

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
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SARAH W. BROCK
CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE

Monday, August 19, 2019

1:00 p.m.

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

Committee Members:
Lawrence McElynn, Chairman
Michael Covert, Vice Chairman
Gerald Dawson
York Glover
Chris Hervochon

Staff Support:
Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. **CALL TO ORDER – 1:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

3. **INTRODUCTIONS**

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

4. **APPROVAL OF AGENDA**

5. **APPROVAL OF MINUTES** (backup)

A. May 20, 2019

6. **CITIZEN COMMENTS** (comments regarding agenda items only)

7. **LIBRARY SYSTEMS UPDATE** – Ray McBride, Library Director (backup)

A. DISCUSSION / Potential New Riverside Branch

B. DISCUSSION / Potential Burton-Wells Branch

8. **ADJOURNMENT**



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Approval of Meeting Minutes

Council Committee:

Community Services Committee

Meeting Date:

August 19, 2019

Committee Presenter (Name and Title):

Issues for Consideration:

May 20, 2019

Points to Consider:

Funding & Liability Factors:

None.

Council Options:

Approve, Modify or Reject

Recommendation:

Approve

**MINUTES
COMMUNITY SERVICES COMMITTEE**

May 20, 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 Lawrence McElynn, Vice Chairman Michael Covert, Gerald Dawson, York Glover and Chris Hervochoon.

Ex-officio: Brian Flewelling, Alice Howard and Paul Sommerville (Non- committee members of Council serve as ex-officio members and are entitled to vote.)

Staff: Ashley Jacobs, County Administrator; Dave Thomas, Purchasing Director; Monica Spells, Assistant County Administrator; Mark Sutton, Architect, Deputy Director Facilities Management; Marie Smalls, Executive Director Board of Voter Registration and Elections; Beth Cody, DSN Financial Manager; Wanda Mayse, DSN Deputy Director; Bill Love, DSN Executive Director; Patrick Hill, IT Systems Management Director; Wendell Roberson, Deputy Director, Board of Voter Registration and Elections; Ron Clifford, Chair, Board of Voter Registration and Elections; and William Bronson, Member, Board of Voter Registration and Elections.

Media: Joe Croley, Lowcountry Inside Track

CALL TO ORDER

Councilman McElynn called the meeting to order at 1:30 p.m.

APPROVAL OF AGENDA

Motion: It was moved by Councilman Glover, seconded by Councilman Rodman, that committee approve the agenda as presented. The vote: YEAS – Councilman Rodman, Councilman McElynn, Councilman Flewelling, Councilman Glover, Councilwoman Howard and Councilman Hervochoon. The motion passed.

APPROVAL OF MINUTES

Motion: It was moved by Councilman Hervochon, seconded by Councilman Glover that Committee approve the minutes from the February 18, 2019 Community Services meeting. The vote: YEAS – Councilman Rodman, Councilman McElynn, Councilman Flewelling, Councilman Glover, Councilwoman Howard and Councilman Hervochon. The motion passed.

CITIZEN COMMENTS

Mare Baracco expressed her concern regarding whether the Disabilities and Special Needs (DSN) Department is a true department of the county. Mrs. Baracco stated that the buying and selling of properties such as 429 Broad River Boulevard and 1 Bostick Circle occurred between two county employees and a realtor without the knowledge and approval of the County Council as well as not being publicly noticed by ordinance. Mrs. Baracco wanted to know how these properties are being sold without following the ordinance in Chapter 4 if DSN is a County department. Mrs. Baracco wanted to know why the selling of 429 Broad River Boulevard is so secret that she received 76 pages of redacted email upon the request for email between the realtor and county employees involved. Mrs. Baracco wanted to know where the proceeds went to since the selling of the property 8 months ago.

INFORMATION ITEMS

Item: Update / Beaufort County Board of Voter Registration and Elections – Mark Sutton, AIA, Architect, Deputy Director, Facility Management, and Marie Smalls, Executive Director, Board of Voter Registration and Elections

Discussion: Mr. Sutton, Deputy Director, Facility Management, gave a PowerPoint presentation highlighting the updates of the construction for the Voter Registration facility. Some of the highlights include:

- The secured warehouse addition is complete.
- Phase 2 – Renovation to Main Office Building is now in the painting stage and a sidewalk canopy along the outside is being assembled.
- A request for adding a door on the side of the building for drop-off and pick-up of election supplies has been made.
- New estimated completion date is now the third week in June due to revisions and permitting delays.

Councilman Flewelling asked if the door on the side, which was the major criteria for the board doing this, was not done.

Mr. Sutton replied that it was accommodated already and that this is just for better flow but was not in the program.

Executive Director for the Board of Voter Registration and Elections, Marie Smalls gave a PowerPoint presentation highlighting further board updates to the committee. Some of the highlights included:

- The addition of the warehouse, the renovation of the interior, and parking.
- The property surrounding the warehouse was unable to be obtained to improve the flow of parking.
- A request for removing 2 columns from the warehouse to make the area more organized and improve the flow has been made.
- A recommendation for replacing the floor covering, painting the facility, updating the windows to meet hurricane standards, and increasing the physical security by adding more lighting and possibly security badges internally has been made.
- South Carolina is looking at purchasing new equipment including machines and the new system.
- State Elections Commission (SEC) requested \$60 million, State Legislators approved \$40 million.

Councilman McElynn mentioned Ms. Smalls' prior concerns regarding the primary and general elections and the facilities that are available in the county that have a wait time of 2-3 hours to vote.

Ms. Smalls acknowledged that she does have these concerns being presented today.

Councilwoman Howard asked if the new system is going to have the paper copy of the vote as well and asked for clarification.

Ms. Smalls replied that this feature has been recommended for a paper trail. Some of the highlights included:

- The vendor has not been selected yet so it is unknown if this paper trail will be optical or a form of receipt that the vote is what they selected.
- By the end of June, the form of paper trail should be known and the information will be spread to the public and education for all will begin in July.
- The State is looking at implementing the new system on January 1st for all counties.
- In November of this year, hopes are that we will be able to use the new system for local elections.
- Bluffton and Port Royal municipal elections are scheduled for November 5th, 2019.
- Allocation of machines is supposed to be based upon current voter population plus 10%.
- Voting System Evaluation Requirements:
 - Must produce a paper-verified trail for voters
 - The total cost of ownership over the life of the system
 - The total maintenance costs to counties are unknown
 - Storage requirements (old and new system)
 - Transportation requirements (ex., truck rental)
 - Storing and archiving paper
- Recruiting and retaining qualified poll workers. The average age is currently 65-75 years old.
- Several requests have been received since the 2018 that an in-person absentee precinct be created on Hilton Head. Facilities have been researched.

- Facilities are being recruited as a polling location.

Councilman Glover asked if after you reach a certain amount of voters in a certain area that it automatically split.

Ms. Smalls answered that it is not automatically split. Every precinct has to have a minimum of 1,500 registered voters but currently there are some with 2,500 or more that causes problems with polling times at polling locations. The creation of a new bill to open new polling locations/precincts [if a location has more than 1,500] must be passed by all parties of the Legislative Delegation.

Councilman McElynn stated that the budget request needs to reflect the funding to rent a space for more polling places instead of buying locations. Councilman McElynn asked if the locations are only needed during the elections.

Ms. Smalls answered that the voting schedule is not always set. The dates for primary and general elections is known but special election dates are not known due to deaths or retirements. Locations do not always allow access for all elections. Voters are notified of new polling locations which is not ideal if locations are rented and change every election.

Councilman Glover stated that a concern in the past for lines at voter locations was brought up and asked if this does not change, will it occur again in the future.

Ms. Smalls verified that if we have some other locations it will help alleviate the long lines for voting. Cyber-threats have been minimized through training to be proactive. Cybersecurity and Infrastructure Security Agency will be hosting a tabletop exercise (TTX) in June 2019 (SEC). Achievements include changes in election law, Appreciation/Best Practices Form for Election Workers and Polling Facility hosts on June 22, and Community Outreach Services at nursing homes. Security changes to 2018 late night electric reporting and reducing how many precincts report to a location to poll.

Status: For information only.

Item: Update / Beaufort County Disabilities and Special Needs Department Residential Program – Mark Sutton

Discussion: Mr. Sutton gave a PowerPoint presentation highlighting the activities of the Beaufort County Disabilities and Special Needs Department Residential Program construction projects and site updates. Some of the highlights included:

- 2700 Waddell Road, Beaufort and 608 Center Drive West, Beaufort are constructed, licensed and ready for use.
- 1604 Deanne Lane, Beaufort is being built by Hutter Construction and is $\frac{3}{4}$ complete and will be sheet rocked and painted shortly and is expected to be done by the 2nd week in June.
- 1 Bostick Circle, Beaufort has a revised site and drainage plan that will drain water where it is supposed to go. One bedroom has been removed to have 4 people and the side of the

building wasn't very attractive and has been revised. Once landscaping plan has been revised it will be submitted to the HOA for approval.

- Estimated cost is \$350,000-\$400,000 including the site work. \$13,000 includes taking out trees and adding dirt to drain properly.

Councilman Flewelling asked when Mr. Sutton plans to submit to the HOA.

Mr. Sutton stated within a few weeks once the revised plans and package are put together, it will then be given to the HOA.

Councilman Flewelling stated the neighbors have been asking who is in charge of the maintenance of the property regarding the standing water for health reasons and the cutting of the grass due to overgrowth.

Mr. Sutton answered that nothing can be done about the water at present but that they will be getting the equipment to take care of the grass soon as they received a complaint last week as well.

Mr. Bill Love added that the owner of Vista Landcare has been contacted and was willing to do the land care at this location as well.

Councilman Flewelling mentioned to Mr. Love that his neighbors have been asking him about when the problems will be resolved so he needs to know what to tell them.

Mr. Sutton reiterated that they received the notice on Friday and notified the superintendent of grounds and stated that if it is not already done, that it needs to be done.

Councilman Flewelling asked if he can tell the neighbors that it will be done within a week, weather permitting.

Mr. Sutton confirmed that it should be done within this time, weather permitting.

Councilman Hervocho asked how much of the \$13,000 was dirt.

Mr. Sutton answered with about half, possibly \$8,000-\$9,000, as well as the trees going through the sidewalk and drainage was \$2,000. Mr. Sutton was asked what happens if the drainage was not approved.

Councilman Flewelling answered that it is something that will need to have a private meeting to figure out what the options are. Mr. Flewelling asked if there is the required parking on the street.

Mr. Sutton confirmed that there is parking room for 2 vehicles on the street front to back. There is a 12 foot wide, wooden handicap ramp that comes up to the porch and runs around the back of the home.

Councilman Glover asked what the budget is for this project.

Mr. Sutton replied \$400,000. This project will be bid out competitively and will go to council to approve which will add an additional a month.

Status: For information only.

ACTION ITEMS

Item: Consideration of Contract Award / Transportation Services for Beaufort County Disabilities and Special Needs Department to Owl, Inc. for \$283,140

Discussion: Dave Thomas discussed requests for a proposal for transportation services for DSN and got 4 competitive companies to respond. One dropped out a couple weeks ago. Owl, Inc. gave best proposal of \$283,140, which is subject to change based on any changes made. Palmetto Breeze is no longer contracted with DSN for transportation services.

Councilman Flewelling asked if Palmetto Breeze has been notified that they won't be receiving this contract and how the process goes for notifying them as well as how it impacts them.

Mr. Thomas answered that they would see it on their register but that DSN could send them a letter letting them know that the contract will be awarded to Owl, Inc. and is unsure how it would impact their grant.

Beth Cody informed the members that Lowcountry Regional Transportation Authority (LRTA dba Palmetto Breeze) was submitted due to very successful past use. When submitted, they would go with the best bid, which was not LRTA. Ms. Cody stated that if it were \$10,000-\$15,000 higher they would have carried on as normal, however, this was not the case.

Councilman Flewelling stated he understands that \$120,000 difference is big and understandable to not go with Palmetto Breeze and mentioned that they will get notified.

Ms. Cody mentioned the bids for each company requested and stated that the lowest bid was not going to be as responsive as DSN needs, so they were no longer being considered.

Councilman Dawson asked if the unresponsiveness is why they were not chosen even though they were the lowest bid.

Ms. Cody stated that the company chosen needed to have the best bid but also cover their needs.

Motion: It was moved by Councilman Glover, seconded by Councilman Dawson, that the Committee approve the use of funds in the amount of \$283,140 for the Contract Award / Transportation Services for Beaufort County Disabilities and Special Needs Department to Owl, Inc. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervocho, Councilman McElynn, Councilman Rodman and Councilman Flewelling. The motion passed.

Item: Consideration of Appointment and Reappointments / Disabilities and Special Needs Board

Motion: It was moved by Councilman McElynn that Committee recommend Council appoint Mr. Thacker to serve as member of the Disabilities and Special Needs Board. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervochon, Councilman McElynn, Councilman Rodman and Councilman Flewelling. The motion passed.

Item: Consideration of Appointment and Reappointments / Library Board

Motion: It was moved by Councilman Flewelling, seconded by Councilman Dawson that Committee recommend Council appoint Mr. Morrall to serve as a member of the Library Board. The vote: YEAS – Councilman Glover, Councilman Dawson, Councilwoman Howard, Councilman Sommerville, Councilman Hervochon, Councilman Rodman and Councilman Flewelling. Councilman McElynn did not vote. The motion passed.

ADJOURNMENT

The meeting adjourned at 2:37 p.m.

Ratified by Committee:



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Library System Update

Council Committee:

Community Services Committee

Meeting Date:

August 19, 2019

Committee Presenter (Name and Title):

Ray McBride, Library Director

Issues for Consideration:

- Discussion - Bluffton/Okatie/Pritchardville and Burton-Wells service area needs and potential branch library expansion.

Points to Consider:

- Bluffton library 16 years old and current door count is over 14,000 visits per month.
- Growth in Bluffton area cannot be served sufficiently with existing facility.
- Potential branch in the Pritchardville area could serve 30,000 customers now and 50,000 within five years.
- The Beaufort County Board of Voter Registration and Elections has publicly stated it needs additional voting sites in the same area to alleviate pressure/long lines on election days.
- There is no branch library in the Burton-Wells area.
- Customers must currently drive to downtown Beaufort library or Lobecko library.
- Potential branch in the Burton-Wells area could potentially serve 10,000 customers.
- Library branch collocated with Burton-Wells Recreation Center could potentially draw additional customers to both facilities.

Funding & Liability Factors:

- Impact fees can be utilized for both proposed projects.
- Bluffton library impact fees = \$2,819,714.⁰⁰
- Burton library impact fees = \$585,266.⁰⁰

Council Options:

- Approve or disapprove allowing the Library System to continue discussions with the Finance Committee to determine the best course of action to address growth needs in the Okatie/Pritchardville area.
- Approve or disapprove allowing the Library System to move forward with a review and updated plan for a Burton-Wells branch library to be collocated with the Burton-Wells Recreation Center.

Recommendation:

- Approve allowing the Library System to continue discussions with the Finance Committee to determine the best course of action to address growth needs in the Okatie/Pritchardville area.
- Approve the Library System's desire to move forward with a review and updated plan for a Burton-Wells branch library to be co-located with the Burton-Wells Recreation Center.

Beaufort County Library System

Update

August 19, 2019

Beaufort County Council
Community Services Committee



Library Impact Fees

Reference Documents

- Act No. 118 Section 1, Article 9 Development Impact Fees, Section 6-1-910 (South Carolina Development Impact Fee Act)
- Beaufort County Library Facilities Impact Fee Support Study and Capital Improvement Plan (August 2006)
- Intergovernmental Impact Fees Agreement – Between Beaufort County and the Town of Bluffton (September 2006)
- Intergovernmental Impact Fees Agreement – Between Beaufort County and the Town of Hilton Head Island (May 2007)

Impact Fees Are Not Currently Collected In:

- City of Beaufort
- Town of Port Royal
- Awaiting new impact fee study to implement per County Council resolution 2018/2

Current Library Impact Fee Per Dwelling Unit

- \$553 (new residential construction)
- Fees have not been adjusted in the past 10 years
- May be adjusted upon completion of new impact fee study and approved by County Council

Impact Fees may *only* be spent on:

- New construction
- New services equipment
- New services furniture
- Land
- Anything that expands library service capacity
- **Impact Fees must be spent in the *Benefit District* in which they are collected.**
- **Library Impact Fees tied to County Comprehensive Plan by SC Development Impact Fee Act**

Impact Fees may *not* be spent on:

- Staff
- Replacement furniture
- Continuing operations

Most recent use of library impact fees:

- **Library Bookmobile (2017)**
 - Vehicle/technology/collection (capital expenditure that expands library service)
 - 5% of accumulated impact fees annually for library materials - per county resolution 2017/24

Current status of library impact fee collections

- Hilton Head/Daufuskie Island Benefit District (\$364,255)
- Bluffton/Okatie Benefit District (\$2,819,714)
- Unincorporated Burton/Port Royal Benefit District (\$585,266)
- Lady's Island/St. Helena Benefit District (\$308,202)
- Sheldon/Lobeco/Yemassee Benefit District (\$20,937)
- Del Webb Library Fees (\$4,100)

Current Capital Improvement Plan (CIP)



BEAUFORT COUNTY
LIBRARY
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Library Facilities Master Plan

The current plan (2010) proposed three renovations/additions and five new libraries to be constructed over the next 10 years (2020) to meet both existing deficiencies and future population growth.

Library Facilities Master Plan

The cost of these proposed facilities along with the necessary collection materials and furniture, fixtures, and equipment is estimated to be over **\$74 million**.

The following table lists the major projects that were to be completed by 2020.

Planned Library Facility and Location	Sq. Footage
New St. Helena Branch, Penn Center	21,100
Burton Wells Branch, move Admin/Tech Offices from Beaufort, Burton Wells Park	46,200
Hilton Head Branch, addition	21,800
Beaufort Branch, renovation	12,500
New Lady's Island Branch, no site identified	19,100
New Okatie Branch, Okatie Center	29,500
New Pritchardville Branch, no site identified	29,500
Lobeco, addition	4,400

Source: Library Facilities Master Plan, Beaufort County Library

Revised Library Facilities Master Plan

Approved by Library Board of Trustees



Revised Library Facilities Master Plan

The cost of these proposed facilities along with the necessary collection materials and furniture, fixtures, and equipment is now estimated to be approximately **\$10 million**.

The following revised table lists the major projects that could be completed by 2021.

Planned Library Facility and Location	Sq. Footage
New St. Helena Branch, Penn Center	21,100
Burton Wells Branch, move Admin/Tech Offices from Beaufort, Burton Wells Park	46,200 5,000
Hilton Head Branch, addition	21,800
Beaufort Branch, renovation	12,500
New Lady's Island Branch, no site identified	19,100
New Okatie Branch, Okatie Center	29,500
New Pritchardville Branch, no site identified	29,500 15,000
Lobeco, addition	4,400

Source: Library Facilities Master Plan, Beaufort County Library

Revised Library Facilities Master Plan

Five existing branch libraries, two new branches and two bookmobiles will provide quality Library services to Beaufort County for the foreseeable future.

Developer's Proposal: 3 Options



August 1, 2

Ray McBride, Director
Beaufort County Library System
311 Scott Street
Beaufort, South Carolina 29902

Re: Bluffton County Library Proposal

Dear Mr. McBride:

We are pleased to be able to offer you the prominent County as shown on our conceptual site plan, a copy


We are willing to sell up to 1.25 acres to the County utilities, and offsite detention are included.

The second proposal is for a lease, for which, based development costs and lease rate. If this option is a minimum term of fifteen (15) years.

Finally, we discussed the possibility of a lease with t to do at the end of the tenth year of the lease term for

I have added to my calendar your presentation to Be p.m. and will look forward to attending. Please do additional information in the meantime.

Sincerely,


Robert S. Small, Jr.

Enclosures

RSS/ech

P.O. Drawer 10287
Greenville, SC 29603
Office: (864) 271.1900
Fax: (864) 233.0639

Re: Bluffton County Library Proposal

Dear Mr. McBride:

We are pleased to be able to offer you the prominent site in our proposed development in Bluffton County as shown on our conceptual site plan, a copy of which is enclosed herein.

We are willing to sell up to 1.25 acres to the County for \$800,000.00 per acre. All rough grading, utilities, and offsite detention are included.

The second proposal is for a lease, for which, based upon our experience, we have detailed the development costs and lease rate. If this option is attractive to the County, we would require a minimum term of fifteen (15) years.

Finally, we discussed the possibility of a lease with the option to buy, which we would be willing to do at the end of the tenth year of the lease term for appraised value.

I have added to my calendar your presentation to Beaufort County Council on August 19 at 2:00 p.m. and will look forward to attending. Please do not hesitate to contact me should you need additional information in the meantime.

Sincerely,


Robert S. Small, Jr.



**BEAUFORT COUNTY
LIBRARY**
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DEVELOPMENT SUMMARY				
Parcel	Acre	Use	Sqft.	Parking
1	1.4	Commercial	5,000	1/10
2	1.2	Commercial	5,000	1/10
3	1.3	Commercial	5,000	1/10
4	1.3	Commercial	5,000	1/10
5	1.3	Restaurant	5,000	1/10
6	4.0	Commercial	20,000	1/10
7	9.8	Multi-Family	220 Units	1.5/ unit
8	5.5	Townhouses	49 units	2/unit
9	1.5	Office	16,000	3/1000
10	1.1	Civic/Library	15,000	3/1000
Open Space	6.1	Buffers/Pond/Parks/Trails		

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CONCEPT SKETCH PLAN
NEW RIVERSIDE VILLAGE



Staff Recommendations

- Approve the Library System to continue discussions with the Finance Committee to determine the best course of action to address growth needs in the Okatie/Pritchardville area.
- Approve allowing the Library System to move forward with a review and updated plan for a Burton-Wells branch library to be co-located with the Burton-Wells Recreation Center.