume.

b. I-9 Form (filed separately).

c. Performance appraisal reports.

d. Disciplinary actions.

e. Special commendations.

f. Educational achievement and certifications.

g. Status changes affecting employee's work and salary history.

h. Benefit information.

i. Other relevant documents as determined by management.

2.1.4 - Employee Information

Employees are expected to keep the County informed about any major change, which may affect their employment status. Important changes to report include but are not limited to:

a. Name

b. Home address

c. Primary telephone number

d. Marital status

e. Number of dependents

f. Any important health information which could create a safety concern

g. Emergency telephone numbers and whom to notify in case of emergency

h. Change of beneficiary

i. Authorized payroll deductions

j. Additional education and special training course certifications

k. Change in status or loss of any licenses or certifications required for the employee's position

2.1.5 - Employee's Request for Review of Personnel Records

The following provisions apply with respect to an employee's request to review his/her personnel record:

a. The employee has the responsibility to schedule a review of his/her file with Employee Services. If the review is scheduled during the employee's work hours, the time away must be coordinated with his/her supervisor.

b. A member of the Employee Services Department must be present while the employee reviews his/her personnel file.

c. The employee may take notes or request copies of certain documents, but may not remove, deface or otherwise make notations on the documents in his/her personnel file. An employee may add comments to his file if he disagrees with the contents of any document. **Employee files are the property of Beaufort County.**

2.1.6 - Management Review of Personnel Files

All information in employee personnel files is considered confidential. This information is available to the Employee Services Department, senior management personnel, supervisors or managers who are responsible for the employee, and the employee.

The supervisor of the department to which an employee may be transferred or promoted (or hired if previously employed) is also permitted to review the employee's file by coordinating with the Employee Services Director.

2.2 – General Overview

2.2.1.a - Employee Categories

County pay policies apply to all County employees and employees of elected or appointed officials. Employees are divided into the following categories for the purpose of compensation and benefits. Only full-time employees are eligible for benefits.

Full-Time: Employees hired to work 30 hours or more per week are considered full-time employees for compensation and benefit purposes.

Variable Hour: Part-Time employees who average 30 hours or more per week in a one-year look back period are eligible for health insurance benefits only.

Part-Time: Employees whose average work schedule is less than 30 hours per week are part-time employees and are not eligible for benefits.

Temporary: Employees hired as temporary replacement for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations are considered temporary employees. Temporary employees generally are not eligible for benefits. However, if a temporary

employee fills a benefits-eligible position, he may be eligible for some benefits (when employment is expected to last 6 months or longer and is approved by the County Administrator).

2.2.1.b - Employee Classifications

Non-Exempt: Most County employees are considered non-exempt employees and are paid overtime per Department of Labor regulations for any physically worked hours over 40 in a work week (Law enforcement personnel are paid overtime after 171 hours in a four week work period. Fire suppression employees are paid overtime after 212 hours in a four week work period). Paid leave and holiday hours are not included in hours worked for overtime calculation purposes Non-exempt employees are prohibited from working from home or "off the clock".

Exempt: Employees who meet certain criteria as defined by the Department of Labor may be classified as exempt. These employees receive a biweekly salary that is commensurate with their duties and are not eligible for overtime or compensatory time. Exempt employees are expected to work core business hours and any additional time before and after core hours as needed. Exempt employees must use paid leave for time off during core hours. In certain circumstances, a non-standard work schedule (outside of core hours) may be in the best interest of the department and the County. This or any other deviation from this policy must be forwarded to Employee Services for review and written approval from the County Administrator or designee.

2.2.2 - Time Records

The County is required to keep an accurate record of hours worked by non-exempt employees. Both non-exempt and exempt employees are required to clock in when they report to work and clock out when they leave. Non-exempt employees should clock in and out for lunch as well. Employees are expected to work their scheduled shift. In departments that use the rounding method of timekeeping, non-exempt employees may clock in no earlier than seven (7) minutes before their starting time and clock out no later than seven (7) minutes after their scheduled shift ending time unless approved by their supervisor in advance.

Non-exempt employees are required to record all hours worked. Employees must have worked all hours recorded. If any employee is told not to record all hours worked, that employee should immediately report to Employee Services.

2.2.3 - Pay Periods

Employees are paid on a bi-weekly basis. The standard workweek begins Saturday at midnight and ends Friday at midnight. Workweeks may vary slightly in certain departments. Employees will be notified by their supervisor if their workweek is not standard.

2.2.4 - Service Credit

County service credit is earned from the employee's first day through his last day of employment (any extended leave such as FMLA or Administrative Leave may cause an adjustment to service credit for time missed). If an employee leaves County employment for any reason and is later re-employed, prior service credit is not retained unless the employee meets both of the following conditions: (a) prior service was at least 5 consecutive years ***and*** (b) the employee returns to County employment within 1 year of prior separation. (see Transfer of Employees on page 13 for special service credit rules that apply to employee transfers).

2.2.5 - Probationary Period

During the first one hundred and eighty (180) days of employment, the County and the new employee are given an opportunity to evaluate whether the employment relationship should continue. However, the probationary period is not a guarantee of employment for six (6) months. During this period, employees will not have access to PLD (paid leave) hours and will not have grievance rights.

2.2.6 - Employment of Relatives

Persons who are related by birth or become related by marriage will not be employed or continued to be employed if one directly or indirectly supervises another, interacts with another in the handling of money or compensation, works in a department where adequate separation is not possible, or in any other situation that administration deems inappropriate.

If employees become related by marriage and create a situation prohibited by this policy, one of the employees must give up his/her position. If employees cannot

choose which one of them it will be, management will make the decision based on such factors as business need, performance, longevity, etc.

Unrelated employees, such as domestic partners, cohabitants or significant others, will be treated as being family for the purposes of this nepotism policy.

Conflicts of interests, situations which in the County's sole discretion create the appearance of a conflict of interest, and situations not specifically noted in the policy will be handled by the County in its sole discretion.

2.2.7 - Fraternization

A "personal relationship" is defined as a relationship between employees who have or have had a continuing relationship of a romantic or intimate nature.

An employee who is involved in a personal relationship with another employee may not supervise directly or indirectly or work for the employee with whom he or she is involved.

Beaufort County reserves the right to take prompt action if an actual, perceived, or potential conflict of interest arises concerning individuals who engage in any relationship with another employee that may affect terms of employment or create a distraction or disruption of business.

2.2.8 - Transfer of Employees

Transfer of employees by the County from one department to another, or one location to another, may be made at any time at the County's discretion to support the operational needs of the County.

Employees may request transfer by applying for other advertised positions within the County. **An employee who transfers within his/her first two years of County employment will be treated as a new hire and will not maintain their prior service credit.** Transfers after two years will be considered a continuation of employment. Employees are encouraged to discuss their desire to transfer with their current supervisor; however, this is not a requirement. Transferring employees must provide a **30 day notice** to their current supervisor unless the current supervisor agrees to a lesser timeframe. Transfers must be approved by the County Administrator or designee.

2.2.9 - Promotions

Promotions within the County are generally based on such factors as quality of work, prior job performance, experience, educational background, attendance, safety record, and the ability to work well with others. While most vacant positions are advertised, the County may give first consideration for position vacancies to current employees. However, nothing in County policy restricts the County's right to review external candidates prior to making a decision.

2.2.10 - Separation of Employment

Employees may be separated from employment at any time, with or without notice, by retirement, voluntary resignation, lack of work, or termination.

Upon separation, all County property in the employee's possession must be returned to the County and any monies due the County paid upon separation from employment and before the final paycheck is released. Any amounts owed the County and the cost of any property issued by the County and not returned may be deducted from the final paycheck as an advance of wages.

2.2.11 - Workforce Reductions

In the event that a reduction in the County's workforce becomes necessary, the number of employees over and above those needed to perform the available work will be laid off. In determining those employees to be retained, consideration may be given to the quality of each employee's past performance, the need for the position held by the employee, employee qualifications for other County positions, and the length of service of each employee. The County will attempt to give notice of layoff.

2.2.12 - Outside Employment

If an employee desires to engage in employment in addition to his/her employment with the County, he must first obtain written authorization via an "Outside Employment Request Form" from his department head and the Employee Services Director. Authorization must be renewed annually.
If, in the County's sole opinion, an employee's outside employment conflicts with or gives the appearance of a conflict of interest or is deemed incompatible with his County employment, he may be asked to choose between the two jobs.

Employees may not engage in secondary employment or any personal business activity while on County work time or in County workplaces. Employees may not use County materials or facilities for private purposes.

2.2.13 - Employee Discipline

Instances arise when an employee must be counseled, reprimanded, suspended or discharged. When the discipline involves suspension or termination, the supervisor must receive approval from the Employee Services Director and the County Administrator or designee prior to informing the employee of the decision. For all written reprimands, the supervisor must turn in an "Employee Counseling Form" to the Employee Services Department, in which he/she outlines the circumstances involved and the action being taken. The supervisor must review the report (with the exception of oral warnings) with the employee for his/her signature with the understanding that the signature only acknowledges that the employee has seen the report or the action taken. The employee's signature does not mean that the employee necessarily agrees with the report and does not prevent the employee from appealing the action. Employees will be given a copy of the signed report. The employee may submit a rebuttal at any time.

THE EMPLOYEE MUST SIGN THE REPORT AT THE TIME IT IS PRESENTED. FAILURE TO DO SO WILL RESULT IN IMMEDIATE SUSPENSION WITHOUT PAY. IF THE EMPLOYEE FAILS TO SIGN THE REPORT BY 5:00 PM AT THE END OF HIS/HER FULL SCHEDULED WORK DAY, THE EMPLOYEE WILL BE DEEMED TO HAVE RESIGNED.

2.2.14 - Types of Disciplinary Action

Disciplinary Action which may be taken includes but is not limited to:

a. Oral counseling

b. Written reprimand

c. Suspension without pay

d. Reduction in leave balances

e. Probation

f. Demotion / Reduction in Pay

g. Dismissal

2.2.15 - Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions, which may result in disciplinary action. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of the Administrator. The following list is merely a GUIDELINE of some of the more obvious types of misconduct, which may result in disciplinary action**. THE DISCIPLINARY ACTION THAT IS ADMINISTERED FOR ANY PARTICULAR ACT OR ACTS OF MISCONDUCT RESTS IN THE SOLE DISCRETION OF THE COUNTY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS. EACH ACT OF MISCONDUCT IS CONSIDERED A SEPARATE OFFENSE.**

a. Conviction of, or plea of guilty or no contest to a violation of the law, which may affect County's reputation or which could create concern on the part of fellow employees or the citizens.

b. Failure to report an arrest to Employee Services/County Administration.

c. Loss of certification or license that is a requirement for the position.

d. Incompetence.

e. Unauthorized or excessive absence, tardiness.

f. Insubordination, including disrespect for authority, or other conduct which tends to undermine authority.

g. Failure or refusal to carry out lawful instructions; failure to follow chain-of-command (except in instances of wrongdoing by a supervisor).

h. Unauthorized possession or removal, misappropriation, destruction, theft or conversion of County property or the property of others (includes information and electronic files and data).

i. Violation of safety rules, neglect, or engaging in unsafe practices.

j. Interference with the work of others.

k. Threatening, coercing, harassing, bullying, or intimidating fellow employees, including "joking" threats.

l. Physical aggression while on duty or on County premises.

m. Inappropriate or offensive language.

n. Unauthorized possession of a weapon in County facilities.

o. Unprofessional behavior when dealing with the public or coworkers.

p. Dishonesty.

q. Failure to report wrongdoing of a fellow county employee while on duty.

r. Failure to provide information; misrepresentation, alteration, or falsification of information for County records.

s. Failure to report personal injury or property damage.

t. Negligence or carelessness.

u. Introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is presumed to be "under the influence" if he has any detectable amount of any such substance in his/her system.

v. Unsatisfactory performance.

w. Violation of policies and procedures; violation of department work rules.

x. Violation of state or federal laws or regulations.

y. Any other reason, which, in the County's sole discretion, warrants disciplinary action.

EMPLOYEES MAY BE DISCIPLINED OR DISCHARGED FOR ANY REASON WHICH, IN THE COUNTY'S SOLE DISCRETION WARRANTS DISCIPLINE OR DISCHARGE. THE COUNTY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS HANDLED SIMILAR SITUATIONS.

2.2.16 - Grievance Process

This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, et seq., Code of Laws of South Carolina, 1976, as amended.

A grievance is defined as any complaint by an employee that he/she has been treated unlawfully or in violation of county policies with regard to any matter pertaining to his employment by the county. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee's level of compensation or classification is not the proper subject for a grievance except as it applies to alleged inequities within the employee's department. If an employee believes that he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, he must present his grievance in accordance with this procedure or such wages or benefits may be forfeited. Written warnings are not grievable.

An employee who believes that he has a grievance must conform with the following procedure:

(Step 1) He must discuss the grievance with his immediate supervisor **within ten (10) calendar days** of the event giving rise to the grievance or his knowledge of such event. If his supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee must take Step 2.

(Step 2) The employee must follow the chain-of-command in his/her department, appealing to each successive level of supervision. All Step 1 and Step 2 appeals may be oral or written. At each level each supervisor has four (4) calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee may appeal to the next level of supervision.

(Step 3) If the Department Director denies the grievance, this decision is final as to any grievance brought by a probationary employee. For the purpose of grievance filing, a new employee is considered probationary until he has completed six (6) months of employment.

Non-probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by the department heads by filing a written request

for appeal at the Employee Services Department. This must be done **within seven (7) calendar days** of the department head's denial of the grievance. The written request for appeal must include the following information:

a. The purpose of the appeal and what recommendation is requested of the Grievance Committee; and

b. Statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.

Employee Services Department staff will assist in preparing the appeal, if requested.

The Employee Grievance Committee

The County Administrator appoints a committee composed of five (5) employees to serve for terms of three (3) years, except that the members appointed initially shall be appointed so that their terms will be staggered, and approximately one-third of the terms shall expire each year. The Administrator may appoint two (2) alternate members to serve in the event a member cannot attend or is disqualified from serving. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any reason prior to the completion of a member's term shall be for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of the County Administrator. All members are selected on a broadly representative basis from among county employees. Members employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing, may not participate in that employee's hearing.

a. The committee annually selects its own chairman from among its members. The chairman serves as the presiding officer at all hearings which he attends but may designate some other member to serve as presiding officer in his absence. The chairman has authority to schedule and to reschedule all hearings.

b. A quorum consists of a minimum of four (4) committee members, and no hearings may be held without a quorum.

c. The chairman of the grievance committee has ten (10) days from the date the grievance is received by the Employee Services Department to schedule the requested hearing, and to inform the employee requesting the

hearing, the affected department, as well as the Employee Services Department, of the date of the hearing.

d. The presiding officer has control of the proceedings. He may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties abide by his decisions except when a committee member objects to a decision to accept or reject evidence, in which case the majority vote of the committee will govern.

e. The committee has the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of the County Administrator; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary at its discretion. The committee has no authority to subpoena witnesses, documents or other evidence, nor shall any county employee be compelled to attend any hearing. All proceedings are recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses testify under oath.

Hearings

All hearings are held in executive session unless the grieving employee requests, at least twenty-four (24) hours prior to the hearing, that it be held in open session. The official recording of all hearings shall be subject to the control and disposition of the County Administrator.

a. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the committee may have an attorney available to it at any and all times it considers necessary and the Employee Services Department may provide assistance in reading written materials to the committee at the request of a grieving employee.

b. In disciplinary actions by department directors and their subordinate supervisors, the employee must receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time twenty-four hours or more before the commencement of the hearing. The department must demonstrate that the disciplinary action is for the good of the County. The department makes the first presentation. The committee

may base its findings and recommendations on any additional or different grounds developed from the employee's presentation.

c. In non-disciplinary grievances, the employee must establish that a right existed and that it was denied him unlawfully, or in violation of a county policy. The employee makes the first presentation.

d. In all grievances, the grieving employee and the department are each limited to one hour of initial presentation. The party required to make the first presentation is entitled to a ten minute rebuttal of the other party's presentation. The chairman appoints himself or another member of the committee as timekeeper.

e. In all grievances, presentations may be orally, in writing, or both; and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations shall be made by the grieving employee (with reading assistance from a member of the Employee Services Department, if the employee desires), and by a directorial employee of the affected department. Parties may request that the committee call witnesses and a list of potential witnesses should be submitted to the committee five (5) days prior to the hearing. However, neither party may call witnesses or question the other party, or question any witness called by the committee.

Findings and Recommendations

a. Except as provided in 2.6.2(b) below, the committee, within twenty (20) days after hearing an appeal, make its findings and recommendations and reports such findings and recommendations to the County Administrator. If the County Administrator approves the recommendation of the committee, this shall be his decision and copies of the decision are transmitted to the employee and to the department director involved. If the Administrator rejects the recommendation of the committee, the County Administrator makes his own decision without further hearing, and that decision is final. Copies of the decision are transmitted to the employee, the department director involved, the grievance committee and the Employee Services Department.

b. In grievances involving either the failure to promote or transfer, or the discipline or discharge, of personnel employed in or seeking assignment to a department under the direction of an Elected Official or an official appointed by an authority outside county government, the committee,

within twenty (20) days after hearing an appeal, make its findings and recommendation and reports such findings and recommendation to such official. If the official approves, he shall endorse the recommendation of the committee, and a copy of the decision is transmitted by the official to the employee. If, however, the official rejects the recommendation of the committee, the official makes his own decision without further hearing, and that decision shall be final. A copy of the decision is transmitted to the employee, the grievance committee and the Employee Services Department.

Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the authority of the county or an Elected or Appointed Official to terminate any employee when the county or respective Elected or Appointed Official considers such action to be necessary for the good of the county.

SECTION 3: EMPLOYEE EXPECTATIONS AND RESPONSIBILITIES

3.1 - Work Schedules

Each employee is expected to complete a normal workday, workweek, and any additional hours that may be assigned to meet department needs.

3.2 - Working Hours

The County's regular work week begins on Saturday and ends on Friday. Regular working hours are as follows:

a. Administration: 8:00 a.m. to 5:00 p.m., Monday through Friday.

b. EMS: rotating 24 hour shift schedule (24 on/ 48 off)

c Detention Center, Sheriff & Communications: 8 & 12 hour shift schedule.

***Schedules may change and other departmental schedules may be permitted if beneficial to the County and approved in writing by the County Administrator or designee.**

Management will inform employees of scheduled break and lunch periods. Normally lunch or meal periods are scheduled for one (1) hour between the fourth (4) and the sixth (6) hour of each workday. A fifteen (15) minute break or rest period may be scheduled for the first half of the workday and the second half of the workday. Employees may not combine meal and break periods or use meal/break periods to leave early. While lunch and break periods will be provided whenever possible, situations such as high work volume and staffing shortages, etc., may make it occasionally necessary to eliminate some break periods. Lunch periods may be shortened, or eliminated if deemed necessary by the department.

Employees are expected back at their workstations ready to start work at the end of each scheduled break and lunch break period.

An hourly (non-exempt) employee may not work beyond his/her scheduled hours without prior approval from his/her supervisor.

3.3 - Code of Conduct

Public trust is essential for any successful governmental entity. To that end, employees of Beaufort County are expected to conduct themselves (both on and off the job) in a way that is respectful to citizens, coworkers, and all others associated with the County. Employees should demonstrate good judgment, discretion, and high ethical standards in everything they do that pertains to County business and/or could affect the County's reputation.

Employees should remember at all times that they are employed to serve the public, and should at all times do so with a high level of professionalism and respect.

Employees should also remember that public funds are being used, and should conduct business effectively and efficiently and protect the resources of the County. They should perform their job to the best of their ability and work all time for which they are paid.

Employees should avoid any activity which could be considered or perceived to be a conflict of interest. This includes any action which is contrary to the best interest of the County whether for personal gain or benefit of other unintended parties. **Particular care must be given in dealing with any one or business with which the County transacts or may be considering transacting with.** Employees should never use County property or position for personal gain.

Employees should always contact Employee Services or the Staff Attorney for clarification if there is any uncertainty regarding a matter.

Employees are prohibited from removing information (written and electronic) from County premises regarding County business, disseminating confidential information, and idle gossip regarding County business or fellow employees.

Employees are required to report knowledge of any illegal activity, policy violation, or wrongdoing by fellow employees, vendors, or others regarding conduct that affects county assets, safety of others, or reputation.

3.4 - Employee Appearance and Dress Code

As representatives of Beaufort County, employees are expected to maintain a professional appearance while at work. County provided identification badges must be worn at all times on an approved lanyard around the neck or clipped to the lapel area so that it is readily visible.

Some departments provide uniforms for employees. These employees should follow certain guidelines to maintain a neat and professional appearance. Uniform trousers and shorts should be worn at the waistline with a belt. Shirt tails should be tucked in. Hats, if provided, should be worn with the bill over the eyes (pointing forward).

Other Examples of Acceptable Office Attire:

Suits, dress pants, khaki's, Dockers, collared, button-up dress shirts, polo shirts, and sweaters. Shirts must be tucked in and trousers/pants must be worn at the waistline with a belt. Dresses and skirts (business-appropriate length), dress pants, blouses, sweaters, and business-appropriate footwear.

Management attire should include dress shirts, ties, jackets and/or suits for certain meetings and public functions.

Televised meetings warrant special attention to attire. Employees participating in televised meetings should ensure that they project a professional image as a county representative.

Examples of Unacceptable Office Attire:

T-shirts, shorts (except outdoor uniforms), capris, athletic wear, denim, tennis shoes; tank, tube, or halter tops; sheer (see-thru) material that exposes underclothing, spaghetti straps, exposed underwear, beachwear, garments that expose midriffs or backs, hats, headbands, or headscarves, kerchiefs (except medical/religious exceptions); casual sandals, and footwear referred to as flip flops. Clothing should not be frayed, faded, or torn, and should not display offensive or inappropriate language or pictures.

Other Appearance Topics:

Employees must cover tattoos and leave any facial, mouth, or excessive ear piercings unadorned while at work.

Hair should be neatly trimmed and professional in appearance. Facial hair should be neatly trimmed and not excessively long. Safety or occupational requirements may prohibit facial hair in certain positions.

Management makes the final determination on appropriateness of attire and appearance. Employees may be asked to go home and change if deemed inappropriate for the workplace. Time spent away to change is unpaid time.

Clean Work Place

A clean work environment everywhere in the County is essential for smooth and productive operations. Employees are expected to keep their work stations neat and orderly. The work area should be kept professional in appearance; personal or non-business materials should be kept to a minimum and not offensive or controversial to anyone with access to the area.

3.5 - Transportation and Travel

3.5.1 - Motor Vehicle and Workplace Equipment Operation

Employees authorized to drive a County vehicle must obey all traffic laws and are completely responsible for fines resulting from traffic violations. Only County employees are authorized to ride in or operate a County vehicle and only to

conduct County business (some exceptions apply with written approval from the County Administrator). Please see the County Vehicle Usage Policy below. Employees whose job requires that they possess a driver's license must immediately report all traffic violations (on or off the job) and/or suspensions to their supervisors.

3.5.2 - Vehicle Usage Policy

The County maintains a fleet of vehicles necessary to conduct County business. With few exceptions, vehicles are assigned to specific departments for use by employees of these departments to conduct county business. Vehicles are not assigned to individuals, and individuals are not permitted to keep personal items in County vehicles beyond the work day. Upon exiting the vehicle, the employee is responsible for ensuring that the interior of the vehicle is clean and orderly; with all trash and personal belongings removed. The vehicle should be locked and keys should be submitted to the department designee after use. Department Directors are responsible for ensuring the cleanliness of vehicle exteriors, as well as ensuring that safety and maintenance protocols are followed. All County vehicles will be parked at an assigned County facility at the end of each business day. Vehicles must be parked at the facility most centrally located to its normal business use. Arrangements contrary to this policy and/or for the benefit of any employee are prohibited.

County vehicles are to be used exclusively for County business. Employees are not permitted to use these vehicles for personal business, nor are they permitted to combine County business and personal business while in a County vehicle unless doing so is in the best interest of the County (this would most often apply to those who routinely spend the majority of their day in the field – it is often more efficient to take lunch at a location near the worksite than to travel back for a personal vehicle). Vehicle usage will be audited to ensure adherence to these policies.

Employees who use their personal vehicle to conduct County business will be reimbursed for mileage provided they submit required documentation, including a signed confirmation form from their department director that no department vehicle was available. Department Directors are responsible for ensuring that compensable mileage is managed and travel is conducted as efficiently as possible. Reimbursable mileage should be submitted with proper documentation within 30 days (as opposed to submitting multiple small claims frequently).

Employees are not reimbursed for travel from home to their worksite, regardless of whether or not it is their normal reporting site, and regardless of whether it is during business hours or for emergencies after business hours*. Likewise, mileage from work to home is not reimbursable. Travel from one worksite to another is reimbursable with proper documentation as listed above.

(*While mileage is not reimbursable from home to work or work to home for after-hour emergencies, employees are compensated for after-hours emergencies from the time they leave home until the time they arrive back at home after the emergency, provided they travel directly from work to home).

3.5.3 - Business Travel Outside the County

Administration recognizes that employees who travel outside of the County to represent the County's business interests must forego their living accommodations and may forfeit personal time. Accordingly, the County will make efforts to provide comfortable and secure accommodations for lodging, meals and travel for employees.

However, these items are not intended to be perquisites, and the County reserves the right to deny reimbursement of expenses that are considered lavish or extravagant. Expenses are to be within established County guidelines, and will be reimbursed with proper documentation. Employees are expected to spend the County's money as carefully and judiciously as they would their own.

3.6 – Travel Expense Policies

Clear, honest, well-documented and organized expense reports are of vital importance to the County. Due to this importance, every employee should be familiar with all aspects of the current expense policies. See the full County Travel Expense Policy in **Appendix (A.1).** All questions regarding this policy should be directed to the Finance Department.

3.7 - County Credit Cards

Employees authorized to use a County credit card are responsible for protecting the use of the credit card and for submitting all credit card charge tickets to the proper department for validation before payment of the credit card invoice. Credit cards are to be used exclusively for business purchases.

3.8 - Drug-Free Workplace

Beaufort County has instituted a Drug-Free Workplace Policy and complies with the Drug-Free Workplace Act of 1988. Employees are required to comply with the policy, and notify the County of any conviction for a drug-related offense within 3 days of the conviction.

The policy also prohibits being in possession or under the influence of any illegal drug or unauthorized controlled substance while working and/or on county premises or in county vehicles.

The County reserves the right to test employees it reasonably suspects to be in violation of this policy.

Alcohol presents a similar problem and is subject to the same prohibitions and testing as listed above. An employee is deemed to be "under the influence" if any detectable amount of alcohol is in his/her system.

For a list of reasons deemed appropriate to initiate reasonable suspicion testing and for a complete copy of the Beaufort County Drug and Alcohol policy, refer to **Appendix (A.2).**

3.9 - Safety

The most effective and important part of safety is the employee himself. It is the responsibility of each employee to abide by the safety rules. These rules are made for your protection. Employees are expected to report any personal injury immediately, however minor. Report all dangerous conditions and practices to your supervisor and / or the Risk Management Department.

3.9.1 - Safety Equipment

The County provides certain employees with safety equipment. This safety equipment (e.g. safety glasses) must be worn on the job. This equipment will be signed for by the employee and replaced at their expense if lost or stolen. The County will bear the cost of replacing equipment if the equipment is shown to be defective or no longer effective due to normal wear and tear.

3.9.2 - Safety Rules

Besides the following listed safety rules, each employee should make himself familiar with the work place and check for any additional special safety rules in the designated work area.

a. First aid supply kits are provided in the work area. It is the responsibility of the supervisors to see that the kits remain well stocked.

b. Know where the fire extinguishers are located and how to use them.

c. All defective materials or tools must be brought to the attention of the supervisor and not remain on the job.

d. The County, if necessary, provides safety glasses. They should be used at all times while working.

e. The County provides hearing protection for jobs that require such devices and should be used at all times for these jobs.

f. Wear clothes suited for the job. Do not wear open-toed shoes.

g. Practice good housekeeping. Keep work area clean and free from stumbling hazards, grease, etc.

h. Learn to lift the correct way. Bend knees. Keep back erect. Get help for heavy loads.

i. No scuffling or horseplay on the job.

j. Do not run within the work area.

k. Employees must be sure that their actions do not endanger other employees, or damage County or personal property.

l. Keep guards and protective devices in place at all times.

m. Use tools only for their intended purposes. Do not use broken or dull tools. Report broken tools to management.

n. Do not attempt to operate special machinery or equipment without permission and training.

p. Do not repair or adjust machinery while it is in operation and never oil moving parts except on equipment fitted with safeguards for this purpose.

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q. Employees are expected to control hazardous wastes and know how to handle exposure to hazardous wastes, including blood-borne pathogens.

If any employee suspects that the wastes they may encounter as an employee are hazardous he/she should inform management immediately.

3.9.3 - Reporting Injuries and Accidents

Employees must advise management of all accidents, injuries or illnesses that occur while at work. All accidents, injuries or illnesses that occur while at work must be reported **immediately,** no matter how slight they may appear.

The County provides the proper forms for reporting job related accidents, injuries and illnesses.

In the event of a vehicular accident involving a County owned vehicle, or while on County business, employees should report all information immediately to management. In no instance should responsibility for an accident be expressed to anyone until the proper person in the County has been notified and permission has been obtained to make statements. Refer to the Driver's Policy in the located in the glove box of all County vehicles for more detailed information.

All employees involved in an accident with a county vehicle will be required to submit to drug and alcohol screening.

3.10 - Other Topics Involving Employee Responsibilities

3.10.1 - Medication

Any employee taking medication that may impact his/her work or create a safety issue is required to report such use to their supervisors prior to their shift. Employees may be required to present a release form from the physician indicating that the individual is able to safely perform their daily work routine prior to working while on certain medications and in certain positions.

3.10.2 - Tobacco Use Policy

Tobacco use (including e-cigarettes) is prohibited in County facilities and in County vehicles.

3.10.3 - Workplace Privacy

The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications or records maintained by employees in their individual workplaces. Each employee must understand that personal items and personal communications received or stored on County premises are **NOT** entitled to an expectation or guarantee of privacy.

Management reserves the right to search County property and documents in employee desks, lockers, county-owned vehicles, file cabinets, etc. Further, to help provide for the safety and security of County employees, guests, and property, the County may conduct video surveillance of County property.

Electronic media raises similar issues. The County provides electronic and telephonic communication devices and, when necessary, computers and mobile devices to employees. Although assigned to the employee, these items still belong to the County. Similarly, electronic files created on a County computer or mobile device belong to the County. Employees should not use County computers and devices for personal business without the express written permission of the County. Unauthorized programs and files may not be used or installed on County computers without the written permission of the County. Additionally, employees may not encrypt work and may not use passwords other than those assigned to them by the County. Employees may not destroy or delete files from County computers or mobile devices except pursuant to the County's record retention policy.

Employees of Beaufort County should have no expectation of privacy regarding any information or property used, accessed, sent or received, in both hard copy and electronic format, on any County equipment including telephones, cell phones, computer files, email, uploads and downloads from the internet, whether business related or personal.

The County reserves the right to review voice mail, electronic mail, computer and mobile device files, text messaging, and other electronic information generated by, passed through, or stored in the County's electronic system. The County also reserves the right to report the findings of such reviews to appropriate agencies.

The following uses are absolutely forbidden:

1. To access any material the County considers to be pornographic; to transmit or knowingly accept receipt of any communication that is pornographic, obscene, or in the County's opinion might contribute to a hostile work environment in that it demeans individuals on the basis of race, sex, age, national origin, disability or some similar distinction.
2. To conduct business for outside employment or a side-business.
3. To solicit others for non-work related reasons.

County employees may not use personal electronic equipment (including but not limited to personal laptop computers, mobile devices and cellular phones) on County property or at County work sites to engage in conduct that would be prohibited if using County equipment.

Important Notice: The County has the capacity to examine the computer and mobile device usage of individual employees in detail. Even though an item has been "deleted" and the employee cannot retrieve it, this does not mean that the County cannot do so. It is also possible to generate a report of every internet connection made by each user and of how much time was spent in each connection.

See the Computer Usage and Email Retention Policy in Appendix (A.3, A.4) for more information.

3.11 - Equipment and Facilities

All employees should be concerned with the care and safe use of County-owned equipment and facilities. Good housekeeping is everyone's job.

3.11.1 - Parking

An adequate parking area is provided for employees. The County assumes no responsibility for employee's vehicles or their contents while on County property. Parking personal vehicles in unauthorized areas without prior approval is prohibited and could result in disciplinary action.

3.11.2 - Telephone Use

County telephones are important to our everyday operation and are provided to facilitate official business. Employees should restrict their personal telephone calls to urgent matters only, keeping them brief and as quiet as possible. Employees should never engage in personal calls while with a customer or while a customer is waiting to be assisted.

The use of County phones for personal calls, faxes, or other electronic communication is discouraged. In the event that charges are incurred for the use of County resources, the employee must reimburse the County, and may be subject to disciplinary action.

Except in emergency situations, the use of personal cell phones to conduct personal business except while on a bona fide break or lunch is prohibited. Personal cell phone use should be conducted away from the work area and as discretely as possible if on County property.

3.11.3 - County Tools

The County furnishes all necessary tools and equipment to complete job assignments. Each employee is reminded that all items purchased by the County remain the property of the County and represent a valuable asset of the County. The costs of County issued tools and equipment is considered an advance of wages which may be deducted from the employee's paycheck if lost, stolen or damaged while under the employee's control.

It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were their personal property. It is the policy of this County to hold the individual financially responsible for tools and equipment lost, stolen, or damaged though negligence.

A periodic inventory of tools and equipment may be made. When leaving a work area it is recommended that all tools that cannot be secured in locked storage be removed from the work area.

3.11.4 – Waste Prevention

Waste of energy and materials is costly to the County and ultimately results in losses, which must be paid for by other cost reduction actions. Please conserve energy at every opportunity by keeping thermostats in moderate ranges. Drive within speed limits. Turn lights and other electrical equipment off when not in use.

3.12 - Solicitations/Gambling

Solicitation, gambling (including athletic pools) distributions, are prohibited on County property and work-sites. Soliciting for or engaging in gambling activities, athletic pools or any other illegal activities are specifically prohibited. Employees may not solicit friends and co-workers for personal activities, clubs, charities, and other social organizations during either the employees' work time or in work areas frequented by the public. Written approval from the County Administrator is required for any exception to this policy.

Additionally, County computer and communications resources may only be used for conducting County business. Games such as "fantasy football" or unauthorized "bulletin board" or "blogging" activity involving computer and communication resources are prohibited.

3.13 - Security

All doors, files, desks, gates and any other equipment with locks must be kept locked securely when not in direct use and at each day's end. Locks should be checked regularly. County vehicles should be kept locked at all times. Lost keys or equipment must be reported to the supervisor immediately. Any concerns about security should be directed to your Supervisor and / or the Risk Management Department.

3.14 - Social Media

The County recognizes the popularity of social media and understands that many County employees may participate in social media sites while on personal time and personal computer equipment. Employees are reminded to be cautious when posting to these sites. Postings should not infer, directly or indirectly, that statements made are being made on

behalf of the county. Postings should not create hostility or disruption in the workplace. Postings should not disclose information of a confidential nature or create privacy concerns. Employees should carefully consider the impact of their activities on social media prior to posting. Employees are prohibited from accessing or posting to social media sites while on County time or on County equipment unless approved in writing by the County Administrator. All postings accessible by the public on social media may be reviewed by Administration.

Employees must understand that material posted on these media may be read by persons other than those for whom it is intended. Employees are cautioned that they are responsible for the content of social media posts they make. Posts that contain obscene or harassing material, that are unlawful, that contain personal attacks on coworkers, that reasonably call into question the employee's judgment, or that reasonably cause concern among the public may result in discipline, up to and including termination from employment. Similarly, conduct that would violate County policies if done in person also violates County policy if done through social media or similar sites. Employees may not disclose confidential information over social media or similar sites.

Employees who post on media sites and who have identified themselves as a member or employee of the County on those sites, must make it clear that they are expressing their own views and not those of the County.

SECTION 4: COMPENSATION AND BENEFITS

4.1 - Compensation

The term "eligible employee(s)" used in the following sections of this handbook refers to full time employee(s) unless specifically designated otherwise.

4.1.1 - Compensation Plan

The Compensation Plan is designed to be an equitable method to pay County employees. This plan establishes a basic salary structure, as approved by County Council. The salary ranges encompass minimum and maximum rates of pay for all positions included in the Classification Plan. However, assignment to a particular range does not guarantee that the employee will be paid within the range.

a. Starting Rates for New Employees: In most cases, a new employee is paid the minimum rate of pay for the position. Exceptions may be granted upon

written justification from the department head, with approval of the County Administrator or designee. Such a request must be made in writing by the department head and forwarded for consideration to the Employee Services Director.

b. Part-time Employment: Part-time positions are assigned to appropriate grades by the Employee Services Director. The same principles which apply to the Compensation Plan for full-time regular employees determine salary procedures for part-time employees.

4.1.2 - Holidays

The following days are observed as holidays for Beaufort County employees:

New Year's Day .....January 1

Martin Luther King Jr. Day ...3rd Monday in January

Memorial Day .....Last Monday in May

Independence Day.....July 4

Labor Day .....1st Monday in September

Veterans Day.....November 11

Thanksgiving Days .....4th Thursday and Friday in November

Christmas Eve .....December 24

Christmas Day.....December 25

1. In addition to the above, employees receive any other days off that are designated as holidays by the County Council.

2. For administrative employees, when a recognized holiday falls on a Saturday, the preceding Friday is observed as the holiday. When a recognized holiday falls on a Sunday, the succeeding Monday is observed as the holiday.

3. For employees who work non-standard or "shift" hours, the following governs: When an actual holiday falls on a Saturday or Sunday, the employees who work Saturday or Sunday receive holiday pay for the Saturday or Sunday and not for the Monday or Friday which are designated as holidays for standard-schedule county employees. Shift employees who do not work the actual holiday are not paid holiday pay.

4. Temporary employees are not eligible for holiday pay.

Holiday Pay

a. Standard-schedule employees who are scheduled to work, but perform no work on a County recognized holiday, are paid a holiday allowance equal to their regular pay without overtime. Employees who are not scheduled to work on a holiday (due to being non-standard schedule employees or those in an inactive status (FMLA, etc.) will not receive holiday pay.

b. Employees required to work on a holiday are paid as follows:

Regular employees receive holiday pay in the amount of one day's pay and regular pay for hours actually worked. Shift or non-standard schedule employees including some law enforcement, EMS, firefighters, and part-time employees receive holiday pay and regular pay for hours worked on the *actual* holiday.

Under no circumstance does an employee receive holiday pay for both the county-recognized and the actual holiday.

4.1.3 – Payment of Wages

Employees are paid every two weeks on Friday, by direct deposit. Employees should examine their pay stubs immediately to ensure they have been properly paid for all hours and that no improper deductions have been made.

The County deducts from employee's gross pay, federal and state income taxes, social security taxes, elective health coverage, court-ordered withholdings, required retirement withholding, and other county-approved voluntary deductions, as well as deductions for loss or destruction of County property. The County does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently and reported to payroll.

Cash, debts owed the County, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, County identification badges and other items belonging to the County that are advanced or issued to an employee but not repaid or returned by him at the time of his termination/resignation are considered advances of wages, the value of which may be deducted from the employee's pay.

Questions regarding deductions should be directed to the Employee Services Director.

4.1.4 – Overtime

Non-exempt employees are expected to confine their work to the normal workday and workweek unless their supervisor authorizes overtime in advance. If determined necessary, in the case of an emergency, or when it is in the best interest of the County, employees may be required or authorized to work overtime. Overtime is based on hours *physically* worked over forty (40) within one workweek even though employees are paid biweekly.

Non-exempt employees, other than law enforcement and fire suppression, are paid one and one-half (1.5) times their regular rate of pay for hours physically worked in excess of forty (40) hours per week. Law enforcement officers on 12 hour shifts are paid overtime after 171 hours worked in 28 days. Fire suppression employees are paid overtime after 212 hours worked in 28 days. In lieu of overtime, the County may award compensatory time at a rate of time and one-half to employees who work in excess of the statutory maximum hours.

Exempt employees often work irregular hours and are generally expected to work core business hours, as well as hours prior to or after the normal workday as well as some weekends as necessary. Exempt employees' salaries are designed to acknowledge the likelihood of additional hours. Exempt employees are not eligible for overtime or compensatory time. Paid leave should be submitted for time not worked during the normal schedule.

4.1.5 - Payroll Errors

If an employee believes there is an error in pay, he/she should notify the Employee Services Director within fifteen (15) days of receiving the paycheck. The County will attempt to adjust the error immediately or no later than the employee's next pay period.

4.1.6 - Garnishment of Employee Wages

Deductions may be made from wages when ordered by a court or when otherwise permitted or required by law.

4.1.7 - Pay at Time of Separation

Any outstanding debt owed the County and the value of any property (e.g. credit cards, uniforms, tools, etc.) is deducted from the final check as an advance of wages. After a full accounting of the employee's and the County's accounts (as determined by the County) is completed, a final paycheck is issued to the employee, normally on the next regular pay date.
Upon resignation or termination, the employee is encouraged to consult the Employee Services Department to address any questions regarding post-employment benefits and paperwork. Any employee terminating their employment is expected to return any County property in his/her possession.

4.1.8 - Payment of Accumulated Personal Leave Time (PLT) At Separation

An employee's last day worked (except in cases of unpaid leave such as FMLA) is his/her last day of employment. Accrued PLT time will be paid out with the departing employee's final pay.

Employees will not be paid for any unused accrued Disability Leave hours, Salary Continuation Account hours, or Bereavement Leave hours upon separation from county employment.

4.2 – Leave

4.2.1-Personal Leave Time (PLT)

The PLT account is established for regular full-time employees. Personal Leave Time is accrued by eligible employees receiving pay from Beaufort County for any of the following: 1) days worked, 2) days taken as PLT, 3) days taken for jury duty, or 4) any other approved time off with pay.

Full time employees accrue PLT provided they are "in pay status" at least fifty percent of the pay period.

Accrual rates for regular employees are as follows:

Service	Hours/Pay Period	Hours/Yr.	Days/Yr
0 - 6 months*	0.00	0.00	6
6 mos. - 1 yr.	3.693	48	6
1 yr. - 5 yrs.	4.616	120	15
5 yrs. - 10 yrs.	6.154	160	20
10 yrs and over	7.692	200	25

(*PLT is credited in the pay period immediately following the 6 month anniversary date).

Accrual rates for full time EMS and Hilton Head Airport employees working 24 hours shifts:

Service	Hours/Pay Period	Hours/Yr.	Days/Yr
0 - 6 months*	0.00	0.00	3 Shifts
6 mos. - 1 yr .	5.5390	72.00	3 Shifts
1 yr. - 5 yrs .	6.4615	168.00	7 Shifts
5 yrs.- 10 yrs.	8.3077	216.00	9 Shifts
10 yrs and over	10.1540	264.00	11 Shifts

(*PLT is credited in the pay period immediately following the 6 month anniversary date.)

4.2.2 - Maximum Accrual Balance

A maximum of two hundred and eighty hours may be accumulated in the PLT account. All PLT hours in excess of two hundred and eighty hours, up to a maximum of three hundred and sixty hours, will automatically be transferred to the Disability Leave (DL) account (described below).

4.2.3 -Disability Leave (DL)

The DL account is established for employees to use in the case of a debilitating injury or physical/mental illness. Regular employees may not use this account until accrued hours in the PLT account have been used down to eighty hours. A maximum of three hundred and sixty hours may be retained in the DL account. The employee must present a doctor's certificate verifying the disability or illness in order to use this account.

When an employee has consecutive days off due to a debilitating injury or illness which has been certified by a doctor, and his time off extends past the allowable limits of withdrawal for PLT, the County reserves the right to request a second opinion from a doctor.

4.2.4 -Funeral/Bereavement Leave

Full-time employees are paid for up to 24 hours per calendar year to be absent from work due to the death of a member of their immediate family. The immediate family for the purpose of this leave is defined as: parent, spouse, child, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild, and grandparents. These hours do not have to be taken consecutively. This leave will not be cumulative from one year to the next year.

4.2.5 - Scheduling Leave (Mandatory)

a. Employees must submit a request to their immediate supervisor for the use of PLT at least forty-eight hours in advance (except for illness or emergency). Leave will be granted whenever possible and practical, but may be denied in cases of business need or excessive requests during a certain time period, etc.

b. All full-time county employees with more than one year of service are required to take at least five days/forty hours of their accrued PLT each year. Department directors and/or supervisors are responsible for monitoring this process to ensure that every employee has used this opportunity to take a vacation each year.

d. Employees may be required to submit a doctor's statement for missed days due to illness or injury at any time County Administration believes a statement is necessary.

e. In case of absences due to accidents, sudden illness or emergencies, employees must notify their supervisor or department directors within thirty minutes after the regular time for reporting to work.

4.2.6 - Salary Continuation Account (SCA)

The SCA was established effective January 6, 1990 for all eligible employees with accrued sick leave. On this date, eligible employees had all their accrued sick leave, up to a maximum of seven hundred and twenty hours, transferred to their SCA. This account can be used in the case of a debilitating injury or physical/mental illness; however, all hours accrued in the DL account must be exhausted prior to using any SCA hours. These hours are not paid out upon separation from employment.

4.2.7 - Medical, Dental and Other Routine Appointments

Routine medical, dental and optical appointments should be scheduled outside working hours. When this is not practical, occasional absences for such reasons should be requested in advance, and if approved, are to be charged to leave time.

4.2.8 - Jury Duty

A regular employee may receive leave with pay for up to ten (10) calendar days per calendar year when the employee is subpoenaed to serve on jury duty and the hours of jury duty conflict with the hours of his county work. If the jury duty extends beyond the ten working days, the employee may use personal leave, if available. If not available, then the employee will be placed on leave of absence without pay.
A copy of the subpoena must be submitted to the department director and forwarded to the Employee Services Department within five working days prior to actual day of duty. When an employee is excused from service on a jury

during working hours, he shall report for duty at his regular place of work if within reasonable commuting distance, or he shall be charged PLT for time excused. If an employee is excused from jury because of illness, PLT, DL or SCA time shall be charged in accordance with policy. Employees are entitled to all fees received as a juror.

4.2.9 - Official Court Attendance

Employees are paid by the County if subpoenaed or ordered to attend court or administrative hearings to testify in some official capacity on behalf of Beaufort County, the state or the federal government

4.2.10 - Private Litigation

Employees required to attend court for personal and/or private litigation purposes must use PLT if available, or leave without pay otherwise.

4.2.11 - Voting

Beaufort County employees may be granted one hour administrative leave with pay, preferably between the hours of 8:00 a.m. and 9:00 a.m., or 4:00 p.m. and 5:00 p.m., for the purpose of voting in any general, primary, county or city election. However, scheduling the administrative leave to vote is at the discretion of the Department Director.

4.2.12 - Military Leave

a. All regular employees who are members of the South Carolina National Guard or any reserve unit of the United States Armed Forces are entitled to military leave for training or deployment in accordance with state and federal law.

b. Employees are eligible for up to 15 days (shifts) of military pay for training per year (October – September). For emergency deployments such as those required per operation "Enduring Freedom", an additional 30 days (shifts) will be paid.

c. An employee going on military leave should present a copy of his/her orders to his Department Director within three (3) days of receiving them. The orders must accompany the application for leave to the Employee

Services Department for documentation purposes. For extended leave, employees must contact Employee Services prior to deployment for important benefit information.

4.2.13 - Administrative Leave

The County Administrator may instruct county departments to close due to hazardous weather or other natural disasters or emergencies.

4.2.14 – Family and Medical Leave Act (FMLA)

FMLA applies only to employees who have been employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.

General: Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy, but in appropriate situations, employees may be placed on FMLA leave status without application.

Reason for Leave of Absence

1. Medical and Family Leave – An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job; if the employee's spouse, child, or parent has a serious health condition and the employee must be absent from work in order to care for that relative; or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

2. Military Caregiver Leave – An eligible employee whose spouse, parent, child, or next-of-kin is a covered service member or covered veteran of the Armed Forces of the United States may be entitled to a leave of absence to care for the service member or veteran if he is, or was, injured while on covered active duty, including if he aggravates an existing injury.

3. Qualifying Military Exigency Leave - An eligible employee whose spouse, parent, or child is a member of the regular Armed Forces of the United States and is on active duty or called to active duty on a foreign deployment, or who is a member of the National Guard or Reserves and is on or called to qualifying active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (i.e., notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; (8) Parental care (regular or routine parental care by the employee does not count); and (9) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

Length of Leave

1. Medical and Family Leave – An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.

2. Military Caregiver Leave. Leave to care for an injured service member or covered veteran may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.

3. Qualifying Military Exigency Leave. Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of

rest and recuperation are limited to 5 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active duty service.

Coordination of Leave and Paid Time Off

An employee who must be absent for an FMLA-qualifying reason will be paid for time lost from work from accrued paid time off balances, if any. Leave taken under this policy counts towards the employee's 12 weeks of leave (or 26 weeks, where appropriate) regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits

1. Health benefit plan- Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.

2. Accrual of paid leave- Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off.

Employee Responsibility

Employees who request leave under this policy must give 30 days advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence. Employees may not engage in side employment or work for another employer without the express written permission of County Administrator.

Termination of Leave of Absence

A leave of absence under this policy will end when the need for the leave of absence ends, or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement

At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Extension of Leave Without Benefits

An employee who is unable to perform the duties of his position due to his own disability and who has exhausted his entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, in the discretion of the County Administrator, upon written application, be granted up to an additional 12 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to payment of any portion of his health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his extended leave, he may be returned to his previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which he is qualified and where there is a vacancy to be filled. If the employee is not returned to active employment, he may be continued on extended leave of absence status until he is returned to active duty status or his extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the County Administrator.

Separation of Employment

An employee's employment may terminate if he does not return to full active employment status at the conclusion of his leave of absence or extended leave of absence. This does not affect the employee's ability to reapply for a position at a later time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

Special Situations

1 .Spouses - When both a husband and a wife are employed, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12 month period, or 26 weeks in a single 12 month period to care for an injured service member or covered veteran.

2. Key Employees (salaried employee in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Notice of Rights

Federal law requires that we provide you with the notice of your rights that appears in **Appendix A.5**

4.2.15 - Physical Disability and Personal Leave

(Applies to employees whose reasons for leave are ***not covered*** by the Family and Medical Leave Act.).

An employee who has completed his/her initial probation (and any extension thereof) is eligible to apply for a leave of absence for up to three months when unable to work because of sickness, pregnancy or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Personal leave is granted only at the discretion of the County Administrator upon recommendation by the employee's department head and Employee Services Director.

Employees are requested to apply for leave of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.

Physical disability leaves begin on the first day of absence. Employees not covered by FMLA will be responsible for the full cost of their insurance benefits.

After the employee has exhausted his paid leave time and/or disability leave, as a general rule an employee on leave of absence is not entitled to wages or fringe benefits and does not accrue fringe benefits. Certain exceptions may be established by law. Employees approved for this leave are responsible for payment of the full cost of any benefits and do not generally have job protection except where required by law.

Employees on leave of absence may not engage in other employment.

Employees desiring to return to work from an unpaid leave of absence should notify the Employee Services Director in writing at least ten (10) days prior to their desired date of

return. If the County finds that the employee is fit to resume his duties, the employee may be placed in his former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be placed in any job in which there is a vacancy which is to be filled and for which he is qualified. If no such vacancy exists at the time the employee desires to return to work, or by the end of the 3 month leave of absence, employment is subject to termination. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. Employees with circumstances that warrant special consideration should bring those circumstances to the attention of management.

4.2.16-Workers' Compensation

Employees must report all work related accidents and injuries immediately to his/her supervisor. Beaufort County provides Workers' Compensation Insurance to provide medical benefits and/or compensation (indemnity) benefits for a covered worker who sustains a disabling injury by accident arising out of and in the course of employment. See **Appendix (A.6)** for the complete Beaufort County Workers Compensation Policy.

4.2.17 - Educational Leave

All regular employees are encouraged to take advantage of educational and vocational courses which will help improve their current positions and better prepare them for promotion to related and higher level positions in county service. County Administrator approval is required prior to unpaid educational leave and may be granted when it is in the best interest of the County and when it will not cause undue disruption or hardship in the department.

Employees may also be granted leave with pay to attend seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skills or professional ability.

An employee who receives prior approval and completes an approved course during off-duty hours may be reimbursed 100% of course costs provided:

1. Approval is received from the Department Director and the County Administrator / Deputy Administrator~~,~~ as appropriate, prior to the commencement of the course.

2. The course is job-related or related to a position within the County to which the employee can be promoted.

3. The course is successfully completed with a minimum grade of "C" at the undergraduate level and "B" at the graduate level.

4. The department has budgeted for and received approval for funding of the educational courses.

5. The approved course is not being paid for or reimbursed by federal, state, or other organizations or agencies.

6. The offer is made available to all similarly situated employees within the department.

The county reserves the right to require an employee to reimburse, as an advance of wages, payment for a course if the employee voluntarily leaves county employment within one year to pursue a job in an occupation related to the course.

4.2.18 - Employee Emergency Leave Transfer Bank (EELTB)

Full-time county employees who have experienced a personal or immediate family medical or other hardship emergency situation may share in the employee leave bank if the employee meets eligibility requirements. The emergency must necessitate the employee's absence for a prolonged period of time and be anticipated to result in a substantial loss of income due to the unavailability of adequate paid leave time. See **Appendix (A.7)** for a complete copy of the EELTB policy.

4.3 - Insurance

The County may provide a variety of employee benefits and insurance to full time employees. The following list is just a brief summary of the possible benefits available. Employees should contact the Employee Services Department with any questions or to discuss specific aspects of these benefits.

4.3.1 - Hospitalization and Medical Insurance

The County maintains a group hospitalization and medical insurance program. Full-time employees become eligible for coverage under these programs on the first day of the subsequent month after date of hire, provided all proper applications are made.

The County and the employee share the cost of the premium for the coverage of the employee and eligible dependents. The employee's share of the cost of this insurance is deducted from the employee's pay and paid along with the County's contribution to the insurance company.

4.3.2 - Continuation of Group Health Insurance (COBRA)

Employees terminated or otherwise losing coverage may be permitted to continue their group health insurance coverage in accordance with federal law.

Employees terminated must notify the COBRA Administrator in writing of their intent to continue coverage within sixty (60) days and must pay the premiums according to the premium schedules. Failure to notify management in writing, or pay premiums, is considered notice of cancellation of this option.

A dependent no longer eligible for coverage under the employee's group insurance plan due to employee's death, a divorce or legal separation, or a child ceasing to be a dependent, may continue group health insurance under COBRA in accordance with federal law.

Dependents must notify management in writing within sixty (60) days of their intent to continue coverage. Failure to notify management in writing, or pay premiums, is considered notice of cancellation of this option.

See Appendix (A.8) for a COBRA fact sheet.

4.3.3 - Long Term Disability Insurance

Full time employees are automatically enrolled in the long-term disability program and become eligible for disability benefits after one hundred and eighty (180) calendar days of continuous sickness or accident disability according to the provisions of the plan.

4.4 - County Emergency Disaster Policy and Procedures

The Emergency Disaster Policy is provided as guidance to members of the Emergency Operations Team as well as other employees who may be affected by area emergencies or disasters including floods, hurricanes, epidemics, riots, or other public calamity. The policy defines threat levels, pay policies for EOT members, etc., as well as guidelines for various readiness levels. **Please see Appendix (A.9) for the complete Emergency Disaster Policy.**

County Council reserves the right to change any and all policies, benefits, procedures, and other information in this handbook at any time.

APPENDIX

A.1 - Beaufort County Travel Policy and Procedures

General Policy

Employees of the county shall be reimbursed for travel and expenses incurred in the course of their employment only when such travel has been authorized by the County Administrator, Deputy Administrator, CFO, or Division Head, as appropriate. Travel taken without prior approval may not be eligible for reimbursement.

A Travel Request must be completed, approved and submitted to the Finance Department with all necessary documentation attached. A Travel Request is required for a day trip if a registration fee is required. All overnight stays require Travel Requests.

All Travel Requests must be followed up with a Travel Reconciliation after travel is completed.

Travel Request must include organization number (department) to be charged. XXXXXXXX-51320.

Indicate method of travel (personal vehicle, car pool, county vehicle, etc…). If a county vehicle is available and provided, an employee may not be reimbursed for use of a personal vehicle.

Travel arrangements may be paid for with a County p-card only after travel has been approved. Use of personal credit cards is prohibited if employee has been issued a p-card. P-cards should not be used for food purchases while traveling. If hotel charges are deemed not related to County business (i.e., movies, room service, internet access, or alcohol purchases) then the cardholder will be responsible for reimbursing the County.

Travel Request Forms

Approved Travel Requests must be received in the Finance Department Friday, no later than 5:00 pm, to be included in the following weeks check run. Travel checks are cut once per week as part of the accounts payable run. Plan ahead to avoid late payment of registration, hotel, etc… Call Finance if you have any concerns about the date your check will be cut.

Registration

Please spell out the entire name of the organization to be paid. (Example, SCSCJA- South Carolina Summary Court Judges Association). Always attach conference schedule/itinerary, and any other backup information pertaining to the requested travel. Please provide mailing address and indicate if registration fee is to be mailed or hand delivered by employee. If registration has been paid using p-card, it is imperative that this is noted on the Travel Request so that a check is not sent.

Lodging

Lodging expenses will be prepaid in full by County check to the applicable hotel/motel listed on the Travel Request. A correct address and confirmation

number are required. If a p-card is used for lodging, report the amount charged on the Travel Request form and indicate that the p-card was used so that a County check will not be sent. A copy of the hotel receipt will be required as a part of the reconciliation process. It will also be needed for the p-card monthly report.

When a double or higher occupancy rate is charged, only the covered traveler's lodging costs will be reimbursed.

Per Diem

For overnight trips, per diem will be paid in advance and will not require receipts for Travel Reconciliation purposes. Per Diem is calculated based on the location of the travel. See gsa.gov which lists per diem rates by destination, as well as the Meals and Incidental Expenses (M&IE) breakdown per meal. The County pays per diem rates less the incidental amount. For example, Columbia would be $46 ($51-$5). Per Diem is also based on the agenda. Meals included in the registration or provided by the hotel will be deducted. Include estimated time of departure and return on your Travel Request form. Employees are entitled to reimbursement for breakfast expense if they depart prior to 6:30 a.m. and for dinner expense if they return home later than 7:30 p.m. This entitlement is based on the premise that early departure and late return times as provided above are out of necessity and not at the discretion or convenience of the employee. You are required to show your computation for per diem requested on or attached to the Travel Request. For example:

Monday 9/1: leaving at 10 a.m., lunch, dinner = $38

Tuesday 9/2: breakfast, dinner (lunch provided) = $34

Wed 9/3: returning by 6 p.m., breakfast, lunch = $20

Total Per Diem = $92

For day trips, reimbursement for out of pocket meal expenses will be reimbursed upon submission of a properly completed Travel Reconciliation. If a Travel Request is not required (no registration fee or overnight stay), then meal reimbursements will be made after receipt of a completed Request for Payment, itemized receipts, and details of the reason for the meal (who, what, when, why, where). Reimbursement for meals will be made for the actual

amounts expended, up to the maximum per diem allowance for such a meal, i.e., if lunch in Columbia costs $10.79, the employee will be reimbursed $10.79. However, if lunch in Columbia costs $18.92, the employee will only be reimbursed $12.00, which is the current maximum lunch per diem allowance for Columbia. No per diem will be advanced for any day trips. Meals consumed on travel within Beaufort County will not be reimbursed.

Please specify where the per diem is to be sent: mailed, inter-office, hold for pick-up, etc…

If per diem is issued to one employee who can no longer attend training, please return the check to Finance. Do not allow the employee to cash the check and give money to another employee taking their place. The check will be reissued in the employee's name that will be attending. If the check has already been cashed, please forward to Finance a check payable to the Treasurer for the per diem amount paid immediately.

Public Transportation

The County shall pay round-trip coach fare for employees attending county-related functions. In the event that coach fare is not available on any reasonable travel schedule, the county shall pay full fare. Upon approval of Travel Request, public transportation must be purchased with a p-card if the employee has been issued one. Public transportation purchased with personal funds may be reimbursed upon presentation of appropriate documentation of purchase. For example, a printed receipt showing the charge made to a personal credit card. Airfare prices must be checked on travel sites, such as Expedia or Travelocity in order to find the best rate. Keep in mind, personal airline points have no bearing over the flight chosen. If a higher priced airline is chosen for the purpose of personal points, the employee must provide a print-out of airline prices from Expedia or Travelocity on the day their purchase was made. Reimbursement will be based on the best price available at that time.

If taxi expenses are incurred, the county shall reimburse employee for actual cost of trips from airports to hotel/motel and return, as well as hotel/motel to place of function (if not the same) and return. Reimbursement will be made upon completion of a Travel Reconciliation with receipts attached. Employee may use p-card for taxi fares if employee has been issued one.

Personal Mileage

County employees shall be reimbursed for mileage at the rate set by the Federal Government upon Beaufort County Council approval. Under no circumstances will mileage be prepaid for any travel. A county vehicle should be used if possible. If a county vehicle is available and not used, personal mileage will be reimbursed at half the normal rate.

Car pool when possible. For example, if five employees are traveling to the same location for the same purpose and length of time, employees should car pool. Each employee should not be requesting mileage reimbursement. Only the owner of the vehicle being used shall be reimbursed mileage.

Do not use the county gas card or your p-card to fuel your personal vehicle.

No employee shall be reimbursed for travel between his normal work site and his home.

Miscellaneous

Use this area for additional fees, such as memberships, parking, estimated taxi costs. Internet connection for business use is reimbursable. Internet for personal use is not.

Travel Reconciliations

All Travel Requests must be followed up with a Travel Reconciliation which must be presented to the Finance Department within five working days after return. Indicate your TR (travel request) number on your Travel Reconciliation. To be reimbursed for travel expenses, the traveler must submit all required receipts and documentation. If additional expenses were incurred during travel that were not included on the original Travel Request, those expenses must be approved for reimbursement by the appropriate County Administrator, Deputy Administrator, CFO, or Division Head. When completing Travel Reconciliation form, indicate dates in which travel occurred. Record registration fees under miscellaneous expenses. If payment was made with county p-card, please note on Travel Reconciliation.

Mileage Reimbursement

Mileage reimbursement is subject to Finance Department verification. MapQuest inquiries may be used for verification purposes. Any additional mileage should be noted or explained. Mileage occurring for daily travel to and from various county duties must be reported separately from mileage pertaining to a Travel Request.

Lost Receipts

In cases where receipts cannot be obtained or have been lost, a Missing Receipt Statement may be attached to the Travel Reconciliation form with the reason given. In the absence of a satisfactory explanation, the amount involved may not be allowed.

A.2 - Drug-Free Workplace

EMPLOYEE SUBSTANCE ABUSE AND TESTING POLICY

It is well-recognized that substance abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of the County to comply with the state and federal Drug Free Workplace Acts, to comply with applicable federal regulations, to establish and maintain alcohol and drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and the use of controlled substances on or off the job. For these reasons, the County adopts the following policy:

A.2.1. GENERAL RULE

All employees of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on

the job and off the job. County employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

All employees of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term "County premises or time" includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an employee is representing the County, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles.) The County Administrator may approve moderate alcohol use at designated social or business functions.

All employees of the County are prohibited from reporting to or being at work while under the influence of alcohol. **(An employee is considered to be "under the influence of alcohol" if he has <u>any</u> detectable amount of alcohol in his system.)** An employee taking prescribed medication which might affect his ability to perform his job is required to advise his supervisor. The County will determine whether the employee may continue to work. Employees may be required to submit to a drug screen.

These prohibitions also apply to leased employees and contractors employed by the County or working on County property.

A.2.2. APPLICANTS FOR EMPLOYMENT

Applicants tentatively selected for employment must undergo a pre-employment drug test. The County does not hire applicants tentatively selected for employment who refuse to submit to a drug test or who test positive for use of illegal or unauthorized substances or the illegal use of authorized substances. An applicant who is rejected under this policy may be considered for future vacancies if he can demonstrate that he is no longer a user of any such substances. For example, the applicant may successfully complete a drug abuse treatment program and pass a more thorough drug test conducted at the applicant's expense. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result on a more thorough drug test.)

A.2.3. CURRENT EMPLOYEES

A. All County employees are subject to drug testing by urinalysis where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions.

1. Particularized suspicion is deemed to exist when:

a. Information that an employee has used drugs or substances in violation of this policy is provided by a reliable informant;

b. An accident occurs. "Accident" is defined as:

(1) an accident involving a fatality;

(2) an accident causing personal injury; or

(3) an accident involving property damage.

NOTE: DOT regulated employees (CDL Drivers) are subject to special rules for post-accident testing and will be tested following an accident in accordance with DOT regulations.

c. An employee exhibits any of the following:

(1) extreme mood swings;

(2) slurred speech;

(3) unusual clumsiness;

(4) staggering;

(5) dilation of pupils;

(6) sleeping on the job or lethargy;

(7) excessive unexplained sweating;

(8) other aberrational behavior;

(9) an employee has been arrested for or convicted of a violation of drug laws; or

(10) an employee has tested positive for drugs or otherwise violated this policy within the past five years.

B. All County employees are subject to alcohol testing where "particularized suspicion" of alcohol use in violation of this policy exists.

1. Particularized suspicion is deemed to exist when:

   a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;

   b. an accident occurs. "Accident" is defined in the same manner as it is in section (III) A of this policy.

   c. an employee exhibits behavior consistent with alcohol use such as but not limited to:

      (1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);

      (2) the apparent odor of an alcoholic beverage on an employee's breath;

      (3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.

   d. an employee has admitted violating the County's alcohol policy;

   e. an employee is arrested for or convicted of an alcohol related offense;

   f. an employee has tested positive for alcohol in violation of this policy, or otherwise violated this policy, within the past five years.

C. Particularized suspicion testing is conducted upon the approval of the County Administrator or his designee.

D. All sworn law enforcement officers, fire suppression personnel, employees who are required by their jobs to possess a Commercial Driver's License or employees whose jobs the County regards as "safety-sensitive" are subject to random testing to determine compliance with this policy. A list of safety sensitive positions is available in Employee Services. Random selection testing is unannounced.

E. Employees may be tested for the use of controlled substances as part of any "fitness for duty" physical examination mandated by federal/state law or by the County, or as otherwise allowed by law.

F. Employees who refuse to submit to an alcohol or drug test when ordered to do so or who adulterate or substitute test samples are in violation of this policy and subject to disciplinary action, up to and including discharge. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of urine, saliva or breath, failure to undergo a medical examination to evaluate your ability to provide an adequate urine, saliva or breath specimen, or failure to sign a required certification form.

A.2.4. TESTING PROCEDURE

A. Drug testing:

1. Drug testing will be by urinalysis.

2. The collection of urine samples is performed under reasonable and sanitary conditions.

3. Urine is normally collected under conditions of semi-privacy – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule. In addition, direct observation will be used in DOT-mandated testing for DOT-regulated employees when allowed or required by DOT regulations.

4. Urine samples are sealed, labeled, and documented in accordance with the procedure of the drug testing collector or laboratory. Tests performed pursuant to DOT regulations will follow the procedures required by those regulations. Labeling, storage, and transportation of samples are performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.

5. Specimens are checked for at least the following six drugs:

a. marijuana

b. cocaine

c. opiates

d. amphetamines

e. phencyclidine

f. barbiturates

NOTE: Tests performed pursuant to DOT regulations check for only those substances mandated by the DOT regulations.

6. Applicants and employees are provided an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.

7. Samples which initially result in a positive finding for drug use are re-tested by the gas chromatography/mass spectrometry (GCMS) or an equivalent method. If the confirmatory test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer is conclusive for all employment-related purposes.

8. The County's Medical Review Officer normally allows an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies the County.

9. A positive-dilute result is treated as positive. A negative-dilute result will result in a retest. Absent satisfactory explanation, a second negative-dilute result may result in the test being considered adulterated. Dilute test results in DOT-mandated tests will be handled according to DOT regulations.

B. Alcohol Testing:

1. A non-evidential screening device may be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed

questionable by the County, then a confirmatory test is conducted utilizing an EBT (evidential breath testing) device or blood test. The County uses only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for DOT-mandated alcohol testing. The County reserves the right to utilize blood testing for non-DOT alcohol tests.

2. Employees will have an opportunity to provide any information which they consider to be relevant to the test.

3. The EBT confirmatory test is conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator should be properly certified in accordance with applicable DOT regulations.)

4. A confirmatory test result generated through the use of an EBT or blood test which indicates a presence of alcohol in violation of this policy is conclusive for purposes of this policy.

A.2.5. NOTICE TO EMPLOYEES

The County attempts to distribute to all employees a copy of this policy. Additional copies of this policy are available upon request. By continuing to work, the employee agrees to abide by the policy as a condition of employment.

A.2.6 NOTICE TO EMPLOYER, STATE AND FEDERAL GRANTOR/ CONTRACTING AGENCIES, AND LAW ENFORCEMENT AUTHORITIES

A. As a condition of employment, employees agree to notify the County within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. The County will notify all state and federal grantors/contracting agencies of such employee convictions within ten days as required by the state and federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

B. The County will notify law enforcement authorities whenever illegal drugs are found in the workplace.

A.2.7. CONSEQUENCES OF VIOLATING THIS POLICY

A. Employees who violate this policy are subject to immediate termination of employment.

B. Except for sworn law enforcement officers, in lieu of terminating an employee, the County may in its sole discretion condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of an alcohol or drug counseling / rehabilitation program.

C. If the County, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:

1. Referral of the employee for alcohol or drug abuse counseling;

2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty;

3. Requiring the employee to authorize any rehabilitation facility to report periodically to the County during the course of treatment/counseling;

4. Placing the employee on probation for at least six months following the employee's return to duty; and

5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.

D. An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and subject to immediate termination.

E. An employee whose return to duty test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy is subject to immediate termination.

A.2.8. COMING FORWARD WITH SUBSTANCE ABUSE PROBLEMS

A. Employees, other than sworn law enforcement officers, who have substance abuse problems and report them to the County before being selected for testing, and before the occurrence of an event which normally would result in testing, in the County's sole discretion may be upon the first violation be subject to Part A.2.7 (B) - (E) of this policy in lieu of termination.

B. An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the County, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy.

A.2.9. CONFIDENTIALITY

Any alcohol or drug test results or information supplied by employees and applicants as part of the County's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy.

A.3 – Beaufort County Computer and Information Systems Acceptable Use Policy

Overview

Beaufort County's intention for publishing an Acceptable Use Policy is not to impose restrictions that are contrary to Beaufort County's established culture of openness, trust and integrity. Beaufort County is committed to protecting Beaufort County's employees, partners and the county from illegal or damaging actions by individuals, either knowingly or unknowingly.

Network related systems, including but not limited to computer equipment, printers, software, operating systems, storage media, email, wireless/mobile devices, PDA's, and phone systems, are the property of Beaufort County. These systems are to be used for business purposes in serving the interests of the county, and of our clients and citizens in the course of normal operations.

Effective security is a team effort involving the participation and support of every Beaufort County employee and affiliate who deals with information and/or information systems.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment and networked systems at Beaufort County. These rules are in place to protect the employee and Beaufort County. Inappropriate use exposes Beaufort County to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at Beaufort County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Beaufort County.

Policy

General Use & Ownership

1. Users should have no expectation of privacy in electronic communications, use of County property, or Internet access. Beaufort County reserves the rights to review, audit, or monitor any County information system.

2. Email is an extension and property of Beaufort County Government.

3. Beaufort County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security & Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed every 90 days.

2. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 60 minutes or less, and by logging-off the workstation when the computer will be unattended.

3. Because information contained on portable computers is especially vulnerable, special care should be exercised.

4. Postings by employees from a Beaufort County email address to newsgroups, blogs, or other online communities are prohibited unless approved by County Administration. All devices used by the employee that are connected to the Beaufort County network, whether owned by the employee or Beaufort County, shall be continually executing approved virus-scanning software with a current virus database, unless overridden by departmental or group policy and approved by County Administration.

5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

6. IT reserves the right to filter internet access to ensure a safe working environment and enforce policies.

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities.
Under no circumstances is an employee of Beaufort County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Beaufort County-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

System & Network Activities

Examples of inappropriate uses include, but are not limited to:

1. The installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Beaufort County.

2. Installation of ANY software not authorized by the IT Director. This includes but is not limited to: Screensavers, games, file sharing programs (Kazaa, Grokster, Limewire), additional browsers, etc.

3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Beaufort County or the end user does not have an active license.

4. Accessing pornographic material for other than law enforcement purposes.

5. Introduction of malicious programs into the network. (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.)

6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

7. Using a Beaufort County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

8. Slander, libel, deliberate misinformation.

9. Gaming: betting, gambling, wagering.

10. Revealing unauthorized or confidential information.

11. Use of County technology resources for personal gain, or to support or advocate for non-County related business or political purposes. This includes the use of printing resources for non-County related purposes (i.e.-flyers, promo letters, party notices, bulletins).

12. Create, distribute, upload or download any disruptive, abusive, harassing, threatening, or offensive messages, including offensive comments or graphics about sex, race, gender, color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.

13. Intercept network traffic for any purpose unless engaged in authorized network administrative duties.

14. Install or use of encryption software on any Beaufort County computers without first obtaining written permission from your Department Director and Technology

Services. Users may not use encryption keys or encryption passwords that are unknown to their Department Director.

15. Engage in online fundraising (unless approved by County Administrator; e.g., United Way).

16. Engage in mass-mailing or send County-wide messages without Deputy/County Administrator approval.

17. Load personal Internet Service Provider accounts (i.e. AOL, CompuServe, etc.) on County owned equipment.

Limited Personal Use

Authorized Users of the County may use the Internet and e-mail for limited personal use. This is defined as any personally initiated online activity (including e-mail and Internet usage) that is conducted for purposes not related to County operations. **This is a privilege**, not a right, and may be limited or removed at any time by management. Beaufort County does not accept liability for any loss or damage suffered by an employee as a result of that employee using the County Internet connection for personal use. Occasional, limited, appropriate personal use of the computer system is permitted when the use does not:

1. Interfere with the User's work performance (It shall be infrequent and brief).

2. Interfere with the normal operation of your department or work unit.

3. Interfere with any other User's work performance or have a negative impact on overall employee productivity.

4. Have undue impact on the operation of the computer system.

5. Cause any additional expense or load to the County or department.

6. Compromise your department or the County in any way.

7. Violate any other provision of these procedures, any other policy guideline, any law/regulation, i.e., HIPAA, or standard of Beaufort County.

In limiting personal use, the County expects employees to exercise the same good judgment that they would use in all work situations. For example, you are expected to

know that taking five minutes to call your spouse during a coffee break is acceptable, while taking three hours to go shopping at the mall during the workday is not. Making decisions about your use of network resources is no different.

Email & Communication Activities

The Beaufort County email system exists to serve County operations. As such, it should be used in a professional and businesslike manner. Use common sense in selecting any "Stationary" or style sheets for your email. Signatures on email should be limited to the following:

- Name
- Department
- Phone number
- County or Departmental Logo and web URL if desired
- Confidentiality or Privacy notice if required

In particular, there should be no "smiles", personal graphics, or personal quotations appended to email.

The following activities on the email system are prohibited:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, content, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "joke email", "Ponzi" or other "pyramid" schemes of any type.

6. Promoting non-county events, fund raisers or personal business.

7. Any email containing disruptive, abusive, harassing, threatening, or offensive language, including offensive comments or graphics about sex, race, gender, color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.

Please reference the Beaufort County Email Retention Policy for additional considerations in archiving and compliance for email retention periods pursuant to FOIA and County policies.

Network Monitoring

All computer applications, programs, data and work-related information created or stored by County employees on County information systems and resources are the property of Beaufort County. Beaufort County employees shall have no expectation of privacy in anything they store, send or receive on the County's computer systems. Beaufort County may monitor messages or data without prior notice. Beaufort County is not obligated to monitor e-mail messages. The County reserves the right to access and monitor e-mail use and any other computer related transmissions, as well as stored information, created or received by County Users with County technology systems and resources under the following circumstances:

1. Performance monitoring or problem solving purposes

2. Necessary in the course of an investigation for possible violation of County policies

3. There is reasonable suspicion that a User has committed, or is committing a crime against the County or for which the County could be liable

4. Random or automated monitoring to ensure that content is in compliance with the business's established policies

5. Request for monitoring is made by appropriate authority

6. Required to do so by law

The reservation of this right is to ensure that public resources are not being wasted and to ensure the County's information systems are operating as efficiently as possible in order to protect the public's interests. This includes blocking access to certain Web sites for which access is deemed to be in conflict with County policy.

Telephone Policy

Beaufort County telephones are important in our everyday operation and are provided to facilitate official business. Employees should restrict their personal telephone calls to emergency matters only. The use of Beaufort County telephones for personal calls, faxes, or other electronic communication is discouraged. In the event that charges are incurred for the use of County resources, then the employee must reimburse the County. A monthly billing is comprised of details per phone number with a department summary. The detail section contains cost information by telephone number. A detailed report of employee calls can be made available per request of supervisor.

Cell Phone Policy

The purpose of this policy is to provide uniform guidelines for the purchase, use, and payment of cellular phones. Individual departments, with the approval of the appropriate Department Director, may issue cell phones to staff members if it is deemed necessary to support Beaufort County Council business. All cell phones are to be used specifically or primarily for business purposes and should be purchased and owned by Beaufort County Council. In the event of a disaster or emergency affecting Beaufort County, a special group of cell phones will be distributed to support mission critical areas. The use of cell phones while driving county vehicles is prohibited.

Enforcement

Any employee found in violation of this Acceptable Use Policy may be subject to disciplinary action, up to and including termination of employment.

A.4 – Email Retention Policy

Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All employees should familiarize themselves with the email retention topic areas that follow this introduction.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to the IT department.

Scope

This email retention policy is secondary to State and Federal policy on Freedom of Information and County Procedures for Record Keeping. All BEAUFORT COUNTY email information is categorized into two main classifications with retention guidelines:

- Public Records (5 years)
- Ephemeral Correspondence (Retain until read, destroy)

All state and local government records, regardless of their format, must be kept for as long as needed for legal, fiscal, administrative, and historical reference needs. As with paper records, the retention value of electronic records depends upon their content, not their format. The legal retention and disposition of all state and local government records, including those in electronic formats, is managed through the establishment of record retention schedules prepared and approved in accordance with the South Carolina Public Records Act (Code of Laws of South Carolina, 1976, Section 30-1-10 through 30-1-140, as amended).

Most retention schedules vary between 3 or 5 years depending on classification. In order to simplify the archiving of email categorized as a public record, a default retention period of 5 years will be used.

Policy

One official copy of all email used in or relating to the transaction of government business is a public record and, just like all public records, must be retained and disposed of in accordance with properly approved record retention schedules.

While Beaufort County IT will provide applicable technology to facilitate the identification, categorization, and archival retention of electronic documents, it is still the end users responsibility to categorize these documents properly.

Public Records Correspondence

BEAUFORT COUNTY Public Records Correspondence is all information encompassed but not limited to the South Carolina Public Records Act disseminated in the course of official county business. To ensure Public Records Correspondence is retained, **you should "CC" relevant email to archive@bcgov.net**. This will automatically classify the email as a public record with a 5 year retention period.

Although identification of email records relating to the activities of public organizations will always be subjective, certain categories of records will typically be important to identify and manage.

These include:

- Policies and directives
- Work schedules and assignments
- Drafts of documents circulated for approval or comment
- Any document that initiates, authorizes, or completes a business transaction.
- Final reports or recommendations
- Correspondence, memos, or messages about agency or local government business.

Ephemeral Correspondence

BEAUFORT COUNTY Ephemeral Correspondence is by far the largest category and includes:

- Incoming list serve messages
- Personal emails unrelated to county business
- Spam or unsolicited advertisements or sales promotions
- Non-policy announcements
- Telephone messages
- Published reference materials
- Invitations and responses to meetings, etc.
- Thank you emails

- Replies to routine questions, "we're open 8 – 5", "our address is…", "the deadline is…"
- Scheduling meetings
- Out of Office auto-replies
- Attachments to email that are identical to records that are stored and managed outside the email system pursuant to approved record retentions schedules

These will be retained for no more than 90 days and may be deleted from your email at any time.

Instant Messenger Correspondence

BEAUFORT COUNTY Instant Messenger General Correspondence may be saved with logging function of Instant Messenger, or copied into a file and saved. Instant Messenger conversations that are deemed a public record should be copied to an email and sent to archive@bcgov.net.

Recovering Deleted Email Via Backup Media

BEAUFORT COUNTY maintains backup records from the email server. These records will only cover the prior 30 days; however, all email is retained on a separate archive for a minimum of 90 days.

REFERENCES

- General Records Retention Schedules for SC Counties
- SC Public Records and Freedom of Information Act
- SC Department of Archives Email Management Guidelines

A.5 – FAMILY MEDICAL LEAVE ACT

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

• For incapacity due to pregnancy, prenatal medical care or child birth;
• To care for the employee's child after birth, or placement for adoption or foster care;
• To care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
• For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status, or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of

FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not

possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave i s not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

• interfere with, restrain, or deny the exercise of any right provided under FMLA;

• discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**See page 44 of this handbook for County-specific requirements for FMLA

A.6 - WORKER'S COMPENSATION POLICY

A. General Policy

Title 42, of the South Carolina Code of Laws contains the South Carolina Workers' Compensation Act. The Rules and Regulations of the South Carolina Workers' Compensation Commission provide the basic legal foundation for administration of the Act. Beaufort County maintains Workers' Compensation Insurance to provide medical benefits and/or compensation (indemnity) benefits for employees who sustain an injury or death by accident, occupational disease or ionizing radiation, arising out of and in the course of his or her employment subject to, and in accordance with, the terms and provisions of the South Carolina Workers' Compensation Act. As it relates to the payment of medical and compensation under the South Carolina Workers' Compensation Act, the following provides a summary of benefits that may be available; however, the payment of Workers' Compensation benefits shall be in accordance with, and subject to, Title 42 of the South Carolina Code of Laws (1976, as amended).

B. Medical Treatment and Compensation

Workers' Compensation Insurance provides medical and compensation benefits. However, in accordance with the South Carolina Code of Laws 42-15-60 and 42-15-80, failure to use the services of Beaufort County's appointed physicians, or changing physicians without prior approval of the South Carolina State Workers' Compensation Commission, may result in denial of payment for such unauthorized medical expenses.

1. **Medical Treatment**: An employee who sustains an injury by accident arising out of and in the course of his employment is entitled to all necessary medical, surgical, and hospital attention, as well as original artificial members and medical supplies. Medical treatment will continue until the authorized treating physician determines that the employee has obtained Maximum Medical Improvement (MMI) and such further treatment as may tend to lessen disability in the judgment of the Workers' Compensation Commission.

2. **Compensation**: An employee who sustains an injury by accident arising out of and in the course of employment, which causes him/her to be absent from work for seven consecutive calendar days or less, is not entitled to temporary disability

compensation. **Temporary disability compensation will begin on the eighth day of disability; however, if the disability lasts longer than fourteen calendar days, the employee will also be compensated for the first seven days**. Temporary disability compensation will be terminated, suspended or reduced in accordance with the terms and provisions of the South Carolina Workers' Compensation Act. The injured employee is entitled to compensation at the rate of **sixty-six and two-thirds percent (66-2/3%)** of his/her average weekly wage subject to the statutory maximum compensation rate. Permanent disability compensation may also be payable for certain injuries in accordance with the South Carolina Workers' Compensation Act.
For days not worked, when the employee is entitled to temporary disability compensation, Personal Leave (PLD), Disability Leave (DL) or Salary Continuation Account (SCA) may be used until the earned leave time is exhausted. The employee's timekeeper and the Workers' Compensation administrator should coordinate leave-time reporting. Those hours will be reinstated at sixty-six and two-thirds percent (66-2/3%), or less in the event that the employee qualifies for the maximum compensation rate for Workers' Compensation, if the insurance carrier reimburses the County.

Also, employees receiving temporary disability compensation under the South Carolina Workers' Compensation Act may elect to voluntarily utilize accrued Personal Leave (PLD), Disability Leave or Salary Continuation Accounts (SCA) in conjunction with receiving temporary disability compensation under the South Carolina Workers' Compensation Act, not to exceed normal bi-weekly paychecks. During this time employees will not accrue PLD. Nor will employees receive reimbursement for leave time taken except which is applicable within the law. In addition, required deductions and any voluntary deductions will be deducted from the paycheck. Required deductions consist of: Federal, State, Social Security (FICA), Medicare, and court-ordered child support payments.

In addition, the employee is entitled to mileage reimbursement if the mileage to and from the facility exceeds ten (10) miles round trip.

a. **Health Benefits Payments**: While receiving Worker's Compensation payments**, the employee is responsible for health insurance benefits premiums, out of pocket**.

b. **Light-Duty Work:** An employee on Workers' Compensation must accept reasonable light-duty work when it is offered to him/her, provided employee is able to do the work offered. If the employee does not accept such work, all compensation payments may be denied for the hours he/she

refuses to do the light work. If the light work is at a lower wage, the employee is entitled to compensation at the rate of sixty-six and two-thirds percent (66-2/3%) of the difference between the employee's pre-injury average weekly wage and the post injury weekly wage subject to the statutory maximum compensation rate.

C. Procedure to Follow When an Injury Occurs

When an employee receives an injury arising out of and in the course of employment, the employee should immediately inform his/her immediate Supervisor and the Supervisor must contact Beaufort County's Safety Coordinator. Failure to give prompt notice of the injury by accident within the statutorily prescribed period can result in denial of claims for Workers' Compensation benefits and can also cause a penalty to the County and/or its Workers' Compensation Administrator and carrier.

The employee will be given a copy of the **Workers' Compensation Authorization Form** and sent to the County's appointed physician(s). The physician's office should be notified that the injured employee is on the way.

Exceptions: In **an emergency situation**, when employee is out of the area, or when the appointed physicians are not available, the employee may **use the nearest physician or the emergency room at a hospital. Beaufort County's Safety Coordinator is to be notified when this occurs**. In the Beaufort area, when an employee is seen in the emergency room or by another physician, the employee is to be referred to the Beaufort County Workers' Compensation authorized physician for follow-up treatment.

In non-emergency situations, a physician other than the appointed physician(s) may see employees with approval from the designated Workers' Compensation physician(s) and the County's Workers' Compensation Administrator and carrier.

1. Upon notification of the alleged injury, the Department Director or Supervisor completes
   both sides of an **Incident Report** so that the Department Director or Supervisor, along with Beaufort County's Safety Coordinator, can investigate immediately. Afterwards, a **First Report of Injury or Illness (12A)** must be completed and sent to the Employee Services Department for submission to the Workers' Compensation Insurance Carrier.

   Injuries need to be reported immediately. Failure to report an injury may result in a delay in processing benefits and possible denial of a claim by the

Workers' Compensation Commission. The County's Workers' Compensation insurance carrier must receive this report from Employee Services within ten days after the accident or the Workers' Compensation Commission may fine the County. The insurance carrier must receive the First Report of Injury, if there is lost time, prior to any bills being paid.

If the employee is incapacitated and absent from work, the employee should submit a written statement from the County's appointed physician, as soon as possible. This statement should give the name of the employee being treated, the diagnosis, expected length of disability and expected date the employee can return to his normal work or return to light work. **Without this written notification from the physician, the employee may not be considered absent due to a Workers' Compensation injury and all medical bills may be submitted to the employee for payment**. Without this written notification, the Workers' Compensation insurance carrier may not pay the employee temporary disability compensation for lost time due to the injury or reimburse the County for compensation paid the employee during his/her absence.

2. If there is lost time and the employee has submitted the physician's written notification, the Department Director will, upon the return of the employee to normal work or light work, submit to the Employee Services Department a **Supplemental Report of Lost Time** showing date of return.

The authorized, treating physician may assign an impairment rating for an injury by accident arising out of and in the course of employment. After the authorized physician assigns an impairment rating, the employee will be invited to participate in an informal conference before the Workers' Compensation Commission to consider settlement of the employee's entitlement to further compensation. At this time the employee is encouraged to express his/her opinion about his/her condition and the impairment rating given by the physician. Following payment of further compensation awarded at an informal conference, the employee will have one year to file a claim for additional benefits based on a change of condition in accordance with §42-17-90 of the South Carolina Code (1976, as amended).

When mileage to and from the medical facility exceeds ten (10) miles round trip, the employee is entitled to mileage reimbursement at a rate set by the Workers' Compensation Commission and should submit to the Employee Services Department a completed **Mileage Reimbursement Form**.

3. **In case of death**, the Department Director will notify Beaufort County's Safety Coordinator and the Employee Services Office immediately and submit the **First Report of Injury** as soon as possible. Funeral expenses, not to exceed two thousand five hundred dollars ($2,500.00), and death compensation benefits will be paid to the deceased employee's dependents or other beneficiaries as determined at a hearing before the Worker's Compensation Commission.

4. **Compensation for Seven Days or Less of Lost Time**: When an employee is incapacitated and absent from work by written notification of the County's appointed physician, for seven consecutive days or less, the employee will be charged Personal Leave for days not worked. If the employee has no accrued leave days, he/she will not receive pay for the first seven days of lost time.

5. The Department must submit an **Employer's Supplemental Report of Lost Time** as soon as possible to the Employee Services Department showing the date of return and days away from work.

6. Beaufort County employees' **health insurance cannot be used to pay a Workers' Compensation medical claim**, unless this claim was refused by Worker's Compensation, and this refusal must be supported with written documentation.

D. <u>Third-Party Claims</u>

If the employee files a claim or lawsuit against a third-party, in connection with an injury by accident arising out of and in the course of employment for which Workers' Compensation benefits are claimed or paid, the employee or his/her attorney should complete **Form SF 110** and return it to the Employee Services Department for submission to our insurance carrier and make all notice filings with the County's Workers' Compensation carrier and the Workers' Compensation Commission as required by the South Carolina Workers' Compensation Act.

1. The employee or his/her attorney can negotiate and settle his claim with the third party and not
involve Beaufort County or the Workers' Compensation Insurance carrier.

a. In this case, neither the County nor the Workers' Compensation carrier will pay any compensation or medical benefits under the Workers' Compensation Act.

2. The employee can accept Workers' Compensation benefits and reserve the right to pursue action against the third party. The County and its Workers' Compensation carrier will maintain a lien equal to the amount of the Workers' Compensation benefits paid in connection with the injury by accident less its share of attorney fees and costs subject to the terms and provisions of §42-1-560 of the South Carolina Code (1976, as amended). No settlement of the third-party claim should be made without notice to, and the consent of, Beaufort County's Workers' Compensation carrier.

3. The employee can accept the Workers' Compensation benefits and assign his/her rights towards any action against the third party to the Workers' Compensation carrier who would be responsible for action against the third party to recover the losses that have occurred, in accordance with §42-1-560 of the South Carolina Code (1976, as amended). The employee should notify the Employee Services Department of his/her attorney's name and address, if he/she is filing a third-party claim.

A.7 - Employee Emergency Leave Transfer Bank (EELTB)

Purpose: Provide for a program that allows county employees to donate a specified number of accrued leave time hours to an emergency leave bank. Full-time county employees who have experienced a personal or immediate family medical or other hardship emergency situation may share in this bank. The emergency must necessitate the employee's absence for a **prolonged period** of time and be anticipated to result in a **substantial loss of income** due to the unavailability of any paid leave time.

Creation of Leave Bank: The transfer of leave to the bank by the employee occurs on an annual basis. Beaufort County employees may donate from their accrued personal

leave time account. The annual minimum for transfer of donated leave time is eight **(8)** hours. This donation of time is strictly voluntary.

Definitions:

Leave Donor
A Beaufort County employee who has voluntarily, in writing authorized a transfer of eight (8) or more of personal leave time to the EELTB.

Leave Recipient
A full-time Beaufort County employee who has experienced a personal or immediate family medical or hardship emergency situation and has been approved to receive additional paid leave time from the emergency leave transfer bank.

Personal Emergency
An emergency situation that requires an employee's absence from duty for a **prolonged** period of time and that is anticipated to result in a **substantial** loss of personal income due to the unavailability of any form of paid leave.
A catastrophic and debilitating personal or immediate family medical situation, severely complicated disability, sever accident case or an illness of a terminal nature - any of which requires a sustained recuperative medical period.
Planned surgeries, elective surgeries or normal pregnancies, etc. do not constitute a personal emergency.

Immediate Family Member
A spouse or minor child for whom employee has the legal custody and care.

Employee Eligibility for EELTB:

a. Must be a regular, full-time employee of Beaufort County with twelve (12) continuous months of service and have a minimum of **40** hours PLT on December 31 of each year, and donate a minimum of eight **(8)** hours or more of personal leave time during the annually designated donation period for the following calendar year.

b. County employees eligible for other paid benefits during their extended absence from work are ineligible to receive donated leave time from the EELTB unless they sign a waiver attesting to the fact that they will not file for other benefits while receiving EELTB benefits. Examples of other paid benefits may include, but are not limited to paid leave, Workers'

Compensation, short and long-term disability, and disability retirement benefits.

c. Employees actively receiving leave donations from the EELTB may have their eligibility requirements waived until such time as they have been returned to full-time employment with Beaufort County. Once the employee has accrued sufficient leave time equal to the hours necessary for continued plan eligibility, then the employee's leave may be drafted and he/she will have satisfied the conditions for the current eligibility year.

d. Unused portions of donated leave time to an EELTB recipient cannot be used to satisfy annual eligibility requirements.

e. All paid personal leave, disability leave, and/or compensatory time must be utilized before an eligible employee may receive leave from the transfer bank.

f. The maximum annual amount of transferred leave time an employee may withdraw from the EELTB is a total of **240** hours.

g. Leave time received from the transfer bank is granted in increments of two (2) weeks at a time and the employee should provide a physician's statement before leave bank time is authorized. The County limits the total hours received by an employee for the duration of employment to **480** hours. Any unused donation not utilized by an employee is credited back to the EELTB.

h. Donated leave time, duly authorized to be transferred to the EELTB, is not restored or returned to the donor.

i. When the county employs family members, they may not simultaneously benefit from leave bank time for the same emergency or hardship.

j. An employee receiving donated leave time from the EELTB does not accrue leave.

k. All requests for receiving emergency leave time must be first approved by the EELTB Committee then receive final approval from the County Administrator.

The EELTB Committee will consist of five (5) members serving for a period of five (5) months. Each month a different member of the committee will

serve as Chairman. The committee members will be assigned from an alphabetical list of departments (maintained by the Employee Services Coordinator and begin with the letter "A"). The department will select (in any manner they choose) the department representative to serve on this committee. The committee will only meet in the first week of the first month of any rotation unless a request for leave is made. This request should be in writing to the Director of Employee Services for referral to the committee.

The County Administrator or his designee(s) constitutes the final authority over all matters pertaining to Beaufort County's EELTB.

l. An employee receiving benefits in accordance with this policy does not acquire any rights -including job restoration- greater than those to which he/she is entitled under the Family and Medical Leave Act or any County policy.

Documentation:

The following forms can be obtained from Employee Services and completed documents must be submitted Employee Services to be considered for EELTB hours:

a. EELTB Donation Request Form

b. EELTB Physician's Statement (to be completed by attending physician)

c. "Other Benefits" waiver if applicable

Incomplete paperwork will not be considered.

If hours are exhausted in the Leave Bank, no further requests will be considered until the bank is replenished during the annual donation period (or special donation period if approved by County Adminstration).

A.8 - Consolidated Omnibus Budget Reconciliation Act (COBRA)

Throughout a career, workers will face multiple life events, job changes or even job losses. A law enacted in 1986 helps workers and their families keep their group health coverage during times of voluntary or involuntary job loss, reduction in the hours worked, transition between jobs and in certain other cases. The law — the Consolidated Omnibus Budget Reconciliation Act (COBRA) — gives workers who lose their health

benefits the right to choose to continue group health benefits provided by the plan under certain circumstances.

COBRA generally requires that group health plans sponsored by employers with 20 or more employees in the prior year offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) in certain instances where coverage under the plan would otherwise end.

The law generally covers group health plans maintained by employers with 20 or more employees in the prior year. It applies to plans in the private sector and those sponsored by state and local governments. Provisions of COBRA covering state and local government plans are administered by the Department of Health and Human Services.

Several events that can cause workers and their family members to lose group health coverage may result in the right to COBRA coverage. These include:

- voluntary or involuntary termination of the covered employee's employment for reasons other than "gross misconduct";
- reduced hours of work for the covered employee;
- covered employee becoming entitled to Medicare;
- divorce or legal separation of a covered employee;
- death of a covered employee; or
- loss of status as a "dependent child" under plan rules.

Under COBRA, the employee or family member may qualify to keep their group health plan benefits for a set period of time, depending on the reason for losing the health coverage. The following represents some basic information on periods of continuation coverage:

Qualified Beneficiary	Qualifying Event	Period of Coverage
Employee Spouse Dependent child	Termination Reduced hours	18 months *
Spouse Dependent child	Employee entitled to Medicare Divorce or legal separation Death of covered employee	36 months
Dependent child	Loss of dependent child status	36 months

**This 18-month period may be extended for all qualified beneficiaries if certain conditions are met in cases where a qualified beneficiary is determined to be disabled for purposes of COBRA.*

However, COBRA also provides that your continuation coverage may be cut short in certain cases.

Notification Requirements:

An initial notice must be furnished to covered employees and spouses, at the time coverage under the plan commences, informing them of their rights under COBRA and describing provisions of the law. COBRA information also is required to be contained in the plan's summary plan description (SPD). See fact sheet "Workers' Right to Health Plan Information (ERISA, Claims Procedures and SPD Regulation)"

When the plan administrator is notified that a qualifying event has happened, it must in turn notify each qualified beneficiary of the right to choose continuation coverage.

COBRA allows at least 60 days from the date the election notice is provided to inform the plan administrator that the qualified beneficiary wants to elect continuation coverage.

Under COBRA, the covered employee or a family member has the responsibility to inform the plan administrator of a divorce, legal separation, disability or a child losing dependent status under the plan.

Employers have a responsibility to notify the plan administrator of the employee's death, termination of employment or reduction in hours, or Medicare entitlement.

If covered individuals change their marital status, or their spouses have changed addresses, they should notify the plan administrator.

Premium Payments:

Qualified beneficiaries may be required to pay the entire premium for coverage up to 102% of the cost to the plan. Premiums may be higher for persons exercising the disability provisions of COBRA. Failure to make timely payments may result in loss of coverage.

Premiums may be increased by the plan; however, premiums generally must be set in advance of each 12-month premium cycle.

Individuals subject to COBRA coverage may be responsible for paying all costs related to deductibles, and may be subject to catastrophic and other benefit limits.

A.9 - County Emergency Disaster Policy and Procedures

This policy is to provide guidance to the employees of Beaufort County who serve as members of the Emergency Operations team (EOT) or are otherwise affected by emergency disasters. Beaufort County is mandated to provide services to the citizens of the county during emergencies and disaster situations in accordance with Section 25-1-420, South Carolina Code of Laws. Emergency, as defined by the Code, shall mean "actual or threatened enemy attack, sabotage, conflagration, flood, storm, epidemic, earthquake, riot, or other public calamity."

Procedure

Responsibility

- The Chairman of Beaufort County Council may activate the Beaufort County Emergency Operations Plan as necessitated by an actual or imminent disaster or incident.
- During any major incident, the County Administrator may authorize the activation of the Increased Readiness Provisions of this policy.
- Under the direction of the County Administrator, the Director of Emergency Management is responsible for the administration of this policy and coordination of all procedures herein.

Emergency Operations Team (EOT)

The County Administrator shall approve the county personnel to be assigned to the Emergency Operations Team (EOT). No employee shall be eligible for the special pay provisions of this policy and procedure unless his/her department and position title is specifically listed on the approved EOT Roster.

a. Furthermore, no employee shall be eligible for the special pay provisions of this policy unless his/her name, by approved position above, is specifically provided to the Director of Emergency Management by his/her Department Head immediately upon the declaration of OPCON III, as defined below.

b. It is the responsibility of the Director of Emergency Management to make certain that above documents are current and accurate as appropriate to the situation.

Increased Readiness Plan

a. During an emergency, the Increased Readiness Plan is implemented in the following stages:

OPCON V……Hurricane Season
OPCON IV.....Notification
OPCON III.....Standby
OPCON II .....Full Alert
OPCON I.....Evacuation
REENTRY/RECOVERY

b. **OPCON V - Hurricane Season:** Operational Condition V begins on June 1 and ends on November 30 of each year. These are the dates for the Atlantic hurricane season. At this condition, all agencies should review their hurricane plans and make any necessary improvements or corrections.

c. **OPCON IV - Notification:** During this condition, county personnel assigned to the EOT will be notified of the possible "emergency" situation and will be kept informed of what actions may need to be taken. When an employee is notified of an emergency, he/she will be informed of the stage of alert. The responsibilities of each team member during an "emergency" will be predetermined and predefined by the EOT guidelines as provided by the Director of Emergency Management.

d. **OPCON III - Standby:** During this condition, the employees will be notified by the Emergency Management Department / EOT of

the potential "emergency." At this time, the employee is placed on "standby" status and will be expected to be ready to report to work in accordance with the following response time requirements:

1. If the employee lives within a thirty-mile radius of his/her assigned "emergency" duty station, he/she is required to remain at a response distance of not more than forty-five minute drive from his/her assigned duty station.

2. If the employee lives within a radius of thirty-one to sixty miles of his/her assigned "emergency" duty station, he/she is required to remain at a response distance of not more than one hour and fifteen minute drive from his/her assigned duty station.

3. If the employee lives outside a sixty mile radius of his/her assigned "emergency" duty station, he/she is required to remain at a response distance of not more than one and one-half hours from his/her assigned duty station.

e. **OPCON II- Full-Alert:** During this condition, the employee is called to work and is ready to implement whatever procedure(s) necessary as required by the conditions. If the employee is performing regular County work when an "Emergency" occurs, he/she is required to immediately report to his/her assigned "Emergency" duty station.

f. **OPCON I – Evacuation:** Once notified by the proper authority, agencies should begin evacuation of the general public in those zones specified in the evacuation order and should begin implementation of the procedures applicable to the condition. Emergency Operation team personnel must remain at their "Emergency" duty stations and are not allowed to evacuate. If it is determined that a hurricane of a Category 4 or 5 status will affect the County, then the Emergency Operations Team will be evacuated to predesignated inland facilities.

g. **Re-Entry/Recovery:** Following a storm or disaster situation, the Emergency Operations Team will immediately return to their assigned duty station and begin recovery operations (as directed). Depending on the severity of the emergency, a "State of

Emergency" may be declared for our area and recovery operations may be initiated. Based on the damage to the County, recovery operations may take several weeks to several months. Once the "State of Emergency" has been lifted, County employees will be instructed to return to normal work hours with normal pay rates (even though the County may still be in some type of recovery effort).

Compensation

a. Emergency Operations Team (EOT)

OPCON	EXEMPT EMPLOYEES (Salaried)	NON-EXEMPT EMPLOYEES (Hourly)	DEFINITIONS
OPCON 3 (Standby)	$2.00/Hr.	$2.00/Hr.	Standby at home or other off-work location.
OPCON 3	Regular Rate of Pay After 40 Hours	1 ½ After 40 Hours	At Work
OPCON 2	Regular Rate of Pay After 40 Hours	1 ½ After 40 Hours	At Work
OPCON 1	1 ½ After 40 Hours	1 ½ Up to 40 Hours, Then 1 ¾ After 40 Hours	At Work
RECOVERY	1 ½ After 40 Hours	1 ½ Up to 40 Hours, Then 1 ¾ After 40 Hours	At Work
STATE OF EMERGENCY LIFTED	Normal Wages Apply	Normal Wages Apply	Once the "State of Emergency" has been lifted, employees would revert back to their normal rate of pay.

b. Other Provisions

1. The Emergency Operations Incident Team, as appointed by the County, may assume OPCON II – Full Alert status, before the condition is officially declared. In this case, the Emergency Operations Team will receive supplemental pay as outlined in the OPCON II – Full-Alert status of this paragraph. Emergency Operations Incident Team members are also members of the Emergency Operations Team. The Emergency Management

Department will officially log each OPCON status with dates, times, and signature of the County Administrator.

2. It is essential that EOT members keep a detailed log of their time and OPCON status for payroll purposes.

3. EOT personnel that are required to remain at their "Emergency" duty station will be allowed to sleep and/or rest when conditions allow at no loss of supplemental compensation outlined above.

4. The Controller is responsible for developing and maintaining a payroll system to properly administer the pay practices described above. No supplemental pay will be authorized for employees not listed on the EOP and/or Emergency Operations Incident Command Team Personnel Roster.

5. The County Administrator does not qualify for OPCON II or OPCON I pay outlined in this paragraph unless approved by the Beaufort County Council. Deputy Administrators and the Controller are eligible for supplemental pay as outlined in this policy and procedure, if appointed to the Emergency Operations Team and/or Emergency Operations Incident Command team under the conditions outlined above.

c. Relief from Duty

Employees appointed to the EOT are expected to report to duty when called. An employee may be excused from duty, for medical reasons only, by the appropriate reporting authority.

d. Return to Regular Duties

Once the emergency incident is declared resolved, employees who participated on the EOT shall be allowed a reasonable amount of time for rest and recuperation prior to returning to their regular assignments.

e. Debriefing

Every employee serving on the EOT during an "Emergency" shall schedule a debriefing and evaluation by a Certified Mental Health Team, as appointed by the County, no later than twenty-four hours after the "State of Emergency" is declared resolved and/or the time the employee is released by the Emergency Management Department. This debriefing is mandatory.

-END OF APPENDIX SECTION-

County Council reserves the right to change any and all policies, benefits, procedures, and other information in this handbook at any time.

-END OF PERSONNEL HANDBOOK-

COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Jerry W. Stewart, Chairman, Finance Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Recommendation for FY 2017 Contract Renewals

DATE: June 20, 2016

In order to improve our process for renewing annual contracts I have provided a summary sheet (see the attached excel sheet) for your committees review and approval. The summary sheet provides the vendor name, purpose, department, account name and number, prior and current contract cost, term, and remarks. The Department Head responsible for the contract or their representative will be available for questions during the Committee meeting.

FOR ACTION: Finance Committee meeting occurring June 20, 2016.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approve and recommend to County Council, approval of the contract renewals (Items 1-21) as stated in the attached summary.

CC: Gary Kubic, County Administrator
Josh Gruber, Deputy Administrator
Alicia Holland, Asst. Co Administrator, Finance

Att: Contract Renewal Summary List

Beaufort County, South Carolina
Fiscal Year 2017 Contract Renewals
Finance Committee, June 20, 2016

	Vendor	Purpose	Department	Account	FY 2017 Cost	FY 2016 Cost	Term (Beg/End)
1	Republic Services Beaufort, South Carolina	Hauling Services for Solid Waste Department	Solid Waste	Solid Waste Hauling Services 10001340-51165	$ 900,000	$ 850,000	7/1/2016 thru 6/30/2017
	Note: The Fiscal Year 2016 unit price of $112/pull will remain the same for Fiscal Year 2017.						
2	A & B Cleaning Service, Inc. Greenville, North Carolina	Janitorial Services for County Facilities	Facilities Management Lady's Island Airport Hilton Head Island Airport	Cleaning Services 10001310-51210 51000011-51210 54000011-51210	$ 585,828	$ 585,828	7/1/2016 thru 6/30/2017
3	Southern Health Partners, Inc. Chattanooga, Tennessee	Health Care Services for County Detention Center Inmates	Detention Center	Medical/Dental Services 10001250-51190	$ 566,957	$ 555,840	7/1/2016 thru 6/30/2017
4	Waste Management of SC Ridgeland, South Carolina	Hauling and processing of recyclables collected at convenience centers	Solid Waste	Recycling Services 10001340-51167	$ 400,000	$ 325,000	7/1/2016 thru 6/30/2017
5	Oakwood Landfill (Waste Management) Ridgeland, South Carolina	Disposal of Class II waste	Solid Waste	Solid Waste Disposal 10001340-51166	$ 350,000	$ 320,000	7/1/2016 thru 6/30/2017
6	Eastern Aviation	AVGAS and Jet Fuel for Resale	Lady's Island Airport	Purchases - Fuels 51000011-58000	$ 275,000	$ 294,525	7/1/2016 thru 6/30/2017
7	Clarke Mosquito Control Products, Inc. St. Charles, Illinois	Public Health Insecticide for Mosquito Control	Mosquito Control	Public Health Products 10001400-52320	$ 216,977	$ 283,952	8/1/2016 thru 7/31/2017
8	South Coast Logging Savannnah, Georgia	Solid Waste Disposal	Solid Waste	Solid Waste Disposal 10001340-51166	$ 200,000	$ 180,000	7/1/2016 thru 6/30/2017
9	Manatron (Aumentum) Chicago, Illinois	Property Assessment and Tax Software and Support for the Assessor, Auditor and Treasurer's Offices	Assessor, Auditor and Treasurer	Maintenance Contracts 10001150-51110	$ 185,406	$ 170,175	7/1/2016 thru 6/30/2017
10	Beaufort County Open Land Trust Beaufort, South Carolina	Rural and Critical Land Preservation Program Consulting Services	Real Property Program (Planning Department works with consultant)	Professional Services 45000011-51160	$ 179,000	$ 179,000	7/1/2016 thru 6/30/2017
11	Care Environmental Corp. Dover, New Jersey	Hazardous Waste Collection Services	Solid Waste	Professional Services 10001340-51160	$ 160,000	$ 155,773	7/1/2016 thru 6/30/2017
12	Software One (formerly known as CompuCom) Dalls, Texas	Microsoft Licensing including SQL Server licenses for Beaufort County	MIS	Maintenance Contracts 10001150-51110	$ 153,469	$ 186,677	7/1/2016 thru 6/30/2017
	Note: State Contract						
13	Hilton Head Humane Association (SNAC: SPAY/NEUTER) Hilton Head Island, South Carolina	Provides Veterinary and Spay/Neuter Services for the County Animal Shelter	Animal Services	Professional Services Spay/Neuter 10001270-51160 10001270-51165	$ 100,000	$ 101,695	7/1/2016 thru 6/30/2017
	Note: The County Animal Services Department receives partial funding from the American Society for the Prevention of Cruelty to Animals (ASPCA), therefore the net cost to the County is less than the total paid to this vendor.						

Note: Items 1, 3, 4, 5, 6, 8, 11, 13, 16 and 18 are estimated costs. The volume demanded of these services depends on various factors throughout each fiscal year.

MIS - Management Information Systems
GIS - Geographical Information Systems

Beaufort County, South Carolina
Fiscal Year 2017 Contract Renewals
Finance Committee, June 20, 2016

	Vendor	Purpose	Department	Account	FY 2017 Cost	FY 2016 Cost	Term (Beg/End)
14	Tyler Techologies Dallas, Texas	Annual support and license agreement for Munis	Finance Purchasing Business License Employee Services Building Codes Local Accomm. Tax Hospitality Tax Admissions Fees	Maintenance Contracts 10001111-51110 10001116-51110 10001134-51110 10001160-51110 10001260-51110 20010011-51110 20020011-51110 20100011-51110	$ 89,515	$ 85,381	7/1/2016 thru 6/30/2017
15	Pictometry International Corporation Rochester, New York	License Image Software/Aerial Photos	GIS	Aerial Photos 10001152-51250	$ 79,180	$ 70,444	7/1/2016 thru 6/30/2017
16	Strickland Electric Recycling North, South Carolina	Electronic Waste Recycling Services	Solid Waste	Ewaste 10001340-51164	$ 70,000	$ 60,000	9/1/2016 thru 8/31/2017
17	Wells Fargo Insurance Services Dallas, Texas	Employee Benefits Consulting Services	Employee Services	Professional Services 10001160-51160	$ 65,000	$ 65,000	7/1/2016 thru 6/30/2017
18	Republic Services Beaufort, South Carolina	Hauling Services for Solid Waste Department (Daufuskie)	Solid Waste	Solid Waste Hauling Services 10001340-51165	$ 60,000	$ 50,000	7/1/2016 thru 6/30/2017
	Note: The Fiscal Year 2016 unit price of $112/pull will remain the same for Fiscal Year 2017.						
19	South Carolina Judicial Department Columbia, South Carolina	Court Management System Support	Clerk of Court Magistrate	Maintenance Contracts 10001030-51110 10001081-51110	$ 60,000	$ 60,000	7/1/2016 thru 6/30/2017
20	Andrews Technology HMS, Inc. Wilmington, North Carolina	Annual Maintenance for Electronic Timekeeping Software and Hardware	Employee Services	Maintenance Contracts 10001160-51110	$ 55,000	$ 55,000	1/1/2017 thru 12/31/2017
21	New Vision Systems New Canaan, Connecticut	Official Records Software and Maintenance Support	Register of Deeds	Maintenance Contracts 10001122-51110	$ 51,028	$ 51,028	7/1/2016 thru 6/30/2017

Note: Items 1, 3, 4, 5, 6, 8, 11, 13, 16 and 18 are estimated costs. The volume demanded of these services depends on various factors throughout each fiscal year.

MIS - Management Information Systems
GIS - Geographical Information Systems

RESOLUTION NO._____

A RESOLUTION ADOPTING ENHANCED LEVELS OF SERVICE FOR DAUFUSKIE ISLAND FERRY

WHEREAS, Beaufort County encompasses 576 square miles and is situated in the heart of the South Carolina Lowcountry. It is a land rich in natural beauty, history and resources and an area of economic contrast and cultural diversity; and

WHEREAS, among the unique features of Beaufort County is Daufuskie Island, an Island rich in character, history and unspoiled beauty because it is accessible only by sea; and

WHEREAS, due to the fact that Daufuskie Island is accessible only by sea, Beaufort County must contract for ferry services between Daufuskie Island and Hilton Head Island in order to transport the Island's permanent residents on a regular basis for work, pleasure, medical appointments and medical emergencies; it must also transport part-time residents, long-term renters, and Beaufort County personnel as approved by the County Administrator or his designee and it must satisfy requirements of Beaufort County Emergency Operation Plan; and

WHEREAS, due to natural changes and developments both on and off Daufuskie Island, County Council believes ferry services to the Island, which, historically, have been sufficient to meet the needs and demands of a growing Island, must now be enhanced to meet the present needs and the anticipated needs of the Island; and

WHEREAS, on June 13, 2016 this Council passed Ordinance No. 2016/15, Beaufort County Budget for FY 2107, which provides $258,725 for ferry services to and from Daufuskie Island; and

WHEREAS, in response to a Request for Proposals for Daufuskie Island ferry services, Beaufort County received two (2) proposals, one which maintains the service at its historic levels and one which provides additional services above historic levels but at a higher cost to the County than the amount provided for in Ordinance No. 2016/15; and

WHEREAS, having heard from the citizens and residents of Beaufort County, and, in particular, the citizens and residents of Daufuskie Island, who are most affected by and dependent on the service and having reflected on those comments, this Council believes it is in the best interest of its citizens and residents to provide enhanced ferry services to Daufuskie Island and necessary to increase the FY 2017 budget appropriation in the amount of $112,075 in order to provide for those enhanced levels of service.

NOW, THEREFORE, BE IT RESOLVED, at a meeting duly assembled of the County Council of Beaufort County, that Beaufort County accepts the response of Haig Point Ferry Company, Inc. to Request for Proposal (RFP) No. 42916 and, further, resolves to pass an

ordinance providing a supplemental appropriation to increase the FY 2017 appropriations in the amount of $112,075 for Daufuskie Island Ferry Service to reflect the difference between Haig Point Ferry Company, Inc.'s proposal and the amount reflected in the County's current ordinance.

Adopted this ____ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

2016 /

RESOLUTION OF BEAUFORT COUNTY COUNCIL ADOPTING THE HAZARD MITIGATION PLAN

WHEREAS, the Council of Beaufort County, South Carolina recognizes that the Natural Hazard Mitigation Plan is an assessment of the risks natural hazards present to communities and how losses to human life and to property can be minimized through advance preparation; and

WHEREAS, under the Disaster Mitigation Act of 2000, a Hazard Mitigation Plan is required by the Federal Emergency Management Agency (FEMA) for all counties and municipalities in the country; and

WHEREAS, the Hazard Mitigation Plan proposed by Beaufort County is in compliance with the federal hazard mitigation planning requirements contained in 44 CFR 201.6(b)-(d) and State Emergency Management has reviewed and determined that Beaufort County's Hazard Mitigation Plan meets federal requirements; and

WHEREAS, projects and actions that are identified in the plan are eligible for FEMA pre-disaster mitigation funding; and

WHEREAS, State Emergency Management requests formal endorsement of the plan by Beaufort County Council prior to issuance of formal approval; and

WHEREAS, Beaufort County has been an official participant in the planning process of the Beaufort County Hazard Mitigation Plan that the Lowcountry Council of Governments prepared for Beaufort County; and

WHEREAS, the Lowcountry Council of Government has prepared and recommends to the Beaufort County Council, the governing body of the County of Beaufort, a Hazard Mitigation Plan attached hereto and incorporated by reference herein as if set forth verbatim which is intended to protect the public health and general welfare of the citizens of Beaufort County.

NOW, THEREFORE, BE IT RESOLVED, by the Beaufort County Council that the Beaufort County Hazard Mitigation Plan is hereby endorsed and adopted.

The resolution shall become effective this _____ day of June 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II County Attorney

BEAUFORT COUNTY
HAZARD MITIGATION PLAN
2015 UPDATE

Unincorporated Beaufort County
The City of Beaufort
The Town of Bluffton
The Town of Hilton Head Island
The Town of Port Royal

Prepared By

Lowcountry
COUNCIL OF GOVERNMENTS

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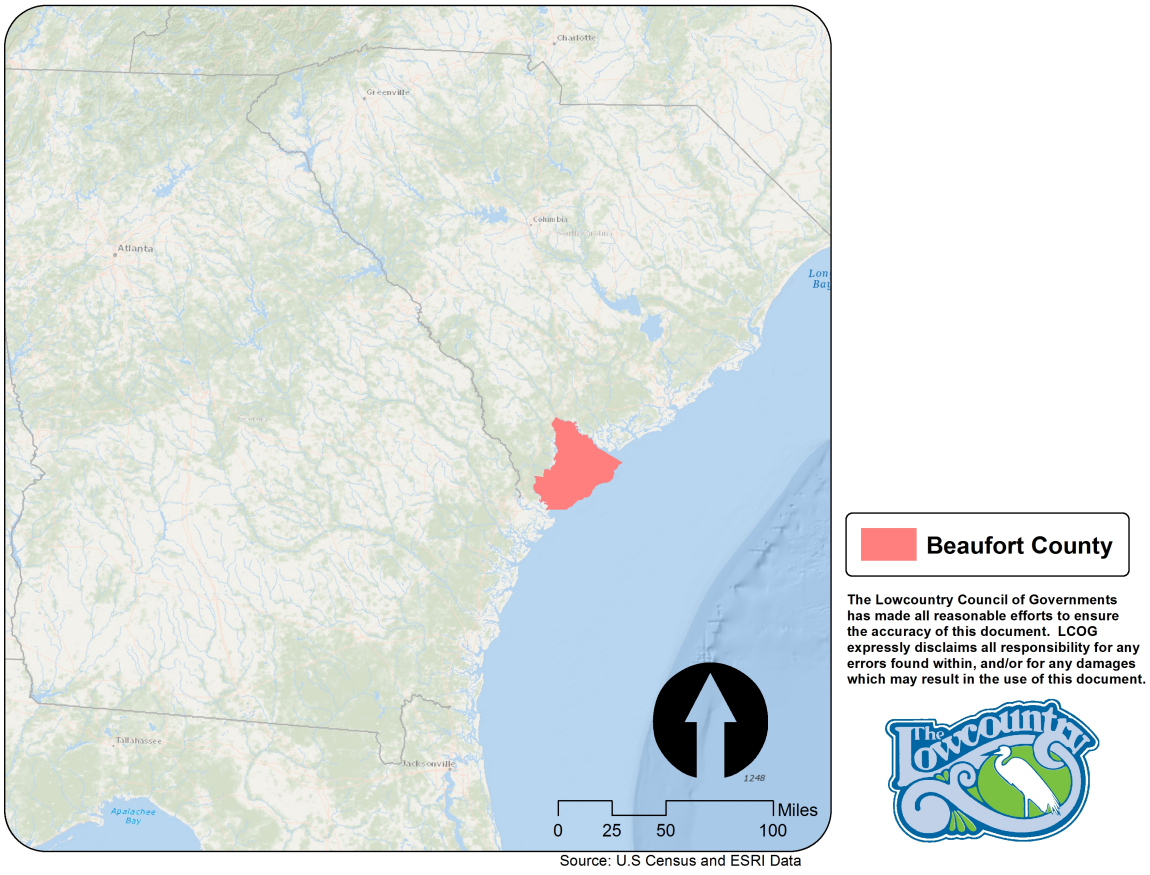
1. Introduction

Beaufort County, South Carolina and its incorporated communities prepared this update to their Hazard Mitigation Plan to assess the communities' vulnerabilities to natural hazards and prepare a long-term strategy to address these hazards and prevent future damage and loss of life. This plan was created through a consensus-driven process engaging County and municipality officials, residents, and business owners.

Background

Beaufort County is situated along the southern portion of South Carolina's Atlantic coastline (as shown in Figure 1-1) and has an area of 587 square miles. It lies in the coastal plain and is comprised largely of tidal marshes and swamp areas; the county has little relief with a high elevation of approximately 50 ft. National Geodetic Vertical Datum 1929 (NGVD 29). Beaufort County's climate is generally subtropical with hot summers and mild winters. The average annual rainfall is approximately 49 inches with most precipitation occurring from April to October.

Figure 1-1: Beaufort County Locator Map



Beaufort County is one of the state's fastest growing counties (by population percentage increase) with a 2000 population of 120,937 (U.S. Census) which represented a 40% increase from the 1990 population. By 2014 the County population had risen to 175,852, an increase of 45% from 2000.

Table 1-1: Population Growth in Beaufort County and Municipalities

	Census 2000	Census 2010	2014 Estimates	Percent Change 2000-2010	Percent Change 2010-2014
Beaufort County	**120,937**	**162,233**	**175,852**	**34.15%**	**8.39%**
Unincorporated	120,937	162,233	175,852	34.15%	8.39%
Beaufort city	12,950	12,361	13,130	-4.55%	6.22%
Bluffton town	1,275	12,978	15,199	882.75%	17.11%
Hilton Head Island town	33,862	37,099	40,039	9.56%	7.92%
Port Royal town	3,950	10,678	11,870	170.33%	11.16%

Major population growth is usually accompanied by, or may be partially caused by, increased residential development. . Table 1-2 illustrates the increasing in housing units in the county from 2000-2013. According to the most recent data, housing growth has slowed considerably from booming pre-recession levels, and the giant leap made between 2009 and 2010.

Table 1-2: Housing Growth 2000-2013

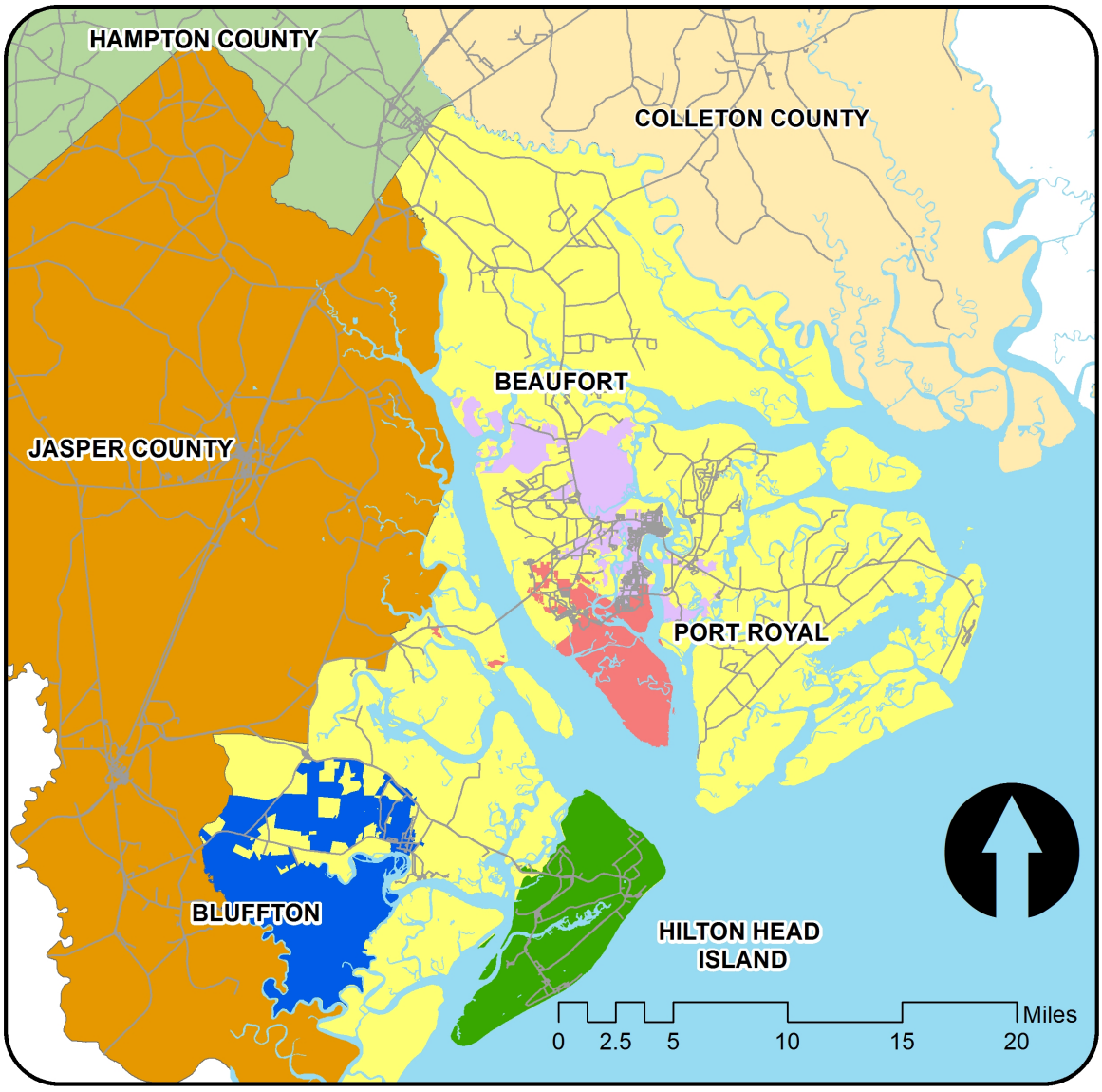
Year	Housing Units
2000	60,509
2001	63,951
2002	65,971
2003	68,474
2004	71,082
2005	73,809
2006	78,198
2007	81,383
2008	83,362
2009	84,530
2010	93,023
2011	93,272
2012	93,178
2013	92,872
Percent Change 2000-2013	53.5%

Source: US Census and ACS

There are five incorporated municipalities within the county: the Town of Bluffton, the City of Beaufort, the Town of Hilton Head, the Town of Port Royal, and a portion of the Town of Yemassee. The majority of Yemassee lies within Hampton County to the northwest of Beaufort County, and therefore they chose to participate in Hampton County's Hazard Mitigation Plan Process, which is also currently underway. The City of Beaufort is the County Seat. A map of the county showing the locations of the incorporated communities is provided as Figure 1-2.

Beaufort County's coastal location makes it susceptible to flooding, erosion, and wind hazards associated with hurricanes, tropical storms and nor'easters. Furthermore, its proximity to the Charleston area, one of the most seismically active areas along the East Coast, makes it vulnerable to seismic hazards. The county's susceptibility to these and several other natural hazards were considered as part of this plan.

Figure 1-2: Beaufort County and Incorporated Areas



The Lowcountry Council of Governments has made all reasonable efforts to ensure the accuracy of this document. LCOG expressly disclaims all responsibility for any errors found within, and/or for any damages which may result in the use of this document.

Planning Process

Getting Organized

Since the 2009 update, the formerly separate Beaufort County Emergency Management Department was reorganized and transferred to the Sherriff's Department, while recovery and mitigation planning is overseen by the Environmental Engineering Department.

The update of this plan was coordinated by the Planning Department of the Lowcountry Council of Governments, under contract to Beaufort County. Each jurisdiction in the County reviewed all of the technical information in the plan, and provided pertinent GIS, valuation and other data as necessary for updates. Accordingly, existing planning documents, a number of which were themselves significantly updated since 2010, were re-evaluated to examine which documents support mitigation, and where additional mitigation measures may need to be incorporated into existing plans.

Hazard Mitigation Steering Committee

As a key part of the process of doing the second update of the Plan, a steering committee was formed; it consisted of officials from all four counties in the Region, as well as individual municipalities in Beaufort County. The membership of this committee was based on the members who participated in the original hazard mitigation plan. Participation by communities in the Committee was defined as attendance (at least once) of at least one representative from each jurisdiction and/or agency and one-on-one meetings with LCOG staff to both gather information and also to review suggested changes to such key components of the Plan such as Mitigation Capability Assessments and Action Plan items, thereby incorporating the review process. Through these meetings, this Hazard Mitigation Steering Committee developed a countywide Hazard Mitigation Plan.

Committee members and their jurisdictions have a history of working together before, during and after natural disasters and expect to continue doing so well after the completion of this update. LCOG staff are also committed to working with the Committee to ensure that actions recommended in this update are implemented.

Convening the Hazard Mitigation Steering Committee

Officials from Beaufort, Colleton, Hampton, and Jasper met at LCOG on two occasions to guide the planning process. Bringing the four counties together into one HMP committee provided the opportunity to highlight issues of regional concern, and develop strategies emphasizing coordination between the counties. The following list contains the names and roles of the officials from the four counties who participated in the Steering Committee.

Beaufort County Staff
John Webber- Disaster Recovery Coordinator
Eric Larson-Director of Environmental Engineering
Chuck Atkinson- Director of Building Codes
Colleton County Staff
Sirena Memminger- Emergency Management
Suzanne Gant-Emergency Manager
Hampton County Staff
Greg Cook- Fire Chief
Chris Altman- Director of Emergency Services
Blake Hodges- Director of Public Works
Susanne D. Peeples-Director of Emergency Management
Jasper County Staff
Wilbur A. Daley- Director of Emergency Services
Russell Wells-Deputy Director of Emergency Services
Town of Hilton Head
Marcy Benson-Senior Grants Administrator
South Carolina Emergency Management Department
Andrew Phillips-Hazard Mitigation Specialist
Katie Norris- State Hazard Mitigation Officer
Charlotte Foster-Hazard Mitigation Specialist
LCOG Staff
Ginnie Kozak-Planning Director
Jonathan Sherwood-Community and Regional Planner
Lawrence Holdsworth-Regional Planner

On **February 5, 2015** the first meeting of the Steering Committee meeting was held. At this meeting the goals and objectives of the previous HMP were reviewed and significantly revised to incorporate the evolving landscape of Hazard Mitigation, and emerging needs of the jurisdictions.
A second meeting of the Steering Committee was convened on **September 25th**, where mitigation actions were distributed to the HMSC for their review. The HMSC was directly involved in deciding what actions were needed in order to further hazard mitigation within the County. A review of the identified hazards was conducted in order to make sure no possible mitigation action was omitted from the plan. Finally, the staff was informed about the requirements of the updates, and a review of all sections of the plan was performed.

Stakeholder Engagement

On recommendation of the HMSC, LCOG coordinated with key personnel in the county and municipalities to determine which departments, agencies, staff, should be included in HMP dialogue and could be resources for data and perspectives on specific mitigation actions. The stakeholders reviewed the county's vulnerabilities to natural hazards, the status of previously recommended mitigation actions and considered a wide variety of ways to reduce and prevent potential damage from these hazards. These stakeholders, in coordination with representatives on the HMSC, helped select the most appropriate and feasible mitigation measures.

Table 1-3 is list of the stakeholders, not all-inclusive, that were made throughout the process whether by phone, email, or in-person meetings.

Table 1-3: Hazard Mitigation Planning Stakeholders

Jurisdiction/Agency	Role
Beaufort County	
Eric Larson	Dir. Environmental Engineering
Mark Rosenau	Dir. Public Works
Rob Merchant	Long Range Planner
Hakim Bayyoud	Floodplain Manager
David Zeoli	Emergency Manager
Neil Baxley	Dir. Emergency Mgmt
Rob McFee	Dir. Engineering and Infrastructure
Monica Spells	Assistant County Administrator
Dan Morgan	Director Mapping and Geographical Services
Colin Kinton	Transportation Engineer
Beaufort-Jasper Water and Sewer Authority	
Chris Petry	Chief Operating Officer
Ken Jordan	Director of Planning, Safety, and Security
Brian Chemsak	Director of Engineering
Beaufort Soil and Water Conservation District	
Shelby Berry	District Manager
Denise Parsick	Secretary/Treasurer
Bluffton	
Christian Gonzales	Dir. Emergency Mgmt
Kendra Lelie	Dir. Growth Management
Bluffton Township Fire District	
John Thompson	Chief
City Of Beaufort	
Libby Anderson	Planning Director
Robert Carson	Emergency Manager
Hilton Head	
Marcy Benson	Senior Grants Administrator
Tom Dunn	Emergency Mgmt. Coordinator
Nicole Dixon	Planner/CRS Coordinator
Shawn Colin	Deputy Director of Community Development
Bryan McIlwee	Stormwater Manager/Engineer
Scott Liggett	Dir. Public Projects and Facilities
Lady's Island-St. Helena Fire District	
Bruce Kline	Chief
Beaufort Jasper Natural Resources Conservation Service (USDA)	
Diane Leone	Supervisory District Conservationist
Sheldon Fire District	
Buddy Jones	Chief
Port Royal	
Linda Bridges	Planning Director
Alan Beach	Police Chief

Other Agencies

During the planning process, contacts were made with the following agencies to determine how their programs affect or could support Beaufort County's hazard mitigation efforts:

- Federal Emergency Management Agency (FEMA), Region IV
- Natural Resources Conservation Service (USDA)
- Beaufort County Soil and Water Conservation District
- South Carolina Department of Natural Resources (SCDNR)
- South Carolina Emergency Management Division (SCEMD)
- University of South Carolina. Hazard Research Lab (SCHRL)
- US Army Corps of Engineers

Each of the agencies will receive a draft of the plan for their review and comment.

Assess Hazards and Vulnerabilities

A significant task for LCOG staff, supported by considerable stakeholder input, was to perform a hazard identification, vulnerability assessment and risk assessment for Beaufort County. This process allowed the committee to analyze the county's greatest hazard threats and to determine its most significant vulnerabilities. Information was collected from the Beaufort County Building Code Department, Planning Department, GIS Department, and Emergency Management Department. Several state agencies were contacted including the South Carolina Emergency Management Division, the Department of Natural Resources, and The University of South Carolina Hazards Research Lab. Information was collected from agencies such as The Department of Health and Environmental Control Office of Ocean and Coastal Resource Management, the Forestry Commission, and the Geological Survey.

Analyze Capabilities

In coordination with the HMSC members and key stakeholders throughout Beaufort County and the municipalities, essential policy, planning, and regulatory documents were identified and reviewed. These included comprehensive plans, zoning ordinances, building codes, stormwater BMP's, disaster response plans, beach management plans, and a variety of other related literature. LCOG compiled a report on these documents in regards to their compatibility with the Hazard Mitigation Plan. Each jurisdiction reviewed their capability portion individually and responded by electronic confirmation or by confirming in individual meetings.

Update the Mitigation Plan

To begin the process of updating the plan, originally developed in 2004, at the first meeting on February 5, HMSC worked to update goals and objectives for countywide mitigation efforts. These goals represent the county and communities' vision for disaster resistance. The HMSC also reviewed the previous action items, with each community representative being assigned to update his/her portion of previous action list. They were also charged with defining new actions and goals.

Communication was made frequently through electronic means throughout this process. LCOG staff received many of their action list updates through e-mails, but the primary source of updates to the actions and goals was through individual staff meetings and meetings of the entire Steering Committee. They also received updates to other items, and the staff were frequently in contact with community representatives to ensure accuracy.

At the September 25th meeting, the HMSC reported on the status of mitigation actions for implementation. The results were recorded to be reflected in this plan. Furthermore, new mitigation actions were suggested, many of them building on current Regional cooperation among the jurisdictions. Everything that could affect hazard event-related damage in the county was considered by the HMSC, with special consideration of the National Floodplain Insurance Program (NFIP). The role of LCOG advisors was to ensure not only that relevant activities were considered, but also that the process was not limited to just a few alternatives. LCOG staff informed the HMSC members that they would visit each of them to go over individual considerations in the Hazard Mitigation Plan Update. The status of some sections of the plan (such as the Vulnerability and Capability assessments) was discussed.

Evaluate Your Work

The County will continue to implement the plan and perform periodic reviews and revisions of the plan through on-going HMSC reviews. The HMSC will meet at least annually to review the plan and will also hold public meetings to garner citizen comment. Specific language on the HMSC's future endeavors to continue to evaluate the plan is included in the Action Plan.

A Regional Approach

There is a long and successful tradition in the Lowcountry for local governments and their agencies to work together—both formally and informally—to provide services to area residents, especially in times of natural disasters. Transportation planning, law enforcement and firefighting, watershed improvements, housing neighboring local governments that have been evacuated in the face of oncoming natural disasters and emergency response mutual aid agreements are a just a few of successful initiatives between jurisdictions. As a guiding principle, this plan aims to build on and improve regional cooperation, which is now reflected in the goals and actions within this document.

Vital networks such as transportation systems, utilities, and watersheds are highly interconnected despite political boundaries and require the cooperation of multiple jurisdictions due to the large and complex scale of service provision. Taking these factors into account, as well as the unique topographic features of the Lowcountry, and the proximity to the ocean, it is imperative for local officials to continue to be able to plan and work together before, during, and after a natural hazard event.

Although Beaufort County's plan is a standalone document, the planning process in which all four Lowcountry counties joined in the HMSC, developed common goals and objectives, and established interjurisdictional strategies is reflective of the regional approach. For example, during the stakeholder meetings it was found that there is a need for increased coordination between the Counties and SCDOT, FEMA, and SCMED in regard to reimbursement for debris removal following a natural hazard; among the counties this work is being done, as part of the ongoing Regional cooperative approach to natural disasters, but there are impediments to one jurisdiction being reimbursed by senior levels of government for that work across the boundary line in another county. Therefore, a new mitigation action recommends convening future discussions between these stakeholders on specific issues regarding reimbursement and agreements.

This Regional approach will assist in meeting the overall goals, detailed later in the Plan, will focus on certain actions that will benefit multiple jurisdictions:

- Regional storage, warehousing and distribution of supplies and equipment mutual assistance agreements among counties and SC- DOT
- Transportable shared generator capacity

Public Involvement

The public involvement strategy in the Hazard Mitigation Planning process was guided largely by the goals set by the HMSC which included the need to explore social media and other electronic means in efforts to bring greater awareness of hazard preparedness. As people increasingly rely on electronic communication, public service agencies have found it necessary to adapt traditional strategies of engagement to the evolving landscape of digital media. These media have found beneficial application in planning at the regional level, as well as the local level, for their ability to quickly and efficiently distribute messages and gather responses.

Taking these factors into account, LCOG, along with partners in the HMSC developed a public involvement strategy which utilized social media such as Facebook and Survey Monkey to convey information relating to the HMP process and to solicit public input. LCOG Planning Department developed two Facebook pages, one for the department itself, and one for HMP process. Secondly, LCOG developed a household survey which explored Lowcountry residents' experiences and perceptions of natural disasters, mitigation actions taken by individual households, as well support for community-wide mitigation efforts. The

survey was designed based off an analysis of hazard surveys used in communities around the country, previous surveys used by LCOG, and a review of best practices in survey administration. These sources guided the wording of questions, the length of the survey (intentionally short at 10 questions), and the type of data that citizens could be reasonably expected to provide.

LCOG offered the survey through the Facebook pages as well as partnering with local politicians, public agencies, and regional media to share or publicize the survey. Therefore, area residents had a variety of opportunities to access the survey, either on town and county websites, social media, or email blasts. Through this coordinated effort, the HMP garnered an almost unprecedented amount of public attention, and over 500 survey responses were recorded in Beaufort County alone.

Overall, survey responses reflected to a large degree the challenges and mitigation strategies identified during the HMP process. For example, respondents overwhelmingly support investments in emergency services, but also improvements to codes and ordinances which increase standards for new development. These types of strategies are considered high priority among the mitigation actions for the County and municipalities, which support this public input. In terms of preference for receiving information about hazards, television was most supported, followed by email and conventional mail. This data affirms community outreach strategies used by most jurisdictions, and would support their continuation. For a full analysis of the survey and summary statistics of responses please refer to Appendix D.

As part of the outreach campaign, a presentation to the LCOG board of directors occurred on October 22, 2015, which was open to the public and publicized with the agenda. This body is comprised of 30 elected mayors and council members from the four-county region, including Beaufort, Colleton, Hampton, and Jasper Counties. The presentation concentrated on the region's shared and differing conditions, such as sociodemographic factors and building trends. The presentation explained the completed and proposed actions. Members were encouraged to spread the word about the Plan and follow-up with comments or concerns.

Federal Funding Sources for Mitigation

In preparing the hazard mitigation plan and identifying potential mitigation measures, the committee also had to consider potential funding sources for the specified projects. An overview of several federal and state funding sources that can be used for hazard mitigation projects is provided below. Preparations are being made to apply for grants once FEMA approves this update.

FEMA's Hazard Mitigation Grant Program (HMGP) assists states and local communities in implementing long-term hazard mitigation measures following a major disaster declaration. As of November 1, 2004, all communities must have an approved hazard mitigation plan in place to remain eligible for HMGP funding. HMGP grants can be used to fund projects that provide protection to either public or private property. HMGP eligible projects include structural hazard control such as debris basins, floodwalls, or stream

restoration, and retrofitting measures such as flood proofing, acquisition, or relocation of structures.

FEMA can fund up to 75 percent of the eligible costs of each project. The State or local match does not have to be cash; in-kind services or materials may be used. Federal funding under the HMGP is based on 7.5 percent of the Federal funds spent on the Public and Individual Assistance programs (minus administrative expenses) for each disaster. Eligible applicants must apply for the HMGP through the South Carolina Emergency Management Division Recovery and Mitigation Group.

FEMA's Pre Disaster Mitigation (PDM) **Funds** provide both planning and project funding to eligible communities. PDM project funding is nationally competitive; there is no 'base' amount guaranteed to each state. A national priority is placed on projects that address NFIP repetitive loss properties and a benefit/cost analysis is required for each proposed project. Projects are awarded priority based on the state's analysis and resulting ranking, and on factors such as cost effectiveness, addressing critical facilities, and the percent of the population that benefits from the project.

FEMA funds up to 75 percent of the cost of the project, or up to 90 percent for small, impoverished communities. There is a $3 million cap on the federal share of the cost per project. Eligible applicants must apply for the PDM through the South Carolina Emergency Management Division Recovery and Mitigation Group.

FEMA's Flood Mitigation Assistance Program (FMA) provides grants to states and communities for planning assistance and mitigation projects that reduce the risk of flood damage to structures covered by flood insurance. The types of grants available include planning and project assistance. FMA monies are available to eligible applicants when a Flood Mitigation Plan has been developed and FEMA has approved it.

FEMA may contribute up to 75 percent of the total eligible costs. At least 25 percent of the total eligible costs must be provided by a nonfederal source. Of this 25 percent, no more than half can be provided as in-kind contributions from third parties. There are limits on the frequency of grants and the amount of funding that can be allocated to a state or community in any 5-year period. The South Carolina Department of Natural Resources (SCDNR) serves as the administrator of the planning and projects portions of the grant. The State's FMA Coordinator is within the Land, Water and Conservation Division of SCDNR. The agency's web page is www.dnr.state.sc.us.

Continuing Authorities Program (CAP) initiates a short reconnaissance effort to determine Federal interest in proceeding. If there is interest, a feasibility study is performed, and then the project might move on to a plans and specifications phase. Finally, the project goes to its construction phase. A local sponsor must identify the flood-related problem and request USACE Assistance. Small flood control projects are also eligible.

The cost share for the CAP is 65% USACE and 35 % local. The federal project limit is $7,000,000. The USACE's Charleston District office would review the local sponsor's request for assistance and would request funds from the USACE's annual appropriations.

USACE's Floodplain Management Services Program aims to support comprehensive floodplain management planning to encourage and guide sponsors to prudent use of the Nations' floodplains for the benefit of the national economy and welfare. Some examples of the types of projects that would be funded include:

- flood warning and flood emergency preparedness
- floodproofing measures
- studies to improve methods and procedures for mitigating flood damages
- preparation of guides and brochures on flood-related topics

A local sponsor must identify a problem and request USACE assistance under the Floodplain Management Services Program. The USACE may provide up to 100% of funding at the request of the sponsor. The USACE's Charleston District's office would review the local sponsor's request for assistance and determine if it fits within the program.

Department of Housing and Urban Development's (HUD) **Community Development Block Grant - Disaster Recovery Initiative** (DRI) program provides flexible grants to help cities, counties, and States recover from Presidentially-declared disasters, especially in low-income areas. Since it can fund a broader range of recovery activities than most other programs, the DRI helps communities and neighborhoods that otherwise might not recover due to limited resources.

When disasters occur, Congress may appropriate additional funding for the Community Development Block Grant and as DRI grants to rebuild the affected areas and bring crucial seed money to start the recovery process. Grantees may use DRI funds for recovery efforts involving housing, economic development, infrastructure and prevention of further damage, if such use does not duplicate funding available from the Federal Emergency Management Agency, the Small Business Administration, and the U.S. Army Corps of Engineers. Examples of these activities include:

- buying damaged properties in a floodplain and relocating them to safer areas;
- relocation payments for people and businesses displaced by the disaster;
- debris removal;
- rehabilitation of homes and buildings damaged by the disaster;
- buying, constructing, or rehabilitating public facilities such as water and sewer systems, streets, neighborhood centers, and government buildings;
- code enforcement;
- planning and administration costs (limited to no more than 20 percent of the grant).

HUD notifies eligible governments, which must then develop and submit an Action Plan for Disaster Recovery before receiving DRI grants. The Action Plan must describe the needs, strategies, and projected uses of the Disaster Recovery funds.

Certified Local Government (CLG) **Grants** are available for historic preservation through the **State Historic Preservation Office** (SHPO) which is part of the **South Carolina Department of Archives and History** (SCDAH). Although the funding for this program is administered by state, the funding is allocated by the U.S. Department of the Interior. Ten percent of the total federal appropriation to the State Historic Preservation Office's is awarded annually to Certified Local Governments (CLGs). The City of Beaufort and the Town of Bluffton are both Certified Local Governments and are thus eligible for this funding source. The grants can be used for projects related to historic structures and preservation, and requires matching funds (50/50 share) with awards generally ranging from $1,500 to $25,000. Historic Preservation projects often overlap with hazard mitigation efforts and include Identifying, Recording and Recognizing Historic Properties; Planning for Historic Districts and Multiple Historic Properties; Building Stabilization Projects; Planning for Individual Historic Properties; Preservation Education; and Strengthening Local Government Historic Preservation Programs.

The **SHPO** also administers the **State Development ("Bricks and Mortar") Grants** which can be used for stabilizing historic buildings and structures, or protecting historic buildings and structures from the adverse effects of the weather. Eligible applicants include local governments, nonprofit organizations applying for the grants for buildings or structures that are listed in the National Register of Historic Places or eligible for the National Register and have a planned or current public use. The grants are reimbursable, have a 50/50 cost match requirement and generally range from $5,000 to $20,000. The SHPO's website is located at www.state.sc.us/scdah/histrcpl.htm.

2. Hazard Identification and Profiles

Introduction

Beaufort County performed a Hazard Identification to determine the hazards the County faces. The hazard identification section describes each hazard, describes the extent of severity of each hazard, provides the previous occurrences of hazards and describes the probability of future occurrences of each hazard based on historical data. While each hazard is described in narrative form, with its corresponding probability also included, Table 2-14 (at the end of this section) serves a quick reference guide that shows the annual probability, the hazard and jurisdictions affected. The results were presented to the Committee members for review, and data and additional events were added.

To perform this process, existing sources of hazard frequency data were consulted including Flood Insurance Rate Maps (FIRMs), FEMA publications, Department of Agriculture Forest Service wildfire risk maps, USGS earthquake and landslide risk maps, storm surge mapping developed by NOAA, State of South Carolina erosion information, and wind and climatic data. Historical hazard events were researched through state and federal agency information to determine their effects on the County and their probability of recurrence. **Since it is the most recent and deemed to be most reliable, the information provided by the SC Hazard Research Labs (drawn from NCDC data) was the primary data source for profiling hazards in Beaufort County. NCDC data itself was also utilized. Unless otherwise noted, these are the authoritative data sources for this planning document.**

The Hazard Identification process was used to identify those hazards that pose the greatest risk to the County and warrant further analysis through the vulnerability assessment. Hazard threats are evaluated at the regional as well as the local level, whereas areas nearer the coast are more susceptible to flooding and hurricane hazards.

For purposes of this plan, when "Beaufort" or "Beaufort County" is used, that is generally used to refer to the County and all municipalities in the County. Overall, all municipalities are affected the same in terms of probability and vulnerability for each hazard. If there is a notable or meaningful difference between jurisdictions, it is noted specifically (such as Hilton Head and beach erosion).

Hurricanes, Tropical Storms

Hurricanes and tropical storms, as well as tropical depressions, are all tropical cyclones which are defined by the National Weather Service's National Hurricane Center (NHC) as *warm-core non-frontal synoptic-scale cyclones, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center*. According to the NHC, once they have formed, tropical cyclones maintain themselves by extracting heat energy from the ocean at high temperatures and releasing heat at the low temperatures of the upper troposphere. Hurricanes and tropical storms bring heavy rainfalls, storm surge, and high winds, all of which can cause significant damage. These

storms can last for several days, and therefore have the potential to cause sustained flooding, high wind, and erosion conditions.

These types of storms are classified using the Saffir-Sampson Hurricane Scale which was developed by Herbert Saffir and then director of the National Hurricane Center, Robert Simpson. The scale rates the intensity of hurricanes based on wind speed and barometric pressure measurements and is used by the National Weather Service to predict potential property damage and flooding levels from imminent storms. Although the scale assigns a wind speed and surge level to each category of storm, in recent years, there has been more and more recognition of the fact that wind speed, storm surge and inland rainfall are not necessarily of the same intensity for a given storm. Therefore, there is some interest in classifying hurricanes by separate scales according to each of these risks. However, the Saffir-Sampson Scale is still the most widely used classification tool for hurricanes. The scale is presented in Table 2-1.

Table 2-1: Saffir-Sampson Scale and Typical Damages

Category	Sustained Wind Speeds (mph)	Surge (ft)	Pressure (mb)	Typical Damage
Tropical Depression	<39	--	--	--
Tropical Storm	39-73	--	--	--
Hurricane 1	74-95	5-Apr	> 980	**Minimal** – Damage is done primarily to shrubbery and trees, unanchored manufactured homes are damaged, some signs are damaged, no real damage is done to structures on permanent foundations.
Hurricane 2	96-110	8-Jun	965-980	**Moderate** – Some trees are toppled, some roof coverings are damaged, major damage is done to manufactured homes.
Hurricane 3	111-130	12-Sep	945-965	**Extensive Damage** – Large trees are toppled, some structural damage is done to roofs, manufactured homes are destroyed, structural damage is done to small homes and utility buildings.
Hurricane 4	131-155	13-18	920-945	**Extreme Damage** – Extensive damage is done to roofs, windows, and doors; roof systems on small buildings completely fail' some curtain walls fail.
Hurricane 5	> 155	> 18	< 920	**Catastrophic Damage** – Roof damage is considerable and widespread, window and door damage is severe, there are extensive glass failures, some buildings fail completely.

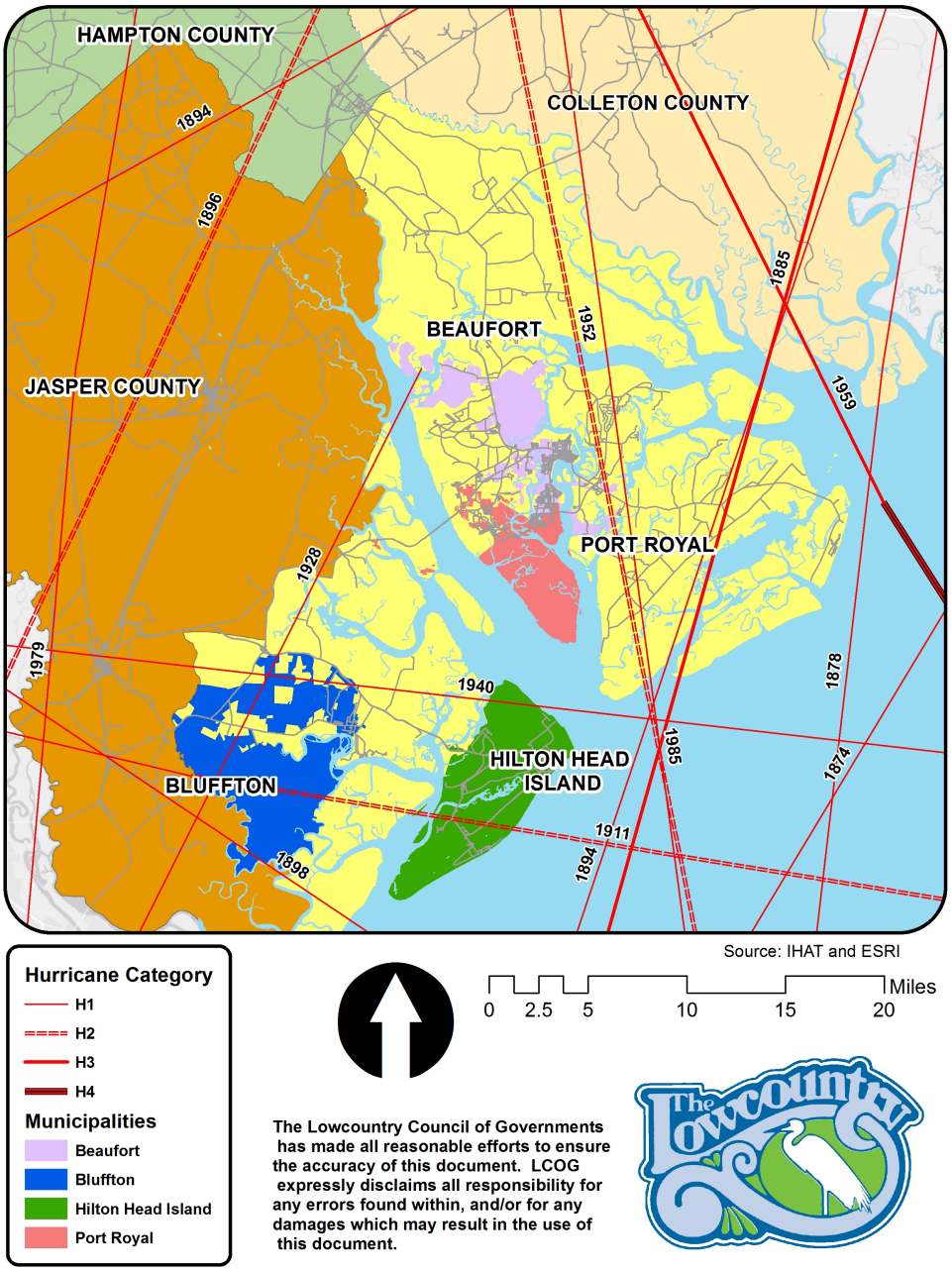
Source: National Hurricane Center

Nor'easters are extratropical storms occurring during the period from late fall to early spring that affect the east coast of the U.S. Low pressure systems develop off the east coast that lead to storms that bring strong northeast winds, heavy rains/precipitation and storm surge to coastal areas. Although nor'easters' winds and storm surge might be less intense than that of hurricanes, nor'easters can hover for several days over a given area. This kind of long duration storm allows larger accumulations of precipitation as well as more damage to structures as they are exposed to wind and flooding for long periods of time. Additionally, the long duration of nor'easters typically leads to widespread coastal change through erosion and accretion along the shoreline.

Past Occurrences of Hurricanes

Hurricane track data gathered from the South Carolina State Hazard Assessment (performed by the South Carolina Emergency Management Division in conjunction with the University of South Carolina Hazards Research Lab) indicates that from 1850 to 2015, 20 storms passed directly through Beaufort County. These included tropical storms, tropical depressions, subtropical storms, subtropical depressions and extratropical storms. Figure 2-1 illustrates hurricane paths within the County.

Figure 2-1: Hurricanes Beaufort and Surrounding Counties, 1850-2015



A summary of the types and numbers of hurricanes and other storms is provided in Table 2-2. The data included in that table represents that data from the coastal services center of the original plan as well as storms from the Hazard Lab.

Table 2-2. Storm Tracks Passing Through Beaufort County 1850-2015

Type of Storm	Quantity	Named
Hurricane – Category 3	1	
Hurricane – Category 2	2	
Hurricane – Category 1	5	
Tropical Storm	10	
Tropical Depression	2	1 - occurred prior to naming convention
		1 – Yes
Subtropical Storm	1	No
Subtropical Depression	1	Yes
Extratropical Storms	2	Both Named

Source: SCHRL

Hurricanes that pass in relatively close proximity to Beaufort County can also have an impact upon Beaufort County. Therefore, an analysis of storms passing through or within 50 miles of the County was also performed. Results of this analysis are presented in Table 2-3.

Table 2-3. Storm Tracks Passing within 50 miles of Beaufort County 1850-2015

Type of Storm	Quantity
Hurricane – Category 4	2
Hurricane – Category 3	3
Hurricane – Category 2	5
Hurricane – Category 1	15
Tropical Storm	39
Tropical Depression	7
Subtropical Storm	3
Subtropical Depression	2
Extratropical Storms	5

Source: SCHRL

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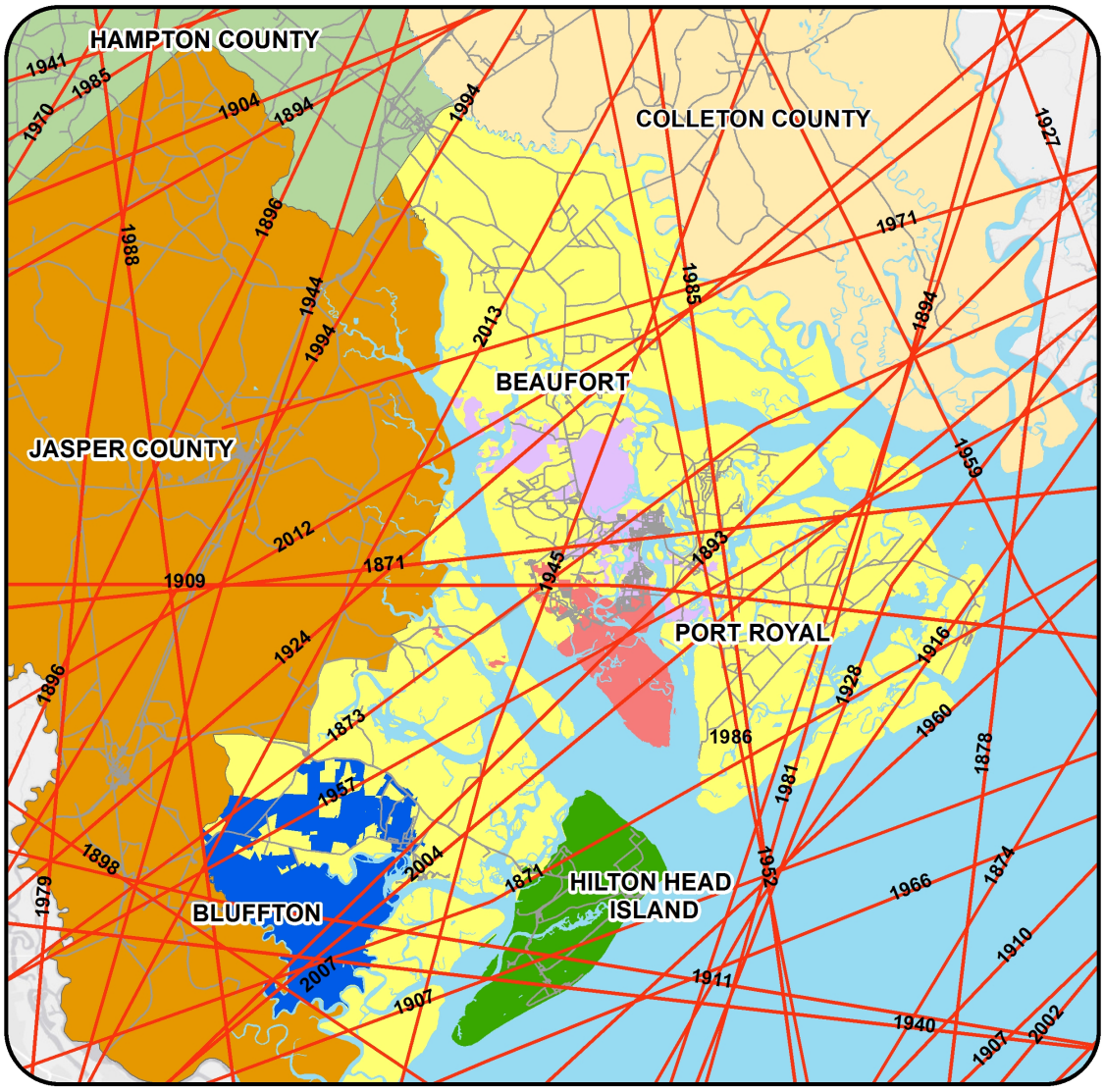
Figure 2-2: All Tropical Storms Including Hurricanes, 1850-2015



The Lowcountry Council of Governments has made all reasonable efforts to ensure the accuracy of this document. LCOG expressly disclaims all responsibility for any errors found within, and/or for any damages which may result in the use of this document.

As is evident in data from the Hazard Research Lab, Beaufort County has had many encounters with tropical cyclones since the beginning of record keeping in the area. In the section that follows, several storms are highlighted with a more in depth examination of the impact that each had on the region.

September 1804

A hurricane moved inland between Savannah, Georgia and Charleston, South Carolina on September 7 and caused severe damage along the coastline of both states. The center of the storm stayed along the inland side of the coastline and passed over the City of Beaufort. Records indicate that this storm caused over 500 persons to drown in South Carolina and severely impacted the State's economy.

August 1854

The center of this hurricane passed about 20-25 miles southeast of Beaufort County changing from a Category 3 storm to a Category 1 storm as it made its way over land. It approached the coastline from a south-southeasterly direction bringing winds that caused significant storm surge as they drove waters inland from the ocean into the tidal estuaries and over the tidal lowlands of Beaufort County.

August 1893

This hurricane went from a Category 3 to a Category 2 hurricane as its center approached the north Georgia coastline. The center of the hurricane passed 10-15 miles west of southern Beaufort County. The hurricane approached the coastline from the southeast and thus caused extensive storm surge along the coast. Surge levels on the North Georgia and lower South Carolina coasts reached up to 19.5 ft NGVD at Savannah Beach in Georgia, and 8.9 ft NGVD in Charleston. It is estimated that over 1,000 people along the coastal islands and lowlands from northern Georgia to Charleston, South Carolina died as a result of this storm.

October 1902

A hurricane moving from the Gulf of Mexico became an extratropical storm as it passed over Beaufort County bringing 3.4 inches of rain to the County during a 12 hour period on October 10 and 11, 1902.

August 1940

This Category 1 hurricane came from the southeast and made landfall in Beaufort County on August 11, 1940. Winds from the hurricane created surge in Beaufort's tidal estuaries and caused the Beaufort River to leave its banks and reach a height of 14.2 ft. NGVD. On the Broad River on Lemon Island, a surge level of 16 ft. NGVD was recorded. On outlying

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islands including St. Helena, Hilton Head, Daufuskie and Pinckney, flood levels reached 10 ft. NGVD.

In Beaufort City, every wharf along the Beaufort River was damaged or destroyed and the business district was flooded to depths of 2 to 3 feet. On Lady's Island, flooding caused the deaths of 8 people. Severe damage was also reported on the outlying islands of St. Helena, Hilton Head, Daufuskie, and Pinckney where numerous homes were damaged or destroyed, several hundred people were left homeless, and 25 people lost their lives. At Hunting Island, severe beach erosion was reported causing the beach line to recede up to 100 feet. This hurricane caused the deaths of 34 people in total and damage estimated at $6.6 million (1940 costs).

October 1944

This storm passed through Beaufort County as a tropical storm on October 19-20, 1944 and brought heavy rains to the area. The storm center's track shows the storm entered southern Beaufort County at Daufuskie Island and traveled northwest tracing a long path through the County and entering into Colleton County north of the Williman Islands (St. Helena Sound Heritage Preserve). Damage estimates from the storm were fairly low with property damage of approximately $200,000 and crop damage estimated at approximately $150,000 (1944 costs).

Hurricane Cindy – July 1959

Hurricane Cindy came ashore from the southeast into Charleston County as a Category 1 storm with winds of 75 mph. The eye of the storm was located near McClellanville, about 50 miles northeast of Beaufort County, when it made landfall. Cindy caused one death, high tides and considerable flash flooding.

Hurricane Gracie - September 1959

Hurricane Gracie came from the southeast and caused storm surge to reach between 7.3 and 11.9 ft NGVD at Edisto Beach (just north of Beaufort County at the border of coastal Colleton and Charleston Counties). The hurricane's center track went through St. Helena Sound and made landfall just northeast of Beaufort County in Colleton County. The hurricane was downgraded from a Category 4 to a Category 3 storm as it made landfall. Severe damage was reported from the City of Beaufort northward to Charleston including damage caused by fallen trees and crop damage. Considerable precipitation as well as several tornadoes resulted from the storm. The total storm damage was estimated at $14 million (1959 costs).

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Hurricane Donna – September 1960

Hurricane Donna was a Category 2 storm that passed offshore of Beaufort County moving parallel to the coastline. The hurricane was reportedly 50-70 miles from the coastline, but resulted in squalls and gale-force winds along the coast. No significant damage or casualties were reported for this storm.

Hurricane David – September 1979

David made landfall as a Category 1 storm well south of Beaufort in McIntosh County, Georgia after causing severe destruction in the Caribbean. The storm had winds of up to 85 mph and its center passed within 6-7 miles of southern Beaufort County on September 4, causing minor to moderate damage and significant beach erosion.

Hurricane Bob – July 1985

The center of Hurricane Bob made landfall on Fripp Island in Beaufort County as a Category 1 Storm on July 25 and moved northwestward through the county. There was minimal damage associated with the storm and no deaths as a direct result.

Hurricane Hugo – September 1989

While Hurricane Hugo, which made landfall on the South Carolina coast on September 22, 1989, was the first major hurricane to hit the South Carolina coast since Hurricane Gracie, and the strongest hurricane to ever make landfall in the state (It was a Category 4 storm when it made landfall in Charleston County with sustained winds of 135 mph.), it did not cause significant damage in Beaufort County. However, a hurricane evacuation warning was issued in the county leading to a loss of revenue for many businesses particularly in resort areas including Hilton Head Island. Twenty-four (24) counties in South Carolina, including both Colleton and Charleston Counties located just north and northeast of Beaufort County, were Presidentially-declared disaster areas, and damage estimates for the state as a result of the storm were estimated at approximately $5.9 billion (1989 costs).

Hurricane Bertha – July 1996

Hurricane Bertha came close to the south coastal counties of South Carolina, but did not cause any significant damage. The maximum sustained winds (36kts) and peak gust (50kts) both occurred at the Charleston City Office on 7/12/96. Bertha's most significant impact was on tourism where the estimated loss revenue approached $20,000,000. Near eleven million dollars of that was in Beaufort/Hilton Head area. A few places along the Charleston coast experienced moderate beach erosion.

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Hurricane Floyd – September 1999

Hurricane Floyd weakened to a category 3 hurricane as it approached the southeast Georgia and southern South Carolina coasts on the morning of September 15th. The storm brushed the area during the late afternoon and evening as it took a more north and northeast course toward North Carolina. Sustained winds of tropical storm force were reported from Savannah on the southeast Georgia coast to Charleston on the South Carolina coast with wind gusts to hurricane force in the Charleston area. The highest sustained wind speed was 58 mph at the downtown Charleston office, which also had the highest gust (85 mph). In general, 3 to 5 inches of rainfall was reported across the area. Tides were 3.5 feet above normal with a maximum tide height 10.66 ft. ASL (7.71MLLW) at downtown Charleston. Minor to moderate beach erosion occurred along the South Carolina coast. Many businesses and homes suffered major damage with thousands of homes suffering at least minor damage in Charleston county, where 10.5 million dollars in damage was reported. Beaufort county reported 750,000 dollars in damages with Berkeley and Dorchester counties reporting 500,000 dollars each. Well over a thousand trees were down, which contributed to over 200,000 people across south coastal South Carolina being without power at times on the night of September 15. There were sporadic reports of roofs being torn from homes or businesses across the area.

Past Occurrences of Tropical Storms

Recorded data show only 55 tropical storms passing in or near Beaufort County between 1850 and 2015, but that number is likely to be unrepresentative of the true number of events, as a result of limited record-keeping in the earlier years. During the period from 2000 to 2015, the NCDC recorded 11 tropical storms that impacted Beaufort County. However, they caused only minor property damage, the largest amount being the erosion at Hunting Island in August 2008.

Future Probabilities of Hurricanes

Based on the frequency of past events, the occurrence of future events can be predicted. From Table 2.2, the center of eight hurricanes, one of which was a Class 3 hurricane, have passed directly through Beaufort County since 1850. Table 2-3 shows that the centers of an additional 17 hurricanes that have passed within 50 miles of Beaufort County. This includes two Category 3 and two Category 4 storms. That data reflects the NOAA Coastal Services Center data.

In order to estimate the frequency of occurrence, the number of hurricanes is compared to the length of the period of record which is from 1850-2015 and is 165 years. The recurrence interval is defined from this information and is a rough estimate of the amount of time, on average, during which one occurrence of a given storm will take place. It is important to note that in reality, a storm can occur multiple times during one recurrence interval, and that the recurrence interval is only an estimated average time period. Recurrence intervals for hurricanes and tropical storms within and in the vicinity of Beaufort County are presented in Table 2-4, which is included as a reference.

The SC Hazard Research Lab reports 20 such events in the same period of time. Using this data as the authoritative source for this planning document, an annual percent chance of a hurricane of 12.66 percent is calculated for Beaufort County. Taking into account both the

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updated data and that data from the original plan, hurricanes are still considered a significant hazard, especially considering Beaufort's proximity to the Atlantic Ocean.

Table 2-4: Estimated Recurrence Intervals of Hurricanes and Tropical Storms within 50 miles of Beaufort County Since 1850

Storm Type	Number of Occurrences With Center of Storm Track Within 50 miles of Beaufort County	Recurrence Interval (Years)	Number of Occurrences With Center of Storm Track In Beaufort County	Recurrence Interval (Years)
Tropical Storm	41	4	12	14
Category 1	15	11	5	33
Category 2	5	33	2	82
Category 3	3	55	1	164
Category 4	2	82	no record	----------
Category 5	no record	----------	no record	----------
Tropical Storms and All Hurricanes	66	2	20	8

Source: SCHRL, NCDC

Past Occurrences of Nor'Easters

Major nor'easters that affected much of the East Coast occurred during March 1962 (the Ash Wednesday Storm), October 1991 (Halloween Storm), December 1992, March 1993, and January 1998. Records indicate that these storms generally had more of an effect on storm surge and flooding further north in the mid-Atlantic and northeast United States. The Ash Wednesday storm affected the coast from North Carolina to New England, just missing South Carolina. The effects of the Halloween Storm were felt along the mid-Atlantic and northeast coast as well as the North Atlantic Ocean.

The March 1993 storm caused high winds along the southeastern coast of the United States resulting in damage along beachfront and coastal properties. In Beaufort County, wind and storm surge destroyed the downtown Beaufort Marina, damaging or destroying approximately 2 dozen boats. Throughout the county, drainage ditches filled with debris carried by wind and floodwater which led to more severe flooding. On Fripp and Harbor islands, residents lost electricity for a week when salt water flooding led to damage of transformers. The January 1998 nor'easter brought heavy rainfall to the County causing significant roadway flooding. There were also reports of standing water in yards more than a foot deep.

Additionally, two storms occurred in October 1994 causing serious flooding as the slow-moving storms dropped several inches of rain on the county. A storm that occurred on October 3, 1994 dumped approximately 11.5 inches of rain on the county in a 24-hour period resulting in flash and coastal flooding. Many structures were damaged by floodwaters including an estimated 147 homes. Approximately 37 roads were washed out. Hilton Head

Island was reportedly the hardest hit. A storm on October 13, 1994 led to flash and coastal flooding along the South Carolina coast with the southern counties being particularly hard hit. Runoff volumes were high and flooding was especially bad due to antecedent conditions; previous rainfall in the area had left the ground saturated. Beach erosion was reported at several locations along the coast as a result of this storm including a loss of an estimated 200,000 cubic feet of sand along Hilton Head Island. Conservative estimates for Beaufort County indicate that 218 residences and 15 businesses were damaged as well as wastewater treatment plants. Roadway flooding was also reported and the State Highway 21 Bridge over Whale Branch was closed. There is no data specifically for Nor'easters, but these storms are considered a serious threat to the entire County, along with hurricanes and other storms.

Flooding

Beaufort County is located along the Atlantic coast in southern South Carolina and is bordered by Jasper County to the west; Colleton County to the north, and Chatham County to the south. Beaufort, along with the three surrounding counties Colleton, Hampton and Jasper, is part of the Lowcountry of South Carolina. The highest elevation in Beaufort County is approximately 50 feet NGVD 29 (National Geoditic Vertical Datum of 1929) above sea level in its northern, inland area. The County is located on the low coastal plain and is comprised partially of tidal marshes and swamps. Several waterways flow through the County and ultimately into the Atlantic Ocean along Beaufort's coast. Figure 2.3 shows Beaufort County and its waterways. Beaufort County is highly susceptible to storm surge and coastal erosion along the Atlantic Ocean shoreline due to the relentless wave action and currents along the coastline. Storm surge threatens coastal areas as winds drive water towards the shoreline and can reach heights of 20 feet and be 50–100 miles wide. The county's flood vulnerability is also heightened by the fact that the county consists of low-lying land areas, including marsh areas adjacent to many of its waterways, and wide, relatively flat outlets where its streams and rivers meet the ocean.

A series of sea-islands including both barrier islands and erosion remnant islands are within Beaufort County. Barrier islands are located in the ocean and are the first areas of the County to be affected by seaborne storms. The origin of barriers is debated but is generally believed to be due to sand accretion along sand bars, or possibly due to the retreat of the ocean during the Ice Age combined with the effects of glacier meltdown. Barrier islands generally are prone to erosion along their northern ends, and accretion along their southern portions. Fripp and Hunting Islands are both barrier islands.

Erosion remnant islands are believed to be remnants of land that was once above sea level before Ice Age glaciers melted and raised the sea level. St. Helena and Port Royal Islands are erosion remnant islands. Hilton Head Island is actually a combination of the two types of islands. Broad Creek divides the northern erosion remnant island from the southern barrier island which have been fused together.

While a few of the County's numerous waterways are rivers with sizeable watershed drainage areas, most of them are tidal estuaries. The Combahee and Pocotaligo Rivers both have significant drainage areas. The Combahee River forms the northern border of Beaufort County. The Pocotaligo forms part of the border between Beaufort and Jasper Counties and

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empties into the tidally influenced Broad River. Some of the major tidally influenced water bodies within the County include: the Broad River which divides the northern portion of the County from the southern portion; Beaufort River which flows along the eastern edge of the City of Beaufort and the Town of Port Royal; the Coosaw River which flows in an easterly direction and empties into St. Helena Sound; the Chechessee and Colleton Rivers in the southern portion of the County; Calibogue Sound and Skull Creek which separate Hilton Head Island from the mainland of the County; and May, Cooper, and New River in southwestern Beaufort County.

The County's Flood Insurance Rate Maps (FIRMs) show that an estimated two-thirds (approximately 400 square miles) of the County's land mass lies within the 100-year floodplain, or Special Flood Hazard Area (SFHA). Within Beaufort County, the SFHA consists of A zones and V zones. The National Flood Insurance Program (NFIP) uses these general labels to mark areas subject to riverine and inland flooding (A zones) and coastal flooding (V zones) where flood hazards include velocity flows, wave action and erosion.

Most of the SFHA is designated as AE zone; the NFIP uses this label for riverine/inland areas of the SFHA where base flood elevations (BFEs), the elevations of the 100-year floodplain, are determined. In Beaufort County, within much of this AE zone, floodwater levels are controlled by tidal influences and storm surge levels. Beaufort County also has areas designated as VE zones, or Coastal High Hazard Areas. VE zones are parts of the SFHA that are prone to velocity/wave action at least 3 feet in height during a 100-year flood. The wave action that occurs during flooding in these zones generally causes more severe damage to structures, as well as erosion, than what is experienced in nearby A zones and riverine flooding areas. Several VE zone areas are found along the coast within the County. Figure 2-4 shows the Floodplain Zones within Beaufort County. Flood elevations within the County range from 22 ft NGVD within VE zones on Hilton Head Island to 8 ft NGVD in inland areas of the northern county.

Although there is not a specific NFIP designation for them, areas called Coastal A zones exist in coastal communities like Beaufort County. They appear as A or AE zones on the community's FIRMs, and are located adjacent to V zones. These areas are subject to some of the same flood hazards as V zones, including the effects of waves and velocity flow, but the magnitude of these effects is less. This is noteworthy because structures located in A zones adjacent to V zones often experience more extensive damage as a result of these effects than those in non-coastal A zones (FEMA, *Coastal Construction Manual*, 2000, Ch. 3). Generally, coastal A zones are defined as areas that are prone to velocity/wave action of 1 ½ - 3 feet in height during a 100-year flood.

Some coastal areas of the County are designated Coastal Barrier Resources Protection Act (CoBRA) zones. CoBRA was passed by Congress in 1982 to protect undeveloped, environmentally-sensitive coastal lands thus protecting natural resources and minimizing the loss of life and property damage caused by development in high-risk areas. Designated CoBRA zones are undeveloped coastal barrier systems. Within CoBRA zones, no federal

financing is available. Thus, federally backed flood insurance is not available if the structures are new or substantially improved (built or improved after October 1, 1983).

Figure 2-3. Beaufort County Waterways

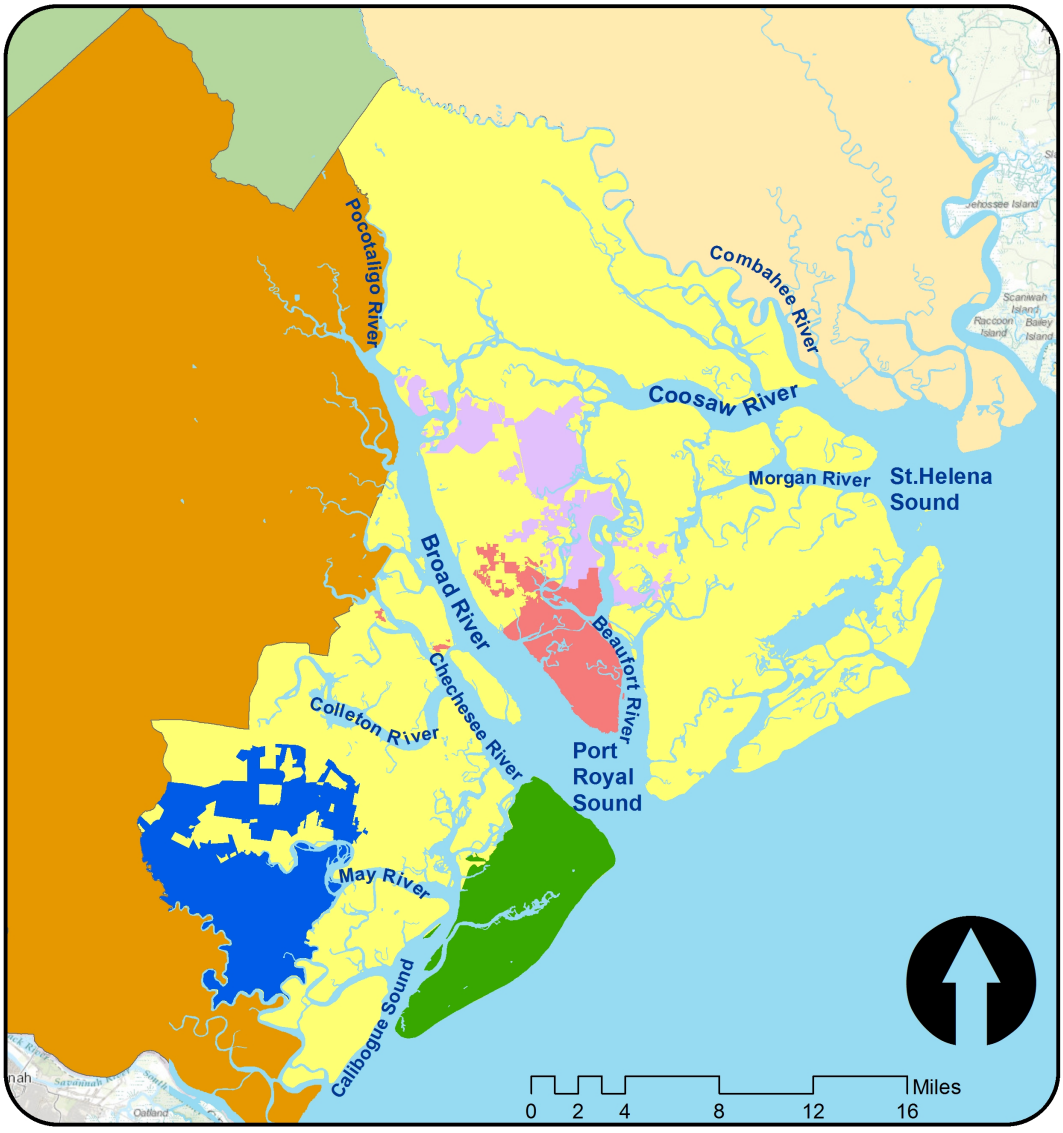
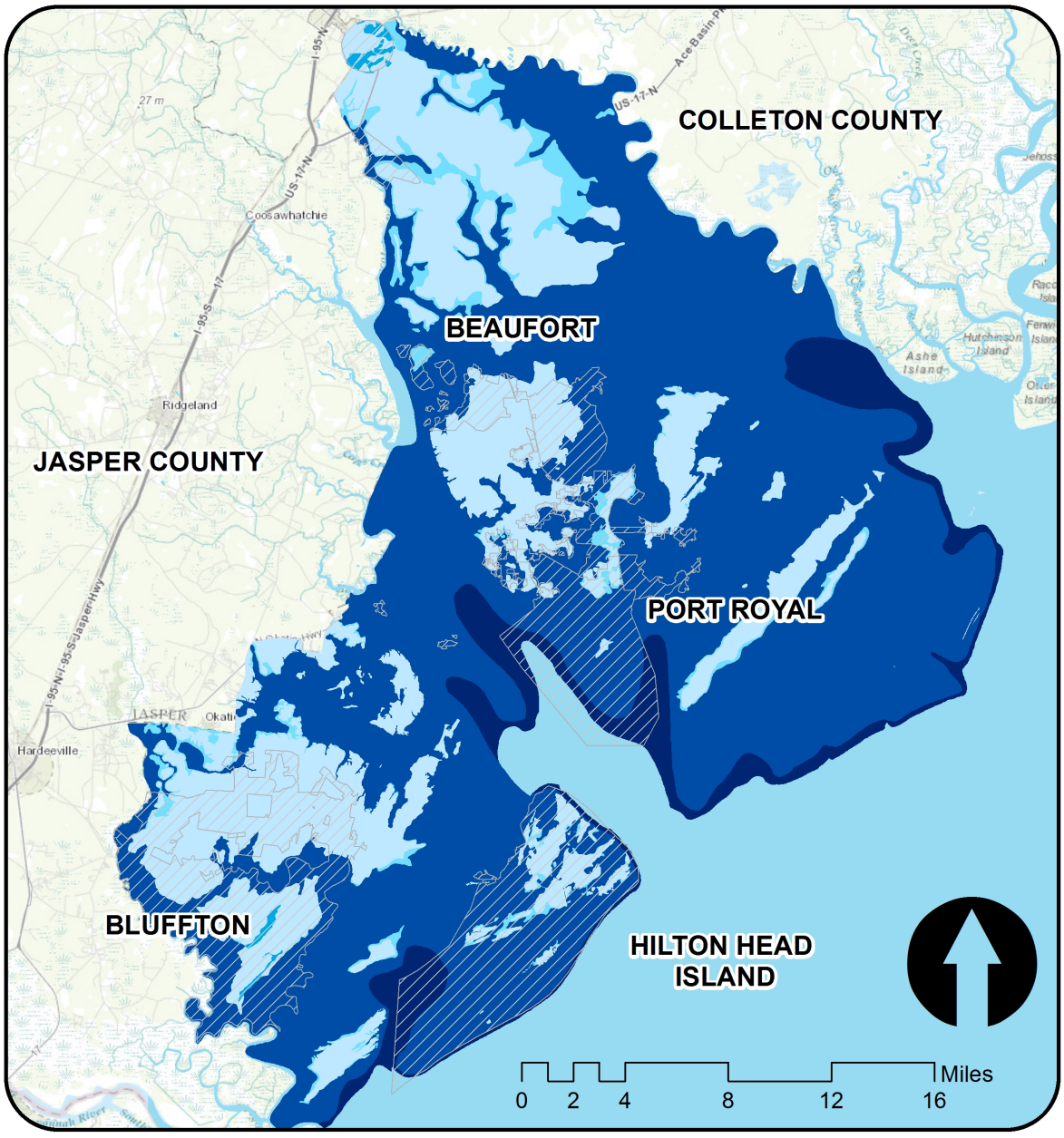


Figure 2-4: Beaufort County Flood Zones



Source: FEMA and ESRI

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Past Occurrences of Flooding

Data used to perform the State's risk assessment, which was processed by the University of South Carolina's Hazards Research Lab (HRL) and gathered from the National Climatic Data Center (NCDC) indicates that between 1950 and 2014 30 floods occurred in Beaufort County. Combined, the 30 floods caused a total of $22.5 million in property damage and 1.5 million in crop damage. No fatalities or injuries were reported as a result of the floods.

Beaufort County is susceptible to flooding caused by hurricanes, tropical storms and coastal storms such as nor'easters. According to the community's Flood Insurance Study, major storms and hurricanes caused severe flooding in 1787, 1804, 1893, 1940, and 1959. The highest storm surge recorded was for the August 11, 1940 hurricane event for which flood heights reached 14 ft NGVD 29.

Since the completion of the previous HMP update, there have been several significant flood events to affect Beaufort County. For example, on July 21st, 2014 heavy precipitation led to flash flooding on Hilton Head Island, stranding one motorist in three feet of water on North Calibogue Cay Road. A trained spotter reported six inches of water in a foyer and a completely flooded elevator shaft in one building on Lighthouse Road.

In early October of 2015 a powerful slow-moving low pressure system over the southeastern United States interacted with tropical moisture associated with Hurricane Joaquin hundreds of miles away in the Atlantic Ocean. The system unleashed unprecedented widespread torrential rains that persisted for more than 72 hours across South Carolina.

Storm surge combined with high tide and heavy rain caused coastal flooding at Edisto Beach, Charleston and numerous other communities up and down South Carolina's coast. Residents were asked to stay in their homes if safe. On Edisto Beach, some roads were closed for more than 24 hours, including the causeway, and motorists could not go on or off the island. In the City of Beaufort high water breached the seawall that runs along the Henry C. Chambers Park in the historic downtown and resulted in localized nuisance flooding, as well as the cancelation of the annual Shrimp Festival. Flooding was not substantial or widespread in Beaufort County, but statewide 15 deaths were reported, and what will undoubtedly be substantial losses in terms of property and infrastructure.

Heavy rainfall and flash flooding in the Central Midlands caused catastrophic damage to the transportation networks and potable water infrastructure. Dams failed, flooding numerous neighborhoods in the City of Columbia and surrounding areas. Substantial flood waters began to flow towards the Lowcountry through the Edisto River watershed and eventually Colleton County, where the river level crested at 16.08 ft. at Gavin's Ferry, the highest since 1945. Numerous nearby structures flooded, shelters were opened and roads were closed for more than a week as a Major Presidential Disaster Declaration was issued for Colleton County. As of this writing more than 170 individuals in Colleton County have applied for assistance through FEMA.

Statewide, over one billion dollars in damage to property and infrastructure resulted from this storm, according to current estimates.

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While Beaufort County remained mostly unscathed in this historic weather event, the crisis serves as a reminder of the entire regions' vulnerability to flood hazard with the expansive network of watersheds that not only drain Lowcountry soils, but also those of more landward areas. A slight variation in the pattern of that particular weather system may have resulted in much greater consequences for Beaufort County. Leaders in the region, whether in government, utilities, or service organizations can take lessons from the affected areas in terms of the nature of the emergency response, the types of infrastructure that were most vulnerable, and a great many other challenges.

Future Probabilities of Flooding

According to the data from the SC Hazard Research Laboratory, the percent chance per year of a flood (Hazard Frequency) is 46.88 percent. Flooding can be associated with a variety of weather events in addition to regularly occurring coastal conditions such as the king tides associated with astronomical patterns. Each one of these unique conditions deserves examination based on its potential to affect water levels around our developed areas.

Extreme Precipitation

It is important to recognize that while storm data from the NCDC and SCHRL does provide valuable insight into the previous occurrences of flooding, that this data does not provide an all-inclusive picture into the prevalence of flood events. The data relies on reporting from a variety of sources including news media, local authorities, private companies, and individuals. Therefore, analysis of baseline meteorological data, which is collected consistently with more rigorously defined criteria can serve to provide depth to our understanding of Beaufort County's vulnerability to flooding.

Historical precipitation data, points toward the increasing severity of the most extreme precipitation events. The following chart summarizes the extreme maximum daily precipitation occurring in Beaufort County by year from 1933-2002, the years for which bulk data was available. The data points represent the average of the highest daily precipitation event for the months of each year.

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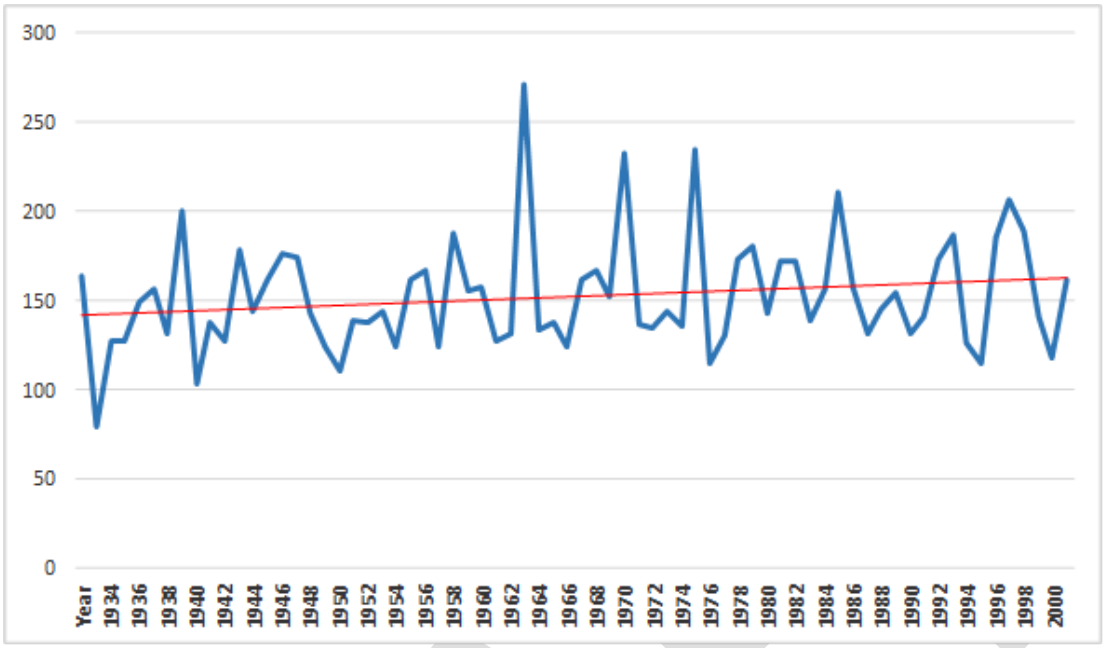
Figure 2-5: Average Monthly High Precipitation by Year 1932-2002 (Millimeters)



Source: NCDC

While the blue line indicates the wide variability in extremes of daily precipitation throughout the century, the red trend line points to a steady increase in the amount of precipitation occurring during these events. Historical events are among the factors used to predict future vulnerability to hazards, and if this trend continues, Beaufort County should expect to see higher levels of precipitation associated with extreme weather going forward. The implications of these data pertain not only to incidences of flooding, but to the standards used to design stormwater infrastructure.

Storm Surge

Storm surge is often modeled using the National Weather Service's (NWS) Sea, Lake and Overland Surges from Hurricanes (SLOSH) model. The model is used to predict storm surge heights based on hurricane category. Figures 2-6 and 2-7 show results from the SLOSH model for the southern and northern parts of Beaufort County respectively. Surge inundation areas are classified based on the category of hurricane that would cause flooding.

The SLOSH maps indicate that for a Category 1 Hurricane, a significant portion of the County, including the majority of Hilton Head Island, and portions of the Bluffton, the City of Beaufort and Port Royal would be inundated. Unincorporated areas including Fripp Island and the eastern portion of the Sheldon area would also be inundated by a Category 1 storm. As the category of the hurricane increases, more land area becomes inundated until in the case of a Category 5 storm, there are only pockets of land that are not inundated including some land within and adjacent to Bluffton, and an area located partially within the City of Beaufort and partially to its northwest (Gray's Hill). Storm surge is a major component of

northeaster storms along the east coast of the U.S. Because winds are moving from a north and/or eastward position, winds move across the ocean towards shore and form large waves.

Figure 2-6: Southern Beaufort County Storm Surge Map

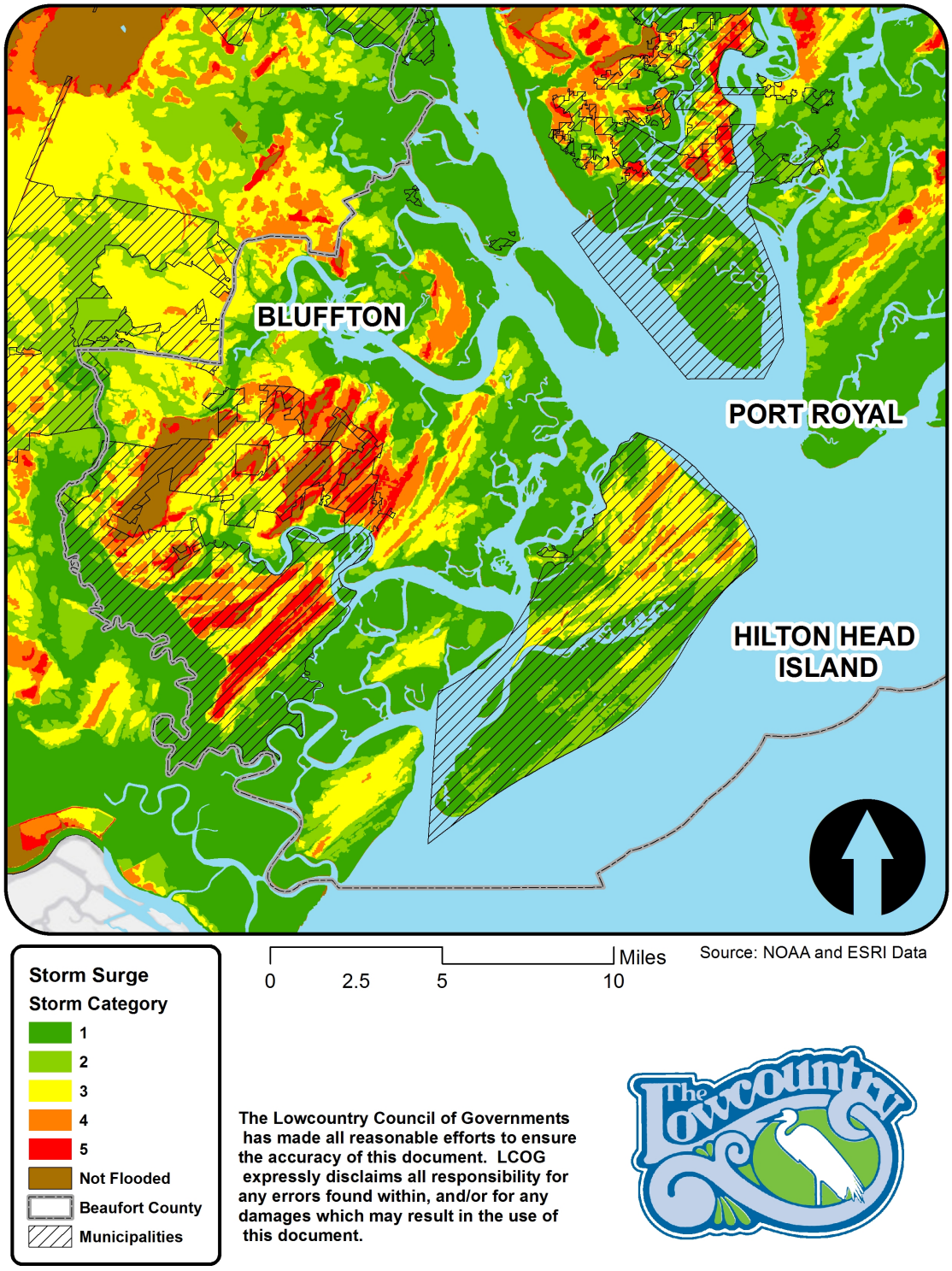
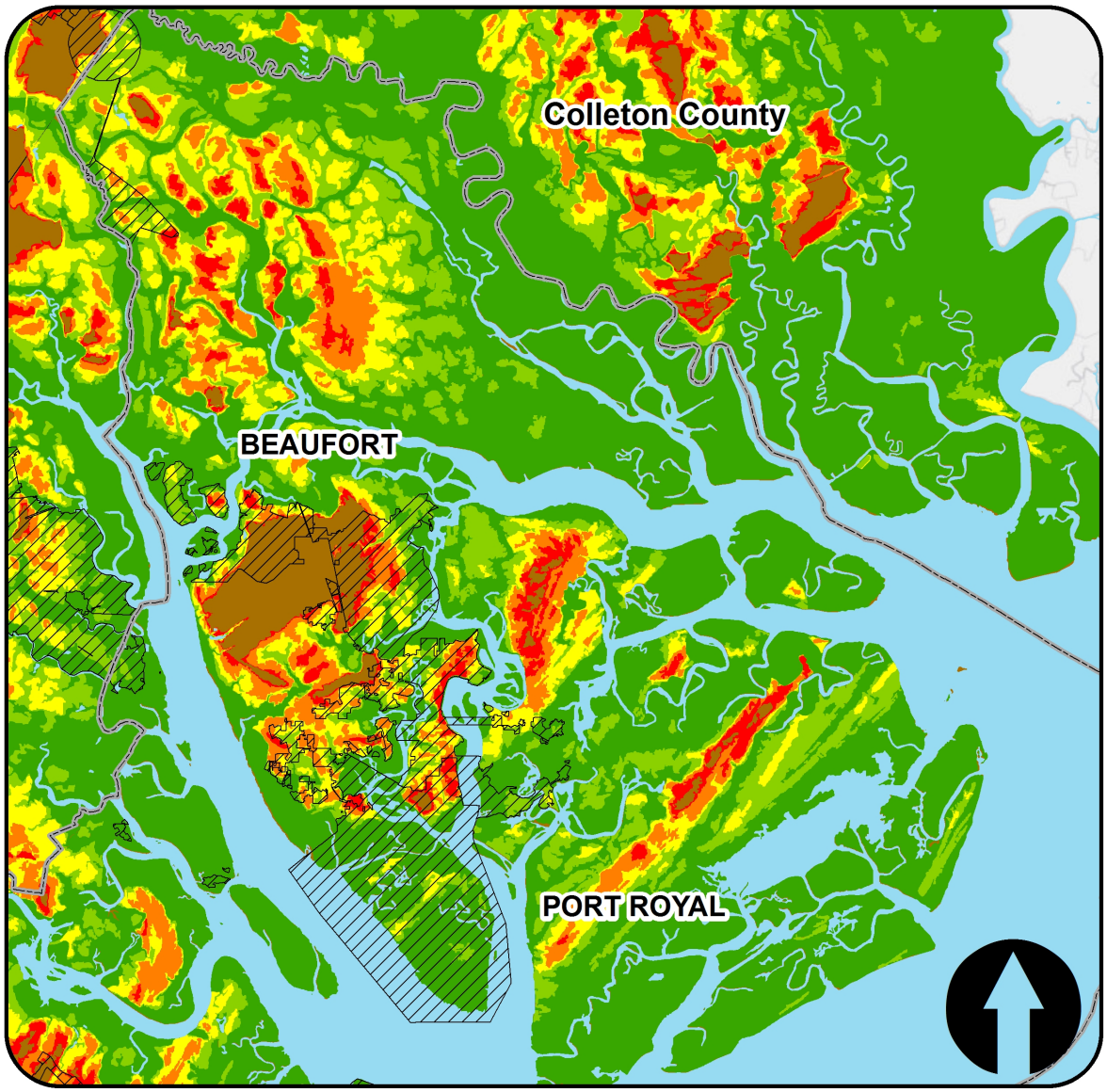


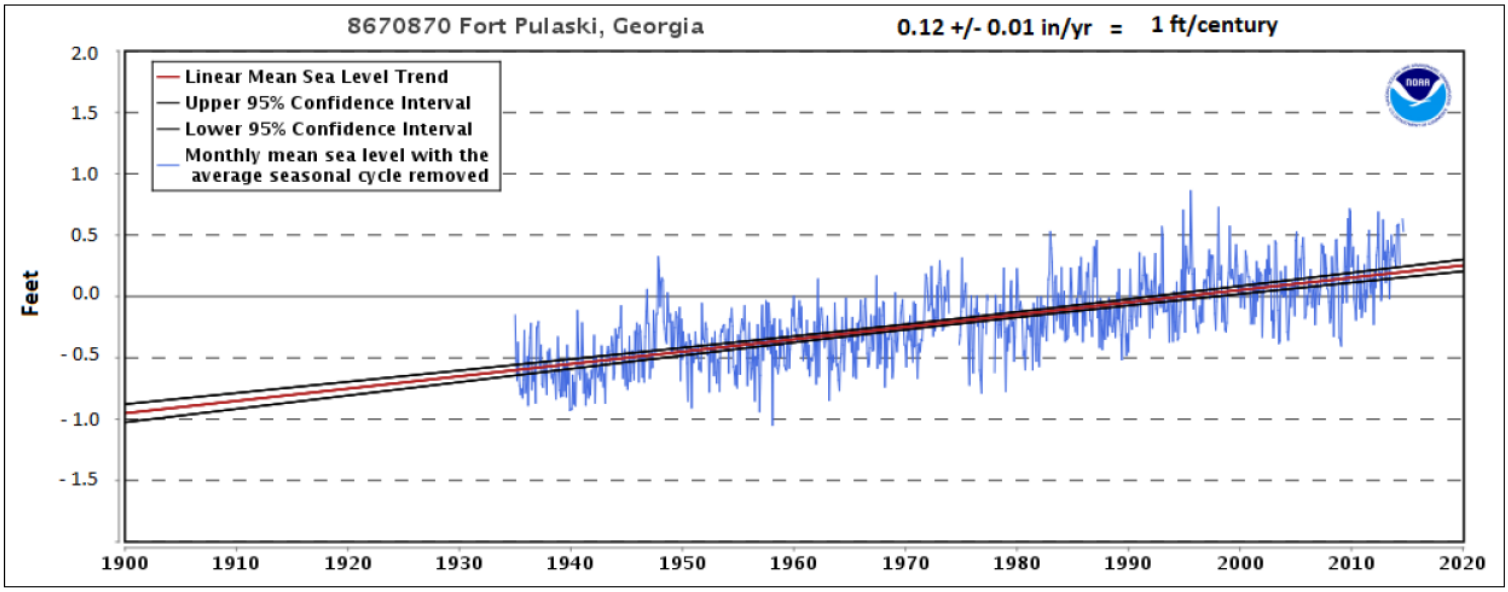
Figure 2-7: Northern Beaufort County Storm Surge Map



Sea Level Rise and King Tides

In 2015 the SC Sea Grant Consortium completed a report for Beaufort County on the potential effects of sea level rise on land management and strategies for adaptation. Rising sea levels are a widely documented historical trend, and data gathered since 1900 at the NOAA station in Fort Pulaski, GA, about ten miles from the Beaufort County line, shows levels rising one foot over the last century.

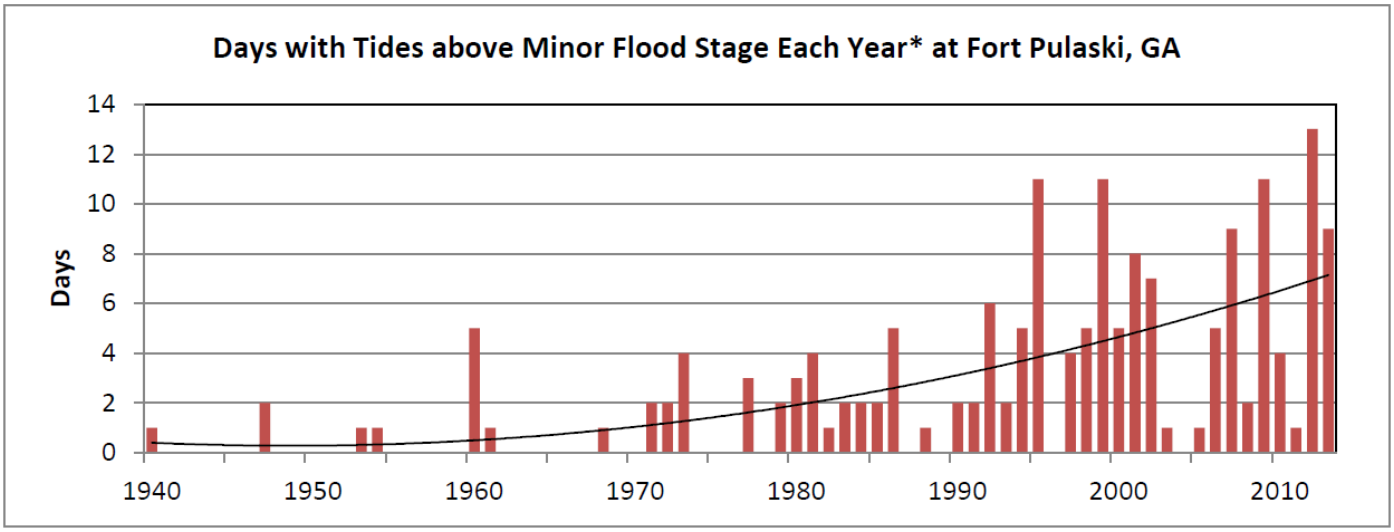
Figure 2-8: Historic Sea Levels at Fort Pulaski, Georgia



Source: SC Sea Grant, NOAA

Rising sea levels are attributed to the gradual melting of polar icecaps as well as thermal expansion, the process by which water expands as it warms. Land subsidence, the gradual sinking of land due to natural soil compact, or in some cases the withdrawal of subsurface resources, also contributes to higher water levels in low-lying coastal areas. While historical data points toward a foot per century increase, there is reason to believe that sea levels may increase more rapidly in the future. According to the SC Sea Grant report, the Fort Pulaski monitoring station has shown a gradual increase in the instances of tides at or above the minor flood stage (1.7 ft above MHHW).

Figure 2-9: Tidal Flood Events at Fort Pulaski. Georgia



Source: SC Sea Grant, NOAA

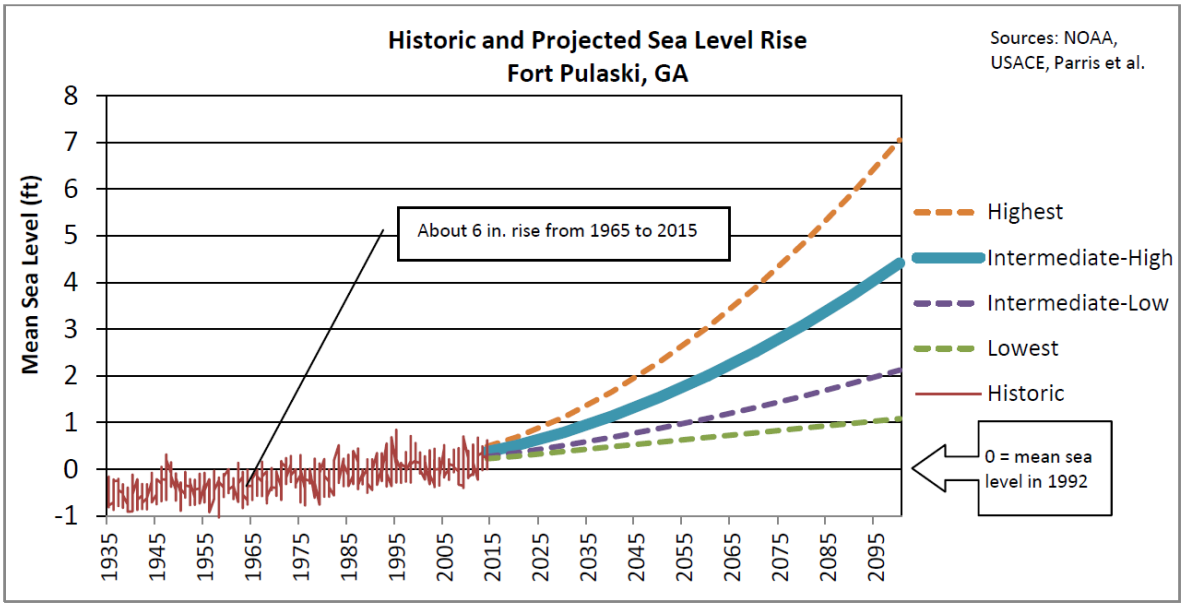
These increases in flood events could indicate that the process of sea level rise is accelerating as ice melt and thermal expansion occur more rapidly. The SC Sea Grant report therefore provides four scenarios developed by the NOAA National Climate Assessment for future sea level rise.

Table 2-5: SC Sea Grant Flood Scenarios

Scenarios	Description
Lowest	A scenario based on continuing historical trends from 1900
Intermediate-Low	A scenario incorporating thermal expansion.
Intermediate-High	A scenario based on thermal expansion and some ice melt.
High	A scenario based on the maximum glacial and ice sheet melt.

Source: SC Sea Grant, NOAA

Figure 2-10: Projected Sea Level Rise Scenarios



Source: SC Sea grant, NOAA

Referring to the four scenarios presented in figure 2-10, sea levels are likely to rise between 1 and 7 feet in the next century. As coastal communities consider the potential impacts from rising seas, both best and worst case scenarios ought to be considered in the development of strategies for adaptation. NOAA has provided models to visualize the effects of sea level rise which use the "bath tub" modeling technique that applies rising water levels to the topography of coastal areas. These models do not take into account increased storm surge events, coastal erosion, changes in hydrological patterns, or engineering measures undertaken by communities to protect shorelines.

The following maps demonstrate the different levels of sea level rise based on these NOAA models. Abundantly clear in these maps is that even in the lowest sea level rise scenario, Beaufort County experiences a radical shift in the structure of its coastline and wetland areas. At one foot of sea level rise, vast expanses of marshland, a precious commodity for the entire Lowcountry, not only in terms of its ecological but also its cultural value, are completely submerged. With the attraction of the waterfront to housing development, the increased risk to existing homes from higher tides, storm surge and wave action is difficult to predict. While the integration of sea level rise into existing flood models such as SLOSH has yet to become widespread, The American Meteorological Society among others have published research indicating that flooding associated with storm events will become more severe and widespread.

Looking at the overlap between the inundated areas predicted in NOAA's sea level rise models and building footprints supplied by the Beaufort County's GIS department, it is possible to show estimates of the number of buildings that might be affected according to various sea level rise scenarios. Table 2-6 shows the number of buildings contained in the areas identified to be flooded in NOAA's sea level rise model. It is important to note that

these are a rough estimates, rounded to the nearest hundred, and rely exclusively on the topographical data, not accounting for any engineered shoreline protection that may exist in these areas. Furthermore, it is important to note that many structures initially included in counts after one and two feet of sea level rise are non-habitable accessory uses such as boat docks, which is apparent in the maps that show lines of green dots along the edges of waterways.

Table 2-6: Number of Structures Affected in Beaufort County per One Ft. of Sea Level Rise

Sea Level	1ft	2ft	3ft	4ft	5ft	6ft
Structures Affected	2,300	2,600	4,200	8,400	13,700	19,100

Source: NOAA, LCOG

The SC Sea Grant Study addresses flood risk in slightly different terms than how the HMP calculates flood risk based on nationally reported incidents, which typically have significant accompanying damage and are associated with severe weather. The SC Sea Grant study highlights the growing prospect of so called "nuisance flooding" which occurs in tandem with especially high tides. While the HMP analysis of flood risk, and calculation of probability does not take these events into account, they nevertheless impact the lives of area residents in terms of the safety and convenience of transportation networks, use and enjoyment of public and private property, and the impact they have on public infrastructure. While this episodic flooding may not make national headlines, future efforts to track these events will help to illuminate the growing risk of coastal flooding.

During the development of the plan, Beaufort County and surrounding areas experienced a near record high tide which breached seawalls, topped low lying roads, and damaged homes along the coastline. Coastal flooding was experienced in the City of Beaufort, Bluffton, Port Royal, Hilton Head, Fripp Island, and Hunting Island. On October 27th the tide gauge at Ft. Pulaski reported the 3rd highest tide on record dating to 1935, and the highest since the 1940's a decade where two hurricanes produced higher tides. Charleston SC, reported the 3rd highest tide on record with higher tides only being produced by powerful storms such a Hurricane Hugo. The fact that this event was not associated with extreme precipitation contributes to concerns that king tides, and the increasing regularity at which they occur above flood stage, will become an increasing threat to property and life safety in coastal watersheds.

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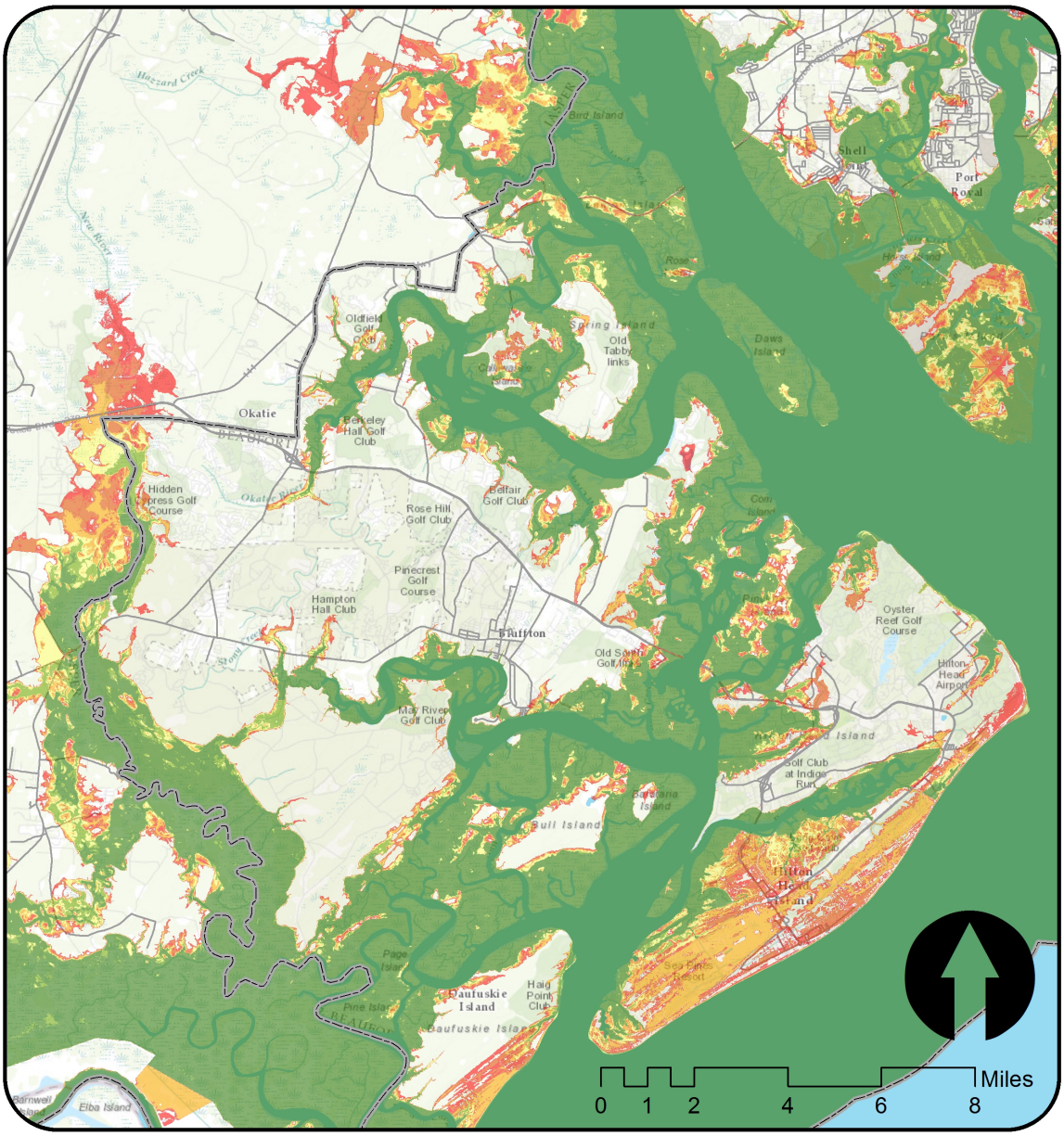
Figure 2-11: Coastal Inundation per One Ft. of Sea Level Rise, Southern Beaufort County



Source: NOAA and ESRI

1ft
2ft
3ft
4ft
5ft
6ft

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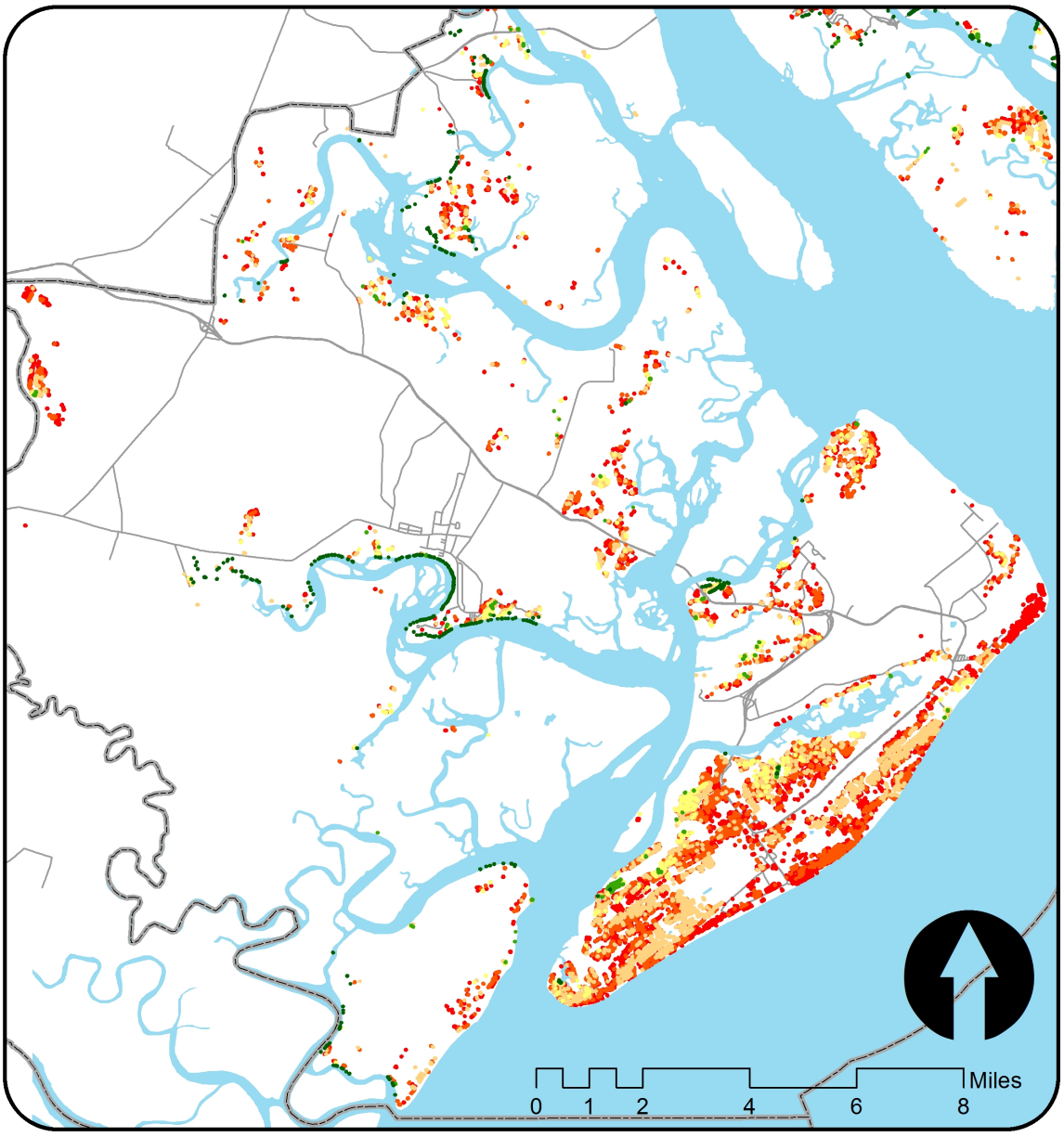
Figure 2-12: Affected Structures per One Ft. of Sea Level Rise, Southern Beaufort County



Source: NOAA, Beaufort County GIS and ESRI

Buildings
- 1ft
- 2ft
- 3ft
- 4ft
- 5ft
- 6ft

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Figure 2-13: Coastal Inundation per One Ft. of Sea Level Rise, Northern Beaufort County

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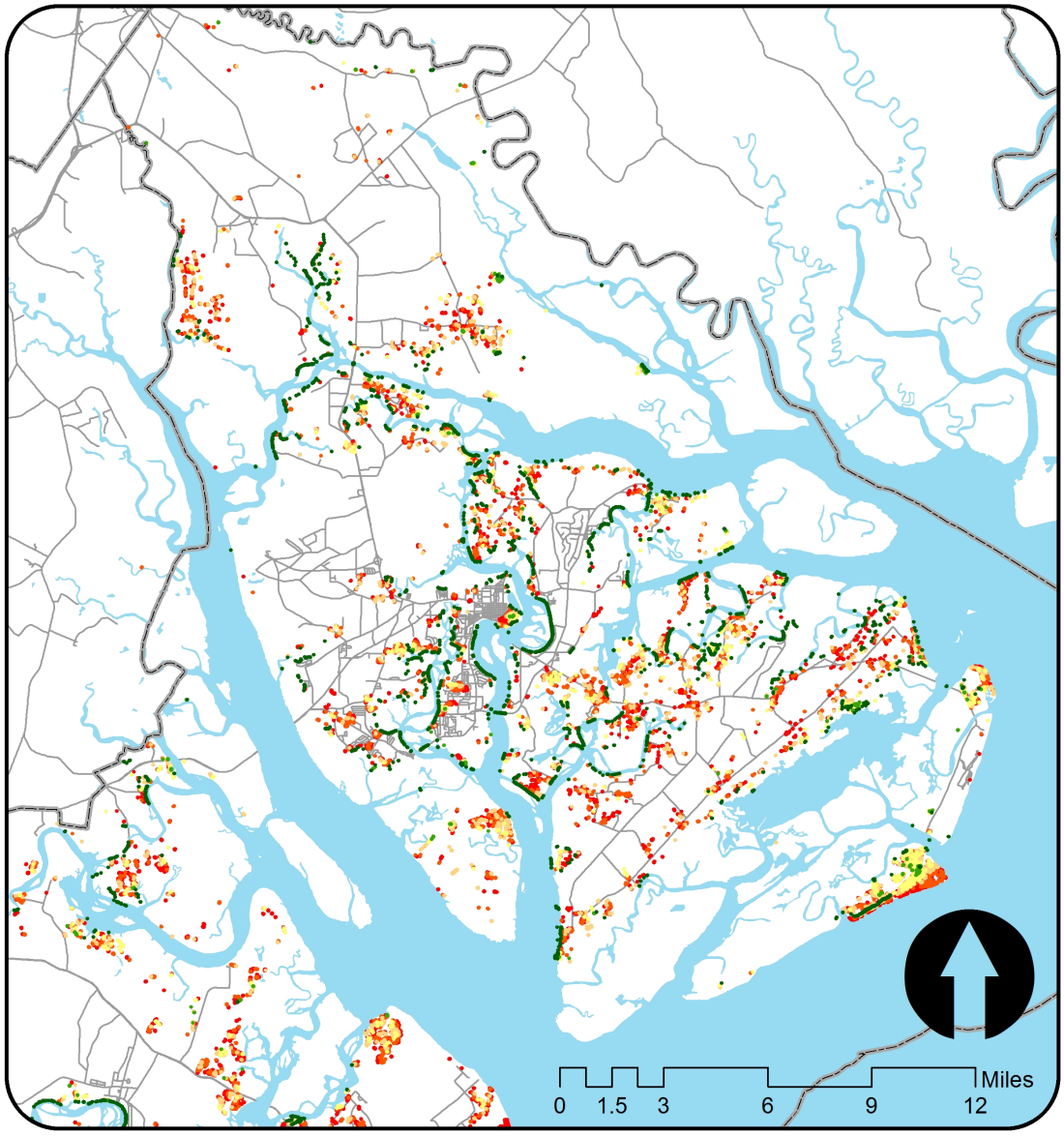
Figure 2-14: Structures Affected per One Ft. of Sea Level Rise, Northern Beaufort County



Source: NOAA, Beaufourt County GIS and ESRI

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Erosion

Erosion and accretion are long term, dynamic processes that occur along shorelines. Major erosion/accretion events are usually associated with coastal storms because floodwater forces have the ability to cause significant acts of erosion/accretion in a short time period.

Erosion is considered a serious hazard in coastal areas because it can threaten coastal development by eroding valuable beach areas including both the flat berm portion and protective dunes of a beach. This has a direct effect on residents and business owners as well as the economies of beach communities that depend on tourists and vacationers.

Past Occurrences and Future Probabilities of Erosion

The South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management (DHEC-OCRM) publishes the *Annual State of the Beaches Report* which summarizes changes that have occurred along the state's shoreline. Results of the 2009 report for Beaufort County areas are presented in Table 2-7. Since 2009 was the last year this report was made available, LCOG reviewed the Army Corps of Engineers public notices from 2012 to October 2015 for additional projects. Due to the information gap between 2009 and 2012, this table is not an all-inclusive list of nourishment projects, but is rather based on the best information available. The table notes what, if any, type of shoreline change is occurring for the given area; what the average long-term change rate is; whether or not the area is an unstabilized inlet zone, which is the type of shoreline zone where the greatest amount of change is likely to occur; and the date of the last nourishment project in the area.

Hunting Island State Park had previously been listed as the state's highest priority for beach nourishment/restoration in the "State of the Beaches Report." Hunting Island provides public access to the beach, is the most visited state park in South Carolina and regularly attracts at least 1,000,000 visitors a year. but experiences chronic erosion. Nourishment is conducted on the island as it is needed and as funding can be provided.

While it is difficult to obtain a precise hazard frequency of beach erosion, it is definite that the hazard occurs frequently in Beaufort County and that mitigation actions should be undertaken to slow its progress.

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Table 2-7: Erosion and Beach Nourishment in Beaufort County

Area	Erosion, Accretion, or Stable	Average Annual Long-Term Change Rate (feet)	Unstabilized Inlet Zone?	Date of Last Nourishment Project
DAUFUSKIE ISLAND	Erosion	4 to 5	Yes	2015
FRIPP ISLAND				
Central to Northern island along Atlantic Coast	Strongly accretional	2-5 ft	No	
Southern island and NE island along Atlantic	Erosion	----------	No	
Fripp Inlet coastline	Erosion	----------	No	
HARBOR ISLAND			No	
Southern Island	Accretion		Yes	
Northern portions	Erosion		Yes	2015
HILTON HEAD ISLAND				
Sea Pines Plantation along Calibogue Sound	Light Accretion		Yes	Winter 1999
South Forest Beach	Stable	----------	No	2014
North Forest Beaches and Palmetto Dunes	Erosion	----------	No	2014
Folly Beach-2200 ft stretch	Erosion	6	Yes	2014
1.3 mile stretch beginning just north of Burke's Beach Road	Stable	----------	No	
Port Royal Plantation shoreline – Atlantic Coast	Accretion	----------	Yes	2014
Port Royal Plantation shoreline – Port Royal Sound	Erosion	2 to 5	Yes	2014
HUNTING ISLAND				
Southern End	Strongly erosional	7 to 15	Yes	2006
Northern End	Strongly erosional	7 to 15	No –inlet zone stabilized by terminal groin	2006
PRITCHARD ISLAND	Highly erosional with accretion in some areas including north end	----------	----------	----------

Source: OCRM, Army Corps of Engineers

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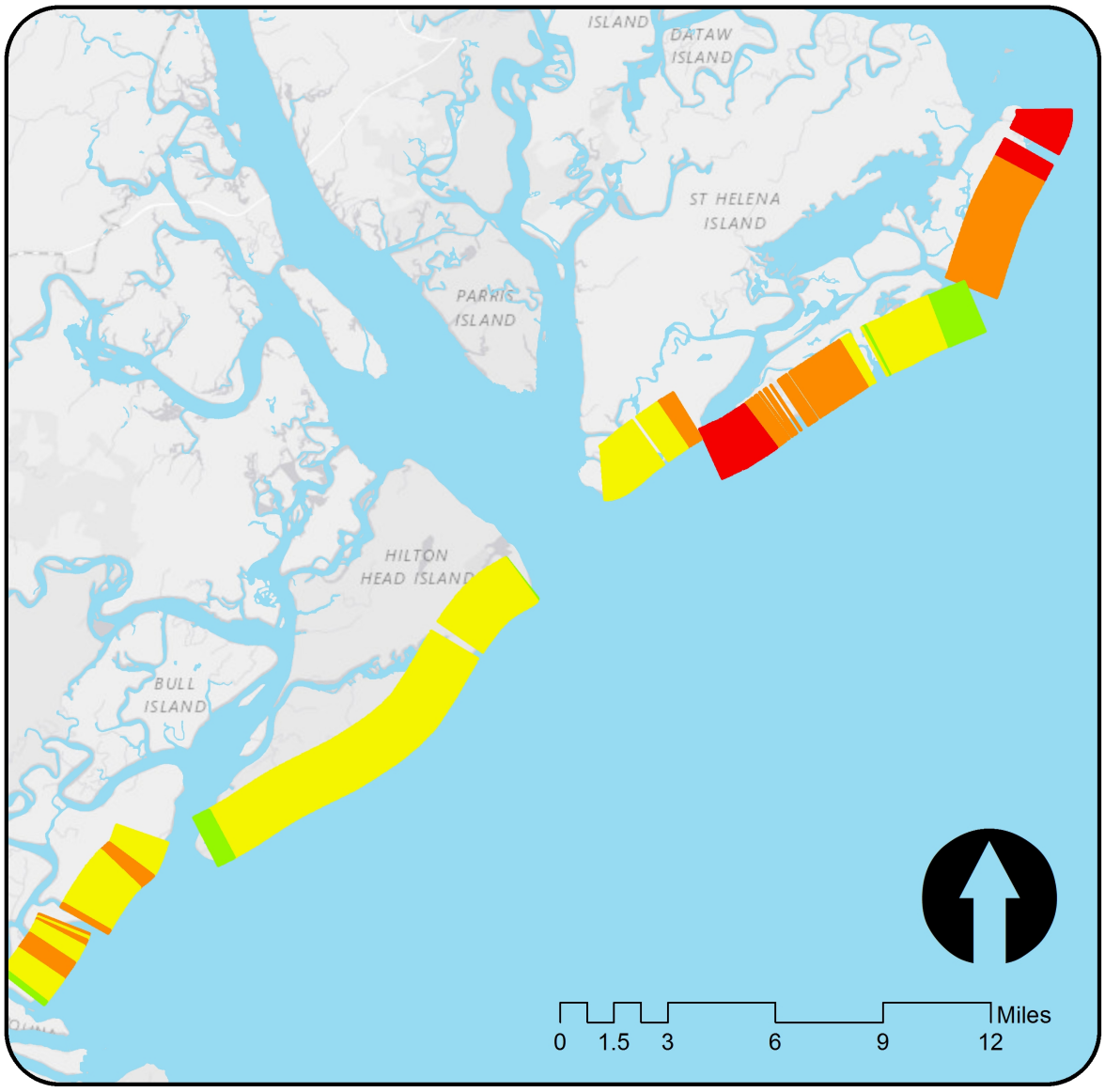
Figure 2-15: Rates of Erosion and Accretion in Beaufort County



Source: USGS and ESRI

Erosion/Accretion Rate
Meters/Year

- -13 - -5
- -5 - -2
- -2 - 2
- 2 - 5
- Greater than 5

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Winter Storms

Winter storms can be very disruptive, particularly in areas where they are not frequent occurrences. While winter storms have had an effect on South Carolina and Beaufort County, they occur relatively infrequently compared to areas of the northern U.S.

Winter storms can combine different types of precipitation including snowfall and ice storms, as well as high winds, and cold temperatures. According to SC Hazard Research Lab assessment, there is a 1.5 percent chance in any given winter of a cumulative snow depth total of up to approximately 10 inches of snow in Beaufort County. The area is thus expected to experience this type of winter on average once every 65 years.

Past Occurrences of Winter Storms

Significant winter storms occur occasionally in the State of South Carolina.

A snow storm that occurred from February 10-11, 1973 in South Carolina resulted in Beaufort receiving 11 inches of snow. The storm caused about 30,000 tourists to be stranded on the State's highways; many of them had to be rescued by helicopter. The storm also brought severe winds and cold weather. Damage estimates reports indicated that at least 200 buildings collapsed. The damage estimate for property, and road damage as well as the cost of snow removal and rescue operations was approximately $30 million (1973 dollars).

A winter storm event in 1989 caused snow accumulation in Beaufort County. While the highest snow depths in the state, about 14-15 inches, were recorded near Myrtle Beach, Beaufort County received approximately 5 inches of snow.

The March 1993 northeaster was a winter storm event that caused damage and the loss of life in South Carolina. While there was no snow accumulation reported in Beaufort County, there were reports of high winds along the coastlines of the southeastern states leading to some property damage.

On January 24, 2000, 1-2 inches of snow was measured in Beaufort County and was the first measurable event since 1989. Areas along the coast experienced mixtures of small amounts of sleet and freezing rain with the snow. The northwest portion of the state was particularly hard hit and received up to 6 inches of snow. This had a significant impact on major highways in including Interstate 85 where numerous accidents were reported. Tens of thousands of people in the state lost power due to power lines downed by the ice and snow.

Beaufort County had a near miss with an event that occurred in early December 2002. A winter snow storm resulted in a Presidentially-declared disaster in 6 counties in northwest South Carolina including Cherokee, Greenville, Laurens, Spartanburg, Union and York Counties. As a result of this storm, tens of thousands in the Greenville area lost power.

On January 4, 2002 an ice storm occurred that affected northern Beaufort County. Weather stations reported some freezing drizzle and light snowfall. In Yemassee, residents were without power for several days.

A February 2014 storm front produced freezing rain and snow throughout the Lowcountry, with ice accretion at 1/4 inch to 1/2 inch. While this storm did not have a major impact on Beaufort County, Colleton and Hampton Counties were particularly affected. One fatality was attributed to the winter storm and power was out in significant portions of the region for days due to the many downed trees. Roadways were impassible, hundreds of businesses closed, and thousands of children stayed home from school. Tremendous amounts of debris generated by the storm required the cooperation of Lowcountry governments to restore transportation networks and utilities. The entire state was declared a state of emergency and the U.S. Federal Government declared a major natural disaster. Shelters were activated. During the event the middle school shelter in Colleton County experienced power loss and difficulties with generators.

The overall cost of the storm was considerable. Statewide, the timber industry alone, confirmed $360 million trees lost or damaged. SCE&G officials noted that the damage from the storm to their utilities infrastructure was worse than the effects of Hurricane Hugo.

Future Probabilities of Winter Storms

Based on the limited period of record for winter events, 5 major winter storm events have occurred within South Carolina in the last 20 years. However, only one of these resulted in winter precipitation and had a moderate to major impact on Beaufort County. The recording period is 65 years; therefore, the estimate for the county's winter storm probability is 1.5 percent.

Drought

Drought is caused by lack of precipitation, but can be heightened or worsened by other circumstances such as high temperatures, high winds, and low relative humidity. Droughts can result in a shortage of water for consumption and can affect hydroelectric power, recreation, and navigation. Additionally, severe droughts can lead to losses of crops, wildlife and livestock, as well as wildfires.

Future Probability of Drought

According to the Hazard Research Lab (SCHRL), 21 droughts have occurred in Beaufort County in the last 65 years. This represents an annual probability of 32.81 percent. Data from the South Carolina Department of Natural Resources' Drought Response Program, in addition to data from the National Drought Mitigation Center, shows how much time Beaufort County has been subject to various drought conditions as defined by the Palmer Drought Severity Index for a period of record of about 90 years (1080 months) beginning in 1925 and ending in 2015. For about 35 percent of the period of record, the area was subject

to mild drought conditions. The area was subject to moderate to severe conditions for a total of 23 percent of the period of record. Four percent of this time fell under extreme drought conditions. According to the State Climatology Office, since the adoption of the last HMP, Beaufort County has experienced two periods of drought: one moderate drought from the summer of 2011 through spring of 2012 and another during late winter of 2013.

Table 2-8: Time Spent in Drought Conditions 1925-2015

Drought Condition	Approximate Percentage of Time
Mild	35.2
Moderate	15.4
Severe	8.2
Extreme	5.4

Source: SCNDR, NDMC

Extreme Heat

Worldwide, 2014 was the hottest year on record and 2015 is on course to be hotter. Locally, temperatures are expected to increase this century. NOAA has projected the number of 95 degrees or hotter days, to increase by more than 20 days between the years 2041- 2070.

Heat kills by taxing the human body beyond its abilities. In an average year, about 175 Americans succumb to the effects of summer heat. People with heart or pulmonary conditions are particularly vulnerable in this regard. Among the large continental family of natural hazards, only the cold of winter, not lightning, hurricanes, tornadoes, floods, or earthquakes, takes a greater toll. In the 40-year period from 1936 through 1975, nearly 20,000 people were killed in the United States by the effects of heat and solar radiation (NCDC). High humidity reduces the body's ability to cool, causing the perception of even higher temperatures.

Beaufort County, during summer months, regularly experiences high temperatures in the mid-nineties, and it is not uncommon for temperatures to reach above 100 degrees. However, in comparison to more inland areas, the cooling effect of the vast expanses of surface water across the County does provide some relief The following map indicates an average monthly high temperature for the month of July from 1981 to 2010.

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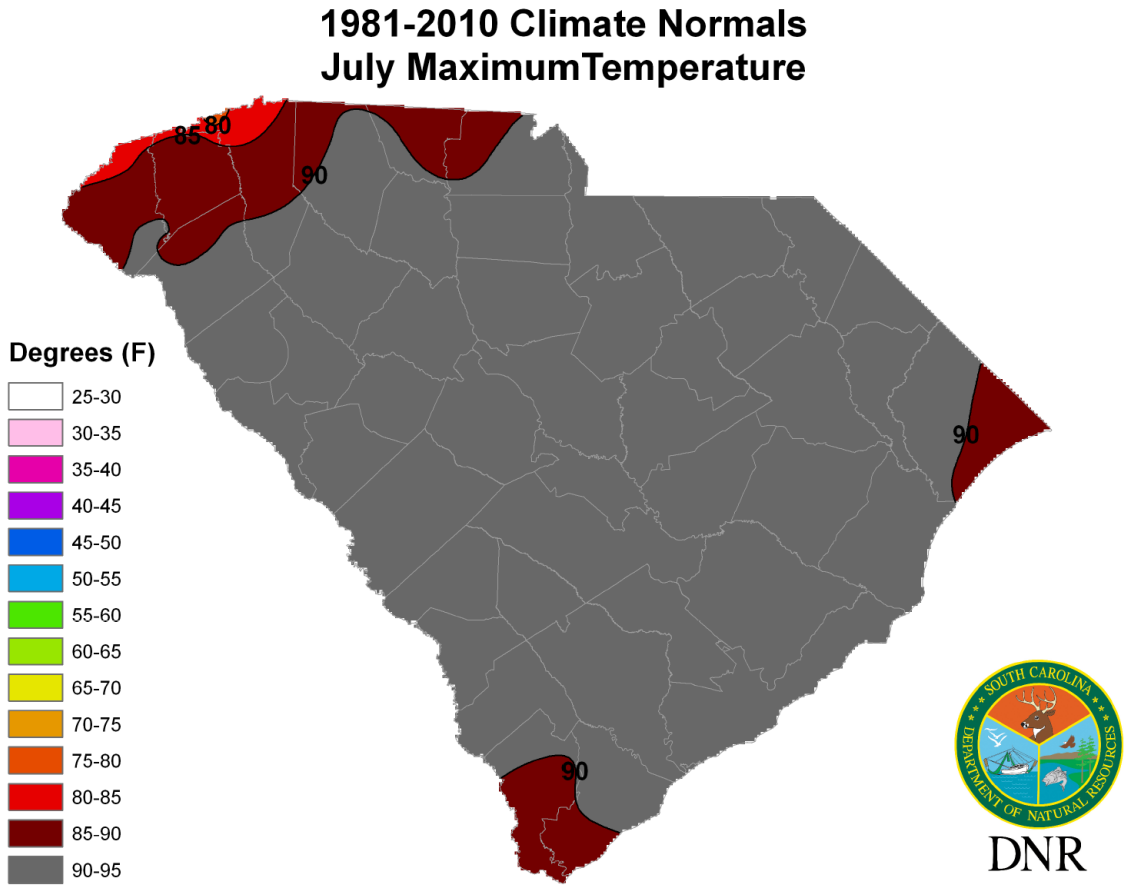
Figure 2-16: Average High Temperature for July in South Carolina



Source: SCDNR

Extreme Heat, often associated with a period of drought, has a high potential to cause agricultural losses (including livestock), and wild fires are much more likely to occur. High heat conditions can damage roadways and lead to electrical brownouts. The hydrologic impacts of the heat wave and drought include exceptionally low water levels in many streams and rivers. According to the NCDC, from 2010 to 2015 there have been 6 days of excessive heat, reported in July of 2010 and July and August 2011.

Wind: Thunderstorms, Hail, and Tornadoes

Beaufort County's coastal location lends itself to being vulnerable to hurricanes and brings not only the threat of flooding, but also damage from wind. Figure 6-1 of The American Society of Civil Engineers (ASCE) publication, *Minimum Design Loads for Buildings and Structures,* 1998 (also referred to as ASCE 7-98) shows that for Beaufort County the design wind speed (3-second gust) for structures ranges from 130 mph along the coast to 110 mph at the County's furthest inland point. While most of the continental U.S. is mapped as having a design wind speed of 90 mph, the Atlantic and Gulf Coast areas have design wind speeds ranging from 100 mph to 150 mph (along the tip of the Florida peninsula and a portion of the Gulf Coast).

FEMA's publication, *Taking Shelter from the Storm,* 2008, presents a map of four wind zones in the U.S. and provides design wind speeds for shelters and other critical facilities. Zone IV shows the areas of highest wind activity which are situated in the Midwest and Tornado Alley, while Zone I shows the areas of lowest activity which are in the western U.S. All of South Carolina is mapped in Zone III. For shelters in this zone, a design wind speed of 200 mph is recommended.

Past Occurrences of Thunderstorms

Wind events can also be the result of thunderstorms, which occur more often than hurricanes. Historical records from the NCDC shows that there have been 185 wind events in Beaufort County since 1950 related to thunderstorms. For 144 of these storms, wind speeds 50 kts or greater were recorded. According to the NCDC, from 2010 to 2015 there have been 60 reported thunderstorm events in Beaufort County.

Future Probability of Thunderstorms

Based on these records, thunderstorms are predicted to occur in Beaufort County at a high rate**.** For the 65 years of record, the 185 storms represent an annual probability of 100 percent. Beaufort experiences multiple thunderstorms annually, and this hazard is one that merits serious attention.

Hail

Hail are frozen droplets of water that thaw and freeze while wind patterns (updrafts and downdrafts) take them between colder and warmer elevations within a thunderstorm cloud. Each time the droplet re-freezes, another layer of ice is added to the object, thus making it larger until it falls to the earth. Since 1970, the NCDC reports 61 incidents of hail in Beaufort County, putting the probability of future hailstorms at 100% annually. In an average year, hail causes one billion dollars in crop and property damage nationwide (NOAA). Since the completion of the last plan update, Beaufort County has experienced several severe hail events, one example being the hail measuring 2.5 inches which fell on the 27th of March, 2011. According to the NCDC, from 2010 to 2015 there have been 9 reported hail events.

Tornadoes

The National Weather Service defines a tornado as a violently rotating column of air pendant from a thunderstorm cloud that touches the ground. Tornadoes are generally considered the most destructive of all atmospheric-generated phenomena, with an average of 800 touching down annually in the United States. In the U.S., May and June are the most active months for tornadoes. Thirty percent of tornado activity occurs between the hours of 3:00 pm and 6:00 pm, and an additional estimated 25 percent occurs between 6:00 pm and 9:00 pm.

Tornadoes are classified using the tornado scale developed by Dr. Theodore Fujita. The Enhanced Fujita Scale went into effect in 2007, replacing the original. The Fujita Tornado Scale assigns a category to tornadoes based on their wind speed and relates this to the general

type of damage that is expected. Ratings range from EF0 (light damage), to F5 (total destruction of a building). The scale is presented in Table 2-9. Approximately 90 percent of tornadoes nationwide recorded between 1956 and 2001 have been F2, F1, and F0 tornadoes. Nearly 88 percent of these have been F1 and F0 tornadoes.

Table 2-9: Enhanced Fujita Tornado Scale

Scale Value	Wind Speed Range (mph)	Type of Damage
EF0	65-85	Light – May be some damage to poorly maintained roofs. Unsecured lightweight objects, such as trash cans, are displaced.
EF1	86-109	Moderate – Minor damage to roofs occurs, and windows are broken. Larger heavier objects become displaced. Minor damage to trees and landscaping can be observed.
EF2	110-137	Considerable – Roofs are damaged. Manufactured homes, on nonpermanent foundations, can be shifted off their foundations. Trees and landscaping either snap or are blown over. Medium-sized debris becomes airborne, damaging other structures.
EF3	138-167	Severe – Roofs and some walls, especially unreinforced masonry, are torn from structures. Small ancillary buildings are often destroyed. Manufactured homes on nonpermanent foundations can be overturned. Some trees are uprooted.
EF4	168-199	Devastating - Well constructed homes, as well as manufactured homes, are destroyed. Some structures are lifted off their foundations. Automobile-sized debris is displaced and often tumbles. Trees are often uprooted and blow over.
EF5	200-234	Incredible – Strong frame houses and engineered buildings are lifted from their foundations or are significantly damaged or destroyed. Automobile-sized debris is moved significant distances. Trees are uprooted and splintered.

Source: NOAA

Past Occurrences of Tornadoes

Scale specific intervals are reported below. However, some of the touchdown locations are recorded for the same date and are therefore either the same tornado or the same system moving through (there are 18 separate tornado days). Most of the recorded incidents of tornadoes in Beaufort County have been low strength tornadoes; only one tornado with a rating of F2 has been recorded. The other incidents were all F0 or F1 tornadoes. Some of the touchdown locations are recorded for the same date very close in time to one another. They are likely the same tornado or the same system moving through. Following the general trend of tornado touchdowns, many of the 25 recorded tornadoes occurred in June. Table 2-8 presents a list of the recorded tornado activity in Beaufort County and includes incidents of

sighted funnel clouds and waterspouts. Damage estimates are given as costs from the time when they occurred, if available.

Table 2-10. History of Known Tornadoes in Beaufort County, 1950 – 2014

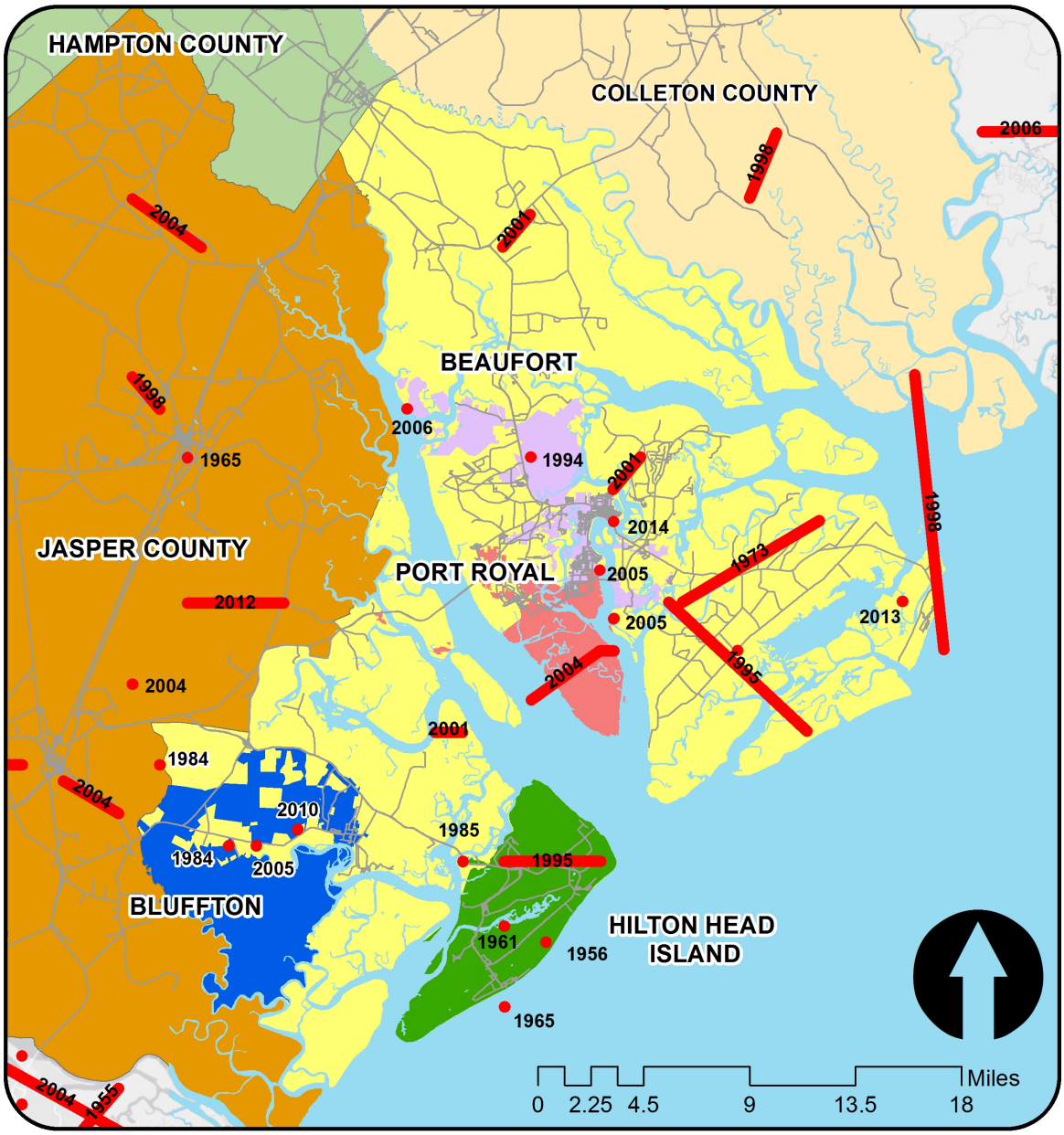
LOCATION	DATE	MAGNITUDE	DEATHS	INJURIES	PROPERTY DAMAGE
BEAUFORT CO.	9/25/1956	F0	0	0	$250
BEAUFORT CO.	4/12/1961	F0	0	0	$25,000
BEAUFORT CO.	10/7/1965	F1	0	0	$250,000
BEAUFORT CO.	10/7/1965	F1	0	0	$25,000
BEAUFORT CO.	5/29/1973	F1	0	0	$25,000
BEAUFORT CO.	5/3/1984	F1	0	0	$25,000
BEAUFORT CO.	6/16/1985	F0	0	0	$0
BEAUFORT CO.	6/30/1994	F0	0	0	$0
Hilton Head Island	6/5/1995	F1	0	0	$500,000
St. Helena Island	6/12/1995	F1	0	1	$60,000
FROGMORE	9/3/1998	F2	1	4	$360,000
GARDENS CORNER	6/12/2001	F0	0	0	$0
BLUFFTON	6/12/2001	F0	0	0	$0
PARRIS IS	6/12/2001	F0	0	0	$0
BEAUFORT	6/12/2001	F0	0	0	$0
PARRIS IS	6/15/2004	F0	0	0	$0
HILTON HEAD IS	9/6/2004	F1	0	0	$0
PARRIS IS	7/13/2005	F0	0	0	$0
BEAUFORT	7/13/2005	F0	0	0	$0
BLUFFTON	7/13/2005	F0	0	0	$0
LAUREL BAY	6/13/2006	F0	0	0	$0
BLUFFTON	4/8/2010	F0	0	0	$40,000
FROGMORE	7/13/2013	F0	0	0	$0
BEAUFORT	6/23/2014	F0	0	0	$0

Source: NCDC

County emergency management and local community staff recalled that there was significant damage associated with the June 5, 1995 tornado because the tornado hit a fairly densely developed area and caused damage to a grocery store and a nearby construction project/site. The June 12, 1995 tornado also hit a fairly densely developed area causing damage to several residential structures. Finally, in September 1998, a Frogmore resident was killed when a tornado struck his mobile home. The surrounding small mobile home community was damaged by the storm, and the road was blocked by fallen trees. Since assistance from the state and federal governments was not going to be available, the construction squadron from MCAS Beaufort volunteered their labor and heavy equipment over the Labor Day weekend to clear the area and remove debris.

Figure 2-18 shows the known locations of the tornado touchdowns within Beaufort County for which data is available.

Figure 2-17: Tornado Events in or near Beaufort County, 1950-2014



Source: NOAA and ESRI

Tornado
Beaufort
Bluffton
Hilton Head Island
Port Royal

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Future Probabilities of Tornadoes

In order to estimate the frequency of occurrence, the number of tornado days (not actual tornado incidents since tornadoes that occurred close in time on the same day are likely the same tornado that has re-formed, or a tornado that is part of the same system) is compared to the length of the period of record which is from 1950 to 2015. The recurrence interval is defined from this information and is a rough estimate of the amount of time, *on average*, during which one occurrence of a given category of tornado will take place. It is important to note that in reality, a tornado can occur multiple times during one recurrence interval, and that the recurrence interval is only an estimated average time period. Recurrence intervals for tornadoes within Beaufort County are presented in Table 2-11. This data is based on information reported directly from the NCDC. The probability of a tornado occurring in Beaufort County in any given year is 27.69 percent.

Table 2-11. Estimated Recurrence Intervals of Tornadoes (based on data from 1950 to 2015)

Tornado Class	Number of Occurrences Within Beaufort County (Tornado Days)	Recurrence Interval (Years)
F0	11	5.9
F1	6	9.2
F2	1	65.0
F3	no record	----------
F4	no record	----------
F5	no record	----------
All Tornado Events	18	3.61

Source: NCDC

There is a moderate rate of occurrence of tornadoes in Beaufort County, and this has slightly increased since the original hazard mitigation plan, but they are generally not considered as significant of a hazard as flooding and wind associated with storms and hurricanes. Wind hazard mitigation will be addressed in the goals and actions section of this plan, as high wind speed is the most harmful effect of a tornado.

Earthquakes

Earthquakes are classified according to their magnitude. The magnitude is a measurement of the maximum motion caused by an earthquake and is recorded by a seismograph. While several scales have been defined, the most commonly used is the magnitude local (ML)

which is used by the Richter Scale. Table 2-12 presents a classification of earthquakes according to their Richter Scale magnitude.

The USGS rates areas of the United States for their susceptibility to earthquakes based on a 10 percent probability of a given peak force, being exceeded in a 50 year period. Beaufort County's peak acceleration is 5-6% g which is considered significant.

Table 2-12. Richter Scale Magnitude Classes

MAGNITUDE CLASS	MAGNITUDE RANGE ML = MAGNITUDE
Great	ML ≥ 8
Major	7 ≤ ML < 7.9
Strong	6 ≤ ML < 6.9
Moderate	5 ≤ ML < 5.9
Light	4 ≤ ML < 4.9
Minor	3 ≤ ML < 3.9
Micro	ML<3

Past Occurrences of Earthquakes

Earthquake epicenter location data (gathered by the HRL from the University of South Carolina Seismic Network), was collected for the period from 1698 to 2008 and indicates that there has only been one earthquake with its epicenter in Beaufort County. The Beaufort County earthquake had an epicenter located on Hilton Head Island and occurred on January 4, 1989. Its magnitude measured 2.8 on the Richter scale. Earthquakes with magnitudes less than 3.0 are considered micro-earthquakes, and those with magnitudes less than 2.5 are generally not felt by humans. Earthquakes that measure magnitudes of at least 5.0 on the Richter scale are considered moderate, and those above 5.9 are classified as strong, major or great.

Earthquakes near Beaufort County: potentially a major impact.

Although only one epicenter is located within the County for the period of record, there are areas of more intense earthquake activity located near Beaufort County. One area of more intense seismic activity is in Berkeley, Colleton, Charleston and Dorchester Counties. In this area, approximately 732 earthquakes occurred over the period of record (1698- 2008). The average magnitude of the earthquakes was a low 2.4 on the Richter scale. However, the highest magnitude recorded was 6.90 in 1886. Of the 732 earthquakes, four earthquakes measured magnitudes above 5.0, and 11 measured magnitudes greater than or equal to 4.0.

1886 Earthquake

The Charleston Earthquake of 1886 was the largest earthquake of record for the southeastern United States, and one of the largest earthquakes in eastern North America. Its major shock, which lasted less than one minute, had a magnitude of 6.9, and occurred on August 31, 1886. It resulted in serious damage to the City of Charleston, and a death toll of approximately 60 people. The areas of most significant damage were Charleston and areas directly northwest of the city including Summerville and Jedburg.

In addition to the recorded events for the period of record, research has shown that there have likely been several events, of strong to major magnitude along the South Carolina Coastal Plain (Talwani and Schaeffer) over the last 6,000 years. Some of these events, along with the 1886 earthquake have caused seismically induced liquefaction which has been observed at several sites in Coastal South Carolina, including the Bluffton area. According to Talwani and Schaeffer, one possible scenario puts one of the seismic events epicenters' near Bluffton with a magnitude of about 6.0. However, the study suggests that earthquakes with epicenters near Charleston are much more likely and that major earthquakes at Charleston have a recurrence interval of about 500-600 years. Because of the proximity to fault lines near Charleston and Bluffton, Beaufort County has a strong commitment to seismic safety.

Future Probabilities of Earthquakes

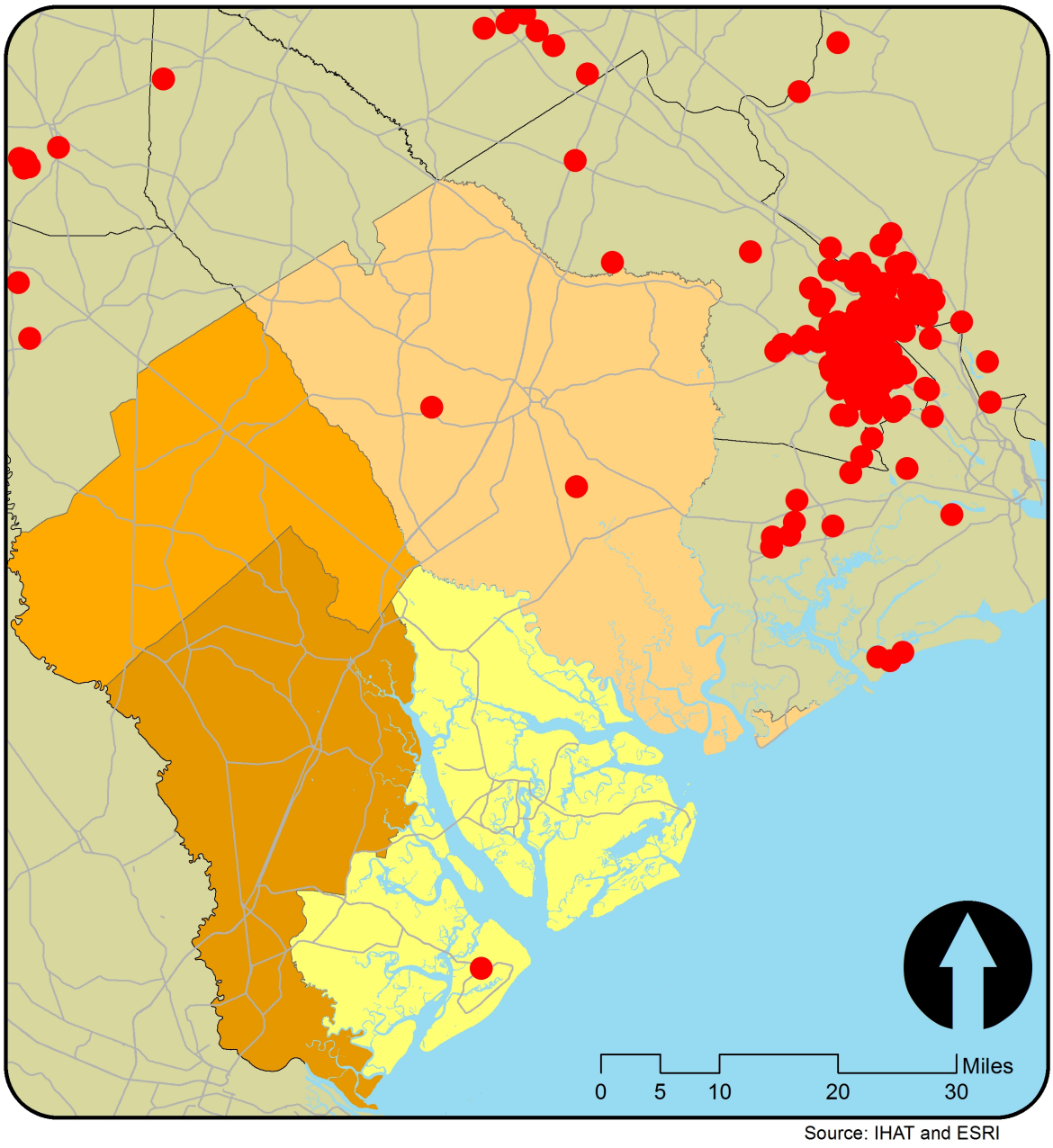
Looking at the occurrences of earthquakes from 1698-2008, the following recurrence intervals for earthquake events were determined (Table 2-13). These figures are based only on seismic activity with magnitudes of 3 or more and therefore include 132 events with epicenters in the previously described locations in Beaufort, Berkeley, Colleton, Charleston and Dorchester Counties. While the SCHRL reports only a .32 percent annual probability of a strong earthquake in the region, the effects of such an event on Beaufort County could be devastating, especially considering its proximity to major fault lines. Therefore, earthquakes are a considered a major hazard to be taken seriously.

Table 2-13. Estimated Recurrence Intervals of Earthquakes in Beaufort, Berkeley, Colleton, Charleston and Dorchester Counties

Magnitude Class	Number of Occurrences	Recurrence Interval (Years)
Great	0	------
Major	0	------
Strong	1	311
Moderate	3	103.7
Light	7	44.4
Minor	136	2.3

Source: SCHRL

Figure 2-18: Historical Epicenter Locations 1698-2015



Fire

According to the U.S. Forest Service's Wildland Fire Assessment System (http://www.wfas.net/), Beaufort County is located in a low-risk fire danger area. Generally, there are three major factors to consider in assessing the threat of wildfires to a community: topography, vegetation and weather.

An area's terrain and land slopes affect its susceptibility to wildfire spread. Wildfire travels much faster upslope than it does down slope. Wildfire can spread rapidly on steep slopes; where the ground slope doubles, the rate of wildfire spread upslope will be likely to double. Beaufort County is situated on the coastal plain and is very flat; the County's highest ground elevation is approximately 50 ft NGVD 29.

Vegetation and land use is another characteristic that affects the spread of wildfire. In particular, forests/dense wooded areas and grasslands provide readily accessible fuel for wildfires. Besides just the existence of this type of vegetation, its moisture content is also a significant factor. This is dependent on weather; droughts or dry weather cause vegetation to become dryer and thus serve as better fuel. While there are sizeable marsh areas in Beaufort County, there are also numerous undeveloped forested areas and grasslands that can be susceptible to wildfires during dry conditions.

Weather is the third factor for consideration. High temperatures combined with low humidity offer the most conducive environment for wildfires. Beaufort County's climate is considered Subtropical Humid. While the County may experience high temperatures during the summer months, this is usually combined with high levels of humidity which are not conducive to the ignition and spread of wildfires. However, during periods of drought, the threat of wildfire increases.

Past Occurrences of Fire

Records for wildfire events were obtained from the South Carolina Forestry Commission (SCFC). The SCFC responds to fires occurring in forested areas or brush areas and terms these types of fires landfires. The number of annual landfire events for Beaufort County for the period of record from 1946-2015 was provided by the SCFC.

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Figure 2-19: Beaufort County Wildfires 1998-2010

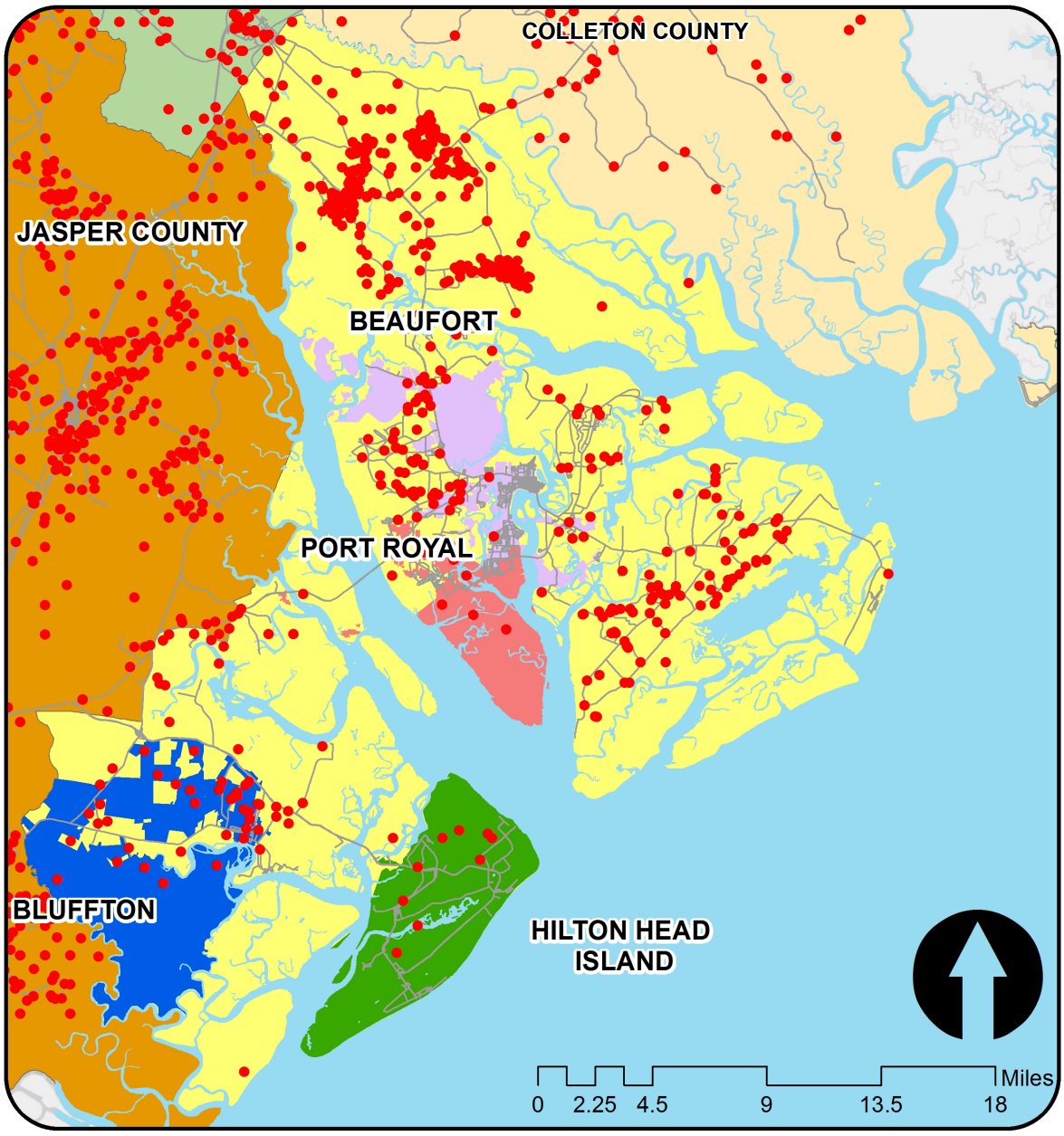
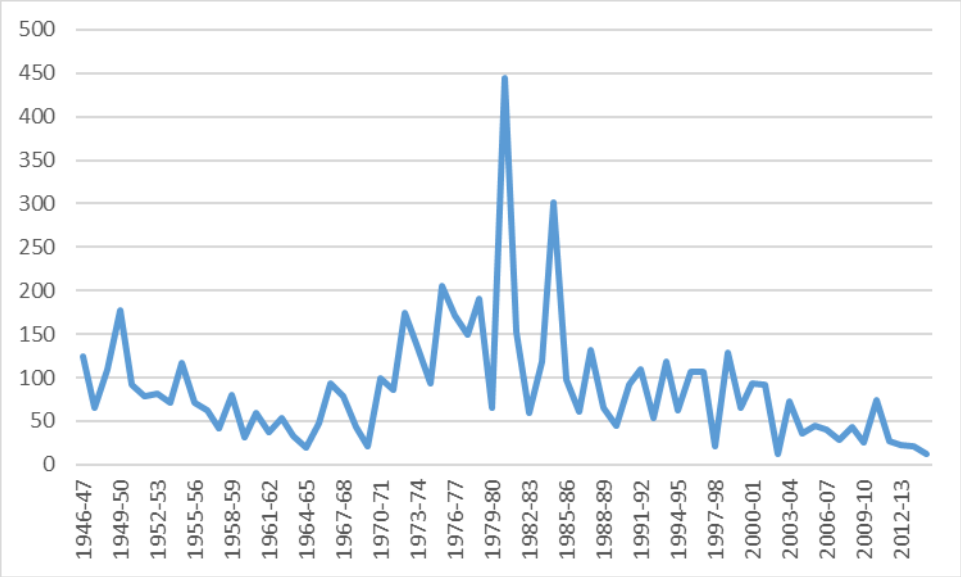


Figure 2-20: Occurrences of Landfires in Beaufort County, 1946-2015



Source: South Carolina Forestry Commission

According to the Beaufort County Forest Ranger, typical wildfires occur in forested areas of the County and in areas known as broomstraw fields where there is ample fuel for fires in the form of tall grass. Typically, these fires do not cause damage to structures, but affect only uninhabited areas. The SCFC has records of the damage caused by each individual fire event, but it has not been compiled electronically or on an annual basis.

According to Beaufort County Emergency Management officials, these fires are generally started by people through careless actions such as improper disposal of lit cigarettes or charcoal type fuel for outdoor cooking, and starting outdoor camp fires that are not properly controlled.

The SC Forestry Commission reports an average of 396 acres of land are burned per year in Beaufort County. Given the relatively small land areas affected by the fires and the terrain of Beaufort County, wildfires are considered a minor to moderate threat for the unincorporated and incorporated areas of Beaufort County. Furthermore, the potential for loss from wildfires (less than one percent of Beaufort's total potential loss) means this is considered a relatively low risk hazard, yet will be addressed by a mitigation action.

Future Probabilities of Fire

Based on fire event data from the past 21 years, The SC Hazards Lab reports an average of 72 wildfires occur annually in Beaufort County. The annual probability for fire in Beaufort County is 100 percent per year. However, looking at past occurrences as an indicator, it is likely that less than one square mile of land on average will be affected annually by wildfires.

Hazards not Historically Prevalent

Dam Failure

According to GIS data and previous HAZUS data collection, there are 15 dams within Beaufort County. Most of these dams are less than 10 feet in height and all are under 25 feet in height. Dams less than 25 feet in height are generally exempt from the Dams and Reservoirs Safety Act because, in most cases, their failure would not pose a serious threat to life, safety, or property. The Relative Hazard Rating for all of the dams in Beaufort County is low (previous HAZUS assessment).

Data for neighboring counties of Colleton, Jasper and Hampton shows that there are 39 dams within those counties, 38 of which also have a low relative hazard rating. There is one dam within Hampton County classified as having a significant hazard rating. This dam has an emergency action plan, and is located along Black Creek, a tributary of the Coosawhatchie River which flows to the tidally-influenced Broad River. Although the dam is located in the drainage basin of the Broad River, it is located approximately 35 stream miles above Beaufort County. The dam reservoir has a drainage area of approximately 60 square miles, but given the dam's distance from Beaufort County and the fact that the Coosawhatchie and Broad Rivers' drainage areas are relatively high, a dam failure at the Hampton County dam is not likely to have a significant impact on Beaufort County. The SC Hazard Research Lab has no record of dam failure for Beaufort County. Therefore, dam failure is not considered a significant hazard within Beaufort County.

Landslides

Landslides are often prompted by the occurrence of other disasters. Floods or long duration precipitation events create saturated, unstable soils that are more susceptible to failure. The forces of earthquakes can also cause landslides. In the eastern U.S., landslides are common in the Appalachian region and New England; in this portion of the country, clay-rich soils are a concern and are considered more susceptible to landslides.

The USGS has a National Landslide Hazards Program and has mapped the landslide risk for the entire conterminous U.S. All of eastern South Carolina is mapped in the lowest risk zone where there is a low landslide incidence that involves less than 1.5 percent of the land area. Given the relatively flat relief of Beaufort County, and its low landslide incidence as mapped by the USGS, landslides are not considered a significant threat within the County. According the SCHRL, there are no recorded occurrences of landslides in the County.

Tsunamis

Tsunamis are sea waves created by underwater earthquakes. When a tsunami is generated and makes its way to the shoreline, it can cause extensive damage to nearby structures and infrastructure, as well as significant inland flooding. Tsunamis generally occur in the Pacific

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Ocean but there have been some recorded events of tsunamis in the Caribbean area of the Atlantic Ocean.

Tsunamis are not generally considered a threat along the eastern seaboard of the continental U.S. The National Oceanic and Atmospheric Administration (NOAA) prepared a Tsunami Mitigation Plan for the Senate Appropriations Committee in the Fall of 1995 that included an area of mapped tsunami risk. This area did not include the eastern U.S. and only showed the tsunami risk area to include coastline along Alaska, California, Hawaii, Oregon and Washington.

Recent findings have indicated that tsunamis can occur along coastal Virginia and North Carolina. In coming years, tsunami scenarios for these portions of the Atlantic Coast will be further studied. However, the South Carolina coast is not currently included as part of this potential risk area and at present, the South Carolina Geological Survey does not consider tsunamis to be a significant hazard to the State. There are no recorded occurrences of tsunamis in Beaufort County, but this plan considers the hazard a serious one, and plans to mitigate against it because of the devastating nature of only one occurrence.

Volcanic Hazards

Volcanic eruptions threaten human life as well as buildings and infrastructure. Among the hazards of volcanic eruptions are lava flows and domes, ashfalls and gasses, and lateral blasts. There are more than 65 active or potentially active volcanoes in the United States; 55 of these volcanoes have been active since the U.S. was founded. While volcanic eruptions can pose a serious threat to life and property, most of the United State's volcanoes are located in Alaska. On the mainland of the U.S., only western states have been identified as being vulnerable to volcanic hazards; this vulnerability is based on the possibility of the areas being subject to lava flows and ashfall (FEMA's Multi-Hazard Identification and Risk Assessment Report, 1997). Therefore, volcanic hazards are not considered a threat to Beaufort County.

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Table 2-14: Overall Hazard Probability

Hazard	Probability (Percent Chance)
Fire	100
Thunderstorm and Wind	100
Flood (Widespread)	46.88
Drought	32.81
Tornado	27.69
Hurricane/Tropical Storm	12.66
Winter Weather (Snow>10")	1.50
Earthquake	0.32
Avalanche	n/a
Tsunami	n/a
Landslide	n/a
Dam Failure	n/a

Table 2-14 represents the overall probability for each of the hazards discussed annually. If the is given as "n/a," that simply means that the hazard has not occurred in the recorded history, according to the data from the SCHRL.

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3. Vulnerability Assessment

The results of the Hazard Identification indicate that some of the hazards warrant a Vulnerability Assessment. A Vulnerability Assessment is performed to determine the impact that hazards have on the built environment and how they can affect people's safety. For those natural hazards occurring frequently or those which have caused major damage in the County, a vulnerability assessment was deemed appropriate. Therefore, the effects of flooding, wind events and earthquakes on Beaufort County will be analyzed. Some hazard events that were identified, such as thunderstorms and tornadoes, are considered to be events that create much larger hazards, such as flooding and wind hazards. This analysis recognizes such, and addresses vulnerability considering that. Overall, unless this analysis indicates so, all hazards appear to affect each of Beaufort County's multiple jurisdictions equally. Both during and after the Vulnerability Assessment, LCOG staff consulted with Committee members individually and organizationally to ensure that both the data and the analysis truly reflected current conditions in the jurisdictions. Changes were made as needed.

Vulnerability Summary

The hazards to which Beaufort County has a notable vulnerability to are discussed in this section, and available data has been used. The tables below reflect an overall summary of description of the each jurisdictions vulnerability to each hazard.

The valuation chart, 3.1 below, shows the total number of buildings, based on the Beaufort County Tax assessor's estimates, for residential, commercial, industrial facilities. The severity/loss numbers represent the impact of hazards, and that information is reflected in the tables below.

Table 3-1: Assessment Valuation Data

Jurisdiction	Residential	Commercial
Beaufort (City)	$1,031,983,581	$471,114,592
Port Royal	$375,398,070	$211,968,200
Hilton Head	$14,602,562,305	$1,495,146,354
Bluffton	$7,169,121,590	$1,034,367,793
Unincorporated County	$5,082,836,415	$284,806,634
TOTAL	$28,261,901,961	$3,497,403,573

Source: Beaufort County Tax Assessor

Table 3-2: Loss Information per Hazard in Beaufort County 1960-2014

Hazard	Property Damage (Millions)
Flooding	22.3
Hurricane/Tropical	15.8
Drought (Including Crop Damage)	12.7
Thunderstorm	3.2
Tornado	2.5
Winter Weather	2.2
Wind	1.5
Wildfire	0.4

Source: USCHRL

Social Vulnerability

Social vulnerability examines the socioeconomic and demographic character of places and helps to explain the variation in the population's ability to prepare for and respond to hazards. The Social Vulnerability Index (SoVI) is a statistical measure that compares social vulnerability to environmental hazards among places, and then visually displays these comparisons on a map. SoVI thus illustrates where there is uneven capacity for preparedness and response and where additional planning and response resources might be used most effectively to help residents. The following table contains the 29 variables considered in the SoVI. For greater detail on the significance of each type of variable and its relevance to hazard vulnerability, Appendix C provides descriptions provided by the SoVI website.

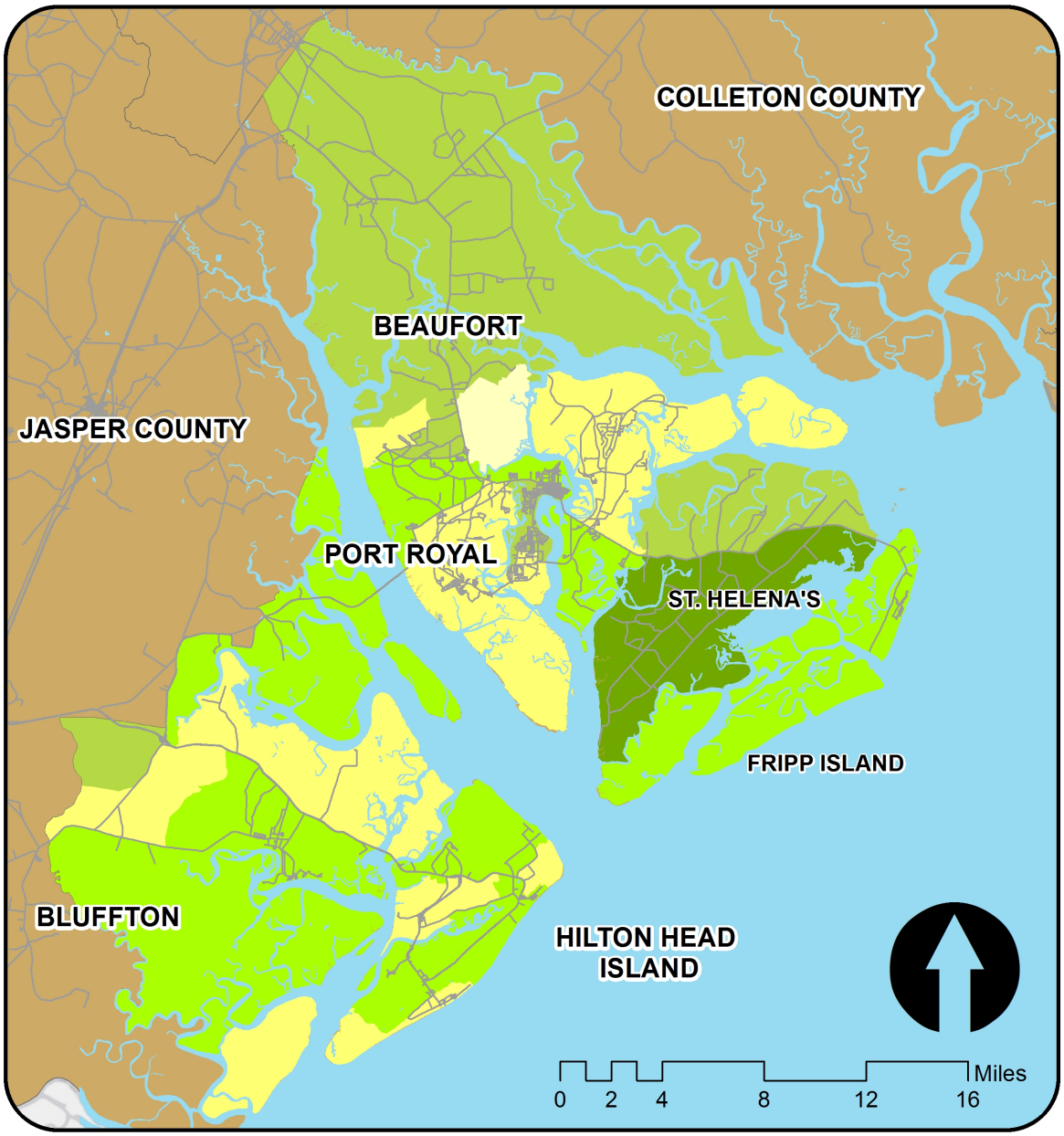
Table 3-3: 29 Variables Utilized in SoVI Analysis

Percent Asian	Percent of Population Living in Nursing and Skilled-Nursing Facilities
Percent Black	Hospitals Per Capita
Percent Hispanic	Percent of Population Without Health Insurance
Percent Native American	Percent With Less Than 12th Grade Education
Percent of Population Under 5 Years or 65 and Over	Percent Civilian Unemployment
Percent of Children Living in Married Couple Families	People Per Unit
Median Age	Percent Renters
Percent of Households Receiving Social Security	Median House Value
Percent Poverty	Median Gross Rent
Percent of Households Earning Greater Than $200,000 Annually	Percent Mobile Homes
Per Capita Income	Percent Employment in Extractive Industries
Percent Speaking English as a Second Language with Limited English Proficiency	Percent Employment in Service Industry
Percent Female	Percent Female Participation in Labor Force
Percent Female Headed Households	Percent Housing Units with No Car
	Percent Unoccupied Housing Units

Source: http://webra.cas.sc.edu/hvri/products/sovifaq.aspx

According to SCEMD, Beaufort County has a wide range of social vulnerability, with most tracts exhibiting moderate levels. Figure 3-1 depicts the SoVi analysis for Beaufort County with the highest vulnerability indicated by the dark green areas. Northern Beaufort County, as a whole, shows high levels of vulnerability with one particular area of concern being St. Helena's Island. With the 29 variables examined in the SoVi analysis, it is difficult to judge which individual factors contribute the most to this classification. A review of economic and demographic data shows St. Helena's Island as among the poorest areas in the County, and per the Hazus analysis, it has many mobile homes that are especially vulnerable in wind and flood. Taking these factors into account, additional action should be taken to identify the needs of residents, and what other issues may be considered in planning for hazard preparedness and recovery.

Figure 3-1: Social Vulnerability



Source: SCHVRI and ESRI

Social Vulnerability

- Low
- Medium Low
- Medium
- Medium High
- High

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Inventory Information

In order to assess the vulnerability of the community, particularly to natural hazards, an inventory of the county's structures and critical facilities was performed.

ArcGIS shape files with existing structure locations were provided by Beaufort County for all unincorporated areas and for the City of Beaufort and the towns of-Bluffton, Port Royal and Hilton Head Island in Beaufort County. This information includes structures digitized from aerial photography as well as updates based on recent Certificates of Occupancy as they are issued.

Critical facilities are those facilities that warrant special attention in preparing for a disaster and/or facilities that are of vital importance to maintaining citizen life and health safety, and community order during and/or directly after a disaster event. Beaufort County has prepared an inventory of critical facilities that includes emergency response facilities such as police stations, fire departments, emergency medical services stations (EMS) and medical centers/hospitals; public facilities including schools and local government buildings; and important transportation facilities including airports. Hazard Mitigation Planning Committee members reviewed and updated the county's list during the planning process. A count of the types of facilities in each community is provided in Table 3-4.

Table 3-4: Critical Facilities

Facility Type	Emergency Facilities	Military Facilities	Schools	Public Buildings	Utilities	Airports	Commercial Facilities	Total
Incorporated Communities								
Beaufort	10	1	8	10	4	1	---	31
Bluffton	3	---	3	---	3-	---	---	6
Hilton Head	15	---	7	3	8	1	10	44
Port Royal	5	1	2	2	1	---	---	10
Unincorporated Areas								
Burton	3	---	4	1	---	---	1	9
Daufuskie	2	---	---	---	---	---	---	2
Chechessee	1	---	---	1	1	---	---	3
Frogmore	1	---	---	---	---	---	---	1
Lady's Island	---	---	3	1	---	---	---	4
Lobeco	1	---	1	---	---	---	1	3
Pritchardville	2	---	---	---	---	---	---	2
Seabrook	---	---	---	1	---	---	---	1
Sheldon	2	---	1	1	---	---	---	4
St. Helena	4	---	2	1	1	---	---	7
							Total in Unincorporated Areas	36

Flooding

This section discusses the vulnerability of Beaufort County to damage by the flooding described in the Hazard Identification. Flood problems arise when floodwaters cover developed areas, locations of economic importance and infrastructure. Damage to buildings, particularly residential buildings, is usually the largest single flood problem a community faces.

Floodplain

The majority of land in Beaufort County lies within the 100-year floodplain as shown on the communities' FIRMs. Therefore, a significant portion of existing development in the County is located in 100-year flood zones and is vulnerable to flooding and flood damages.

Flood Depths

Base flood elevations within the County range from 22 ft NGVD within VE zones on Hilton Head Island to 8 ft NGVD in inland areas of the northern county. Flood depths within the county also vary.

City of Beaufort

In the City of Beaufort, properties along the Beaufort River in the downtown portion of the city are subject to flood depths of about 3-6 feet during the base flood according to FEMA FIRM base flood and reference mark elevations. The base flood elevation along the river here is 13 ft NGVD while ground elevations range from approximately 7 feet (at the end of Hancock Street by Beaufort River) to approximately 11 feet on the northwest side of the intersection of Carteret and Port Republic Streets.

Town of Bluffton

Within incorporated Bluffton, the majority of development lies outside of the 100-year floodplain. There are some developed areas along the May River that lie within the Town of Bluffton where the base flood elevation is 13 ft. NGVD. Ground elevations along the May River in developed areas within the Town are about 8-12 ft. NGVD. Therefore, a very limited amount of structures within the town are subject to base flood depths of 1-5 feet.

Town of Hilton Head

Within the Town of Hilton Head Island, most areas are subject to flood elevations of about 14ft NGVD, although the flood elevations along the shoreline range from 22 ft. to 15ft NGVD. According to reference marks on the Hilton Head Island FIRMs, much of the inland areas are subject to flooding of about 1-3 feet in depth. Most of the built environment near the coastline in Hilton Head Island lies in areas subject to base flood elevations of 14-15 ft. NGVD; ground elevations in these areas generally range from 8 to 12 feet resulting in base flood depths of 3 to 7 feet. However, in some areas where properties are located further towards the shoreline and within VE zones, base flood depths are higher. In the Forest Beach Drive area, several structures located seaward of the road are within VE zones with water surface elevations of 18-20ft NGVD while ground elevations are approximately 12 ft. NGVD, resulting in flood depths of 6-8 feet.

Town of Port Royal

Within the Town of Port Royal, most of the mapped base floodplain that affects the developed area is located along the Beaufort River in the southern portion of the Town. This includes properties along Sixth through Tenth Streets, eastern portions of Eleventh and Twelfth Streets, and southern portions of Richmond, London, Paris, and Madrid Avenues. The base flood elevation here is 13 ft NGVD. Ground elevations are mostly 4-8 feet south of Seventh Street, and 9-13 feet between Seventh and Tenth. Therefore, south of Seventh Street, flood depths are about 5-9 feet for the 100 year flood, while between Seventh and Tenth, depths are less than 1 foot up to 4 feet.

Unincorporated County – Bluffton Township

In the Moss Creek Plantation area, portions of the community lie in the base floodplain. Flood depths for the base flood range from about 1 to 9 feet; the BFE here is 14ft NGVD and ground elevations range from 5 ft NGVD upward.

Unincorporated County – Daufuskie

In northwestern Daufuskie where the BFE is 14-15 ft NGVD, ground elevations are 4-9 ft NGVD resulting in base flood depths of about 5-11 feet. In central Daufuskie along the Calibogue sound, BFE's range from 14-16ft NGVD while ground elevations are at 4 ft near the shoreline. Slightly further inland where the BFE is 14ft NGVD, ground elevations are from about 6 to 9 ft NGVD putting flood depths in this area from 5 to 11 feet.

Unincorporated County – Fripp Island

Fripp Island's development consists mostly of the Fripp Island resort which spans 3-1/2 miles of coastline along the Atlantic Ocean. The base flood elevation within the majority of this development is 13ft NGVD, while ground elevations range from 4 ft NGVD to 10 ft NGVD. Therefore, flood depths are an estimated 3 to 9 feet. Closer to the coast, the BFE ranges from 15 to 20 ft NGVD, but landward of the frontal dune where there is development, the elevation is 15 to 16 ft NGVD and ground elevations are 4 to 11 ft NGVD. Therefore, right along the coastline, but landward of the dunes the flood depth ranges from 4 to 12 feet. Therefore, flood depths vary dramatically from as much as about 11 feet in low-lying areas near the coastline to 3 feet in areas on some of the higher ground of the development located inland where the base flood elevation is 13 ft NGVD. The Fripp Island development is relatively new with development occurring after the county joined the NFIP. Therefore, the structures are post-FIRM and should all be elevated above the level of the base flood. The flood and tide events of the fall of 2015 resulted in road flooding in several locations and some structural damage to homes. Since the beach has been accreting and dunes have been forming during the past decade, oceanfront homes are, in many cases, further from the water than previously.

Unincorporated County – St. Helena

In the Fort Fremont area of St. Helena located at the mouth of the Beaufort River, there is development located along the river within the base floodplain; the base flood elevation here is 13-14 ft NGVD. Ground elevations of properties located adjacent to the river are generally

5-8 ft NGVD where the BFE is 14 ft NGVD. East of Bay Point Road/Fort Fremont Road, ground elevations in developed areas are about 5-9 ft NGVD while the BFE is 13 ft NGVD. Therefore, flood depths are approximately 4-9 feet in the Fort Freemont area for the 100-year flood.

Along Sea Island Parkway in eastern St. Helena, a significant portion of the developed area is within the 100-year floodplain. The base flood elevation ranges from 14-15 ft NGVD in and ground elevations are generally 6-10 ft NGVD in much of the developed areas. This puts flood depths as high as 9 feet in some areas with a range of 4-9 feet.

Unincorporated County – Sheldon-Dale

Along the Coosaw River in the Sheldon-Dale area, the base flood elevation is 13 ft NGVD according to the county's FIRMs. Flood depths in this area are then an estimated 1-5 feet as ground elevations in the developed area generally range from 8 ft NGVD upwards.

Flood Prone Structure Counts

Table 3-5 provides the results of the analysis indicating the number of structures in Beaufort County and its incorporated areas that are vulnerable to flooding according to the data supplied by the jurisdictions and the building shape files, and is deemed to be relatively up-to-date.

The data supplied in Table 3-6, shows that a significant portion of the structures in Beaufort County lie within the 100-year floodplain. On Hilton Head, the incorporated area with the most structures (over 19,000), an estimated 76 percent of structures are located in the 100 year floodplain. Thus, the vast majority of the town's structures lie within areas vulnerable to flooding where there is at least a 1 percent chance of being flooded in any given year. In the City of Beaufort, where there are over 6,000 structures, approximately 30 percent lie within the 100-year floodplain. In Port Royal, 40 percent of structures lie within the 100-year floodplain. The Town of Bluffton, including newly annexed areas, has a relatively low percentage of structures within the 100-year floodplain; only 293 structures, or about 3 percent of the town's total structures, lie within the 100-year floodplain.

Table 3-5: Number of Structures in Flood Areas

Community	V Zone(s)	A Zone(s)	Subtotal	X-500	X-Zone	Total
	100-Year Flood Zone					
Beaufort County (Unincorporated)	217	19,793	20,010	1,210	29,698	50,918
Beaufort (City)	0	1,928	1,928	1,210	3,126	6,264
Bluffton	0	293	293	12	7722	8,027
Hilton Head	90	14,802	14,892	505	4,068	19,465
Port Royal	27	1,367	1,394	367	1600	3,361

Source: FEMA, Beaufort County GIS, LCOG

Forty percent of structures in the unincorporated portion of the County are located in the 100-year floodplain. Beaufort County is divided into seven planning districts that include the entire County. One of these is the Hilton Head Island District, which is in the unincorporated part of the island. The remaining six planning districts encompass larger portions of the unincorporated County. Building count results for these areas are presented in Table 3-6.

Figure 3-2: Beaufort County Planning Districts

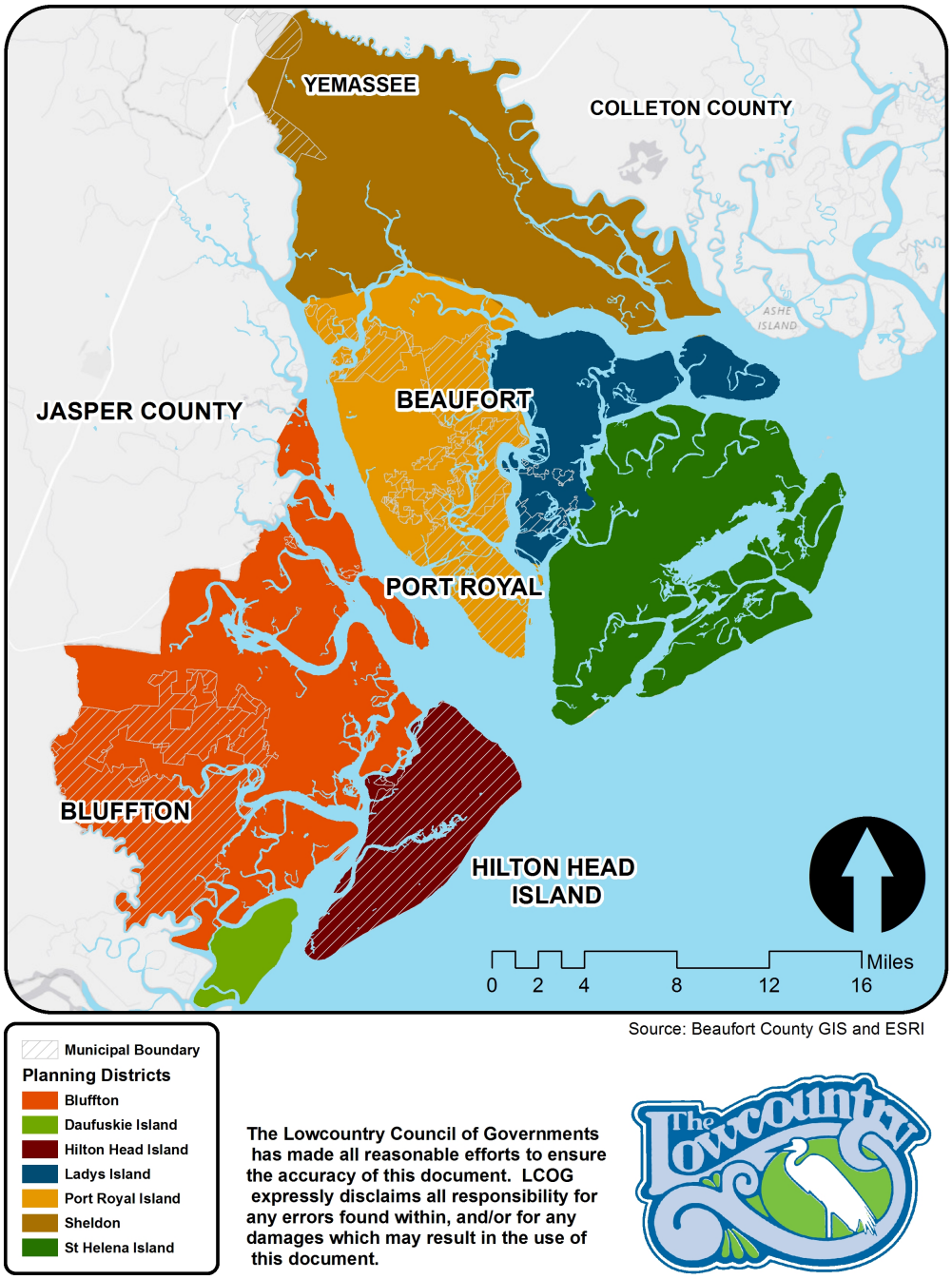


Table 3-6: Structures in Flood Zones in Unincorporated Beaufort County by Planning District

COMMUNITY	V ZONE(S)	A ZONE(S)	*SUBTOTAL*	X 500	X ZONE	*TOTAL*
	100-YEAR FLOOD ZONE					
BLUFFTON TOWNSHIP	------	5,867	5,867	1,715	13,546	21,128
DAUFUSKIE ISLAND	32	391	423	71	248	742
HILTON HEAD ISLAND	------	727	727	------	53	780
LADY'S ISLAND	------	2,797	2,797	71	3,851	6,719
PORT ROYAL ISLAND	------	2,727	2,727	77	8,190	10,994
SHELDON	------	948	948	531	2,066	3,545
ST. HELENA	184	6,311	6,495	145	1,742	8,382

Source: FEMA, Beaufort County GIS, LCOG

Most of the structures in the unincorporated County are located in the northern portion of the County outside and to the east of the Beaufort/Port Royal area. The planning district with the highest overall number of flood-prone structures is St. Helena Island which includes the Frogmore area and Fripp's Island. There are over 6,000 structures in this area located in the 100-year floodplain. The Port Royal Island area has about 2,700 flood-prone structures, and the unincorporated Bluffton area has nearly 6,000 structures located in the 100-year floodplain.

Flood insurance policy information was provided by SC Department of Natural Resources and the jurisdictions and is presented in Table 3-7. Note that flood insurance is available to anyone in the County (except those in CoBRA zones), even those structures outside of the mapped floodplain area. Therefore, in some cases, the number of policies includes policies for structures that are not in the mapped floodplain.

Table 3-7: Flood Insurance Policies 2015

Community	No. Structures in the 100-year Floodplain	No. of flood insurance Policies
Unincorporated County	20,010	22,877
Beaufort (City)	1,928	1,510
Bluffton	293	139
Hilton Head	14,171	28,655
Port Royal	1,394	399

Source:SCDNR

In addition to performing a count of structures in the 100-year floodplain zones, a count of structures in storm surge zones was completed. This was done for each of the Category 1 through 5 surge zones and is divided by planning area. Results of the analysis are presented in 3-8.

Table 3-8: Structures in Storm Surge Zones in Beaufort County by Planning District 2015

Planning District	Category 1		Category 2		Category 3		Category 4		Category 5		Total
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Bluffton Township	1,526	5.2%	5,799	19.9%	15,094	51.7%	20,405	70.0%	23,818	81.7%	29,170
Daufuskie	154	20.8%	406	54.7%	706	95.1%	715	96.4%	715	96.4%	742
Hilton Head Island	7,062	35.3%	13,686	68.4%	18,728	93.5%	19,981	99.8%	19,981	99.8%	20,022
Lady's Island	977	14.2%	2,297	33.4%	3,949	57.4%	5,462	79.4%	6,469	94.1%	6,878
Port Royal Island	1,661	8.1%	4,591	22.5%	9,599	46.9%	14,353	70.2%	16,655	81.4%	20,449
Sheldon	530	14.7%	1,566	43.5%	2,663	73.9%	3,228	89.6%	3,571	99.1%	3,604
St. Helena	3,489	41.6%	6,178	73.7%	7,071	84.4%	7,645	91.2%	8,144	97.2%	8,382

Critical Facilities

Beaufort County's and Hilton Head Island's critical facilities GIS coverage was used as the basis for determining the county's critical facilities. Steering Committee members reviewed the list of facilities included in this coverage and made modifications as appropriate. A total of 128 facilities within the County were identified as critical. Analysis of their locations in 2015 showed that 71 of these facilities are located within the 100-year floodplain; all of these are in the AE zone. Seventeen of these facilities lie within incorporated areas of the County. Six of them are in the City of Beaufort, 3 are in Bluffton, 46 are on Hilton Head and one is in Port Royal. Most of the remaining facilities are located in unincorporated portions of Northern Beaufort County with one exception; one facility is located in the southern part of the county near the Jasper County border. Table 3-9 provides the name of the facilities and address information where it is available.

Table 3-9: Critical Facilities Located in the 100-Year Floodplain in Incorporated Communities

Location	Facility
Beaufort	
2510 Mossy Oaks Road	Mossy Oaks Elementary School
2501 Mossy Oaks Road	Beaufort Middle School
2519 Mossy Oaks Road	Beaufort Fire Dept. Station 2
311 Scott Street	Beaufort County Library

237 Sea Island Pkwy	Lady's Island Airport
501 Charles St	Beaufort Post Office
Bluffton	
51 W. Old palmetto Bluff Road	Water Storage Tank
52 Cecil Reynolds Drive	Santee Cooper Electric Substation
Whitehouse Plantation Road	Palmetto Bluff WWTP
Hilton Head Island	
40 Summit Drive	Hilton Head Island Fire and Rescue Headquarters
21 Oak Park Drive	Hilton Head Island Fire and Rescue Dispatch
70 Cordillo Pkwy	HHI Fire and Rescue Station #1
65 Lighthouse Road	HHI Fire and Rescue Station #2
534 William Hilton Pkwy	HHI Fire and Rescue Station #3
400 Squire Pope Road	HHI Fire and Rescue Station #4
20 Whopping Crane Way	HHI Fire and Rescue Station #5
12 Dalmation Lane	HHI Fire and Rescue Station #6
1001 Marshland Road	HHI Fire and Rescue Station #7
120 Beach City Road	Beaufort County Airport Terminal Building
27 Dillon Road	Fire Station #9 (Airport)
1 Town center Court	Municipal Government Offices
3 Town Center Court	Court
539 William Hilton Pkwy	Beaufort County Government Offices
10, 70, 80 Wilborn Road	Beaufort County Schools Hilton Head Campus
165 Pembroke Drive	Hilton Head Island Early Childhood Center
58 Shelter Cove Lane	Beaufort County Sheriff's Department
980 William Hilton Pkwy	Wexford Plantation Security Office
10 Shipyard Drive	Shipyard Plantation Security Office
399 Long Cove Drive	Long Cove Plantation Security Office
10 Queens Folly Road	Palmetto Dunes Plantation Security Office
1 Brams Point Road	Spanish Wells Entrance Gate Security Office
3 Marina Side Drive	Broad Creek PSD
25 Bow Circle	South Island PSD-Main Office
21 Oak Park Drive	Hilton Head No 1 PSD
870 William Hilton Parkway	Hargray Telephone Company
111 Mathews Drive	Palmetto Electric Coop
4 Nature's Way	Jarvis Creek Pump Station
179 Greenwood Drive	Sea Pines Lawton Canal Pump Station
54 Yorkshire Drive	Wexford Canal Pump Station
183 Mathews Drive	Hilton Head PSD Water Storage Tank

65 Gardner Drive	Hilton Head PSD-Well Tower #1
91 Union Cemetary Road	Hilton Head PSD-Well Tower #9
41 Shelter Cove Lane	Broad Creek PSD- Pump Station
2 Saint George Road	Broad Creek PSD-Well
106 A Cordillo Pkwy	South Island PSD-Water Storage Tank
2 Lawton Canal Road	South Island PSD-WTP
122 Cordillo Pkwy	South Island PSD-FB Lift Station #3
75 Lighthouse Rd	Palmetto Electric Coop- Sea Pines Substation
100 Lawton Drive	Palmetto Electric Coop- Heritage Substation
7 Dunnagan's Alley	Palmetto Electric Coop- Market Place Substation
5 Marina Side Drive	Palmetto Electric Coop- Long Cove Substation
149 Mathews Drive	Palmetto Electric Coop-Folly Field Substation
41 Power Alley	Santee Cooper Electric Substation
249 William Hilton Pkwy	Santee Copper Electric Substation
175 Greenwood Drive	Sea Pines Plantation Security Office
Port Royal	
700 Paris Avenue	Port Royal Town Hall

Table 3-10: Critical Facilities Located in the 100-Year Floodplain of the Unincorporated County

Location	Facility
Chechessee	
6 Snake Road	BJWSA
Colleton River	
2 Oak Hill Ct	Bluffton Station 36
Dataw	
Polowana Rd	Water Storage
Lady's Island	
146 Lady's Island Drive	Lady's Island Fire District 1
73 Chowan Creek Bluff	Lady's Island Elementary
Okatie	
Okatie Maintenance Yard	Cherry Pointe Water Storage
Seabrook	
2009 Trask Pkwy	Whale Branch Middle School
15 Stuart Point Road	Whale Branch Elementary School
219 Seabrook Point Dive	Seabrook Post Office

ST. HELENA	
74 Polowana Road	Lady's Island/ St. Helena Fire Dept Station #24
291 Tarpon Blvd	Fripp Island Fire Department
1609 Sea Island Pkwy	Lady's Island/ St. Helena Fire Dept Station #23
774 Sea Island Pkwy	St Helena Post Office
Old Polowana Rd	St Helena WWTP
Swingabout Rd	St Helena Water Storage

Repetitive Loss Areas

A repetitive loss structure is defined by FEMA as any structure for which two or more flood insurance claims have been paid for more than $1,000 in a 10-year period. While these properties make up only 1-2 percent of the flood insurance policies currently in force, they account for 40 percent of the country's flood insurance claim payments. A report on repetitive loss structures recently completed by the National Wildlife Federation found that 20 percent of these structures are listed as being outside of the 100-year floodplain. FEMA has reported that the NFIP's 75,000 repetitive loss properties have already cost billions of dollars in flood insurance payments and numerous other flood-prone properties continue to remain at high risk in the Nation's floodplains. Therefore, there are several programs that encourage communities to identify the causes of their repetitive losses and to work to mitigate these losses.

Identifying areas of repetitive losses within a community is a good indicator to use in determining areas of the highest flood damage vulnerability. Although flood damage is not necessarily limited to these areas, repetitive loss data provides location indicators for areas where structures are experiencing recurring and costly flooding damage.

Unincorporated County

The County's participation in the Community Rating System has encouraged a thorough review of repetitive loss structures. As a result, many of the previously listed repetitive loss properties have been investigated and in some cases mitigated so that many of the structures are no longer considered repetitive losses.

There are currently no repetitive loss structures located in unincorporated Beaufort County. Seven structures were removed from the list for various reasons including two structures for which flood protection mitigation in the form of stormwater management improvements were provided and funded by the property owner. Additionally, one listing was an error, and for one structure, the cause of flooding was not identifiable. Three structures are situated on

the Hunting Island State Park area and are not under the jurisdiction of the County, but fall under the jurisdiction of the South Carolina Office of Parks and Tourism.

Beaufort

There are no repetitive loss properties in the City of Beaufort. Since the original plan was written, two properties were taken off the list.

Bluffton

There are no repetitive loss structures in Bluffton.

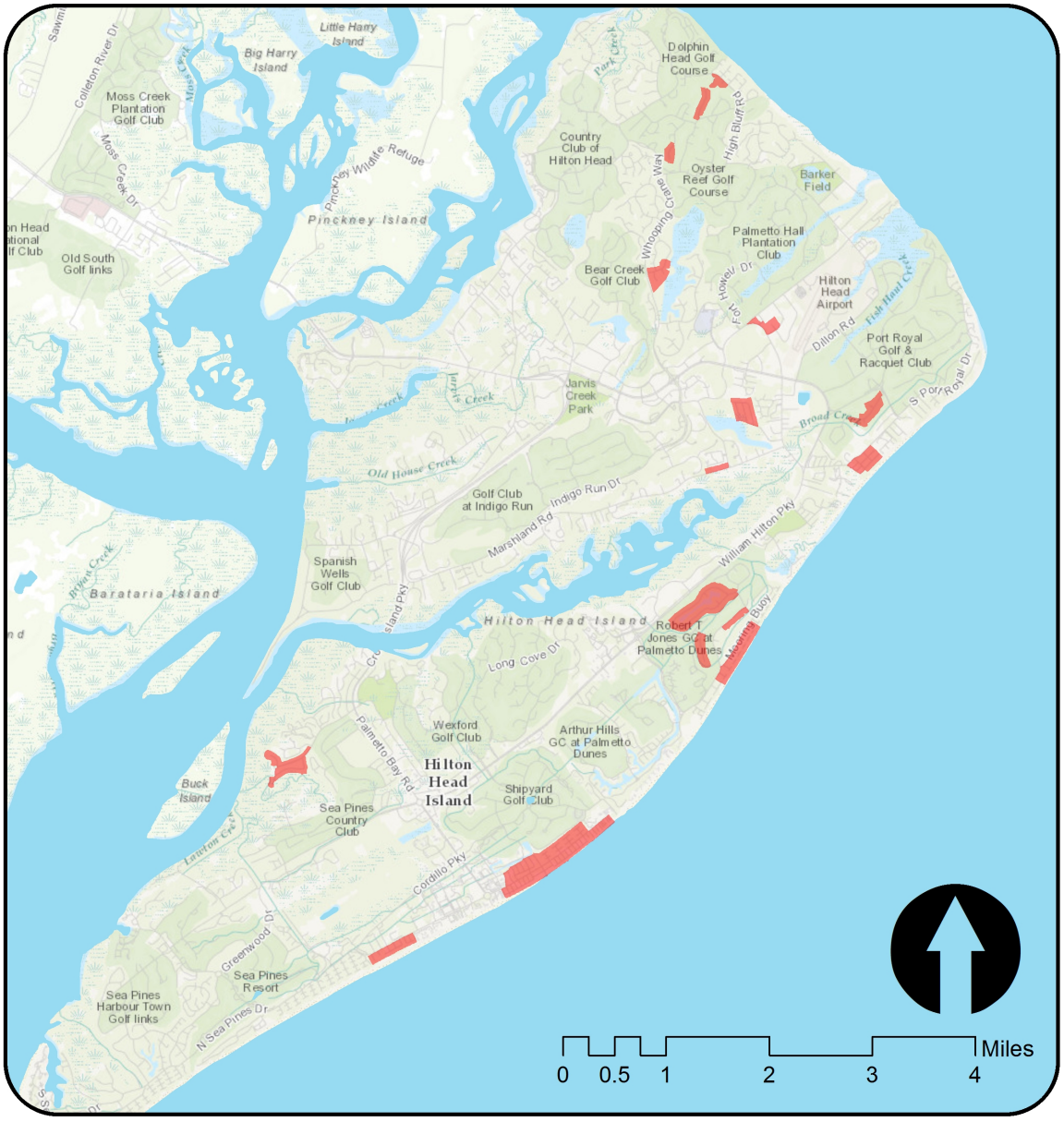
Hilton Head

The Town of Hilton Head's participation in CRS has also encouraged a review of this community's repetitive loss structures which has resulted in the mitigation and/or removal of many structures from the list. Currently, there are 24 properties on the repetitive loss list for the town, twelve of which are insured. Nineteen of the structures are single family dwellings, two are multifamily, and one is non-residential.

A GIS coverage of the repetitive loss areas provided by the town allowed for the following observations of the properties:

- 19 of the properties are located in the A flood zone.
- 5 of the properties are in the X500 zone which is outside the 100-year floodplain. Two of these are within 200 feet of the AE zone.
- 11 of the properties are located along or near the Atlantic Coast side of the island in the Forest Beach area adjacent to the V zone.
- 1 is located in the Palmetto Bay area along Broad Creek at its confluence with the Intracoastal Waterway.
- 2 are in the Palmetto Dunes area, approximately ½ mile inland.
- 3 properties are on northeastern part of the island on the Atlantic Coast Side.
- 5 of the properties are on the northeastern part of island.
- 2 of the properties are located mid-island.

Figure 3-3: Repetitive Loss Areas on Hilton Head Island



Repetitive Loss Areas

Source: HHI Planning, LCOG, and ESRI

The Lowcountry Council of Governments has made all reasonable efforts to ensure the accuracy of this document. LCOG expressly disclaims all responsibility for any errors found within, and/or for any damages which may result in the use of this document.

Port Royal

There are no repetitive loss properties in the Town of Port Royal.

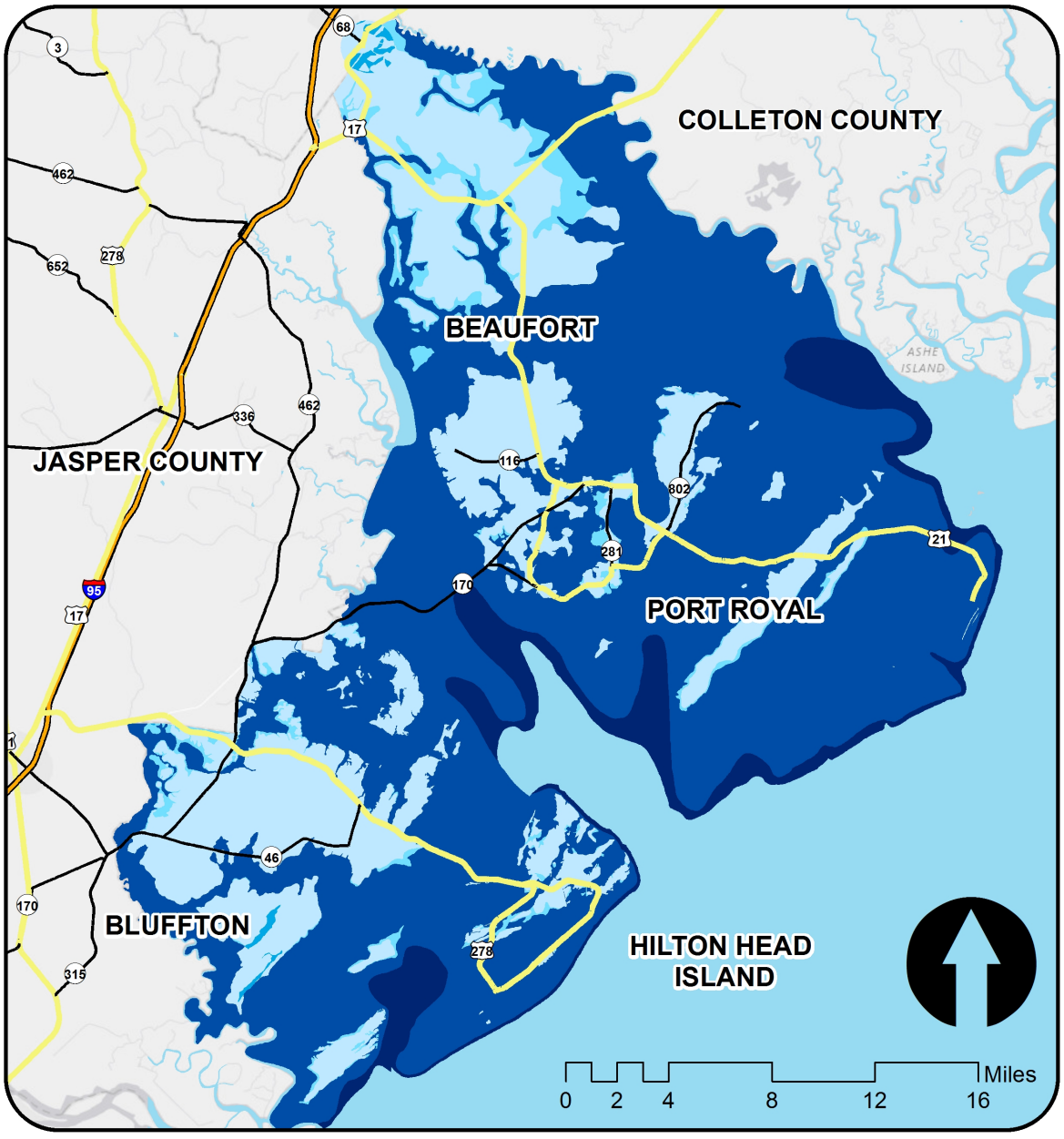
Access

In addition to building and facility vulnerability, communities must consider transportation and roadway accessibility during and after a flood. Drowning in vehicles is the number one cause of flood deaths. If residents wait too long to evacuate, flooding may impact their chances of being able to get out of potentially dangerous areas. The question of returning evacuees bears consideration as well. Although most people are in a hurry to return after a flood to assess damage and begin repairs, flooded roadways and bridges can prevent them from accessing these structures for several days.

Because a majority of the land area within the county lies in the 100-year floodplain, portions of all of the major highways within the county would be inundated by a 100-year event. As illustrated in Figure 3-4, this includes the major portions of South Carolina Routes 116, 170, and 802 in the Beaufort City and Port Royal areas. In the northern portion of the county, it includes much of US Route 21 from Fripp Island up to the Sheldon area. Major portions of U.S. Route 17 would also be inundated by the 100-year flood. In Southern Beaufort County which includes Hilton Head and Bluffton, approximately half of the length of US Route 278 lies within the 100-year floodplain. Additionally, most of South Carolina Route 170 in Southern Beaufort would be inundated.

An important fact in considering Beaufort's evacuation routes is that there essentially are no alternatives to the ones existing now because of the topography of the area. Because of Beaufort County's physical composition, bridges should be considered as critical facilities because they are the essential connectors for both people and essential goods. Their future evaluation for planning activities is therefore of critical importance.

Figure 3-4: Major Routes in the Floodplain in Beaufort County



It is also important to note that highway miles have stayed relatively constant, while both population and vehicle registration have increased considerably. This is a cause for concern for the area due to the challenges faced in coordinating evacuation.

Table 3-11: Increases in Vehicle Ownership

Registered Motor Vehicles								
	2000	2005	% Change	2009	% Change	2014	% Change	% Change 2000-2014
Beaufort	89,851	128,351	42.85%	131,226	2.24%	148,177	12.92%	64.91%
Colleton	27,653	38,209	38.17%	35,019	-8.35%	36,108	3.11%	30.58%
Hampton	13,733	17,605	28.19%	16,320	-7.30%	16,296	-0.15%	18.66%
Jasper	13,696	20,728	51.34%	21,673	4.56%	24,866	14.73%	81.56%
TOTAL	144,933	204,893	41.37%	204,238	-0.32%	225,447	10.38%	55.55%

Source: SCDOT

Conclusions

The analysis suggests that while the entire county is vulnerable to flooding and flood damages, there are some areas where this threat is greater due to the amount of land area susceptible to flooding, and the amount of development within these areas. While the Town of Bluffton and the unincorporated area of the County known as Sheldon have relatively smaller vulnerabilities to flooding, the Town of Hilton Head Island, the City of Beaufort, the Town of Port Royal, and unincorporated areas of the county including Daufuskie and St. Helena islands, and areas directly surrounding Hilton Head Island, have larger numbers of structures and more infrastructure exposed to flooding.

Erosion

The South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management (DHEC-OCRM) publishes the *Annual State of the Beaches Report* which summarizes changes that have occurred along the state's shoreline. Results of the 2009 report, in addition to more current information from the Army Corps of Engineers for Beaufort County are presented above in Table 2-7. The table notes what, if any, type of shoreline change is occurring for the given area; what the average long term change rate is; whether or not the area is an unstablized inlet zone, which is the type of shoreline zone where the greatest amount of change is likely to occur; and the date of the last nourishment project in the area. By using this chart for analysis, which is the best data available, Beaufort's susceptibility to damage and loss from erosion can be better understood.

Beaufort County is vulnerable to erosion, but there are no critical facilities in a highly unstable area. While erosion exists as a hazard, for the purpose of this plan, vulnerability and mitigation are addressed primarily through the flooding and other items.

Development Trends

To understand the vulnerability of the built environment within each community, an assessment of the development trends was necessary. This allows us to focus on where and what type of future development will occur and thus determine how to fortify it to be hazard resistant. As noted in Chapter 1, Beaufort County is one of South Carolina's fastest growing counties, by percentage of population change, with an overall population increase of 40 percent in the 1990s, 29 percent from 2000 to 2010 and 45 percent between 2000 and 2014. This suggests significant development of residential structures as well as commercial structures and infrastructure to keep up with the resulting demand.

Table 3-12: Population Increase 2000-2014

	Census 2000	Census 2010	2011 Estimates	2012 Estimates	2013 Estimates	2014 Estimates	Percent Change 2000-2010	Percent Change 2010-2014
Beaufort County	**120,937**	**162,233**	**164,217**	**168,016**	**171,569**	**175,852**	**34.15%**	**8.39%**
Unincorporated	68,900	89,117	90,173	92,217	94,320	95,614	29.34%	3.68%
Beaufort city	12,950	12,361	12,363	12,675	12,887	13,130	-4.55%	6.22%
Bluffton town	1,275	12,978	13,091	13,343	13,606	15,199	882.75%	17.11%
Hilton Head Island town	33,862	37,099	37,642	38,522	39,224	40,039	9.56%	7.92%
Port Royal town	3,950	10,678	10,948	11,259	11,532	11,870	170.33%	11.16%

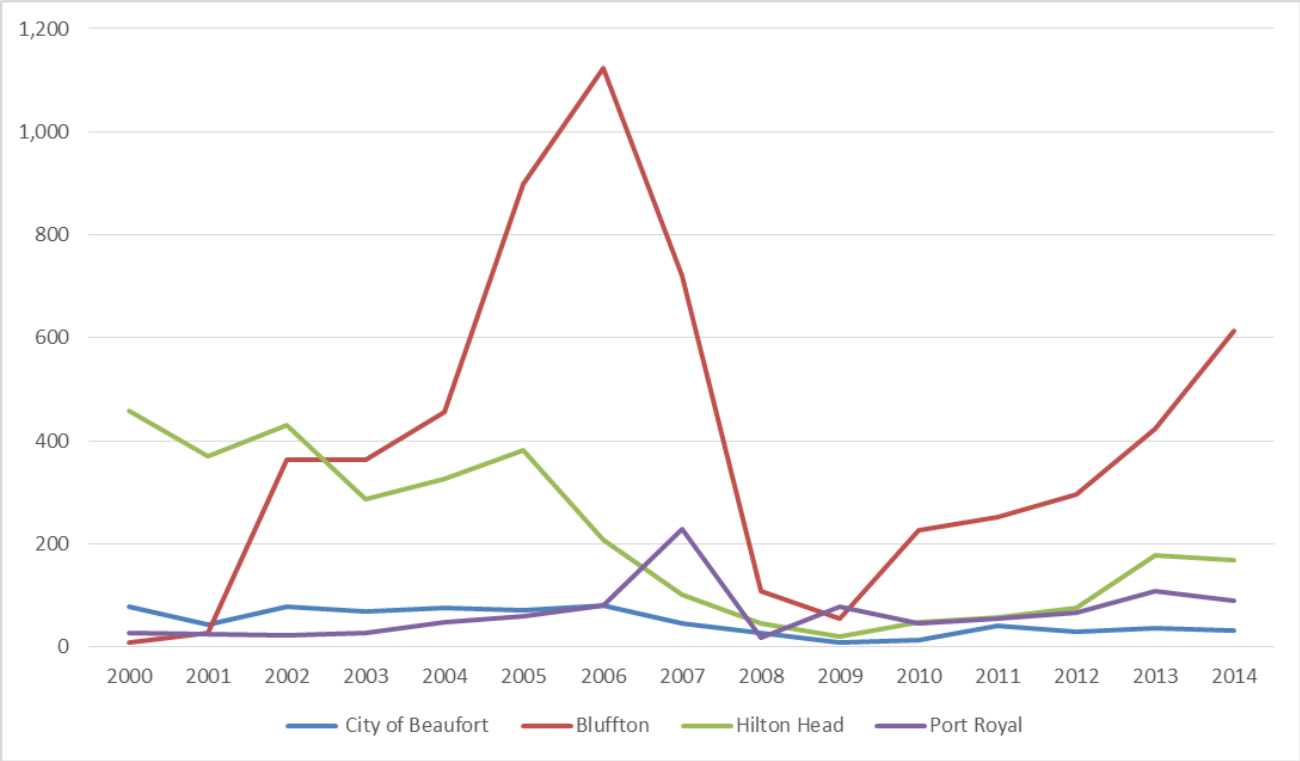
Source: US Census and ACS Data

Table 3-13: Building Permits County-Wide 2010-2014

Beaufort	Type	2010	2011	2012	2013	2014
	Single Family Number	474	567	681	988	1131
	SF Value	$175,449,646	$218,448,631	$251,515,578	$391,475,659	$535,618,780
	Average SF (w/o Land)	$370,147	$385,270	$369,333	$396,230	$473,580
	Multifamily Number	6	62	0	70	32
	MF Value	$116,877	$7,797,379	$0	$12,503,692	$2,364,116
	Commercial Number	33	30	26	35	48
	Commercial Value	$25,762,375	$25,993,222	$23,948,471	$55,730,846	$79,678,171

Source: Town and County Permit Offices

Figure 3-5: Single Family Housing Starts 2000-2014 for Incorporated Beaufort County



Source: Municipal Permit Offices

Beaufort County

Unincorporated Beaufort County continues to grow with considerable residential and commercial development occurring in areas close to the City of Beaufort, the Town of Port Royal, and the Town of Bluffton. The Town of Bluffton, however, continues to annex significant land area in southern Beaufort County. Based on U.S. Census data, it is estimated that the overall population growth in the unincorporated county was 39 percent from 1990-2000. From 2000-2014, there was 45 percent increase in population.

City of Beaufort

According to U.S. Census data, the City of Beaufort's population increased by 35 percent between 1990 and 2000, and the number of housing units in the City increased by 22 percent in this time period. From 2000-2010, population actually decreased by just over 4 percent. Recent estimates show growth rebounding slightly with a little over 6% population growth from 2010 to 2014. The city's land area is relatively small, 23 square miles, and will thus serve as a limit to growth in the future.

Town of Bluffton

The Town of Bluffton has grown considerably in overall land area over the last 10-15 years. In 1990, it had a land area of approximately 1 square mile whereas in 2000, land annexations brought the land area total to 34 square miles. As of 2015, Bluffton's land area is just over 54 square miles. Bluffton's population increased by 73 percent during the 1990's and the number of housing units in the town increased by 68 percent. This is a result of land annexation, increased development and migration to the Town of Bluffton. Referring to figure 3-5, Bluffton has outpaced the rest of incorporated Beaufort County in the number of housing starts throughout the last decade.

Town of Hilton Head Island

The Town of Hilton Head Island has remained steady in terms of growth over the last decade. The Town is generally a resort and retirement community with many plantation type residential developments as well as considerable commercial offerings to support residents and vacationers. From 1990 to 2000, the population of Hilton Head Island increased 43 percent to an estimated 33,900 people. Housing units in the town increased only by 15 percent in that time. From 2000-2014, the population increased by 18 percent.

Town of Port Royal

Within the Town of Port Royal, population increased by 32 percent in the 1990's with the number of housing units increasing by 40 percent. The Town continues to experience significant growth and to annex portions of the county along its borders. The Town population increased by 200% percent from 2000-2014. Housing starts have risen steadily throughout most of the past decade, with the exception of the precipitous decline experienced in 2008.

Summary

Beaufort County has experienced major growth since 1990 as its cultural and natural beauty has made it a top destination for visitors and retirees, both nationally and internationally. Nationwide, population continues to concentrate along the coast, which presents opportunities and challenges for communities adapting to increased demand for services. Data shows that Southern Beaufort County, particularly the Bluffton area, has experienced the fastest growth overall when compared to other parts of the County. This growth will require continual evaluation of the area's capacity to respond and recover from natural hazards as priorities are set for the enhancement of transportation, emergency services and utility infrastructure.

Hazus Analysis

Overview

Hazus MH is software developed by FEMA for estimating and visualizing losses to property and infrastructure from natural hazards such as flood, hurricane, and coastal surges. This software is provided free of charge by FEMA, and runs on the ArcGIS platform. In January 2015 a new version was released including updated building and census data, which LCOG obtained to provide the following analysis.

Hazus analysis can be considered as a rough sketch of the potential outcome from a major disaster, identifying patterns and problem areas, and establishing the general scope of anticipated damages. There is a significant amount of basic structure and infrastructure data available from the program. These data are based on a combination of decennial census data from (2010) and information provided by the Dun and Bradstreet Corporation (Arlington, Virginia). Also included in Hazus are dollar replacement values for various classifications of buildings. Taking these factors into account, the regional inventory of total value by building category will differ somewhat from current assessment data provided by the County.

Building Inventory

Table 3-14: Distribution of Structures by General Construction Type Hazus 2015

	Wood	Masonry	Concrete	Steel	Manufactured	Total
Beaufort	3,643	441	40	227	372	4,723
Bluffton	4,303	413	9	114	647	5,486
Hilton Head Island	17,271	2,067	119	597	825	20,879
Port Royal	2,066	265	61	114	341	2,847
Unincorporated	30,903	2,854	56	678	7,261	41,752
Total	58,186	6,040	285	1,730	9,446	75,687

Source: Hazus MH

Table 3-15: Replacement Values by General Construction Type Hazus 2015

	Wood	Masonry	Concrete	Steel	Manufactured	Total
Beaufort	$951,243,000	$295,070,000	$109,560,000	$232,481,000	$17,182,000	$1,605,536,000
Bluffton	$1,178,098,000	$194,180,000	$27,066,000	$112,097,000	$30,090,000	$1,541,531,000
Hilton Head Island	$6,294,653,000	$1,334,854,000	$223,456,000	$581,449,000	$37,766,000	$8,472,178,000
Port Royal	$570,933,000	$274,800,000	$207,036,000	$164,354,000	$15,301,000	$1,232,424,000
Unincorporated	$8,300,384,000	$1,138,263,000	$128,735,000	$458,490,000	$331,329,000	$10,357,201,000
Total	$17,295,311,000	$3,237,167,000	$695,853,000	$1,548,871,000	$431,668,000	$23,208,870,000

Source: Hazus MH

2015 HAZUS Information

Wind

Having investigated the different wind hazard issues of concern in Beaufort County, a series of analyses designed to assess current, relative vulnerability of structures in the County to high wind hazards was performed. Tropical storms and hurricanes were the types of events considered most probable to have a widespread effect on the County.

Damage Functions

The wind vulnerability of structures is dependent on several factors including:

- structure location particularly coastal vs. inland areas,
- building type
- quality of materials and construction,
- structure exposure and height,
- beneficial or adverse effects of nearby trees and structures,
- age and condition, and
- degree of rainfall or water penetration.

For this analysis, a simplified approach is used by which the factors considered are structure location and general building type. This approach will provide simplified results with an appropriate level of detail for this study. Furthermore, review of post-hurricane damage reports such as Mehta, et al. (1981) show that structural damages typically correlate well with structure type and degree of engineering attention.

Beaufort County's most inland area is approximately 35-40 miles from the Atlantic Coast. Therefore, a constant wind speed for the County was considered in evaluating wind vulnerability.

Wind Assessment Scenarios

Using replacement values for structures provided in the software, five wind scenarios were considered ranging from a tropical storm to a category 4 hurricane. In comparison to the scenario that will be presented demonstrating combined flood and wind damage which uses a defined hurricane path, the wind model assumes that wind speeds will be distributed evenly throughout the county. However, due to varying proximity to the shoreline, locations experience wind damage at different rates with those closer to the shore incurring greater losses. The following table demonstrates economic losses experienced by the incorporated and unincorporated areas of Beaufort County for each of the five scenarios. This data is also grouped by building type. The economic losses presented in the table include not only the damage to the building but also lost contents, personal and rental income, and relocation costs.

Table 3-16: Estimated Economic Losses by Wind Event

Tropical Storm						
	Wood	**Masonry**	**Concrete**	**Steel**	**Manufactured**	**Total**
Beaufort	$139,000	$7,000	$0	$1,000	$3,000	$150,000
Bluffton	$23,000	$1,000	$0	$0	$4,000	$28,000
Hilton Head Island	$349,000	$9,000	$0	$0	$6,000	$364,000
Port Royal	$62,000	$4,000	$0	$0	$3,000	$69,000
Unincorporated	$1,203,000	$72,000	$0	$3,000	$79,000	$1,357,000
Total	$1,776,000	$93,000	$0	$4,000	$95,000	$1,968,000
Category 1						
	Wood	**Masonry**	**Concrete**	**Steel**	**Manufactured**	**Total**
Beaufort	$16,320,000	$2,846,000	$464,000	$1,787,000	$254,000	$21,671,000
Bluffton	$7,563,000	$703,000	$33,000	$257,000	$227,000	$8,783,000
Hilton Head Island	$79,211,000	$1,261,000	$551,000	$1,757,000	$439,000	$83,219,000
Port Royal	$9,486,000	$2,310,000	$630,000	$1,120,000	$207,000	$13,753,000
Unincorporated	$102,092,000	$9,883,000	$429,000	$2,104,000	$5,182,000	$119,690,000
Total	$214,672,000	$17,003,000	$2,107,000	$7,025,000	$6,309,000	$247,116,000
Category 2						
	Wood	**Masonry**	**Concrete**	**Steel**	**Manufactured**	**Total**
Beaufort	$28,752,000	$5,868,000	$1,081,000	$4,458,000	$462,000	$40,621,000
Bluffton	$34,368,000	$4,163,000	$347,000	$2,500,000	$962,000	$42,340,000
Hilton Head Island	$270,708,000	$47,785,000	$3,358,000	$13,234,000	$1,525,000	$336,610,000
Port Royal	$19,798,000	$6,465,000	$2,075,000	$3,816,000	$393,000	$32,547,000
Unincorporated	$252,271,000	$27,202,000	$1,607,000	$9,227,000	$9,472,000	$299,779,000
Total	$605,897,000	$91,483,000	$8,468,000	$33,235,000	$12,814,000	$751,897,000
Category 3						
	Wood	**Masonry**	**Concrete**	**Steel**	**Manufactured**	**Total**
Beaufort	$82,902,000	$18,760,000	$4,228,000	$18,273,000	$1,313,000	$125,476,000
Bluffton	$71,208,000	$8,915,000	$888,000	$5,934,000	$2,147,000	$89,092,000
Hilton Head Island	$760,492,000	$120,466,000	$13,183,000	$55,763,000	$5,283,000	$955,187,000
Port Royal	$55,444,000	$19,713,000	$7,633,000	$13,568,000	$1,075,000	$97,433,000
Unincorporated	$707,304,000	$73,772,000	$6,082,000	$33,119,000	$31,045,000	$851,322,000
Total	$1,677,350,000	$241,626,000	$32,014,000	$126,657,000	$40,863,000	$2,118,510,000
Category 4						
	Wood	**Masonry**	**Concrete**	**Steel**	**Manufactured**	**Total**
Beaufort	$130,562,460	$27,266,900	$5,428,520	$24,017,020	$2,171,860	$189,446,760
Bluffton	$395,706,000	$53,678,000	$7,005,000	$39,346,000	$13,135,000	$508,870,000
Hilton Head Island	$2,478,303,000	$374,982,000	$55,794,000	$235,147,000	$19,825,000	$3,164,051,000
Port Royal	$57,950,000	$21,446,000	$8,755,000	$14,760,000	$976,000	$103,887,000
Unincorporated	$1,721,095,000	$182,895,000	$16,814,000	$92,289,000	$30,708,000	$2,043,801,000
Total	$4,783,616,460	$660,267,900	$93,796,520	$405,559,020	$66,815,860	$6,010,055,760

Source: Hazus MH,

Table 3-17: Estimated County-Wide Building Damage by Wind Event (Building Count)

	No Damage	%	Minor	%	Moderate	%	Severe	%	Destruction	%	Total
TS	75,769	99.96%	28	0.04%	1	0.00%	0	0.00%	0	0.00%	75,798
CAT 1	70,663	93.23%	4,650	6.13%	460	0.61%	15	0.02%	9	0.01%	75,797
CAT 2	58,480	77.15%	14,374	18.96%	2,693	3.55%	173	0.23%	79	0.10%	75,799
CAT 3	42,636	56.25%	23,112	30.49%	8,132	10.73%	1,340	1.77%	578	0.76%	75,798
CAT 4	30,706	40.51%	21,420	28.26%	14,649	19.33%	6,039	7.97%	2,983	3.94%	75,797

In addition to the costs incurred by the residents in terms of damages to structures and contents, local governments must also be prepared to remove the debris that is left behind in a storm. In the Hazus MH software, estimates for debris from fallen trees and limbs can be projected by each category of storm. It is suggested in the Hazus user manual that estimates be multiplied by a factor of 3 to account for widespread reports that Hazus debris estimates have fallen short of the subsequent experiences of public works crews responsible for cleanup. The following table provides the Hazus MH debris estimate, multiplied by 3 for 5 categories of tropical cyclone. The issue of debris removal, its cost and continued cooperation among the jurisdictions in all four counties was raised by the members of the Steering Committee as an issue that needs more work.

Table 3-18: Estimated Tons of Debris Generated by Storm Category

	TS	CAT 1	CAT 2	CAT 3	CAT 4
Beaufort	330	8,226	12,540	18,492	16,335
Bluffton	9	4,737	15,996	22,092	46,218
Hilton Head Island	1,629	4,353	60,888	88,782	136,116
Port Royal	168	25,851	7,065	10,341	10,455
Unincorporated	2,694	62,904	112,167	172,347	200,937
Total	4,830	106,071	208,656	312,054	410,061

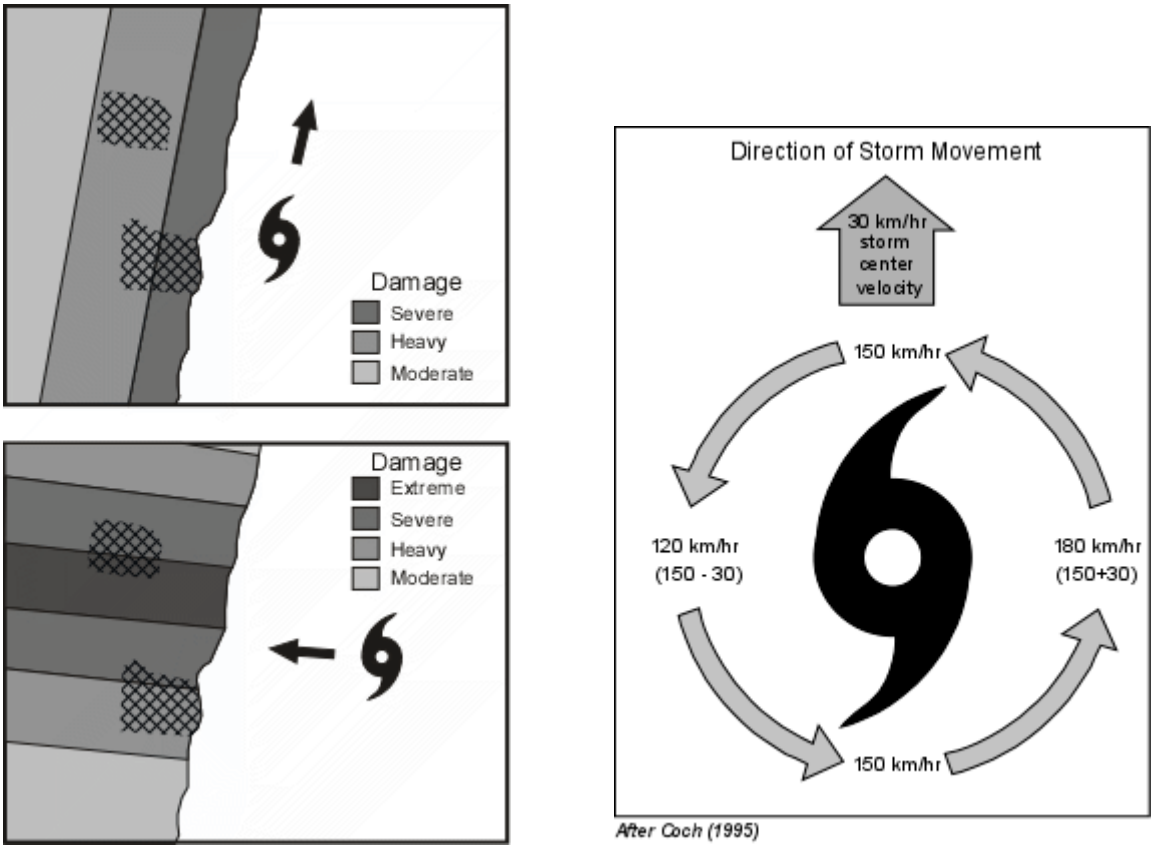
Conclusions

As is demonstrated in this analysis, the vulnerability to wind damages is distributed evenly countywide. Areas directly along the coast such as the Town of Hilton Head Island, Daufuskie Island and the St. Helena area are expected to suffer more direct wind damage from coastal storms than the other areas of the county given their proximity to the shoreline. However, the county's coastal location puts all of its communities at risk from high winds from coastal storms.

Combined Wind and Flood Damage

Modeling that incorporates the damages of coastal flooding offers a more complete account of the threat of tropical cyclones. In contrast to the scenarios presented for wind which assume an equal distribution of high winds across an area, the combined wind and flood model requires that a defined hurricane path be set, with wind and flood occurring at locations according to their proximity to that path, but also incorporating topography and the shape of the coastline. As the following images indicate, the trajectory of the storm upon landfall is highly influential over the resulting patterns of damages.

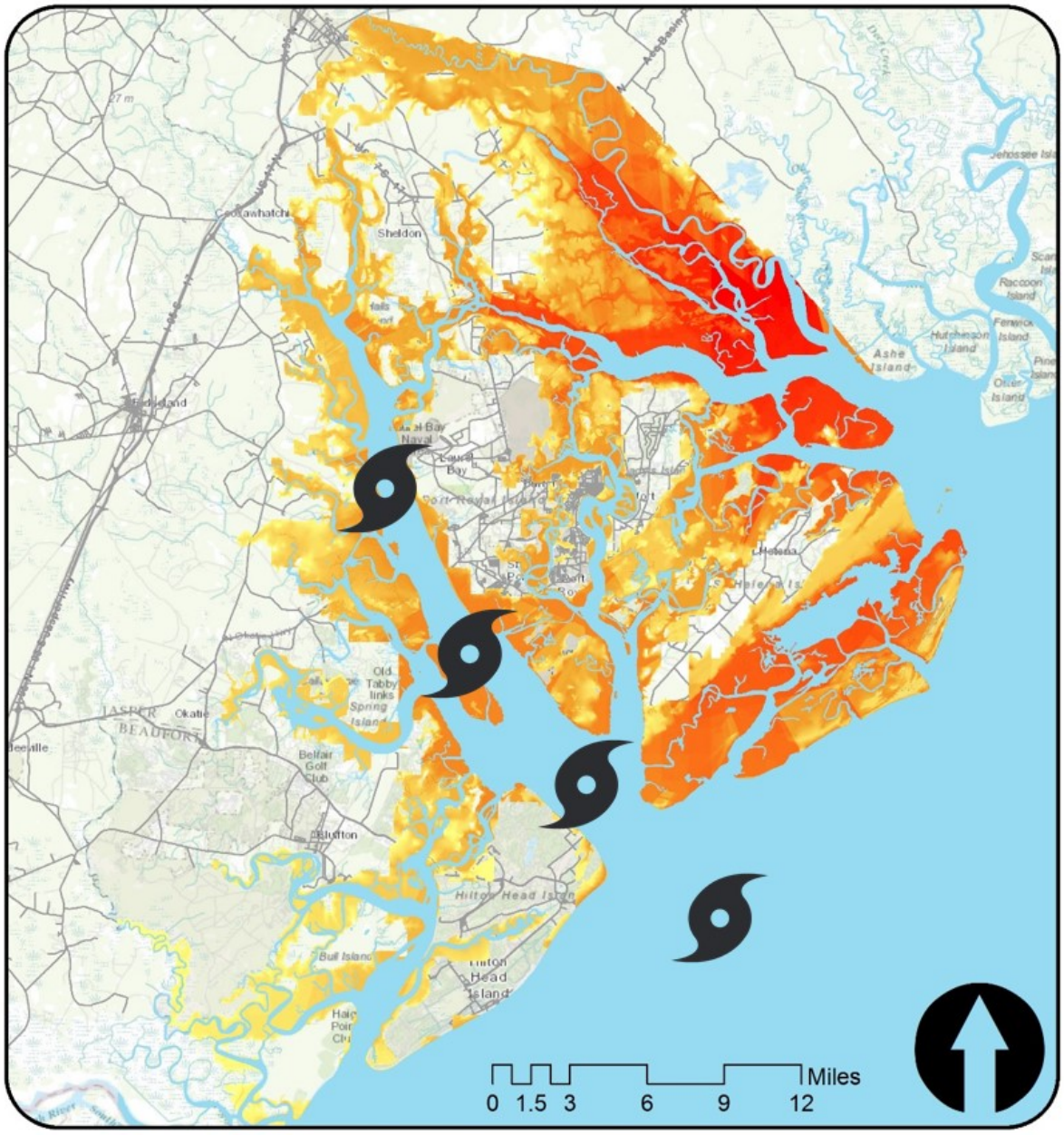
Figure 3-6: Hurricane Damage Patterns



Source: Tulane.edu

Hazus-MH allows users to create their own hurricane with customized paths and characteristics, or choose from archived historical storms. Due to its particular resonance in the memories of Lowcountry residents, staff chose Hurricane Hugo, a category 3 storm which caused widespread destruction in the area in 1989, although Beaufort County did not experience a direct hit. The coordinates for the storm were adjusted to show what would have happened if the path of the hurricane would have run along the Broad River, located centrally in the County. The following map shows the predicted storm surge which, like the preceding figures explain, is most severe to the northeast of the storm eye.

Figure 3-7: Projected Storm Surge from Hugo Model Category 3 Storm



Source: FEMA and ESRI

Storm Surge Depth

High : 25 ft

Low : 8 Ft

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Due to the limitations of the Hazus-MH software, the impacts could only be shown in terms of economic losses, as opposed to percentages of buildings damaged. In comparison to the wind scenarios [see Table 3-16] where losses included relocation costs and lost income in addition to building and contents damages, the combined wind and flood model only shows losses for the structure and its contents. The following map show total economic losses to structures and their contents by census block for Beaufort County.

Figure 3-8: Economic Losses (Building/Contents) from Hugo Model Category 3 Storm

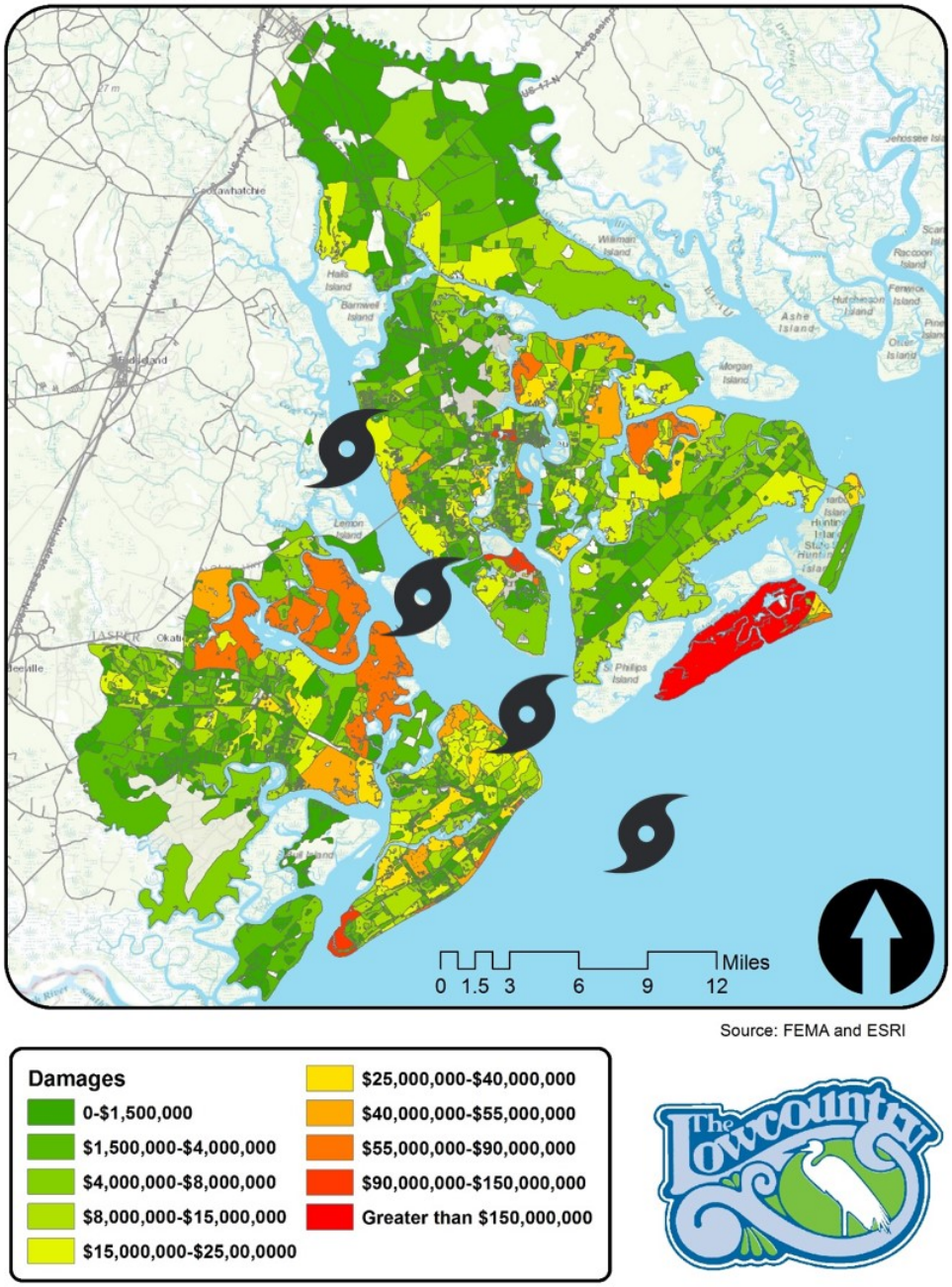
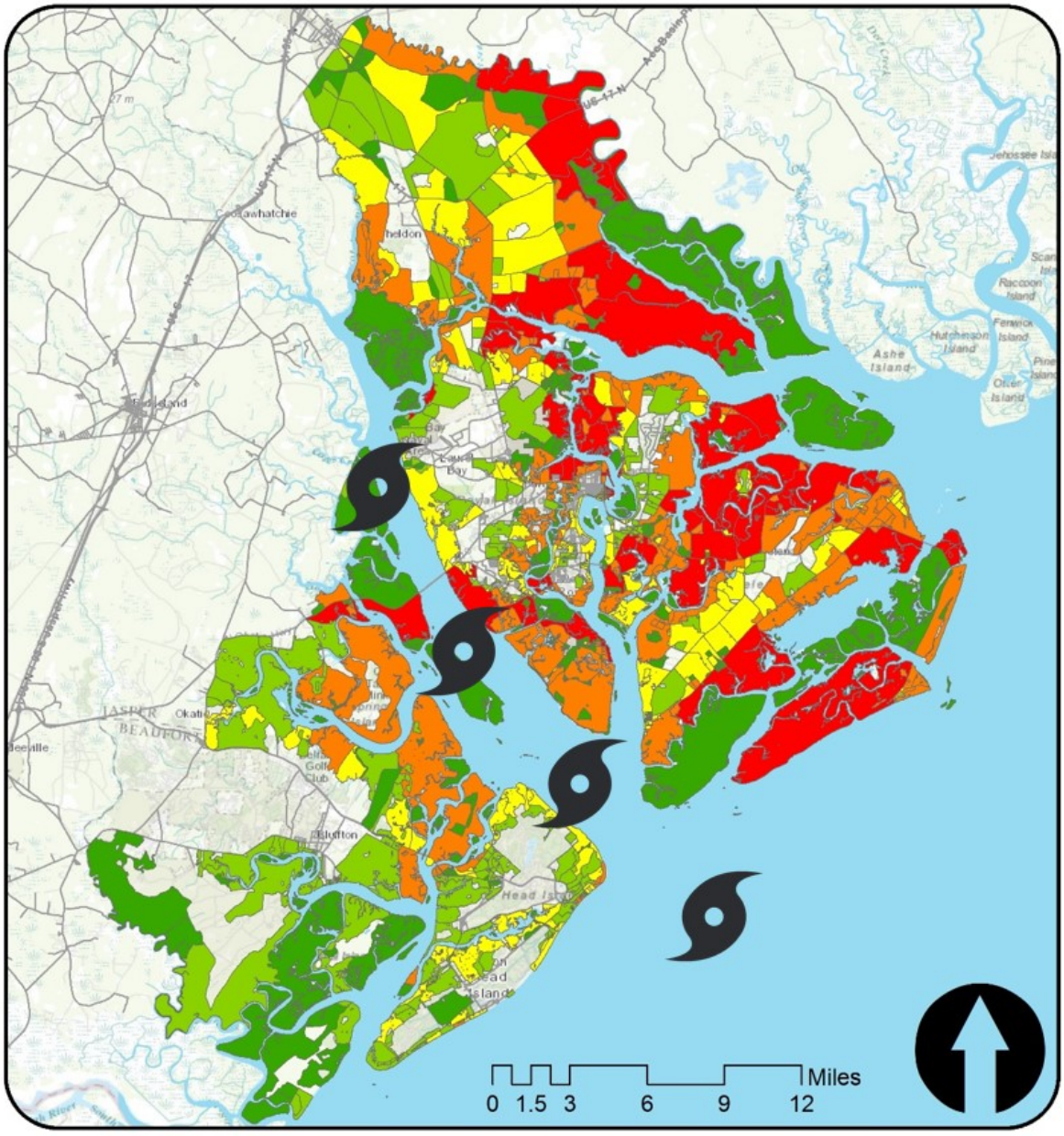


Table 3-19: Economic Losses from Category 3 Wind and Flood Scenario

	Contents and Building
Beaufort	$823,744,000
Bluffton	$261,696,000
Hilton Head Island	$2,459,845,000
Port Royal	$663,134,000
Unincorporated	$4,616,677,000
Total	$8,825,096,000

In terms of total economic losses, damages would have been distributed widely throughout the county, with areas of particular concern being Fripp Island, Dataw Island, Spring Island, Parris Island, and portions of Hilton Head Island. However, assessing damages by total economic losses may downplay the impact on areas with lower value real estate. Attempting to correct for this factor, the following maps visualize estimated damages as a percentage of the total assessed value of structures, excluding their contents, by census block.

Figure 3-9: Damage Percentage of Total Value in Wood Construction



Source: FEMA and ESRI

Percent Loss

- 0-10%
- 10-30%
- 30-50%
- 50-80%
- Greater than 80%

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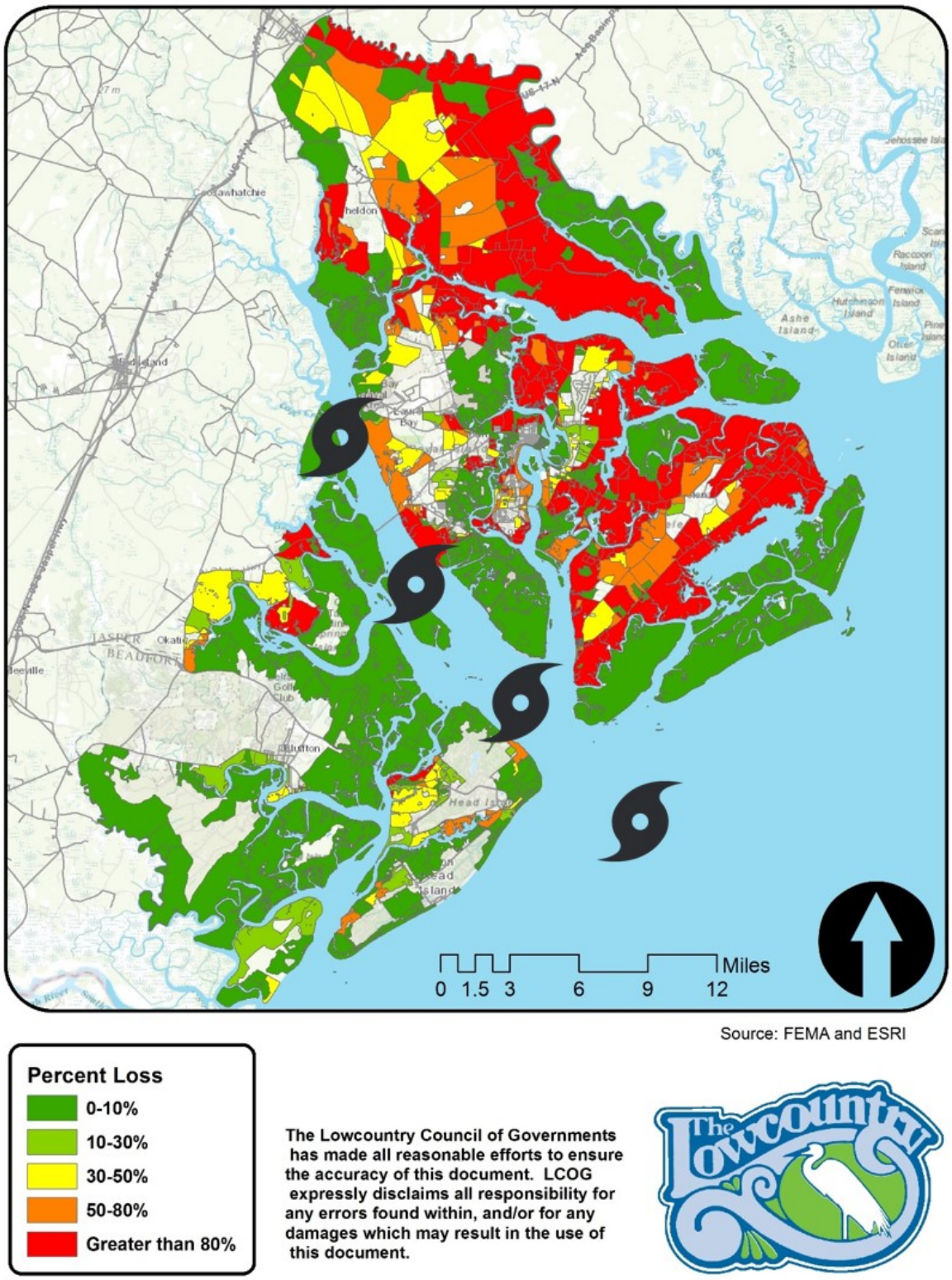
Figure 3-10: Damage Percentage of Total Value of Manufactured Housing



As is evident in the preceding maps, analyzing economic losses as a percentage of total value presents a significantly different view of the area's vulnerability to wind and flood losses. While areas identified in the overall economic losses map such as Fripp, Spring Island, and Dataw remain concerns, areas in Northern Beaufort County, particularly St. Helena's Island, Lady's Island, and large areas north of the Coosaw River incur significant structural losses.

Conclusion

Incorporating the threat of coastal surges into a hurricane model provides significantly larger estimates of damages than calculating for wind alone. The combined wind and surge model, due to its greater sophistication in accounting for shoreline characteristics, provides insight into where the greatest damage might occur in the County depending on the location of landfall. .

Earthquake

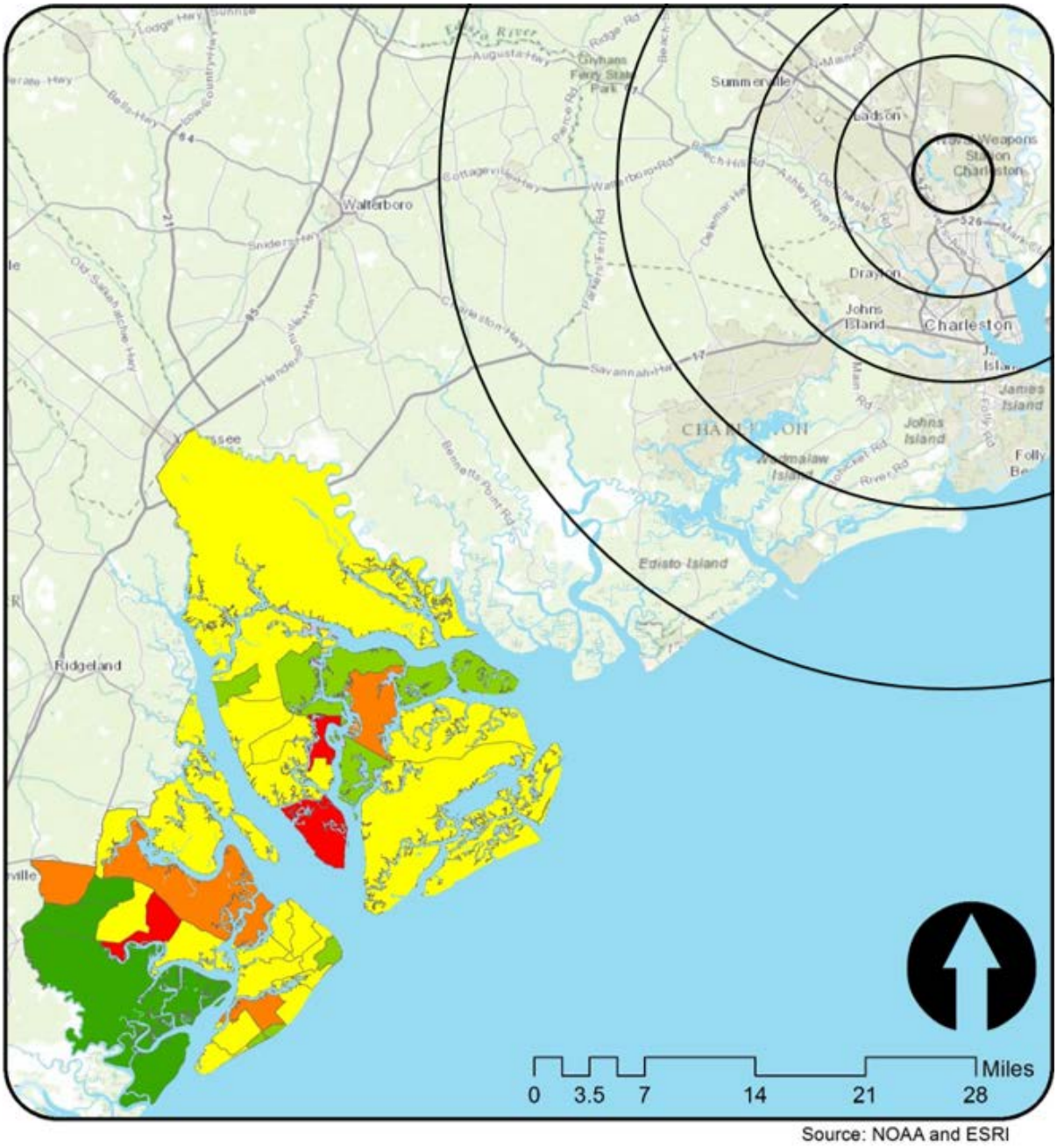
Beaufort County experienced one micro earthquake with the epicenter at Hilton Head in 1989, but it is in the vicinity of more active fault lines in the Charleston area. Hazus allows users to define both the epicenter and magnitude to provide a range of possible earthquake scenarios. Given that these more active faults pose a greater risk than earthquakes originating in the County, the following analysis models the Charleston earthquake of 1886, a 6.9 magnitude quake that caused structural damage as far away as Ohio and Virginia.

Table 3-20: Dollars in Structural Damage

	Wood	Masonry	Concrete	Steel	Manufactured	Total
Beaufort County	$32,729,000	$31,711,000	$11,160,000	$30,993,000	$12,600,000	$119,193,000
Percent of Total Value	0.2%	1.0%	1.6%	2.0%	2.9%	0.5%

The model shows that damage from a major earthquake originating in Charleston is widespread. Cumulatively, there is a tremendous impact in terms of overall structural losses nearing 120 million dollars. Manufactured housing is damaged more completely than other construction types, in terms of the percentage of the total value lost. Referring to the following maps, northern Beaufort County sees greater damage to mobile homes partly due to the proximity to the epicenter, but also for the concentration of this type of construction.

Figure 3-11: Total Structural Losses from 6.9 Charleston Earthquake by Census Tract



Structural Damage (1000's)

- 0-1000
- 1000-2000
- 2000-4000
- 4000-6000
- 6000-9000

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Figure 3-12: Damage to Manufactured Housing from 6.9 Magnitude Charleston Earthquake

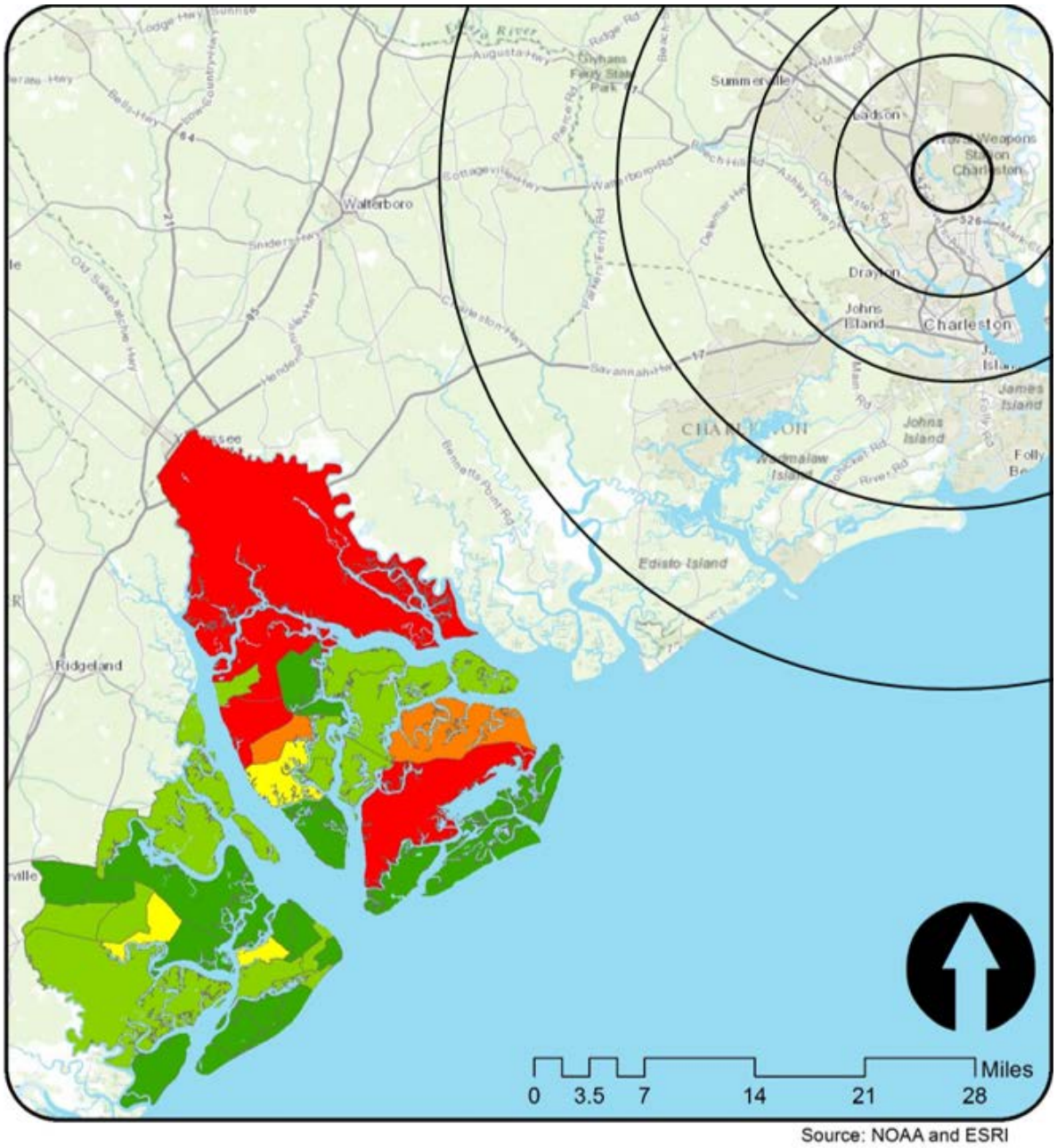
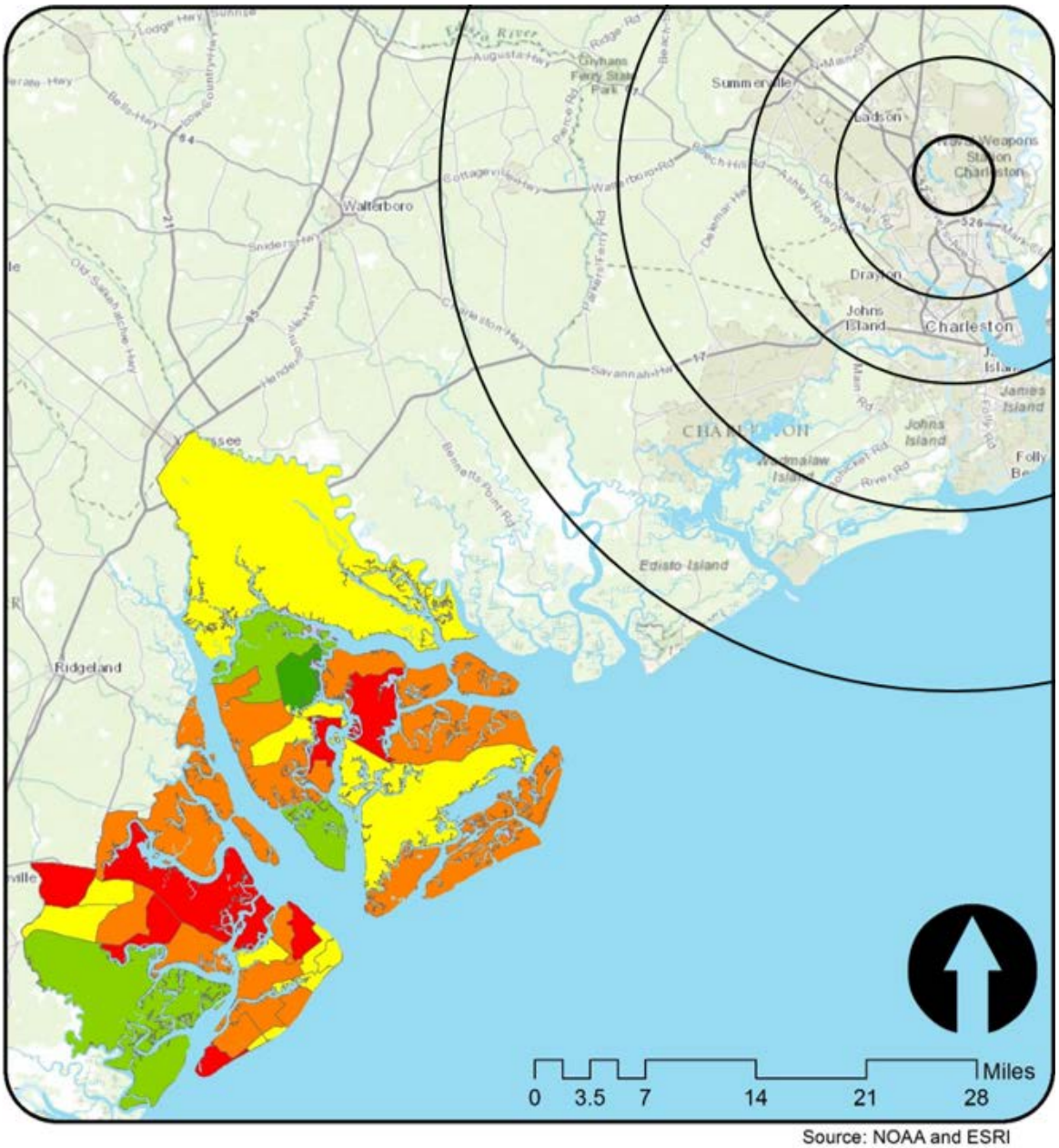


Figure 3-13: Damage to Wood Construction from 6.9 Magnitude Charleston Earthquake



Conclusions

Vulnerability to earthquakes for the communities within Beaufort County is based largely on their proximity to areas with a history of seismic activity, as well as the distribution of building types within each of the communities. According to the Hazus model, southern Beaufort County, despite being further from the epicenter of a Charleston earthquake, would record structural losses exceeding those census tracts in the north of the county. These results are attributable to concentrations of population and higher value construction in these areas. Taking these factors into account, the potential for losses from earthquakes, while small in comparison to a major hurricane, are nevertheless sufficient to warrant serious consideration in terms of hazard mitigation and recovery.

4. Community Mitigation Capability Assessment

Thus far, the planning process has identified and updated the natural hazards posing a threat to Beaufort County, and described and quantified the vulnerability of the County and its communities to these risks using updated information from FEMA and the local jurisdictions. Next, the "Community Mitigation Capability Assessment" was completed prior to finalizing updated Goals and Objectives for improving each jurisdiction's ability to reduce the impacts of these risks. The Capability Assessment reviewed and updated the roster of mechanisms that exist already to reduce hazard damage.

LCOG staff took two approaches in conducting this assessment. First, a review of the previous plans inventory of existing policies, regulations and plans was made. These policy and planning documents were collected and reviewed to determine if they contributed to reducing hazard related losses, or if they inadvertently contributed to increasing such losses. Second, an inventory of other mitigation activities was made through the use of a matrix. The purpose for this effort was to identify activities and actions beyond policies, regulations and plans that were either in place, needed improvement, or could be undertaken, if deemed appropriate. Throughout the process there was frequent consultation with the representatives of the jurisdictions to discuss and clarify the issues. When the assessment was completed, the Committee reviewed the results and made further recommendations that were incorporated.

Table 4-1, on the following page, outlines the documents that were reviewed.

Table 4-1. Beaufort County Documents used for Capability Assessment

BEAUFORT COUNTY	CITY OF BEAUFORT	TOWN OF BLUFFTON	TOWN OF HILTON HEAD ISLAND	TOWN OF PORT ROYAL
Comprehensive Plan	Comprehensive Plan	Comprehensive Plan	Comprehensive Plan,	Comprehensive Plan
Beaufort County Community Development Code				Subdivision Regulations
Northern,Southern Beaufort County Plan	Unified Development Ordinance	Unified Development Ordinance	Land Management Ordinance	Zoning Regulations and Map
Daufuskie Island Plan				Flood Damage Prevention Ordinance
Stormwater Master Plan	Historic Preservation Plan		Local Beach Management Plan	
Northern Beaufort County Plan		May River Watershed Action Plan		Overlay District Standards,
Stormwater BMP Manual	Stormwater BMP Manual	Stormwater BMP Manual	Stormwater BMP Manual	Stormwater BMP Manual
All ICC Building codes without amendments	All ICC Building codes without amendments	All ICC Building codes without amendments	All ICC Building codes without amendments	All ICC Building codes without amendments
Beaufort County Disaster Recovery Plan				
Emergency Operations Plan				
Beaufort County Regional Stormwater Quality BMP Retrofit Project			Island-Wide Drainage Study	

Below is a bulleted summary of how each of these documents contributes to an overall Hazard Mitigation framework. Each point identifies where and how mitigation concepts, principles and measures are integrated into the normal day-to-day activities of the local governments. Text that is highlighted ***in bold italic*** identifies opportunities to strengthen or improve activities to reduce future hazard-related losses further.

Beaufort County:

Northern Beaufort County Plan, 2007

- This document presents policies and strategies for growth management, and the preservation of natural resources. Baseline standards are recommended for consistency between jurisdictions addressing marshes, freshwater wetlands, coastal waters and shorelines.

- In planning for adequate facilities to accommodate future growth, hurricane evacuation is highlighted as a key factor.

- Recommended natural resource protections include standard vegetative buffers for waterfronts, limits on impervious surfaces, limiting residential density in rural areas and the development of TDR's and incentives to direct growth away from environmentally sensitive land.

- Open space preservation is recommended as part of a regional network, highlighting the importance of unfragmented wildlife corridors.

- ***Overall this plan could be strengthened to include a more robust treatment of natural hazards in relation to specific land use decisions and controls. This could include the delineation of flood hazard areas and their identification as a constraint to future development.***

Southern Beaufort County Plan, 2007:

- Document presents policies and strategies for growth management, a fundamental principle of coastal mitigation planning. The plan recognizes natural hazards as a constraint to growth.

- Beaufort County's vulnerability to hazards is acknowledged throughout the plan, and hurricanes appear as the area's most devastating, regularly occurring natural hazards

- The Existing Land Use Element identifies Resource Conservation Zoning Districts and Overlay Districts. These districts regulate development in flood hazard areas. The Resource Conservation Zoning District protects and conserves sensitive environmental areas, maintains open space, and discourages growth in areas which "pose undue hazards to man." The element calls for lower densities within rural and critical areas.

- The Future Land Use Element stresses preservation of certain area-wide resources. It calls for infill development in the main urban centers.

- The Natural Resources Element identifies mainland geology, sea-level changes, erosion and accretion, and drainage issues. It identifies the need for preparation for sea-level rise in the coming decades. It also recognizes the hazard Beaufort County faces, especially hurricanes and flooding. ***This plan could be strengthened by recommending enhanced building regulations to avoid loss in hazard prone areas.***

- The regulatory framework section references the relationship to OCRM regulations and development.

- The Community Facilities section identifies the Emergency Management Department. It suggests a regional evacuation plan with agreements for cooperation from the surrounding counties; protecting the major evacuation routes, and to continue coordination efforts to ensure maximum efficiency in evacuations. ***This section could be expanded to include mitigation by, for example, suggesting that new and/or expanded community facilities take hazard protection into their siting decisions (e.g., schools, wastewater, and cultural facilities). The section be expanded to identify existing critical facilities essential to preserving a minimum response capability.***

Comprehensive Plan, 2015-16:

- As of the time of the development of this update to the HMP, Beaufort County is in the process of updating the Comprehensive Plan. This plan will reference the updated HMP and will address many of the same focus areas such as facilities, land use, flood hazards and Sea Level Rise.

Comprehensive Plan, 2010:

- The Future Land Use Element

    - Emphasizes a compact urban form with the preservation of the rural character of unincorporated areas. Growth management strategies are an essential principle of hazard mitigation.

    - Identifies the goal of preserving environmentally sensitive areas such as estuarine ecosystems, critical to water quality and stormwater management.

    - Identifies the goal of a systemic approach to open space preservation, underscoring the threat of fragmentation to ecosystem function.

    - Identifies environmental standards and excellent stormwater management as key guidelines for new commercial development.

- Identifies Resource Conservation Areas which, due to their environmentally sensitive nature, should be subject to the following restrictions: Minimal removal of existing vegetation, maintenance of 100 ft. buffers along all waterways, limiting housing units to 1 per 10 acres.

- The Natural Resources Element

  - Identifies hurricanes, coastal flooding, erosion, and earthquakes as prominent natural hazards that threaten Beaufort County.

  - Offers statistics on the recurrence of tropical storms and hurricanes and includes SLOSH maps indicating the potential location of flooding during storm events.

  - Identifies Sea Level Rise as a contributing to the County's future vulnerability to storms, flooding, erosion, and saltwater intrusion. The plan recommends that the County plan for the impacts of climate change and sea level rise in future land use planning, site plan review, and the location of infrastructure and public facilities.

  - Identifies beaches, dunes, and barriers islands as some of the first lines of defense against ocean-borne hazards. Rates of erosion and accretion on Beaufort County beaches are documented. Recommendations are made to protect and enhance dunes with vegetated buffers emphasizing native species.

  - Recommends a zero net loss management strategy for freshwater wetlands.

- Water conservation measures are addressed throughout the plan including education efforts and strategies for the use of non-potable water for irrigation of large landscaped areas such as golf courses. These efforts dovetail with recommendations to limit subsurface water withdrawal which increases the likelihood of saltwater intrusion into groundwater, a problem identified in several areas in Beaufort County.

- The Transportation Element identifies the threat of hurricanes and the necessity to consider evacuation in regional transportation planning. Since evacuations will be directed to inland locations, development and conditions outside of Beaufort County are considered in this analysis. Intelligent traffic systems are recommended and listed as a priority investment to alleviate congestion during evacuation events.

Daufuskie Island Plan 2010

- The plan identifies the preservation of undeveloped land as an overarching goal, and establishes a TDR program to direct development toward desired growth areas.

- The plan identifies ferry service as insufficient for current needs, but ***is not connected to emergency evacuation.***

- Road conditions are highlighted as an impediment to emergency services, and various recommendations are made to develop this infrastructure.

- The plan recommends Light Imprint New Urbanism as a method of handling stormwater and emphasizes non-structural methods for natural infiltration.

- The plan highlights the potential for a major expenditure of County resources to repair roads following a disaster due to the designation of Daufuskie as a CoBRA Zone, prohibiting FEMA from offering assistance for the reconstruction of roads. Making the necessary upgrades pre-disaster will save the County money in the long run.

- The plan offers that the Beaufort County EMD is responsible for preparing annual hurricane preparedness plans for the island, incorporating updated population data, and providing them to island residents.

- ***In prioritizing development and investment on Daufuskie Island, baseline data on suitability should be provided regarding natural hazards such as flooding.***

Beaufort County Community Development Code 12/2014

- The CDC is the tool to achieve the objectives of the Comprehensive Plan. The CDC addresses setbacks, buffers, wetland and natural resources protection, and drainage.

- The CDC encourages the use of Stormwater BMP's in creating recreational civic space.

- The CDC identifies the Natural Preserve Zone intended to protect environmentally sensitive areas such as wetlands from intense development.

- A Natural Resource Survey is required from all new development to identify sensitive areas or hazards.

- The CDC identifies a variety of stormwater BMP's and their applicability in various identified districts

Stormwater BMP Manual, 3/2012

- Identifies existing federal, state and county regulations.

- The document recommends policies and standards for new and existing development by which County aggressively pursues the issue of water quality.
    - Wetland protection and buffer requirements
    - Predevelopment standards for stormwater runoff
    - Stormwater detention for irrigation
- Water quality and bacteria data is gathered under this plan.
- Provides detailed technical information on a variety of innovative stormwater management techniques.
    - Green Roofs
    - Rain Gardens

Stormwater Master Plan 2006

- Recommended regional retrofits to improve water quality in 8 basins.
- The stormwater levels of service are designed according to the following standards:
    - Evacuation routes passable for a 100-year storm
    - Other roads passable for the 25-year storm
- The Plan identifies 130 road segments where overtopping would occur in either a 25-year or 100 year storm.
- The Plan identifies the need for future study of the secondary storm water management system, indicating that data is incomplete or outdated.
- ***As this plan identifies, Beaufort County GIS records do not have complete data on structure locations with first floor elevations and construction typology to demonstrate how buildings would be affected by inundation. A recommendation follows that databases be developed with this information for specific structures.***

Beaufort County Regional Stormwater Quality BMP Retrofit Project 2011

- This report describes a feasibility study which investigated costs and established priority among the major projects identified in the 2006 Stormwater Plan.

Beaufort County Disaster Recovery Plan 2011

- The plan describes expanded agreements between the county and municipalities in debris management, disaster impact assessment, and hazard mitigation.
- The plan highlights a new Disaster Impact Assessment Agreement between the counties and municipalities, with new software and training available to all signers.
- Beaufort County participated in the FEMA Emergency Management Institute training program.
- Following a disaster, the Beaufort County Disaster Recovery Director will take on the role of Hazard Mitigation Administrator. This individual will be responsible for following up on the plan recommendations, tracking reimbursement requests, grant administration, and organizing meetings of the Hazard Mitigation Planning Committee.
- The plan identifies that the American Red Cross and DHEC will not accept individuals with more serious medical conditions into special needs shelters and that a need exists to explore who will perform this service.

Emergency Operations Plan

- The County Hazard Mitigation Plan is appended to this plan.
- The plan establishes a Mitigation Committee with listed responsibilities, and describes Pre- and Post-disaster actions.
- Attachments A to Appendix H describe 6 continuing mitigation projects; the Storm Water Utility Comprehensive Development Plan, The NFIP/CRS, The Land Purchase Project, the Flood Alert Program, the Drainage Program, and Mitigation Education.
    - The Storm Water Utility regulates density and land-use, and establishes goals for future transportation requirements and road development.
    - The land Purchase Project is a mechanism to preserve open zones and reduce development.
    - The Flood Alert Program keeps citizens aware of potential flooding situations through cable TV and radio warnings.
    - The Drainage Program is designed to eliminate existing drainage problems and provide drainage where it is nonexistent.
    - The Mitigation Education Project is a combined effort between the County Building Codes and Emergency Management Departments to teach citizens about potential hazards in order to reduce potential damage.

Other

- The County pursues Open Space preservation through its ZDSO, and a Rural and Critical Land Preservation Program (R&CLP) which is a voluntary program which provides the means for private landowners to permanently preserve or maintain the rural character of their land. The main goal of the program is to preserve open space, protect critical and natural resources and preserve rural uses. Funds available for the program can be leveraged with federal, state, local, or private conservation efforts and development rights purchase funds to protect property and purchase development rights.

City of Beaufort:

Comprehensive Plan, 2009 revision

- The basic purpose of the land use plan is to provide direction for managing anticipated growth and change. Growth in the City however, has been slow compared to other parts of the County. There has been very little growth within the City limits in the last thirty years, as the population has increased at a relatively low rate.

- The plan's natural resources element identifies several critical geologic features. First, there are basically two types of soils: soils generally associated with the locations of wetland areas, and soils associate with areas of stable ground. The wetland areas are rarely suitable for any type of development. Second, the highest elevations in the city are approximately 20 feet above MSL.

- The climate section describes the potential for devastating hurricanes, citing 60 tropical cyclones that passed within 75 nautical miles of the County's barrier islands from 1886-1993. According to the plan, hurricane force storms are expected approximately every 11 years.

- Beaufort's main water supply comes by pipe from the Savannah River. The City's back-up supply comes from wells that tap the Florida Aquifer. The plan states that the aquifer will not be a reliable source in the future due to overuse.

- The document discusses river corridors and floodplains***. This document could be improved with a map and discussion of the NFIP development regulations in connection with the map. This would create a nexus between existing and proposed development and the hazards associated with floodplains, and the benefits of river corridors.***

- Historic resources are described in depth in a separate element. The proposed policies promote the renovation and preservation of the Historic District and buildings. There is a Historic Preservationist working in the County, and the Beaufort Preservation Manual and Supplement have been developed to assist owners of historic structures. Included as recommendations of this Hazard Mitigation Plan, is the development of specific guidance to assist owners with damage assessment and repair and reconstruction in a post-disaster situation.

- The Housing Element describes how single family housing represents the largest percentage of buildings in the County, and points out that this is somewhat skewed by the resort development of multi-family housing in other areas of the county. Additionally, the plan states that there continues to be a significant surge in housing development occurring along the waterfront and marshland. ***The housing element could be improved by creating a nexus between the proposed housing goals and the maintenance and creation of safe, disaster-resistant housing.***

- The Facilities Element speaks to transportation (roads, bridges, bicycle paths), water and wastewater treatment, police and fire, health and medical facilities, parks and recreation, and public education (schools and libraries). The Fire Department maintains an ISO (Insurance Services Organization) Class 2 for fire, and 3 for codes enforcement. These ISO classes are the same type of rating system that ISO applies to the CRS program of the NFIP. The ratings range from 1 to 10; the lower the rating, the better the measurement of community performance (and the lower the rate applied towards that component of insurance cost). Thus, the City does a commendable job in maintaining its capability for fire defense and code enforcement. ***The Facilities Element could be improved by including a list of critical community facilities and describing the need for protection of these facilities.***

- The Land Use Element provides a 20-year concept for future land use, and it strives to inventory future development. It defines future densities, ***but this could be improved by creating a connection between the future development densities and the developable soils (and thus the reduction of potential storm and flood damage).***

- The Land Use strategies propose establishing criteria for a redevelopment policy within the city, aimed at historic structures and the Board of Architectural Review. ***This could be strengthened by establishing and adopting redevelopment policies and procedures for post-disaster redevelopment, regardless of where it is located.***

- Modifications to the existing Zoning Ordinance are made, with particular reference to adopting a Tree Preservation Ordinance. ***By including a "maintenance" provision in the proposed ordinance, the City would help to reduce the exposure to the high degree of damage and power losses created by breaking, falling, and uprooted trees during severe storms. A maintenance provision would ensure that trimming tree limbs away from power lines would take place on a routine basis, thus eliminating a major factor in incurring power losses. Such a provision can also strengthen the***

concept keeping new plantings a set distance away from power lines, and only planting vegetation with root systems appropriate to the local environment.

- The Short-term Work Program in the Implementation Section recommends preparation of a Coastal Zone Management Plan as well as the preparation and implementation of a Stormwater Drainage Plan including the feasibility of developing a Stormwater Utility. ***Storm damage reduction and property protection are additional benefits of these plans that should be mentioned. Drainage plans not only address existing drainage problems, but also establish standards for new development so as not to exacerbate the existing problem any further, thus reducing damage to infrastructure and property. Stormwater Utilities can provide a dedicated ongoing source of funding that can pay for maintenance, new construction, and public education.***

Unified Development Ordinance, 2006

- The document includes all of the City Ordinances. ***The Floodplain Management Ordinance (Flood Damage Prevention Ordinance) required for participation in the NFIP should be included.***

- Article 7 Deals with nonresidential signs. ***This section could be strengthened because it dictates the size and types of signs that can be erected and signs suffer and cause significant damage during windstorms. By restricting large, flat signs, and canopies, such as those frequently found at fueling service stations, certain frequent damages can be reduced. Additionally, collateral damage is often caused by flying debris in severe wind storms, so it is important to dictate how to securely attach signs that are permitted. (Building Code contains requirements for fastening/ attachments.)***

- The UDO references non-conforming buildings or uses. Zoning regulations require structures damaged greater than 50% of their pre-damage appraisal be removed and replaced with conforming buildings and uses.

- Article 3 requires drainage facilities as part of the review criteria for subdivision of land.

- The UDO requires underground utilities in new developments.

- The document details requirements on the size and type of vegetated buffers required around critical areas and other OCRM standards.

- The UDO outlines required street improvements, drainage requirements and encourages the use of the most up-to-date and innovative drainage techniques.

- Section 7.30 allows for emergency removal of storm-damaged trees (and allows trimming around utility lines, and sometimes requires trees to be replaced). ***Consideration should be given to requiring native species within Article C, Landscaping and Tree Conservation.***

- Regarding "Development Standard" (for the Beaufort Historical District), ***reconstruction/redevelopment standards should be considered***.

- The appendix indicates that preliminary reviews of subdivisions require that floodplains, and any other conditions affecting the site, be identified.

- The appendix requires that the location of existing culverts and drainage pipes be identified.

- The appendix allows the Planning Commission to require a topographic map at an interval deemed necessary by the Commission, if conditions peculiar to the site warrant special consideration.

- The appendix outlines requirements for final approval for subdivision of land. ***This would be an opportunity for Emergency Management/Fire Department to conduct a preliminary review for access/egress and evacuation considerations. Many communities lament that Emergency Management is not involved in the development process until after-the-fact.***

Historic Preservation Plan Update 7/2008

- The HPP includes a section for disaster planning and details the preparations being made on behalf of Beaufort's historic buildings in the event of a severe storm.

    - Photo documentation of all the historic structures in the downtown core and surrounds.

    - Post-disaster roles of planning staff and Historic District Review are established.

    - Allows for emergency stabilization of buildings without board approval.

    - Established guidelines for maintaining and storing salvaged artifacts.

    - Identifies the need for improved drainage in Historic Districts, and recommends the use of pervious pavers generally to mitigate stormwater.

- ***The plan could be strengthened by assessing the vulnerability of specific structures or areas according to hazard data, establishing priorities for buildings that need retrofitting.***

Town of Bluffton:

Comprehensive Plan, 2007:

- Since 1998, the town limits of Bluffton have increased from one square mile to approximately 54.24 square miles.
- In the Natural Resources Element, floodplains and floodways are defined and addressed as areas where development and variances to floodplain development should be prohibited.
- The plan identifies and acknowledges the vast amount of wetlands within the Town and surrounding areas and the need to protect those systems.
- The Town requires all development to comply with the latest version of their Stormwater Ordinance and Best Management Practices.
- The plan recommends review of ordinances and practices to ensure compliance with FEMA and National Flood Insurance programs.
- Water quality protection for the all watersheds is a priority with the Town of Bluffton with immediate attention being dedicated to the May River. The Town is currently developing the May River Action Plan to ensure a sustainable and protected watershed is maintained both now and in the future.
- Scenic River status for the New and May Rivers is recommended.
- The plan recommends reducing parking requirements, street widths, and driveway widths or imposing a maximum impervious surface percentage to help control increased surface runoff.
- Retaining or installing natural buffers along waterways and wetlands is recommended to reduce the potential for pollution from surface runoff.
- Open ditches and grass-lined swales are preferred to concrete lined or piped drainage ways and the plan states that the maintenance of the systems needs to be routine. Additionally, it notes that care must be taken to balance the designs to move stormwater quickly from potential flood locations while preserving water quality.
- ***Plan states that the Old Town's drainage system needs to be upgraded.***
- Through development agreements, all new development in the Town's newly annexed areas will have proper supporting infrastructure i.e. BJSWA (water and

sewer – no septic systems), stormwater BMPs, and roadways that meet County and SCDOT standards.

Comprehensive Plan 5-year Audit 5/2014

- The Natural Resources Element
  - Provides data on historical hazards occurring in Bluffton.
  - Watersheds are indicated as the key unit of analysis for ecological health and stormwater management.
  - Adoption of a wetlands protection ordinance based on national standards is recommended
  - The plan recommends that staff achieve certification for floodplain management.
- The Community Facilities Element
  - Recommends partnerships with neighboring jurisdictions for reciprocating services in the event of an emergency.
  - Suggests that a survey of existing stormwater systems is needed to determine their effectiveness.
  - Recommends additional facilities for emergency personnel, including maintenance operations south of the Broad and substations more widely distributed throughout the community.
  - The plan references the County's HMP process, and recommends further involvement by the town of Bluffton.
  - Recommends developing a list of critical facilities requiring retrofits for hazard resistance and applying for FEMA Pre-Disaster Mitigation Funding of the top priority structures.
  - Details efforts to finalize an emergency operations plan

Stormwater BMP Manual, 2011.

- The Town is currently represented on the Stormwater Utility Advisory Board.
- The manual compiles federal, state, and Town regulations into one document thereby simplifying the process of stormwater treatment and mitigation.

- The manual regulates the post-development peak runoff discharge to pre-development runoff rates for the 2-,10-, and 25-year storm events.
- The 100-year storm event must be accommodated in the plan.
- The storm drainage system must be adaptable to future expansion with minimum additional cost and designed to accommodate build-out conditions in the upstream reaches of the drainage area.
- Swales and natural flow features are encouraged to reduce the need for storm sewers.
- All projects shall have in-series BMPs and all stormwater management system designs shall contain at a minimum one wet detention BMP, one vegetative BMP and one filter or infiltration based BMP. Projects shall be designed to include a minimum of three BMPs in-series to meet the requirements set forth in the Stormwater Management Ordinance.
- One hundred percent of all parking spaces above the required amount identified in the Unified Development Ordinance shall be constructed of permeable surfaces.

May River Watershed Action Plan 2011

- The focus of the Action Plan is centered on promotion of Low Impact Development (LID) and runoff reducing techniques, incentives to encourage stormwater runoff volume reduction, and coordination with developers and property owners to promote the Town's Transfer of Development Rights (TDR) Program, incentives, and conservation easements.
- The plan includes a pervious/impervious surface study for the area.
- The plan assesses existing Town and regional documents relating to stormwater management practices, and recommends additional measures not included:
    - Require a maximum time of land disturbance for new development without specific milestones being met, such as percent stabilization (i.e., provide a temporal limitation so areas are not clear-cut and then sit inactive for an indeterminate amount of time).
    - To reduce pollutant loadings to streams the most utilized option is to provide appropriate detention/retention prior to runoff entering the stream. However, a secondary option to reduce pollutant loadings to streams is to reduce overall initial runoff from developments (i.e. pervious pavements, median depressions, rainwater gardens, etc). Therefore, there is potential for the Town to provide additional design information in the stormwater manual, which will

provide options for runoff reduction, as opposed to a main focus on retention/detention.

- The plan recommends the development of a land acquisition strategy for future stormwater projects.
- The second phase of the project used LiDAR to determine flow paths and sub-basin boundaries. Using elevation data from LiDAR and engineering experience and judgment, sub-basins and flow paths were created.
- The Action Plan recommends regional retrofits and BMP's in the form of:
  - Regional stormwater ponds
  - Wetland restoration
- For existing public facilities the following are suggested:
  - Rain gardens
  - Vegetated Swales
  - Rain barrels and cisterns
  - Pervious Pavement

Unified Development Ordinance

- The subdivision review application requires identification of floodplains, topography, wetland, waterways, trees, drainage ditches, etc.
- Subdivision plans must be approved by each of the following entities: the County Engineer, the Town Engineer, the Fire Marshall, SCDOT, BJWSA, EMS Addressing, and other utilities.
- Conservation and Flood Hazard Districts are defined with special standards applied in conjunction with NFIP.
- The ordinance contains the Preserve District, which may be used to protect environmentally sensitive areas from development.
- PUD applications must demonstrate benefit to the Town of Bluffton including preservation and enhancement of natural features and open space.

- Development adjacent to wetlands and riparian areas is subject to the Town's development standards in addition what is required by DHEC and the OCRM pertaining to maximum site disturbance and required buffer yards.
- Waterfront properties with less than 75 ft. of frontage are required to share a dock with adjacent properties.
- Stormwater standards hold new development to pre-development hydrological conditions through non-structural and structural BMP's.
- Continued yearly monitoring of stormwater systems is required to ensure proper function.
- Irrigation systems must first use retained stormwater before accessing ground or potable water sources. Irrigation must not be placed within 50ft of a natural stream.
- The UDO provides incentives for development to provide permeable pavement, stormwater collection and reuse, additional wetland buffers, and wetland restoration.

Town of Hilton Head Island:

Comprehensive Plan, 2010

- The Comprehensive Plan includes the Beaufort County Multi-jurisdictional Hazard Mitigation Plan as an Appendix. Additional Appendices include:
    - Post-Disaster Recovery & Mitigation Plan
    - Beach Management Plan
    - Island-wide Drainage Study
    - Fire and Rescue Master Plan
- The process of conducting the state mandated Comprehensive Plan update fulfilled the Town's Community Rating System (CRS) planning requirements by updating this Hazard Mitigation Plan.
- The Natural Resources Element
    - Identifies and assesses coastal resources, wetlands, floodplains, and soils among other concerns.
    - Identifies 56 percent of the Island surface as having soils that are poorly drained, and though hurricanes pose a catastrophic threat, the limited drainage

capacity of the soils, the lack of connected wetlands, and poorly maintained rural ditches cause sustained periods of rain to be the foremost threat of flooding.

- The Community Facilities Element includes an analysis of stormwater management, Fire Protection and Emergency Medical Services.
- Hazard Mitigation is promoted to minimize the vulnerability of Town infrastructure and public facilities to storm damage by including the Beaufort Multi-Jurisdictional Hazard Mitigation Plan as an integral part of the Town Comprehensive Plan.
- The Land-Use Element
    - Includes a future land-use map, and includes redevelopment strategies and policies that address pre- and post-disaster issues. The strategies are within the Town's Land Management ordinance (LMO).
    - Includes the consideration of land purchases in areas of the Island that are vulnerable to severe storms and flooding and would be prime areas for future development.
- Implementation of the Island-wide Drainage Study is identified as a critical activity, and its continued implementation is vital to the Island.
- The Town supports the use of Best Management Practices including innovative nonstructural and structural technology for the prevention and control of urban runoff.
- The Town promotes the protection of water quality, and combines those techniques to lessen drainage and flooding problems where appropriate.
- Sustainability and growth management are principles woven throughout the Comprehensive Plan.
- Maintenance of the ocean beachfront is described as a balance between tourism and the island's sensitive environment.

Local Beach Management Plan 11/2008

- Includes a section for post-disaster planning including clean-up, maintenance of essential services, and redevelopment protocol.
- The 40-year retreat policy includes the following strategies:
    - Locate development landward of the Setback line to the greatest extent possible.

- Adopt various growth management techniques and procedures to reduce development levels.
- Retain open space seaward of the Setback line to the extent possible.
- Utilize land acquisition.
- Consider retreat during redevelopment scenarios after a disaster.

- The plan describes extensive beach nourishment and dune enhancement efforts and clearly states its commitment to the existing OCRM baseline, despite the expansion of lands on the seaward side.
- The plan expresses the need to evaluate beach nourishment as its primary shoreline management technique in response to the looming threat of Sea Level Rise.
- The plan describes the wetland protection ordinance which protects both salt and freshwater wetlands. Mitigation is required onsite or in the same watershed and will be monitored for three years for effectiveness with written reports required every six months.
- The tree protection ordinance described in the plan requires replanting of native trees removed in land clearance.
- The plan contains an inventory of structures located seaward and within 50 ft. landward of the OCRM baseline.

Land Management Ordinance 10/2014

- The LMO describes the conservation zoning district designed to protect environmentally sensitive areas such as beachfront and wetlands. This district's allowed uses are restricted to structures such as boat ramps and docks.
- Two overlay districts offer additional protections from development near the shoreline.
- Wetland and natural resource protection measures are specifically identified to reduce Hilton Head's vulnerability to natural disasters such as flooding. The ordinance offers detailed requirements for wetland alteration, mitigation, revegetation, restoration, creation and preservation. Disturbance of wetlands is allowed only when all other options have been exhausted, and the plan offers recommended alternatives that can be incorporated into site plans.

- In addition to tree protection measures outlined in the plan, disturbance and clearance of understory plants is regulated through onsite inspections by the building official.

- Special procedures are set forth for the reconstruction of non-conforming structures post-disaster whereby damaged buildings can be restored to their previous state and without the necessity of a full review.

Beaufort County Hazard Mitigation Plan

- The Beaufort Multi-jurisdictional Hazard Mitigation Plan is an element of the Comprehensive Plan.

- The Town is in the top 4% of communities nationwide in floodplain management and exceed minimum NFIP requirements through the CRS program.

- The Town has a Public Information Program and an annual Flood Awareness Week

- The Town has more than 30,000 NFIP policies

- The Town has taken a proactive approach to Flood Hazard Mitigation. They developed a disaster Recovery and Mitigation Plan in 1991 following the devastation Hurricane Hugo created in South Carolina. This was one of the first Recovery Plans in the nation, and the first that defined "re-entry" following an evacuation as the beginning of recovery. In 1995, the Town recognized that while they are extremely vulnerable to hurricanes, their foremost problem with flooding was due to inadequate drainage and the frequent rainstorms typical to coastal South Carolina. This led to the development of the Town Island-Wide Drainage Study, which continues to be updated. Then, in 1999, the Town of Hilton Head Island developed their Flood Hazard Mitigation Plan. This was one of the first mitigation plans in the nation to be officially incorporated it with the Town Comprehensive Plan – a concept now embraced by the American Planning Association (APA) through their Planning Advisory Series, and FEMA, through the DMA regulations. The Town continues to enforce and update their plan, when necessary, and takes a proactive approach to flood mitigation.

- The Town is susceptible to drainage system flooding, coastal erosion, and tropical storms and hurricanes. Wind hazards present additional concerns.

- The highest priority flood mitigation issue is the coordination of new development with drainage improvements and stormwater management. This is followed by the protection of critical facilities, with an emphasis on water supply and wastewater treatment facilities.

- The Town pursues a variety of flood mitigation activities, including:

- Preventative Measures
    - Open Space Preservation
    - Storm Water Management
- Property Protection Measures
    - Building Elevation
    - Flood-proofing
    - Flood Insurance
- Natural Resources Protection
- Structural Protection
    - Beach Nourishment
    - Sand Fencing
    - Drainage Improvements
- Emergency Services

Island Wide Drainage Study, August 30, 1995

- The comprehensive study inventoried existing drainage facilities, determined major drainage paths, identified bottlenecks, and recommended prioritized improvements.
- Primary drainage problems within the Town include the changing drainage design standards over time while the island was being developed, separate systems not planned with an island-wide perspective, lack of maintenance of stormwater management facilities, and the low and flat topographic nature of the Island.
- The study notes that the Island is incapable of handling storm surges from Atlantic Ocean.
- Cleaning, dredging and maintaining the existing drainage system is the foremost priority.
- The study recommends that lagoon and ditch levels be lowered prior to major storm events.

- The study recommends that future construction require finished floor elevations to be 1 foot higher than existing lot topography and adjacent roadways.

- The study makes recommendations for improvements totaling $17.5 million, many of which have been completed.

- The drainage study is continually updated, and the staff looks for improvements and recommendations on a regular basis.

Floodplain Management and Land Management Ordinance

Floodplain Management and development policies and procedures are in good order and contribute to Hilton Head Island's commendable CRS rating of 5, which provides a significant reduction in the cost of flood insurance to policyholders, representing millions of dollars in annual savings.

OTHER:

- There are over 28,655 NFIP policies in force on HHI

- The 1999 Flood Hazard Mitigation Plan calculated damages to structures from the 100 year flood would be approximately $680 million. If HHI was not an active participant in the NFIP, it estimates that the damage would have been $1.66 billion.

- HHI has an extensive sand fencing project, aimed at preserving existing and enhancing new dunes, where they have placed over 40,000 linear feet of fencing and indigenous vegetation.

- HHI has adopted all ICC codes in full, and enforces these codes stringently.

Town of Port Royal:

Comprehensive Plan 2009

- The Natural Resources Element strives to ensure harmony between the natural and manmade environment.

    - The barrier islands that surround the Town provide some natural protection from severe weather events.

    - The highest points in Town are 20 feet above sea level.

- The Town has two types of predominant soils, eighty-five (85) percent of which can be used for development as it can accommodate septic systems. Fifteen (15) percent cannot support development.

- Within the Natural Resources Element, the following are identified as implementation strategies:

  - Implement a program to bury overhead utility lines and require new utility lines be placed underground.

  - Strengthen and enforce tree preservation ordinances.

  - Encourage the use of indigenous plants.

  - Designate areas for uses compatible with their natural functions and their potential for recreational and economic activities.

  - Recognize and protect wetlands for their capacity to filter pollutants and control flooding and erosion.

  - Employ wetland buffers and storm water BMP's to reduce contamination into marshes.

  - Budget to acquire undeveloped lands that are set aside to remain in their natural state (greenways).

  - Minimize impervious surface roadways to reduce storm water runoff.

  - Design storm water drainage systems to mimic the path of runoff in natural systems.

  - Discourage the trading or filling of wetlands by developers.

  - Develop programs to promote natural resources education, appreciation, and appropriate recreational use.

  - Create a River Overlay District.

The Comprehensive Plan could be improved simply by making mention that each of the above strategies relates to, and contributes to natural hazard mitigation or loss prevention.

- The Cultural Resources Element seeks to preserve and enhance the Town's historical integrity.

- The Element details the 1893 hurricane that was responsible for "the loss of thousands of lives in Port Royal and the surrounding vicinity."

- A survey is described that identified 1,506 historical sites within 1,320 properties. A County survey identifies 1,488 sites, 1,121 of which are residences. These figures substantiate the enormous percentage of Port Royal that is culturally significant and worthy of special care and protection.

- The Community Facilities Element cites the new Russell Bell Bridge as the replacement for an old drawbridge that was damaged extensively in Hurricane Hugo.

- The Land Use Element identifies the FH (Flood Hazard) zoning district (which is delineated by the community's NFIP map)

The Plan could be enhanced by adding and describing how the Floodplain Management Ordinance/Flood Hazard Zoning District prevents future flood damages.

2014 Comprehensive Plan Update

- Defines the strategy of encouraging homeowners to repair and rehabilitate historic structures. ***This strategy could be expanded to include hardening structures against flood and wind hazards.***

- The plan describes the strategy of improving stormwater management at streets and intersections that commonly flood.

- The plan recognizes the need to establish protections for freshwater wetlands.

- The plan recognizes the need for regional cooperation for open space and recommends a more explicit definition for how this is achieved.

    - The plan recommends working with other jurisdiction to establish common standards for open space in new development, and whether wetlands and stormwater detention can count toward open space requirements.

Building Regulations

- The Town uses the current IBC and International Mechanical, Fire, Fuel Gas, and Residential Codes. The Town also uses the current National Electric Code.

Town Code

- Chapter 9 of Port Royal Code is the Flood Damage Prevention Ordinance (standard). Section 9-73 requires that the Town Manager review and approve subdivision proposals and new developments to assure that:
    - They are consistent with the need to minimize flood damage.
    - Adequate drainage is provided to reduce exposure to flood hazards.
    - All proposals include flood elevation data.
    - All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
    - New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
    - All gas or liquid storage tanks, either located above ground or buried, shall be anchored to prevent floatation or lateral movement resulting from hydrodynamic and hydrostatic loads.
    - Critical development shall be elevated to the 500-year flood elevation or be elevated to the highest known historical flood elevation (where records are available), whichever is greater. If no data exists establishing the 500-year flood elevation or the highest known historical flood elevation, the applicant shall provide a hydrologic and hydraulic engineering analysis that generates 500-year flood elevation data.
- The Subdivision Regulations define drainage system requirements and flood hazard area requirements.
    - Storm drainage facilities shall be designed not only to handle the anticipated peak discharge from the property being subdivided, but also the anticipated increase in run-off that will occur when all property at a higher elevation in the same watershed is fully developed.
- Town code includes a tree ordinance which prohibits the clear cutting of land for the sole purpose of disposal of that land.
- The tree ordinance includes provision for tree protection and necessary approvals for the removal of trees.

- The zoning ordinance establishes the conservation preservation district which protects environmentally sensitive areas from residential, commercial, and industrial development. Allowed uses, which may include public recreation or private boat docks and marinas, may not disturb, destroy or impair the natural fauna, flora, water courses, water regimen or topography.

- The zoning ordinance sets forth procedures for the alteration, repair, and demolition of historic properties. Procedures for historic properties post-disaster could be defined.

The Local Government Capability Matrix

In addition to the assessment of community policies, regulations and plans, the Planning Team also reviewed a matrix as a way of taking inventory of additional mitigation capabilities in each community. The intent of this effort was to see if there were any similarities or gaps in community programs and tools that might indicate where some improvements could be made.

There were some key improvements that have been made since the last plan

- Jurisdictions have taken steps to protect their critical facilities as funds have become available. While not all jurisdictions have a formalized facilities protection plan outside of the hazard mitigation plan, all new construction has been built to mitigate loss, and existing buildings have in some cases been retrofitted.

- Port Royal is currently participating in the Community Rating System.

- Hilton Head has seen the reduction of repetitive loss properties from 27 to 24. Continuing diligence on issues of drainage on HHI will lead to future progress in this regard.

The matrix and the key to the matrix labels are located on the following pages. There are boxes that are shaded yellow, and others that are red. The yellow boxes highlight an opportunity to make an improvement, such as:

- Moving forward with incorporating the Hazard Mitigation Plan into all comprehensive plans should be a priority. However, all jurisdictions have expressed the desire to put the Hazard Mitigation Plan into their plan, and all plans have elements of hazard mitigation in them. Beaufort County is currently updating their comprehensive plan and will append the Hazard Mitigation Plan.

- Monitoring the reduction of the number of Repetitive Losses on Hilton Head Island.

The red boxes highlight issues that should generate a higher level of concern, and thus warrant further investigation. For example, the red highlighted boxes indicate:

- The Port Royal Town Hall demonstrates high vulnerability to flood, and is targeted in the current mitigation actions for enhancements.

Table 4-2. Capability Matrix

	Unincorporated	Beaufort City	Bluffton	Hilton Head	Port Royal
Comp Plan	Y	Y	Y	Y	Y
- with HM?		Y		Y	
Land Use Plan	Y	Y	Y	Y	Y
Subdivision Ord	Y	Y	Y	Y	Y
Zoning Ord	Y	Y	Y	Y	Y
BFM Plan	Y	N	N	Y	N
HM Plan	Y	N	N	N	N
FPM Ord	Y	Y	Y	Y	Y
- Sub.Damage?	Y	Y	Y	Y	Y
- Administrator?	Y	Y	Y	Y	Y
- # of FP Bldgs?	20,010	1,928	293	15,046	1394
- # of policies	22,877	1,510	139	28,655	399
- # of RL's?	0	0	0	24	0
CRS Rating	6	7		5	9
Stormwater Program	Y	BMP	Y	Y	BMP
Building Code	Y	Y	Y	Y	Y
Building Official.	Y	Y	Y	Y	Y
- Inspections?	Y	Y	Y	Y	Y
BCEGS Rating	3	3	4	3	6
LEOP?	Y	Y	Y	Y	Y
Warning-sirens?	Y	Y	Y	Y	Y
- NOAA W.Radio?	Y	Y	Y	Y	Y
- Cable Override?	Y	Y	Y	Y	Y
- Reverse 911?	Y	Y	Y	Y	Y
- Lead Time	72 hours Parris Island and MCAS have own sirens				
Structural Projects	Bulkhead Permits at Cherry Pt	Y		Y	Y
Property Protection	Stmwtr Util &	Detention/ Retention		Y	Y
Crit.Fac.Protection	Y	Y	Y	Y	
Water supply plan	Y	BJWSA	BJWSA	PSD	BJWSA
Nat/Cult Res. Inv.	Y	Y	Y	Y	Y
Erosion Control	Y	Y	Y	Y	Y
Sediment Control	Y	Y	Y	Y	Y
Pub. Info Prgrm	Y	Y	Y	Y	Y
Env. Ed Prgrm	Y	Y	Y	Y	Y

EXPLANATION OF CAPABILITY ASSESSMENT MATRIX

Comp Plan: Does your community have a Comprehensive Long-Term Community Growth Plan?

Land Use Plan: Does your community have a plan that designates type of Land Use desired/required?

Subdivision Ordinance: Does your community have an ordinance that dictates lot sizes, density, setbacks, construction type, etc?

Zoning Ordinance: Does your community have an ordinance that dictates type of Use and Occupancy in certain areas?

BFM Plan: Does your community have a Beachfront Management Plan, as required by SC-DHEC

HM Plan: Does your community have an existing stand-alone Hazard Mitigation Plan?

FPM Ord: Does your community have a Floodplain Management Ordinance: Directs development in identified Flood Hazard Areas.

Sub. Damage: Does your FPM Ordinance contain language on Substantial Damage/Improvements?

Administrator: Does your community have a Floodplain Administrator (someone responsible for enforcing the ordinance)?

# of FP Bldgs: How many buildings are in the floodplain in your community?

# of policies? How many buildings in the floodplain are insured against flood through the NFIP?

# of RL's: How many NFIP Repetitive Losses are in your community? (Paid > $1,000, twice in the past 10 years)

CRS Rating: Are you in the Community Rating System of the NFIP, and if so, what's your rating?

Stormwater Prgrm: Does your community have a Stormwater Management program?

Building Official: Does your community have a Building Official?

Inspections: Does your community conduct building inspections during and after completion of the development process?

BCEGS: Building Code Effectiveness Grading System Rating

LEOP: Does your community have a Local Emergency Operations Plan (a disaster RESPONSE plan)?

Warning: Do you have any type of system, such as:
Sirens? NOAA Weather Radio reception? Cable (TV) Override? "Reverse 911"? How much "lead time" is provided?

Structural Protection Projects: (levees, drainage facilities, detention/retention basins)

Property Protection Projects: (buy-outs, elevation of structures, floodproofing, small "residential" levees or berms/floodwalls)

Critical Facility Protection: (for example, protection of power substations, sewage lift stations, water-supply sources, the EOC, police/fire stations. medical facilities ... that are at risk ... e.g., in the floodplain)

Natural And Cultural Inventory: Do you have an inventory of resources, maps, or special regulations within the community? (Wetlands and historic structures/districts, etc.)

Erosion Or Sediment Control: Do you have any projects or regulations in place?

Public Information And/Or Environmental Education Program: Do you have an ongoing program even if its primary focus is not hazards? Examples would be "regular" flyers included in city utility billings, a website, or an environmental education program for kids in conjunction with Parks & Recreation?)

There are some regional capabilities that should also be considered, and an additional layer of regulations at the State and Federal Level enhance these local capabilities. The Planning Team also reviewed the following:

State Plans and Regulations

South Carolina Hazard Mitigation Plan

The update to the Beaufort County Hazard Mitigation Plan was undertaken with reference to the State Plan, itself updated in 2013 following adoption in 2004. Consistency between State and local plans is of primary importance in the identification of resources, the establishment of common goals and objectives, and identifying opportunities for interagency cooperation. LCOG staff reviewed these fundamental elements of the State Plan to ensure the local plan developed within this this established framework. One example of this consistency can be found in Hazard Identification where the State Plan established the need to consider Sea Level Rise in coastal areas. The techniques used to model, visualize, and forecast this threat are the same, and the conclusions drawn point toward Beaufort County as being particularly vulnerable to this hazard.

South Carolina Hurricane Plan

The South Carolina Emergency Management Division (SCEMD) publishes an annual *South Carolina Hurricane Plan* which includes a listing of hurricane shelters for various regions in the state including the Southern Coastal Conglomerate, of which Beaufort County is a part. While there are some shelters within Beaufort County, they do not open for storms that are greater than a Category 1 Hurricane. However, there are several shelters in adjacent counties within the conglomerate that are meant for use by Beaufort County residents. These include schools and community centers in the adjacent counties of Colleton, Hampton, and Jasper (as well as southern counties located further inland in Aiken, Allendale, Bamberg and Barnwell Counties). Some of these shelters are opened only for mandatory evacuations as ordered by the Governor, others are opened for both mandatory and voluntary evacuations, and a third group of reserve shelters are opened as determined necessary by local officials. A list of these shelters in adjacent counties is provided as Table 4-3.

Table 4-3. Regional Hurricane Shelters in Adjacent Counties

Colleton County Shelters		
Shelter	**Address**	**Capacity**
Colleton High School	1379 Mighty Cougar Drive Walterboro, SC 29488	853
Cottageville Elementary School	648 Peirce Road Cottageville, SC 29435	391
Contact: Suzanne Gant, Emergency Prep Director Phone: 843-549-5632		
Hampton County Shelters		
Shelter	**Address**	**Capacity**
Varnville Elementary	395 Pine Street, East Varnville, SC 29944	231
Wade Hampton High School	115 Airport Rd. Hampton, SC 29944	262
Hampton Elementary	705 South Hoover Street Hampton, SC 29924	228
Estill High School	1450 Columbia Hwy North Estill, SC 29918	382
North District Middle School	305 Hampton Road Varnville, SC 29944	624
Ben Hazel Primary School	628 West Railroad Ave. Hampton, SC 29924	184
Estill Middle School	555 West Third Street Estill, SC 29918	210
Estill Elementary	318 Fourth Street, East Estill, SC 29918	178
Contact: Suzanne Peeples, Disaster of Emergency Mgmt. Phone: 803-943-7522		
Jasper County Shelters		
Shelter	**Address**	**Capacity**
Coosawhatchie Community Center	SC Highway 462 West Coosawhatchie, SC 29940	135
Robertville Community Center	US Highway 321 Robertville, SC 29922	104
Ridgeland High/Junior/Elementary Complex	250 Jaguar trail Ridgeland SC 29936	2,256
Hardeeville South Campus	150 Hurricane Alley Hardeeville, SC 29927	1,000
Contact: Wilbur Daley, Director of Emergency Services Phone: 843-726-7798		

Source: SCEMD

Although these shelters are available for use by Beaufort County residents, many residents are not aware of their existence and their function during disaster situations. ***Beaufort County citizens should be better informed about the existence and locations of the shelters and the fact that they are available for their use.***

As described in the Beaufort County Disaster Response and Recovery Plan, there is an insufficient coverage of special needs shelters to serve County residents in the event of a hazard. Currently, there are only two recognized special needs shelters in the Lowcountry as identified by the State Hurricane Plan. Table 4-4 indicates the locations of these shelters.

Table 4-4: Lowcountry Special Needs Shelters

Colleton County	
Shelter	**Address**
Colleton Medical Center	501 Robertson Blvd. Walterboro, SC 29488
Hampton County	
Shelter	**Address**
B.T. Deloach Building	201 Jackson Ave. Hampton, SC 29924

According to the State plan, there is an agreement pending for special needs facilities in Jasper County, and future updates to this plan will provide this information as it becomes available. In general, the question of services for special needs populations in the event of a natural disaster deserve further examination, not only in terms of sheltering, but also in terms of emergency notification and transportation.

The South Carolina Local Government Comprehensive Planning Enabling Act of 1994 gave local governments (counties and incorporated towns/cities) five years to bring their planning programs and regulatory ordinances into compliance. The Act repealed existing planning legislation as of May 4, 1999, requiring that a Comprehensive Plan be used as a tool for guiding future development. The Act consolidates existing planning legislation for local governments into one law and defines a set of requirements that must be met for the planning activities of a local government to be legal. In particular, the Act describes required comprehensive plan elements; defines the roles of the town council, planning commission, and zoning board of adjustment; and outlines the public review process and procedures for adopting comprehensive plans and land use ordinances.

South Carolina Department of Health and Environmental Control (SC-DHEC)
Ocean and Coastal Resource Management (OCRM)

- ***The Coastal Tidelands and Wetlands Act*** (1977) was amended in 1993, creating the South Carolina Coastal Zone Management Act.

- ***The South Carolina Coastal Zone Management Act***, which merged the South Carolina Coastal Council with DHEC, creating OCRM whose general purpose is to:
  - Protect the coastal environment, and
  - Promote economic and social improvement of the Coastal Zone
  - It identifies "Critical Areas" as coastal waters, tidelands, dune systems, and the beach, and gives DHEC permitting authority in those areas.
  - Identifies salt/brackish marshes as protecting highlands from erosion and storm damage

- ***The Beachfront Management Act*** (BFMA, 1988) establishes authority to address erosion hazards due to persistent sea level rise, a lack of comprehensive beach management planning, and poorly planned coastal development. The BFMA establishes

"retreat" as the basic approach to beachfront management, rejecting "armoring" and including beach nourishment as a mechanism to assist in retreat.

The basic policy is one of a 40-year retreat, and establishes a Baseline and Setback on all oceanfront properties. The Baseline is the crest of the primary dune (or where it *would have been*). The Setback is 40 times the annual rate of erosion, but always at least 20 feet.

The BFMA also establishes rules for rebuilding structures, seawalls and bulkheads. Structures (including swimming pools) cannot be repaired or replaced if they are destroyed, or damaged greater than 66.67% of their replacement cost. Seawalls and bulkheads cannot be repaired or replaced if they are destroyed, or damaged greater than 66.67% of their (above grade) replacement cost between July 1, 1995 and June 30, 2005. Beginning July 1, 2005, seawalls and bulkheads cannot be repaired or replaced if they are destroyed, or damaged greater than 50%.

Federal Regulations

- ***The National Flood Insurance Program (NFIP)***: Established in 1968, the NFIP provides flood insurance in communities that agree to regulate new development in identified Special Flood Hazard Areas through the adoption and enforcement of a minimum Flood Damage Prevention Ordinance. It also requires, as a condition of every federally backed mortgage within an identified Special Flood Hazard Area, to require the purchase and maintenance of a flood insurance policy for the life of the loan.

- ***The Coastal Barrier Resources Act (CoBRA)***: Established in 1972, the CoBRA is environmental legislation administered by the Fish & Wildlife Service. It provides for the identification and protection of Coastal Barrier Resources. It prohibits the availability of federally backed assistance within identified areas, including grants, loans, mortgages and flood insurance.

- ***Coastal Zone Management Act (CZMA):*** Established in 1972, and amended by the Coastal Zone Protection Act of 1996, the CZMA defines a national interest in the effective management, beneficial use, protection and development of the Coastal Zone and identified the urgent need to protect this natural system from these competing interests. The Act encourages states to exercise their full authority over the lands and waters of the Coastal Zone. Annual cost-share grants to states creates an incentive to establish land-use and environmental protection standards that have served to reduce damage from coastal storms, as well as achieve its other multi-objective goals.

5. Mitigation Goals and Objectives

Introduction

This section of the Beaufort County Hazard Mitigation Plan describes the goals and objectives established by the Regional Hazard Mitigation Steering Committee, and the completed and anticipated actions for implementation and maintenance of this plan in an ongoing effort to achieve these goals.

Goals and Objectives for the Mitigation Plan

The Beaufort County Hazard Mitigation Planning Committee had established a number of goals and objectives for the original plan in 2004 to guide its work in the development of that plan. Those goals and objectives were modified for the first update in 2010.

This year, as part of the regional approach involving all four Lowcountry counties, the Hazard mitigation Steering Committee developed a new set of directing policies that incorporated both regional considerations and changes in technology. The overall principles, however, remained the same.

The updated goals are listed below. However, the action items that were recommended in the original goals are addressed in terms of their completeness and as to why any item may have not been completed in the following pages (Tables 6-2 to 6-6).

Overall Guiding Principles:

- Bridging the unique needs and common goals of the four counties and their communities.
- Saving lives and protecting property.
- Taking a regional approach.
- Complimenting the State Plan.
- Accessing funding to implement recommendations (projects and policies).

Goal #1 Ensure the Protection of All Critical Facilities.

Objectives

a. Protect facilities from natural hazard threats.

b. Identify and schedule repairs and other improvements needed in order to ensure buildings are in adequate conditions and with adequate equipment to function in the event of a disaster.

Goal #2 Evacuation is safe, efficient, and shelters have sufficient carrying capacity.

Objectives

a. Evacuation routes should be proven safe and efficient. Counties work with each other and SCDOT on highways connecting the counties.

b. The number of area shelters should be adequate and safe for the amount of people that may potentially use them. The shelters should be able to accommodate all members of the area's population, including those with special medical or other needs.

Goal #3 Increase Public Education and Awareness of Natural Hazards

Objective

a. Develop an ongoing public communications and education program including a web site, pamphlets, informational packets, and articles in the local media.
b. Incorporate the use of social media, including Facebook ™ and Twitter™ to ensure that as many segments of the population as possible are reached.

Goal #4 Enhancement and Adoption of New Policies and Projects to Mitigate Natural Hazards

Objective

a. Plans, codes, zoning, and other mechanisms should address natural hazard mitigation, and expand on present policies to further protect the counties and incorporated municipalities (floodplains, repetitive loss areas, etc). All jurisdictions should adopt the state building code.

Goal #5 Emergency Response: Preparedness EMS, police, fire, and other departments should have sufficient and up to date equipment and training in order to ensure the safety of residents.

Objectives

a. There should be funding to buy new equipment (e.g., communications and power) if necessary.
b. There should be funding to train employees if necessary.
c. Maintain and enhance working relationships among the departments among all four counties.
d. Coordinate with the county and regional offices of the various state human services departments.

Goal #6 Reduce the Impact of Wind on Homes and Buildings. Wind damage is a threat to homes and buildings in the region. Means should be taken to decrease the effects of wind on homes and buildings within the counties.

Objectives

a. Code revisions to reduce the impact of wind on homes and buildings.
b. Grants, including SC Safe Homes, for preventative measures (such as housing grants).

Goal #7 Reduce the Impact of Floods on Homes and Buildings. Projected sea-level rises in the Lowcountry will be included, utilizing such information and mapping as is currently available to help determine the areas and magnitude of impacts.

Objectives

a. Zoning enforcement, floodplains.

b. Grants for preventative measures, to include elevation and property acquisition.

c. Building code revisions

d. Stormwater management

e. Work toward the lowering of the CRS rating.

Goal #8 Maintain the IT capabilities of local governments to ensure continuity of operations in the event of disaster

Objective

a. Support the use of centralized technology, located as far inland as possible.
b. Develop a hosted (for instance, the "cloud") storage system.

Goal #9 Ensure the Protection and Continued and Uninterrupted Operation of Communications on a regional basis

Objective

a. Determine if the current regional communications infrastructure is adequate to meet the needs.
b. Identify what improvements are needed.

Goal #10 Ensure the Protection of Utilities

Objective

a. Utilities must be inspected and assessed for their vulnerability and their ability to handle natural disasters.

6. Mitigation Action Plan (and update of previous actions)

Based on the goals and objectives, the Hazard Mitigation Steering Committee conducted a review of the actions recommended in the 2009 plan, the status of their implementation, and developed new actions in response to the evolving needs of the region. Action items were carefully considered, particularly in regard to the protection of both new and existing buildings and all critical facilities. Throughout the process there was frequent consultation with the representatives of the jurisdictions to discuss and improve the specific recommendations. When the assessment was completed, the Committee reviewed the results and made further County-wide and individual municipality recommendations that were incorporated.

Explanation of Tables

For clarity's sake, a brief explanation of the mitigation action tables should be addressed. Table 6-1 was created for the 2004 plan, and used again in the 2009 update as a scoring table and cost benefit review tool to further prioritize the actions. Based on this table, each mitigation action was given a score and a priority designation of High (a score greater than 20), Medium (a score of 10-19) and Low (a score less than 10).

Tables 6-2 through 6-6 are status reports on all of the proposed mitigation actions from the 2009 plan. This prioritization is intended to comply with the intent of the NFIP and reflect a cost-benefit review of each action.

Table 6-7 through Table 6-11 are the most up-to-date list of the goals, actions, prioritization, approximate time of completion and approximate cost for **each** jurisdiction. It reflects the work of the HMSC throughout this process, and it gives an idea of where we would like to be in five years. Each action is given a designation of high, medium or low based on the score it received. This enables the Hazard Mitigation Steering Committee to identify which of the established goals and objectives are to be addressed by the proposed action item. By considering the goals when establishing new action items, the Hazard Mitigation Steering Committee focused its efforts on implementing mitigation actions based on the established goals and objectives.

Each of the four jurisdictions has its own table. While some of the actions are similar or the same, it is necessary for each jurisdiction to have its own list of actions to mitigate hazards.

National Floodplain Insurance Program—prioritization and participation

All of the actions that the Hazard Mitigation Planning Committee developed were **established and prioritized** using several criteria. Primarily, the Hazard Mitigation Planning Committee established the actions **based on the National Floodplain Insurance Program**; the actions are intended to fulfill the requirements of the NFIP, and the goals and mitigation actions reflect this. All participating jurisdictions are participants in the NFIP and not under any sanctions. Beaufort County and its municipalities participating in this plan have been mapped for flooding. All of the communities in Beaufort County are committed to NFIP's continued success. All of the identified hazards are addressed by an action item, and a significant number of the mitigation actions were formulated in order to reduce loss and damage from flood.

The Prioritization Scoring Table 6-1 was developed as a means of prioritization of the action items based on the NFIP. The scoring criteria represents a cost-benefit review and the **project's feasibility** is reflected from these scores. A score was figured for each mitigation action which was evaluated on the criteria from Table 6-1, with the highest score being 27 and the lowest being zero (0). The actions were then prioritized based on the scores.

Addressing Known Risks and Vulnerabilities

The process of selecting actions to mitigate known threats to hazards began with a review of the previous action items and goals, as is mentioned in the Planning Section of this plan. Committee members also consulted personnel from within their respective agency or organization. The resulting list is part wish-list and part a reflection of the threats to Beaufort County. This list is an indication of the problems that Beaufort County needs to address, based on complaints, cost of repairs, and perceived future needs.

As the Beaufort County Hazard Mitigation Plan is reviewed and updated, the goals / objective statements are also reviewed to ensure they are still applicable to meeting the unique needs, interests and wishes of the community.

Table 6-1: Prioritization Scoring Table

Priority Criterion	Numeric Score			
	0	1	2	3
Strategy effectiveness, in terms of affected structures.	No effect on risk or hazard	Affects several structures within the community	Affects many structures within the community	Affects most structures within the community
Percentage of population benefitted	Less than 10% benefitted	10% to 15% benefitted	50% to 75% benefitted	Greater than 75% benefitted
Time to implement	Cannot be implemented	Long term	Within one year	Immediate
Time to impact	Cannot be implemented	Long term	Within one year	Immediate
Cost to community	Completely unaffordable	Expensive	Inexpensive	Little to no Cost
Funding source	No known Funding source is available	Requires outside Funding	Requires budget consideration	Within existing county budget
Cost to others	Cost to others is unacceptable	Expensive, but manageable	Cost is easily managed by others	No cost to others
Community support	Opposed by the entire community	Some community opposition	Acceptable only to those affected by the project	Acceptable community wide
Project feasibility	Not possible	Accomplished with extensive design and planning	Accomplished with some design and planning	Easily accomplished

Benefit-to-Cost Review

A key analytical measure commonly used in vulnerability assessments is the benefit to cost ratio, which expresses the estimated benefits, in dollars, in comparison to the estimated costs to implement and maintain the proposed mitigation initiative. For an action to be considered cost effective, the dollar value of the benefits derived needs to exceed the costs to implement and maintain the initiative, or, in other words, the benefit to cost ratio should be greater than 1.0. The process for calculating a benefit to cost ratio begins with estimating the direct and indirect costs of the "worst case" disaster scenario that the mitigation initiative is intended to address. If the initiative were to be implemented, these are the future costs that would be avoided, or, in other words, the benefits derived from implementing the action.

Both direct costs of the disaster scenario are considered, such as structural damages, as well as indirect costs, such as lost wages. The total of the direct and indirect costs are then divided by the predicted life of the initiative, in years. This then gives the dollar benefits of the project on an annual basis. The cost side of the benefit to cost ratio is by determining the estimated cost to initially implement the proposal, such as initial construction cost for a "bricks and mortar" project, or the development costs for a training program. To this amount is then added any annual costs that implementation of the project would incur, such as annual operations and maintenance costs or annual implementation costs.

Next, the approach then considers any **cost impact** of the proposal, or the costs that would be incurred by others in the County due to implementation of the initiative, such as the economic effect on new construction of adopting a more stringent building code. The cost impact figure is also annualized by the life of the project, and then any annual cost impact values, such as an annual user fee or tax, is added to give a total annual cost impact. Finally, by dividing the annual costs of the benefits of the proposal by the annual cost and cost impact necessary to implement the proposal, a benefit to cost ratio is estimated. A more sophisticated methodology for calculating a benefit to cost ratio is likely to be necessary at the time of actual implementation, applying to state or federal agencies for funding, or for the design and construction stage of development.

Cost Benefit Review—Prioritization of Mitigation Actions

Currently, no benefit-cost analysis has been conducted for each of the mitigation actions in this plan. This is due to both the lack of information and this type of evaluation is beyond the scope of the plan. However, the Hazard Steering Committee considers the priority scoring table a valuable cost-benefit review tool, and thus has prioritized the actions based on those scores. The higher scored mitigation actions reflect actions that meet a higher standard on more criteria, and are thus considered much more cost efficient and beneficial to the community. Furthermore, when each mitigation action is considered for particular funding, the responsible agency will conduct an in depth cost-benefit analysis of the project.

It is possible to see from this table that the minimum priority rank for a proposed initiative would be zero, while the maximum would be twenty-seven. As noted above, this priority

ranking may differ from the true priority for implementation assigned to a specific mitigation initiative based on unanticipated conditions or situations occurring at a certain time, which could change with such conditions. The priority ranking given through application of the ten criteria in the above table will remain constant through time because of the inherent characteristics of the proposed initiative, unless those characteristics are also modified.

All of the actions are listed with their priority designation assigned to each as a result of the common process to characterize and prioritize mitigation initiatives that is used by all participants in the planning process. This priority ranking is a long-term characterization value directly associated with each specific initiative based on its own merits at the time it was first proposed by the individual participant. The priority ranking is intended to serve as a guideline for the Hazard Mitigation Planning Committee regarding the relative desirability of implementation of a specific mitigation initiative in relation to the other proposed initiatives incorporated into the plan.

2009 Actions Status Update

As reflected in tables 6-2 through 6-6, each mitigation action is assigned to a particular jurisdiction—and, when possible, a particular department within that jurisdiction. These tables show the action items that were taken from the previous plan. The status of these items was reported, and the update is given. Below, please find the original action items with their status. If the project is listed as "ongoing," some form of that mitigation action still appears in the updated plan.

Beaufort County 2009 Actions and Status

Table 6-2: 2009 Actions and Status, Beaufort County

Beaufort County 2009 Mitigation Actions	Implementation Status
Storm shutters on should be placed on all administrative buildings to ensure administrative functions can continue.	Shutters are in place at the Library, Detention Center, and Public Works.
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	Bluffton Fire District renovated 80 % station 33 to new IBC standards. New construction such as station 30 has implemented storm resistant features such as hurricane windows and netting. Replacements to stations 36 and 37 are in negotiation and are expected 2017/2018. Lady's Island-St. Helena Fire District constructed a new headquarters which meets new codes for Storm resistance and features impact resistant windows. All district facilities were inspected by the insurance carrier in 2014.
Monitor all existing dams for structural integrity and work to replace any faulty structures	Inspections were not completed as they were not deemed necessary for hazard threat level.
Study of vulnerable bridges to determine which ones should be hardened	Bridges are subject to SCDOT inspection and replacement program. The McTeer Bridge parallel was completed in 2011. The Bluffton Parkway flyover bridge will be complete in 2016. The Harbor River Bridge is in permitting to begin construction in 2017.
Maintenance and replacement of critical bridges	Bridges are subject to SCDOT inspection and replacement program. The McTeer Bridge parallel widening was completed in 2011. The Bluffton Parkway flyover bridge will be complete in 2016. The Harbor River Bridge is in permitting for 2019.
Work toward the TsunamiReady community designation	Not complete. Evacuation procedures have been revised to incorporate Tsunami conditions.
Include fire sprinklers in buildings for when emergency personnel are unable to reach them during a hazard.	Sprinklers are installed in new construction according to building codes.

Beaufort County 2009 Mitigation Actions	Implementation Status
Make improvements to the St. Helena Wastewater Treatment Plant to protect it from flood damage	No structural improvements or retrofits were identified which could reduce flood hazard. Road improvements scheduled for 2016 will improve emergency access to plant.
Protect the Chelsea Water Treatment Plan from flood damage.	Application to SCEMD is in development for raising the wall on the sediment tank.
Protect the Duke and Lauren Streets wastewater collection system from inflow problems.	Completed in 2013.
Distribute "Citizen's Guide to Flood Awareness" brochure regularly	Revised 2015. The brochure is sent to everyone residing in a special flood hazard zone each year. The brochure is also available in the Yellow Pages, the library, and on the County website.
The county to work with Regional media to promote public awareness of disaster preparedness	Media messages are coordinated at quarterly regional meetings of emergency managers. Key media partners include WTOC, WSAV, The Island Packet, and the Beaufort Gazette. The County EMD participates in Chamber of Commerce hurricane preparedness events that coordinate with regional media.
Enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	The Beaufort Soil and Water Conservation District conducts educational programs at schools, including training for educators.
Ensure all fire marshal burn bans are strictly enforced, especially during drought conditions	Ongoing. Burn ban enforcement is coordinated between the fire districts and the Beaufort County PD.
Create a brochure and education program to inform the community about the danger of land fires and resources on how to prevent them	Ongoing. The NCRS is promoting prescribed burning and coordinates workshops where landowners/managers may obtain certification as a burn manager.
Work to enhance public education program for historic property, including a pamphlet for distribution to the public	Ongoing. The Beaufort County Historical Preservationist developed a post-disaster recovery pamphlet.

Beaufort County 2009 Mitigation Actions	Implementation Status
Beaufort to create a centralized information technology system to access pertinent information during a disaster.	As of 2014/2015, Beaufort County will use the GovDelivery digital communications platform to disseminate pertinent information in the event of a disaster. Citizens can sign up to receive disaster recovery information from Beaufort County via email or text message.
Append this to all comprehensive plans as they are updated, or at earliest date available	The 2015 comprehensive plan will reference HMP.
Make hazard mitigation a stand-alone element of comprehensive plans as updated	The 2015 comprehensive plan will reference HMP.
Create tree survey for vulnerable trees to re-enforce them against hazards (wind, flood)	Not complete. Scope of project is an impediment to study and implementation.
County will consider the use of priority development zones in non-hazard prone areas	Not Complete. Future development is guided by the future land use map which includes provisions for identifying lands for preservation, or limitations on development.
Create survey to ID most vulnerable structures in County and create a CIP list of these structures	Not Complete.
Harden historic structures at USCB	Currently no structures are scheduled for improvements at USCB. Improvements to the warning and alert system are scheduled and improvements to the drainage system have been made.
County to work to expedite re-build of historic structures post disaster	Ongoing. Rebuild will be expedited by permitting one stop.
Continue enforcing seismic program & regulations in building codes	Ongoing. Seismic standards for all construction are required by IBC, IRC, ASCE-7
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Pending increased rates for public utilities, level of service will expand to more proactively maintain stormwater infrastructure, and fund capital programs for regional retrofits.
The County will undertake a program to study poorly drained areas and remedy them through best practices.	The stormwater management plan will be updated in 2015/2016 to develop capital projects based on water quantity and quality.

Beaufort County 2009 Mitigation Actions	Implementation Status
Create an education program for the agricultural sector that promotes sustainable practices during drought conditions	Ongoing. The Soil and Water Conservation District coordinates with the NCRS to distribute BMP funding to agricultural sector.
Incentivize sharing of docks in zoning ordinances	Complete. Adjoining properties may qualify for a dock length bonus if shared facilities are constructed.
Updated GPS systems available for emergency personnel	Ongoing. GPS tracking for EM personnel and vehicles was instituted in 2011.
County will conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	Ongoing. Equipment checks are performed on a weekly basis.
Enhance radio technology for all building officials for hazard preparation	Ongoing. The County radio system was converted to digital in 2009/2010. The system was fully encrypted as of 2014/2015.
County will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Ongoing. The County obtained new LIDAR data in 2013, and is expecting new flood maps in 2015.
Digitize elevation certificates for convenience and ease of access (although all written documents will be maintained)	Complete. Elevation certificates are digitized and available to the public.
Update all flood maps with new municipal and county boundaries	Ongoing. County is working to facilitate area studies and is expecting new flood maps in 2015.
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Ongoing. Flood elevations are required for the special hazard zones as well as signed flood zone verifications from the engineer/architect for new construction.
Train Building Officials on most up to date code requirements for hazard resistant construction	Ongoing. The Building Official represents the County at the regional home builders association which meets every 2 months to discuss changes in codes.

Beaufort County 2009 Mitigation Actions	Implementation Status
Building Codes Department will conduct SCDNR approved classes for floodplain management	Ongoing. Classes are conducted 1-2 times per year.
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	Ongoing. The Floodplain Manager represents the County at the local structural engineers association and presents on code updates.
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	Ongoing.
Create a joint permitting center for post-hazard recovery.	Complete. These efforts were coordinated between Building Codes and Emergency Management in 2012.

City of Beaufort 2009 Actions and Status

Table 6-3: 2009 Actions and Status, City of Beaufort

City of Beaufort 2009 Mitigation Actions	Implementation Status
Storm shutters on should be placed on all administrative buildings to ensure administrative functions can continue.	New administrative building is protected by storm resistant features such as impact resistant glass.
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	New fire headquarters - is under construction on Ribaut Road and expected to be operational as of early 2016. New construction conforms to strengthened building codes for storm and seismic events.
Study of vulnerable bridges to determine which ones should be hardened	Bridges are subject to SCDOT inspection and replacement program.
Maintenance and replacement of critical bridges	Bridges are subject to SCDOT inspection and replacement program.
Harden New City of Beaufort Building	New administrative building is protected by storm resistant feature such as impact resistant glass.
Include fire sprinklers in buildings for when emergency personnel are unable to reach them during a hazard.	Fire sprinklers are installed in new construction according to building codes.
Make improvements to the St. Helena Wastewater Treatment Plant to protect it from flood damage	No structural improvements or retrofits were identified which could reduce flood hazard. Road improvements scheduled for 2016 will improve emergency access to plant.
Protect the Chelsea Water Treatment Plan from flood damage.	Ongoing. Application to SCEMD is in development for raising the wall on the sediment tank.
Protect the Bay/Lauren Streets stormwater collection system from inflow problems.	Completed in 2013.
Distribute “Citizen’s Guide to Flood Awareness” brochure regularly	Ongoing. Brochure is revised and distributed regularly
The City to work with Regional media to promote public awareness of disaster preparedness	Media messages are coordinated with the County to ensure consistent information is broadcast to citizens. Depending on the scale and location of an incident, messages to media may be made by the media spokesperson of individual departments.

City of Beaufort 2009 Mitigation Actions	Implementation Status
Enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	Ongoing. The Beaufort Soil and Water Conservation District conducts educational programs at schools, including training for educators.
Create a brochure and education program to inform the community about the danger of land fires and resources on how to prevent them	Ongoing. The NCRS coordinates burn manager certification courses to increase the practice of prescribed burning.
Work to enhance public education program for historic property, including a pamphlet for distribution to the public	Ongoing. The pamphlet has been reissued.
City of Beaufort to create a centralized information technology system to access pertinent information during a disaster.	The City of Beaufort contracts with a third party IT service which manages servers and cloud storage which can be accessed remotely in the event of an emergency.
Append this to all comprehensive plans as they are updated, or at earliest date available	Chapter 7 of the Comprehensive Plan titled Climate Change and Energy refers to the HMP and sets implementation as a goal.
Make hazard mitigation a stand-alone element of comprehensive plans as updated	Chapter 7 of the Comprehensive Plan titled Climate Change and Energy refers to the HMP and sets implementation as a goal.
Create tree survey for vulnerable /historic trees to re-enforce them against hazards (wind, flood)	Inventory of hazard trees is ongoing.
City will consider the use of priority development zones in non-hazard prone areas	Not complete.
Create survey to ID most vulnerable structures in County and create a CIP list of these structures	Not complete.
Harden historic structures at USCB	Currently no structures are scheduled for improvements at USCB. Improvements to the warning and alert system are scheduled and improvements to the drainage system have been made.

City of Beaufort 2009 Mitigation Actions	Implementation Status
Continue enforcing seismic program &regulations in building codes	Ongoing.
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Ongoing. The City and the County have recently coordinated efforts on an EPA 310 grant.
The City and municipalities will undertake a program to study poorly drained areas and remedy them through best practices.	Ongoing. Two new drainage projects in the historic district are ready for bidding.
Incentivize sharing of docks in zoning ordinances	Not complete.
Updated GPS systems available for emergency personnel	Ongoing. Beaufort City Police Department vehicles have been outfitted with GPS tracking capabilities, as well as the lapel microphones worn by officers.
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget.	Ongoing. Equipment checks are performed on a weekly basis.
Enhance radio technology for all building officials for hazard preparation.	Ongoing. Portable radio systems have been brought in by some departments to increase bandwidth.
City will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Ongoing. New floodplain maps are expected in 2015.
Work with the USACE and FEMA to develop new maps	Ongoing. New floodplain maps are expected in 2015.
Digitize elevation certificates for convenience and ease of access (although all written documents will be maintained)	Complete as of 2015. Archive is publicly available and searchable.
Update all flood maps with new municipal and county boundaries	Ongoing. New floodplain maps are expected in 2015.

City of Beaufort 2009 Mitigation Actions	Implementation Status
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Ongoing. Building official is a certified floodplain manager. Attends yearly conferences and trainings.
Train Building Officials on most up to date code requirements for hazard resistant construction	Ongoing.
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	Ongoing. The Building Codes office sponsors quarterly workshops with local contractors.
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	Ongoing.
Enforce property maintenance code to correct deteriorating conditions	Ongoing. Staffing has been increased for enhanced enforcement of property maintenance codes.
Create a joint permitting center for post-hazard recovery.	Not complete.

Town of Bluffton 2009 Actions and Status

Table 6-4: 2009 Actions and Status, Town of Bluffton

Town of Bluffton 2009 Mitigation Actions	Implementation Status
Storm shutters on should be placed on all administrative buildings to ensure administrative functions can continue.	Complete. The Bluffton Public Works Department places temporary storm protection measures on administrative buildings.
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	Ongoing. Bluffton fire district renovated 80 % of station 33 to new IBC standards. New construction such as station 30 has implemented storm resistant features such as hurricane windows and netting. . Replacements to stations 36 and 37 are in negotiation and are expected 2017/2018.
Study of vulnerable bridges to determine which ones should be hardened	Assessments of bridges in Beaufort County are routinely conducted by SCDOT which guides scheduled repairs and replacements.
Maintenance and replacement of critical bridges	Assessments of bridges in Beaufort County are routinely conducted by SCDOT which guides scheduled repairs and replacements.
Include fire sprinklers in buildings for when emergency personnel are unable to reach them during a hazard.	Sprinklers are installed in new buildings according to building codes.
Distribute "Citizen's Guide to Flood Awareness" brochure regularly	Ongoing. Bluffton has a wide range of emergency preparedness materials available to the public at administrative buildings. Presentations are given to the public by Emergency Management on a regular basis which address flood hazards among others.
The town to work with Regional media to promote public awareness of disaster preparedness	Ongoing. The Town of Bluffton coordinates press releases with a variety of local media to keep citizens updated with emerging information on hazards and hazard preparedness. The Town also utilizes social media such as Twitter and Facebook to convey important messages.
Create a brochure and education program to inform the community about the danger of land fires and resources on how to prevent them	Ongoing. The NRCS of Beaufort County promotes best management practices to landowners and conducts workshops which allow landowners and managers to become certified burn managers, increasing the practice of prescribed burning.

Town of Bluffton 2009 Mitigation Actions	Implementation Status
Work to enhance public education program for historic property, including a pamphlet for distribution to the public	Ongoing. A pamphlet on historic properties is available at the Town Hall.
Create a centralized information technology system to access pertinent information during a disaster.	Complete. Servers were relocated to the Emergency Operations Center in 2008.
Append this to all comprehensive plans as they are updated, or at earliest date available	Complete. 2014.
Make hazard mitigation a stand-alone element of comprehensive plans as updated	Complete. 2014.
Create tree survey for vulnerable trees to re-enforce them against hazards (wind, flood)	Ongoing. Public Works conducts yearly surveys and reinforcement.
Consider the use of priority development zones in non-hazard prone areas	Ongoing. The TDR program establishes receiving areas for development.
Create survey to ID most vulnerable structures in Town and create a CIP list of these structures	Completed by Building Department.
Work to expedite re-build of historic structures post disaster	Ongoing. New disaster response and recovery plans have been developed by the EMD as of 2014/2015.
Continue enforcing seismic program &regulations in building codes	Ongoing
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Ongoing
The town will undertake a program to study poorly drained areas and remedy them through best practices.	Ongoing. The Stormwater Department continues to follow the recommendations of the May River Watershed Action Plan completed in 2011 as well as the requirements of MS4 regulations.

Town of Bluffton 2009 Mitigation Actions	Implementation Status
Incentivize sharing of docks in zoning ordinances	The Bluffton UDO adopted in 2011 encourages the sharing of docks and restricts the placement of docks to properties with at least 75 ft. of water frontage.
Updated GPS systems available for emergency personnel	Beaufort County implemented GPS tracking for emergency vehicles and personnel in 2011.
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	Ongoing. Emergency equipment is inspected on a monthly basis. Emergency Management was taken over by the Police Department as of 2015. The Emergency Operations Center established by the PD has been outfitted with new computers, monitors, and satellite phones.
Enhance radio technology for all building officials for hazard preparation	Ongoing. System enhancements have been conducted by Beaufort County from 2009-to 2015. Radio systems were converted to a digital format in 2009. Encryption of radio communication was completed in 2014/2015.
Town will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Ongoing. The GIS Department is working to update IMP service and has provided new aerial photo images as of 2015.
Digitize elevation certificates for convenience and ease of access (although all written documents will be maintained	Complete. The Town adopted the FEMA filing model and the filing system matches that system. The Town also keeps copies digitally as part of the permanent record and can be accessed digitally by address.
Update all flood maps with new municipal and county boundaries	Ongoing. New FEMA flood maps are expected from the State in 2015.
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Ongoing.
Train Building Officials on most up to date code requirements for hazard resistant construction	Ongoing. The Chief Building Official attends the hazard mitigation conference annually, along with any flood workshops that occur (usually 2 per year). The own will have another staff person beginning training on the same schedule this year with the intent of taking the FPM test after the first of the year.
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	Not Complete. Staff are available each working day to answer questions and provide advice during the planning phase of projects.

Mitigation Action	Implementation Status
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	Ongoing.
Enforce property maintenance code to correct deteriorating conditions	Not Complete.
Create a joint permitting center for post-hazard recovery.	Complete. The Bluffton Law Enforcement Center has been designated to fulfill this function in the event of a major hazard.

Town of Hilton Head Island 2009 Actions and Status

Table 6-5: 2009 Actions and Status, Town of Hilton Head Island

Town of Hilton Head Island 2009 Mitigation Actions	Implementation Status
Continue to Conduct engineering inspections of fire stations as necessary to determine mitigation retrofitting measures necessary	Ongoing. Inspections have been completed and one new facility has been built. Shutters able to withstand a Category Five hurricane and fire sprinklers have been installed at six of the seven fire station facilities, Fire & Rescue Headquarters and Facilities Management buildings. Fire Station Two is slated for reconstruction in 2017.
Study of vulnerable bridges to determine which ones should be hardened and conduct maintenance of these bridges and HHI Causeways	Ongoing. Study conducted as a partnership with Beaufort County in 2012.
HHI will work with regional media to promote public awareness of disaster preparedness	Ongoing. HHI coordinates with local television stations, particularly WTOC and WHHI, to broadcast disaster awareness messages as an ongoing effort.
Distribute "Citizen's Guide to Flood Awareness" brochure regularly	On-going. In addition to several hurricane preparedness summits organized with the Chamber of Commerce, the Town participated in media interviews and spoke to citizen groups on disaster preparedness and participated in a one hour television special on hurricanes. The Town *Citizens Preparedness Guide*, which includes information on general preparedness, flooding, earthquakes, and hurricanes, is available to the public at all Town facilities, the Town's website, preparedness presentations and is distributed by mail and email to each resident. The Town's Emergency Manager also provides preparedness presentation to community groups, PUDs and informational tables at special events.
Use EMD's centralized information technology system to access pertinent information during a disaster.	Ongoing. Town has computerized FEMA damage assessment forms and developed a spreadsheet linked to Beaufort County Assessors data to expedite damage assessment reporting process. Information will be available to Town's emergency permitting center to expedite permitting process. Information is shared with all municipalities with MOU.

Town of Hilton Head Island 2009 Mitigation Actions	Implementation Status
Hilton Head will continue to implement structural drainage projects	Ongoing. In 2012 the Town of Hilton Head Island completed a new inventory and modeling contract, which will provide watershed/neighborhood models for analysis of secondary stormwater systems, as identified in the 2006 County SWMP. In 2013, a maintenance database was created to track complaints and deficiencies in the drainage system. The Town budgets annual funds for maintenance and capital improvements necessary to mitigate structural drainage problems and has three on-call, competitively bid contracts in place for infrastructure maintenance and construction. The Town has acquired drainage maintenance and access rights over systems in planned developments comprising 70% of the area on island.
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Ongoing. The Town executed a new updated stormwater management agreement with the County in 2011 and continues to coordinate budget and construction issues with Beaufort County.
The County and municipalities will undertake a program to study poorly drained areas and remedy them through best practices.	Ongoing. The Town has concluded watershed reports for the three watersheds initiated in 2012 and is concluding work to develop a watershed plan for the headwaters of Broad Creek for 2014/2015. This area is comprised of two distinct (sub) watersheds.
Hilton Head will continue to use their land purchasing plan to obtain flood prone properties and designate them as open space.	Complete. Hilton Head has dedicated significant tracts for the dual purpose of public amenity and the protection of hydrological systems.
Hilton Head will continue to perform periodic nourishment of its beaches	Ongoing. Hilton Head has locally dedicated funding sources for beach nourishment on an ongoing basis. Two such projects were completed at Port Royal Plantation from 2011-2014. New beach nourishment projects are scheduled for 2016.

Town of Hilton Head Island 2009 Mitigation Actions	Implementation Status
Updated GPS systems available for emergency personnel	Ongoing. Hand held GPS units remain available to ensure personnel are able to determine their location and assist them in accomplishing critical tasks. The Town has satellite phones for response units and critical staff to ensure they have available communication if other options are not available. Emergency Management Guides and Plans have been developed to ensure personnel have access to the information they need and have direction on critical tasks when communications is limited. The Town continues to expand and update Emergency Operations Plans for pre-disaster and post-disaster response. Emergency response crews will have continuous access to information through multiple sources including Computer Aided Dispatch (CAD), Fire Rescue radios, cell phones, and satellite phones.
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	Ongoing. Equipment used by emergency personnel for pre-disaster and post-disaster operations are surveyed as needed and on an annual basis. This survey is conducted by emergency management staff and other Fire Rescue personnel. Emergency personnel survey equipment based on SOGs that include daily and weekly checks. A replacement plan is in place for all Fire Rescue apparatus, vehicles, and equipment. Fire Rescue had replaced 6 of the 7 fire stations with the final station in the design phase. This will ensure all fire stations are elevated and can withstand a Category 3 hurricane.

Town of Hilton Head Island 2009 Mitigation Actions	Implementation Status
Enhance radio technology for all building officials for hazard preparation	Not Complete.
Continue to work with SCDNR to update maps based on newer/more accurate topography data.	Ongoing. According to the State Floodplain Manager, new maps are expected in 2015.
Hilton Head will continue to work with the USACE and FEMA to develop new maps	Ongoing
Scan and store elevation certificates for convenience and ease of access (although all written documents will be maintained)	On-going. As of 2015, Hilton Head offers digital elevation certificates through the Town's Website. Staff are currently in the process of converting archived certificates to a digital format.
Update all flood maps with new municipal and county boundaries	Ongoing
HHI will continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances	Ongoing
Continue to Train Building Officials on most up to date code requirements for hazard resistant construction	On-going. Building officials as well as other Hilton Head staff attend yearly state and national conferences.
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	Ongoing. Building officials conduct workshops 1-2 times yearly.
Continue to educate public officials on the adoption of the latest versions of building codes and floodplain regulations	Ongoing

Town of Port Royal 2009 Actions and Status

Table 6-6: 2009 Actions and Status, Town of Port Royal

Town of Port Royal 2009 Mitigation Actions	Implementation Status
Storm shutters on should be placed on all administrative buildings to ensure administrative functions can continue.	Ongoing. The Port Royal police station was fitted storm shutters in 2014, improvements remain needed at the town hall and fire station.
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	New fire headquarters is in construction on Ribaut Road and expected to be operational as of 2016. New construction conforms to strengthened building codes for storm and seismic events.
Study of vulnerable bridges to determine which ones should be hardened	Ongoing. Bridges are subject to SCDOT inspection and replacement program.
Maintenance and replacement of critical bridges	Ongoing. Bridges are subject to SCDOT inspection and replacement program.
Include fire sprinklers in buildings for when emergency personnel are unable to reach them during a hazard.	Ongoing. Sprinklers are required in new construction per building code requirements.
Distribute “Citizen’s Guide to Flood Awareness” brochure regularly	Ongoing. This information is provided to the public via the town website, a paper document has not been developed.
The town to work with Regional media to promote public awareness of disaster preparedness	Ongoing. Media messages are coordinated on a County-wide basis.
Enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	Ongoing. The Beaufort Soil and Water Conservation District conducts educational programs at schools, including training for educators.
Create a brochure and education program to inform the community about the danger of land fires and resources on how to prevent them	Ongoing. The NRCS of Beaufort County promotes best management practices to landowners and conducts workshops which allow landowners and managers to become certified burn managers, increasing the practice of prescribed burning.
Work to enhance public education program for historic property, including a pamphlet for distribution to the public	Ongoing. PR created a pamphlet in 2013 which includes an inventory of historic properties.

Town of Port Royal 2009 Mitigation Actions	Implementation Status
Append this to all comprehensive plans as they are updated, or at earliest date available	Completed in the 2014 update.
Make hazard mitigation a stand-alone element of comprehensive plans as updated	Not complete. This action will be incorporated into the 2019 rewrite.
Create tree survey for vulnerable trees to re-enforce them against hazards (wind, flood)	Ongoing. The Town has a tree ordinance and has created a special funding source for tree projects. A full inventory has not been completed.
Town will consider the use of priority development zones in non-hazard prone areas	Ongoing. In 2014 Port Royal adopted a new zoning code with districts that limit development in environmentally sensitive areas.
Create survey to ID most vulnerable structures in Town and create a CIP list of these structures	Not Complete.
Harden historic structures in downtown	Ongoing. The majority of the structures in the downtown are privately owned. Strategies to assist private property owners in seeking funding for retrofits should be investigated.
Work to expedite re-build of historic structures post disaster within historic building/remodeling guidelines.	Ongoing. Existing code regulates the alteration or remodeling of 36 recognized historic structures in the downtown.
Continue enforcing seismic program &regulations in building codes	Ongoing.
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Ongoing. BMP's are applied to all new projects.
The town will undertake a program to study poorly drained areas and remedy them through best practices.	Ongoing. Recent enhancements have been made to the cypress wetland system, connecting more drainage areas and improving outfalls. Significant repair and maintenance has been conducted system-wide in coordination with the County.
Incentivize sharing of docks in zoning ordinances	Not complete.
Updated GPS systems available for emergency personnel	Ongoing. GPS tracking for EM personnel and vehicles was instituted in 2011.
Town will conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	Ongoing. Equipment checks are performed on a weekly basis.

Town of Port Royal 2009 Mitigation Actions	Implementation Status
Enhance radio technology for all building officials for hazard preparation	Ongoing. Upgrades to communication systems have been made utilizing smartphones as opposed to radio.
Town will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Ongoing. The County obtained new LIDAR data in 2013, and is expecting new flood maps in 2015.
Digitize elevation certificates for convenience and ease of access (although all written documents will be maintained)	Complete. Starting in 2009, all elevation certificates have been digitized.
Update all flood maps with new municipal and county boundaries	Ongoing. County is working to facilitate area studies and is expecting new flood maps in 2015.
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Ongoing.
Train Building Officials on most up to date code requirements for hazard resistant construction	Ongoing. The Town hired a consulting firm who is fully certified for all commercial, building code on staff that is up to date certified on residential code Statewide certification (2015). Safebuild (2013)
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	Ongoing. Services have been contracted with a consulting firm that provides 3 workshops per year.
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	Ongoing.
Enforce property maintenance code to correct deteriorating conditions	Ongoing. A new property maintenance code was adopted in 2013.
Create a joint permitting center for post-hazard recovery.	Not complete.
Town to create a centralized information technology system to access pertinent information during a disaster.	Ongoing. In 2011 the Town of PR reached an agreement with a 3rd party to maintain servers in a remote location.

New and Ongoing Actions 2015

The Beaufort County Hazard Mitigation Plan contains the compilation of the proposed mitigation actions that have been formulated as the result of the planning efforts by the Hazard Mitigation Steering Committee and significant involvement of variety of regional stakeholders. The matrix below demonstrates how the plan will be administered and implemented based on jurisdiction, department responsible, potential funding sources, implementation timeline and a cost estimate (where available), based on the Hazard Planning Committee's evaluation. These mitigation actions form the fundamental mechanism for the implementation of the local mitigation plan. When the resources and opportunity to do so become available, the responsible organization implements an action to address the vulnerabilities of the facilities, systems and planning areas that have been identified through the mitigation planning process. After each successful implementation of an initiative, the benefited community will become that much more resistant to the impacts of future disasters.

Following is the Hazard Mitigation Action Item Matrix (Table 6.7-6.11), which describes all of the newly formulated and ongoing actions, their related goal, their priority based on the prioritization score, funding sources, estimated cost and approximate implementation date:

New and Ongoing Actions 2015 Beaufort County

Table 6-7: 2015 Actions Beaufort County

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Protective measures should be placed on all administrative buildings to ensure administrative functions can continue.	Thunderstorms, Hurricanes, Tornadoes	High/20	1	$50,000	Public Works, Engineering	PDM, HMGP, County and all municipalities	2016 Ongoing
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	All Hazards	Medium/17	1	$20,000	Engineering	County, PDM, HMGP	2015 Ongoing
Study of vulnerable bridges to determine which ones should be hardened	Hurricane, wind	Medium/15	1	$50,000	SCDOT, Public Works	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 Ongoing
Maintenance and replacement of critical bridges	Hurricanes, Wind, Earthquakes	Medium/15	1	$5,000,000	SCDOT	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 Ongoing
Work toward the TsunamiReady community designation	Tsunami, Flood	Medium/15	1	$10,000	Emergency Preparedness	PDM, HMGP, County,	2015 Ongoing
Continue replacement of lift station control panels with waterproof NEMA devices.	Flood	High/24	1	$5,000	BJWSA	PDM,HMGP	2015 Ongoing
Protect the Chelsea Water Treatment Plant from flood damage.	Thunderstorms, Hurricanes	Low/9	1	$30,000	BJWSA	BJWSA, PDM, HMGP	2017

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Distribute "Citizen's Guide to Flood Awareness" brochure regularly	Hurricanes	High/25	3	$5,000	Building Codes	All Jurisdiction, PDM, HMGP	2015 Ongoing
The county to work with Regional media to promote public awareness of disaster preparedness	All Hazards	High/24	3	$2,000	Building Codes/Emergency Preparedness	County, all municipalities	2015 Ongoing
Enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	Drought	Medium/17	3	$3,000	Planning, BJWSA, Soil and Water District	All Jurisdiction, PDM, HMGP	2015 Ongoing
Ensure all fire marshal burn bans are strictly enforced, especially during drought conditions	Drought	High/25	4	$10,000	Fire	Beaufort County	2015 Ongoing
Continue to support education programs to inform the community about the danger of land fires and resources on how to prevent them	Fire (Wildfire/Landfire)	Medium/17	3	$5,000	Planning/Fire, Soil and Water District	All jurisdictions, PDM, HMGP, SCDNR	2015 Ongoing
Work to enhance education programs for historic properties.	flood, seismic	Medium/14	3,6,7	$2,000	Planning	SHPO, all jurisdictions	2015 Ongoing
Formalize mutual aid agreements with Counties, DOT, SCEMD for debris removal	All Hazards		4	NA	Counties, Public Works, DOT, SCEMD, LCOG	Counties	2016

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Beaufort to create a centralized information technology system to access pertinent information during a disaster.	All Hazards	Medium/11	8	$10,000	Emergency Preparedness, Building	City of Beaufort, PDM, HMGP	2015 Ongoing
Append this to all comprehensive plans as they are updated, or at earliest date available	All Hazards	High/27	3,4	n/a	Planning	All jurisdictions	2015 Ongoing
Create survey to ID most vulnerable County facilities, particularly in terms of wind ratings for roofs, and create a CIP list of these structures.	Wind, Flood,	Medium/17	6,7	$6,000	Planning, Administration	County	2016
County to work to expedite re-build of historic structures post disaster	All Hazards	Low/8	4	$5,000	Building Codes	All jurisdictions, HMGP	2015 Ongoing
Continue enforcing seismic program & regulations in building codes	Earthquakes	High/26	4	n/a	Building Codes	All jurisdictions	2015 Ongoing
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM projects	Flood	High/21	4,7	n/a	Public Works, Planning, Building	BJWSA, all jurisdictions	2015 Ongoing
The County will undertake a program to study poorly drained areas and remedy them through best practices.	Flood	Medium/17	4,7	$20,000	Public Works, Engineering	All jurisdictions (except HHI), HGMP, PDM, CDBG	2015 Ongoing
Continue education program for the agricultural sector that promote sustainable practices (BMPS) and hazard resilience (particularly during drought).	Drought	Medium/14	3,4	$3,000	Planning, Soil and Water District	all jurisdictions	2015 Ongoing

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Updated GPS systems available for emergency personnel	All Hazards	Medium/19	5	$50,000	Emergency Preparedness, Building	PDM, HGMP, All jurisdictions	2015 Ongoing
County will conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	All Hazards	Medium/18	5	n/a	Building, Engineering	all jurisdictions	2015 Ongoing
Enhance radio technology for all building officials for hazard preparation	All Hazards	Medium/17	5	$10,000	Emergency Preparedness, Police, Fire	all jurisdictions, PDM, HGMP	2015 Ongoing
County will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Flood	High/20	5	unknown	SCDNR, Planning, Building	County, SCDNR, PDM, HGMP	2015 Ongoing
Update all flood maps with new municipal and county boundaries	Flood	Medium/12	5	n/a	SCDNR/FEMA, Building	all jurisdictions	2015
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Flood	High/25	4	n/a	Building	all jurisdictions	2015 Ongoing
Train Building Officials on most up to date code requirements for hazard resistant construction	All Hazards	High/22	4,5	$5,000	Building	all jurisdictions, PDM, HGMP	2015 Ongoing

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Building Codes Department will conduct SCDNR approved classes for floodplain management	Flood	Medium/15	3,4,5	No Cost	Building	Beaufort County with all jurisdictions participating	2015 Ongoing
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	All Hazards	High/21	3	$10,000	Building	all jurisdictions, PDM, HGMP	2015 Ongoing
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	All Hazards	High/20	4	$20,000	Planning, Building	All jurisdictions	2015 Ongoing
Explore and implement protective measures for the Beaufort County Library and the District Special Collection.	All Hazards	Medium/16	1,6,7	$10,000	Public Works, Community Services	Beaufort County	2017
Determine the vulnerability of backup power for critical facilities. Create a strategy for additional investment in generators and electrical upfits.	All Hazards	Medium/15	1	$50,000	Public Works, EMD	Counties, PDM, HMPG	2016
Support ongoing efforts for a regional warehouse for emergency supply storage.	All Hazards	Medium/15	1	$20,000	Public Works, EMD	Counties, PDM	2015 Ongoing
Staff dedicated to seek funding for Haz Mit projects, provide routine update of hazard plans, exercise other staff on plans, provide training to staff on disaster response and recovery.	All Hazards	High/23	4,5	$50,000	Engineering and Infrastructure	County	2016

Beaufort County 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Work to enhance County GIS data with more detailed information on individual structures	All Hazards	High/22	5	$5,000	GIS Department	GIS Department	2017
Explore the service of special needs and other vulnerable populations for evacuation and sheltering.	All Hazards	Medium/17	2	$5,000	EMD,EMS, Community Services	County, PDM, HMGP	2015 Ongoing
The County will support ongoing efforts educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation.	Flood	High/22	3,4	N/A	Planning, Engineering, SC Sea Grant, LCOG	County	2015 Ongoing
Continue to develop the use of social media/smart phone technology to inform citizens of hazard threats.	All Hazards	High 22	3,4	$5,000	EMD, IT, EMS	County	2015 Ongoing
Maintain or improve the County's CRS rating	Flood	Medium/16	4,7	n/a	Planning, Building	All jurisdictions	2015 (ongoing)
Explore the creation of Recovery Operations Center addition to Public Works Building with expanded facilities for key recovery personnel (kitchen, bunks, showers).	All Hazards	Medium/18	4	$50,000	Public Works, Engineering	County, PDM, HMGP	2017

New and Ongoing Actions 2015, City of Beaufort

Table 6-8: 2015 Actions City of Beaufort

City of Beaufort 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	All Hazards	Medium/17	1	$20,000	Engineering	City, Fire District, PDM, HMGP	2015 (ongoing)
Study of vulnerable bridges to determine which ones should be hardened	Hurricane, Wind, Earthquakes	Medium/15	1	unknown	SCDOT, Engineering	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing as funds are available)
Maintenance and replacement of critical bridges	Hurricane, wind, earthquakes	Medium/16	1	unknown	SCDOT, Engineering	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2016 (ongoing as funds are available)
Distribute "Citizen's Guide to Flood Awareness" brochure regularly	Hurricane, Flood	High/25	2,3	$10,000	Planning	City	2015 (ongoing)
The City to work with Regional media to promote public awareness of disaster preparedness	All Hazards	High/24	2	$2,000	Planning, EMD	County, All municipalities	2015 (ongoing)
Support and enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	Drought	Medium/17	3	$3,000	Planning, Soil and Water District	All Jurisdiction, PDM, HMGP	2015 Ongoing

City of Beaufort 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Work to enhance public education programs for historic property, including a pamphlet for distribution to the public	Flood, Seismic	Medium/14	3,6,7	$2,000	Planning	SHPO, City	2015 Ongoing
Ensure all fire marshal burn bans are strictly enforced, especially during drought conditions	Drought, Wildfire	High/25	4	$10,000	Fire, PD	All jurisdictions	2015 Ongoing
Continue to support education programs to inform the community about the danger of land fires and resources on how to prevent them	Fire (Wildfire/Landfire)	Medium/17	3	$5,000	Soil and Water District, Planning	All Jurisdiction, PDM, HMGP, SCDNR	2015 (ongoing)
Append this to all comprehensive plans as they are updated, or at earliest date available	All Hazards	High/27	3,4	n/a	Planning	All jurisdictions	2015 Ongoing
Continue tree surveys and enhance efforts to ensure the health of Beaufort's urban forest.	Flood, Wind	Medium/17	6,7,4	$20,000	Planning	City, PDM, HMGP, SC Forestry Commission	2015 (ongoing)
Create survey to ID most vulnerable structures in City and create a CIP list of these structures	Wind, Flood,	Medium/17	6,7	$6,000	Planning, Administration	City	2016
Continue enforcing seismic program &regulations in building codes	Seismic/Earthquakes	High/26	4	n/a	Building	All jurisdictions	2015 (ongoing)
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	Flood	High/21	4,7	n/a	Public Works, BJWSA, Planning	BJWSA, All jurisdictions	2015 (ongoing)
The City will undertake a program to study poorly drained areas and remedy them through best practices.	Flood	Medium/17	4,7	$20,000	Public Works, Planning	All jurisdictions (except HHI), HGMP, PDM, CDBG	2015 (ongoing)

City of Beaufort 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	All Hazards	Medium/18	5	n/a	Building	all jurisdictions	2015 (ongoing)
City will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Flood	High/20	5	unknown	SCDNR, FEMA, Planning, Building	County, SCDNR, PDM, HGMP	2015 (ongoing)
Work with the USACE and FEMA to develop new maps	Flood	High/20	5	unknown	FEMA, Planning, Building	County, SCDNR, PDM, HGMP	2015 (ongoing)
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Flood	High/25	4	n/a	Building	City	2015 (ongoing)
Train Building Officials on most up to date code requirements for hazard resistant construction	All Hazards	High/22	4,5	$5,000	Building	all jurisdictions, PDM, HGMP	2015 (ongoing)
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	All Hazards	High/21	3	$10,000	Building	City	2015 (ongoing)
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	All Hazards	High/20	4	$20,000	Building, Planning	All jurisdictions	2015 (ongoing)
Enforce property maintenance code to correct deteriorating conditions	All Hazards	Medium/16	4	n/a	Building	City	2015 (ongoing)
Create a joint permitting center for post-hazard recovery.	All Hazards	Medium/16	10	n/a	Building	City	2016

City of Beaufort 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Maintain or improve the City's CRS rating	Flood	Medium/16	4,7	n/a	Planning, Building	All jurisdictions	2015 (ongoing)
Explore the potential for solar installations on public facilities for backup emergency power	All Hazards	Medium/14	1	$50,000	Planning, Public Works	City, PDM	2018
Assist private home and business owners to obtain funding for retrofitting hazard prone buildings.	All Hazards	Medium/15	4	n/a	Planning	City, SCEMD, PDM	2016
Continue to develop the use of social media/smart phone technology to inform citizens of Hazard threats.	All Hazards	High/22	3,4	$5,000	EMD,EMS	All jurisdictions	2015 (ongoing)
Continue to develop to the National Standard for hazard planning and preparedness according the THIRA framework	All Hazards	High/24	4	n/a	EMD	City, PDM	2015 (ongoing)
Consider the adoption of the 1 ft. freeboard standard for new construction in floodplains.	Flood	Medium/15	4,7	n/a	Building, Planning	City	2016
Continue and enhance outreach efforts to local businesses, particularly hotels and assisted living facilities, to strengthen disaster preparedness.	All Hazards	High/21	3	n/a	EMD	City, COC	2015 (ongoing)
Formalize and streamline disaster response procedures across City departments. Coordinate planning and communication related to disaster preparedness.	All Hazards	High/26	4	n/a	All Departments	City	2015 (ongoing)
Consider the amendment of the City ordinance to allow for the temporary use of RV's and trailers for accommodation post-disaster.	All Hazards	High/22	4	n/a	Planning	City	2016

City of Beaufort 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Explore existing procedures for the suspension of electrical services following a mandatory evacuation.	All Hazards	High/27	4	n/a	EMD, SCE&G	City	2015
Updated GPS systems available for emergency personnel	All Hazards	Medium/19	5	$50,000	Fire, Building	PDM, HGMP, All jurisdictions	2016
The City will support ongoing efforts educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation to this threat.	Flood	High/22	3,4	n/a	Planning, Building, LCOG	All jurisdictions	2015 (ongoing)
The City will explore the development of a manual for stormwater BMP's.	Flood	Medium/17	4,7	$5,000	Planning, Building	City	2017

New and Ongoing Actions 2015, Town of Bluffton

Table 6-9: 2015 Actions Town of Bluffton

Town of Bluffton 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Protective measures on should be placed on all administrative buildings to ensure administrative functions can continue.	Thunderstorms, Hurricanes, tornadoes	High/20	1	$50,000	Building, Engineering, Planning, Public Works	PDM, HMGP, County and all municipalities	2015 (ongoing)
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	All Hazards	Medium/17	1	$20,000	Engineering, Fire District	County, PDM, HMGP	2015 (ongoing)
Study of vulnerable bridges to determine which ones should be hardened	Hurricane, Wind	Medium/15	1	unknown	SCDOT, Public Works, Planning, Engineering	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing as funds are available)
Maintenance and replacement of critical bridges	Hurricane, Wind, Earthquake	Medium/15	1	$5,000,000	SCDOT, Public Works, Planning, Engineering	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing as funds are available)
Distribute “Citizen’s Guide to Flood Awareness” brochure regularly	Hurricanes	High/25	3	$5,000	Planning, Emergency Preparedness, Building	All Jurisdiction, PDM, HMGP	2015 (ongoing)
The town to work with Regional media to promote public awareness of disaster preparedness	All Hazards	High/24	3	$2,000	Planning, Building	County, all municipalities	2015 (ongoing)

Town of Bluffton 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Continue to support education programs to inform the community about the danger of land fires and resources on how to prevent them	Landfire	Medium/17	3	$5,000	Soil and Water District, Fire District,Planning	All Jurisdiction, PDM, HMGP, SCDNR	2015 (ongoing)
Continue tree survey for vulnerable trees to re-enforce them against hazards (wind, flood)	Flood, wind	Medium/17	6,7,4	$20,000	Planning	All jurisdictions, PDM, HMGP, SC Forestry Commission	2015 (ongoing)
Work to expedite re-build of historic structures post disaster	All Hazards	Low/8	4	$5,000	Building	All jurisdictions, HMGP	2015 (ongoing)
Continue enforcing seismic program &regulations in building codes	earthquakes	High/26	4	n/a	Building	All jurisdictions	2015 (ongoing)
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM project	flood	High/21	4,7	n/a	Public Works, BJWSA, Planning	BJWSA, all jurisdictions	2015 (ongoing)
The town will continue a program to study poorly drained areas and remedy them through best practices.	flood	Medium/17	4,7	$20,000	Public Works, Planning	All jurisdictions (except HHI), HGMP, PDM, CDBG	2015 (ongoing)
Updated GPS systems available for emergency personnel	All Hazards	Medium/19	5	$50,000	Emergency, Building	PDM, HGMP, All jurisdictions	2015 (ongoing)
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	All Hazards	Medium/18	5	n/a	Building	all jurisdictions	2015 (ongoing)

Town of Bluffton 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Enhance radio technology for all building officials for hazard preparation	All Hazards	Medium/17	5	$10,000	Building	all jurisdictions, PDM, HGMP	2015 (ongoing)
Town will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Flood	High/20	5	unknown	SCDNR, FEMA, Planning, Building	County, SCDNR, PDM, HGMP	2015 (ongoing)
Update all flood maps with new municipal and county boundaries	Flood	Medium/12	5	n/a	SCDNR, FEMA, Planning, Building	all jurisdictions	2015
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	Flood	High/25	4	n/a	Building	all jurisdictions	2015 (ongoing)
Train Building Officials on most up to date code requirements for hazard resistant construction	All Hazards	High/22	4,5	$5,000	Building	all jurisdictions, PDM, HGMP	2015 (ongoing)
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	All Hazards	High/20	4	$20,000	Building, Planning	All jurisdictions	2015 (ongoing)
Enforce property maintenance code to correct deteriorating conditions	All Hazards	Medium/16	4	n/a	Building	All jurisdictions	2016

Town of Bluffton 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Explore the service of special needs and other vulnerable populations for evacuation and sheltering.	All Hazards	Medium/17	2	n/a	Planning, EMD, EMS	All jurisdictions, PDM	2015 (ongoing)
Educate Bluffton staff and public on HM grant programs and funding opportunities.	All Hazards	High/24	3,4	n/a	Planning, Building	All jurisdictions	2016
The City will support ongoing efforts educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation to this threat.	Flood	High/22	3,4	n/a	Planning, Building, LCOG	All jurisdictions	2015 (ongoing)
Continue to develop the use of social media/smart phone technology to inform citizens of Hazard threats.	All Hazards	High/22	3,4	$5,000	EMD, EMS	All jurisdictions	2015 (ongoing)
Append this to all comprehensive plans as they are updated, or at earliest date available	All Hazards	High/27	3,4	n/a	Planning	All jurisdictions	2015 ongoing
Maintain or improve the City's CRS rating	Flood	Medium/16	4,7	n/a	Planning, Building	All jurisdictions	2015 (ongoing)

New and Ongoing Actions 2015, Town of Hilton Head Island

Table 6-10: 2015 Actions Town of Hilton Head Island

Town of Hilton Head Island 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Continue to conduct engineering inspections of fire stations as necessary to determine mitigation retrofitting measures necessary	All Hazards	Medium/17	1	$20,000	Engineering	Town CIP	2015 (ongoing)
Study of vulnerable bridges to determine which ones should be hardened and conduct maintenance of these bridges and HHI Causeways	Hurricane, wind, earthquakes	Medium/15	1	unknown	SCDOT, Engineering	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing)
HHI will work with regional media to promote public awareness of disaster preparedness.	All Hazards	High/24	2	$2,000	Community Development, Emergency Management	County, all municipalities	2015 (ongoing)
Distribute “Flood Hazards” brochure regularly.	Hurricane, flood	High/25	2,3	$10,000	Community Development	HHI	2015 (ongoing)
Hilton Head will continue to implement structural drainage projects.	Flood	High/27	7,10	$100,000	Community Development, Engineering	Hilton Head Island, HGMP, PDM	2015 (ongoing)
All communities to continue to support Beaufort Co.’s SWM Utility/plan for future SWM project.	Flood	High/21	7,10	n/a	All Departments	,all jurisdictions	2015 (ongoing)
Hilton Head will continue to maintain open space related to storm water management.	Flood	Medium/17	7	unknown	Community Development	Town of Hilton Head Island, PDM, HGMP	2015 (ongoing)

Town of Hilton Head Island 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Hilton Head will continue to perform periodic nourishment of its beaches.	Flood, Erosion	Medium/17	7	$17,000,000	Community Development, Public Projects & Facilities	PDM, HGMP, Town of Hilton Head	2015 (ongoing)
Conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget.	All Hazards	Medium/18	5	n/a	Emergency Management	all jurisdictions	2015 (ongoing)
Continue to work with SCDNR to update maps based on newer/more accurate topography data.	flood	High/20	7	n/a	SCDNR, Community Development	County, SCDNR, PDM, HGMP	2015 (ongoing)
Scan and store elevation certificates for convenience and ease of access on Town of Hilton Head Island website (although all written documents will be maintained).	flood	Medium/13	7	$10,000	Community Development, Records Dept., MIS Dept.	all jurisdictions, PDM, HGMP	2015 (ongoing)
HHI will continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	flood	High/25	7,4	n/a	Community Development	all jurisdictions	2015 (ongoing)
Continue to Train Building Officials on most up to date code requirements for hazard resistant construction.	All Hazards	High/22	6,7,4	$5,000	Community Development	all jurisdictions, PDM, HGMP	2015 (ongoing)

Mitigation Action	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Evaluate need to harden critical facilities (Town Hall, Fire and Rescue Headquarters and other critical facilities as listed in this plan) to reduce vulnerability to hazards.	All Hazards	High/21	1	$5,000	Public Projects & Facilities	HHI, PDM, HGMP	2016
Assist private home and business owners to obtain funding for retrofitting hazard prone buildings.	All Hazards	Medium/15	6,7	n/a	Community Development	CDBG, PDM, FMA	2015 (ongoing)
Educate HH staff and public on HM grant programs and funding opportunities.	All Hazards	High/24	6,7,4	$5,000	Community Development, County, LCOG	County, Municipalities, PDM	2015
Continue to develop the use of social media/smart phone technology to inform citizens of Hazard threats.	All Hazards	High/22	3,4	$5,000	EMD,EMS	All jurisdictions	2015 (ongoing)
Append this to all comprehensive plans as they are updated, or at earliest date available	All Hazards	High/27	3,4	n/a	Planning	All jurisdictions	2015 Ongoing
Maintain or improve the Town's CRS rating	Flood	Medium/16	4,7	n/a	Planning, Building	All jurisdictions	2015 (ongoing)
The Town will support ongoing efforts educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation to this threat.	Flood	High/22	3,4	n/a	Planning, LCOG	All jurisdictions	2015 (ongoing)

New and Ongoing Actions 2015, Town of Port Royal

Table 6-11: 2015 Actions Town of Port Royal

Town of Port Royal 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Protective measures should be placed on all administrative buildings to ensure administrative functions can continue.	Thunderstorms, Hurricanes, tornadoes	High/20	1	$50,000	Building, Engineering	PDM, HMGP, County and all municipalities	2017
Conduct engineering inspections of county fire stations to determine mitigation retrofitting measures necessary	All Hazards	Medium/17	1	$20,000	Engineering	County, PDM, HMGP	2017
Study of vulnerable bridges to determine which ones should be hardened	Hurricane, Wind	Medium/15	1	unknown	SCDOT, County Engineering, Planning	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing)
Maintenance and replacement of critical bridges	hurricanes, wind, earthquakes	Medium/15	1	$5,000,000	SCDOT, County Engineering, Planning	SCDOT, PDM, HMGP, County, municipalities, Federal Highways	2015 (ongoing)
Distribute “Citizen’s Guide to Flood Awareness” brochure regularly	Hurricanes	High/25	3	$5,000	Planning, Building	All Jurisdiction, PDM, HMGP	2015 (ongoing)
The town to work with Regional media to promote public awareness of disaster preparedness	All Hazards	High/24	3	$2,000	Planning, Administration	County, all municipalities	2016

Town of Port Royal 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Enhance programs dealing with drought, educating the public about proper water usage and appropriate behavior during drought conditions (to include distribution of drought education materials)	Drought	Medium/17	3	$3,000	Planning, Soil and Water District	All Jurisdiction, PDM, HMGP	2015 (ongoing)
Work to enhance public education program for historic property, including a pamphlet for distribution to the public	Flood, Seismic	Medium/14	3	$2,000	Planning	SHPO, all jurisdictions	2015 (ongoing)
Append this to all comprehensive plans as they are updated, or at earliest date available	All Hazards	High/27	3,4	n/a	Planning	All jurisdictions	2015
Make hazard mitigation a stand-alone element of comprehensive plans as updated	All Hazards	High/25	3	n/a	Planning	HHI	2019
Create tree survey for vulnerable trees to re-enforce them against hazards	Flood, Wind	Medium/17	4	$20,000	Planning, Building codes	Town, PDM, HMGP, SC Forestry Commission	2015 (ongoing)
Town will consider the use of priority development zones in non-hazard prone areas	Flood	Medium/13	4	n/a	Planning, Administration	County	2017
Create survey to ID most vulnerable public structures in Town and create a CIP list of these structures	Wind, Flood	Medium/17	1	$6,000	Planning	County	2016

Town of Port Royal 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Assist private home and business owners to obtain funding for retrofitting hazard prone buildings.	All Hazards	Medium/15	4	$200,000	USCB	SHPO, all jurisdictions, PDM, HMGP	2016
Work to expedite re-build of historic structures post disaster within historic building/remodeling guidelines.	All Hazards	Low/8	4	$5,000	Planning, Building	All jurisdictions, HMGP	2016
Continue enforcing seismic programs & regulations in building codes	Seismic/Earthquakes	High/26	4	n/a	Building	All jurisdictions	2015 (ongoing)
All communities to continue to support Beaufort Co.'s SWM Utility/plan for future SWM projects	Flood	High/21	4,7	n/a	Public Works, BJWSA, Planning	BJWSA, all jurisdictions	2015 (ongoing)
The town will undertake a program to study poorly drained areas and remedy them through best practices.	flood	Medium/17	4,7	$20,000	Planning	All jurisdictions (except HHI), HGMP, PDM, CDBG	2015 (ongoing)
Incentivize sharing of docks in zoning ordinances	Erosion	Medium/13	4,7	unknown	Planning	All jurisdictions	2016
Updated GPS systems available for emergency personnel	All Hazards	Medium/19	5	$50,000	Fire, Building	PDM, HGMP, All jurisdictions	2016

Town of Port Royal 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Town will conduct periodic surveys of the equipment used by emergency personnel and write the appropriations into their budget	All Hazards	Medium/18	5	n/a	Fire, Police, Building	all jurisdictions	2015 (ongoing)
Town will continue to work with SCDNR to update maps based on newer/more accurate topography data.	Flood	High/20	5	unknown	SCDNR, FEMA, Planning, Building	County, SCDNR, PDM, HGMP	2015
Update all flood maps with new municipal and county boundaries	Flood	Medium/12	5	n/a	SCDNR, FEMA, Planning, Building	all jurisdictions	2015
Continue to enforce floodplain regulations to ensure proper development in compliance with all building codes, FEMA regulations and any other pertinent ordinances.	flood	High/25	4	n/a	Building	all jurisdictions	2015 (ongoing)
Train Building Officials on most up to date code requirements for hazard resistant construction	All Hazards	High/22	4	$5,000	Building	all jurisdictions, PDM, HGMP	2015 (ongoing)
Sponsor and conduct workshops for local engineers, architects and contractors on IBC and hazard resistant construction	All Hazards	High/21	3	$10,000	Building	all jurisdictions, PDM, HGMP	2015 (ongoing)

Town of Port Royal 2015 Mitigation Actions	Associated Hazards	Priority/Score	Associated Goal (number)	Estimated Cost	Department	Potential Funding	Implementation Schedule
Actively advocate to public officials the adoption of the latest version of universally accepted building codes without amendments	All Hazards	High/20	3,4	$20,000	Planning, Building	All jurisdictions	2015 (ongoing)
Enforce property maintenance code to correct deteriorating conditions	All Hazards	Medium/16	4	n/a	Building, Codes, Planning	All jurisdictions	2015 (ongoing)
Create a joint permitting center for post-hazard recovery.	All Hazards	Medium/16	4	n/a	Building	all jurisdictions	2017
The City will support ongoing efforts educate the public on the threat of Sea Level Rise and associated hazards, exploring best practices for adaptation to this threat.	Flood	High/22	3,4	n/a	Planning, Building Codes	All jurisdictions	2015 (ongoing)
Continue to develop the use of social media/smart phone technology to inform citizens of Hazard threats.	All Hazards	High/22	3,4	n/a	EMS	All jurisdictions	2015 (ongoing)
Maintain or improve the City's CRS rating	Flood	Medium/16	4,7	n/a	Planning, Building	All jurisdictions	2015 (ongoing)

Actions Incorporated into the Mitigation Plan and Implementation

The mitigation action matrix table reflects the prioritization that was conducted by the Hazard Mitigation Steering Committee, as well as significant input from other regional stakeholders during development of the Hazard Mitigation Plan. That table contains the most up-to-date information regarding mitigation actions. The proposed actions discussed in this section are specific mitigation actions and projects being considered to reduce the effects of each hazard pursuant to federal regulations.

Each proposed mitigation action was subjected to a review and analysis by the Hazard Mitigation Steering Committee, as mentioned previously. The purpose of this review and analysis is to ensure that an initiative proposed by a participating organization or community group is based on an adequate level of technical analysis, that all needed information about the proposal is presented, that any assumptions utilized are reasonable and logical, that the proposal is consistent with the goals and objectives of the Hazard Mitigation Steering Committee, and that it is addressing identified vulnerabilities of the community or shortfalls in the communities' mitigation policy framework. More specifically, the review and analysis process is focused on ensuring the technical validity of the proposal, making a judgment whether the initiative would be technically effective and cost-beneficial, if it is duplicative or in conflict with other proposed initiatives, or if its implementation would have an adverse effect on another jurisdiction.

All actions were proposed by the committee, assembled and sent to the members for review and comment. Over the course of several meetings, the list of action items was refined, shortened and crafted for viability. The Hazard Mitigation Steering Committee then reviewed the proposal for any other concerns, such as its consistency with other plans, political and community objectives. By doing this thorough review of the actions, the plan reflects the values of the community.

All of the actions listed in this plan have been approved by the Hazard Steering Committee. An approved mitigation action is one that has been fully reviewed and deemed acceptable to be incorporated in the Hazard Mitigation Plan. However, it is appropriate to report that many of the actions from the previous plan were completed, and the following chart reports the progress of the actions and goals of the previous plan:

The Mitigation Action Matrix Table lists actions that are currently in the Beaufort County Hazard Mitigation Plan and their priority scores. Again, the priority scores are based on 10 separate prioritization criteria used by all of the planning participants to allow the Beaufort County Hazard Mitigation Steering Committee to compare various mitigation actions. The specific priority scores are based on a numeric classification system shown in table 6-1.

Implementation through Existing Plans and Programs

One of the methods to most effectively implement the Beaufort County Hazard Mitigation Plan is to propose and implement actions that will modify other community plans, policies,

and programs. By including personnel from a variety of departments in the hazard mitigation planning process, concepts derived from the planning process will be spread throughout County departments such as; public works, storm water management, GIS, and planning. Mitigation activities initiated by this plan have been incorporated into the Community Rating System (CRS) plan and vice versa. Furthermore, as is discussed in the community capability portion of this plan, other planning documents should reflect the objectives of the Hazard Mitigation Plan. Beaufort County and its municipalities are committed to hazard mitigation, and it is shown that some comprehensive plans include the Hazard Mitigation Plan by reference.

Continued Public Involvement

The Hazard Mitigation Steering Committee will continue efforts to develop and implement a year- round program to engage the community in the mitigation planning process and to provide them with mitigation-related information and education. These efforts will be to continually invite public comments and recommendations regarding the mitigation goals for the community, the priorities for the planning, and the unique needs of each community for mitigation-related public information.

Public information activities that have been completed or are planned by the organizations making up the Beaufort County Hazard Mitigation Steering Committee are listed in Section 5 of this plan. Each of these activities continues to engage the community in the planning process through the presentation of a specific topic or program related to, or relevant for, hazard mitigation.

The Next Planning Cycles

As given in this section, the Beaufort County Hazard Mitigation Steering Committee has established a schedule and procedure for both plan implementation and plan maintenance that is expected to be very helpful in improving and expanding the mitigation planning process. In addition to these activities for plan maintenance, the Hazard Mitigation Steering Committee will establish a recommended schedule for implementation of the proposed priority initiatives included in this edition of the plan. It is expected that the agencies and organizations that sponsored these initiatives for the plan will, during the next planning cycles, take advantage of timely opportunities and available resources to implement them on the desired schedule, if it is possible to do so.

The Beaufort County Hazard Mitigation Plan is a dynamic document, reflecting a continuing, and expanding planning process. The efforts of the Hazard Mitigation Steering Committee will continue into the future, striving to make all of the jurisdictions of Beaufort County truly disaster resistant communities.

Idealized Schedule of Implementation

The Mitigation Action Matrix Table in this section also includes an ideal schedule of implementation of the action items. This time-table is based on the Hazard Mitigation Steering Committee's knowledge of the feasibility of completion.

Monitoring, Evaluating, and Updating the Plan

Beaufort County (Unincorporated, City of Beaufort, Town of Bluffton, Town of Hilton Head Island and the Town of Port Royal) has developed a method to ensure that regular review and update of the Hazard Mitigation Plan occurs.

Plan Maintenance

The HMSC will meet once a year as coordinated with the participating communities and their local governing bodies. At this meeting, the Committee will review the plan to determine if the information is up to date and should be updated or modified. The parties responsible for implementing action items detailed in Chapter 6 of the plan will report on the status of their projects. The chairman will be responsible for updating the Hazard Mitigation Plan to reflect the progress made of the annual meeting.

The Committee may choose to meet more often as the need requires such as if there is a change in State or federal policy or after disasters affect the County. Committee members will be responsible for monitoring and evaluating the progress of the mitigation strategies outlined in the Plan.

The Committee will be responsible for ensuring that updated copies of the plan are made available at the Beaufort County Administrative Building (Building Codes or Planning Department). If deemed necessary and appropriate, a public meeting will be held after each annual Hazard Mitigation Steering Committee meeting. This meeting will provide the public an opportunity to ask questions about the progress of the items in the Action Plan (Chapter 6) as well as make suggestions for updates to the plan.

Updating the Plan

No later than five years from now, the Committee (or designated appointees) will meet in order to conduct the FEMA required five-year update of the plan. The next planned update to this plan will be in 2020.

7. References (includes original plans references and any updates)

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Appendix A

Lowcountry Hazard Mitigation Plan Update: Steering Committee Meeting #1, Thursday, February 5, 2015, 10:30 a.m. Location: LCOG Boardroom

Attendees

Katie Norris	SCEMD
Charlotte Norris	SCEMD
Suzanne Gant	Colleton County EPA
Sirena Memminger	Colleton County EPA
Wilbur A. Daley	Jasper County ES
Russell Wells	Jasper County ES
Chris Altman	Hampton County Emergency Services Director
Greg Cook	Hampton County Fire/Rescue
Susanne D. Peeples	HC EMD
Chuck Atkinson	Beaufort County
John Webber	Beaufort County

Meeting Summary

Since we focused our attention—very productively--on revising the Goals and Objectives (below) to bring them up to date and to better meet everyone's current and future needs, the following section takes the place of standard meeting notes. The yellow highlighted sections are the changes that were developed through our discussions.

Goals and Objectives Review and Revision

As with the previous update, the planning process will include a review of whether and how well the goals and objectives developed in 2010 have been met and whether and how they need to be modified, updated or removed/replaced. Those goals and objectives are:

Overall Guiding Principles:

- Bridging the unique needs and common goals of the four counties and their communities.
- Saving lives and protecting property.
- Taking a regional approach.
- Complementing the State Plan.
- Accessing funding to implement recommendations (projects and policies).

Goal #1 Ensure the Protection of All Critical Facilities.

Objectives

a. Protect facilities from natural hazard threats.

b. Identify and schedule repairs and other improvements needed in order to ensure buildings are in adequate conditions and with adequate equipment to function in the event of a disaster.

Goal #2 Evacuation is safe, efficient, and shelters have sufficient carrying capacity.

Objectives

a. Evacuation routes should be proven safe and efficient. Counties work with each other and SCDOT on highways connecting the counties

b. The number of area shelters should be adequate and safe for the amount of people that may potentially use them. The shelters should be able to accommodate all members of the area's population, including those with special medical or other needs.

Goal #3 Increase Public Education and Awareness of Natural Hazards

Objective

c. Develop an ongoing public communications and education program including a web site, pamphlets, informational packets, and articles in the local media.

d. Incorporate the use of social media, including Facebook ™ and Twitter™ to ensure that as many segments of the population as possible are reached.

Goal #4 Enhancement and Adoption of New Policies and Projects to Mitigate Natural Hazards

Objective

a. Plans, codes, zoning, and other mechanisms should address natural hazard mitigation, and expand on present policies to further protect the counties and incorporated municipalities (floodplains, repetitive loss areas, etc). All jurisdictions should adopt the state building code.

Goal #5 Emergency Response: Preparedness EMS, police, fire, and other departments should have sufficient and up to date equipment and training in order to ensure the safety of residents.

Objectives

c. There should be funding to buy new equipment (e.g., communications and power) if necessary.

d. There should be funding to train employees if necessary.

e. Maintain and enhance working relationships among the departments among all four counties.

f. Coordinate with the county and regional offices of the various state human services departments.

Goal #6 Reduce the Impact of Wind on Homes and Buildings. Wind damage is a threat to homes and buildings in the region. Means should be taken to decrease the effects of wind on homes and buildings within the counties.

Objectives

c. Code revisions to reduce the impact of wind on homes and buildings.

d. Grants, including SC Safe Homes, for preventative measures (such as housing grants).

Goal #7 Reduce the Impact of Floods on Homes and Buildings. Projected sea-level rises in the Lowcountry will be included, utilizing such information and mapping as is currently available to help determine the areas and magnitude of impacts.

Objectives

a. Zoning enforcement, floodplains.

b. Grants for preventative measures, to include elevation and property acquisition.

c. Building code revisions

d. Stormwater management

e. Work toward the lowering of the CRS rating.

Goal #8 ~~Ensure~~ Maintain the ~~Safety of Data.~~ IT capabilities of local governments to ensure continuity of operations in the event of disaster

Objective

~~a. Provide the counties and municipalities with the technology, equipment and training to back up important files.~~

c. Support the use of centralized technology, located as far inland as possible.

d. Develop a hosted (for instance, the "cloud") storage system.

Goal #9 Ensure the Protection and Continued and Uninterrupted Operation of Communications on a regional basis

Objective

~~a. Communication lines should be frequently inspected and their capability and vulnerability assessed.~~

c. Determine if the current regional communications infrastructure is adequate to meet the needs.

d. Identify what improvements are needed.

Goal #10 Ensure the Protection of Utilities

Objective

b. Utilities must be inspected and assessed of their capability and vulnerability to handle natural disasters.

This plans update will do a similar assessment and revision of implementation/action projects and activities undertaken since 2010.

MEETING NOTES
Hazard Mitigation Steering Committee
Meeting of the Policy Committee
Thursday, September 24, 2015 – 10:00 a.m.
Lowcountry Council of Governments Boardroom

Attendees
Beaufort County Staff
Eric Larson-Director of Environmental Engineering
Colleton County Staff
Suzanne Gant-Emergency Manager
Hampton County Staff
Chris Allman-Director of Emergency Services
Blake Hodges-Director of Public Works
Jasper County Staff
Russell Wells-Deputy Director of Emergency Services
Town of Hilton Head
Marcy Benson-Senior Grants Administrator
South Carolina Emergency Management Department
Andrew Phillips-Hazard Mitigation Specialist
LCOG Staff
Ginnie Kozak-Planning Director
Jonathan Sherwood-Community and Regional Planner
Lawrence Holdsworth-Regional Planner

1. **Welcome and Introduction of Members**
2. **Progress Report on Plan Updates and Presentations on Three-Counties and Beaufort County Plans.**
    a. Mr. Holdsworth and Mr. Sherwood gave presentations on the plan updates including an overview of FEMA plan requirements, updated economic, demographic, and meteorological data, information regarding the previous plan's recommendations, and updated goals and actions for the new plans.
    b. Mr. Allman posed the question of whether the Hazus-MH software could distinguish between properties that had or had not obtained flood insurance. Mr. Phillips responded that due to matters of privacy, this data could not be provided for analysis.
    c. Ms. Gant indicated interest in obtaining the number of buildings contained in flood zones. Mr. Sherwood said this was possible, and provided the approximate number of buildings for Colleton County.

d. Mr. Phillips described the limitation of the Hazus software in predicting the damage from storms when it is applied strictly according to the Saffir-Simpson Hurricane rating scale. He related that the size of the storm in area, as well as the tide level on landfall can be highly influential in the storm's impact.

e. Mr. Allman suggested the SCEMD Hurricane model as a valuable resource for predicting the extent of storms. Ms. Kozak responded that future meetings of the group could cover more technical aspects, including various approaches to modeling different hazards.

f. Mr. Wells confirmed the accuracy of the wildfire ignition density map from Mr. Sherwood's presentation, informing the group that there is a proactive regime of prescribed burning occurring in Jasper County. Mr. Allman offered that the Clemson Extension has been integral to these efforts. Mr. Hodges described the accumulation of broomstraw as a potential risk factor for wildfire ignition. Ms. Gant commented that her office is typically not involved with wildfire prevention measures.

3. **Review of Local Government Consultations**.
   a. Lists of contacts made by LCOG during the planning process were distributed to the attendees. No additions to the list were recommended.
4. **Review of Public Involvement Process: Preliminary Result of Survey**
   a. Ms. Kozak described the need to reconsider the public involvement strategy for this planning process considering the sparse attendance at previous HMP public meetings. She noted that this experience has resulted in the current emphasis on electronic communication through Survey Monkey and social media, while using local newspapers and individuals to spread the word about the survey.
   b. Mr. Sherwood updated the group on the preliminary number of survey responses gathered through Survey Monkey. Mr. Sherwood said the majority of responses had come thus far from Beaufort County, and that LCOG would need the help of this group to distribute the survey within their jurisdictions.
   c. Ms. Gant volunteered that she had contacts that could help distribute surveys to populations that may not easily be reached through electronic means. Mr. Sherwood and Ms. Kozak suggested that LCOG could assist in providing paper surveys for Colleton County.
5. **Review of Action Recommendations.**
   a. Mr. Holdworth related the potential for regional collaboration in providing a storage facility for donated emergency supplies. Mr. Wells said there are plans already in motion to provide such a facility in Jasper County, with several sites under consideration. He described the

potential for this facility to be a location for emergency generators, another identified mitigation area. Mr. Allman said that Hampton County is planning for the use of an industrial site south of Varnville on Highway 278 for storage of emergency supplies. Mr. Allman described the generator issue as one of statewide concern, and suggested that there could be initiatives to approach it at that scale.

b. Ms. Gant said that since the 2009 plan, Walterboro and Colleton County emergency dispatches had been consolidated.
c. Mr. Allman reported that the County now had paid firefighters Monday through Friday.
d. Mr. Sherwood recommended further engagement with the faith-based community in coordinating disaster response. Ms. Gant responded that there are existing SCEMD and Army Corps projects engaging civic associations, providing supplies and training from the Red Cross. Mr. Wells offered that religious affiliation requires consideration for sheltering post-hazard due to differences in customs. He indicated that further exploration of faith based groups for assistance with sheltering may improve the experience for evacuees with specific needs for accommodation.
e. Mr. Sherwood proposed the use of intelligent traffic systems to reduce congestion in evacuation. Mr. Wells expressed concern over the lack of road widening on key evacuation routes such as 278, especially with the expanding population and industry in Southern Beaufort and Jasper County. Mr. Allman suggested that reversing lanes along key corridors could alleviate congestion, but is prohibited by SCDOT. Ms. Kozak said SCDOT designates major highways as evacuation routes, which may restrict the areas ability to consider alternatives.
f. Mr. Allman broached the issue of a pending agreement between the counties and SCDOT for the clearance of debris on state roads. Mr. Wells expressed concern over the terms of reimbursement for work completed. Mr. Larson emphasized the need for a coordinated approach between the counties in responding to the issue. Mr. Allman related that following a recent ice storm, Hampton County crews crossed county boundaries to bring SCE&G trucks to restore service, demonstrating the point that debris removal must be approached regionally. Mr. Hodges related the fact that for FEMA reimbursement, the regional approach must be codified, otherwise work done in other counties will not be reimbursed. Ms. Kozak suggested that LCOG could play a role in bringing the counties, SCDOT and SCEMD together in a meeting to discuss future agreements for service provision. Kozak went on to stress the importance of this issue

for the region for its relevance to issues beyond transportation. Mr. Allman recommended that an investigation of a mutual assistance agreement for debris removal could be incorporated into the HMP as a mitigation action.

g. Mr. Allman offered another example of how the counties are working together to provide services and reduce hazard vulnerability. Allman described the fiber optic loop that connects the emergency dispatches and EOC's of Beaufort, Hampton, and Jasper. The provision of this connection ensures the continued operation of communications between facilities in the event of a disruption at a single location. Ms. Gant expressed interest in the potential of Colleton County becoming connected to this service.

h. Mr. Allman commented that there are significant opportunities for grant funding through DHEC. Mr. Wells indicated the potential benefit of a regional grant writer to explore opportunities for funding cross-jurisdictional projects. Mr. Wells explained further that applications for regional projects rise quickly in the application process compared to those oriented to more parochial interests.

6. Schedule for Completion and Submission to SCEMD

a. Ms. Kozak said the three-county plan was in the process of final revisions. Mr. Holdsworth suggested that a first draft of Beaufort County plan could be expected in the coming weeks.

Lowcountry Council of Governments

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Office at Point South: I-95 Exit 33 at US Hwy. 17

AGENDA

LOWCOUNTRY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 22, 2015
6:30 P.M.
POINT SOUTH, SOUTH CAROLINA

Fellowship begins at 6:00 p.m.

1. Call to Order
   - 1.1. Pledge of Allegiance
   - 1.2. Invocation
   - 1.3. Introduction of Guests and Staff
   - 1.4. Proxies

Action 1.5. Approval of September 24, 2015 Minutes *
Action 1.6. Approval of 2016 Meeting Schedule *

2. Presentation
   - 2.1. Presentation of the LCOG Agency Audit for Fiscal Year Ending June 30, 2015 – Lisa Wechsler *

3. Reports
   - 3.1. Finance Report for September 2015 – Sherry Smith
     Report to be distributed during the meeting
   - 3.2. Community and Economic Development Report– Michelle Knight *
   - 3.3. Director's Report – Sabrena Graham *
   - 3.4. Planning Report – Ginnie Kozak
     - 3.4.1. Update on Hazard Mitigation Plan
     - 3.4.2. SCDOT Quarterly Report – For information
     - 3.4.3. The People and the Economy of the Lowcountry Report *
     - 3.4.4. 208 Report – For information *
     - 3.4.5. Regional Unemployment Chart – For information *

4. Council Time

Action 5. Adjourn

* attachment

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APPENDIX B
SIGN IN

Hazard Mitigation Steering Committee
September 25, 2015

Name	Jurisdiction/Organization
Chris Allman	Hampton County
Russell Wells	Jasper County
Suzanne Kerr	Colleton County
Eric Larson	Beaufort Co.
MARCY BENSON	Town of Hilton Head Island
Slade Kelly	Hampton County

LOWCOUNTRY COUNCIL OF GOVERNMENTS
Board Meeting
ATTENDANCE, MILEAGE AND PROXY INFORMATION

Date of Meeting: October 22, 2015

Board Member	Attended Meeting (Please Sign)	Proxy for (Print Name)	Mileage Reimbursement (Fill In Round Trip Miles To Request Payment)
Beaufort County			
Phil Cromer	Phil Cromer		
Gerald Dawson	Gerald Dawson/cs		on file.
Brian Flewelling	[illegible]		on file
Herbert Glaze	Herbert Glaze		
Marc A. Grant			
Mary Beth Heyward			
Alice Howard			
Bill McBride	Bill McBride		on file
Joseph McDomick	J McDomick		
Jerry Stewart	[illegible]		on file
Lisa Sulka			
Colleton County			
Esther S. Black	Esther S Black		
Bobby Bonds	Bobby Bonds		on file
Jane Darby			
Joseph Flowers	[illegible]		on file
Tommy Mann			
Evon Robinson			
Gene Whetsell	[illegible]		
Hampton County			
Frankie Bennett	[illegible]		on File
Pete Hagood	P. Hagood		on File
Pete Mixson	[illegible]		on File
Buddy Phillips	Buddy Phillips		on file
Nat Shaffer			
Jasper County			
Henry Etheridge			
Henry Lawton	[illegible]		
Joey Malphrus			
Gwen Smith	[illegible]		on file
Michael Sweeney	[illegible]		67 miles

Appendix C

USC Hazards and Vulnerability Research Institute SoVI Factors
http://webra.cas.sc.edu/hvri/products/sovifaq.aspx

Demographic Factors and Social Vulnerability

Socioeconomic Status (Income, Political Power, Prestige): Socioeconomic status affects the ability of a community to absorb losses and be resilient to hazard impacts. Wealth enables communities to absorb and recover from losses more quickly using insurance, social safety nets, and entitlement programs.

High status (-) Low income or status (+)

Gender: Women often have a more difficult time during recovery than men because of sector-specific employment (e.g., personal services), lower wages, and family care responsibilities.

Gender (+)

Race and ethnicity: These factors impose language and cultural barriers and affect access to post-disaster funding and occupation of high-hazard areas.

Non-white (+) Non-Anglo (+)

Age: Extremes of age affect the movement out of harm's way. Parents lose time and money caring for children when day care facilities are affected; the elderly may have mobility constraints or concerns that increase the burden of care and lack of resilience.

Elderly (+) Children (+)

Employment loss: The potential loss of additional employment following a disaster increases the possible number of unemployed workers in a community. Such losses contribute to a slower recovery from the disaster.

Unemployment (+)

Rural/Urban: Rural residents may be more vulnerable because of lower incomes and more dependence on a locally based resource economy (e.g., farming or fishing). High-density areas (urban) complicate evacuation out of harm's way.

Rural (+) Urban (+)

Residential property: The value, quality, and density of residential construction affect potential losses and recovery. Expensive homes on the coast are costly to replace, mobile homes are easily destroyed and less resilient to hazards.

Mobile homes (+)

Renters: People rent because they are transients, do not have the financial resources for home ownership, or do not want the responsibility of home ownership. They often lack access to information about financial aid during recovery. In extreme cases, renters lack sufficient shelter options when lodging becomes uninhabitable or too costly to afford.

Renters (+)

Occupation: Some occupations, especially those characterized as primary extractive industries, may be severely affected by a hazard event. Self-employed fishermen suffer when their means of production is lost, and they may not have the requisite capital to resume work in a timely fashion; therefore, they may seek alternative employment. Migrant workers engaged in agriculture and low-skilled service jobs (housekeeping, child

care, and gardening) may suffer similarly as disposable income fades and the need for services declines. Immigration status also affects occupational recovery.

Professional or managerial (-) Clerical or laborer (+) Service sector (+)

Family structure: Families with large numbers of dependents and single-parent households often have limited wherewithal to outsource care for dependents and thus must juggle work responsibilities and care for family members. All these factors affect resilience to and recovery from hazards.

Large families (+) Single-parent households (+)

Education: Education is linked to socioeconomic status in that higher educational attainment affects lifetime earnings, and limited education constrains the ability to understand warning information and access recovery information.

Little education (+) Highly educated (-)

Medical Services: Health care providers, including physicians, are important post-event sources of relief. The lack of proximate medical services lengthens the time needed to obtain short-term relief and achieve longer-term recovery from disasters. Hospitals and nursing homes represent an increase in socially vulnerable people as the residing populations are less able to independently cope with disasters.

Higher density of medical (-), nursing homes (+), hospitals (+)

Social dependence: People who are totally dependent on social services for survival are already economically and socially marginalized and require additional support in the post-disaster period.

High dependence (+) Low dependence (-)

Special-needs population: Special-needs populations (infirm, institutionalized, transient, homeless) are difficult to identify, let alone measure and monitor. Yet it is this segment of society that invariably is left out of recovery efforts, largely because of this invisibility in communities.

Large number of special needs (+) Small number of special needs (-)

APPENDIX D
SURVEY

Survey Development and Distribution

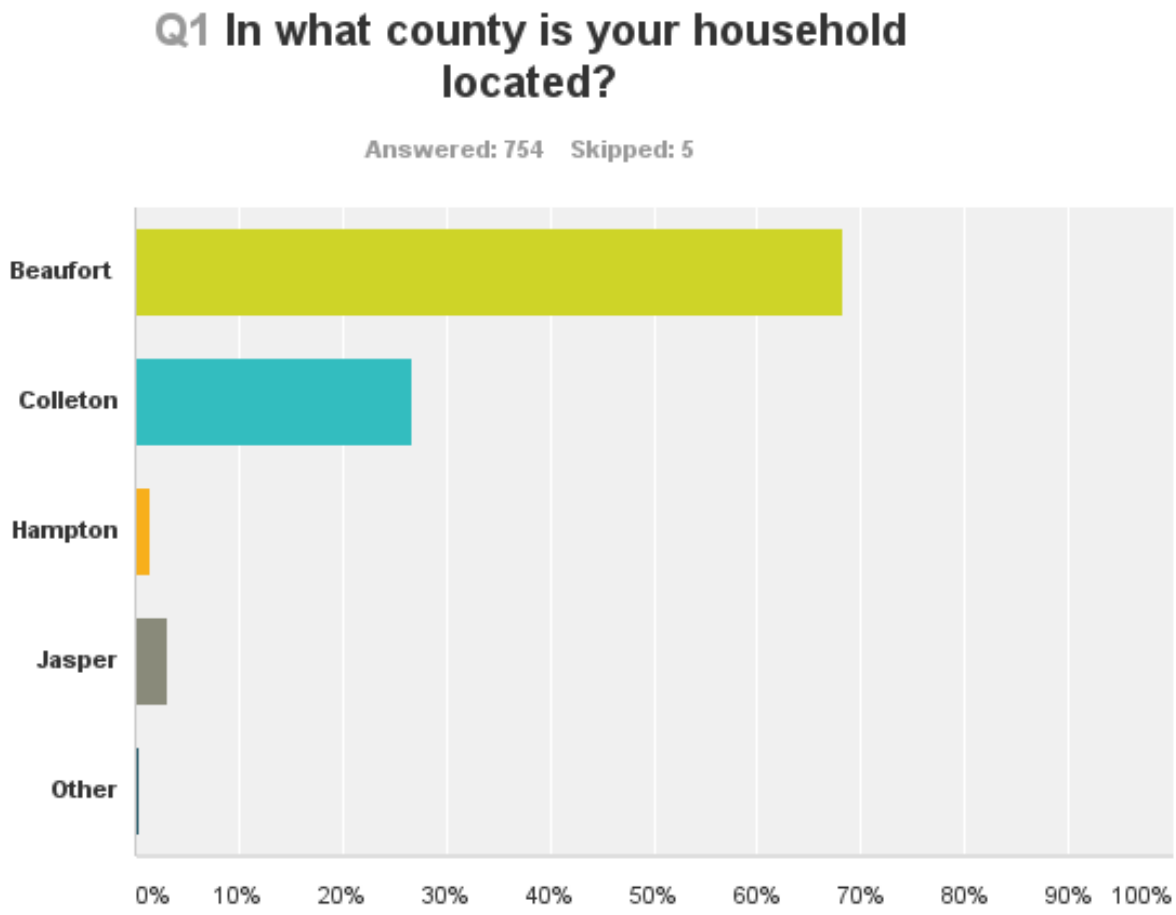
The survey was developed referencing previous surveys conducted by LCOG, as well as surveys included in Hazard Mitigation Plans nationwide. The length of the survey was kept short to maximize convenience and encourage responses. Rather than attempting to duplicate existing sources of data, questions were designed to assess personal experiences and perceptions of natural hazards, individual planning and preparation, as well as support of community-wide mitigation strategies.

The survey was designed and largely distributed through Survey Monkey, an online service that allows users to send/post links by which respondents can access the survey online. Several hundred copies were also printed to capture respondents that may not have web access. Many local leaders distributed the survey link and instructions via email blasts, social media, or posting on local government webpages. For example, Mayor Keyserling of the City of Beaufort sent a link to the survey in his weekly newsletter to residents. Colleton County officials provided paper copies of the survey to residents applying for relief funds following the recent flooding of the Edisto River.

Example of Survey Posting on Hilton Head Island Homepage

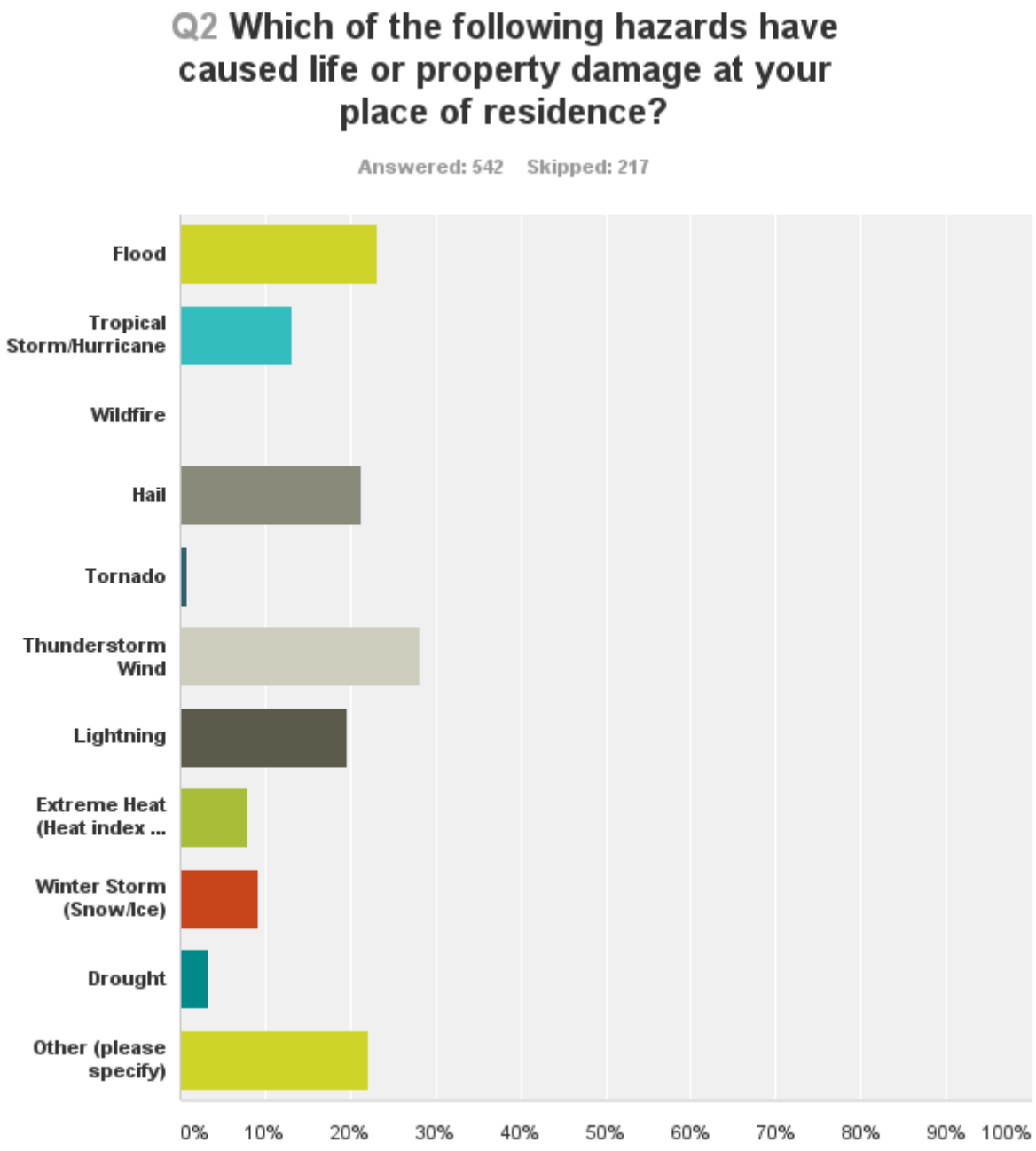
Results and Analysis

Question 1.



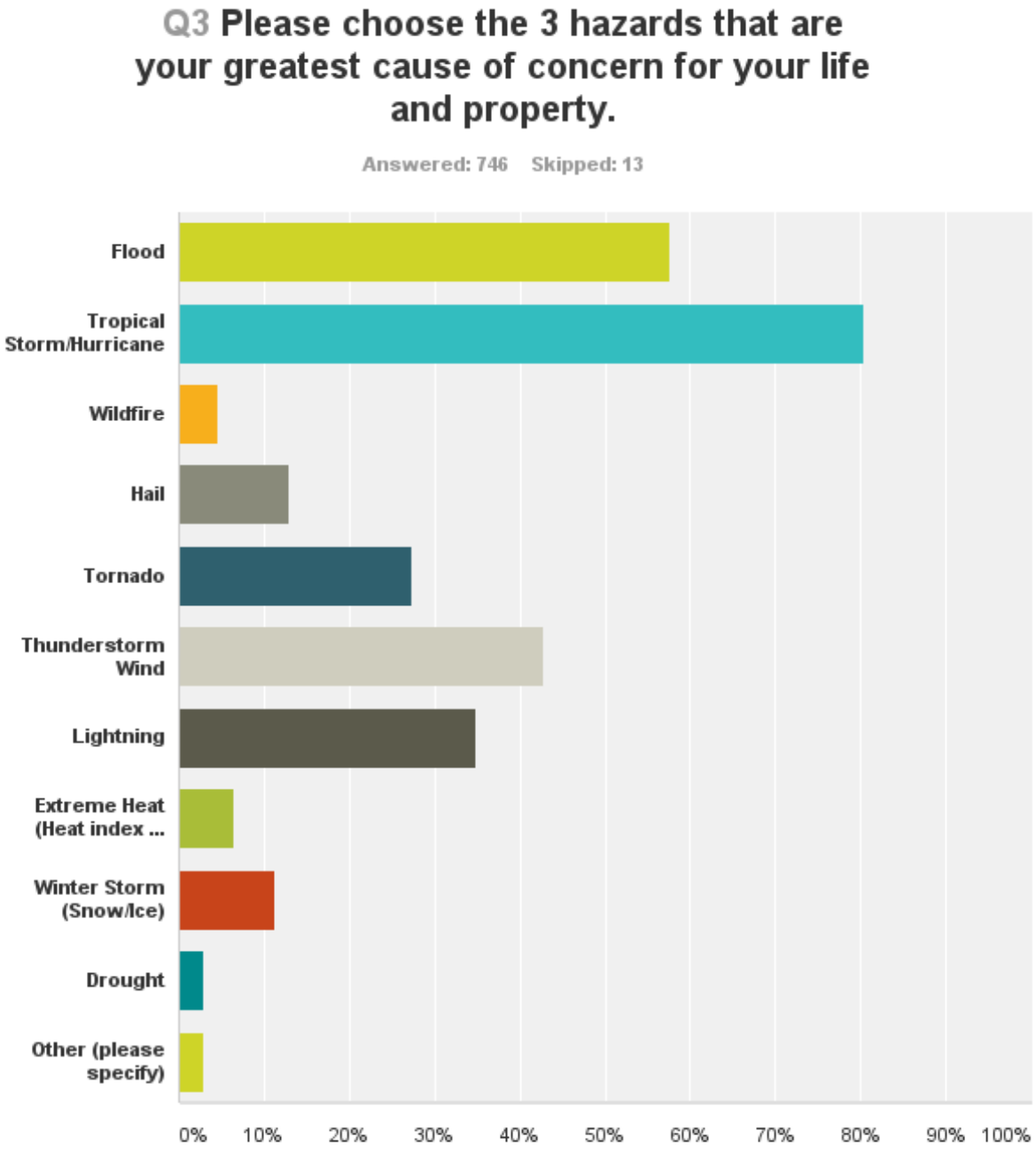
Over 750 survey responses were collected over the period of 2 months. The vast majority of survey respondents were located in Beaufort County, where population is most concentrated in the region. Colleton County recorded a significant number of responses as survey collection coincided with the collection of documents for FEMA reimbursement following the flooding of the Edisto River. The significant amount of coastline and/or extensive hydrological networks in these counties may contribute to the heightened public awareness of, and interest in hazard threats.

Question 2



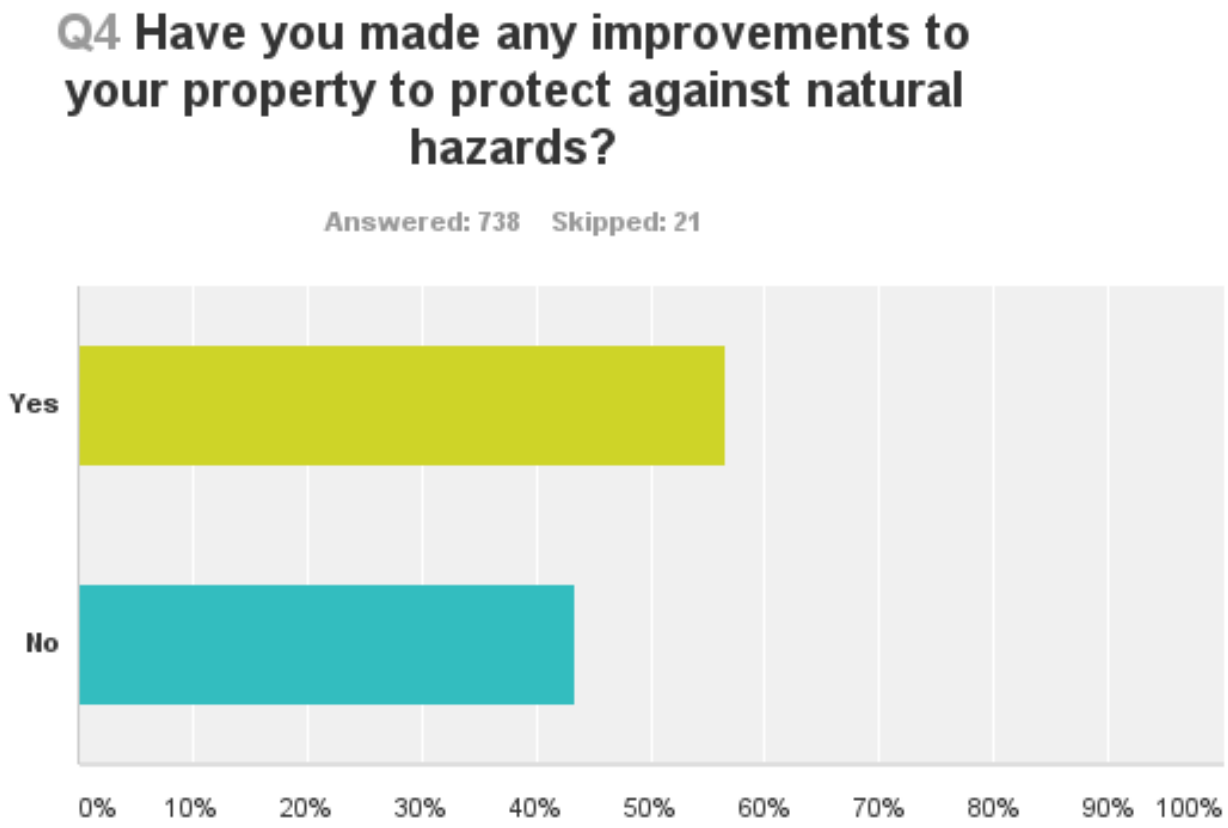
The most frequently cited hazards to cause damage to property for Lowcountry householders correlate highly with the frequency by which these events occur. Hail, flood, thunderstorm wind and lightening were top contributors to property damage or injury among respondents.

Question 3.



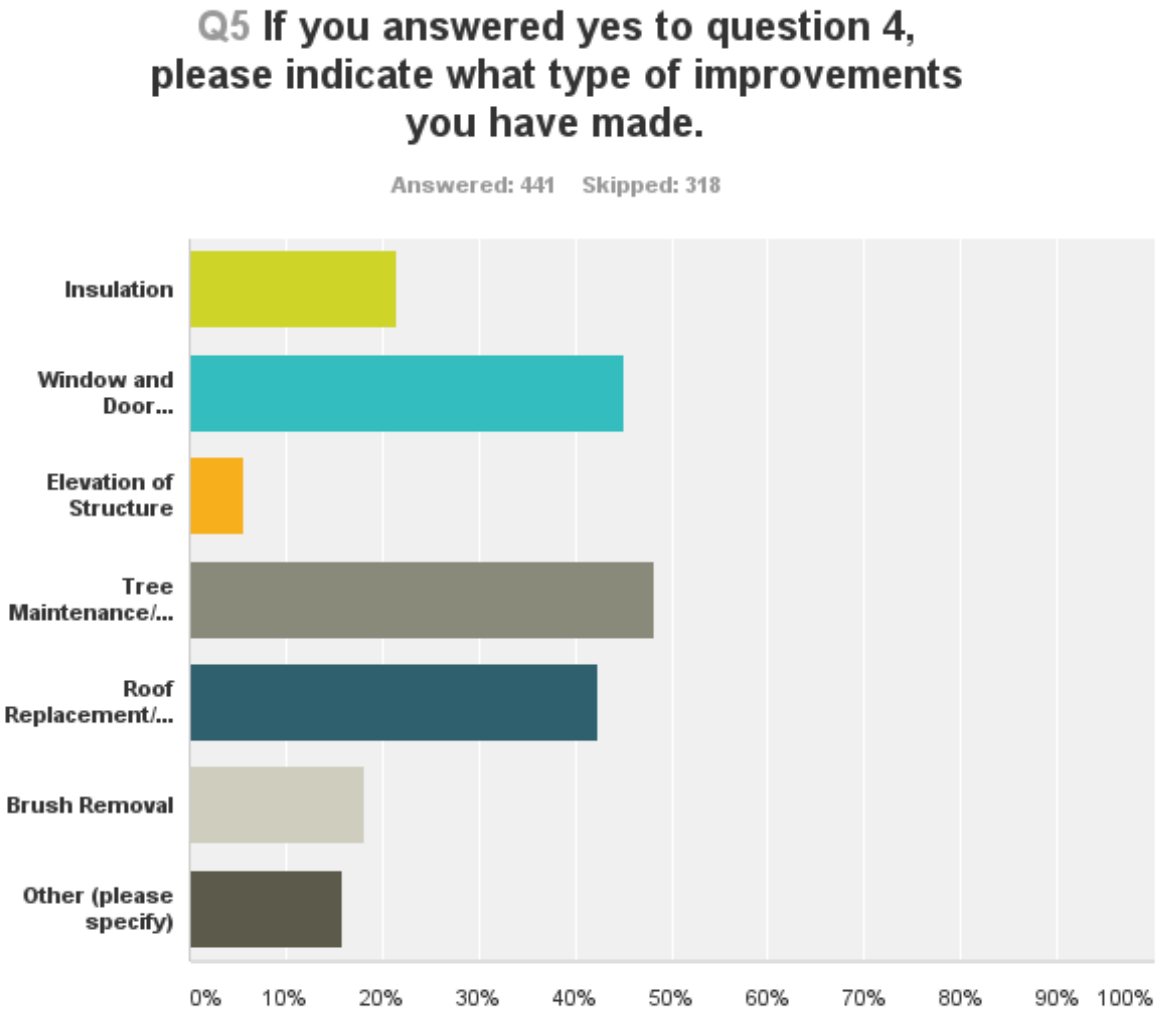
When asked to choose the hazard that was the greatest cause of concern for life and property respondents indicated the hazards that may not occur with the greatest frequency, but have the potential to cause the greatest amount of damage in a single event. The top three hazards of greatest concern were tropical storms/hurricanes, flooding and thunderstorms. These data support the vulnerability analysis presented in the HMP and the focus of mitigation actions on these hazards.

Question 4



Roughly 55% of respondents indicated that they had made improvements to their homes to reduce their vulnerability to hazards. This statistic indicates a majority among respondents who are aware of hazard risks, are sufficiently concerned and with adequate means to make investments in protections to their property. The importance of a balance of both private and public action to reduce risk cannot be overstated. Relatively small improvements such as protections to windows and doors can mean the difference between minor damage and total destruction in a high wind event. As identified in the plan, public officials can facilitate private investment by helping to identify funding opportunities or assisting homeowners to apply for individual funding for improvements.

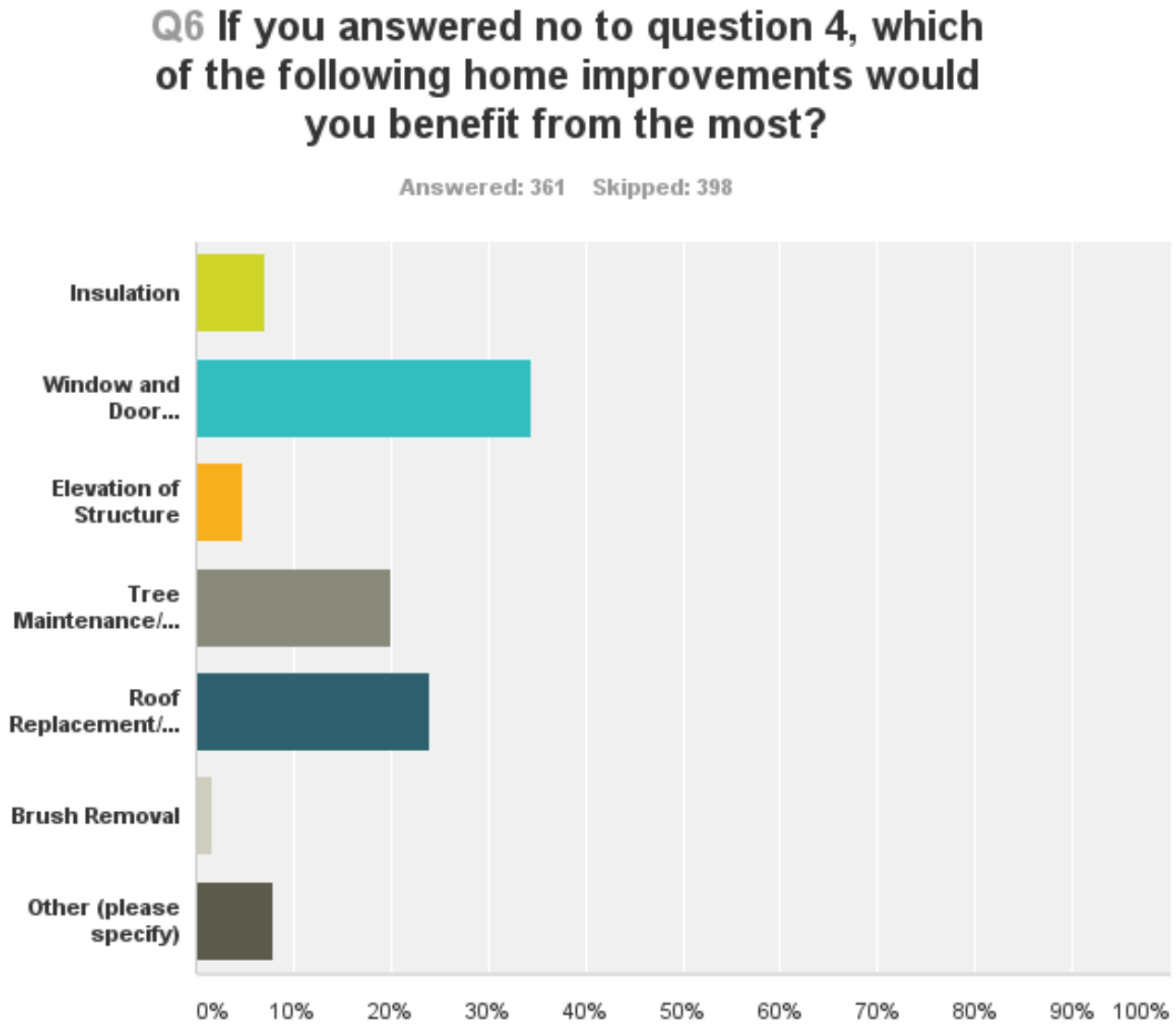
Question 5



The most common improvements made by homeowners to increase resilience to natural hazards include the maintenance and removal of trees in the vicinity of homes and the replacement/enhancement of roofs, windows and doors. In addition to reducing vulnerability to high winds and debris, enhancement/replacement of windows and doors can increase energy efficiency in heating and cooling, providing long-term cost savings for homeowners.

Tree maintenance is largely an issue for individual property owners as private lands greatly outnumber public properties. Tree ordinances generally act to preserve existing canopy in new development, but do not extend into the maintenance or removal of vulnerable trees. These vulnerable trees represent a public concern in addition to private ones in terms of debris and the damage caused to utilities/infrastructure. Public agencies can encourage homeowners to take action on this issue by offering pickup of yard waste which then can be turned into mulch or compost for use in gardening and landscaping.

Question 6



For respondents who had not yet made improvements to their properties, roofs, windows, and tree maintenance were identified as the highest priority investments. Local agencies can contribute to homeowners taking action by providing information on the benefits of these improvements, and identifying programs such as SC safe homes whereby individuals can apply for funding for home improvements.

Question 7

Q7 Please indicate your level of agreement with the following statement: My household is prepared in the event of a natural disaster.

Answered: 744 Skipped: 15

	Strongly Disagree	Disagree	Disagree Somewhat	Neutral	Agree Somewhat	Agree	Strongly Agree	Total	Weighted Average
(no label)	5.91% 44	6.59% 49	12.77% 95	17.20% 128	30.24% 225	23.79% 177	3.49% 26	744	3.43

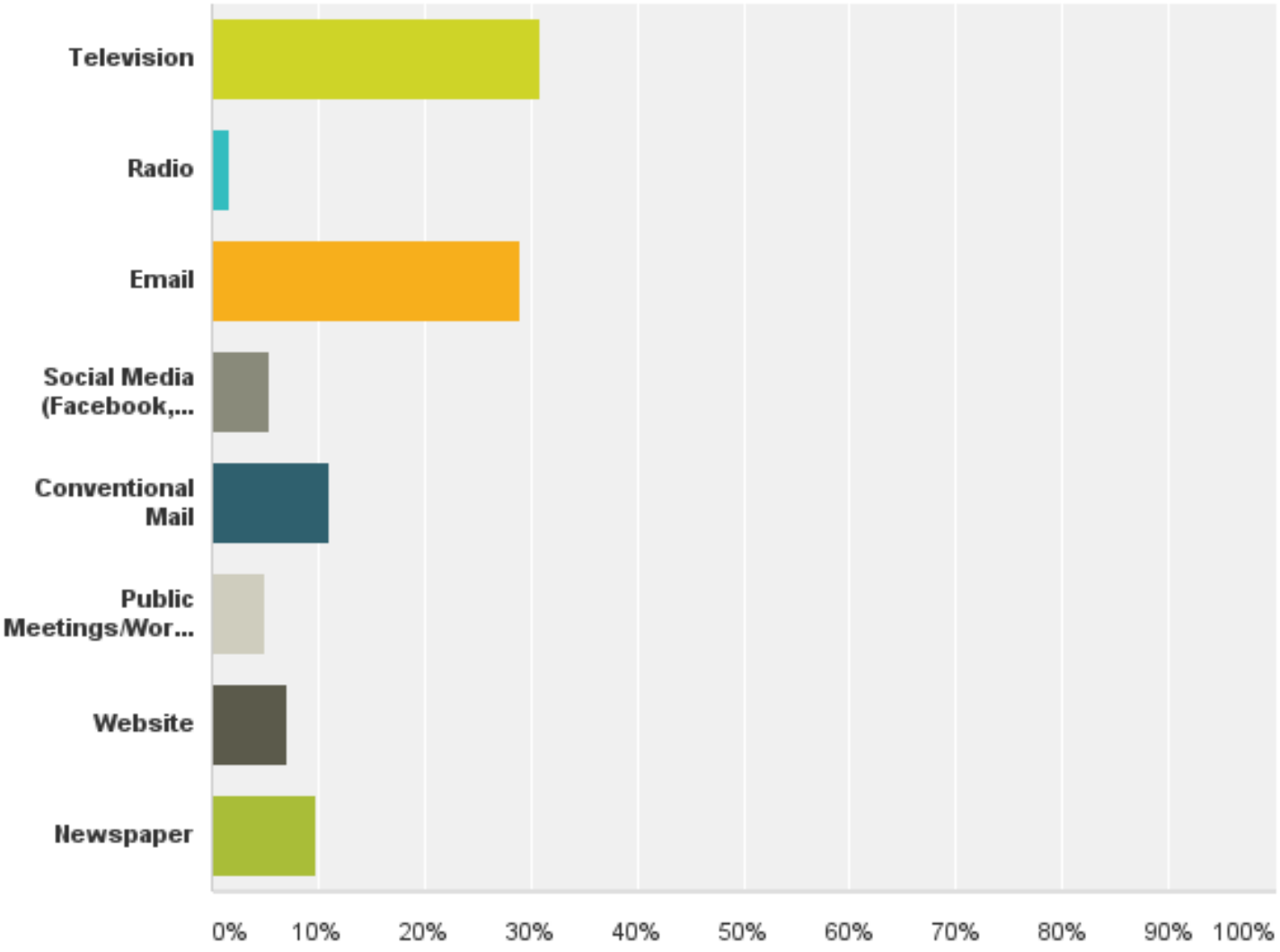
Here respondents indicated that while a majority of households are ready to some degree in the event of a disaster, that further planning is required for complete confidence in their level of preparation. These responses validate the continuing efforts of public agencies to provide information on household-level emergency planning.

Question 8

In regard to which methods respondents preferred for communication of information on hazard preparation and planning, television was cited as the favorite with email and conventional mail following in second and third place respectively. Coordination with regional media such as that conducted by Beaufort County and Hilton Head Island are key strategies informed by these responses. Respondents also indicated the dominant role of computers in the dissemination of information, and now that smartphones are commonly used to access email, the importance of this method of communication is paramount. It should be noted that as this survey was distributed largely through email and online sources, it may disproportionately capture those with a preference for this media. Diverse strategies are required to reach audiences with a variety of preferences and differing levels of access to technology. The survey responses also support the continuing distribution of brochures and other literature through conventional mail.

Q8 What is the best way for you to receive information on how to make your home and community more resistant to natural hazards?

Answered: 743 Skipped: 16



Question 9

	Not important	Somewhat important	Very Important	Total	Weighted Average
Prevention - Examples include heightened standards for hazard-resistant construction, increased regulation of construction in hazard-prone areas as well as enhanced enforcement of existing regulations.	**3.48%** 25	**33.01%** 237	**63.51%** 456	718	2.60
Property Protection - Examples include relocation, elevation, structural repairs, and storm shutters.	**2.60%** 19	**42.05%** 307	**55.34%** 404	730	2.53
Natural Resource Protection - Examples include floodplain protection, habitat preservation, wetland restoration and forest management.	**5.38%** 39	**34.48%** 250	**60.14%** 436	725	2.55
Structural Projects - Examples include dams, levees, seawalls detention / retention basins, channel modification, retaining walls and storm sewers.	**10.39%** 74	**36.52%** 260	**53.09%** 378	712	2.43
Emergency Services - Examples include warning systems, evacuation planning, emergency response training, and protection of critical facilities or systems.	**2.19%** 16	**12.02%** 88	**85.79%** 628	732	2.84
Public Education and Awareness - Examples include outreach projects, school education programs, library materials and demonstration events.	**4.14%** 30	**33.93%** 246	**61.93%** 449	725	2.58

When asked to indicate the level of importance of community-wide hazard mitigation efforts respondents overwhelmingly favored investments in emergency services and critical facilities. The second most supported strategy related to prevention strategies such as hazard resistant construction standards, enforcement of building and zoning codes, and regulation of construction in hazard-prone areas. While these two categories achieved the greatest support, all strategies were endorsed to a large degree in the survey.

Question 10

This section of the survey allowed respondents to provide additional comments on anything related to the survey, including issues that weren't addressed in the questions. Approximately 100 respondents chose to provide additional comments and the following table is a summary of the major themes that emerged. One of the issues of greatest concern was the expense and operation of storm shutters, particularly for seniors who may not have the required strength to place temporary protection measures. Another frequently raised issue was that of evacuation, not only relating to the potential for congestion, but also the confusion over designated routes, particularly for new residents.

Issue	Needs/Concerns
Trees	Need maintenance, Damage to homes/utilities.
Drainage	Need improved infrastructure, maintenance
Community Emergency Response Teams (CERT) Program	Need enhanced opportunities for community involvement
Evacuation	Congestion, New residents, Confusion
Historic Properties	Codes make improvements costly
Utilities	Undergrounding power, Stronger water and gas lines
Flood Maps	Accuracy, Potential costs for owners
Regulation	Paternalism issues, Expense
Environmentally Sensitive Areas	Need protection from development
Animals	Not allowed in shelters
Warning Systems	Improved in rural areas, more linkages between technology
Window Protection	Costly, difficult to operate/place

Future Survey Design

The significant level of participation and community input achieved through the survey process should inform the development of future hazard mitigation plans and planning processes. This process has the benefit of maximizing convenience for residents, while providing time and cost saving for planners. However, there are limitations which can be explored in future plans. For example, the distribution of the survey being largely through electronic means risks the over-representation of respondents with access to computers and preferences for electronic communication. Paper surveys were distributed in some areas, but this practice could be expanded in future plans.

In addition to distributing surveys to the County as a whole, surveys could be targeted to particularly vulnerable areas or populations, such as those identified in the SOVI analysis. Special needs populations, seniors, or Spanish-speaking residents all represent special interests that could be identified for a more in-depth exploration of their needs in emergency preparedness and recovery.

Thank you for your input!

Lowcountry residents have the opportunity to take part in planning to prevent major property damage and other losses caused by natural disasters, as the Lowcountry Council of Governments updates the Pre-Disaster Hazard Mitigation Plans for Beaufort, Colleton, Hampton and Jasper counties. The updates are on their way. Risks and hazards—including wind, wildfires, ice storms and flooding—have been identified and assessed. The next step requires structuring list of possible action steps to help mitigate any damage caused by these and other hazards. Suggestions, comments and questions from area residents will ensure that all members of the community are represented and no concerns are overlooked.

While it is important to be prepared, there is another reason for planning: in order to receive grant money for hazard mitigation projects, or to receive aid after a disaster, FEMA requires that plans be updated every five years, and that time is now.

The Plan updates are funded by FEMA, through the South Carolina Emergency Management Division (SCEMD), with the local match provided by the counties.

1. In what county is your household located?

- ○ Beaufort
- ○ Colleton
- ○ Hampton
- ○ Jasper
- ○ Other

2. Which of the following hazards have caused life or property damage at your place of residence?

- [ ] Flood
- [ ] Tropical Storm/Hurricane
- [ ] Wildfire
- [ ] Hail
- [ ] Tornado
- [ ] Thunderstorm Wind
- [ ] Lightning
- [ ] Extreme Heat (Heat index of at least 105 °F for more than 3 hours per day for 2 consecutive days)
- [ ] Winter Storm (Snow/Ice)
- [ ] Drought
- [ ] Other (please specify)

3. Please choose the 3 hazards that are your greatest cause of concern for your life and property.

- [ ] Flood
- [ ] Tropical Storm/Hurricane
- [ ] Wildfire
- [ ] Hail
- [ ] Tornado
- [ ] Thunderstorm Wind
- [ ] Lightning
- [ ] Extreme Heat (Heat index of at least 105 °F for more than 3 hours per day for 2 consecutive days)
- [ ] Winter Storm (Snow/Ice)
- [ ] Drought
- [ ] Other (please specify)

4. Have you made any improvements to your property to protect against natural hazards?

- ( ) Yes
- ( ) No

5. If you answered yes to question 4, please indicate what type of improvements you have made.

- [ ] Insulation
- [ ] Window and Door Reinforcments/Replacements
- [ ] Elevation of Structure
- [ ] Tree Maintenance/Removal
- [ ] Roof Replacement/Repair
- [ ] Brush Removal
- [ ] Other (please specify)

6. If you answered no to question 4, which of the following home improvements would you benefit from the most?

- ○ Insulation
- ○ Window and Door Reinforcements/Replacements
- ○ Elevation of Structure
- ○ Tree Maintenance/Removal
- ○ Roof Replacement/Repair
- ○ Brush Removal
- ○ Other (please specify)

7. Please indicate your level of agreement with the following statement: My household is prepared in the event of a natural disaster.

Strongly Disagree	Disagree	Disagree Somewhat	Neutral	Agree Somewhat	Agree	Strongly Agree
○	○	○	○	○	○	○

8. What is the best way for you to receive information on how to make your home and community more resistant to natural hazards?

- ○ Television
- ○ Radio
- ○ Email
- ○ Social Media (Facebook, Twitter)
- ○ Conventional Mail
- ○ Public Meetings/Workshops
- ○ Website
- ○ Newspaper

Other (please specify)

9. A number of community-wide activities can reduce our risk from hazards. In general, these activities fall into one of the following six broad categories. Please tell us how important you think each one is for your community to consider pursuing.

	Not important	Somewhat important	Very Important
Prevention - Examples include heightened standards for hazard-resistant construction, increased regulation of construction in hazard-prone areas as well as enhanced enforcement of existing regulations.	○	○	○
Property Protection - Examples include relocation, elevation, structural repairs, and storm shutters.	○	○	○
Natural Resource Protection - Examples include floodplain protection, habitat preservation, wetland restoration and forest management.	○	○	○

	Not important	Somewhat important	Very Important
Structural Projects - Examples include dams, levees, seawalls detention / retention basins, channel modification, retaining walls and storm sewers.	○	○	○
Emergency Services - Examples include warning systems, evacuation planning, emergency response training, and protection of critical facilities or systems.	○	○	○
Public Education and Awareness - Examples include outreach projects, school education programs, library materials and demonstration events.	○	○	○

10. Do you have any other comments, questions, or concerns?

2016 / ___

LADY'S ISLAND ZONING MAP AMENDMENT FOR R200 010 000 0022 0000 (KNOWN AS GREENHEATH PLANNED UNIT DEVELOPMENT (PUD), 98.35 ACRES OFF BRICKYARD POINT ROAD AND FIDDLER DRIVE) FROM PUD TO LADY'S ISLAND COMMUNITY PRESERVATION (LICP) DISTRICT.

Adopted this _____ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

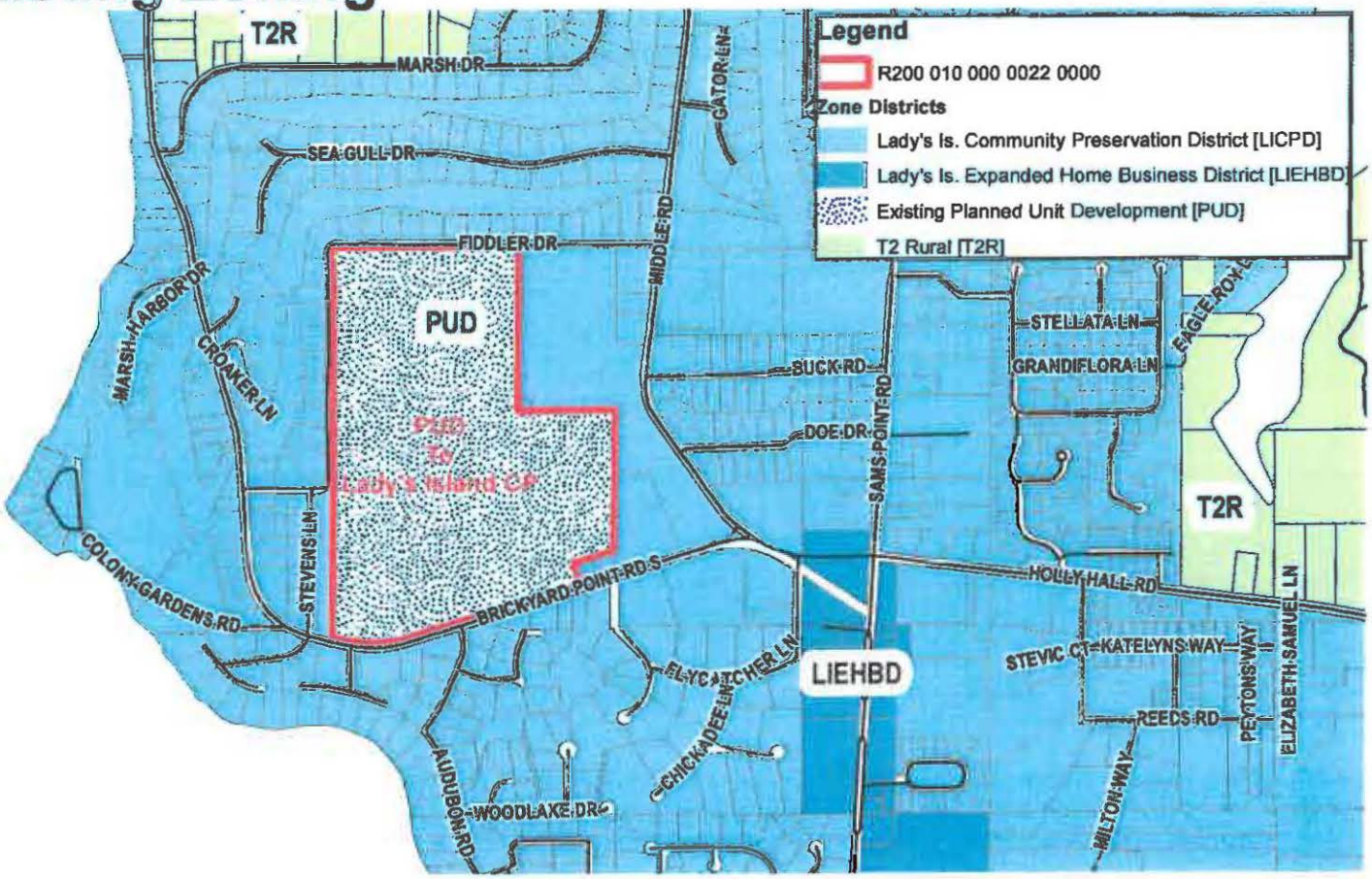
_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

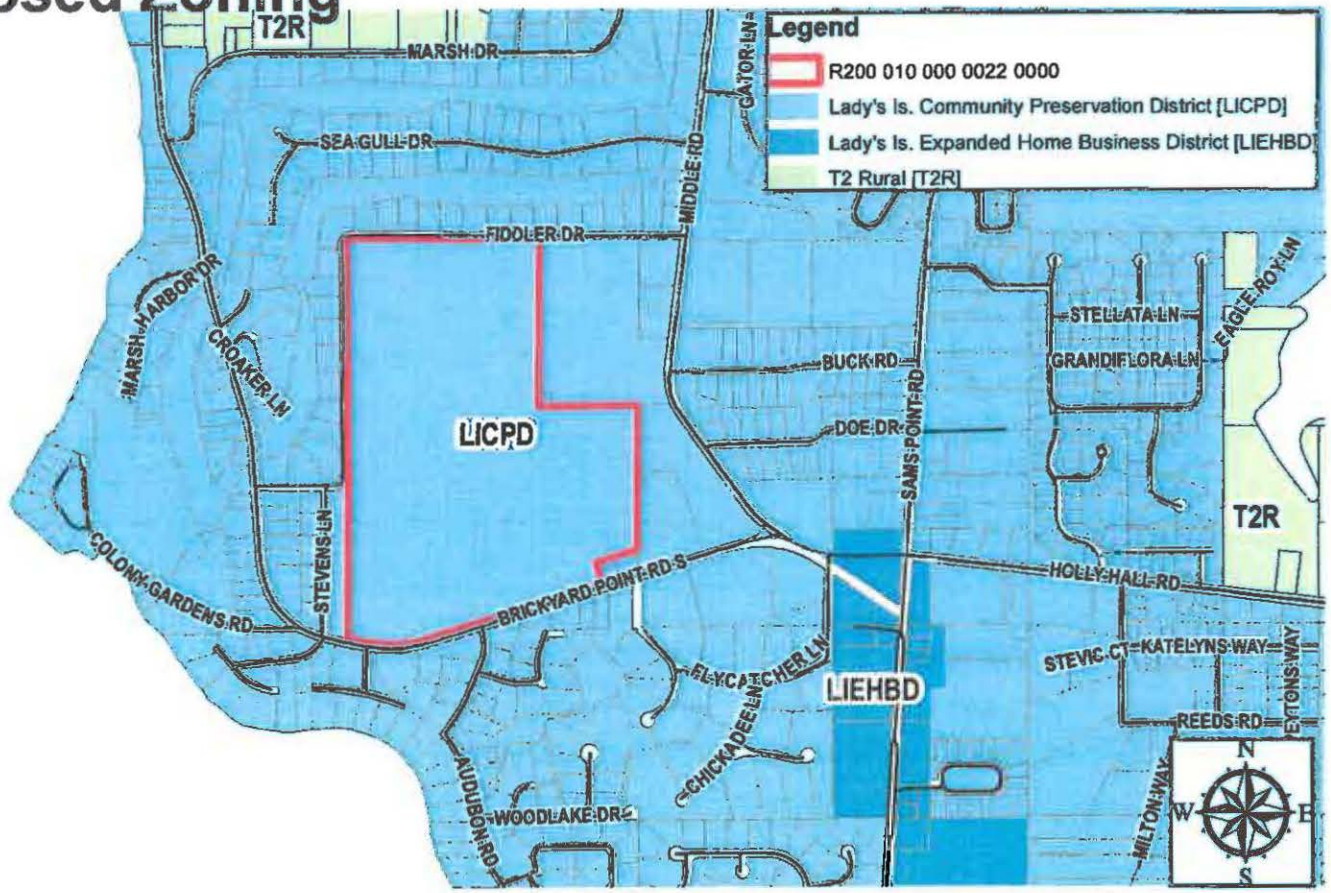
_____
Suzanne M. Rainey, Clerk to Council

First Reading:
Second Reading:
Public Hearing:
Third and Final Reading:

Existing Zoning



Proposed Zoning



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT

106 Industrial Village Road
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Recommendation for Contract Award to "Farber Specialty Vehicles" for a Super Duty Bookmobile for Beaufort County's Library Services

DATE: June 27, 2016

BACKGROUND: The Purchasing Department received a request from the Library Department to purchase one super heavy duty bookmobile from Farber Specialty Vehicles. This purchase request will use the U.S. Communities Government Purchasing Alliance Cooperative Contract, a National Cooperative contract used by state and local governments which guarantees the best possible pricing. The Library Department, recommends the purchase of the 2016 Farber Super Duty Bookmobile vehicle due to their overall performance and reliability. Farber Specialty Vehicles are nationally known for their quality customer service.

This vehicle will greatly enhance the Library's ability to expand library services countywide to residents who live in remote communities and cannot easily access a library branch. This vehicle will hold approximately 2,500 books, is wheelchair accessible, includes the latest backup camera and sonar safety equipment, provides four public computer access points and will use the latest WIFI hardware to be live on the library's online network at all stops.

The Farber Specialty Vehicle Contract will provide one 2016 Super Heavy Duty Bookmobile with specifications and add-ons as listed in the attached quote. The Super Duty Bookmobile will be delivered to the County as soon as production and delivery can be scheduled.

VENDOR INFORMATION:		**COST:**
Farber Specialty Vehicles	7052 Americana Parkway Columbus, Ohio 43068	$143,845.00

FUNDING: Library Impact Fees:

Unincorporated Port Royal Benefit District (Burton), $50,000, Account #26030011-54000
Bluffton/Okatie Benefit District, $50,000, Account #26020011-54000
Hilton Head/Daufuskie Benefit District, $11,687.30, Account#26000011-54000
Lady's Island/St. Helena Benefit District, $20,000, Account#26040011-54000
Sheldon/Lobeco/Yemassee Benefit District, $12,157.70, Account#26060011-54000

FOR ACTION: Community Services Committee meeting occurring June 27, 2016.

RECOMMENDATION: The Community Services Committee approve and recommend to County Council the contract award to purchase the vehicle from the aforementioned vendor for a total cost of $143,845.00.

cc: Gary Kubic, County Administrator
Joshua Gruber, Deputy County Administrator/Special Counsel
Alicia Holland, Assistant County Administrator, Finance
Monica Spells, Assistant County Administrator, Civic Engagement & Outreach
Ray McBride, Library Director

Att: Pricing Information

FARBER
SPECIALTY VEHICLES
Custom Coach™

June 13, 2016

Mr. Ray McBride, Director
Beaufort County Library System
311 Scott Street
Beaufort SC 29902

RE: Bookmobile Quotation

To All Interested Parties:

Thank you for this opportunity to submit our quotation on your bookmobile requirement. Our quote is for the Farber Super Duty bookmobile based on the Ford chassis. As you will note, we meet or exceed all items in your specifications.

Our quotation includes many Farber features such as:

- Wiring accessibility panels 100% of length of interior walls.
- Top grade THHN type wiring throughout.

Farber Specialty Vehicles is known throughout the country for providing top after-the-sale service. All of our employees are highly experienced in specialty vehicle production. Our in-house engineering staff, using the latest AutoCAD computer designs, can help create the most efficient use of floor plan space.

The emphasis at Farber Specialty Vehicles is on providing an innovative product with the best quality and service at a fair price. If you have any questions or need more information, please call us toll free at 800-331-3188.

If awarded your contract, Farber Specialty Vehicles would work diligently with you to create a bookmobile of great lasting value.

Sincerely,

Martin Marek

Martin Marek

7052 AMERICANA PARKWAY • REYNOLDSBURG (COLUMBUS), OHIO 43068 • (614)863-6470 • (800)331-3188
www.farberspecialty.com FAX (614)759-2098 e-mail: solutions@farberspecialty.com

FARBER
SPECIALTY VEHICLES
Custom Coach™

Company Introduction

Farber Specialty Vehicles' 60,000 square foot manufacturing and assembly plant is located next to I-70 in Columbus, Ohio, just ten minutes from the Columbus International Airport.

A talented workforce with an extremely high retention rate has been the cornerstone of Farber Specialty Vehicles' success. Our team leaders oversee a staff of more than 120 skilled craftsmen and have been in the industry from ten to thirty years.

Our electrical and mechanical engineering staff is dedicated to custom designing bodies and interior floor plans with AutoCAD and Solid Works computer design systems.

Production includes custom-built mobile units for police, medical, veterinary, Homeland Security, communications, education, and business interests both nationally and internationally.

Warranty information and assistance are provided for all components to assure your purchase works to the fullest capacity throughout the life of the vehicle. Delivery and training are provided by experienced technicians.

In 2002, Farber purchased the assets of Custom Coach Corporation, a well-known manufacturer of executive and entertainer transportation since 1955. Together, our commitment to quality and innovation has proven itself in each vehicle we build and every customer we keep.

7052 Americana Parkway Reynoldsburg (Columbus), Ohio 43068
Phone: (614) 863-6470 Toll Free: (800) 852-5979 Fax: (614) 759-2098
website: www.farberspecialty.com e-mail: solutions@farberspecialty.com

Family owned and operated since 1920

FARBER
SPECIALTY VEHICLES
Custom Coach

Quality Assurance Plan

Farber Specialty Vehicles has delivered vehicles to thousands of happy customers throughout our history. Our Quality Control inspection is rigorous and time consuming, but necessary. There is a great deal of pride and workmanship put towards every vehicle that leaves our facility.

- ☐ Upon arrival, every vehicle is put through a road test to find any problems that might have come from the manufacturer. Drivability, Control Functionality, and Cosmetic Inspection are all completed in our road test. Problems are immediately addressed and taken care of after inspection.

- ☐ Throughout the build FSV has project managers constantly in and out of every vehicle. It is their job to address any issues that arise throughout the build.

- ☐ After the build is complete, FSV performs a final road test. The reason for this test is to see how the vehicle handles under load. A passenger in this final road test provides a "Punch List" of things that need repaired and secured to provide a quiet and safe ride for the customer.

- ☐ Preceding the final road test is our final quality test. Our Quality Control Manager inspects and tests every component of the vehicle. This is a very detailed and time-consuming process. After this is complete, another "Punch List" is established and everything listed is fixed and again tested.

- ☐ After completion of the final quality test, a water test is performed. FSV understands the importance of sealed components, and takes no shortcuts to testing them.

- ☐ Farber Specialty Vehicles will weigh the unit before, during, and after the build to ensure the vehicle is under the Gross Vehicle Weight Rating.

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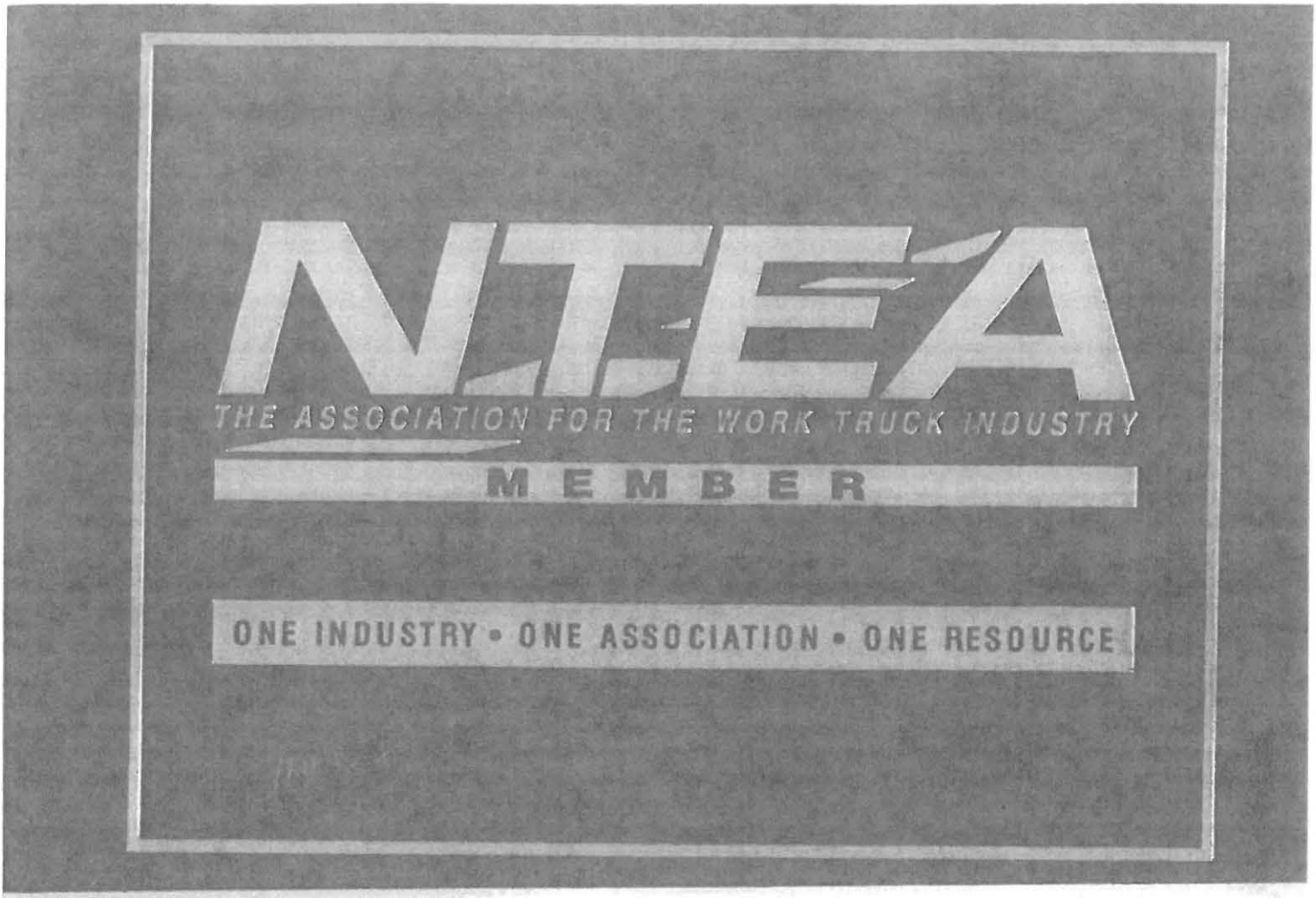
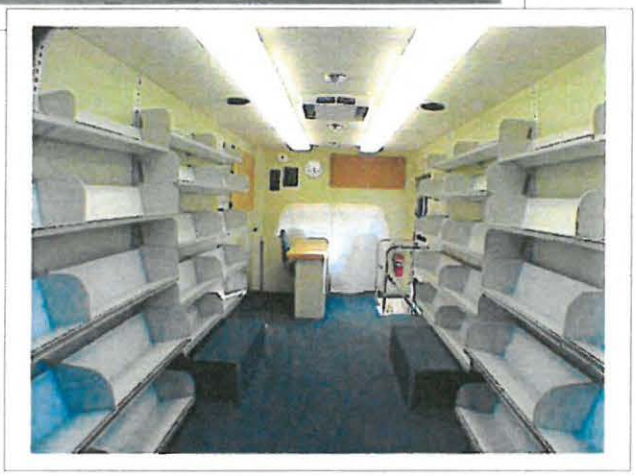
ww.farberspecialty.com FAX (614)759-2098 e-mail: solutions@farberspecialty.com



Certificate of Membership from the National Truck Equipment Association

FARBER SPECIALTY VEHICLES

THE SUPER DUTY BOOKMOBILE



FARBER
SPECIALTY VEHICLES, INC.

Custom Coach™

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614-863-6470 • Fax: 614-759-2098
E-mail: solutions@farberspecialty.com
www.farberspecialty.com

1-800-331-3188

Family owned and operated since 1920

FARBER SPECIALTY VEHICLES

THE SUPER DUTY BOOKMOBILE

SELECTED PRODUCT FEATURES

FOURTEEN TO SEVENTEEN FEET INTERIOR

EXTERIOR LENGTHS

From 23 to 26 foot lengths

ALUMINUM BODY, STEPWELLS, AND COMPARTMENTS

All aluminum construction is durable and long lasting.
Will never rust.

HIGH HEADROOM

Greater 82 inch ceiling height provides a more open spacious feeling and allows room for an extra seventh book shelf in each section.

DRIVER'S ENTRANCE DOOR

For easy access and safety. Also a curb side door in cab for second staff member.

DRIVER AND PASSENGER AIR BAGS

Driver and passenger air bags standard for safety.

LARGE STORAGE CAPACITY

Extra large storage capacity for return books, supplies, or additional volumes.

STACK WINDOWS

Offers extra natural light for a more spacious feeling. Optional.

WIRING TYPE

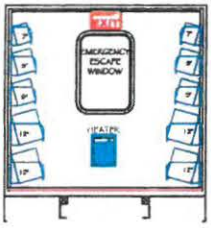
Our standard color and numbered wire is made specifically for automotive applications.

WIRING ACCESSIBILITY

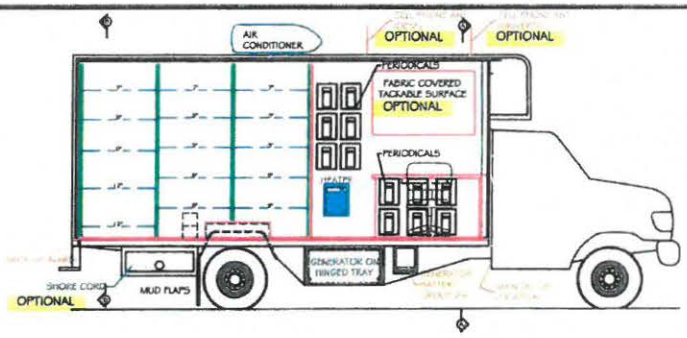
All 120 volt and 12 volt wiring is placed around the ceiling perimeter in two raceways with easily removable access panels. Wiring is run through non-metallic conduit to the wall outlets and devices.

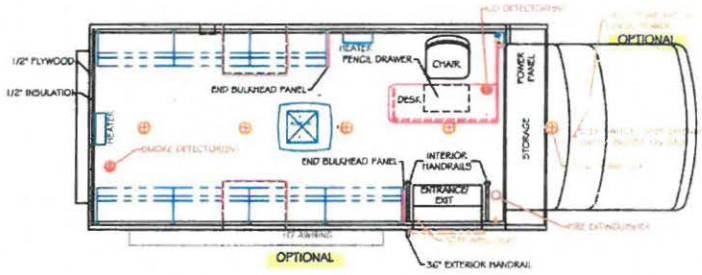
MAGNETIC HYDRAULIC CIRCUIT BREAKERS

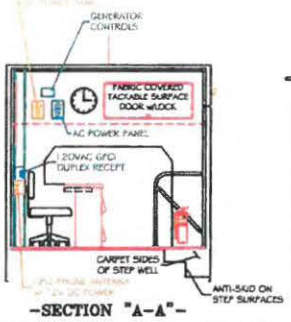
U.L. Listed and designed for mobile applications, these circuit breakers are made to take years of punishment. They are screwed in place, unlike the commonly used residential slide-in type. This means less maintenance and fewer electrical problems. Our standard color and numbered wire is made specifically for automotive use.



-SECTION "B-B"-







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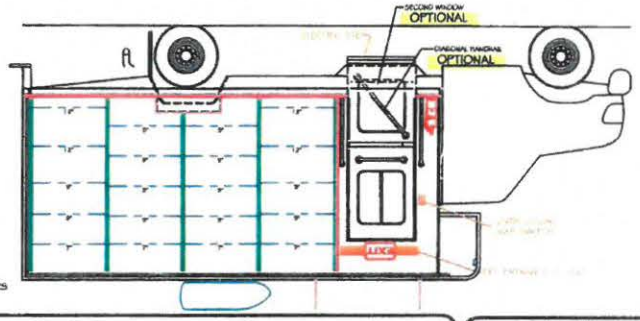


FARBER SPECIALTY VEHICLES	7052 AMERICANA PARKWAY COLUMBUS, OHIO 43068 U.S.A.	SUPER DUTY BOOKMOBILE 24' SINGLE DOOR SAMPLE FLOORPLAN

DATE: 02/28/02	SCALE: N
JOB: SUPREME	SHEET: 1 OF X
DRAWN BY: P.E.	JOB #00000

EXHIBIT "A"

FARBER SPECIALTY VEHICLES
SUPER DUTY BOOKMOBILE
SPECIFICATIONS

☒ DENOTES OPTIONAL FEATURES INCLUDED IN QUOTATION

I. BASIC SPECIFICATIONS AND DIMENSIONS

1. Overall Length, maximum	26 ft.
2. Exterior width, maximum	96 in.
3. Height including roof mounted air conditioners, maximum	11 ft. 6 in.
4. Wheelbase, maximum	157 in. - 178 in.
5. G.V.W.R., minimum	14,500 lbs.
6. Interior load space (distance between back of drivers seat and rear wall minimum)	☐ 14 feet, ☐ 15 feet, ☐ 16 feet ☒ 17feet
7. Interior width minimum	87 in.
8. Headroom minimum	82 in.
9. Volume capacity, minimum	2,500-3,000 @ 40 books/36" shelf

II. CHASSIS SPECIFICATIONS

1. CHASSIS TYPE	HD Cutaway, front engine, Ford or equal
2. AIR CLEANER	Dry type
3. AIR CONDITIONER	Provided in cab area. Operates when vehicle motor is running. Shall have multi-speed fans and temperature control.
4. ALTERNATOR	12 V, 115 amp HD alternator
5. AXLE, FRONT	4,600 lbs. Minimum capacity, twin I-beam
6. AXLE, REAR	9,450 lbs. Minimum capacity
7. BATTERY	12 V maintenance free, 650 amp
8. BRAKES	Disc, power hydraulic, self adjusting. Four wheel anti-lock braking system. Provide emergency brake.

9. CONTROLS	All the following shall be provided: foot operated throttle, brake pedal; parking brake lever with warning light; transmission selector; dimmer switch;self-canceling directional signals; hazard signal switch; headlamp switch; rheostat-controlled lighting; key-type starter switch.
10. COOLING	Heavy duty, minimum 25 qt. capacity. Fan shall be minimum 22 in. diameter with six blades. Fan clutch shall be provided.
11. DRIVE LINE	Drive line guard shall be provided.
12. ENGINE	Gasoline minimum 6.8L EFI, V-10, electronic fuel injection, 305 net horsepower at 4,250 RPM. ☐ Engine block heater shall be provided.
13. ENGINE HOOD	One piece hood which opens for exterior access to engine oil and transmission oil check.
14. EXHAUST SYSTEMS	Single, aluminized steel with heavy duty in-line muffler.
15. FRAME	Single channel, 7 in. section height, 39,000 PSI.
16. FUEL TANK	Minimum 37 gallons capacity. Provide locking fuel access door.
17. HEATER AND DEFROSTER (CAB)	High output hot water type.
18. HORNS	Dual electric.
19. INSTRUMENTS	Speedometer, odometer and high beam indicator. Voltmeter, fuel gauge, oil pressure gauge and water temperature gauge. Brake warning light and buzzer, parking brake applied light, low coolant warning light.
20. OIL FILTER	Full flow disposable.
21. POWER STEERING	Saginaw or equal integral power. ☒ Tilt steering and speed control.

22. RADIO	Electronically tuned AM radio with digital clock. ☐ AM/FM radio with seek/scan ☒ AM/FM radio/cd with seek/scan ☒ Two (2) speakers in patron area.
23. SHOCKS	Front and rear heavy duty.
24. SUSPENSION FRONT	Minimum 5,000 lbs., coil type. 8" HD gas type shock absorbers.
25. SUSPENSION REAR	Minimum 11,800 lbs., semi-elliptic multi-leaf. 1.38" HD gas type shock absorbers.
26. TIRES	800 R/19.5E tubeless (6) ☐ Spare tire shall be provided.
27. TRANSMISSION	Electronic 4-speed automatic w/overdrive and brake interlock.
28. WHEELS	16.0 x 6k (DRW) steel dual rear wheels ☐ Polished stainless wheel covers provided. ☐ Spare wheel shall be provided.
29. WINDSHIELD	One-piece windshield safety plate. Windshield shall be tinted.
30. WIPERS	Dual 2-speed electric, with washer and intermittent feature.

III. BODY SPECIFICATIONS

1. BODY CONSTRUCTION	Aluminum box or 3 in. I-beam steel body & floor supports bolted to main chassis frame rails. Perimeter "T" rail solidly and permanently attached to floor frame and exterior aluminum sidewall. Full aluminum frame throughout with "I" and "C" shaped extrusions solid "buck" riveted at each joint. If dissimilar materials are involved, proper attention shall be paid to isolation materials procedures.
2. BUMPERS	Front and rear constructed of heavy gauge steel with wrap around ends.

3. DOORS

One sedan-type 28 in. x 80 in. Hinge shall be stainless steel piano hinge. Patron door shall pull open from the outside, push open from the inside and shall have panic hardware on the interior of door. Patron door shall also have dead bolt, Yale or equal, keyed on the outside, and a twist lock on inside; door closer; door hold-back, and bumpers. Window shall be tinted safety glass and be split sash design with removable screen.

☒ A second window located in lower half of patron door shall be provided.

☒ A wheelchair lift door shall be provided. The body structure shall be reinforced at the door opening. Wheelchair lift door must meet ADA. Also includes exterior lighting.

☐ A rear loading door shall be provided.

4. FLOOR

.040 in. aluminum or fiberglass floor plan to seal bottom side of heavy duty box floor frame. (see Body Construction)

1-1/8" laminated hardwood floor screwed to interior surface of the floor frame. In addition, add 1/4" Luaun plywood to hide seams.

5. HANDRAILS

An exterior vertical handrail at patron door opening. This handrail shall be a minimum of 24 in. long and be of stainless steel, minimum 1.25 in. diameter, solidly mounted with three bolts and locknuts at top and bottom.

Hand rails at both sides of each stepwell. To be of stainless steel, minimum 1.25 in. diameter, with radius corners, solidly mounted.

A horizontal hand rail mounted on the interior of each patron door mounted below upper window. To be stainless steel, solidly mounted.

A patron assist handle mounted on the interior of each patron door at angle of approx. 45 degrees. To be of stainless steel, minimum 1.25 in. diameter, solidly mounted.

6. INSULATION

For standard insulation, see applicable sections.

7. LIGHTS	12V basic body: interior dome, stepwell, exterior clearance, stop and tail, back-up, cluster front and rear, side markers, directionals, emergency flashers, parking lights, halogen headlamps.
8. MIRRORS	Two deluxe exterior west coast type on adjustable brackets. ☒ Remote control and heated features.
9. MUD FLAPS	Minimum 24 in. x minimum 30 in. rear.
10. PAINTING & LETTERING	One solid non-metallic color. Graphics and lettering described on separate sheet in bid.
11. REFLECTORS	All necessary, side, front and rear.
12. ROOF	Heavy duty "I" beam extruded aluminum roof supports. Beams to be minimum 1/8" thick, minimum 1-1/2" high with minimum 2" flanges top and bottom. "I" beams doubled at roof air conditioner. (minimum design) One piece .040 aluminum which overlaps a continuous roof rail, sealed, capped and solid buck riveted. Minimum 1-1/2" fiberglass batt insulation attached to roof skin with no-slip mastic and 1" of polystyrene insulation attached to the interior side of the ceiling "I" beam system.
13. RUB RAILS	A die-formed aluminum rub rail shall be fastened to the body, along the bottom of the skirt on each side.
14. SEALS	Body panels to be assembled with epoxy and silicone sealants; windows to be set in rubber; doors to have rubber seals.
15. SIDEWALL	Exterior to be .125 in. commercial aluminum sheeting placed horizontally and riveted to aluminum studs & rails with solid "buck" aircraft type rivets. Aluminum wall studs placed 36" on center and solid "buck" riveted to skin. 2-1/2" polystyrene insulation sheeting attached to interior surface of wall frame.

16. STEPS	Step assembly shall be manually operated. Warning device either visual and/or audible must be provided to alert the driver that steps are down. Steps shall be at least as wide as door opening, have minimum 11 inch treads and evenly spaced risers. The first step shall not be further than 10 inches from ground. ☐ Kwikee Model 3400 power remote controlled fold-away steps with dash-mounted control switch, "step down" indicator light mounted on dash. 12 volt light in each stepwell to illuminate step area.
17. STEPWELLS	☒ A two step stepwell with minimum of 10 inch tread and maximum 9 inch risers shall be furnished. Each step shall incorporate a heavy-duty slip-resistant commercial rubber step tread reinforced with an aluminum back. The front edge of each tread shall incorporate a 2 in. white edge. The treads shall be securely fastened and silicone sealed at the edges. ☐ Kwikee Model 3600 power remote controlled fold-away steps with dash-mounted control switch, "step down" indicator light mounted on dash. 12 volt light under each stepwell to illuminate step area.
18. STORAGE	Interior compartment: Door and lock above windshield with corkboard covering. Exterior compartment: For shoreline, etc. - includes hinged door with latch and key lock. ☐ Other sizes available on request; subject to spaceavailability.
19. SUN VISORS	Driver and passenger. Commercial type.
20. UNDERCOATING & RUSTPROOFING	Body floor, skirt and wheelhousing are to be undercoated after assembly.
21. VENTILATION	Fresh air through chassis heater system.
22. WHEELHOUSINGS	.125 (1/8 in.) welded aluminum wheelhousings Shall be properly sealed and insulated.
23. WINDOWS	Windows in doors as specified previously. All windows are to be tinted.

☐ Jalousie window (s) (approx. 15"H x 30"L) shall be provided on each side, between stacks, number to be specified by customer.
☐ Rear emergency opening window shall be provided.
☐ Fixed rear window shall be provided.

IV. UPFITTING SPECIFICATIONS

1. AIR CONDITIONING

One 13,500 BTU roof-mounted air conditioner.
☒ One 15,000 BTU roof-mounted air conditioner.
☐ An additional roof mounted air conditioner of same size shall be provided.
☒ A 5,600 BTU Heat strip shall be provided for each roof mounted air conditioner.

2. CEILING

Commercial textured fiberglass interior ceiling panels for ease of maintenance and wash-ability. To be Kemlite or Sequential brand .090 thickness FRP board or equal; white in color, and must meet ASTME-84 rating.
☐ ½" plywood covered with commercial grade olefin polypropylene sound absorbing headliner which meets or exceeds all applicable flame and smoke emission ratings.

3. DESKS

One (1) 3/4 in. birch veneer plywood. Top to be 3/4 in. plywood and top quality commercial laminate. Include drawer pencil, with marine latch.
☒ Side file drawer and storage drawer with marine latches.
☐ Additional desk (s) shall be provided as described.

4. ELECTRICAL

All wiring shall be installed by licensed bonded electricians. All wiring shall meet or exceed N.E.C. or applicable FMVSS standards.

INTERIOR WIRING 12 VOLT
Wiring shall be THHN stranded, bundled, and color coded. There shall be removable wiring access panel (s) paralleling all horizontal wiring route (s). All circuits are to be controlled by UL listed magnetic/hydraulic circuit breakers.
Each circuit shall be independently protected. Circuit breakers shall be centralized in a system panel with amber LED's to visually indicate status of each line. All vertical runs to be protected in nonmetalic tubing.

☒ Converter/battery charger shall be provided.
☐ Trip-lite UPS/SPS system shall be provided.

INTERIOR WIRING 120/240 VOLT
Interior wiring shall be 120/240 volt and sufficient to supply all electrical services and HVAC requirements. Wiring shall be THHN stranded, bundled, color coded, and numbered. There shall be removable wiring access panel (s) paralleling all horizontal wiring route (s). All circuits are to be controlled by UL listed magnetic/hydraulic circuit breakers. Each circuit shall be independently protected. Circuit breakers shall be centralized in a system panel with red LED's to visually indicate status of each line. All vertical runs to be protected in ENT-U.L. electrical nonmetallic tubing.
☒ 220-volt shoreline, 25 ft. installed in storage compartment with access door, latch and key lock. Transfer switch located with generator controls shall be provided. Shoreline includes Marinco 6365 end.
☐ Longer shoreline extension - total of 50 ft., 75 ft., or 100 ft. or shoreline shall be provided.

5. FLOOR COVERING

☐ Commercial Grade Carpet installed in one piece with no seams. Five-year wear-dated minimum.
☒ Commercial vinyl floor covering shall be provided

6. GENERATOR

All generators must include a critical silencer or equal. Residential silencer unacceptable. 7.0 KW Onan gas generator. Generator installation must meet specifications as established by generator manufacturer.
☐ 10KW Kohler gasoline generator
☐ 10KW Onan gasoline generator
☐ 7.5KW Onan Quiet model gasoline generator
☐ 10KW Onan Quiet model gasoline generator
☐ Separate battery for generator, group 24 marine grade.
☒ Separate battery for generator, gel cell type true maintenance free deep cycle.
☒ Jump switch between generator battery and chassis batteries shall also be provided.

7. GENERATOR COMPARTMENT

Compartment to have non-combustible foam insulation, hinged door with latch, and a key lock.

8. HARDWARE	All necessary door locks, hand rails, door closers, hold backs, and hinges will be furnished to provide smooth, efficient operation.
9. HEAT	Forced air 240 volt electric heaters, size of furnace determined by climate, interior length, and space available. (Heat choice may affect generator selection). ☐ 110 volt desk warmer provided at each desk location.
10. INTERIOR FINISH	Interior to be custom designed to purchaser's requirements including desks, closets, storage, bulletin boards, oversize and adjustable shelving. Magazine racks and any other special needs, such as computers, cellular phones, book drops, etc. specified with bid. ☒ As specified by the library, certain exposed interior surfaces (for example, cabinet doors, and solid desk fronts and wall space which have no shelving) will be covered with tackable surfaces.
11. LIGHTING	Two rows of 110 volt double-tube fluorescent fixtures, low profile type, must be properly anchored into the roof structure. Translucent covers must be anchored to light fixtures. Lighting must exceed library minimum stack rating. Provide 12 volt stepwell and LED dome lights. Ceiling must be reinforced ateach light location. Provide minimum of four dome lights. * Fluorescent 12-volt exterior light 36 in. one shall be provided at each patron door. One12 volt dome light shall be provided in cab area. ☐ 12V fluorescent dome lights recessed in ceiling in lieu of incandescent type. ☐ 12V fluorescent lights shall be provided each side sufficient to illuminate graphics and lettering. *(Total varies with length of vehicle.)
12. OTHER	Clock and back-up alarm shall be provided. ☐ Computer conduit between each desk.
13. PANELING	Smooth Kemlite.
14. RADIO	☒ Public address system shall be provided.

15. SAFETY EQUIPMENT	5 lb. A.B.C. Fire Extinguisher, 9V and 120V smoke detectors mounted on ceiling. ☒ Backup camera and monitor. ☒ Backup sonar. ☐ Additional fire extinguisher provided. ☐ Triangle reflector set shall be provided.
16. SEATING	Driver's and passenger seats shall be high back, deluxe type seats. Seats must meet FMVSS302 flammability standards.
17. SHELVING	Shelving shall be aluminum, Acore brand interchangeable, and adjustable. Shelves on side of vehicle shall slope 15 degrees and shelves on back wall or above work desks shall slope 20 degrees.
18. WHEELCHAIR	☒ Commercial lift, fully automatic, with backup system, dual handrails, and safety belt. Ricon model S5008 or equal. Wheelchair lift and lift door must meet ADA. Also includes exterior lighting.

V. MISCELLANEOUS

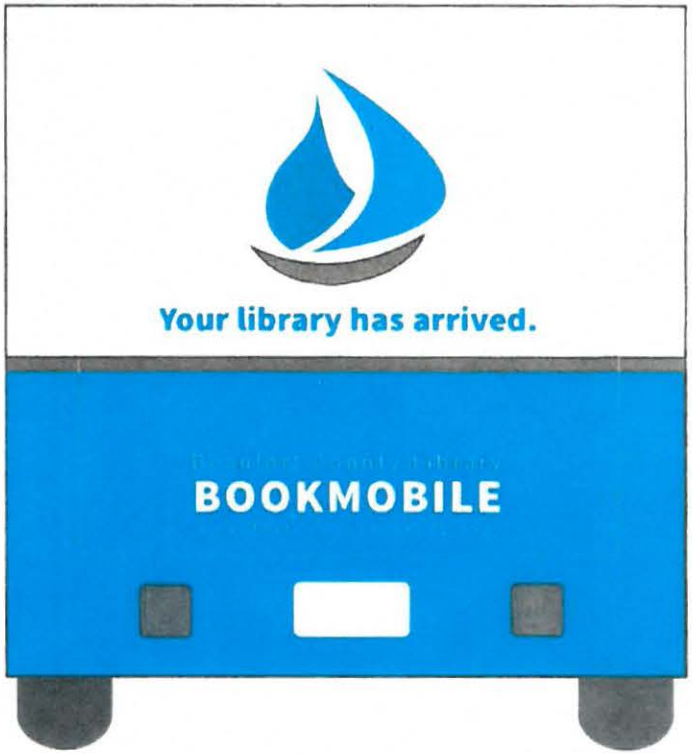
Additional requirements and items to be provided.

1. DELIVERY	☒ To be made by vendor driver who will make any minor adjustments to the vehicle as well as explain complete operation of vehicle.
2. WARRANTY CHASSIS	36 months/36,000 miles limited warranty.
3. BODY	12 months/12,000 miles limited warranty.
4. ENGINE	Gasoline - 36 months/36,000 miles limited warranty as specified by manufacturer.
5. TRANSMISSION	36 months/36,000 miles limited warranty as specified by manufacturer.
6. UPFITTING AND CONVERSION	One (1) year/12,000 miles.
7. GENERATORS	As specified by manufacturer.
8. AIR CONDITIONING	One (1) year as specified by the manufacturer. All other components as specified by the manufacturer. Include copies of all manufacturers written warranty policies.

ADDITIONAL FEATURES INCLUDED IN QUOTATION

1. ELECTRIC AWNING.
2. EXTERIOR BOOKRACK WITH THREE SHELVES.
3. FOUR PULL OUT SHELVES FOR MOUNTING IPAD PRO'S.
4. EXTERIOR GRAPHICS ALLOWANCE OF $6,000.00.

Beaufort County Library
BOOKMOBILE
Your library has arrived.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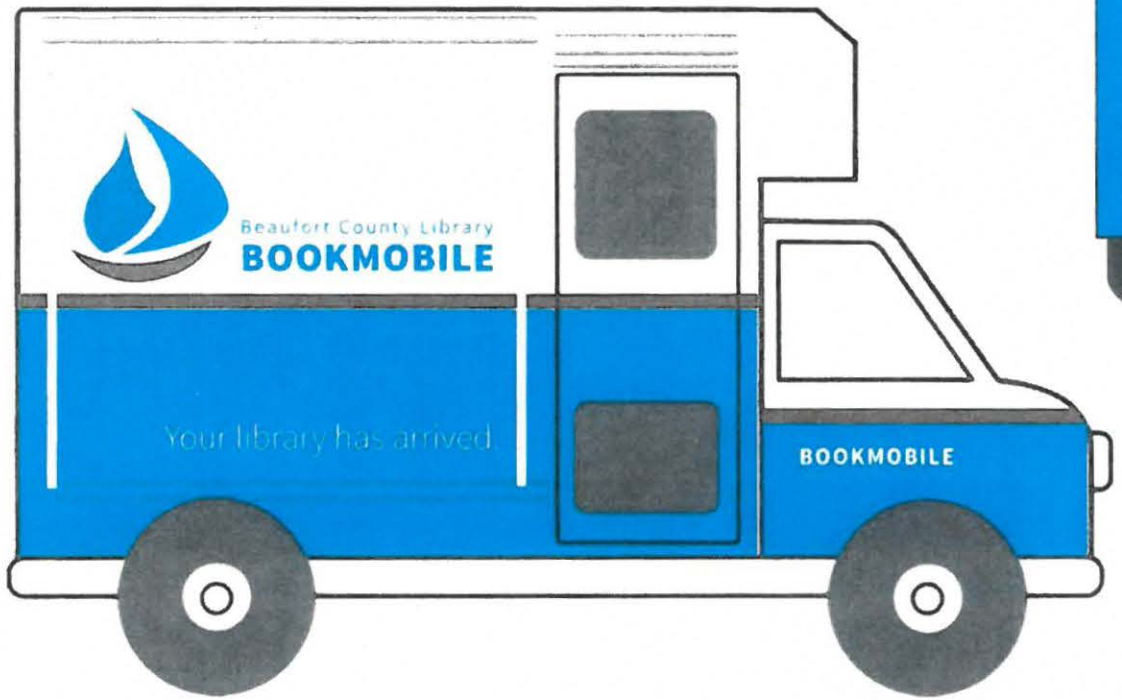

Beaufort County Library
BOOKMOBILE
Your library has arrived
BOOKMOBILE

QUOTATION

Number 550
Date June 13, 2016

FARBER SPECIALTY VEHICLES
7052 AMERICANA PARKWAY
COLUMBUS, OHIO 43068
PHONE: 1-800-331-3188
Fax: 1-614-759-2098

To:
Beaufort County Library System
311 Scott Street
Beaufort SC 29902

Ship to:

CONTACT	DELIVERY	SHIPPED VIA	F.O.B.	TERMS
Martin Marek	Farber		Beaufort SC	Customer Preference

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
1	2016 Farber Super Duty Bookmobile Per Specifications		$143,545.00
	Marked Exhibit "A"		
	US Communities Contract #128867		
		TAX	$300.00
		TOTAL DUE	$143,845.00

Martin Marek /ly

Martin Marek

6-21-16

Date

COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road, Bldg 2
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William L. McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Contract Award to Stryker, a Sole Source Vendor for Eleven (11) Power Stretchers and Accessories for Beaufort County's Emergency Medical Service (EMS)

DATE: June 27, 2016

BACKGROUND: The Purchasing Department received a request from the EMS Director to purchase eleven power stretchers (11), accessories and warranty to be used by the EMS Department. These power stretchers are designed to lift and load patients up to 700 pounds with a push of a button, reducing the risk of injury to the EMT's and paramedic's. These eleven (11) stretchers will allow for the replacement of out-dated equipment; eleven (11) out-dated stretchers will be traded-in. The new stretchers will be placed on all front-line ambulances within the County.

SOLE SOURCE VENDOR INFORMATION	**TOTAL**
Stryker, Chicago, IL	$499,930.31

Note: One other company, Ferno, offered a price quote of $736,846.00 for a different model, not including taxes. Their equipment did not meet our requirements.

FUNDING: 10001230-54200, FY 2017, EMS, Specialized Capital Equipment

FOR ACTION: Community Services Committee meeting occurring June 27, 2016.

RECOMMENDATION: The Purchasing Department recommends that the Community Services Committee approve and recommend to County Council the contract award of $499,930.31 to purchase eleven (11) power stretchers from Stryker in support of EMS operations.

cc:
Gary Kubic, County Administrator
Joshua Gruber, Deputy County Administrator
Alicia Holland, Assistant County Administrator, Finance
Phil Foot, Assistant County Administrator, Public Safety
Donna Ownby, Director, EMS

Att: Price Quote Information and Sole Source Letter

stryker®

Comprehensive Quotation

Sales Account Manager
JEREMY BLACK
jeremy.black@stryker.com
1-800-327-0770
Fax: 803-753-9833

Remit to:
P.O. Box 93308
Chicago, IL 60673-3308

End User Shipping Address
1076779
BEAUFORT COUNTY EMS
2727 DEPOT ROAD
PO BOX 1228
BEAUFORT, SC 29901

Shipping Address
1076779
BEAUFORT COUNTY EMS
2727 DEPOT ROAD
PO BOX 1228
BEAUFORT, SC 29901

Billing Address
1076779
BEAUFORT COUNTY EMS
2727 DEPOT ROAD
PO BOX 1228
BEAUFORT, SC 29901

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	4885927	6/20/2016	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1	**11**	**Power-PRO XT**	**6506000000**	**$15,946.31**	**$175,409.41**	
		Options				
	11	Power-PRO XT	6506000000	$12,996.45	$142,960.95	
	11	XPS Option	6506040000	$1,627.29	$17,900.19	
	11	Power-LOAD Compatible Option	6506127000	$1,377.81	$15,155.91	
	11	3 Stage IV Pole PR Option	6500315000	$279.45	$3,073.95	
	11	Fowler O2 Bottle Holder	6500241000	$211.41	$2,325.51	
	11	Head End Storage Flat	6500128000	$111.78	$1,229.58	
	11	Equipment Hook	6500147000	$42.12	$463.32	
	11	Dual Wheel Lock	6086602010			
	11	PR Cot Retaining Post	6085033000			
	11	Power Pro Standard Components	6506026000			
	11	No Runner/HE O2	54200994			
	11	Trendelenburg	6085031000			
	11	No HE Section O2 Bottle	6506036000			
	11	English Manual	6506600000			
	11	SMRT Charger Mounting Bracket	6500034000			
	11	SMRT Automotive 12V Cable	6500035000			
	11	120V AC SMRT Charging Kit	6500028000			
	11	Long Hook	6060036018			
	11	XPS Knee Gatch Bolster Matrss	6500003130			
	11	No Steer Lock Option	6506037000			
	11	3 YR X-Frame Powertrain Wrnty	7777881669			

	11	2 Yr Bumper to Bumper Warranty	7777881670		
	11	DOM SHIP (NOT HI, AK, PR, GM)	54030000		
	11	G-RATED RESTRAINT PACKAGE	6500002030		
	11	STANDARD FOWLER	6506012003		
	11	Trade-Up Promo for manual cot		($700)	($7,700.00)
2	**10**	**PowerLOAD**	**6390000000**	**$20,993.58**	**$209,935.80**
		Options			
	10	PowerLOAD	6390000000	$20,993.58	$209,935.80
	10	Standard Comp 6390 Power Load	6390026000		
	10	English Manual	6390600000		
	10	1 year parts, labor & travel	7777881660		
	10	UNIVERSAL FLOORPLATE OPTION	6390028000		
	10	English Option, Manual	6390020000		
4	11	Protect+ Power Cot - 7Year	77110001	$4,049.19	$44,541.09
5	10	Protect Power-LOAD- 7year	77506001	$4,692.33	$46,923.30

Note:
Pricing includes everything except installation of Power-LOAD units into ambulances.

Product Total	$476,809.60
Freight	$0.00
Tax	$23,120.71
Total Incl Tax & Freight	**$499,930.31**

Signature: _____ Title/Position: _____ Date: _____

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over $2,500 that is not exempt.

(a)A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.
(b)Sole source procurement of a used item from the open market may only be considered, provided that:
(1) The using agency recommends purchase; (2) condition of the item is verified by appropriate County official; and (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.
Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies
Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.
Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: Emergency Medical Service Requested Account Code: 10001230-54200

Description of Requested Services
Stryker Power Pro Stretchers, Power Load Systems for EMS Ambulances and Warranty

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

See attached quote

Cost of Requested Services: $516,166.13

Requested Vendor Name: Stryker

Requested Vendor Address: PO Box 93308 Chicago, IL 60673-3308

Requested Vendor Phone Number: 843-412-0529 Requested Vendor Email Address:

Type of Service Requested (Please check one) Construction ☐ Services ☐ Supply/Good ☒

Please attach any documentation provided by the vendor that provides back up for the claims in this document.

Non-Competitive Purchases Form

Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.

[X] *It is not possible to obtain competition. There is only one source available for the supply, service, or construction item.*

These stretchers will be compatible with the current stretchers and stair chairs used by the EMS Department and will maintain consistency of equipment. Stryker offers a service contract that allows for the repair and discounted parts and accessories. Beaufort County EMS personnel are trained on the use of the Stryker stretcher.

[ ] *The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.*

[ ] *The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:*

- [ ] *Standardization*
- [ ] *Warranty*
- [ ] *Other, if selected please specify below.*

_____

[ ] *An emergency exists that threatens the functioning of County government.*

[ ] *An emergency exists that threatens the preservation or protection of County property.*

[ ] *An emergency exists that threatens the health, welfare or safety or any person within the County.*

What steps have been taken to verify that these features are not available elsewhere?

[X] Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):

Ferno Stretchers, Travis Kirkland, 800-733-3766, The Ferno stretchers does not have a loading system, and did not provide devices for field trail and overall cost.

[ ] Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):

_____

_____

Requester Name: Howell Youmans Requester Signature: _____ Date: 6/14/16

Non-Competitive Purchases Form

Department Head Name: DONNA OWENS Department Head Signature: Donna Owens Date: 6/14/16

For Purchasing Completion only:

Date Received in Purchasing Department: 06/15/2016

☑ Reviewed by Purchasing Department for completeness

Date: 06/15/2016

Reviewed by: DMZ

Verified that this is the only source: Yes ☑ No ☐

Comments: Only one other source and they do not meet our requirement and are 250K higher in cost.

Purchasing Director or His Designee Approval Signature: DMZ

Associated Purchase Orders Number: _____

Associated Contract Number: _____

Stryker Medical
3800 E. Centre Ave.
Portage, MI 49002

Service Marketing

stryker®

Medical

Sole Source Service Memo

Date: 10/01/2015
RE: Sole Source Letter

Oct 1, 2015

To Whom It May Concern:

The purpose of this letter is to confirm that Stryker Medical is the original equipment manufacturer and sole source supplier for all EMS parts and service. Stryker may in some instances, to improve service response time, subcontract to EMSAR for assistance if need be.

All parts are either manufactured at Stryker or manufactured by an outside supplier specifically for Stryker. Stryker employs its own Field Service Team to perform maintenance on our products, using only new OEM parts for each repair.

All tooling is calibrated, documented and controlled by Stryker home office in Kalamazoo MI. Calibration records and training records are available upon request.

All service repairs are documented and reviewed by our Quality Team for compliance. All repairs are tracked and trended, as well as audited by Government Agencies to ensure only the highest level of safety for our customers. PM and service history documentation is available upon request.

Please feel free to contact me with any questions.

Thank you,

Stryker ProCare Service

stryker

White Paper
synopsis

This is a summary of the third party white paper titled, "Evaluation of Medical Cot Design Considering Biomedical Impact on Emergency Response Personnel" which was a Stryker-sponsored independent study which analyzed and compared several designs of EMS cot and fastener designs. This is intended to provide an overview of the results of the study.

Results

- Study results suggest a decrease in the rating of perceived exertion by up to 35% when using a powered fastener and powered cot as compared to manual equipment throughout lifting, loading and unloading process
- Results suggest adding powered cots to the lifting process may decrease the risk of developing a low back disorder by up to 44%
- Results suggest adding powered fasteners and powered cots to the loading process may decrease the risk of developing a low back disorder by up to 62%
- Use of a powered cot may decrease compression forces by approximately 50% and shear forces by approximately 46% as compared with a manual cot
- Adding a powered fastener system may decrease an individual's exposure to compression forces by up to 20% with a powered cot and by up to 45% over a manual cot
- Results revealed that manual cots are statistically faster than powered units, and the use of powered fasteners increases the completion time[1].

Definitions included in white paper

Rated Perceived Exertion: (RPE) Scale: is used to measure the intensity of exercise. The (RPE) Scale runs from 6-20 and is a combination of qualitative and quantitative evalution[2].

Lower Back Disorder: "LBDs" - Lower Back Disorders: Disabling low back troubles possibly related to work intolerance[3].

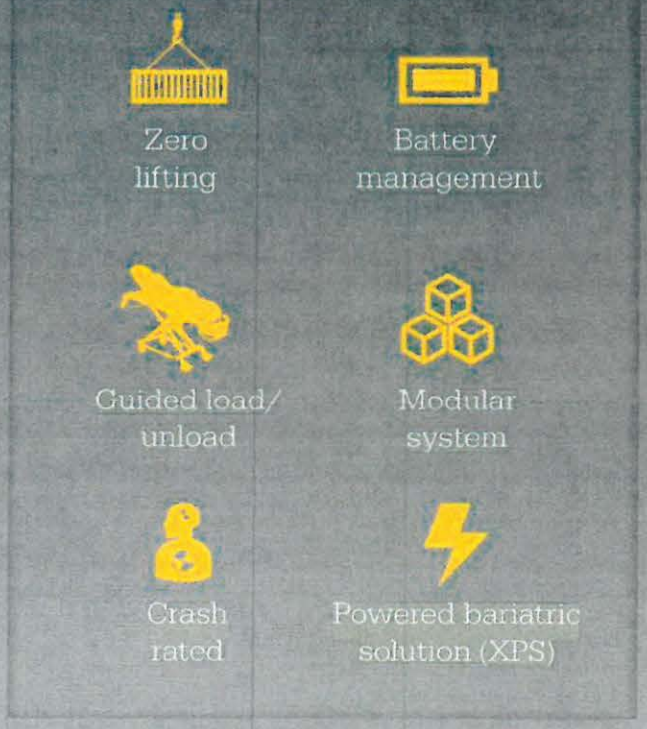
Spinal Cord Compression: An abnormal and often serious condition resulting from pressure on the spinal cord. The symptoms range from temporary numbness of an extremity to permanent tetraplegia, depending on the cause, severity, and location of the pressure. Causes include spinal fracture, vertebral dislocation, tumor, hemorrhage, and edema associated with contusion[4].

Spinal Cord Shear: Shear is defined as a force that acts parallel or tangent to a surface to create sliding of one object with respect to another[5].

Methodology

- 167LB dummy was used in simulating lifting, loading, and unloading of both manual and powered equipment
- Sample size consisted of five female and five male EMS professionals
- A Lumbar Motion Monitor was used to capture and record movement and effects of equipment on body

Power-PRO™ XT Cot & Power-LOAD® Fastening System



References

1. The entire contents of the results section are from: T.K. Fredericks, S.E. Butt, K.S. Harms, J.D. Burns (2013). "Evaluation of Medical Cot Design Considering Biomedical Impact on Emergency Response Personnel." International Society for Occupation Ergonomics & Safety.

2. Borg, G (1990). Psychofphysical scaling with applications in physical work and the perception of exertion. Scand J Work Environ Health, 16 (1), 55-58

3. Marras, W.S., Lavendar, S.A., Leurgans, S.E., Rajulu, S.L., Allread, W.G., Fathallah, F.A., Ferguson, S.A. (1993). The Role of Dynamic Three-Dimensional Trunk Motion in Occupationally-Related Low Back Disorders. SPINE, 18(5), 617-628.

4. Marras, W.S. (2008). The Working Back, a Systems View. John Wiley & Sons, Inc., New Jersey

5. Marras, W.S. (2008). The Working Back, a Systems View. John Wiley & Sons, Inc., New Jersey

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Mkt Lit-891 29 AUG 2013 Rev A.0

FERNO

877.733.0911
www.Ferno.com

QUOTATION PREPARED FOR OUR VALUED CUSTOMER
BEAUFORT COUNTY EMS

Account ID: **PO Ref:** **Quote #** 00017270 **Date Quoted:** 2/9/2016

Customer Contact:
Donna Ownby

Billing Address:
Beaufort County EMS
No Default Address Available

Shipping Address:
Beaufort County EMS
2727 Depot Road
Beaufort, SC 29902
UNITED STATES

Terms	Valid	FOB	Ship Via
TBD	30 Days	Origin	Please Select

Qty	Item#	Product Description	Preferred Cust. Price	Extended Price
10	0015802	IN X, FOR 175	33,695.00	336,950.00
10	0000INXINLINE	INX INLINE COT SHIP KIT	33,695.00	336,950.00
10	ILFS86STNOMNT	INLINE 86 STATTRAC NO MOUNT	4,995.00	49,950.00
10	LAIV3SCL	INX/MONDIAL MB 3 STAGE IV POLE	477.00	4,770.00
1	FWEPR	PACRAC+ FOR INX/MONDIAL MB	2,406.00	2,406.00
10	0822453	INX TELESCOPING FRAME STO-NET	194.00	1,940.00
10	0822454	INX LOAD END LEG STO-NET	194.00	1,940.00
10	0822455	INX OPERATOR END LEG STO-NET	194.00	1,940.00

Approval: _____ _____
Printed Name Signature

Credit Card: _____ Secure Code: _____ Exp: _____

Subtotal	736,846.00
Sales Tax	.00
Est. Shipping	.00
Your Price	736,846.00

Comments: If not quoted, taxes & shipping charges are extra.

Your Sales Representative is:
Travis Kirkland
(800)7333766

Thank you for allowing the Ferno team to serve you!

Your Customer Service Contact is:
Michelle Cline
m.cline@ferno.com

*** Order subject to approval by Ferno. If not quoted, shipping and any applicable sales tax will be added to invoice. Credit cannot be allowed on returns of special or modified items. Prices and specfications are subject to change without notice.*

COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT

106 Industrial Village Road
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman William L. McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Recommendation for FY 2017 Contract Renewal

DATE: June 27, 2016

In order to improve our process for renewing annual contracts I have provided a summary sheet (see the attached excel sheet) for your Committee's review and approval. The summary sheet provides the vendor name, purpose, department, account name and number, prior and current contract cost, term, and remarks. The Department Head responsible for the contract or their representative will be available for questions during the Committee meeting.

FOR ACTION: Community Services Committee meeting occurring June 27, 2016.

RECOMMENDATION: The Purchasing Department recommends that the Community Services Community approve and recommend to County Council, approval of the contract renewal as stated in the attached summary.

CC: Gary Kubic, County Administrator
Josh Gruber, Deputy Administrator
Alicia Holland, Asst. Co Administrator, Finance

Att: Contract Renewal Summary List

Beaufort County South Carolina
Fiscal Year 2017 Contract Renewals
Governmental Committee, June 27, 2016

Vendor	Purpose	Department	Account #/Name	FY 2017 Cost	FY 2016 Cost	Term (Beg/End)
ABL Management	Provides meals for inmates and staff	Detention Center	10001250-51200 Meals/Contracted Services	$ 307,800	$ 307,800	7/1/2016 6/30/2017

Note: The fiscal year 2017 cost is estimated and based on unit pricing.
No increase for this year.

ABL
MANAGEMENT, INC.

May 11, 2016

Mr. Gary Kubic, County Administrator
Beaufort County Detention Center
106 Ribaut Road
Beaufort, South Carolina 29901

Via Email: Qgrant@bcgov.net

Dear Mr. Kubic:

Per my conversation with Ms. Theresa Williams on May 3, 2016, I am writing to confirm ABL Management, Inc.'s desire to extend the Food Service Agreement at the Beaufort County Detention Center on July 1, 2016 for an additional year.

As we agreed, it will not be necessary to request an increase for this year.

Please sign and date in the space below and return a signed original for our file.

We thank you for your continued confidence in ABL Management, Inc. and look forward to exceeding your expectations of a successful food service operation at Beaufort County Detention Center. If you have any questions, please do not hesitate to call 800-375-1293.

Sincerely,

Chris Strong

Mr. Chris Strong
District Manager

ECS:sda

c: Unit 180 / Agreement File / Receivables

APPROVED BY:

Mr. Gary Kubic, County Administrator Date

♦ P.O. Box 40486 ♦ Baton Rouge, LA 70835-0486 ♦
♦ Phone: (225) 272-6063 ♦ Fax: (225) 273-2165 ♦
♦ www.ablmanagement.com ♦
♦ChrisStrong@ablmanagement.com♦

COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road, Bldg 2
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Jerry W. Stewart, Chairman, Finance Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Contract Award to Physio-Control, Inc., a Sole Source Vendor for Ten (10) New Life-Pak 15 Cardiac Monitor/Defibrillators and Accessories for Beaufort County's Emergency Medical Service (EMS)

DATE: June 27, 2016

BACKGROUND: The Purchasing Department received a request from the EMS Director to purchase ten (10) new Life-Pak 15 (LP 15) cardiac monitor/ defibrillators and accessories to be used by the EMS Department. The LIFEPAK 15 monitor/defibrillator is designed to help accurately diagnose and treat patients, with features such as easy and quick acquisition of baseline vital signs, 12-lead ECG and carbon monoxide monitoring. These ten (10) LP 15 monitors will allow for the replacement of out-dated cardiac monitors. The LP I5's will be placed on the ten (10) front-line ambulances within the County and the old monitors will be traded in to Physio-Control for credit. In addition, through the Assistance to Firefighters Grant Program (AFG), EMS has been awarded grant money in the amount of $306,819.00 to fund a portion of this equipment.

SOLE SOURCE VENDOR INFORMATION:	**COST**
Physio-Control, Inc., Redmond, WA	$337,467.89
LESS AFG Grant Money	- $306,819.00
County Funding	$ 30,648.89

FUNDING: 10001230-54200, FY 2017, EMS, Specialized Capital Equipment

FOR ACTION: Finance Committee meeting occurring June 27, 2016.

RECOMMENDATION: The Finance Committee approve and recommend to County Council the purchase of ten (10) new Life-Pak 15 cardiac monitor defibrillators and accessories from Physio-Control, Inc., for a total cost to the County of $30,648.89.

cc:
Gary Kubic, County Administrator
Joshua Gruber, Deputy County Administrator
Alicia Holland, Assistant County Administrator, Finance
Phil Foot, Assistant County Administrator, Public Safety
Donna Ownby, Director EMS

Att: Price Quote Information and Sole Source Letter

Physio-Control, Inc
11811 Willows Road NE
P.O. Box 97006
Redmond, WA 98073-9706 U.S.A.
www.physio-control.com
tel 800.442.1142
fax 800.732.0956

To

Howell Youmans
BEAUFORT COUNTY EMS
PO Box 1228
Beaufort,SC 29915
8432555361
howelly@bcgov.net

Quote Number	00043810
Revision #	1
Created Date	6/23/2016
Sales Consultant	Jeffrey Collett
FOB	Redmond, WA
Terms	All quotes subject to credit approval and the following terms and conditions
NET Terms	NET 30
Expiration Date	9/18/2016

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
11140-000015	AC power cord	10.00	77.70	-18.65	59.05	590.52
11140-000052	LP15 REDI-CHARGE Adapter Tray	10.00	198.50	-47.64	150.86	1,508.60
11141-000115	REDI-CHARGE Base (power cord not included)	10.00	1,470.00	-352.80	1,117.20	11,172.00
11171-000046	M-LNCS DCI, Adult Reusable Sensor, 1/box	10.00	301.00	-72.24	228.76	2,287.60
11171-000049	Rainbow DCI Adt Reusable Sensor, 1/box	10.00	637.00	-152.88	484.12	4,841.20
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	10.00	54.60	-13.10	41.50	414.96
11260-000039	LIFEPAK 15 Carry case back pouch	10.00	79.20	-19.01	60.19	601.92
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches. INCLUDED AT NO CHARGE: 11577-000001 Shoulder Strap	10.00	309.20	-74.21	234.99	2,349.92
11600-000022	CODE-STAT 10 Data Review Seat Includes 1 CODE-STAT Data Review Software Version 10.0 and implementation support.	1.00	2,625.00	-630.00	1,995.00	1,995.00
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	30.00	453.60	-108.86	344.74	10,342.08
21996-000073	Ositech TITAN II WIRELESS GATEWAY	10.00	938.00	-225.12	712.88	7,128.80
99577-001958	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide, Bluetooth, Temp INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, N-SERVICE DVD - 21330-001486 (one per order) , SERVICE MANUAL CD- 26500-003612 (one per order) and ShipKit- (RC Cable) 41577-000290 INCLUDED. HARD PADDLES, BATTERIES, CARRYING CASE NOT INCLUDED.	10.00	36,272.00	-8,777.82	27,494.18	274,941.76

Subtotal	USD 318,174.36
Estimated Tax	USD 19,108.53
Estimated Shipping & Handling	USD 185.00

Grand Total	USD 337,467.89

Pricing Summary Totals

List Price Total	USD 419,605.00
Total Contract Discounts Amount	USD 0.00
Total Discount	USD -101,430.64
Trade In Discounts	USD 0.00
Tax + S&H	USD 19,293.53

GRAND TOTAL FOR THIS QUOTE

USD 337,467.89

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS $5,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

NAME

TITLE

DATE

Reference Number BV/20452501/103074

General Terms for all Products, Services and Subscriptions.

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

Pricing. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

Payment. Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

Minimum Order Quantity. Physio reserves the right to charge a service fee for any order less than $200.00.

Patent Indemnity. Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. Physio's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

Limitation of Interest. Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

Delays. Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio inability to obtain goods from its usual sources.

Limited Warranty. Physio warrants its products and services in accordance with the terms of the limited warranties located at http://www.physio-control.com/Documents/. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.**

Compliance with Confidentiality Laws. Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

Compliance with Law. The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

Regulatory Requirement for Access to Information. In the event 42 USC § 1395x(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

No Debarment. Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

Choice of Law. The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

Additional Terms for Purchase and Sale of Products.

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

Delivery. Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

Inspections and Returns. Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at http://www.physio-control.com/Documents/. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

No Resale. Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.

Additional Terms for Purchase and Sale of Software Licenses and Software-as-Service.

In addition to the General Terms above, software and software-as-service is licensed (not sold) pursuant to the following terms:

Licenses. Upon full payment, Physio will grant to Buyer the licenses to the software and/or software-as-service ordered by Buyer according to the applicable End User License Agreement or Software-As-Service Agreement. The duration of each license is the term of the subscription purchased by Buyer.

Additional Terms Regarding Wireless Enabled Devices.

In addition to the General Terms above, the data services provided by a third party are pursuant to the following terms:

Payments. Payments to Physio are non-refundable as they are incorporating into the pricing of the connected devices.

Geolocation. Buyer is responsible for maintaining the actual location of the devices within their facilities, property or buildings.

Not Wireless Provider. Physio has contracted with an outside data services provider for the provision of services on behalf of Buyer. Physio is not a telecommunications services company nor does it possess any telecommunications personal property.

Security. Buyer has the sole responsibility for ensuring the security of its network and data. Buyer will take reasonable measures to protect against unauthorized access.

No Guarantee. **PHYSIO DOES NOT GUARANTEE SECURITY, UNINTERRUPTED DATA SERVICES, THE ACCURACY OF GEOLOCATION SERVICES, NETWORK TRANSMISSION CAPACITY, COVERAGE OR THE INTEGRITY OF THE DATA TRANSMITTED**. Physio is not responsible for any consequential damages caused in any way by Buyer's hardware, software, network or other Buyer responsibilities.

Additional Terms for Purchase and Sale of Software Implementation Services.
In addition to the General Terms above, the following terms apply to all purchases of Software Implementation Services from Physio:

Physio's Duties. Physio agrees to make commercially reasonable efforts to: (i) commence implementation of all applicable software in accordance with a mutually agreed upon schedule; (ii) diligently perform the implementation process in a professional and workmanlike manner; (iii) provide the training associated with purchased subscriptions, components and/or software; and (iv) provide access to technical support.

Buyer's Duties. Buyer agrees to make commercially reasonable efforts to: (i) cooperate with and reasonably assist Physio in the implementation process; (ii) have all equipment, connections and facilities prepared and ready for implementation in accordance with the mutually agreed upon schedule.

Completion of Implementation. Implementation is complete when Buyer is able to transmit/receive data through the implemented software.

Fees and Billing. Upon implementation, Physio shall provide Buyer with an invoice setting forth the amount due. If implementation is delayed by more than six (6) months, solely due to Buyer's delay, Physio reserves the right to invoice prior to implementation. Payment is due thirty (30) days after receipt of invoice.

Confidential Information. In the course of performing Implementation Services, each party may receive, be exposed to or acquire confidential and/or proprietary information of the other party ("Confidential Information"). All Confidential Information disclosed by a party will bear a legend "Confidential," "Proprietary" or words of similar import. All Confidential Information disclosed by a party in any manner other than in writing will be preceded by an oral statement indicating that the information is Confidential Information. Each party agrees to take reasonable steps to protect the other party's Confidential Information, including not disclosing it to third parties except as otherwise permitted. The restrictions and obligations upon the parties concerning confidentiality shall not apply to any portion of the Confidential Information of either party which: (a) is or becomes publicly available to the receiving party through no fault of such receiving party; or (b) can be reasonably demonstrated to have been known to or hereafter developed by the receiving party independently of any disclosure of Confidential Information by the disclosing party; or (c) is disclosed to the receiving party by a third party who, to the best of the receiving party's knowledge, is lawfully in possession of the same and has the right to make such disclosure.

Warranties. Physio represents and warrants that it will provide the Services in a professional and workmanlike manner consistent with good industry standards and practices. Physio warrants that the Service will perform in all material respects for a period of three (3) months after implementation. As Buyer's sole and exclusive remedy and Physio's entire liability for any breach of the foregoing warranty, Physio will re-perform the Services, or, if Physio is unable to do so, return the fees paid to Physio for such deficient Services. Except as specifically set forth herein, Physio expressly disclaims any and all warranties with respect to the services, **INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT**. Physio does not warrant that the services will be uninterrupted or error-free.

Exclusions and Limitations of Liability. In no event shall Physio be liable to Buyer or other employee, contractor or agent for any indirect, incidental, special, or consequential damages arising in connection with this agreement (whether in warranty, contract or tort, including negligence, and even if Physio has been advised of the possibility thereof), including without limitation medical expenses, loss of revenue or profits; or damages resulting from interruptions in or unavailability of telecommunications or Internet connections to the service, or from the impact of the services on any Buyer system.

PHYSIO'S TOTAL LIABILITY TO BUYER FOR DAMAGES WITH RESPECT TO THE SERVICES PROVIDED UNDER THIS AGREEMENT AND OTHERWISE ARISING UNDER THIS AGREEMENT REGARDLESS OF THE BASIS UNDER WHICH BUYER IS ENTITLED TO CLAIM DAMAGES (INCLUDING BREACH, NEGLIGENCE, OR ANY OTHER CONTRACT OR TORT CLAIM) SHALL NOT EXCEED THE FEES DUE HEREUNDER. EACH PARTY RECOGNIZES AND AGREES THAT THE WARRANTY DISCLAIMERS AND LIABILITY AND REMEDY LIMITATIONS IN THIS AGREEMENT ARE MATERIAL BARGAINED-FOR BASES OF THIS AGREEMENT AND THAT THEY HAVE BEEN TAKEN INTO ACCOUNT AND REFLECTED IN DETERMINING THE CONSIDERATION TO BE GIVEN BY EACH PARTY UNDER THIS AGREEMENT AND IN THE DECISION BY EACH PARTY TO ENTER INTO THIS AGREEMENT.

Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over $2,500 that is not exempt.

(a)A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.
(b)Sole source procurement of a used item from the open market may only be considered, provided that:
(1) The using agency recommends purchase; (2) condition of the item is verified by appropriate County official; and (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.
Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies
Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.
Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: Emergency Medical Service Requested Account Code: 10001230-54200

Description of Requested Services
10 each Physio-Control brand Life Pak 15 Cardiac Monitor/ Defibrillator and Accessories

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

See attached quote

Cost of Requested Services: $337,467.89

Requested Vendor Name: Physio-Control

Requested Vendor Address: PO Box 97006 Redmond, WA 98073-9706

Requested Vendor Phone Number: 800-442-1142 Requested Vendor Email Address:

Type of Service Requested (Please check one) Construction ☐ Services ☐ Supply/Good ☒

Please attach any documentation provided by the vendor that provides back up for the claims in this document.

Non-Competitive Purchases Form

Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.

☒ *It is not possible to obtain competition. There is only one source available for the supply, service, or construction item.*

These LifePak 15 Cardiac Monitor/Defibrillators are compatible with the Physio-Control LifePak Cardiac Monitor/Defibrillators and their accessories currently used by the EMS Department. EMS has currently has a service contract with Physio-Control for the service of the devices. This service contract allows for a discount on Physio-Control brand parts and accessories.

☐ *The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.*

☐ *The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:*

- ☐ *Standardization*
- ☐ *Warranty*
- ☐ *Other, if selected please specify below.*

_____

☐ *An emergency exists that threatens the functioning of County government.*

☐ *An emergency exists that threatens the preservation or protection of County property.*

☐ *An emergency exists that threatens the health, welfare or safety or any person within the County.*

What steps have been taken to verify that these features are not available elsewhere?

☐ Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):

_____

_____

☐ Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):

_____

_____

Requester Name: Howell Parris Requester Signature: _____ Date: 6/24/16

Non-Competitive Purchases Form

Department Head Name: Donna Owens Department Head Signature: Donna Owens Date: 6/24/16

For Purchasing Completion only:

Date Received in Purchasing Department: 06/24/2016

☑ Reviewed by Purchasing Department for completeness

Date: 06/24/2016

Reviewed by: DLA

Verified that this is the only source: Yes ☑ No ☐

Comments: _____

Purchasing Director or His Designee Approval Signature: DLA

Associated Purchase Orders Number: _____

Associated Contract Number: _____

ORDINANCE No. _____

AN ORDINANCE OF BEAUFORT COUNTY COUNCIL ESTABLISHING THE APPOINTMENT OF ITS REPRESENTATIVE TO THE BEAUFORT COUNTY ECONOMIC DEVELOPMENT CORPORATION

WHEREAS, on June 8, 2015 Beaufort County Council adopted "A Resolution to Adopt an Economic Development Policy for Beaufort County"; and

WHEREAS, on July 27, 2015 Beaufort County Council passed a resolution that authorized the County Administrator to prepare the necessary documents to establish a nonprofit economic development corporation to coordinate and implement economic development plans and initiatives; and

WHEREAS, the Articles of Incorporation have been filed with the Secretary of State and the Beaufort County Economic Development Corporation has been established; and

WHEREAS, Beaufort County Council resolved the corporation's board shall be comprised of four municipal representatives, one county council representative and two representatives appointed by the board; and

WHEREAS, Beaufort County Code Sec. 2-192 defines a board as a group established by the Beaufort County Code of Ordinances or laws of the state of South Carolina to advise council and its staff in appropriate matters as set forth by its charter, and/or perform such other functions granted to the group by the enabling statute or ordinance and any amendments thereto.

NOW, THEREFORE, BE IT ORDAINED by Beaufort County Council that a representative to the Beaufort County Economic Development Corporation shall be appointed according to the Beaufort County Code Article V, Division 1, Section 191 through 198.

This ordinance shall become effective as of _____, 2016.

Adopted this ___ day of ____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, III, County Attorney

First Reading: May 23, 2016
Second Reading: June 13, 2016
Public Hearing:
Third and Final Reading:

2016 /

TEXT AMENDMENTS TO ARTICLES 1, 2, 3, 4, 5, 6, 7 AND 10 OF THE COMMUNITY DEVELOPMENT CODE AS A RESULT OF THE ONE-YEAR REVIEW OF THE CODE ADOPTED DECEMBER 4, 2014.

Whereas, amended text is highlighted in yellow, underscored for additions and struck-though for deletions.

Adopted this ____ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading: May 23, 2016
Second Reading: June 13, 2016
Public Hearing:
Third and Final Reading:

MEMORANDUM

TO: Beaufort County Planning Commission

FROM: Tony Criscitiello, Planning Director

DATE: April 4, 2015

SUBJECT: 1 Year Review of Community Development Code – Proposed Text Amendments

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When County Council adopted the Community Development Code (CDC) on December 8, 2014, the motion included a 6 month and 1 year evaluation of the code as a condition of approval. As in the six-month review, staff has learned of both minor and major corrections that should be made to the ordinance based on application and enforcement of the Code. These proposed amendments are provided in this memo.

To help navigate through this list of amendments, they have been categorized with the major changes first and minor fixes at the end of the document. The amendments are divided into the following categories:

- **Transect Zone Amendments:** These include amendments to transect zones and related provisions. Since the transect zones are a prominent feature in the new Code, it is in the County's best interest to insure that the districts are utilized and do not present unnecessary barriers to development.

- **Parking Amendments:** These are changes to Division 5.5 to assure that strict maximum parking requirements do not present an unnecessary barrier to development.

- **Sign Amendments:** These are changes to the sign requirements in Division 5.6.

- **Tree Amendments:** These are changes to the Resource Protection Standards in Division 5.11 to respond to concerns about several new developments in the county.

- **Corrections, Clarifications, and provisions from the ZDSO:** These are minor amendments that do not change the substance of the code. They include mistakes found in the code, such as incorrect building setbacks, or references to provisions that were removed from the code (e.g. Plat Vacation). They also include clarifications, which are changes to wording that aid in the understanding of the requirements. Finally, some of the changes being brought forward were provisions that were in the former ZDSO and did not make it into the final draft of the CDC.

Transect Zone Amendments

Section 3.2.90.D: T3 Neighborhood – Building Placement: This amendment consists of reducing the side-yard setback in T3 Neighborhood from 10 feet to 7 ½ feet: This amendment is being proposed to allow greater flexibility in the type of house that could be built in this district. The T3 Neighborhood district allows a minimum lot width of 50 feet. With the 10 foot side yard setback, houses are limited to a maximum of 30 feet in width. Reducing this setback would allow more variety in the placement of houses in this district.

D. Building Placement		
Setback (Distance from ROW/Property Line)		
Front	15' min., 20' max.	A
Side Street	10' min., 20' max.	B
Side:		
Side, Main Building	~~10'~~ 7 ½' min.	C
Side, Ancillary Building	5' min.	
Rear		
Rear, Main Building	15' min.	D
Rear, Ancillary Building	5' min.	
Façade within Façade Zone:		
Front	75%	
Side Street	50%	
Lot Size (20,000 SF Maximum)		
Width	100' max.	E
Depth	200' max.	F
Miscellaneous		
Where existing adjacent buildings are in front of the regulated BTL or front setback, the building may be set to align with the façade of the front-most immediately adjacent property.		
Maximum lot size does not apply to Recreation, Education, Safety, Public Assembly uses		

E. Building Form		
Building Height		
Main Building	2.5 stories max.	G
Ancillary Building	2 stories max.	
Ground Floor Finish Level[1]	18" min.	H
Upper Floors(s) Ceiling	8' min. clear	I
Footprint		
Maximum Lot Coverage[2]	30% of lot area	
Miscellaneous		
Loading docks, overhead doors, and other service entries may not be located on street-facing facades.		
Notes		
[1]Buildings located in a flood hazard zone will be required to be built above base flood elevation in accordance with Beaufort County Building Codes.		
[2]Lot coverage is the portion of a lot that is covered by any and all buildings including accessory buildings.		

Section 3.4.80.E: Place Type Overlay Zone: Allocation of Transect Zones. This amendment provides greater flexibility for the Village Place Type. The amendment would allow in the Village Place type both T4 Hamlet Center Open and T4 Neighborhood Center or a combination of the two districts.

Table 3.4.80.E. Allocation Mix of Transect Zones for Each Community Unit Type		
Transect Zone	**Percentage of Land Assigned to Zone**	
Rural Crossroads Place Type		
T2 Rural (T2R)	No min.	65% max.
T2 Rural Center(T2RC)	5% min.	20% max.
T3 Edge (T3E)	No min.	25% max.
T3 Hamlet Neighborhood (T3HN)	25% min.	40% max.
Hamlet Place Type		
T2 Rural (T2R)	No min.	65% max.
T3 Edge (T3E)	No min.	25% max.
T3 Hamlet Neighborhood (T3HN)	25% min.	70% max.
T4 Hamlet Center(T4HC)	10% min.	50% max.
Village Place Type		
T3 Edge (T3E)	No min.	25% max.
T3 Hamlet Neighborhood (T3HN)	No min.	25% max.
T3 Neighborhood (T3N)	25% min.	70% max.
T4 Hamlet Center Open (T4HCO) and/or T4 Neighborhood Center(T4NC)	10% min.	50% max.

Parking Amendments

Section 5.5.40.A2: Allowable Increases and Reductions in Number of Parking Spaces: Staff recommends changing the allowable increases and decreases in the number of parking spaces to match what was permitted in the ZDSO.

"2. **Allowable Increases and Reductions in Number of Parking Spaces.** The Director may allow up to a ~~five~~ 20 percent increase or a 20 percent reduction in the required number of parking spaces if the applicant can show, through a parking demand study, that additional or fewer parking spaces are required. The parking demand study shall be approved by the County Traffic and Transportation Engineer. All approved additional parking spaces shall have a pervious surface. "

Table 5.5.40.B: Number of Motor Vehicle Parking Spaces Required. These amendments would change the parking requirements for restaurants, banks, and medical offices. The Planning Department recommends making these adjustments to the parking table based on input from developers and land planners. For restaurants, the ZDSO allowed 12 parking spaces per 1,000 square feet of floor area. The CDC currently allows only 8 per 1,000. Staff recommends striking a balance of 10 spaces per 1,000 square feet of building space. This requirement matches what the Town of Hilton Head Island requires for the same use. For banks and medical offices, staff recommends revising the parking standards to match what the ZDSO required – 4.5 space per 1,000 square feet, or 1 space per 222 gross square feet.

Table 5.5.40.B: Number of Motor Vehicle Parking Spaces Required	
Use	**Number of Required Spaces**
Retail & Restaurants	
General Retail, except for the following:	1 per 300 GSF
Floor Area Over 25,000 SF	1 per 250 GSF
Drive-Through Facilities	5 stacking spaces per drive-through, including service window, plus base use requirement.
Adult Oriented Business	1 per 150 GSF
Bar, Tavern, Nightclub	1 per 150 GSF
Gas Station/Fuel Sales	1 per pump plus requirement for general retail
Restaurant, Café, Coffee Shop: Drive-Through Facilities	1 per 100 ~~150~~ GSF including outdoor dining areas 5 stacking spaces per drive-through, including service window and menu board areas, plus base use requirement.
Vehicle Sales and Rental	1 per 1,500 GSF plus 2.5 per service bay
Offices & Services	
General Offices & Services, except the following:	1 per 300 GSF
Drive-Through Facilities	5 stacking spaces per drive-through, including service window, plus base use requirement.
Banks	1 per 222 GSF 5 stacking spaces per drive-through, including service window, plus base use requirement.
Animal Clinic/Hospital	1 per 300 GSF
Animal Services/Kennel	1 per 300 GSF
Daycare Center	1 per employee plus 1 off-street drop-off/pick-up space per 10 students
Lodging, except the following: Bed and Breakfast (5 rooms or less)	1 per room 2 spaces plus 1 per guest room
Medical Clinics/Offices	1 per 222 ~~300~~ GSF
Hospitals	1 per 2 beds plus 1 per 4 employees
Vehicle Services: Maintenance & Repair	1 per 1,000 GSF plus 2.5 per service bay

[1] Residential parking space requirements can be satisfied by garage or covered spaces.

Sign Amendments

Table 5.6.40.A: Sign Types: This amendment would allow for wall signs as in T2 and S1 districts. Wall signs are common in all districts that allow commercial uses. The CDC currently does not allow wall signs in the T2 districts or S1. These districts allow commercial uses and therefore should permit wall signs.

Wall Signs. Wall signs are signs flat against the facade consisting of individual cut letters applied directly to the building or painted directly on the surface of the building.		T1 **T2** T3 T4 C3 C4 C5 **S1**	5.6.160

Table 5.6.40.B: Aggregate Sign Area: This amendment would allow one freestanding menu board sign for each drive-through lane. Some drive-through restaurants are providing two lanes and ordering stations to help speed up the ordering process. The way the code currently reads, a maximum of one ordering sign is allowed per business.

Table 5.6.40.B: Aggregate Sign Area (continued)	
Maximum Aggregate Sign Area	
Building Attached Signs	**Building Detached Signs**
Commercial Oriented Community – Single Tenant Building Fronting One or More Thoroughfares	
Principal Building Frontage. Aggregate sign area for the Principal Building Frontage equals 1½ square feet for each linear foot of building frontage measured along the thoroughfare where the building has frontage and/or the primary entrance. If the building fronts one thoroughfare, up to 33% of the total signage permitted on the Principal Building Frontage may be applied to one or more alternative building elevations. Combined signage for alternative building elevations shall not exceed 33% of the aggregate sign area for the Principal Building Frontage. If the building fronts two or more thoroughfares, up to 33% of the total signage permitted on the Principal Building Frontage may be applied to a building elevation that does not face a thoroughfare. **Secondary Building Frontage.** Aggregate sign area for the Secondary Building Frontage equals ½ square foot for each linear foot of building frontage measured along the thoroughfare where the building has secondary frontage and/or a secondary entrance. Up to 33% of total signage permitted along the Secondary Building Frontage may be applied to an alternative building elevation. However, Secondary Building Frontage signage may not be applied/added to an elevation containing Principal Building Frontage signage.	One (1) Freestanding Sign, Landscape Wall Sign, or a combination of the two, not to exceed 40 square feet in aggregate, may be sited along the primary thoroughfare frontage at the primary vehicular entrance. Signs may be used for identification purposes, as a directory listing, or a combination thereof. Freestanding Directional Signs shall not count toward the maximum aggregate signage. **Drive-Through Menu Boards.** One (1) Freestanding Menu Board Sign per drive-through lane, not to exceed 32 square feet in aggregate, may be sited as part of a drive-through business. The sign may list the type and price of items or services offered and to the maximum extent possible, shall not be visible from a primary street right-of-way. Where appropriate the base of the menu board shall be landscaped and/or incorporated into the landscaping plan.

3. All other trees equal to or greater than a diameter of 24 inches (DBH) except those identified as invasive species in Table 5.11.100.C.

C. **Tree Survey Required.** Prior to any development approval, except bona fide forestry, the applicant shall provide a tree survey of the areas in which building, clearing or construction activities are planned in accordance with the following:

1. The tree survey shall include all trees 8 inches DBH and larger, and all dogwoods (*Cornus spp.)*, redbuds *(Cercis canadensis)*, and magnolias *(Magnolia spp.)* four inches DBH and larger.

2. The tree survey shall indicate species type and size (DBH).

3. The tree survey shall be conducted by a certified arborist, professional urban forester, registered landscape architect, or registered land surveyor. All tree surveys shall be certified by a registered land surveyor.

4. A tree survey shall be less than five years old beginning from the application submission date for which the survey pertains. The Director may require that a new tree survey be undertaken at the applicant's expense when it has been determined that a tree survey is more than five years old.

D. **Tree Removal.**

1. **Preservation of Existing Trees a Priority.** Reasonable design alternatives shall be explored to preserve existing trees to the extent practicable. At the discretion of the Director, a Certified Arborist Report may be required as part of the tree retention/removal plan for all specimen trees on a development site. Such report shall detail the general health of each tree and the steps necessary to promote survival during and after construction.

2. **Tree Removal Criteria.** Before approval to remove any tree over 8" DBH, or any specimen tree, is granted by the Director, the following criteria shall be considered:

a. It is difficult or impossible to reasonably use the property without the removal of the tree.

b. Roads, parking areas, drive aisles, paths and other site features have been designed around the canopies of existing trees to the greatest extent possible.

c. Removal will allow the preservation of other, healthier hardwood trees on the property.

d. Adjustments to the site plan cannot be made to save the tree without losing lots or floor area.

3. If the Director finds that the applicant has not met the criteria listed above, the removal shall require approval by the Planning Commission.

~~1~~4. **Mitigation.** Where individual specimen trees are to be cut (see subsection B above), the developer shall plant sufficient trees having a caliper of 2.5 inches or more each so as to meet the DBH of the tree or total trees cut. Such trees shall be of the same species as those cut unless the Director approves other species to enhance the diversity to that similar to the native forest areas. All mitigation trees shall be planted within the disturbed area of the site.

~~2~~5. **Existing Trees Used for Mitigation.** The saving of existing non-specimen trees is encouraged and may be utilized to meet the mitigation requirement above. Existing trees used for mitigation must be located within the disturbed area of the site.

~~3~~6**. Penalty for Removing Trees Prior to Permitting**. If trees are cut down prior to a development receiving all necessary permits from the County, the County shall not issue a permit to allow the development to occur within two years of the tree removal, unless the property owner provides

Tree Amendments

5.8.90 Perimeter Buffers. The amendments to this section strengthen the protection of perimeter buffers by specifying there is to be no removal of vegetation within buffers without the Director's approval, and by requiring protection fencing for buffers prior to construction.

I. Development within Required Perimeter Buffers

1. The required perimeter buffer shall not contain any development, impervious surfaces, or site features (except fences or walls) that do not function to meet the standards of this Section unless otherwise permitted in this Development Code.

2. No vegetation or tree removal, or other construction activities shall occur within perimeter buffers.

3. Sidewalks, trails, and other elements associated with passive recreation may be placed in perimeter buffers with approval by the Director if all required landscaping is provided and damage to existing vegetation is minimized to the maximum extent practicable.

4. Overhead and underground utilities required or allowed by the County are not permitted in perimeter buffers except where they are perpendicular to the perimeter buffer.

M. Protection of Perimeter Buffers During Construction. Prior to commencing underbrushing, clearing work or any site alterations, a conspicuous four-foot-high barrier to prevent encroachment by people, materials, and vehicles shall be erected around all required perimeter buffers and shall remain in place until the Certificate of Compliance is issued, except where additional landscaping, walls or fences are installed in accordance with this Section.

5.11.100 Tree Protection. These amendments strengthen the tree protection standards by allowing the Director to require a certified arborist's report at the beginning of a project's review to determine the health and feasibility of saving specimen trees on a development site. This provision is included in the City of Beaufort's draft development code. The amendments also include provisions from the Town of Bluffton's code in which tree removal may be referred to the Planning Commission if the staff finds specified tree removal criteria have not been met.

All trees that are not protected under Section 5.11.90 (Forests) or Section 5.8.90 (Perimeter Buffers) shall be protected in accordance with this section.

A. **General.** Careful site planning for new development shall, to the greatest extent practicable, preserve existing trees and vegetation on the property to be developed. This is to include all specimen trees in good health as well as groups of smaller healthy trees and understory vegetation that provide wildlife habitat, corridors, and bird nesting areas.

B. **Specimen Trees.** A specimen tree is defined as follows:

1. Understory trees - Dogwood, Redbud, and Southern Magnolia that are equal to or greater than a diameter of 4 inches (DBH).

2. Overstory trees - American Holly, Bald Cypress, Beech, Black Oak, Black Tupelo, Cedar, Hickory, Live Oak, Palmetto, Pecan, Red Maple, Southern Red Oak, Sycamore, or Walnut that are equal to or greater than a diameter of 16 inches (DBH).

mitigation for the trees removed. Mitigation shall involve the replanting of trees a minimum of 2.5 caliper inches with a total caliper equal to 1.25 times that of the DBH of the trees removed.

47. **Reforestation Fee.** Where the director determines that the required replacement of trees is not feasible or not desirable due to the size and shape of property and/or structures, crowding of the trees to where thinning will be required, other design limitations, or other viable site constraints, such reduction shall be subject to a general reforestation fee. This fee shall be the actual and verified cost of the required tree replacement and shall be paid to the county before final approval is given for the development plan. The funds collected through this reforestation fee shall be used by the county to plant trees and other landscaping in highway medians, along roads, or on other public properties as deemed appropriate.

Corrections, Clarifications, and provisions from the ZDSO

Article 1: General Provisions

1.6.60 Planned Unit Development (PUD) Approved Prior to December 8, 2014 (from ZDSO). This proposed amendment carries over language that was in the ZDSO that addresses minor amendments to existing PUDs. Staff proposes adding a number 5 under this section to read as follows:

5. The Director may approve minor amendments to an approved PUD master plan for the changes listed below. All other amendments to a PUD master plan shall follow the procedures for a Zoning Map Amendment (see Sec. 7.3.40).

   a. Minor changes in the location of roads or widths of streets or rights-of-way within the master plan;

   b. Minor changes in the allocation of housing density within the master plan so long as the overall approved density of the master plan is not increased; and

   c. Changes in the proposed build-out and phasing schedule.

Article 2: Multi-Lot and Single Lot Community Scale Development

2.2.60.A.2 Access Management – Design: Driveway Separation (Correction). This correction states that local roads and minor roads are still subject to the requirements in SCDOTs ARMS Manual. Amend as follows:

2. Within conventional zones, thoroughfares shall meet these standards:

   a. Street, driveway, or other access separation along county, state and federal highways shall be in accordance with the SCDOT, *Access and Roadside Management Standards,* and County-approved access management plans.

   b. In no event, however, shall residential driveways and non-residential full-access curb cuts be permitted at spacing less than as follows:

      4. Minor Collector and Local roads: ~~No minimum~~ See subsection a. above.

2.5.30 Manufactured Home Community Standards (Correction). This correction amends Table 2.5.30 to provide a maximum gross density to manufactured home communities and revise the side yard setback from 0 feet to 5 feet.

Table 2.5.30.A Manufactured Home Community Standards	
Site Dimensions	
Gross Density	4 dwelling units per acre
Site Area	Min: 3 acres Max: 20 acres
Lot Size	Min: 4,000 square feet
Lot Width	Min: 40 feet
Lot Depth	Min: 80 feet
Building Height	
Principle Building	Max: 35 feet
Secondary Building (Includes Garage or Outbuilding)	Max: 35 feet
Building Setbacks	
Front (includes Private Frontage)	Min: 12 feet Max: 18 feet
Side (Includes Garage or Outbuilding)	Min: ~~0~~ 5 feet
Rear (Includes Garage or Outbuilding)	Min: 5 feet
Building Function	
Non-Residential Uses	One traditional neighborhood shop permitted for developments with more than 100 units, and must be incorporated into the development design.

2.9.40 Thoroughfare Design (from ZDSO). This is language from the ZDSO which requires existing streets in a proposed subdivision to revise their rights of way to comply with the requirements of this code. Add a new subsection J to read as follows:

J. **Dedication of Right-Of-Way.** A proposed subdivision that includes a platted street that does not conform to the minimum right-of-way requirements of this chapter shall provide for the dedication of additional right-of-way along either one or both sides of the street so that the minimum rights-of-way required by this code can be established. If the proposed subdivision abuts only one side of the street, a minimum of one-half of the required extra right-of-way shall be dedicated by such subdivision.

Article 3: Specific to Zones

Table 3.1.70 Land Use Definitions (Correction). Amend the use "Community Care Facility" to "Institutional Care Facility" to match all other sections of the code.

~~Community~~ Institutional Care Facility [correction]

3.3.30 Neighborhood Mixed Use (C3) Zone Standards (Clarification).

C. Building Form	
Building Height	
Single Family and Duplex	2.5 stories max.
Multi-Family	2.5 stories max.
Non-Residential Buildings	2 stories max.
Ground Floor Finish Level	No minimum
Multi-Family housing shall utilize the Mansion Apartment Building Type requirements in 5.1.110.	
D. Gross Density[1] and Floor Area Ratio	
Gross Density	
Single Family Detached	2.6 d.u./acre
Single Family Attached/Duplex ~~Two Family Unit~~	2.6 d.u./acre
Multi-Family Unit	12 d.u./acre, Maximum of 80 dwelling units
Traditional Community Plan	3.5 d.u./acre[2]
[2]Subject to the requirements in Division 2.3	

Article 4: Specific to Use

4.1.190 Recreational Facility: Campgrounds (from ZDSO). This amendment increases the buffer width required around campgrounds to match the 100 feet that was originally required in the ZDSO.

A. **Buffers.** This use shall be screened with a 100-ft. wide, opaque, visual buffer ~~equal to a Type E Perimeter Buffer (see Table 5.8.90.D)~~ next to all property lines.

4.2.20.E General Standards and Limitations (Accessory Uses and Structures). This amendment allows greater flexibility in the square footage of accessory buildings for properties located in the T2R district.

- E.2. **Size.** Except ~~for a standard two-car garage (less than 600 square feet) all other~~ for the T2R district, individual freestanding accessory structures on a parcel shall not collectively exceed 30 percent of the floor area of the principal structure. This does not include standard two car garages (less than 600 square feet), accessory dwellings, guest houses, structures used for bona fide agricultural purposes, and accessory structures used for home businesses and cottage industries. In the T2R district, except for structures used for bona fide agricultural purposes, all freestanding accessory structures shall be clearly incidental and subordinate to the principal structure.

5.12.30.C Stormwater Standards (Clarification): This amendment requires stormwater ponds to be appropriately sized to accommodate expected runoff.

C. All development and redevelopment shall utilize and integrate Stormwater BMPs which are appropriate to their location and environment, sized to accommodate the expected runoff, and contribute to the overall character of a proposal. Stormwater facilities may not be utilized to circumvent other requirements in this Code. BMPs implemented at the development scale shall be integrated into civic and open space networks to the maximum extent technically feasible in accordance with standards found in Division 2.8, Civic and Open Space

Types. Stormwater BMPs should be selected in keeping with the applicable transect zone or conventional zone, as indicated in Table 5.12.30.V. BMPs may be designed as a singular practice or as part of various supplemental pre-treatment BMPs in a series to achieve the runoff volume, runoff pollution load, and peak runoff rate control standards.

Article 10: Definitions

10.1.80 H Definitions: Height (Clarification). This amendment carries over exceptions to building height requirements that were originally in the ZDSO.

Height.

1. **Overall.** Overall building height shall be measured vertically from the natural grade or finished grade adjacent to the building exterior to the average height of the highest roof surface, excluding chimneys, cupolas, and spires.

2. **Eave/Parapet.** Building height to eave/parapet shall be measured from the eave or top of parapet to natural grade or finished grade at the lowest point adjacent to the building exterior, whichever yields the greatest height.

2016 /

SOUTHERN BEAUFORT COUNTY MAP AMENDMENT / REZONING FOR THIRTEEN PROPERTIES TOTALING 39.02 ACRES LOCATED IN THE BLUFFTON AREA BETWEEN ULMER ROAD AND DEVONWOOD DRIVE:

- From T3-Hamlet Neighborhood to T2-Rural Center for twelve properties: R600 039 000 0205 0000, R600 039 000 0271 0000, R600 039 000 0229 0000, R600 039 000 0519 0000, R600 039 000 0226 0000, R600 039 000 226A 0000, R600 039 000 0860 0000, R600 039 000 226B 0000, R600 039 000 0287 0000, R600 039 000 0286 0000, R600 039 000 0285 0000, and a 2-acre portion of R600 040 000 0003 0000 (located at the northeast corner of Benton Field and Ulmer Roads); and
- From T3-Hamlet Neighborhood to T4-Hamlet Center for a 4.28-acre portion of R600 039 000 0850 0000; and
- Text amendment to the Beaufort County Community Development Code, Table 7.2.30.A (Allowable Modulations).

Adopted this _____ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

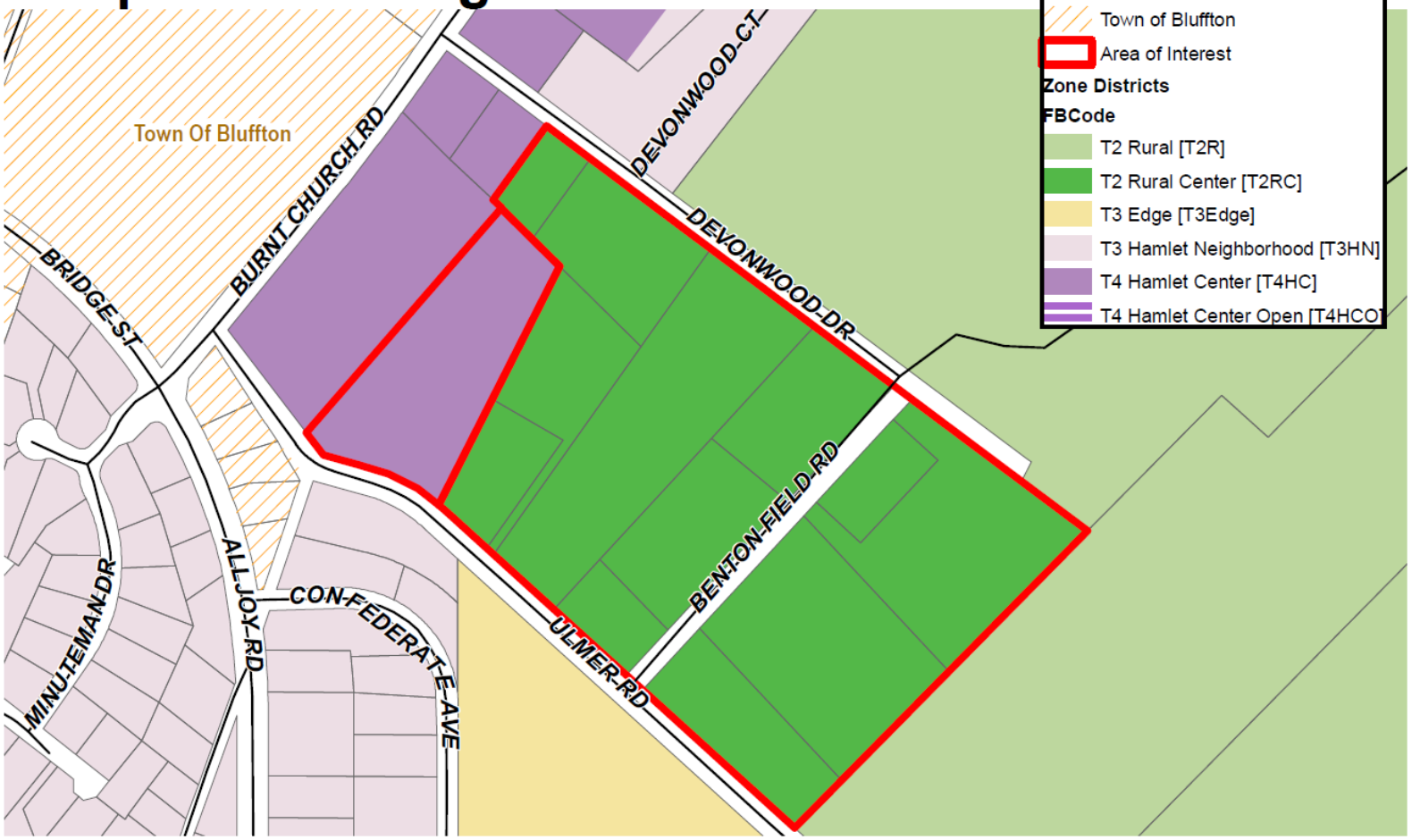
_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading: May 23, 2016
Second Reading: June 13, 2016
Public Hearing:
Third and Final Reading:

Proposed Zoning



Existing Zoning

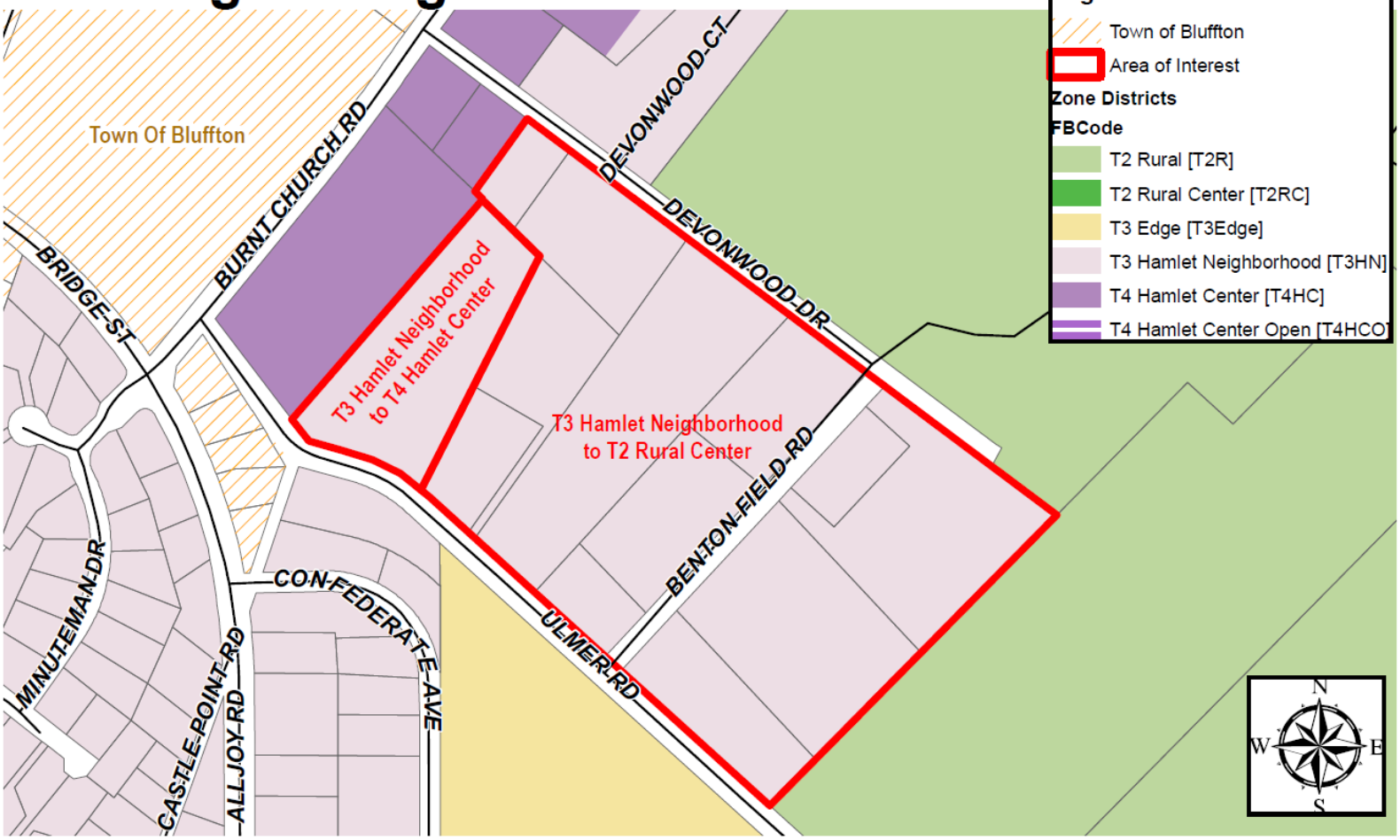


Table 7.2.30.A: Allowable Modulations (continued)		
Modulation	**Required Findings**	**Maximum Modulation**
Building Form		
Building Height: An increase in the maximum building height.	Modulation is necessary to accommodate a structure required for public safety purposes.	Minimum increase necessary
Landscaping		
Landscape Plan: Deviation from landscaping standards in Division 5.8 (Landscaping, Buffers, and Screening Standards), including: • An adjustment to planting locations. • A reduction in the count, spacing, or species diversity standards.	The site or development conditions make compliance with the standards impossible or impractical.	Minimum necessary
Location of tree islands and ratio of parking spaces to tree islands. See Section 5.8.80.B.3.	Modulation is necessary to save and protect existing trees and provide context-based flexibility in design.	12 spaces in a row without a tree island
Architectural Standards		
Application of an architectural style not provided for in Division 5.3 (Architectural Standards and Guidelines).	Architectural style is found within Beaufort County or other adjacent Lowcountry counties; Documentation in the form of photographs and/or architectural drawings of existing precedents are provided to staff for review; and The submitted building plans are in compliance with the proposed architectural style.	Allowed

[1] Requirement for a Private Frontage shall still apply, and any modulation shall not preclude the use of a Private Frontage.

BEAUFORT COUNTY ORDINANCE NO._____

AN ORDINANCE TO IMPOSE A ONE PERCENT SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY, PURSUANT TO THE CAPITAL PROJECT SALES TAX ACT, S.C. CODE ANN. §4-10-300, ET SEQ.; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF SUCH TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH TAX MAY BE IMPOSED; TO PROVIDE FOR THE MAXIMUM AMOUNT OF GENERAL OBLIGATION BONDS TO BE ISSUED IN ORDER TO FINANCE THE CAPITAL PROJECTS AUTHORIZED HEREUNDER SUCH BONDS TO BE PAYABLE FROM, AND SECURED BY, THE CAPITAL PROJECT SALES AND USE TAX AUTHORIZED HEREBY AS WELL AS THE FULL FAITH, CREDIT AND TAXING POWER OF BEAUFORT COUNTY; TO PROVIDE THE MAXIMUM COST OF THE PROJECTS OR FACILITIES FUNDED FROM THE PROCEEDS OF SUCH TAX OR BONDS AND THE MAXIMUM AMOUNT OF NET PROCEEDS TO BE RAISED BY SUCH TAX FOR THE PAYMENT OF THE COST OF SUCH PROJECTS OR FOR THE PAYMENT OF DEBT SERVICE ON ANY BONDS ISSUED TO PAY SUCH COSTS; TO PROVIDE FOR A COUNTYWIDE REFERENDUM AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTION IN SUCH REFERENDUM; TO PROVIDE CONDITIONS PRECEDENT TO THE IMPOSITION OF SUCH TAX AND CONDITIONS OR RESTRICTIONS ON THE USE OF SUCH TAX REVENUE; TO ESTABLISH THE PRIORITY, AND EXCEPTIONS THERETO, IN WHICH THE NET PROCEEDS OF SUCH TAX, IF APPROVED IN A REFERENDUM, ARE TO BE EXPENDED FOR THE PROJECTS AND PURPOSES STATED; TO PROVIDE FOR THE CONDUCT OF SUCH REFERENDUM BY THE BEAUFORT COUNTY BOARD OF ELECTIONS AND VOTER REGISTRATION, TO PROVIDE FOR THE ADMINISTRATION OF SUCH TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF SUCH TAX; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

BE IT ENACTED BY THE BEAUFORT COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, IN PUBLIC MEETING DULY ASSEMBLED:

Section 1. Recitals and Legislative Findings. Incident to the adoption of this Ordinance, the Beaufort County Council of Beaufort County, South Carolina (the "County Council") has made the following findings:

(a) The South Carolina General Assembly has enacted the Capital Project Sales Tax Act, S.C. Code Ann. §4-10-300 et seq. (the "Capital Project Sales Tax Act" or " Act"), pursuant to which the County governing body may impose a one percent sales and use tax by ordinance, subject to a referendum, within the county area for a specific purpose or purposes and for a limited amount of time to collect a limited amount of money, and pursuant to which Beaufort County may utilize the revenues from such tax to pay directly and, or, to pay the debt service on any bonds issued by the County to pay the cost of any projects authorized by such Capital Project Sales Tax Act.

(b) The County Council, as the governing body of the County, is authorized to create a commission subject to the provisions of the Capital Project Sales Tax Act for the purpose of considering proposals for funding Capital Projects within the County area and the formulation of a referendum question which is to appear on the ballot. The County Council adopted a Resolution pursuant to the Capital Project Sales Tax Act creating the Beaufort County Capital Sales Tax Commission (the "Commission") for the purpose

of considering proposals for funding Capital Projects within the County and the formulation of a referendum question which is to appear on the ballot. Members of the Commission were appointed by the County Council and by the municipalities of Beaufort County in accordance with the provisions of the Capital Project Sales Tax Act.

(c) The Commission has considered proposals for funding of one or more Capital Projects within the County and the Commission has, by vote taken in public meetings duly advertised, identified the purposes for which the proceeds of the proposed capital projects sales and use tax shall be used and, in furtherance thereof, approved the projects described in this ordinance, established the maximum time for which the sales and use tax may be imposed at four (4) calendar years, established the maximum aggregate principal amount of general obligation bonds to be issued to finance the projects approved herein and specified that the proceeds of the tax may be pledged to the payment of any such bonds; authorized that grants, if any, may be applied towards the payment of any portion of the cost of a project; established the maximum cost of the projects to be paid from the proceeds of such tax and/or bonds and the maximum amount of net proceeds expected to be raised by the tax and used to pay the costs of such projects or debt service and costs of issuance relating to such bonds; established conditions precedent to the imposition of the sales and use tax and conditions and restrictions on the use of sales and use tax revenue collected pursuant to the Capital Project Sales Tax Act; established the priority in which the net proceeds of the sales and use tax are to be expended for the purposes stated therein; and formulated the ballot question which is to appear on the ballot pursuant to S.C. Code Ann. §4-10-330(D) of the Capital Project Sales Tax Act.

(d) The Beaufort County Council finds that the imposition of a capital projects sales and use tax in the County, subject to the limitations specified in this ordinance and for the purpose of paying, either directly or through payment of debt service on general obligation bonds, the proceeds of which are used to pay all reasonable or necessary expenses incidental to the purchase, acquisition, construction, repair, alteration, improvement of the projects including without limitation the expenses of studies; land title and mortgage title policies, architectural, engineering and construction management services; legal, accounting, organizational marketing or other special services related to the financing of the projects and issuance of bonds, if any; financial or underwriting fees and expenses incurred in connection with issuing bonds; rating agencies' fees; initial trustee and paying agent fees; recording and filing fees; and all other necessary and incidental expenses of the projects as more specifically described in Subsection 3.2 hereof (the "Capital Projects"), all of which the Council finds will serve the proper public and corporate purposes of Beaufort County and its municipalities by enhancing the safety, efficiency and aesthetics of the public infrastructure of Beaufort County, thereby promoting public health welfare, safety, desirable living conditions and economic development within the County and meeting the future needs of the County and its citizens.

Section 2. Adoption of Commission Report. Except as provided by law and to the extent that the Report of the Beaufort County Capital Sales Tax Commission is inconsistent with the terms, conditions and provisions of this Ordinance, the capital projects itemized in the report of the Beaufort County Capital Sales Tax Commission are hereby approved and adopted by Beaufort County Council.

Section 3. Adoption of Capital Projects Sales and Use Tax Subject to Referendum

3.1. A capital projects sales and use tax, as authorized by the Capital Project Sales Tax Act, S.C. Code §4-10-300 et seq. is hereby imposed in the County, subject to a favorable vote of a majority of the qualified electors voting in a special referendum on the imposition of such tax to be held in Beaufort County on November 8, 2016 (the "Referendum"), and to the restrictions and limitations set forth in this Ordinance.

3.2 The capital projects sales and use tax authorized by this Ordinance shall be expended for the purpose of paying, either directly or through payment of debt service on general obligation bonds, the proceeds of which are used to pay the cost of designing, engineering, constructing, expanding, relocating and improving the Capital Projects which shall include the following projects approved by the Commission:

CATEGORY 1, PUBLIC SAFETY:	
Jenkins Island (Windmill Harbour) Roadway Improvements	**$7,400,000**
Pinckney Island Road Improvements	**$2,000,000**
County Safe Routes to Schools (11):	**$4,640,000**
Salem Road/Old Salem Road/Burton Hill Road	
Burnt Church Road and Ulmer Road Pathway and Intersection Improvements	
Joe Frazier Road	
Meridian Road	
Middle Road/Coosa Safe Routes to School	
Stuart Point Sidewalk	
US 17 Pathway Extension	
Big Road	
Seabrook Road	
Pine Grove Road/Burton Wells Road	
Dr. Martin Luther King Jr. Drive	
EMS Facilities - Bluffton/Pritchardville and Burton	**$6,000,000**
Implementation of US 278 Traffic Safety Study Recommendations	**$5,600,000**
Detention Center Security Improvements and Repairs	**$1,000,000**
278 Improvements Jenkins Island to Squire Pope Road	**$4,500,000**
Sheriff's Office Communication Equipment	**$6,255,698**
Sheriff's Office Traffic Management Improvements	**$836,955**
Buck Island and Simmonsville Road Improvement between May River Road and US 278	**$750,000**
Hilton Head Island Safe Routes to Schools (2):	**$2,910,000**
Main Street West and Connections to US 278	
William Hilton Parkway Eastbound - Gardner Drive to Jarvis Park	
Resurfacing of Town of Port Royal-Owned Roads	**$2,500,000**
Port Royal Sidewalk Construction	**$300,000**
Sub Total:	**$44,692,653**
CATEGORY 2, ENVIRONMENTAL IMPACT:	
Bluffton Sanitary Sewer Installation and Connection	**$4,000,000**
Stoney Creek Sub-Basin Pond Improvements and Wetlands Restoration	**$4,250,000**

Rose Dhu Creek Sub-Basin Pond Improvements and Wetlands Restoration	**$1,750,000**
Oyster Factory Park Improvements	**$2,000,000**
Daufuskie Island Consolidation of Island-Wide Solid Waste Disposal	**$1,800,000**
Sub Total:	**$13,800,000**
CATEGORY 3, ECONOMIC DEVELOPMENT:	
Waddell Mariculture Improvements	**$750,000**
Beaufort Downtown Parking Garage	**$13,000,000**
Calhoun Street Dock Improvements and Expansion	**$750,000**
Construction of New Port Spine Road (Port Redevelopment)	**$4,500,000**
TCL Culinary Arts Teaching Institute and the Health Sciences Expansion	**$10,000,000**
Sub Total:	**$29,000,000**
CATEGORY 4, QUALITY OF LIFE:	
US 21 ITS Bridge System	**$500,000**
Waterfront Park and Marina Improvements and Southside Park Improvements	**$4,000,000**
Acquisition and Paving of Certain Dirt Roads on Hilton Head Island (21):	**$7,000,000**
Aiken Place	
Allen Road	
Mackerel Drive	
Pine Field Road	
Sassafras Lane	
Clifford Miller Road	
Orage Road	
Amelia Court	
Amelia Drive	
Bligen Road	
Cobia Court	
Murray Avenue	
Outlaw Road	
Adell Lane	
Alice Perry Drive	
Benjamin Drive	
Great Barracuda Lane	
Horse Sugar Lane	
Mitchellville Road Ext	
Triggerfish Trail	
Christopher Drive	
Arts, Entertainment & Cultural Campus	**$6,202,000**
Pavilion at Historic Mitchelville Freedom Park	**$210,000**
Hilton Head Island Recreation Center Expansion	**$10,000,000**
Daufuskie Island Road Right-of-Ways	**$1,350,000**
USCB Academic/OLLI Building (Bluffton Campus)	**$3,150,000**
Sub Total:	**$32,412,000**
TOTAL ESIMATED COST OF ALL PROJECTS:	**$119,904,653**

3.3. The capital projects sales and use tax authorized herein shall be imposed for a period not to exceed four (4) years from the date of imposition.

3.4. Subject to the provisions of Section 4 of this ordinance, the maximum aggregate principal amount of bonds to be issued to pay the cost of the Capital Projects is $130,000,000 and it is anticipated that the capital projects sales and use tax authorized hereby will be pledged to the payment of debt service with respect to such bonds. In addition, the County may accept any grants and any other lawful sources of funds to apply to or pay for the Capital Projects provided herein. The maximum cost of the Capital Projects to be funded from the proceeds of the capital projects sales and use tax (including costs relating to the bonds) is $130,000,000, the maximum amount of bonds to be issued is $130,000,000 and the maximum amount of net proceeds anticipated to be used to pay such cost or debt service shall be $130,000,000 which includes the repayment of a principal amount of bonds of $130,000,000 and interest and expenses relating thereto of not exceeding $10,000,000.

3.5. The sales and use tax imposed herein shall be imposed only if approved by a majority of qualified electors voting in favor of imposing such tax for the stated purposes in the Referendum. The imposition of such tax shall be subject to the additional conditions and restrictions set forth in this Ordinance and as otherwise imposed by law. The bonds referred to herein shall only be issued only if approved by a majority of qualified electors voting in favor thereof as part of the Referendum.

3.6. It is anticipated that the components of the Capital Projects will be funded to the extent practicable simultaneously from the proceeds of tax revenues and, or, general obligation bonds(s). If sufficient funds are not available to fund completely all components of the Capital Projects simultaneously or in the order provided herein, the County Council shall, by subsequent resolution or resolutions, approve funding for the Capital Projects as funds become available using the system set forth in this Subsection (3.6). The County will fund portions of the Capital Projects as may be necessary to fulfill the conditions of any grant associated with such portion of construction. The County will utilize any remaining funds to undertake those components of the Capital Projects in the most orderly means available. The County shall not commence construction on any component of the Capital Projects unless and until it has arranged funding for completion of such portion of the Capital Project.

3.7. If a sales and use tax is approved by a majority of the qualified electors voting in the Referendum, such tax is to be imposed on the first day of May, 2017, provided the Beaufort County Voter Registration and Election Commission shall certify the results and the County Council shall by Resolution declare the results of the referendum and certify such results to the South Carolina Department of Revenue timely.

3.8. The capital projects sales and use tax imposed by this Ordinance, if approved in the referendum conducted on November 8,2016, shall terminate on the earlier of: (1) the final day of the fourth (4th) calendar year following imposition of the tax; or (2) the end of the calendar quarter during which the Department of Revenue receives a certificate from the County Administrator indicating that no more bonds approved in the referendum remain outstanding that are payable from the sales tax and that all the amount of the costs of the Capital Projects will have been paid upon application of the net proceeds during such calendar quarter.

3.9. Amounts of sales and use tax collected in excess of the required net proceeds must be applied, if necessary, to complete the Capital Projects; otherwise, the excess funds must be credited to the general fund of the governmental entity or entities receiving the proceeds of the tax, in the proportion in which they received the net proceeds of the tax while it was imposed.

3.10. The capital projects sales and use tax levied pursuant to this ordinance must be administered and collected by the South Carolina Department of Revenue in the same manner that other sales and use taxes are collected. The Department may prescribe amounts that may be added to the sales price because of the tax.

3.11. The tax authorized by this Ordinance is in addition to all other local sales and use taxes and applies to the gross proceeds of sales in the applicable area that is subject to the tax imposed by Chapter 36 of Title 12 of the Code of Laws of South Carolina, and the enforcement provisions of Chapter 54 of Title 12 of the Code of Laws of South Carolina. The gross proceeds of the sale of items subject to a maximum tax in Chapter 36 of Title 12 of the Code of Laws of South Carolina are exempt from the tax imposed by this ordinance. The tax imposed by this ordinance also applies to tangible personal property subject to the use tax in Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina.

3.12. The capital projects sales and use tax authorized by this ordinance shall be administered in all respects in accordance with the Capital Project Sales Tax Act and as otherwise required by law.

Section 4. Authorization to Issue General Obligation Bonds Payable from the Proceeds of the Caps

4.1. There is hereby authorized to be issued from time to time in one or more series a maximum of $130,000,000 aggregate principal amount of general obligation bonds of the County. Such bonds shall be secured by the full faith, credit and taxing power of the Beaufort County and by the proceeds of the capital project sales and use tax authorized hereby. Bonds issued pursuant to this ordinance shall not be counted toward the Beaufort County's 8% constitutional debt limitation.

4.2. Anything herein to the contrary notwithstanding, nothing in this Ordinance shall be construed as prohibiting the County from issuing revenue bonds to pay for any portion of the Capital Projects to the extent that the County identifies an appropriate source of revenue to be pledged to the payment of such bonds.

Section 5. Capital Project Sales and Use Tax Referendum: Ballot Question

5.1. The Voter Registration and Election Commission of Beaufort County shall conduct a referendum on the question of imposing a capital projects sales and use tax in the area of the County on Tuesday, November 8, 2016, between the hours of 7 a.m. and 7 p.m. under the election laws of the State of South Carolina. The Beaufort County Voter Registration and Election Commission shall publish in a newspaper of general circulation the question that is to appear on the ballot with the list of Capital Projects and the cost of projects and shall publish such election and other notices as are required by the Capital Project Sales Tax Act.

5.2. The question to be included on the ballot of the referendum to be held in the Beaufort County on November 8, 2016, must read substantially as follows:

OFFICIAL BALLOT GENERAL ELECTION BEAUFORT COUNTY, SOUTH CAROLINA NOVEMBER 8, 2016 Beaufort County One Percent Capital Projects Sales Tax Referendum

Local Question #1

MUST A SPECIAL ONE PERCENT SALES AND USE TAX BE IMPOSED IN BEAUFORT COUNTY FOR NOT MORE THAN FOUR (4) YEARS TO RAISE THE AMOUNTS SPECIFIED FOR THE FOLLOWING PURPOSES?

INSERT PROJECT LIST AND CORRESPONDING AMOUNTS

TOTAL ESTIMATED COST OF ALL PROJECTS: $119,904,653

In order to pay the costs of the capital projects pending receipt of the sales tax revenues, must the County also be authorized to issue not exceeding $130,000,000 of its general obligation bonds and pledge the proceeds of sales tax, if authorized, to the payment thereof?

The maximum amount of net proceeds of the tax which may be used to pay the cost or debt service on the bonds must not exceed $10,095,347. The maximum amount of sales tax that may be collected must not exceed the sum of $130,000,000 which includes the direct costs of the capital projects plus the amount of $10,095,347 being the maximum amount of cost or debt service on bonds that may be paid from such source. "The $130,000,000 is to be repaid from the net proceeds of the sales and use tax and if such sales and use tax is inadequate to repay the $130,000,000, any balance shall be paid by Beaufort County.

CONDITIONS AND RESTRICTIONS ON THE USE OF SALES AND USE TAX REVENUE COLLECTED UNDER THE CAPITAL PROJECT SALES TAX ACT: The capital projects sales and use tax shall be expended for design, engineering, construction or improvement of the highways, roads, streets, bridges, parks and other Capital Projects listed above. Net proceeds of the capital project sales and use tax, if approved, must be expended for the purposes stated and in the priority listed; provided, however, that the order of funding of the projects may be adjusted on the basis of construction schedules or other events that may affect the schedule for any particular project; and provided that multiple projects may be funded simultaneously based on the formula or system contained in the ordinance adopted by the Beaufort County Council which shall include the authority to pay directly the cost of such projects or to issue bonds and/or to borrow funds in advance of receiving the net proceeds of the one percent sales and use tax, the estimated cost of such bonds or other borrowing not to exceed $130,000,000. The expenditure of revenues from the capital projects sales and use tax, if approved, shall be subject to acquisition of title, right-of-way, design and engineering considerations, environmental issues, the discovery of historic sites or endangered species, the receipt of necessary permits, funding of projects from other sources,

bids in excess of project estimates, qualifications of bidders, cost overruns, exhaustion or insufficiency of net sales and use tax revenues to complete all projects in the order and priority provided herein and other unforeseen circumstances and conditions.

INSTRUCTIONS TO VOTERS: All qualified electors desiring to vote in favor of imposing the tax for the stated purposes and authorizing the general obligation bonds in connection therewith as outlined above and subject to the limitations and conditions set forth above shall vote "YES" and all qualified electors opposed to levying the tax and issuing such general obligation bonds shall vote "NO".

_____ YES

_____ NO

5.3. In the referendum on the imposition of a capital projects sales and use tax in the County, all qualified electors desiring to vote in favor of imposing the tax for the stated purposes and issuing the general obligation bonds shall vote "Yes" and all qualified electors opposed to levying the tax shall vote "No". If a majority of the votes cast is in favor of imposing the tax, then the tax should be imposed as provided in the Capital Project Sales Tax Act, S.C. Code Ann. §4-10-300 et seq. Expenses of the referendum shall be paid by the County.

5.4. Upon receipt of the returns of the referendum, the County Council shall, by Resolution, declare the results thereof. The results of the referendum, as declared by Resolution of the County Council, shall not be open to question except by suit or proceeding instituted within thirty (30) days from the date the County Council shall adopt a Resolution declaring the results of such referendum.

Section 6. Imposition of Tax Subject to Referendum. The imposition of a capital projects sales and use tax in the County is subject in all respects to the favorable vote of a majority of qualified electors' casting votes in a referendum on the question of imposing a capital projects sales and use tax in the area of the County. The referendum is to be conducted by the Beaufort County Voter Registration and Election Commission on November 8, 2016 and the favorable vote of a majority of the qualified electors voting in such referendum shall be a condition precedent to the imposition of a capital projects sales and use tax as provided for in this Ordinance.

Section 7. Effective Date. Except as otherwise provided by law, this Ordinance shall take effect immediately upon adoption.

AND SO IT IS ORDAINED, this ___ day of _____, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II, County Attorney

ATTEST:

_____
Suzanne M. Rainey, Clerk to Council

First Reading: May 23, 2016
Second Reading: June 13, 2016
Public Hearing:
Third and Final Reading: