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CLERK TO COUNCIL

AGENDA
FINANCE COMMITTEE
Monday, December 2, 2019
2:00 p.m.
Council Chambers, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:
Joseph Passiment, Chairman
Chris Hervochon, Vice Chairman
Gerald Dawson
Mark Lawson
Paul Sommerville

Staff Support:
Suzanne Gregory, Employee Service Director
Alicia Holland, CPA,
Assistant County Administrator, Finance

1. **CALL TO ORDER – 2:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

[Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act]

3. **APPROVAL OF AGENDA**

4. **PRESENTATION**
   A. **USCB and TCL Capital Needs** - *Al M. Panu, Ph.D., Chancellor, USCB and Richard Gough, President, TCL*

5. **DISCUSSION**
   A. **Penn Center request for ATAX Dollars -** *Councilman Hervochon*

   B. **Audio and Video Portions of Committee and Council Meetings –** *Committee Chair Joseph Passiment*

6. **ACTION ITEMS**
   A. **Approval of Talbert, Bright and Elington Work Authorization 18-03, Amendment 1 to provide consulting for development of contractual documents -** *Jon Rembold Airport Director* (backup)

   B. **Discussion and Approval of New Employee Sick Leave Policy** – *Chris Inglese, Deputy County Administrator* (backup)

7. **CITIZEN COMMENTS** (*Limited to 3 minutes and Comments must be regarding agenda items only*)

8. **EXECUTIVE SESSION**
   A. **Discussion of employment and compensation of persons regulated by Council; discussion of contractual arrangements for independent contractors; and receipt of legal advice where the legal advice is related to pending, threatened, or potential claims and other matters covered by the attorney-client privilege** – *Chris Inglese, Deputy County Administrator*

9. **ADJOURNMENT**

2019-2020 POLICY PRIORITY COMMITTEE ASSIGNMENTS
FINANCE COMMITTEE
Employee Compensation
Economic Development
Heritage Tourism Development
USCB & TCL Campus Expansion
278 Corridor & SIB Funding

BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Work Authorization 18-03, Amendment 1

Council Committee:

Finance

Meeting Date:

December 2, 2019

Committee Presenter (Name and Title):

Jon Rembold Airport Director

Issues for Consideration:

Approval of Talbert, Bright and Ellington Work Authorization 18-03, Amendment 1

Points to Consider:

This work authorization provides specialized consulting for development of important contractual documents such as airline use agreements at the Hilton Head Island Airport.

Funding & Liability Factors:

Hilton Head Island Airport Operating Revenues

Council Options:

Approve, Modify or Reject

Recommendation:

Approve

TO: Councilman Joseph Passiment, Chairman, Beaufort County Finance Committee

FROM: Howard Ackerman, Chairman, Beaufort County Airports Board

SUBJ: Approval of Talbert, Bright and Ellington Work Authorization 18-03, Amendment 1

DATE: November 14, 2019

BACKGROUND.

On November 14, 2019, the Beaufort County Airports Board reviewed the following item:

- Talbert, Bright and Ellington Work Authorization 18-03, TBI No. 2119-1803, Amendment 1

The board finds the above authorization acceptable and in line with the provisions of our Contract for Professional Services. The BCAB forwards the attached document for Finance Committee to review and approve.

cc: Ashley Jacobs, County Administrator
Jon Rembold, Airports Director

HILTON HEAD ISLAND AIRPORT
HILTON HEAD ISLAND, SOUTH CAROLINA
WORK AUTHORIZATION 18-03
October 28, 2019
PROJECT NO.: TBI NO. 2119-1803

AMENDMENT 1

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Original Description of Work Authorized: This work authorization is to prepare an airline agreement between American Airlines and Beaufort County, as well as a commercial use permit for other airlines that may choose to provide service to HXD.

This scope of services does not include other work such as airline negotiations, rates and charges, passenger facility charges (PFC), or concession facility charges (CFC), these will be performed on an authorized basis in a separate work authorization.

Amendment 1 Description of Work Authorized: This work authorization is to continue to assist the Airport's Director in the drafting, modifying and negotiating a new agreement between Beaufort County and the airlines, which serve HXD. These "on-call" professional services may include telecommunications, internal working and airline negotiation meetings, document preparation and update, financial analysis of the Airport's financial operations, the development of cost allocations to appropriate airport cost centers, the compilation of historical and currently projected airline landed weight and enplanement activity (by airline) and the development of a compensatory airline rate setting model to support the periodic update and revision of compensatory airline rates (landing fees, terminal rental, security fees and other necessary fees) as the need arises from year to year. These professional services may also include the participation in planning of Airport expansion/renovation improvements to the extent that financial planning and cost recovery disciplines come into play.

Estimated Time Schedule: Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

Cost of Services: The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with Article 1 as a lump sum of **$8250.00**. Special services shall be performed on a not to exceed basis with a budget of **$51,750.00**, which includes reimbursable expenses. For a total of **$60,000.00.**

Original Contract (June 28, 2018)	$14,068.00
Amendment 1	$60,000.00
TOTAL	**$74,068.00**

Agreed as to Scope of Services, Time Schedule and Budget:

APPROVED: BEAUFORT COUNTY	**APPROVED:** TALBERT, BRIGHT and ELLINGTON, INC.
	Vice President
Title	Title:
Date:	Date:
Witness:	Witness:

COUNTY COUNCIL OF BEAUFORT COUNTY

PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director
dthomas@bcgov.net 843.255.2353

TO: Councilman Joseph Passiment, Chairman, Finance Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Amendment

Approval of Talbert, Bright and Ellington Work Authorization 18-03, Amendment 1

DATE: 12/02/2019

BACKGROUND:

This work authorization is to assist the Airport Director in matters relating to Airline Usage Agreements, Contracts and Negotiations, and ot

The Beaufort County Airports Board finds the above authorization acceptable and in line with the provisions of our Contract for Professiona

VENDOR INFORMATION:

Talbert, Bright & Ellington

COST:

$60,000

Insert Addition Vendor Info.

FUNDING:

Hilton Head Island Airport Proprietary Fund. This expense is included in the Fiscal Year 2020 approved appropriations.

Funding approved: Yes By: aholland Date: 11/20/2019

FOR ACTION: Finance Committee meeting occurring December 2, 2019.

RECOMMENDATION:

Beaufort County Finance Committee approve WA 18-03, Amendment 1.

Attachment: TBE Work Auth.pdf 94.53 KB

Click here to attach a file

cc: Ashley Jacobs, County Administrator

Approved: Yes Date: 11/20/2019

Check to override approval: Overridden by: Override Date:

Christopher S. Inglese, Deputy County Administrator

Approved: Yes Date: 11/20/2019

Check to override approval: Overridden by: Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Yes Date: 11/20/2019

Jon Rembold, Director, Airports Department

Approved: Yes Date: 11/20/2019

Check to override approval: Overridden by: Override Date: ready for admin:

CC others

After Initial Submission, Use the Save and Close Buttons

BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Employee Sick leave and holidays Addendum

Council Committee:

Finance Committee; previously discussed at Executive Committee November 12, 2019

Meeting Date:

December 2, 2019

Committee Presenter (Name and Title):

Ashley M. Jacobs, Administrator; Chris Inglese, Deputy Administrator

Issues for Consideration:

Beaufort County does not provide for a sick leave benefit to its employees and provides the least number of holidays compared to other counties.

Points to Consider:

Sick leave benefits and paid holidays are a recruiting tool that helps to attract and retain quality employees.

Funding & Liability Factors:

No additional funding is needed to implement the attached policies.

Council Options:

Administration would like to have Council's support by voting to adopt the attached sick leave policy.

Recommendation:

Unanimously vote in favor of adopting the attached sick leave and holidays addendum in support of Beaufort County's dedicated and hard working employees.

2019 Revision to Employee Handbook

DISCLAIMER

THIS IS NOT A CONTRACT

EMPLOYEES OF THE COUNTY OF BEAUFORT ARE EMPLOYED AT WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. THAT MEANS THAT EITHER THE EMPLOYEE OR THE COUNTY MAY END EMPLOYMENT AT ANY TIME AND FOR ANY REASON. NOTHING IN BEAUFORT COUNTY'S HANDBOOKS, MANUALS, POLICIES, RULES OR OTHER WRITTEN DOCUMENTS 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 DOCUMENTS STATES THE TERMS OF EMPLOYMENT AND (4) THE DOCUMENT IS SIGNED BY THE COUNTY'S ADMINISTRATOR.

This 2019 Revision to the Beaufort County Employee Handbook provides for a sick leave benefit, two (2) additional paid holidays and a personal holiday, with an effective date of January 1, 2020.

Revision No. 1- Sick Leave: The Sick Leave benefit shall be inserted into Section 4.0 Compensation & Benefits, and be a portion of subsection 4.2 Leave of the Beaufort County Employee Handbook.

4.2.19 Sick Leave

The County recognizes that our hard working employees and their immediate family members sometimes become ill. Thus, the County offers a sick leave benefit that provides paid time away from work during illness and recovery. Effective January 1, 2020 there is provided a Sick Leave benefit to Full-time and Part-time County employees.

4.2.20 Accrual and Carryover:

Sick leave accrues at the end of each payroll period and is reflected on your paycheck stub as "Sick Leave Balance". Sick leave may not be used until it has accrued but is available as soon as it is accrued.

Full-time employees accrue 3.69 hours each bi-weekly pay period. A maximum of 720 hours may be carried over from the last pay period in one year to the first pay period in the following year.

Employees working a 12-hour shift accrue sick leave at the rate of 3.87 hours per pay period, and may carry over up to a maximum of 756 hours.

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Employees working a 24-hour shift accrue sick leave at the rate of 5.2 hours per pay period, and may carry over up to a maximum of 1008 hours.

Regular part-time employees whose position is designated to work at least 20 hours per week accrue sick leave on a pro-rata basis. Regular part-time employees working an average of less than 20 hours per week, P.R.N., and similar classes of employees do not accrue sick leave.

While on authorized sick leave with pay an employee continues to accrue annual and sick leave benefits. If an employee is on authorized sick leave without pay, annual and sick leave benefits do not accrue, and the employee is responsible for payment of any authorized payroll deductions. Failure to submit prompt payment may result in termination of benefits.

4.2.21 Use and Approval:

Sick leave may be used for personal or an immediate family member's (spouse, child, or parent) illnesses, medical appointments, and like purposes provided the employee's presence is required. The County reserves the right to require appropriate certification or confirmation that the employee's presence is in fact required.

In the case of FMLA leave that requirement is automatically met when the physician's certification is submitted. For information about requesting FMLA, see the Family and Medical Leave Act (FMLA) section of this handbook or contact the Employee Services Department.

Unless department policy dictates otherwise, in the event you cannot attend work due to illness, injury or emergency, you must notify your supervisor as soon as possible and, except under extreme circumstances, one (1) hour before your scheduled start time. Unless you are on an approved and excused leave of absence, you should inform your supervisor daily if the absence exceeds one day.

Annual leave may be used in lieu of sick leave at the employee's request. Unpaid leaves will be granted only when all available paid leave is exhausted.

Notification to supervisor. An employee who is ill must advise his/her immediate supervisor as soon as possible and no later than one hour after the start of the work shift. Employees in law enforcement, emergency services, security, solid waste, and other departments that operate around the clock must follow procedures set up by their department heads. In case of extended illness, the employee is responsible for keeping his/her supervisor informed of his/her progress.

Your supervisor may at any time request a doctor's statement before excusing the absence. Just because the County has allowed you to accrue your sick leave benefit does not mean that any absence will be excused and/or paid. All accrued leave usage must be requested by the employee and approved by the employee's supervisor. Excessive absences or failure to properly follow leave rules and procedures can result in disciplinary action up to and including termination. FMLA leave and other protected absences are not counted for the purposes of evaluating whether absenteeism is excessive. Under some circumstances annual leave may be donated for use as sick leave. See the Employee Emergency Leave Transfer Bank (EELTB) section of this handbook. Sick leave is

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not intended to extend the employment status beyond the last date of the individual's availability to work.

4.2.22 Payment at Separation: Unused sick leave has no cash value and is not reimbursable upon termination.

Revision No. 2- Additional Paid Holiday days: the following two (2) additional paid holiday benefit and Personal Holiday benefit shall be inserted into Section 4 Compensation & Benefits subsection 4.1.2 Holidays.

Good Friday

President's Day

A Personal Holiday

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