

COUNTY COUNCIL OF BEAUFORT COUNTY

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CLERK TO COUNCIL

AGENDA GOVERNMENTAL COMMITTEE (Includes Public Safety Division)

Monday, October 6, 2014

4:00 p.m.

Executive Conference Room, Administration Building
100 Ribaut Road, Beaufort

Governmental Committee Members:

Jerry Stewart, Chairman
Laura Von Harten, Vice Chairman
Cynthia Bensch
Rick Caporale
Gerald Dawson
Brian Flewelling
Tabor Vaux

Staff Liaison:

Phil Foot, Division Director

1. CALL TO ORDER – 4:00 P.M

2. BLUFFTON TOWNSHIP FIRE DISTRICT / VEHICLE MAINTENANCE FACILITY CONSTRUCTION ([backup](#))

3. ADJOURNMENT

2014 Strategic Plan: Committee Assignments

Business License Fee: Direction (*Goal Accomplished, August 2014*)

Business Retention and Growth Program: Development and Funding

Economic Development Sites Report (Lowcountry Alliance)

Designated Funding Mechanism for Economic Development: Direction

Lowcountry Economic Alliance: Performance/Activity Report and Funding

Referendum(s) 2014 (Capital, LOST, and Rural and Critical Lands): Direction (*Goal Accomplished, August 2014*)



BLUFFTON TOWNSHIP FIRE DISTRICT BOARD

RESOLUTION

Whereas, the Bluffton Township Fire Department has developed a Strategic Plan for the period FY 15 through FY 19 meeting certain Goals established by the Board, and

Whereas, the Board has approved the Strategic Plan by a unanimous vote at its April 15, 2014, Board Meeting, and

Whereas, the Plan as approved requested capital expenditures amounting to \$6.6-7.0 Million for three major projects during the period of the Plan,

Whereas, these expenditures were to be funded per the Plan by a Debt Service Millage of not not to exceed 1.3 mils over twenty(20) years,

Whereas, one of these approved capital expenditures, the Vehicle Maintenance Facility, has completed the Beaufort County RFP Process and has for business continuation and employee safety reasons become a must do as soon as possible project.

Now Therefore the Bluffton Township Fire District Board resolves that, funding not to exceed \$2.5 Million for the Vehicle Maintenance Facility and the site preparation work for the planned Training Facility be approved as soon as possible by the Beaufort County Council. Funding to be a combination of Debt Service Millage and Impact Fees.

Approved unanimously at the September 16, 2014, Board Meeting.



Bluffton Township Fire District

Fiscal Year 2015 through FY 2019
Strategic Plan Funding Request

Beaufort County Governmental Committee
October 6, 2014



BTFD Budget Background

- FY15 Mil Value = \$436,038 (Net TIF's)
- FY15 Mil Rate = 24.02
- No Tax Increase will yield \$10,473,623

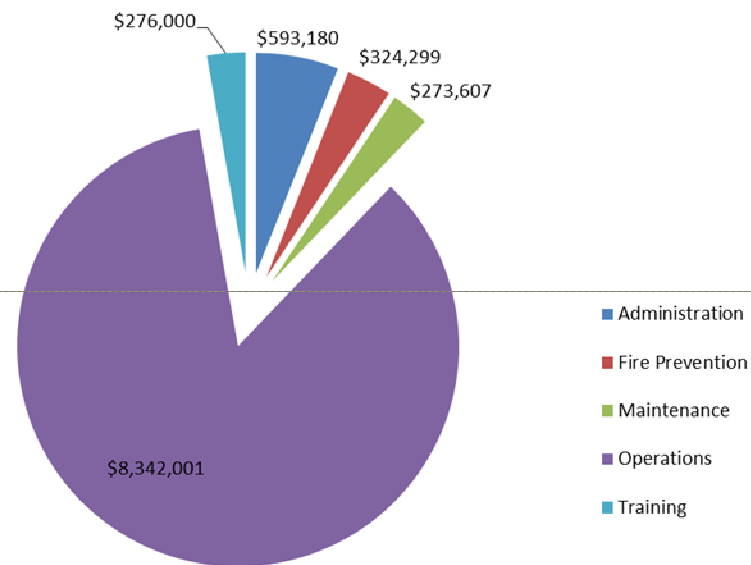


Background

- FY15 GF Operating Budget = \$10,759,943
- FY15 GF Capital Budget = \$195,300
- FY15 Debt Service Budget = \$0
- FY15 Impact Fee Budget = \$200,000

Personnel Costs

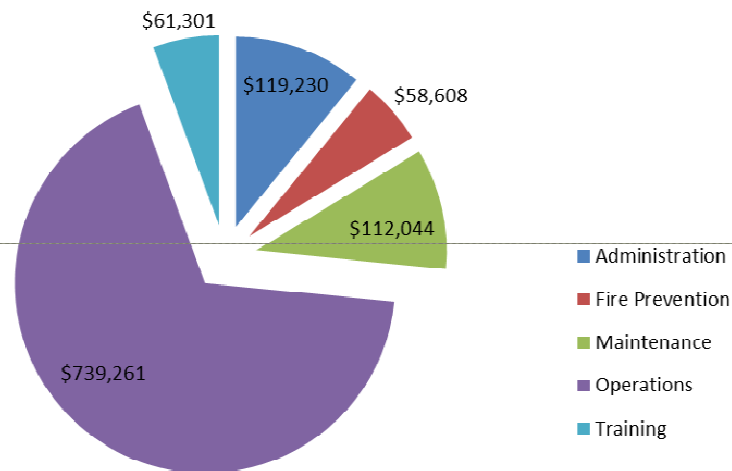
Personnel Cost Breakdown by Division



| | FY 2013 Actual | FY 2014 Projected 6/30/14 | FY 2015 Projected 6/30/15 |
|-----------------|-------------------|------------------------------|------------------------------|
| Personnel Costs | 8,496,825 | 9,523,386 | 9,809,088 |
| | | | |
| Total Operating | 9,659,957 | 10,422,620 | 10,759,943 |

Non - Personnel Costs

Operating Cost Breakdown by Department



| | FY 2013 Actual | FY 2014 Projected 6/30/14 (Current Trend 2/28/14) | FY 2015 Projected 6/30/15 |
|---------------------|-------------------|---|------------------------------|
| Non-Personnel Costs | 1,163,132 | 899,234 | 950,855 |
| Total Operating | 9,659,957 | 10,422,620 | 10,759,943 |

- Board approved to supplement tax revenues in FY15 with reserve funds to meet the budget requested.
- Board approved to use additional reserve funds to pay for the additional \$195,300 in the capital budget for FY15.

- The Board also considered the projected budgets for the District through 2019 when making its decisions.



FY15 – FY19 Strategic Plan Capital Projects

Maintenance Garage
Fire Engine Fleet Replacement
Training Burn Building

Budget Projections FY15 -FY19

Fund Balance Projections for 6/30/2015

| EXPENSES | FY15 | FY16 | FY17 | FY18 | FY19 |
|----------------------|-------------|-------------|-------------|-------------|-------------|
| Operating Costs | 10,759,943 | 11,028,942 | 11,304,665 | 11,587,282 | 11,876,964 |
| General Fund Capital | 195,300 | 368,822 | 122,000 | 279,500 | 124,500 |
| Debt Service Capital | 0 | 584,618 | 584,618 | 584,618 | 584,618 |
| Impact Fee Capital | 200,000 | 585,000 | 585,000 | 1,335,000 | 585,000 |
| | | | | | |
| REVENUES | FY15 | FY16 | FY17 | FY18 | FY19 |
| General Fund | 10,473,633 | 11,007,779 | 11,454,762 | 11,915,221 | 12,280,960 |
| Debt Service | 0 | 0 | 0 | 0 | 0 |
| Impact Fees | 900,000 | 750,000 | 750,000 | 750,000 | 750,000 |
| | | | | | |
| Mill Value – Ops | 436,038 | 444,759 | 453,654 | 462,727 | 471,982 |
| Mill Rate – Ops | 24.02 | 24.75 | 25.25 | 25.75 | 26.02 |
| Mill Rate – Debt | 0 | 0 | 0 | 0 | 0 |
| | | | | | |
| General Fund Balance | 1,838,445 | 1,448,460 | 1,476,557 | 1,524,996 | 1,804,492 |
| Debt Fund Balance | 0 | 0 | 0 | 0 | 0 |
| Impact Fund Balance | 700,000 | 865,000 | 1,030,000 | 445,000 | 610,000 |
| Two Months Reserve | 1,793,324 | 1,838,157 | 1,884,111 | 1,931,214 | 1,979,494 |

Strategic Plan Impact FY15- FY19

Debt Service Fund Projects

| Debt Payments to be Made from Impact Fees | FY15 | FY16 | FY17 | FY18 | FY19 |
|--|---------|---------|---------|---------|---------|
| Maintenance Facility Construction | 134,912 | 134,912 | 134,912 | 134,912 | 134,912 |
| Fire Engine Fleet Replacement | 314,794 | 314,794 | 314,794 | 314,794 | 314,794 |
| Training Facility Construction | 134,912 | 134,912 | 134,912 | 134,912 | 134,912 |



Maintenance Facility

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- Maintenance is currently in a 3000 sq. ft. rental facility.
 - Space is too small for the work being performed.
 - Building is in poor condition and landlord is not responsive.
 - District at its expense has made upgrades to continue servicing vehicles.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- Maintenance is currently in a 3000 sq. ft. rental facility.
 - Landlord is having financial difficulty and there is a better than average chance the entire complex will be sold leaving the District without a viable option.
 - Town of Bluffton vehicle maintenance is growing leading to additional work space issues.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- Maintenance is currently in a 3000 sq. ft. rental facility.
 - Safety is an issue due to the cramped conditions.
 - Building height...
 - Door width...
 - Escape routes...

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility



Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- The District has explored several options for housing its maintenance facility...
 - Other rental locations
 - Outsourcing to Hilton Head Island Fire/Rescue
 - Outsourcing to private companies.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

● Recommended Facility;

- Four (4) apparatus work bays
- Office and break space
- High rack storage
- Climate controlled storage for the quartermaster
- Specialty work areas (self-contained breathing apparatus, welding, etc.)

Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- Total Budget - \$2,000,000
 - Includes building
 - Includes site work
- Recommended Location:
 - Behind Fire Station #30 on the 9.2 acre tract already owned by the BTFD.



Fire Engine Fleet Replacement

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

- Fleet Replacements must be carefully considered.
 - Costs of new engines
 - Value of old fleet for “trade-in”
 - Specifications
 - ISO
 - EPA

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

- The District's administration has considered a fleet replacement over the last few years.
- Current conditions indicate now is the time for a fleet replacement.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

● Advantages

- Cost savings over time.
- Standardizing maintenance procedures, parts, and equipment.
- Standardizing training and operating procedures.
- Standardizing equipment locations on the engines for the response crews to reduce response and action times.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

● Advantages

- Standardized engines provide for more even wear of the apparatus across the entire fleet.
- Potentially allowing the District's Maintenance operation to serve as the fleet warranty service center for the manufacturer.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

● Disadvantages

- Large capital outlay at the beginning of the project.
- Specifications must be carefully constructed since all the trucks will be identical.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

| Fiscal Year | Engines Due for Replacement | Aerials Due for Replacement | Rescues/Specialty Vehicles Due For Replacement | Staff Vehicles Due for Replacement |
|-------------|-----------------------------|-----------------------------|--|------------------------------------|
| 2014 | 0 | 0 | 0 | 0 |
| 2015 | 1 | 0 | 1 | 0 |
| 2016 | 0 | 0 | 0 | 3 |
| 2017 | 1 | 0 | 1 | 0 |
| 2018 | 1 | 0 | 1 | 0 |
| 2019 | 1 | 0 | 0 | 2 |
| 2020 | 1 | 0 | 0 | 0 |
| 2021 | 1 | 0 | 0 | 0 |
| 2022 | 1 | 1 | 0 | 0 |
| 2023 | 0 | 0 | 0 | 0 |
| 2024 | 1 | 0 | 0 | 0 |
| 2025 | 0 | 0 | 0 | 0 |

VRP Recommendations FY14-FY19

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

| Fiscal Year | Projected Vehicle Cost at 3% Increase per Year | Number Required | Total Cost |
|--|--|-----------------|--------------------|
| FY14 | \$469,506 | 0 | -- |
| FY15 | \$483,591 | 1 | \$483,591 |
| FY16 | \$498,099 | 0 | -- |
| FY17 | \$513,042 | 1 | \$513,042 |
| FY18 | \$528,433 | 1 | \$528,433 |
| FY19 | \$544,286 | 1 | \$544,286 |
| FY20 | \$560,615 | 1 | \$560,614 |
| FY21 | \$577,433 | 1 | \$577,433 |
| FY22 | \$594,756 | 1 | \$594,756 |
| Proceeds from sale of engines as they are replaced | | -- | <\$250,000> |
| TOTALS | | 7 | \$3,552,155 |

Replacement Costs – One Vehicle Per Year Method

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

| Fiscal Year | Projected Vehicle Cost at 3% Increase | Number Required | Total Cost |
|--|---------------------------------------|-----------------|--------------------|
| FY14 | \$469,506 | 0 | \$0 |
| FY15 | \$483,591 | 10 | \$4,835,910 |
| FY16 | \$498,099 | 0 | \$0 |
| FY17 | \$513,042 | 0 | \$0 |
| FY18 | \$528,433 | 0 | \$0 |
| FY19 | \$544,286 | 0 | \$0 |
| FY20 | \$560,615 | 0 | \$0 |
| FY21 | \$577,433 | 0 | \$0 |
| FY22 | \$594,756 | 0 | \$0 |
| Proceeds from sale of engines as they are replaced | | -- | <\$600,000> |
| Discount for bulk purchase at 5% | | -- | <\$241,796> |
| TOTALS | | 10 | \$3,994,114 |

Replacement Costs – Entire Fleet Replacement Program

Strategic Plan Impact FY15-FY19

Debt Service Fund – Fire Engine Fleet Replacement

- Total Budget - \$4,000,000
 - Funding Source – Debt Service General Obligation Bonds over 15 years



Training Facility/Area

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

- Profound need of a dedicated Fire Training Facility/Area within the boundaries of the Bluffton Township Fire District.
- Provide the necessary area and facilities to enable the Training Department to carry out the goals and objectives established in the District's training program.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

- The Fire District Training Program is designed to meet numerous standards:
 - NFPA
 - OSHA
 - ISO (Now requires 18 hours per year per member in a NFPA 1403 compliant facility).

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

- This training is currently accomplished through various means and avenues created by the staff of the Training Department.
 - Parking lots
 - Side streets
 - MCAS/Parris Island
 - Fire Stations

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

- The District continues to grow and the staff is finding it more and more difficult to locate adequate, safe training areas in the community.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

● Cost Savings:

- Overtime
- Wear and tear on apparatus
- Fuel savings
- Facility use fees

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

● Advantages

- Cost Savings:
 - Less overtime
 - Less wear and tear on apparatus
 - Fuel savings
 - No facility use fees
- Proper coverage for the Fire District
 - No moving to cover during training
 - All apparatus are in the District to respond

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction

● Advantages

- Convenience:

- Inclement weather
- Reschedules
- Central location easily accessed by all companies in the District
- Surprise drills

Strategic Plan Impact FY15-FY19

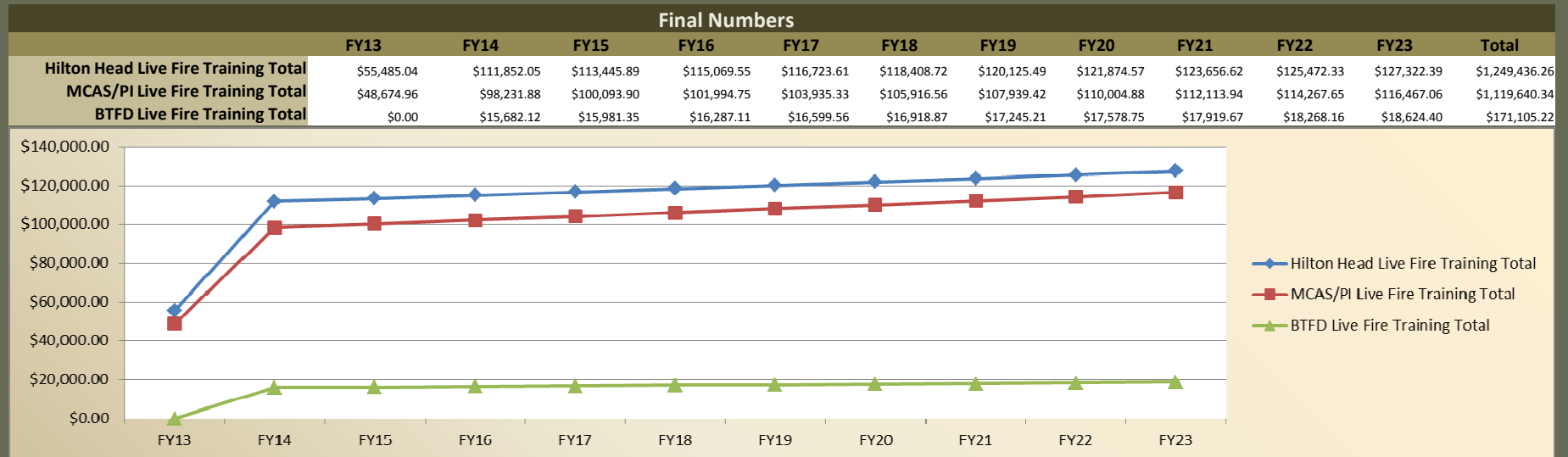
Debt Service Fund – Training Facility Construction

● Disadvantages

- Initial outlay of capital may be seen as a disadvantage by some.
- Funds will be recouped over time.
 - Annual Costs to train at HHIFR facility FY15 = \$113,445
 - Annual Costs to train at Parris Island FY15 = \$100,093
 - Annual Costs to train at BTFD facility FY15 = \$15,981
- At these rates payback of the facility will occur in 10 to 12 years.

Strategic Plan Impact FY15-FY19

Debt Service Fund – Training Facility Construction



Strategic Plan Impact FY15-FY19

Debt Service Fund – Maintenance Facility

- Total Budget - \$1,500,000
 - Includes building
 - Includes site work
- Recommended Location:
 - Behind Fire Station #30 on the 9.2 acre tract already owned by the BTFD.
- Funding Source – Debt Service General Obligation Bonds over 20 years

Strategic Plan Impact FY15-FY19

Funding

- The Fire District is asking that all three projects be approved as presented.
- The estimated annual debt service millage required is \$590,000 which equates to 1.35 mills at the Districts current mil value.
- Impact Fees will be used to offset the millage requirement.



Thank You for Your Time
