

COUNTY COUNCIL OF BEAUFORT COUNTY  
 ADMINISTRATION BUILDING  
 BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX  
 100 RIBAUT ROAD

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AGENDA  
 FINANCE COMMITTEE

Tuesday, January 19, 2016

2:00 p.m.

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

Staff Support:

Suzanne Gregory, Employee Services Director  
 Alicia Holland, CPA, Assistant County Administrator, Finance  
 Chanel Lewis, CGFO, Controller

1. CALL TO ORDER – 2:00 P.M.
2. CONSIDERATION OF CONTACT AWARD
  - A. Bluffton Township Fire District Burn Annex and Training Tower ([backup](#))
3. DISCUSSION / GENERAL FUND TRANSFERS \$300,000 AND A SUPPLEMENTAL APPROPRIATION \$395,000
  - A. Criminal Justice System:
    1. Solicitor's Office / Personnel / \$185,000
    2. Public Defender / Personnel / \$185,000
    3. Clerk of Courts / Jury Service / \$50,000
  - B. Auditor's Office:
    1. Personnel / \$135,361
    2. Operations & Maintenance / 139,590 (one time needs)
4. DISCUSSION / UPCOMING BUDGET ISSUES FOR FISCAL YEAR 2017
5. PRESENTATION / SANTA ELENA FOUNDATION
6. AN ORDINANCE TO APPROPRIATE FUNDS NOT TO EXCEED \$250,000 FROM THE 3% LOCAL ACCOMMODATIONS TAX FUNDS TO THE COUNTY GENERAL FUND FOR CONSTRUCTION OF THE SPANISH MOSS TRAIL – PHASE 7
7. AN ORDINANCE TO APPROPRIATE FUNDS NOT TO EXCEED \$40,000 FROM THE 2% HOSPITALITY TAX FUND FOR ENGINEERING/ARCHITECTURAL SERVICES FOR RESTROOMS ON DAUFUSKIE ISLAND
8. CONSIDERATION AND REAPPOINTMENTS AND APPOINTMENTS
  - A. Airports Board
  - B. Tax Equalization Board
9. ADJOURNMENT





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

**TO:** Councilman Jerry Stewart, Chairman, Finance Committee  
**FROM:** Dave Thomas, CPPO, Purchasing Director *dt*  
**SUBJ:** RFP#090115, Bluffton Township Fire District Burn Annex & Training Tower  
**DATE:** January 19, 2016

**BACKGROUND:** The Bluffton Township Fire District is a full service fire department providing service to all areas of Southern Beaufort County with the exception of Hilton Head Island and Daufuskie Island. The District covers a geographical area of approximately 250 square miles with eight (8) strategically located fire stations. The District is a career fire department with 130 full-time personnel. The District responded to 5,188 emergency incidents in 2013. The District currently operates eight (8) engine companies, one (1) truck company, and one (1) service/support unit. Three (3) of the engine companies are staffed as Advanced Life Support (ALS) engines. Emergency medical services are currently provided by Beaufort County's Emergency Medical Services (EMS) division which is not affiliated with the District.

**SCOPE OF WORK:** The district identified in its strategic five year master plan that it would need to construct its own training facility. The location for this facility will be on district owned property, adjacent to station #30 on Burnt Church Road. This was one part of a three major capital projects plan that County Council approved for the district in FY15. An \$8 million bond was appropriated for these three capital projects with the training facility being one of these projects. The budget for this project was capped at \$1,300,000. The district, working along with the Beaufort County Purchasing Department, created a Request for Proposal (RFP) to evaluate fire training facility vendors and to select one that would best suit Bluffton Township Fire District. This process has been completed and the district is now requesting final approval to move this project forward with the appropriate funding.

**VENDOR NAME AND FINAL RANKING:**

1. **J. Reed Construction / Fire facilities, 9882 S. Perdue Ave: Baton Rouge, LA**
  - a. Score 94.5 out of 100 total points
  
2. **WHP Training Tower, 9130 Flint: Overland Park, KS**
  - a. Score 79.5 out of 100 total points

*SA* **FUNDING:** This project is one of three capital improvement projects that the fire district had approved by the County Council. Ordinance #2015/3 was approved to set a debt millage to the residents of the fire district at the rate of 1.22 mills to repay the bonds that were sold to fund all three projects. These funds will be held within the County GL Account Number # 73040011-57800. Bluffton Township Fire District will make warrant requests, when invoices are due, to this account for vendor payments. See attached for available funding.

**PROPOSED COST:** \$709,000 price was negotiated with the contractor to meet the operational needs of the district along with the budget created for this project.

**FOR ACTION:** Finance Committee Meeting: Tuesday, January 19, 2016

January 19, 2016

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**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve and recommend to County Council to proceed with the contract award of \$709,000 with J. Reed Construction & Fire Facilities.

cc: Gary Kubic, County Administrator *GKubic*  
Josh Gruber, Deputy County Administrator/Special Counsel *JG*  
Alicia Holland, Asst. Co. Administrator, Finance *AH*  
John Thompson, Fire Chief, Bluffton Township Fire District *JT*

Att: RFP Scoring Summary Sheet  
Bluffton Fire District Capital Projects GO Bonds Funding

RFP 090115, Bluffton Township Fire District Burn Annex and Training Tower  
 INITIAL SCORE SHEET SUMMARY

Column1	Column2	Column3	Column4
	<b>Name of Company</b>		
<b>Evaluators</b>	J. Reed / Fire facilities	WHP Training Towers	
Chief Sheriff	93	78	
Chief Boulware	98	90	
Chief R. Cramer	96	89	
Capt. Hunter	92	76	
<b>TOTALS:</b>	379	333	

1. J.Reed / Fire facilities                       $379 \div 4 = \underline{94.75}$
2. WHP Training Towers                       $333 \div 4 = \underline{83.25}$

**Bluffton Fire District Capital Projects  
General Obligation Bonds  
As of November 24, 2015**

**REVENUE**

Bond Proceeds	\$ 8,285,516
Interest Income	<u>318</u>
Total Revenue Available	8,285,835

**EXPENDITURES**

Maintenance Building (approved 5/26/2015)	2,749,296
Fleet Replacement - 10 Fire Trucks (approved 7/27/2015)	<u>3,701,920</u>
Total Expenditures Approved	6,451,216

Excess of Available Revenue over Approved Expenditures \$ 1,834,619

# ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: Upcoming Budget Issues for FY2017  
Dated Submitted: January 19, 2016  
Submitted By: Joshua Gruber  
Venue: Finance Committee

# Budget Issues for FY2016-2017

January 19, 2016





# Budget Schedule

- February 11-13: County Council Annual Retreat
  - Identification of County Council and Administrative budget priorities/limitations
  - Budget framework and outline completed
- March 21<sup>st</sup> : Finance Committee Meeting
  - First Presentation of Administrator's Budget Submission to Finance Committee
- April 18<sup>th</sup> : Finance Committee Meeting
  - Discussion of budget amendments/alteration
  - Adoption of budget to be submitted to full body of County Council

## Budget Schedule (Continued)

- **May 9<sup>th</sup> : First Reading of FY2016-2017 Budget**
- **May 23<sup>rd</sup> : Second Reading of FY2016-2017 Budget**
- **June 13<sup>th</sup> : Third Reading of FY2016-2017 Budget**
- **June 13<sup>th</sup> : Public Hearing on FY2016-2017 budget**

# Upcoming Budget Issues

- Health Insurance Premium Increases
  - Estimated at \$2,000,000 if no cost increase is passed on to employees
- Recurring Funding for Facility Repairs/Renovations (HVAC, Roofs, Carpeting, etc.)
  - Requested funding of \$1,000,000
- Implementation of Salary and Compensation Recommendations
  - Unknown dollar value at this time
  - Has not been done since 2005
  - \$1,500,000 represents a 3% increase

# Upcoming Budget Issues (Continued)

- Elected Official Requests
  - Solicitor - \$185,000
  - Public Defender - \$185,000
  - Clerk of Court -\$50,000
  - Probate Court -\$150,000
  - Auditor -\$165,000
  - Sheriff -\$?

# Upcoming Budget Issues (Continued)

- Departmental Requests
  - MIS
  - Detention Center
  - Assessor
  - Records Management
  - Animal Services
  - Library
  - Facilities/Grounds
  - COSY

Topic: Update - Santa Elena History Center  
Dated Submitted: January 19, 2016  
Submitted By: Megan Meyers, Director of Development at Santa Elena Foundation  
Venue: Finance Committee



Santa Elena History Center

**Beaufort County Update**

# **Santa Elena – *America's Untold Story***

- **Juan Pardo 1566 Fort San Juan found at Morganton, NC**
- **Tristan de Luna settlement near Pensacola, FL found in December 2015**
- **St. Augustine Celebrated their 450th**
- **Santa Elena History Center opens with the flying of the Cross of Burgundy after 450 years!**



# History Center Metrics

November 1, 2015 to January 18, 2016

Visitors

704

Volunteer  
Docent  
Hours

582

Programs

12

***The organization transformed from  
Charitable Foundation to operational  
Santa Elena History Center!***

# **Contributions / Commitments From Launch to January 2016**

- **23% Private Funding**
- **22% Government Grants**
- **27% State of SC and Marine Corps to USC**
- **28% In-kinds, including the County-owned Building**

**\$1.3 Million Funding - received/committed**

## What Will Success Look Like?

- > Number/Frequency of History Center Programs
- Execute Marketing Campaign
- Train and Encourage Fabulous Volunteers
- Open Museum Store – *el Almacén*
- Open Branch of HHI Heritage Library - Feb 2016
- Scholars Panel at Spanish Embassy – Feb 2016
- Archaeology Educational Experience
- Conference of Santa Elena Scholars at USCB
- 450-year Commemoration – April 2016
- Open Inaugural Exhibit - April 2016
- Bring *El Galeon* to Port Royal – April / May 2016
- Archaeology Field School – Summer 2016

# Upcoming Opportunities

- **Archaeology Research to expand the Santa Elena Story**
- **Sponsorship to Museum Ship – *El Galeon* to Beaufort County**
- **Continue to expand the exhibits at the Santa Elena History Center**

# ATAX Request

**(1Q16commitment / July payment):**

**\$30,000 for Non-Invasive Archaeology**

- Mapping the entire Santa Elena Site**
- Field School led by USC and UGA**



## ATAX Request

**(1Q16commitment / July payment):**

**\$20,000 - *El Galeon* to visit Beaufort County**

- Port of call in Town of Port Royal for 1 week**
- Replica ship to host school groups, general public and host a special event through partnership with Spanish Foundation**



## ATAX Request

(1Q16commitment / July payment):

**\$50,000 - Exhibit Expansion (Phase II)**

- Phase I opens in April  
2016

- Phase II will further  
enhance the story and  
share new information  
in late 2016



## ATAX Request

**(1Q16commitment / July payment):**

**\$30,000 - Archaeology – Mapping the Site**

**20,000 - *El Galeon* at Town of Port Royal**

**50,000 - Exhibit Expansion (Phase II)**

**(30,000) - Private fund raising**

**\$70,000 - Request of Beaufort County**

**Net Result: Commit to all three (3) opportunities now**