

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
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COUNTY ADMINISTRATOR

SARAH W. BROCK
INTERIM CLERK TO COUNCIL

AGENDA
FINANCE COMMITTEE
WORKSHOP

Monday, May 6, 2019

1:00 p.m.

Executive Conference Room, 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 – 1:00 p.m.
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. April 1, 2019 ([backup](#))
 - B. April 3, 2019 Workshop ([backup](#))
 - C. April 10, 2019 Workshop ([backup](#))
 - D. April 22, 2019 Workshop ([backup](#))
5. CITIZEN COMMENTS (*Comments regarding agenda items only*)
6. DISCUSSION / FUNDING REQUEST FROM CAMPBELL CHAPEL ([backup](#))
7. DISCUSSION / FY 2020 SCHOOL DISTRICT BUDGET PRESENTATION
8. DISCUSSION / PARKS AND RECREATION TOURNAMENT LOCAL ATAX REQUEST – *Shannon Loper, Parks and Recreation Director* ([backup](#))
9. DISCUSSION / CHANGE OF SCOPE TO THE IMPACT FEE STUDY
Update in order to add the study of Solid Waste and Public Safety/EMS to the existing contract. - *Eric Greenway, Community Development Director and Dave Thomas, Purchasing Director* ([backup](#))



10. DISCUSSION / CONTRACT AWARD:

IFB # 032119 Bluffton Township Fire District Station 38 and Emergency Operations Center Construction Project - *Dave Thomas, Purchasing Director and John Thompson, Fire Chief, Bluffton Township Fire District* ([backup](#))

11. DISCUSSION / CONTRACT AWARD:

IFB # 041819 Rebid Lind Brown Pool Renovation Project - *Dave Thomas, Purchasing Director* ([backup](#))

12. DISCUSSION / FY 2020 BUDGETS – ENTERPRISE FUNDS

- A. Stormwater Utility / *Eric Larson* ([backup](#))
- B. Airports / *Jon Rembold* ([backup](#))

13. DISCUSSION / AUDITOR PRESENTATION

14. DISCUSSION / A-TAX, H-TAX AND ACCOMMODATIONS TAX RESOLUTION

15. DISCUSSION / 2020 COUNTY BUDGET

16. DISCUSSION / HEALTHCARE ENTITIES REGARDING INDIGENT CARE

17. EXECUTIVE SESSION:

- A. Discussion of existing compensation plan's application to specific employees and issues relating to the same - *Thomas J. Keaveny II, County Attorney*

18. MATTERS ARISING OUT OF EXECUTIVE SESSION

19. ADJOURNMENT

**MINUTES
FINANCE COMMITTEE**

April 1, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

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

ATTENDANCE

Present: Committee Chairman Joseph Passiment, Committee Vice Chairman Chris Hervochon, and members Gerald Dawson, Mark Lawson and Paul Sommerville

Absent: Brian Flewelling

Ex-officio: Michael Covert, York Glover, Alice Howard, Larry McElynn and Stu Rodman.
(Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Phil Foot, Assistant County Administrator-Public Safety; Suzanne Gregory, Director, Employee Services Department; Patrick Hill, IT Director; Alicia Holland, Assistant County Administrator-Finance; Tom Keaveny, County Attorney; John Weaver, Interim County Administrator.

CALL TO ORDER

Joseph Passiment called the meeting to order at 1:00 p.m.

APPROVAL OF AGENDA

It was moved by Mr. Hervochon, seconded by Mr. Dawson, that Committee approve the agenda as presented. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment and Mr. Rodman. Mr. Glover and Mr. Sommerville arrived late. The motion passed.

APPROVAL OF MINUTES

It was moved by Mr. Dawson, seconded by Mr. Hervochon, that Committee approve the minutes from the March 4, 2019 Finance Committee meeting. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment and Mr. Rodman. Mr. Glover and Mr. Sommerville arrived late. The motion passed.

CITIZEN COMMENTS

There were no citizen comments.

ACTION ITEMS

Item: 2019B General Obligation Bonds – *Alicia Holland, Assistant County Administrator Finance*

Discussion: 2019A General Obligation Bonds were issued in the amount of \$11.25 million in February / March 2019. These bonds are funding the following projects:

- 1) Administration Building re-skin - \$5.5 million
- 2) Arthur Horne building replacement Phase 1 - \$3.5 million
- 3) Detention Center security upgrades - \$1 million
- 4) Parks and Recreation pool facility renovations - \$540,000
- 5) Voter Registration building renovations - \$250,000
- 6) Hilton Head Island Airport A-Tax match - \$200,000

The proposed 2019B General Obligation Bonds in the amount not to exceed \$11.275 million are intended to fund the following projects:

- 1) Arthur Horne building replacement Phase II - \$3.5 million
- 2) Public Facilities relocation / renovation - \$3.5 million
- 3) Information Technology infrastructure - \$3 million
- 4) Detention Center security upgrades - \$1 million

Motion: It was moved by Mr. Sommerville, seconded by Mr. Dawson, that Committee recommend Council approve on first reading an ordinance authorizing the issuance and sale of General Obligation Bonds, Series 2019b, or such other appropriate series designation, of Beaufort County, South Carolina, in the principal amount of not to exceed \$11,275,000; fixing the form and details of the bonds; authorizing the interim county administrator or his lawfully-authorized designee to determine certain matters relating to the bonds; providing for the payment of the bonds and the disposition of the proceeds thereof; and other matters relating thereto. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. McElynn, Mr. Passiment, Mr. Rodman and Mr. Sommerville. The motion passed unanimously.

Recommendation: Council approve 2019B General Obligation Bonds.

Item: Discussion / Paige Point Cemetery Request for Funding – *Councilman Gerald Dawson and Major General (Ret.) Mitch Mitchell*

Discussion: Major General Mitch Mitchell expressed concern about preserving Paige Point Cemetery. General Mitchell asked Committee to consider whether or not it is appropriate to provide funding in the amount of \$25,000 to transform the overgrown, weed-infested parcel into a burial site of significance relating back to the early 1800's. General Mitchell said the funding will help provide monuments that share the cemetery's history.

Beaufort County currently owns the cemetery, and maintains the grounds. Additional surrounding property owned by others has been donated for the benefit of the cemetery via an easement.

Motion: It was moved by Mr. Sommerville, seconded by Mr. Hervochon, that Committee recommend Council approve \$25,000 to help provide historical monuments at Paige Point Cemetery. The source of funding is the County Administrator's contingency fund. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment, Mr. Rodman and Mr. Sommerville. The motion passed.

Recommendation: Council approve \$25,000 to help provide historical monuments at Paige Point Cemetery.

Item: Establishment of Additional Finance Committee Workshop Dates

- April 3, 2019 – 11:00 a.m. Executive Conference Room
- April 10, 2019 – 1:00 p.m. Executive Conference Room
- April 17, 2019 – 1:00 p.m. Executive Conference Room

Discussion: Additional Finance Committee Workshop dates will give the committee more time to discuss pertinent items related to fiscal year 2020's budget.

Motion: There was no motion, nor a second for this item. Mr. Passiment asked, "All in favor"? The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment, Mr. Rodman and Mr. Sommerville. The motion passed.

INFORMATION ITEMS

Item: Discussion / Sheriff's Department FY2019/2020 Budget Proposal – *Sheriff PJ Tanner, Suzanne Cook, Beaufort County Sheriff's Office Financial Officer, Chief Deputy Michael Hatfield, and Lt. Col. Neil Baxley*

Discussion: Beaufort County Sheriff's Office Fiscal Year 2020 General Fund Revenue requests totals: \$34,014,944.

The BCSO's proposed FY20 budget request includes the following capital items:

• Forensics Lab Extension (2,000 square feet)	\$300,000
• Forensics Lab Equipment	\$195,000
• Security Cameras / (Drew Property, Forensics Lab, Headquarters, BIV Evidence)	\$200,000
• Three New Traffic Management Cameras	\$195,000
• Five Flashing Beacons	\$160,000
• 2 Highway Advisory Radios	\$114,000
• Resurface shooting range asphalt	\$ 30,00
• Spillman (CAD software)	\$ 243,093

• Spillman (CAD software)	\$ 243,093
• Increases in line items for 341 personnel	\$ 587,676
Total Increases	\$2,587,769

Mrs. Cook said the BCSO currently has 341 filled positions, and is not requesting any funds for salaries of new positions in the FY20 budget.

Three civilians and 39 officers are assigned to serve Hilton Head Island.

Status: Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

Item: – Discussion / Compensation Plan for Staff

Discussion: Beaufort County's salaries are currently within the 50th percentile of market. Council is seeking to increase Beaufort County employees' salaries in FY2020. To do so, the Finance Committee sought input during a virtual call from representatives of Gallagher Risk Management & Consulting (Gallagher).

About four years ago, Gallagher began updating the county's classification structure by reviewing Beaufort County's job descriptions and current position description questionnaires, developing a different list of existing job titles, and examining internal equity.

The county has not made any adjustments to its salary structure since 2015.

According to the Mr. Tom Keaveny, County Attorney, the 75th percentile seems to be the best option to attract and retain employees. The complete project is a combination, and could be phased in within two years. It also consists of a market study. The project's cost is between \$27,000 and \$30,000. Some adjustment will kick in this year. However, he is not sure what that adjustment is. Gallagher will address the areas with the most immediacy and difficulty hiring employees.

The cost to the general fund is approximately \$7.5 million.

Status: The Finance Committee recommended Mr. Keaveny and Ms. Suzanne Gregory, Employee Services Director, negotiate with Gallagher to increase Beaufort County's pay scale to the 75th percentile. After further negotiations, the committee will discuss final costs. A vote will come in the form of a motion once the budget comes before Council in the form of an ordinance.

ADJOURNMENT

The meeting adjourned at 3:23 p.m.

Ratified by Committee:

**MINUTES
FINANCE COMMITTEE WORKSHOP**

April 3, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

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

ATTENDANCE

Present: Committee Chairman Joseph Passiment, Committee Vice Chairman Chris Hervochon, and members Gerald Dawson and Lawrence McElynn
Absent: Mark Lawson and Paul Sommerville
Ex-officio: York Glover and Alice Howard

Staff: John Weaver, Interim County Administrator

CALL TO ORDER

Joseph Passiment called the meeting to order at 11:02 a.m.

APPROVAL OF AGENDA

It was moved by Gerald Dawson, seconded by Chris Hervochon, that Committee approve the agenda as presented. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Passiment and Mr. McElynn. The motion passed.

CITIZEN COMMENTS

There were no citizen comments.

RECESS

It was moved by Mr. Hervochon, seconded by Mr. Dawson, that Committee recess at 11:45 a.m. until Solicitor Duffie Stone arrives. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. McElynn and Mr. Passiment. The motion passed.

RECONVENE

It was moved by Mr. Hervochon, seconded by Mr. Dawson, that Committee reconvene at 11:54 a.m. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. McElynn and Mr. Passiment. The motion passed.

INFORMATION ITEM

Item: Presentation / Solicitor's Office FY2019/2020 Budget Proposal

Discussion: 14th Circuit Solicitor Duffie Stone stood before the committee to answer questions about the FY2019/2020 Budget proposal.

The Solicitor's FY2019/2020 Budget proposal included:

• Current Beaufort County Funding for Solicitor's Office	\$1,604,000
• Beaufort County Per Capita Funding for Prosecution	\$8.58
• Additional Funding for DUI Prosecution	\$ 189,000
• Additional Tier II Prosecution Request	\$ 94,500
• Additional per capita funding after request	\$1.52
• Total additional Request	\$ 283,500
• Total Solicitor's Office Funding	\$1,887,500
• Total per capita funding after request	\$10.10

Status: The Finance Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

ADJOURNMENT

The meeting adjourned at 12:30 p.m.

Ratified by Committee:

**MINUTES
FINANCE COMMITTEE WORKSHOP**

April 10, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

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

ATTENDANCE

Present: Committee Chairman Joseph Passiment, Committee Vice Chairman Chris Hervochon, and members Gerald Dawson and Mark Lawson
Absent: Lawrence McElynn, Stu Rodman, and Paul Sommerville
Ex-officio: Michael Covert, Brian Flewelling, York Glover and Alice Howard

Staff: Jim Beckert, County Auditor; and John Weaver, Interim County Administrator

CALL TO ORDER

Joseph Passiment called the meeting to order at 1:00 p.m.

APPROVAL OF AGENDA

It was moved by Gerald Dawson, seconded by Chris Hervochon, that Committee approve the agenda as presented. The vote: YEAS – Mr. Dawson, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Passiment and Mr. McElynn. Mr. Glover and Mr. Lawson arrived late.

CITIZEN COMMENTS

There were no citizen comments.

INFORMATION ITEMS

Item: Discussion / Recommendations to Council on the Sheriff's Department Recent Budget Request

Discussion: Beaufort County Sheriff's Office Financial Officer Suzanne Cook stood before Committee to address concerns about increases in specific budget-line items.

There were some questions that Ms. Cook was unable to answer. She stated she will return with more details, and would be more than happy to go through each specific item with the committee. The committee submitted additional questions to the Sheriff's office that will be discussed at the next Finance Committee Workshop.

Some of the committee's budget request concerns also included:

- Beaufort County Forensics Lab, its equipment and how often it is being used
- Three new traffic management cameras, and their locations and maintenance
- Two highway advisory radios
- The purpose of five Flashing beacons
- School District Student Resource Officers (SROs) funding
- Beaufort County Sheriff's Office's services to Hilton Head Island

Status: The Finance Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

Item: Discussion / Recommendations to Council on the Solicitor's Office Recent Budget Requests

Discussion: Solicitor Duffie Stone presented his budget request for FY20 at the Finance Committee Workshop on April 3, 2019. The Finance Committee asked specific questions regarding the composition of the budget and the DUI program. Additional information will be gathered from a variety of sources regarding the total budget for the Solicitor's office.

Status: The Finance Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

Item: Discussion / Board of Appeals Vacancies

Discussion: Chairman Passiment informed the committee about his effort to contact two gentlemen to temporarily serve on the Board of Assessment Appeals. The gentlemen have made a verbal commitment to serve on the board. One gentleman has already submitted his application. Once both applications have been processed, the names will come before the committee at the next Finance Committee meeting.

ADJOURNMENT

The meeting adjourned at 2:00 p.m.

Ratified by Committee:

**MINUTES
FINANCE COMMITTEE WORKSHOP**

April 22, 2019

Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort, South Carolina 29902

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

ATTENDANCE

Present: Committee Chairman Joseph Passiment, Committee Vice Chairman Chris Hervochon, and members Gerald Dawson, Mark Lawson and Paul Sommerville

Absent: Lawrence McElynn and Stu Rodman

Ex-officio: Michael Covert, Brian Flewelling, York Glover, and Alice Howard. (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Jim Beckert, County Auditor; Phil Foot, Assistant County Administrator-Public Safety; Kenneth Fulp, Beaufort County Probate Judge; Suzanne Gregory, Director, Employee Services Department; Alicia Holland, Assistant County Administrator-Finance; Ashley Jacobs, County Administrator; Monica Spells, Assistant County Administrator-Civic Engagement and Outreach; Maria Walls, County Treasurer; and John Weaver, Former Interim County Administrator.

CALL TO ORDER

Joseph Passiment called the meeting to order at 2:59 p.m.

AMENDMENT OF AGENDA

It was moved by Mr. Sommerville, seconded by Mr. Hervochon, that Committee add three new items to the agenda. The additions included: 5G) Beaufort County Treasurer, 5H) Beaufort County Sheriff's Office Budget Request Recommendation, 5I) Solicitor's Budget Request Recommendation. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Flewelling, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment, and Mr. Sommerville. The motion passed.

APPROVAL OF AGENDA

It was moved by Mr. Hervochon, seconded by Mr. Sommerville, that Committee approve the agenda. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Flewelling, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment, and Mr. Sommerville. The motion passed.

CITIZEN COMMENTS

There were no citizen comments.

ACTION ITEM

Item: Consideration of Reappointments and Appointments – Board of Assessment Appeals

Motion: It was moved by Mr. Sommerville, seconded by Mr. Dawson, that Committee recommend Council appoint Wayne Corley and Kenneth Joy to serve as members of the Board of Assessment Appeals. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Flewelling, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment and Mr. Sommerville. The motion passed.

Recommendation: Council appoint Wayne Corley and Kenneth Joy to serve as members of the Board of Assessment Appeals.

INFORMATION ITEMS

Item: Discussion / Departmental Budget Request

5H. Beaufort County Sheriff's Office Budget Request Recommendations

Discussion: Chairman Passiment still had concerns about the Beaufort County Sheriff's Office FY 2020 budget proposal. Mr. Passiment analyzed the budget request from the sheriff's office, and said the fiscal year 2020 budget request does not match the original 2019 budget adopted by Council. The major differences between the two budgets pertain to funding for the school resource officer and victim's advocate. Chairman Passiment said the third page of the BCSO's consists of a total that reads \$548,000 but actually totals \$742,000. Once the transfer to the victim's advocate fund and the school resources officer fund has been subtracted, it totals \$548,000. Chairman Passiment said the transfers to the school resource officer fund and the victim's advocate fund, is the 25% matching number of the county. Seventy-five percent of the funding for school resource officers is paid to the Beaufort County School District. Chairman Passiment said this concern should be addressed.

He also said the second problem that he has "if you take a look at the 25% match by the county, under South Carolina law, the School District operating budget is paid for out of the 6% tax. Mr. Passiment stated according to BCSO's FY20 budget request, the 25% match by the county is taking money from the 4% county-wide tax, and putting it over to the School District. Mr. Passiment believes if Beaufort County was questioned on that, it wouldn't be good, because it is not permissible to do so. Only the 6% is paid for in the School District's operating budget. The school resource officer and the victim's advocate is, in fact, part of the School District's operations.

Mr. Passiment is of the opinion a problem exists with the 25% and said these concerns must be addressed by the sheriff's office before moving forward.

Former Interim County Administrator John Weaver presented the committee with an agreement for police services that was signed between the County, Sheriff P.J. Tanner and the Town of Hilton Head that expired January 31, 2018. Mr. Weaver prepared a memorandum that is accompanied by three attorney generals' opinions. The memorandum states the responsibility with contracting public safety services by the county with Hilton Head Island is to be done between the municipality and the sheriff. It has nothing to do with the county. Mr. Weaver said in order for the sheriff to enforce municipal laws, they must have an agreement allowing Sheriff Tanner to do so. If the expired contract is the only document that exists, the sheriff has no agreement with the Town of Hilton Head Island to enforce any of its laws. County laws can be enforced, but other municipal violations can be challenged. Assistant Town Manager Josh Gruber said the Town of Hilton Head Island will contribute \$3.3 million (perhaps a little more) again this year. Mr. Weaver believes if the Town of Hilton Head Island provides \$3.3 million and a new agreement were in place before the end of this fiscal year, it would be acceptable for the sheriff to enter into that contract.

Mr. Passiment stated, "Until we know that they're going to have a contract, we can't put money in this budget for Hilton Head Island, because there is no contract."

- A) We have to reconcile these figures.
- B) We have to know if Hilton Head Island is going to contract with them.
- C) What is that contract going to cost, and now we can put a budget together.

Committee needs to know prior to May 6, 2019 which is the first reading of the budget.

Motion: It was moved by Mr. Hervochon, seconded by Mr. Sommerville, that Committee instruct the County Administrator to prepare a letter to inform both the Town of Hilton Head Island and the Beaufort County Sheriff's Office that they are required to enter into a contract to provide police services for FY2020 if the Town of Hilton Head Island desires. The Sheriff's Office will then prepare a budget to be presented to County Council for those services as part of the overall sheriff's budget for fiscal year 2020. The vote: YEAS – Mr. Covert, Mr. Dawson, Mr. Flewelling, Mr. Glover, Mr. Hervochon, Mrs. Howard, Mr. Lawson, Mr. Passiment and Mr. Sommerville. The motion passed.

Recommendation: Committee instruct the County Administrator to prepare a letter to inform both the Town of Hilton Head Island and the Beaufort County Sheriff's Office that they are required to enter into a contract to provide police services for FY2020 if the Town of Hilton Head Island desires. The Sheriff's Office will then prepare a budget to be presented to County Council for those services as part of the overall sheriff's budget for fiscal year 2020.

Item: Discussion / Departmental Budget Request

A. *Beaufort County Auditor – Jim Beckert*

Discussion: Mr. Beckert said the overwhelming issue for his office is staff retention and recruiting. Previous turnovers show those losses are due to the low wage base. His budget consists of adjustments for primarily frontline entry staff.

Status: Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

B. Beaufort County Clerk of Court – Jerri Ann Roseneau

Discussion: Due to increases in the United States Postal Service rates, mileage, addition of maintenance/service contract for technology in the courtroom, and additional terms of General Sessions Court scheduled by Court Administration, the Clerk of Court is requesting increases to the following line items for the fiscal year 2020 budget:

Postage	\$ 5,000
Telephone	\$ 300
Jurors / Witnesses	\$35,000
Maintenance Contract	\$ 9,091
Office Manager (new position)	\$40,000

Status: Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

C. Beaufort County Probate Court – Kenneth Fulp

Discussion: Judge Fulp is requesting an increase of \$2,271 to the Probate Court's FY 2020 budget, for an additional staff, computer and three new scanners. The additional computer is to serve primarily as a training computer in the Division Chief for Decedents' Estates.

Each of the 11 full-time clerks and deputy clerks have a desktop scanner to image the hundreds of pages of documents filed daily in our cases, and three of these scanners are between 6 and 8 years old, and in need of replacement.

The requested equipment would enhance the Court's ability to handle ever-increasing caseloads by improving the staff training process and maintaining the ability to image and preserve the public records in probate court's custody.

D. Beaufort County Coroner – Ed Allen

Discussion: The Finance Committee has some questions and concerns about the Coroner's proposed budget. The concerns include: the replacement of three vehicles with Ford F-250 pick-up truck as well as the cost of insurance-prepaid.

Status: The Committee did not vote on this item. Additional information will be gathered from the Coroner's Office about the FY 2020 budget proposal. This item will come back before the Finance Committee for further discussion.

E. Beaufort County Magistrate Court

Discussion: The submitted documents from the Magistrate Court's Office did not reflect a current fiscal year 2020 budget request.

Status: The Finance Committee did not vote on this item, and will revisit once they receive a current budget request from the Magistrate's Office.

F. Beaufort County Public Defender's Office

Discussion: The Committee did not have any budgetary documents for this item.

Status: Since there was no budget request for the committee to peruse, this item will be revisited at the next Finance Committee workshop.

G. Beaufort County Treasurer – Maria Walls

Discussion: Mrs. Walls' FY20 budget proposal includes \$12,500 to renovate the Hilton Head Island office and equipment upgrades to create consistency with the other offices.

Due to recent legal inquiries, Mrs. Walls would also like to add microphone recordings to the Bluffton and Beaufort Offices (already in use in Hilton Head Island), upgrade the security cameras at the teller stations so the resolution is high enough that tender type can be captured, as well as work toward longer retention of certain security cameras. The total cost of the cameras is \$7,500.

Status: Committee did not vote on this item. This item will come back before the Finance Committee for further discussion.

I. Beaufort County Solicitor – Duffie Stone

Discussion: In a previous budget proposal presentation, Solicitor Duffie Stone explained \$1,887,500, which is exclusive to Beaufort County and its personnel, will cover salaries and benefits for employees. Chairman Passiment would like to know exactly how many employees are serving Beaufort County.

Mr. Passiment also spoke about the presence of the revenue stream that goes to the Solicitor's office. He questions how much of that revenue stream is exclusive to Beaufort County, and should it be off the money County Council pays in salaries and benefits.

Item: Discussion / Other Relevant County Financial Issues

A. *FY 2019 General Fund Supplemental Appropriations Adjustments*

Discussion: Mrs. Holland provided an update about the general fund supplemental appropriations adjustments from the fiscal year 2019 budget.

B. *FY 2020 General Fund Requested Budget*

Discussion: Mrs. Holland also provided the committee with a detailed presentation of fiscal year 2020 general fund requested budget expenditures.

Item: Discussion / Other County Entities

Mrs. Holland included this item in her presentation of the fiscal year 2020 general fund requested budget expenditures.

ADJOURNMENT

The meeting adjourned at 5:01 p.m.

Ratified by Committee:



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Funding request - Restoration of the Historic Chapel, Campbell Chapel AME Church, Bluffton

Council Committee:

Finance Committee

Meeting Date:

April 1, 2019

Committee Presenter (Name and Title):

Rev. Dr. Jon R. Black

Issues for Consideration:

Funding of a preservation/historic heritage project.

Points to Consider:

Located in Old Town Bluffton, the church was built in 1853. In 1874, nine formerly enslaved people purchased the building and established Campbell Chapel A.M.E. Church. We are in the process of restoring the structure as well as gathering stories, oral histories and artifacts from the reconstruction era. Our vision is to produce a museum quality restoration that will become a prominent tourist attraction on the Gullah Geechee Cultural Heritage Corridor.

On March 15, 2019, our application for the National Register of Historic Places will be reviewed by the SC Department of Archives and History.

Funding & Liability Factors:

Total estimated cost of the project, \$1.5 - \$2.0 million.

Council Options:

To support or not support the project.

Recommendation:

Consider proposal.

Phase I
(Development of a Comprehensive Plan and Budget)

Architectural plans relating to Phase I

- Schematic Design
- Design Development
- Construction Documents

Engineering plans relating to Phase I

- Hardscape & Landscape Site Design Plan

Update of Historic Structures Assessment

- Savannah College of Art & Design updating their 2004 Historic Structure Assessment

SC Department of Archives & History

- Formal Review of Application for National Register of Historic Places

Fundraising plan for the entire project

- Government
- Foundation
- Corporate
- Individual

Costs: \$250,000

Phase II
(Construction, Restoration and Rehabilitate)

Construction, Engineering, Electrical Bidding

- Construction Bidding
- Engineering Bidding
- Electrical Bidding

Construction, Engineering, Electrical Work to completion
Hardscape & Landscape Initial Construction Phase

Estimated Costs: \$1,000,000

Phase III
(Presentation, Interpretation and Positioning in Cultural Heritage Corridor)

Hardscape & Landscape Construction Completion

Educational Interpretation
Hiring and Training of Staff
Memorial Garden

Estimated Costs: \$500,000 to \$750,000

Historic Campbell Chapel

A Symbol of Unity



Campbell Chapel AME Church

Photo from the book A Gullah Psalm by Nussbaum & Wright

History

We believe a community is woven together, much like a tapestry. The strength of our community in Bluffton, SC is uniquely woven with a rich history of heritage and culture tied together beautifully by its historic district, Old Town. Central to this historic district is one of its oldest structures, the Historic Campbell Chapel on Boundary Street, Bluffton's oldest standing church dating back to 1853.

Built in 1853, making it the oldest standing church in Old Town Bluffton, SC, as the Bluffton Methodist Episcopal Church, the church served the wealthiest land owners of the area. In 1874, during Reconstruction, five white trustees Robert Crosby, Atticus Mulligan, James Porcher, William Preacher and Burwell Wiggins, sold the church for \$500 to nine former slaves. Those freedmen men were: Christopher Bryan, Jeffrey Buncombe, Jacob Chisolm, William Ferguson, Renty Fields, David Heyward, William Lightburn, William Smily, and Theodore Wilson. This established the African Methodist Episcopal Church of the village of Bluffton. The sale is one unheard of in the South during the time. The only connection that has been found between the freedmen and the Bluffton Methodist Episcopal church elders is Jacob Chisolm had been enslaved by James Porcher.

The church was later renamed for the eighth presiding Bishop of the AME church, Jabez Pitt Campbell. A fitting honor as Campbell had been born in freedom in Delaware but became enslaved as a teenager due to a bad debt of his Father. He purchased his own freedom four years later when he was 18 years old, and became licensed to preach in the AME church in 1839 later serving as an elder, ultimately elected as the eighth Bishop of the AME Church in 1864.

During the research of the Chapel for addition to the National Registry it was noted to be among the oldest standing AME churches in the entire Gullah-Geechee Corridor. This is not only locally significant, culturally important, but nationally historic and currently relevant. The historic chapel has weathered many storms and still stands proudly as a beacon of unity to this day.

And we the said James Porcher, Wm. Preacher, Burwell Wiggins, Robert Crosby, & Atticus Mulligan, Trustees of Methodist Episcopal Church South of St. Lukes Church & Parish for ourselves and our successors in office do covenant with the said Trustees of the African Methodist Episcopal Church of the Village of Bluffton & with their successors in office that the premises herein conveyed is free from encumbrances made or suffered by us & that we will & our successors in office shall forever covenant & defend all & singular the premises herein conveyed to the said Henry Fields, Jacob Chisolm, William Ferguson, Jeffrey Buncombe, William Smily, David Heyward, Christopher Bryan, Theodore Wilson, & William Lightburn Trustees of the African Methodist Episcopal Church of Bluffton & to their successors in office against the lawful claims & demands of all persons claiming by through or under authority of us or of our successors in office but against none others.

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular the said Premises before mentioned unto the said Trustees of the African Methodist Episcopal Church as aforesaid.

IN WITNESS WHEREOF, We the said James Porcher, Wm Preacher, Burwell Wiggins, Robert Crosby, & Atticus Mulligan have hereunto set our hands and seals the fourth day of December, A.D. 1876

IN THE PRESENCE OF
SIGNED, SEALED AND DELIVERED
Solomon Horton
A.D. Cooler

James Porcher(L.S.)
William Preacher(L.S.)
B. Wiggins (L.S.)
Robt Crosby (L.S.)
A.L. Mulligan (L.S.)

Typed copy of the original deed

Fabric of Community

Historic Campbell Chapel stands today as a reminder, holding a unique history, still serving as the beacon of unity it has been since the 1800s. Woven into the fabric of this small southern community, the AME congregation worshipped consistently in this chapel until building a larger church next door in 2004, one that mirrors in many ways the architecture and mission of this historic AME chapel.

When restoration looked to be a daunting task almost 15 years ago, the Campbell AME congregation instead built a new church next door to house their congregation, and rented the Historic Chapel to the Iglesia Torre Fuerte on a temporary basis knowing that they would restore the Historic Chapel at some point in the future. This in itself is the continuation of a lovely circle of unity. The time has now come to restore the Historic Chapel so that we do not lose this important structure and its stories.

Community is like a tapestry woven together by threads, by fabric. Campbell Chapel is one of the main threads in this community that is Bluffton, SC. Many descendants of the nine freedmen still live in the Bluffton area and worship at Campbell. Those descendants have been leading an effort to restore the historic chapel and dedicate her as a museum quality reminder of our past, to tell the stories of the nine freedmen and their families.

To ensure that we keep the unity of this building in mind and spirit at all times, we are all working together in the community to develop the plan to best restore the Historic Chapel. We have been meeting with the Town of Bluffton officials, Beaufort County Council members, South Carolina State Legislators, and calling upon our United States Congressmen, so that we may all work together to present back to our community a gift, of cultural heritage, history, and unity. We will do all in our power to continue to weave the pieces of our tapestry together.

With that in mind, we are beginning a three part documentation of oral histories beginning with some of our elders in the community who are descendants of the nine freedmen. Our first recording will be Jacob Chisolm, who is a 90 year old descendant of Jacob Chisolm, and a leader in the Bluffton community.

Gullah Geechee Corridor

The Gullah Geechee Corridor, designated by Congress in 2006, is defined as the coastal areas and sea islands of North Carolina, South Carolina, Georgia and Florida from Wilmington, NC to Jacksonville, FL. It is home to one of America's most unique cultures, a tradition first shaped by captive Africans brought to the southern United States from West Africa and continued by their descendants.

The Historical Campbell Chapel AME Church may be the oldest standing AME church in the entire Gullah Geechee Corridor, making its historic significance and the efforts to restore her, to tell her story of even more importance.

Preserving culture is vitally important, and has become a large interest in tourism. With a large, robust tourism industry in Beaufort County, Historic Campbell Chapel is poised to attract numerous visitors interested in both history and culture. Our history helps to inform our present.

Historic Preservation

Savannah College of Art and Design did a historic structures assessment of Historic Campbell Chapel 14 years ago and said, "Built in 1853 in Bluffton, SC, the Campbell Chapel is an excellent example of a vernacular Greek Revival chapel." Most of the original fabric remains largely intact with the brick piers showing some settling and deterioration in the middle. There are indications of structural failure along the north facing wall, as well as some termite and beetle infestation which is not uncommon for these older wood structures.

As a result of that document, we are currently working with the South Carolina Department of Archives and History to be added to the National Register of Historic Places and a public meeting is scheduled for March 15, 2019. In their research to present the chapel, it was noted that there has not been an older standing AME Chapel found in the entire Gullah-Geechee Corridor.

Like many structures of its age, the Historic Campbell Chapel is in need of restoration in order to preserve her important historic fabric, content and cultural ideals, and it is incumbent upon us all to preserve this important part of our heritage. Working with the nonprofit group A Call to Action(ACTA), the Campbell Church congregation, and the

Community Foundations in our area, a committee has been working to raise the much needed funds to restore the Chapel and rededicate her as a museum like space in order to tell the stories that need to be told of Reconstruction and unity along the Gullah-Geechee Corridor.

Savannah College of Art and Design preservation teams are currently in the process of updating our Historic Structures Assessment so that we will have a framework and guiding document to develop our preservation plan for the architect and contractor.

Pastor Clementa C. Pinckney

The Honorable Clementa C. Pinckney, a state Senator and beloved former Pastor of the Campbell Chapel AME Church, became widely known as the Pastor who was gunned down and killed along with eight church members in the Mother Emmanuel AME racially motivated mass shooting in Charleston, SC in June, 2015. Reverend Pinckney whose family has deep roots in Beaufort and Jasper Counties was known as child to stand at the pulpit and preach in Historic Campbell Chapel AME Church. Pinckney who came from a family of preachers and civil rights leaders, was known for his booming voice and gentle ways in both the State Legislature and in his Pastoral work. He served as Pastor of Historic Campbell Chapel AME Church from 2009-2010 before being called to lead Mother Emmanuel. He would often say Campbell has incredible historic importance of such an important foundation in the chapel.

“I always felt God had called me to serve within the church because of what the church stands for, this has always been home.” - Clementa Pinckney, Post and Courier 2010

He is remembered by descendants of the nine freedmen for preaching from the pulpit at Campbell from a young age while standing on a milk crate. We plan to honor him in a meaningful way during our restoration.

Telling the Stories that Need to be Told

We envision a strong education component in the building when restored with oral histories, wall graphics and other technologies as well as additional materials to tell the stories, the ones we don't hear all the time in the South during Reconstruction. We will work

with educators, museum programming experts and leaders in the Gullah-Geechee Corridor to assist us in developing our education plan.

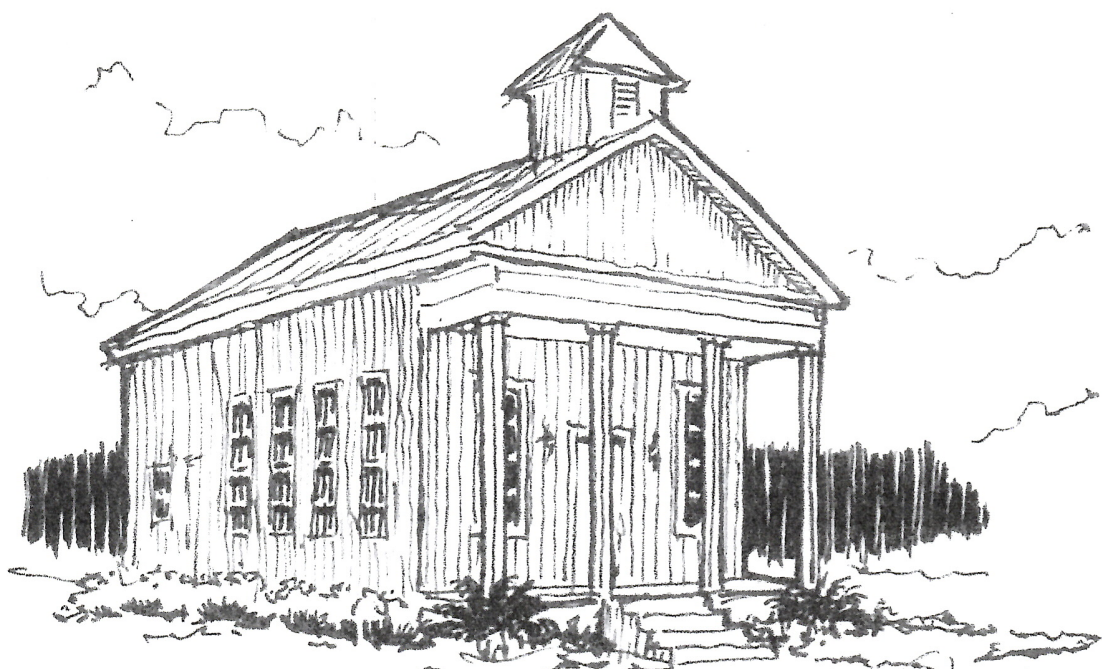
Along with the cultural heritage educational interpretation, the Chapel will open for daily tours, host concerts, lectures and celebrations with the primary mission of unity. We are currently interviewing preservation architects, engineers, and contractors specializing in historic restoration in our area to work with us to preserve this important piece of history.

It has been estimated by a preservation architect and preservation contractor that the restoration will probably cost somewhere between \$1.5 Million and \$2.0 Million, and it is well worth the cost to save such an important part of history and cultural heritage so that our children and grandchildren can hear the stories and learn the important lessons of unity that are held in the Historic Campbell Chapel.



Acknowledgements

- Post and Courier 2018
- Gullah Geechee Corridor



CAMPBELL CHAPEL 1853

Campbell Chapel AME Historic Church Restoration

A Beacon of Unity

We believe a community is woven together, much like a tapestry. The strength of our community in Bluffton, SC is uniquely woven with a rich history of heritage and culture tied together beautifully by its historic district, Old Town. Central to this historic district is one of its oldest structures, the historic Campbell AME Chapel on Boundary Street, Bluffton's oldest standing church dating back to 1853.

Historic Campbell African Methodist Episcopal Chapel, an excellent example of a vernacular Greek Revival Chapel, was built in 1853 as the Bluffton Methodist Episcopal Church and prominent landowners of the time worshiped there. In 1874, 5 white elders of the Church named Robert Crosby, Atticus Mulligan, James Porcher, William Preacher, and Burwell Wiggins sold the Chapel to 9 former slaves, Christopher Bryan, Jeffrey Buncumbe, Jacob Chisolm, William Ferguson, Renty Fields, David Heyward, William Lightburn, David Smily, and Theodore Wilson. It is a story not normally heard of in the South during Reconstruction. One of the 9 freed slaves, Mr. Jacob Chisolm, had been previously in the employ of one of the white elders, Mr. James Porcher who owned what is now called Pinckney Colony. This is the only known connection between the elders and the freedmen. Historic Campbell AME Chapel is the oldest standing church in Bluffton, SC and thought to be among the oldest standing AME churches in the entire Gullah-Geechee Corridor. This is not only locally significant, culturally important, but nationally historic and currently relevant. The historic chapel has weathered many storms and still stands proudly as a beacon of unity to this day.

When restoration looked to be a daunting task almost 15 years ago, the Campbell AME congregation instead built a new chapel next door to house their congregation, and rented the historic Chapel to the Iglesia Torre Fuerte on a temporary basis knowing that they would restore the Historic Chapel at some point in the future. This in itself is the continuation of a lovely circle of unity. The time has now come to restore the Historic Chapel so that we do not lose this important structure and its stories.

To ensure that we keep the unity of this building in mind and spirit at all times, we are all working together in the community to develop the plan to best restore the Historic Chapel. We have been meeting with the Town of Bluffton officials, Beaufort County Council members, South Carolina State Legislators, and calling upon our United States Congressmen, so that we may all work together to present back to our community a gift, of cultural heritage and unity. We will do all in our power to continue to weave the pieces of our tapestry together.

Campbell Chapel AME Historic Church Restoration



Campbell Chapel AME Church

Photo from the book *A Gullah Psalm* by Nussbaum & Wright

Savannah College of Art and Design did a historic structures assessment of Historic Campbell Chapel 14 years ago and said, "Built in 1853 in Bluffton, SC, the Campbell Chapel is an excellent example of a vernacular Greek Revival chapel." Most of the original fabric remains largely intact with the brick piers showing some settling and deterioration in the middle. There are indications of structural failure along the north facing wall, as well as some termite and beetle infestation which is not uncommon for these older wood structures. As a result of that document, we are currently working with the South Carolina Department of Archives and History to be added to the National Register of Historic Places and a public meeting is scheduled for March 15, 2019. In their research to present the chapel, it was noted that there has not been an older standing AME Chapel found in the entire Gullah-Geechee Corridor.

Campbell Chapel AME Historic Church Restoration

Like many structures of its age, the Historic Campbell Chapel is in need of restoration in order to preserve her important historic and cultural ideals, and it is incumbent upon us all to preserve this important part of our heritage. Working with the congregation, the Community Foundation of the Lowcountry, and A Call to Action (ACTA), a committee has been working to raise the funds necessary to restore the Chapel and rededicate her as a museum like space in order to tell the stories that need to be told of Reconstruction and unity along the Gullah-Geechee Corridor. We envision a strong education component in the building when restored with oral histories, wall graphics and other additional materials to tell the stories, the ones we don't hear all the time in the South during Reconstruction. We will work with educators, museum programming experts and leaders in the Gullah-Geechee Corridor to assist us in developing our education plan.

Along with the cultural heritage educational interpretation, the Chapel will open for daily tours, host concerts, lectures and celebrations with the primary mission of unity. We are currently interviewing preservation architects, engineers, and contractors specializing in historic restoration in our area to work with us to preserve this important piece of history. It has been estimated by an architect and preservation contractor that the restoration will probably cost somewhere between \$1.5 Million and \$2.0 Million, and it is well worth the cost to save such an important part of history and cultural heritage so that our children and grandchildren can hear the stories and learn the important lessons of unity that are held in the Historic Campbell Chapel.

Please join us in preserving this important historic building filled with cultural heritage.

A typed copy of the original deed follows on the next page. The original deed was hand written and a copy resides at Campbell Chapel AME Church.

Campbell Chapel AME Historic Church Restoration

And we the said James Forcher, Wm. Preacher, Burwell Wiggins, Robert Crosby, & Atticus Mulligan, Trustees of Methodist Episcopal Church South of St. Luke's Church & Parish for ourselves and our successors in office do covenant with the said Trustees of the African Methodist Episcopal Church of the Village of Bluffton & with their successors in office that the premises herein conveyed is free from encumbrances made or suffered by us & that we will & our successors in office shall forever covenant & defend all & singular the premises herein conveyed to the said Henry Fields, Jacob Chisolm, William Ferguson, Jeffrey Buncombe, William Smily, David Heyward, Christopher Bryan, Theodore Wilson, & William Lightburn Trustees of the African Methodist Episcopal Church of Bluffton & to their successors in office against the lawful claims & demands of all persons claiming by through or under authority of us or of our successors in office but against none others.

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to the said Premises belonging, or in anywise incident or appertaining

TO HAVE AND TO HOLD, all and singular the said Premises before mentioned unto the said Trustees of the African Methodist Episcopal Church as aforesaid.

IN WITNESS WHEREOF, We the said James Forcher, Wm. Preacher, Burwell Wiggins, Robert Crosby, & Atticus Mulligan have hereunto set our hands and seals the fourth day of December, A.D. 1878

IN THE PRESENCE OF
SIGNED, SEALED AND DELIVERED
Solomon Horton
A.O. Cooler

James Forcher (L.S.)
William Preacher (L.S.)
E. Wiggins (L.S.)
Robt Crosby (L.S.)
A.L. Mulligan (L.S.)



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Parks and Recreation Tournament Local ATAX Request

Council Committee:

Finance Committee

Meeting Date:

May 6, 2019

Committee Presenter (Name and Title):

Shannon Loper, Parks and Recreation Director

Issues for Consideration:

Parks and Recreation will be requesting funding from the local ATAX for the 2019 Dixie Youth Baseball Ozone State Tournament and the 2019 Dixie Jr. Boys Baseball State Tournament.

Points to Consider:

Parks and Recreation has been selected to host the annual Dixie Boys State Tournaments.

Funding & Liability Factors:

We are requesting \$59,500 for the Dixie Youth Ozone Tournament, and \$54,950 for the Dixie Jr. Tournament. A total of \$114,450, half of the total cost of operating both tournaments.

Council Options:

To decide whether to approve our request for Local ATAX funding.

Recommendation:

We recommend to approve our request for Local ATAX funding.

2019

Beaufort County Parks and Recreation Tournaments



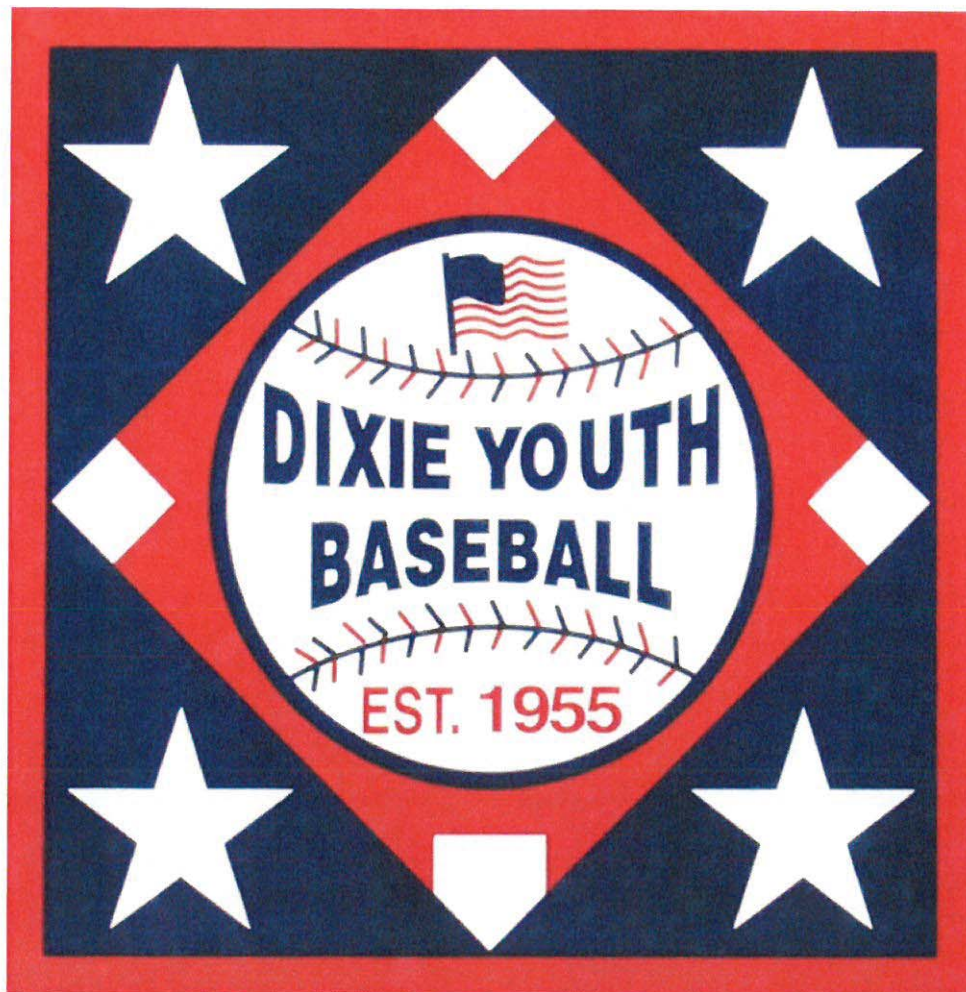
2019 Dixie Youth Baseball Ozone State Tournament

Sponsored by: Beaufort County Parks and Recreation

Contact: Shannon Loper, 905 Buckwalter Pkwy., Bluffton, SC 29910

Funding Request: \$59,500

Dates: 7/12/19 – 7/18/19



Dixie Youth Ozone State 2019

Opening Ceremonies Dinner

Dinner for Players, Coaches, Umpires, and Officials	\$7,000
Equipment Rental (Tables and Chairs)	\$2,000

Tournament Expenses

Tournament Bidding and Hosting Fees	\$3,500
Umpires	\$6,000
ID Badges	\$2,000
T-Shirts	\$7,000
Souvenirs	\$8,000
Programs for Tournament	\$3,500
Hotel Rooms for Dixie Officials and Umpires	\$5,000
County Channel and Security Costs	\$8,000
Facility Maintenance Staff	\$2,000
Staff and Maintenance Cost	\$62,000
Maintenance Materials	\$3,000
<hr/>	
Tournament Expenses	(\$119,000)

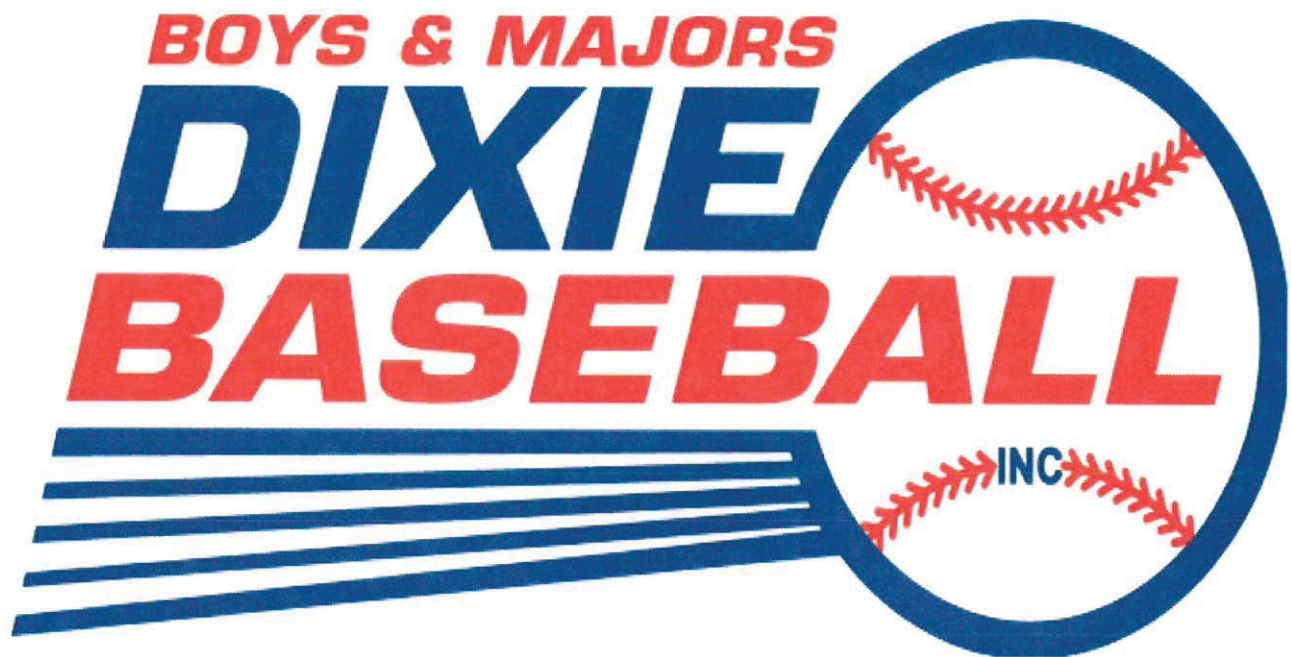
2019 Dixie Jr. Boys and Boys Baseball State Tournament

Sponsored by: Beaufort County Parks and Recreation

Contact: Shannon Loper, 905 Buckwalter Pkwy., Bluffton, SC 29910

Funding Request: \$54,950

Dates: 7/19/19 – 7/25/19



Dixie Jr. Boys and Boys State 2019

Opening Ceremonies Dinner

Dinner for Players, Coaches, Umpires, and Officials	\$5,000
Equipment Rental (Tables and Chairs)	\$2,000

Tournament Expenses

Tournament Bidding and Hosting Fees	\$2,400
Umpires	\$6,500
ID Badges	\$2,500
T-Shirts	\$9,000
Souvenirs	\$10,000
Programs for Tournament	\$3,500
Hotel Rooms for Dixie Officials and Umpires	\$5,000
County Channel and Security Costs	\$6,000
Staff and Maintenance Cost	\$58,000
<hr/>	
Tournament Expenses	(\$109,900)



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Change of Scope to the Impact Fee Study/Update in order to add the study of Solid Waste and Public Safety/EMS to the existing contract.

Council Committee:

Finance

Meeting Date:

May 6, 2019

Committee Presenter (Name and Title):

Eric Greenway/Dave Thomas

Issues for Consideration:

Adding these studies to the current contract will achieve cost of service efficiencies by adding this to the work already underway by Tischler Bise. Performing these studies through a new contract in the future will be more costly and will result in lost revenues that could be collected from current and pending developments.

Points to Consider:

Should the existing contract scope be changed to add the study of public safety/EMS and Solid Waste?

Should we proceed with current contract work and forgo additional studies.

Funding & Liability Factors:

This change of scope will add \$31,600 to the current contract.

Council Options:

Approve the change of scope for \$31,600.

Deny the change of scope and proceed with the current update on roads, parks and recreation, libraries and the school study.

Recommendation:

Approve the change of scope for an additional \$31,600.

Letter of Transmittal

April 19, 2019

Eric Greenway, AICP, Community Development Director
Beaufort County Council
100 Ribaut Road. Room 115
Beaufort County, SC 29901

RE: Hourly Breakdown for Impact Fee Contract Add-On Services

Dear Eric:

TischlerBise is pleased to submit the hourly breakout of the tasks required to add Solid Waste and Public Safety/EMS to our current contract.

PROPOSED FEE SCHEDULE FOR BEAUFORT COUNTY, SOUTH CAROLINA - ADD ON				
Project Team Member:	Bise	Herlands	Total	
Job Title:	Project Manager	Project Analyst	Hours	Cost
Hourly Rate*	\$210	\$190		
Task 1: Determine Capital Facility Needs and Service Levels	12	32	44	\$8,600
Task 2: Evaluate Different Allocation Methodologies	8	22	30	\$5,860
Task 3: Determine Need for "Credits"	8	16	24	\$4,720
Task 4: Conduct Cash Flow Analysis	0	8	8	\$1,520
Task 5: Prepare Impact Fee Reports, Public Presentation	8	28	36	\$7,000
Subtotal:	36	106	142	\$27,700
Expenses:				\$3,900
Total Cost:				\$31,600

Please let me know if you have any questions.

Sincerely,



L. Carson Bise, II, AICP, President
TischlerBise, Inc.
4701 Sangamore Road, Suite S240
Bethesda, MD 20816
Phone: (800) 424-4318 Ext. 12
E-mail: carson@tischlerbise.com



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Contract Award: IFB # 032119 Bluffton Township Fire District Station 38 and Emergency Operations Center Construction Project

Council Committee:

Finance Committee

Meeting Date:

May 6, 2019

Committee Presenter (Name and Title):

Dave Thomas, Purchasing Director and John Thompson, Fire Chief, Bluffton Township Fire District

Issues for Consideration:

1. On January 24, 2019, the Purchasing Department advertised the above project and schedule two separate mandatory pre-bid meetings for contractors to attend. Thirteen General contractors and numerous vendors attended the meetings.
2. On March 21, 2019, the Purchasing Department received four bid responses-see the attached memo for additional information.
3. Staff reviewed the bids to determine the lowest responsive/responsible bidder and determined that the Paul S. Akins Company from Savannah, Georgia is in compliance with all the bid requirements and recommends the company for the contract award.
4. The recommendation for contract award was approved by the Bluffton Fire District Board on April 16, 2019.

Points to Consider:

1. The Bid responses required each company to provide pricing in the following manner:
 - a. Base Bid (the cost to construct the Fire Station only).
 - b. Base Bid Phase 1 Fire Station and Phase 2 EOC (to build the Fire Station first and to build the Emergency Operation Center at a later date).
 - c. Alternate 1 (for building the two buildings at the same time).
2. Based on the attached pricing information and the amount of funds available, staff recommends to award the contract to Paul S. Akins Company, the lowest responsive/responsible bidder for the Base Bid (Fire Station \$38 only) contract price of \$2,656,520, plus a 10% contingency of \$265,652.

Funding & Liability Factors:

This project is one of three capital improvement projects that County Council approved. County Council approved Ordinance 2018/34 on October 8, 2018. This ordinance provided for Bluffton Township Fire District to issue \$6.0 million of limited general obligation bonds to fund three capital improvement projects. The bond proceeds will be held with the County in an agency fund. The Fire District will make warrant requests from the agency fund for vendor payments.

Council Options:

The Finance Committee may approve or disapprove the contract award. If the committee approves the contract award recommend to County Council for final approval.

Recommendation:

The Purchasing Department recommends that the Finance Committee approve and recommend to County Council to proceed with the contract with Paul S. Atkins Company to build Fire Station #38 for the Bluffton Township Fire District in the contract amount of \$2,656,520, plus a 10% contingency of \$265,652.



Small and Minority Business Participation Bid Compliance Review of Good Faith Efforts

Bluffton Fire District Station #38 and
Emergency Operations Center Construction Project (IFB #032119)

Prime Bidder/Proposer		Akins
1.	Included Completed Good Faith Efforts Checklist Form	1
2.	Requested Beaufort County SDBE Vendor List	1
3.	Included Copy of Written Notice to SDBE	1
4.	Provided Proof of Sending Written Notice to SDBE	1
5.	Sent Bid Notice to SDBE 10 Days in Advance	1
6.	Included Copy of Written Notice to Good Faith Agencies	1
7.	Provided Proof of Sending Written Notice to Good Faith Agencies	1
8.	Signed Non-Discrimination Statement Form (Exhibit 1)	1
9.	Included Completed Outreach Documentation Log (Exhibit 2)	1
10.	Included Completed Proposed Utilization Plan (Exhibit 3)	1
Total		10

Total of 10 Possible Points

Scoring:

0 = No | 1 = Yes

Proposed Subcontractor Utilization

Firm Name	City	State	Trade/Commodity	Estimated Contract
All Seasons Comfort	Savannah	GA	HVAC	\$150,000
Caraway Construction	Richmond Hill	GA	Concrete	\$ 95,500
Coastal Interiors	Savannah	GA	Drywall, Framing, Gypsum	\$162,000
Jake Patrick & Sons Plumbing	Guyton	GA	Plumbing	\$ 89,000
MT Price Construction	Chapin	SC	Roofing	<u>\$158,000</u>
Total				\$654,500



COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT
106 Industrial Village Road, Building 2
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Joseph Passiment, Chairman, Finance Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: **IFB #032119 Bluffton Township Fire District Station 38 and Emergency Operations Center Construction Project**

DATE: April 29, 2019

BACKGROUND: The Bidding for the Fire Station #38 and EOC Project began with an advertised Invitation for Bid followed by two subsequent mandatory Pre-Bid Meetings conducted by Beaufort County Purchasing, which was attended by 13 General Contractors and numerous vendors. Four General Contractors submitted bids, which were publicly opened and read at the Bid Opening on March 21, 2019. The following are the bidding results of the **Base Bid** (*the cost to construct separately a Phase 1 Fire Station Bldg and a Phase 2 EOC Bldg*) and of the **Alternate #1 Bid** (*cost to construct the Fire Station and the EOC buildings as one project*). The recommendation for contract award was approved by the Bluffton Fire District Board on April 16, 2019.

BIDDER INFORMATION AND COST:

The (4) General Contractor Bids received for the **Base Bid Phase 1 Fire Station only:**

- 1. Paul S. Akins Company, Statesboro, GA - Phase 1 Bid of \$2,656,520.00**
2. Pioneer Construction, Savannah, GA - Phase 1 Bid of \$2,745,293.00
3. Fraser Construction Co, Bluffton, SC - Phase 1 Bid of \$2,799,280.00
4. Brantley Construction, Charleston, SC- Phase 1 Bid of \$2,904,631.00

The (4) General Contractor Bids received for **Base Bid Phase 1 Fire Station & Phase 2 EOC:**

- 1. Paul S. Akins Company - Phase 1&2 Bid of \$3,605,856.00**
2. Pioneer Construction - Phase 1&2 Bid of \$3,699,200.00
3. Fraser Construction Co - Phase 1&2 Bid of \$3,635,999.00
4. Brantley Construction - Phase 1&2 Bid of \$3,812,217.00

The (4) General Contractor Bids received for **Alternate 1 Bid:**

1. Paul S. Akins Company - Alternate Bid of \$3,529,856.00
2. Pioneer Construction - Alternate Bid of \$3,604,994.00
- 3. Fraser Construction Co - Alternate Bid of \$3,497,289.00**
4. Brantley Construction - Alternate Bid of \$3,751,803.00

For subcontractor participation, see the attachment. Staff reviewed the bid and determined that it was responsive to the bid requirements, compliant with our Small and Minority Business Participation requirements, and was a fair and reasonable offer.

The new facility will be located approximately 1/8 of a mile from the intersection of Bluffton Parkway and Hampton Parkway on a three (3) acre tract of property owned by the Fire District. The property is located adjacent to the Beaufort County School District's River Ridge Academy. The station, once constructed, will serve neighborhoods and businesses including Sun City, Lawton Station, Hampton Lake, Buckwalter Place, Sandy Pointe, Shell Hall, Hampton Hall, The Farm, Pine Ridge, and Pine Crest. The station will also serve as the primary responding unit for the Buckwalter school complex in addition

to the River Ridge School complex. The station will also serve the Highway 170 corridor north to Sun City and South to Cypress Ridge.

FUNDING: This project is one of three capital improvement projects that County Council approved. County Council approved Ordinance 2018/34 on October 8, 2018. This ordinance provided for Bluffton Township Fire District to issue \$6.0 million of limited general obligation bonds to fund three capital improvement projects. The bond proceeds will be held with the County in an agency fund. The Fire District will make warrant requests from the agency fund for vendor payments.

PROPOSED COST: \$2,656,520.00 plus a 10% contingency of \$265,652.

FOR ACTION: Finance Committee Meeting on May 6, 2019.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approve and recommend to County Council to proceed with the contract with Paul S. Atkins Company to build Fire Station #38 for the Bluffton Township Fire District in the contract amount of \$2,656,520, plus a 10% contingency of \$265,652.

CC: Ashley Jacobs, County Administrator
Alicia Holland, Asst. Co. Administrator, Finance
John Thompson, Fire Chief, Bluffton Township Fire District

Att: Bid Tab, Subcontractor Participation Tab
SMB Review and Utilization Plan



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Contract Award Recommendation for IFB # 041819 Rebid Lind Brown Pool Renovation Project

Council Committee:

Finance Committee

Meeting Date:

May 6, 2019

Committee Presenter (Name and Title):

Dave Thomas, Purchasing Director

Issues for Consideration:

1. This is a rebid for the Lind Brown Pool Renovation Project due to the high cost of the one bid we received on March 1, 2019 (\$132,600, 45 days to complete the work).
2. We received four responses to the bid on April 18, 2019, with the lowest responsive/responsible bid of \$79,899 and 30 days from Anderson Pool Plastering to complete the renovation. See the attached memo for more information.
3. The work mainly consist of draining the pool and applying new plaster to the pool floor.

Points to Consider:

1. Anderson Pool Plastering is self-performing the work. Staff reviewed their bid and determined that it was responsive to the bid requirements, compliant with our Small and Minority Business Participation requirements, and was a fair and reasonable offer.
2. The Pool will not open for the season until the renovation is completed.

Funding & Liability Factors:

Alicia to provide:

Council Options:

The Finance Committee may approve or disapprove the contract award. If the contract is approved by the Finance Committee it does not need to go to full council for approval.

Recommendation:

The Purchasing Department recommends that the Finance Committee approve the contract award of \$79,899 with Anderson Pool Plastering, Inc., to provide the renovation services for the Lind Brown Pool.

**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: New Contract as a Result of Solicitation
IFB 041819, Rebid Lind Brown Pool Renovation Project

DATE: 05/06/2019

BACKGROUND:

The rebid for the Lind Brown Pool Renovation Project began with an advertised Invitation for Bid followed by a non-mandatory Pre-Bid meeting.

BIDDER INFORMATION, COST, AND NUMBER OF DAYS TO COMPLETE THE WORK:

1. Maritime Pools, LLC, Charleston, SC- \$78,821, 25 days **
2. Anderson Pool Plastering, Inc., Hardeeville, SC - \$79,899, 30 days *
3. USA Construction, LLC, Roswell, GA - \$89,000, 45 days
4. Year Round Pool Company, Bluffton, SC- \$99,000, 90 days

**Staff rejected Maritime Pools bid response for not holding firm on their bid price and adding a stipulation allowing an additional charge on the bid.

*Anderson Pool Plastering is self-performing the work. Staff reviewed their bid and determined that it was responsive to the bid requirements.

VENDOR INFORMATION:

Anderson Pool Plastering, Inc., Hardeeville, SC

COST:

\$79,899

FUNDING:

Beaufort County was awarded a state grant from South Carolina Department of Parks, Recreation and Tourism in October 2018.

Funding approved: By: Date:

FOR ACTION:

RECOMMENDATION:

The Purchasing Department recommends that the Finance Committee approve the contract award of \$79,899 with Anderson Pool Plastering.

Attachment:

cc: Ashley Jacobs, County Administrator

Approved: Date:

Check to override approval: ☐ Overridden by: Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

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

After Initial Submission, Use the Save and Close Buttons

BEAUFORT COUNTY, SOUTH CAROLINA

PROPRIETARY FUNDS

The Proprietary Funds are different in purpose from the government funds and designed to be like business financial reporting. Since they are like business accounting, records are kept on activities regardless of the duration of the activity. The idea is to determine if the fund is breaking even considering all activities by using accrual accounting.

The County's Proprietary Funds consist of the Stormwater Management Utility Fund, Beaufort County Airport located on Lady's Island and Hilton Head Island Airport.

The following pages contain information for the Beaufort County Stormwater Management Utility Fund.

STORMWATER MANAGEMENT UTILITY FUND

The Stormwater Utility was established by County Ordinance 18 years ago and its activities are guided by a Comprehensive Master Plan completed in 2018, the minimum control measures outlined in the County's 2015 permit under the National Pollutant Discharge Elimination System (NPDES) program and advised by a Stormwater Management Utility Board. Requirements concerning Stormwater Systems are found in the County's Community Development Code (CDC) and the design criteria found in our Best Management Practices Manual.

The Utility partners with the City of Beaufort, and the Towns of Bluffton, Port Royal, and Hilton Head Island through local intergovernmental agreements. The fees that are collected within a municipality's jurisdiction are then distributed back to the municipality. Each political jurisdiction has an individual stormwater utility, which is a separate fund and a dedicated revenue source for funding activities and programs related to stormwater management. The jurisdictions coordinate on the utility administration element of their programs and share some services to achieve greater efficiencies, but the programs are separate and are managed within each jurisdiction's local government.

The County has been designated as a municipal separate storm sewer system (MS4) and in 2015 the County began to be permitted under the federal Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) program. Compliance with this permit will be expensive in the coming years and the County will have mounting costs to maintain an aging infrastructure. Beginning in 2015, the County has increased its rates and shifted to an updated stormwater utility fee rate structure to achieve the fairest distribution of utility costs among ratepayers, the best use of available data, and a level of revenue sufficient to achieve program needs and requirements.

The County maintains some larger drainage infrastructure within each of the four municipalities in addition to the unincorporated area. Previously the maintenance of the infrastructure within the four municipalities was limited in the incorporated areas because funding levels, supported by the unincorporated ratepayers only, were insufficient. In 2015, the County began collecting a County-wide Infrastructure fee from ratepayers within the incorporated areas to distribute the County's costs for county-wide infrastructure maintenance across all the unincorporated and incorporated areas of the County based on linear feet of pipes and open ditches in each jurisdiction.

In 2017, the Utility issued Revenue Bonds in the amount of \$5,000,000 to provide adequate funding for the capital improvement program. Debt service is included in the FY 19-20 budget.

STORMWATER MANAGEMENT UTILITY TERMINOLOGY

The following abbreviations are referenced throughout the Stormwater Management Utility Enterprise Fund. These are standard abbreviations used in the industry.

1. MS4 – Municipal Separate Storm Sewer System
2. EPA – Environmental Protection Agency
3. NPDES – National Pollutant Discharge Elimination System
4. SFR – Single Family Residential
5. IA – Impervious Area Unit of billing
6. GA – Gross Area (or Acreage) Unit of billing
7. SWU – Stormwater Utility
8. CWI – Countywide Infrastructure
9. BMP – Best Management Practices

		FY 2019	FY 2019	FY 2020
	FY 2018	Approved	Actual to Date	Proposed
	Actual	Budget	3/31/2019	Budget
Operating Revenues				
Stormwater Utility Fees	\$ 5,109,574	\$ 5,166,037	\$ 4,866,997	\$ 6,036,745
Stormwater Infrastructure Fees	566,020	557,234	581,461	737,445
Stormwater Utility Project Billings	27,621	168,609	14,675	21,269
Interest Income	148,938	2,500	-	125,000
Miscellaneous/Other Revenue	1,658	-	11,245	-
Total Operating Revenues	\$ 5,853,811	\$ 5,894,380	\$ 5,474,378	\$ 6,920,459
Operating Expenses				
Salaries and Benefits	2,743,361	3,061,410	1,507,175	3,637,402
Purchased/Contractual Services	715,092	1,157,306	705,469	1,046,650
Supplies	239,709	387,360	257,718	465,677
Interest Expense	85,244	188,268	188,193	188,268
Depreciation Expense	305,682	357,397	307,337	475,003
Total Operating Expenses	4,089,088	5,151,741	2,965,892	5,813,000
Non-Operating Revenues (Expenses)¹				
Federal and state grants	616,990	-	175,010	-
Capital Projects	(1,331,274)	(2,145,569)	(262,978)	(1,916,638)
Capital Equipment	(1,252,869)	(1,213,258)	(503,258)	(698,940)
Total Non-operating Revenues (Expenses)	(1,967,153)	(3,358,827)	(591,226)	(2,615,578)
Total Expenses	\$ 6,056,241	\$ 8,510,568	\$ 3,557,118	\$ 8,428,577
Authorized Positions	54	55	51	56
Note 1: Capital expenses are capitalized and depreciated within a Proprietary Fund and are not represented on the revenue and expense statement as an expense. The Capital Projects are funded by a General Obligation Bond Issue in the amount of \$5 million and issued in 2017.				

STORMWATER MANAGEMENT UTILITY PERFORMANCE
MEASURES/OPERATING INDICATORS

Billable accounts database, collection rates

Stormwater Utility revenue comes from user fees billed annually in conjunction with the property tax bill. A user fee, different from a tax, is based on measurable units including impervious area (hard surfaces) and acreage. Since it is a user fee, all properties pay fees, including churches, schools, and government agencies. The only exceptions are rights-of-way for roads, boat slips, railroad, and submerged properties. This fair and equitable system directly related fee for service.

GIS mapping

The cost of stormwater management is largely focused on operations and maintenance of the current system. In order to determine the cost of our service we must have an inventory of the system. Staff continually surveys our pipes, ditches, detention ponds, and other features to populate a GIS map and database.

Beaufort County Connect Data

BC Connect is a smart phone and website application used by the public and staff to document and track response to complaint, issues, and needs. Once investigated by staff, if action is needed, a project is created and tracked in PubWorks and SWIMS.

MS4 permit

The Clean Water Act Phase II implementation of the Municipal Separate Stormsewer System (MS4) permit is the driving document for the regulatory programs within the Utility. The permit is published on the County website and includes numerous tasks and programs that the County must perform annually to stay within compliance with the permit.

MUNIS Data

The MUNIS software is used to issue and track stormwater permits required for all construction in the County. The regulatory staff conducts plan review, issues permits, and performs inspections to maintain MS4 compliance.

PubWorks Data

PubWorks is a project management software that is used to estimate project costs and track progress. Each O&M project is defined within PubWorks to determine an estimate of manpower, equipment, and materials. During construction, the estimate is replaced with the actual hours, quantities, and cost. That data is then used to estimate production rates that once applied to the GIS mapping inventory, gives the department a projected cost of service annually.

CIP schedules and budgets

Once a decade, the County updates the Stormwater Master Plan. The plan documents the program status and studies the health of the stormwater system and the receiving water bodies. The Plan then recommends capital projects to make improvements to water quality as needed. Those projects are placed within 5-year business plans and funding from the Utility is set aside for the projects. These projects have internal performance measures including cost and schedule.

Monitoring

The goal of the Stormwater Utility is to maintain and improve the health of our waters. Monitoring is the means to document our progress towards our goals. The County has developed a monitoring program in conjunction with USCB and routinely samples and studies the watersheds of the County. The results of monitoring are incorporated into the Master Plan, reported annually to DHEC as part of the MS4 permit requirements, and documented within the GIS mapping.

Stormwater Work and Information Management System (SWIMS)

SWIMS is a work order database for managing complaint driven and internally generated operations and maintenance projects. It differs from PubWorks in that the use of SWIMS is to score and prioritize projects in a logical and defensive manner. Each complaint or identified need that is defined as a project in PubWorks will be evaluated on the health, safety, and welfare of the affected population, time the need has gone unmet, severity of the problem, whether the issue creates impassable roads or is emergency related, and other factors so that urgent needs are handled promptly. Since time since reported is a criteria in scoring, even minor nuisance issues are never forgotten about or pushed down the list so that they are never completed.

Workforce Application

Workforce is currently under development by the County's GIS department. Once implemented, it will consist of a iPad type application that collects data from the crew leaders and foremen in the field and auto-populates updates to the data found in PubWorks, Connect, and SWIMS.

The Stormwater Utility Board is made up of appointed representatives selected by County Council and the four municipalities partnered with the County. The Board meets monthly in which all these Performance Measures and Operating Indicators are reported to the public.

STORMWATER MANAGEMENT UTILITY CAPITAL PROJECTS

The following chart is a list of current capital projects in the 5-year plan. Unless noted otherwise, all projects are funded solely by the Stormwater Utility.

Projects	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
Brewer Memorial Park Demonstration Wet Pond Project	\$ 462,000							
Salt Creek South M1 (2017 Masterplan \$2,117,730)	\$ 248,496	\$ 823,424	\$ 823,424					
Shanklin Road M2 (2017 Masterplan \$3,458,787)	\$ 341,820	\$1,797,395	\$1,000,000					
Camp St. Mary M2 (2017 Masterplan \$3,890,617)	\$ 342,000		\$ 165,000	\$1,783,617	\$1,600,000			
Mossy Oaks Watershed (Partner with CoB) Phase I design	\$ 205,000							
Evergreen Tract Detention Basin (not in CIP plan or budget)	\$ 317,322	\$ 295,000						
Sawmill Branch 1 Regional BMP (2017 Master Plan \$2,063,688)					\$ 206,369	\$412,738	\$1,444,582	
Rock Springs Creek 1 Regional BMP (2017 Master Plan \$430,524)		\$ 43,052	\$ 86,105	\$ 301,367				
Sawmill Branch 2 Regional BMP (2017 Master Plan \$1,071,064)						\$107,106	\$ 214,213	\$ 749,745
Lucy Point Creek Regional BMP (2017 Master Plan \$438,293)						\$ 43,829	\$ 87,659	\$ 306,805
Albergotti Creek 2 Regional BMP (2017 Master Plan \$602,447)						\$ 60,245	\$ 120,489	\$ 421,713
	\$1,916,638	\$2,958,871	\$2,074,528	\$2,084,984	\$1,806,369	\$623,918	\$1,866,942	\$1,478,263

BEAUFORT COUNTY, SOUTH CAROLINA

PROPRIETARY FUNDS

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The County's Proprietary Funds consist of the Stormwater Management Utility Fund, Beaufort County Airport located on Lady's Island and Hilton Head Island Airport.

The following pages contain information for the Beaufort County Airport and the Hilton Head Island Airport.

AIRPORTS FUND – BEAUFORT COUNTY (LADY’S ISLAND) AND HILTON HEAD ISLAND AIRPORTS

The Beaufort County Department of Airports Fund is used to accumulate the revenues and expenses related to the operation of the county’s two airports. Operations are financed primarily with fees collected for services, leases, grants, and other airport related services. The revenues, expenses and retained earnings are reported in the Proprietary Fund for annual financial reporting purposes.

AIRPORT TERMINOLOGY

The following abbreviations are referenced throughout the Airport Enterprise Fund. These are standard abbreviations used in the industry.

1. FBO – Fixed Based Operations
2. PFC – Passenger Facility Charges
3. FAA – Federal Aviation Administration
4. SCAC – South Carolina Aeronautical Commission
5. ATCT – Air Traffic Control Tower
6. GA – General Aviation
7. ARFF – Aircraft Rescue and Firefighting
8. AIP – Airport Improvement Plan

BEAUFORT COUNTY DEPARTMENT OF AIRPORTS

The Department of Airports, operating as an Enterprise Fund, is responsible for planning, developing, operating and maintaining two (2) airports under the jurisdiction of Beaufort County: Beaufort County Airport on Lady's Island (ARW) and Hilton Head Island Airport (HXD). The Department is responsible for administering all aeronautical activities as required by the Federal, State, County and local laws, regulations, ordinances and statutes. It is responsible for the positive growth of all aeronautical activities and development of all airports under its jurisdiction in the county. It is responsible for normal and emergency operations, security and maintenance at all Beaufort County airports. It provides for fueling services for general aviation and commercial aircraft at HXD through its FBO, Signature Flight Support and conducts its own FBO services at ARW. It is responsible for the administration of all contracts and agreements entered into by Beaufort County for use and support of all airport facilities within the Beaufort County Airport System.

GOALS AND OBJECTIVES

The Department's objective is to operate an airport system that is efficient yet maximizes both the internal and external customer expectations. In the coming year the Department of Airports will close out several critical construction projects and will begin several others, all of which will allow the airport system to continue operating efficiently and safely. Each scheduled project is strategically timed to meet projected activity forecasts within the approved budget while maintaining full compliance with all FAA, DHS/TSA, and other regulatory requirements. Further, it is the goal of the Department to complete ongoing projects and initiate new projects in accordance with the approved master plan for each airport in an effort to provide for the most updated facilities to support safe and efficient aviation operations.

The Department will also continue to take a lead role to further maintain and improve air service levels at Hilton Head Island Airport with the goal of "expanding the brand" of Hilton Head Island to new, non-stop markets through new carrier attraction efforts as well as fostering new, expanded opportunities with its existing airline partners. This past year has been a successful one with the transition of American Airlines to regional jet service and the addition of United Airlines and the return of Delta Air Lines to the Island. Recognizing the airport's position as one of the key economic engines in the Lowcountry, the Department will:

- Work to maintain a reasonable, fair, market based and competitive fee structure for all services provided to its customers and the public, and
- Provide a sound financial foundation to support the County's airport system development needs, and
- Work toward an overall goal of making each airport within the airport system financially self-sufficient.

BEAUFORT COUNTY/LADY'S ISLAND AIRPORT

	FY 2018 Actual	FY 2019 Approved Budget	FY 2019 Actual to Date 3/31/2019	FY 2020 Proposed Budget
<u>Operating Revenues</u>				
Fuel and Oil Sales	\$ 443,502	\$ 453,000	\$ 299,635	\$ 453,000
Operating Agreements/Concessions	4,613	6,800	3,645	6,800
Landing Fees	13,485	15,200	9,563	15,200
Interest Income	218	-	-	-
Rental Income	158,024	155,000	138,246	161,000
Total Operating Revenues	<u>\$ 619,842</u>	<u>\$ 630,000</u>	<u>\$ 451,089</u>	<u>\$ 636,000</u>
<u>Operating Expenses</u>				
Costs of Sales and Services	296,729	276,000	201,281	326,000
Salaries and Benefits	207,207	150,000	116,563	150,000
Purchased/Contractual Services	135,943	126,000	141,326	126,000
Supplies	16,494	15,000	8,625	15,000
Depreciation Expense	54,006	55,000	40,590	55,000
Total Operating Expenses	<u>\$ 710,379</u>	<u>\$ 622,000</u>	<u>\$ 508,385</u>	<u>\$ 672,000</u>
<u>Non-Operating Revenues (Expenses)¹</u>				
Federal and State Grants	179,334	1,995,000	210,984	1,012,033
Capital Projects (AIP)	(285,921)	(2,100,000)	(670,936)	(1,065,298)
Total Non-Operating Revenues (Expenses)	<u>\$ (106,587)</u>	<u>\$ (105,000)</u>	<u>\$ (459,952)</u>	<u>\$ (53,265)</u>
<u>Authorized Positions*</u>				
Full Time	1	1	1	1
Part Time	5	5	5	5

Note 1: Non-operating revenue and expenses are related to Federal and State Grants that fund Airport Improvement Projects (AIP). Timing of these revenues and expenses is dependent mostly on the FAA. Federal and State Grants are reimbursement of expenses. Therefore, in some fiscal years expenses can exceed revenues and in other fiscal years it is possible for revenues to exceed expenses.

HILTON HEAD ISLAND AIRPORT

	FY 2018 Actual	FY 2019 Approved Budget	FY 2019 Actual to Date 3/31/2019	FY 2020 Proposed Budget
<u>Operating Revenues</u>				
Fixed Base Operator Revenue	\$ 349,390	\$ 375,000	\$ 300,965	\$ 375,000
Operating Agreements/Concessions	397,350	507,000	363,343	1,250,000
Firefighting/Security Fees	324,691	282,000	240,484	470,000
Passenger Facility Charges	115,833	150,000	145,809	580,000
Parking/Taxi Fees	8,350	37,000	39,932	125,000
Landing Fees	51,932	85,000	58,915	210,000
Interest Income	1,240	-	-	-
Rental Income	352,070	350,000	210,238	771,320
Miscellaneous/Other	44,809	45,000	50,374	45,000
Total Operating Revenues	<u>\$ 1,645,665</u>	<u>\$ 1,831,000</u>	<u>\$ 1,410,060</u>	<u>\$ 3,826,320</u>
<u>Operating Expenses</u>				
Salaries and Benefits	931,875	760,000	704,122	975,000
Purchased/Contractual Services	648,304	510,000	772,500	950,000
Supplies	31,306	77,000	33,113	77,000
Interest Expense	83,787	80,000	60,113	80,000
Depreciation Expense	571,309	450,000	416,295	550,000
Total Operating Expenses	<u>\$ 2,266,581</u>	<u>\$ 1,877,000</u>	<u>\$ 1,986,143</u>	<u>\$ 2,632,000</u>
<u>Non-Operating Revenues (Expenses)¹</u>				
Federal and State Grants	15,159,955	5,000,000	4,900,255	2,000,000
Capital Projects (AIP)	(15,617,022)	(3,200,000)	(3,105,387)	(3,950,000)
Capital Equipment ²	(38,880)	(45,000)	-	-
Total Non-Operating Revenues (Expenses)	<u>\$ (495,947)</u>	<u>\$ 1,755,000</u>	<u>\$ 1,794,868</u>	<u>\$ (1,950,000)</u>
Authorized Positions				
Full Time (see below)	12	13	12	13
Part Time	0	0	0	0
Full Time Positions include:				
Airport Director	1	1	1	1
Airport Support Staff	4	5	4	5
Airport Firefighters	7	7	7	7
Law Enforcement Officers	0	3	0	0

Note 1: Non-operating revenue and expenses are related to Federal and State Grants that fund Airport Improvement Projects (AIP). Timing of these revenues and expenses is dependent mostly on the FAA. Federal and State Grants are reimbursement of expenses. Therefore, in some fiscal years expenses can exceed revenues and in other fiscal years it is possible for revenues to exceed expenses.

Note 2: Capital equipment expenses are capitalized and depreciated within a Proprietary Fund and are not represented on the revenue and expense statement as an expense.

AIRPORT IMPROVEMENT PROJECTS**FY 2020 Project Narratives****HILTON HEAD ISLAND AIRPORT (HXD)****HXD – Environmental Assessment (EA) for Commercial Service Terminal**

The terminal serving the commercial airlines and their customers requires expansion and renovation due to the increase in commercial airline service at the Hilton Head Island Airport. The project will include the purchase of several properties. The EA includes a multifaceted review of potential impacts of the proposed project and provides for public information sessions prior to the generation of the draft report. Following the reviews of the draft report, a final report will be submitted for their review and concurrence.

Estimated Cost:	\$290,000
FAA Cost:	\$261,000
SCAC Cost:	\$14,500
HXD Cost:	\$14,500

HXD – Commercial Service Terminal – Immediate Needs Projects

In order to accommodate the three network airlines, an expected 300% increase in passengers, TSA, and the other critical tenants at the airport, a series of projects has been undertaken to make short-term upgrades in and around the existing terminal. These include projects such as relocation of TSA screening equipment, TSA staff office facilities, upfit of airline operations areas, additional ramp paving, new ramp lighting, additional hold room space, and other associated projects. These costs are currently borne by the airport but are in the review phase with the FAA in an attempt to secure grant funding.

Estimated Cost:	\$1,250,000
FAA Cost:	\$1,125,000
SCAC Cost:	\$62,500
HXD Cost:	\$62,500

HXD – Commercial Service Terminal – Design

In order to accommodate the three network airlines, an expected 300% increase in passengers, TSA, and the other critical tenants at the airport, and in anticipation of continued growth, the terminal requires expansion and renovation. The terminal will be modernized and expanded, resulting in an improved customer experience, better work environment for airport tenants, and increased opportunities for revenue generation.

Estimated Cost:	\$1,663,000
FAA Cost:	\$1,486,700
SCAC Cost:	\$88,150
HXD Cost:	\$88,150

HXD – Renovation of 154 Beach City Road – Airport Maintenance and Administration

In order to provide adequate space to the airlines serving the community and TSA, airport administration has moved out of the terminal facility and into a temporary office. Airport Maintenance has had to use temporary facilities for over 2 years due to a lack of buildings on the airport. This project provides for the renovation of a portion of the building at 154 Beach City Road that was partially demolished so that it can be used for Administration and Maintenance. Initial discussions with the FAA indicate that it is not a project that is eligible for funding, but it is critical to airport operations.

Estimated Cost:	\$1,500,000
FAA Cost:	Not Applicable
SCAC Cost:	Not Applicable
HXD Cost:	\$1,500,000

HXD – Property Acquisition – Runway Protection Zone (RPZ)

This project will accomplish the acquisition of property that is located in the RPZ. The FAA requires that the airport sponsor (County) own or control via zoning, land use regulations, etc. properties in the RPZ in an effort to preserve life and property. The estimate below marks the initial phase, which includes professional services associated with appraisals and relocation assistance consultation. The actual property acquisition costs, relocations costs, and other costs (legal) will be discussed in future documents.

Estimated Cost:	\$70,307
FAA Cost:	\$63,276
SCAC Cost:	\$3,515
HXD Cost:	\$3,516

HXD – Property Acquisition – Terminal Expansion

This project will accomplish the acquisition of property that is located adjacent to the commercial service terminal. In order to develop the terminal, the additional space is required for safe movement of aircraft on the ramp. The estimate below marks the initial phase, which includes professional services associated with appraisals and relocation assistance consultation. The actual property acquisition costs, relocations costs, and other costs (legal) will be discussed in future documents.

Estimated Cost:	\$175,290
FAA Cost:	\$161,361
SCAC Cost:	\$6,964
HXD Cost:	\$6,965

HXD – Aircraft Rescue and Firefighting Crash Truck

Due to the increase in commercial service, HXD has increased its ARFF Index from A to B, which requires an additional crash truck. HXD's ARFF Department plans to add a 1,500-gallon capacity crash truck in order to maintain the required readiness index as prescribed by Title 14 CFR Part 139 for Commercial Service Airports.

Estimated Cost:	\$500,000
FAA Cost:	\$450,000
SCAC Cost:	\$25,000
HXD Cost:	\$25,000

BEAUFORT COUNTY AIRPORT (ARW)**ARW – Airfield Electrical Rehabilitation and Replacement**

Airfield electrical systems sustained major damage during Hurricane Matthew and Tropical Storm Irma. This project includes the replacement of the airfield electrical systems including upgrades to LED lights and a separate electrical vault. This estimate includes construction of the new systems as well as the construction administration, inspection, and quality assurance.

Estimated Cost:	\$1,065,298
FAA Cost:	\$958,768
SCAC Cost:	\$53,265
ARW Cost:	\$53,265