



**County Council of  
Beaufort County  
Finance Committee  
Meeting**

**Chairman**  
JOSEPH PASSIMENT

**Vice Chairman**  
CHRIS HERVOCHON

**Committee Members**  
GERALD DAWSON  
MARK LAWSON  
PAUL SOMMERVILLE

**County Administrator**  
ASHLEY M. JACOBS

**Clerk to Council**  
SARAH W. BROCK

**Staff Support**  
CHRIS INGLESE  
ALICIA HOLLAND

**Administration Building**  
Beaufort County Government  
Robert Smalls Complex  
100 Ribaut Road

**Contact**  
Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228  
(843) 255-2180  
[www.beaufortcountysc.gov](http://www.beaufortcountysc.gov)

## Finance Committee Agenda

**Tuesday, February 18, 2020 at 3:00 PM**  
(or at the conclusion of the Public Facilities Meeting)  
Council Chambers, Administration Building  
100 Ribaut Road, Beaufort

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. *[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 - November 4, 2019 and December 2, 2019

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### CITIZEN COMMENTS

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6. Citizen Comments (*limited to 3 minutes per speaker - 15 minutes total*)

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### BOARDS AND COMMISSIONS

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7. Consideration of the reappointments of Wayne Corley, Bruce Doneff, Kenneth Joy, and Stephen Koch to the Board of Assessment Appeals

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### PRESENTATION ITEMS

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8. Reconstruction Era Funding Request and Discussion of Potential Lease

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### DISCUSSION ITEMS

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9. CAFR Update given by Assistant County Administrator, Alicia Holland
10. FY2021 Budget Update given by Ashley M. Jacobs, Beaufort County Administrator
11. Update on Beaufort County's Financial Obligations with regards to Pepperhall
12. Discussion of Priority Audit Issues

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### ACTION ITEMS

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13. Approval of Local A-TAX and H-TAX Grant Award Recommendations totaling \$4,000,000
14. ADJOURNMENT



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Approval of Minutes

**Council Committee:**

Finance

**Meeting Date:**

February 18, 2019

**Committee Presenter (Name and Title):****Issues for Consideration:**

Approval of the November 4, 2019 & December 2, 2019 minutes

**Points to Consider:****Funding & Liability Factors:**

None.

**Council Options:**

Approve, Modify or Reject

**Recommendation:**

Approve

**MINUTES  
FINANCE COMMITTEE**

**November 4, 2019**

County Council Chambers, Administration Building  
100 Ribaut Road, Beaufort SC

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE:**

Present: Committee Chairman Joseph Passiment, and members Chris Hervochoch, Gerald Dawson, and Mark Lawson

Absent: Brian Flewelling,

Ex-officio: Alice Howard, Stu Rodman, Michael Covert, Gerald Glover, Paul Sommerville, and Lawrence McElynn

**CALL TO ORDER**

The time the meeting began 2:19 p.m.

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Hervochoch seconded by Councilman Covert to approve the agenda. The vote: YAYS- Councilman Covert, Councilman McElynn, Councilman Hervochoch, Councilman Passiment, Councilman Glover, Councilman Dawson, and Councilwoman Howard. The motion passed.

**APPROVAL OF MINUTES**

**Motion:** It was moved by Councilman Hervochoch seconded by Councilwoman Howard to approve the minutes of August 19, 2019, September 23, 2019, and October 7, 2019. Councilman Passiment abstained from only October 7, 2019. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochoch, Councilman Glover, Councilman Covert, Councilwoman Howard, and Councilman McElynn. The motion passed.

**PRESENTATION**

**Item: Outcome of the tax sale and end-of-tax-year collections** - Maria Walls, Beaufort County Treasurer

**Discussion:** Maria Walls stated the outcome of tax year 2018 which took place in 2019. Total collected during posting and advertising \$4,787,129 for the delinquent tax sale. There was 279 parcels out of 347 that was sold during the tax sale. Out of those parcels that was sold there was only 1 parcel that was forfeited. By partnering with Wells Fargo the Treasurer Office has been able to lower the earning credit rate of 1.5%. The taxpayers will no longer receive any fees when using an electronic check and when the taxpayer uses a credit card the fee will now only be 2.35% and debit card usage fee at 1% rate. The current financial funds in the bank to unrestricted funds is \$161,691,596 and restricted funds is \$72,743,033. The investment returns for 2019 is \$4,700,399, which is more than 50% over the previous year. This is putting Beaufort County in a very healthy financial rate.

**Status: For Informational Purposes only.**

**Item: Budget Calendar** - Ashley Jacobs, Beaufort County Administrator

**Discussion:** Ashley Jacobs stated the budget calendar is different from last year this is a broad overview of what the budget calendar will look like. Would like to see the strategic plan co-inside with the budget. In January every department will receive a base budget. Every department will enter into SharePoint or Munis a budget request. The request will be put into the system so everyone will be able to see a line item budget. In March there will be a work session where no votes will be done at. In April the budget will be presented, in May 11 there will be first reading. On May 26 there will be second reading and public hearing. In June there will be the 3<sup>rd</sup> reading and adoption.

**Motion:** It was moved by Councilman Sommerville seconded by Councilman Dawson to. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochon, Councilman Glover, Councilman Rodman, Councilman Covert, Councilman Sommerville, Councilwoman Howard, and Councilman McElynn. The motion passed.

**Status: For Informational Purposes only.**

## **DISCUSSION**

**Item: Discussion regarding Filot Agreement between Beaufort County and Burnt Church Distillery, 3rd Reading scheduled for November 18, 2019** – John O’Toole, Executive Director, Economic Development Corporation

**Motion:** It was moved by Councilman Dawson, seconded by Councilwoman Howard to Discuss Burnt Church Distillery.

**Discussion:** John O’Toole stated would like to know if the council would like a 20-year filot or 30-year filot. If the filot is approved for the 20 year fix, there will not be an issue extending it the additional 10-years. The company is wanting to invest 10 million dollars into Beaufort County. The company will be hiring from Beaufort County and will only be bringing 3 individuals from out of the county.

**Status: For Informational Purposes only.**

**Item: Reimbursable expenses and submittal process for Finance approval and disbursement of 2% Accommodation Tax funds – Alicia Holland, Assistant County Administrator Finance**

**Discussion:** Alicia Holland stated there are quarterly disbursements issued out to the DMO. There is a discussion about the county paying the vendors directly. Would like to see the DMO's present the documentation that shows what and who they paid the money to if there is an issue in the future with transparency. Instead of having to request the information from the DMO's.

Councilman McElynn stated will this take away from the application process now.

Councilman Passiment stated there is an application process and recording process set up this will no change it.

Alicia Holland stated this will not change process. The DMO's receive a 2% accommodations taxes process and the local has a 3% accommodations taxes. Those funds are disbursed and we are requesting no information.

Councilman Hervocho stated if it is possible that the vendors split the payment themselves.

Alicia Holland stated the DMO's are doing this. They are paying multiple vendors from one check. We want to have this information available for foyer request. Since we do not have anything to provide about these disbursements such as who was paid and what they spent.

Councilman Passiment would like the finance committee to look at the budget in a monthly basis.

Alicia Holland has a summary one page report that has the budget ordinance and summary with details. However, the financial reports are available on the county website.

**Status: For Informational Purposes only.**

**Item: State (2%) Accommodations Tax Board fiscal year 2020 Grant Recommendations to Tourism-Related Organizations in the cumulative amount of \$550,000**

**Discussion:** Dick Farmer, Chairman of A-Tax Board stated the public notice is sent out in August. In September the applications are accepted and they are given to the board. The board is given the application and they go through each one. There is an interview done by the chosen expert and the applicate is given 10 minutes. They have a pot of money at a certain amount that is issued to distribute. Once the person is approved the committee comes to the finance committee and request funds.

Councilman Covert asked how they is the accounting presented to the board or anyone else.

Dick Farmer stated the finances is presented to the A-tax board

Councilman Rodman asked is an audit of the accounting required

Dick Farmer stated an audit is not required because some of them cannot have one.

Councilman Hervochoch asked is it a required to present tax returns

Dick Farmer stated it is required, the committee receives the 990 from the taxpayers that requested money.

**Motion:** It was moved by Councilman Glover seconded by Councilwoman Howard to accept the grant recommendation. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochoch, Councilman Glover, Councilman Rodman, Councilman Covert, Councilman Sommerville, Councilwoman Howard, and Councilman McElynn. The motion passed

**Status: Moved to County Council**

**Item: Funding options for the Design-Build of the Fort Frederick Boat Ramp - Robert McFee, PE, Division Director Construction, Engineering and Facilities**

**Discussion:** Alicia Holland stated current funding is Rural and Critical Lands that allocates \$500,000.00 to the project. We recommend the remaining \$666,227.20 to be funded from the 2017 GO Bond Contingency with a current available balance of \$1,000,995 as of 10/31/2019.

**Motion:** It was moved by Councilwoman Howard seconded by Councilwoman Glover to use current funding from GO Bond of \$666,227.20. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochoch, Councilman Glover, Councilman Rodman, Councilman Covert, Councilman Sommerville, Councilwoman Howard, and Councilman McElynn. The motion passed

**Status: Move to County Council**

## **BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS**

**Item:** A-Tax

**Discussion:** Vacancy / District 10 and Vacancy / Hospitality/lodging

**Motion:** It was moved by Councilman Glover seconded by Councilman Howard to use current From A-Tax board to appoint Constance Gardner and Dick Stewart. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochoch, Councilman Glover, Councilman Rodman, Councilman Covert, Councilman Sommerville, Councilwoman Howard, and Councilman McElynn. The motion passed

**Motion:** It was moved by Councilman Covert seconded by Councilman Dawson to use current From A-Tax board to appoint Dick Stewart. The vote: YAYS- Councilman Dawson, Councilman Passiment, Councilman Hervochoch, Councilman Glover, Councilman Rodman, Councilman Covert, Councilman Sommerville, Councilwoman Howard, and Councilman McElynn. The motion passed.

**Status: Moved to County Council**

**Item: Board of Assessment Appeals**

**Discussion: 4 Vacancies**

**Status: None needed for Appeals**

**CITIZENS COMMENTS**

**No Comments**

**Adjournment**

The meeting adjourned at 3:46

Ratified by Committee:

DRAFT

**MINUTES**  
**Finance Committee**

**December 2, 2019**

Council Chambers, Administration Building  
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: Councilman Paul Sommerville Councilman Chris Hervochoon, Vice Chairman;  
Councilman Joseph Passiment, Chairman; Councilman Gerald Dawson and  
Councilman Mark Lawson.

Absent:

Ex-officio: Councilman Stewart Rodman, Councilman Alice Howard, Councilman York  
Glover, Councilman Lawrence McElynn, Councilman Brian Flewelling, and  
Councilman Michael Covert (Non-committee members of Council serve as *ex-*  
*officio* members and are entitled to vote.)

Media: Joe Croley, Low country Inside Track

**CALL TO ORDER** 2:00 pm

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

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Hervochoon, seconded by Councilman Flewelling to  
approve the agenda as presented. The vote: YAYS – Councilman Rodman, Councilman  
Sommerville, Councilman Hervochoon, Councilwoman Howard, Councilman Passiment,  
Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson and  
Councilman Lawson. The motion passed.

**PRESENTATION**

**A: USCB AND TCL Capital Needs-** *Al M. Panu, Ph.D., Chancellor, USCB and Richard Gough,  
President, TCL*

Al M. Panu, USCB: The most recent impact study, which is about a year old, indicated a  
\$122 Million impact to this area. Compare that from a study from six or seven years ago it



was only at \$74 Million. This growth could not have happened without your long sustained and ongoing support and investment in USCB and higher education in our area. Our heartfelt thanks is given today. Two years ago the chronical of education published to their statistics, USB ranked 5<sup>th</sup> in the Nation for Public Colleges in growth rate and 1<sup>st</sup> in South Carolina. This validates the creation for this public institution which is the youngest in South Carolina in the comprehensive sector. The growth has also brought the need to expand facilities and infrastructure space such as, classrooms, laboratory, faculty offices, and other specialized space. At my arrival 4 years ago, the space challenge was so glaring that we immediately prioritized at \$12 Million new academic building yearly in our request with the state and have done so every year. When making the request for such space we rely on standards that are published by the South Carolina CHEO Commission on Higher Education. The case was so compelling that we exceeded the space utilization metrics for all structurally related spaces. New spaces are associated with Bond Bills, when no Bond Bill was in site, we were encouraged to add in our capital request an additional \$8 Million for renovations to the Library which was done 3 years ago and have continued to do. Not only are we need of space but we are also need of large space for events and activities and student related spaces. In order to remain competitive and continue to grow we need critical space to expand on STEM programs. Compete in athletic programs, opportunity to host indoor commencement events. All this can be accommodated in a multi-purpose facility which is the focus of the request. Most institutions call them convocation centers. Generally, it is agreed that student housing space in Bluffton has contributed to the growth of USCB. The Convocation Center will also draw growth.

Land has been identified on campus for the space. The state has given 6.2 Million as down payment for the renovation project, for the library or for the new building if the bond bill comes to pass. We fill the best use of these funds is not for the renovation of the library but to repurpose these funds to a comprehensive project that will meet the needs if it additional fund sources can be shown. Considering that state has only invested 4 million dollars total, I believe they will be willing to work with us. Investing in a feasibility study to establish size, cost, and economic impact will be the best recommend course of action. We will then know a specific figure to ask from County Council and additions funds from the State. If Council is agreeable, we ask that 50/50 arrangement for the feasibility study with the County and USCB which should be less than \$50,000.00.

Councilman Sommerville: Do you know the funding stream was for Coastal Carolina?

Chancellor Panu: The penny tax, or a tax that was done for Horry County/Georgetown County that was done for k-12, Coastal Carolina, and technical college.

Councilwoman Howard: Peach Bell Conference what universities are affiliated?

Chancellor Panu: USC- Aiken, Lander, NC- Pembroke, N. Georgia. We are a part of the NEIA. The cost is outstanding to compete and sometimes we would have to travel all the way to Miami.

Councilman Rodman- There has been some discussion on an educational sales tax. How long do you thing the feasibility study will be? Do you have a range of an investment in the facility?

Chancellor Panu: We have a large space that can be converted. We would also have classroom space, laboratory space, faculty space, which is why we have called it a multi-purpose space. We could probably have something done in a 5-8-week window.

Councilman McElynn: Is it your plan to only have 2 contributors to the feasibility study? County and University?

Chancellor Panu: To expedite the study, yes.

Councilman Covert: This year commencement was phenomenal.

Councilman Flewelling: Do you estimate your facilities value you have today, over \$25 Million?

Chancellor Panu: Well more than that, yes.

Councilman Flewelling: Of course we want to help. The question is source of funds. Where are we going to find the money? Is there anything left on the bonds previously.

Chancellor Panu: No sir.

Councilman Flewelling: Has staff had any idea of another TIF?

Chancellor Panu: Councilman Rodman and I have talked about it but I think that window has passed.

Councilman Flewelling: Would feasibility study provide a funding mechanism for any share that may be provided by the County?

Chancellor Panu: We can add that to the scope, yes.

**Motion:** It was moved by Councilman Flewelling, seconded by Councilman Glover to forward the recommendation to the County Council in sharing the cost of the feasibility study with USCB, not to exceed fifty-thousand, to be shared fifty-fifty. When it arrives at County Council for final reading, that it includes a funding source. If no funding source can be determined at a county level that it come back to Finance Committee for further consideration. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

**Recommendation:** Move forward to County Council

Richard Gough, President TCI:

i. College Update-

\*1 of the 16 Colleges in South Carolina Technical College System

\*Provide Opportunities for workforce Development

- \*Nearly half of the undergraduates in the area attend
- \*Tuition is a third of University Costs
- \*Most of the students come from our service area- Beaufort, Jasper, Hampton Colleton
- \*Targeted to work needs.94% will find employment or transfer to University
- \*Offer over 80 programs – Health Science is most popular

\* Enrollment-

Steady increases over the past three years

Over 3300 students

72% from Beaufort County

30% attend full time

70% female

50% white

30% African American

10% Hispanic

\*Update: New Program- Mingledorff, Inc. HVAC Technology Training Lab at TCL

\*Update: US Department of Education Strengthening Institutions Grant

- Highly competitive national grant. TCL is the only college in South Carolina to receive the grant.

-\$2,202,111 over five years

-Project Goals

~increase student engagement and achievement through enhanced curriculum and instruction

~increase persistence and retention through expanded student support

~increase the graduation rate

\*Culinary Institute

\*Dedication of the Beaufort Mather Campus February 21, 2020

ii. College Critical Needs: Priorities 2020

\*Health Sciences Expansion

- Current facilities cannot accommodate student interest and industry demand

- Today, there are 569 health sciences pre-major students.

- Due largely to facility limitations, only 220 will advance into major.

A direct, negative impact on impact workforce.

-Plan:

~Beaufort Campus: renovate space to add classrooms and labs

~New River Campus: construct 50000 building to enable relocation and expansion of business and technology programs

iii. Cost of Capital Projects and Program Developments

~1.2 Million needed to expand/upgrade Beaufort Campus

~3.5 Million current funds

~ Capital Renovations and Capital Construction \$19Million

iv. College Investment Value

Economic Analysis from EMSI. 17-18 Economic Impact for our service area \$129.3 Million, net impact.

~ 129.3 million total income added in the region

~1.3% of region's GRP

~ 2,279 total jobs supported

Benefit Cost Ratio for Tax Payers: For every dollar invested there is a \$3.30 return for services.

Student- for every dollar invested in their education is a return of \$6

Benefits-cost ration for society 10.1

As a college focused on the citizens here now. This is a very good partnership.

Councilman Covert: Of all 569 students that are pre-majoring in Health Science where able to go through how many will be job ready?

President Gough: All of them when they finish, if they were able to all get in.

Councilman Covert: You have a great relationship with Beaufort Memorial, Hilton Head Hospital and Coast Carolina, are you continuing to work with them as an outside source for Health Science?

President Gough: We are continuously working with these hospitals, they provide clinicals for our Health Science students. We take as many slots as they will give us and we are also competing with other Universities for these openings.

Councilman Glover- The Mathis Campus will be turned into a welding program?

President Gough- I was unhappy with the welding curriculum and our instructor was about to retire, so I consolidated the program to the Hampton Campus. It remains up in the air if I can restart the welding program in Beaufort, unless there is a demand.

**DISCUSSION**

**A. Penn Center request for ATAX Dollars- Councilman Hervochon**

Councilman Hervochon: The response was explemary and very well appreciated and I am satisfied to move forward with 3<sup>rd</sup> reading.

**B. Audio and Video Portions of Committee and Council Meetings-** *Committee Chair Joseph Passiment*

Brief presentation by Broadcast Service Manager, Scott Grooms on sound and microphone etiquette in chambers and how to effectively use them for better quality sound.

**ACTION ITEMS**

**A. Approval of Talbert, Bright and Elington Work Authorization 18-03, Amendment 1 to provide consulting for development of contractual documents –** *Jon Rembold, Airport Director*

This work authorization provides specialized consulting for development of important contractual documents such as airline use agreements at the Hilton Head Island Airport. Estimated Time Schedule: Work shall be completed in accordance with the schedule established and agreed upon by the Owner and Engineer.

Cost of Service: The method of payment shall be in accordance with Article 6 of the contract. The work shall be performed in accordance with Article 1 as a lump sum of \$8250.00. Special services shall be performed on a not to exceed basis with a budget of \$51,750.00, which includes reimbursable expenses. For a total of \$60,000.00.

**There was no motion: Motion: It was moved by Councilman Flewelling, seconded by Councilman Hervochon to forward the recommendation to the County Council for approval of the Talbert, Bright, and Elington Work Authorization 18-03, Amendment 1 to provide consulting for development of contractual documents. YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervochon, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.**

**B. Discussion of Approval of New Employee Sick Leave Policy-** *Chris Inglese, Deputy County Administrator*

Beaufort County does not provide for a sick leave benefit to its employees and provides the least number of holidays compared to other counties. Sick leave benefits and paid holidays are a recruiting tool that helps to attract and retain quality employees. Full-time employees accrue 3.69 hours each bi-weekly pay period. A maximum of 720 hours may be carried over from the last pay period in one year to the first pay period in the following year. Employees working 12- hours shift accrue sick leave at the rate of 3.87 hours per pay period, and may carry over up to a maximum of 756 hours. Employees working a 24 shift accrue sick leave at the rate of 5.2 hours per pay period, and may carry over up to a maximum of 1008 hours. Regular part-time employees who position is designated to work at least 20 hours per week accrue sick leave on a pro-rata basis. Regular part-time employees working an average of less than 20 hours per week, PRN and similar classes of employees do not accrue sick leave.

Sick leave may be used for personal or an immediate family member's (spouse, child, or parent) illnesses, medical appointments, and like purposes provided the employee's presence is required. The County reserves the right to require appropriate certification or confirmation that the employee's presence in fact required.

**Motion:** It was moved by Councilman Glover, seconded by Councilwoman Howard to amend the sick leave policy to include definition of parent/legal guardians to the new employee sick leave policy. YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

**Motion:** It was moved by Councilman McElynn, seconded by Councilman Dawson to amend the sick leave policy to include, after three consecutive days of absence that a doctor's note is required for current 8 hour employees only, to the new employee sick leave policy. YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

**Motion:** It was moved by Councilman Rodman, seconded by Councilman McElynn to amend the sick leave policy to retroactive sick leave from January 1, 2019 for current employees, to the new employee sick leave policy. YAYS – Councilman Rodman. NAYS- Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling, Councilman Covert, Councilman Dawson and Councilman Lawson. The motion failed

**Motion:** It was moved by Councilman McElynn, seconded by Councilman Hervocho to amend the sick leave policy to create the ability to have employees to request sick leave in advance that has not yet been accrued, to the new employee sick leave policy. Motion withdrawn by Councilman McElynn, seconded by Councilman Hervocho.

**Motion:** It was moved by Councilman Hervocho, seconded by Councilman Glover to forward the recommendation to the County Council for approval of new employee sick leave policy as amended. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

**CITIZEN COMMENTS** - *(Limited to 3 minutes and comments must be regarding agenda items only)*

**Motion:** It was moved by Councilman Glover, seconded by Councilman McElynn to go into executive session. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervocho, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman McElynn, Councilman Flewelling Councilman Covert, Councilman Dawson and Councilman Lawson. The motion passed.

### **EXECUTIVE SESSION**

**A. Discussion of employment and compensation of persons regulated by Council; discussion of contractual arrangements for independent contractors; and receipt of legal advice where the legal advice is related to pending, threatened, or potential claims and other matters covered by the attorney-client privilege- *Chris Inglese, Deputy County Administrator***

### **ADJOURNMENT**

## Rigg, Elizabeth

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**From:** Wayne Corley <waynecorley@me.com>  
**Sent:** Tuesday, December 3, 2019 11:03 AM  
**To:** BAABeaufort  
**Cc:** Wayne Corley  
**Subject:** Fwd: Re-appointment

[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at [helpdesk@bcgov.net](mailto:helpdesk@bcgov.net) or to 843-255-7000.

Liz,

Below is the email I sent on November 12th concerning re-appointment. Is this sufficient?

Wayne

Begin forwarded message:

**From:** Wayne Corley <[waynecorley@me.com](mailto:waynecorley@me.com)>  
**Subject:** Re-appointment  
**Date:** November 12, 2019 at 3:04:38 PM EST  
**To:** [BAABeaufort@bcgov.net](mailto:BAABeaufort@bcgov.net)  
**Cc:** Wayne Corley <[waynecorley@me.com](mailto:waynecorley@me.com)>

Liz,

I am available for re-appointment to the BAA for another term. Please also note that my address should be Bluffton (Okatie) and not Hilton Head Island.

Thank you,

Wayne Corley

Wayne Corley  
Charter One Realty & Marketing  
Broker Associate  
1024 Berkeley Hall Blvd.  
Bluffton, SC 29909  
(843) 247-3131



**Bruce J. Doneff**  
**Stratagic Communications Consulting**

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60 Scipio Road  
Beaufort, SC 29906  
843.476.3022 (cell)  
843.379.9514 (office)

Greetings;

With this letter, I wish to state my request to be reappointed as a member of the Beaufort County Board of Assessment Appeals.

Thank you and best regards,



Bruce J. Doneff

RECEIVED  
DEC 03 2019  
BEAUFORT COUNTY  
ASSESSOR'S OFFICE

**Vaughn, Tithanie**

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**To:** Rigg, Elizabeth  
**Subject:** RE: RE-Appointment to Board of Assessment Appeals

**From:** Kenneth Joy <[kenjoy1941@gmail.com](mailto:kenjoy1941@gmail.com)>  
**Sent:** Sunday, November 24, 2019 4:12 PM  
**To:** BAABeaufort <[BAABeaufort@bcgov.net](mailto:BAABeaufort@bcgov.net)>  
**Subject:** Re: RE-Appointment to Board of Assessment Appeals

[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at [helpdesk@bcgov.net](mailto:helpdesk@bcgov.net) or to 843-255-7000.

Re-sending my conflict of interest statement. Please confirm receipt of same as it sounds that some may have not been received.

Happy thanksgiving,

Ken joy

On Wed, Nov 13, 2019 at 8:13 AM Kenneth Joy <[kenjoy1941@gmail.com](mailto:kenjoy1941@gmail.com)> wrote:

Miss Rigg,

Please accept this as my request for re-appointment to the Beaufort Board of Assessment Appeals. My service on the Board assists me in completing my civic responsibility.

Attached please find the updated conflict of interest statement.

Best regards,

Kenneth W. Joy  
14 Canters Circle  
Bluffton, SC 29910

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**Stephen L. Koch**

8 Hadley Lane  
Hilton Head Island, SC 29926  
843-689-6870  
skoch1940@gmail.com

**November 26, 2019**

RECEIVED

DEC 02 2019

BEAUFORT COUNTY  
ASSESSOR'S OFFICE

Liz Rigg  
BOAA Coordinator  
Beaufort County, SC

Dear Ms. Rigg

Please accept this letter as my request to continue serving on the Beaufort County Board of Assessment Appeals when my current term expires in 2020.

If you require any other information, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Stephen L. Koch". The signature is written in a cursive style with a large, prominent "S" at the beginning.

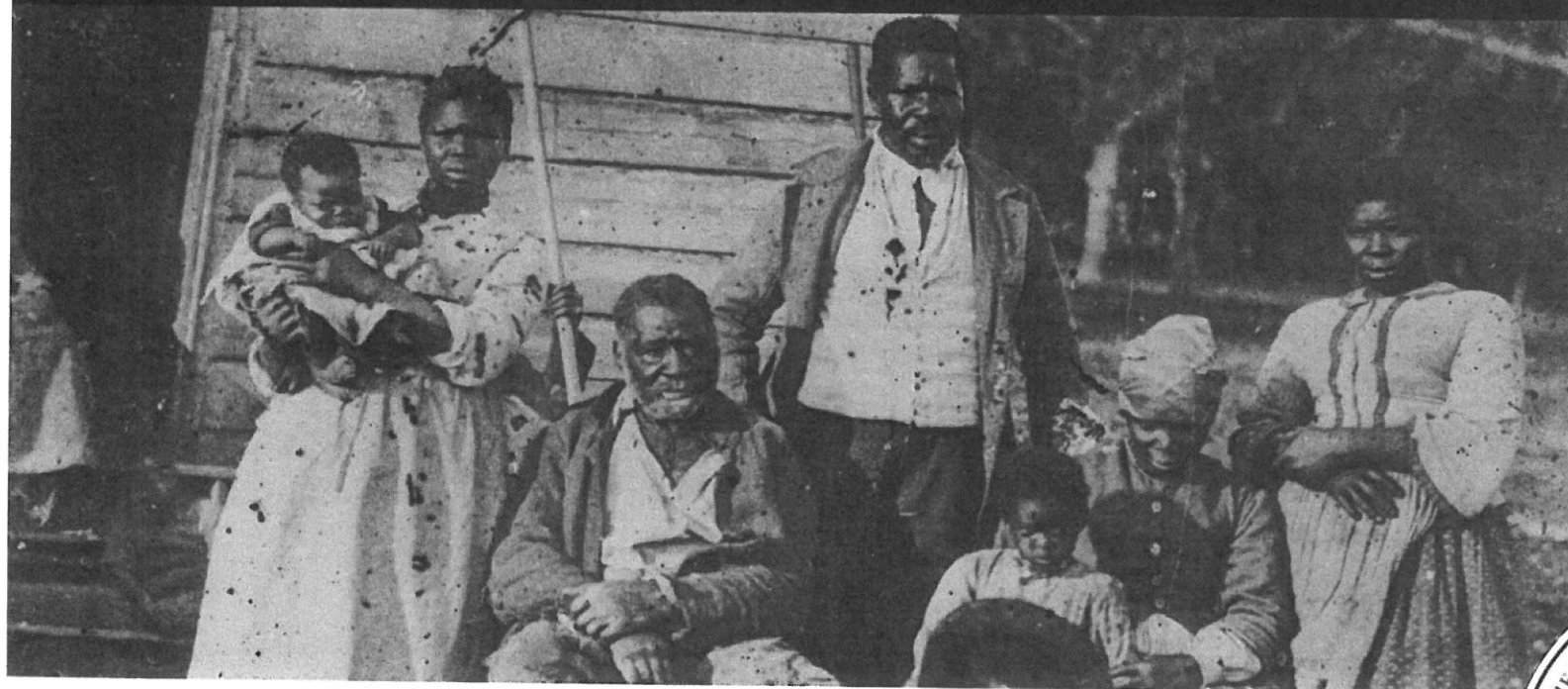
Stephen L. Koch

# Reconstruction Era

National Park Service  
U.S. Department of the Interior



Reconstruction Era National Monument



Five Generations on Smith's Plantation,  
Beaufort, South Carolina  
LOC Image / LC-DIG-ppmsc-00057

The Reconstruction era, 1861-1898, was the historic period in which the United States grappled with the question of how to integrate millions of newly freed African Americans into social, political, economic and labor systems. The historical events that transpired in Beaufort County, South Carolina, make it an ideal place to tell stories of experimentation, transformation, hope, accomplishment, and disappointment.



**Estimated Local, Foundation, Federal, State and Private Investment for Support of Reconstruction Era National Historical Park**

NEH-USCB teachers Institutes (4 x est. \$150,000)	\$600,000
Planning Grant for Interpretative Programs: Aps, Maps, USC COE	\$78,000
NEH Interpretation Program	\$260,000
Archieves and History - Education Planning`	\$150,000
Donation of Darrah Hall and five acres by Penn Center	\$300,000
Donation of Fire House including all studies and closing costs	\$450,000
Funds by Conservation Lands Fund for studies and closing costs: Darrah and Brick + Travel	\$250,000
Donation by Brick Church of to be restored historic cottage and land	\$100,000
Donation by Town of Port Royal of new site and historic church to be moved	\$100,000
Out of Pocket Expenses invested locally for advocacy, public hearing and travel	\$50,000
NPS Mobiliation Expenses, 3 Interim Superintendants, public outreach, publishing and events	\$350,000
NPS FY 18 Apropriation Soon to be available for permanent superintendent and overhead	\$170,000
Anonymous donor to Reconstruction Beaufort: Operations and Student Programming	\$100,000
Mitchelville	
<b>Total Local, Partners and Outside Investment</b>	<b>\$2,688,000</b>
Funds to Be Raised by NPS to become Fully Operational - Based on Leverage of	\$2,500,000
Subtotal	\$5,188,000
County Ask	\$700,000
<b>TOTAL</b>	<b>\$5,888,000</b>
% of County ask	<b>12%</b>



## BEAUFORT COUNTY COUNCIL

### Agenda Item Summary

#### Item Title:

Graves/ Pepperhall Development Agreement Obligations

#### Council Committee:

Finance

#### Meeting Date:

February 18, 2020

#### Committee Presenter (Name and Title):

Eric Greenway, Director of Planning and Zoning

#### Issues for Consideration:

On February 1, 2020 the County Council entered into a Development Agreement for the development of the Pepperhall property owned by Robert Graves. The Development Agreement carries certain financial obligations from Beaufort County which are as follows:

1. Pave and Improve Graves Road from Hwy. 278 to the northern property boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached)
2. Construct the "Primary Okatie Park Access Road" from Graves Road to the park boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached)
3. Construct Okatie River Park. (Delivery within 24 months of 150 residential dwelling units being permitted)
4. 50/50 Cost share on off-site and on-site Stormwater improvements.

#### Points to Consider:

1. Planning and project cost estimating is currently underway for certain aspects of the project with construction likely beginning toward the end of this or the beginning of the next fiscal budget cycle. It is time for the County Council to consider these obligations for funding in the upcoming budget.
2. The Neighborhood Improvement District will permit the recapture of some or all of the expenditures for roads and the park.

#### Funding & Liability Factors:

1. Pave and Improve Graves Road from Hwy. 278 to the northern property boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached)
  2. Construct the "Primary Okatie Park Access Road" from Graves Road to the park boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached). The budget needs for Items 1 and 2 are: \$1,109,022.00 for FY20/21 and if everything goes to plan \$1,109,022 for FY21/22- \$2,218,044 total. Funding source can be CTC and/or County TAG funds.
  3. Construct Okatie River Park. (Delivery within 24 months of 150 residential dwelling units being permitted): Total of \$1,406,600. Funding source will be Passive Parks funding which may require the re-prioritizing other park projects.
  4. 50/50 Cost share on off-site and on-site Stormwater improvements. 50% of these cost will be \$400,000.00 with the funding source being the Stormwater Utility
- \*All numbers are preliminary and approximate.

#### Council Options:

No Committee or Council action is necessary at this time. This is an update based on preliminary time lines and cost estimates.

#### Recommendation:

No Action requested.

	PRELIMINARY based on 30% Drawings	Pepperhall Site Costs Summary	1/27/20
	Graves	County	
1	Tree & Topo Survey	20000	Coastal Surveying
2	JD Wetlands letter	3000	Newkirk Environmental
3	ACOE Nationwide Permit	4500	Newkirk Environmental
4	Environmental Phase 1	2882	Newkirk Environmental
5	Geo Tech Borings	4182	GHD Services
6	Park Improvements and Fixtures	0	WJKL Plan & Budget
7	Piers 3 each	0	Plug
8	Buildings	0	WJKL Plan & Budget
9	Graves Road	0	D&F Plan & Budget
10	Park Road	0	D&F Plan & Budget
11	Hardscape(Graves and Park Rds)	0	WJKL Plan & Budget
12	Landscape(Graves and Park Rds)	0	WJKL Plan & Budget
13	Street Lighting	0	Lease
14	Signalized intersection	691247	D&F Plan & Budget
15	Hardscape(Signal Rd)	58090	WJKL Plan & Budget
16	landscape(Signal Rd)	74016	WJKL Plan & Budget
17	Utilities(Water, Sewer)	1577950	D&F Plan & Budget
18	Storm Water	274615	D&F Plan & Budget
19	Civil Design Fees	254381	D&F Plan & Budget
20	Civil Construction Contingency 20	508762	D&F Plan & Budget
21	Legal Fees	35000	Barry?
22	Blueprinting	2500	
23	Management Fees	280000	
24	Interest Carry		???
25	Park Maintenance Cost		???
	Total	3791125	6574018

## **FUNDING AND LIABILITY**

1. Pave and Improve Graves Road from Hwy. 278 to the northern property boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached)
2. Construct the "Primary Okatie Park Access Road" from Graves Road to the park boundary. (Delivery within 24 months of development construction commencement unless agreement to advance reimbursement is reached). The budget needs for Items 1 and 2 are: \$1,109,022.00 for FY20/21 and If everything goes to plan \$1,109,022 for FY21/22- \$2,218,044 total. Funding source can be CTC and/or County TAG funds.
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4. 50/50 Cost share on off-site and on-site Stormwater improvements. 50% of these cost will be \$400,000.00 with the funding source being the Stormwater Utility

\*All numbers are preliminary and approximate.



## **Skip Hoagland's Priority Audit Issues**

**(that apply to Beaufort County)**

- 1. SC ATAX FOIA - Skip requests that Beaufort County obtain specific information from the Hilton Head Island Chamber that he has requested and the Chamber refuses to provide.**
- 2. SC NON PROFIT CORPORATION ACT LAWS - Skip requests that Beaufort County extend its inspection rights of all accounting records from all Chambers receiving County funds to all taxpayers.**
- 3. DMO CONTRACTS & TAX RECIPIENT AGREEMENTS -Skip requests that Beaufort County insure that non-profit recipients of County funds are contractually obligated to 1) limit expenditures to legal and proper uses and 2) audit such uses in a timely and acceptable manner.**

### **Path Forward**

- Finance Committee, which also serves at the Audit Committee for Council, to analyze these issues and provide recommendations.**
- Finance to also re-open the 2% State ATAX, 3% Local ATAX, Hospitality, and Admissions Ordinances and provide enhancing recommendations for Council consideration.**



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

#### Item Title:

Local ATAX and HTAX Grant Awards

#### Council Committee:

Finance

#### Meeting Date:

February 18, 2020

#### Committee Presenter (Name and Title):

#### Issues for Consideration:

Each year, Beaufort County awards grant funds from available Accommodations Tax and Hospitality Tax collections. For the 2019-2020 award cycle, the County instituted an online application process; from October 1 through December 31, 2019, applications were accepted from local entities. During that timeframe, twenty (20) applications were received, including three (3) from Beaufort County Departments. The total award requests totaled \$2,850,883.00.

#### Points to Consider:

County staff reviewed and scored the applications; the results are included on the attached spreadsheet along with award recommendations. A carryover reserve for County purposes is also included on the spreadsheet.

#### Funding & Liability Factors:

Available funds as of June 30, 2019 for making awards are as follows:  
20010011 - Local Accommodations Tax: \$1,800,000  
20020011 - Local Hospitality Tax: \$2,200,000  
Total Funds: \$4,000,000

#### Council Options:

Approve staff recommendations as provided  
Suggest edits to award amounts and/or the carryover reserve

#### Recommendation:

The Finance Committee approve and recommend to County Council the award of local accommodations tax and local hospitality tax as proposed.

**ORDINANCE NO. 2020/ \_\_\_\_**

**AN ORDINANCE TO APPROPRIATE GRANT AWARDS TO LOCAL ENTITIES FROM THE COUNTY'S LOCAL (3%) ACCOMMODATIONS TAX AND LOCAL HOSPITALITY TAX COLLECTIONS FOR THE YEAR ENDING JUNE 30, 2019.**

**WHEREAS**, Beaufort County Council ("County Council") is authorized to utilize Local Accommodations Tax ("Local A-Tax") and Local Hospitality Tax Funds ("Local H-Tax") for limited tourism-based purposes described in Beaufort County Code Ordinance Sec. 66-44 and Sec. 66-534; and

**WHEREAS**, Beaufort County Code Ordinance Sec. 66-44(b) states "authorization to utilize any funds from the 'County of Beaufort, South Carolina, Local Accommodations Tax Account' shall be by ordinance duly adopted by the County Council; and

**WHEREAS**, Beaufort County Code Ordinance Sec. 66-534(b) states "authorization to utilize any funds from the 'County of Beaufort County, South Carolina, Hospitality Tax Account,' shall be by ordinance duly adopted by the County Council"; and

**WHEREAS**, Beaufort County ("County") initiated a formal grant application process, and accepted applications from local entities from October 1, 2019 through December 31, 2019 to receive grant funds from those locally collected Local A-Tax and Local H-Tax; and

**WHEREAS**, County staff received twenty (20) applications and has reviewed and scored each application for the purpose of making award recommendations to County Council for approval and appropriation of funds; and

**WHEREAS**, County Council finds that it is in the best interest of its citizens, residents, visitors and tourists to provide the recommended funds to local entities and projects as set forth in the attached "Exhibit A" which is incorporated herein by reference.

**NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL**, that appropriations shall be made in the form of grant awards to local entities from Beaufort County's Local (3%) Accommodations Tax and Local Hospitality Tax Funds as set forth in the attached Exhibit A.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
Stewart H. Rodman, Chairman

ATTEST:

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Sarah Brock, Clerk to Council

Chronology:

Third and Final Reading

Public Hearing

Second Reading

First Reading



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

TO: Councilman Passiment, Chairman, Finance Committee

FROM: Shannon Milroy, Grants Accountant

SUBJ: Local Accommodations Tax and Local Hospitality Tax Grant Award Recommendations and Approval

DATE: February 18, 2020

**BACKGROUND:** Each year, Beaufort County awards grant funds from available Accommodations Tax and Hospitality Tax collections. For the 2019-2020 award cycle, the County instituted an online application process; from October 1 through December 31, 2019, applications were accepted from local entities. During that timeframe, twenty (20) applications were received, including three (3) from Beaufort County Departments. The total award requests totaled \$2,850,883.00.

County staff reviewed and scored the applications; the results are included on the attached spreadsheet along with award recommendations.

**FUNDING:** Available funds as of June 30, 2019 for making awards are as follows:

20010011 – Local Accommodations Tax:	\$1,800,000
<u>20020011 – Local Hospitality Tax:</u>	<u>\$2,200,000</u>
Total Funds:	\$4,000,000

**FOR ACTION:** Finance Committee on February 18, 2020.

**RECOMMENDATION:** The Finance Department recommends that the Finance Committee approve and recommends to County Council to approve the authorization for the County Administrator to issue grant awards as recommended by County staff as outlined on the attached spreadsheet.

cc: Ashley Jacobs, County Administrator  
Christopher Inglese, Deputy County Administrator  
Alicia Holland, Asst. Co. Administrator, Finance

Attachment: Local ATAX and HTAX Grant Application Scores and Recommendations

Once all parties approve the Agenda Packet, the Agenda Packet will be sent to the appropriate Assistant Deputy Administrator and the Deputy Administrator for final approval. Once approved, the packet will be forwarded to the Clerk to Counsel for placement on the appropriate Committee. Once approved by committee, the Purchasing Director will submit an updated packet to the Deputy Administrator for Council approval and if approved the packet will be sent to the Clerk to Council for placement on County Council Agenda.