

COUNTY COUNCIL OF BEAUFORT COUNTY  
ADMINISTRATION BUILDING  
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228

D. PAUL SOMMERVILLE  
CHAIRMAN

GERALD W. STEWART  
VICE CHAIRMAN

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GARY T. KUBIC  
COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
DEPUTY COUNTY ADMINISTRATOR  
SPECIAL COUNSEL

THOMAS J. KEAVENY, II  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

AGENDA  
COMMUNITY SERVICES COMMITTEE

Monday, August 22, 2016

3:30 p.m.

Large Meeting Room, Hilton Head Island Branch Library  
11 Beach City Road, Hilton Head Island

Committee Members:

William McBride, Chairman  
Gerald Dawson, Vice Chairman  
Rick Caporale  
Steve Fobes  
Alice Howard  
Roberts "Tabor" Vaux

Staff Support:

Monica Spells, Assistant County Administrator  
Civic Engagement and Outreach

1. CALL TO ORDER – 3:30 P.M.
2. CONSIDERATION OF CONTRACT AWARDS
  - A. APPROVE SOLE SOURCE CONTRACT FOR TRANSPORTATION SERVICES LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY DBA PALMETTO BREEZE TRANSIT FOR TWO ROUTES IN NORTHERN BEAUFORT COUNTY IN THE AMOUNT OF \$101,000 (backup)
  - B. APPROVE SOLE SOURCE CONTRACT FOR TRANSPORTATION SERVICES LOWCOUNTRY REGIONAL TRANSPORTATION AUTHORITY DBA PALMETTO BREEZE TRANSIT FOR TWO ROUTES IN SOUTHERN BEAUFORT COUNTY IN THE AMOUNT OF \$75,000 (backup)
  - C. PURCHASE OF ONE NEW PHOENIX ADA COACH VAN FOR THE ADULT EMPLOYMENT (DAY) PROGRAM FROM INTERSTATE TRANSPORTATION EQUIPMENT VIA STATE CONTRACT IN THE AMOUNT OF \$55,872 (backup)
3. UPDATE / BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS (backup)
4. UPDATE / BEAUFORT COUNTY LIBRARY SERVICES (backup)
5. UPDATE / AN ORDINANCE OF BEAUFORT COUNTY COUNCIL UPDATING THE BEAUFORT COUNTY SMOKING ORDINANCE (backup)
6. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
  - A. Disabilities and Special Needs Board
7. ADJOURNMENT

2016 Strategic Plan Committee Assignments  
.Connectivity in Rural Areas / Wi-Fi Expansion  
Smoke Free Campus  
Residential Homes (2) (South)





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

TO: Councilman William McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: **Sole Source Purchase – Request to Approve Lowcountry Regional Transportation Authority (LRTA), North of the Broad, for Beaufort County’s Department of Disabilities and Special Needs (DSN)**

DATE: August 19, 2016

**BACKGROUND:** The Purchasing Department received a request from DSN to approve a sole source contract for transportation services provided by LRTA (d/b/a Palmetto Breeze). Lowcountry Council of Governments has supported and encouraged transportation collaboration efforts between DSN and LRTA and they have been working together on two routes North of the Broad. These two routes were selected for the collaboration because the Beaufort route has the largest number of consumers and the St. Helena route takes the longest amount of time. This was seen as the most effective and efficient use of resources. For the past three years, the routes were paid as part of a grant from South Carolina Department of Transportation (SCDOT) with 80% of cost paid by SCDOT and 20% with DSN Program Funds. For FY2017, SCDOT is required to split the Section 5310 (Elderly Individuals and Individuals with Disabilities) federal funds as 60% Urban, 20% Small Urban and 20% Rural projects. Because so many projects in South Carolina are classified as rural, SCDOT has placed Beaufort Count DSN on the “alternate” list for the Rural North of Broad funds and it may not receive SCDOT money; however, DSN receives federal Medicaid money specifically for transportation and requests to use those funds to continue the successful project routes.

The total amount requested of \$101,000 reflects the contract rate of \$2685.00 for the first 3500 miles and \$0.43 cents for each mile thereafter on the Beaufort route (approximately total 5800 miles per month) and \$3750.00 for the first 6000 miles and \$0.43 for each mile thereafter on the St. Helena route (approximately 12,600 total miles per month). Variation occurs as passengers change or do not attend DSN program activities.

**VENDOR INFORMATION:**

**COST:**

LRTA (dba Palmetto Breeze)

\$101,000

*SAH* **FUNDING:** GL Account #24420011-51230, Disabilities and Special Needs Adult Services– Transportation  
These funds are federal Medicaid dollars.

**FOR ACTION:** Community Services Committee meeting occurring August 22, 2016.

**RECOMMENDATION:** The Purchasing Department recommends that the Community Services Committee approve and recommend to County Council the contract award for transportation services from the aforementioned vendor for a total cost of \$101,000.

cc: Gary Kubic, County Administrator *GKubic*  
Josh Gruber, Deputy County Administrator *MSJORG*  
Alicia Holland, Chief Financial Officer *AH*  
Monica Spells, Assistant County Administrator, Civic Engagement & Outreach *Spells*  
William Love, Director, Disabilities and Special Needs *W Love*

Att: Contract Agreement

## CONTRACT AGREEMENT

This agreement is entered into this 30<sup>th</sup> day of June, 2016 by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d.b.a. Palmetto Breeze and Beaufort County Board of Disabilities and Special Needs (hereinafter referred to as "Beaufort County BDSN").

### TERM

By mutual agreement of both parties, the Purchase of Service Contract for Transit Services is entered into on June 30, 2016. This extension term shall be deemed effective July 1, 2016 and shall continue until midnight on June 30, 2017. Additional years may be added as mutually agreed by both parties.

### TERMINATION OF CONTRACT

Beaufort County BDSN and/or LRTA may terminate this contract for any reason provided a sixty (60) day written notice is provided via certified mail.

### COMPENSATION

We understand that Beaufort County Board of Disabilities and Special Needs is seeking transportation services for disabled persons on fixed routes from passenger's homes to the Beaufort County BDSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday.

#### **St. Helena – Route 1 - Logistics**

Clients will be picked up beginning at 6:30 a.m. and will arrive at the center at approximately 8:00 a.m. Passengers will depart the center at approximately 2:30 p.m. for the return trip home. Passengers will be returned home approximately by 4:00 p.m. It is anticipated that this route will take approximately four (4) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County Board of Disabilities and Special Needs. Approximately eleven (11) individuals requiring this transportation services reside throughout the St. Helena area.

#### **Beaufort – Route 2 - Logistics**

Clients will be picked up beginning at 7:00 a.m. and will arrive at the center at approximately 8:00 a.m. Passengers will depart the center at approximately 2:30 p.m. for the return trip home. Passengers will be returned home approximately by 3:15 p.m. It is anticipated that this route will take approximately three (3) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County Board of Disabilities and Special Needs. Approximately eleven (11) individuals requiring this transportation services reside throughout the Burton area.

We understand that presently there are no clients requiring a wheel chair accessible vehicle. Accommodations can be made if an accessible vehicle is needed. Please provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door.

Beaufort County Board of Disabilities and Special Needs will provide passenger information including passenger name, address, and home phone number. All passenger information

received is confidential. All eligible passengers must be authorized by Beaufort County BDSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. Clients outside of the Burton area shall not be added to this route. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

**St. Helena – Route 1 – Fee Schedule**

The fee per month is: \$3,750.00 up to 6,000 passenger miles per month. Passenger miles over 6,000 a month will be charged \$0.43 per passenger mile.

**Beaufort – Route 2 – Fee Schedule**

The fee per month is: \$2,685 up to 3,500 passenger miles per month. Passenger miles over 3,500 a month will be charged \$0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County BDSN monthly based on the above rate. Payment terms are net 30 days.

LRTA understands that this is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. We further understand that the contract is contingent upon availability of appropriated funds. The contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

**ASSUMPTIONS**

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County BDSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

**INSURANCE**

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required, the LRTA Board, and the State of South Carolina.

**TRAINING**

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count BDSN vehicle operators.



In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Board of Disabilities and Special Needs

By: William J. Love  
William Love, Executive Director

Witness: Janice Beach

By: Gary Kubic  
Gary Kubic, County Administrator

Witness: Cheryl Harris

Lowcountry Regional Transportation Authority

By: \_\_\_\_\_  
David Blauch, Chairman of the Board

Witness: \_\_\_\_\_



COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT

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

TO: Councilman William McBride, Chairman, Community Services Committee

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: **Sole Source Purchase – Request to Approve Lowcountry Regional Transportation Authority (LRTA), South of the Broad, for Beaufort County’s Department of Disabilities and Special Needs (DSN)**

DATE: August 19, 2016

**BACKGROUND:** The Purchasing Department received a request from the Department of Disabilities and Special Needs (DSN) to approve a sole source contract for transportation services provided by Lowcountry Regional Transportation Authority (LRTA) (d/b/a Palmetto Breeze). Lowcountry Council of Governments has supported and encouraged transportation collaboration efforts between DSN and LRTA and they have been working together on two routes South of the Broad. For the past two years, these routes have been paid from a Section 5310 (Elderly Individuals and Individuals with Disabilities) grant from South Carolina Department of Transportation (SCDOT), with 80% of the cost paid by SCDOT federal monies and 20% DSN Program Funds.

The total amount requested of \$75,000 reflects the contract rate of \$3580.00 for the first 5000 miles and \$0.43 cents for each mile thereafter on the Hilton Head route (approximately total 6400 miles per month) and \$2685.00 for the first 3500 miles and \$0.43 for each mile thereafter on the Bluffton route (approximately 5600 total miles per month). Variation occurs as passengers change or do not attend DSN program activities.

**VENDOR INFORMATION:**

**COST:**

LRTA (dba Palmetto Breeze)

\$ 75,000

*JH* **FUNDING:** GL Account #24420011-51230, Disabilities and Special Needs Adult Services– Transportation  
These funds are a combination of SCDOT federal grant funds and DSN Program dollars.

**FOR ACTION:** Community Services Committee meeting occurring August 22, 2016.

**RECOMMENDATION:** The Purchasing Department recommends that the Community Services Committee approve the contract award for transportation services from the aforementioned vendor for a total cost of \$75,000.

cc: Gary Kubic, County Administrator *G Kubic*  
Josh Gruber, Deputy County Administrator *MS for JG*  
Alicia Holland, Chief Financial Officer *AH*  
Monica Spells, Assistant County Administrator, Civic Engagement & Outreach *Spells*  
William Love, Director, Disabilities and Special Needs *u jk*

Att: Contract Agreement

## CONTRACT AGREEMENT

This agreement is entered into this \_\_\_ day of March, 2016 by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d.b.a. Palmetto Breeze and Beaufort County Board of Disabilities and Special Needs (hereinafter referred to as "Beaufort County BDSN").

### TERM

By mutual agreement of both parties, the Purchase of Service Contract for Transit Services is entered into on March \_\_, 2016. The term of the contract shall be deemed effective April 1, 2016 and shall continue until midnight on March 30, 2017 or until notice is given to terminate. Additional years may be added as mutually agreed by both parties.

### TERMINATION OF CONTRACT

Beaufort County BDSN and/or LRTA may terminate this contract for any reason provided a fourteen (14) day written notice is provided.

### COMPENSATION

We understand that Beaufort County Board of Disabilities and Special Needs is seeking transportation services for disabled persons on fixed routes from passenger's homes to the Beaufort County BDSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday. A second route will take disabled persons on fixed routes from the passenger's homes to the Goodwill center in Bluffton with a return trip home.

#### **Hilton Head – Route 1 - Logistics**

Clients will be picked up beginning at 6:45 a.m. and will arrive at the BDSN center at approximately 8:30 a.m. Passengers will depart the center at approximately 2:00 p.m. for the return trip home. Passengers will be returned home approximately by 4:15 p.m. It is anticipated that this route will take approximately four (4) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County Board of Disabilities and Special Needs. Approximately six (6) individuals requiring this transportation service reside throughout the Hilton Head area.

#### **Bluffton – Route 2 - Logistics**

Clients will be picked up beginning at 7:00 a.m. and will arrive at the Goodwill center at approximately 8:30 a.m. Passengers will depart the center at approximately 2:00 p.m. for the return trip home. Passengers will be returned home approximately by 3:30 p.m. It is anticipated that this route will take approximately three (3) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County Board of Disabilities and Special Needs. Approximately seven (7) individuals requiring this transportation services reside throughout the Bluffton area.

We understand that Route 1 requires a wheel chair accessible vehicle and presently there are no clients requiring a wheel chair accessible vehicle for Route 2. Accommodations can be made if an accessible vehicle is needed on Route 2. Please provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door.

Beaufort County Board of Disabilities and Special Needs will provide passenger information including passenger name, address, and home phone number. All passenger information received is confidential. All eligible passengers must be authorized by Beaufort County BDSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

#### **Hilton Head – Route 1 – Fee Schedule**

The fee per month is: \$3,580 up to 5,000 passenger miles per month. Passenger miles over 5,000 a month will be charged \$0.43 per passenger mile.

#### **Bluffton – Route 2 – Fee Schedule**

The fee per month is: \$2,685 up to 3,500 passenger miles per month. Passenger miles over 3,500 a month will be charged \$0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County BDSN monthly based on the above rate. Payment terms are net 30 days.

LRTA understands that this is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. We further understand that the contract is contingent upon availability of appropriated funds. The contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

#### **ASSUMPTIONS**

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County BDSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

#### **INSURANCE**

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required, the LRTA Board, and the State of South Carolina.

#### **TRAINING**

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count BDSN vehicle operators.



In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Board of Disabilities and Special Needs

By: William J. Lane  
Executive Director

Witness: Janice Beach

By: Gary Kubic  
Gary Kubic, County Administrator

Witness: Cheryl Harris

Lowcountry Regional Transportation Authority

By: \_\_\_\_\_  
David Blauch, Chairman of the Board

Witness: \_\_\_\_\_



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

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

TO: Councilman William McBride, Chairman, Community Services Committee  
FROM: Dave Thomas, CPPO, Purchasing Director *DT*  
SUBJ: **State Contract Purchase – Request to Purchase One (1) New ADA Bus for Beaufort County Department of Disabilities and Special Needs (DSN)**  
DATE: August 19, 2016

**BACKGROUND:** The Purchasing Department received a request from the Department of Disabilities and Special Needs (DSN) to purchase one new Phoenix ADA Coach from Interstate Transportation Equipment, a State contract vendor. This bus is for the Adult Employment (Day) Program, whose numbers have increased dramatically in FY 2016. It is designed for up to twelve passengers and two wheelchairs. Increased engine size and heavier frame are due to the weight of the large powered wheelchairs. The backup camera is a necessary safety feature. DSN's vehicles travel long distances daily, often on unpaved roads, which contributes to constant wear and repairs. The safety of the consumers served by DSN is paramount.

**VENDOR INFORMATION:**

Interstate Transportation Equipment  
South Carolina Purchasing Contract #4400010901

**COST:**

\$ 55,872

*AT* **FUNDING:** GL Account #24420011-54000 Disabilities and Special Needs - Vehicle Purchase. DSN's estimated Fiscal Year 2016 fund balance is \$2 million.

**FOR ACTION:** Community Services Committee meeting occurring August 22, 2016.

**RECOMMENDATION:** The Purchasing Department recommends that the Community Services Committee approve the contract award from the aforementioned vendor for a total cost of \$55,872.

cc: Gary Kubic, County Administrator *GKubic*  
Josh Gruber, Deputy County Administrator *JMS for JG*  
Alicia Holland, Chief Financial Officer *AH*  
Monica Spells, Assistant County Administrator, Civic Engagement & Outreach *Spells*  
William Love, Director, Disabilities and Special Needs *W Love*

Att: Quote

**Interstate Transportation Equipment, Inc.**

Beaufort DSN Pricing: August 1, 2016, 2016 Updated!!!

Base price for the unit with 12 plus 2 wheelchairs:

Price will be.....\$53,371

**Options that will be deleted**

1. Altro flooring.....\$421
  2. Altro stepwell flooring .....\$112
  3. Stop request (2) pull cords.....\$311
  4. Stop Request sign.....\$103
  5. Extra Stop request.....\$103
  6. Emergency side window buzzers.....\$105
  7. Level III upholstery.....\$ 106
  8. Sure LOK savings versus (Q-Straint) .....\$107
  9. Roof Hatch .....\$306
- Total of all these if deleted.....\$1674 credit = \$51,697

**Options you requested**

1. You will need to order option for the engine upgrade 6.8 liter \$1,196
2. Add E450 upgrade .....\$1,715
3. Rear backing camera.....\$550

Total with options will be.....\$55,572 ( includes MMO Fee)

SC Tax will be.....\$300

Total will be **\$55,872**

Thanks for allowing us an opportunity to assist with your transportation needs.

Sincerely,  
Ken McDowell

Sheila Willis, Procurement Manager  
E-Mail: [swillis@mmo.sc.gov](mailto:swillis@mmo.sc.gov)  
Telephone: (803) 737-4417

Materials Management Office  
1201 Main Street – Suite 600  
Columbia, South Carolina 29201

Section V  
Page 69  
Date: 07/17/2015

**CHASSIS MAKE / MODEL:** Ford / E350

**BODY MAKE / MODELS:** Coach & Equipment / Phoenix DRW COPY OF BID SUBMITTAL  
COPY OF WARRANTIES

**VENDOR:** Interstate Transportation Equipment, Inc.  
P.O. Box 9163  
Columbia, SC 29290

**CONTACT NAME:** Robert Coleman

**PHONE NO.:** (803) 776-5041

**FAX NO.:** (803) 776-3527

**E-MAIL ADDRESS:** [robert@interstatetransportation.com](mailto:robert@interstatetransportation.com)

**VENDOR NO.:** 7000047087

**F.E.I.N.:** 57-0291119

**CONTRACT NO.:** 4400010901

**TERMS:** 90-180 DAYS ARO

**Base Price:**..... \$53,620

**OPTIONS**

Chassis Upgrade - One Level Above Your Standard Equipment	\$1,715
Engine Upgrade - One Level Above Your Standard Equipment	\$1,196
Passenger Seat Fabric Upgrade - To Next Fabric Level Above Standard	\$420
Passenger Seat Upgrade - To Next Level of Seating Above Your Base Model	Deduct \$1,381 per bus
Driver Seat Fabric Upgrade - To Next Fabric Level Above Standard	\$66
Bike Rack - Powder Coated Black, Minimum of 2 Bikes Held	\$1,811
Coat Hook w/ Strap	\$20
Rear Step Bumper	\$178
Heated Exterior Mirrors	\$144
Convex Interior Mirrors	\$69
Power Exterior Mirrors	\$559
Valve Extensions	\$65
Battery Disconnect Switch	\$268
1 Additional Battery Box w/ Slide Out Tray	\$249
Driver Circulating Fan	\$147
Fog Lights	\$179
Locking Fuel Door	\$126
Mor Ryde Suspension Upgrade to E-450 When Applicable	\$1,217
Interior Ceiling & Wall Upgrade to Padded Vinyl	\$908
Signage 48 x 10- Manual Scroll Base Model & Size For Each	\$1,416
Signage 48 x 10- Electric w/ Illuminated Lettering Base Model & Size for Each	\$2,667



Sheila Willis, Procurement Manager  
E-Mail: [swillis@mmo.sc.gov](mailto:swillis@mmo.sc.gov)  
Telephone: (803) 737-4417

Materials Management Office  
1201 Main Street - Suite 600  
Columbia, South Carolina 29201

Section: V  
Page: 70  
Date: 07/17/2015

**OPTIONS-CONTINUED**

Back-Up Camera System w/ LCD Color Monitor Base Model	\$550	
In-Vehicle HD Video Recording System (State Contract Angel Trax or Approved Equal-Not to Exceed \$2,300)	\$1,563	
PA System w/ Speaker Base Model	\$245	
Two-Way Radio System Base Model (Requesting Agency Preference or Approved Equal)	\$400	1,200 based on model number of radio required
Graphics-Not to Exceed \$1,000 (SCDOT OPT Will Only Fund \$1,000 for Graphics. Requesting Agency Will Be Responsible for the Remaining Balance)	\$150	1,000 based on requirements
Fareboxes-Main w/ 1 Vault or 11 Model w/ 2 Vaults	\$1,620	

- **Alliant External Review Preliminary Findings**
- **Disabilities Coalition Survey by USCB – [www.bcdcsurvey.com](http://www.bcdcsurvey.com)**
- **ABLE FOUNDATION 5K Walk**
  - **Hunting Island State Park, October 22 at 9 a.m.**
- **Knights of Columbus Picnic**
  - **Port Royal Residential Home, October 22 at 11 a.m.**
- **Status of Port Royal Residential Home and Request to Legislative Delegation**



# Beaufort County Library System



Collaboration ■ Innovation ■ Education



# BOARD OF TRUSTEES

*Chair*, Bernard Kole

*Vice Chair*, Eileen M. Fitzgerald

Brenda Ladson Powell

Linda MacDonald

Anna Maria Tabernik

Laura Sturkie

Lynne Miller

Peggy Martin

Joseph Bogacz

Deborah Johnson

Rosalie Richman



BEAUFORT COUNTY  
**LIBRARY**  
For Learning • For Leisure • For Life



# County Population 179,589

White 67.4%

Black 19 %

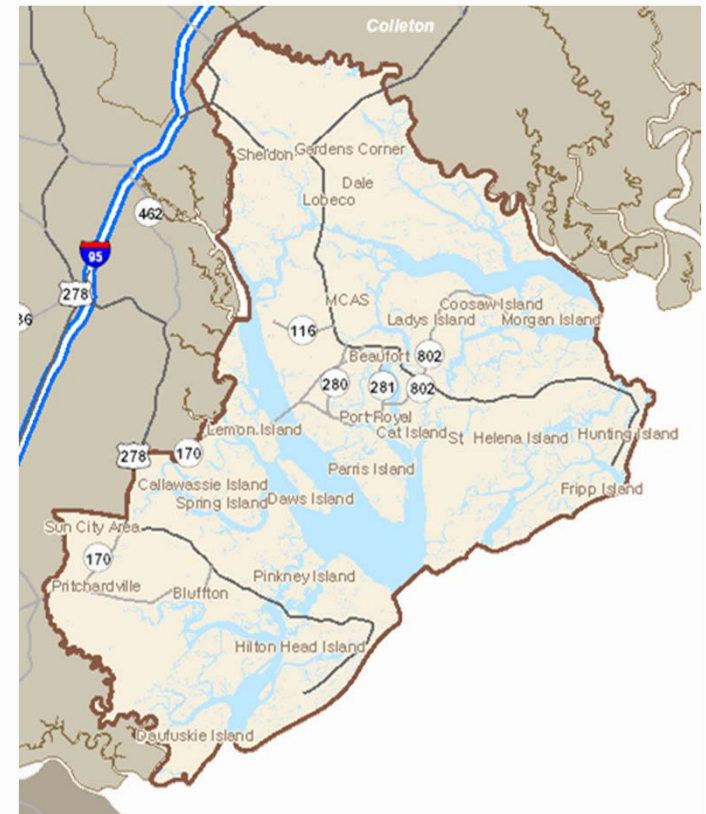
Hispanic 11.2%

All others 2.4%

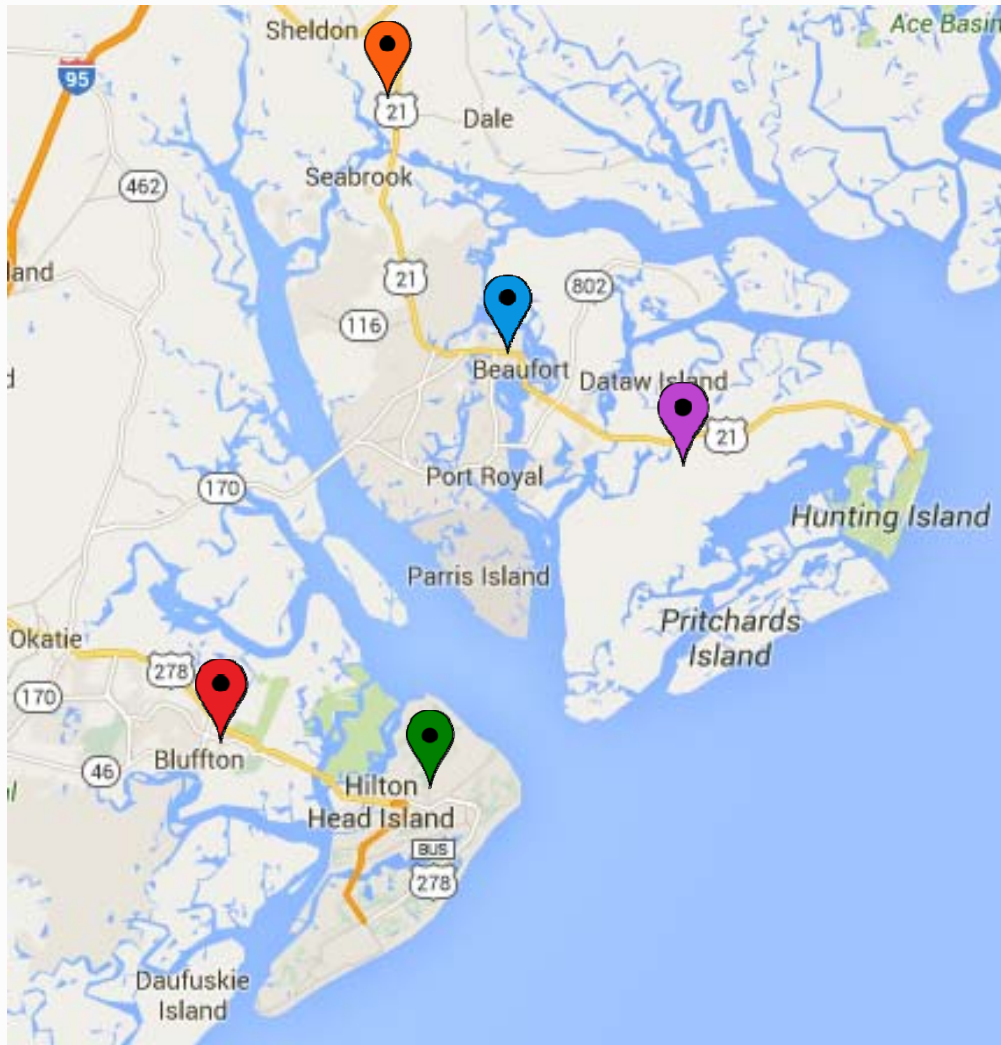
**High School Grad** 91.6%

**Bachelor or higher** 37.4%

**Veterans** 18,262



Census 2015 estimates



# BRANCHES

- Beaufort
- Bluffton
- Hilton Head
- Lobeco
- St. Helena

# LIBRARY FACILITIES

- 5 Branch Libraries
- Public WIFI At All Locations
- 203 Public Computers
- 9 Public Meeting Rooms
- 73 Full-Time Equivalent Staff Positions

# ONLINE RESOURCES

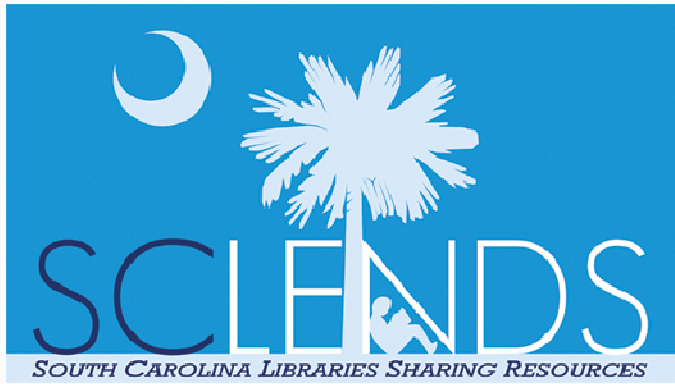
- Lowcountry Digital Library (Local History)
- Mango Language Learning Library
- 52 Educational/Research Databases
- *Well-Read* Podcast
- My Next Book Reader's Advisory
- 3M Cloud Library
- Hoopla DIGITAL Library





# LIBRARY COLLECTION

- 350,000 Items on our shelves
- 3,900 e-Titles in the 3M Cloud Library
- 550,000 e-Titles in Hoopla



20 Counties  
plus the State  
Library



BEAUFORT COUNTY  
LIBRARY  
For Learning • For Leisure • For Life



- Over 3.5 million items
- About 356,000 items circulate monthly
- 1.2 million items loaned between counties at a value of \$9 million
- Evergreen open-source software

# Beaufort County Library System

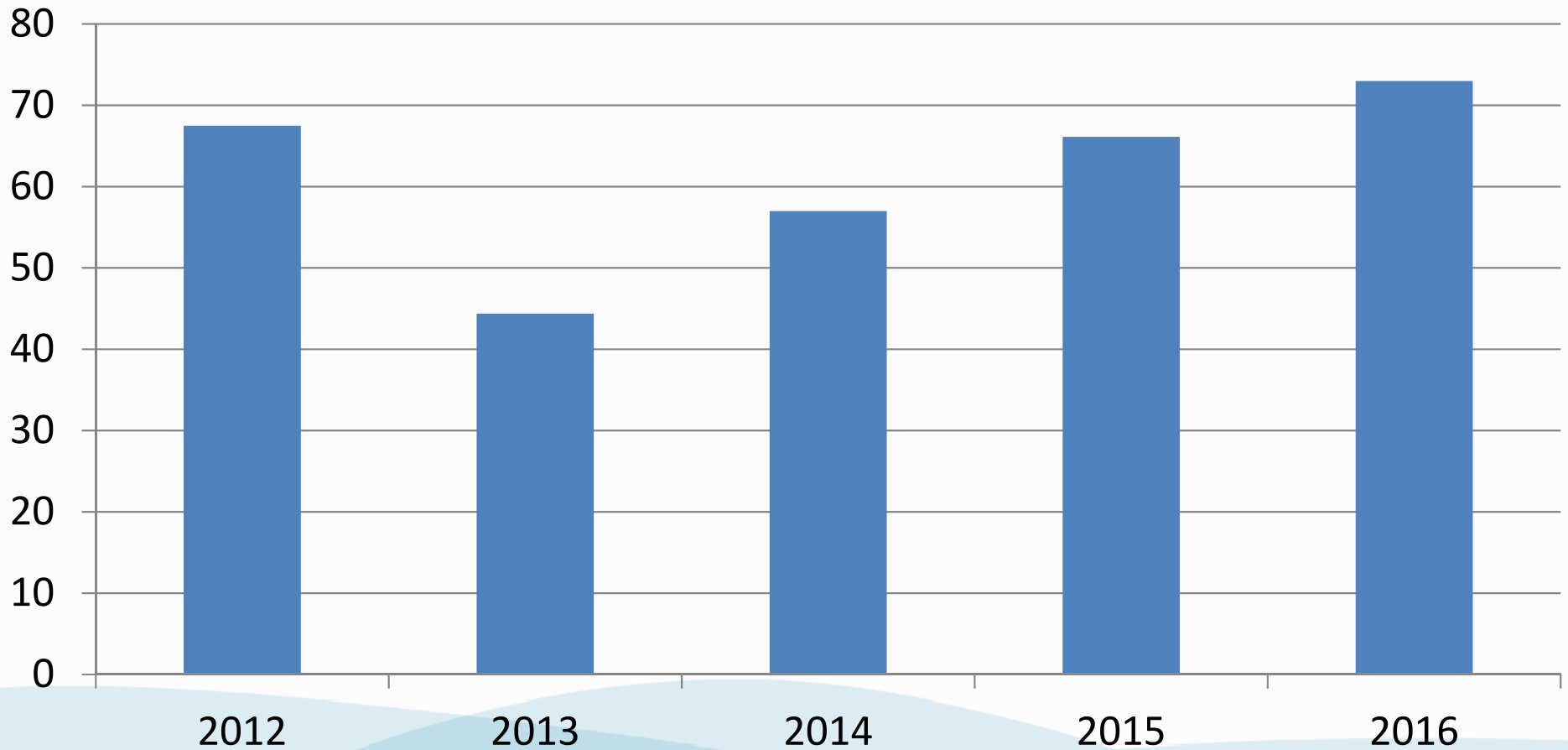
## By the Numbers



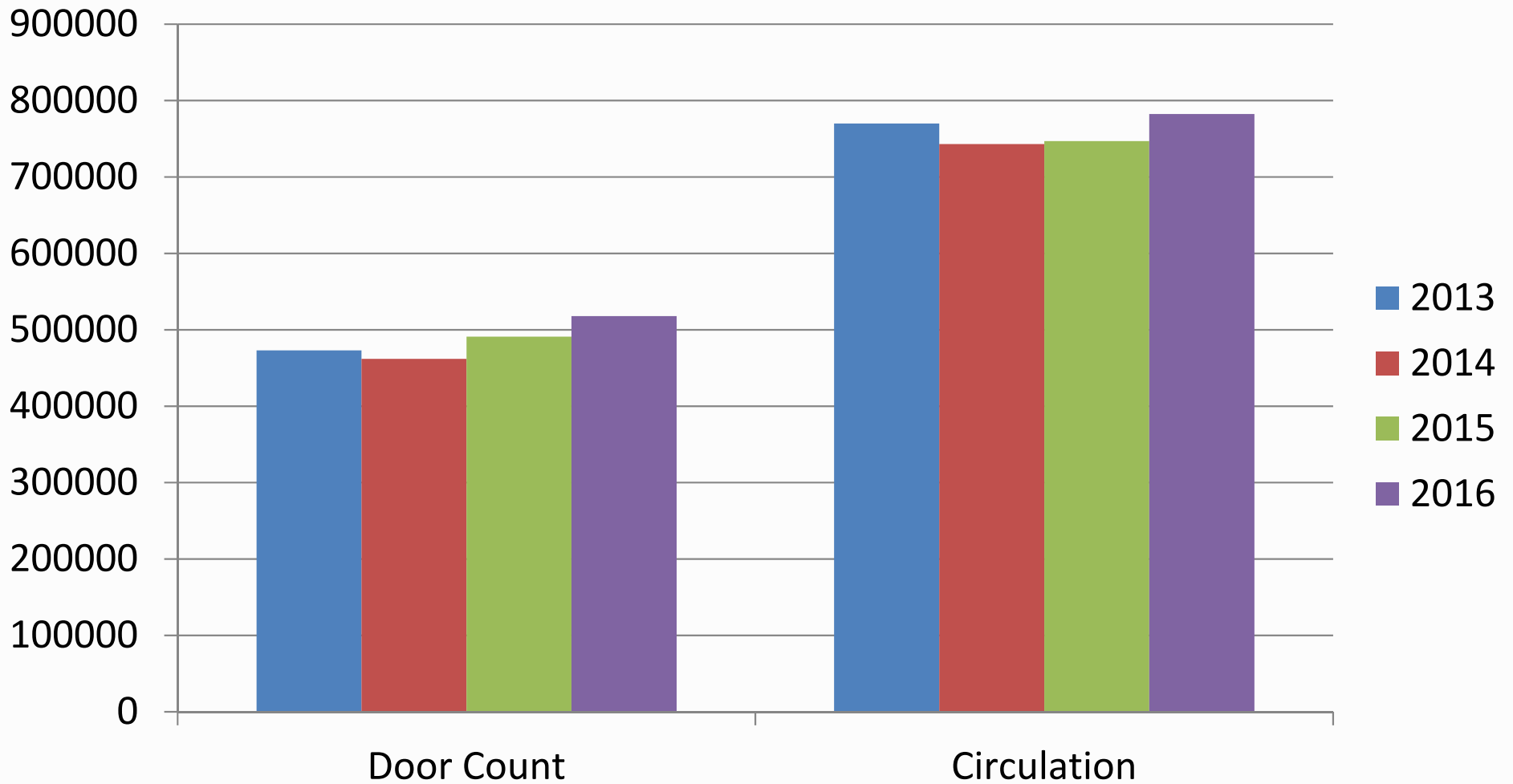


# Annual Statistics

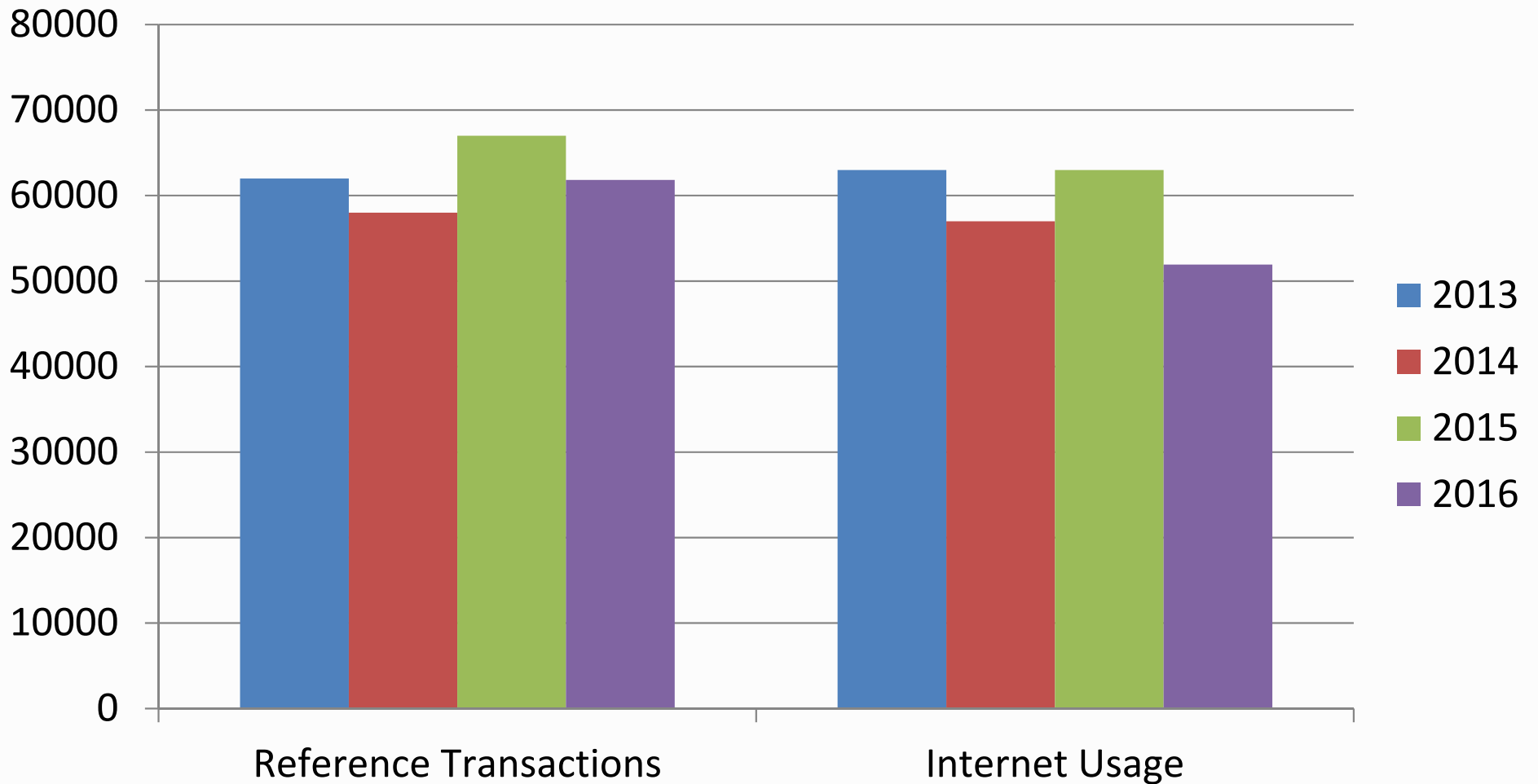
## Staffing (FTE)



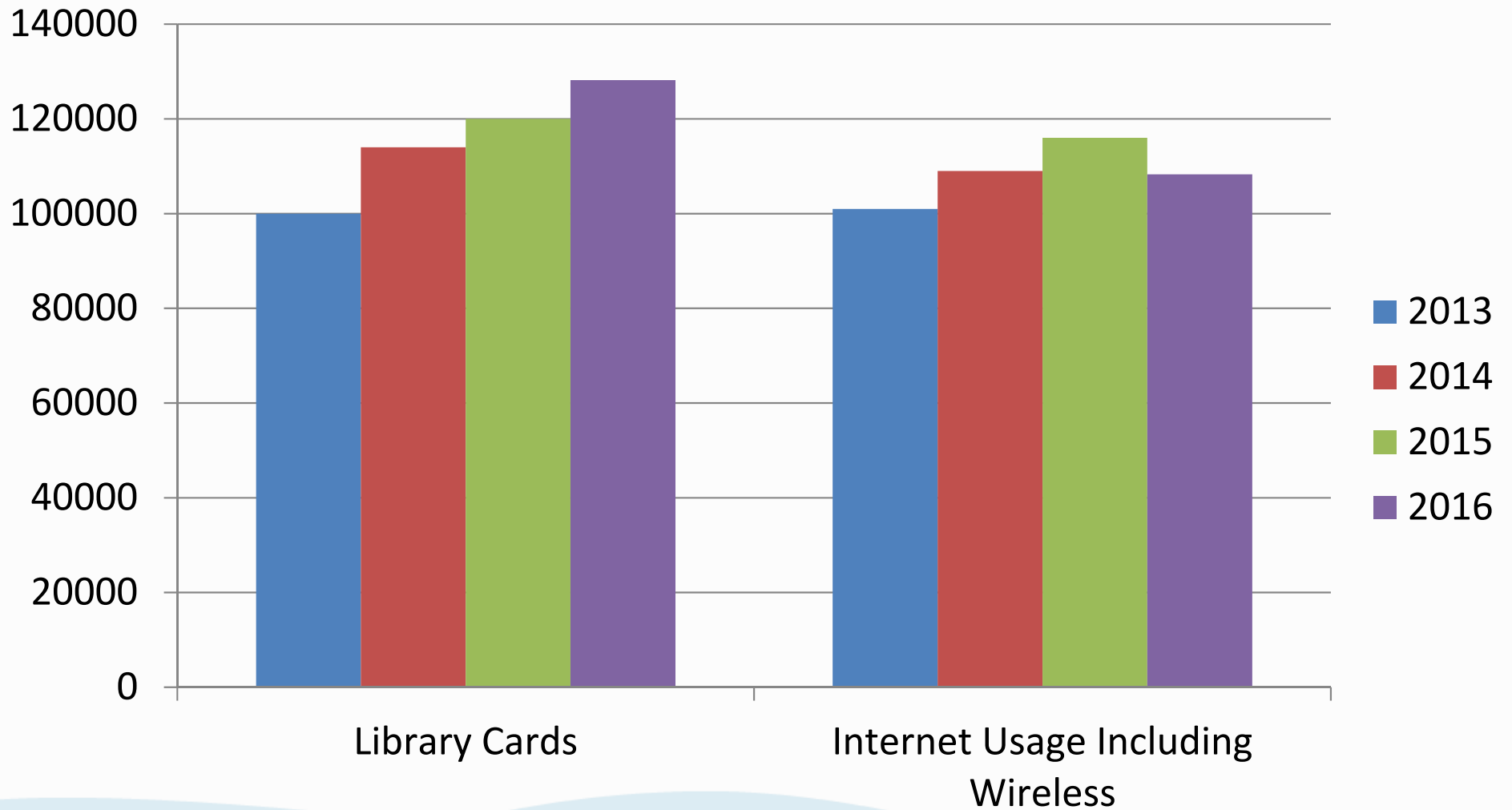
# Annual Statistics



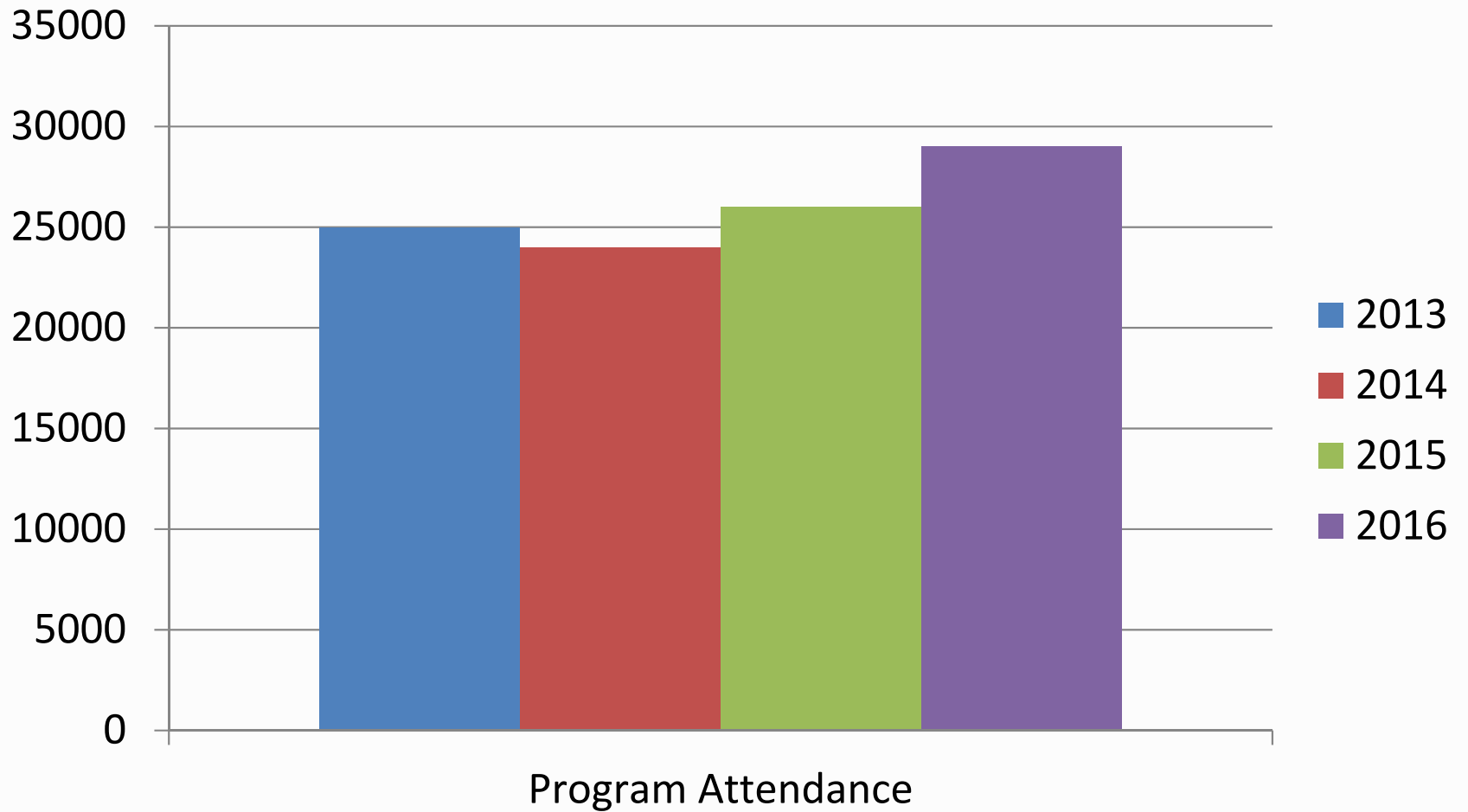
# Annual Statistics



# Annual Statistics

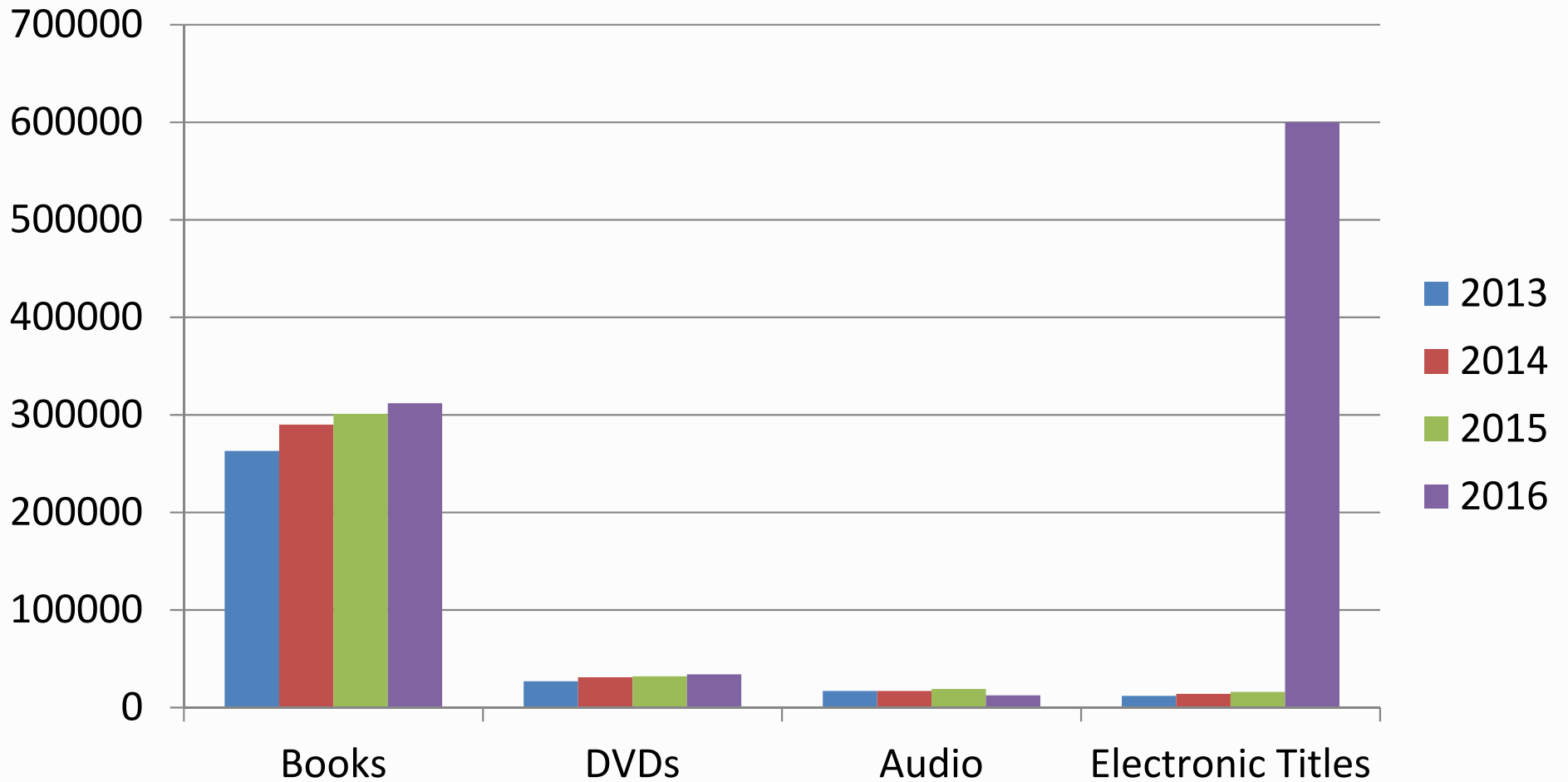


# Annual Statistics

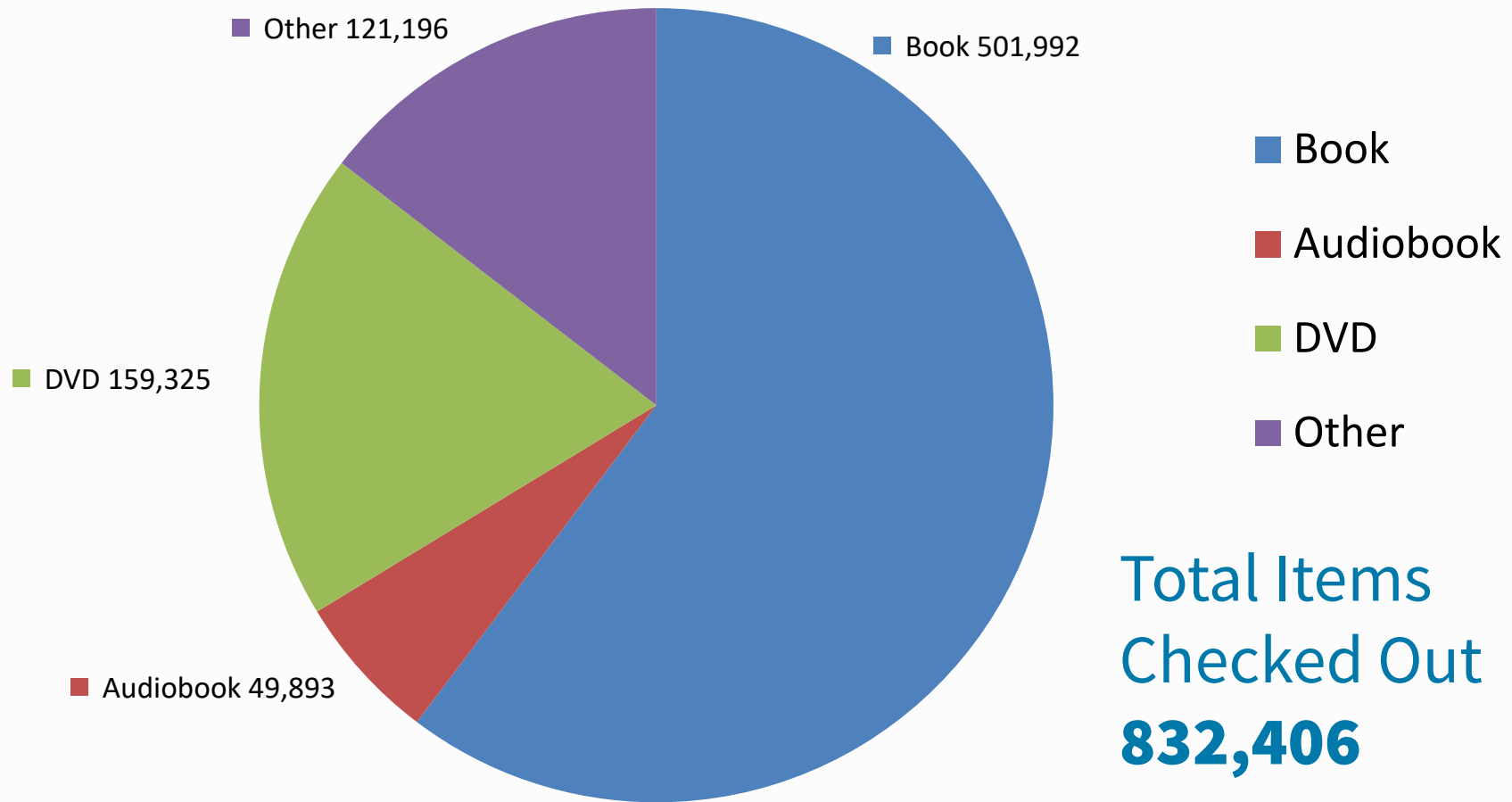




# Annual Statistics

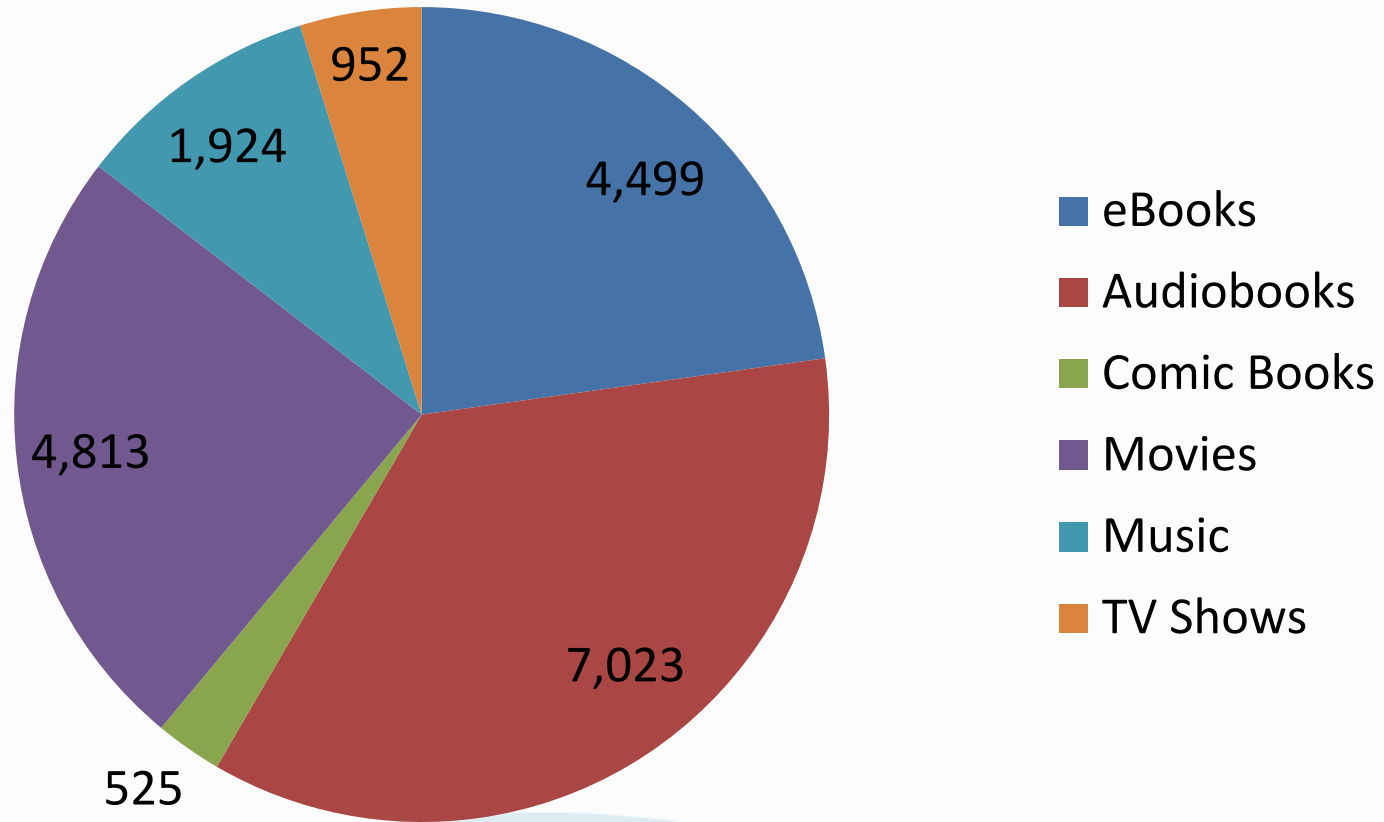


# Checkouts By Physical Format



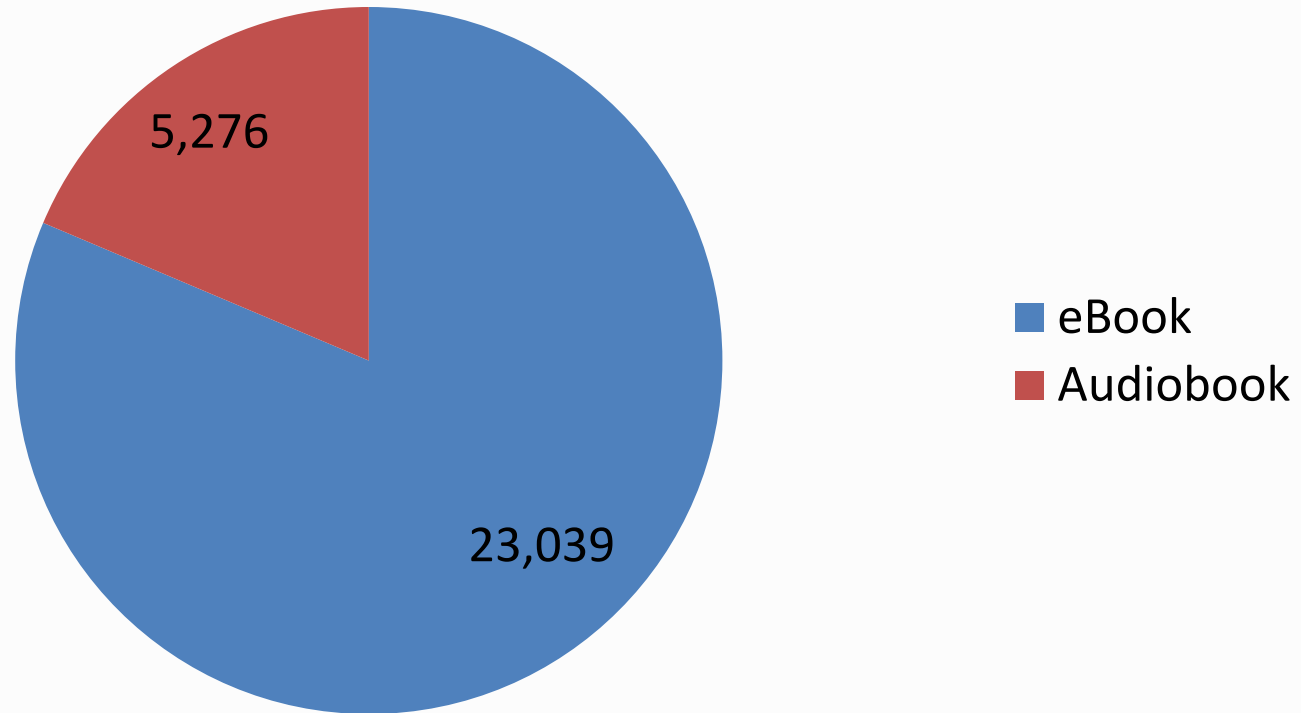
# Hoopla Digital Checkout By Category

19,736 Total Digital Checkouts

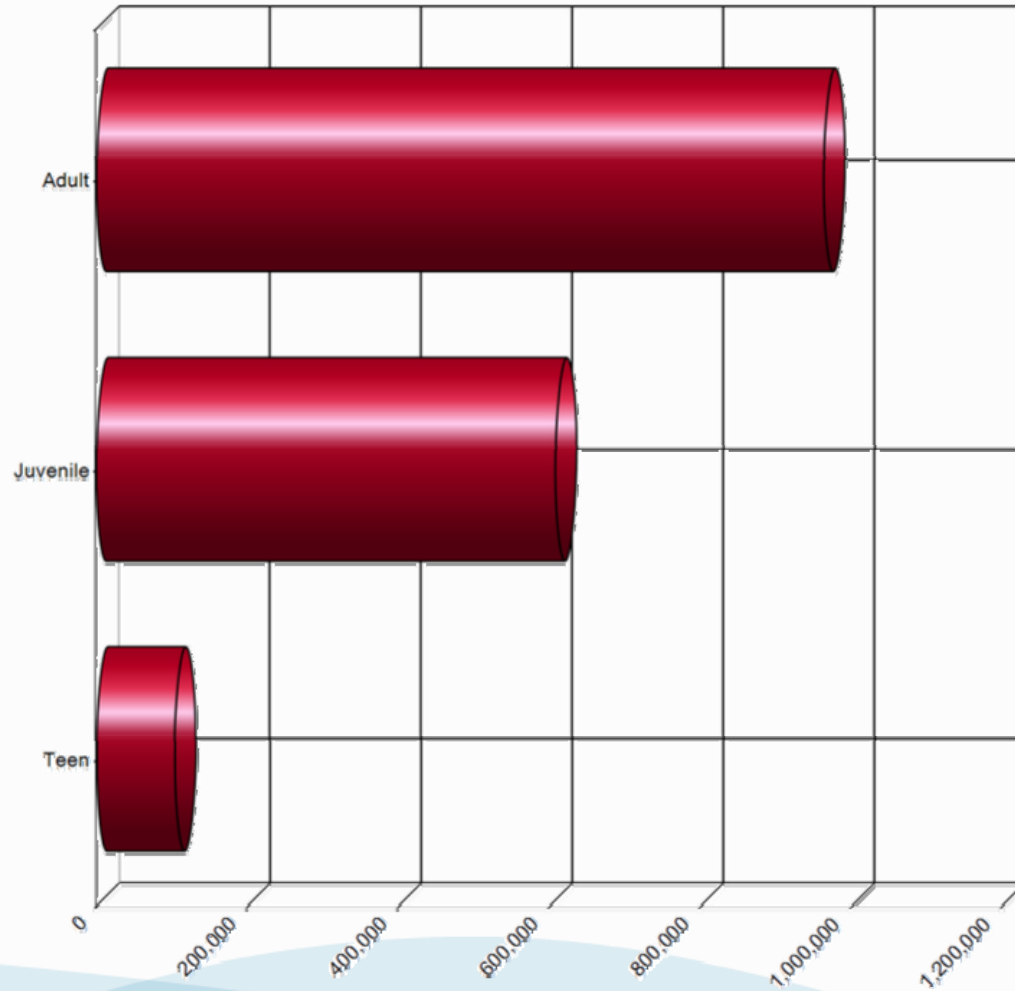


# 3M Cloud Library - By Category

28,315 Total Checkouts

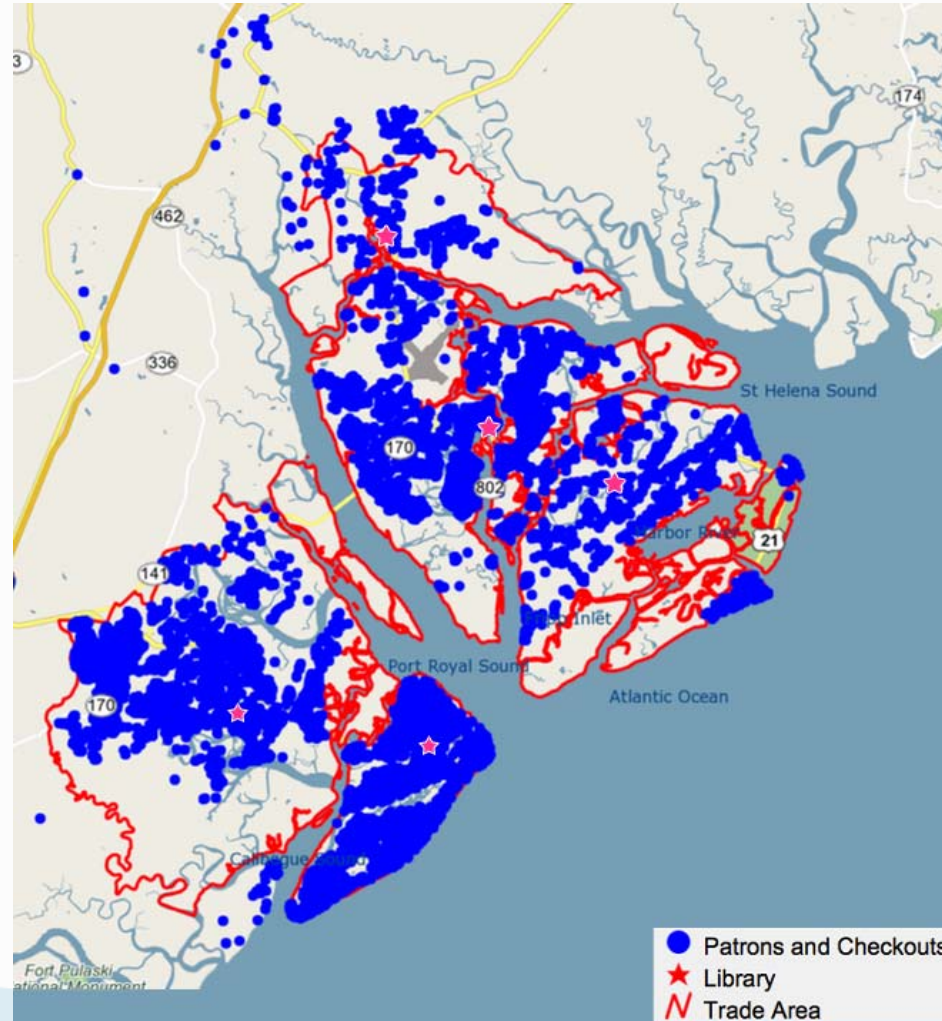


# Checkouts By Genre

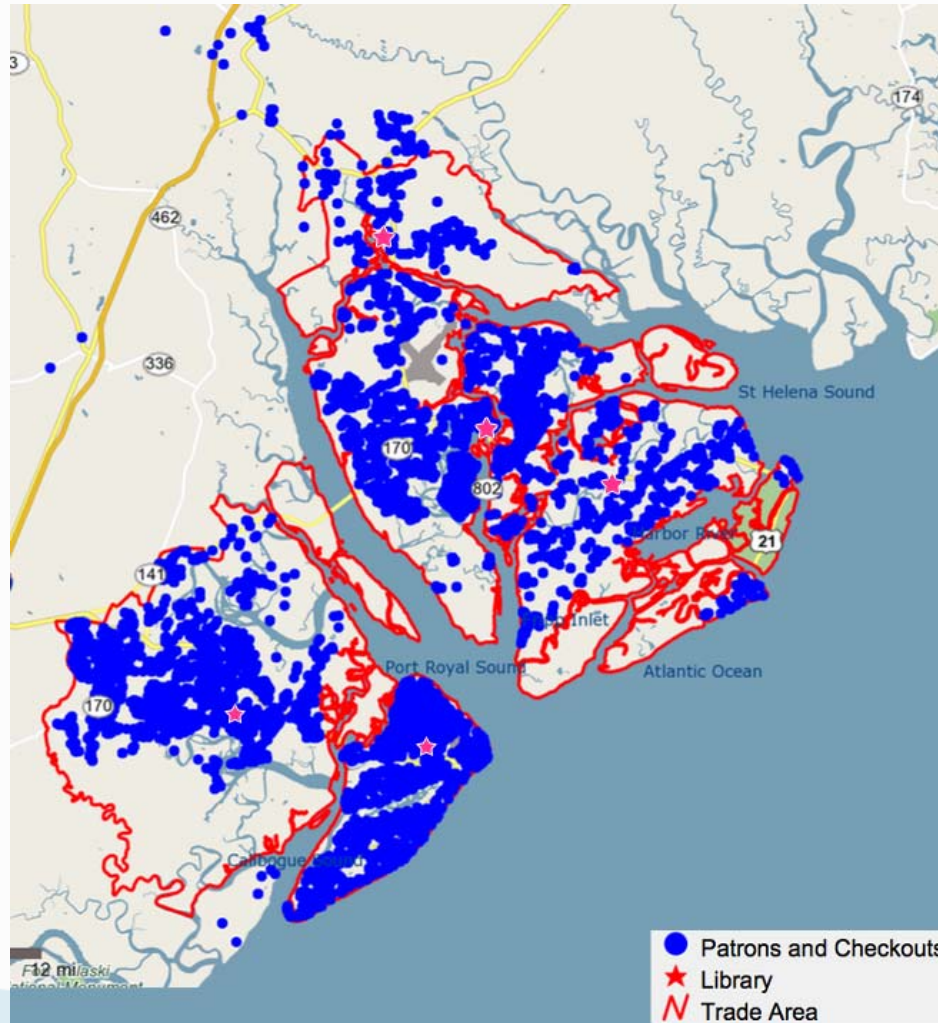




# Checkouts Within the Genre Adult



# Checkouts Within the Genre Juvenile



# CHALLENGES

- **Aging Facilities**
  - Beaufort library 20 years old, 2<sup>nd</sup> floor never completely finished
  - Parking at Beaufort Branch
- **Deferred Maintenance**
  - HHI units failing, 2 units already replaced
  - BLF: A/C units failing
  - BEA: A/C units failing
- **Staff turnover**
- **Aging Network Infrastructure**

# CONCLUSIONS

- Libraries are well used by every demographic
- Books are still very popular
- Growth in Bluffton area is beginning to stress the Bluffton Branch Library
- Library Network Infrastructure is aging/failing
- HVAC units will continue to fail until replaced

# How Do We Better Serve Our Population?

- Repair/renovate existing facilities
- Expand hours of branches to better serve communities
- Refresh Network Infrastructure
- Introduce new services that are cost effective and show ROI



# NEW SERVICES INTRODUCED FY15/16

- Upgraded WIFI at all branches
- Introduced Hoopla Digital Library
- Introduced Self-e Digital Publishing Portal
- Reduced Wait Time on Popular Fiction Titles
- Increased Purchases of New Materials
- Expanded Children's Summer Reading Program
- Introduced Kajeet SmartSpot WIFI Loan Program

# NEW SERVICES FY16/17

- Introduce New Library Website ✓
- Expand Children's Launchpad Pilot Program to Hilton Head and St. Helena branches
- Complete New 4 Year Strategic Plan
- Introduce Bookmobile service County-wide
- Refresh Network Infrastructure
- Renovation of Beaufort Library, 1<sup>st</sup> Floor
- Replace/Upgrade furniture at all branches as needed
- Introduce Library mascot



St. Helena Branch Library Named  
**Most Beautiful Library  
in South Carolina**

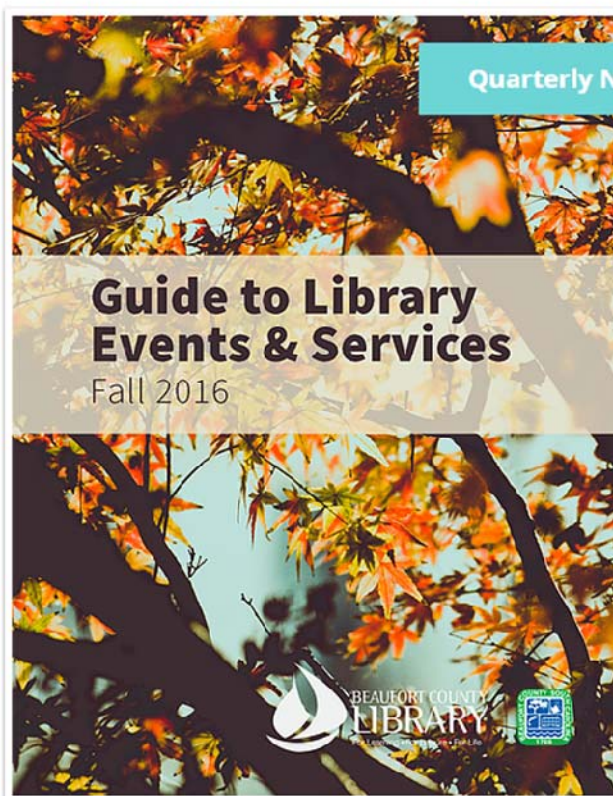
By Tech Insider

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Quarterly Newsletter

## Guide to Library Events & Services

Fall 2016

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### Branch Newsletters

Beaufort Branch Newsletter

Bluffton Branch Newsletter

Hilton Head Branch Newsletter

Lobeco Branch Newsletter

St. Helena Branch Newsletter

Beaufort District Collection Newsletter

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**YOUR LIBRARY HAS ARRIVED.**

Bookmobile Coming Spring 2017



BEAUFORT COUNTY  
**LIBRARY**  
For Learning ♦ For Leisure ♦ For Life

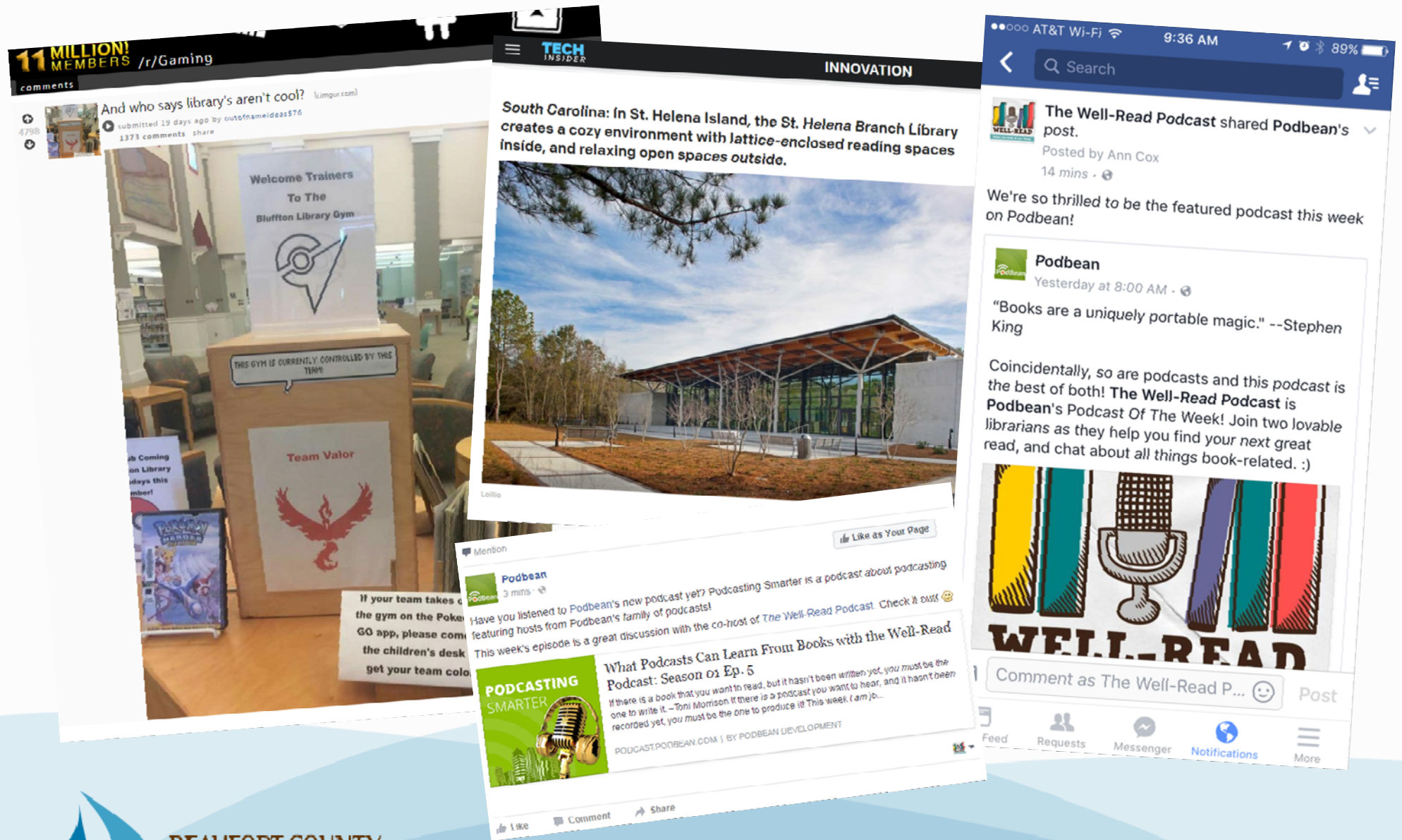


# What makes a Bookmobile special?

- Outreach opportunities
- High visibility in the community
- Partnership opportunities
- Acts as a mobile branch without the cost of a traditional library facility
- Provides for an expansion of library services at minimal cost



# Our Library Is Making Headlines



# KAJEET SMARTSPOT EDUCATION BROADBAND WIFI LOAN PROJECT

- Initial Pilot of 10 Devices
- Students Grades 6-12
- School-year loan period
- Awarded \$23,200 grant to expand program to 50 devices





# LAUNCHPADS FOR CHILDREN

- Pilot project at the Beaufort Branch Library
- Sponsored by the Public Library Foundation of Beaufort County
- Possible expansion to other branches



THE PUBLIC LIBRARY FOUNDATION  
OF BEAUFORT COUNTY

# LAUNCHPADS FOR ADULTS



- Pilot project at the Bluffton Branch Library
- Sponsored by the Public Library Foundation of Beaufort County

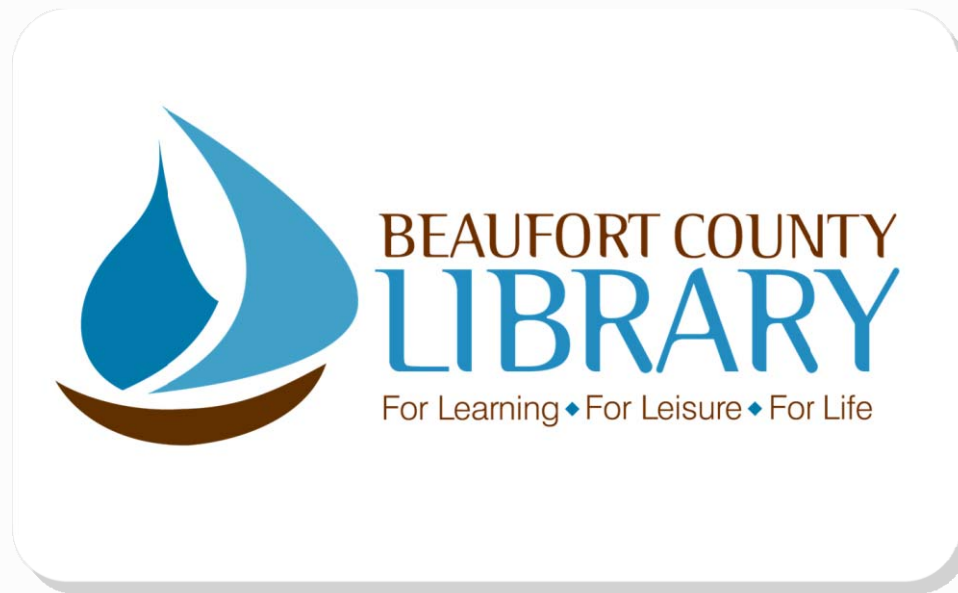




# HOOPLA

Instantly borrow free digital movies, music, eBooks and more, 24/7 with your library card.





# **THE SMARTEST CARD IN YOUR WALLET**

Your free Beaufort County Library card is waiting for you.



# Questions?



BEAUFORT COUNTY  
**LIBRARY**  
For Learning • For Leisure • For Life

**ORDINANCE 2016/\_\_\_\_\_**

**AN ORDINANCE OF BEAUFORT COUNTY COUNCIL UPDATING THE  
BEAUFORT COUNTY SMOKING ORDINANCE**

**WHEREAS**, numerous medical and scientific studies show substantial levels of exposure to secondhand smoke among the United States population; and

**WHEREAS**, the U.S. Surgeon General has concluded that smoking and exposure to secondhand smoke is harmful to the smoker and to people around the smoker; and

**WHEREAS**, prohibiting smoking in and around the workplace, public buildings and publicly supported facilities increases public awareness of the adverse health effects of smoking, reduces the social acceptability of smoking, reduces harm caused by smoking to nonsmokers and to children and reduces costs to the community of addressing the medical conditions caused by smoking; and

**WHEREAS**, in 1982 Beaufort County codified its Code of Ordinance including Section 38-91 through Sec. 38-98; and

**WHEREAS**, in 2006 Beaufort County Council passed Ordinance 2006-28 adding Article V establishing the regulation and requirements relating to smoking tobacco products in the County of Beaufort and those additions were codified as Beaufort Code Section 38-101 through Sec. 38-112; and

**WHEREAS**, the South Carolina General Assembly passed the “Clean Indoor Air Act” in 1990 and codified as S.C. Code Secs. 44-95-10 through 44-95-60 which preempts some of the local ordinances; and

**WHEREAS**, Council recognizes that for a variety of reasons, citizens are frequently required to come to government offices and publicly supported facilities in order to conduct business as well as to enjoy cultural activities, athletic events and artistic endeavors which are made possible through public funds; and

**WHEREAS**, Council has determined that it is in the best interest of the residents of Beaufort County to designate County owned and operated properties, including outdoor property adjacent to the same which is under the control of the County, as well as publicly supported facilities and property adjacent to them and under their control, as smoke-free in order to protect the public health, safety and general welfare of its citizens, residents, employees and visitors who enter these properties.

**NOW, THEREFORE, BE IT HEREBY ORDAINED** that, in order, to protect and promote the public health, safety and general welfare of Beaufort County residents, Beaufort County Code Article IV, Division I Sec 38-91 through 38-98 and Article IV, Division II Sec. 38-101 through 38-112 are hereby amended and replaced with the following:

## **DIVISION 1. – IN COUNTY OWNED FACILITIES**

### **Sec. 38-91. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*County owned and operated facilities* means any building or facility, including outdoor property adjacent to such a building or facility, which is used by any person(s), group of persons, agencies or organizations which are funded in whole by public funds from County Council or which is operated by or under the managerial control of the County.

*Public meeting* means any meeting open to the public under the South Carolina Freedom of Information Act.

*Publicly supported facilities* means any area of a building, or facility, including outdoor property adjacent to such a building or facility (but which is not owned or operated by the County), which is used by any person(s), group of persons, agencies or organizations which are funded in whole or in part by funds from County Council.

*Smoking* means inhaling, exhaling, burning, lighting or carrying of a lighted cigarette, e-cigarette, cigar, pipe, device or any other lighted inhalable product.

(Code 1982, § 8-57)

**Cross reference**— Definitions generally, § 1-2.

### **Sec. 38-92. - Prohibitions.**

- (a) Smoking shall be prohibited in and on all county owned or operated facilities as well as publicly supported buildings and facilities.
- (b) Smoking may be prohibited in private sector establishments at the option of owners/operators in unincorporated areas of the County; such establishments may identify designated smoking areas as set forth in Section 38-94.

(Code 1982, § 8-58)

### **Sec. 38-93. - Posting of signs.**

- (a) Signs with the words "No Smoking" in letters not less than four inches high and citing in smaller letters enabling Ordinance No. 92-24 shall be conspicuously posted in each room and publicly supported place as defined in Section 38-91. These signs shall be visible to any occupant of the restricted area. Public areas not posted shall be deemed to be nonsmoking areas unless specifically posted as smoking areas.
- (b) Posting of no smoking signs shall be the responsibility of the person directly in control of the affected facility.
- (c) Signs may be posted by any private citizen in his place of business. Standard signs may be obtained from the County purchasing agent. Inclusion under this article of a private-sector

establishment is entirely voluntary. The proprietor, owner, or individual responsible for such establishment may disregard enforcement of this article if he so desires in his own place of business.

(Code 1982, § 8-59)

**Sec. 38-94. - Designated smoking areas.**

- (a) (a) If smoking areas are designated, they shall be selected using existing physical barriers and ventilation systems to minimize the toxic effects of smoke in adjacent nonsmoking areas.
- (b) (b) Designated smoking areas, if any, shall not include the specific areas prohibited in Section 38-92.

**Sec. 38-95. - Responsibility.**

The County Administrator or his designated representative shall be responsible for informing each person directly in control of each publicly supported facility of this article.

(Code 1982, § 8-61)

**Sec. 38-96. - Enforcement effort.**

It shall be the responsibility of a person having control of a publicly-supported facility to ensure that a reasonable and prudent effort to enforce this article is made by such person's staff. Any failure to make such effort may be considered a violation of this article.

(Code 1982, § 8-62)

**Sec. 38-97. - Violation of signs.**

No person shall smoke in any properly posted place, nor shall any person remove any "No Smoking" sign erected by or under the authority of this article.

(Code 1982, § 8-63)

**Sec. 38-98. - Penalties.**

- (a) Any person who violates any section of this article may be cited and, if found guilty of an infraction, punished by a fine of not less than ten dollars (\$10.00) nor more than twenty – five dollars (\$25.00).
- (b) Any person who owns, manages, operates, or otherwise controls a public place or place of employment and who fails to comply with the provisions of this article shall be guilty of an infraction, punishable by a fine of not less than ten (\$10.00) nor more than twenty – five dollars (\$25.00).
- (c) In addition to the fines established by this section, repeated violations of this article by a person who owns, manages, operates, or otherwise controls a public place or place of employment may

result in the suspension or revocation of any occupancy permit or business license issued to the person for the premises on which the violation occurred.

(Code 1982, § 8-64)

**Secs. 38-99, 38-100. - Reserved.**

## **DIVISION 2. - IN THE WORKPLACE**

### **Sec. 38 -101. - Intent.**

Council finds that it is in the best interest of the people of the County to protect nonsmokers from involuntary exposure to secondhand smoke in the workplace. Therefore, Council declares that the purpose of this article is to preserve, protect and improve the public health, comfort, safety and environment of the people of the County by limiting exposure to tobacco smoke in the workplace.

(Ord. No. 2006/28, § 2, 12-11-2006)

### **Sec. 38-102. - Definitions.**

- (a) *Employee* means any person who performs services for an employer in return for wages, profit or other valuable consideration.
- (b) *Employer* means any person, partnership, association, corporation, trust, school, college, university or other educational institution, nonprofit entity or other organization, including any public or private employer, any manager, supervisor, and all other persons charged with control, supervision, and operation of any work place, work space, or work spaces as defined herein, that employs one or more persons.
- (c) *Enclosed* means a space bounded by walls (with or without windows), and enclosed by doors, including but not limited to, offices, rooms, foyers, waiting areas and halls
- (d) *Secondhand smoke* is the complex mixture formed from the escaping smoke of a burning product (termed "sidestream smoke") and smoke exhaled by the smoker. Exposure to secondhand smoke is also frequently referred to as "passive smoking," "secondhand smoking" or "involuntary smoking".
- (e) *Sheriff's office* means the Beaufort County Sheriff's Office.
- (f) *Public building* means any enclosed area which is owned, operated or leased by the County as well as outdoor property adjacent to such buildings and facilities.
- (g) *Retail tobacco store* means any establishment which is not required to possess a retail food permit whose primary purpose is to sell or offer for sale to consumers, but not for resale, tobacco products and paraphernalia, in which the sale of other products is merely incidental, and in which the entry of persons under the age of 18 is prohibited at all times.
- (h) *Smoking* means the inhaling, exhaling, burning, lighting or carrying a lighted cigarette, e-cigarette, cigar, pipe, device or any other lighted inhalable product.
- (i) *Smoking materials* include cigars, cigarettes, e-cigarettes and all other manner of devices intended to be used for the purpose of inhaling, burning, carrying or exhaling lighted products.
- (j) *Workplace* means any enclosed indoor area, structure, building or facility or any portion thereof at which one or more employee(s) perform services for their employer, including

but not limited to: retail food stores; retail stores; restaurants; bars; cabarets, cafes; public or private clubs; pool halls and bowling alleys.

- (k) *Work space* or *work spaces* means any enclosed area occupied by an employee during the course of his or her employment, including but not limited to: offices, customer service areas; common areas; hallways; waiting areas; restrooms; lounges and eating areas.
- (l) *Person(s)* means a customer or other visitor on the premises regulated herein.

(Ord. No. 2006/28, § 3, 12-11-2006; Ord. No. 2008/23, 6-23-2008)

**Sec. 38-103. - Prohibition of smoking in the workplace.**

- (a) The employer shall provide a smoke free environment for all employees working in all work space, work spaces and work places as those terms are defined herein. Further, the employer and all employees shall prohibit any persons present in said work space, work spaces and work places from smoking tobacco products therein.
- (b) Smoking shall be prohibited in all work space, work spaces and work places in a workplace. This includes all common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, hallways, medical facilities, cafeterias, employee lounges, staircases, restrooms and all other enclosed areas in the workplace.

(Ord. No. 2006/28, § 4, 12-11-2006)

**Sec. 38 -104. - Smoking restricted by state law: S.C. Code § 44-95-10 et seq.**

It is unlawful for a person to smoke or possess lighted smoking material in any form in the following public indoor areas:

- (a) Public schools and preschools where routine or regular kindergarten, elementary, or secondary educational classes are held including libraries;
- (b) All other indoor facilities providing children's services to the extent that smoking is prohibited in the facility by federal law and all other child day care facilities, as defined in Section 20-7-2700, which are licensed pursuant to S.C. Code, § 20-7-13(11);
- (c) Health care facilities as defined in S. C. Code § 44-7-130;
- (d) Government buildings as defined in S. C. Code § 44-95-20(4), except to the extent regulation by the County is authorized therein;
- (e) Elevators;
- (f) Public transportation vehicles, except for taxicabs;
- (g) Arenas and auditoriums of public theaters or public performing art centers.

**Sec. 38-105. - Exceptions.**

Notwithstanding the provisions of Section 38-103 herein, smoking may be permitted in the following places and/or circumstances:

- (a) Private residences, except when used as a licensed child care, adult day care or healthcare facility;
- (b) Hotel, motel, inn, bed and breakfast and lodging home rooms that are rented to guests, designated as "smoking rooms" (rooms) provided that the total percentage of such rooms



does not exceed 25 percent in such establishment. A room so designated shall have signs posted indicating that smoking is allowed therein;

- (c) Retail tobacco stores as defined herein;
- (d) Religious ceremonies where smoking is part of the ritual.

(Ord. No. 2006/28, § 6, 12-11-2006)

**Sec. 38-106. - Posting of signs.**

The owner, manager or person in control of an establishment or area in which smoking is prohibited pursuant to this section shall post a conspicuous sign at the main entrance to the establishment or area. The sign shall contain the words "No Smoking" and the universal symbol for no smoking.

(Ord. No. 2006/28, § 7, 12-11-2006)

**Sec. 38-107. - Reasonable distance.**

Smoking is prohibited within a reasonable distance of 25 feet outside entrances, operable windows, and ventilation systems of enclosed areas where smoking is prohibited, so as to insure that tobacco smoke does not enter those areas.

(Ord. No. 2006/28, § 8, 12-11-2006)

**Sec.38-108. - Enforcement and penalties.**

- (a) A person who violates any section of this article may be cited and, if found guilty of an infraction, punished by a fine of not less than ten dollars (\$10.00) nor more than twenty – five dollars (\$25.00).
- (b) A person who owns, manages, operates, or otherwise controls a public place or place of employment and who fails to comply with the provisions of this article shall be guilty of an infraction punishable by a fine of not less than ten (\$10.00) nor more than twenty – five dollars (\$25.00).
- (c) In addition to the fines established by this section, repeated violations of this article by a person who owns, manages, operates, or otherwise controls a public place or place of employment may result in the suspension or revocation of any occupancy permit or business license issued to the person for the premises on which the violation occurred. (Ord. No. 2006/28, § 9, 12-11-2006; Ord. No. 2008/23, 6-23-2008)

**Sec. 38-109. - Severability.**

If any provision, clause, sentence or paragraph of this division, or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this division are declared to be severable.

(Ord. No. 2006/28, § 10, 12-11-2006)

**Sec. 38-110. - Nonretaliation.**

No person or employer shall discharge, refuse to hire, refuse to serve or in any manner retaliate or take any adverse personnel action against any employee, applicant, customer or person because such employee, applicant, customer or person takes any action in furtherance of the enforcement of this section or exercises any right conferred by this section.

(Ord. No. 2006/28, § 11, 12-11-2006)

**Sec. 38-111. - Conflict with other laws, ordinances or regulations.**

Nothing in this section shall be deemed to amend or repeal any applicable fire, health or other law, ordinance or regulation so as to permit smoking in areas where it is prohibited by such applicable fire, health or other law, ordinance or regulation.

(Ord. No. 2006/28, § 12, 12-11-2006)

**Secs. 38-113- 38-150. - Reserved.**

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas J. Keaveny, II, County Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading:  
Second Reading:  
Public Hearing:  
Third and Final Reading: