

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
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BEAUFORT, SOUTH CAROLINA 29901-1228
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VICE CHAIRMAN

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COUNTY ADMINISTRATOR

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DEPUTY COUNTY ADMINISTRATOR

LADSON F. HOWELL
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA
FINANCE COMMITTEE

Monday, July 18, 2011
4:00 p.m.

Large Meeting Room, Bluffton Branch Library
120 Palmetto Way, Bluffton

Committee Members:

Stu Rodman, Chairman
Rick Caporale, Vice Chairman
Steven Baer
Brian Flewelling
William McBride
Paul Sommerville
Jerry Stewart

Staff Support

Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer

- 1. CALL TO ORDER – 4:00 p.m.
2. CONSIDERATION OF CONTACT AWARD
A. Wireless Communication Services for Beaufort County (backup)
3. DISCUSSION / FUNDING REQUEST LOWCOUNTRY ESTUARIUM
4. HANGAR RENTAL RATES / HILTON HEAD ISLAND AIRPORT
5. DISCUSSION / RESOLUTION SUBSTITUTING THE BEAUFORT, PORT ROYAL & SEA ISLANDS VISITOR & CONVENTION BUREAU FOR THE BEAUFORT REGIONAL CHAMBER OF COMMERCE AS THE COUNTY’S DESIGNATED MARKETING ORGANIZATION (backup)
6. DISCUSSION / FY 2011-2012 COUNTY BUDGET – 5:00 p.m.
A. Tax Anticipation Notes
B. Transfer of Funds to Rural and Critical Lands Debt Service
C. Transfer of Funds to CIP Debt Service
7. \$10 MILLION RURAL AND CRITICAL LANDS BORROWING
8. ADJOURNMENT

Table with 2 columns: Day, Time. Title: County TV Rebroadcast. Rows: Monday 9:00 a.m., Wednesday 1:00 a.m., Thursday 7:00 p.m.

Table with 3 columns: Date, Time, Location. Title: Finance. Rows: August 15 2:00 p.m. BIV #2, September 19 2:00 p.m. BIV #2, October 17 2:00 p.m. BIV #2, November 21 2:00 p.m. BIV #2, December 13 2:00 p.m. BIV #2

A quorum of Council may be in attendance at all Committee meetings.
Please silence your cell phone during the meeting.





**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

102 Industrial Village Road, Building 3
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2350 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GK*
Bryan Hill, Deputy County Administrator *BH*
David Starkey, Chief Financial Officer *DS*
Dan Morgan, MIS Director *DM*
Monica Spells, Compliance Officer *MS*

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

DATE: July 11, 2011

SUBJ: **RFP# 3725/110125 Wireless Communication Services for Beaufort County**

BACKGROUND: Beaufort County issued a Request for Proposals (RFP) to solicit proposals from qualified firms to provide wireless cell phone service and equipment. Proposals from three firms, Verizon Wireless, T-Mobile, and Sprint, were received and evaluated by an evaluation selection committee. The evaluation selection committee consisted of Dan Morgan, MIS Director, Theresa Roberts, MIS Telephony Support, Mary Heyward, MIS Computer Tech, and Lieutenant Matt Averill, Beaufort County Sheriff's Office. Oversight of the process was provided by the Purchasing Director. All three vendors were interviewed and their recommended phones were tested for service reliability. In accordance with the RFP selection criteria, Verizon Wireless received the highest ranking by the committee, due to offering the lowest price, record of excellent customer service, overall best cell phone coverage testing results, their emergency preparedness plan, and their implementation plan. The contract includes cellular service for 382 phones and accessories. For more information, please see the attached presentation for a detailed review of the committee's findings.

FINAL EVALUATION RANKING

Estimated Annual Cost

1.	Verizon Wireless, Laurel, MD	\$176,594
2.	Sprint, Reston, VA	\$177,645
3.	T-Mobile, Charlotte, NC	\$183,294

FUNDING: Services are paid from each department's telephone account 51050.

RECOMMENDATION: The Finance Committee approve and recommend to County Council the contract award to Verizon Wireless, the top ranked firm, with the anticipated cost for the first year of \$176,594. Additionally, there are four optional annual renewals to this contract that are subject to County Council for approval. With the four annual renewals, the total anticipated cost for five years is \$882,970.

cc: Richard HineLine, Elizabeth Wooten

Attachment: Power Point Presentation

STATE OF SOUTH CAROLINA) A RESOLUTION OF
) BEAUFORT COUNTY, SOUTH CAROLINA
COUNTY OF BEAUFORT)

SUBSTITUTING THE BEAUFORT, PORT ROYAL & SEA ISLANDS VISITOR & CONVENTION BUREAU FOR THE BEAUFORT REGIONAL CHAMBER OF COMMERCE AS THE COUNTY’S DESIGNATED MARKETING ORGANIZATION, AS DEFINED IN SOUTH CAROLINA CODE ANNOTATED SECTION 6-4-10; AUTHORIZING THE BEAUFORT, PORT ROYAL & SEA ISLANDS VISITOR & CONVENTION BUREAU TO MANAGE AND DIRECT THE PORTION OF LOCAL ACCOMMODATIONS TAXES COLLECTED BY THE COUNTY AND PUT IN A SPECIAL FUND FOR THE PROMOTION OF TOURISM; AND OTHER RELATED MATTERS.

WHEREAS, pursuant to South Carolina Code Annotate section 6-4-10 (“Act”), the County is required to allocate thirty percent of the funds collected from local accommodations taxes to a special fund used only for advertising for and the promotion of tourism in the County (“Tourism Fund”);

WHEREAS, the County is authorized to identify an organization as the “Designated Marketing Organization” (“DMO”) to manage and direct expenditures from the Tourism Fund;

WHEREAS, the Beaufort Regional Chamber of Commerce (“Chamber”) serves as the County’s DMO and manages and directs expenditures from the County’s Tourism Fund;

WHEREAS, the Chamber requests the County to substitute the Beaufort, Port Royal and Sea Islands Visitor & Convention Bureau (“VCB”) for the Chamber as the County’s DMO;

WHEREAS, the VCB is organized as a nonprofit organization under South Carolina Code and has an existing and ongoing tourism promotion program;

WHEREAS, the Chamber requests the County to allow the Chamber to automatically resume the Chamber’s status as the County’s DMO if the VCB is unable to meet its responsibilities as the County’s DMO.

NOW THEREFORE THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, RESOLVES:

Section 1. The County finds the VCB meets the requirements of the Act to be designated as the County’s DMO.

Section 2. The County substitutes the VCB for the Chamber as the County’s DMO and the VCB is authorized to manage and direct expenditures from the Tourism Fund.

Section 3. The Chamber will automatically resume the Chamber’s status as the County’s DMO if the VCB is unable to meet its responsibilities as the County’s DMO.

Section 4. The County Administrator (and his designated appointees) is authorized and directed, in the name of and on behalf of the County, to take whatever further actions, as the County Administrator (and his designated appointees) deems to be necessary and prudent to effect the intent of this Resolution.

Section 5. This Resolution is effective immediately. All other orders, resolutions, and parts of either in conflict with this Resolution are, to the extent of that conflict, repealed.

Adopted this ____ day of ____, 2011.

BEAUFORT COUNTY, SOUTH CAROLINA

Wm. Weston J. Newton, Chairman of County Council
Beaufort County, South Carolina

(SEAL)
ATTEST:

Suzanne M. Rainey, Clerk to County Council
Beaufort County, South Carolina



June 22nd, 2011

Mr. Gary Kubic, County Administrator
Beaufort County, South Carolina
100 Ribaut Road
Beaufort, South Carolina 29902

Re: Designated Marketing Organization

Dear Gary,

This letter serves as a request by the Beaufort Regional Chamber of Commerce ("Chamber") to have the County name the Beaufort, Port Royal & Sea Islands Visitor & Convention Bureau ("VCB") as its designated marketing organization ("DMO"). As the DMO, the VCB would be eligible to manage and receive a portion of the local accommodations tax revenue collected by the County. The Chamber has proudly served as the County's DMO and is confident that that the reorganization of the VCB as a separate entity will benefit the County and all the businesses served by both the Chamber and the VCB.

The VCB has been operating as the division of the Chamber and has been responsible for the marketing and tourism programs and efforts of the Chamber. Recently, the Chamber voted to separate the VCB into an independent organization and assign all of the Chamber's tourism and marketing responsibilities to the VCB. The Chamber believes that the VCB, operating as a separate organization, will be able to provide the County with a more focused and efficient tourism and marketing services program.

Because the VCB has taken on all of the Chamber's tourism and marketing responsibilities, the Chamber requests that the County also permit the VCB to take on the Chamber's role as the DMO for the County. This would allow the VCB to receive and manage that portion of the local accommodation taxes collected by the County and allocated for the promotion of tourism. The Chamber has been informed that VCB is a qualifying organization under South Carolina Code Annotated § 6-4-10 and that the VCB is organized with the South Carolina Secretary of State as a nonprofit organization. The Chamber is confident the VCB will continue the Chamber's tourism promotion program while developing additional programs of its own.

The Chamber is offering the VCB its full support and assistance as the VCB establishes itself. The Chamber is confident the VCB will step into the role formerly filled by the Chamber and will meet the tourism promotion needs of the County to include continuing to be a proper steward of the County's tourism fund. However, please note that, that if the VCB is unable to perform its function as the DMO, then the Chamber would be available to once again, be designated as the County's DMO, and thereafter, reestablish its former tourism and marketing programs.



The Chamber is excited about the future of tourism and marketing and knows that the Chamber and VCB will continue to work together to promote Beaufort and the businesses both organizations mutually represent.

If you have any questions, please do not hesitate to contact me.

Warmest regards, I am

Sincerely,

A handwritten signature in cursive script that reads "Jimmy Boozer".

Jimmy Boozer
Chair of the Board of Directors
Beaufort Regional Chamber of Commerce

cc: Jim Wegmann, Esquire
Counsel to the Chamber



June 23, 2011

Gary Kubic, County Administrator
Beaufort County, South Carolina
100 Ribaut Road
Beaufort, South Carolina 29902

Re: Designated Marketing Organization

Dear Gary,

This letter serves as a request by the Beaufort, Port Royal & Sea Islands Visitor & Convention Bureau ("VCB") to have County designate the VCB as a marketing organization eligible to manage direct expenditures from the portion of the local accommodations tax revenue collected by the County and designated for the promotion of tourism in the County.

According to South Carolina Code Annotated § 6-4-10, the County is required to allocate thirty percent of the revenues collected from local accommodations taxes to a special fund for advertising and promoting tourism in the County. The County is permitted to designate an organization to manage this special fund – a designated marketing organization. To be eligible for this designation, an organization must 1) be organized as a nonprofit organization and 2) demonstrate to the County that it has an ongoing tourism promotion program. As discussed below, the VCB is an organization that is eligible to be the County's designated marketing organization and manage and direct expenditures from the County's tourism fund.

The VCB is an organized South Carolina nonprofit organization (The VCB's Articles of Incorporation are attached as Exhibit A). Additionally, the VCB has applied for federal tax-exempt status as a nonprofit organization.

The VCB also has a thriving tourism promotion program. The VCB is wholly dedicated to promoting tourism in Beaufort, Port Royal and the Sea Islands. The VCB's mission is to "partner with private and public organizations, businesses and government to generate economic development by marketing tourism" for the County.

Prior to the VCB's incorporation as a nonprofit organization, the VCB operated as a division of the Beaufort Regional Chamber of Commerce ("Chamber"), the County's current designated marketing organization.

As a part of the Chamber, the VCB was responsible for the Chamber's tourism and marketing programs and was largely responsible for the management of funds the Chamber received as the County's designated marketing organization. The Chamber's Board of Directors voted to separate the VCB into a separate organization and assign to the VCB complete control over the

Gary Kubic, County Administrator
June 22, 2011
Page 2

Chamber's tourism and marketing programs. This decision was made so the VCB could provide more focused and efficient marketing and tourism programs for the County.

The Chamber supports the transfer of designated marketing organization status to the VCB now that the VCB, as a separate organization, has assumed the tourism and marketing programs once performed by the Chamber. The Chamber has also written to the County to demonstrate the Chamber's support and echo the request to transfer the designated marketing organization status to the VCB.

As a separate organization, the VCB will continue the tourism and marketing programs it managed as a division of the Chamber and also generate new programs to draw tourists to the County. The VCB will continue to staff and operate the visitors' center, manage the website, publish informational and promotional guides and directories and be the main liaison between the region and tourists.

The VCB has proven it is a qualified organization to manage the County's tourism fund. As the successor to the Chamber's tourism and marketing programs, the VCB requests the County to designate the VCB as the County's designated marketing organization.

Do not hesitate to contact me with any questions you might have.

Warmest regards,



Randall Burch
Chair of the Board of Directors
Beaufort, Port Royal & the Sea Islands
Visitor & Convention Bureau

cc: James J. Wegmann, Esquire
Jimmy Boozer, Chamber Chair

Exhibit A

APR 13 2011

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

Mark Hammond
SECRETARY OF STATE OF SOUTH CAROLINA

ARTICLES OF INCORPORATION
Nonprofit Corporation - Domestic
Filing Fee \$25.00

TYPE OR PRINT CLEARLY IN BLACK INK

Pursuant to S.C. Code of Laws §33-31-202, the undersigned corporation submits the following information:

1. The name of the nonprofit corporation is Beaufort Visitor & Convention Bureau

2. The initial registered office (registered agent's address in SC) of the nonprofit corporation is
713 Craven Street

Street Address			
<u>Beaufort</u>	<u>Beaufort</u>	<u>South Carolina</u>	<u>29902</u>
City	County	State	Zip Code

The name of the registered agent of the nonprofit corporation at that office is
Bob Moquin
Print Name

I hereby consent to the appointment as registered agent of the corporation.
Bob Moquin
Agent's Signature

3. Check "a", "b", or "c" whichever is applicable. Check only one box.
- a. The nonprofit corporation is a public benefit corporation.
 - b. The nonprofit corporation is a religious corporation.
 - c. The nonprofit corporation is a mutual benefit corporation.

4. Check "a" or "b", whichever is applicable.
- a. This corporation will have members.
 - b. This corporation will not have members.

5. The address of the principal office of the nonprofit corporation is
713 Craven Street

Street Address			
<u>Beaufort</u>	<u>Beaufort</u>	<u>South Carolina</u>	<u>29902</u>
City	County	State	Zip Code



6. If this nonprofit corporation is either a **public benefit** or **religious corporation** complete either "a" or "b", whichever is applicable, to describe how the remaining assets of the corporation will be distributed upon dissolution of the corporation. **If you are going to apply for 501(c)(3) status, you must complete section "a."**

a. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

If you choose to name a specific 501(c)(3) entity to which the assets should be distributed, please indicate the name of the selected entity.

OR

b. If the dissolved corporation is not described in Section 501(c)(3) of the Internal Code, upon dissolution of the corporation, the assets shall be distributed to one or more public benefit or religious corporations or to one or more of the entities described in (i) above.

If you chose to name a specific public benefit, religious corporation or 501(c)(3) entity to which the assets should be distributed, please indicate the name of the selected entity.

7. If the corporation is a **mutual benefit corporation** complete either "a" or "b", whichever is applicable, to describe how the (remaining) assets of the corporation will be distributed upon dissolution of the corporation.

a. Upon dissolution of the mutual benefit corporation, the (remaining) assets shall be distributed to its members, or if it has no members, to those persons to whom the corporation holds itself out as benefiting or serving.

b. Upon dissolution of the mutual benefit corporation, the (remaining) assets, consistent with the law, shall be distributed to

8. The optional provisions which the nonprofit corporation elects to include in the articles of incorporation are as follows (Sec S.C. Code of Laws §33-31-202(c)).

N/A


9. The name and address of each incorporator is as follows (only one is required, but you may have more than one).

Bob Moquin	713 Craven Street, Beaufort, South Carolina	29902
Name	Address	Zip Code
Name	Address	Zip Code
Name	Address	Zip Code

10. Each original director of the nonprofit corporation must sign the articles but only if the directors are named in these articles.

Name (only if named in articles)	Signature of director
Name (only if named in articles)	Signature of director
Name (only if named in articles)	Signature of director

11. Each incorporator listed in #9 **must** sign the articles.


Signature of incorporator
Signature of incorporator
Signature of incorporator

12. If the document is not to be effective upon filing by the Secretary of State, the delayed effective date/time is _____

Filing Checklist

- Articles of Incorporation (in duplicate)
- \$25.00 made payable to the South Carolina Secretary of State
- Political Associations must submit a CL-1 Form and an additional \$25 fee
- Self-Addressed, Stamped Return Envelope
- Return all documents to: South Carolina Secretary of State's Office
Attn: Corporate Filings
P.O. Box 11350
Columbia, SC 29211

The State of South Carolina



Office of Secretary of State Mark Hammond

Certificate of Incorporation, Nonprofit Corporation

I, Mark Hammond, Secretary of State of South Carolina Hereby certify that:

BEAUFORT VISITOR & CONVENTION BUREAU,
a nonprofit corporation duly organized under the laws of the State of South Carolina on April 13th, 2011, and having a perpetual duration unless otherwise indicated below, has as of the date hereof filed a Declaration and Petition for Incorporation of a nonprofit corporation for Religious, Educational, Social, Fraternal, Charitable, or other eleemosynary purpose.

Now, therefore, I Mark Hammond, Secretary of State, by virtue of the authority in me vested by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto, do hereby declare the organization to be a body politic and corporate, with all the rights, powers, privileges and immunities, and subject to all the limitations and liabilities, conferred by Chapter 31, Title 33, Code of 1976 and Acts amendatory thereto.

Given under my Hand and the Great
Seal of the State of South Carolina this
13th day of April, 2011.


Mark Hammond, Secretary of State