



County Council Meeting Beaufort County, SC

Council Chambers, Administration Building Beaufort County Government Robert Smalls
Complex 100 Ribaut Road, Beaufort

Monday, June 24, 2024
5:00 PM

AGENDA

COUNCIL MEMBERS:

JOSEPH F. PASSIMENT, CHAIRMAN
DAVID P. BARTHOLOMEW
LOGAN CUNNINGHAM
YORK GLOVER
MARK LAWSON
ANNA MARIA TABERNIK

LAWRENCE MCELYNN, VICE CHAIR
PAULA BROWN
GERALD DAWSON
ALICE HOWARD
THOMAS REITZ

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE AND INVOCATION- *Council Member Gerald Dawson*
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 - *Special Called County Council Meeting May 6, 2024*
6. ADMINISTRATOR'S REPORT
7. PRESENTATION OF A PROCLAMATION RECOGNIZING DR. FRANK RODRIGUEZ ON BEING NAMED SOUTH CAROLINA SUPERINTENDENT OF THE YEAR - *Council Member Tabernik*

CITIZEN COMMENTS

8. CITIZEN COMMENT PERIOD - 15 MINUTES TOTAL

Anyone who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to AGENDA ITEMS ONLY and speak no longer than three (3) minutes. Speakers will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language. In accordance with Beaufort County's Rules and Procedures, giving of a speaker's time to another is not allowed.

COMMITTEE REPORTS

9. LIASION AND COMMITTEE REPORTS

PUBLIC HEARINGS AND ACTION ITEMS

- 10. APPROVAL OF CONSENT AGENDA
- 11. PUBLIC HEARING AND THIRD READING OF AN ORDINANCE FOR A 2024 TRANSPORTATION AND SALES AND USE TAX REFERENDUM
Vote at First Reading on January 22, 2024 - 10:0
Vote at Public Hearing and Second Reading on February 12, 2024 - 9:2
Vote at 2nd Second Hearing on June 10, 2024- 10:0
- 12. PUBLIC HEARING AND SECOND READING OF AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE THE NECESSARY DOCUMENTS TO CONVEY UTILITY EASEMENT # 904091 WITH DOMINION ENERGY ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY (688 PARRIS ISLAND GATEWAY)
Vote at First Reading on June 10, 2024 - 10:0
- 13. PUBLIC HEARING AND SECOND READING OF AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF DRAINAGE EASEMENTS ASSOCIATED WITH DRAINAGE SYSTEMS LOCATED IN THE SHELL POINT AREA ON PARCELS R100 033 00A 0350 0000 & R100 033 00A 0116 0000 **(FISCAL IMPACT: Work to be included in Stormwater Maintenance account # 5025-90-9020-51170)**
Vote at First Reading on June 10, 2024 - 10:0
- 14. PUBLIC HEARING AND SECOND READING OF AN ORDINANCE AUTHORIZING THE CONVEYANCE OF A PORTION OF PARCELS R123-018-000-0483-0000 AND R200-018-000-0257-0000 OF REAL PROPERTY FROM BEAUFORT COUNTY TO THE CITY OF BEAUFORT ASSOCIATED WITH US 21 AIRPORT AREA AND FRONTAGE ROAD IMPROVEMENTS
Vote at First Reading on June 10, 2024 - 10:0
- 15. PUBLIC HEARING AND SECOND READING OF AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS FOR THE ACCEPTANCE OF PROPERTIES ENCUMBERING THE ROAD RIGHT OF WAY FOR PRIVATE SECTION OF SCHEPER LANE
Vote at First Reading on June 10, 2024 - 10:0
- 16. FIRST READING OF AN ORDINANCE TO AMEND BEAUFORT COUNTY'S TRAFFIC IMPACT ANALYSIS (TIA) POLICY
- 17. FIRST READING OF AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX **(FISCAL IMPACT: Potential appropriation of funds in the amount of \$7,075,000 in Local H-Tax funds)**
- 18. FIRST READING OF AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL A-TAX COMMITTEE **(FISCAL IMPACT: Potential appropriation of funds in the amount of \$5,252,824 of Local A-Tax revenue)**
- 19. APPROVAL OF A RESOLUTION AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE A VOLUNTEER SERVICE AGREEMENT WITH THE FRIENDS OF WHITEHALL PARK TO ALLOW THEM TO PROVIDE VOLUNTEER SERVICES TO BE PERFORMED AT WHITEHALL PARK FOR THE BENEFIT OF THE COUNTY
- 20. APPROVAL OF A RESOLUTION ADOPTING THE 2024 COUNTY COMPENSATION AND CLASSIFICATION STUDY- FINAL REPORT.

- [21.](#) APPROVAL OF A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM
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CITIZEN COMMENTS

22. CITIZEN COMMENT PERIOD- 15 MINUTES TOTAL

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EXECUTIVE SESSION

23. PURSUANT TO S. C. CODE §30-4-70(a)(2): RECEIPT OF LEGAL ADVICE WHERE THE LEGAL ADVICE RELATES TO MATTERS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE (DIFS)
24. PURSUANT TO S. C. CODE §30-4-70(a)(2): RECEIPT OF LEGAL ADVICE WHERE THE LEGAL ADVICE RELATES TO MATTERS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE (FOIA/COUNCIL'S RULES AND PROCEDURES)
25. PURSUANT TO S.C. CODE SECTION 30-4-70(A)(2): DISCUSSION OF MATTERS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE (INQUIRIES AND INVESTIGATIONS PURSUANT TO S.C. CODE SECTION 4-9-660 - HSB)
26. PURSUANT TO S.C. CODE SECTION 30-4-70(A)(1) DISCUSSION OF EMPLOYMENT, APPOINTMENT, COMPENSATION, PROMOTION, DEMOTION, DISCIPLINE, OR RELEASE OF AN EMPLOYEE, A STUDENT, OR A PERSON REGULATED BY A PUBLIC BODY OR THE APPOINTMENT OF A PERSON TO A PUBLIC BODY
-

END OF EXECUTIVE SESSION

27. MATTERS ARISING OUT OF EXECUTIVE SESSION
28. ADJOURNMENT

CONSENT AGENDA

Items Originating from the Community Services and Public Safety Committee

1. APPROVAL OF A LETTER OF SUPPORT FOR BEAUFORT JASPER HOUSING TRUST

Items Originating from the Finance Committee

2. APPROVAL TO AUTHORIZE THE INTERIM COUNTY ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HAIG POINT CLUB AND COMMUNITY ASSOCIATION'S FERRY COMPANY FOR THE PROVISIONS OF EMS/MEDIVAC FERRY SERVICES FOR DAUFUSKIE ISLAND (**FISCAL IMPACT: \$275,000 from FY25 budget. Account # 2546-50-0000-55000**)
3. APPROVAL TO EXTEND THE DEADLINE FOR AGRICULTURAL USE SPECIAL ASSESSMENT FOR PROPERTIES LOCATED AT 683 EDDINGS POINT ROAD AND 711 EDDINGS POINT ROAD (PIN: R300 006 000 0011 0000 & R300 006 000 051 0000)
4. BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS

END OF CONSENT AGENDA

TO WATCH COMMITTEE OR COUNTY COUNCIL MEETINGS OR FOR A COMPLETE LIST OF AGENDAS AND BACKUP PACKAGES, PLEASE VISIT:

<https://beaufortcountysc.gov/council/council-committee-meetings/index.html>

**Administrator Search Statement
(June 12, 2024)**

We would like to address and correct any misinformation circulating regarding the hiring process of Beaufort County's next Administrator. The Council has complied fully with state laws throughout the search, selection, and hiring process for Mr. Michael Moore and we could not be more excited that he has agreed to come to Beaufort County to lead it forward.

On December 11, 2023, Beaufort County Council embarked on an intensive six-month search to recruit and retain Beaufort County's next Administrator. That same day, Council authorized a Request for Qualifications seeking proposals from qualified Executive Search Firms. That meeting, and all subsequent meetings and special called meetings relative to the recruitment and hiring of the next Administrator, were public meetings under South Carolina's Freedom of Information Act. Proper notice of every meeting was given, and they were held and conducted in accordance with state law. These meetings were livestreamed and are now available on the video archive on the County's website.

On February 5, 2024, Council held a Special Called Meeting. In executive session, with the specific purpose of the session lawfully identified, it interviewed several firms. At the end of this meeting, Council emerged from its executive session and voted to select Find Great People (FGP), a veteran-owned, nationally recognized, executive search firm with nearly four decades of experience, to help in this effort. FGP announced the opening for County Administrator immediately, with a closing date for applications on April 15th. FGP received 72 applications from across the country, region, and state.

On Wednesday, April 24, 2024, Council held a Special Called Meeting. It provided notice of an executive session in accordance with state law. It identified the specific purpose of the meeting in accordance with state law. At the end of the meeting, Council again emerged from executive session, where it announced that it intended to interview nine candidates for the position of County Administrator. It was further announced that the interviews would take place Monday and Tuesday, April 29th and 30th.

Beginning April 29, 2024, and continuing through May 28, 2024, Council met 11 times and went into executive session each time. State statute sets forth specifically the words that are to be used in describing the "specific purpose" for which a public body goes into executive session. The statute also requires that the presiding officer announce the specific purpose for entering into executive session and describe a description of the matter to be discussed in executive session, except when the executive session is related to discussion of employment, appointment, or compensation of a person regulated by a public body. The identity of the individual or entity being discussed is not required to be disclosed to satisfy the specific purpose of the executive session requirement. The "specific purpose" for each of the 11 executive sessions Council went into between April 29th and May 28th was identical; each time Council went into executive session the

“specific purpose” was in accordance with state statute. Between April 29th and May 28th Council emerged from executive session three times to vote on matters arising out of executive session.

May 28th was the last time Council entered into executive session relating to “engage in discussions incident to employment, appointment, or compensation, of a person regulated by a public body.” After coming out of executive session, a motion was made and approved to authorize Chairman Passiment, as the representative of County Council, to enter into a contract of employment with Michael R. Moore. That was the only vote Council took to hire the next County Administrator.

Contrary to the misinformation being circulated, state law does not require Council to “identify what position [it is] about to discuss filling” when it goes into executive session. Council made no decision to hire Mr. Moore or anyone else before the motion to hire Mr. Moore was made on May 28th when Council came out of executive session. State law does not require Council to publicly identify three finalists for the position of County Administrator before it votes on who to enter a contract of employment with.

Council thanks the legal department for its accurate guidance and timely legal advice during this process. Beaufort County Council has complied with the requirements of state law throughout the entire course of recruiting and hiring the County’s new Administrator. We are excited about the future and look forward to the positive impact Michael R. Moore will bring when he starts in July. We hope you will join us in welcoming Mr. Moore to Beaufort County, as we continue to strive for excellence in serving our community.



Special Called County Council Meeting Beaufort County, SC

Council Chambers, Administration Building Beaufort County Government Robert Smalls
Complex 100 Ribaut Road, Beaufort

Monday, May 06, 2024
10:00 AM

MINUTES

Watch the video stream available on the County's website to hear the Council's discussion of a specific topic or the complete meeting <https://beaufortcountysc.new.swagit.com/videos/304222>

1. CALL TO ORDER

Chairman Passiment called the meeting to order at 10:00am.

PRESENT

Chairman Joseph F. Passiment
Vice-Chairman Lawrence McElynn
Council Member Paula Brown
Council Member Logan Cunningham
Council Member Gerald Dawson
Council Member Alice Howard
Council Member Anna Maria Tabernik
Council Member Thomas Reitz
Council Member York Glover (arrived late)

ABSENT

Council Member David P. Bartholomew
Council Member Mark Lawson

2. PLEDGE OF ALLEGIANCE

Chairman Passiment led the 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

The Chairman led the Pledge of Allegiance and stated that the agenda had been published, posted, and distributed in compliance with the SC Freedom of Information Act.

4. APPROVAL OF AGENDA

Motion: It was moved by Council Member Brown, Seconded by Council Member Tabernik to approve the agenda.

The Vote - Motion was approved without objection.

EXECUTIVE SESSION

4. PURSUANT TO S. C. CODE SECTION 30-4-70(A)(1): TO ENGAGE IN DISCUSSIONS INCIDENT TO EMPLOYMENT, APPOINTMENT, OR COMPENSATION OF A PERSON REGULATED BY A PUBLIC BODY.

Motion: It was moved by Council Member Dawson, Seconded by Council Member Tabernik to go into executive session.

The Vote – Motion was approved without objection.

5. MATTERS ARISING OUT OF EXECUTIVE SESSION.

Motion: It was move by Vice-Chair McElynn, seconded by Council Member Brown that council conduct additional interviews with applicants that were discussed in executive session on May 14th, 15th, and 16th in Special Called County Council Meetings.

5. ADJOURNMENT

The meeting adjourned at or around noon.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Joseph F. Passiment, Jr., Chairman

ATTEST:

Sarah W. Brock, Clerk to Council
Ratified:

**COUNTY COUNCIL
CITIZENS COMMENTS 1ST PORTION**

AGENDA ITEMS ONLY

DATE: 6/24/24
PRINT FULL NAME: ANN UBELIS
Agenda Item to be addressed: SALES TAX

**COUNTY COUNCIL
CITIZENS COMMENTS 1ST PORTION**

AGENDA ITEMS ONLY

DATE: 6/24/24
PRINT FULL NAME: SIANNE PARRELLY
Agenda Item to be addressed: SALES TAX

**COUNTY COUNCIL
CITIZENS COMMENTS 1ST PORTION**

AGENDA ITEMS ONLY

DATE: 6-24-24
PRINT FULL NAME: Ashleigh Phillips
Agenda Item to be addressed: Tax Referendum

**COUNTY COUNCIL
CITIZENS COMMENTS 1ST PORTION**

AGENDA ITEMS ONLY

DATE: 6/24/24
PRINT FULL NAME: Joe Mac
Agenda Item to be addressed: #19

**COUNTY COUNCIL
CITIZENS COMMENTS 2ND PORTION**

Any Topic

DATE: 6/24
PRINT FULL NAME: Kate Yarbrough
TOPIC: Dautuskie update

**COUNTY COUNCIL
CITIZENS COMMENTS 2ND PORTION**

Any Topic

DATE: 6/24
PRINT FULL NAME: BOB ELLIOTT
TOPIC: NURSE Retention



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

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|---|
| ITEM TITLE: |
| Approval of an Ordinance for a 2024 Transportation Sales and Use Tax Referendum |
| MEETING NAME AND DATE: |
| Public Facilities Meeting, January 22, 2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, Assistant County Administrator of Engineering 30 minutes |
| ITEM BACKGROUND: |
| <p>On December 11, 2023, County Council adopted Resolution 2023/66. In adopting the Resolution, Council accepted and adopted the recommendations of the Sales Tax Advisory Committee (“STAC”) which Council established on June 12, 2023 and whose purpose it was to study possible sales taxes for three different purposes: transportation, capital projects, and education capital projects. STAC recommended proceeding with a transportation sales tax only in 2024. It recommended a referendum question to be placed on the ballot in November 2024 which asks voters to approve a one percent (1%) sales and use tax in Beaufort County beginning the following year and extending for fifteen (15) years or until the County raises \$1.625 billion, whichever occurs first, to fund the series of critical transportation and mobility projects set forth in Exhibit A to the Resolution. Based on Resolution 2023/66, administration brings forward the attached ordinance to levy and impose a one percent (1%) sales and use tax, subject to a referendum, pursuant to S.C. Code §4-37-30; to define the specific purposes and to designate projects for which the proceeds of the sales and use tax may be used; to provide for the maximum time for which the tax may be imposed; to provide the estimated cost of the projects to be funded; to provide for a county-wide referendum on the issuance of general obligations bonds; to prescribe the contents of the ballot questions in the referendum; and other matters as set forth therein.</p> |
| PROJECT / ITEM NARRATIVE: |
| See above |
| FISCAL IMPACT: |
| <p>After significant public input and meetings, Council approved an amended proposed ordinance and referendum on June 10, 2024. The proposed amendments reduce the duration of the sales tax to ten (10) years and reduce the amount raised to \$950,000,000, whichever occurs first. If approved by Council and the electorate, the county will levy and impose a one percent (1%) sales and use tax throughout the entire county for ten (10) years or until the county raises \$950,000,000 in revenue, whichever occurs first.</p> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval of the ordinance |
| OPTIONS FOR COUNCIL MOTION: |

Motion to approve/deny/amend the proposed ordinance for a 2024 Transportation Sales and Use Tax Referendum.

If approved, the proposed ordinance will move to Council for approval.

AMENDED: 10 YEARS OR \$950K

AN ORDINANCE

TO LEVY AND IMPOSE A ONE PERCENT (1%) SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY PURSUANT TO SECTION 4-37-30 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF THE SALES AND USE TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH SALES AND USE TAX MAY BE IMPOSED; TO PROVIDE THE ESTIMATED COST OF THE PROJECTS FUNDED FROM THE PROCEEDS OF THE SALES AND USE TAX; TO PROVIDE FOR A COUNTY-WIDE REFERENDUM ON THE IMPOSITION OF THE SALES AND USE TAX AND THE ISSUANCE OF GENERAL OBLIGATION BONDS AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTIONS IN THE REFERENDUM; TO PROVIDE FOR THE CONDUCT OF THE REFERENDUM BY THE BOARD OF VOTER REGISTRATION AND ELECTIONS OF BEAUFORT COUNTY; TO PROVIDE FOR THE ADMINISTRATION OF THE SALES AND USE TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF THE SALES AND USE TAX, IF APPROVED; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

BE IT ENACTED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED:

Section 1. Recitals and Legislative Findings. As an incident to the enactment of this ordinance (the “Ordinance”), the County Council (the “County Council”) as governing body of Beaufort County, South Carolina (“County”) makes the following findings:

1.1 The South Carolina General Assembly has enacted Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended (the “Act”), pursuant to which the County governing body may impose by ordinance a sales and use tax in an amount not to exceed one percent, subject to the favorable results of a referendum, within the County area for a specific purpose or purposes and for a limited amount of time to collect a limited amount of money.

1.2 Pursuant to the terms of Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended, the South Carolina General Assembly has authorized county government to finance the costs of highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; either alone or in conjunction with other governmental entities. As a means to furthering the powers granted to the County under the provisions of Section 4-9-30 and Sections 6-21-10, *et.seq.* of the Code of Laws of South Carolina 1976 as amended, the County Council is authorized to form a transportation authority or to enter into a partnership, consortium, or other contractual arrangement with one of more other governmental entities pursuant to Title 4, Chapter 37 of the Code of Laws of the South Carolina 1976, as amended. The County Council has decided to provide funding for

highways, roads, streets, bridges, mass transit systems, greenbelts, and other transportation-related projects, *inter alia*, without the complexity of a transportation authority or entering into a partnership, consortium, or other contractual arrangements with one or more other governmental entities at this time; provided that nothing herein shall preclude County Council from entering into partnerships, consortiums, or other contractual arrangements in the future. County Council may utilize such provisions in the future as necessary or convenient to promote the public purposes served by funding highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities as provided in this Ordinance.

1.3 The County Council finds that a one percent (1%) sales and use tax should be levied and imposed within the County, for the following projects and purpose:

- i. For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto, including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by the County or jointly operated by the County and other entities.
- ii. For financing the costs of greenbelt initiatives.

(the above herein referred to as the “Projects”)

For a period not to exceed ten (10) years from the date of imposition of such tax, to fund the Projects at a maximum cost not to exceed \$950,000,000 to be funded from the net proceeds of a sales and use tax imposed in the County pursuant to provisions of the Act, subject to approval of the qualified electors of the County in referendum to be held on November 5, 2024. The imposition of the sales and use tax and the use of sales and use tax revenue if approved in the referendum, shall be subject to the conditions precedent and conditions or restrictions on the use and expenditure of sales and use tax revenue established by the Act, the provisions of this Ordinance, and other applicable law. Subject to annual appropriations by County Council, sales and use tax revenues shall be used for the costs of the Projects established in this Ordinance, as it may be amended from time to time, including, without limitation, payment of administrative costs of the Projects, and such sums as may be required in connection with the issuance of bonds, the proceeds of which are applied to pay costs of the Projects. All spending shall be subject to an annual independent audit to be made available to the public.

1.4 County Council finds that the imposition of a sales and use tax in the County for the Projects and purposes defined in this Ordinance for a limited time not to exceed fifteen years to collect a limited amount of money will serve a public purpose, provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts, and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects;

as provided in this Ordinance to facilitate economic development, promote public safety, provide needed infrastructure, promote desirable living conditions, enhance the quality of life in the County, and promote public health and safety in the event of fire, emergency, and other dangers, and prepare the County to meet present and future needs of the County and its citizens.

Section 2. Approval of Sales and Use Tax Subject to Referendum.

2.1 A sales and use tax (the “Sales and Use Tax”), as authorized by the Act, is hereby imposed in the County, subject to a favorable vote of a majority of the qualified electors voting in a referendum on the imposition of the tax to be held in the County, South Carolina on November 5, 2024.

2.2 The Sales and Use Tax shall be imposed for a period not to exceed ten (10) years from the date of imposition.

2.3 The maximum cost of the Projects to be funded from the proceeds of the Sales and Use Tax shall not exceed, in the aggregate, the sum of \$950,000,000 and the maximum amount of net proceeds to be raised by the tax shall not exceed \$950,000,000, which includes administrative costs and debt service on bonds issued to pay for the Projects. The estimated principal amount of initial authorization of bonds to be issued to pay costs of the Projects and to be paid by a portion of the Sales and Use Tax is \$515,000,000.

2.4 The Sales and Use Tax shall be expended for the costs of the following described Projects, including payment of any sums as may be required for the issuance of and debt service for bonds, the proceeds of which are applied to such Projects, for the following purposes:

(i) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities, and drainage facilities related thereto, and mass transit systems operated by the County or jointly operated by the County and other governmental entities, which may include, but not limited to the following Projects at the estimated costs indicated:

Major Projects and Amounts

The Triangle (\$120 million): Capacity and safety improvements on the County section of the triangle made by Highway 170, Highway 278 and Argent Boulevard.

Ribaut Road Improvements (\$75 million): Implementation of the Ribaut Road project developed by the County, the City of Beaufort and the Town of Port Royal to improve safety, interconnectivity, capacity and attractiveness along the Ribaut Road Corridor between Boundary Street and the Russell Bell Bridge.

Highway 46 Improvements (\$50 million): Capacity and safety improvements along SC 46 from SC 170 to Jasper County. Additional safety improvements (i.e.- turn lanes at intersections) along SC 46 from SC

170 to Buckwalter Parkway. All planned improvements would be coordinated so as to preserve the South Carolina Scenic Byway designation. **Lady’s Island Corridor Traffic Improvements (\$60 million):** Lady’s Island Corridor Traffic Improvements from the Woods Memorial Bridge to Chowan Creek. These funds will supplement the monies approved in the 2018 Transportation Sales Tax Referendum.

Bluffton Municipal Projects (\$30 million): Implementation of the Bluffton projects listed as priorities by the Bluffton Town Council, with the exclusion of Bluffton Parkway 5B. The termini of Bluffton Parkway 5B is defined as Buck Island Road to Buckwalter Parkway.

Hilton Head Island Municipal Projects (\$30 million): Intersection improvements to include Sea Pines Circle and other adjacent corridors for the safety of motorists, bicyclists and pedestrians.

North of the Broad Transportation System Improvements (\$30 million): Intersection improvements, pathways, flood prevention on access road such as Warsaw Island Road, and other projects in both incorporated and unincorporated areas developed in coordination with the City of Beaufort and the Town of Port Royal.

Highway 278 Project Enhancements (\$90 million): Additional funding to support the US 278 Corridor Improvement Project.

2018 Existing Pathways (\$30 million): Additional funding to support the completion of the remaining unfunded pathways from the 2018 Transportation Sales Tax.

Project Programs and Amounts

Mass Transit (\$80 million): Funding multimodal transportation planning and implementation, including marine transport and commercial airport improvements.

Safety and Traffic Flow (\$100 million): Safety improvements along roadways and intersections to include pedestrian accommodations.

Emergency Evacuation and Resiliency (\$55 million): Improvements to transportation infrastructure to address flooding, rising sea levels, stormwater and drainage.

Pavement Resurfacing and Preservation (\$50 million): Road resurfacing and preservation of roadways (including roads owned by the State of South Carolina (the “State), by the County and by municipalities). The goal is to improve the overall pavement condition of roads throughout the County.

Dirt Road Paving (\$80 million): Paving of County and municipally owned dirt roads throughout the County.

Pathways (\$20 million): Design, right of way acquisition, and construction of bike and pedestrian accommodations throughout the County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021.

The amount of the maximum total funds to be collected which shall be expended for these Projects and purposes shall be no more than \$900,000,000;

(ii) For financing the costs of greenbelt initiatives, including, but not limited to, purchasing property for conservation and conservation easements, creating passive and active greenspaces, protecting natural resources, protecting agricultural or heritage landscapes, and protecting scenic corridors. The amount of the maximum total funds to be collected which shall be expended for these Projects and purposes shall be no more than \$50,000,000.

2.5 If the Sales and Use Tax is approved by a majority of the qualified electors voting in a referendum to be held in the County on November 5, 2024, the tax is to be imposed on the first day of May 2025, provided the Board of Voter Registration and Elections of Beaufort County shall certify the results not later than November 30, 2024, to the County Council and the South Carolina Department of Revenue (“DOR”). Included in the certification must be the maximum cost of the Projects to be funded in whole or in part from the proceeds of the tax, the maximum time specified for the imposition of the tax, and the principal amount of initial authorization of bonds, if any, to be supported by a portion of the tax.

2.6 The Sales and Use Tax, if approved in the referendum conducted on November 5, 2024 shall terminate on the earlier of:

(1) April 30, 2035; or

(2) the end of the calendar month during which DOR determines that the tax has raised revenues sufficient to provide the greater of either the costs of the Projects as approved in the referendum or the cost to amortize all debts related to the approved Projects.

2.7 Amounts of Sales and Use Tax collected in excess of the required proceeds must first be applied, if necessary, to complete each project for which the tax was imposed. Any additional revenue collected above the specified amount must be applied to the reduction of debt principal of the County on transportation infrastructure debts only.

2.8 The Sales and Use Tax must be administered and collected by DOR in the same manner that other sales and use taxes are collected. DOR may prescribe amounts that may be added to the sales price because of the Sales and Use Tax.

2.9 The Sales and Use Tax is in addition to all other local sales and use taxes and applies to the gross proceeds of sales in the applicable area that is subject to the tax imposed by Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, and the enforcement provisions of Chapter 54 of Title 12 of the Code of Laws of South Carolina 1976, as amended. The gross proceeds of the sale of items subject to a maximum tax in Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, are exempt from the Sales and Use Tax. The gross proceeds of the sale of food lawfully purchased with United States Department of Agriculture Food Stamps are exempt

from the Sales and Use Tax. The Sales and Use Tax also applies to tangible property subject to the use tax in Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended.

2.10 Taxpayers required to remit taxes under Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, must identify the county in which the tangible personal property purchased at retail is stored, used, or consumed in this State.

2.11 Utilities are required to report sales in the county in which the consumption of the tangible personal property occurs.

2.12 A taxpayer subject to the tax imposed by Section 12-36-920 of the Code of Laws of South Carolina 1976, as amended, who owns or manages rental units in more than one county must report separately in his sales tax return the total gross proceeds from business done in each county.

2.13 The gross proceeds of sales of tangible personal property delivered after the imposition date of the Sales and Use Tax, either under the terms of a construction contract executed before the imposition date, or written bid submitted before the imposition date, are exempt from the Sales and Use Tax if a verified copy of the contract is filed with DOR within six months after the imposition date of the Sales and Use Tax.

2.14 Notwithstanding the imposition date of the Sales and Use Tax with respect to services that are billed regularly on a monthly basis, the Sales and Use Tax is imposed on the first day of the billing period beginning on or after the imposition date.

2.15 The County Council hereby establishes a Citizen's Oversight Committee (the "Oversight Committee") to provide oversight of the Projects described in this Ordinance, to gather input from all areas of the County regarding the general projects to be undertaken with proceeds of the Sales and Use Tax, and to make recommendations to the County Council on matters related to the Sales and Use Tax, including but not limited to, the general projects and the prioritization of the Projects. The Oversight Committee will consist of seven (7) members who reflect the interests of all citizens of the County. Three (3) members will be appointed by the County Council; one (1) member will be appointed by the Town Council of Hilton Head Island; one (1) member will be appointed by the Town Council of Bluffton; one (1) member will be appointed by the City Council of the City of Beaufort; and one (1) member will be appointed by the Town Council of the Town of Port Royal. Council members of the County Council and council members of the municipal councils that appoint members to the Oversight Committee are not eligible to serve on the Oversight Committee. Members of the Oversight Committee shall have terms of four (4) years; provided, however, that the three (3) members appointed by the County Council shall have initial terms of three (3) years. All of the terms of the initial members of the Oversight Committee will commence on January 1, 2025, and members may serve two (2) terms on the Oversight Committee. The Oversight Committee will elect officers; produce minutes following each of its meetings which are to be provided to the public and to all of

the county, city and town councils which have appointees on the Oversight Committee; deliver quarterly updates to the County Council; follow all of the requirements of the South Carolina Freedom of Information Act; and meet quarterly beginning in the first quarter of 2025 and continuing throughout the time period during which the Sales and Use Tax is imposed.

Section 3. Remission of Sales and Use Tax; Segregation of Funds; Administration of Funds; Distribution to County: Confidentially.

3.1 The revenues of the Sales and Use Tax must be remitted to the State Treasurer and credited to a fund separate and distinct from the general fund of the State. After deducting the amount of any refunds made and costs to DOR of administering the tax, not to exceed one percent of such revenues, the State Treasurer shall distribute the revenues and related interest earnings quarterly to the County Treasurer and the revenues must be used only for the purposes stated herein. The State Treasurer may correct misallocations by adjusting subsequent distributions must be made in the same fiscal year as the misallocation. However, allocations made as a result of city or County code errors must be corrected prospectively.

3.2 (a) Any outside agencies, political subdivisions, or organizations designated to receive funding from the Sales and Use Tax must annually submit requests for funding in accordance with procedures and schedules established by the County Administrator. The County Administrator shall prepare the proposed budget for the Sales and Use Tax and submit it to the County Council at such time as the County Council determines. At the time of submitting the proposed budget, the County Administrator shall submit to the County Council a statement describing the important features of the proposed budget.

(b) County Council shall adopt annually and prior to the beginning of each fiscal year a budget for expenditures of Sales and Use Tax revenues. County Council may make supplemental appropriations for the Sales and Use Tax following the same procedures prescribed for the enactment of other budget ordinances. The provisions of this section shall not be construed to prohibit the transfer of funds appropriated in the annual budget for the Sales and Use Tax for purposes other than as specified in the annual budget when such transfers are approved by County Council. In the preparation of the annual budget, County Council may require any reports, estimates, and statistics from any County agency or department as may be necessary to perform its duties as the responsible fiscal body of the County.

(c) Except as specifically authorized by County Council, any outside agency or organization receiving an appropriation of the Sales and Use Tax must provide to County Council an independent audit of such agency's or organization's financial records and transactions and such other and more frequent financial information as required by County Council, all in form satisfactory to County Council.

3.3 DOR shall furnish data to the State Treasurer and to the County Treasurer for the purpose of calculating distributions and estimating revenues. The information which must be supplied to the County upon request includes, but is not limited to, gross receipts, net taxable sales, and tax liability by taxpayers.

Section 4. Sales and Use Tax Referendum; Ballot Question.

4.1 The Board of Voter Registration and Elections of Beaufort County shall conduct a referendum on the question of imposing a Sales and Use Tax in the area of the County on Tuesday, November 5, 2024, between the hours of 7 a.m. and 7 p.m. under the election laws of the State, mutatis mutandis. The Board of Voter Registration and Elections of Beaufort County shall publish in a newspaper of general circulation the date and purpose of the referendum, including the question that is to appear on the ballot, with the list of Projects and purposes as set forth herein, and the cost of Projects, and shall publish such election and other notices as required by law.

4.2 The referendum question to be on the ballot of the referendum to be held in the County on November 5, 2024, must read substantially as follows:

BEAUFORT COUNTY SPECIAL SALES AND USE TAX

QUESTION 1

I approve a special sales and use tax in the amount of one percent (1%) to be imposed in Beaufort County for not more than ten (10) years, or until a total of \$950,000,000 in resulting revenue has been collected, whichever occurs first, to fund the following projects:

Project (1) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by Beaufort County or jointly operated by the County and other governmental entities \$900,000,000.

Project (2) For financing the costs of greenbelt initiatives \$50,000,000.

YES _____

NO _____

Instructions to Voters:

All qualified electors desiring to vote in favor of levying the special sales and use tax shall vote “YES;” and

All qualified electors opposed to levying the special sales and use tax shall vote “NO.”

QUESTION 2

I approve the issuance of not exceeding \$515,000,000 of general obligation bonds of Beaufort County, maturing over a period not to exceed ten (10) years and payable from the special sales and use tax described in Question 1 above, to fund completion of projects from among the categories described in Question 1 above.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of the issuance bonds for the stated purposes shall vote “YES;” and

All qualified electors opposed to the issuance of bonds for the stated purposes shall vote “NO.”

4.3 In the referendum on the imposition of the Sales and Use Tax in the County, all qualified electors desiring to vote in favor of imposing the tax for the stated purposes shall vote “yes” and all qualified electors opposed to levying the tax shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of imposing the tax, then the tax is imposed as provided in the Act and this Ordinance. Expenses of the referendum must be paid by the County.

4.4 In the referendum on the issuance of bonds, all qualified electors desiring to vote in favor of the issuance of bonds for the stated purposes shall vote “yes” and all qualified electors opposed to the issuance of bonds shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of the issuance of bonds, then the issuance of bonds shall be authorized in accordance with S.C. Constitution Article X, Section 14, Paragraph (6). Expenses of the referendum must be paid by the County.

Section 5. Imposition of Tax Subject to Referendum.

The imposition of the Sales and Use Tax in the County is subject in all respects to the favorable vote of a majority of qualified electors casting votes in a referendum on the question of imposing the Sales and Use Tax in the County area in a referendum to be conducted by the Board of Voter Registration and Elections of Beaufort County on November 5, 2024, and the favorable vote of a majority of the qualified electors voting in such a referendum shall be a condition precedent to the imposition of the Sales and Use Tax pursuant to the provisions of this Ordinance.

Section 6. Miscellaneous.

6.1 If any one or more of the provisions or portions hereof are determined by a court of competent jurisdiction to be contrary to law, then that provision or portion shall be deemed severable from the remaining terms or portions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of this Ordinance; if any

provisions of this Ordinance shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid as applied to any particular case in any jurisdiction or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, those circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever; provided, however that the Sales and Use Tax may not be imposed without the favorable results of the referendum to be held on November 5, 2024.

6.2 This Ordinance shall be construed and interpreted in accordance with the laws of the State and all suits and actions arising out of this Ordinance shall be instituted in a court of competent jurisdiction in this State.

6.3 The headings or titles of the several sections hereof shall be solely for convenience of reference and shall not affect the meaning, construction, interpretations, or effect of this Ordinance.

6.4 This Ordinance shall take effect immediately upon approval following third reading.

6.5 All previous ordinances regarding the same subject matter as this Ordinance are hereby repealed.

IT IS SO ORDAINED.

Joseph Passiment
County Council Chairman

Sarah Brock, Clerk to Council

| | |
|------------------|-------------------------------------|
| First Reading: | January 22, 2024 |
| Second Reading: | June 10, 2024 |
| Public Hearings: | February 12, 2024 and June 24, 2024 |
| Third Reading: | June 24, 2024 |

What's Included

Modified

Item 11.

10-yr Program to Collect \$950M

Completion of underfunded TST 3 projects

- US 278 Corridor Project (\$90M)
- Lady's Island Corridor Projects (\$60M)
- 24 Pathways County-wide – Remaining projects funded under Pathway Funds (\$30M)
- Greenbelts (\$50M)
- Mass Transit (\$80M)
- The Triangle Project – SC 170, US 278, Argent Blvd (\$120M)
- Ribaut Road Improvements (\$75M)
- SC 46 Improvements (\$50M)

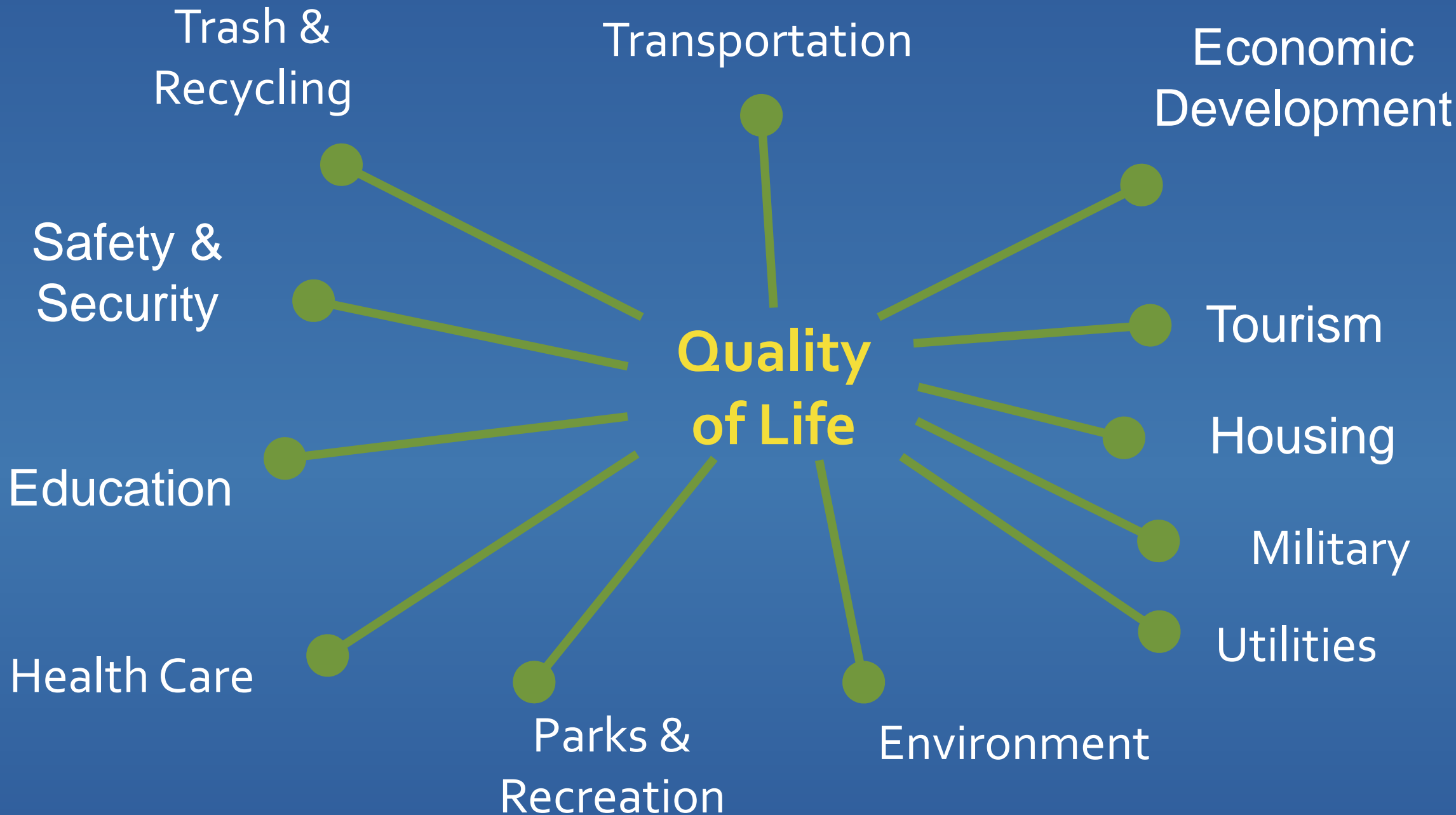
- Municipal Projects
 - Hilton Head Island (\$30M)
 - Bluffton (Not incl. 5B) (\$30M)
 - North of the Broad -Port Royal, Beaufort, & Northern Beaufort County (\$30M)
- Safety & Traffic Flow (\$100M)
- Dirt Road Paving (\$80M)
- Resurfacing & Preservation (\$50M)
- Pathway Projects (\$20M)
- Resiliency/Emergency Evacuation Projects (\$55M)

| Projects | Current 15-yr (\$1.625B) | Modified 10-yr (\$950M) 6/4/24 |
|-------------------------|-----------------------------|-----------------------------------|
| US 278 | 60 | 90 |
| Lady's Island | 40 | 60 |
| 24 Pathways | | 30 |
| Greenbelts | 85 | 50 |
| Mass Transit | 100 | 80 |
| The Triangle | 100 | 120 |
| Ribaut Rd | 75 | 75 |
| SC 46 | 20 | 50 |
| HHI Projects | 60 | 30 |
| Bluffton Projects | 60 | 30 |
| North of Broad | 60 | 30 |
| Safety | 250 | 100 |
| Dirt Road | 180 | 80 |
| Resurfacing | | 50 |
| Pathways | 180 | 20 |
| Resilency/Evacuation | 90 | 55 |
| Technology & Access Rds | 90 | |
| Future Projects | 175 | |
| Total | 1625 | 950 |

Overall description of changes from the Current Program (15-yr \$1,625M) to the Modified Program (10-yr \$950M)

Reduce Program from Overall 42%

- Increase US 278 from \$60M to \$90M (50% Increase)
- Increase Lady's Island from \$40M to \$60M (50% Increase)
- Fund 2018 Pathways for \$30M
- Reduce Greenbelt from \$85M to \$50M (41% Decrease)
- Reduce Mass Transit from \$100M to \$80M (20% Decrease)
- Increase Triangle Project from \$100M to \$120M (20% Increase)
- Ribaut Road Improvements Remains Unchanged
- Increase SC 46 from \$20M to \$50M (150% Increase)
- Reduce Municipal Projects from \$60M to \$30M (50% Decrease)
- No Bluffton Parkway 5B in Bluffton \$30M
- Reduce Safety & Traffic Flow Projects from \$250 to \$100M (60% Decrease)
- Separate Dirt Roads from Resurfacing to ensure they are prioritized
- Reduce Dirt Road Paving from \$90M to \$80M (11% Decrease)
- Reduce Resurfacing & Preservation from \$90M to \$50M (44% Decrease)
- Reduce New Pathways from \$180M to \$20M (72% Decrease)
- Reduce Resiliency/Evacuation from \$90M to \$55M (39% Decrease)
- Remove Transportation Technologies (100% Decrease)
- Remove Future Projects (100% Decrease)





BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| Approval of an Ordinance for a 2024 Transportation Sales and Use Tax Referendum |
| MEETING NAME AND DATE: |
| Public Facilities Meeting, January 22, 2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, Assistant County Administrator of Engineering 30 minutes |
| ITEM BACKGROUND: |
| <p>On December 11, 2023, County Council adopted Resolution 2023/66. In adopting the Resolution, Council accepted and adopted the recommendations of the Sales Tax Advisory Committee (“STAC”) which Council established on June 12, 2023 and whose purpose it was to study possible sales taxes for three different purposes: transportation, capital projects, and education capital projects. STAC recommended proceeding with a transportation sales tax only in 2024. It recommended a referendum question to be placed on the ballot in November 2024 which asks voters to approve a one percent (1%) sales and use tax in Beaufort County beginning the following year and extending for fifteen (15) years or until the County raises \$1.625 billion, whichever occurs first, to fund the series of critical transportation and mobility projects set forth in Exhibit A to the Resolution. Based on Resolution 2023/66, administration brings forward the attached ordinance to levy and impose a one percent (1%) sales and use tax, subject to a referendum, pursuant to S.C. Code §4-37-30; to define the specific purposes and to designate projects for which the proceeds of the sales and use tax may be used; to provide for the maximum time for which the tax may be imposed; to provide the estimated cost of the projects to be funded; to provide for a county-wide referendum on the issuance of general obligations bonds; to prescribe the contents of the ballot questions in the referendum; and other matters as set forth therein.</p> |
| PROJECT / ITEM NARRATIVE: |
| See above |
| FISCAL IMPACT: |
| If approved by Council and the electorate, the county will levy and impose a one percent (1%) sales and use tax throughout the entire county for fifteen (15) years or until the county raises \$1.625 billion in revenue, whichever occurs first. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval of the ordinance |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve/deny/amend the proposed ordinance for a 2024 Transportation Sales and Use Tax Referendum. If approved, the proposed ordinance will move to Council for approval. |

RESOLUTION 2023/66

A RESOLUTION TO ACCEPT AND ADOPT THE RECOMMENDATIONS OF THE SALES TAX ADVISORY COMMITTEE REGARDING THE IMPLEMENTATION OF A 2024 TRANSPORTATION SALES TAX PROGRAM

The County Council of Beaufort County (the “*Council*”), the governing body of Beaufort County, South Carolina (the “*County*”), has made the following findings of fact;

WHEREAS, on June 12th, 2023, the County Council established a Sales Tax Advisory Committee (the “*STAC*”) to study possible sales taxes for three different purposes: transportation, capital projects, and education capital projects; and

WHEREAS, in addition to studying the possible types of sales tax to adopt, the committee was further charged with developing and recommending to the Council a project list, the amount to be collected, and the period of time for collecting the tax or taxes proposed; and

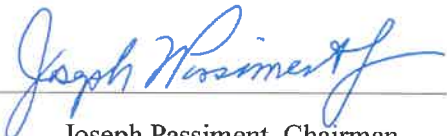
WHEREAS, the Committee met several times and recommends that the Council prepare a referendum question to be placed upon the ballot in November 2024, which will ask the electorate to approve a one percent (1%) sales tax in Beaufort County, beginning in the following year and extending for fifteen years to raise \$1.625 billion for a series of critical transportation and mobility projects and programs which are vital to the health, safety, and welfare of the residents and visitors. The project list includes \$650 million for “Big Projects” and \$975 million for “Project Programs”; and

WHEREAS, the Committees further recommends that a standing Transportation Oversight Committee be appointed to assist the County Council and staff in the prioritization and implementation of the projects and activities to be funded by the referendum, all as set forth in a Memorandum to Council drafted by STAC Chairman, Dean Moss, and attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESOLVED THAT COUNTY COUNCIL OF BEAUFORT COUNTY does hereby accept and adopt the recommendations of the STAC as set forth in Exhibit “A” for a Transportation Sales Tax Program for November 2024.

ADOPTED, this 11th day of December 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: 
Joseph Passiment, Chairman

ATTEST:



Sarah W. Brock, Clerk to Council

Exhibit A

MEMORANDUM

To: Chairman and Members, Beaufort County Council

From: Dean Moss, Chairman, Sales Tax Advisory Committee

Copy to: County Administrator and Members of 2023 Sales Tax Advisory Committee

Subject: Sales Tax Advisory Committee Report and Recommendations

Date: December 11, 2023

1. Introduction

The purpose of this memo is to transmit to the Beaufort County Council the recommendations and observations of the Council appointed Sales Tax Advisory Committee (STAC). These recommendations represent the unanimous position of the 6 members of the Committee.

2. Summary General Recommendations

The Committee recommends that Council prepare a referendum question to be placed upon the ballot in November 2024, which will ask the electorate to approve a one percent (1%) additional sales tax in Beaufort County, beginning in the following year and extending for fifteen years. The proceeds from this tax would be expended by the County for a series of critical transportation and mobility projects and programs vital to the health and safety of the residents and visitors. Further, the Committee recommends that a standing Citizen's Oversight Committee be appointed to assist the County Council and staff in the prioritization and implementation of the projects and activities to be funded by the referendum.

3. Council's Charge to the Committee

County Council created the STAC through a resolution adopted on 12 June 2023. The charge to the Committee reads as follows:

'The Committee will, by a date to be set by Council in the future, provide Council with information that identifies the need and, where required the specific projects for the various referenda questions.'

4. Committee Process

The Committee consisted of six (6) members, one representing the two municipalities north of the Broad River, one representing the Town of Hilton Head, one representing the Town of Bluffton, two representing the north county unincorporated area, and one representing the south county unincorporated area. Five of the six members had been members of the Transportation Tax Committee established in early 2022 and were familiar with the technologies and concepts being discussed. The Committee met eight times, on Thursday afternoons from 5:30 to between 7:00 and 7:30. At the meeting on November 30, the Committee reached a general consensus, and at the meeting on December 7, formally voted unanimously to approve the projects, amounts, and recommendations that are contained in this memo.

5. Sales Tax Alternatives Considered

The Committee was initially presented with three separate sales tax options based on three separate State statutes: one for Transportation, one for Capital Projects, and one for Education. Two meetings evaluated and discussed these and the opportunities each presented. We watched the 2023 Education Referendum carefully with the thought that, should it not pass, a sales tax might be needed to raise the funds required for the School District. It did pass, and we turned our attention to the Transportation Tax and the Capital Projects Tax. Both offer significant opportunities since a very substantial portion of the taxes collected for either one would be paid by visitors to the County and residents of adjacent counties. After analysis and considerable discussion, we settled on the Transportation Tax and our recommendations for that tax are contained herein. I would note that we recommend that Council consider the addition of a Capital Projects 1% tax in the future.

6. Role of the Staff

Staff involved in this project consisted of Assistant County Administrator of Infrastructure Jared Fralix and Executive Assistant Carol Puryear. Given the

complex nature of this process there was a lot for the Committee members to learn and staff provided many documents and plans that had been completed by the State of SC and other Counties. Staff provided the Committee with a suggested list of projects, transportation program categories and amounts. There were many questions at every meeting, and they were clearly and patiently answered. In sum, the staff support to the STAC was outstanding.

7. Concepts behind the Recommendations

The Committee is recommending that the referendum contain two types of project expenditures.

a. **Big Projects - \$650,000,000**

These represent the traditional approach to referendum questions. As in the 2018 referendum, specific projects are enumerated with an allocation of money specified. An example might be “Highway 170 Improvements – \$80 million.” A short description of the project is included. As described below, the Committee recommends that eight of these projects be included in the referendum. They are countywide and address problems both on Federally designated highways (278, 46, 170, 21) and on State, County, and local roads, and streets. \$300 million is recommended for projects south of the Broad River, and \$175 million is recommended for projects north of the Broad River. \$175 million is recommended for future “big projects”. It is important to note that none of these projects have been fully designed or bid, and the amounts assigned to them do not represent project budgets.

b. **Project Programs \$975,000,000**

This category encompasses a large variety of projects which, because they are small (pave a dirt road), or because they may emerge in the future, are not specifically defined. These are projects that are, and will be, undeniably required, but which cannot yet be defined and may cost only a fraction of a “Big Project.” They would address needs that will emerge all over the County; in response, for example, to coastal flooding, new developments in rural areas, or the need to resurface existing streets. Spent correctly, these funds will benefit residents and businesses all over the County. The Committee recommends putting approximately sixty percent (\$975 million) of the total expected revenue into these categories of projects, as described below.

8. Recommendations

a. Amount and Duration of Tax

We recommend that the sales tax be applied at 1% (one penny on the dollar) for a period of fifteen years. We assumed a moderate to high growth rate. Based upon this projection, the tax should raise approximately \$1.625 billion over 15 years. We believe that this amount will enable us to plan, develop, and implement appropriate solutions to meet the current needs caused by an overwhelmed and aging infrastructure system and to accomplish the improvements required to address future demands. In addition, this money can be multiplied several times over by aggressive pursuit of matching federal and state funds and the development of coordinated projects with Jasper County.

b. Big Projects and Amounts

i. The Triangle - \$100,000,000

Capacity and safety improvements on the Beaufort County section of the triangle made by Hwy 170, Hwy 278, and Argent Blvd. This project will be developed jointly with Jasper County. Traffic counts on these roadways have exploded with the development of residential and commercial development along all three corridors.

ii. Ribaut Road Improvements -\$75,000,000

Implementation of the “Reimagine Ribaut Road” Project developed by the County, the City of Beaufort, and the Town of Port Royal to improve safety, interconnectivity, capacity, and attractiveness along the Ribaut Road Corridor between Boundary Street and the Russell Bell Bridge.

iii. Hwy 46 Improvements - \$20,000,000

Capacity and safety improvements along SC 46 from SC 170 to Jasper County. Additional safety improvements (i.e.- turn lanes at intersections) along SC 46 from SC 170 to Buckwalter Parkway. All planned improvements would be designed so as to preserve the South Carolina Scenic Byway designation.

iv. Lady’s Island Corridor Improvements -\$40,000,000

Lady’s Island Corridor Traffic Improvements from the Woods Memorial Bridge to Chowan Creek. These funds would supplement the monies approved in the 2018 referendum.

- v. **Bluffton Municipal Projects - \$60,000,000**
Implementation of any or all Bluffton projects listed as priorities by the Bluffton Town Council.
 - vi. **Hilton Head Island Municipal Projects - \$60,000,000**
Intersection improvements to include Sea Pines Circle and adjacent corridors for the safety of motorists, bicyclists and pedestrians.
 - vii. **North of the Broad Transportation System Improvements - \$60,000,000**
Intersection improvements, pathways, flood prevention on access roads such as, Warsaw Island Road, and other projects in both incorporated and unincorporated areas developed in coordination with the City of Beaufort and the Town of Port Royal.
 - viii. **Hwy 278 Project Enhancements -\$60,000,000**
Additional funding to support the US 278 Corridor Improvement Project.
 - ix. **Future Projects - \$175,000,000**
The County and its neighbors will continue to grow into the future, and work must be continued to plan for the transportation improvements going forward. As an example, and while not specifically listed here, a third bridge between Port Royal Island and Lady's Island has been discussed for decades and given the growth on Lady's Island, may become necessary before too long.
- c. **Project Programs and Amounts**
- i. **Mass Transit – \$100,000,000**
Funding multimodal transportation planning and implementation, to include marine transport and commercial airport improvements for a more robust and equitable public transportation system.
 - ii. **Safety and Traffic Flow - \$250,000,000**
Safety improvements along roadways and intersections to include pedestrian accommodations.
 - iii. **Emergency Evacuation and Resiliency - \$90,000,000**

Improvements to transportation infrastructure to address flooding, rising sea levels, stormwater, and drainage.

- iv. **Pavement Resurfacing and Preservation – \$180,000,000**
Road resurfacing and preservation of ALL roadways (State, County, and municipal-owned) throughout the County. The goal is to improve the overall pavement condition of roads across the County. This includes paving county and municipally owned dirt roads throughout the county.
- v. **Pathways - \$180,000,000**
Design, right of way acquisition, and construction of bike and pedestrian accommodations throughout the County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021. We recommend that priority be given to pathways already approved by the voters in the 2018 referendum.
- vi. **Transportation Technology/Access Roads - \$90,000,000**
Planning, design, right-of-way acquisition, and construction of access roads for better interconnectivity. Implementation of transportation technologies to support enhancements to capacity and safety of the transportation system.
- vii. **Greenbelts (Long-term Demand Reduction) - \$85,000,000**
Acquisition of property to reduce new lots and thereby establish a balance between environmental protection and development growth. *Note: the term “Greenbelt” is used in the enabling legislation as an eligible category of expenditure.*

9. Implementation Recommendations

a. Citizen’s Oversight Committee (“Committee”)

- i. County Council, with other stakeholders, should create a citizen’s oversight committee similar to the BCSD’s successful Citizen’s Oversight Committee to oversee and prioritize projects for the entire length of the program. It should meet bi-monthly or quarterly. Its membership of seven members should reflect the interests of all citizens of the County.

- ii. The Committee should make a call each year for projects from all stakeholders (County, municipalities, LATS/COG) for general projects.
- iii. The Committee should prioritize all central programs, such as:
 1. **Safety:** intersection Improvements, turn lanes, rural road improvements. Specifics to be developed.
 2. **Dirt Road Paving:** update the existing 5-year plan to include municipal dirt roads.
 3. **Resilience:** priorities should be based on susceptibility to flooding and population or critical functions the road serves.
 4. **Resurfacing:** program to look at improving any and all roads (DOT, County, Municipal) specifics to be developed.
 5. **Pathways:** use approved county-wide pedestrian and bike master plan as a guide. Priorities to projects already approved by voters.
 6. **Transportation Technologies/Access Roads:** focus on access and connecting roads, smart signals, and other advanced transportation technologies.
- b. **Issue Revenue Bonds**
Big projects should be bonded for immediate work.
- c. **Long Term Demand Reduction**
Utilize the new Greenspace Board for priority setting of expenditures related to land or development rights acquisition.
- d. **Mass Transit**
Because no central plan currently exists for a comprehensive mass transit program, this should be the first priority. Utilize the existing transit authority as the lead agency for this effort supported by an advisory committee.

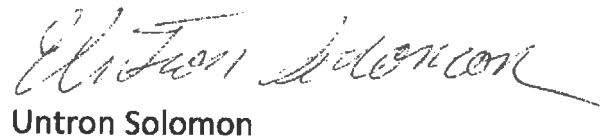
10. Conclusions

As we weaved through the process and reviewed the gravity of the assignment and the critical needs for improvement and new components for our local mobility, it became quite evident that there is much to do. It appears that we are not just behind the "8 ball"; we are under it, and it will take a coordinated public relations effort to move this referendum forward for a better "mobility" future for all of us.

On behalf of the Sales Tax Advisory Committee members, may I say that it has been an honor to be entrusted by Council with preparing these important recommendations. I am available to meet with Council at your discretion to explain and discuss these projects and recommendations.

Sales Tax Advisory Committee:


Dean Moss, Chairman


Untron Solomon


Charlie Wetmore, Vice-Chairman


Morris Campbell


Carol Ruff


Tom Lennox

AN ORDINANCE

TO LEVY AND IMPOSE A ONE PERCENT (1%) SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY PURSUANT TO SECTION 4-37-30 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF THE SALES AND USE TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH SALES AND USE TAX MAY BE IMPOSED; TO PROVIDE THE ESTIMATED COST OF THE PROJECTS FUNDED FROM THE PROCEEDS OF THE SALES AND USE TAX; TO PROVIDE FOR A COUNTY-WIDE REFERENDUM ON THE IMPOSITION OF THE SALES AND USE TAX AND THE ISSUANCE OF GENERAL OBLIGATION BONDS AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTIONS IN THE REFERENDUM; TO PROVIDE FOR THE CONDUCT OF THE REFERENDUM BY THE BOARD OF VOTER REGISTRATION AND ELECTIONS OF BEAUFORT COUNTY; TO PROVIDE FOR THE ADMINISTRATION OF THE SALES AND USE TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF THE SALES AND USE TAX, IF APPROVED; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

BE IT ENACTED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED:

Section 1. Recitals and Legislative Findings. As an incident to the enactment of this ordinance (the “Ordinance”), the County Council (the “County Council”) as governing body of Beaufort County, South Carolina (“County”) makes the following findings:

1.1 The South Carolina General Assembly has enacted Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended (the “Act”), pursuant to which the County governing body may impose by ordinance a sales and use tax in an amount not to exceed one percent, subject to the favorable results of a referendum, within the County area for a specific purpose or purposes and for a limited amount of time to collect a limited amount of money.

1.2 Pursuant to the terms of Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended, the South Carolina General Assembly has authorized county government to finance the costs of highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; either alone or in conjunction with other governmental entities. As a means to furthering the powers granted to the County under the provisions of Section 4-9-30 and Sections 6-21-10, *et.seq.* of the Code of Laws of South Carolina 1976 as amended, the County Council is authorized to form a transportation authority or to enter into a partnership, consortium, or other contractual arrangement with one of more other governmental entities pursuant to Title 4, Chapter 37 of the Code of Laws of the

South Carolina 1976, as amended. The County Council has decided to provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts, and other transportation-related projects, *inter alia*, without the complexity of a transportation authority or entering into a partnership, consortium, or other contractual arrangements with one or more other governmental entities at this time; provided that nothing herein shall preclude County Council from entering into partnerships, consortiums, or other contractual arrangements in the future. County Council may utilize such provisions in the future as necessary or convenient to promote the public purposes served by funding highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities as provided in this Ordinance.

1.3 The County Council finds that a one percent (1%) sales and use tax should be levied and imposed within the County, for the following projects and purpose:

- i. For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto, including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by the County or jointly operated by the County and other entities.
- ii. For financing the costs of greenbelt initiatives.

(the above herein referred to as the “Projects”)

For a period not to exceed fifteen (15) years from the date of imposition of such tax, to fund the Projects at a maximum cost not to exceed \$1,625,000,000 to be funded from the net proceeds of a sales and use tax imposed in the County pursuant to provisions of the Act, subject to approval of the qualified electors of the County in referendum to be held on November 5, 2024. The imposition of the sales and use tax and the use of sales and use tax revenue if approved in the referendum, shall be subject to the conditions precedent and conditions or restrictions on the use and expenditure of sales and use tax revenue established by the Act, the provisions of this Ordinance, and other applicable law. Subject to annual appropriations by County Council, sales and use tax revenues shall be used for the costs of the Projects established in this Ordinance, as it may be amended from time to time, including, without limitation, payment of administrative costs of the Projects, and such sums as may be required in connection with the issuance of bonds, the proceeds of which are applied to pay costs of the Projects. All spending shall be subject to an annual independent audit to be made available to the public.

1.4 County Council finds that the imposition of a sales and use tax in the County for the Projects and purposes defined in this Ordinance for a limited time not to exceed fifteen years to collect a limited amount of money will serve a public purpose, provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts,

and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; as provided in this Ordinance to facilitate economic development, promote public safety, provide needed infrastructure, promote desirable living conditions, enhance the quality of life in the County, and promote public health and safety in the event of fire, emergency, and other dangers, and prepare the County to meet present and future needs of the County and its citizens.

Section 2. Approval of Sales and Use Tax Subject to Referendum.

2.1 A sales and use tax (the “Sales and Use Tax”), as authorized by the Act, is hereby imposed in the County, subject to a favorable vote of a majority of the qualified electors voting in a referendum on the imposition of the tax to be held in the County, South Carolina on November 5, 2024.

2.2 The Sales and Use Tax shall be imposed for a period not to exceed fifteen (15) years from the date of imposition.

2.3 The maximum cost of the Projects to be funded from the proceeds of the Sales and Use Tax shall not exceed, in the aggregate, the sum of \$1,625,000,000 and the maximum amount of net proceeds to be raised by the tax shall not exceed \$1,625,000,000, which includes administrative costs and debt service on bonds issued to pay for the Projects. The estimated principal amount of initial authorization of bonds to be issued to pay costs of the Projects and to be paid by a portion of the Sales and Use Tax is \$650,000,000.

2.4 The Sales and Use Tax shall be expended for the costs of the following described Projects, including payment of any sums as may be required for the issuance of and debt service for bonds, the proceeds of which are applied to such Projects, for the following purposes:

(i) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities, and drainage facilities related thereto, and mass transit systems operated by the County or jointly operated by the County and other governmental entities, which may include, but not limited to the following Projects at the estimated costs indicated:

Major Projects and Amounts

The Triangle (\$100 million): Capacity and safety improvements on the County section of the triangle made by Highway 170, Highway 278 and Argent Boulevard.

Ribaut Road Improvements (\$75 million): Implementation of the Ribaut Road project developed by the County, the City of Beaufort and the Town of Port Royal to improve safety, interconnectivity, capacity and attractiveness along the Ribaut Road Corridor between Boundary Street and the Russell Bell Bridge.

Highway 46 Improvements (\$20 million): Capacity and safety improvements along SC 46 from SC 170 to Jasper County. Additional safety improvements (i.e.- turn lanes at intersections) along SC 46 from SC 170 to Buckwalter Parkway. All planned improvements would be coordinated so as to preserve the South Carolina Scenic Byway designation.

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Bluffton Municipal Projects (\$60 million): Implementation of the Bluffton projects listed as priorities by the Bluffton Town Council.

Hilton Head Island Municipal Projects (\$60 million): Intersection improvements to included Sea Pines Circle and adjacent corridors for the safety of motorists, bicyclists and pedestrians.

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Highway 278 Project Enhancements (\$60 million): Additional funding to support the US 278 Corridor Improvement Project.

Future Projects (\$175 million): Additional safety, capacity and interconnectivity transportation improvement projects in the County.

Project Programs and Amounts

Mass Transit (\$100 million): Funding multimodal transportation planning and implementation, including marine transport and commercial airport improvements.

Safety and Traffic Flow (\$250 million): Safety improvements along roadways and intersections to include pedestrian accommodations.

Emergency Evacuation and Resiliency (\$90 million): Improvements to transportation infrastructure to address flooding, rising sea levels, stormwater and drainage.

Pavement Resurfacing and Preservation (\$180 million): Road resurfacing and preservation of roadways (including roads owned by the State of South Carolina (the "State), by the County and by municipalities). The goal is to improve the overall pavement condition of roads throughout the County.

Pathways (\$180 million): Design, right of way acquisition, and construction of bike and pedestrian accommodations throughout the County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021.

Transportation Technology/Access Roads (\$90 million): Planning, design, right of way acquisition, and construction of access roads for

better interconnectivity. Implementation of transportation technologies to support the enhancement to capacity and safety of the transportation system.

The amount of the maximum total funds to be collected which shall be expended for these

Projects and purposes shall be no more than \$1,540,000,000;

(ii) For financing the costs of greenbelt initiatives, including, but not limited to, purchasing property for conservation and conservation easements, creating passive and active greenspaces, protecting natural resources, protecting agricultural or heritage landscapes, and protecting scenic corridors. The amount of the maximum total funds to be collected which shall be expended for these Projects and purposes shall be no more than \$85,000,000.

2.5 If the Sales and Use Tax is approved by a majority of the qualified electors voting in a referendum to be held in the County on November 5, 2024, the tax is to be imposed on the first day of May 2025, provided the Board of Voter Registration and Elections of Beaufort County shall certify the results not later than November 30, 2024, to the County Council and the South Carolina Department of Revenue (“DOR”). Included in the certification must be the maximum cost of the Projects to be funded in whole or in part from the proceeds of the tax, the maximum time specified for the imposition of the tax, and the principal amount of initial authorization of bonds, if any, to be supported by a portion of the tax.

2.6 The Sales and Use Tax, if approved in the referendum conducted on November 5, 2024 shall terminate on the earlier of:

(1) April 30, 2040; or

(2) the end of the calendar month during which DOR determines that the tax has raised revenues sufficient to provide the greater of either the costs of the Projects as approved in the referendum or the cost to amortize all debts related to the approved Projects.

2.7 Amounts of Sales and Use Tax collected in excess of the required proceeds must first be applied, if necessary, to complete each project for which the tax was imposed. Any additional revenue collected above the specified amount must be applied to the reduction of debt principal of the County on transportation infrastructure debts only.

2.8 The Sales and Use Tax must be administered and collected by DOR in the same manner that other sales and use taxes are collected. DOR may prescribe amounts that may be added to the sales price because of the Sales and Use Tax.

2.9 The Sales and Use Tax is in addition to all other local sales and use taxes and applies to the gross proceeds of sales in the applicable area that is subject to the tax

imposed by Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, and the enforcement provisions of Chapter 54 of Title 12 of the Code of Laws of South Carolina 1976, as amended. The gross proceeds of the sale of items subject to a maximum tax in Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, are exempt from the Sales and Use Tax. The gross proceeds of the sale of food lawfully purchased with United States Department of Agriculture Food Stamps are exempt from the Sales and Use Tax. The Sales and Use Tax also applies to tangible property subject to the use tax in Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended.

2.10 Taxpayers required to remit taxes under Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, must identify the county in which the tangible personal property purchased at retail is stored, used, or consumed in this State.

2.11 Utilities are required to report sales in the county in which the consumption of the tangible personal property occurs.

2.12 A taxpayer subject to the tax imposed by Section 12-36-920 of the Code of Laws of South Carolina 1976, as amended, who owns or manages rental units in more than one county must report separately in his sales tax return the total gross proceeds from business done in each county.

2.13 The gross proceeds of sales of tangible personal property delivered after the imposition date of the Sales and Use Tax, either under the terms of a construction contract executed before the imposition date, or written bid submitted before the imposition date, are exempt from the Sales and Use Tax if a verified copy of the contract is filed with DOR within six months after the imposition date of the Sales and Use Tax.

2.14 Notwithstanding the imposition date of the Sales and Use Tax with respect to services that are billed regularly on a monthly basis, the Sales and Use Tax is imposed on the first day of the billing period beginning on or after the imposition date.

2.15 The County Council hereby establishes a Citizen's Oversight Committee (the "Oversight Committee") to provide oversight of the Projects described in this Ordinance, to gather input from all areas of the County regarding the general projects to be undertaken with proceeds of the Sales and Use Tax, and to make recommendations to the County Council on matters related to the Sales and Use Tax, including but not limited to, the general projects and the prioritization of the Projects. The Oversight Committee will consist of seven (7) members who reflect the interests of all citizens of the County. Three (3) members will be appointed by the County Council; one (1) member will be appointed by the Town Council of Hilton Head Island; one (1) member will be appointed by the Town Council of Bluffton; one (1) member will be appointed by the City Council of the City of Beaufort; and one (1) member will be appointed by the Town Council of the Town of Port Royal. Council members of the County Council and council members of the municipal councils that appoint members to the Oversight Committee are not

eligible to serve on the Oversight Committee. Members of the Oversight Committee shall have terms of four (4) years; provided, however, that the three (3) members appointed by the County Council shall have initial terms of three (3) years. All of the terms of the initial members of the Oversight Committee will commence on January 1, 2025, and members may serve two (2) terms on the Oversight Committee. The Oversight Committee will elect officers; produce minutes following each of its meetings which are to be provided to the public and to all of the county, city and town councils which have appointees on the Oversight Committee; deliver quarterly updates to the County Council; follow all of the requirements of the South Carolina Freedom of Information Act; and meet quarterly beginning in the first quarter of 2025 and continuing throughout the time period during which the Sales and Use Tax is imposed.

Section 3. Remission of Sales and Use Tax; Segregation of Funds; Administration of Funds; Distribution to County: Confidentially.

3.1 The revenues of the Sales and Use Tax must be remitted to the State Treasurer and credited to a fund separate and distinct from the general fund of the State. After deducting the amount of any refunds made and costs to DOR of administrating the tax, not to exceed one percent of such revenues, the State Treasurer shall distribute the revenues and related interest earnings quarterly to the County Treasurer and the revenues must be used only for the purposes stated herein. The State Treasurer may correct misallocations by adjusting subsequent distributions must be made in the same fiscal year as the misallocation. However, allocations made as a result of city or County code errors must be corrected prospectively.

3.2 (a) Any outside agencies, political subdivisions, or organizations designated to receive funding from the Sales and Use Tax must annually submit requests for funding in accordance with procedures and schedules established by the County Administrator. The County Administrator shall prepare the proposed budget for the Sales and Use Tax and submit it to the County Council at such time as the County Council determines. At the time of submitting the proposed budget, the County Administrator shall submit to the County Council a statement describing the important features of the proposed budget.

(b) County Council shall adopt annually and prior to the beginning of each fiscal year a budget for expenditures of Sales and Use Tax revenues. County Council may make supplemental appropriations for the Sales and Use Tax following the same procedures prescribed for the enactment of other budget ordinances. The provisions of this section shall not be construed to prohibit the transfer of funds appropriated in the annual budget for the Sales and Use Tax for purposes other than as specified in the annual budget when such transfers are approved by County Council. In the preparation of the annual budget, County Council may require any reports, estimates, and statistics from any County agency or department as may be necessary to perform its duties as the responsible fiscal body of the County.

(c) Except as specifically authorized by County Council, any outside agency or organization receiving an appropriation of the Sales and Use Tax must provide to County Council an independent audit of such agency's or organization's financial records and transactions and such other and more frequent financial information as required by County Council, all in form satisfactory to County Council.

3.3 DOR shall furnish data to the State Treasurer and to the County Treasurer for the purpose of calculating distributions and estimating revenues. The information which must be supplied to the County upon request includes, but is not limited to, gross receipts, net taxable sales, and tax liability by taxpayers.

Section 4. Sales and Use Tax Referendum; Ballot Question.

4.1 The Board of Voter Registration and Elections of Beaufort County shall conduct a referendum on the question of imposing a Sales and Use Tax in the area of the County on Tuesday, November 5, 2024, between the hours of 7 a.m. and 7 p.m. under the election laws of the State, mutatis mutandis. The Board of Voter Registration and Elections of Beaufort County shall publish in a newspaper of general circulation the date and purpose of the referendum, including the question that is to appear on the ballot, with the list of Projects and purposes as set forth herein, and the cost of Projects, and shall publish such election and other notices as required by law.

4.2 The referendum question to be on the ballot of the referendum to be held in the County on November 5, 2024, must read substantially as follows:

BEAUFORT COUNTY SPECIAL SALES AND USE TAX

QUESTION 1

I approve a special sales and use tax in the amount of one percent (1%) to be imposed in Beaufort County for not more than fifteen (15) years, or until a total of \$1,625,000,000 in resulting revenue has been collected, whichever occurs first, to fund the following projects:

Project (1) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by Beaufort County or jointly operated by the County and other governmental entities \$1,540,000,000.

Project (2) For financing the costs of greenbelt initiatives \$85,000,000.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of levying the special sales and use tax shall vote "YES;" and

All qualified electors opposed to levying the special sales and use tax shall vote “NO.”

QUESTION 2

I approve the issuance of not exceeding \$650,000,000 of general obligation bonds of Beaufort County, maturing over a period not to exceed fifteen (15) years and payable from the special sales and use tax described in Question 1 above, to fund completion of projects from among the categories described in Question 1 above.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of the issuance bonds for the stated purposes shall vote “YES;” and

All qualified electors opposed to the issuance of bonds for the stated purposes shall vote “NO.”

4.3 In the referendum on the imposition of the Sales and Use Tax in the County, all qualified electors desiring to vote in favor of imposing the tax for the stated purposes shall vote “yes” and all qualified electors opposed to levying the tax shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of imposing the tax, then the tax is imposed as provided in the Act and this Ordinance. Expenses of the referendum must be paid by the County.

4.4 In the referendum on the issuance of bonds, all qualified electors desiring to vote in favor of the issuance of bonds for the stated purposes shall vote “yes” and all qualified electors opposed to the issuance of bonds shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of the issuance of bonds, then the issuance of bonds shall be authorized in accordance with S.C. Constitution Article X, Section 14, Paragraph (6). Expenses of the referendum must be paid by the County.

Section 5. Imposition of Tax Subject to Referendum.

The imposition of the Sales and Use Tax in the County is subject in all respects to the favorable vote of a majority of qualified electors casting votes in a referendum on the question of imposing the Sales and Use Tax in the County area in a referendum to be conducted by the Board of Voter Registration and Elections of Beaufort County on November 5, 2024, and the favorable vote of a majority of the qualified electors voting in such a referendum shall be a condition precedent to the imposition of the Sales and Use Tax pursuant to the provisions of this Ordinance.

Section 6. Miscellaneous.

6.1 If any one or more of the provisions or portions hereof are determined by a court of competent jurisdiction to be contrary to law, then that provision or portion shall be deemed severable from the remaining terms or portions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of this Ordinance; if any provisions of this Ordinance shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid as applied to any particular case in any jurisdiction or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, those circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever; provided, however that the Sales and Use Tax may not be imposed without the favorable results of the referendum to be held on November 5, 2024.

6.2 This Ordinance shall be construed and interpreted in accordance with the laws of the State and all suits and actions arising out of this Ordinance shall be instituted in a court of competent jurisdiction in this State.

6.3 The headings or titles of the several sections hereof shall be solely for convenience of reference and shall not affect the meaning, construction, interpretations, or effect of this Ordinance.

6.4 This Ordinance shall take effect immediately upon approval following third reading.

6.5 All previous ordinances regarding the same subject matter as this Ordinance are hereby repealed.

IT IS SO ORDAINED.

Joseph Passiment
County Council Chairman

Sarah Brock, Clerk to Council

First Reading: January 22, 2024
Second Reading: February 12, 2024
Public Hearing: February 12, 2024
Third Reading:

AN ORDINANCE

TO LEVY AND IMPOSE A ONE PERCENT (1%) SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY PURSUANT TO SECTION 4-37-30 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF THE SALES AND USE TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH SALES AND USE TAX MAY BE IMPOSED; TO PROVIDE THE ESTIMATED COST OF THE PROJECTS FUNDED FROM THE PROCEEDS OF THE SALES AND USE TAX; TO PROVIDE FOR A COUNTY-WIDE REFERENDUM ON THE IMPOSITION OF THE SALES AND USE TAX AND THE ISSUANCE OF GENERAL OBLIGATION BONDS AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTIONS IN THE REFERENDUM; TO PROVIDE FOR THE CONDUCT OF THE REFERENDUM BY THE BOARD OF VOTER REGISTRATION AND ELECTIONS OF BEAUFORT COUNTY; TO PROVIDE FOR THE ADMINISTRATION OF THE SALES AND USE TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF THE SALES AND USE TAX, IF APPROVED; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

BE IT ENACTED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED:

Section 1. Recitals and Legislative Findings. As an incident to the enactment of this ordinance (the “Ordinance”), the County Council (the “County Council”) as governing body of Beaufort County, South Carolina (“County”) makes the following findings:

1.1 The South Carolina General Assembly has enacted Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended (the “Act”), pursuant to which the County governing body may impose by ordinance a sales and use tax in an amount not to exceed one percent, subject to the favorable results of a referendum, within the County area for a specific purpose or purposes and for a limited amount of time to collect a limited amount of money.

1.2 Pursuant to the terms of Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended, the South Carolina General Assembly has authorized county government to finance the costs of highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; either alone or in conjunction with other governmental entities. As a means to furthering the powers granted to the County under the provisions of Section 4-9-30 and Sections 6-21-10, *et.seq.* of the Code of Laws of South Carolina 1976 as amended, the County Council is authorized to form a transportation authority or to enter into a partnership, consortium, or other contractual arrangement with one of more other governmental entities pursuant to Title 4, Chapter 37 of the Code of Laws of the

South Carolina 1976, as amended. The County Council has decided to provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts, and other transportation-related projects, *inter alia*, without the complexity of a transportation authority or entering into a partnership, consortium, or other contractual arrangements with one or more other governmental entities at this time; provided that nothing herein shall preclude County Council from entering into partnerships, consortiums, or other contractual arrangements in the future. County Council may utilize such provisions in the future as necessary or convenient to promote the public purposes served by funding highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities as provided in this Ordinance.

1.3 The County Council finds that a one percent (1%) sales and use tax should be levied and imposed within the County, for the following projects and purpose:

- i. For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto, including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by the County or jointly operated by the County and other entities.
- ii. For financing the costs of greenbelt initiatives.

(the above herein referred to as the “Projects”)

For a period not to exceed fifteen (15) years from the date of imposition of such tax, to fund the Projects at a maximum cost not to exceed \$1,625,000,000 to be funded from the net proceeds of a sales and use tax imposed in the County pursuant to provisions of the Act, subject to approval of the qualified electors of the County in referendum to be held on November 5, 2024. The imposition of the sales and use tax and the use of sales and use tax revenue if approved in the referendum, shall be subject to the conditions precedent and conditions or restrictions on the use and expenditure of sales and use tax revenue established by the Act, the provisions of this Ordinance, and other applicable law. Subject to annual appropriations by County Council, sales and use tax revenues shall be used for the costs of the Projects established in this Ordinance, as it may be amended from time to time, including, without limitation, payment of administrative costs of the Projects, and such sums as may be required in connection with the issuance of bonds, the proceeds of which are applied to pay costs of the Projects. All spending shall be subject to an annual independent audit to be made available to the public.

1.4 County Council finds that the imposition of a sales and use tax in the County for the Projects and purposes defined in this Ordinance for a limited time not to exceed fifteen years to collect a limited amount of money will serve a public purpose, provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts,

and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; as provided in this Ordinance to facilitate economic development, promote public safety, provide needed infrastructure, promote desirable living conditions, enhance the quality of life in the County, and promote public health and safety in the event of fire, emergency, and other dangers, and prepare the County to meet present and future needs of the County and its citizens.

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2.1 A sales and use tax (the “Sales and Use Tax”), as authorized by the Act, is hereby imposed in the County, subject to a favorable vote of a majority of the qualified electors voting in a referendum on the imposition of the tax to be held in the County, South Carolina on November 5, 2024.

2.2 The Sales and Use Tax shall be imposed for a period not to exceed fifteen (15) years from the date of imposition.

2.3 The maximum cost of the Projects to be funded from the proceeds of the Sales and Use Tax shall not exceed, in the aggregate, the sum of \$1,625,000,000 and the maximum amount of net proceeds to be raised by the tax shall not exceed \$1,625,000,000, which includes administrative costs and debt service on bonds issued to pay for the Projects. The estimated principal amount of initial authorization of bonds to be issued to pay costs of the Projects and to be paid by a portion of the Sales and Use Tax is \$650,000,000. ~~All proceeds of the Sales and Use Tax and all proceeds of any bonds payable therefrom shall be held by the County until the County Council has approved the allocation and expenditure of funds for the Projects or portions of the Projects, as further identified herein.~~

2.4 The Sales and Use Tax shall be expended for the costs of the following described Projects, including payment of any sums as may be required for the issuance of and debt service for bonds, the proceeds of which are applied to such Projects, for the following purposes:

(i) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities, and drainage facilities related thereto, and mass transit systems operated by the County or jointly operated by the County and other governmental entities, which may include, but not limited to the following Projects at the estimated costs indicated:

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Pavement Resurfacing and Preservation (\$180 million): Road resurfacing and preservation of roadways (including roads owned by the State of South Carolina (the "State), by the County and by municipalities). The goal is to improve the overall pavement condition of roads throughout the County.

Pathways (\$180 million): Design, right of way acquisition, and construction of bike and pedestrian accommodations throughout the

County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021.

Transportation Technology/Access Roads (\$90 million): Planning, design, right of way acquisition, and construction of access roads for better interconnectivity. Implementation of transportation technologies to support the enhancement to capacity and safety of the transportation system.

The amount of the maximum total funds to be collected which shall be expended for these

Projects and purposes shall be no more than \$1,540,000,000;

(ii) For financing the costs of greenbelt initiatives, including, but not limited to, purchasing property for conservation and conservation easements, creating passive and active greenspaces, protecting natural resources, protecting agricultural or heritage landscapes, and protecting scenic corridors. The amount of the maximum total funds to be collected which shall be expended for these Projects and purposes shall be no more than \$85,000,000.

2.5 If the Sales and Use Tax is approved by a majority of the qualified electors voting in a referendum to be held in the County on November 5, 2024, the tax is to be imposed on the first day of May 2025, provided the Board of Voter Registration and Elections of Beaufort County shall certify the results not later than November 30, 2024, to the County Council and the South Carolina Department of Revenue (“DOR”). Included in the certification must be the maximum cost of the Projects to be funded in whole or in part from the proceeds of the tax, the maximum time specified for the imposition of the tax, and the principal amount of initial authorization of bonds, if any, to be supported by a portion of the tax.

2.6 The Sales and Use Tax, if approved in the referendum conducted on November 5, 2024 shall terminate on the earlier of:

(1) April 30, 2040; or

(2) the end of the calendar month during which DOR determines that the tax has raised revenues sufficient to provide the greater of either the costs of the Projects as approved in the referendum or the cost to amortize all debts related to the approved Projects.

2.7 Amounts of Sales and Use Tax collected in excess of the required proceeds must first be applied, if necessary, to complete each project for which the tax was imposed. Any additional revenue collected above the specified amount must be applied to the reduction of debt principal of the County on transportation infrastructure debts only.

2.8 The Sales and Use Tax must be administered and collected by DOR in the same manner that other sales and use taxes are collected. DOR may prescribe amounts that may be added to the sales price because of the Sales and Use Tax.

2.9 The Sales and Use Tax is in addition to all other local sales and use taxes and applies to the gross proceeds of sales in the applicable area that is subject to the tax imposed by Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, and the enforcement provisions of Chapter 54 of Title 12 of the Code of Laws of South Carolina 1976, as amended. The gross proceeds of the sale of items subject to a maximum tax in Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, are exempt from the Sales and Use Tax. The gross proceeds of the sale of food lawfully purchased with United States Department of Agriculture Food Stamps are exempt from the Sales and Use Tax. The Sales and Use Tax also applies to tangible property subject to the use tax in Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended.

2.10 Taxpayers required to remit taxes under Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, must identify the county in which the tangible personal property purchased at retail is stored, used, or consumed in this State.

2.11 Utilities are required to report sales in the county in which the consumption of the tangible personal property occurs.

2.12 A taxpayer subject to the tax imposed by Section 12-36-920 of the Code of Laws of South Carolina 1976, as amended, who owns or manages rental units in more than one county must report separately in his sales tax return the total gross proceeds from business done in each county.

2.13 The gross proceeds of sales of tangible personal property delivered after the imposition date of the Sales and Use Tax, either under the terms of a construction contract executed before the imposition date, or written bid submitted before the imposition date, are exempt from the Sales and Use Tax if a verified copy of the contract is filed with DOR within six months after the imposition date of the Sales and Use Tax.

2.14 Notwithstanding the imposition date of the Sales and Use Tax with respect to services that are billed regularly on a monthly basis, the Sales and Use Tax is imposed on the first day of the billing period beginning on or after the imposition date.

2.15 The County Council hereby establishes a Citizen's Oversight Committee (the "Oversight Committee") to provide oversight of the Projects described in this Ordinance, to gather input from all areas of the County regarding the general projects to be undertaken with proceeds of the Sales and Use Tax, and to make recommendations to the County Council on matters related to the Sales and Use Tax, including but not limited to, the general projects and the prioritization of the Projects. The Oversight Committee will consist of seven (7) members who reflect the interests of all citizens of the County.

Three (3) members will be appointed by the County Council; one (1) member will be appointed by the Town Council of Hilton Head Island; one (1) member will be appointed by the Town Council of Bluffton; one (1) member will be appointed by the City Council of the City of Beaufort; and one (1) member will be appointed by the Town Council of the Town of Port Royal. [Council members of the County Council and council members of the municipal councils that appoint members to the Oversight Committee are not eligible to serve on the Oversight Committee.](#) Members of the Oversight Committee shall have terms of four (4) years; provided, however, that the three (3) members appointed by the County Council shall have initial terms of three (3) years. All of the terms of the initial members of the Oversight Committee will commence on January 1, 2025, and members may serve two (2) terms on the Oversight Committee. The Oversight Committee will elect officers; produce minutes following each of its meetings which are to be provided to the public and to all of the county, city and town councils which have appointees on the Oversight Committee; [deliver quarterly updates to the County Council;](#) follow all of the requirements of the South Carolina Freedom of Information Act; and meet quarterly beginning in the first quarter of 2025 and continuing throughout the time period during which the Sales and Use Tax is imposed.

Section 3. Remission of Sales and Use Tax; Segregation of Funds; Administration of Funds; Distribution to County: Confidentially.

3.1 The revenues of the Sales and Use Tax must be remitted to the State Treasurer and credited to a fund separate and distinct from the general fund of the State. After deducting the amount of any refunds made and costs to DOR of administering the tax, not to exceed one percent of such revenues, the State Treasurer shall distribute the revenues and related interest earnings quarterly to the County Treasurer and the revenues must be used only for the purposes stated herein. The State Treasurer may correct misallocations by adjusting subsequent distributions must be made in the same fiscal year as the misallocation. However, allocations made as a result of city or County code errors must be corrected prospectively.

3.2 (a) Any outside agencies, political subdivisions, or organizations designated to receive funding from the Sales and Use Tax must annually submit requests for funding in accordance with procedures and schedules established by the County Administrator. The County Administrator shall prepare the proposed budget for the Sales and Use Tax and submit it to the County Council at such time as the County Council determines. At the time of submitting the proposed budget, the County Administrator shall submit to the County Council a statement describing the important features of the proposed budget.

(b) County Council shall adopt annually and prior to the beginning of each fiscal year a budget for expenditures of Sales and Use Tax revenues. County Council may make supplemental appropriations for the Sales and Use Tax following the same procedures prescribed for the enactment of other budget ordinances. The provisions of this section shall not be construed to prohibit the transfer of funds appropriated in the

annual budget for the Sales and Use Tax for purposes other than as specified in the annual budget when such transfers are approved by County Council. In the preparation of the annual budget, County Council may require any reports, estimates, and statistics from any County agency or department as may be necessary to perform its duties as the responsible fiscal body of the County.

(c) Except as specifically authorized by County Council, any outside agency or organization receiving an appropriation of the Sales and Use Tax must provide to County Council an independent audit of such agency's or organization's financial records and transactions and such other and more frequent financial information as required by County Council, all in form satisfactory to County Council.

3.3 DOR shall furnish data to the State Treasurer and to the County Treasurer for the purpose of calculating distributions and estimating revenues. The information which must be supplied to the County upon request includes, but is not limited to, gross receipts, net taxable sales, and tax liability by taxpayers.

Section 4. Sales and Use Tax Referendum; Ballot Question.

4.1 The Board of Voter Registration and Elections of Beaufort County shall conduct a referendum on the question of imposing a Sales and Use Tax in the area of the County on Tuesday, November 5, 2024, between the hours of 7 a.m. and 7 p.m. under the election laws of the State, mutatis mutandis. The Board of Voter Registration and Elections of Beaufort County shall publish in a newspaper of general circulation the date and purpose of the referendum, including the question that is to appear on the ballot, with the list of Projects and purposes as set forth herein, and the cost of Projects, and shall publish such election and other notices as required by law.

4.2 The referendum question to be on the ballot of the referendum to be held in the County on November 5, 2024, must read substantially as follows:

BEAUFORT COUNTY SPECIAL SALES AND USE TAX

QUESTION 1

I approve a special sales and use tax in the amount of one percent (1%) to be imposed in Beaufort County for not more than fifteen (15) years, or until a total of \$1,625,000,000 in resulting revenue has been collected, whichever occurs first, to fund the following projects:

Project (1) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by Beaufort County or jointly operated by the County and other governmental entities \$1,540,000,000.

Project (2) For financing the costs of greenbelt initiatives \$85,000,000.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of levying special sales and use tax shall vote “YES;” and the

All qualified electors opposed to levying the special sales and use tax shall vote “NO.”

QUESTION 2

I approve the issuance of not exceeding \$650,000,000 of general obligation bonds of Beaufort County, maturing over a period not to exceed fifteen (15) years and payable from the special sales and use tax described in Question 1 above, to fund completion of projects from among the categories described in Question 1 above.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of the issuance bonds for the stated purposes shall vote “YES;” and

All qualified electors opposed to the issuance of bonds for the stated purposes shall vote “NO.”

4.3 In the referendum on the imposition of the Sales and Use Tax in the County, all qualified electors desiring to vote in favor of imposing the tax for the stated purposes shall vote “yes” and all qualified electors opposed to levying the tax shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of imposing the tax, then the tax is imposed as provided in the Act and this Ordinance. Expenses of the referendum must be paid by the County.

4.4 In the referendum on the issuance of bonds, all qualified electors desiring to vote in favor of the issuance of bonds for the stated purposes shall vote “yes” and all qualified electors opposed to the issuance of bonds shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of the issuance of bonds, then the issuance of bonds shall be authorized in accordance with S.C. Constitution Article X, Section 14, Paragraph (6). Expenses of the referendum must be paid by the County.

Section 5. Imposition of Tax Subject to Referendum.

The imposition of the Sales and Use Tax in the County is subject in all respects to the favorable vote of a majority of qualified electors casting votes in a referendum on the question of imposing the Sales and Use Tax in the County area in a referendum to be conducted by the Board of Voter Registration and Elections of Beaufort County on

November 5, 2024, and the favorable vote of a majority of the qualified electors voting in such a referendum shall be a condition precedent to the imposition of the Sales and Use Tax pursuant to the provisions of this Ordinance.

Section 6. Miscellaneous.

6.1 If any one or more of the provisions or portions hereof are determined by a court of competent jurisdiction to be contrary to law, then that provision or portion shall be deemed severable from the remaining terms or portions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of this Ordinance; if any provisions of this Ordinance shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid as applied to any particular case in any jurisdiction or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, those circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever; provided, however that the Sales and Use Tax may not be imposed without the favorable results of the referendum to be held on November 5, 2024.

6.2 This Ordinance shall be construed and interpreted in accordance with the laws of the State and all suits and actions arising out of this Ordinance shall be instituted in a court of competent jurisdiction in this State.

6.3 The headings or titles of the several sections hereof shall be solely for convenience of reference and shall not affect the meaning, construction, interpretations, or effect of this Ordinance.

6.4 This Ordinance shall take effect immediately upon approval following third reading.

6.5 All previous ordinances regarding the same subject matter as this Ordinance are hereby repealed.

IT IS SO ORDAINED.

Joseph Passiment
County Council Chairman

Sarah Brock, Clerk to Council

First Reading: January 22, 2024
Second Reading: February 12, 2024
Public Hearing: February 12, 2024
Third Reading:

| Summary report: | |
|---|----------|
| Litera Compare for Word 11.4.0.111 Document comparison done on 2/20/2024 12:36:26 PM | |
| Style name: Default Style | |
| Intelligent Table Comparison: Active | |
| Original DMS: iw://hsblawfirm.cloudimanager.com/HSBDOCS/9030166/4 | |
| Modified DMS: iw://hsblawfirm.cloudimanager.com/HSBDOCS/9030166/5 | |
| Changes: | |
| Add | 2 |
| Delete | 1 |
| Move From | 0 |
| Move To | 0 |
| Table Insert | 0 |
| Table Delete | 0 |
| Table moves to | 0 |
| Table moves from | 0 |
| Embedded Graphics (Visio, ChemDraw, Images etc.) | 0 |
| Embedded Excel | 0 |
| Format changes | 0 |
| Total Changes: | 3 |

AN ORDINANCE

TO LEVY AND IMPOSE A ONE PERCENT (1%) SALES AND USE TAX, SUBJECT TO A REFERENDUM, WITHIN BEAUFORT COUNTY PURSUANT TO SECTION 4-37-30 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED; TO DEFINE THE SPECIFIC PURPOSES AND DESIGNATE THE PROJECTS FOR WHICH THE PROCEEDS OF THE SALES AND USE TAX MAY BE USED; TO PROVIDE THE MAXIMUM TIME FOR WHICH SUCH SALES AND USE TAX MAY BE IMPOSED; TO PROVIDE THE ESTIMATED COST OF THE PROJECTS FUNDED FROM THE PROCEEDS OF THE SALES AND USE TAX; TO PROVIDE FOR A COUNTY-WIDE REFERENDUM ON THE IMPOSITION OF THE SALES AND USE TAX AND THE ISSUANCE OF GENERAL OBLIGATION BONDS AND TO PRESCRIBE THE CONTENTS OF THE BALLOT QUESTIONS IN THE REFERENDUM; TO PROVIDE FOR THE CONDUCT OF THE REFERENDUM BY THE BOARD OF VOTER REGISTRATION AND ELECTIONS OF BEAUFORT COUNTY; TO PROVIDE FOR THE ADMINISTRATION OF THE SALES AND USE TAX, IF APPROVED; TO PROVIDE FOR THE PAYMENT OF THE SALES AND USE TAX, IF APPROVED; AND TO PROVIDE FOR OTHER MATTERS RELATING THERETO.

BE IT ENACTED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED:

Section 1. Recitals and Legislative Findings. As an incident to the enactment of this ordinance (the “Ordinance”), the County Council (the “County Council”) as governing body of Beaufort County, South Carolina (“County”) makes the following findings:

1.1 The South Carolina General Assembly has enacted Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended (the “Act”), pursuant to which the County governing body may impose by ordinance a sales and use tax in an amount not to exceed one percent, subject to the favorable results of a referendum, within the County area for a specific purpose or purposes and for a limited amount of time to collect a limited amount of money.

1.2 Pursuant to the terms of Section 4-37-30 of the Code of Laws of South Carolina 1976, as amended, the South Carolina General Assembly has authorized county government to finance the costs of highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; either alone or in conjunction with other governmental entities. As a means to furthering the powers granted to the County under the provisions of Section 4-9-30 and Sections 6-21-10, *et.seq.* of the Code of Laws of South Carolina 1976 as amended, the County Council is authorized to form a transportation authority or to enter into a partnership, consortium, or other contractual arrangement with one of more other governmental entities pursuant to Title 4, Chapter 37 of the Code of Laws of the

South Carolina 1976, as amended. The County Council has decided to provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts, and other transportation-related projects, *inter alia*, without the complexity of a transportation authority or entering into a partnership, consortium, or other contractual arrangements with one or more other governmental entities at this time; provided that nothing herein shall preclude County Council from entering into partnerships, consortiums, or other contractual arrangements in the future. County Council may utilize such provisions in the future as necessary or convenient to promote the public purposes served by funding highways, roads, streets, bridges, mass transit systems, greenbelt initiatives, and other transportation-related projects facilities as provided in this Ordinance.

1.3 The County Council finds that a one percent (1%) sales and use tax should be levied and imposed within the County, for the following projects and purpose:

- i. For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto, including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by the County or jointly operated by the County and other entities.
- ii. For financing the costs of greenbelt initiatives.

(the above herein referred to as the “Projects”)

For a period not to exceed ten (10) years from the date of imposition of such tax, to fund the Projects at a maximum cost not to exceed \$950,000,000 to be funded from the net proceeds of a sales and use tax imposed in the County pursuant to provisions of the Act, subject to approval of the qualified electors of the County in referendum to be held on November 5, 2024. The imposition of the sales and use tax and the use of sales and use tax revenue if approved in the referendum, shall be subject to the conditions precedent and conditions or restrictions on the use and expenditure of sales and use tax revenue established by the Act, the provisions of this Ordinance, and other applicable law. Subject to annual appropriations by County Council, sales and use tax revenues shall be used for the costs of the Projects established in this Ordinance, as it may be amended from time to time, including, without limitation, payment of administrative costs of the Projects, and such sums as may be required in connection with the issuance of bonds, the proceeds of which are applied to pay costs of the Projects. All spending shall be subject to an annual independent audit to be made available to the public.

1.4 County Council finds that the imposition of a sales and use tax in the County for the Projects and purposes defined in this Ordinance for a limited time not to exceed fifteen years to collect a limited amount of money will serve a public purpose, provide funding for highways, roads, streets, bridges, mass transit systems, greenbelts,

and other transportation-related projects facilities including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; as provided in this Ordinance to facilitate economic development, promote public safety, provide needed infrastructure, promote desirable living conditions, enhance the quality of life in the County, and promote public health and safety in the event of fire, emergency, and other dangers, and prepare the County to meet present and future needs of the County and its citizens.

Section 2. Approval of Sales and Use Tax Subject to Referendum.

2.1 A sales and use tax (the “Sales and Use Tax”), as authorized by the Act, is hereby imposed in the County, subject to a favorable vote of a majority of the qualified electors voting in a referendum on the imposition of the tax to be held in the County, South Carolina on November 5, 2024.

2.2 The Sales and Use Tax shall be imposed for a period not to exceed **ten (10)** years from the date of imposition.

2.3 The maximum cost of the Projects to be funded from the proceeds of the Sales and Use Tax shall not exceed, in the aggregate, the sum of **\$950,000,000** and the maximum amount of net proceeds to be raised by the tax shall not exceed **\$950,000,000**, which includes administrative costs and debt service on bonds issued to pay for the Projects. The estimated principal amount of initial authorization of bonds to be issued to pay costs of the Projects and to be paid by a portion of the Sales and Use Tax is **\$515,000,000**.

2.4 The Sales and Use Tax shall be expended for the costs of the following described Projects, including payment of any sums as may be required for the issuance of and debt service for bonds, the proceeds of which are applied to such Projects, for the following purposes:

(i) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities, and drainage facilities related thereto, and mass transit systems operated by the County or jointly operated by the County and other governmental entities, which may include, but not limited to the following Projects at the estimated costs indicated:

Major Projects and Amounts

The Triangle (\$120 million): Capacity and safety improvements on the County section of the triangle made by Highway 170, Highway 278 and Argent Boulevard.

Ribaut Road Improvements (\$75 million): Implementation of the Ribaut Road project developed by the County, the City of Beaufort and the Town of Port Royal to improve safety, interconnectivity, capacity and attractiveness along the Ribaut Road Corridor between Boundary Street and the Russell Bell Bridge.

Highway 46 Improvements (\$50 million): Capacity and safety improvements along SC 46 from SC 170 to Jasper County. Additional safety improvements (i.e.- turn lanes at intersections) along SC 46 from SC 170 to Buckwalter Parkway. All planned improvements would be coordinated so as to preserve the South Carolina Scenic Byway designation.

Lady’s Island Corridor Traffic Improvements (\$60 million): Lady’s Island Corridor Traffic Improvements from the Woods Memorial Bridge to Chowan Creek. These funds will supplement the monies approved in the 2018 Transportation Sales Tax Referendum.

Bluffton Municipal Projects (\$30 million): Implementation of the Bluffton projects listed as priorities by the Bluffton Town Council, with the exclusion of Bluffton Parkwakway 5B.

Hilton Head Island Municipal Projects (\$30 million): Intersection improvements to included Sea Pines Circle and adjacent corridors for the safety of motorists, bicyclists and pedestrians.

North of the Broad Transportation System Improvements (\$30 million): Intersection improvements, pathways, flood prevention on access road such as Warsaw Island Road, and other projects in both incorporated and unincorporated areas developed in coordination with the City of Beaufort and the Town of Port Royal.

Highway 278 Project Enhancements (\$90 million): Additional funding to support the US 278 Corridor Improvement Project.

2018 Existing Pathways (\$30 million): Additional funding to support the completion of the remaining unfunded pathways from the 2018 Transportation Sales Tax.

~~**Future Projects (\$175 million):** Additional safety, capacity and interconnectivity transportation improvement projects in the County.~~

Project Programs and Amounts

Mass Transit (\$80 million): Funding multimodal transportation planning and implementation, including marine transport and commercial airport improvements.

Safety and Traffic Flow (\$100 million): Safety improvements along roadways and intersections to include pedestrian accommodations.

Emergency and Resiliency (\$55 million): Improvements to transportation infrastructure to address flooding, rising sea levels, stormwater, and drainage.

Pavement Resurfacing and Preservation (\$50 million): Road resurfacing and preservation of roadways (including roads owned by the State of South Carolina (the “State), by the County and by municipalities). The goal is to improve the overall pavement condition of roads throughout the County.

Dirt Road Paving (\$80 million): Paving of County and municipally owned dirt roads throughout the county.

Pathways (\$20 million): Design, right of way acquisition, and construction of bike and pedestrian accommodations throughout the County in accordance with the Beaufort County Connects Bicycle and Pedestrian Plan 2021.

~~**Transportation Technology/Access Roads (\$90 million):** Planning, design, right of way acquisition, and construction of access roads for~~

~~better interconnectivity. Implementation of transportation technologies to support the enhancement to capacity and safety of the transportation system.~~

The amount of the maximum total funds to be collected which shall be expended for these

Projects and purposes shall be no more than \$900,000,000;

(ii) For financing the costs of greenbelt initiatives, including, but not limited to, purchasing property for conservation and conservation easements, creating passive and active greenspaces, protecting natural resources, protecting agricultural or heritage landscapes, and protecting scenic corridors. The amount of the maximum total funds to be collected which shall be expended for these Projects and purposes shall be no more than \$50,000,000.

2.5 If the Sales and Use Tax is approved by a majority of the qualified electors voting in a referendum to be held in the County on November 5, 2024, the tax is to be imposed on the first day of May 2025, provided the Board of Voter Registration and Elections of Beaufort County shall certify the results not later than November 30, 2024, to the County Council and the South Carolina Department of Revenue (“DOR”). Included in the certification must be the maximum cost of the Projects to be funded in whole or in part from the proceeds of the tax, the maximum time specified for the imposition of the tax, and the principal amount of initial authorization of bonds, if any, to be supported by a portion of the tax.

2.6 The Sales and Use Tax, if approved in the referendum conducted on November 5, 2024 shall terminate on the earlier of:

(1) April 30, 2040; or

(2) the end of the calendar month during which DOR determines that the tax has raised revenues sufficient to provide the greater of either the costs of the Projects as approved in the referendum or the cost to amortize all debts related to the approved Projects.

2.7 Amounts of Sales and Use Tax collected in excess of the required proceeds must first be applied, if necessary, to complete each project for which the tax was imposed. Any additional revenue collected above the specified amount must be applied to the reduction of debt principal of the County on transportation infrastructure debts only.

2.8 The Sales and Use Tax must be administered and collected by DOR in the same manner that other sales and use taxes are collected. DOR may prescribe amounts that may be added to the sales price because of the Sales and Use Tax.

2.9 The Sales and Use Tax is in addition to all other local sales and use taxes and applies to the gross proceeds of sales in the applicable area that is subject to the tax

imposed by Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, and the enforcement provisions of Chapter 54 of Title 12 of the Code of Laws of South Carolina 1976, as amended. The gross proceeds of the sale of items subject to a maximum tax in Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, are exempt from the Sales and Use Tax. The gross proceeds of the sale of food lawfully purchased with United States Department of Agriculture Food Stamps are exempt from the Sales and Use Tax. The Sales and Use Tax also applies to tangible property subject to the use tax in Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended.

2.10 Taxpayers required to remit taxes under Article 13, Chapter 36 of Title 12 of the Code of Laws of South Carolina 1976, as amended, must identify the county in which the tangible personal property purchased at retail is stored, used, or consumed in this State.

2.11 Utilities are required to report sales in the county in which the consumption of the tangible personal property occurs.

2.12 A taxpayer subject to the tax imposed by Section 12-36-920 of the Code of Laws of South Carolina 1976, as amended, who owns or manages rental units in more than one county must report separately in his sales tax return the total gross proceeds from business done in each county.

2.13 The gross proceeds of sales of tangible personal property delivered after the imposition date of the Sales and Use Tax, either under the terms of a construction contract executed before the imposition date, or written bid submitted before the imposition date, are exempt from the Sales and Use Tax if a verified copy of the contract is filed with DOR within six months after the imposition date of the Sales and Use Tax.

2.14 Notwithstanding the imposition date of the Sales and Use Tax with respect to services that are billed regularly on a monthly basis, the Sales and Use Tax is imposed on the first day of the billing period beginning on or after the imposition date.

2.15 The County Council hereby establishes a Citizen's Oversight Committee (the "Oversight Committee") to provide oversight of the Projects described in this Ordinance, to gather input from all areas of the County regarding the general projects to be undertaken with proceeds of the Sales and Use Tax, and to make recommendations to the County Council on matters related to the Sales and Use Tax, including but not limited to, the general projects and the prioritization of the Projects. The Oversight Committee will consist of seven (7) members who reflect the interests of all citizens of the County. Three (3) members will be appointed by the County Council; one (1) member will be appointed by the Town Council of Hilton Head Island; one (1) member will be appointed by the Town Council of Bluffton; one (1) member will be appointed by the City Council of the City of Beaufort; and one (1) member will be appointed by the Town Council of the Town of Port Royal. Council members of the County Council and council members of the municipal councils that appoint members to the Oversight Committee are not

eligible to serve on the Oversight Committee. Members of the Oversight Committee shall have terms of four (4) years; provided, however, that the three (3) members appointed by the County Council shall have initial terms of three (3) years. All of the terms of the initial members of the Oversight Committee will commence on January 1, 2025, and members may serve two (2) terms on the Oversight Committee. The Oversight Committee will elect officers; produce minutes following each of its meetings which are to be provided to the public and to all of the county, city and town councils which have appointees on the Oversight Committee; deliver quarterly updates to the County Council; follow all of the requirements of the South Carolina Freedom of Information Act; and meet quarterly beginning in the first quarter of 2025 and continuing throughout the time period during which the Sales and Use Tax is imposed.

Section 3. Remission of Sales and Use Tax; Segregation of Funds; Administration of Funds; Distribution to County: Confidentially.

3.1 The revenues of the Sales and Use Tax must be remitted to the State Treasurer and credited to a fund separate and distinct from the general fund of the State. After deducting the amount of any refunds made and costs to DOR of administering the tax, not to exceed one percent of such revenues, the State Treasurer shall distribute the revenues and related interest earnings quarterly to the County Treasurer and the revenues must be used only for the purposes stated herein. The State Treasurer may correct misallocations by adjusting subsequent distributions must be made in the same fiscal year as the misallocation. However, allocations made as a result of city or County code errors must be corrected prospectively.

3.2 (a) Any outside agencies, political subdivisions, or organizations designated to receive funding from the Sales and Use Tax must annually submit requests for funding in accordance with procedures and schedules established by the County Administrator. The County Administrator shall prepare the proposed budget for the Sales and Use Tax and submit it to the County Council at such time as the County Council determines. At the time of submitting the proposed budget, the County Administrator shall submit to the County Council a statement describing the important features of the proposed budget.

(b) County Council shall adopt annually and prior to the beginning of each fiscal year a budget for expenditures of Sales and Use Tax revenues. County Council may make supplemental appropriations for the Sales and Use Tax following the same procedures prescribed for the enactment of other budget ordinances. The provisions of this section shall not be construed to prohibit the transfer of funds appropriated in the annual budget for the Sales and Use Tax for purposes other than as specified in the annual budget when such transfers are approved by County Council. In the preparation of the annual budget, County Council may require any reports, estimates, and statistics from any County agency or department as may be necessary to perform its duties as the responsible fiscal body of the County.

(c) Except as specifically authorized by County Council, any outside agency or organization receiving an appropriation of the Sales and Use Tax must provide to County Council an independent audit of such agency's or organization's financial records and transactions and such other and more frequent financial information as required by County Council, all in form satisfactory to County Council.

3.3 DOR shall furnish data to the State Treasurer and to the County Treasurer for the purpose of calculating distributions and estimating revenues. The information which must be supplied to the County upon request includes, but is not limited to, gross receipts, net taxable sales, and tax liability by taxpayers.

Section 4. Sales and Use Tax Referendum; Ballot Question.

4.1 The Board of Voter Registration and Elections of Beaufort County shall conduct a referendum on the question of imposing a Sales and Use Tax in the area of the County on Tuesday, November 5, 2024, between the hours of 7 a.m. and 7 p.m. under the election laws of the State, mutatis mutandis. The Board of Voter Registration and Elections of Beaufort County shall publish in a newspaper of general circulation the date and purpose of the referendum, including the question that is to appear on the ballot, with the list of Projects and purposes as set forth herein, and the cost of Projects, and shall publish such election and other notices as required by law.

4.2 The referendum question to be on the ballot of the referendum to be held in the County on November 5, 2024, must read substantially as follows:

BEAUFORT COUNTY SPECIAL SALES AND USE TAX

QUESTION 1

I approve a special sales and use tax in the amount of one percent (1%) to be imposed in Beaufort County for not more than ten (10) years, or until a total of \$950,000,000 in resulting revenue has been collected, whichever occurs first, to fund the following projects:

Project (1) For financing the costs of highways, roads, streets, bridges, and other transportation-related projects facilities related thereto including, but not limited to, drainage facilities relating to the highways, roads, streets, bridges, and other transportation-related projects; and mass transit systems operated by Beaufort County or jointly operated by the County and other governmental entities \$900,000,000.

Project (2) For financing the costs of greenbelt initiatives \$50,000,000.

YES _____

NO _____

Instructions to Voters: All qualified electors desiring to vote in favor of levying the special sales and use tax shall vote "YES;" and

All qualified electors opposed to levying the special sales and use tax shall vote “NO.”

QUESTION 2

I approve the issuance of not exceeding \$515,000,000 of general obligation bonds of Beaufort County, maturing over a period not to exceed ten (10) years and payable from the special sales and use tax described in Question 1 above, to fund completion of projects from among the categories described in Question 1 above.

YES _____

NO _____

Instructions to Voters:

All qualified electors desiring to vote in favor of the issuance bonds for the stated purposes shall vote “YES;” and

All qualified electors opposed to the issuance of bonds for the stated purposes shall vote “NO.”

4.3 In the referendum on the imposition of the Sales and Use Tax in the County, all qualified electors desiring to vote in favor of imposing the tax for the stated purposes shall vote “yes” and all qualified electors opposed to levying the tax shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of imposing the tax, then the tax is imposed as provided in the Act and this Ordinance. Expenses of the referendum must be paid by the County.

4.4 In the referendum on the issuance of bonds, all qualified electors desiring to vote in favor of the issuance of bonds for the stated purposes shall vote “yes” and all qualified electors opposed to the issuance of bonds shall vote “no”. If a majority of the electors voting in the referendum shall vote in favor of the issuance of bonds, then the issuance of bonds shall be authorized in accordance with S.C. Constitution Article X, Section 14, Paragraph (6). Expenses of the referendum must be paid by the County.

Section 5. Imposition of Tax Subject to Referendum.

The imposition of the Sales and Use Tax in the County is subject in all respects to the favorable vote of a majority of qualified electors casting votes in a referendum on the question of imposing the Sales and Use Tax in the County area in a referendum to be conducted by the Board of Voter Registration and Elections of Beaufort County on November 5, 2024, and the favorable vote of a majority of the qualified electors voting in such a referendum shall be a condition precedent to the imposition of the Sales and Use Tax pursuant to the provisions of this Ordinance.

Section 6. Miscellaneous.

6.1 If any one or more of the provisions or portions hereof are determined by a court of competent jurisdiction to be contrary to law, then that provision or portion shall be deemed severable from the remaining terms or portions hereof and the invalidity thereof shall in no way affect the validity of the other provisions of this Ordinance; if any provisions of this Ordinance shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid as applied to any particular case in any jurisdiction or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, those circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever; provided, however that the Sales and Use Tax may not be imposed without the favorable results of the referendum to be held on November 5, 2024.

6.2 This Ordinance shall be construed and interpreted in accordance with the laws of the State and all suits and actions arising out of this Ordinance shall be instituted in a court of competent jurisdiction in this State.

6.3 The headings or titles of the several sections hereof shall be solely for convenience of reference and shall not affect the meaning, construction, interpretations, or effect of this Ordinance.

6.4 This Ordinance shall take effect immediately upon approval following third reading.

6.5 All previous ordinances regarding the same subject matter as this Ordinance are hereby repealed.

IT IS SO ORDAINED.

Joseph Passiment
County Council Chairman

Sarah Brock, Clerk to Council

First Reading: January 22, 2024
Second Reading: February 12, 2024
Public Hearing: February 12, 2024
Third Reading:



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE THE NECESSARY DOCUMENTS TO CONVEY UTILITY EASEMENT # 904091 ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY |
| MEETING NAME AND DATE: |
| Public Facility and Safety Committee Meeting 5-28-2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, P.E., Assistant County Administrator, Engineering (5 Minutes) |
| ITEM BACKGROUND: |
| Dominion Energy is upgrading lines in the Shell Point Area. |
| PROJECT / ITEM NARRATIVE: |
| Dominion Energy South Carolina, INC (Dominion) is requesting a 10' utility easement on County Parcel R100 031 000 00098 0000 to facilitate improvements/upgrades to main lines in the Shell Point Area. |
| FISCAL IMPACT: |
| N/A |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends granting Utility Easement # 904091 |
| OPTIONS FOR COUNCIL MOTION: |
| <i>Motion to approve/deny/amend an ordinance authorizing the execution and delivery of Utility Easement #904091 encumbering property owned by Beaufort County.</i> |
| <i>(Next Step) County Council, public hearing required</i> |

ORDINANCE 2024/ ____

AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE THE NECESSARY DOCUMENTS TO CONVEY UTILITY EASEMENT # 904091 ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY

WHEREAS, Beaufort County owns real property (“County Parcel”) located at 688 Parris Island Gateway identified as **TMS R100 031 000 0098 0000** containing 5.0 acres, more or less, and being the same lands conveyed to Beaufort County by deed of United States of America, dated or recorded 07/17/1973, and filed in the Register of Deeds office for Beaufort County in Deed Book 211 at Page 1732; and

WHEREAS, Dominion Energy South Carolina, INC (Dominion) is requesting a utility easement on aforementioned property to facilitate improvements/upgrades to main lines in the Shell Point Area; and

WHEREAS, Beaufort County Engineering Staff have reviewed and approve the request by Dominion identified as “Easement 904091” and attached hereto; and

WHEREAS, Beaufort County Council has determined that it is in its best interest to authorize the execution and delivery of the requested Easement attached hereto and incorporated by reference and shown on the attached document entitled “Easement # 904091”; and

WHEREAS, S.C. Code Ann. § 4-9-130 requires that the transfer of any interest in real property owned by the County must be authorized by Beaufort County Council and a public hearing must be held.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL, duly assembled, authorizing the Interim County Administrator to execute the necessary documents to convey a utility easement as described above and as further described in the attached document entitled “Easement # 904091”.

DONE this ____ day of _____ 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council

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

INDENTURE, made this _____ day of _____, 2024 by and between **County Council of Beaufort County, South Carolina** of the State of South Carolina, hereinafter called "Grantor" (whether singular or plural), and the **DOMINION ENERGY SOUTH CAROLINA, INC.**, a South Carolina corporation, having its principal office in Cayce, South Carolina, hereinafter called "Grantee".

WITNESSETH:

That, in consideration of the sum of One Dollar (\$1.00) received from Grantee, Grantor, being the owner of land situate in the County of **Beaufort**, State of South Carolina, hereby grants and conveys to Grantee, its successors and assigns, the right to construct, extend, replace, relocate, perpetually maintain and operate an underground electric line or lines consisting of any or all of the following: conductors, lightning protective wires, municipal, public or private communication lines, cables, conduits, pad mounted transformers, and other accessory apparatus and equipment deemed by Grantee to be necessary or desirable, upon, over, across, through and under land described as follows: a tract or lot of land containing **5.0** acres, more or less, and being the same lands conveyed to Grantor by deed of **United States of America**, dated or recorded **07/17/1973**, and filed in the Register of Deeds office for **Beaufort** County in Deed Book **211** at Page **1732**.

All that certain piece, parcel, or tract of land situate in the Shell Point Area, being located on the southwest side of Parris Island Gateway, being bounded on the north by lands N/F of 11 Seagull, LLC; on the east northeast by Parris Island Gateway; on the southeast by lands N/F of Peter R. Smith and 56 Savannah Highway, LLC and on the west by lands N/F of 11 Seagull, LLC. The easement will be as shown on Exhibit "A", attached hereto and made a part hereof.

TMS: R100 031 000 0098 0000

Together with the right from time to time to install on said line such additional lines, apparatus and equipment as Grantee may deem necessary or desirable and the right to remove said line or any part thereof.

Together also with the right to lay, construct, maintain, operate, repair, alter, replace and remove pipe lines, together with valves, tieovers and appurtenant facilities for the transportation of gas, oil petroleum products or any other liquids, gases or substances which can be transported through a pipe line.

Together also with the right (but not the obligation) from time to time to trim, cut or remove trees, underbrush and other obstructions that are within, over, under or through a strip of land ("Easement Space") being Ten (10) feet in width, as shown on attached exhibit "A" and within, over, under or through a section of land extending Twelve (12) feet from the door side(s) of any pad mounted transformers, elbow cabinets, switchgears or other devices as they are installed; provided, however, any damage to the property of Grantor (other than that caused by trimming, cutting or removing) caused by Grantee in maintaining or repairing said lines, shall be borne by Grantee; provided further, however, that Grantors agree for themselves, their successors and assigns, not to build or allow any structure to be placed on the premises in such a manner that any part thereof will exist within the applicable above specified Easement Space, and in case such structure is built, then Grantor, or such successors and assigns as may be in possession and control of the premises at the time, will promptly remove the same upon demand of Grantee herein. Grantor further agrees to maintain minimum ground coverage of thirty six (36) inches and maximum ground coverage of fifty four (54) inches over all underground primary electric lines. Grantor further agrees to maintain minimum ground coverage of twenty four (24) inches and maximum ground coverage of forty two (42) inches over all underground pipe (gas) lines.

Together also with the right of entry upon said lands of Grantor for all of the purposes aforesaid.

The words "Grantor" and "Grantee" shall include their heirs, executors, administrators, successors and assigns, as the case may be.

IN WITNESS WHEREOF, Grantor has caused this indenture to be duly executed the day and year first above written.

WITNESS:

[SIGNATURES TO FOLLOW]

County Council of Beaufort County, South Carolina

By: _____(SEAL)

1st Witness

2nd Witness

Print Name

Title

ACKNOWLEDGMENT

STATE OF SOUTH CAROLINA)
)
COUNTY OF Beaufort)

The foregoing instrument was acknowledged before me, the undersigned Notary, and I do hereby certify that the within named
_____ as _____ for County Council of
Beaufort County, South Carolina personally appeared before me this day and that the above named acknowledged the due
execution of the foregoing instrument.

Sworn to before me this _____ day of _____, 2024

Signature of Notary Public State of SC

My commission expires: _____

Print Name of Notary Public

RIGHT OF WAY GRANT TO
DOMINION ENERGY SOUTH CAROLINA, INC.

Line: SHELL POINT 4TH FEEDER

County: Beaufort

R/W File Number: 26067

Grantor(s): County Council of Beaufort County, South Carolina

Return to: DESC, C/O Right of Way Dept., 81 May River Road, Bluffton, SC 29936

SEA GULL VILLA LN.

DRILL PIT LOCATION

EXISTING STEEL TRANSMISSION POLES



PROPOSED 10' EASEMENT FOR NEW UG LINE DESIGNATED BY HASHED AREA

PIN#R100-031-000-0098-0000
688 PARRIS ISLAND GTWY
COUNTY COUNCIL OF BFT

PARRIS ISLAND GTWY.
EXISTING TRANSMISSION & DISTRIBUTION OH LINES

PROPOSED NEW ABOVE GRADE CABINET 56"x56" PAD



DOMINION ENERGY SOUTH CAROLINA, INC. DISTRIBUTION SKETCH PLAN "SAFETY" INTO EVERY JOB

| | | | |
|---|-------------------------------|-------------------|------------------|
| JOB NAME: <u>EXHIBIT A</u> | | TAX DIST: _____ | |
| LOCATION: <u>688 PARRIS ISLAND GTWY</u> | | SEC. VOLT.: _____ | |
| SUBSTATION: _____ | CKT#: _____ | DATE: _____ | |
| DESIGNER: <u>SHANE KIMBLE</u> | PHONE#: <u>(843) 525-7725</u> | SCALE: <u>NTS</u> | |
| WO#: _____ | WR#: _____ | POINT ID: _____ | EASEMENT#: _____ |
| R/W AGENT: <u>JEFF MINGLEDORFF</u> | FILE#: <u>26067</u> | DATE: _____ | TIME: _____ |
| PUPS ID#: _____ | DATE: _____ | CLOSED BY: _____ | DATE: _____ |

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BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 13.

| |
|---|
| ITEM TITLE: |
| APPROVAL OF AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF DRAINAGE EASEMENTS ASSOCIATED WITH DRAINAGE SYSTEMS LOCATED IN THE SHELL POINT AREA ON PARCELS R100 033 00A 0350 0000 & R100 033 00A 0116 0000 |
| MEETING NAME AND DATE: |
| Public Facility and Safety Committee Meeting 5-28-2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, P.E., Assistant County Administrator, Engineering (5 Minutes) |
| ITEM BACKGROUND: |
| Resolution 2022/63 outlines an updated process for drainage easement requests. Beaufort County legal department has recently determined that drainage easement conveyance and acceptance should be approved through a County Council Ordinance. |
| PROJECT / ITEM NARRATIVE: |
| Beaufort County Stormwater Department is working on drainage issues in the Shell Point Area. Parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 will help conveyance of drainage to reduce water backup on parcels and surrounding properties. |
| FISCAL IMPACT: |
| <i>Work to be included in Stormwater Maintenance account # 5025-90-9020-51170</i> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval of an ordinance authorizing the acceptance of drainage easements associated with drainage systems located in the Shell Point area on parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 |
| OPTIONS FOR COUNCIL MOTION: |
| <i>Motion to approve/deny/amend an ordinance authorizing the acceptance of drainage easements associated with drainage systems located in the Shell Point area on parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000</i> <i>(Next Step) Move to County Council for first reading.</i> |

RESOLUTION 2022/63

A RESOLUTION AUTHORIZING THE EXECUTION OF AN UPDATE TO POLICY STATEMENT 19 “ACQUISITION OF STORM WATER DRAINAGE EASEMENTS;

The County Council of Beaufort County (the “*Council*”), the governing body of the Beaufort County, South Carolina (the “*County*”), has made the following findings of fact;

WHEREAS, the County a political subdivision of the State of South Carolina (the “*State*”), and as such possesses all general powers granted by the Constitution and statues of the state to public entities;

WHEREAS, in pursuance of the powers granted to the County, the County currently operates its stormwater management utility as an administrative division of the County;

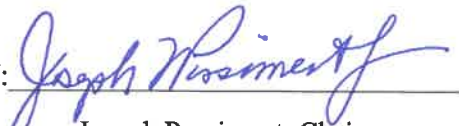
WHEREAS, the County has previous accepted Policy Statement 19 dated August 25th, 2014

WHEREAS, the County has negotiated an “update to Policy Statement 19” the provisions of which amend and restate the Policy in its entirety, in the form attached hereto as Exhibit A;

NOW THEREFORE, BE IT RESPOVED BY COUNTY COUNCIL OF BEAUFORT COUNTY, in a meeting duly assembled, as follows:

Adopted this 14th day of November, 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: 
Joseph Passiment, Chairman

ATTEST:



Sarah W. Brock, Clerk to Council

Exhibit A**Standard Operating Procedures to Request Drainage Easement**

1. Property owner and/or their agent (designated representation for property owner) makes a request of the Public Works Director (PWD for Beaufort County to obtain designated drainage easement on their private property
 - a. Information needed during request:
 - i. Nature of request to include desire to have piped or stay open ditch
 - ii. Parcel PIN number
 - iii. Property Owner Information
 - iv. Any structures within easement staff should be aware of
2. All requests will be brought to the attention of all necessary County staff during staff coordination meetings for acceptance or denial.
3. Staff would like all requestee's to know the following:
 - a. Drainage easements are at the discretion of the Public Works Director, or their designee, to accept or deny.
 - b. Standard easement widths necessary range from 15' to 30'.
 - c. Systems including multiple property owners will require all property owners to be in agreement with the easement being accepted for County maintenance
 - i. The County will not accept easement for only one property if it is part of a larger system.
 - d. The standard operating procedure followed by the Public Works Director and the Easement Manager is as follows:
 - i. Request is brought to the attention of all appropriate staff for discussion
 - ii. If the easement request is determined to be necessary to accept into the Stormwater Drainage Infrastructure system, the easement manager will do the following
 1. Identification of adjacent property owners (names and mailing addresses)
 2. Preparation of easement request letters
 3. Drafting of easement deeds or easement agreements
 4. Initial request letter is mailed via certified mail
 5. Second request letter, if necessary, is mailed
 6. If all of the easement requests are granted, the Easement manager records each document as obtained
 - iii. If the easement request is determined to not be eligible for acceptance into the Stormwater Drainage Infrastructure System, the applicant will be made aware. Reasons for denial of request could be, but are not limited to, the following
 1. Adjacent property owners were not willing to grant an easement
 2. The easement is not part of a larger drainage system necessary for safely routing runoff from County maintained right of way
 3. There is no outfall to waters of the United States
 4. The easement area is within a wetland

Ordinance No. 2024/ ____

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF DRAINAGE EASEMENTS ASSOCIATED WITH DRAINAGE SYSTEMS LOCATED IN THE SHELL POINT AREA ON PARCELS R100 033 00A 0350 0000 & R100 033 00A 0116 0000

WHEREAS, Resolution 2022/63 outlines an updated process for drainage easement requests. Beaufort County Legal department has recently determined that drainage easement conveyance and acceptance should be approved through a County Council Ordinance; and

WHEREAS, Beaufort County Stormwater Department is working on drainage issues in the Shell Point Area. Parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 will help conveyance of drainage to reduce water backup on parcels and surrounding properties; and

WHEREAS, Beaufort County Stormwater Staff have reviewed and approve the request for drainage easements on parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 as shown on attached Exhibit “A”; and

WHEREAS, Beaufort County Council has determined that it is in its best interest to authorize the conveyance and acceptance for drainage easements on parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 as shown on attached Exhibit “A”.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL AS FOLLOWS:

The Interim County Administrator or assignee is hereby authorized to execute drainage easements on parcels R100 033 00A 0350 0000 & R100 033 00A 0116 0000 as shown on attached Exhibit “A”.

DONE this ____ day of _____ 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council

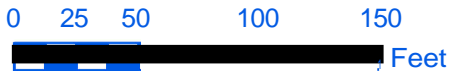
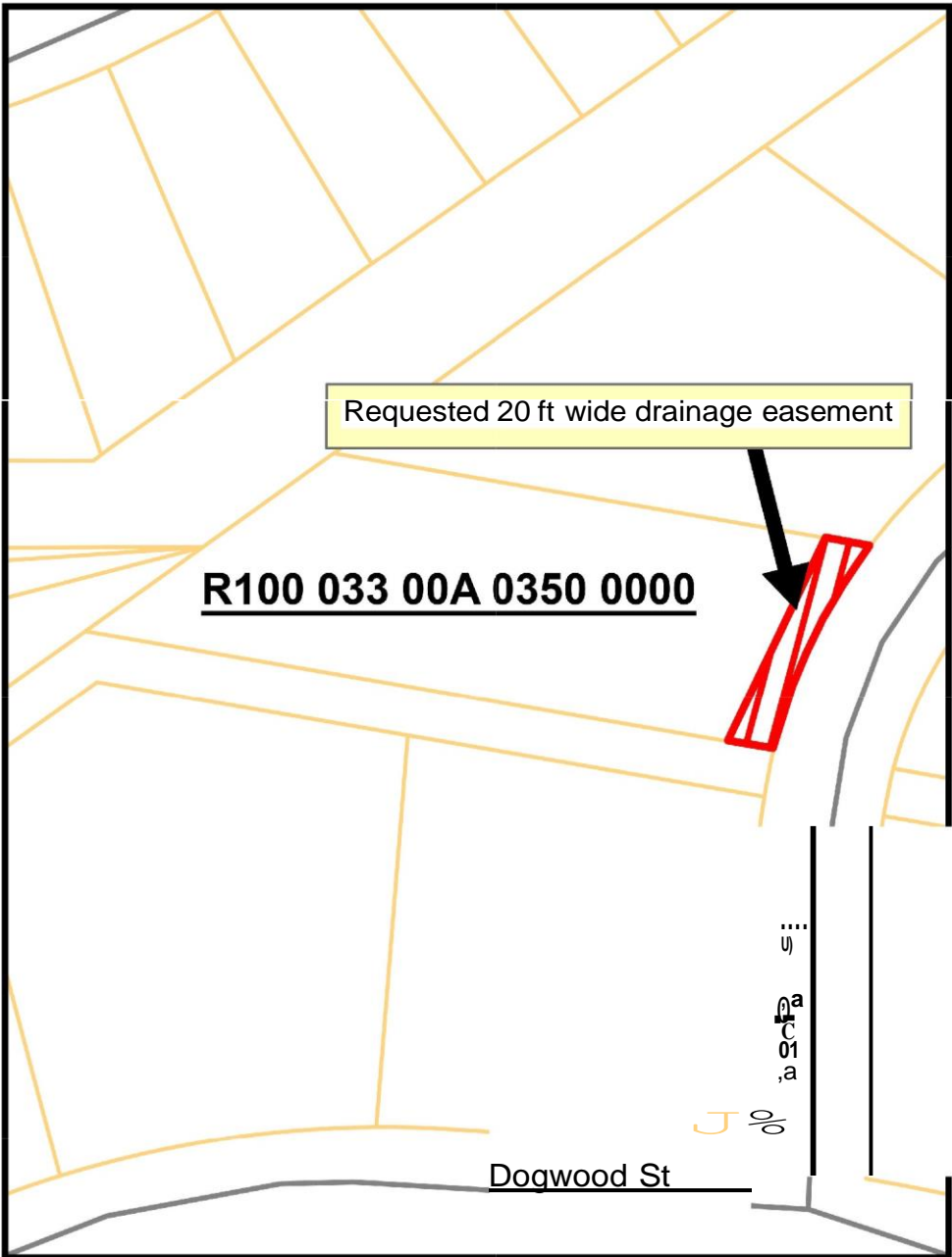
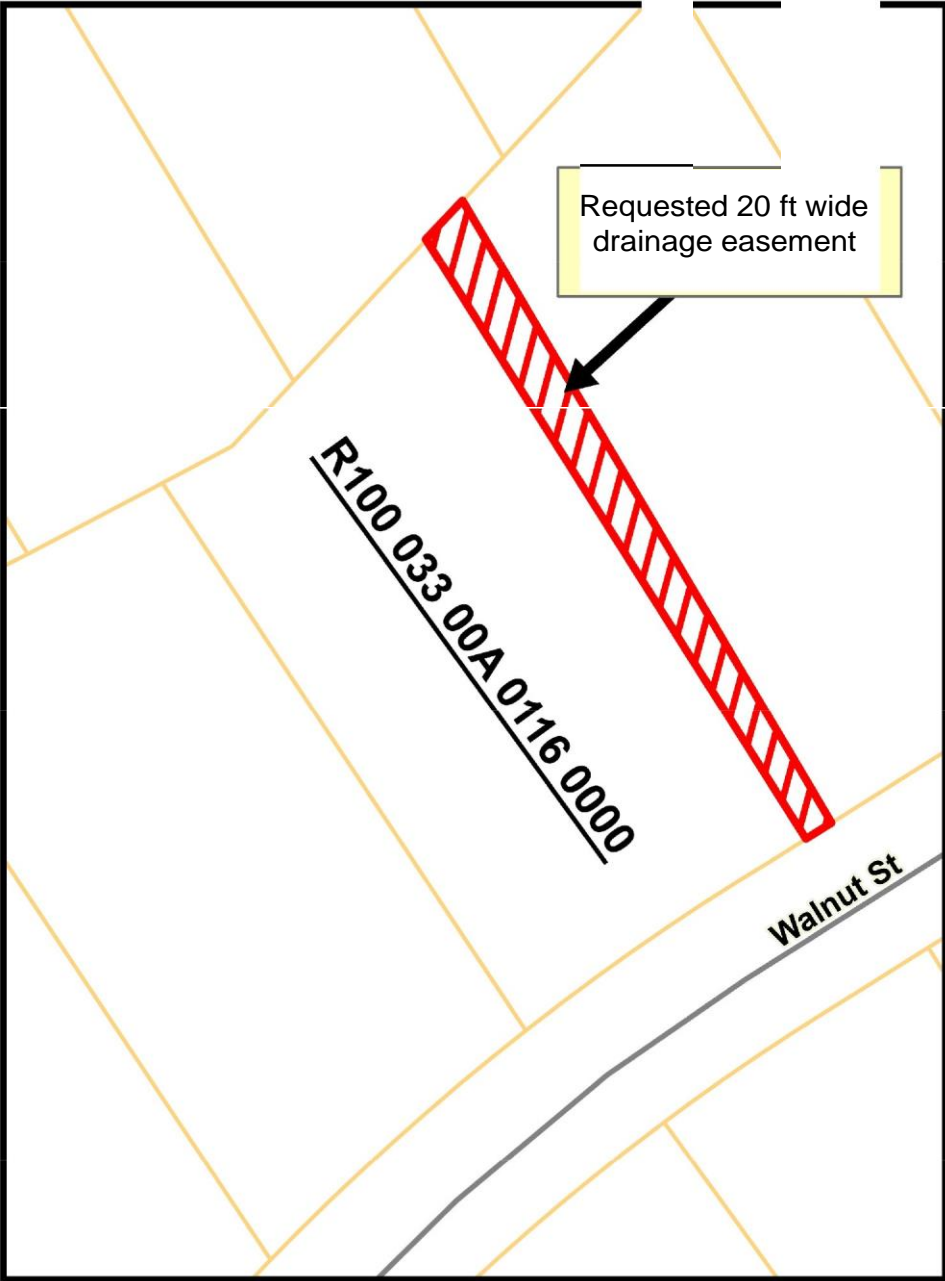
Third and Final Reading:

Public Hearing:

Second Reading:

First Reading:

{Exhibit "A") Shell Point Drainage Easements



1 inch = 52 feet





BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| AN ORDINANCE AUTHORIZING THE CONVEYANCE OF A PORTION OF PARCELS R123-018-000-0483-0000 AND R200-018-000-0257-0000 OF REAL PROPERTY FROM BEAUFORT COUNTY TO THE CITY OF BEAUFORT ASSOCIATED WITH US 21 AIRPORT AREA AND FRONTAGE ROAD IMPROVEMENTS |
| MEETING NAME AND DATE: |
| Public Facilities and Safety Committee Meeting May 28, 2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, P.E., Assistant County Administrator, Engineering (5 Minutes) |
| ITEM BACKGROUND: |
| Included in the November 2018 Transportation sales and Use Tax Referendum approved by voters was a list of projects to include the Lady’s Island Corridor Study designed to improve safety and capacity. Moving forward with improvements on US 21 in the area of the airport, Beaufort County (County) and City of Beaufort (City) entered into an IGA on 19 March 2020 and 1st Amendment dated 16 September 2021 which states that upon completion of the project, the County will not retain any interest in the roadway improvements and the City will maintain the facility as a city street. |
| PROJECT / ITEM NARRATIVE: |
| The County is nearing completion of the US 21 Airport Area and Frontage Road project referred to as “Lost Island connectivity Project” and is initiating the conveyance of right of way obtained by the County to the City as agreed in the referenced IGA. |
| FISCAL IMPACT: |
| N/A |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approval of an ordinance authorizing the conveyance of a portion of parcels R123-018-000-0483-0000 and R200-018-000-0257-0000 of real property from Beaufort County to the City of Beaufort associated with US 21 Airport Frontage Road Improvements. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to either approve, deny or amend an ordinance authorizing the conveyance of a portion of parcels R123-018-000-0483-0000 and R200-018-000-0257-0000 of real property from Beaufort County to the City of Beaufort associated with US 21 Airport Frontage Road Improvements. |
| Next Step – two readings and a public hearing from County Council |

ORDINANCE 2024/____

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF A PORTION OF PARCEL R123-018-000-0483-0000 AND R200-018-000-0257-0000 OF REAL PROPERTY FROM BEAUFORT COUNTY TO THE CITY OF BEAUFORT ASSOCIATED WITH US 21 AIRPORT AREA AND FRONTAGE ROAD IMPROVEMENTS.

WHEREAS, Beaufort County (“County”) owns a portion of real property on parcels R123-018-000-0483-0000 (tract 4) recorded in Deed Book 4158 Pages 2171-2174 on 24 June 2022 and R200-018-000-0257-0000 (tract 1) recorded in Deed Book 4198 Pages 1983-1986 on 16 November 2022 in the Register of Deeds office for Beaufort County; and

WHEREAS, the aforementioned parcels identified as tracts 4 and 1 were obtained in association with improvements to US 21 in the area of the airport as part of the voter approved November 2018 Transportation Sales and Use Tax Referendum; and

WHEREAS, Beaufort County entered into an Intergovernmental Agreement (IGA) with the City of Beaufort (City) on 19 March 2020 and First Amendment of IGA for construction and improvements at US 21 airport area and frontage road (lost Island connectivity Project) on 16 September 2021; and

WHEREAS, the aforementioned IGA states that upon completion of the project, the County will not retain any interest in the roadway improvements and the City will maintain the facility as a city street.

WHEREAS, Beaufort County Council has determined that it is in its best interest to authorize the conveyance of a portion of real property on parcels R123-018-000-0483-0000 (tract 4) and R200-018-000-0257-0000 (tract 1) as shown in Exhibit “A” attached hereto and incorporated herein by reference; and

WHEREAS, S.C. Code Ann. § 4-9-130 requires that the transfer of any interest in real property owned by the County must be authorized by Beaufort County Council and a public hearing must be held.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL, duly assembled, authorizing the Interim County Administrator to execute the necessary documents to convey a portion of real property on parcels R123-018-000-0483-0000 (tract 4) and R200-018-000-0257-0000 (tract 1) as shown in the attached document entitled Exhibit “A”.

DONE this ____ day of _____ 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

ATTEST:

Sarah W. Brock, Clerk to Council

By: _____
Joseph Passiment, Chairman

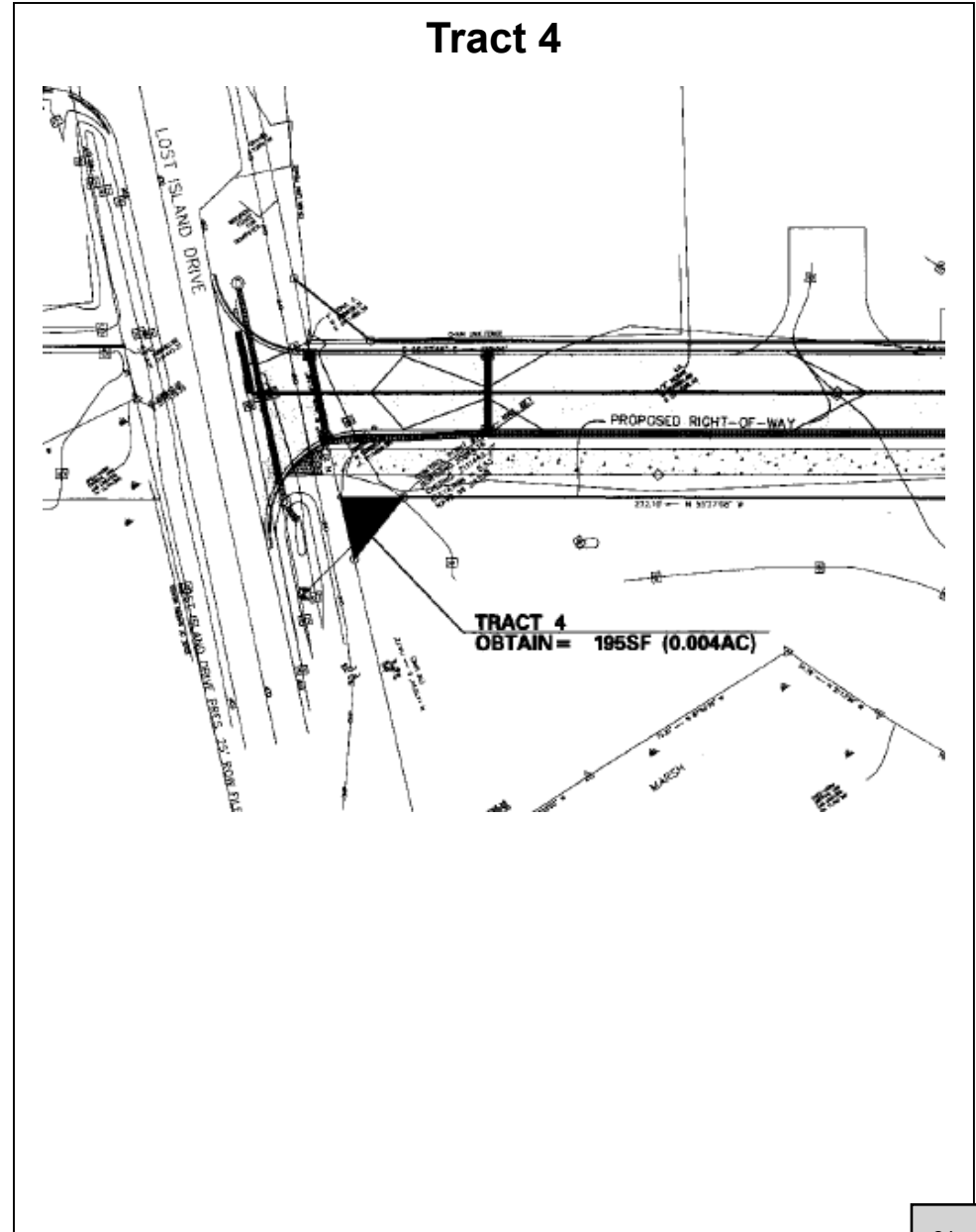
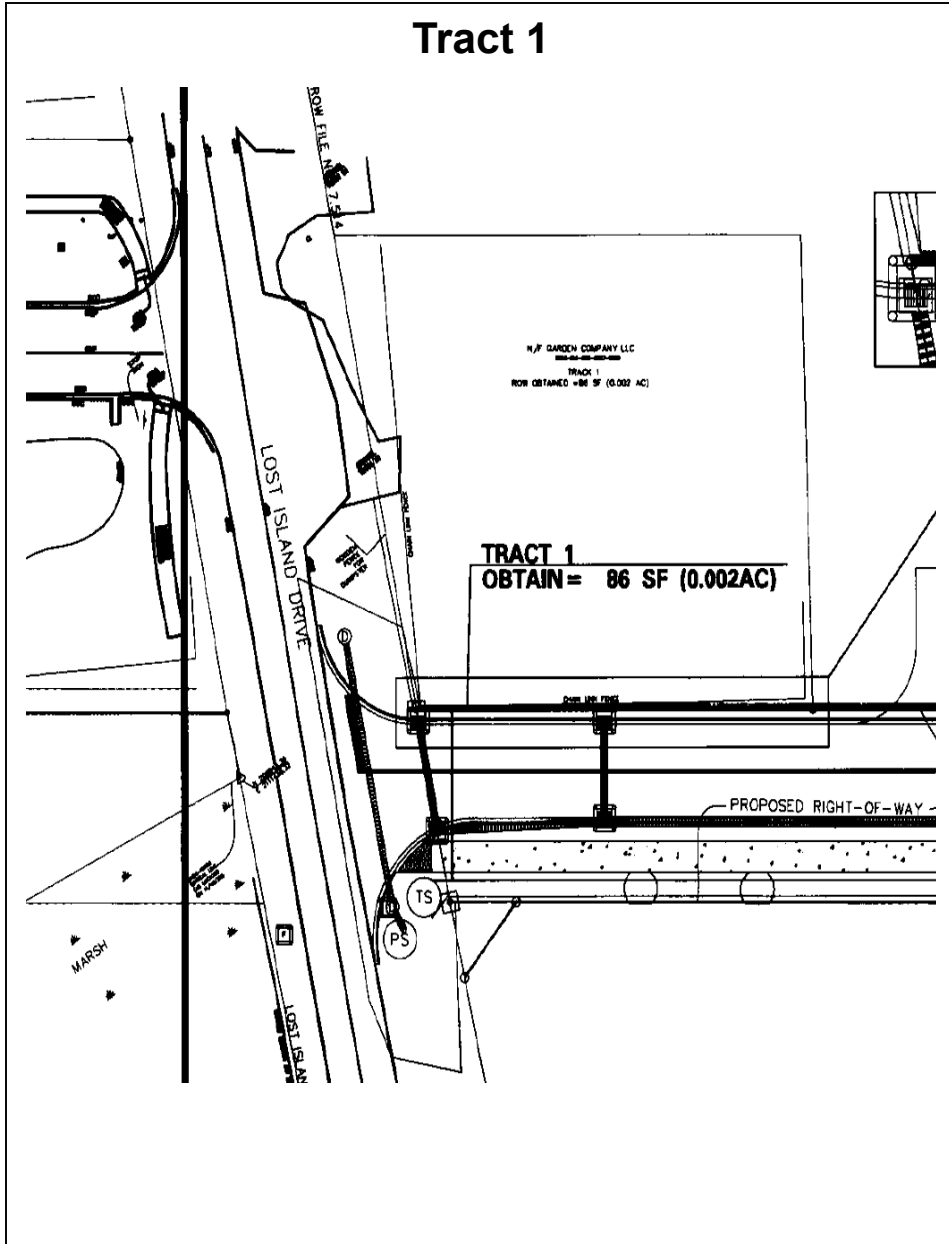
Third and Final Reading:

Public Hearing:

Second Reading:

First Reading:

Exhibit "A"



**INTERGOVERNMENTAL AGREEMENT
FOR CONSTRUCTION AND IMPROVEMENTS AT
US 21 AIRPORT AREA AND FRONTAGE ROAD
(LOST ISLAND CONNECTIVITY PROJECT)**

THIS INTERGOVERNMENTAL AGREEMENT (“IGA”) by and between the City of Beaufort, South Carolina, a municipal corporation (“City”), and Beaufort County, South Carolina, a political subdivision of the state of South Carolina (“County”) is made and entered into this 19th day of March 2019.²⁰

WHEREAS, the City and the County recognize the need to improve the safety and the capacity of US 21 across Lady’s Island for the public good. To that end the City did, in 2017, commission Stantec, an engineering firm, and Ward Edwards Engineering to conduct a traffic study and to make recommendations on steps the City and the County can take improve both; and

WHEREAS, on May 19, 2017, Stantec published a report entitled Lady’s Island Corridor Study (Study”) which identifies nine (9) specific projects all of which are designed to improve safety and capacity on US 21 across Lady’s Island including improvements on US 21 in the area of the airport. One of the improvements listed in the Study, in fact the final project listed in the Study, is designated US 21 Airport Area and Frontage Road (hereinafter “Lost Island Connectivity Project” or “Project”); and

WHEREAS, the County did, by Resolution (Exhibit “A”), approve and adopt the Study and added the projects designated therein to the County’s Transportation Capital Improvement Plan (“CIP”); and

WHEREAS, the County did, thereafter, adopt an Ordinance which called for a Referendum on a proposed Transportation Sales and Use Tax. Included in that Ordinance and Referendum was a list of projects to which the revenue generated by the tax, if approved, would apply. The projects listed in the Referendum, which the voters approved in November 2018, included the projects listed in the Study; and

WHEREAS, thereafter, specifically in May 2019, the City committed \$95,000 of City Funds to the Lost Island Connectivity Project; and

WHEREAS, the City and the County are preparing to embark on the planning and construction phases of the Project. They wish to enter into this agreement which will clarify, identify and delineate the roles of each entity relating to the Project so they can move forward with the award, administration and management of it.

NOW, THEREFORE, for and in consideration of the mutual covenants exchanged herein, the City and the County hereby agree as follows:

1. The County shall assume responsibility for the planning, award, administration, and management of all contracts concerning, relating and pertaining to the Project except as specified in paragraph 4 below.

2. In the interest of continuity, timely response to issues which arise and fiscal control over the Project, the County will be responsible for day to day oversight of the Project.
3. All planning and construction expenses associated with the Project (specifically excluding all costs and expenses associated with all property acquisition [including, for instance but not limited to, condemnation, rights of way, easements of all types, etc.]) shall be paid with revenue generated by the 2018 Transportation Sales and Use Tax.
4. County will be responsible for the procurement, administration, and cost of the design phase of the project to include all necessary permitting. The roadway infrastructure will be designed to adhere to the most recent amended version of the City's Street Network and Design Standards (Section 7.2) and Appendix C of "The Beaufort, SC Code" which was formerly adopted by the City on June 27, 2017. City to review
5. The City shall bear all costs and expenses associated with all property acquisition including, for instance but not limited to, condemnation, rights of way, easements of all types, etcetera.
6. The City and the County that County shall deduct ten (10%) percent from each contractor payment as retainage. Retainage may, in County's sole discretion, be reduced to five (5%) percent upon fifty (50%) percent completion of the Project. All retainage will be paid upon satisfactory completion of the Project as required by the Contract Documents.
7. Upon completion of the project, the County will not retain any interest in the roadway improvements and the City will maintain the facility as a City street
8. Any notice under this Agreement shall be delivered in writing to the following:

To the City: Mr. William Prokop
 City Manager
 1911 Boundary Street
 Beaufort, SC 29902

To the County: Ms. Ashley Jacobs
 County Administrator
 P. O. Drawer 1228
 Beaufort, SC 29901-1228

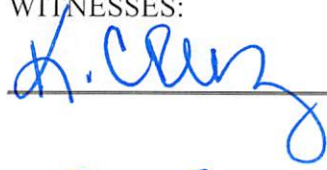
9. The City and the County agree that procurement of goods or services in the furtherance of the Project shall be pursuant to Beaufort County procurement policies, ordinances and/or guidelines as well as any relevant state or federal procurement requirements which may be applicable if state and/or federal grant funding is received. The parties expressly agree to be bound by the County's interpretation of the same.
10. This Agreement constitutes the full and complete agreement between the parties relative to the Project. Neither party relies upon, or has the right to rely upon, any representation

regarding the terms of this Agreement regardless of whether such representations are oral or written, consistent or inconsistent with the terms set forth herein. This Agreement supersedes and replaces all previous Agreements discussion between the parties relating to the Project. To the extent any term or condition of this Agreement contradicts a term or condition in a previous Agreement or discussion, the terms and conditions set forth herein shall prevail.

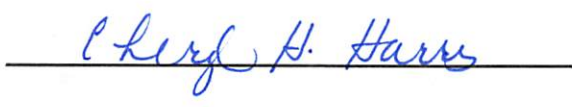
11. This Agreement cannot be amended except in writing and with the mutual consent of the parties.

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day and year first above written.

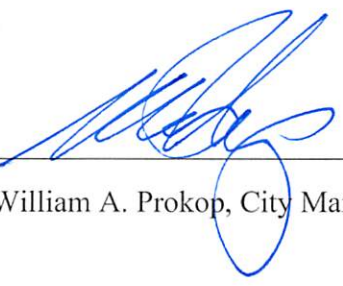
WITNESSES:









By: 
William A. Prokop, City Manager

By: 
Ashley Jacobs, County Administrator

**FIRST AMENDMENT
INTERGOVERNMENTAL AGREEMENT
FOR CONSTRUCTION AND IMPROVEMENTS AT
US 21 AIRPORT AREA AND FRONTAGE ROAD
(LOST ISLAND CONNECTIVITY PROJECT)
ORIGINAL AGREEMENT DATED: MARCH 19, 2020**

THIS FIRST AMENDMENT to the Intergovernmental Agreement (“IGA”) by and between the City of Beaufort, South Carolina, a municipal corporation (“City”), and Beaufort County, South Carolina, a political subdivision of the state of South Carolina (“County”) dated March 19, 2020, is made and entered into this 16th day of September 2021.

The City and County desire to change paragraph 3 which states “All planning and construction expenses associated with the Project (specifically excluding all costs and expenses associated with all property acquisition [including, for instance but not limited to, condemnation, rights of way, easements of all types, etc.]) shall be paid with the revenue generated by the 2018 Transportation Sales and Use Tax”.

The amendment shall read: “All planning and construction expenses associated with the Project (all costs and expenses associated with all property acquisition are defined in item 5) shall be paid with the revenue generated by the 2018 Transportation Sales and Use Tax”.

The City and County desire to change paragraph 5 which states “The City shall bear all costs and expenses associated with all property acquisition including, for instance but not limited to, condemnation, rights of way, easements of all types, etcetera.”

The amendment shall read: The City shall bear all costs and expenses associated with, for instance but not limited to, condemnation, rights of way, easements of all types, etcetera, for the acquisition of property from Airport Junction, LLC only. The County will acquire any other properties necessary for the construction of the project.

All other mutual covenants remain in effect. This Agreement cannot be further amended except in writing and with the mutual consent of the parties.

Any notice under this Agreement shall be delivered in writing to the following:

To the City: Mr. William Prokop
 City Manager
 1911 Boundary Street
 Beaufort, SC 29902

To the County: Mr. Eric Greenway
 County Administrator
 PO Drawer 1228
 Beaufort, SC 29901-1228

IN WITNESS WHEREOF, we have hereunto set our hands and seals the day and year first above written.

WITNESSES:

Marc Bolden
Jay Phillips
Cheryl Harris
[Signature]

By: [Signature]
William A. Prokop, City Manager

By: [Signature]
Eric Greenway, County Administrator



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS FOR THE ACCEPTANCE OF PROPERTIES ENCUMBERING THE ROAD RIGHT OF WAY FOR PRIVATE SECTION OF SCHEPER LANE |
| MEETING NAME AND DATE: |
| Public Facilities & Safety Committee Meeting May 28, 2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, P.E., Assistant County Administrator, Infrastructure (5 Minutes) |
| ITEM BACKGROUND: |
| Property Owners on private section of Scheper Lane petitioned the County to bring the road into the County Inventory and County Council approved this acceptance on March 11, 2024. |
| PROJECT / ITEM NARRATIVE: |
| Property owners on private section of Scheper Lane wish to convey their interest in road right of way to Beaufort County on portion of the road that County accepted into County Road Inventory. |
| FISCAL IMPACT: |
| N/A |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval of an ordinance authorizing the Interim County Administrator to execute any and all necessary documents for the acceptance of properties encumbering the road right of way for private section of Scheper Lane. |
| OPTIONS FOR COUNCIL MOTION: |
| <i>Motion to approve/deny/amend</i> an ordinance authorizing the Interim County Administrator to execute any and all necessary documents for the acceptance of properties encumbering the road right of way for private section of Scheper Lane. Next Step – three readings and a public hearing at County Council |



County Council Meeting Beaufort County, SC

Council Chambers, Administration Building Beaufort County Government Robert Smalls
Complex 100 Ribaut Road, Beaufort

Monday, March 11, 2024
5:00 PM

MINUTES

Watch the video stream available on the County's website to hear the Council's discussion of a specific topic or the complete meeting <https://beaufortcountysc.new.swagit.com/videos/299532>

1. CALL TO ORDER

Vice-Chair Lawrence Called the meeting to order at 5:00PM

PRESENT

Chairman Joseph F. Passiment
Vice-Chairman Lawrence McElynn
Council Member David P. Bartholomew
Council Member Paula Brown
Council Member Logan Cunningham
Council Member Gerald Dawson
Council Member York Glover
Council Member Alice Howard
Council Member Mark Lawson
Council Member Anna Maria Tabernik
Council Member Thomas Reitz

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Vice-Chair McElynn led the Pledge of Allegiance and Council Member Dawson gave the invocation.

3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT

Vice-Chair McElynn stated public notice of this meeting had been published, posted, and distributed in compliance with SC FOIA.

4. APPROVAL OF AGENDA

Motion to Amend: It was moved by Council Member Tabernik, Seconded by Council Member Cunningham to amend the agenda to move the second citizens comment right below item number 8 due to individuals needing to leave prior to the end of the meeting.

The Vote - Motion to amend was approved without objection.

Motion to amend: It was moved by Council Member Brown, Seconded by Council Member Cunningham to amend the agenda to add the recently voted on LATS resolution for council action.

The Vote - Motion to amend was approved without objection.

Main Motion: It was moved by Council Member Cunningham, Seconded by Council Member Tabernik to approve the agenda as amended.

The Vote - Motion to amend was approved without objection.

5. ADMINISTRATOR'S REPORT

Interim County Administrator Robinson recognized the following employees:

Elena Milbrandt, Accounts Payable Specialist, Beaufort County Airports

Cynthia (Cindy) Collieran, Office Manager, Building Codes Department

Eric Brown, New Parks and Recreation Director

Please watch the video stream available on the County's website to view the full discussion.

<https://beaufortcountysc.new.swagit.com/videos/299532>

6. PROCLAMATION RECOGNIZING DISABILITIES AWARENESS MONTH

Vice-Chair Lawrence McElynn presented a proclamation recognizing Disabilities Awareness Month.

7. PROCLAMATION HONORING FRED E. LEYDA

Council Member Alice Howard presented a proclamation to Fred E. Leyda for all of his years of service to Beaufort County as the Director of the Human Services Department.

8. CITIZEN COMMENT PERIOD

Citizen comment was taken.

Please watch the video stream available on the County's website to view the full discussion.

<https://beaufortcountysc.new.swagit.com/videos/299532>

9. LIASION AND COMMITTEE REPORTS

Please watch the video stream available on the County's website to view the full discussion.

<https://beaufortcountysc.new.swagit.com/videos/299532>

10. APPROVAL OF CONSENT AGENDA

Motion: It was moved by Council Member Glover, Seconded by Council Member Howard to approve the following consent agenda items: approval of Cisco Enterprise support agreement renewal; Boards and Commissions Appointments and Reappointments; and approval to enter into an intergovernmental agreement between Beaufort County and the South Carolina Department of Transportation for Beaufort County Transportation program projects.

The Vote - Motion was approved without objection.

11. PUBLIC HEARING AND THIRD READING OF AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT) FOR PROPERTY LOCATED UNDER THE CROSS-ISLAND PARKWAY ADJACENT TO THE BROAD CREEK BOAT LANDING PARCEL 552 010 000 0650 0000

Motion: It was moved by Council Member Cunningham, Seconded by Council Member Brown to approve public hearing and third reading of an ordinance authorizing the interim county administrator to enter into a lease agreement with the South Carolina Department of Transportation (SCDOT) for property located under the Cross-Island Parkway adjacent to the broad creek boat landing parcel 552 010 000 0650 0000.

Vice-Chairman McElynn opened the floor for public comment.

No one came forward.

Vice-Chairman McElynn closed the public comment.

The Vote - Motion was approved without objection.

12. PUBLIC HEARING AND SECOND READING OF AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE THE NECESSARY DOCUMENTS TO CONVEY A PORTION OF PROPERTY OWNED BY BEAUFORT COUNTY WITH TMS NO. R510 005 000 0329 0000, LOCATED ON BEACH CITY ROAD, HILTON HEAD ISLAND.

Motion made by Council Member Glover, Seconded by Council Member Cunningham.

Vice-Chairman McElynn opened the floor for public comment.

No one came forward.

Vice-Chairman McElynn closed the public comment.

The Vote - Motion was approved without objection.

13. FIRST READING OF AN ORDINANCE TO AMEND BEAUFORT COUNTY BUDGET ORDINANCE 2023/22 FOR THE FISCAL YEAR 2023-2024 TO APPROPRIATE AND TRANSFER \$250,000 FROM FUND BALANCE OF THE GENERAL FUND TO THE SPECIAL REVENUE FUND (2546) TO COVER UNBUDGETED COSTS FOR THE DAUFUSKIE ISLAND FERRY OPERATIONS; TO INCLUDE THREE (3) SPECIAL REVENUE FUNDS' BUDGETS (FUNDS 2230, 2252, AND 2255) IN AN AGGREGATE AMOUNT OF \$402,918 WHICH WERE CONVERTED TO THE GENERAL FUND DURING THE CHART OF ACCOUNTS CONVERSION PROCESS; TOTAL AMENDMENT OF BUDGET ORDINANCE 2023/22 IS \$652,918

Motion to amend: It was moved by Council Member Tabernik, Seconded by Council Member Cunningham to amend the proposed budget ordinance to include the transfer of 3.6 million dollars from general fund balance for the purchase of 333 and 335 Buckwalter Parkway in accordance with BC Ordinance 2023/14.

The Vote - Motion was approved without objection.

Motion to Amend Amended Motion: It was moved by Council Member Cunningham, Seconded by Council Member Tabernik to remove the \$250,000 slated to go towards the Daufuskie Island Ferry Contract from this budget ordinance amendment.

The Vote - Voting Yea: Council Member Cunningham. Voting Nay: Chairman Passiment, Vice-Chairman McElynn, Council Member Bartholomew, Council Member Brown, Council Member Dawson, Council Member Glover, Council Member Howard, Council Member Lawson, Council Member Tabernik, Council Member Reitz. The motion to amend failed 1:10

Main Motion: It was moved by Council Member Dawson, Seconded by Council Member Howard to approve first reading of an ordinance to amend Beaufort County budget ordinance 2023/22 for the fiscal year 2023-2024 to appropriate and transfer \$250,000 from fund balance of the general fund to the special revenue fund (2546) to cover unbudgeted costs for the Daufuskie Island Ferry Operations; to include three (3) special revenue funds' budgets (funds 2230, 2252, and 2255) in an aggregate amount of \$402,918 which were converted to the general fund during the chart of accounts conversion process; total amendment of budget ordinance 2023/22 is \$652,918 to include the transfer of 3.6 million dollars from

general fund balance for the purchase of 333 and 335 Buckwalter Parkway in accordance with BC Ordinance 2023/14.

The Vote - Voting Yea: Chairman Passiment, Vice-Chairman McElynn, Council Member Bartholomew, Council Member Brown, Council Member Dawson, Council Member Glover, Council Member Howard, Council Member Lawson, Council Member Tabernik, Council Member Reitz. Voting Nay: Council Member Cunningham. The motion passed 10:1.

14. FIRST READING OF AN ORDINANCE AMENDING CHAPTER 66 TAXATION, ARTICLE V HOSPITALITY TAX OF THE BEAUFORT COUNTY CODE OF ORDINANCES

Motion: It was moved by Council Member Tabernik, Seconded by Council Member Brown to approve first reading of an ordinance amending chapter 66 Taxation, Article V Hospitality Tax of the Beaufort County Code of Ordinances.

15. FIRST READING OF AN ORDINANCE AMENDING CHAPTER 66 TAXATION, ARTICLE II ACCOMMODATIONS TAX BOARD, DIVISION 1. GENERALLY AND DIVISION 2. ACCOMMODATIONS (3%) TAX

Motion: It was moved by Council Member Tabernik, Seconded by Council Member Howard to approve first reading of an ordinance amending chapter 66 Taxation, Article II Accommodations Tax Board, Division 1. Generally and Division 2. Accommodations (3%) Tax.

The Vote - Voting Yea: Chairman Passiment, Vice-Chairman McElynn, Council Member Bartholomew, Council Member Brown, Council Member Cunningham, Council Member Dawson, Council Member Glover, Council Member Howard, Council Member Lawson, Council Member Tabernik. Voting Nay: Council Member Reitz. The motion passed 10:1.

16. APPROVAL OF A RESOLUTION TO ACCEPT THE TRANSPORTATION ALTERNATIVE SET ASIDE PROGRAM FUND GRANT FROM THE US DEPARTMENT OF TRANSPORTATION'S FEDERAL HIGHWAY ADMINISTRATION (FHWA) IN THE AMOUNT OF \$1,177,868,.71 FOR THE ALLJOY ROAD SIDEWALK PROJECT

Motion: It was moved by Council Member Lawson, Seconded by Council Member Cunningham to approve a resolution to accept the transportation alternative set aside program fund grant from the US Department of Transportation's Federal Highway Administration (FHWA) in the amount of \$1,177,868,.71 for the Alljoy Road Sidewalk Project.

The Vote - Motion was approved without objection.

17. REQUEST FOR PRIVATE ROAD ACCEPTANCE OF SCHEPER LANE INTO THE COUNTY ROAD INVENTORY

Motion: It was moved by Council Member Howard, Seconded by Council Member Bartholomew to accept Scheper Lane into the County Road Inventory.

The Vote - Motion was approved without objection.

18. APPROVAL OF A \$100 SUPPLEMENT TO POLL WORKERS FOR THE REMAINING 2023-2024 FISCAL YEAR

Motion: It was moved by Council Member Tabernik, Seconded by Council Member Bartholomew to approve a \$100 supplement to poll workers for the remaining 2023-2024 Fiscal year.

Recusals: Council Members Howard, Glover, and Dawson recused themselves from discussing this item and left the room at this time.

The Vote - Voting Yea: Chairman Passiment, Vice-Chairman McElynn, Council Member Bartholomew, Council Member Brown, Council Member Cunningham, Council Member Lawson, Council Member Tabernik, and Council Member Reitz. Recusals: Council Member Dawson, Council Member Glover, and Council Member Howard. The motion passed 8:0.

19. **Motion:** It was moved by Council Member Cunningham, Seconded by Council Member Bartholomew to review council’s decision to either rescind the earlier vote or to amend the earlier vote to tweak the approved LATS Resolution

The Vote - Motion was approved without objection.

20. **EXECUTIVE SESSION**

Motion: It was moved by Council Member Tabernik, Seconded by Council Member Bartholomew to go into executive session to discuss the items below.

Pursuant to S.C. Code sec. 30-4-70(a)(2): receipt of legal advice where the legal advice relates to matters covered by the attorney-client privilege (Haynesworth, Sinkler, Boyd Investigations)

Pursuant to S.C. Code §30-4-70(a)(2): receipt of legal advice where the legal advice relates to matters covered by the attorney-client privilege (application of road use fee)

Pursuant to S.C. code sec. 30-4-70(a)(2): receipt of legal advice where the advice relates to pending claims or other matters covered by the attorney-client privilege (Beaufort County v Hatcher Holdings, LLC)

Pursuant to S.C. Code section 30-4-70(a)(2) to receive legal advice where the advice relates to pending litigation (Munday v Beaufort County)

The Vote - Motion was approved without objection.

24. **MATTERS ARISING OUT OF EXECUTIVE SESSION**

Motion: It was moved by Council Member Bartholomew, Seconded by Council Member Reitz to amend the road use fee ordinance as discussed in executive session.

The Vote - Motion was approved without objection.

25. **ADJOURNMENT**

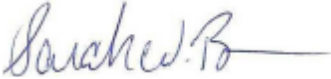
The meeting adjourned at 7:38PM

COUNTY COUNCIL OF BEAUFORT COUNTY



BY: _____
Joseph F. Passiment, Jr., Chairman

ATTEST:



Sarah W. Brock, Clerk to Council

Ratified: April 8, 2024

ORDINANCE 2024/____

AN ORDINANCE AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS FOR THE ACCEPTANCE OF PROPERTIES ENCUMBERING THE ROAD RIGHT OF WAY FOR PRIVATE SECTION OF SCHEPER LANE

WHEREAS, the property owners abutting a portion of the right of way shown and described as Scheper Lane, more particularly described on Exhibit A attached hereto and incorporated herein (“ROW”); and

WHEREAS, the aforementioned property owners have requested to have the ROW conveyed to Beaufort County (“County”); and

WHEREAS, the County desires to accept the ROW approved by County Council to be included in the County Road Inventory on March 11, 2024; and

WHEREAS, it is in the best interest of the Scheper Lane community and the County to accept the properties from the property owners and improve the road for public use.

NOW, THEREFORE, BE IT ORDAINED that Beaufort County Council authorize the Interim County Administrator to execute any and all documents associated with conveyance Scheper Lane Right of Way identified in attached Exhibit “A”.

DONE this ____ day of _____ 2024.

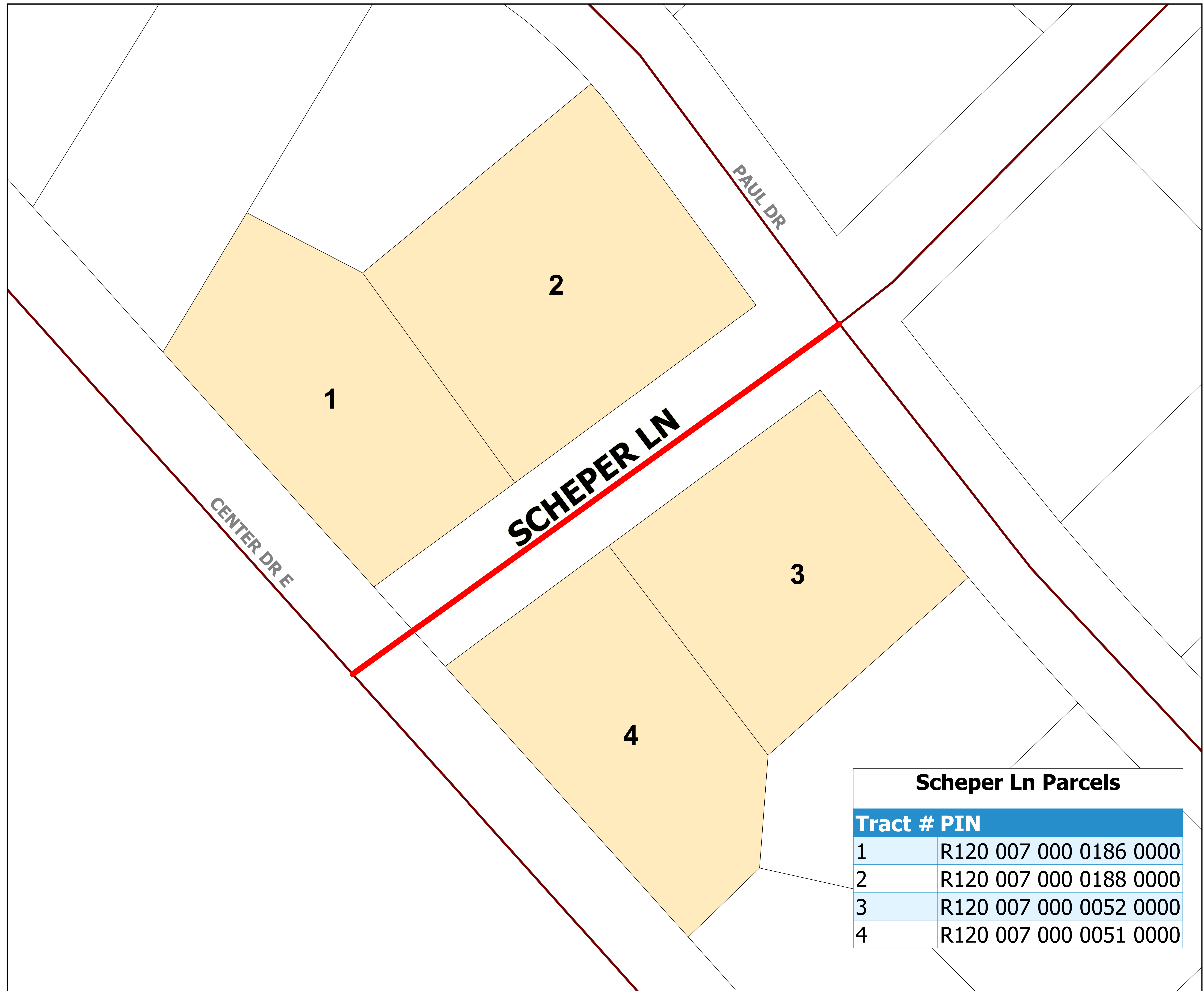
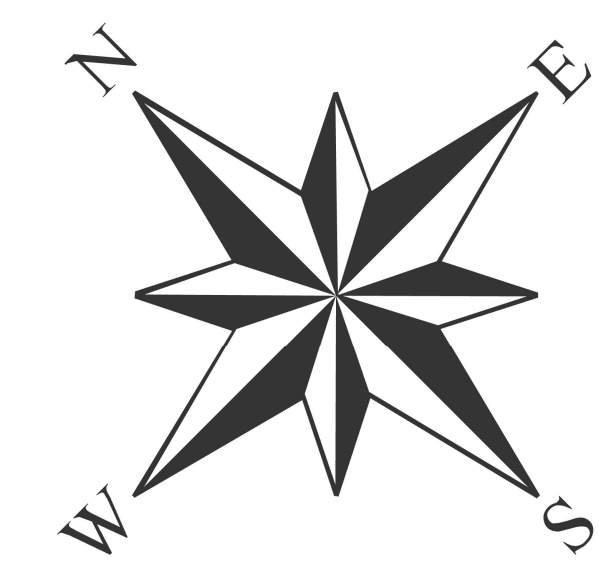
COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Chairman

ATTEST:

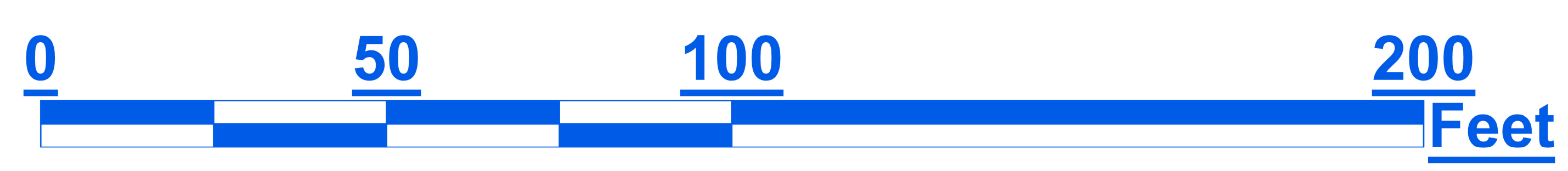
Sarah W. Brock, Clerk to Council

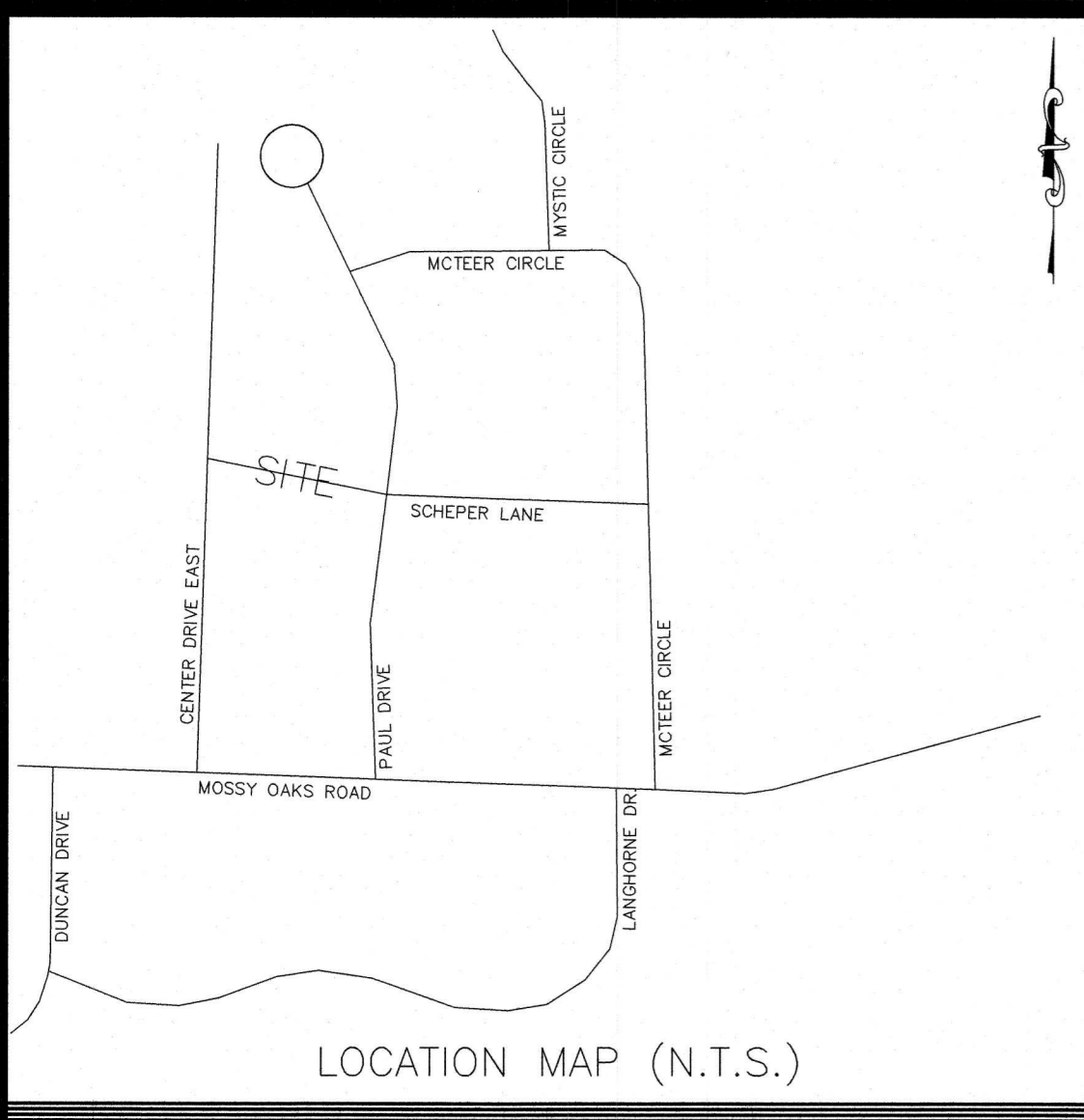
Third and Final Reading:
Public Hearing:
Second Reading:
First Reading:



**(Exhibit "A")
Private Section of
Scheper Ln
ROW Acquisition
For Beaufort County**

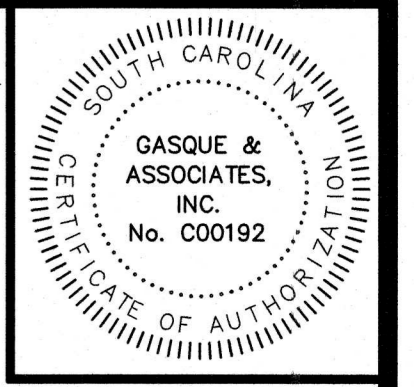
| Scheper Ln Parcels | |
|---------------------------|------------------------|
| Tract # | PIN |
| 1 | R120 007 000 0186 0000 |
| 2 | R120 007 000 0188 0000 |
| 3 | R120 007 000 0052 0000 |
| 4 | R120 007 000 0051 0000 |





LEGEND OF SYMBOLS & ABBREVIATIONS

| | | | |
|--|--------------------|--|----------------------------|
| | FIRE HYDRANT | | MYM MAIN VALVE MONUMENT |
| | CLEAN OUT | | MH MANHOLE |
| | POWER POLE | | CB CABLE BOX |
| | TELEPHONE PEDESTAL | | OHP-OHP OVERHEAD POWERLINE |
| | MAIL BOX | | EOP EDGE OF PAVEMENT |
| | WATER VALVE | | BOC BACK OF CURB |
| | STOP SIGN | | LP LIGHTPOLE |
| | WATER METER | | CONC CONCRETE |
| | 1/2\"/> | | CL CENTER LINE |
| | TREE SIZE & TYPE | | CONTOUR LINE |
| | ELEVATION | | |



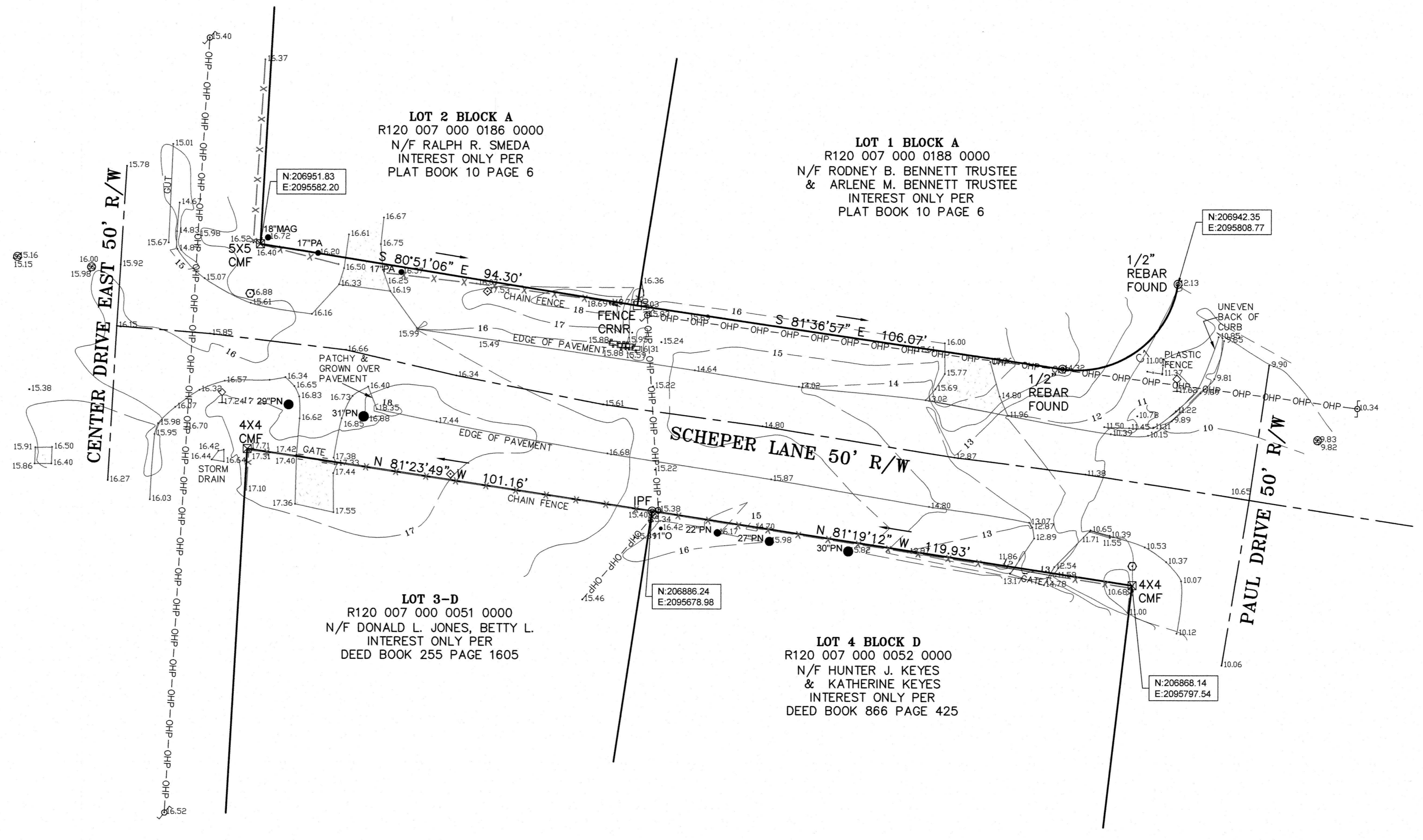
TREE LEGEND

| CODE | COMMON NAME | BOTANICAL NAME |
|------|---------------------|-------------------------|
| PNS | PINE SHORTLEAF | Pinus echinata |
| PNL | PINE LONGLEAF | Pinus palustris |
| LO | LIVE OAK | Quercus virginiana |
| O | OAK | Quercus spp. |
| MAG | SOUTHERN MAGNOLIA | Magnolia grandiflora |
| PA | PALMETTO | Sabal palmetto |
| SUB | SUGARBERRY | Celtis laevigata |
| EL | ELM | Ulmus spp. |
| HM | MOCKERNUT HICKORY | Carya spp. |
| BAY | BAY MAGNOLIA | Cordia spp. |
| WX | WAX MYRTLE | Myrica cerifera |
| CH | BLACK CHERRY | Prunus spp. |
| CE | EASTERN RED CEDAR | Juniperus virginiana |
| TA | CHINESE TALLOW-TREE | Sapindus saponarium |
| PO | YELLOW POPLAR | Liriodendron tulipifera |
| BI | BIRCH | Betula spp. |
| CY | BALDCYPRESS | Taxodium distichum |
| SY | AMERICAN SYCAMORE | Platanus occidentalis |
| PE | PECAN | Carya illinoensis |
| CR | GRAPEMYRTLE | Lagerflora indica |
| FR | FRUIT TREE | |
| MP | MAPLE | Morus spp. |
| DW | DOGWOOD | Cornus florida |
| QUA | QUERCUS | Quercus spp. |
| WD | WATER OAK | Quercus nigra |
| LA | LAUREL OAK | Quercus laurifolia |
| TUL | TULIP TREE | Liriodendron |
| BJD | BLACKJACK OAK | Quercus marilandica |
| UNK | UNKNOWN | |
| CSA | CRAB APPLE | Malus sylvestris |
| MUL | MULBERRY | Morus |
| MM | MIMOSA TREE | Albizia julibrissin |
| WHO | WHITE OAK | Quercus alba |
| TD | TURKEY OAK | Quercus coccinea |
| RO | RED OAK | Quercus rubra |
| HOL | HOLLY | Aquifolias |
| WIL | WILLOW TREE | Salix alba |
| TU | TUPELO | Nyssa junoniana |
| CHB | CHINA BERRY | Melia azadirach |
| CO | COTTONWOOD | Populus |
| CL | CHERRY LAUREL | Prunus laurocerasus |

ALL TREES ARE LOCATED TO THE FACE OF THE TREE TRUNK, THEREFORE TOLERANCE OF THE TREE LOCATED IS PLUS OR MINUS THE DIAMETER OF THE TREE LOCATED IS 0.5 FEET. ALL TREES ARE MEASURED AT BEST HEIGHT WHICH IS APPROXIMATELY 40 INCHES ABOVE GROUND. GROUND ELEVATION AT TREE LOCATIONS MAY OR MAY NOT ACCURATELY REPRESENT ELEVATIONS BETWEEN TREE SHOTS DUE TO THE GROUND SLOPES AT THE BASE OF THE TREE. NOTE: ANY TREE LOCATION THAT IS CRITICAL BEYOND THE TOLERANCE STATED ABOVE FOR DESIGN MUST BE POINTED OUT AND A TIGHTER TOLERANCE MUST BE AGREED UPON.

- NOTES:**
- THE BEARINGS SHOWN HEREON ARE MAGNETIC AND AS SUCH ARE SUBJECT TO LOCAL ATTRACTION.
 - THIS PLAT DOES NOT CERTIFY THE PRESENCE OR ABSENCE OF U.S. ARMY CORPS OF ENGINEERS JURISDICTIONAL WETLANDS.
 - METHOD OF AREA CALCULATION BASED ON COORDINATE METHOD.
 - LOCATION OF UNDERGROUND UTILITIES ARE FROM SURFACE INDICATIONS ONLY AND ARE NOT CERTIFIABLE.
 - THIS PLAT REPRESENTS A SURVEY BASED ON THE LISTED REFERENCES ONLY AND IS NOT THE RESULT OF A TITLE SEARCH.
 - CERTIFICATIONS ARE NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS.
 - THE CERTIFIER HAS NOT INVESTIGATED OR BEEN INSTRUCTED TO INVESTIGATE THE EXISTENCE OR NONEXISTENCE OF ANY OVERLAY DISTRICTS, SUCH AS: AIRPORT, MILITARY, NOISE, CRASH POTENTIAL OR ENVIRONMENTAL ISSUES.
 - BEFORE ANY DESIGN WORK OR CONSTRUCTION ON THIS SITE IS STARTED FLOOD ZONE INFORMATION MUST BE VERIFIED BY PROPER BUILDING CODES OFFICIAL.
 - SETBACKS SHOWN AS PER PLAT OF RECORD AND MUST BE VERIFIED WITH OFFICIAL AGENCY BEFORE PURCHASE AND OR CONSTRUCTION ON SUBJECT PROPERTY.
 - THIS PROPERTY APPEARS TO LIE IN FLOOD ZONE "X" UNSHADED & X SHADED AS DETERMINED BY F.E.M.A. FIRM COMM-PANEL NUMBER 45013C0164G DATED MARCH 23, 2021. (1988 NAVD)
 - CONTOUR INTERVAL IS 1'.
 - VERTICAL DATUM IS 1988 NAVD.

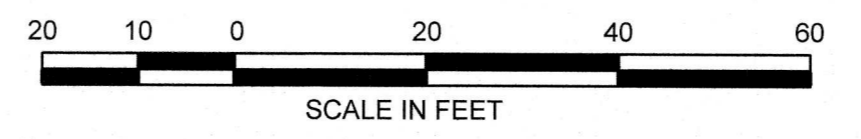
- REFERENCES:**
- PORTION OF ROUTE S-278
 - PLAT BY R.D. TROGDON DATED 10/04/1977 DEED BOOK 255 PAGE 1605 RMC BEAUFORT COUNTY
 - PLAT BY GASQUE & ASSOCIATES, INC. DATED 06/05/1996 DEED BOOK 866 PAGE 425 RMC BEAUFORT COUNTY
 - PLAT BY JONES & MURPH DATED 11/3/1955 PLAT BOOK 10 PAGE 6 RMC BEAUFORT COUNTY



| CURVE | ARC LENGTH | RADIUS | DELTA ANGLE | CHORD BEARING | CHORD LENGTH |
|-------|------------|--------|-------------|---------------|--------------|
| C1 | 39.35' | 25.00' | 90°10'56" | S 53°40'42" W | 35.41' |

I, David E. Gasque, a Registered Professional Land Surveyor in the State of South Carolina, certify to client(s) shown hereon that to the best of my knowledge, information and belief, the survey shown hereon was made in accordance with the requirements of the minimum standards manual for the practice of land surveying in South Carolina, and meets or exceeds the requirements for a CLASS A survey as specified therein, also there are no encroachments or projections other than shown. This survey is not valid unless it bears the original signature and has an embossed seal.

David E. Gasque
 David E. Gasque, R.L.S.
 S.C. Registration Number 10506



RIGHT OF WAY SURVEY
PORTION OF SCHEPER LANE
 PREPARED FOR
BEAUFORT COUNTY
CITY OF BEAUFORT
 BEAUFORT COUNTY-----SOUTH CAROLINA

DATE 5/20/2024 SCALE 1"=20'
 REVISED 6/5/2024--ADDED INTEREST ONLY PER BEAUFORT COUNTY

GASQUE & ASSOCIATES INC.
 LAND SURVEYORS PLANNERS
 28 PROFESSIONAL VILLAGE CIRCLE, BEAUFORT, S.C.
 P.O. BOX 1363, BEAUFORT, S.C.
 Surveyor@ISLC.net
 (843) 522-1798



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| An Ordinance Amending Article 6 Subdivision and Land Development, Division 6.3 Traffic Impact Analysis of the Beaufort County Community Development Code |
| MEETING NAME AND DATE: |
| Community Services and Land Use Committee, June 10, 2024 |
| PRESENTER INFORMATION: |
| Jared Fralix, Assistant County Administrator - Infrastructure 10 Minutes |
| ITEM BACKGROUND: |
| The Planning Commission approved unanimously on June 3 rd , 2024 to recommend the ordinance amendments move to County Council for approval. |
| PROJECT / ITEM NARRATIVE: |
| The purpose of this amended Traffic Impact Analysis (TIA) Policy is to establish an updated methodology for the conduct, delivery, and review of TIAs to the County. A methodology that provides regional consistency in traffic study assumptions, ensures a quality assured TIA product across jurisdictional boundaries, and reinforces multi-jurisdictional coordination. Establishing the policy in the form of an Ordinance which is compliant to our current standards. |
| FISCAL IMPACT: |
| N/A |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval the Ordinance to Amend the TIA Policy. |
| OPTIONS FOR COUNCIL MOTION: |
| Move forward to County Council recommending approval/denial of the Ordinance to Amend the County's Traffic Impact Analysis Policy in the Community Development Code. |

ORDINANCE 2024/**AN ORDINANCE AMENDING ARTICLE 6 SUBDIVISION AND LAND DEVELOPMENT, DIVISION 6.3
TRAFFIC IMPACT ANALYSIS IN THE BEAUFORT COUNTY COMMUNITY DEVELOPMENT CODE**

WHEREAS, In November of 2021, Beaufort County adopted the 2040 Comprehensive Plan; and

WHEREAS, The Comprehensive Plan acknowledges that growth is desired and inevitable, but must be accomplished in ways that support traditional town planning, environmental protection, and access and equity for its citizens. Balance can be accomplished by guiding development to land that is most suitable based on economic, cultural, social, and environmental principles; and

WHEREAS, The Comprehensive Plan provides for planning for Mobility to address the desire for innovative, multimodal, and cost-effective infrastructure that sustains a high quality of life; and

WHEREAS, Traffic congestion on Beaufort County's roads is one of the most noticeable indicators of the adverse impacts of new growth and as a result, Beaufort County has invested heavily in improving its transportation network over the last 25 years; and

WHEREAS, Beaufort County adopted a Traffic Impact Analysis Policy as part of the Community Development Code; and

WHEREAS, The stated purpose of the Traffic Impact Analysis Policy is to measure the effects of development against the County's traffic service level goals set forth in the Beaufort County Comprehensive Plan (2010) in order to ascertain road facilities and improvements needed as a result of new development; and

WHEREAS, Beaufort County is one of the fastest growing regions in South Carolina. Over the last five years, the County population has increased exponentially because of the high quality of life that the County offers. To meet the forecasted housing demands of the County's expanding population, new developments need to be built. A substantial percentage of these new developments require Traffic Impact Analysis study, and our current Community Development Code allows for this analysis to be conducted by the Developer's Traffic Engineer; and

WHEREAS, Allowing the Developer's Traffic Engineer to conduct the Traffic Impact Analysis study has some inefficiencies which has led to issues in the consistency of the Traffic Impact Analysis studies submitted to the County. All of the jurisdictions within Beaufort County and Jasper County are all equally affected by this current trend, and as a result, have come to understand how multi-jurisdictional coordination can create a Traffic Impact Analysis product that is more reliable, consistent, and quality assured; and

WHEREAS, Beaufort County Council now desires to amend the Traffic Impact Analysis Policy in the Community Development Code to establish a new methodology for the conduct,

delivery, and review of Traffic Impact Analysis studies to the County for a methodology that will provide regional consistency in traffic study assumptions, ensure a quality assured Traffic Impact Analysis product across jurisdictional boundaries, and reinforce multi-jurisdictional coordination.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL THAT:

Article 6 Subdivision and Land Development, Division 6.3 Traffic Impact Analysis in the Beaufort County Community Development Code is hereby amended to reflect the language as depicted in exhibit A.

Adopted this _____ day of 2024

COUNTY COUNCIL OF BEAUFORT COUNTY

By: Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, JD, Clerk to Council

Exhibit A

Division 6.3: - Traffic Impact Analysis

6.3.10 – Purpose, and Intent, and Applicability

It is the purpose of this division to measure the effects of development against the County's traffic service level goals set forth in the Beaufort County Comprehensive Plan (2010) in order to ascertain road facilities and improvements needed as a result of new development. This section of the ordinance establishes requirements for the analysis and evaluation of traffic impacts associated with development. A traffic impact analysis (TIA) will be required with applications for rezoning, preliminary plans, single-site development site plans, and encroachment permit applications. The following provides the guidelines for the preparation of these TIAs. The estimate of the number of trips generated by proposed developments will be based on the Institute of Transportation Engineers (ITE) Trip Generation, 11th Edition, or latest edition at time of study. Other trip generation data collected locally may be used where approved by the Administrator/Manager or his/her designee.

- A. A traffic impact analysis study will be required for new developments when the proposed development is projected to generate 50 or more trips during the peak hour of the traffic generator or the peak hour of the adjacent street traffic (7:00 - 9:00 a.m. or 4:00 - 6:00 p.m.). Proposed developments that do not meet this threshold may also be required to complete a traffic study as determined by the Administrator/Manager or his/her designee.
- B. A traffic impact study will be required for a change or expansion at an existing site that results in an expected increase of 50 or more trips during the peak hour of the traffic generator or the peak hour of the adjacent street traffic (7:00 - 9:00 a.m. or 4:00 - 6:00 p.m.), or if the Administrator/Manager or his/her designee determines that the change or expansion of the existing site will have significant impact at the existing access points, proposed access points, or surrounding intersections.
- C. A driveway traffic analysis may be required if trip generation is projected to be below the thresholds above at the request of the Administrator/Manager or his/her designee.

6.3.20 – Applicability

- ~~A. Any development that will generate more than 50 trips during the peak hour as determined by the County Traffic Engineer shall require a Traffic Impact Analysis (TIA) as part of the application for development plan or subdivision plat approval.~~
- ~~B. A second phase, second subdivision, or addition that takes a property over 50 trips during the peak hour when taken as a whole shall require a TIA as part of the application for development plan or subdivision plat approval even though the development does not qualify on its own.~~
- ~~C. A change of use to another use permitted in the zoning district shall require a TIA as part of the application for a change of use if the proposed use will generate over 50 trips during the peak hour, even if a TIA was conducted for the previous use.~~
- ~~D. An application for a rezoning shall include a TIA where the particular project or zoning district may result in a development that generates 50 trips during the peak hour or will change the level of service of the affected street.~~

6.3.320 - General TIA Requirements

- ~~A. The TIA shall be conducted by an engineer registered in the state who is experienced in the conduct of traffic analyses and approved by the County Traffic Engineer.~~

Exhibit A

- ~~B. The TIA shall indicate current conditions, the traffic generated by the subject site at full development, traffic generated by developments approved in the area that would affect future traffic flows, and an estimate of future traffic on the system at the time of buildout.~~
- ~~C. The TIA shall review access to the site. The adequacy of the entrance design shall be evaluated and recommendations made for acceleration and deceleration lanes, left turn lanes, or signalizations.~~
- ~~D. The TIA shall review the number and types of curb cuts that are permitted. In particular, the TIA shall assess the connection of the property to adjoining properties. Where the use, scale of development, or size of adjoining properties is such that trips would be anticipated between the proposed use and the other properties, the TIA shall make recommendations on interconnections to provide a smooth flow of traffic between uses along arterials and collector roads to ensure that as much traffic as possible uses secondary roads rather than major roads for short trips.~~
- ~~E. The TIA shall assess the adequacy of the roads from which the development takes access. Recommendations for improvements shall be made. The relative share of the capacity created shall be broken down as follows: development share, other developments share, any existing over capacity, and capacity available for future growth.~~
- ~~F. Residential development, residential care facilities, hospitals, hotels and resort-oriented developments shall submit an emergency evacuation analysis (EEA) as part of the TIA. The EEA shall indicate how the proposed development utilizes the county's prescribed evacuation routes and the effect of the proposed development upon existing evacuation times for that portion of the county. The EEA shall be reviewed and approved by the Director of Emergency Management prior to submittal as part of the TIA.~~

A. The following criteria shall be used to evaluate the findings of traffic impact analyses.

- 1) A traffic impact analysis study shall be prepared in accordance with SCDOT standards.**
- 2) *Level of service.* The results of the TIA shall inform and contemplate the traffic mitigation measures necessary to ensure that the minimum service standards established herein are met during the required planning horizon. The Future No Build conditions levels of service (LOS) for study area intersections, measured using the latest Transportation Research Board's *Highway Capacity Manual* standards for LOS calculation, shall be maintained in the Future Build conditions. If a reduction in the level of service is unavoidable, required improvements shall be identified to most effectively and practically minimize the reduction in operational LOS. Post-development operational LOS shall meet a LOS D goal for study area intersections. If LOS for an unsignalized intersection is found to be LOS E or F, mitigation measures should be reviewed, and discussion included in the report on potential side street queuing.**
- 3) *Number of access points.* The number and spacing of access points shall comply with applicable standards set forth in the *SCDOT Access and Roadside Management Standards* (ARMS manual) and any designated Access Management Plans in the County's Community Development Code or any other access management planning in development. This shall be coordinated with Beaufort County staff during the development of the TIA.**

6.3.630 – Review and Approval *Traffic study preparation and/or review*

A) ~~Traffic Impact Analysis Plan Submittal and Review.~~

- ~~1. A traffic impact analysis plan (TIA) shall be submitted to the County Traffic Engineer for review as part of an application for a conceptual development plan or conceptual subdivision plat.~~

Exhibit A

- ~~2.—The County Traffic Engineer shall determine whether a TIA is complete and accurate. Failure by an applicant to provide a complete and accurate TIA where required by this Division may result in review delays for the accompanying plan or plat application.~~
- ~~3.—TIA review coordination with other entities in the county and the South Carolina Department of Transportation (SCDOT) shall be the responsibility of the County Traffic Engineer.~~

A) At the sole expense of the Applicant, the TIA shall be prepared by a traffic engineer licensed in South Carolina who is experienced in the conduct of traffic analysis, and whom is one of the consultants the County has previously-selected for On-Call traffic engineering services.

Applicant shall coordinate with Beaufort County staff on details of the project to develop the scope of services for the TIA.

I.) The Applicant shall provide the following information to County staff as part of the Applicant's request for a TIA:

a. Total acreage for the project.

b. Description of the type of use(s) proposed and existing use or last known use

c. Concept or sketch plan showing total square footage for the buildings (existing and proposed), the number and type of dwelling units proposed, square footages floor area by land use type, planned point(s) of access, proposed roads, internal accesses, bike/pedestrian facilities, and any other transportation infrastructure or facilities, and parking areas

d. Projected buildout year when the site will be substantially occupied.

e. The project's civil engineer shall design on-site vehicle circulation, queuing and parking patterns so as not to interfere with the flow of traffic on any public street, including intersections and meets all SCDOT and Beaufort County driveway standards including sight distance requirements. The project's civil engineer shall ensure that no blocking of internal driveways shall occur. Cross access shall be required between parcels, where applicable.

f. The Applicant shall provide a site plan with driveway sight distance triangles, edge-to-edge distance to adjacent driveways and intersections, and a demonstration that the number of driveways proposed is the fewest necessary and that they provide safe and efficient traffic operations.

g. Documentation of any pre-coordination with the South Carolina Department of Transportation (SCDOT) regarding access location(s)

2.) After determination of the scope of services, the County's On-Call consultant shall provide a cost estimate of such services to the Administrator/Manager or his/her designee for review. An invoice shall be sent to the Applicant who shall provide payment in an amount equal to the estimated cost to the Administrator/Manager or his/her designee. The notice to proceed will be provided by staff to the County's On-Call consultant once the payment is received.

3.) Additional fees for services may be required if the Applicant substantially amends an application and/or the consultant's appearance is requested at meetings beyond what was

Exhibit A

anticipated in the initial scope of services. The Applicant shall remit payment to the Administrator/Manager or his/her designee for these costs before the services are provided.

6.3.40 – Methodology

- A. ~~The applicant's engineer will rely on the most current edition ITE trip generation manual or any alternative acceptable to the County Traffic Engineer, and available information on land use, travel patterns and traffic conditions, and will supply in writing to the County Traffic Engineer for approval the parameters to be followed in the TIA, including the directional split of driveway traffic, trip distribution, and background traffic growth rate. Previously approved but not completed projects and the intersections to be analyzed along with any associated and available turning movement counts will be provided by the Country Traffic Engineer.~~
- B. ~~The following elements shall be included in a TIA plan:~~
- ~~1. A conceptual site plan or subdivision plat identifying accesses to and from existing or proposed streets and intersection.~~
 - ~~2. Description of the proposed development, including the type of proposed land use, the number of residential units by type, the number of existing and proposed lots, the type of proposed nonresidential development and the amount of such development measured by gross floor area or other appropriate unit of measurement, the general size and type of accessory development or facilities, and, for non-residential development, adequate information to identify the appropriate land use category for trip generation.~~
 - ~~3. Projected vehicular trips to and from the completed development during a.m. and p.m. peak hour. The percentage of pass-by trips, if used in the plan, shall be included, as well as the source of this information. Trip rates shall be taken from the ITE manual provided, however, an applicant may elect to perform, at his own expense, a trip generation study that may be submitted as part of the traffic impact analysis plan. Such trip generation study shall be subject to the review and verification of the County Traffic Engineer. For proposed uses not specifically listed in the ITE manual, and for which a trip generation study has not been performed, the County Traffic Engineer, in consultation with the applicant's traffic engineer, shall determine the most appropriate trip generation rate.~~
 - ~~4. A written narrative setting forth the assumptions upon which any projection made in developing the traffic analysis plan shall be included in the analysis. If the assumptions are derived from the ITE manual, the materials shall be referenced and properly cited. If the assumptions are not from the ITE manual, appropriate excerpts from other reliable transportation planning resources shall be stated in the narrative.~~
 - ~~5. The traffic impact analysis shall be based on intersection analysis procedures for signalized and unsignalized intersections as identified in the most current edition of Transportation Research Board's Highway Capacity Manual and/or the last update that analyses and emulates these procedures by means of computer software, if available. The results of any required analysis/computer analysis shall, at a minimum, indicate compliance or variance from the traffic goals in the Beaufort County Comprehensive Plan (2010).~~
 - ~~6. The intersections that must be analyzed in the study are as follows:~~
 - ~~a. Any intersection that serves as a development's point of access. This will include intersections of public and/or private roads with arterials, and driveways offering direct access.~~
 - ~~b. The first major intersection as identified by the County Traffic Engineer on either side of the development's point of access.~~
 - ~~c. Other intersections on arterials if development generates more than 50 a.m. or p.m. peak hour trips to that intersection or when in the opinion of the County Traffic Engineer there is~~

Exhibit A

~~a potential for a significant impact to the intersection's level of service from site related traffic or intersection demand critical.~~

~~d. Unsignalized intersections and access drives shall be considered if development impacts are anticipated. The plan must include the results of an analysis of the operating conditions of critical intersections and/or all intersections identified in the concept plan. The analysis shall reflect the projected condition of these intersections and movements, based on the scheduled opening date of the development. Other phases of the development shall be considered as well.~~

~~7. Accident analysis for intersections identified to be included in the study shall be completed for the most recent three years of accident data available from the S.C. Department of Public Safety or the County Traffic Engineer.~~

~~8. The average stop time delay in seconds per vehicle for each intersection determined to be critical to the traffic impact analysis shall be compared to the County's adopted traffic service level goal of "D" for the average delay for all vehicles at any signalized intersection during the a.m. and p.m. peak hours.~~

6.3.50—Mitigation Plan

~~If the initial analysis indicates that the County's adopted traffic service level goal of "D" will be exceeded, a mitigation plan must be prepared based on additional analysis. The mitigation plan must show how the County's service level goals are addressed as mitigated. Applicants will be responsible to mitigate the traffic impacts at any intersection affected by a proposed development.~~

~~A. If a traffic signal is recommended, the analysis shall provide information that does the following:~~

- ~~1. Clearly indicates the need for a traffic signal.~~
- ~~2. Assesses the ability of other existing or planned or proposed public roads to accommodate the new traffic at a location other than the main highway in the vicinity of the proposed development.~~
- ~~3. Describes in detail how a specific development will affect the study area transportation system.~~
- ~~4. Provides documentation of appropriate South Carolina Manual of Uniform Traffic Control Devices (SCMUTCD) signal warrant satisfaction.~~
- ~~5. Gives design geometry of the private road that is consistent with that of public road intersections including curbs, appropriate lane widths, pavement markings and vertical alignment. Other roadway factors to be considered include, but are not limited to, speed, type of highway, grades, sight distance, existing level of service, conflicting accesses, and the effect of future traffic signal systems.~~
- ~~6. Provides an approach throat length for the road to guarantee the movement of vehicles entering the site will not be impeded by on site conditions, and insure that all signal spacing requirements are adequately met.~~

~~B. A traffic signal progression analysis is required if the proposed location is closer than the SCDOT standards given the presence of existing signals or the possible existence of future signals proposed as part of a highway signal system.~~

~~C. The desirable spacing of signalized intersections on principal arterials is the SCDOT standards or county standards. The County Transportation Engineer may recommend to SCDOT the installation of a traffic signal at locations where using SCDOT standards, spacing is inappropriate due to: topography, existing or proposed road layout; documented accident history; unique physical constraints; existing or proposed land use patterns; or requirements to achieve specific objectives for highway segment designations as shown in any locally adopted land use or transportation plan or approved County transportation plan or approved transportation policy.~~

Exhibit A

- ~~D. Signal spacing concerns may be ameliorated in the following ways:~~
- ~~1. A proposed private road that may otherwise be considered for the installation of a traffic signal may be replaced by an onsite route or a frontage road that directs traffic to or from a nearby public road;~~
 - ~~2. A private road that is being considered for traffic signal installation may be required to connect to the existing or planned local road system to allow uses of surrounding properties;~~
 - ~~3. An existing or proposed intersection may be relocated; or~~
 - ~~4. A shared private road may be required to serve the needs of the multiple properties.~~
- ~~E. A traffic signal progression analysis for all new, revised or planned traffic signal systems on state highways shall be performed using methods, models, computer software, data sources, roadway segment length, and assumptions approved by the County Traffic Engineer. The roadway segment, analyzed to the extent possible, shall include all traffic signals in the existing or future traffic signal system. The progression analysis shall:~~
- ~~1. Demonstrate acceptable existing and future traffic signal systems operation that may include the morning peak, evening peak, midday period, and other appropriate time period during any day of the week adjusted for peak season, for cycle lengths and travel speeds approved by the County Traffic Engineer;~~
 - ~~2. Demonstrate sufficient vehicle storage is available at all locations within the traffic signal system without encroaching on the functional boundaries of adjacent lanes and signalized intersections. The functional boundary of an intersection shall be determined in discussion with the County Traffic Engineer based on existing or projected conditions;~~
 - ~~3. Provide a common cycle length with adequate pedestrian crossing times at all signalized intersections; and~~
 - ~~4. Provide a progression bandwidth as large as that required, or as presently exists, for through traffic on arterials & collectors at the most critical intersection within the roadway segment. The most critical intersection is the intersection carrying the highest through volume per lane at the lowest green time/cycle time (g/c) ratio.~~
- ~~F. The traffic signal progression analysis shall be supplemented by a traffic engineering report that also considers highway capacity and safety of the roadway segment under consideration. Traffic volumes, intersection geometry and lane balance considered at all locations shall be appropriate for the present and future conditions. Present and future conditions are usually considered to include the year of completion, and five years into the future.~~
- ~~G. A clear and concise summary of recommended improvements that can serve as an executive summary is required.~~

6.3.40 – TIA Required Components The TIA shall include the following components unless otherwise coordinated with the Administrator/Manager or his/her designee.

- A) *Existing conditions.* Description of existing traffic conditions, including existing peak-hour traffic volumes adjacent to the site and LOS for study area intersections. Existing traffic signal timings should be used. Morning (a.m.) and evening (p.m.) peak hour turning movement counts from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:00 p.m., respectively, taken on a Tuesday, Wednesday, or Thursday when area K-12 public and private schools are in session shall be used.

Exhibit A

Other peak periods may need to be counted, as determined by the Administrator/Manager or his/her designee, based on the specifics of the project. This would be determined during the TIA scoping process.

Seasonal data collection or conversion to represent seasonal conditions may be requested for TIAs on Hilton Head Island.

Existing counts may be used if taken within 12 months of the submittal of the TIA, unless authorized by the Administrator/Manager or his/her designee.

Other information that may be required to be collected may include, but is not limited to, crash data, stopping sight distances, and 50th and 85th percentile speeds.

B) *Proposed land use.* As provided by the Applicant, a description of the current and proposed land use including characteristics such as the number and type of dwelling units, square footage of the floor area, accompanied with a project site plan (with buildings identified as to proposed use) and a schedule for construction of the development and any proposed development stages should also be included in the TIA.

C) *Estimate of trip generation.* As noted previously, the projected trips for the development should be based on the most recent edition of *the ITE Trip Generation Manual*. Local trip generation studies may be conducted if previously approved by the Administrator/Manager or his/her designee. A table should be provided in the report outlining the categories and quantities of land uses, with the corresponding trip generation rates or equations, and the resulting number of trips. For large developments with multiple phases, the table should be divided based on the trip generation for each phase.

Any reductions due to internal trip capture (to a maximum of 20 percent) and pass-by trips (to a maximum of 10 percent of adjacent street traffic), and modal split should be justified and documented. All trip generation and trip reduction calculations and supporting documentation shall be included in the report appendix. Internal capture and pass-by should be based on *ITE* and National Cooperative Highway Research Program (*NCHRP*) methodologies.

For developments that do not have a final site plan, the highest and best use of the parcel shall be used in the TIA.

D) *Trip distribution and traffic assignment.* The trip distribution of the projected trip generation to the adjacent street network and study area intersections shall be included in the report and the basis should be explained.

E) *Internal circulation, queuing and parking patterns.* The TIA will generally review the on-site vehicle circulation, queuing and parking patterns to confirm that the flow of traffic is not impeded on any public street or surrounding intersections and the driveway design meets SCDOT and Beaufort County driveway standards for driveway width, throat, and sight distance requirements and cross access is included on the plan if applicable.

F) *Planning horizon.* The TIA shall be performed for the year the development will be substantially occupied. The buildout year for the development shall be provided by the

Exhibit A

Applicant. If the development is planned to be phased, the phase year shall be provided by the Applicant.

G) Growth and Approved developments. In addition to the non-specific yearly growth, approved yet not constructed developments within the vicinity of the site shall be included in the Future No Build and Build conditions. The approved developments to include in the study shall be coordinated with Administrator/Manager or his/her designee and SCDOT staff.

H) Future Year Analysis and Identification of Improvements. A capacity analysis should be performed at each of the intersections and driveways (signalized and unsignalized) in the study area. Intersection analysis shall include LOS determination for the overall intersection or approach depending on the type of control at the intersection in the No-Build (without the development) and Build (with the development) conditions based on the latest HCM methodologies.

If the capacity analysis indicates that an intersection does not meet the LOS standard, a mitigation analysis will be conducted to identify the improvements needed to meet the LOS standard.

If the capacity analysis indicates that an intersection does not meet the LOS standard for No-Build conditions, a mitigation analysis for Build conditions will be conducted to determine the improvements needed to be completed for the project to accomplish the level of service and delay in No-Build conditions or better.

I) Access management standards. The report shall include the Applicant provided site plan showing and description of the proposed access points and compare it to the applicable SCDOT and Beaufort County standards and/or plans.

J) Auxiliary turn lane requirements. TIA's shall evaluate the need for right- and left-turn lanes at all project driveways. Right- and left-turn lanes shall be installed in accordance with the criteria and warrants contained in SCDOT's ARMS Manual.

K) Traffic signalization. If a traffic signal is proposed as a mitigation measure, a preliminary traffic signal warrant analysis based on the Manual on Uniform Traffic Control Devices shall be included in the study. While the installation of a traffic signal on projected volumes may not be able to be initially installed as the project traffic volumes are not yet realized, the Applicant shall provide funds for the future signal(s) to the County to deposit into an escrow or special account set up for this purpose, if future installation of a traffic signal(s) approved. The Applicant is also responsible for conducting the future traffic signal warrant studies at the direction of the County.

The Applicant should make any laneage improvements during construction so that if in the horizon year a signal is warranted, one may be installed with little impact to the intersection.

L) Mitigation and alternatives. The TIA should include proposed improvements or access management techniques as necessary to meet the LOS standards. The Administrator/Manager or his/her designee will be responsible for final determination of mitigation improvements required to be constructed by the Applicant as a part of the

Exhibit A

development. Any improvements identified for the project including any future traffic signal installations are above and beyond any transportation impact fees.

6.3.50 – Coordination with SCDOT

- A) The draft TIA shall be submitted to SCDOT and other applicable municipalities for review and comment. Any SCDOT comments or requirements shall be incorporated in the study. These comments shall be coordinated with County staff and shall be addressed prior to the finalization of the traffic study.

6.3.60 – Review and acceptance of traffic impact analysis

- A) The Administrator/Manager or his/her designee shall also review and approve the traffic study once all County and SCDOT comments are addressed. The Administrator/Manager or his/her designee shall issue a memo or similar documenting the approval of the traffic study and the required mitigation associated with the project.

6.3.70 – Expiration Traffic Impact Analysis

- A) The Administrator/Manager or his/her designee may require an update to a previously approved TIA if any of the following criteria are met:
- 1) If a proposed development does not commence within 12 months of the traffic impact analysis.
 - 2) If the scale, intensity, or phasing of the proposed development that were contemplated in the approved traffic impact analysis are modified.
 - 3) If the number of access points, location of access points, or type of access points (right-in, right-out driveway, full access driveway, etc.) that were contemplated in the approved traffic impact analysis are modified.
 - 4) If the built environment dictates a change in land use or traffic distribution from what was previously contemplated within an approved TIA.
 - 5) If the proposed development is not completed within the proposed buildout date utilized in the TIA.

~~B. **Action on Traffic Impact Analysis.** Based on the TIA findings and recommendations, as approved by the County Traffic Engineer, an applicant may be required to provide construction of recommended improvements, pay fees in lieu of construction, or phase or revise the proposed development to insure the County's adopted traffic service level goals are met.~~

~~C. **Timing of Implementation.** If a traffic mitigation program is part of an approved traffic impact analysis plan, the developer may be required to place a performance bond on all traffic mitigation improvements required as a result of the development. This requirement may arise if the timing of the improvements needs to be synchronized with other scheduled improvements anticipated for the area.~~

~~D. **Responsibility for Costs of Improvements.** The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No Certificates of Compliance or Building Permits shall be issued unless the traffic impact analysis recommendations are met.~~



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 17.

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| ITEM TITLE: |
| AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX |
| MEETING NAME AND DATE: |
| Finance Committee Meeting; June 17, 2024 |
| PRESENTER INFORMATION: |
| John Robinson, Interim County Administrator Christine Webb, Director of Compliance |
| ITEM BACKGROUND: |
| |
| PROJECT / ITEM NARRATIVE: |
| Based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$3,040,000 (“Projected Revenue”) in revenue from the Local H-Tax. Additional available funds consist of \$3,995,000 of prior year fund balance and \$40,000 of interest revenue. In accordance with the applicable Beaufort County Code Sections, the County desires to have Local H-Tax collected and appropriated during the entire term FY25. |
| FISCAL IMPACT: |
| Potential appropriation of funds in the amount of \$7,075,000 in Local H-Tax funds. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approval of ordinance appropriating FY25 Local H-Tax funds |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to Deny Motion to move forward to County Council an ordinance providing for the distribution of funds for fiscal year 2024-2025 generated by the local hospitality tax (3 readings and public hearing required) |

ORDINANCE 2024/ _____

AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL HOSPITALITY TAX

WHEREAS, Beaufort County (“County”) collects and administers a 2% local hospitality tax pursuant to S.C. Code Sections 4-9-30 and 6-1-700 and as provided in Beaufort County Code Sec. 66-531, hereinafter referred to as “Local H-Tax”; and

WHEREAS, Local H-tax revenues shall only be used for the exclusive purposes provided in Beaufort County Code Sec. 66-534(a) and in accordance with Beaufort County Code Sec. 66-534(b) authorization to utilize Local H-Tax funds shall be by ordinance adopted by Beaufort County Council; and

WHEREAS, based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$3,040,000 (“Projected Revenue”) in revenue from the Local H-Tax. Additional available funds consist of \$3,995,000 of prior year fund balance and \$40,000 of interest revenue; and

WHEREAS, in accordance with the applicable Beaufort County Code Sections, the County desires to have Local H-Tax collected and appropriated during the entire term of FY25. Based on the Projected Revenue and other available funds as stated above, the Local H-Tax funds for FY25 shall be appropriated as follows:

| | |
|------------------------------|---------------------|
| Advertising | \$ 100,000 |
| Beaufort County Projects | \$ 4,975,000 |
| Tourism Projects | \$ 1,000,000 |
| Transfer Out to General Fund | <u>\$ 1,000,000</u> |
| Total for FY25: | \$ 7,075,000 |

WHEREAS, the future appropriation of Local H-Tax funds for specific projects under the categories set forth above may be approved by County Council by way of a resolution; and

WHEREAS, this Ordinance shall be retroactively be effective on July 1, 2024, and all funds collected starting on July 1, 2024, shall be allocated as described herein; and

WHEREAS, Beaufort County Council finds that it is in the best interest of its citizens, residents, visitors and tourists to allocate funds as described above for FY25; and

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL, that revenue from the Beaufort County Local Hospitality Tax shall be appropriated as stated herein for Fiscal Year 2024-2025.

DONE this _____ day of _____, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

Joseph Passiment, Council Chairman

ATTEST:

Sarah Brock, Clerk to Council



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL A-TAX |
| MEETING NAME AND DATE: |
| Finance Committee Meeting; June 17, 2024 |
| PRESENTER INFORMATION: |
| John Robinson, Interim County Administrator Christine Webb, Director of Compliance |
| ITEM BACKGROUND: |
| |
| PROJECT / ITEM NARRATIVE: |
| Based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$2,202,900 (“Projected Revenue”) in revenue from the Local A-Tax. Additional available funds consist of \$3,009,924 of prior year fund balance and \$40,000 of estimated interest income. In accordance with the applicable Beaufort County Code Sections, the County desires to have Local A-Tax collected and appropriated during the entire term FY25. |
| FISCAL IMPACT: |
| Potential appropriation of funds in the amount of \$5,252,824 of Local A-Tax revenue |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approval of ordinance appropriating FY 25 Local A-Tax funds |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to Deny Motion to move forward to County Council an ordinance providing for the distribution of funds for fiscal year 2024-2025 generated by the local accommodations tax (3 readings and public hearing required) |

ORDINANCE 2024/ _____**AN ORDINANCE PROVIDING FOR THE APPROPRIATION OF FUNDS FOR FISCAL YEAR 2024-2025 GENERATED BY THE LOCAL ACCOMMODATIONS TAX**

WHEREAS, Beaufort County (“County”) collects and administers a 3% local accommodations tax pursuant to S.C. Code Sections 4-9-30 and 6-1-500 and as provided in Beaufort County Code Sec. 66-41, hereinafter referred to as “Local A-Tax”; and

WHEREAS, the Local A-Tax revenues shall only be used for the exclusive purposes provided in Beaufort County Code Sec. 66-44(a), must be allocated pursuant to Beaufort County Code Sec. 66-45, and in accordance with Beaufort County Code Sec. 66-44(b) authorization to utilize Local A-Tax funds shall be by ordinance adopted by the Beaufort County Council; and

WHEREAS, based on historical amounts, the County has projected that Fiscal Year 2024-2025 (“FY25”) will produce \$2,202,900 (“Projected Revenue”) in revenue from the Local A-Tax. Additional available funds consist of \$3,009,924 of prior year fund balance and \$40,000 of estimated interest income; and

WHEREAS, in accordance with the applicable Beaufort County Code Sections, the County desires to have Local A-Tax collected and appropriated during the entire term FY25. Based on the Projected Revenue and other available funds as stated above, the Local A-Tax funds for FY25 shall be appropriated as follows:

1. An amount not to exceed \$300,000 for workforce housing after the required study has been completed.
2. Twenty (20%) Percent for emergency contingency and on the effective date of this ordinance the required \$1,000,000 maximum has been met. The allocation provided in this Section shall only be allocated if at any time the emergency contingency funds are below the \$1,000,000 maximum balance established in Beaufort County Code Section 66-45.
3. An amount not to exceed \$1,052,824 for the construction of, improvements to, or maintenance of the Okatie River Park.
4. An amount not to exceed \$2,900,000 for Beaufort County tourism-related projects pursuant Beaufort County Code Section 66-44(a)(1) – (9).
5. An amount not to exceed \$1,000,000 for tourism-related projects pursuant to Beaufort County Code Section 66-44(a)(1) – (9).

WHEREAS, the future appropriation of Local A-Tax funds for specific projects under the categories set forth above may be approved by County Council by way of a resolution; and

WHEREAS, this Ordinance shall be retroactively be effective on July 1, 2024, and all funds collected starting on July 1, 2024, shall be appropriated as described herein; and

WHEREAS, Beaufort County Council finds that it is in the best interest of its citizens, residents, visitors and tourists to appropriate funds as described above for FY25.

NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL, that revenue from the Beaufort County Local Accommodations Tax shall be appropriated as stated herein for Fiscal Year 2024-2025.

DONE this _____ day of _____, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

Joseph Passiment, Council Chairman

ATTEST:

Sarah Brock, Clerk to Council

SECTION 2. This Ordinance shall become effective on July 1, 2024.

Ordered in meeting duly assembled on this _____ day of _____, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

Joseph Passiment, Council Chairman

ATTEST:

Sarah Brock, Clerk to Council



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE A VOLUNTEER SERVICE AGREEMENT WITH THE FRIENDS OF WHITEHALL PARK TO ALLOW THEM TO PROVIDE VOLUNTEER SERVICES TO BE PERFORMED AT WHITEHALL PARK FOR THE BENEFIT OF THE COUNTY |
| MEETING NAME AND DATE: |
| Community Services and Land Use Committee June 10, 2024 |
| PRESENTER INFORMATION: |
| Stefanie M. Nagid, Passive Parks Department Director (5 minutes) |
| ITEM BACKGROUND: |
| This is a new item for consideration. |
| PROJECT / ITEM NARRATIVE: |
| County staff and the Friends of Whitehall Park (Friends) want to enter into a volunteer services agreement to allow the Friends to conduct volunteer activities on Whitehall Park. Volunteer activities may include actions such as litter pick ups, grounds clean up days, and assistance to County and City staff for maintenance and operations of the property. Services are subject to County approval of an annual Operating Plan. |
| FISCAL IMPACT: |
| There is no fiscal impact to the County to enter into this agreement. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommend approval of the agreement as provided. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to approve, modify or deny the agreement for volunteer services for the Friends of Whitehall Park. If approved, the agreement will move forward to County Council on June 24, 2024 for approval. |

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT) **AGREEMENT FOR VOLUNTEER
SERVICES ON PUBLIC PROPERTY**

THIS AGREEMENT FOR VOLUNTEER SERVICES ON PUBLIC PROPERTY (“Agreement”) is entered into on this ____ day of _____, 2024 (“Effective Date”) by and between **Beaufort County**, a political subdivision of the State of South Carolina (“County”) and **Friends of Whitehall Park**, (“Friends”); collectively hereinafter referred to as the “Parties”.

WHEREAS, the County’s Rural and Critical Land Preservation Program (“RCLPP”) was created in order to purchase real property deemed critical, to provide for the protection of natural resources, to protect property with historic and cultural significance, to obtain property for regional or local passive recreation potential, to obtain view-scapes or lands suitable for public use; and

WHEREAS, in 2018 the County purchased real property known as Whitehall Park (“Park”) with funding from the RCLPP making the property subject to the County’s Code of Ordinances, Chapter 91 Passive Parks (2018/53); and

WHEREAS, County desires to enhance the open space and natural scenic value of the Park by providing passive outdoor recreation and environmental education opportunities, and has constructed amenities on the Park for resident and visitor enjoyment; and

WHEREAS, Friends is a South Carolina nonprofit corporation operating in good standing under the auspices of the Community Foundation of the Lowcountry, a 501(c)(3) under IRC§509(a)(1) and §170(b)(1)(A)(vi). All of Friends’ officers, members, and volunteers providing services hereunder are volunteers as defined in the Volunteer Protection Act, 42 USC 139§14501–14505 and are not compensated; and

WHEREAS, Friends’ mission is to sustain a collaborative effort between Beaufort County, residents and visitors to provide support for the preservation of natural resources and maintenance of the Park for community enjoyment and use. In furtherance of its mission, Friends desires to provide Services to the County; and

WHEREAS, the Parties recognize the public benefit of the successful implementation of this Agreement, and Friends desire to serve as volunteers to support the County, the owner of the Park.

NOW, THEREFORE, for mutual consideration and public service, the Parties mutually agree as follows:

- 1. **DEFINITIONS.** For purposes of this Agreement, the terms are defined as follows:
 - a. “County” shall mean Beaufort County, a political subdivision of the State of South Carolina, and including the Beaufort County Council and all Departments that fall within the structure of the Beaufort County Government Administration.
 - b. “Friends” shall mean the Friends of Whitehall Park performing services under this Agreement and shall include all board members, officers, volunteers, and any other individual affiliated with the nonprofit corporation.
 - c. “Park” shall mean real property located at 120 White Hall Drive, Beaufort, SC 29907, consisting of approximately 9.72 acres, generally known as Whitehall Park; and includes the land, buildings, structures, and amenities that fall within the property boundaries.

d. “*Services*” shall mean those services being provided by the Friends to the benefit of the Park and as described in Exhibit A, attached hereto and incorporated herein by reference.

2. TERM. The initial term of this Agreement shall commence on the Effective Date and end on June 30, 2030, unless terminated sooner pursuant to the provisions of this Agreement. The term of this Agreement may be extended for up to three (3) additional five (5) year periods (July 1 to June 30) upon the written request of the Friends and written approval of the County.

3. FUNDING. This Agreement does not obligate the County to expend funds. Friends agrees to use its own funding sources to provide the Services. County agrees to support improvements, maintenance, and operations of the Park. Any endeavor involving reimbursement or contribution of funds between the Parties will be handled in accordance with applicable County laws, regulations, policies and procedures.

4. COMMUNICATION and SUPPORT. In order to provide Services, Friends will maintain regular ongoing communications regarding proposals and scheduling of plans for the Park and activities at the Park with the County. Meetings may be scheduled between the parties, either in-person or via conference call, on an as needed basis. All communications will be provided to the County’s Passive Parks Director from the President of the Friends.

5. ACCESS AUTHORIZATION. County hereby authorizes Friends to access the Park while providing Services, subject to the terms and conditions stated in this Agreement and the annual Operating Plan. Friends may access the Park during regular park hours to provide Services so long as it does not conflict with any County plans, events, or activities. This Agreement shall not infringe on the access rights of the County or any of its officers, employees, or agents to any and all portions of the Park at any time or for any reason in carrying out County’s responsibilities for the ownership, maintenance, and operation of the Park.

6. SERVICES GENERALLY. The Parties agree to the terms and conditions in this Section in order for Friends to provide the agreed upon Services.

- a. Friends shall provide Services in accordance with the terms and conditions of this Agreement and the approved annual Operating Plan.
- b. County shall be responsible for all exterior and interior maintenance and repair of buildings and/or structures, janitorial services, and trash removal on the Park. County shall provide and pay for all utility services necessary for the operation of the Park.
- c. If permits are needed in order for Friends to complete a project, the County agrees to provide support by seeking any permits that may be required. Friends are not authorized to represent the County as landowner in order to obtain any permit.
- d. Friends shall comply with all the laws, ordinances, rules, policies and orders of appropriate governmental authorities affecting the cleanliness, occupancy, reservation and preservation of the Park, including the Beaufort County Passive Park Ordinance and the City of Beaufort rental and reservation policies and procedures. County shall be responsible for security and enforcement of rules and regulations of the Park.
- e. Friends shall notify the County immediately via email and phone call if while providing Service they become aware of the presence of any structural or utility problems, or if vandalism is known to have occurred at the Park.

7. ANNUAL OPERATING PLAN REQUIRED. On or before July 1 of each year, Friends shall submit to the County an Operating Plan for the upcoming calendar year. The Operating Plan shall include, but is not limited to, proposed services, activities, functions, events, and programs that Friends propose to conduct at the Park in

support of the Services. The Operating Plan shall also include the name(s), credential(s), and cost(s) of any hired contractors for any proposed activities. The County reserves the right to request additional information or documents after review of the Operating Plan.

8. ANNUAL REPORT. On or before March 1 of each year, Friends shall submit to the County an Annual Report for the previous year's activities at the Park. The Annual Report shall describe a summary of any activities, functions, events, or programs Friends conducted at the Park.

9. OUTREACH MATERIALS. Friends may create public outreach materials related to activities permitted by this Agreement. Any public outreach material including, but not limited to, advertising or display materials shall clearly identify the Park as a Beaufort County Passive Park and display the County seal. Prior to its use, any public outreach materials shall be provided to the County for written approval; and Friends may only use the public outreach materials *after* receiving the County's written approval.

10. LIABILITY INSURANCE REQUIRED. At all times during any term of this Agreement, Friends shall maintain no less than \$1,000,000 in general liability insurance coverage (each occurrence) and no less than \$2,000,000 general liability insurance in the aggregate. The Friend's insurance shall provide coverage to all individuals associated with the Friends, including but not limited to, members and volunteers. Insurance carried by the Friends shall include that it is the primary coverage for any and all claims made by Friends and its volunteers. Beaufort County shall be named as an additional insured in Friends insurance policy and Friends shall provide Beaufort County with proof of being named.

11. TERMINATION.

a. Termination Due to Plans and Reports. This Agreement may be terminated with a thirty (30) day written notice if Friends fails to provide an Operating Plan or Annual Report as required in this Agreement.

b. Mutual Termination. In addition to any other right to terminate as set forth in this Agreement, the Parties may mutually agree in writing to terminate this Agreement prior to the expiration of any term without any notice required.

c. Termination With Cause. This Agreement may be terminated by the County for cause with ten (10) days written notice of the breach of any terms.

d. Termination Without Cause. Upon a thirty (30) day prior written notice, any Party may terminate this Agreement during the Initial Term or during any Renewal Term for any reason.

e. Automatic Termination. This Agreement shall automatically terminate if at any time, during any term, Friends has a lapse in liability insurance coverage, and the automatic termination shall apply regardless of the length of time the lapse covers. This Agreement will automatically terminate if Friends loses its tax-exempt §501(c)(3) status.

12. MISCELLANEOUS TERMS

a. Notices. All notices required under this Agreement shall be in writing. Notices shall be deemed delivered when (a) personally delivered; (b) five (5) days after deposit in U.S. registered mail, postage prepaid, addressed to the other party; or (c) receipt of email is acknowledged by the recipient by reply email or "read receipt" is received by sender of notice. All notices shall be sent to the mailing address or email address shown below or to such other address as may from time to time be designated by written notice.

To the County:
 Beaufort County, Passive Parks Director
 124 Lady's Island Drive
 Beaufort, SC 29907

To the Friends:
 Friends of Whitehall Park
 Community Foundation of the Lowcountry, Inc.
 P.O. Box 23019
 Hilton Head Island, SC 29925

b. *Default.* Pursuant to the terms and conditions of this Agreement, in the event of a default by either Party, the non-defaulting Party may seek any available remedy in equity or at law as a result of such failure to perform, including but not limited to, any action for specific performance of their permitted support activities as outlined in Exhibit A and the annual Operating Plan recited in this Agreement; but the Parties mutually agree that the County shall not be forced to appropriate funding for the funds, nor shall the Friends be required to provide funds.

c. *Relationship of Parties.* Nothing contained in this Agreement nor any act of the County or Friends shall be deemed or construed by the parties, nor by any third person, to create any other legal relationship between the Parties, including, but not limited to, that of an employer/employee, third-party beneficiary, principal, agent, limited or general partnership, joint venture, landlord/tenant, or other relationship. Friends' officers, members, volunteers, and agents and the methods utilized by Friends in providing Services and fulfilling their permitted support activities as outlined in Exhibit A and the annual Operating Plan under this Agreement shall lie solely and exclusively with Friends. Friends' officers, members, volunteers, and agents shall not be considered agents or employees of the County for any purpose.

d. *Indemnification.* Friends agrees that to the fullest extent provided by law it shall indemnify, defend, and hold harmless the County and its respective agents, employees, and volunteers, from and against any and all claims, demands, lawsuits, or other actions that may arise out of this Agreement from the actions or negligence of its employees, agents, or volunteers that may be the basis for such claim, demand, lawsuit, or other similar action.

e. *Entire Agreement.* This Agreement contains the entire agreement between the Parties pertaining to the subject matter contained herein and fully supersedes all prior written or oral agreements and understanding between the Parties pertaining to such subject matter.

f. *Captions and Recitals.* The section headings appearing in this Agreement are for convenience of reference only and are not intended to any extent for the purpose, to limit, or define the test of any section or any subsection hereof. The recitals to this Agreement are incorporated into this Agreement by this reference.

g. *Amendment or Modification.* The terms and conditions of this Agreement may be renegotiated at the conclusion of each respective term period and may result in an amendment or modification to the Agreement only if agreed upon in writing by the Parties. This Agreement shall only be amended or modified in writing and signed by both Parties.

h. *Counterparts.* This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same agreement. The Parties agree that this Agreement may be communicated by use of a fax or other electronic means, such as electronic mail and the internet, and that the scanned or photographed signatures and initials to this Agreement shall be deemed valid and binding upon the Parties as if the original signatures and initials were present on the Agreement.

i. *Binding Nature and Assignment.* This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, heirs, administrators, representatives, and assigns. However, the Parties agree that any assignment of this Agreement must be approved in writing by the County.

j. *Waiver.* No waiver of any provision of this Agreement shall be effective unless in writing and signed by the party waiving its rights. No delay or omission by either Party to exercise any right or remedy it has under this Agreement shall impair or be construed as a waiver of such right or remedy. A waiver by either Party of any covenant or breach of this Agreement shall not constitute or operate as a waiver of any succeeding breach of the covenant or of any other covenant.

k. *Governing Law and Severability Clause.* This Agreement is governed and interpreted in accordance with the laws of the State of South Carolina. Any and all disputes between the Parties that may arise pursuant to this Agreement shall be brought in the courts of the State of South Carolina in Beaufort County or, if it has or can acquire jurisdiction, in the United States District Court for the District of South Carolina. If for some reason a court finds any provision of the Agreement, or portion thereof, unenforceable, that provision of the Agreement shall be enforced to the maximum extent permissible so as to affect the intent of the Parties, and the remainder of this Agreement shall continue in full force and effect.

l. *Authority.* The parties herein represent and warrant each to the other that they have all the requisite power and authority to enter into this Agreement and perform their permitted support activities as outlined in Exhibit A and the annual Operating Plan under this Agreement.

WITNESSES

BEAUFORT COUNTY

By: _____
Name: John Robinson
Title: Interim County Administrator

WITNESSES

FRIENDS OF WHITEHALL PARK

By: _____
Name: Paul Butare
Title: President

Exhibit A
Park Use Terms and Conditions

1. The general public shall have access and use of the Park from dawn to dusk, Monday through Sunday.
2. Friends shall dispose of garbage, rubbish, and other waste generated by the Friends in a clean and safe manner.
3. Friends may support grounds maintenance of the Park through volunteer efforts including, but not limited to (1) picking up of litter; (2) raking, weeding, and debris clean up during volunteer clean up days, with prior written notification to the County; and (3) assistance to the County for activities that benefit the Park when requested by the County.
4. Friends will not deliberately or negligently destroy, deface, damage, impair, or remove any part of the Park, or knowingly allow any person to do so while attending a Friends sponsored event at the Park.
5. Friends shall comply with the City of Beaufort rental and reservation policies and procedures for use of the Park for any activities considered an event. Friends sponsored events at the Park will be free of charge.
6. Friends is authorized to install a donor plaque and announcement board on the pavilion in a mutually agreed upon location, with prior written approval by the County. Any Friends property installed on the Park will be the responsibility of the Friends, the County is not liable for its loss or damage.
7. County reserves the right to relocate or remove any Friends property installed on the Park in order to meet the needs of the County upon 24-hour notice to the Friends via email, or immediately upon an emergency situation.
8. Friends is authorized to apply for grants as well as seek in-kind and financial donations to support preservation and maintenance objectives for the Park. Grant applications/proposals will be approved by the County prior to the application submittal date.
9. County retains management and decision-making authority on the Park including, but not limited to, maintenance, security, repairs, and improvement projects.
10. County retains final approval authority for any and all alterations or improvements on the Park proposed by the Friends. Any proposed contractors must provide proof of business license and insurance prior to any work being performed.
11. Any and all approved alterations or improvements on the Park shall become the property of the County, unless County has provided written approval to Friends to retain and remove an item.
12. Friends agree not to change any locks on any door, mailbox, gate or otherwise. County will provide a 24-hour notice to Friends if a change to any lock is necessary.

RESOLUTION 2024/___

A RESOLUTION AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE A VOLUNTEER SERVICES AGREEMENT WITH THE FRIENDS OF WHITEHALL PARK TO ALLOW THEM TO PROVIDE VOLUNTEER SERVICES TO BE PERFORMED AT WHITEHALL PARK FOR THE BENEFIT OF THE COUNTY

WHEREAS Beaufort County has been a frontrunner among local governments in land preservation since 1999 with the creation of the Rural and Critical Land Preservation Program; and

WHEREAS Beaufort County purchased the 9.72 acre parcel comprising Whitehall Park in 2018 for a total of \$5,450,000 through the County’s Rural and Critical Lands Preservation Program; and

WHEREAS the Friends of Whitehall Park is a South Carolina Nonprofit Corporation in good standing formed on December 10, 2018; and

WHEREAS The Friends of Whitehall Park mission is to sustain a collaborative effort between residents and visitors which supports the preservation of natural resources and maintenance of Whitehall Park; and

WHEREAS Beaufort County has constructed passive recreation amenities for residents and visitors of Beaufort County at Whitehall Park; and

WHEREAS Beaufort County and the Friends of Whitehall Park recognize the value of the successful collaborative efforts that support natural resource preservation and maintenance at Whitehall Park and the cooperative relationship between the County and Friends.

NOW THEREFORE, BE IT RESOLVED, THAT THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA authorizes the Interim County Administrator to execute the necessary documents to enter into an agreement with the Friends of Whitehall Park to allow them to provide volunteer services to be performed at Whitehall Park for the benefit of the County, attached hereto and incorporated herein as fully as if repeated verbatim.

Adopted this ____ day of _____, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Joseph Passiment, Chairman

ATTEST:

Sarah Brock, Clerk to Council



/BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| A RESOLUTION ADOPTING THE 2024 BEAUFORT COUNTY COMPENSATION AND CLASSIFICATION STUDY FINAL REPORT |
| MEETING NAME AND DATE: |
| Finance Committee Meeting – June 17,2024 at 3:00pm |
| PRESENTER INFORMATION: |
| Katherine Mead – Beaufort County Human Resources Director Dr. Russell Campbell - Sr. Vice President, Management Advisory Group International, INC 45 minutes |
| ITEM BACKGROUND: |
| Present final report from 2024 Classification & Compensation Study |
| PROJECT / ITEM NARRATIVE: |
| Pursuant to the requirements of Beaufort County Ordinances, the HR Department has contracted with an external consultant to conduct a comprehensive review of the current pay structure and will provide recommendations for an updated plan to ensure competitiveness within the market. |
| FISCAL IMPACT: |
| If approved by the Council, study implementation will increase personnel salary budget for those departments included in the classification and compensation plan by \$7,010,037 in FY25 Budget. Current proposed budget includes this impact. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approval of Resolution to adopt the proposed Classification & Compensation plan. |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to Deny Motion to move forward to County Council a resolution adopting the 2024 Beaufort County compensation and classification study final report |

RESOLUTION 2024/ ____

A RESOLUTION ADOPTING THE 2024 BEAUFORT COUNTY COMPENSATION & CLASSIFICATION STUDY FINAL REPORT

WHEREAS, the Beaufort County Code of Ordinances requires that Beaufort County (“County”) adopt, in its entirety, a Classification and Compensation Plan (“Plan”). Beaufort County Code of Ordinances Section 2-318 requires the Plan to be reviewed every two years with a written report submitted to Beaufort County Council (“Council”) and reviewed every four years by an outside consultant; and

WHEREAS, in fulfillment of these requirements, a study was conducted by Management Advisory Group International, Inc., with the results being presented to Council; and

WHEREAS, Management Advisory Group International, Inc., working in conjunction with staff, have recommended changes to the County's Plan to help ensure the County remains a competitive employer; and

WHEREAS, these recommended changes are captured in Management Advisory Group International, Inc.’s Classification and Compensation Study for Beaufort County, SC Final Report, dated June 10, 2024, and is summarized in Exhibit A attached hereto and incorporated herein by reference; and the additional departments which were reviewed outside of the Report where the findings are included in Exhibit B attached hereto and incorporated herein by reference; hereinafter collectively referred to as the “Report”; and

WHEREAS, the Council desires to adopt the Report in order to remain competitive in its recruitment of talented staff and to retain current valuable employees.

NOW, THEREFORE, BE IT RESOLVED, by the County Council of Beaufort County, in meeting duly assembled, that:

1. County Council hereby approves and adopts the findings and recommendations of the Report and approves Exhibit A and Exhibit B in its entirety and by reference herein as the "Beaufort County Employee Classification and Compensation Plan”.
2. The County Administrator is authorized to implement the findings and recommendations of the Report and should consider the Report in future budgeting decisions.

Adopted this ____ day of _____, 2024.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Jr. Chairman

ATTEST:

Sarah Brock, Clerk to Council

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|-------------------------|---------------------------------|----------|-----------|-----------|----------|---------|----------|
| DETENTION CENTER | | | | | | | |
| 401 | | \$49,587 | \$49,596 | \$49,605 | \$23.84 | \$23.84 | \$23.85 |
| 450 | CORRECTIONAL OFFICER TRAINEE | | | | | | |
| 402 | | \$53,058 | \$58,308 | \$63,558 | \$25.51 | \$28.03 | \$30.56 |
| 451 | CORRECTIONAL OFFICER | | | | | | |
| 456 | INMATE PROGRAM & SERVICE COORD | | | | | | |
| 403 | | \$56,772 | \$63,763 | \$70,755 | \$27.29 | \$30.66 | \$34.02 |
| 452 | CORRECTIONAL OFFICER LANCE CPL | | | | | | |
| 404 | | \$60,746 | \$71,351 | \$81,955 | \$29.20 | \$34.30 | \$39.40 |
| 453 | CORRECTIONAL CORPORAL | | | | | | |
| 455 | INMATE PROGRAMS & SERVICES MGR | | | | | | |
| 405 | | \$64,998 | \$76,345 | \$87,692 | \$31.25 | \$36.70 | \$42.16 |
| 454 | CORRECTIONAL SERGEANT | | | | | | |
| 407 | | \$74,416 | \$87,408 | \$100,399 | \$35.78 | \$42.02 | \$48.27 |
| 458 | CORRECTIONAL SECURITY LT | | | | | | |
| 457 | CORRECTIONAL TRAINING LT. | | | | | | |
| 4571 | OPERATIONS LT. (DETENTION CTR.) | | | | | | |
| 409 | | \$85,199 | \$100,073 | \$114,947 | \$40.96 | \$48.11 | \$55.26 |
| 4490 | DETENTION CENTER DEP. DIRECTOR | | | | | | |
| 411 | | \$97,545 | \$114,574 | \$131,602 | \$46.90 | \$55.08 | \$63.27 |
| 449 | DETENTION CENTER DIRECTOR | | | | | | |

12 Active Proposed Classes in the DETENTION CENTER Pay Plan

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max |
|----------------------|-------------------------------------|-----------|-----------|-----------|
| PUBLIC SAFETY | | | | |
| 201 | | \$39,885 | \$51,843 | \$63,801 |
| 804 | AIRPORT MAINTENANCE TECH I | | | |
| 202 | | \$41,880 | \$54,435 | \$66,991 |
| 800 | AVIATION LINE SERVICE TECH | | | |
| 204 | | \$46,172 | \$60,015 | \$73,857 |
| 802 | AIRCRAFT RESCUE & FIREFIGHTING TECH | | | |
| 206 | | \$50,905 | \$66,166 | \$81,428 |
| 3091 | AIRCRAFT MECHANIC | | | |
| 8020 | SENIOR AIRCRAFT RESCUE & FIRE TECH | | | |
| 207 | | \$53,450 | \$69,475 | \$85,499 |
| 3192 | EMS COMPLIANCE OFFICER | | | |
| 209 | | \$58,929 | \$76,596 | \$94,263 |
| 320 | EMER MEDICAL TECHNICIAN | | | |
| 210 | | \$61,875 | \$80,426 | \$98,976 |
| 801 | AIRPORT MAINTENANCE MANAGER | | | |
| 807 | AIRPORT SECURITY COORDINATOR | | | |
| 321 | EMT ADVANCED | | | |
| 212 | | \$68,218 | \$88,669 | \$109,121 |
| 810 | AIRPORT SUPV/CFR PART 139 COOR | | | |
| 8001 | AVIATION LINE SERVICE SUPERVSR | | | |
| 322 | PARAMEDIC | | | |
| 214 | | \$75,210 | \$97,758 | \$120,306 |
| 805 | ARFF CHIEF | | | |
| 324 | EMS CREW CHIEF | | | |
| 215 | | \$78,971 | \$102,646 | \$126,321 |
| 1812 | AIRPORT FINANCE MANAGER | | | |
| 8010 | AIRPORT OPERATIONS CHIEF | | | |
| 325 | SENIOR CREW CHIEF | | | |
| 216 | | \$82,919 | \$107,778 | \$132,637 |
| 327 | EMS TRAINING OFFICER | | | |
| 319 | LOGISTICS OFFICER | | | |
| 217 | | \$87,065 | \$113,167 | \$139,269 |
| 328 | EMS DEPUTY DIRECTOR | | | |
| 219 | | \$95,989 | \$124,767 | \$153,544 |
| 326 | EMS SUPERVISOR | | | |
| 221 | | \$105,828 | \$137,555 | \$169,283 |
| 808 | AIRPORT DEPUTY DIRECTOR | | | |
| 329 | EMS DIRECTOR | | | |
| 225 | | \$128,635 | \$167,199 | \$205,764 |
| 806 | AIRPORT DIRECTOR | | | |

25 Active Proposed Classes in the PUBLIC SAFETY Pay Plan

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|--|----------|----------|----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 307 | | \$37,488 | \$48,727 | \$59,966 | \$18.02 | \$23.43 | \$28.83 |
| 101 | ADMINISTRATIVE CLERK | | | | | | |
| 600A | BUS DRIVER | | | | | | |
| 100 | CORRECTIONAL SUPPORT SPECIALIST | | | | | | |
| 710 | CUSTODIAN | | | | | | |
| 501 | LIBRARY ASSISTANT | | | | | | |
| 781 | LITTER CONTROL WORKER | | | | | | |
| 117 | MAIL COURIER | | | | | | |
| 6001 | RECREATION AIDE | | | | | | |
| 782 | SOLID WASTE ATTENDANT | | | | | | |
| 308 | | \$39,363 | \$51,163 | \$62,964 | \$18.92 | \$24.60 | \$30.27 |
| 102 | ADMINISTRATIVE ASSISTANT | | | | | | |
| 464 | CORONER TRANSPORTER | | | | | | |
| 711 | GROUNDS MAINTENANCE TECHNICIAN | | | | | | |
| 783 | HAZARDOUS HOUSEHOLD WASTE TECH | | | | | | |
| 728 | MAINTENANCE WORKER | | | | | | |
| 203 | REAL PROPERTY RECORDING TECH (R.Deeds) | | | | | | |
| 2401 | REAL PROPERTY RECORDS TECH (Assessor) | | | | | | |
| 121 | RECORDS MANAGEMENT TECHNICIAN | | | | | | |
| 787 | RECYCLING TECHNICIAN | | | | | | |
| 505 | SR LIBRARY ASSISTANT | | | | | | |
| 309 | | \$41,331 | \$53,722 | \$66,112 | \$19.87 | \$25.83 | \$31.78 |
| 3021 | ANIMAL SERVICES DISPATCHER | | | | | | |
| 2403 | APPEALS/BAA SPECIALIST | | | | | | |
| 240 | APPRAISAL TECHNICIAN | | | | | | |
| 1395 | BROADCAST SERVICES ASSISTANT | | | | | | |
| 241 | EXEMPTION SPECIALIST | | | | | | |
| 122 | FOIA SPECIALIST/RECORDS TECH | | | | | | |
| 2006 | JUDICIAL CLERK I | | | | | | |
| 626 | LIFEGUARD | | | | | | |
| 306 | MOSQUITO CONTROL TECHNICIAN | | | | | | |
| 377 | OUTREACH SPECIALIST/COSY | | | | | | |
| 359 | PEER SUPPORT SPECIALIST | | | | | | |
| 2402 | REAL PROPERTY TRANSFER CLERK | | | | | | |
| 729 | UTILITY OPERATIONS COORD. | | | | | | |
| 127 | ZONING & DEV ANALYST I | | | | | | |
| 310 | | \$43,397 | \$56,408 | \$69,418 | \$20.86 | \$27.12 | \$33.37 |
| 103 | ADMINISTRATIVE SPECIALIST | | | | | | |
| 3020 | ANIMAL SERVICES OFFICER | | | | | | |
| 230 | CUSTOMER SUCCESS REP. | | | | | | |
| 210 | DEPUTY CLERK OF PROBATE | | | | | | |
| 334 | DIRECT CARE SPECIALIST | | | | | | |
| 730 | EQUIPMENT OPERATOR I | | | | | | |
| 201 | JUDICIAL ASSISTANT | | | | | | |
| 219 | JUDICIAL CLERK II | | | | | | |
| 2190 | JUDICIAL SCHEDULING CLK | | | | | | |
| 7220 | MAINTENANCE TECHNICIAN II | | | | | | |
| 307 | MOSQUITO CONTROL SPECIALIST | | | | | | |
| 238 | REAL PROP RESEARCH TECH | | | | | | |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|-------------------------------------|----------|----------|----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 310 | | \$43,397 | \$56,408 | \$69,418 | \$20.86 | \$27.12 | \$33.37 |
| 778 | RECYCLING COORDINATOR | | | | | | |
| 734 | SIGN TECHNICIAN | | | | | | |
| 204 | SR. REAL PROP. RECORDING TECH. | | | | | | |
| 645 | WATER SAFETY INSTRUCTOR | | | | | | |
| 1271 | ZONING & DEV. ANALYST II | | | | | | |
| 311 | | \$45,567 | \$59,228 | \$72,889 | \$21.91 | \$28.48 | \$35.04 |
| 3022 | ANIMAL SERVICES DISPATCH SUPERVISOR | | | | | | |
| 2103 | CLERK OF PROBATE | | | | | | |
| 607 | FACILITIES MAINT TECH - PAR | | | | | | |
| 112 | FISCAL TECH I | | | | | | |
| 126 | HELP DESK ANALYST | | | | | | |
| 2016 | JUDICIAL FISCAL TECH I | | | | | | |
| 745 | PAINTER | | | | | | |
| 235 | PERS. PROPERTY TAX ANALYST I | | | | | | |
| 600 | RECREATION LEADER | | | | | | |
| 715 | SENIOR MAINTENANCE TECHNICIAN | | | | | | |
| 106 | SR ADMINISTRATIVE ASSISTANT | | | | | | |
| 3191 | SUPPLY OFFICER | | | | | | |
| 747 | SW INSPECTION TECH I | | | | | | |
| 772 | TRAFFIC SIGNAL TECHNICIAN I | | | | | | |
| 1053 | VR&E SPECIALIST | | | | | | |
| 312 | | \$47,845 | \$62,189 | \$76,533 | \$23.00 | \$29.90 | \$36.79 |
| 123 | ACCOUNTS PAYABLE SPECIALIST I | | | | | | |
| 1010 | ADMINISTRATIVE DEPUTY | | | | | | |
| 5063 | BOOKMOBILE LIBRARY ASSISTANT | | | | | | |
| 1791 | BUSINESS SERVICES SPECIALIST | | | | | | |
| 731 | EQUIPMENT OPERATOR II | | | | | | |
| 2410 | EXEMPTION SPECIALIST LEAD | | | | | | |
| 111 | FISCAL TECHNICIAN II | | | | | | |
| 2007 | JURY COORDINATOR | | | | | | |
| 506 | LIBRARY SPECIALIST | | | | | | |
| 308 | MAINTENANCE ENGINEER | | | | | | |
| 1771 | PASSIVE PARKS RANGER | | | | | | |
| 104 | SR ADMINISTRATIVE SPECIALIST | | | | | | |
| 2026 | SR JUDICIAL CLERK, CHILD SUPRT | | | | | | |
| 2040 | SR. ACCOUNTING TECHNICIAN | | | | | | |
| 136 | SR. ADMIN SPECIALIST | | | | | | |
| 1502 | WORKER'S COMP SPECIALIST | | | | | | |
| 313 | | \$50,238 | \$65,299 | \$80,360 | \$24.15 | \$31.39 | \$38.63 |
| 1481 | CODE ENFORCEMENT OFFICER | | | | | | |
| 227 | CUSTOMER SUCCESS REP LEAD | | | | | | |
| 1052 | ELECTION SYSTEMS SPECIALIST | | | | | | |
| 3271 | EMS COORDINATOR/SCHEDULER | | | | | | |
| 312 | ENTOMOLOGY TECHNICIAN | | | | | | |
| 7333 | FLEET VEHICLE TECH I | | | | | | |
| 606 | GROUNDS MAINT CREW LEADER | | | | | | |
| 2071 | JUDICIAL ADMINISTRATOR | | | | | | |
| 2222 | LEGAL ASSISTANT | | | | | | |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|--------------------------------|----------|----------|----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 313 | | \$50,238 | \$65,299 | \$80,360 | \$24.15 | \$31.39 | \$38.63 |
| 514 | MARKETING DEVELOPMENT SPEC | | | | | | |
| 2351 | PERSONAL PROP TAX ANALYST II | | | | | | |
| 1394 | PRODUCTION SPECIALIST | | | | | | |
| 1124 | REFUND SPECIALIST (TREASURER) | | | | | | |
| 1114 | REVENUE SPECIALIST | | | | | | |
| 1050 | SR. VR&E SPECIALIST | | | | | | |
| 7471 | SW INSPECTION TECH II | | | | | | |
| 775 | TRAFFIC SIGNAL TECHNICIAN II | | | | | | |
| 314 | | \$52,750 | \$68,564 | \$84,378 | \$25.36 | \$32.96 | \$40.57 |
| 1232 | ACCOUNTS PAYABLE SPECIALIST II | | | | | | |
| 609 | ATHLETICS SUPERVISOR | | | | | | |
| 233 | DELINQUENT TAX ANALYST | | | | | | |
| 732 | EQUIPMENT OPERATOR III | | | | | | |
| 139 | EXECUTIVE ASSISTANT | | | | | | |
| 338 | HUMAN SERVICES SPECIALIST | | | | | | |
| 6003 | PAR PROGRAM SUPERVISOR-SR PGM | | | | | | |
| 376 | PROGRAM COORDINATOR/HUMAN SVC | | | | | | |
| 133 | VETERANS AFFAIRS COUNSELOR | | | | | | |
| 315 | | \$55,387 | \$71,992 | \$88,597 | \$26.63 | \$34.61 | \$42.59 |
| 6210 | ASSISTANT AQUATICS MANAGER | | | | | | |
| 6090 | ASST ATHLETIC MANAGER | | | | | | |
| 1982 | BUDGET ANALYST | | | | | | |
| 718 | CARPENTER SPECIALIST | | | | | | |
| 2101 | CLK PROBATE/ASST. DIV. CHIEF | | | | | | |
| 448 | DEPUTY CORONER | | | | | | |
| 7331 | FLEET PARTS COORDINATOR | | | | | | |
| 7332 | FLEET VEHICLE TECH II | | | | | | |
| 116 | HUMAN RESOURCES ASSISTANT | | | | | | |
| 717 | HVAC MAINTENANCE TECHNICIAN | | | | | | |
| 6005 | PAR AST PROGRAM MANAGER-SR PGM | | | | | | |
| 2361 | PERSONAL PROP TAX ANALYST III | | | | | | |
| 341 | RESIDENTIAL HOUSE MANAGER | | | | | | |
| 1483 | SR. CODE ENFORCEMENT OFFICER | | | | | | |
| 1048 | VR&E MANAGER | | | | | | |
| 316 | | \$58,156 | \$75,592 | \$93,027 | \$27.96 | \$36.34 | \$44.72 |
| 302 | ANIMAL SERVICES SUPERVISOR | | | | | | |
| 1501 | CLAIMS & INS ADMINISTRATOR | | | | | | |
| 345 | HUMAN SERVICES SUPERVISOR | | | | | | |
| 784 | LITTER CONTROL/ENFORCEMENT SUP | | | | | | |
| 605 | MARKETING COORDINATOR | | | | | | |
| 157 | OFFICE MANAGER | | | | | | |
| 2223 | PARALEGAL | | | | | | |
| 140 | PAYROLL SPECIALIST | | | | | | |
| 119 | PERSONAL PROPERTY INSPECTOR | | | | | | |
| 211 | PROBATE DIVISION CHIEF | | | | | | |
| 1122 | REVENUE ACCOUNTANT (TREASURER) | | | | | | |
| 1983 | REVENUE ANALYST | | | | | | |
| 1794 | REVENUE COLLECTOR BUS. SVCS. | | | | | | |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|-----------------------------------|----------|----------|-----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 316 | | \$58,156 | \$75,592 | \$93,027 | \$27.96 | \$36.34 | \$44.72 |
| 2077 | SENIOR JUDICIAL ADMINISTRATOR | | | | | | |
| 713 | SENIOR MAINTENANCE SPECIALIST | | | | | | |
| 1391 | SOCIAL MEDIA SPECIALIST | | | | | | |
| 785 | SOLID WASTE FOREMAN | | | | | | |
| 107 | SR ADMINISTRATIVE SUPERVISOR | | | | | | |
| 129 | SR IT TECHNICIAN | | | | | | |
| 736 | STORMWATER FOREMAN | | | | | | |
| 154 | TRAINING & OUTREACH COORD | | | | | | |
| 1049 | VR&E IT SYSTEMS COORDINATOR | | | | | | |
| 317 | | \$61,064 | \$79,371 | \$97,678 | \$29.36 | \$38.16 | \$46.96 |
| 349 | ALCOHOL & DRUG COUNSELOR | | | | | | |
| 114 | ASSISTANT OPERATIONS MANAGER | | | | | | |
| 1631 | ASST ZONING & DEV ADMINSTR | | | | | | |
| 1142 | BUSINESS MANAGER | | | | | | |
| 5062 | CIRCULATION SUPERVISOR | | | | | | |
| 1451 | DEPUTY CLERK TO COUNCIL | | | | | | |
| 1143 | ENTERPRISE FUND BUSINESS MGR | | | | | | |
| 7329 | FLEET VEHICLE TECH III | | | | | | |
| 147 | GRANTS ADMINISTRATOR | | | | | | |
| 1770 | PASSIVE PARKS NATURALIST | | | | | | |
| 740 | PROJECT & DEVELOPMENT COORDINATOR | | | | | | |
| 1390 | SENIOR EXECUTIVE ASSISTANT | | | | | | |
| 209 | SENIOR PROBATE DIVISION CHIEF | | | | | | |
| 1123 | STAFF ACCOUNTANT | | | | | | |
| 318 | | \$64,117 | \$83,340 | \$102,562 | \$30.83 | \$40.07 | \$49.31 |
| 156 | ADMINISTRATIVE MANAGER | | | | | | |
| 162 | APPLICATIONS ADMINISTRATOR | | | | | | |
| 621 | AQUATICS MANAGER | | | | | | |
| 2381 | ASSESSING TECHNICIAN ANALYST | | | | | | |
| 2343 | DATA ANALYST TREASURER | | | | | | |
| 2075 | FAMILY COURT ADMINISTRATOR | | | | | | |
| 1120 | FISCAL ANALYST | | | | | | |
| 128 | GIS ANALYST | | | | | | |
| 1202 | HUMAN RESOURCES RECRUITER | | | | | | |
| 120 | HUMAN RESOURCES SPECIALIST | | | | | | |
| 340 | HUMAN SERVICES ANALYST | | | | | | |
| 165 | IT ANALYST | | | | | | |
| 1650 | IT SECURITY ANALYST I | | | | | | |
| 507 | LIBRARIAN | | | | | | |
| 1327 | NETWORK & SYSTEMS ANALYST | | | | | | |
| 1531 | PLANNING & DEVELOPMENT SPECIALIST | | | | | | |
| 2221 | PROBATE COURT ADMINISTRATOR | | | | | | |
| 353 | REGISTERED NURSE | | | | | | |
| 243 | RESIDENTIAL APPRAISER | | | | | | |
| 700 | RESIDENTIAL INSPECTOR | | | | | | |
| 7031 | RESIDENTIAL PLANS EXAMINER | | | | | | |
| 1401 | SENIOR ACCOUNTANT | | | | | | |
| 744 | SWI UTILITY INSPECTOR | | | | | | |
| 776 | TRAF SIGNAL SUPERVISOR | | | | | | |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|---------------------------------------|----------|-----------|-----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 319 | | \$67,323 | \$87,507 | \$107,690 | \$32.37 | \$42.07 | \$51.77 |
| 318 | ADMINISTRATIVE SUPPORT OFFICER | | | | | | |
| 780 | ASSISTANT SUPERINTENDENT SW&R | | | | | | |
| 723 | ASSISTANT SUPT GRDS MAINT | | | | | | |
| 735 | ASST SUPERINTENDENT (PW Gen. Support) | | | | | | |
| 7130 | ASST SUPERINTENDENT/FACILITIES | | | | | | |
| 610 | ATHLETICS MANAGER | | | | | | |
| 701 | COMMERCIAL COMBO INSPECTOR | | | | | | |
| 134 | DATA ANAYLST AUDITOR | | | | | | |
| 168 | DISASTER RECOVERY MANAGER | | | | | | |
| 705 | FLOODPLAIN MANAGER | | | | | | |
| 135 | LEAD GIS ANALYST | | | | | | |
| 164 | LEAD IT ANALYST | | | | | | |
| 6004 | PAR PROGRAM MANAGER-SR PGM | | | | | | |
| 350 | SR HUMAN SRVCS ANALYST | | | | | | |
| 1321 | WEB ADMINISTRATOR | | | | | | |
| 1201 | WORKFORCE DEVELOPMENT MANAGER | | | | | | |
| 320 | | \$70,689 | \$91,882 | \$113,075 | \$33.99 | \$44.17 | \$54.36 |
| 1790 | BUSINESS SERVICES LEAD | | | | | | |
| 4480 | CHIEF DEPUTY CORONER | | | | | | |
| 247 | COMMERCIAL APPRAISER | | | | | | |
| 205 | DEPUTY REGISTRAR | | | | | | |
| 742 | ENVIRONMENTAL EDUCATION COORDINATOR | | | | | | |
| 141 | FINANCE SUPERVISOR | | | | | | |
| 7334 | FLEET MAINTENANCE SUPERVISOR | | | | | | |
| 172 | PLANNER | | | | | | |
| 763 | RIGHT-OF-WAY MANAGER | | | | | | |
| 511 | SENIOR LIBRARIAN | | | | | | |
| 130 | SR IT ANALYST | | | | | | |
| 228 | SR IT ANALYST (AUDITOR) | | | | | | |
| 7411 | STORMWATER ASST SUPERINTENDENT | | | | | | |
| 321 | | \$74,224 | \$96,476 | \$118,728 | \$35.68 | \$46.38 | \$57.08 |
| 7032 | COMMERCIAL PLANS EXAMINER | | | | | | |
| 1392 | COMMUNICATIONS MANAGER | | | | | | |
| 513 | LIBRARY MANAGER | | | | | | |
| 315 | MOSQUITO CONTROL DEP. DIRECTOR | | | | | | |
| 3093 | PILOT | | | | | | |
| 771 | PROJECTS MANAGER I | | | | | | |
| 322 | | \$77,935 | \$101,300 | \$124,665 | \$37.47 | \$48.70 | \$59.94 |
| 2363 | ASSISTANT DEPUTY AUDITOR | | | | | | |
| 2340 | ASSISTANT DEPUTY TREASURER | | | | | | |
| 1398 | BROADCAST ENGINEER | | | | | | |
| 2331 | DEPUTY TAX COLLECTOR | | | | | | |
| 720 | FACILITIES MAINTENANCE SUPT. | | | | | | |
| 7330 | FLEET MAINTENANCE MANAGER | | | | | | |
| 466 | FORENSIC PATHOLOGIST ASSISTANT | | | | | | |
| 737 | GENERAL SUPPORT SUPERINTENDENT | | | | | | |
| 611 | GROUNDS MAINT. SUPERINTENDENT | | | | | | |
| 357 | HUMAN SERVICES MANAGER | | | | | | |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|---------------------------------------|----------|-----------|-----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 322 | | \$77,935 | \$101,300 | \$124,665 | \$37.47 | \$48.70 | \$59.94 |
| 5110 | LIBRARY ADMINISTRATOR | | | | | | |
| 313 | MOSQUITO CONTROL SUPERVISOR | | | | | | |
| 1140A | OPERATIONS MANAGER (AUDITOR) | | | | | | |
| 3461 | QUALITY ASSURANCE COORDINATOR | | | | | | |
| 738 | R&D SUPERINTENDENT | | | | | | |
| 788 | SOLID WASTE SUPERINTENDENT | | | | | | |
| 2342 | SR DATA ANALYST TREASURER | | | | | | |
| 741 | SWI SUPERINTENDENT | | | | | | |
| 7701 | TRANSPORTATION PLANNER | | | | | | |
| 163 | ZONING & DEV. ADMINISTRATOR | | | | | | |
| 323 | | \$81,832 | \$106,365 | \$130,898 | \$39.34 | \$51.14 | \$62.93 |
| 702 | BLDG INSPEC DEP DIRECTOR | | | | | | |
| 179 | BUSINESS SERVICE ADMINISTRATOR | | | | | | |
| 309 | CHIEF PILOT | | | | | | |
| 145 | CLERK TO COUNCIL | | | | | | |
| 748 | ENVIRONMENTAL ENGINEER | | | | | | |
| 142 | FISCAL OPERATIONS MANAGER | | | | | | |
| 733 | FLEET MANAGER | | | | | | |
| 118 | INFO TECH SUPPORT ADMIN | | | | | | |
| 131 | NETWORK ADMINISTRATOR | | | | | | |
| 1140 | OPERATIONS MANAGER (TREASURER) | | | | | | |
| 7614 | PROGRAM AND FINANCE MANAGER | | | | | | |
| 770 | PROJECTS MANAGER II | | | | | | |
| 754 | PUBLIC WORKS PROJECT ENGINEER | | | | | | |
| 153 | PURCHASING DEPUTY DIRECTOR | | | | | | |
| 613 | RECREATION DEPUTY DIRECTOR | | | | | | |
| 7391 | SAFETY/TRAINING MANAGER | | | | | | |
| 750 | STORMWATER PROGRAM MANAGER | | | | | | |
| 791 | SW&R PROGRAM MANAGER | | | | | | |
| 1324 | SYSTEM ADMINISTRATOR | | | | | | |
| 1055 | VR&E DEPUTY DIRECTOR | | | | | | |
| 324 | | \$85,923 | \$111,683 | \$137,443 | \$41.31 | \$53.69 | \$66.08 |
| 751 | ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV | | | | | | |
| 752 | ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | | | | | | |
| 753 | ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT | | | | | | |
| 1393 | BROADCAST SVCS. DIRECTOR | | | | | | |
| 1981 | BUDGET MANAGER | | | | | | |
| 7612 | CAPITAL PROJECTS MANAGER | | | | | | |
| 248 | DEPUTY ASSESSOR | | | | | | |
| 774 | DESIGN ENGINEER | | | | | | |
| 150 | DIRECTOR OF RISK MANAGEMENT & SAFETY | | | | | | |
| 7211 | FACILITIES DEPUTY DIRECTOR | | | | | | |
| 1610 | HUMAN RESOURCES DEP DIRECTOR | | | | | | |
| 1326 | IT INFRASTRUCTURE MANAGER | | | | | | |
| 5121 | LIBRARY DEPUTY DIRECTOR | | | | | | |
| 311 | MOSQUITO CONTROL DIRECTOR | | | | | | |
| 169 | VETERANS AFFAIRS DIRECTOR | | | | | | |
| 325 | | \$90,220 | \$117,267 | \$144,315 | \$43.37 | \$56.38 | \$69.38 |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|---|-----------|-----------|-----------|----------|---------|----------|
| UNIFIED | | | | | | | |
| 325 | | \$90,220 | \$117,267 | \$144,315 | \$43.37 | \$56.38 | \$69.38 |
| 303 | ANIMAL SERVICES DIRECTOR | | | | | | |
| 237 | DEPUTY AUDITOR | | | | | | |
| 7390 | DEPUTY PUBLIC WORKS DIRECTOR | | | | | | |
| 2341 | DEPUTY TREASURER | | | | | | |
| 344 | DSN DEPUTY DIRECTOR | | | | | | |
| 171 | PLANNING & ZONING DEP DIRECTOR | | | | | | |
| 137 | PUBLIC INFORMATION OFFICER | | | | | | |
| 206 | REGISTRAR | | | | | | |
| 234 | TAX COLLECTOR | | | | | | |
| 326 | | \$94,731 | \$123,131 | \$151,531 | \$45.54 | \$59.20 | \$72.85 |
| 707 | BLDG INSP/CODES DIRECTOR | | | | | | |
| 709 | FACILITIES MANAGEMENT DIRECTOR | | | | | | |
| 512 | LIBRARY DIRECTOR | | | | | | |
| 166 | MAPPING & APPS DIRECTOR | | | | | | |
| 177 | PASSIVE PARKS DIRECTOR | | | | | | |
| 151 | PURCHASING DIRECTOR | | | | | | |
| 144 | RECORDS MGMT DIRECTOR | | | | | | |
| 146 | VR&E DIRECTOR | | | | | | |
| 327 | | \$99,467 | \$129,287 | \$159,108 | \$47.82 | \$62.16 | \$76.49 |
| 367 | ALCOHOL & DRUG DIRECTOR | | | | | | |
| 351 | DSN DIRECTOR | | | | | | |
| 375 | HUMAN SERVICES DIRECTOR | | | | | | |
| 614 | RECREATION DIRECTOR | | | | | | |
| 328 | | \$104,440 | \$135,752 | \$167,063 | \$50.21 | \$65.27 | \$80.32 |
| 7611 | CAPITAL PROJECTS DIRECTOR | | | | | | |
| 212 | PROBATE ASSOCIATE JUDGE | | | | | | |
| 329 | | \$109,662 | \$142,539 | \$175,416 | \$52.72 | \$68.53 | \$84.33 |
| 250 | ASSESSOR | | | | | | |
| 1980 | DIR STANDARDS, CPL & INT CTRL | | | | | | |
| 762 | DIRECTOR OF ENGINEERING | | | | | | |
| 198 | FINANCE DIRECTOR | | | | | | |
| 161 | HUMAN RESOURCES DIRECTOR | | | | | | |
| 132 | IT SYSTEMS DIRECTOR | | | | | | |
| 170 | PLANNING & DEV. DIRECTOR | | | | | | |
| 739 | PUBLIC WORKS DIRECTOR | | | | | | |
| 330 | | \$115,146 | \$149,666 | \$184,187 | \$55.36 | \$71.95 | \$88.55 |
| 81 | SPECIAL ASST TO ADMINISTRATOR | | | | | | |
| 332 | | \$126,948 | \$165,007 | \$203,066 | \$61.03 | \$79.33 | \$97.63 |
| 789 | ASSIST. CO. ADMIN. - ENGINEERING | | | | | | |
| 124 | ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION | | | | | | |
| 903 | ASSIST. CO. ADMIN. - PUBLIC SAFETY | | | | | | |
| 155 | ASSIST. CO. ADMIN. - COMMUNITY SERVICES | | | | | | |
| 1290 | ASSIST. CO. ADMIN. - IT & COMMUNICATIONS | | | | | | |
| 1970 | ASSIST.CO. ADMIN. - FINANCE | | | | | | |
| 333 | | \$133,295 | \$173,257 | \$213,219 | \$64.08 | \$83.30 | \$102.51 |
| 196 | DEPUTY COUNTY ATTORNEY | | | | | | |
| 335 | | \$146,958 | \$191,016 | \$235,074 | \$70.65 | \$91.83 | \$113.02 |

EXHIBIT A
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|-----------------------------|-----------|-----------|-----------|----------|----------|----------|
| UNIFIED | | | | | | | |
| 335 | | \$146,958 | \$191,016 | \$235,074 | \$70.65 | \$91.83 | \$113.02 |
| 197 | CHIEF FINANCIAL OFFICER | | | | | | |
| 79 | DEPUTY COUNTY ADMINISTRATOR | | | | | | |
| 337 | | \$162,021 | \$210,595 | \$259,169 | \$77.89 | \$101.25 | \$124.60 |
| 195 | COUNTY ATTORNEY | | | | | | |

314 Active Proposed Classes in the UNIFIED Pay Plan

Exhibit B
Proposed Pay Plans
Beaufort County SC

Item 20.

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|---|---|----------|-----------|-----------|----------|---------|----------|
| UNIFIED - PUBLIC DEFENDER ADDITION | | | | | | | |
| 312 | | \$47,845 | \$62,189 | \$76,533 | \$23.00 | \$29.90 | \$36.79 |
| 213 | SENTENCING SPECIALIST | | | | | | |
| 215 | INVESTIGATOR | | | | | | |
| 313 | | \$50,238 | \$65,299 | \$80,360 | \$24.15 | \$31.39 | \$38.63 |
| 215B | INVESTIGATOR - BEAUFORT COUNTY | | | | | | |
| 319 | | \$67,323 | \$87,507 | \$107,690 | \$32.37 | \$42.07 | \$51.77 |
| 216 | ASSISTANT PUBLIC DEFENDER | | | | | | |
| 323 | | \$81,832 | \$106,365 | \$130,898 | \$39.34 | \$51.14 | \$62.93 |
| 216B | ASSISTANT PUBLIC DEFENDER - BEAUFORT COUNTY | | | | | | |
| 327 | | \$99,467 | \$129,287 | \$159,108 | \$47.82 | \$62.16 | \$76.49 |
| 2181 | DEPUTY CHIEF PUBLIC DEFENDER | | | | | | |

6 Active Proposed Classes in the PUBLIC DEFENDER (ADDITION) Pay Plan

Classification and Compensation Study Final Report for Beaufort County, SC



June 10, 2024



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Fairfax, Virginia 22033
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MANAGEMENT ADVISORY GROUP INTL., INC.

MANAGEMENT CONSULTING SERVICES

June 10, 2024

Katherine Mead
Human Resources Director
Beaufort County
102 Industrial Village Road, Bldg 1
Beaufort, SC 29906
843-255-2983
kmead@bcgov.net

Dear Katherine,

Management Advisory Group International, Inc. (MAG) is pleased to present this *Final Compensation & Classification Study Report* to Beaufort County.

We would ask you and the top staff to review the draft report and MAG's compensation and classification recommendations. This report has been developed based on:

- Job analysis of included classifications based on the Job Profile Questionnaires (internal relationships); and
- Market analysis (external competitiveness)

The Final Report is organized into the following Sections:

- Section 1: Proposed Compensation Philosophy
- Section 2: Introduction and Approach
- Section 3: Selected Compensation Policies
- Section 4: Total Rewards
- Section 5: Examples of Employee Incentives
- Section 6: Examples of Executive Staff Fringe Benefits
- Section 7: Proposed Longevity Pay Policy
- Section 8: Proposed Premium Pay Policies
- Section 9: Salary Survey Summary
- Section 10: Proposed Pay Plans
- Section 11: Alphabetical Classification List
- Section 12: Classification Comparison List



MANAGEMENT ADVISORY GROUP INTL., INC.

MANAGEMENT CONSULTING SERVICES

- Section 13: Implementation Cost Summary
- Section 14: FLSA Recommendations

MAG would like to express our thanks to all employees and staff who have participated in this important project.

Sincerely,

Dr. Russell H. Campbell

Dr. Russell H. Campbell, Ed.D., MPA
Chief Administrative Officer
Management Advisory Group, Inc.
12730 Fair Lakes Circle, Ste. 600
Fairfax, Virginia 22033
Office: 703-590-7250
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Russell@maginc.org

Beaufort County, SC
Classification & Compensation Study Final Report

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SECTION 1.0
Proposed Compensation Philosophy

1.0 – Proposed Compensation Philosophy

Beaufort County, SC strives to provide exemplary service to the community by being a model for 21st Century county government operations. Recognizing the importance of our workforce of resolute and talented professional staff, we are committed to promoting organizational and community values that include **exceptional service to the public; consistent and excellent performance; innovation; good fiscal, social, and environmental stewardship; and ethical behavior.**

To achieve and maintain our ambitious standards of service and performance, Beaufort County must continue to attract and retain well-qualified staff who exemplify the organization’s values. A public service environment that is attractive to such individuals depends upon many factors, including pride, teamwork, a competitive compensation program, and non-monetary benefits such as recognition in the workplace for accomplishments, professional development and opportunities for promotion and a positive work environment. Beaufort County is committed to being an “employer of choice” as part of an overall strategy of attracting and retaining talent that will uphold the County’s organizational values.

The compensation program is committed to retaining and attracting high-skilled, high-performing staff capable of delivering the highest standards of public service to our community. Beaufort County expects all staff to consistently perform to those ambitious standards in their work performance, customer service, ethics, and passion for public service. Beaufort County strives to administer pay and benefits in a way that is fair and transparent to all, that provides equal pay for equal work, and that does not take into consideration race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance.

In order to provide competitive, sustainable, and responsible compensation, Beaufort County will consider the following:

Total compensation which consists of but is not limited to direct compensation, e.g., salary; and indirect compensation such as health insurance, retirement, professional development, and time-off benefits.

In evaluating competitive compensation, Beaufort County will consider:

- A. Financial sustainability as reflected by Beaufort County’s financial forecasts and revenue projections, competing service priorities, long-term liabilities, capital improvement and other asset requirements, and fund reserve levels.
- B. The “relevant labor market” which may vary depending upon classification but is primarily defined by geographic region (local and/or state-wide) and key markets (private and non-profit agencies) and if applicable, private sector when readily available and effectively comparable.
- C. “Internal Relationships” refers to the relative value of classifications to one another as determined by Beaufort County.

- D. Beaufort County will compare responsibilities, skill level, knowledge, ability, and judgment to determine similarity, and evaluate the equity of pay differentials.
- E. Other relevant factors may include unforeseen economic, regulatory, or service changes.
- F. Transparency with the community, recognizing that taxpayers and ratepayers fund all employee compensation and deserve commensurate value from all those who work for Beaufort County. This includes not only disclosure of the components of workforce compensation, but adequate advance notice of material policy changes in order to participate effectively in decision-making that affects Beaufort County's finances.

Ideally, every five years, Beaufort County will evaluate its compensation structure, programs, and policies to assess market competitiveness, effectiveness and compliance with applicable State and federal law. This is with the understanding that more frequent adjustments to the compensation structure may be needed as a result of intermittent evaluations or other factors already cited. This will be accomplished by working with Beaufort County's Human Resources staff to fairly apportion compensation and benefits, utilizing all the resources and tools available to Beaufort County.

SECTION 2.0

Introduction and Approach

2.0 – Introduction & Approach

Introduction

Beaufort County, SC contracted with Management Advisory Group International, Inc. (MAG) to conduct a compensation survey and assessment for all current County job classifications. This report presents the findings and recommendations of the study. MAG’s findings and recommendations are based on:

- 2024 Labor Market Data;
- 2025 Labor Market (Estimates)
- Current organizational structure;
- Review of current compensation practices;
- Discussions with Human Resources;
- Job analysis & Review based on employee completed Job Profile Questionnaires (JPQ); and
- Internal equity and external competitiveness considerations.

The goal of the County for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, and local market competitors. In response, MAG has developed a proposed pay plan and developed salary adjustment recommendations for current incumbents in included County classifications.

Project Focus

The objectives of the study were to:

- Conduct a review of all County job titles;
- Review salary and compensation data from similar/competitor organizations;
- Develop a revised classification plan; and,
- Develop a revised compensation and pay plan; and
- Provide options for the County’s consideration to find a reasonable and cost-effective way to transition to the new plan(s).

A list of project tasks and activities is indicated below by Exhibit 2-1.

EXHIBIT 2-1
Beaufort County, SC
PROJECT TASKS

Project Initiation – Developed project proposal, work plan and timeline. Discussed with County administration and revised project work plan.

Initial Meetings – Discussed with County Human Resources administration, County leadership and key management to clearly define the scope, goal(s), and objective(s) for the proposed study.

Developed/Distributed Salary Survey Instrument – Conducted a salary survey to gather compensation information from target organizations for selected County benchmark classifications.

Collected/Analyzed Compensation Data – Collected and reviewed compensation data from published data sources.

Conducted Job Analysis – Performed analysis of compensable factors based on employee completed Job Profile Questionnaires (JPQ).

Developed Revised Pay Plan – Developed a preliminary proposed pay plan based on the results of the market salary survey, job analysis, and internal/external equity considerations.

Developed Salary Adjustment Recommendations – Developed salary adjustment recommendations for all County classifications based on the revised pay plan(s) and employee classification, current salary, and longevity in current position.

Developed & Submitted Draft Report – Developed and submitted a Draft Report for County review integrating the job analysis, proposed pay and classification plan, salary survey, and implementation recommendations.

Revised Draft Report – Incorporated the County’s technical review of materials.

Develop & Submit Final Report – Submitted a Final Report upon final review. (TBD)

Exhibit 2-2 illustrates a flow-chart process used for developing a proposed pay and classification plan.



EXHIBIT 2-2
Beaufort County, SC
PROJECT FLOWCHART



Approach Overview

To begin the study, MAG requested and reviewed preliminary information from the County. At this time, MAG conducted initial discussions with human resources administration and tailored several instruments to be used in conducting the compensation and classification analysis, including:

- Job Profile Questionnaires (JPQ); and
- A review of current labor market data (Market Survey), which included several data sources comparable to the County.

The study methodology included:

- Collection of current personnel, human resources, and organizational background information;
- Identification and selection of comparable agencies for the market data;
- Identification of classification benchmarks;
- Conducting a salary survey for selected positions; and
- Analysis with recommendations concerning the relative ranking of County positions to develop a classification plan that will ensure internal equity.

MAG developed job profiles for classifications covered in the study, based on the factors below, to identify an appropriate pay range. The development of a job profile typically includes numerous factors, such as:

- Involvement with Data, People, and Assets
- Experience/Vocational Requirements
- Educational/Vocational Requirements
- Mathematical Requirements
- Communications Requirements
- Judgment Requirements
- Impact of Decisions
- Complexity of Work
- Safety of Others Responsibilities
- Physical Requirements
- Equipment Usage
- Unavoidable Hazards

Initial Meetings and Orientation

Upon agreement to proceed, the project team communicated with Human Resources staff to discuss the study's objectives, along with the strengths and needs of the current organizational compensation management systems. County management provided input regarding the County's preferences and needs of the systems to be developed. MAG's representatives requested documentation about current compensation and classification programs, reviewed and discussed with management these systems, and developed an understanding of concerns to be addressed.

The project team also discussed with staff an overview of the scope, content, and methodology of the study, encouraged employee cooperation and commitment, and established appropriate time limits for completing and returning necessary forms.

MAG staff serve as a facilitator to bring these primary source data together in a meaningful way, organize it into a pay plan or plans, depending on the needs of the organization and to support and assist the organization with making crucial decisions regarding overall hierarchical placement of jobs.

The study results and outcomes are not the result of decisions made in isolation by the consultant but are the result of the consultants working to bring together all of the different viewpoints of the stakeholders, assisting and supporting in ordering responsibilities of the work into a compensation and classification plan that serves as a starting point for making current and future placement decisions.

Market Review

Beaufort County employs a wide range of jobs that contain a mix of work responsibilities found in both the public and private sectors. The market data utilized for selected benchmark positions reflected the variety of duties and responsibilities in which County employees engage. Market data is one of the key components of a classification and compensation study, as well as one of the more difficult and sensitive activities in the study process.

In a collaborative effort with the Human Resources staff of the County, MAG developed a list of target organizations to be surveyed. Upon approval of the target list, the survey instrument, and the benchmark classifications, MAG reviewed the market and performed the technical analysis and evaluation of the collected data.

Organizations typically included as targets in a salary survey are those that are:

- Competing with the County for employees, for either lower level or higher-level positions;
- Geographically situated in such a fashion as to automatically be considered a competitor;
- Structured similarly to the County, or providing similar types of services; and
- Attractive to highly valued employees for one reason or another.

Surveyed:

- City of Beaufort, SC
- Town of Hilton Head, SC
- Town of Bluffton, SC
- City of Charleston, SC
- City of Savannah, GA
- Lexington County, SC
- Greenville County, SC
- Richland County, SC
- Berkeley County, SC
- Charleston County, SC
- Horry County, SC
- Dorchester County, SC
- O*NET (Data source for private sector classifications, which reflects Federal DOL Data)

Benchmark Classes

The job classes included as benchmarks in the survey were clearly and concisely described. All classes had a clear and identifiable relationship to other County classes and were representative of the various functional areas within the various work areas/units within the County.

In the survey instrument, benchmark jobs were carefully described in a class profile. In addition to the statement of job duties and responsibilities, specific information pertaining to the education requirements and work experience needed for the class was included. The respondent's matching class title, annual minimum and maximum salary, duty days, and annual hours were also included in the survey.

The data from the survey were used to assist with the classification of the various jobs within the pay structure. It is important to note, however, that the market study simply serves as an indicator of market trends and the internal job analysis is the most critical element in determining pay grade assignment.

Proposed Pay Plans

Based on the uniqueness and diversity of positions within the County, MAG has proposed two separate pay plans: Public Safety and Unified. Although distinctive, the two plans were built from the same linear regression payline. Employees performing the same duties were placed in the same class and pay grade, regardless of the number of hours (PT/FT).

Implementation Costs

MAG's implementation options and recommendations consider the following:

- Current salary;
- Time in current position;
- Current job title or rank; and,
- Information from HR staff regarding recruitment & retention issues.

No employee should receive any additional salary adjustments once their salary has reached the maximum of the range. The recommendation is to freeze the salary until market data supports an increase in pay range maximum. Progressive governments often coordinate with MAG on an annual basis to refresh their market competitive position to ensure that they do not "lose ground" from a compensation perspective.

Pay Plan Structure

MAG has established three pay structures for the County: Detention Center, Public Safety, and Unified. The Detention Center plan was established with various pay ranges from minimum to maximum based on rank and a 7% differential between each pay grade. The Public Safety (Airport & EMS) and Unified plans were established with pay ranges of 60% from minimum to maximum and a 5% differential between each pay grade. The structures recommended are transparent, permit employees to have a perspective that provides some security, but it is still wholly dependent on the County's ability to fund future structure adjustments.

Plan Implementation

MAG recommends that the new compensation structure goes into effect as soon as feasible along with the recommended salary adjustments. First, the plan moves any employee below the minimum of their proposed pay grade range to that level. Then, all current employees receive a 4% "cross-the-board" adjustment, which is designed to spur individual movement within their respective pay ranges, address salary compression, and serves as a hedge against inflation.

Please note that the system is hardwired to prevent any employee whose current salary exceeds the maximum of their proposed pay grade from receiving any type of adjustment. However, MAG strongly recommends that anyone above the maximum receive the 4% adjustment.

MAG suggests that the new compensation structure go into effect at the start of the upcoming fiscal year.

The total cost summary details are noted in Section 13.

Annualized Cost: \$6,797,429; or a 11.5 % increase to current payroll.

****Note: Total Cost Number does not include Fringe Benefit Costs.**

Salary Compression

Salary compression, also known as wage or pay compression, is a pay differential that results from various causes, but that is often deemed as unfair or unequal by members of the workforce within the organization. It is an issue that many management and human resources professionals deal with on a regular basis. There are numerous reasons for these kinds of differentials that occur, and they often seem justified at the outset. However, over time wage compression can lead to low morale and hurt feelings within the ranks of previously loyal employees.

Examples of Salary Compression

Salary compression is not a new concept. For example, it's a widespread practice for an organization to offer a higher starting salary to sought after employees who may be "rock stars" or as someone who has a great deal to offer the organization. Higher pay is used as an incentive to lure the candidate.

It is also seen when viewing fixed salaried professionals like managers and supervisors versus hourly employees who are eligible for rewards like shift differentials and overtime pay. Sometimes pay inequities are seen after a consolidation of two or more functional areas that were run very differently from one another previously. Wage compression can also occur in an organization with a sizable percentage of low wage earners when the low wage rates are increased; as new hires come on, they are earning the same amount as those who may have been with the organization for years.

Impact of Wage Compression

Impacts of wage compression can be seen on a one-to-one level or across entire organizations. Those whose pay is compressed, or who are receiving less money, are likely to be affected by low morale. They will feel discouraged, naturally. It doesn't make sense to continue working just as hard when their efforts are not perceived as being compensated. This can lead to a more noticeable problem of deficient performance in employees, which hurts the bottom line and affects everyone. There may also be retention issues related to salary compression.

Those who feel slighted are more likely to look for alternate employment. High turnover rates are costly to any organization. It may also be harder to recruit from within for higher level positions if employees see no economic benefit in accepting the added responsibility and work of a promotion.

Purpose of the Implementation Plan

The foundation of the implementation calculation is one that is forward looking and does not look back on how current salaries came about. Transition to a new plan is not meant to change every pay decision, promotion or other legal changes in salary that have occurred over the tenure of the employee; nor is it meant to pretend the new pay structure should be retroactive in concept to the day an employee was hired.

To the extent that any uniform formula may result in unintended consequences, there may be isolated instances where administrative adjustments would be needed in order to address an inequity that is not readily apparent. This is not intended to address internal inequities perceived by employees, which might result from previous pay structures or previous pay decisions. MAG assumes that all previous salary changes were based on information that was considered valid and appropriate at the time the decision was made.



SECTION 3.0
Selected Compensation Policies

3.0 – Selected Compensation Policies

As part of the overall study, Management Advisory Group typically offers observations and recommendations regarding best practices in compensation policies. These observations are not meant to replace existing policies, but to provide a fresh look and compare Beaufort County’s compensation policies against “best practices.” An objective statement of compensation policies also includes the expressed outcome to attract, reward, and retain qualified employees who can help the County achieve its mission. In support of the vision statement, MAG observations may assist the County as it strives to provide a total compensation program that enables the County to:

- Attract and retain a high-quality and diverse workforce;
- Reward and retain qualified employees;
- Provide a fair and consistent framework for assigning jobs;
- Maintain salary structures at market competitive levels;
- Ensure fair and consistent pay practices;
- Comply with applicable laws and regulations; and,
- Operate within the constraints of fiscal resources; and
- Be an employer that inspires excellence.

As an employer, the County embraces a fair and equitable compensation plan to support the achievement of the following goals.

1. The County strives to provide a total compensation program that is fiscally sound, equitable and competitive in the defined marketplace.
2. Both benchmarking of select classifications and consideration of the job profile is used as a best practice for compensation of similar positions.
3. Competitive ranges are established for all positions to provide the flexibility needed to adapt to market changes, maintain internal equity and address the needs of the County that will ensure an elevated level of service to the community.
4. Starting pay for new employees is based upon education and work experience related to positional requirements as well as market conditions.
5. Pay adjustments, other than allowances and supplements, are provided to employees when appropriate to address equity, market responsiveness, and consistency in the administration of the County’s compensation program.
6. Employees are eligible for pay increases resulting from true promotions and reclassifications.
7. Part-time and temporary employees may not be eligible for the same benefits as full-time employees.
8. Fair Labor Standards requirements will be applied fairly and consistently to applicable positions.

- 9. Benefit plans and other non-cash compensation plans are reviewed periodically for competitiveness, cost effectiveness, and their value to employees and the County.
- 10. Pay ranges for the County job groups are reviewed as needed, but not less than every two years.

Compensation Policies:

The following recommendations cover recommendations for both the implementation of the plan, as well as the on-going administration of the plan.

Numerous opportunities exist for varied work experiences and career advancement within the County. The following outlines how associated pay changes can be administered based on the category of change. All final decisions on the administration of pay are subject to approval by the County Administrator or his designee based on feedback from the Director of Human Resources. In all instances of employee/job reassignment, the employee would be placed in the range, not to exceed the maximum of the range unless specifically stated. Unless otherwise stated, any change in pay will be effective the first day of the full pay period following the date of approval.

A. Reclassification

- 1. When a job has been reclassified to a higher pay grade, the employee’s salary shall increase at least 5% in the new pay grade that includes the new salary but is not more than the maximum salary of the new pay grade.

If the reclassification results in an upgrade of one pay grade, the employee’s pay will be moved upward by 5%. An upgrade of two or more pay grades will increase the employee’s pay by an additional 2.5% increase for each additional pay grade, up to a maximum of 20%.

For general reclassifications done as a result of an internal or external compensation study, or as a result of a normal budget process review, if the employee has been in the position since on, or before, the first day of the fiscal year, the effective date of any approved change will be the first day of the fiscal year, or the effective date of implementation as approved by the Council, unless otherwise specified by the Council or Administration.

Otherwise, for an individual reclassification, done outside the normal budget cycle, the effective date of the pay increase will be consistent with the first day of the full pay period following the date of approval.

Reclassification or changes in pay grade, whether resulting from an internal or external compensation study or individual change in pay grade, shall **not be** retroactive with respect to calculating the new salary.



Internal Equity Adjustments as a result of the implementation of a system-wide study shall not be subject to the same guidelines as the “Reclassification” guideline. Internal Equity Adjustments can be the result of the application of a formula, applied to all positions in the same pay plan, and are done to ensure that employees’ salaries are internally equitable and are not done to reflect an individual “job audit” of a single member incumbent.

Internal Equity Adjustments are also not tied to performance measures. ***The leadership may determine an Internal Equity Adjustment strategy that is separate and apart from the guidelines that cover reclassification.***

Internal Equity Adjustments, resulting from an internal or external comprehensive review, can be to a higher, or lower, pay grade and are not considered a reclassification, promotion, or demotion.

2. When a job has been reclassified to a lower pay grade, the affected employee(s) shall have their pay adjusted accordingly. The employee’s salary will be placed within the salary range of the lower grade. The effective date will be the day following the County Council’s adoption date of the budget and the change will be reflected in the next full pay period. If, after the pay grade adjustment, the employee(s) salary is greater than the maximum salary of the new pay range, the employee will continue to be paid at the higher rate of pay, the salary would be “frozen,” and the employee is typically ineligible for any pay adjustment until the range “catches up” with the salary and allows for movement.

B. Promotion

1. When an employee is promoted, as a result of a job change or job progression, to a higher pay grade position, within the same, or to a different, salary schedule, the salary placement within the new pay grade shall be determined as follows: *apply 5% on the salary of the previous grade/schedule and salary for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 20%*. The resulting pay will be no less than the minimum of the new pay grade and no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be consistent with the first day of the full pay period following the date of approval.
2. There may be times when the uniqueness of an individual job and level or necessary skills required by the County, and not just possessed by the incumbent, may require a higher salary schedule placement than stipulated in this section. Under such circumstances, the County Administrator *may approve a higher salary within the assigned pay grade.*

C. Lateral Transfer

A lateral transfer occurs when an employee is transferred from one job class to another in the same pay grade. When there is no change in pay grade there shall be no adjustment in salary. A lateral transfer is not considered a reclassification or a promotion.

D. Temporary Assignment(s)

1. "Interim" or temporary assignment(s) occurs when the County recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This can occur when an unexpected vacancy occurs; when a mission critical job cannot be filled in a timely fashion; or when a mission objective changes abruptly and requires immediate action.
2. Temporary or "interim" assignment(s) would be anticipated to last more than 30 days, but less than 6 months. A temporary or "interim" assignment is to fill a vacancy and not to assume the duties of another employee who is on approved leave, i.e., vacation, holiday, medical, or other short-term absence(s).
3. If the position assigned is lower in pay grade (or equivalent pay range) this would not result in a lower salary for the assigned employee even if the employee's salary exceeded the maximum of the new pay range.
4. If the position assigned is higher in pay grade and extends beyond 30 days, but less than 6 months, there should be a 5% "temporary assignment" pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 20% or the minimum of the new grade, whichever is higher. The employee's salary shall not exceed the maximum of the assigned range. Employees receiving temporary assignment pay shall sign a Wage Notification Form and Personnel Action Form acknowledging the understanding that they are receiving "Temporary Assignment Pay" and also acknowledging that when the temporary assignment ends, the "assignment pay" will also end.

E. Hiring

1. The hire rate for a new employee with no equivalent and/or relevant level experience is typically the minimum of the salary range to which the job classification is assigned.
2. New hiring rates above the minimum (or re-hires) for employees with prior experience that is directly relevant experience and/or experience that can be verified by the Human Resources Department may be considered. To determine prior relevant experience credit, the chart below will apply. *Employees who have left the County and have been officially terminated will be re-hired using this formula and will not be rehired at the previous salary.* Re-hires who have left the County's employment will be considered using the same formula as new hires.

| Years of Experience | Starting Pay |
|----------------------------|----------------------------|
| 1 to < 3 | Pay Grade Minimum |
| 3 to < 5 | Pay Grade Minimum Plus 3% |
| 5 to < 7 | Pay Grade Minimum Plus 6% |
| 7 to < 11 | Pay Grade Minimum Plus 9% |
| 11 to < 15 | Pay Grade Minimum Plus 12% |
| 15 to < 20 | Pay Grade Minimum Plus 15% |
| 20 or more | Pay Grade Minimum Plus 20% |

3. Internal Equity is an equally important consideration in filling a vacant position. Before a salary offer is made, Human Resources will also consider the current salaries, level of education, relevant licenses/certifications, and length of service in the same/similar job class or classes of current incumbents. It is the policy of the County to make every effort to avoid inverted salary relationships by bringing in newly hired employees at a salary that exceeds the current salaries of comparably placed existing employees in the same/similar job class.
4. The Human Resources department may additionally consider a higher salary offer if the open position is determined to be a “hard to fill” position.
5. “Hard to fill” positions will be designated as such by the Human Resources Department and will be based on the length of time the position has remained unfilled, the difficulty to recruit, the “mission critical” nature of the work and the market conditions of the position, at the time of a vacancy.
6. Hiring Range is typically considered that span in salary between the minimum of the range and the market point for most positions. For positions of Assistant Department Directors and above, the qualifications of the applicant and/or the needs of the County should include the discretion to hire anywhere within the range. However, consideration should still be given to existing salaries of other employees who are in directly comparable leadership positions.

F. Maximum of the Range

Ranges are established to reflect the market value of a given job profile and not an incumbent. Once an employee reaches the maximum of his/her assigned range, the salary is frozen, and the employee is not eligible for any additional compensation unless there is a range movement that would result in a higher maximum.

G. Demotion**1. Voluntary Demotion**

If the demotion is voluntary, placement at the appropriate level within the new salary grade would be based on experience and prior performance and must be approved by the Department Head and the Human Resources Department. In a voluntary demotion, the performance appraisal date remains unchanged.

2. Involuntary Demotion

If an employee is involuntarily demoted as a result of disciplinary action, for example, or action related to unacceptable job performance, the rate of pay may be reduced by at least 2.5% per grade reduction or by a minimum of 5%; and the employee's salary must be reduced to at least the maximum of the lower Pay Grade, and may be placed at any salary within the lower Pay Grade as long as there is a minimum 5% reduction in pay. The employee will be placed on conditional status for a period of twelve months. There will be no salary increase at the end of the conditional period. The salary is established in the same manner as for voluntary demotion.

A performance appraisal must be completed within twelve months of the date of the demotion. A proficient performance appraisal will result in release from conditional status and continuation in the position subject to continued satisfactory performance.

There will be no salary increase at the end of the conditional period. The performance appraisal date shall be established one year from the effective date of the demotion.

Future Salary Adjustment Recommendations

The cost to implement and maintain the compensation system should be driven by changes in the labor market and/or internal relationships and should be applied globally to the system, which, in turn, adjusts each salary range. Compensation systems that are well maintained address *two primary issues* on an annual basis:

- The cost to maintain competitiveness within the system; and
- The cost to adjust individual salaries.

From time to time, the County may determine the need to adjust pay grades/ranges based on some factor, such as the Employment Cost Index (ECI) to maintain competitiveness at salary range minimums and hiring rates, as well as accommodate current incumbent pay progression within the grades. Ideally, funding permitting, the County should conduct a salary/market review periodically to assess market conditions and ensure a competitive posture in personnel recruitment and retention. At this time, a more detailed comparison to the external market, as well as, to immediate competitors can be made using a comprehensive methodology such as that used in this review. MAG recommends that any adjustments to the pay plan be based on 50% of the approved COLA determined by the Council. For example, if the Council approves a 6% COLA, the pay ranges on all pay plans should increase by 3%. This will assist employee movement through their designated pay range because their actual increase is greater than the increase to the pay ranges.

Proposed Compensation Plan

Regardless of an organization's philosophy concerning advancement opportunities afforded to employees, it is essential that movements in the economy, and more specifically, the labor market in which the County competes, be addressed at the system level. Accordingly, salary administration procedures should take priority based on funding levels and the County's philosophy on pay.

Career Path vs Career Ladders

Career Path vs Career Ladder What is the Difference?

A career path is a track of employment with a progression of acquired education, experience, achievement, and responsibility, moving through job positions within a professional field or organization. For example, an analytical track career path, a managerial track career path, or a quality management track career path.

A career path is designed to encourage students to enter a certain field of study (e.g., public health laboratory science) and to demonstrate the possibilities within that field of study.

A career path for a field of study in laboratory science can begin with a position as a laboratory aide, then a laboratory technician, followed by a laboratory scientist. This career path then opens a wealth of interrelated laboratory science tracks, and a professional can move from one track to another over the course of a career.

A series of steps within a job classification, each with increasing responsibility as expertise is developed, allowing for recognition of professional growth. The steps on the career ladder may require competition for advancement. For example, progressing through the federal GS system, or moving from laboratory scientist I to laboratory scientist II to laboratory scientist III.

A Career Ladder is designed to encourage and assist staff to further their professional development and to reward them for their commitment to professional growth and excellence without moving to a new career path.

Employee Performance and Compensation in the Public Sector

The theory of pay for performance is unquestioned. The practice is universal in the private sector and important to the growth of the U.S. economy. Rewarding superior performance has gained acceptance in all aspects of life. It’s now a global practice.

Government is different from the private sector in three key respects though. Two of those differences—the fact that performance ratings and pay increases are not confidential, and that changes to the system inevitably involve politics—are likely to prompt resistance to program changes.

A third difference is that in the private sector, pay for performance triggers continuous attention to performance metrics. For many organizations, the incentives that motivate are the prospect of year-end bonuses and gains from stock ownership. Both reinforce the importance of organizational success. In business, financial rewards are solidly entrenched.

The transition to pay for performance in government should be managed as organizational change since it redefines the role of managers and their relationship with staff. Managers who have relied on micromanagement will need to relinquish control. Performance-related pay makes no sense where employees are tightly controlled. The problem of inflated performance ratings will have to end. It also changes employee jobs and career expectations. The highest hurdle promises to be creating performance processes that generate credible and defensible year-end ratings.

Recognizing star performers as well as those whose performance is unacceptable is important to every employer. That’s obviously central to pay for performance.

As a general proposition, we believe there are four fundamental requirements for an effective performance-based pay system:

1. Performance expectations are clearly defined and understood.
2. Performance is measured accurately and communicated effectively by well-intentioned, trained supervisors.
3. The process is managed consistently across the organization.
4. Differences in performance can result in meaningful differences in compensation outcomes.

Government's purpose is to provide critical services requiring collective support through political processes. Effectiveness and cost control are the primary measures of success. In contrast, private sector organizations must create profit to exist, so their standards are different.

Although the transition to a pay for performance system is challenging, and requires a fundamental shift in thought processes, operations, it is an effective way of managing limited financial resources and rewarding key performers within government.

Alternative Approaches to Compensation: Skilled -Based & Competency-Based Pay

Traditional pay structures within organizations have traditionally been focused on the assigned job. Wages have been based on position and seniority and influenced by factors like the minimum wage and negotiation. Although skills and competence have been reflected indirectly, pay systems have not been designed to encourage the development of individuals. With technological advancements and the focus on productivity and quality, many organizations now recognize the need to focus on individual contributions.

Skill-based Pay

Skill-based systems have long been used to define jobs within the trades. Increasing skill levels are the determining factor in describing positions like apprentice, journeyman, and expert craftsman. Other examples of skill-based pay systems can be found among white-collar jobs where the organization is providing a career progression based on increasing technical skill as an alternative to being promoted through various management levels.

Competency Based Pay

The term competency-based pay describes a system where rewards are based on the use of competence without consideration for results. The premise is that individual performance depends on having relevant competencies and higher levels of competence will produce superior performance. A competency base pay system focuses on individuals.

In practice, competency-based systems are seldom used in a pure form. Competency may be one of the factors determining pay, but performance may also be a factor.

Application

While both skill- and competency-based pay systems are focused on individuals rather than jobs, how the individual is evaluated for pay purposes is different. Skill-based systems are better defined, having been used for years as the basis for defining certain jobs. Pay is based on skills verified by some type of assessment or certification. These pay systems have been applied both to blue-collar and white-collar jobs. In contrast, competency-based pay systems have been applied as components of a pay system and so far, have been applied to individuals at professional or management levels.

Trends

The tendency toward leaner organizations over the past few decades has contributed to the development of pay systems that favor employees with a broad base of skills and competencies. Some of the results related to this trend include reduced staffing levels and expectations of higher performance by individuals.

SECTION 4.0
Total Rewards



4.0 – Introduction to Total Rewards

Total Rewards

Total rewards are the monetary and non-monetary returns provided to employees in exchange for their time, talents, efforts, and results. It involves the deliberate integration of five key elements that effectively attract, motivate, and retain the talent required to achieve desired business results. The five key reward elements are:

- Remuneration/Compensation;
- Benefits;
- Work-Life;
- Performance and Recognition; and
- Development and Career Opportunities.

These elements represent the “tool kit” from which an organization chooses to offer and align a value proposition that creates value for both the organization and the employee. An effective total rewards strategy is the art of combining these five elements into tailored packages designed to achieve optimal motivation. This results in satisfied, engaged, and productive employees, who in turn create desired business performance and results. In this successful exchange relationship, the employee provides time, talent, effort, and results --- and the employer provides a total rewards package that is perceived as valuable by the employee.

The Context for Total Rewards

Total rewards operate in the context of an overall organizational strategy, organizational culture, and human resources strategy. Indeed, an organization’s exceptional culture or external brand value may be considered a critical component of the total employment value proposition. In addition, other external influences on an organization that affect total rewards design include:

- Legal/regulatory issues;
- Cultural influences and practices;
- Competition; and,
- Labor market.

Total Reward Definitions and Examples

Remuneration/Compensation

Pay provided by an employer to an employee for services rendered (i.e., time, effort, and skill).

Remuneration/Compensation comprises four core elements:

- Fixed pay – Also known as “base or basic pay,” fixed pay is nondiscretionary compensation that does not vary according to performance or results achieved. It usually is determined by the organization’s pay philosophy and structure.
- Variable pay – Also known as “pay at risk,” variable pay changes directly with the level of performance or results achieved. It is a one-time payment and must be re-established and re-earned each performance period.
- Short-term incentive pay – A form of variable pay; short-term incentive pay is designed to focus and reward performance over a period of one year or less.
- Long-term incentive pay – A form of variable pay; long-term incentive pay is designed to focus and reward performance over a period longer than one year.

Benefits

Programs an employer uses to supplement the cash compensation that employees receive. These programs are designed to protect the employee and his or her family from financial risks and can be categorized into the following elements:

- Social Insurance;
- Unemployment;
- Worker’s compensation;
- Social Security; and,
- Disability (occupational).

Group Insurance

- Medical
- Dental
- Vision
- Prescription Drug
- Mental Health
- Life Insurance
- Accidental Death and Dismemberment Insurance (AD&D)
- Disability
- Retirement
- Savings

Pay for Time Not Worked

These programs are designed to protect the employee's income flow when not actively engaged at work.

- At work (breaks, clean-up time, uniform changing time); and,
- Away from work (vacation, government holidays, company holidays, personal days).

Work-Life

A specific set of organizational practices, policies, and programs, plus a philosophy, which actively supports efforts to help employees achieve success at both work and home. There are seven major categories of organizational support for work-life effectiveness in the workplace. These categories encompass compensation, benefits, and other human resources programs.

In combination, they address the key intersections of the worker, his or her family, the community, and the workplace. The seven categories are:

- Workplace flexibility;
- Paid and unpaid time off;
- Health and well-being;
- Caring for dependents;
- Financial support;
- Community involvement; and,
- Management involvement/culture change interventions.

Performance & Recognition

Performance: A key component of organizational success, alignment of organizational, team and individual performance is assessed in order to understand what was accomplished, and how it was accomplished. Performance involves the alignment of organizational, team and individual effort toward the achievement of business goals and organizational success.

Performance planning is a process whereby expectations are established linking the individual with team and organizational goals. Care is taken to ensure goals at all levels are aligned, and there is a clear line of sight from performance expectations of individual employees all the way up to the organizational objectives and strategies set at the highest levels of the organization.

Performance is the manner of demonstrating a skill or capacity.

Performance feedback communicates how well people do a job or task compared to expectations, performance standards and goals. Performance feedback can motivate employees to improve performance.

Recognition acknowledges or gives special attention to employee actions, efforts, behavior, or performance. It meets an intrinsic psychological need for appreciation of one's efforts and can support business strategy by reinforcing certain behaviors (e.g., extraordinary accomplishments) that contribute to organizational success. Whether formal or informal, recognition programs acknowledge employee contributions immediately after the fact, usually without predetermined goals or performance levels that the employee is expected to achieve. Awards can be cash or non-cash (e.g., verbal recognition, trophies, certificates, plaques, dinners, tickets, etc.). The value of recognition plans is that they:

- Reinforce the value of performance improvement;
- Foster continued improvement, although it is not guaranteed;
- Formalize the process of showing appreciation;
- Provide positive and immediate feedback; and,
- Foster communication of valued behavior and activities.

Development and Career Opportunities

Development: A set of learning experiences designed to enhance employees' applied skills and competencies. Development engages employees to perform better and engages leaders to advance their organization's people strategies.

Career Opportunities: A plan for employees to advance their career goals and may include advancement into a more responsible position in an organization. The organization supports career opportunities internally so that talented employees are deployed in positions that enable them to deliver their greatest value to the organization. Development and career opportunities include the following:

Learning Opportunities

- Tuition assistance;
- Corporate universities;
- Innovative technology training;
- Attendance at outside seminars, conferences, virtual education, etc.;
- Self-development tools and techniques;
- On-the-job learning; rotational assignments at a progressively higher level;
- Sabbaticals with the express purpose of acquiring specific skills, knowledge, or experience;
- Coaching/Mentoring;
- Leadership training;
- Access to experts/information networks association memberships, attendance and/or presentation at conferences;
- Exposure to resident experts; and,
- Formal or informal mentoring programs in or outside one's own organization.

Advancement Opportunities

Internships

- Apprenticeships with experts;
- International assignments;
- Internal job postings;
- Job advancement/promotion;
- Career ladders and pathways;
- Succession planning; and,
- Providing defined and respectable “on and off ramps” throughout the career life cycle.

An Integrated Total Rewards Strategy

Culture

Culture consists of the collective attitudes and behaviors that influence how individuals behave. Culture determines how and why a company operates in the manner that it does.

Typically, it is comprised of a set of often unspoken expectations, behavioral norms, and performance standards to which the organization has become accustomed. Culture change is difficult to achieve because it involves changing attitudes and behaviors by altering their fundamental beliefs and values. Organizational culture is subject to internal and external influences; thus, culture is depicted as a contextual element of the total rewards model, overlapping within and outside the organization.

Environment

The environment is the total cluster of observable physical, psychological, and behavioral elements in the workplace. It is the tangible manifestation of organizational culture. Environment sets the tone, as everyone who enters the workplace reacts to it, either consciously or unconsciously. Because they are directly observable and often measurable, specific elements of the environment can be deliberately manipulated or changed. The external environment in which an organization operates can influence the internal environment; thus, environment is depicted as a contextual element of the total rewards model, overlapping within and outside the organization.

Attraction

The ability of an organization to attract the right kind of talent necessary to achieve organizational success. The attraction of an adequate (and perpetual) supply of qualified talent is essential for the organization’s survival, and it is one of the key planks of business strategy. One way an organization can address this issue is to determine which “attractors” within the total rewards program brings the kind of talent that will drive organizational success. A deliberate strategy to attract the quantity and quality of employees needed to drive organizational success is one of the key planks of business strategy.

Retention

An organization’s ability to keep employees who are valued contributors to organizational success for as long as is mutually beneficial. Desired talent can be retained on staff by using a dynamic blend of elements from the total rewards package as employees move through their career lifecycles. However, not all retention is desirable, which is why a formal retention strategy with appropriate steps is essential.

Motivation

The ability to cause employees to behave in a way that achieves the highest performance levels. Motivation is comprised of two types:

- **Intrinsic Motivation** is linked to factors that include an employee’s sense of achievement, respect for the whole person, trust, appropriate advancement opportunities and others, intrinsic motivation consistently results in higher performance levels.
- **Extrinsic Motivation** is most frequently associated with rewards that are tangible, such as compensation and benefits.

There are also defined levels of intensity regarding motivation:

- *Satisfaction* – how much I like things here.
- *Commitment* – how much I want to be here.
- *Engagement* – how much I will actually do to improve business results.



SECTION 5.0
Examples of Employee Incentives



5.0 – Examples of Employee Incentives

What is an employee incentive Program?

Employee incentives are rewards and privileges that motivate employees to meet business goals. In the workplace, employers may provide monetary or non-monetary incentives through an employee incentive program to encourage employees to uphold excellent behavior and job performance.

Compensation incentive programs use cash bonuses and other financial perks to drive employee success and productivity. Non-monetary incentives (e.g., casual dress days, snack options, flexible schedules) are often cheaper to implement but can still have a big impact on employee morale.

Employers can offer a combination of incentives based on sales numbers, productivity and other predetermined standards depending on their business goals.

How are incentives different from benefits?

Incentives are optional perks you can provide employees to reward them for good work ethic or other factors, while benefits are typically mandated as unpaid additions to an employee's salary. Benefits include:

- Retirement plans (401K)
- Healthcare
- Sick leave
- Paid time off (PTO)
- Disability leave
- Unemployment compensation

Benefits of employee incentive programs:

Offering incentives to your employees can bring the following benefits to your company:

Builds loyalty: A well-designed employee compensation incentive program gives employees a reason to be invested in your company's success.

Contributes to low turnover rates: Similar to employee loyalty, offering incentives to employees can help reduce turnover rates within your company. That means you're more likely to retain talented employees versus having to continually replace positions within your company.

Motivates employees to level-up their productivity: A key benefit of offering workplace incentives is that they can motivate employees to increase their productivity. It could also prevent employees from experiencing burnout as they have a fun end goal to achieve.

Improves culture: Implementing incentives in your workplace helps create a culture of motivation, self-management and responsibility while holding employees accountable for their work. For example, you could award a prize at the end of each month to the person who demonstrated the most compassion toward their coworkers and went out of their way to be helpful.

Drives goals: Incentives can target specific goals such as sales numbers or retention rates to support your company’s strategic development.

Provides an opportunity for increased teamwork and bonding: If you choose to create a department or company-wide employee incentive program that requires your employees to work together and rely on one another, this could help employees bond and create a strong team mentality.

Demonstrates your appreciation for their hard work: By including fun and rewarding incentives as a part of your company culture, you can also use them as an opportunity to show your appreciation for your employees and their contributions to your company.

Examples of monetary employee incentives

Here are seven monetary incentives that you can consider for a City-wide employment incentive program:

Spot bonuses: Spot bonuses or spot awards are small cash prizes given to employees in direct response to an achievement. Employers give out spot bonuses as a way to give special recognition to employees working on challenging projects or taking extra initiative beyond the scope of their position. You may have a fund for spot bonuses or use discretionary funds to give them out occasionally depending on what other incentives you offer. Spot bonuses usually don’t have set criteria other than being a response to exceptional work.

One benefit of offering spot bonuses is that they provide an immediate response to positive employee behavior. Even if an employee gets a yearly bonus based on performance, getting a small amount of cash right away provides positive reinforcement.

For example, a nurse who covered multiple shifts for other coworkers and delegated workflow during a busy flu season may receive a \$100 bonus for going above-and-beyond.

Project bonuses: Employers can celebrate and reward project completion by planning project bonuses. Project bonuses usually specify a particular deadline that employees have to meet in order to get a cash reward. When implementing a project-based compensation incentive, clearly list the criteria employees need to meet to get the bonus, including budgetary restrictions and milestones.

Project bonuses encourage teamwork and camaraderie, as everyone on the project team can have a stake in whether or not everyone receives a project bonus. For example, a manager agrees to give everyone on a certain project a \$500 bonus if they can complete all deliverables on or before the estimated completion date. Each person would be motivated to work as a team and help each other accomplish the goal.



Performance bonuses: Performance bonuses are regularly scheduled cash awards that reflect employee success. Salespeople earning a higher commission percentage for making more sales are a common example of performance bonus incentives. Companies pay performance bonuses when employees contribute directly to their financial success and growth. Annual or quarterly performance bonuses are a popular way to track employee performance goals and reward top performers.

Merit-based raises: Standardized raise systems can also be a great compensation incentive, especially when a company wants to focus on long-term employee retention. Employees become eligible for merit-based pay raises based on performance reviews and meeting certain benchmarks. Unlike performance bonuses which are paid out as one lump incentive, merit-based raises reward employees with long-term salary growth. Over time, merit-based raises can add up and give employees a strong incentive to continue working for your company.

For example, many companies offer cost of living adjustment raises every year. Some also assess employee performance and reward employees who met or exceeded expectations with a higher pay rate. Clearly outline merit-based raise policies in your employee handbook to ensure fair compensation and equal opportunity for growth.

Profit-sharing incentive plans are usually based on a percentage of the employee’s salary, but can also be a percentage of earnings or a flat rate that is split among employees.

Referral bonuses: Referral bonuses are payments that employees receive in exchange for connecting their employer with a candidate for an open position. Employers offer rewards if they hire someone that an employee recommended and they stay in the position for a minimum amount of time, usually a few months.

Examples of non-monetary employee incentives

Beyond monetary incentives, there are also creative non-cash incentives you can consider offering your employees to boost morale and increase productivity.

Improved equipment: Offer better workplace equipment such as a nicer desk, computer, or chair. This can help employees work more comfortably and efficiently, and let them know that you care about their wellbeing.

More vacation time: Besides your typical paid time off, consider providing additional vacation days to your employees for their improved performance. This helps them achieve a greater work-life balance.

Casual dress days: Some employees prefer to work in casual clothing such as jeans and a T-shirt. Consider implementing a casual dress day once a week.

Outside services: Bring in outside services such as a chiropractor, food truck, yoga instructor or another service provider. These services can be helpful and are often things your employees wouldn’t seek otherwise.



Organizational picnics: Company picnics provide employees with a break from office life. They're also a great way to improve team-building. Some examples beyond the traditional picnic in a park include a trip to an amusement park or another recreational facility.

Branded gear: Offer employees free branded swag such as clothing, coffee mugs or water bottles that feature the company name and logo. This doubles as free company advertising.

Public recognition: Public recognition lets employees know that you're grateful for their contributions while also informing others in the workplace of their accomplishments. It can also make them feel appreciated and can motivate other employees to improve their performance, too.

Charitable donation: Some people enjoy giving back to their local community or other organization. Consider offering a donation on their behalf for their good work.

Dogs at the office: According to the U.S. National Library of Medicine, dogs at the office can provide social support and stress relief. Consider letting an employee bring in their pet for a day. If an employee doesn't have a pet, contact a local canine facility to bring in dogs for the entire office for a day.

Handwritten note: Provide employees with a handwritten note that shows them you took the time to appreciate their efforts. This can be a sincere card that they can keep on their desk.

Entertainment tickets: Sporting event or concert tickets allow employees to have fun outside of the workplace. These tickets can be for local events that they can enjoy on their days off.

Memberships: Some membership examples include food delivery services, gyms, coffee clubs or book-of-the-month subscriptions.

Dinner with the boss: Consider taking your employees out for a free meal. This also gives your team a chance to bond and build professional relationships.

End-of-the-year party: Work parties allow employees to have fun and give them something to work for. You can also award public recognition to employees during these festivities.

Plaque: Consider giving employees a plaque and a creative award. This shows you took the time to recognize them specifically and provides them with something they can keep on their desk.

Remote days: Many employees prefer the flexibility that working from home can provide. Consider offering them a day when they can work remotely and log in at the time of their choosing. This allows them to have a sense of independence on the job.

Meal delivery: Catered or delivered meals are a way to incentivize your team. It also means they don't have to pack or pay for lunch.



Fruit arrangement: Some employees may prefer an edible fruit bouquet as an incentive. There are several options from various companies to consider that can make the incentive more personable.

Free fitness classes: A free yoga or other fitness class provides your employees with a stress-free experience and a place to be outside of the workplace.

How to start an employee incentive program

Before introducing an incentive program, make sure to consult a lawyer to ensure compliance with labor and tax laws. It’s also a good idea to ask your accountant to determine the feasibility of a long-term program.

Follow these steps to create an employee incentive program:

Define clear goals for your incentive program: For example, if your business depends on sales, your incentive program should aim at maintaining or increasing your monthly volume. And, even if quantity is important, emphasize quality too.

Based on your goals, create an incentive program that rewards behaviors that benefit your business: Think about the methods your employees use to meet goals and which are most successful. If your company relies heavily on teamwork, provide team incentives. Individual incentives encourage employees to focus on their own contributions while team incentives inspire them to work together.

Determine the types of incentives you can afford: Offer incentives that work with your budget. A good way to ensure that an incentive is effective and financially feasible is to align it with profits.

Offer desirable incentives: Learn about what motivates your employees and design incentives that boost morale. For example, some employees may prefer monetary incentives like bonuses, while others may be happier receiving meal deliveries or more vacation days. Try sending out a survey to find out what your employees want most.

Be transparent and track performance: Be clear on goals, criteria, and timelines. After you launch your employee incentive program, track performance to recognize your top contributors. Encourage your managers to provide daily or regular incentives to employees.



SECTION 6.0
Examples of Executive Staff Fringe Benefits

6.0 Beaufort County, SC Examples of Executive Staff Fringe Benefits

| Benefit Type | Benefit Amount |
|--------------------------------|---|
| Additional Vacation Days | Two additional weeks awarded January 1 st each year |
| Vehicle Allowance | \$600 per month |
| Life Insurance Policy | \$250,000 of Term Life Insurance Coverage |
| Professional Development Funds | Up to \$2,500 per fiscal year for Conferences, Training, etc. |
| Additional Retirement | 10% base salary contribution to a 401(k) of 457 Retirement Account |
| Remote Work Opportunity | Option to work outside of office two days per month |
| Long-term Disability Policy | 10 years of coverage |
| Retiree Medical Coverage | Eligible after 10 years of service or age 55 |
| New Hire Relocation Expenses | Reimbursement of up to \$15,000 of actual expenses to relocate to the County for employment |
| Annual Performance Bonus | Eligible for up to a 5% performance increase based annual performance review conducted by Designated Supervisor |

SECTION 7.0
Proposed Longevity Pay Policy



7.0 – Proposed Longevity Pay Policy

Purpose

The purpose of the Longevity Pay Policy is to recognize those employees who have faithfully served the citizens of the County through their continued service as employees of the Beaufort County.

Rules for Longevity Pay

- A. Only full-time regular and part-time regular employees will be eligible to receive longevity pay. Part-time regular employees will receive longevity pay that will be prorated based on the number of hours the employee normally works compared to a 40-hour week.
- B. Employees will be recognized for continued service to the County based on the number of completed years that the employee has worked for the County. Calculation payout is based on the employee’s anniversary date.
- C. Only continuous unbroken years of service will be computed when determining the amount of longevity pay an employee is to receive.
- D. Employees who leave employment with the County, but are reinstated within thirty (30) calendar days of their date of termination will not have this period considered as a break in service for the purpose of determining the amount of longevity pay.
- E. The following amounts of longevity pay will be given to eligible employees based on the number of completed years of service to the County:

| Longevity Pay Scale | | | |
|---------------------|---------|------------------|---------|
| Years of Service | Amount | Years of Service | Amount |
| 1 | \$200 | 11 | \$1,350 |
| 2 | \$250 | 12 | \$1,500 |
| 3 | \$350 | 13 | \$1,750 |
| 4 | \$500 | 14 | \$1,900 |
| 5 | \$650 | 15 | \$2,050 |
| 6 | \$750 | 16 | \$2,200 |
| 7 | \$850 | 17 | \$2,350 |
| 8 | \$950 | 18 | \$2,500 |
| 9 | \$1,050 | 19 | \$2,700 |
| 10 | \$1,200 | 20 + | \$3,000 |

- F. The longevity pay will be paid as a lump sum on the employee’s anniversary date. The employee will be responsible for all applicable taxes associated with the longevity pay.
- G. Continuation of longevity pay distributions are contingent upon the approval of funding for this program by the County Council through the annual budget process.



SECTION 8.0
Proposed Premium Pay Policies



8.0 – Proposed Premium Pay Policies

Beaufort County may develop written plans to provide additional compensation for nonexempt employees who work non-standard shifts or who are subject to call back. Such plans may include shift differentials, on-call pay, call-back pay, and/or premium pay. The County recognizes that certain work-related circumstances call for compensation in the form of premium pay in addition to an individual's base salary.

Shift Differential

A shift differential is a fixed amount of money expressed on a per hour basis. Shift differentials are provided for each hour actually worked to supplement base pay. Shift differentials apply only to hours actually worked and are included in the regular rate of pay in the calculation of overtime. Pay rate increases are not applied to shift differentials. The shift differential may cause the hourly base pay rate to exceed the pay range maximum of the salary range without violating applicable Human Resources Policies and Procedures on wage and salary administration. The rate of pay for shift differential is \$1.50 per hour.

On-Call Pay

Employees are on call when they are scheduled to respond if called back to perform work. Unless another amount is approved in accordance with this procedure, employees on call are paid one hour of straight time for each on-call period up to 24 hours. Such pay is for the inconvenience of being on call and is not for actual hours worked. On-call pay is included in the computation of the employee's regular rate of pay, but is not considered hours worked for the purpose of calculating overtime. Employees scheduled to be on call should be given advance notice when practical. Regardless of whether a written plan is in place, all employees entitled to on-call pay under federal or state law will be compensated for such time. Supervisors must notify the Department of Human Resources if employees not covered by a written plan are required to be on-call. Call-Back Pay Call-back pay is to compensate employees for the interruption and inconvenience when they are required to report to work at an unexpected time or day. Employees who are called back to work will be paid for a minimum of three hours, regardless of the number of hours worked. An employee who works more than three hours when called back will be paid based on actual hours worked. Travel time is not considered hours worked. Overtime pay will be based solely on actual hours worked. Call-back pay does not apply to scheduled work hours. Employees who are required to return to work two hours or less before their normal shift time and who continue working into the normal shift or who are held over beyond their normal shift are not considered called back and will be paid only for actual hours worked. Each employee is required to report to work when called back unless excused by the supervisor on duty. Employees may not evade contact or fail to respond when contacted.

Premium Pay

The County may develop premium pay plans to provide additional compensation for exempt employees to ensure continuity of services during emergencies, unusual circumstances, late shift work schedules, weekend work, and holidays. Premium pay is at the rate of at least one and one-half times the employee's regular rate of pay. Employees will not receive both premium pay and overtime pay (nonexempt) for the same hours of work regardless of the total number of hours the employee works during the week.

Education, Licensure & Certification Pay

The purpose of this policy is to provide guidance regarding additional compensation to eligible staff employees of the County who (after their employment date and completion of their Introductory Period) attain additional job-related or job-enhancing degrees from regionally accredited colleges and universities and/or job-related or job-enhancing professional certifications and licensures from appropriate agencies.

The County encourages and rewards continuing education among its employees. Therefore, budget permitting, all regular staff who have satisfactory job performance may be considered for a salary increase upon completion of additional job-related or job-enhancing degrees from regionally accredited colleges and universities and/or upon receiving select job-related or job-enhancing certifications or licensures. These certifications/licensures are frequently from nationally recognized certifying or licensing organizations. Regular part-time staff should receive a prorated amount based upon their full-time equivalency (FTE). For example, an eligible part-time employee of 0.50 FTE may be eligible for an amount equal to 50% of the \$3,500 for a Masters' degree.

Prior to enrolling in a degree, certification, or licensure program, the employee must receive appropriate approval by using the **Request for Compensation for Additional Degrees, Certifications, and Licensures form**. Failure to do so in advance may result in denial of the request.

Once the degree, certification, or licensure has been obtained, the employee should provide documentation of such accomplishment to their respective department. At that time, a *Personnel Action* form should be submitted, along with a copy of the approved *Compensation for Additional Degrees, Certifications, and Licensures Form*, and the appropriate documentation from the employee to increase the employee's base salary. The Personnel Action form should only include the increase as it pertains to this policy and should not include other raises and/or merit increases. An increase in an employee's base salary should not be included using the budget process.

If an employee has an approved *Compensation for Additional Degrees, Certifications, and Licensures Form* and transfers to another department, the employee must seek full approval from the new department in order for the salary increase to be paid. The new department is not required to approve the form and/or salary increase.

Increases, to the extent permitted under the University budget, will be effective the first of the month following the completion of the degree, certification, or licensure.

Degree

- Associate: \$2,000
- Bachelor: \$3,000
- Masters: \$3,500

Certification/Licensure

- Certification: \$1,000
- Licensure: \$1,000

The types of certifications and licensures that may be rewarded are typically those that are nationally recognized across a wide variety of industries. These require continuing education to maintain the certification or licensure or have an expiration date. Although it is not possible to list all the designations, examples include Operators, Certified Public Accountant, Professional Engineer, Skilled-Craft Occupations, and Professional Architect.



SECTION 9.0

Salary Survey Summary

Salary Survey Results for BEAUFORT COUNTY, SC

Item 20.

| Job Class Title | Normalizing Annual Hours: | 2080 Averages For Each Job Class | | | | | | BEAUFORT COUNTY | | | | | | | |
|-------------------------------|---------------------------|----------------------------------|--------|--------|-------------|-----------|-----------|---------------------|----------|------|----------|-------------|-----------|------|-------|
| | | Min | Mid | Max | Range Width | Duty Days | Ann Hours | Actual Normal Hours | Min | Mid | Max | Range Width | | | |
| LIBRARY ASSISTANT | | 31,688 | 40,696 | 49,704 | 56.85% | 260 | 2,048 | 2080 | \$31,725 | 0% | \$39,774 | -2% | \$47,824 | -4% | 50.7% |
| MAINTENANCE WORKER | | 34,126 | 43,281 | 52,436 | 53.66% | 260 | 2,061 | 2080 | \$31,725 | -8% | \$39,774 | -9% | \$47,824 | -10% | 50.7% |
| GROUND MAINTENANCE TECHNICIAN | | 34,822 | 43,932 | 53,042 | 52.32% | 260 | 2,080 | 2080 | \$33,160 | -5% | \$41,605 | -6% | \$50,050 | -6% | 50.9% |
| CUSTOMER SUCCESS REP. | | 34,512 | 44,932 | 55,353 | 60.39% | 260 | 2,031 | 2080 | \$41,522 | 17% | \$52,275 | 14% | \$63,029 | 12% | 51.8% |
| SOLID WASTE ATTENDANT | | 35,072 | 45,169 | 55,266 | 57.58% | 260 | 2,015 | 2080 | \$31,725 | -11% | \$39,774 | -14% | \$47,824 | -16% | 50.7% |
| EQUIPMENT OPERATOR I | | 36,522 | 46,032 | 55,543 | 52.08% | 260 | 2,028 | 2080 | \$37,923 | 4% | \$47,710 | 4% | \$57,496 | 3% | 51.6% |
| PAINTER | | 37,839 | 48,087 | 58,336 | 54.17% | 260 | 2,080 | 2080 | \$41,522 | 9% | \$52,275 | 8% | \$63,029 | 7% | 51.8% |
| ADMINISTRATIVE SPECIALIST | | 38,508 | 48,451 | 58,393 | 51.64% | 260 | 2,080 | 2080 | \$39,670 | 3% | \$49,935 | 3% | \$60,200 | 3% | 51.8% |
| JUDICIAL CLERK I | | 38,378 | 48,493 | 58,607 | 52.71% | 260 | 2,080 | 2080 | \$37,923 | -1% | \$47,710 | -2% | \$57,496 | -2% | 51.6% |
| ADMINISTRATIVE ASSISTANT | | 37,292 | 48,818 | 60,344 | 61.82% | 260 | 2,041 | 2080 | \$34,658 | -8% | \$44,756 | -9% | \$54,854 | -10% | 58.3% |
| DEPUTY CLERK OF PROBATE | | 38,657 | 49,272 | 59,887 | 54.92% | 260 | 2,080 | 2080 | \$37,923 | -2% | \$47,710 | -3% | \$57,496 | -4% | 51.6% |
| ANIMAL SERVICES OFFICER | | 38,990 | 49,413 | 59,836 | 53.46% | 260 | 2,048 | 2080 | \$43,456 | 10% | \$54,792 | 10% | \$66,128 | 10% | 52.2% |
| PASSIVE PARKS RANGER | | 39,538 | 49,422 | 59,306 | 50.00% | 260 | 2,080 | 2080 | \$43,456 | 9% | \$54,792 | 10% | \$66,128 | 10% | 52.2% |
| MAINTENANCE TECHNICIAN II | | 38,654 | 50,172 | 61,690 | 59.60% | 260 | 2,031 | 2080 | \$39,670 | 3% | \$49,935 | 0% | \$60,200 | -2% | 51.8% |
| EMER MEDICAL TECHNICIAN | | 39,795 | 50,663 | 61,532 | 54.62% | 260 | 2,058 | 2080 | \$55,559 | 28% | \$70,282 | 28% | \$85,005 | 28% | 53.0% |
| SIGN TECHNICIAN | | 42,179 | 50,776 | 59,373 | 40.77% | 260 | 2,080 | 2080 | \$39,670 | -6% | \$49,935 | -2% | \$60,200 | 1% | 51.8% |
| RECORDS MANAGEMENT TECHNICIAN | | 40,413 | 50,989 | 61,564 | 52.34% | 260 | 2,080 | 2080 | \$34,658 | -17% | \$44,756 | -14% | \$54,854 | -12% | 58.3% |
| ACCOUNTS PAYABLE SPECIALIST I | | 41,226 | 52,944 | 64,662 | 56.85% | 260 | 2,037 | 2080 | \$43,456 | 5% | \$54,792 | 3% | \$66,128 | 2% | 52.2% |
| FLEET AUTOMOTIVE SERVICE TECH | | 43,277 | 54,860 | 66,442 | 53.53% | 260 | 2,080 | 2080 | \$47,574 | 9% | \$60,075 | 9% | \$72,576 | 8% | 52.6% |
| CORRECTIONAL OFFICER | | 44,457 | 55,016 | 65,576 | 47.50% | 260 | 2,080 | 2080 | \$45,162 | 2% | \$56,966 | 3% | \$68,770 | 5% | 52.3% |
| CORRECTIONAL OFFICER TRAINEE | | 43,718 | 55,741 | 67,763 | 55.00% | 260 | 2,080 | 2080 | \$44,226 | 1% | \$55,759 | 0% | \$67,293 | -1% | 52.2% |
| APPRAISAL TECHNICIAN | | 41,808 | 55,797 | 69,785 | 66.92% | 260 | 2,015 | 2080 | \$37,923 | -10% | \$47,710 | -17% | \$57,496 | -21% | 51.6% |
| CODE ENFORCEMENT OFFICER | | 44,150 | 56,408 | 68,666 | 55.53% | 260 | 2,037 | 2080 | \$47,574 | 7% | \$60,075 | 6% | \$72,576 | 5% | 52.6% |
| EMT ADVANCED | | 43,931 | 56,479 | 69,027 | 57.13% | 260 | 2,048 | 2080 | \$58,178 | 24% | \$73,647 | 23% | \$89,117 | 23% | 53.2% |
| JUDICIAL ADMINISTRATOR | | 44,382 | 56,598 | 68,814 | 55.05% | 260 | 2,080 | 2080 | \$45,453 | 2% | \$57,340 | 1% | \$69,227 | 1% | 52.3% |
| HVAC MAINTENANCE TECHNICIAN | | 45,527 | 56,667 | 67,807 | 48.94% | 260 | 2,080 | 2080 | \$52,150 | 13% | \$65,972 | 14% | \$79,794 | 15% | 53.0% |
| GROUND MAINT CREW LEADER | | 45,304 | 57,384 | 69,463 | 53.33% | 260 | 2,080 | 2080 | \$45,453 | 0% | \$57,340 | 0% | \$69,227 | 0% | 52.3% |
| AIRPORT MAINTENANCE TECH I | | 37,669 | 57,914 | 78,159 | 107.49% | 260 | 2,080 | 2080 | \$36,259 | -4% | \$45,557 | -27% | \$54,854 | -42% | 51.3% |
| AVIATION LINE SERVICE TECH | | 37,669 | 57,914 | 78,159 | 107.49% | 260 | 2,080 | 2080 | \$39,670 | 5% | \$49,935 | -16% | \$60,200 | -30% | 51.8% |
| VETERANS AFFAIRS COUNSELOR | | 45,899 | 58,697 | 71,494 | 55.76% | 260 | 2,048 | 2080 | \$43,456 | -6% | \$54,792 | -7% | \$66,128 | -8% | 52.2% |
| CARPENTER SPECIALIST | | 47,549 | 58,888 | 70,228 | 47.70% | 260 | 2,080 | 2080 | \$52,150 | 9% | \$65,972 | 11% | \$79,794 | 12% | 53.0% |
| EXECUTIVE ASSISTANT | | 46,407 | 59,432 | 72,457 | 56.13% | 260 | 2,080 | 2080 | \$49,821 | 7% | \$62,883 | 5% | \$75,946 | 5% | 52.4% |
| PAYROLL SPECIALIST | | 46,081 | 59,480 | 72,879 | 58.15% | 260 | 2,045 | 2080 | \$54,605 | 16% | \$69,050 | 14% | \$83,496 | 13% | 52.9% |
| REVENUE SPECIALIST | | 47,236 | 59,677 | 72,118 | 52.68% | 260 | 2,080 | 2080 | \$45,453 | -4% | \$57,340 | -4% | \$69,227 | -4% | 52.3% |
| AIRCRAFT MECHANIC | | 41,259 | 59,709 | 78,159 | 89.44% | 260 | 2,080 | 2080 | \$43,456 | 5% | \$54,792 | -9% | \$66,128 | -18% | 52.2% |
| PROBATE COURT ADMINISTRATOR | | 47,029 | 59,841 | 72,652 | 54.48% | 260 | 2,043 | 2080 | \$43,456 | -8% | \$54,792 | -9% | \$66,128 | -10% | 52.2% |
| CORRECTIONAL CORPORAL | | 46,894 | 60,141 | 73,388 | 56.50% | 260 | 2,080 | 2080 | \$53,357 | 12% | \$67,459 | 11% | \$81,562 | 10% | 52.9% |
| PARAMEDIC | | 47,877 | 60,467 | 73,057 | 52.59% | 260 | 2,080 | 2080 | \$66,403 | 28% | \$84,111 | 28% | \$101,820 | 28% | 53.3% |
| PERS. PROPERTY TAX ANALYST I | | 46,850 | 61,377 | 75,904 | 62.01% | 260 | 2,015 | 2080 | \$41,522 | -13% | \$52,275 | -17% | \$63,029 | -20% | 51.8% |
| PARALEGAL | | 48,306 | 62,675 | 77,044 | 59.49% | 260 | 2,037 | 2080 | \$54,605 | 12% | \$69,050 | 9% | \$83,496 | 8% | 52.9% |

| Job Class Title | Normalizing Annual Hours: | 2080 Averages For Each Job Class | | | | | | BEAUFORT COUNTY | | | | | | | R V | Item 20. |
|--------------------------------|---------------------------|----------------------------------|---------|--------|-------------|-----------|-----------|---------------------|------|-----------|------|-----------|------|-------|--------|----------|
| | | Min | Mid | Max | Range Width | Duty Days | Ann Hours | Actual Normal Hours | Min | Mid | Max | | | | | |
| DEPUTY CORONER | 48,254 | 62,986 | 77,717 | 61.06% | 260 | 2,037 | 2080 | \$52,150 | 7% | \$65,972 | 5% | \$79,794 | 3% | 53.0% | | |
| ALCOHOL & DRUG COUNSELOR | 50,235 | 63,422 | 76,608 | 52.50% | 260 | 2,080 | 2080 | \$54,605 | 8% | \$69,050 | 8% | \$83,496 | 8% | 52.9% | | |
| EMS CREW CHIEF | 49,278 | 63,734 | 78,190 | 58.67% | 260 | 2,080 | 2080 | \$70,215 | 30% | \$89,034 | 28% | \$107,852 | 28% | 53.6% | | |
| FLEET EMERGENCY VEHICLE TECH | 50,490 | 63,749 | 77,007 | 52.52% | 260 | 2,080 | 2080 | \$49,821 | -1% | \$62,883 | -1% | \$75,946 | -1% | 52.4% | | |
| ASST ZONING & DEV ADMINSTR | 50,664 | 63,844 | 77,025 | 52.03% | 260 | 2,080 | 2080 | \$54,605 | 7% | \$69,050 | 8% | \$83,496 | 8% | 52.9% | | |
| PLANNER | 51,979 | 66,884 | 81,789 | 57.35% | 260 | 2,037 | 2080 | \$65,712 | 21% | \$83,288 | 20% | \$100,864 | 19% | 53.5% | | |
| PAR PROGRAM SUPERVISOR-SR PGM | 52,251 | 67,096 | 81,941 | 56.82% | 260 | 2,080 | 2080 | \$47,574 | -10% | \$60,075 | -12% | \$72,576 | -13% | 52.6% | | |
| OFFICE MANAGER | 53,160 | 67,164 | 81,167 | 52.68% | 260 | 2,080 | 2080 | \$54,605 | 3% | \$69,050 | 3% | \$83,496 | 3% | 52.9% | | |
| SR IT TECHNICIAN | 52,843 | 67,314 | 81,786 | 54.77% | 260 | 2,080 | 2080 | \$52,150 | -1% | \$65,972 | -2% | \$79,794 | -2% | 53.0% | | |
| SOCIAL MEDIA SPECIALIST | 52,554 | 67,519 | 82,484 | 56.95% | 260 | 2,080 | 2080 | \$54,605 | 4% | \$69,050 | 2% | \$83,496 | 1% | 52.9% | | |
| MOSQUITO CONTROL SUPERVISOR | 53,511 | 67,522 | 81,532 | 52.37% | 260 | 2,080 | 2080 | \$68,832 | 22% | \$87,282 | 23% | \$105,731 | 23% | 53.6% | | |
| RESIDENTIAL INSPECTOR | 54,208 | 67,959 | 81,710 | 50.74% | 260 | 2,080 | 2080 | \$57,184 | 5% | \$72,347 | 6% | \$87,510 | 7% | 53.0% | | |
| SWI UTILITY INSPECTOR | 54,454 | 68,701 | 82,947 | 52.32% | 260 | 2,080 | 2080 | \$57,184 | 5% | \$72,347 | 5% | \$87,510 | 5% | 53.0% | | |
| STAFF ACCOUNTANT | 52,431 | 69,242 | 86,054 | 64.13% | 260 | 2,051 | 2080 | \$52,150 | -1% | \$65,972 | -5% | \$79,794 | -8% | 53.0% | | |
| CORRECTIONAL SERGEANT | 55,216 | 70,086 | 84,956 | 53.86% | 260 | 2,080 | 2080 | \$57,392 | 4% | \$72,638 | 4% | \$87,885 | 3% | 53.1% | | |
| HUMAN RESOURCES SPECIALIST | 54,549 | 70,136 | 85,723 | 57.15% | 260 | 2,041 | 2080 | \$57,184 | 5% | \$72,347 | 3% | \$87,510 | 2% | 53.0% | | |
| AIRPORT MAINTENANCE MANAGER | 55,903 | 70,557 | 85,212 | 52.43% | 260 | 2,080 | 2080 | \$54,605 | -2% | \$69,050 | -2% | \$83,496 | -2% | 52.9% | | |
| BUDGET ANALYST | 55,410 | 71,362 | 87,315 | 57.58% | 260 | 2,048 | 2080 | \$52,150 | -6% | \$65,972 | -8% | \$79,794 | -9% | 53.0% | | |
| RESIDENTIAL APPRAISER | 53,677 | 71,738 | 89,798 | 67.29% | 260 | 2,080 | 2080 | \$59,888 | 10% | \$75,800 | 5% | \$91,712 | 2% | 53.1% | | |
| GIS ANALYST | 56,235 | 72,320 | 88,406 | 57.21% | 260 | 2,028 | 2080 | \$59,888 | 6% | \$75,800 | 5% | \$91,712 | 4% | 53.1% | | |
| ANIMAL SERVICES SUPERVISOR | 55,207 | 72,330 | 89,452 | 62.03% | 260 | 2,043 | 2080 | \$52,150 | -6% | \$65,972 | -10% | \$79,794 | -12% | 53.0% | | |
| FINANCE SUPERVISOR | 57,175 | 72,482 | 87,790 | 53.55% | 260 | 2,080 | 2080 | \$62,738 | 9% | \$79,492 | 9% | \$96,246 | 9% | 53.4% | | |
| REGISTERED NURSE | 59,672 | 74,406 | 89,141 | 49.38% | 260 | 2,080 | 2080 | \$59,888 | 0% | \$75,800 | 2% | \$91,712 | 3% | 53.1% | | |
| UTILITY OPERATIONS COORD. | 59,838 | 76,332 | 92,827 | 55.13% | 260 | 2,080 | 2080 | \$37,923 | -58% | \$47,710 | -60% | \$57,496 | -61% | 51.6% | | |
| ASSISTANT DEPUTY TREASURER | 59,289 | 77,076 | 94,863 | 60.00% | 260 | 2,080 | 2080 | \$68,832 | 14% | \$87,282 | 12% | \$105,731 | 10% | 53.6% | | |
| COMMERCIAL APPRAISER | 60,700 | 77,998 | 95,295 | 56.99% | 260 | 2,037 | 2080 | \$62,738 | 3% | \$79,492 | 2% | \$96,246 | 1% | 53.4% | | |
| CORRECTIONAL SECURITY LT | 63,321 | 78,108 | 92,894 | 46.70% | 260 | 2,037 | 2080 | \$65,712 | 4% | \$83,288 | 6% | \$100,864 | 8% | 53.5% | | |
| ASSISTANT SUPERINTENDENT SW&R | 61,438 | 78,352 | 95,267 | 55.06% | 260 | 2,080 | 2080 | \$59,888 | -3% | \$75,800 | -3% | \$91,712 | -4% | 53.1% | | |
| SENIOR ACCOUNTANT | 62,544 | 78,668 | 94,793 | 51.56% | 260 | 2,080 | 2080 | \$57,184 | -9% | \$72,347 | -9% | \$87,510 | -8% | 53.0% | | |
| TRAF SIG TECH SUPERVISOR | 62,395 | 78,842 | 95,288 | 52.72% | 260 | 2,080 | 2080 | \$54,605 | -14% | \$69,050 | -14% | \$83,496 | -14% | 52.9% | | |
| IT ANALYST | 62,258 | 79,266 | 96,274 | 54.64% | 260 | 2,080 | 2080 | \$59,888 | -4% | \$75,800 | -5% | \$91,712 | -5% | 53.1% | | |
| FAMILY COURT ADMINISTRATOR | 61,869 | 79,459 | 97,048 | 56.86% | 260 | 2,037 | 2080 | \$57,184 | -8% | \$72,347 | -10% | \$87,510 | -11% | 53.0% | | |
| COMMUNICATIONS MANAGER | 62,556 | 79,644 | 96,732 | 54.63% | 260 | 2,080 | 2080 | \$65,712 | 5% | \$83,288 | 4% | \$100,864 | 4% | 53.5% | | |
| LIBRARY MANAGER | 61,376 | 79,790 | 98,204 | 60.00% | 260 | 2,080 | 2080 | \$68,832 | 11% | \$87,282 | 9% | \$105,731 | 7% | 53.6% | | |
| EMS TRAINING OFFICER | 61,282 | 80,549 | 99,815 | 62.88% | 260 | 2,080 | 2080 | \$72,139 | 15% | \$91,514 | 12% | \$110,890 | 10% | 53.7% | | |
| AIRPORT DEPUTY DIRECTOR | 64,630 | 82,477 | 100,324 | 55.23% | 260 | 2,080 | 2080 | \$75,592 | 15% | \$95,945 | 14% | \$116,298 | 14% | 53.8% | | |
| EMS SUPERVISOR | 65,954 | 82,597 | 99,241 | 50.47% | 260 | 2,080 | 2080 | \$89,713 | 26% | \$114,020 | 28% | \$138,326 | 28% | 54.2% | | |
| AVIATION LINE SERVICE SUPERVSR | 66,130 | 82,662 | 99,195 | 50.00% | 260 | 2,080 | 2080 | \$57,184 | -16% | \$72,347 | -14% | \$87,510 | -13% | 53.0% | | |
| FACILITIES MAINTENANCE SUPT. | 65,083 | 82,686 | 100,288 | 54.09% | 260 | 2,061 | 2080 | \$65,712 | 1% | \$83,288 | 1% | \$100,864 | 1% | 53.5% | | |
| DEPUTY TAX COLLECTOR | 63,695 | 83,044 | 102,392 | 60.75% | 260 | 2,043 | 2080 | \$68,832 | 7% | \$87,282 | 5% | \$105,731 | 3% | 53.6% | | |
| GRANTS ADMINISTRATOR | 65,579 | 83,306 | 101,034 | 54.06% | 260 | 2,054 | 2080 | \$62,738 | -5% | \$79,492 | -5% | \$96,246 | -5% | 53.4% | | |
| DEPUTY CLERK TO COUNCIL | 66,111 | 84,326 | 102,541 | 55.10% | 260 | 2,080 | 2080 | \$54,605 | -21% | \$69,050 | -22% | \$83,496 | -23% | 52.9% | | |
| ARFF CHIEF | 68,090 | 85,113 | 102,136 | 50.00% | 260 | 2,080 | 2080 | \$59,888 | -14% | \$75,800 | -12% | \$91,712 | -11% | 53.1% | | |

| Job Class Title | Normalizing Annual Hours: | 2080 Averages For Each Job Class | | | | | BEAUFORT COUNTY | | | | | | | | | | R V |
|---------------------------------------|---------------------------|----------------------------------|---------|--------|----------------|--------------|-----------------|-----------|-----------------|-----------|------|-----------|------|-------|--|--|--------|
| | | Min | Mid | Max | Range Width | Duty Days | Ann Hours | Actual | Normal Hours | Min | Mid | Max | | | | | |
| GROUNDS MAINT. SUPERINTENDENT | 67,002 | 86,289 | 105,576 | 57.57% | 260 | 2,080 | 2080 | \$68,832 | 3% | \$87,282 | 1% | \$105,731 | 0% | 53.6% | | | |
| ZONING & DEV. ADMINISTRATOR | 69,024 | 87,770 | 106,516 | 54.32% | 260 | 2,080 | 2080 | \$68,832 | 0% | \$87,282 | -1% | \$105,731 | -1% | 53.6% | | | |
| SOLID WASTE SUPERINTENDENT | 68,570 | 89,614 | 110,658 | 61.38% | 260 | 2,037 | 2080 | \$65,712 | -4% | \$83,288 | -8% | \$100,864 | -10% | 53.5% | | | |
| LIBRARY DEPUTY DIRECTOR | 70,909 | 89,815 | 108,722 | 53.33% | 260 | 2,080 | 2080 | \$75,592 | 6% | \$95,945 | 6% | \$116,298 | 7% | 53.8% | | | |
| SYSTEM ADMINISTRATOR | 71,988 | 89,919 | 107,850 | 49.82% | 260 | 2,080 | 2080 | \$72,139 | 0% | \$91,514 | 2% | \$110,890 | 3% | 53.7% | | | |
| DEPUTY AUDITOR | 69,452 | 90,248 | 111,044 | 59.89% | 260 | 2,037 | 2080 | \$83,018 | 16% | \$105,471 | 14% | \$127,925 | 13% | 54.1% | | | |
| NETWORK ADMINISTRATOR | 69,380 | 92,791 | 116,203 | 67.49% | 260 | 2,041 | 2080 | \$72,139 | 4% | \$91,514 | -1% | \$110,890 | -5% | 53.7% | | | |
| DEPUTY TREASURER | 71,007 | 92,901 | 114,795 | 61.67% | 260 | 2,037 | 2080 | \$83,018 | 14% | \$105,471 | 12% | \$127,925 | 10% | 54.1% | | | |
| WEB ADMINISTRATOR | 77,880 | 95,005 | 112,130 | 43.98% | 260 | 2,080 | 2080 | \$59,888 | -30% | \$75,800 | -25% | \$91,712 | -22% | 53.1% | | | |
| OPERATIONS LT. | 76,976 | 95,933 | 114,889 | 49.25% | 260 | 2,080 | 2080 | \$65,712 | -17% | \$83,288 | -15% | \$100,864 | -14% | 53.5% | | | |
| PROJECTS MANAGER | 76,491 | 96,307 | 116,123 | 51.81% | 260 | 2,080 | 2080 | \$75,592 | -1% | \$95,945 | 0% | \$116,298 | 0% | 53.8% | | | |
| DEPUTY ASSESSOR | 73,843 | 97,189 | 120,535 | 63.23% | 260 | 2,015 | 2080 | \$75,592 | 2% | \$95,945 | -1% | \$116,298 | -4% | 53.8% | | | |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | 75,618 | 97,361 | 119,104 | 57.51% | 260 | 2,080 | 2080 | \$75,592 | 0% | \$95,945 | -1% | \$116,298 | -2% | 53.8% | | | |
| ENVIRONMENTAL ENGINEER | 78,244 | 98,103 | 117,963 | 50.76% | 260 | 2,080 | 2080 | \$72,139 | -8% | \$91,514 | -7% | \$110,890 | -6% | 53.7% | | | |
| PLANNING & ZONING DEP DIRECTOR | 75,867 | 98,345 | 120,823 | 59.26% | 260 | 2,058 | 2080 | \$83,018 | 9% | \$105,471 | 7% | \$127,925 | 6% | 54.1% | | | |
| FLEET MANAGER | 79,415 | 99,762 | 120,109 | 51.24% | 260 | 2,080 | 2080 | \$72,139 | -10% | \$91,514 | -9% | \$110,890 | -8% | 53.7% | | | |
| ANIMAL SERVICES DIRECTOR | 79,302 | 100,107 | 120,912 | 52.47% | 260 | 2,015 | 2080 | \$83,018 | 4% | \$105,471 | 5% | \$127,925 | 5% | 54.1% | | | |
| RISK MANAGER | 79,134 | 103,008 | 126,882 | 60.34% | 260 | 2,048 | 2080 | \$75,592 | -5% | \$95,945 | -7% | \$116,298 | -9% | 53.8% | | | |
| PUBLIC INFORMATION OFFICER | 80,243 | 103,245 | 126,247 | 57.33% | 260 | 2,028 | 2080 | \$83,018 | 3% | \$105,471 | 2% | \$127,925 | 1% | 54.1% | | | |
| CAPITAL PROJECTS MANAGER | 79,006 | 103,801 | 128,596 | 62.77% | 260 | 2,080 | 2080 | \$75,592 | -5% | \$95,945 | -8% | \$116,298 | -11% | 53.8% | | | |
| DEPUTY PUBLIC WORKS DIRECTOR | 81,123 | 103,931 | 126,739 | 56.23% | 260 | 2,028 | 2080 | \$83,018 | 2% | \$105,471 | 1% | \$127,925 | 1% | 54.1% | | | |
| EMS DEPUTY DIRECTOR | 81,691 | 106,200 | 130,709 | 60.00% | 260 | 2,080 | 2080 | \$75,592 | -8% | \$95,945 | -11% | \$116,298 | -12% | 53.8% | | | |
| PURCHASING DIRECTOR | 83,345 | 108,009 | 132,672 | 59.18% | 260 | 2,041 | 2080 | \$79,211 | -5% | \$100,583 | -7% | \$121,955 | -9% | 54.0% | | | |
| LIBRARY DIRECTOR | 85,670 | 108,273 | 130,877 | 52.77% | 260 | 2,054 | 2080 | \$87,032 | 2% | \$110,557 | 2% | \$134,082 | 2% | 54.1% | | | |
| BLDG INSP/CODES DIRECTOR | 84,009 | 108,498 | 132,988 | 58.30% | 260 | 2,037 | 2080 | \$87,032 | 3% | \$110,557 | 2% | \$134,082 | 1% | 54.1% | | | |
| FACILITIES MANAGEMENT DIRECTOR | 87,365 | 109,422 | 131,479 | 50.49% | 260 | 2,080 | 2080 | \$83,018 | -5% | \$105,471 | -4% | \$127,925 | -3% | 54.1% | | | |
| PROBATE ASSOCIATE JUDGE | 85,137 | 111,194 | 137,251 | 61.21% | 260 | 2,024 | 2080 | \$87,032 | 2% | \$110,557 | -1% | \$134,082 | -2% | 54.1% | | | |
| ASSESSOR | 88,106 | 115,054 | 142,001 | 61.17% | 260 | 2,024 | 2080 | \$91,234 | 3% | \$115,954 | 1% | \$140,675 | -1% | 54.2% | | | |
| CAPITAL PROJECTS DIRECTOR | 92,127 | 116,271 | 140,416 | 52.42% | 260 | 2,080 | 2080 | \$87,032 | -6% | \$110,557 | -5% | \$134,082 | -5% | 54.1% | | | |
| HUMAN SERVICES DIRECTOR | 98,095 | 119,552 | 141,009 | 43.75% | 260 | 2,080 | 2080 | \$75,592 | -30% | \$95,945 | -25% | \$116,298 | -21% | 53.8% | | | |
| RECREATION DIRECTOR | 96,199 | 123,402 | 150,606 | 56.56% | 260 | 2,037 | 2080 | \$87,032 | -11% | \$110,557 | -12% | \$134,082 | -12% | 54.1% | | | |
| FINANCE DIRECTOR | 96,984 | 125,831 | 154,678 | 59.49% | 260 | 2,054 | 2080 | \$91,234 | -6% | \$115,954 | -9% | \$140,675 | -10% | 54.2% | | | |
| DEPUTY COUNTY ATTORNEY II | 96,198 | 126,756 | 157,313 | 63.53% | 260 | 2,024 | 2080 | \$100,261 | 4% | \$127,519 | 1% | \$154,778 | -2% | 54.4% | | | |
| DETENTION CENTER DIRECTOR | 96,120 | 127,022 | 157,924 | 64.30% | 260 | 2,015 | 2080 | \$87,032 | -10% | \$110,557 | -15% | \$134,082 | -18% | 54.1% | | | |
| PLANNING & DEV. DIRECTOR | 99,582 | 129,007 | 158,433 | 59.10% | 260 | 2,037 | 2080 | \$91,234 | -9% | \$115,954 | -11% | \$140,675 | -13% | 54.2% | | | |
| HUMAN RESOURCES DIRECTOR | 100,573 | 129,349 | 158,126 | 57.23% | 260 | 2,045 | 2080 | \$91,234 | -10% | \$115,954 | -12% | \$140,675 | -12% | 54.2% | | | |
| DIRECTOR OF ENGINEERING | 106,013 | 132,671 | 159,328 | 50.29% | 260 | 2,080 | 2080 | \$91,234 | -16% | \$115,954 | -14% | \$140,675 | -13% | 54.2% | | | |
| IT SYSTEMS DIRECTOR | 101,221 | 132,886 | 164,552 | 62.57% | 260 | 2,045 | 2080 | \$91,234 | -11% | \$115,954 | -15% | \$140,675 | -17% | 54.2% | | | |
| PUBLIC WORKS DIRECTOR | 104,264 | 135,688 | 167,112 | 60.28% | 260 | 2,031 | 2080 | \$91,234 | -14% | \$115,954 | -17% | \$140,675 | -19% | 54.2% | | | |
| EMS DIRECTOR | 104,550 | 136,892 | 169,235 | 61.87% | 260 | 2,058 | 2080 | \$87,032 | -20% | \$110,557 | -24% | \$134,082 | -26% | 54.1% | | | |
| ACA PUBLIC SAFETY | 129,621 | 164,563 | 199,506 | 53.92% | 260 | 2,080 | 2080 | \$115,590 | -12% | \$147,113 | -12% | \$178,635 | -12% | 54.5% | | | |
| COUNTY ATTORNEY | 128,518 | 165,286 | 202,055 | 57.22% | 260 | 2,028 | 2080 | \$121,227 | -6% | \$154,351 | -7% | \$187,475 | -8% | 54.6% | | | |
| CHIEF FINANCIAL OFFICER | 130,254 | 165,532 | 200,810 | 54.17% | 260 | 2,080 | 2080 | \$100,261 | -30% | \$127,519 | -30% | \$154,778 | -30% | 54.4% | | | |

Item 20.

| Job Class Title | Normalizing Annual Hours: | Averages For Each Job Class | | | | | | | BEAUFORT COUNTY | | | | | R V | |
|-----------------------------|---------------------------|-----------------------------|---------------|---------------|---------------|-------------|--------------|---------------|---------------------|-----|-----------|-----|-----------|--------|--------|
| | | 2080 | Min | Mid | Max | Range Width | Duty Days | Ann Hours | Actual Normal Hours | Min | Mid | Max | | | |
| DEPUTY COUNTY ADMINISTRATOR | | 135,357 | 174,041 | 212,725 | 57.16% | 260 | 2,048 | 2080 | \$127,134 | -6% | \$161,881 | -8% | \$196,627 | -8% | 54.7% |
| Survey Averages | | 63,279 | 81,168 | 99,058 | 56.54% | 260 | 2,061 | 56.77% | 62,409 | | 79,072 | | 95,735 | | 53.40% |
| % Difference | | | | | | | | | -1.39% | | -2.65% | | -3.47% | | |

Item 20.

SECTION 10.0
Proposed Pay Plans



Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|-------------------------|---------------------------------|----------------|------------|----------------|-----------------|------------|-----------------|
| DETENTION CENTER | | | | | | | |
| 401 | | \$49,587 | \$49,596 | \$49,605 | \$23.84 | \$23.84 | \$23.85 |
| 450 | CORRECTIONAL OFFICER TRAINEE | | | | | | |
| 402 | | \$53,058 | \$58,308 | \$63,558 | \$25.51 | \$28.03 | \$30.56 |
| 451 | CORRECTIONAL OFFICER | | | | | | |
| 456 | INMATE PROGRAM & SERVICE COORD | | | | | | |
| 403 | | \$56,772 | \$63,763 | \$70,755 | \$27.29 | \$30.66 | \$34.02 |
| 452 | CORRECTIONAL OFFICER LANCE CPL | | | | | | |
| 404 | | \$60,746 | \$71,351 | \$81,955 | \$29.20 | \$34.30 | \$39.40 |
| 453 | CORRECTIONAL CORPORAL | | | | | | |
| 455 | INMATE PROGRAMS & SERVICES MGR | | | | | | |
| 405 | | \$64,998 | \$76,345 | \$87,692 | \$31.25 | \$36.70 | \$42.16 |
| 454 | CORRECTIONAL SERGEANT | | | | | | |
| 407 | | \$74,416 | \$87,408 | \$100,399 | \$35.78 | \$42.02 | \$48.27 |
| 458 | CORRECTIONAL SECURITY LT | | | | | | |
| 457 | CORRECTIONAL TRAINING LT. | | | | | | |
| 4571 | OPERATIONS LT. (DETENTION CTR.) | | | | | | |
| 409 | | \$85,199 | \$100,073 | \$114,947 | \$40.96 | \$48.11 | \$55.26 |
| 4490 | DETENTION CENTER DEP. DIRECTOR | | | | | | |
| 411 | | \$97,545 | \$114,574 | \$131,602 | \$46.90 | \$55.08 | \$63.27 |
| 449 | DETENTION CENTER DIRECTOR | | | | | | |

12 Active Proposed Classes in the DETENTION CENTER Pay Plan

Proposed Pay Plans Beaufort County SC

| Code | Proposed Class Title | Ann Min | Mid | Ann Max |
|----------------------|-------------------------------------|------------------|------------------|------------------|
| PUBLIC SAFETY | | | | |
| 201 | | \$39,885 | \$51,843 | \$63,801 |
| 804 | AIRPORT MAINTENANCE TECH I | | | |
| 202 | | \$41,880 | \$54,435 | \$66,991 |
| 800 | AVIATION LINE SERVICE TECH | | | |
| 204 | | \$46,172 | \$60,015 | \$73,857 |
| 802 | AIRCRAFT RESCUE & FIREFIGHTING TECH | | | |
| 206 | | \$50,905 | \$66,166 | \$81,428 |
| 3091 | AIRCRAFT MECHANIC | | | |
| 8020 | SENIOR AIRCRAFT RESCUE & FIRE TECH | | | |
| 207 | | \$53,450 | \$69,475 | \$85,499 |
| 3192 | EMS COMPLIANCE OFFICER | | | |
| 209 | | \$58,929 | \$76,596 | \$94,263 |
| 320 | EMER MEDICAL TECHNICIAN | | | |
| 210 | | \$61,875 | \$80,426 | \$98,976 |
| 801 | AIRPORT MAINTENANCE MANAGER | | | |
| 807 | AIRPORT SECURITY COORDINATOR | | | |
| 321 | EMT ADVANCED | | | |
| 212 | | \$68,218 | \$88,669 | \$109,121 |
| 810 | AIRPORT SUPV/CFR PART 139 COOR | | | |
| 8001 | AVIATION LINE SERVICE SUPERVSR | | | |
| 322 | PARAMEDIC | | | |
| 214 | | \$75,210 | \$97,758 | \$120,306 |
| 805 | ARFF CHIEF | | | |
| 324 | EMS CREW CHIEF | | | |
| 215 | | \$78,971 | \$102,646 | \$126,321 |
| 1812 | AIRPORT FINANCE MANAGER | | | |
| 8010 | AIRPORT OPERATIONS CHIEF | | | |
| 325 | SENIOR CREW CHIEF | | | |
| 216 | | \$82,919 | \$107,778 | \$132,637 |
| 327 | EMS TRAINING OFFICER | | | |
| 319 | LOGISTICS OFFICER | | | |
| 217 | | \$87,065 | \$113,167 | \$139,269 |
| 328 | EMS DEPUTY DIRECTOR | | | |
| 219 | | \$95,989 | \$124,767 | \$153,544 |
| 326 | EMS SUPERVISOR | | | |
| 221 | | \$105,828 | \$137,555 | \$169,283 |
| 808 | AIRPORT DEPUTY DIRECTOR | | | |
| 329 | EMS DIRECTOR | | | |
| 225 | | \$128,635 | \$167,199 | \$205,764 |
| 806 | AIRPORT DIRECTOR | | | |

25 Active Proposed Classes in the PUBLIC SAFETY Pay Plan

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|--|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 307 | | \$37,488 | \$48,727 | \$59,966 | \$18.02 | \$23.43 | \$28.83 |
| 101 | ADMINISTRATIVE CLERK | | | | | | |
| 600A | BUS DRIVER | | | | | | |
| 100 | CORRECTIONAL SUPPORT SPECIALIST | | | | | | |
| 710 | CUSTODIAN | | | | | | |
| 501 | LIBRARY ASSISTANT | | | | | | |
| 781 | LITTER CONTROL WORKER | | | | | | |
| 117 | MAIL COURIER | | | | | | |
| 6001 | RECREATION AIDE | | | | | | |
| 782 | SOLID WASTE ATTENDANT | | | | | | |
| 308 | | \$39,363 | \$51,163 | \$62,964 | \$18.92 | \$24.60 | \$30.27 |
| 102 | ADMINISTRATIVE ASSISTANT | | | | | | |
| 464 | CORONER TRANSPORTER | | | | | | |
| 711 | GROUNDS MAINTENANCE TECHNICIAN | | | | | | |
| 783 | HAZARDOUS HOUSEHOLD WASTE TECH | | | | | | |
| 728 | MAINTENANCE WORKER | | | | | | |
| 203 | REAL PROPERTY RECORDING TECH (R.Deeds) | | | | | | |
| 2401 | REAL PROPERTY RECORDS TECH (Assessor) | | | | | | |
| 121 | RECORDS MANAGEMENT TECHNICIAN | | | | | | |
| 787 | RECYCLING TECHNICIAN | | | | | | |
| 505 | SR LIBRARY ASSISTANT | | | | | | |
| 309 | | \$41,331 | \$53,722 | \$66,112 | \$19.87 | \$25.83 | \$31.78 |
| 3021 | ANIMAL SERVICES DISPATCHER | | | | | | |
| 2403 | APPEALS/BAA SPECIALIST | | | | | | |
| 240 | APPRAISAL TECHNICIAN | | | | | | |
| 1395 | BROADCAST SERVICES ASSISTANT | | | | | | |
| 241 | EXEMPTION SPECIALIST | | | | | | |
| 122 | FOIA SPECIALIST/RECORDS TECH | | | | | | |
| 2006 | JUDICIAL CLERK I | | | | | | |
| 626 | LIFEGUARD | | | | | | |
| 306 | MOSQUITO CONTROL TECHNICIAN | | | | | | |
| 377 | OUTREACH SPECIALIST/COSY | | | | | | |
| 359 | PEER SUPPORT SPECIALIST | | | | | | |
| 2402 | REAL PROPERTY TRANSFER CLERK | | | | | | |
| 729 | UTILITY OPERATIONS COORD. | | | | | | |
| 127 | ZONING & DEV ANALYST I | | | | | | |
| 310 | | \$43,397 | \$56,408 | \$69,418 | \$20.86 | \$27.12 | \$33.37 |
| 103 | ADMINISTRATIVE SPECIALIST | | | | | | |
| 3020 | ANIMAL SERVICES OFFICER | | | | | | |
| 230 | CUSTOMER SUCCESS REP. | | | | | | |
| 210 | DEPUTY CLERK OF PROBATE | | | | | | |
| 334 | DIRECT CARE SPECIALIST | | | | | | |
| 730 | EQUIPMENT OPERATOR I | | | | | | |
| 201 | JUDICIAL ASSISTANT | | | | | | |
| 219 | JUDICIAL CLERK II | | | | | | |
| 2190 | JUDICIAL SCHEDULING CLK | | | | | | |
| 7220 | MAINTENANCE TECHNICIAN II | | | | | | |
| 307 | MOSQUITO CONTROL SPECIALIST | | | | | | |
| 238 | REAL PROP RESEARCH TECH | | | | | | |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|-------------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 310 | | \$43,397 | \$56,408 | \$69,418 | \$20.86 | \$27.12 | \$33.37 |
| 778 | RECYCLING COORDINATOR | | | | | | |
| 734 | SIGN TECHNICIAN | | | | | | |
| 204 | SR. REAL PROP. RECORDING TECH. | | | | | | |
| 645 | WATER SAFETY INSTRUCTOR | | | | | | |
| 1271 | ZONING & DEV. ANALYST II | | | | | | |
| 311 | | \$45,567 | \$59,228 | \$72,889 | \$21.91 | \$28.48 | \$35.04 |
| 3022 | ANIMAL SERVICES DISPATCH SUPERVISOR | | | | | | |
| 2103 | CLERK OF PROBATE | | | | | | |
| 607 | FACILITIES MAINT TECH - PAR | | | | | | |
| 112 | FISCAL TECH I | | | | | | |
| 126 | HELP DESK ANALYST | | | | | | |
| 2016 | JUDICIAL FISCAL TECH I | | | | | | |
| 745 | PAINTER | | | | | | |
| 235 | PERS. PROPERTY TAX ANALYST I | | | | | | |
| 600 | RECREATION LEADER | | | | | | |
| 715 | SENIOR MAINTENANCE TECHNICIAN | | | | | | |
| 106 | SR ADMINISTRATIVE ASSISTANT | | | | | | |
| 3191 | SUPPLY OFFICER | | | | | | |
| 747 | SW INSPECTION TECH I | | | | | | |
| 772 | TRAFFIC SIGNAL TECHNICIAN I | | | | | | |
| 1053 | VR&E SPECIALIST | | | | | | |
| 312 | | \$47,845 | \$62,189 | \$76,533 | \$23.00 | \$29.90 | \$36.79 |
| 123 | ACCOUNTS PAYABLE SPECIALIST I | | | | | | |
| 1010 | ADMINISTRATIVE DEPUTY | | | | | | |
| 5063 | BOOKMOBILE LIBRARY ASSISTANT | | | | | | |
| 1791 | BUSINESS SERVICES SPECIALIST | | | | | | |
| 731 | EQUIPMENT OPERATOR II | | | | | | |
| 2410 | EXEMPTION SPECIALIST LEAD | | | | | | |
| 111 | FISCAL TECHNICIAN II | | | | | | |
| 2007 | JURY COORDINATOR | | | | | | |
| 506 | LIBRARY SPECIALIST | | | | | | |
| 308 | MAINTENANCE ENGINEER | | | | | | |
| 1771 | PASSIVE PARKS RANGER | | | | | | |
| 104 | SR ADMINISTRATIVE SPECIALIST | | | | | | |
| 2026 | SR JUDICIAL CLERK, CHILD SUPRT | | | | | | |
| 2040 | SR. ACCOUNTING TECHNICIAN | | | | | | |
| 136 | SR. ADMIN SPECIALIST | | | | | | |
| 1502 | WORKER'S COMP SPECIALIST | | | | | | |
| 313 | | \$50,238 | \$65,299 | \$80,360 | \$24.15 | \$31.39 | \$38.63 |
| 1481 | CODE ENFORCEMENT OFFICER | | | | | | |
| 227 | CUSTOMER SUCCESS REP LEAD | | | | | | |
| 1052 | ELECTION SYSTEMS SPECIALIST | | | | | | |
| 3271 | EMS COORDINATOR/SCHEDULER | | | | | | |
| 312 | ENTOMOLOGY TECHNICIAN | | | | | | |
| 7333 | FLEET VEHICLE TECH I | | | | | | |
| 606 | GROUNDS MAINT CREW LEADER | | | | | | |
| 2071 | JUDICIAL ADMINISTRATOR | | | | | | |
| 2222 | LEGAL ASSISTANT | | | | | | |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|--------------------------------|-----------------|-----------------|-----------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 313 | | \$50,238 | \$65,299 | \$80,360 | \$24.15 | \$31.39 | \$38.63 |
| 514 | MARKETING DEVELOPMENT SPEC | | | | | | |
| 2351 | PERSONAL PROP TAX ANALYST II | | | | | | |
| 1394 | PRODUCTION SPECIALIST | | | | | | |
| 1124 | REFUND SPECIALIST (TREASURER) | | | | | | |
| 1114 | REVENUE SPECIALIST | | | | | | |
| 1050 | SR. VR&E SPECIALIST | | | | | | |
| 7471 | SW INSPECTION TECH II | | | | | | |
| 775 | TRAFFIC SIGNAL TECHNICIAN II | | | | | | |
| 314 | | \$52,750 | \$68,564 | \$84,378 | \$25.36 | \$32.96 | \$40.57 |
| 1232 | ACCOUNTS PAYABLE SPECIALIST II | | | | | | |
| 609 | ATHLETICS SUPERVISOR | | | | | | |
| 233 | DELINQUENT TAX ANALYST | | | | | | |
| 732 | EQUIPMENT OPERATOR III | | | | | | |
| 139 | EXECUTIVE ASSISTANT | | | | | | |
| 338 | HUMAN SERVICES SPECIALIST | | | | | | |
| 6003 | PAR PROGRAM SUPERVISOR-SR PGM | | | | | | |
| 376 | PROGRAM COORDINATOR/HUMAN SVC | | | | | | |
| 133 | VETERANS AFFAIRS COUNSELOR | | | | | | |
| 315 | | \$55,387 | \$71,992 | \$88,597 | \$26.63 | \$34.61 | \$42.59 |
| 6210 | ASSISTANT AQUATICS MANAGER | | | | | | |
| 6090 | ASST ATHLETIC MANAGER | | | | | | |
| 1982 | BUDGET ANALYST | | | | | | |
| 718 | CARPENTER SPECIALIST | | | | | | |
| 2101 | CLK PROBATE/ASST. DIV. CHIEF | | | | | | |
| 448 | DEPUTY CORONER | | | | | | |
| 7331 | FLEET PARTS COORDINATOR | | | | | | |
| 7332 | FLEET VEHICLE TECH II | | | | | | |
| 116 | HUMAN RESOURCES ASSISTANT | | | | | | |
| 717 | HVAC MAINTENANCE TECHNICIAN | | | | | | |
| 6005 | PAR AST PROGRAM MANAGER-SR PGM | | | | | | |
| 2361 | PERSONAL PROP TAX ANALYST III | | | | | | |
| 341 | RESIDENTIAL HOUSE MANAGER | | | | | | |
| 1483 | SR. CODE ENFORCEMENT OFFICER | | | | | | |
| 1048 | VR&E MANAGER | | | | | | |
| 316 | | \$58,156 | \$75,592 | \$93,027 | \$27.96 | \$36.34 | \$44.72 |
| 302 | ANIMAL SERVICES SUPERVISOR | | | | | | |
| 1501 | CLAIMS & INS ADMINISTRATOR | | | | | | |
| 345 | HUMAN SERVICES SUPERVISOR | | | | | | |
| 784 | LITTER CONTROL/ENFORCEMENT SUP | | | | | | |
| 605 | MARKETING COORDINATOR | | | | | | |
| 157 | OFFICE MANAGER | | | | | | |
| 2223 | PARALEGAL | | | | | | |
| 140 | PAYROLL SPECIALIST | | | | | | |
| 119 | PERSONAL PROPERTY INSPECTOR | | | | | | |
| 211 | PROBATE DIVISION CHIEF | | | | | | |
| 1122 | REVENUE ACCOUNTANT (TREASURER) | | | | | | |
| 1983 | REVENUE ANALYST | | | | | | |
| 1794 | REVENUE COLLECTOR BUS. SVCS. | | | | | | |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|-----------------------------------|-----------------|-----------------|------------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 316 | | \$58,156 | \$75,592 | \$93,027 | \$27.96 | \$36.34 | \$44.72 |
| 2077 | SENIOR JUDICIAL ADMINISTRATOR | | | | | | |
| 713 | SENIOR MAINTENANCE SPECIALIST | | | | | | |
| 1391 | SOCIAL MEDIA SPECIALIST | | | | | | |
| 785 | SOLID WASTE FOREMAN | | | | | | |
| 107 | SR ADMINISTRATIVE SUPERVISOR | | | | | | |
| 129 | SR IT TECHNICIAN | | | | | | |
| 736 | STORMWATER FOREMAN | | | | | | |
| 154 | TRAINING & OUTREACH COORD | | | | | | |
| 1049 | VR&E IT SYSTEMS COORDINATOR | | | | | | |
| 317 | | \$61,064 | \$79,371 | \$97,678 | \$29.36 | \$38.16 | \$46.96 |
| 349 | ALCOHOL & DRUG COUNSELOR | | | | | | |
| 114 | ASSISTANT OPERATIONS MANAGER | | | | | | |
| 1631 | ASST ZONING & DEV ADMINSTR | | | | | | |
| 1142 | BUSINESS MANAGER | | | | | | |
| 5062 | CIRCULATION SUPERVISOR | | | | | | |
| 1451 | DEPUTY CLERK TO COUNCIL | | | | | | |
| 1143 | ENTERPRISE FUND BUSINESS MGR | | | | | | |
| 7329 | FLEET VEHICLE TECH III | | | | | | |
| 147 | GRANTS ADMINISTRATOR | | | | | | |
| 1770 | PASSIVE PARKS NATURALIST | | | | | | |
| 740 | PROJECT & DEVELOPMENT COORDINATOR | | | | | | |
| 1390 | SENIOR EXECUTIVE ASSISTANT | | | | | | |
| 209 | SENIOR PROBATE DIVISION CHIEF | | | | | | |
| 1123 | STAFF ACCOUNTANT | | | | | | |
| 318 | | \$64,117 | \$83,340 | \$102,562 | \$30.83 | \$40.07 | \$49.31 |
| 156 | ADMINISTRATIVE MANAGER | | | | | | |
| 162 | APPLICATIONS ADMINISTRATOR | | | | | | |
| 621 | AQUATICS MANAGER | | | | | | |
| 2381 | ASSESSING TECHNICIAN ANALYST | | | | | | |
| 2343 | DATA ANALYST TREASURER | | | | | | |
| 2075 | FAMILY COURT ADMINISTRATOR | | | | | | |
| 1120 | FISCAL ANALYST | | | | | | |
| 128 | GIS ANALYST | | | | | | |
| 1202 | HUMAN RESOURCES RECRUITER | | | | | | |
| 120 | HUMAN RESOURCES SPECIALIST | | | | | | |
| 340 | HUMAN SERVICES ANALYST | | | | | | |
| 165 | IT ANALYST | | | | | | |
| 1650 | IT SECURITY ANALYST I | | | | | | |
| 507 | LIBRARIAN | | | | | | |
| 1327 | NETWORK & SYSTEMS ANALYST | | | | | | |
| 1531 | PLANNING & DEVELOPMENT SPECIALIST | | | | | | |
| 2221 | PROBATE COURT ADMINISTRATOR | | | | | | |
| 353 | REGISTERED NURSE | | | | | | |
| 243 | RESIDENTIAL APPRAISER | | | | | | |
| 700 | RESIDENTIAL INSPECTOR | | | | | | |
| 7031 | RESIDENTIAL PLANS EXAMINER | | | | | | |
| 1401 | SENIOR ACCOUNTANT | | | | | | |
| 744 | SWI UTILITY INSPECTOR | | | | | | |
| 776 | TRAF SIGNAL SUPERVISOR | | | | | | |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|---------------------------------------|-----------------|------------------|------------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 319 | | \$67,323 | \$87,507 | \$107,690 | \$32.37 | \$42.07 | \$51.77 |
| 318 | ADMINISTRATIVE SUPPORT OFFICER | | | | | | |
| 780 | ASSISTANT SUPERINTENDENT SW&R | | | | | | |
| 723 | ASSISTANT SUPT GRDS MAINT | | | | | | |
| 735 | ASST SUPERINTENDENT (PW Gen. Support) | | | | | | |
| 7130 | ASST SUPERINTENDENT/FACILITIES | | | | | | |
| 610 | ATHLETICS MANAGER | | | | | | |
| 701 | COMMERCIAL COMBO INSPECTOR | | | | | | |
| 134 | DATA ANAYLST AUDITOR | | | | | | |
| 168 | DISASTER RECOVERY MANAGER | | | | | | |
| 705 | FLOODPLAIN MANAGER | | | | | | |
| 135 | LEAD GIS ANALYST | | | | | | |
| 164 | LEAD IT ANALYST | | | | | | |
| 6004 | PAR PROGRAM MANAGER-SR PGM | | | | | | |
| 350 | SR HUMAN SRVCS ANALYST | | | | | | |
| 1321 | WEB ADMINISTRATOR | | | | | | |
| 1201 | WORKFORCE DEVELOPMENT MANAGER | | | | | | |
| 320 | | \$70,689 | \$91,882 | \$113,075 | \$33.99 | \$44.17 | \$54.36 |
| 1790 | BUSINESS SERVICES LEAD | | | | | | |
| 4480 | CHIEF DEPUTY CORONER | | | | | | |
| 247 | COMMERCIAL APPRAISER | | | | | | |
| 205 | DEPUTY REGISTRAR | | | | | | |
| 742 | ENVIRONMENTAL EDUCATION COORDINATOR | | | | | | |
| 141 | FINANCE SUPERVISOR | | | | | | |
| 7334 | FLEET MAINTENANCE SUPERVISOR | | | | | | |
| 172 | PLANNER | | | | | | |
| 763 | RIGHT-OF-WAY MANAGER | | | | | | |
| 511 | SENIOR LIBRARIAN | | | | | | |
| 130 | SR IT ANALYST | | | | | | |
| 228 | SR IT ANALYST (AUDITOR) | | | | | | |
| 7411 | STORMWATER ASST SUPERINTENDENT | | | | | | |
| 321 | | \$74,224 | \$96,476 | \$118,728 | \$35.68 | \$46.38 | \$57.08 |
| 7032 | COMMERCIAL PLANS EXAMINER | | | | | | |
| 1392 | COMMUNICATIONS MANAGER | | | | | | |
| 513 | LIBRARY MANAGER | | | | | | |
| 315 | MOSQUITO CONTROL DEP. DIRECTOR | | | | | | |
| 3093 | PILOT | | | | | | |
| 771 | PROJECTS MANAGER I | | | | | | |
| 322 | | \$77,935 | \$101,300 | \$124,665 | \$37.47 | \$48.70 | \$59.94 |
| 2363 | ASSISTANT DEPUTY AUDITOR | | | | | | |
| 2340 | ASSISTANT DEPUTY TREASURER | | | | | | |
| 1398 | BROADCAST ENGINEER | | | | | | |
| 2331 | DEPUTY TAX COLLECTOR | | | | | | |
| 720 | FACILITIES MAINTENANCE SUPT. | | | | | | |
| 7330 | FLEET MAINTENANCE MANAGER | | | | | | |
| 466 | FORENSIC PATHOLOGIST ASSISTANT | | | | | | |
| 737 | GENERAL SUPPORT SUPERINTENDENT | | | | | | |
| 611 | GROUNDS MAINT. SUPERINTENDENT | | | | | | |
| 357 | HUMAN SERVICES MANAGER | | | | | | |

Proposed Pay Plans Beaufort County SC

| Code | Proposed Class Title | Ann Min | Mid | Ann Max | Hrly Min | Mid | Hrly Max |
|----------------|---------------------------------------|-----------------|------------------|------------------|----------------|----------------|----------------|
| UNIFIED | | | | | | | |
| 322 | | \$77,935 | \$101,300 | \$124,665 | \$37.47 | \$48.70 | \$59.94 |
| 5110 | LIBRARY ADMINISTRATOR | | | | | | |
| 313 | MOSQUITO CONTROL SUPERVISOR | | | | | | |
| 1140A | OPERATIONS MANAGER (AUDITOR) | | | | | | |
| 3461 | QUALITY ASSURANCE COORDINATOR | | | | | | |
| 738 | R&D SUPERINTENDENT | | | | | | |
| 788 | SOLID WASTE SUPERINTENDENT | | | | | | |
| 2342 | SR DATA ANALYST TREASURER | | | | | | |
| 741 | SWI SUPERINTENDENT | | | | | | |
| 7701 | TRANSPORTATION PLANNER | | | | | | |
| 163 | ZONING & DEV. ADMINISTRATOR | | | | | | |
| 323 | | \$81,832 | \$106,365 | \$130,898 | \$39.34 | \$51.14 | \$62.93 |
| 702 | BLDG INSPEC DEP DIRECTOR | | | | | | |
| 179 | BUSINESS SERVICE ADMINISTRATOR | | | | | | |
| 309 | CHIEF PILOT | | | | | | |
| 145 | CLERK TO COUNCIL | | | | | | |
| 748 | ENVIRONMENTAL ENGINEER | | | | | | |
| 142 | FISCAL OPERATIONS MANAGER | | | | | | |
| 733 | FLEET MANAGER | | | | | | |
| 118 | INFO TECH SUPPORT ADMIN | | | | | | |
| 131 | NETWORK ADMINISTRATOR | | | | | | |
| 1140 | OPERATIONS MANAGER (TREASURER) | | | | | | |
| 7614 | PROGRAM AND FINANCE MANAGER | | | | | | |
| 770 | PROJECTS MANAGER II | | | | | | |
| 754 | PUBLIC WORKS PROJECT ENGINEER | | | | | | |
| 153 | PURCHASING DEPUTY DIRECTOR | | | | | | |
| 613 | RECREATION DEPUTY DIRECTOR | | | | | | |
| 7391 | SAFETY/TRAINING MANAGER | | | | | | |
| 750 | STORMWATER PROGRAM MANAGER | | | | | | |
| 791 | SW&R PROGRAM MANAGER | | | | | | |
| 1324 | SYSTEM ADMINISTRATOR | | | | | | |
| 1055 | VR&E DEPUTY DIRECTOR | | | | | | |
| 324 | | \$85,923 | \$111,683 | \$137,443 | \$41.31 | \$53.69 | \$66.08 |
| 751 | ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV | | | | | | |
| 752 | ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | | | | | | |
| 753 | ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT | | | | | | |
| 1393 | BROADCAST SVCS. DIRECTOR | | | | | | |
| 1981 | BUDGET MANAGER | | | | | | |
| 7612 | CAPITAL PROJECTS MANAGER | | | | | | |
| 248 | DEPUTY ASSESSOR | | | | | | |
| 774 | DESIGN ENGINEER | | | | | | |
| 150 | DIRECTOR OF RISK MANAGEMENT & SAFETY | | | | | | |
| 7211 | FACILITIES DEPUTY DIRECTOR | | | | | | |
| 1610 | HUMAN RESOURCES DEP DIRECTOR | | | | | | |
| 1326 | IT INFRASTRUCTURE MANAGER | | | | | | |
| 5121 | LIBRARY DEPUTY DIRECTOR | | | | | | |
| 311 | MOSQUITO CONTROL DIRECTOR | | | | | | |
| 169 | VETERANS AFFAIRS DIRECTOR | | | | | | |
| 325 | | \$90,220 | \$117,267 | \$144,315 | \$43.37 | \$56.38 | \$69.38 |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|---|------------------|------------------|------------------|-----------------|----------------|-----------------|
| UNIFIED | | | | | | | |
| 325 | | \$90,220 | \$117,267 | \$144,315 | \$43.37 | \$56.38 | \$69.38 |
| 303 | ANIMAL SERVICES DIRECTOR | | | | | | |
| 237 | DEPUTY AUDITOR | | | | | | |
| 7390 | DEPUTY PUBLIC WORKS DIRECTOR | | | | | | |
| 2341 | DEPUTY TREASURER | | | | | | |
| 344 | DSN DEPUTY DIRECTOR | | | | | | |
| 171 | PLANNING & ZONING DEP DIRECTOR | | | | | | |
| 137 | PUBLIC INFORMATION OFFICER | | | | | | |
| 206 | REGISTRAR | | | | | | |
| 234 | TAX COLLECTOR | | | | | | |
| 326 | | \$94,731 | \$123,131 | \$151,531 | \$45.54 | \$59.20 | \$72.85 |
| 707 | BLDG INSP/CODES DIRECTOR | | | | | | |
| 709 | FACILITIES MANAGEMENT DIRECTOR | | | | | | |
| 512 | LIBRARY DIRECTOR | | | | | | |
| 166 | MAPPING & APPS DIRECTOR | | | | | | |
| 177 | PASSIVE PARKS DIRECTOR | | | | | | |
| 151 | PURCHASING DIRECTOR | | | | | | |
| 144 | RECORDS MGMT DIRECTOR | | | | | | |
| 146 | VR&E DIRECTOR | | | | | | |
| 327 | | \$99,467 | \$129,287 | \$159,108 | \$47.82 | \$62.16 | \$76.49 |
| 367 | ALCOHOL & DRUG DIRECTOR | | | | | | |
| 351 | DSN DIRECTOR | | | | | | |
| 375 | HUMAN SERVICES DIRECTOR | | | | | | |
| 614 | RECREATION DIRECTOR | | | | | | |
| 328 | | \$104,440 | \$135,752 | \$167,063 | \$50.21 | \$65.27 | \$80.32 |
| 7611 | CAPITAL PROJECTS DIRECTOR | | | | | | |
| 212 | PROBATE ASSOCIATE JUDGE | | | | | | |
| 329 | | \$109,662 | \$142,539 | \$175,416 | \$52.72 | \$68.53 | \$84.33 |
| 250 | ASSESSOR | | | | | | |
| 1980 | DIR STANDARDS, CPL & INT CTRL | | | | | | |
| 762 | DIRECTOR OF ENGINEERING | | | | | | |
| 198 | FINANCE DIRECTOR | | | | | | |
| 161 | HUMAN RESOURCES DIRECTOR | | | | | | |
| 132 | IT SYSTEMS DIRECTOR | | | | | | |
| 170 | PLANNING & DEV. DIRECTOR | | | | | | |
| 739 | PUBLIC WORKS DIRECTOR | | | | | | |
| 330 | | \$115,146 | \$149,666 | \$184,187 | \$55.36 | \$71.95 | \$88.55 |
| 81 | SPECIAL ASST TO ADMINISTRATOR | | | | | | |
| 332 | | \$126,948 | \$165,007 | \$203,066 | \$61.03 | \$79.33 | \$97.63 |
| 789 | ASSIST. CO. ADMIN. - ENGINEERING | | | | | | |
| 124 | ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION | | | | | | |
| 903 | ASSIST. CO. ADMIN. - PUBLIC SAFETY | | | | | | |
| 155 | ASSIST. CO. ADMIN. - COMMUNITY SERVICES | | | | | | |
| 1290 | ASSIST. CO. ADMIN. - IT & COMMUNICATIONS | | | | | | |
| 1970 | ASSIST.CO. ADMIN. - FINANCE | | | | | | |
| 333 | | \$133,295 | \$173,257 | \$213,219 | \$64.08 | \$83.30 | \$102.51 |
| 196 | DEPUTY COUNTY ATTORNEY | | | | | | |
| 335 | | \$146,958 | \$191,016 | \$235,074 | \$70.65 | \$91.83 | \$113.02 |

Proposed Pay Plans Beaufort County SC

| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|----------------|-----------------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|
| UNIFIED | | | | | | | |
| 335 | | \$146,958 | \$191,016 | \$235,074 | \$70.65 | \$91.83 | \$113.02 |
| 197 | CHIEF FINANCIAL OFFICER | | | | | | |
| 79 | DEPUTY COUNTY ADMINISTRATOR | | | | | | |
| 337 | | \$162,021 | \$210,595 | \$259,169 | \$77.89 | \$101.25 | \$124.60 |
| 195 | COUNTY ATTORNEY | | | | | | |

314 Active Proposed Classes in the UNIFIED Pay Plan

Proposed Pay Plans Beaufort County SC

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| <i>Code</i> | <i>Proposed Class Title</i> | <i>Ann Min</i> | <i>Mid</i> | <i>Ann Max</i> | <i>Hrly Min</i> | <i>Mid</i> | <i>Hrly Max</i> |
|-------------|-----------------------------|----------------|------------|----------------|-----------------|------------|-----------------|
|-------------|-----------------------------|----------------|------------|----------------|-----------------|------------|-----------------|

351 Active Proposed Classes in Beaufort County SC

SECTION 11.0
Alphabetical Classification List



Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|-------------------------------------|------|---------------|-------|-----------|-----------|-----------|----|
| A | | | | | | | |
| ACCOUNTS PAYABLE SPECIALIST I | 123 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | 2 |
| ACCOUNTS PAYABLE SPECIALIST II | 1232 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | 2 |
| ADMINISTRATIVE ASSISTANT | 102 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | 4 |
| ADMINISTRATIVE CLERK | 101 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | 16 |
| ADMINISTRATIVE DEPUTY | 1010 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | 1 |
| ADMINISTRATIVE MANAGER | 156 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | 3 |
| ADMINISTRATIVE SPECIALIST | 103 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | 16 |
| ADMINISTRATIVE SUPPORT OFFICER | 318 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | 1 |
| AIRCRAFT MECHANIC | 3091 | PUBLIC SAFETY | 206 | \$50,905 | \$66,166 | \$81,428 | 1 |
| AIRCRAFT RESCUE & FIREFIGHTING TECH | 802 | PUBLIC SAFETY | 204 | \$46,172 | \$60,015 | \$73,857 | 3 |
| AIRPORT DEPUTY DIRECTOR | 808 | PUBLIC SAFETY | 221 | \$105,828 | \$137,555 | \$169,283 | 1 |
| AIRPORT DIRECTOR | 806 | PUBLIC SAFETY | 225 | \$128,635 | \$167,199 | \$205,764 | 1 |
| AIRPORT FINANCE MANAGER | 1812 | PUBLIC SAFETY | 215 | \$78,971 | \$102,646 | \$126,321 | 1 |
| AIRPORT MAINTENANCE MANAGER | 801 | PUBLIC SAFETY | 210 | \$61,875 | \$80,426 | \$98,976 | 1 |
| AIRPORT MAINTENANCE TECH I | 804 | PUBLIC SAFETY | 201 | \$39,885 | \$51,843 | \$63,801 | 3 |
| AIRPORT OPERATIONS CHIEF | 8010 | PUBLIC SAFETY | 215 | \$78,971 | \$102,646 | \$126,321 | 1 |
| AIRPORT SECURITY COORDINATOR | 807 | PUBLIC SAFETY | 210 | \$61,875 | \$80,426 | \$98,976 | 1 |
| AIRPORT SUPV/CFR PART 139 COOR | 810 | PUBLIC SAFETY | 212 | \$68,218 | \$88,669 | \$109,121 | 1 |
| ALCOHOL & DRUG COUNSELOR | 349 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | 14 |
| ALCOHOL & DRUG DIRECTOR | 367 | UNIFIED | 327 | \$99,467 | \$129,287 | \$159,108 | 1 |
| ANIMAL SERVICES DIRECTOR | 303 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | 1 |
| ANIMAL SERVICES DISPATCH SUPERVISOR | 3022 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | 0 |
| ANIMAL SERVICES DISPATCHER | 3021 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | 2 |
| ANIMAL SERVICES OFFICER | 3020 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | 3 |
| ANIMAL SERVICES SUPERVISOR | 302 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | 1 |
| APPEALS/BAA SPECIALIST | 2403 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | 1 |
| APPLICATIONS ADMINISTRATOR | 162 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | 1 |
| APPRAISAL TECHNICIAN | 240 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | 8 |
| AQUATICS MANAGER | 621 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | 1 |
| ARFF CHIEF | 805 | PUBLIC SAFETY | 214 | \$75,210 | \$97,758 | \$120,306 | 1 |
| ASSESSING TECHNICIAN ANALYST | 2381 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | 1 |
| ASSESSOR | 250 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | 1 |
| ASSIST. CO. ADMIN. - ENGINEERING | 789 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | 1 |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|---|------|---------------|-------|-----------|-----------|-----------|----------|
| ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION | 124 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | <u>1</u> |
| ASSIST. CO. ADMIN. - PUBLIC SAFETY | 903 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | <u>1</u> |
| ASSIST. CO. ADMIN. - COMMUNITY SERVICES | 155 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | <u>1</u> |
| ASSIST. CO. ADMIN. - IT & COMMUNICATIONS | 1290 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | <u>1</u> |
| ASSIST.CO. ADMIN. - FINANCE | 1970 | UNIFIED | 332 | \$126,948 | \$165,007 | \$203,066 | <u>1</u> |
| ASSISTANT AQUATICS MANAGER | 6210 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>3</u> |
| ASSISTANT DEPUTY AUDITOR | 2363 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| ASSISTANT DEPUTY TREASURER | 2340 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| ASSISTANT OPERATIONS MANAGER | 114 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| ASSISTANT SUPERINTENDENT SW&R | 780 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| ASSISTANT SUPT GRDS MAINT | 723 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>2</u> |
| ASST ATHLETIC MANAGER | 6090 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>2</u> |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV | 751 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | 752 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT | 753 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| ASST SUPERINTENDENT (PW Gen. Support) | 735 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>3</u> |
| ASST SUPERINTENDENT/FACILITIES | 7130 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| ASST ZONING & DEV ADMINSTR | 1631 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| ATHLETICS MANAGER | 610 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>2</u> |
| ATHLETICS SUPERVISOR | 609 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>4</u> |
| AVIATION LINE SERVICE SUPERVSR | 8001 | PUBLIC SAFETY | 212 | \$68,218 | \$88,669 | \$109,121 | <u>1</u> |
| AVIATION LINE SERVICE TECH | 800 | PUBLIC SAFETY | 202 | \$41,880 | \$54,435 | \$66,991 | <u>4</u> |

B

| | | | | | | | |
|--------------------------------|------|---------|-----|----------|-----------|-----------|----------|
| BLDG INSP/CODES DIRECTOR | 707 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| BLDG INSPEC DEP DIRECTOR | 702 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| BOOKMOBILE LIBRARY ASSISTANT | 5063 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| BROADCAST ENGINEER | 1398 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| BROADCAST SERVICES ASSISTANT | 1395 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>1</u> |
| BROADCAST SVCS. DIRECTOR | 1393 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| BUDGET ANALYST | 1982 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| BUDGET MANAGER | 1981 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| BUS DRIVER | 600A | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>2</u> |
| BUSINESS MANAGER | 1142 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>4</u> |
| BUSINESS SERVICE ADMINISTRATOR | 179 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|------------------------------|------|----------|-------|----------|----------|-----------|----------|
| BUSINESS SERVICES LEAD | 1790 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| BUSINESS SERVICES SPECIALIST | 1791 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>2</u> |

C

| | | | | | | | |
|---------------------------------|------|------------------|-----|-----------|-----------|-----------|-----------|
| CAPITAL PROJECTS DIRECTOR | 7611 | UNIFIED | 328 | \$104,440 | \$135,752 | \$167,063 | <u>1</u> |
| CAPITAL PROJECTS MANAGER | 7612 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| CARPENTER SPECIALIST | 718 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| CHIEF DEPUTY CORONER | 4480 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| CHIEF FINANCIAL OFFICER | 197 | UNIFIED | 335 | \$146,958 | \$191,016 | \$235,074 | <u>1</u> |
| CHIEF PILOT | 309 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| CIRCULATION SUPERVISOR | 5062 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>3</u> |
| CLAIMS & INS ADMINISTRATOR | 1501 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| CLERK OF PROBATE | 2103 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| CLERK TO COUNCIL | 145 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| CLK PROBATE/ASST. DIV. CHIEF | 2101 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>2</u> |
| CODE ENFORCEMENT OFFICER | 1481 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>3</u> |
| COMMERCIAL APPRAISER | 247 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>2</u> |
| COMMERCIAL COMBO INSPECTOR | 701 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>2</u> |
| COMMERCIAL PLANS EXAMINER | 7032 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>1</u> |
| COMMUNICATIONS MANAGER | 1392 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>1</u> |
| CORONER TRANSPORTER | 464 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>5</u> |
| CORRECTIONAL CORPORAL | 453 | DETENTION CENTER | 404 | \$60,746 | \$71,351 | \$81,955 | <u>12</u> |
| CORRECTIONAL OFFICER | 451 | DETENTION CENTER | 402 | \$53,058 | \$58,308 | \$63,558 | <u>12</u> |
| CORRECTIONAL OFFICER LANCE CPL | 452 | DETENTION CENTER | 403 | \$56,772 | \$63,763 | \$70,755 | <u>13</u> |
| CORRECTIONAL OFFICER TRAINEE | 450 | DETENTION CENTER | 401 | \$49,587 | \$49,596 | \$49,605 | <u>25</u> |
| CORRECTIONAL SECURITY LT | 458 | DETENTION CENTER | 407 | \$74,416 | \$87,408 | \$100,399 | <u>1</u> |
| CORRECTIONAL SERGEANT | 454 | DETENTION CENTER | 405 | \$64,998 | \$76,345 | \$87,692 | <u>4</u> |
| CORRECTIONAL SUPPORT SPECIALIST | 100 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>2</u> |
| CORRECTIONAL TRAINING LT. | 457 | DETENTION CENTER | 407 | \$74,416 | \$87,408 | \$100,399 | <u>1</u> |
| COUNTY ATTORNEY | 195 | UNIFIED | 337 | \$162,021 | \$210,595 | \$259,169 | <u>2</u> |
| CUSTODIAN | 710 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>3</u> |
| CUSTOMER SUCCESS REP LEAD | 227 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| CUSTOMER SUCCESS REP. | 230 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>11</u> |

D

| | | | | | | | |
|------------------------|------|---------|-----|----------|----------|-----------|----------|
| DATA ANALYST TREASURER | 2343 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>2</u> |
|------------------------|------|---------|-----|----------|----------|-----------|----------|

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|--------------------------------------|------|------------------|-------|-----------|-----------|-----------|-----------|
| DATA ANALYST AUDITOR | 134 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>2</u> |
| DELINQUENT TAX ANALYST | 233 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>4</u> |
| DEPUTY ASSESSOR | 248 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>2</u> |
| DEPUTY AUDITOR | 237 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| DEPUTY CLERK OF PROBATE | 210 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>7</u> |
| DEPUTY CLERK TO COUNCIL | 1451 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| DEPUTY CORONER | 448 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>3</u> |
| DEPUTY COUNTY ADMINISTRATOR | 79 | UNIFIED | 335 | \$146,958 | \$191,016 | \$235,074 | <u>1</u> |
| DEPUTY COUNTY ATTORNEY | 196 | UNIFIED | 333 | \$133,295 | \$173,257 | \$213,219 | <u>2</u> |
| DEPUTY PUBLIC WORKS DIRECTOR | 7390 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| DEPUTY REGISTRAR | 205 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| DEPUTY TAX COLLECTOR | 2331 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| DEPUTY TREASURER | 2341 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| DESIGN ENGINEER | 774 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| DETENTION CENTER DEP. DIRECTOR | 4490 | DETENTION CENTER | 409 | \$85,199 | \$100,073 | \$114,947 | <u>1</u> |
| DETENTION CENTER DIRECTOR | 449 | DETENTION CENTER | 411 | \$97,545 | \$114,574 | \$131,602 | <u>1</u> |
| DIR STANDARDS, CPL & INT CTRL | 1980 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| DIRECT CARE SPECIALIST | 334 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>81</u> |
| DIRECTOR OF ENGINEERING | 762 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| DIRECTOR OF RISK MANAGEMENT & SAFETY | 150 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| DISASTER RECOVERY MANAGER | 168 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| DSN DEPUTY DIRECTOR | 344 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| DSN DIRECTOR | 351 | UNIFIED | 327 | \$99,467 | \$129,287 | \$159,108 | <u>1</u> |

E

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|-----------------------------|------|---------------|-----|-----------|-----------|-----------|-----------|
| ELECTION SYSTEMS SPECIALIST | 1052 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>2</u> |
| EMER MEDICAL TECHNICIAN | 320 | PUBLIC SAFETY | 209 | \$58,929 | \$76,596 | \$94,263 | <u>30</u> |
| EMS COMPLIANCE OFFICER | 3192 | PUBLIC SAFETY | 207 | \$53,450 | \$69,475 | \$85,499 | <u>1</u> |
| EMS COORDINATOR/SCHEDULER | 3271 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| EMS CREW CHIEF | 324 | PUBLIC SAFETY | 214 | \$75,210 | \$97,758 | \$120,306 | <u>6</u> |
| EMS DEPUTY DIRECTOR | 328 | PUBLIC SAFETY | 217 | \$87,065 | \$113,167 | \$139,269 | <u>1</u> |
| EMS DIRECTOR | 329 | PUBLIC SAFETY | 221 | \$105,828 | \$137,555 | \$169,283 | <u>1</u> |
| EMS SUPERVISOR | 326 | PUBLIC SAFETY | 219 | \$95,989 | \$124,767 | \$153,544 | <u>3</u> |
| EMS TRAINING OFFICER | 327 | PUBLIC SAFETY | 216 | \$82,919 | \$107,778 | \$132,637 | <u>1</u> |
| EMT ADVANCED | 321 | PUBLIC SAFETY | 210 | \$61,875 | \$80,426 | \$98,976 | <u>10</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|-------------------------------------|------|----------|-------|----------|-----------|-----------|-----------|
| ENTERPRISE FUND BUSINESS MGR | 1143 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| ENTOMOLOGY TECHNICIAN | 312 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| ENVIRONMENTAL EDUCATION COORDINATOR | 742 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| ENVIRONMENTAL ENGINEER | 748 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| EQUIPMENT OPERATOR I | 730 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>23</u> |
| EQUIPMENT OPERATOR II | 731 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>13</u> |
| EQUIPMENT OPERATOR III | 732 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>4</u> |
| EXECUTIVE ASSISTANT | 139 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>5</u> |
| EXEMPTION SPECIALIST | 241 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>7</u> |
| EXEMPTION SPECIALIST LEAD | 2410 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |

F

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|--------------------------------|------|---------|-----|-----------|-----------|-----------|----------|
| FACILITIES DEPUTY DIRECTOR | 7211 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| FACILITIES MAINT TECH - PAR | 607 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| FACILITIES MAINTENANCE SUPT. | 720 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| FACILITIES MANAGEMENT DIRECTOR | 709 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| FAMILY COURT ADMINISTRATOR | 2075 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| FINANCE DIRECTOR | 198 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| FINANCE SUPERVISOR | 141 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>2</u> |
| FISCAL ANALYST | 1120 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>4</u> |
| FISCAL OPERATIONS MANAGER | 142 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| FISCAL TECH I | 112 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>2</u> |
| FISCAL TECHNICIAN II | 111 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>5</u> |
| FLEET VEHICLE TECH III | 7329 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>0</u> |
| FLEET MAINTENANCE MANAGER | 7330 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| FLEET MAINTENANCE SUPERVISOR | 7334 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>0</u> |
| FLEET MANAGER | 733 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| FLEET PARTS COORDINATOR | 7331 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| FLEET VEHICLE TECH I | 7333 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>7</u> |
| FLEET VEHICLE TECH II | 7332 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>2</u> |
| FLOODPLAIN MANAGER | 705 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| FOIA SPECIALIST/RECORDS TECH | 122 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>2</u> |
| FORENSIC PATHOLOGIST ASSISTANT | 466 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |

G

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|--------------------------------|-----|---------|-----|----------|-----------|-----------|----------|
| GENERAL SUPPORT SUPERINTENDENT | 737 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
|--------------------------------|-----|---------|-----|----------|-----------|-----------|----------|

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|--------------------------------|------|------------------|-------|-----------|-----------|-----------|-----------|
| GIS ANALYST | 128 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>3</u> |
| GRANTS ADMINISTRATOR | 147 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| GROUNDS MAINT CREW LEADER | 606 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>11</u> |
| GROUNDS MAINT. SUPERINTENDENT | 611 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>2</u> |
| GROUNDS MAINTENANCE TECHNICIAN | 711 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>29</u> |
| H | | | | | | | |
| HAZARDOUS HOUSEHOLD WASTE TECH | 783 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>1</u> |
| HELP DESK ANALYST | 126 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>2</u> |
| HUMAN RESOURCES ASSISTANT | 116 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| HUMAN RESOURCES DEP DIRECTOR | 1610 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| HUMAN RESOURCES DIRECTOR | 161 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| HUMAN RESOURCES RECRUITER | 1202 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| HUMAN RESOURCES SPECIALIST | 120 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>4</u> |
| HUMAN SERVICES ANALYST | 340 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>10</u> |
| HUMAN SERVICES DIRECTOR | 375 | UNIFIED | 327 | \$99,467 | \$129,287 | \$159,108 | <u>1</u> |
| HUMAN SERVICES MANAGER | 357 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>4</u> |
| HUMAN SERVICES SPECIALIST | 338 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>4</u> |
| HUMAN SERVICES SUPERVISOR | 345 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>2</u> |
| HVAC MAINTENANCE TECHNICIAN | 717 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>2</u> |
| I | | | | | | | |
| INFO TECH SUPPORT ADMIN | 118 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| INMATE PROGRAM & SERVICE COORD | 456 | DETENTION CENTER | 402 | \$53,058 | \$58,308 | \$63,558 | <u>1</u> |
| INMATE PROGRAMS & SERVICES MGR | 455 | DETENTION CENTER | 404 | \$60,746 | \$71,351 | \$81,955 | <u>1</u> |
| IT ANALYST | 165 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>2</u> |
| IT INFRASTRUCTURE MANAGER | 1326 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| IT SECURITY ANALYST I | 1650 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>2</u> |
| IT SYSTEMS DIRECTOR | 132 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| J | | | | | | | |
| JUDICIAL ADMINISTRATOR | 2071 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| JUDICIAL ASSISTANT | 201 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| JUDICIAL CLERK I | 2006 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>13</u> |
| JUDICIAL CLERK II | 219 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| JUDICIAL FISCAL TECH I | 2016 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>3</u> |
| JUDICIAL SCHEDULING CLK | 2190 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|--------------------------------|------|---------------|-------|----------|-----------|-----------|-----------|
| JURY COORDINATOR | 2007 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| L | | | | | | | |
| LEAD GIS ANALYST | 135 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| LEAD IT ANALYST | 164 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| LEGAL ASSISTANT | 2222 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| LIBRARIAN | 507 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>8</u> |
| LIBRARY ADMINISTRATOR | 5110 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>3</u> |
| LIBRARY ASSISTANT | 501 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>33</u> |
| LIBRARY DEPUTY DIRECTOR | 5121 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| LIBRARY DIRECTOR | 512 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| LIBRARY MANAGER | 513 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>4</u> |
| LIBRARY SPECIALIST | 506 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>13</u> |
| LIFEGUARD | 626 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>3</u> |
| LITTER CONTROL WORKER | 781 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>4</u> |
| LITTER CONTROL/ENFORCEMENT SUP | 784 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| LOGISTICS OFFICER | 319 | PUBLIC SAFETY | 216 | \$82,919 | \$107,778 | \$132,637 | <u>1</u> |
| M | | | | | | | |
| MAIL COURIER | 117 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>1</u> |
| MAINTENANCE ENGINEER | 308 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| MAINTENANCE TECHNICIAN II | 7220 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| MAINTENANCE WORKER | 728 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>18</u> |
| MAPPING & APPS DIRECTOR | 166 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| MARKETING COORDINATOR | 605 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| MARKETING DEVELOPMENT SPEC | 514 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>2</u> |
| MOSQUITO CONTROL DEP. DIRECTOR | 315 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>1</u> |
| MOSQUITO CONTROL DIRECTOR | 311 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| MOSQUITO CONTROL SPECIALIST | 307 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>5</u> |
| MOSQUITO CONTROL SUPERVISOR | 313 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| MOSQUITO CONTROL TECHNICIAN | 306 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>2</u> |
| N | | | | | | | |
| NETWORK & SYSTEMS ANALYST | 1327 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| NETWORK ADMINISTRATOR | 131 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>2</u> |
| O | | | | | | | |
| OFFICE MANAGER | 157 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>3</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|---------------------------------|-------|------------------|-------|----------|-----------|-----------|----------|
| OPERATIONS LT. (DETENTION CTR.) | 4571 | DETENTION CENTER | 407 | \$74,416 | \$87,408 | \$100,399 | <u>1</u> |
| OPERATIONS MANAGER (AUDITOR) | 1140A | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>0</u> |
| OPERATIONS MANAGER (TREASURER) | 1140 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>2</u> |
| OUTREACH SPECIALIST/COSY | 377 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>1</u> |

P

| | | | | | | | |
|-----------------------------------|------|---------------|-----|-----------|-----------|-----------|-----------|
| PAINTER | 745 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| PAR AST PROGRAM MANAGER-SR PGM | 6005 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| PAR PROGRAM MANAGER-SR PGM | 6004 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| PAR PROGRAM SUPERVISOR-SR PGM | 6003 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>10</u> |
| PARALEGAL | 2223 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| PARAMEDIC | 322 | PUBLIC SAFETY | 212 | \$68,218 | \$88,669 | \$109,121 | <u>50</u> |
| PASSIVE PARKS DIRECTOR | 177 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| PASSIVE PARKS NATURALIST | 1770 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| PASSIVE PARKS RANGER | 1771 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| PAYROLL SPECIALIST | 140 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| PEER SUPPORT SPECIALIST | 359 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>3</u> |
| PERS. PROPERTY TAX ANALYST I | 235 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>5</u> |
| PERSONAL PROP TAX ANALYST II | 2351 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>2</u> |
| PERSONAL PROP TAX ANALYST III | 2361 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>2</u> |
| PERSONAL PROPERTY INSPECTOR | 119 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| PILOT | 3093 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>4</u> |
| PLANNER | 172 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>3</u> |
| PLANNING & DEV. DIRECTOR | 170 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| PLANNING & DEVELOPMENT SPECIALIST | 1531 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| PLANNING & ZONING DEP DIRECTOR | 171 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| PROBATE ASSOCIATE JUDGE | 212 | UNIFIED | 328 | \$104,440 | \$135,752 | \$167,063 | <u>1</u> |
| PROBATE COURT ADMINISTRATOR | 2221 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| PROBATE DIVISION CHIEF | 211 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>3</u> |
| PRODUCTION SPECIALIST | 1394 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>5</u> |
| PROGRAM AND FINANCE MANAGER | 7614 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| PROGRAM COORDINATOR/HUMAN SVC | 376 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>1</u> |
| PROJECT & DEVELOPMENT COORDINATOR | 740 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| PROJECTS MANAGER I | 771 | UNIFIED | 321 | \$74,224 | \$96,476 | \$118,728 | <u>4</u> |
| PROJECTS MANAGER II | 770 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|-------------------------------|-------------|-----------------|--------------|------------|------------|------------|----------|
| PUBLIC INFORMATION OFFICER | 137 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| PUBLIC WORKS DIRECTOR | 739 | UNIFIED | 329 | \$109,662 | \$142,539 | \$175,416 | <u>1</u> |
| PUBLIC WORKS PROJECT ENGINEER | 754 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>0</u> |
| PURCHASING DEPUTY DIRECTOR | 153 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| PURCHASING DIRECTOR | 151 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |

Q

| | | | | | | | |
|-------------------------------|------|---------|-----|----------|-----------|-----------|----------|
| QUALITY ASSURANCE COORDINATOR | 3461 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
|-------------------------------|------|---------|-----|----------|-----------|-----------|----------|

R

| | | | | | | | |
|--|------|---------|-----|----------|-----------|-----------|-----------|
| R&D SUPERINTENDENT | 738 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| REAL PROP RESEARCH TECH | 238 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>2</u> |
| REAL PROPERTY RECORDING TECH (R.Deeds) | 203 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>1</u> |
| REAL PROPERTY RECORDS TECH (Assessor) | 2401 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>2</u> |
| REAL PROPERTY TRANSFER CLERK | 2402 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>3</u> |
| RECORDS MANAGEMENT TECHNICIAN | 121 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>4</u> |
| RECORDS MGMT DIRECTOR | 144 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| RECREATION AIDE | 6001 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>13</u> |
| RECREATION DEPUTY DIRECTOR | 613 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| RECREATION DIRECTOR | 614 | UNIFIED | 327 | \$99,467 | \$129,287 | \$159,108 | <u>1</u> |
| RECREATION LEADER | 600 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| RECYCLING COORDINATOR | 778 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| RECYCLING TECHNICIAN | 787 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>1</u> |
| REFUND SPECIALIST (TREASURER) | 1124 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| REGISTERED NURSE | 353 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| REGISTRAR | 206 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| RESIDENTIAL APPRAISER | 243 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>5</u> |
| RESIDENTIAL HOUSE MANAGER | 341 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>11</u> |
| RESIDENTIAL INSPECTOR | 700 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>4</u> |
| RESIDENTIAL PLANS EXAMINER | 7031 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| REVENUE ACCOUNTANT (TREASURER) | 1122 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>4</u> |
| REVENUE ANALYST | 1983 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| REVENUE COLLECTOR BUS. SVCS. | 1794 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| REVENUE SPECIALIST | 1114 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>2</u> |
| RIGHT-OF-WAY MANAGER | 763 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |

S

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|------------------------------------|------|---------------|-------|-----------|-----------|-----------|-----------|
| SAFETY/TRAINING MANAGER | 7391 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| SENIOR ACCOUNTANT | 1401 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| SENIOR AIRCRAFT RESCUE & FIRE TECH | 8020 | PUBLIC SAFETY | 206 | \$50,905 | \$66,166 | \$81,428 | <u>3</u> |
| SENIOR CREW CHIEF | 325 | PUBLIC SAFETY | 215 | \$78,971 | \$102,646 | \$126,321 | <u>3</u> |
| SENIOR EXECUTIVE ASSISTANT | 1390 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| SENIOR JUDICIAL ADMINISTRATOR | 2077 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| SENIOR LIBRARIAN | 511 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>8</u> |
| SENIOR MAINTENANCE SPECIALIST | 713 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>6</u> |
| SENIOR MAINTENANCE TECHNICIAN | 715 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>6</u> |
| SENIOR PROBATE DIVISION CHIEF | 209 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| SIGN TECHNICIAN | 734 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| SOCIAL MEDIA SPECIALIST | 1391 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| SOLID WASTE ATTENDANT | 782 | UNIFIED | 307 | \$37,488 | \$48,727 | \$59,966 | <u>42</u> |
| SOLID WASTE FOREMAN | 785 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>2</u> |
| SOLID WASTE SUPERINTENDENT | 788 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| SPECIAL ASST TO ADMINISTRATOR | 81 | UNIFIED | 330 | \$115,146 | \$149,666 | \$184,187 | <u>1</u> |
| SR ADMINISTRATIVE ASSISTANT | 106 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| SR ADMINISTRATIVE SPECIALIST | 104 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>4</u> |
| SR ADMINISTRATIVE SUPERVISOR | 107 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>3</u> |
| SR DATA ANALYST TREASURER | 2342 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| SR HUMAN SRVCS ANALYST | 350 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| SR IT ANALYST | 130 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| SR IT ANALYST (AUDITOR) | 228 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| SR IT TECHNICIAN | 129 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>6</u> |
| SR JUDICIAL CLERK, CHILD SUPRT | 2026 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| SR LIBRARY ASSISTANT | 505 | UNIFIED | 308 | \$39,363 | \$51,163 | \$62,964 | <u>8</u> |
| SR. ACCOUNTING TECHNICIAN | 2040 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| SR. ADMIN SPECIALIST | 136 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| SR. CODE ENFORCEMENT OFFICER | 1483 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| SR. REAL PROP. RECORDING TECH. | 204 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |
| SR. VR&E SPECIALIST | 1050 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| STAFF ACCOUNTANT | 1123 | UNIFIED | 317 | \$61,064 | \$79,371 | \$97,678 | <u>1</u> |
| STORMWATER ASST SUPERINTENDENT | 7411 | UNIFIED | 320 | \$70,689 | \$91,882 | \$113,075 | <u>1</u> |
| STORMWATER FOREMAN | 736 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>2</u> |
| STORMWATER PROGRAM MANAGER | 750 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|-------------------------------|------|----------|-------|----------|-----------|-----------|-----------|
| SUPPLY OFFICER | 3191 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| SW INSPECTION TECH I | 747 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>2</u> |
| SW INSPECTION TECH II | 7471 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| SW&R PROGRAM MANAGER | 791 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| SWI SUPERINTENDENT | 741 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| SWI UTILITY INSPECTOR | 744 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>3</u> |
| SYSTEM ADMINISTRATOR | 1324 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>2</u> |
| T | | | | | | | |
| TAX COLLECTOR | 234 | UNIFIED | 325 | \$90,220 | \$117,267 | \$144,315 | <u>1</u> |
| TRAF SIGNAL SUPERVISOR | 776 | UNIFIED | 318 | \$64,117 | \$83,340 | \$102,562 | <u>1</u> |
| TRAFFIC SIGNAL TECHNICIAN I | 772 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>1</u> |
| TRAFFIC SIGNAL TECHNICIAN II | 775 | UNIFIED | 313 | \$50,238 | \$65,299 | \$80,360 | <u>1</u> |
| TRAINING & OUTREACH COORD | 154 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| TRANSPORTATION PLANNER | 7701 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| U | | | | | | | |
| UTILITY OPERATIONS COORD. | 729 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>1</u> |
| V | | | | | | | |
| VETERANS AFFAIRS COUNSELOR | 133 | UNIFIED | 314 | \$52,750 | \$68,564 | \$84,378 | <u>2</u> |
| VETERANS AFFAIRS DIRECTOR | 169 | UNIFIED | 324 | \$85,923 | \$111,683 | \$137,443 | <u>1</u> |
| VR&E DEPUTY DIRECTOR | 1055 | UNIFIED | 323 | \$81,832 | \$106,365 | \$130,898 | <u>1</u> |
| VR&E DIRECTOR | 146 | UNIFIED | 326 | \$94,731 | \$123,131 | \$151,531 | <u>1</u> |
| VR&E IT SYSTEMS COORDINATOR | 1049 | UNIFIED | 316 | \$58,156 | \$75,592 | \$93,027 | <u>1</u> |
| VR&E MANAGER | 1048 | UNIFIED | 315 | \$55,387 | \$71,992 | \$88,597 | <u>1</u> |
| VR&E SPECIALIST | 1053 | UNIFIED | 311 | \$45,567 | \$59,228 | \$72,889 | <u>3</u> |
| W | | | | | | | |
| WATER SAFETY INSTRUCTOR | 645 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>17</u> |
| WEB ADMINISTRATOR | 1321 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| WORKER'S COMP SPECIALIST | 1502 | UNIFIED | 312 | \$47,845 | \$62,189 | \$76,533 | <u>1</u> |
| WORKFORCE DEVELOPMENT MANAGER | 1201 | UNIFIED | 319 | \$67,323 | \$87,507 | \$107,690 | <u>1</u> |
| Z | | | | | | | |
| ZONING & DEV ANALYST I | 127 | UNIFIED | 309 | \$41,331 | \$53,722 | \$66,112 | <u>1</u> |
| ZONING & DEV. ADMINISTRATOR | 163 | UNIFIED | 322 | \$77,935 | \$101,300 | \$124,665 | <u>1</u> |
| ZONING & DEV. ANALYST II | 1271 | UNIFIED | 310 | \$43,397 | \$56,408 | \$69,418 | <u>1</u> |

Proposed Class List By Title

Item 20.

Beaufort County SC

| Proposed Class Title | Code | Pay Plan | Grade | Min | Mid | Max | # |
|----------------------|------|----------|-------|-----|-----|-----|---|
| 351 Job Classes | | | | | | | |

SECTION 12.0
Classification Comparison List



Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: DETENTION CENTER

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|---------------------------------|--------------------------------|---------------|-----------------|------------------|------------------|
| | | | | Min | Mid | Max |
| 401 | | | | \$49,587 | \$49,596 | \$49,605 |
| | CORRECTIONAL OFFICER TRAINEE | CORRECTIONAL OFFICER TRAINEE | | 44,225 | 55,759 | 67,292 |
| 402 | | | | \$53,058 | \$58,308 | \$63,558 |
| | CORRECTIONAL OFFICER | CORRECTIONAL OFFICER | | 45,161 | 56,965 | 68,769 |
| | INMATE PROGRAM & SERVICE COORD | INMATE PROGRAM & SERVICE COORD | | 45,452 | 57,340 | 69,227 |
| 403 | | | | \$56,772 | \$63,763 | \$70,755 |
| | CORRECTIONAL OFFICER LANCE CPL | CORRECTIONAL OFFICER LANCE CPL | | 48,260 | 60,938 | 73,616 |
| 404 | | | | \$60,746 | \$71,351 | \$81,955 |
| | CORRECTIONAL CORPORAL | CORRECTIONAL CORPORAL | | 53,356 | 67,459 | 81,561 |
| | INMATE PROGRAMS & SERVICES MGR | INMATE PROGRAMS & SERVICES MGR | | 47,574 | 60,075 | 72,576 |
| 405 | | | | \$64,998 | \$76,345 | \$87,692 |
| | CORRECTIONAL SERGEANT | CORRECTIONAL SERGEANT | | 57,392 | 72,638 | 87,884 |
| 407 | | | | \$74,416 | \$87,408 | \$100,399 |
| | CORRECTIONAL SECURITY LT | CORRECTIONAL SECURITY LT | | 65,712 | 83,288 | 100,864 |
| | CORRECTIONAL TRAINING LT. | CORRECTIONAL TRAINING LT. | | 65,712 | 83,288 | 100,864 |
| | OPERATIONS LT. (DETENTION CTR.) | OPERATIONS LT. | | 65,712 | 83,288 | 100,864 |
| 409 | | | | \$85,199 | \$100,073 | \$114,947 |
| | DETENTION CENTER DEP. DIRECTOR | DETENTION CENTER DEP. DIRECTOR | | 75,592 | 95,944 | 116,297 |
| 411 | | | | \$97,545 | \$114,574 | \$131,602 |
| | DETENTION CENTER DIRECTOR | DETENTION CENTER DIRECTOR | | 87,032 | 110,556 | 134,081 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: PUBLIC SAFETY

| <i>Grade</i> | <i>Proposed Class Title</i> | <i>Original Title</i> | <i>Working Title</i> | <i>Annual Range</i> | | |
|--------------|-------------------------------------|--------------------------------|----------------------|---------------------|------------------|------------------|
| | | | | <i>Min</i> | <i>Mid</i> | <i>Max</i> |
| 201 | | | | \$39,885 | \$51,843 | \$63,801 |
| | AIRPORT MAINTENANCE TECH I | AIRPORT MAINTENANCE TECH I | | 36,259 | 45,556 | 54,854 |
| 202 | | | | \$41,880 | \$54,435 | \$66,991 |
| | AVIATION LINE SERVICE TECH | AVIATION LINE SERVICE TECH | | 39,670 | 49,935 | 60,200 |
| 204 | | | | \$46,172 | \$60,015 | \$73,857 |
| | AIRCRAFT RESCUE & FIREFIGHTING TECH | AIRCRAFT RESCUE & FIREFIGHTING | | 42,603 | 53,710 | 64,817 |
| 206 | | | | \$50,905 | \$66,166 | \$81,428 |
| | AIRCRAFT MECHANIC | AIRCRAFT MECHANIC | | 43,456 | 54,792 | 66,128 |
| | SENIOR AIRCRAFT RESCUE & FIRE TECH | SENIOR AIRCRAFT RESCUE & FIRE | | 44,615 | 56,273 | 67,931 |
| 207 | | | | \$53,450 | \$69,475 | \$85,499 |
| | EMS COMPLIANCE OFFICER | EMS COMPLIANCE OFFICER | | 47,574 | 60,075 | 72,576 |
| 209 | | | | \$58,929 | \$76,596 | \$94,263 |
| | EMER MEDICAL TECHNICIAN | EMER MED TECH PN | | 55,558 | 70,281 | 85,004 |
| | EMER MEDICAL TECHNICIAN | EMER MEDICAL TECHNICIAN | | 55,558 | 70,281 | 85,004 |
| 210 | | | | \$61,875 | \$80,426 | \$98,976 |
| | AIRPORT MAINTENANCE MANAGER | AIRPORT MAINTENANCE MANAGER | | 54,604 | 69,050 | 83,496 |
| | AIRPORT SECURITY COORDINATOR | AIRPORT SECURITY COORDINATOR | | 54,604 | 69,050 | 83,496 |
| | EMT ADVANCED | EMT ADVANCED | | 58,178 | 73,647 | 89,116 |
| 212 | | | | \$68,218 | \$88,669 | \$109,121 |
| | AIRPORT SUPV/CFR PART 139 COOR | AIRPORT SUPV/CFR PART 139 COOR | | 57,184 | 72,347 | 87,510 |
| | AVIATION LINE SERVICE SUPERVSR | AVIATION LINE SERVICE SUPERVSR | | 57,184 | 72,347 | 87,510 |
| | PARAMEDIC | PARAMEDIC | | 66,402 | 84,111 | 101,820 |
| | PARAMEDIC | PARAMEDIC PN | | 66,402 | 84,111 | 101,820 |
| 214 | | | | \$75,210 | \$97,758 | \$120,306 |
| | ARFF CHIEF | ARFF CHIEF | | 59,888 | 75,800 | 91,712 |
| | EMS CREW CHIEF | EMS CREW CHIEF | | 70,215 | 89,033 | 107,851 |
| 215 | | | | \$78,971 | \$102,646 | \$126,321 |
| | AIRPORT FINANCE MANAGER | AIRPORT FINANCE MANAGER | | 65,712 | 83,288 | 100,864 |
| | AIRPORT OPERATIONS CHIEF | AIRPORT OPERATIONS CHIEF | | 59,888 | 75,800 | 91,712 |
| | SENIOR CREW CHIEF | SENIOR CREW CHIEF | | 75,156 | 95,367 | 115,578 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: PUBLIC SAFETY

| <i>Grade</i> | | | <i>Annual Range</i> | | |
|-----------------------------|-------------------------|----------------------|---------------------|------------------|------------------|
| <i>Proposed Class Title</i> | <i>Original Title</i> | <i>Working Title</i> | <i>Min</i> | <i>Mid</i> | <i>Max</i> |
| 216 | | | \$82,919 | \$107,778 | \$132,637 |
| EMS TRAINING OFFICER | EMS TRAINING OFFICER | | 72,139 | 91,514 | 110,889 |
| LOGISTICS OFFICER | LOGISTICS OFFICER | | 68,832 | 87,281 | 105,731 |
| 217 | | | \$87,065 | \$113,167 | \$139,269 |
| EMS DEPUTY DIRECTOR | EMS DEPUTY DIRECTOR | | 75,592 | 95,944 | 116,297 |
| 219 | | | \$95,989 | \$124,767 | \$153,544 |
| EMS SUPERVISOR | EMS SUPERVISOR | | 89,713 | 114,019 | 138,325 |
| 221 | | | \$105,828 | \$137,555 | \$169,283 |
| AIRPORT DEPUTY DIRECTOR | AIRPORT DEPUTY DIRECTOR | | 75,592 | 95,944 | 116,297 |
| EMS DIRECTOR | EMS DIRECTOR | | 87,032 | 110,556 | 134,081 |
| 225 | | | \$128,635 | \$167,199 | \$205,764 |
| AIRPORT DIRECTOR | AIRPORT DIRECTOR | | 91,233 | 115,954 | 140,675 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|--|--------------------------------|---------------|-----------------|-----------------|-----------------|
| | | | | Min | Mid | Max |
| 307 | | | | \$37,488 | \$48,727 | \$59,966 |
| | ADMINISTRATIVE CLERK | ADMINISTRATIVE CLERK | | 33,160 | 41,604 | 50,049 |
| | BUS DRIVER | BUS DRIVER | | 33,160 | 41,604 | 50,049 |
| | CORRECTIONAL SUPPORT SPECIALIST | ADMINISTRATIVE CLERK | | 33,160 | 41,604 | 50,049 |
| | CUSTODIAN | CUSTODIAN | | 31,724 | 39,774 | 47,824 |
| | LIBRARY ASSISTANT | LIBRARY ASSISTANT | | 31,724 | 39,774 | 47,824 |
| | LIBRARY ASSISTANT | LIBRARY ASSISTANT PN(25) | | 31,724 | 39,774 | 47,824 |
| | LIBRARY ASSISTANT | LIBRARY CLERK PART TIME | | 31,724 | 39,774 | 47,824 |
| | LITTER CONTROL WORKER | LITTER CONTROL WORKER | | 33,160 | 41,604 | 50,049 |
| | MAIL COURIER | MAIL COURIER | | 31,724 | 39,774 | 47,824 |
| | RECREATION AIDE | RECREATION AIDE | | 31,724 | 39,774 | 47,824 |
| | SOLID WASTE ATTENDANT | SOLID WASTE ATTENDANT | | 31,724 | 39,774 | 47,824 |
| 308 | | | | \$39,363 | \$51,163 | \$62,964 |
| | ADMINISTRATIVE ASSISTANT | ADMINISTRATIVE ASSISTANT | | 34,657 | 44,756 | 54,854 |
| | CORONER TRANSPORTER | CORONER TRANSPORT | | 34,657 | 44,756 | 54,854 |
| | GROUND MAINTENANCE TECHNICIAN | GROUND MAINTENANCE TECHNICIAN | | 33,160 | 41,604 | 50,049 |
| | HAZARDOUS HOUSEHOLD WASTE TECH | HAZARDOUS HOUSEHOLD WASTE TECH | | 36,259 | 45,556 | 54,854 |
| | MAINTENANCE WORKER | MAINTENANCE WORKER | | 31,724 | 39,774 | 47,824 |
| | REAL PROPERTY RECORDING TECH (R.Deeds) | REAL PROPERTY RECORDING TECH | | 34,657 | 44,756 | 54,854 |
| | REAL PROPERTY RECORDS TECH (Assessor) | REAL PROPERTY RECORDS TECH | | 36,259 | 45,556 | 54,854 |
| | RECORDS MANAGEMENT TECHNICIAN | RECORDS MANAGEMENT TECHNICIAN | | 34,657 | 44,756 | 54,854 |
| | RECYCLING TECHNICIAN | RECYCLING TECHNICIAN | | 36,259 | 45,556 | 54,854 |
| | SR LIBRARY ASSISTANT | SR LIBRARY ASSISTANT | | 33,160 | 41,604 | 50,049 |
| 309 | | | | \$41,331 | \$53,722 | \$66,112 |
| | ANIMAL SERVICES DISPATCHER | ANIMAL SERVICES DISPATCHER | | 37,923 | 47,709 | 57,496 |
| | APPEALS/BAA SPECIALIST | APPEALS/BAA SPECIALIST | | 37,923 | 47,709 | 57,496 |
| | APPRAISAL TECHNICIAN | APPRAISAL TECHNICIAN | | 37,923 | 47,709 | 57,496 |
| | BROADCAST SERVICES ASSISTANT | BROADCAST SERVICES ASSISTANT | | 37,923 | 47,709 | 57,496 |
| | EXEMPTION SPECIALIST | EXEMPTION SPECIALIST | | 37,923 | 47,709 | 57,496 |
| | FOIA SPECIALIST/RECORDS TECH | FOIA SPECIALIST/RECORDS TECH | | 37,923 | 47,709 | 57,496 |
| | JUDICIAL CLERK I | JUDICIAL CLERK I | | 37,923 | 47,709 | 57,496 |
| | LIFEGUARD | LIFEGUARD F/T | | 37,923 | 47,709 | 57,496 |
| | LIFEGUARD | LIFEGUARD P/T 24HRS | | 37,923 | 47,709 | 57,496 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|--------------------------------|--------------------------------|---------------|-----------------|-----------------|-----------------|
| | | | | Min | Mid | Max |
| 309 | | | | \$41,331 | \$53,722 | \$66,112 |
| | MOSQUITO CONTROL TECHNICIAN | MOSQUITO CONTROL SPECIALIST | | 37,923 | 47,709 | 57,496 |
| | OUTREACH SPECIALIST/COSY | OUTREACH SPECIALIST/COSY | | 37,923 | 47,709 | 57,496 |
| | PEER SUPPORT SPECIALIST | PEER SUPPORT SPECIALIST | | 37,923 | 47,709 | 57,496 |
| | REAL PROPERTY TRANSFER CLERK | REAL PROPERTY TRANSFER CLERK | | 37,923 | 47,709 | 57,496 |
| | UTILITY OPERATIONS COORD. | UTILITY OPERATIONS COORD. | | 37,923 | 47,709 | 57,496 |
| | ZONING & DEV ANALYST I | ZONING & DEV ANALYST I | | 36,259 | 45,556 | 54,854 |
| 310 | | | | \$43,397 | \$56,408 | \$69,418 |
| | ADMINISTRATIVE SPECIALIST | ADMINISTRATIVE SPECIALIST | | 39,670 | 49,935 | 60,200 |
| | ADMINISTRATIVE SPECIALIST | SR ADMINISTRATIVE SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | ANIMAL SERVICES OFFICER | ANIMAL SERVICES OFFICER | | 43,456 | 54,792 | 66,128 |
| | CUSTOMER SUCCESS REP. | CUSTOMER SUCCESS REP. | | 41,521 | 52,275 | 63,028 |
| | CUSTOMER SUCCESS REP. | CUSTOMER SUCCESS REP. PN | | 41,521 | 52,275 | 63,028 |
| | DEPUTY CLERK OF PROBATE | DEPUTY CLERK OF PROBATE | | 37,923 | 47,709 | 57,496 |
| | DIRECT CARE SPECIALIST | DIRECT CARE SPECIALIST | | 39,670 | 49,935 | 60,200 |
| | DIRECT CARE SPECIALIST | DIRECT CARE SPECIALIST PN | | 39,670 | 49,935 | 60,200 |
| | EQUIPMENT OPERATOR I | EQUIPMENT OPERATOR I | | 37,923 | 47,709 | 57,496 |
| | JUDICIAL ASSISTANT | JUDICIAL ASSISTANT | | 39,670 | 49,935 | 60,200 |
| | JUDICIAL CLERK II | JUDICIAL CLERK II | | 41,521 | 52,275 | 63,028 |
| | JUDICIAL SCHEDULING CLK | JUDICIAL SCHEDULING CLK | | 41,521 | 52,275 | 63,028 |
| | MAINTENANCE TECHNICIAN II | MAINTENANCE TECHNICIAN II | | 39,670 | 49,935 | 60,200 |
| | MOSQUITO CONTROL SPECIALIST | MOSQUITO CONTROL SPECIALIST | | 37,923 | 47,709 | 57,496 |
| | REAL PROP RESEARCH TECH | REAL PROP RESEARCH TECH | | 41,521 | 52,275 | 63,028 |
| | RECYCLING COORDINATOR | RECYCLING COORDINATOR | | 39,670 | 49,935 | 60,200 |
| | SIGN TECHNICIAN | SIGN TECHNICIAN | | 39,670 | 49,935 | 60,200 |
| | SR. REAL PROP. RECORDING TECH. | SR. REAL PROP. RECORDING TECH. | | 39,670 | 49,935 | 60,200 |
| | WATER SAFETY INSTRUCTOR | LIFEGUARD P/T 24HRS | | 37,923 | 47,709 | 57,496 |
| | WATER SAFETY INSTRUCTOR | WATER SAFETY INSTRUCTOR FR | | 39,670 | 49,935 | 60,200 |
| | WATER SAFETY INSTRUCTOR | WATER SAFETY INSTRUCTOR PN | | 39,670 | 49,935 | 60,200 |
| | ZONING & DEV. ANALYST II | ZONING & DEV. ANALYST II | | 37,923 | 47,709 | 57,496 |
| 311 | | | | \$45,567 | \$59,228 | \$72,889 |
| | CLERK OF PROBATE | CLERK OF PROBATE | | 39,670 | 49,935 | 60,200 |
| | FACILITIES MAINT TECH - PAR | FACILITIES MAINT TECH - PAR | | 41,521 | 52,275 | 63,028 |
| | FISCAL TECH I | FISCAL TECH I | | 41,521 | 52,275 | 63,028 |
| | HELP DESK ANALYST | ADMINISTRATIVE SPECIALIST | | 39,670 | 49,935 | 60,200 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|--------------------------------|--------------------------------|---------------|-----------------|-----------------|-----------------|
| | | | | Min | Mid | Max |
| 311 | | | | \$45,567 | \$59,228 | \$72,889 |
| | JUDICIAL FISCAL TECH I | JUDICIAL FISCAL TECH I | | 41,521 | 52,275 | 63,028 |
| | PAINTER | PAINTER | | 41,521 | 52,275 | 63,028 |
| | PERS. PROPERTY TAX ANALYST I | PERS. PROPERTY TAX ANALYST I | | 41,521 | 52,275 | 63,028 |
| | RECREATION LEADER | RECREATION LEADER | | 41,521 | 52,275 | 63,028 |
| | SENIOR MAINTENANCE TECHNICIAN | SENIOR MAINTENANCE TECHNICIAN | | 41,521 | 52,275 | 63,028 |
| | SR ADMINISTRATIVE ASSISTANT | SR ADMINISTRATIVE ASSISTANT | | 43,456 | 54,792 | 66,128 |
| | SUPPLY OFFICER | SUPPLY OFFICER | | 41,521 | 52,275 | 63,028 |
| | SW INSPECTION TECH I | SW INSPECTION TECH | | 41,521 | 52,275 | 63,028 |
| | TRAFFIC SIGNAL TECHNICIAN I | TRAFFIC SIGNAL TECHNICIAN | | 41,521 | 52,275 | 63,028 |
| | VR&E SPECIALIST | VR&E SPECIALIST | | 41,521 | 52,275 | 63,028 |
| 312 | | | | \$47,845 | \$62,189 | \$76,533 |
| | ACCOUNTS PAYABLE SPECIALIST I | ACCOUNTS PAYABLE SPECIALIST I | | 43,456 | 54,792 | 66,128 |
| | ADMINISTRATIVE DEPUTY | ADMINISTRATIVE DEPUTY | | 43,456 | 54,792 | 66,128 |
| | BOOKMOBILE LIBRARY ASSISTANT | BOOKMOBILE LIBRARY ASSISTANT | | 43,456 | 54,792 | 66,128 |
| | BUSINESS SERVICES SPECIALIST | BUSINESS SERVICES SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | EQUIPMENT OPERATOR II | EQUIPMENT OPERATOR II | | 43,456 | 54,792 | 66,128 |
| | EXEMPTION SPECIALIST LEAD | EXEMPTION SPECIALIST LEAD | | 47,574 | 60,075 | 72,576 |
| | FISCAL TECHNICIAN II | FISCAL TECHNICIAN II | | 45,452 | 57,340 | 69,227 |
| | JURY COORDINATOR | JURY COORDINATOR | | 43,456 | 54,792 | 66,128 |
| | LIBRARY SPECIALIST | LIBRARY SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | MAINTENANCE ENGINEER | MAINTENANCE ENGINEER | | 43,456 | 54,792 | 66,128 |
| | PASSIVE PARKS RANGER | PASSIVE PARKS RANGER | | 43,456 | 54,792 | 66,128 |
| | SR ADMINISTRATIVE SPECIALIST | SR ADMINISTRATIVE SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | SR JUDICIAL CLERK, CHILD SUPRT | SR JUDICIAL CLERK, CHILD SUPRT | | 43,456 | 54,792 | 66,128 |
| | SR. ACCOUNTING TECHNICIAN | SR. ACCOUNTING TECHNICIAN | | 43,456 | 54,792 | 66,128 |
| | SR. ADMIN SPECIALIST | SR ADMINISTRATIVE SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | WORKER'S COMP SPECIALIST | WORKER'S COMP SPECIALIST | | 43,456 | 54,792 | 66,128 |
| 313 | | | | \$50,238 | \$65,299 | \$80,360 |
| | CODE ENFORCEMENT OFFICER | CODE ENFORCEMENT OFFICER | | 47,574 | 60,075 | 72,576 |
| | CUSTOMER SUCCESS REP LEAD | CUSTOMER SUCCESS REP LEAD | | 49,820 | 62,883 | 75,945 |
| | ELECTION SYSTEMS SPECIALIST | VR&E SPECIALIST | | 41,521 | 52,275 | 63,028 |
| | EMS COORDINATOR/SCHEDULER | EMS COORDINATOR/SCHEDULER | | 45,452 | 57,340 | 69,227 |
| | ENTOMOLOGY TECHNICIAN | ENTOMOLOGY TECHNICIAN | | 47,574 | 60,075 | 72,576 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| <i>Grade</i> | <i>Proposed Class Title</i> | <i>Original Title</i> | <i>Working Title</i> | <i>Annual Range</i> | | |
|--------------|--------------------------------|--------------------------------|----------------------|---------------------|-----------------|-----------------|
| | | | | <i>Min</i> | <i>Mid</i> | <i>Max</i> |
| 313 | | | | \$50,238 | \$65,299 | \$80,360 |
| | FLEET VEHICLE TECH I | FLEET AUTOMOTIVE SERVICE TECH | | 47,574 | 60,075 | 72,576 |
| | GROUND MAINT CREW LEADER | GROUND MAINT CREW LEADER | | 45,452 | 57,340 | 69,227 |
| | JUDICIAL ADMINISTRATOR | JUDICIAL ADMINISTRATOR | | 45,452 | 57,340 | 69,227 |
| | LEGAL ASSISTANT | LEGAL ASSISTANT | | 49,820 | 62,883 | 75,945 |
| | MARKETING DEVELOPMENT SPEC | MARKETING DEVELOPMENT SPEC | | 45,452 | 57,340 | 69,227 |
| | PERSONAL PROP TAX ANALYST II | PERSONAL PROP TAX ANALYST II | | 45,452 | 57,340 | 69,227 |
| | PRODUCTION SPECIALIST | PRODUCTION SPECIALIST | | 45,452 | 57,340 | 69,227 |
| | REFUND SPECIALIST (TREASURER) | REFUND SPECIALIST - TREASURER | | 45,452 | 57,340 | 69,227 |
| | REVENUE SPECIALIST | REVENUE SPECIALIST | | 45,452 | 57,340 | 69,227 |
| | SR. VR&E SPECIALIST | SR. VR&E SPECIALIST | | 45,452 | 57,340 | 69,227 |
| | SW INSPECTION TECH II | SW INSPECTION TECH LEAD | | 43,456 | 54,792 | 66,128 |
| | TRAFFIC SIGNAL TECHNICIAN II | TRAFFIC SIGNAL TECHNICIAN | | 41,521 | 52,275 | 63,028 |
| 314 | | | | \$52,750 | \$68,564 | \$84,378 |
| | ACCOUNTS PAYABLE SPECIALIST II | ACCOUNTS PAYABLE SPECIALIST II | | 47,574 | 60,075 | 72,576 |
| | ATHLETICS SUPERVISOR | ATHLETICS SUPERVISOR | | 47,574 | 60,075 | 72,576 |
| | DELINQUENT TAX ANALYST | DELINQUENT TAX ANALYST | | 47,574 | 60,075 | 72,576 |
| | EQUIPMENT OPERATOR III | EQUIPMENT OPERATOR III | | 47,574 | 60,075 | 72,576 |
| | EXECUTIVE ASSISTANT | ADMINISTRATIVE SPECIALIST | | 39,670 | 49,935 | 60,200 |
| | EXECUTIVE ASSISTANT | EXECUTIVE ASSISTANT | | 49,820 | 62,883 | 75,945 |
| | HUMAN SERVICES SPECIALIST | HUMAN SERVICES SPECIALIST | | 47,574 | 60,075 | 72,576 |
| | PAR PROGRAM SUPERVISOR-SR PGM | PAR AST PROGRAM MANAGER-SR PGM | | 49,820 | 62,883 | 75,945 |
| | PAR PROGRAM SUPERVISOR-SR PGM | PAR PROGRAM SUPERVISOR-SR PGM | | 47,574 | 60,075 | 72,576 |
| | PROGRAM COORDINATOR/HUMAN SVC | PROGRAM COORDINATOR/HUMAN SVC | | 52,150 | 65,972 | 79,793 |
| | VETERANS AFFAIRS COUNSELOR | VETERANS AFFAIRS COUNSELOR | | 43,456 | 54,792 | 66,128 |
| 315 | | | | \$55,387 | \$71,992 | \$88,597 |
| | ASSISTANT AQUATICS MANAGER | ASSISTANT AQUATICS MANAGER | | 49,820 | 62,883 | 75,945 |
| | ASST ATHLETIC MANAGER | ASST ATHLETIC MANAGER | | 49,820 | 62,883 | 75,945 |
| | BUDGET ANALYST | BUDGET ANALYST | | 52,150 | 65,972 | 79,793 |
| | CARPENTER SPECIALIST | CARPENTER SPECIALIST | | 52,150 | 65,972 | 79,793 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|--------------------------------|--------------------------------|---------------|-----------------|-----------------|-----------------|
| | | | | Min | Mid | Max |
| 315 | | | | \$55,387 | \$71,992 | \$88,597 |
| | CLK PROBATE/ASST. DIV. CHIEF | CLK PROBATE/ASST. DIV. CHIEF | | 41,521 | 52,275 | 63,028 |
| | DEPUTY CORONER | DEPUTY CORONER | | 52,150 | 65,972 | 79,793 |
| | FLEET PARTS COORDINATOR | FLEET PARTS COORDINATOR | | 54,604 | 69,050 | 83,496 |
| | FLEET VEHICLE TECH II | FLEET EMERGENCY VEHICLE TECH | | 49,820 | 62,883 | 75,945 |
| | HUMAN RESOURCES ASSISTANT | HUMAN RESOURCES SPECIALIST | | 57,184 | 72,347 | 87,510 |
| | HVAC MAINTENANCE TECHNICIAN | HVAC MAINTENANCE TECHNICIAN | | 52,150 | 65,972 | 79,793 |
| | PAR AST PROGRAM MANAGER-SR PGM | SR ADMINISTRATIVE SPECIALIST | | 43,456 | 54,792 | 66,128 |
| | PERSONAL PROP TAX ANALYST III | PERSONAL PROP TAX ANALYST III | | 49,820 | 62,883 | 75,945 |
| | RESIDENTIAL HOUSE MANAGER | RESIDENTIAL HOUSE MANAGER | | 47,574 | 60,075 | 72,576 |
| | SR. CODE ENFORCEMENT OFFICER | SR. CODE ENFORCEMENT OFFICER | | 52,150 | 65,972 | 79,793 |
| | VR&E MANAGER | VR&E MANAGER | | 49,820 | 62,883 | 75,945 |
| 316 | | | | \$58,156 | \$75,592 | \$93,027 |
| | ANIMAL SERVICES SUPERVISOR | ANIMAL SERVICES SUPERVISOR | | 52,150 | 65,972 | 79,793 |
| | CLAIMS & INS ADMINISTRATOR | CLAIMS & INS ADMINISTRATOR | | 52,150 | 65,972 | 79,793 |
| | HUMAN SERVICES SUPERVISOR | HUMAN SERVICES SUPERVISOR | | 52,150 | 65,972 | 79,793 |
| | LITTER CONTROL/ENFORCEMENT SUP | LITTER CONTROL/ENFORCEMENT SUP | | 54,604 | 69,050 | 83,496 |
| | MARKETING COORDINATOR | MARKETING COORDINATOR | | 54,604 | 69,050 | 83,496 |
| | OFFICE MANAGER | OFFICE MANAGER | | 54,604 | 69,050 | 83,496 |
| | PARALEGAL | PARALEGAL | | 54,604 | 69,050 | 83,496 |
| | PAYROLL SPECIALIST | PAYROLL SPECIALIST | | 54,604 | 69,050 | 83,496 |
| | PERSONAL PROPERTY INSPECTOR | PERSONAL PROPERTY INSPECTOR | | 52,150 | 65,972 | 79,793 |
| | PROBATE DIVISION CHIEF | PROBATE DIVISION CHIEF | | 49,820 | 62,883 | 75,945 |
| | REVENUE ACCOUNTANT (TREASURER) | REVENUE ACCOUNTANT - TREASURER | | 52,150 | 65,972 | 79,793 |
| | REVENUE ANALYST | REVENUE ANALYST | | 52,150 | 65,972 | 79,793 |
| | REVENUE COLLECTOR BUS. SVCS. | REVENUE COLLECTOR BUS. SVCS. | | 52,150 | 65,972 | 79,793 |
| | SENIOR JUDICIAL ADMINISTRATOR | SENIOR JUDICIAL ADMINISTRATOR | | 49,820 | 62,883 | 75,945 |
| | SENIOR MAINTENANCE SPECIALIST | SENIOR MAINTENANCE SPECIALIST | | 54,604 | 69,050 | 83,496 |
| | SOCIAL MEDIA SPECIALIST | SOCIAL MEDIA SPECIALIST | | 54,604 | 69,050 | 83,496 |
| | SOLID WASTE FOREMAN | SOLID WASTE FOREMAN | | 52,150 | 65,972 | 79,793 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|-----------------------------------|------------------------------|---------------|-----------------|-----------------|------------------|
| | | | | Min | Mid | Max |
| 316 | | | | \$58,156 | \$75,592 | \$93,027 |
| | SR ADMINISTRATIVE SUPERVISOR | SR ADMINISTRATIVE SUPERVISOR | | 52,150 | 65,972 | 79,793 |
| | SR IT TECHNICIAN | SR IT TECHNICIAN | | 52,150 | 65,972 | 79,793 |
| | STORMWATER FOREMAN | FOREMAN | | 54,604 | 69,050 | 83,496 |
| | TRAINING & OUTREACH COORD | TRAINING & OUTREACH COORD | | 49,820 | 62,883 | 75,945 |
| | VR&E IT SYSTEMS COORDINATOR | VR&E IT SYSTEMS COORDINATOR | | 52,150 | 65,972 | 79,793 |
| 317 | | | | \$61,064 | \$79,371 | \$97,678 |
| | ALCOHOL & DRUG COUNSELOR | ALCOHOL & DRUG COUNSELOR | | 54,604 | 69,050 | 83,496 |
| | ASSISTANT OPERATIONS MANAGER | ASSISTANT OPERATIONS MANAGER | | 54,604 | 69,050 | 83,496 |
| | ASST ZONING & DEV ADMINSTR | ASST ZONING & DEV ADMINSTR | | 54,604 | 69,050 | 83,496 |
| | BUSINESS MANAGER | BUSINESS MANAGER | | 54,604 | 69,050 | 83,496 |
| | CIRCULATION SUPERVISOR | CIRCULATION SUPERVISOR | | 54,604 | 69,050 | 83,496 |
| | DEPUTY CLERK TO COUNCIL | DEPUTY CLERK TO COUNCIL | | 54,604 | 69,050 | 83,496 |
| | ENTERPRISE FUND BUSINESS MGR | ENTERPRISE FUND BUSINESS MGR | | 54,604 | 69,050 | 83,496 |
| | GRANTS ADMINISTRATOR | GRANTS ADMINISTRATOR | | 62,737 | 79,492 | 96,246 |
| | PASSIVE PARKS NATURALIST | PASSIVE PARKS NATURALIST | | 57,184 | 72,347 | 87,510 |
| | PROJECT & DEVELOPMENT COORDINATOR | PROJECT COORDINATOR | | 54,604 | 69,050 | 83,496 |
| | SENIOR EXECUTIVE ASSISTANT | SENIOR EXECUTIVE ASSISTANT | | 59,888 | 75,800 | 91,712 |
| | SENIOR PROBATE DIVISION CHIEF | PROBATE DIVISION CHIEF | | 49,820 | 62,883 | 75,945 |
| | STAFF ACCOUNTANT | STAFF ACCOUNTANT | | 52,150 | 65,972 | 79,793 |
| 318 | | | | \$64,117 | \$83,340 | \$102,562 |
| | ADMINISTRATIVE MANAGER | ADMINISTRATIVE MANAGER | | 57,184 | 72,347 | 87,510 |
| | APPLICATIONS ADMINISTRATOR | IT ANALYST | | 59,888 | 75,800 | 91,712 |
| | AQUATICS MANAGER | AQUATICS MANAGER | | 59,888 | 75,800 | 91,712 |
| | ASSESSING TECHNICIAN ANALYST | ASSESSING TECHNICIAN ANALYST | | 57,184 | 72,347 | 87,510 |
| | DATA ANALYST TREASURER | DATA ANALYST TREASURER | | 57,184 | 72,347 | 87,510 |
| | FAMILY COURT ADMINISTRATOR | FAMILY COURT ADMINISTRATOR | | 57,184 | 72,347 | 87,510 |
| | FISCAL ANALYST | FISCAL ANALYST | | 57,184 | 72,347 | 87,510 |
| | GIS ANALYST | GIS ANALYST | | 59,888 | 75,800 | 91,712 |
| | HUMAN RESOURCES RECRUITER | HUMAN RESOURCES RECRUITER | | 57,184 | 72,347 | 87,510 |
| | HUMAN RESOURCES SPECIALIST | HUMAN RESOURCES SPECIALIST | | 57,184 | 72,347 | 87,510 |
| | HUMAN SERVICES ANALYST | HUMAN SERVICES ANALYST | | 57,184 | 72,347 | 87,510 |
| | HUMAN SERVICES ANALYST | HUMAN SERVICES ANALYST PN | | 57,184 | 72,347 | 87,510 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|---------------------------------------|--------------------------------|---------------|-----------------|-----------------|------------------|
| | | | | Min | Mid | Max |
| 318 | | | | \$64,117 | \$83,340 | \$102,562 |
| | IT ANALYST | IT ANALYST | | 59,888 | 75,800 | 91,712 |
| | IT SECURITY ANALYST I | IT SECURITY ANALYST I | | 59,888 | 75,800 | 91,712 |
| | LIBRARIAN | LIBRARIAN | | 59,888 | 75,800 | 91,712 |
| | NETWORK & SYSTEMS ANALYST | NETWORK & SYSTEMS ANALYST | | 59,888 | 75,800 | 91,712 |
| | PLANNING & DEVELOPMENT SPECIALIST | PLANNING & DEVELOPMENT SPECIAL | | 59,888 | 75,800 | 91,712 |
| | PROBATE COURT ADMINISTRATOR | PROBATE COURT ADMINISTRATOR | | 43,456 | 54,792 | 66,128 |
| | REGISTERED NURSE | REGISTERED NURSE | | 59,888 | 75,800 | 91,712 |
| | RESIDENTIAL APPRAISER | RESIDENTIAL APPRAISER | | 59,888 | 75,800 | 91,712 |
| | RESIDENTIAL INSPECTOR | COMMERCIAL COMBO INSPECTOR | | 59,888 | 75,800 | 91,712 |
| | RESIDENTIAL INSPECTOR | RESIDENTIAL INSPECTOR | | 57,184 | 72,347 | 87,510 |
| | RESIDENTIAL PLANS EXAMINER | RESIDENTIAL PLANS EXAMINER | | 57,184 | 72,347 | 87,510 |
| | SENIOR ACCOUNTANT | SENIOR ACCOUNTANT | | 57,184 | 72,347 | 87,510 |
| | SWI UTILITY INSPECTOR | SWI UTILITY INSPECTOR | | 57,184 | 72,347 | 87,510 |
| | TRAF SIGNAL SUPERVISOR | TRAF SIG ASST SUPERINTENDENT | | 59,888 | 75,800 | 91,712 |
| 319 | | | | \$67,323 | \$87,507 | \$107,690 |
| | ADMINISTRATIVE SUPPORT OFFICER | ADMINISTRATIVE SUPPORT OFFICER | | 59,888 | 75,800 | 91,712 |
| | ASSISTANT SUPERINTENDENT SW&R | ASSISTANT SUPERINTENDENT SW&R | | 59,888 | 75,800 | 91,712 |
| | ASSISTANT SUPT GRDS MAINT | ASSISTANT SUPT GRDS MAINT | | 59,888 | 75,800 | 91,712 |
| | ASST SUPERINTENDENT (PW Gen. Support) | ASST SUPERINTENDENT | | 59,888 | 75,800 | 91,712 |
| | ASST SUPERINTENDENT/FACILITIES | ASST SUPERINTENDENT/FACILITIES | | 59,888 | 75,800 | 91,712 |
| | ATHLETICS MANAGER | ATHLETIC MANAGER | | 59,888 | 75,800 | 91,712 |
| | COMMERCIAL COMBO INSPECTOR | COMMERCIAL COMBO INSPECTOR | | 59,888 | 75,800 | 91,712 |
| | DATA ANAYLST AUDITOR | DATA ANAYLST AUDITOR | | 59,888 | 75,800 | 91,712 |
| | DISASTER RECOVERY MANAGER | DISASTER RECOVERY MANAGER | | 59,888 | 75,800 | 91,712 |
| | FLOODPLAIN MANAGER | FLOODPLAIN MANAGER | | 59,888 | 75,800 | 91,712 |
| | LEAD GIS ANALYST | GIS ANALYST | | 59,888 | 75,800 | 91,712 |
| | LEAD IT ANALYST | IT ANALYST | | 59,888 | 75,800 | 91,712 |
| | PAR PROGRAM MANAGER-SR PGM | PAR PROGRAM MANAGER-SR PGM | | 59,888 | 75,800 | 91,712 |
| | SR HUMAN SRVCS ANALYST | SR HUMAN SRVCS ANALYST | | 59,888 | 75,800 | 91,712 |
| | WEB ADMINISTRATOR | WEB ADMINISTRATOR | | 59,888 | 75,800 | 91,712 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|-------------------------------------|--------------------------------|---------------|-----------------|------------------|------------------|
| | | | | Min | Mid | Max |
| 319 | | | | \$67,323 | \$87,507 | \$107,690 |
| | WORKFORCE DEVELOPMENT MANAGER | WORKFORCE DEVELOPMENT SPEC | | 59,888 | 75,800 | 91,712 |
| 320 | | | | \$70,689 | \$91,882 | \$113,075 |
| | BUSINESS SERVICES LEAD | BUSINESS SERVICES LEAD | | 68,832 | 87,281 | 105,731 |
| | CHIEF DEPUTY CORONER | CHIEF DEPUTY CORONER | | 62,737 | 79,492 | 96,246 |
| | COMMERCIAL APPRAISER | COMMERCIAL APPRAISER | | 62,737 | 79,492 | 96,246 |
| | DEPUTY REGISTRAR | DEPUTY REGISTRAR | | 62,737 | 79,492 | 96,246 |
| | ENVIRONMENTAL EDUCATION COORDINATOR | SWI MS4 COORDINATOR | | 62,737 | 79,492 | 96,246 |
| | FINANCE SUPERVISOR | FINANCE SUPERVISOR | | 62,737 | 79,492 | 96,246 |
| | PLANNER | PLANNER | | 65,712 | 83,288 | 100,864 |
| | RIGHT-OF-WAY MANAGER | RIGHT-OF-WAY MANAGER | | 65,712 | 83,288 | 100,864 |
| | SENIOR LIBRARIAN | SENIOR LIBRARIAN | | 62,737 | 79,492 | 96,246 |
| | SR IT ANALYST | SR IT ANALYST | | 65,712 | 83,288 | 100,864 |
| | SR IT ANALYST (AUDITOR) | SR IT ANALYST AUDITOR | | 65,712 | 83,288 | 100,864 |
| | STORMWATER ASST SUPERINTENDENT | STORMWATER ASST SUPERINTENDENT | | 65,712 | 83,288 | 100,864 |
| 321 | | | | \$74,224 | \$96,476 | \$118,728 |
| | COMMERCIAL PLANS EXAMINER | COMMERCIAL PLANS EXAMINER | | 65,712 | 83,288 | 100,864 |
| | COMMUNICATIONS MANAGER | COMMUNICATIONS MANAGER | | 65,712 | 83,288 | 100,864 |
| | LIBRARY MANAGER | LIBRARY MANAGER | | 68,832 | 87,281 | 105,731 |
| | MOSQUITO CONTROL DEP. DIRECTOR | MOSQUITO CONTROL DEP. DIRECTOR | | 72,139 | 91,514 | 110,889 |
| | PILOT | CHIEF PILOT | | 65,712 | 83,288 | 100,864 |
| | PILOT | DUAL-RATED CHIEF PILOT - PN | | 65,712 | 83,288 | 100,864 |
| | PILOT | FIXED WING PILOT PN | | 62,737 | 79,492 | 96,246 |
| | PROJECTS MANAGER I | PROJECTS MANAGER | | 75,592 | 95,944 | 116,297 |
| 322 | | | | \$77,935 | \$101,300 | \$124,665 |
| | ASSISTANT DEPUTY AUDITOR | ASSISTANT DEPUTY AUDITOR | | 68,832 | 87,281 | 105,731 |
| | ASSISTANT DEPUTY TREASURER | ASSISTANT DEPUTY TREASURER | | 68,832 | 87,281 | 105,731 |
| | BROADCAST ENGINEER | BROADCAST ENGINEER | | 68,832 | 87,281 | 105,731 |
| | DEPUTY TAX COLLECTOR | DEPUTY TAX COLLECTOR | | 68,832 | 87,281 | 105,731 |
| | FACILITIES MAINTENANCE SUPT. | FACILITIES MAINTENANCE SUPT. | | 65,712 | 83,288 | 100,864 |
| | FLEET MAINTENANCE MANAGER | FLEET MAINTENANCE MANAGER | | 65,712 | 83,288 | 100,864 |
| | FORENSIC PATHOLOGIST ASSISTANT | MORGUE SUPERVISOR | | 68,832 | 87,281 | 105,731 |
| | GENERAL SUPPORT SUPERINTENDENT | GENERAL SUPPORT SUPERINTENDENT | | 68,832 | 87,281 | 105,731 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|--------------------------------|--------------------------------|---------------|-----------------|------------------|------------------|
| | | | | Min | Mid | Max |
| 322 | | | | \$77,935 | \$101,300 | \$124,665 |
| | GROUNDS MAINT. SUPERINTENDENT | GROUNDS MAINT. SUPERINTENDENT | | 68,832 | 87,281 | 105,731 |
| | HUMAN SERVICES MANAGER | HUMAN SERVICES MANAGER | | 68,832 | 87,281 | 105,731 |
| | LIBRARY ADMINISTRATOR | LIBRARY ADMINISTRATOR | | 65,712 | 83,288 | 100,864 |
| | MOSQUITO CONTROL SUPERVISOR | MOSQUITO CONTROL SUPERVISOR | | 68,832 | 87,281 | 105,731 |
| | QUALITY ASSURANCE COORDINATOR | QUALITY ASSURANCE COORDINATOR | | 68,832 | 87,281 | 105,731 |
| | R&D SUPERINTENDENT | R&D SUPERINTENDENT | | 68,832 | 87,281 | 105,731 |
| | SOLID WASTE SUPERINTENDENT | SOLID WASTE SUPERINTENDENT | | 65,712 | 83,288 | 100,864 |
| | SR DATA ANALYST TREASURER | SR DATA ANALYST TREASURER | | 68,832 | 87,281 | 105,731 |
| | SWI SUPERINTENDENT | SWI SUPERINTENDENT | | 68,832 | 87,281 | 105,731 |
| | TRANSPORTATION PLANNER | TRANSPORTATION PLANNER | | 65,712 | 83,288 | 100,864 |
| | ZONING & DEV. ADMINISTRATOR | ZONING & DEV. ADMINISTRATOR | | 68,832 | 87,281 | 105,731 |
| 323 | | | | \$81,832 | \$106,365 | \$130,898 |
| | BLDG INSPEC DEP DIRECTOR | BLDG INSPEC DEP DIRECTOR | | 72,139 | 91,514 | 110,889 |
| | BUSINESS SERVICE ADMINISTRATOR | BUSINESS SERVICE ADMINISTRATOR | | 72,139 | 91,514 | 110,889 |
| | CHIEF PILOT | CHIEF PILOT | | 65,712 | 83,288 | 100,864 |
| | CLERK TO COUNCIL | CLERK TO COUNCIL | | 65,712 | 83,288 | 100,864 |
| | ENVIRONMENTAL ENGINEER | ENVIRONMENTAL ENGINEER | | 72,139 | 91,514 | 110,889 |
| | FISCAL OPERATIONS MANAGER | FISCAL OPERATIONS MANAGER | | 68,832 | 87,281 | 105,731 |
| | FLEET MANAGER | FLEET MANAGER | | 72,139 | 91,514 | 110,889 |
| | INFO TECH SUPPORT ADMIN | INFO TECH SUPPORT ADMIN | | 72,139 | 91,514 | 110,889 |
| | NETWORK ADMINISTRATOR | NETWORK ADMINISTRATOR | | 72,139 | 91,514 | 110,889 |
| | OPERATIONS MANAGER (TREASURER) | OPERATIONS MANAGER | | 65,712 | 83,288 | 100,864 |
| | PROGRAM AND FINANCE MANAGER | PROGRAM AND FINANCE MANAGER | | 68,832 | 87,281 | 105,731 |
| | PROJECTS MANAGER II | PROJECTS MANAGER | | 75,592 | 95,944 | 116,297 |
| | PURCHASING DEPUTY DIRECTOR | PURCHASING DEPUTY DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | RECREATION DEPUTY DIRECTOR | RECREATION DEPUTY DIRECTOR | | 72,139 | 91,514 | 110,889 |
| | SAFETY/TRAINING MANAGER | SAFETY/TRAINING MANAGER | | 72,139 | 91,514 | 110,889 |
| | STORMWATER PROGRAM MANAGER | STORMWATER PROGRAM MANAGER | | 72,139 | 91,514 | 110,889 |
| | SW&R PROGRAM MANAGER | SW&R PROGRAM MANAGER | | 72,139 | 91,514 | 110,889 |
| | SYSTEM ADMINISTRATOR | SYSTEM ADMINISTRATOR | | 72,139 | 91,514 | 110,889 |
| | VR&E DEPUTY DIRECTOR | VR&E DEPUTY DIRECTOR | | 72,139 | 91,514 | 110,889 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| Grade | Proposed Class Title | Original Title | Working Title | Annual Range | | |
|------------|---------------------------------------|---------------------------------------|---------------|-----------------|------------------|------------------|
| | | | | Min | Mid | Max |
| 324 | | | | \$85,923 | \$111,683 | \$137,443 |
| | ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV | ASST PUBLIC WORKS DEPUTY DIRECTOR-ENV | | 75,592 | 95,944 | 116,297 |
| | ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | ASST PUBLIC WORKS DEPUTY DIRECTOR-OPS | | 75,592 | 95,944 | 116,297 |
| | ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT | ASST PUBLIC WORKS DEPUTY DIRECTOR-SPT | | 75,592 | 95,944 | 116,297 |
| | BROADCAST SVCS. DIRECTOR | BROADCAST SVCS. DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | BUDGET MANAGER | BUDGET MANAGER | | 75,592 | 95,944 | 116,297 |
| | CAPITAL PROJECTS MANAGER | CAPITAL PROJECTS MANAGER | | 75,592 | 95,944 | 116,297 |
| | DEPUTY ASSESSOR | DEPUTY ASSESSOR | | 75,592 | 95,944 | 116,297 |
| | DESIGN ENGINEER | DESIGN ENGINEER | | 75,592 | 95,944 | 116,297 |
| | DIRECTOR OF RISK MANAGEMENT & SAFETY | RISK MANAGER | | 75,592 | 95,944 | 116,297 |
| | FACILITIES DEPUTY DIRECTOR | FACILITIES DEPUTY DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | HUMAN RESOURCES DEP DIRECTOR | HUMAN RESOURCES DEP DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | IT INFRASTRUCTURE MANAGER | IT INFRASTRUCTURE MANAGER | | 75,592 | 95,944 | 116,297 |
| | LIBRARY DEPUTY DIRECTOR | LIBRARY DEPUTY DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | MOSQUITO CONTROL DIRECTOR | MOSQUITO CONTROL DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | VETERANS AFFAIRS DIRECTOR | VETERANS AFFAIRS DIRECTOR | | 75,592 | 95,944 | 116,297 |
| 325 | | | | \$90,220 | \$117,267 | \$144,315 |
| | ANIMAL SERVICES DIRECTOR | ANIMAL SERVICES DIRECTOR | | 83,017 | 105,471 | 127,924 |
| | DEPUTY AUDITOR | DEPUTY AUDITOR | | 83,017 | 105,471 | 127,924 |
| | DEPUTY PUBLIC WORKS DIRECTOR | PUBLIC WORKS PROJECT ENGINEER | | 72,139 | 91,514 | 110,889 |
| | DEPUTY TREASURER | DEPUTY TREASURER | | 83,017 | 105,471 | 127,924 |
| | DSN DEPUTY DIRECTOR | DSN DEPUTY DIRECTOR | | 83,017 | 105,471 | 127,924 |
| | PLANNING & ZONING DEP DIRECTOR | PLANNING & ZONING DEP DIRECTOR | | 83,017 | 105,471 | 127,924 |
| | PUBLIC INFORMATION OFFICER | PUBLIC INFORMATION OFFICER | | 83,017 | 105,471 | 127,924 |
| | REGISTRAR | REGISTRAR | | 79,211 | 100,583 | 121,955 |
| | TAX COLLECTOR | TAX COLLECTOR | | 83,017 | 105,471 | 127,924 |
| 326 | | | | \$94,731 | \$123,131 | \$151,531 |
| | BLDG INSP/CODES DIRECTOR | BLDG INSP/CODES DIRECTOR | | 87,032 | 110,556 | 134,081 |
| | FACILITIES MANAGEMENT DIRECTOR | FACILITIES MANAGEMENT DIRECTOR | | 83,017 | 105,471 | 127,924 |
| | LIBRARY DIRECTOR | LIBRARY DIRECTOR | | 87,032 | 110,556 | 134,081 |
| | MAPPING & APPS DIRECTOR | MAPPING & APPS DIRECTOR | | 83,017 | 105,471 | 127,924 |
| | PASSIVE PARKS DIRECTOR | PASSIVE PARKS DIRECTOR | | 83,017 | 105,471 | 127,924 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| <i>Grade</i> | <i>Proposed Class Title</i> | <i>Original Title</i> | <i>Working Title</i> | <i>Annual Range</i> | | |
|--------------|---|-------------------------------|----------------------|---------------------|------------------|------------------|
| | | | | <i>Min</i> | <i>Mid</i> | <i>Max</i> |
| 326 | | | | \$94,731 | \$123,131 | \$151,531 |
| | PURCHASING DIRECTOR | PURCHASING DIRECTOR | | 79,211 | 100,583 | 121,955 |
| | RECORDS MGMT DIRECTOR | RECORDS MGMT DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | VR&E DIRECTOR | VR&E DIRECTOR | | 83,017 | 105,471 | 127,924 |
| 327 | | | | \$99,467 | \$129,287 | \$159,108 |
| | ALCOHOL & DRUG DIRECTOR | ALCOHOL & DRUG DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | DSN DIRECTOR | DSN DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | HUMAN SERVICES DIRECTOR | HUMAN SERVICES DIRECTOR | | 75,592 | 95,944 | 116,297 |
| | RECREATION DIRECTOR | RECREATION DIRECTOR | | 87,032 | 110,556 | 134,081 |
| 328 | | | | \$104,440 | \$135,752 | \$167,063 |
| | CAPITAL PROJECTS DIRECTOR | CAPITAL PROJECTS DIRECTOR | | 87,032 | 110,556 | 134,081 |
| | PROBATE ASSOCIATE JUDGE | PROBATE ASSOCIATE JUDGE | | 87,032 | 110,556 | 134,081 |
| 329 | | | | \$109,662 | \$142,539 | \$175,416 |
| | ASSESSOR | ASSESSOR | | 91,233 | 115,954 | 140,675 |
| | DIR STANDARDS, CPL & INT CTRL | DIR STANDARDS, CPL & INT CTRL | | 91,233 | 115,954 | 140,675 |
| | DIRECTOR OF ENGINEERING | DIRECTOR OF ENGINEERING | | 91,233 | 115,954 | 140,675 |
| | FINANCE DIRECTOR | FINANCE DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | HUMAN RESOURCES DIRECTOR | HUMAN RESOURCES DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | IT SYSTEMS DIRECTOR | IT SYSTEMS DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | PLANNING & DEV. DIRECTOR | PLANNING & DEV. DIRECTOR | | 91,233 | 115,954 | 140,675 |
| | PUBLIC WORKS DIRECTOR | PUBLIC WORKS DIRECTOR | | 91,233 | 115,954 | 140,675 |
| 330 | | | | \$115,146 | \$149,666 | \$184,187 |
| | SPECIAL ASST TO ADMINISTRATOR | SPECIAL ASST TO ADMINISTRATOR | | 115,590 | 147,112 | 178,635 |
| 332 | | | | \$126,948 | \$165,007 | \$203,066 |
| | ASSIST. CO. ADMIN. - ENGINEERING | ACA ENGINEERING | | 115,590 | 147,112 | 178,635 |
| | ASSIST. CO. ADMIN. - DEVELOPMENT & RECREATION | ACA DEVELOPMENT & RECREATION | | 115,590 | 147,112 | 178,635 |
| | ASSIST. CO. ADMIN. - PUBLIC SAFETY | ACA PUBLIC SAFETY | | 115,590 | 147,112 | 178,635 |
| | ASSIST. CO. ADMIN. - COMMUNITY SERVICES | ACA - COMMUNITY SERVICES | | 115,590 | 147,112 | 178,635 |
| | ASSIST. CO. ADMIN. - IT & COMMUNICATIONS | ACA - IT & COMMUNICATIONS | | 115,590 | 147,112 | 178,635 |
| | ASSIST.CO. ADMIN. - FINANCE | ACA FINANCE | | 115,590 | 147,112 | 178,635 |
| 333 | | | | \$133,295 | \$173,257 | \$213,219 |
| | DEPUTY COUNTY ATTORNEY | DEPUTY COUNTY ATTORNEY I | | 115,590 | 147,112 | 178,635 |

Class Comparison List By Pay Plan Beaufort County SC

Proposed Pay Plan: UNIFIED

| <i>Grade</i> | | | <i>Annual Range</i> | | |
|-----------------------------|-----------------------------|----------------------|---------------------|------------------|------------------|
| | | | <i>Min</i> | <i>Mid</i> | <i>Max</i> |
| <i>Proposed Class Title</i> | <i>Original Title</i> | <i>Working Title</i> | | | |
| 333 | | | \$133,295 | \$173,257 | \$213,219 |
| DEPUTY COUNTY ATTORNEY | DEPUTY COUNTY ATTORNEY II | | 100,260 | 127,519 | 154,777 |
| 335 | | | \$146,958 | \$191,016 | \$235,074 |
| CHIEF FINANCIAL OFFICER | CHIEF FINANCIAL OFFICER | | 100,260 | 127,519 | 154,777 |
| DEPUTY COUNTY ADMINISTRATOR | DEPUTY COUNTY ADMINISTRATOR | | 127,134 | 161,880 | 196,627 |
| 337 | | | \$162,021 | \$210,595 | \$259,169 |
| COUNTY ATTORNEY | COUNTY ATTORNEY | | 121,227 | 154,351 | 187,475 |

SECTION 13.0
Implementation Cost Summary

Summary for Beaufort County SC

| | | | | |
|--------------------------------|--------------|---------------------------------|--------|-------------|
| Current Payroll | \$59,026,507 | # Positions | 1,109 | |
| Flat 4% Adjustment | \$2,312,069 | # Positions Adjusted (any type) | 1,103 | # Not Adj 6 |
| Adjustment To Minimum | \$2,864,415 | # Adjusted To Minimum | 653 | |
| Adjustment Toward Mid | \$0 | # Adjusted Toward Mid | 0 | |
| Adjustment To Max (Equity Adj) | \$1,621,177 | # Adjusted To Max (Equity Adj) | 393 | |
| Adjustment To Step | \$0 | # Adjusted To Step | 0 | |
| OrgExp Adjustment | \$0 | # OrgExp Adjustments | 0 | |
| Stipends / Supplements | \$0 | # Assignment | 0 | |
| | | | | |
| Total Applied Adjustments | \$6,797,662 | | | |
| Proposed Payroll | \$65,824,169 | % Change in Total Payroll | 11.52% | |
| FICA Rate: 0 | | | | |
| Proposed Payroll plus FICA | \$65,824,169 | | | |

SECTION 14.0
FLSA Recommendations



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Proposed Class FLSA Recommendations List

Beaufort County SC

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|--|------|-------------------------------------|--------------|----------------|-------------------|
| ACCOUNTS PAYABLE SPECIALIST I | 123 | <input type="checkbox"/> | | 312 | UNIFIED |
| ACCOUNTS PAYABLE SPECIALIST II | 1232 | <input type="checkbox"/> | | 314 | UNIFIED |
| ADMINISTRATIVE ASSISTANT | 102 | <input type="checkbox"/> | | 308 | UNIFIED |
| ADMINISTRATIVE CLERK | 101 | <input type="checkbox"/> | | 307 | UNIFIED |
| ADMINISTRATIVE DEPUTY | 1010 | <input type="checkbox"/> | | 312 | UNIFIED |
| ADMINISTRATIVE MANAGER | 156 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| ADMINISTRATIVE SPECIALIST | 103 | <input type="checkbox"/> | | 310 | UNIFIED |
| ADMINISTRATIVE SUPPORT OFFICER | 318 | <input type="checkbox"/> | | 319 | UNIFIED |
| AIRCRAFT MECHANIC | 3091 | <input type="checkbox"/> | | 206 | PUBLIC SAFETY |
| AIRCRAFT RESCUE & FIREFIGHTING TECH | 802 | <input type="checkbox"/> | | 204 | PUBLIC SAFETY |
| AIRPORT DEPUTY DIRECTOR | 808 | <input checked="" type="checkbox"/> | | 221 | PUBLIC SAFETY |
| AIRPORT DIRECTOR | 806 | <input checked="" type="checkbox"/> | | 225 | PUBLIC SAFETY |
| AIRPORT FINANCE MANAGER | 1812 | <input checked="" type="checkbox"/> | | 215 | PUBLIC SAFETY |
| AIRPORT MAINTENANCE MANAGER | 801 | <input checked="" type="checkbox"/> | | 210 | PUBLIC SAFETY |
| AIRPORT MAINTENANCE TECH I | 804 | <input type="checkbox"/> | | 201 | PUBLIC SAFETY |
| AIRPORT OPERATIONS CHIEF | 8010 | <input checked="" type="checkbox"/> | | 215 | PUBLIC SAFETY |
| AIRPORT SECURITY COORDINATOR | 807 | <input checked="" type="checkbox"/> | | 210 | PUBLIC SAFETY |
| AIRPORT SUPV/CFR PART 139 COOR | 810 | <input checked="" type="checkbox"/> | | 212 | PUBLIC SAFETY |
| ALCOHOL & DRUG COUNSELOR | 349 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| ALCOHOL & DRUG DIRECTOR | 367 | <input checked="" type="checkbox"/> | | 327 | UNIFIED |
| ANIMAL SERVICES DIRECTOR | 303 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| ANIMAL SERVICES DISPATCH SUPERVISOR | 3022 | <input type="checkbox"/> | | 311 | UNIFIED |
| ANIMAL SERVICES DISPATCHER | 3021 | <input type="checkbox"/> | | 309 | UNIFIED |
| ANIMAL SERVICES OFFICER | 3020 | <input type="checkbox"/> | | 310 | UNIFIED |
| ANIMAL SERVICES SUPERVISOR | 302 | <input checked="" type="checkbox"/> | | 316 | UNIFIED |
| APPEALS/BAA SPECIALIST | 2403 | <input type="checkbox"/> | | 309 | UNIFIED |
| APPLICATIONS ADMINISTRATOR | 162 | <input type="checkbox"/> | | 318 | UNIFIED |
| APPRAISAL TECHNICIAN | 240 | <input type="checkbox"/> | | 309 | UNIFIED |
| AQUATICS MANAGER | 621 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| ARFF CHIEF | 805 | <input checked="" type="checkbox"/> | | 212 | PUBLIC SAFETY |
| ASSESSING TECHNICIAN ANALYST | 2381 | <input type="checkbox"/> | | 318 | UNIFIED |
| ASSESSOR | 250 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| ASSIST. CO. ADMIN. - ENGINEERING | 789 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSIST. CO. ADMIN. - DEVELOPMENT & RE | 124 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSIST. CO. ADMIN. - PUBLIC SAFETY | 903 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSIST. CO. ADMIN. - COMMUNITY SERVICE | 155 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSIST. CO. ADMIN. - IT & COMMUNICATIO | 1290 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSIST.CO. ADMIN. - FINANCE | 1970 | <input checked="" type="checkbox"/> | | 332 | UNIFIED |
| ASSISTANT AQUATICS MANAGER | 6210 | <input checked="" type="checkbox"/> | | 315 | UNIFIED |
| ASSISTANT DEPUTY AUDITOR | 2363 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| ASSISTANT DEPUTY TREASURER | 2340 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| ASSISTANT OPERATIONS MANAGER | 114 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| ASSISTANT SUPERINTENDENT SW&R | 780 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| ASSISTANT SUPT GRDS MAINT | 723 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| ASST ATHLETIC MANAGER | 6090 | <input checked="" type="checkbox"/> | | 315 | UNIFIED |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-E | 751 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-O | 752 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| ASST PUBLIC WORKS DEPUTY DIRECTOR-S | 753 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| ASST SUPERINTENDENT (PW Gen. Support) | 735 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |

DRAFT

Tuesday, June 4, 2024

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** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.*

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Proposed Class FLSA Recommendations List

Beaufort County SC

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|---------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| ASST SUPERINTENDENT/FACILITIES | 7130 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| ASST ZONING & DEV ADMINSTR | 1631 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| ATHLETICS MANAGER | 610 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| ATHLETICS SUPERVISOR | 609 | <input checked="" type="checkbox"/> | | 314 | UNIFIED |
| AVIATION LINE SERVICE SUPERVSR | 8001 | <input checked="" type="checkbox"/> | | 212 | PUBLIC SAFETY |
| AVIATION LINE SERVICE TECH | 800 | <input type="checkbox"/> | | 202 | PUBLIC SAFETY |
| BLDG INSP/CODES DIRECTOR | 707 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| BLDG INSPEC DEP DIRECTOR | 702 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| BOOKMOBILE LIBRARY ASSISTANT | 5063 | <input type="checkbox"/> | | 312 | UNIFIED |
| BROADCAST ENGINEER | 1398 | <input type="checkbox"/> | | 322 | UNIFIED |
| BROADCAST SERVICES ASSISTANT | 1395 | <input type="checkbox"/> | | 309 | UNIFIED |
| BROADCAST SVCS. DIRECTOR | 1393 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| BUDGET ANALYST | 1982 | <input type="checkbox"/> | | 315 | UNIFIED |
| BUDGET MANAGER | 1981 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| BUS DRIVER | 600A | <input type="checkbox"/> | | 307 | UNIFIED |
| BUSINESS MANAGER | 1142 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| BUSINESS SERVICE ADMINISTRATOR | 179 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| BUSINESS SERVICES LEAD | 1790 | <input type="checkbox"/> | | 320 | UNIFIED |
| BUSINESS SERVICES SPECIALIST | 1791 | <input type="checkbox"/> | | 312 | UNIFIED |
| CAPITAL PROJECTS DIRECTOR | 7611 | <input checked="" type="checkbox"/> | | 328 | UNIFIED |
| CAPITAL PROJECTS MANAGER | 7612 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| CARPENTER SPECIALIST | 718 | <input type="checkbox"/> | | 315 | UNIFIED |
| CHIEF DEPUTY CORONER | 4480 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| CHIEF FINANCIAL OFFICER | 197 | <input checked="" type="checkbox"/> | | 335 | UNIFIED |
| CHIEF PILOT | 309 | <input type="checkbox"/> | | 323 | UNIFIED |
| CIRCULATION SUPERVISOR | 5062 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| CLAIMS & INS ADMINISTRATOR | 1501 | <input type="checkbox"/> | | 316 | UNIFIED |
| CLERK OF PROBATE | 2103 | <input type="checkbox"/> | | 311 | UNIFIED |
| CLERK TO COUNCIL | 145 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| CLK PROBATE/ASST. DIV. CHIEF | 2101 | <input type="checkbox"/> | | 315 | UNIFIED |
| CODE ENFORCEMENT OFFICER | 1481 | <input type="checkbox"/> | | 313 | UNIFIED |
| COMMERCIAL APPRAISER | 247 | <input type="checkbox"/> | | 320 | UNIFIED |
| COMMERCIAL COMBO INSPECTOR | 701 | <input type="checkbox"/> | | 319 | UNIFIED |
| COMMERCIAL PLANS EXAMINER | 7032 | <input type="checkbox"/> | | 321 | UNIFIED |
| COMMUNICATIONS MANAGER | 1392 | <input checked="" type="checkbox"/> | | 321 | UNIFIED |
| CORONER TRANSPORTER | 464 | <input type="checkbox"/> | | 308 | UNIFIED |
| CORRECTIONAL CORPORAL | 453 | <input type="checkbox"/> | | 404 | DETENTION CE |
| CORRECTIONAL OFFICER | 451 | <input type="checkbox"/> | | 402 | DETENTION CE |
| CORRECTIONAL OFFICER LANCE CPL | 452 | <input type="checkbox"/> | | 403 | DETENTION CE |
| CORRECTIONAL OFFICER TRAINEE | 450 | <input type="checkbox"/> | | 401 | DETENTION CE |
| CORRECTIONAL SECURITY LT | 458 | <input checked="" type="checkbox"/> | | 407 | DETENTION CE |
| CORRECTIONAL SERGEANT | 454 | <input type="checkbox"/> | | 405 | DETENTION CE |
| CORRECTIONAL SUPPORT SPECIALIST | 100 | <input type="checkbox"/> | | 307 | UNIFIED |
| CORRECTIONAL TRAINING LT. | 457 | <input checked="" type="checkbox"/> | | 407 | DETENTION CE |
| COUNTY ATTORNEY | 195 | <input checked="" type="checkbox"/> | | 337 | UNIFIED |
| CUSTODIAN | 710 | <input type="checkbox"/> | | 307 | UNIFIED |
| CUSTOMER SUCCESS REP LEAD | 227 | <input type="checkbox"/> | | 313 | UNIFIED |
| CUSTOMER SUCCESS REP. | 230 | <input type="checkbox"/> | | 310 | UNIFIED |
| DATA ANALYST TREASURER | 2343 | <input type="checkbox"/> | | 318 | UNIFIED |

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Proposed Class FLSA Recommendations List

Beaufort County SC

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|--------------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| DATA ANALYST AUDITOR | 134 | <input type="checkbox"/> | | 319 | UNIFIED |
| DELINQUENT TAX ANALYST | 233 | <input type="checkbox"/> | | 314 | UNIFIED |
| DEPUTY ASSESSOR | 248 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| DEPUTY AUDITOR | 237 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| DEPUTY CLERK OF PROBATE | 210 | <input type="checkbox"/> | | 310 | UNIFIED |
| DEPUTY CLERK TO COUNCIL | 1451 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| DEPUTY CORONER | 448 | <input checked="" type="checkbox"/> | | 315 | UNIFIED |
| DEPUTY COUNTY ADMINISTRATOR | 79 | <input checked="" type="checkbox"/> | | 335 | UNIFIED |
| DEPUTY COUNTY ATTORNEY | 196 | <input checked="" type="checkbox"/> | | 333 | UNIFIED |
| DEPUTY PUBLIC WORKS DIRECTOR | 7390 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| DEPUTY REGISTRAR | 205 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| DEPUTY TAX COLLECTOR | 2331 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| DEPUTY TREASURER | 2341 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| DESIGN ENGINEER | 774 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| DETENTION CENTER DEP. DIRECTOR | 4490 | <input checked="" type="checkbox"/> | | 409 | DETENTION CE |
| DETENTION CENTER DIRECTOR | 449 | <input checked="" type="checkbox"/> | | 411 | DETENTION CE |
| DIR STANDARDS, CPL & INT CTRL | 1980 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| DIRECT CARE SPECIALIST | 334 | <input type="checkbox"/> | | 310 | UNIFIED |
| DIRECTOR OF ENGINEERING | 762 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| DIRECTOR OF RISK MANAGEMENT & SAFETY | 150 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| DISASTER RECOVERY MANAGER | 168 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| DSN DEPUTY DIRECTOR | 344 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| DSN DIRECTOR | 351 | <input checked="" type="checkbox"/> | | 327 | UNIFIED |
| ELECTION SYSTEMS SPECIALIST | 1052 | <input type="checkbox"/> | | 313 | UNIFIED |
| EMER MEDICAL TECHNICIAN | 320 | <input type="checkbox"/> | | 209 | PUBLIC SAFETY |
| EMS COMPLIANCE OFFICER | 3192 | <input type="checkbox"/> | | 207 | PUBLIC SAFETY |
| EMS COORDINATOR/SCHEDULER | 3271 | <input type="checkbox"/> | | 313 | UNIFIED |
| EMS CREW CHIEF | 324 | <input type="checkbox"/> | | 214 | PUBLIC SAFETY |
| EMS DEPUTY DIRECTOR | 328 | <input checked="" type="checkbox"/> | | 217 | PUBLIC SAFETY |
| EMS DIRECTOR | 329 | <input checked="" type="checkbox"/> | | 221 | PUBLIC SAFETY |
| EMS SUPERVISOR | 326 | <input checked="" type="checkbox"/> | | 219 | PUBLIC SAFETY |
| EMS TRAINING OFFICER | 327 | <input checked="" type="checkbox"/> | | 216 | PUBLIC SAFETY |
| EMT ADVANCED | 321 | <input type="checkbox"/> | | 210 | PUBLIC SAFETY |
| ENTERPRISE FUND BUSINESS MGR | 1143 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| ENTOMOLOGY TECHNICIAN | 312 | <input type="checkbox"/> | | 313 | UNIFIED |
| ENVIRONMENTAL EDUCATION COORDINATOR | 742 | <input type="checkbox"/> | | 320 | UNIFIED |
| ENVIRONMENTAL ENGINEER | 748 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| EQUIPMENT OPERATOR I | 730 | <input type="checkbox"/> | | 310 | UNIFIED |
| EQUIPMENT OPERATOR II | 731 | <input type="checkbox"/> | | 312 | UNIFIED |
| EQUIPMENT OPERATOR III | 732 | <input type="checkbox"/> | | 314 | UNIFIED |
| EXECUTIVE ASSISTANT | 139 | <input type="checkbox"/> | | 314 | UNIFIED |
| EXEMPTION SPECIALIST | 241 | <input type="checkbox"/> | | 309 | UNIFIED |
| EXEMPTION SPECIALIST LEAD | 2410 | <input type="checkbox"/> | | 312 | UNIFIED |
| FACILITIES DEPUTY DIRECTOR | 7211 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| FACILITIES MAINT TECH - PAR | 607 | <input type="checkbox"/> | | 311 | UNIFIED |
| FACILITIES MAINTENANCE SUPT. | 720 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| FACILITIES MANAGEMENT DIRECTOR | 709 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| FAMILY COURT ADMINISTRATOR | 2075 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| FINANCE DIRECTOR | 198 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |

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DRAFT**Proposed Class FLSA Recommendations List****Beaufort County SC**

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|--------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| FINANCE SUPERVISOR | 141 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| FISCAL ANALYST | 1120 | <input type="checkbox"/> | | 318 | UNIFIED |
| FISCAL OPERATIONS MANAGER | 142 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| FISCAL TECH I | 112 | <input type="checkbox"/> | | 311 | UNIFIED |
| FISCAL TECHNICIAN II | 111 | <input type="checkbox"/> | | 312 | UNIFIED |
| FLEET VEHICLE TECH III | 7329 | <input type="checkbox"/> | | 317 | UNIFIED |
| FLEET MAINTENANCE MANAGER | 7330 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| FLEET MAINTENANCE SUPERVISOR | 7334 | <input type="checkbox"/> | | 320 | UNIFIED |
| FLEET MANAGER | 733 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| FLEET PARTS COORDINATOR | 7331 | <input type="checkbox"/> | | 315 | UNIFIED |
| FLEET VEHICLE TECH I | 7333 | <input type="checkbox"/> | | 313 | UNIFIED |
| FLEET VEHICLE TECH II | 7332 | <input type="checkbox"/> | | 315 | UNIFIED |
| FLOODPLAIN MANAGER | 705 | <input type="checkbox"/> | | 319 | UNIFIED |
| FOIA SPECIALIST/RECORDS TECH | 122 | <input type="checkbox"/> | | 309 | UNIFIED |
| FORENSIC PATHOLOGIST ASSISTANT | 466 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| GENERAL SUPPORT SUPERINTENDENT | 737 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| GIS ANALYST | 128 | <input type="checkbox"/> | | 318 | UNIFIED |
| GRANTS ADMINISTRATOR | 147 | <input checked="" type="checkbox"/> | | 317 | UNIFIED |
| GROUND MAINT CREW LEADER | 606 | <input type="checkbox"/> | | 313 | UNIFIED |
| GROUND MAINT. SUPERINTENDENT | 611 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| GROUND MAINTENANCE TECHNICIAN | 711 | <input type="checkbox"/> | | 308 | UNIFIED |
| HAZARDOUS HOUSEHOLD WASTE TECH | 783 | <input type="checkbox"/> | | 308 | UNIFIED |
| HELP DESK ANALYST | 126 | <input type="checkbox"/> | | 311 | UNIFIED |
| HUMAN RESOURCES ASSISTANT | 116 | <input type="checkbox"/> | | 315 | UNIFIED |
| HUMAN RESOURCES DEP DIRECTOR | 1610 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| HUMAN RESOURCES DIRECTOR | 161 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| HUMAN RESOURCES RECRUITER | 1202 | <input type="checkbox"/> | | 318 | UNIFIED |
| HUMAN RESOURCES SPECIALIST | 120 | <input type="checkbox"/> | | 318 | UNIFIED |
| HUMAN SERVICES ANALYST | 340 | <input type="checkbox"/> | | 318 | UNIFIED |
| HUMAN SERVICES DIRECTOR | 375 | <input checked="" type="checkbox"/> | | 327 | UNIFIED |
| HUMAN SERVICES MANAGER | 357 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| HUMAN SERVICES SPECIALIST | 338 | <input type="checkbox"/> | | 314 | UNIFIED |
| HUMAN SERVICES SUPERVISOR | 345 | <input checked="" type="checkbox"/> | | 316 | UNIFIED |
| HVAC MAINTENANCE TECHNICIAN | 717 | <input type="checkbox"/> | | 315 | UNIFIED |
| INFO TECH SUPPORT ADMIN | 118 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| INMATE PROGRAM & SERVICE COORD | 456 | <input type="checkbox"/> | | 402 | DETENTION CE |
| INMATE PROGRAMS & SERVICES MGR | 455 | <input checked="" type="checkbox"/> | | 403 | DETENTION CE |
| IT ANALYST | 165 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| IT INFRASTRUCTURE MANAGER | 1326 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| IT SECURITY ANALYST I | 1650 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| IT SYSTEMS DIRECTOR | 132 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| JUDICIAL ADMINISTRATOR | 2071 | <input type="checkbox"/> | | 313 | UNIFIED |
| JUDICIAL ASSISTANT | 201 | <input type="checkbox"/> | | 310 | UNIFIED |
| JUDICIAL CLERK I | 2006 | <input type="checkbox"/> | | 309 | UNIFIED |
| JUDICIAL CLERK II | 219 | <input type="checkbox"/> | | 310 | UNIFIED |
| JUDICIAL FISCAL TECH I | 2016 | <input type="checkbox"/> | | 311 | UNIFIED |
| JUDICIAL SCHEDULING CLK | 2190 | <input type="checkbox"/> | | 310 | UNIFIED |
| JURY COORDINATOR | 2007 | <input type="checkbox"/> | | 312 | UNIFIED |
| LEAD GIS ANALYST | 135 | <input type="checkbox"/> | | 319 | UNIFIED |

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Proposed Class FLSA Recommendations List

Beaufort County SC

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|---------------------------------|-------|-------------------------------------|--------------|----------------|-------------------|
| LEAD IT ANALYST | 164 | <input type="checkbox"/> | | 319 | UNIFIED |
| LEGAL ASSISTANT | 2222 | <input type="checkbox"/> | | 313 | UNIFIED |
| LIBRARIAN | 507 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| LIBRARY ADMINISTRATOR | 5110 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| LIBRARY ASSISTANT | 501 | <input type="checkbox"/> | | 307 | UNIFIED |
| LIBRARY DEPUTY DIRECTOR | 5121 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| LIBRARY DIRECTOR | 512 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| LIBRARY MANAGER | 513 | <input checked="" type="checkbox"/> | | 321 | UNIFIED |
| LIBRARY SPECIALIST | 506 | <input type="checkbox"/> | | 312 | UNIFIED |
| LIFEGUARD | 626 | <input type="checkbox"/> | | 309 | UNIFIED |
| LITTER CONTROL WORKER | 781 | <input type="checkbox"/> | | 307 | UNIFIED |
| LITTER CONTROL/ENFORCEMENT SUP | 784 | <input type="checkbox"/> | | 316 | UNIFIED |
| LOGISTICS OFFICER | 319 | <input type="checkbox"/> | | 216 | PUBLIC SAFETY |
| MAIL COURIER | 117 | <input type="checkbox"/> | | 307 | UNIFIED |
| MAINTENANCE ENGINEER | 308 | <input type="checkbox"/> | | 312 | UNIFIED |
| MAINTENANCE TECHNICIAN II | 7220 | <input type="checkbox"/> | | 310 | UNIFIED |
| MAINTENANCE WORKER | 728 | <input type="checkbox"/> | | 308 | UNIFIED |
| MAPPING & APPS DIRECTOR | 166 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| MARKETING COORDINATOR | 605 | <input type="checkbox"/> | | 316 | UNIFIED |
| MARKETING DEVELOPMENT SPEC | 514 | <input type="checkbox"/> | | 313 | UNIFIED |
| MOSQUITO CONTROL DEP. DIRECTOR | 315 | <input checked="" type="checkbox"/> | | 321 | UNIFIED |
| MOSQUITO CONTROL DIRECTOR | 311 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| MOSQUITO CONTROL SPECIALIST | 307 | <input type="checkbox"/> | | 310 | UNIFIED |
| MOSQUITO CONTROL SUPERVISOR | 313 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| MOSQUITO CONTROL TECHNICIAN | 306 | <input type="checkbox"/> | | 309 | UNIFIED |
| NETWORK & SYSTEMS ANALYST | 1327 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| NETWORK ADMINISTRATOR | 131 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| OFFICE MANAGER | 157 | <input type="checkbox"/> | | 316 | UNIFIED |
| OPERATIONS LT. (DETENTION CTR.) | 4571 | <input type="checkbox"/> | | 407 | DETENTION CE |
| OPERATIONS MANAGER (AUDITOR) | 1140A | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| OPERATIONS MANAGER (TREASURER) | 1140 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| OUTREACH SPECIALIST/COSY | 377 | <input type="checkbox"/> | | 309 | UNIFIED |
| PAINTER | 745 | <input type="checkbox"/> | | 311 | UNIFIED |
| PAR AST PROGRAM MANAGER-SR PGM | 6005 | <input type="checkbox"/> | | 315 | UNIFIED |
| PAR PROGRAM MANAGER-SR PGM | 6004 | <input checked="" type="checkbox"/> | | 319 | UNIFIED |
| PAR PROGRAM SUPERVISOR-SR PGM | 6003 | <input type="checkbox"/> | | 314 | UNIFIED |
| PARALEGAL | 2223 | <input type="checkbox"/> | | 316 | UNIFIED |
| PARAMEDIC | 322 | <input type="checkbox"/> | | 212 | PUBLIC SAFETY |
| PASSIVE PARKS DIRECTOR | 177 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| PASSIVE PARKS NATURALIST | 1770 | <input type="checkbox"/> | | 317 | UNIFIED |
| PASSIVE PARKS RANGER | 1771 | <input type="checkbox"/> | | 312 | UNIFIED |
| PAYROLL SPECIALIST | 140 | <input type="checkbox"/> | | 316 | UNIFIED |
| PEER SUPPORT SPECIALIST | 359 | <input type="checkbox"/> | | 309 | UNIFIED |
| PERS. PROPERTY TAX ANALYST I | 235 | <input type="checkbox"/> | | 311 | UNIFIED |
| PERSONAL PROP TAX ANALYST II | 2351 | <input type="checkbox"/> | | 313 | UNIFIED |
| PERSONAL PROP TAX ANALYST III | 2361 | <input type="checkbox"/> | | 315 | UNIFIED |
| PERSONAL PROPERTY INSPECTOR | 119 | <input type="checkbox"/> | | 316 | UNIFIED |
| PILOT | 3093 | <input type="checkbox"/> | | 321 | UNIFIED |
| PLANNER | 172 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |

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| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|--------------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| PLANNING & DEV. DIRECTOR | 170 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| PLANNING & DEVELOPMENT SPECIALIST | 1531 | <input type="checkbox"/> | | 318 | UNIFIED |
| PLANNING & ZONING DEP DIRECTOR | 171 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| PROBATE ASSOCIATE JUDGE | 212 | <input checked="" type="checkbox"/> | | 328 | UNIFIED |
| PROBATE COURT ADMINISTRATOR | 2221 | <input type="checkbox"/> | | 318 | UNIFIED |
| PROBATE DIVISION CHIEF | 211 | <input type="checkbox"/> | | 316 | UNIFIED |
| PRODUCTION SPECIALIST | 1394 | <input type="checkbox"/> | | 313 | UNIFIED |
| PROGRAM AND FINANCE MANAGER | 7614 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| PROGRAM COORDINATOR/HUMAN SVC | 376 | <input type="checkbox"/> | | 314 | UNIFIED |
| PROJECT & DEVELOPMENT COORDINATOR | 740 | <input type="checkbox"/> | | 317 | UNIFIED |
| PROJECTS MANAGER I | 771 | <input checked="" type="checkbox"/> | | 321 | UNIFIED |
| PROJECTS MANAGER II | 770 | <input type="checkbox"/> | | 323 | UNIFIED |
| PUBLIC INFORMATION OFFICER | 137 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| PUBLIC WORKS DIRECTOR | 739 | <input checked="" type="checkbox"/> | | 329 | UNIFIED |
| PUBLIC WORKS PROJECT ENGINEER | 754 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| PURCHASING DEPUTY DIRECTOR | 153 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| PURCHASING DIRECTOR | 151 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| QUALITY ASSURANCE COORDINATOR | 3461 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| R&D SUPERINTENDENT | 738 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| REAL PROP RESEARCH TECH | 238 | <input type="checkbox"/> | | 310 | UNIFIED |
| REAL PROPERTY RECORDING TECH (R.De | 203 | <input type="checkbox"/> | | 308 | UNIFIED |
| REAL PROPERTY RECORDS TECH (Assessor | 2401 | <input type="checkbox"/> | | 308 | UNIFIED |
| REAL PROPERTY TRANSFER CLERK | 2402 | <input type="checkbox"/> | | 309 | UNIFIED |
| RECORDS MANAGEMENT TECHNICIAN | 121 | <input type="checkbox"/> | | 308 | UNIFIED |
| RECORDS MGMT DIRECTOR | 144 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| RECREATION AIDE | 6001 | <input type="checkbox"/> | | 307 | UNIFIED |
| RECREATION DEPUTY DIRECTOR | 613 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| RECREATION DIRECTOR | 614 | <input checked="" type="checkbox"/> | | 327 | UNIFIED |
| RECREATION LEADER | 600 | <input type="checkbox"/> | | 311 | UNIFIED |
| RECYCLING COORDINATOR | 778 | <input type="checkbox"/> | | 310 | UNIFIED |
| RECYCLING TECHNICIAN | 787 | <input type="checkbox"/> | | 308 | UNIFIED |
| REFUND SPECIALIST (TREASURER) | 1124 | <input type="checkbox"/> | | 313 | UNIFIED |
| REGISTERED NURSE | 353 | <input type="checkbox"/> | | 318 | UNIFIED |
| REGISTRAR | 206 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| RESIDENTIAL APPRAISER | 243 | <input type="checkbox"/> | | 318 | UNIFIED |
| RESIDENTIAL HOUSE MANAGER | 341 | <input checked="" type="checkbox"/> | | 315 | UNIFIED |
| RESIDENTIAL INSPECTOR | 700 | <input type="checkbox"/> | | 318 | UNIFIED |
| RESIDENTIAL PLANS EXAMINER | 7031 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| REVENUE ACCOUNTANT (TREASURER) | 1122 | <input type="checkbox"/> | | 316 | UNIFIED |
| REVENUE ANALYST | 1983 | <input type="checkbox"/> | | 316 | UNIFIED |
| REVENUE COLLECTOR BUS. SVCS. | 1794 | <input type="checkbox"/> | | 316 | UNIFIED |
| REVENUE SPECIALIST | 1114 | <input type="checkbox"/> | | 313 | UNIFIED |
| RIGHT-OF-WAY MANAGER | 763 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| SAFETY/TRAINING MANAGER | 7391 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| SENIOR ACCOUNTANT | 1401 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| SENIOR AIRCRAFT RESCUE & FIRE TECH | 8020 | <input type="checkbox"/> | | 206 | PUBLIC SAFETY |
| SENIOR CREW CHIEF | 325 | <input type="checkbox"/> | | 215 | PUBLIC SAFETY |
| SENIOR EXECUTIVE ASSISTANT | 1390 | <input type="checkbox"/> | | 317 | UNIFIED |
| SENIOR JUDICIAL ADMINISTRATOR | 2077 | <input type="checkbox"/> | | 316 | UNIFIED |

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| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|--------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| SENIOR LIBRARIAN | 511 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| SENIOR MAINTENANCE SPECIALIST | 713 | <input type="checkbox"/> | | 316 | UNIFIED |
| SENIOR MAINTENANCE TECHNICIAN | 715 | <input type="checkbox"/> | | 311 | UNIFIED |
| SENIOR PROBATE DIVISION CHIEF | 209 | <input type="checkbox"/> | | 317 | UNIFIED |
| SIGN TECHNICIAN | 734 | <input type="checkbox"/> | | 310 | UNIFIED |
| SOCIAL MEDIA SPECIALIST | 1391 | <input type="checkbox"/> | | 316 | UNIFIED |
| SOLID WASTE ATTENDANT | 782 | <input type="checkbox"/> | | 307 | UNIFIED |
| SOLID WASTE FOREMAN | 785 | <input checked="" type="checkbox"/> | | 316 | UNIFIED |
| SOLID WASTE SUPERINTENDENT | 788 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| SPECIAL ASST TO ADMINISTRATOR | 81 | <input checked="" type="checkbox"/> | | 330 | UNIFIED |
| SR ADMINISTRATIVE ASSISTANT | 106 | <input type="checkbox"/> | | 311 | UNIFIED |
| SR ADMINISTRATIVE SPECIALIST | 104 | <input type="checkbox"/> | | 312 | UNIFIED |
| SR ADMINISTRATIVE SUPERVISOR | 107 | <input checked="" type="checkbox"/> | | 316 | UNIFIED |
| SR DATA ANALYST TREASURER | 2342 | <input type="checkbox"/> | | 322 | UNIFIED |
| SR HUMAN SRVCS ANALYST | 350 | <input type="checkbox"/> | | 319 | UNIFIED |
| SR IT ANALYST | 130 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| SR IT ANALYST (AUDITOR) | 228 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| SR IT TECHNICIAN | 129 | <input type="checkbox"/> | | 316 | UNIFIED |
| SR JUDICIAL CLERK, CHILD SUPRT | 2026 | <input type="checkbox"/> | | 312 | UNIFIED |
| SR LIBRARY ASSISTANT | 505 | <input type="checkbox"/> | | 308 | UNIFIED |
| SR. ACCOUNTING TECHNICIAN | 2040 | <input type="checkbox"/> | | 312 | UNIFIED |
| SR. ADMIN SPECIALIST | 136 | <input type="checkbox"/> | | 312 | UNIFIED |
| SR. CODE ENFORCEMENT OFFICER | 1483 | <input type="checkbox"/> | | 315 | UNIFIED |
| SR. REAL PROP. RECORDING TECH. | 204 | <input type="checkbox"/> | | 310 | UNIFIED |
| SR. VR&E SPECIALIST | 1050 | <input type="checkbox"/> | | 313 | UNIFIED |
| STAFF ACCOUNTANT | 1123 | <input type="checkbox"/> | | 317 | UNIFIED |
| STORMWATER ASST SUPERINTENDENT | 7411 | <input checked="" type="checkbox"/> | | 320 | UNIFIED |
| STORMWATER FOREMAN | 736 | <input type="checkbox"/> | | 316 | UNIFIED |
| STORMWATER PROGRAM MANAGER | 750 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| SUPPLY OFFICER | 3191 | <input type="checkbox"/> | | 311 | UNIFIED |
| SW INSPECTION TECH I | 747 | <input type="checkbox"/> | | 311 | UNIFIED |
| SW INSPECTION TECH II | 7471 | <input type="checkbox"/> | | 313 | UNIFIED |
| SW&R PROGRAM MANAGER | 791 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| SWI SUPERINTENDENT | 741 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| SWI UTILITY INSPECTOR | 744 | <input type="checkbox"/> | | 318 | UNIFIED |
| SYSTEM ADMINISTRATOR | 1324 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| TAX COLLECTOR | 234 | <input checked="" type="checkbox"/> | | 325 | UNIFIED |
| TRAF SIGNAL SUPERVISOR | 776 | <input checked="" type="checkbox"/> | | 318 | UNIFIED |
| TRAFFIC SIGNAL TECHNICIAN I | 772 | <input type="checkbox"/> | | 311 | UNIFIED |
| TRAFFIC SIGNAL TECHNICIAN II | 775 | <input type="checkbox"/> | | 313 | UNIFIED |
| TRAINING & OUTREACH COORD | 154 | <input type="checkbox"/> | | 316 | UNIFIED |
| TRANSPORTATION PLANNER | 7701 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| UTILITY OPERATIONS COORD. | 729 | <input type="checkbox"/> | | 309 | UNIFIED |
| VETERANS AFFAIRS COUNSELOR | 133 | <input type="checkbox"/> | | 314 | UNIFIED |
| VETERANS AFFAIRS DIRECTOR | 169 | <input checked="" type="checkbox"/> | | 324 | UNIFIED |
| VR&E DEPUTY DIRECTOR | 1055 | <input checked="" type="checkbox"/> | | 323 | UNIFIED |
| VR&E DIRECTOR | 146 | <input checked="" type="checkbox"/> | | 326 | UNIFIED |
| VR&E IT SYSTEMS COORDINATOR | 1049 | <input type="checkbox"/> | | 316 | UNIFIED |
| VR&E MANAGER | 1048 | <input checked="" type="checkbox"/> | | 315 | UNIFIED |

DRAFT

Tuesday, June 4, 2024

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**** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.***

DRAFT

Proposed Class FLSA Recommendations List

Beaufort County SC

| Proposed Class Title | Code | Exempt | Occ Category | Proposed Grade | Proposed Pay Plan |
|-------------------------------|------|-------------------------------------|--------------|----------------|-------------------|
| VR&E SPECIALIST | 1053 | <input type="checkbox"/> | | 311 | UNIFIED |
| WATER SAFETY INSTRUCTOR | 645 | <input type="checkbox"/> | | 310 | UNIFIED |
| WEB ADMINISTRATOR | 1321 | <input type="checkbox"/> | | 319 | UNIFIED |
| WORKER'S COMP SPECIALIST | 1502 | <input type="checkbox"/> | | 312 | UNIFIED |
| WORKFORCE DEVELOPMENT MANAGER | 1201 | <input type="checkbox"/> | | 319 | UNIFIED |
| ZONING & DEV ANALYST I | 127 | <input type="checkbox"/> | | 309 | UNIFIED |
| ZONING & DEV. ADMINISTRATOR | 163 | <input checked="" type="checkbox"/> | | 322 | UNIFIED |
| ZONING & DEV. ANALYST II | 1271 | <input type="checkbox"/> | | 310 | UNIFIED |

DRAFT

Tuesday, June 4, 2024

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** FLSA Disclaimer: MAG consultants are not attorneys and do not offer legal opinions. The exemption status of any job classification should be reviewed by competent legal counsel.*



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM |
| MEETING NAME AND DATE: |
| Finance, Administration & Economic Development Committee; June 17, 2024 |
| PRESENTER INFORMATION: |
| Katherine Mead, Human Resources Director |
| ITEM BACKGROUND: |
| |
| PROJECT / ITEM NARRATIVE: |
| Beaufort County desires to establish an internship program in order to provide high school, college students and others with a unique and immersive experience in a real-world professional setting to bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders. In having a positive experience, it increases the likelihood of the individual returning to the County as full-time employees and, should they accept a permanent position, former interns are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves compared to external hires. In order to successfully establish the internship program the staff has developed policies and procedures for the program that includes expectations, requirements, forms and evaluations. |
| FISCAL IMPACT: |
| Interns compensation \$15 hourly not to exceed 15 hours a week; \$100k included in employee contingency budget designated to cover the cost |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends approval |
| OPTIONS FOR COUNCIL MOTION: |
| Motion to deny. Motion to move forward to Council for approval. |

RESOLUTION 2024/ _____

A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM

WHEREAS, Beaufort County (“County”) desires to establish the Beaufort County Internship Program (“Program”) in order to provide high school, college students and others with a unique and immersive experience in a real-world professional setting to bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders; and

WHEREAS, integrating interns into County departments not only provides an enriching educational environment, but also serves as a strategic investment in the County’s growth and innovation, as interns can contribute fresh perspectives into projects and workflows, enhancing the overall creativity of departments; and

WHEREAS, interns can become advocates for the County by sharing their experience with peers and strengthens our ties with educational institutions. In having a positive experience, it increases the likelihood of the individual returning to the County as full-time employees and, should they accept a permanent position, former interns are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves compared to external hires; and

WHEREAS, in order to successfully establish the Program, the County desires to adopt the policies and procedures in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, Beaufort County Council finds that it is in best interest of Beaufort County citizens to establish the Beaufort County Internship Program and adopt the applicable policies and procedures.

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council hereby establishes the Beaufort County Internship Program and adopts the policies and procedures as shown in Exhibit A for the program.

Adopted this day _____, 2024

COUNTY COUNCIL OF BEAUFORT COUNTY

Joseph Passiment, Chairman

ATTEST

Sarah W. Brock, Clerk to Council



BEAUFORT COUNTY

AN EQUAL OPPORTUNITY EMPLOYER



INTERNSHIP PROGRAM MANUAL

THIS IS NOT A CONTRACT OF EMPLOYMENT



Internship Program Manual Revisions

| Revision Date | Section | Type |
|---------------|---------|------|
| | | |



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SECTION 1 - INTRODUCTION

Beaufort County intends to provide high school and higher education students with a unique and immersive experience by means of an internship program in a real-world professional setting. This will bridge the gap between academic knowledge and practical application, fostering rapport among students and fostering the professional development of future County leaders.

This guide is designed as a resource for departments within the County interested in participating in this internship program. It will outline the key elements of the program, to include the objectives, selection criteria, and the roles and responsibilities of both interns and supervisory teams. The policies, procedures, and work guidelines are applicable to all departments and must be followed at all times. For any clarification, please direct your questions to the Human Resources Department at HRAdmin@bcgov.net.

1.1 Benefits of A Paid Internship Program

Integrating interns into departments not only provides an enriching educational environment for students; it is a strategic investment in Beaufort County's growth and innovation. Interns can contribute fresh perspectives into projects and workflows, enhancing the overall creativity of departments.

As a result, hosting interns increases the likelihood of their desire to apply for permanent positions and will provide direct working experience that may assist in them securing a job upon completion of their internship. They become advocates for Beaufort County by sharing their positive experience with peers and strengthening our ties with education institutions. Should former interns be offered a permanent position, they are anticipated to adapt more quickly to their new positions, experiencing shorter learning curves. Additionally, they are afforded the opportunity to immerse themselves in a realistic work environment and develop skills that will aid in their future career success.

SECTION 2 – POLICIES AND PROCEDURES

2.1 Intern Eligibility

The internship program is open to high school and higher education students. The minimum age for interns is 16. Exceptions may be made on a case-by-case basis with approval from the County Administrator.

The family members of County staff and/or Board Member may be allowed to intern but may not be placed under direct supervision or within the same department as other members of their family who are employees of the County. In addition, no person who has a conflict of interest with any activity or program of the County shall be accepted or serve as an intern with the County.



The County accepts interns based on certain criteria, including, but not limited to, an individual's interests, skills, availability, and interview. The County will not participate in or tolerate discrimination against an applicant based on race, color, religion, ethnicity, national origin, gender, age disability, or any other protected class status.

2.2 Internship Program Structure

Departments may determine the internship periods throughout the year as this program offers flexibility in timing and duration. Most internships occur in the summer; however, year-round opportunities are not uncommon, especially if an internship is needed for academic credit. The position of an intern is intended to complement existing regular or part-time/temporary employee roles within departments. Departments hosting interns should structure their internship roles to ensure interns receive meaningful learning experiences, practical application opportunities, and skill development in a professional setting.

Internship roles should be designed to allow interns to integrate classroom knowledge with hands-on experiential learning. This may involve specific projects, tasks, or responsibilities that align with the intern's academic focus and career interests. Shadowing experienced employees will allow interns to gain valuable exposure to potential career paths. Each intern will be paired with a mentor or supervisor who provides guidance, support, and feedback throughout their internship.

Internships shall not exceed a duration of 15 weeks, and interns shall not work more than 15 hours per week.

2.3 Intern Recruitment and Selection Process

For a student to become an intern, they must submit the required application forms, receive approval from Beaufort County, and complete an orientation for the specific department. The internship application is available online at the Beaufort County Job Opportunities webpage. Upon receipt of the application, Beaufort County will perform the necessary screening and the intern supervisor will receive the application for final approval. Once approved, the intern supervisor will contact the intern to set up a convenient time to conduct orientation.

The County reserves the right to require an intern to complete the application process for different internship programs or on a yearly basis.

Department Participation Process

Departments who are interested in hosting interns are required to complete the Department Internship Form (Exhibit 1) which contains the following:

1. A brief outline detailing their department's capacity to host interns,
2. Identification of the key areas or projects within the department where interns would be contributing/working,



3. Specific tasks and responsibilities interns will be assigned, ensuring they align with the County's and department's goals while providing valuable learning opportunities,
4. Preferred academic background and educational/experience requirements.
5. The name and contact information of the designated supervisor/mentor who will guide and oversee the intern(s).

Departments should submit the application to the Human Resources Department by including it in the "Attachments" section when creating their requisition in NEOGOV Online Hiring Center (OHC).

Akin to departments submitting their internship request form, HR will review the submissions to ensure compliance with the Department of Labor (DOL) and alignment with Beaufort County's Internship Program goals and overall objectives.

Criminal Background Information

It is the County's policy that all interns who provide services consent to a criminal background check by completing and signing the "Consent to Conduct Background Investigation" form provided in the orientation materials. Failure to provide consent may result in the inability of an intern to provide services with the County. The background investigation will include an investigation of criminal or police records, and may include financial/credit records, education records, driving records, and any other information deemed by the County to be material to filling the position sought.

Drugs and Alcohol

To help ensure a safe, healthy and productive work environment for our interns and others, to protect Beaufort County property, and to ensure efficient operations, Beaufort County has adopted a policy and complies with the Drug-Free Workplace Act of 1988 of maintaining a workplace free of drugs and alcohol. This policy applies to all interns and other individuals who do work for Beaufort County.

The policy prohibits being in possession or under the influence of any illegal drug or unauthorized controlled substance while working and/or on County premises or in County vehicles.

All interns of the County are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, CBD Oil or any other product that contains THC, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. County interns are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

All interns of the County are prohibited from using or possessing alcoholic beverages on County premises or time. (The term "County premises or time" includes: County vehicles and private vehicles on County premises; parking lots and recreation areas; and any circumstances in which an intern is representing the County, such as attending off-premises business meetings or conferences.)



All interns of the County are prohibited from reporting to or being at work while under the influence of alcohol. (An intern is considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system). An intern taking prescribed medication which might affect their ability to perform their job is required to advise their supervisor. The County will determine whether the intern may continue to work. Interns may be required to submit to a drug screen.

The County reserves the right to test interns it reasonably suspects to be in violation of this policy. Refusal to submit to a drug screening test may result in termination of employment.

2.4 Intern Compensation and Benefits

Interns engaged in the Beaufort County Internship Program shall receive compensation for their contributions, disbursed from the budget of the respective hosting department. Compensation for interns shall not exceed \$15.00 per hour. Interns shall not be entitled to any County-provided benefits. The County reserves the right to grant exceptions to federal, state, or higher education program stipulations, that may preclude internship participants from receiving compensation.

Provisions for DOD SkillBridge Program Participants

The Department of Defense (DOD) SkillBridge program is an opportunity for current service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of their service. SkillBridge connects transitioning service members with industry partners in real-world job experiences. Service members are not paid by the County or receive any health or retirement benefits during their time as a SkillBridge participant, as they are still receiving their active duty pay and benefits while in the program.

For a department to participate in the SkillBridge program, there must be a fully executed Memorandum of Understanding (MOU) with the Department of Defense prior to the commencement of participation. The maximum amount of time that a service member may participate in the SkillBridge program is 180 days, with no minimum requirement. In the instance that a service member must relocate to participate in the program, relocation allowances are not permitted by County when utilizing the SkillBridge program. Service members are also not allowed to receive gifts, allowances, or similar perks.

2.5 Mentorship and Supervision

Every intern will be provided with a job description and expectations, hours of service, explanation of supervision, and any additional necessary forms during their orientation.

Interns will be supervised by a permanent County employee (Intern Supervisor) as designated by the Department Director. The Intern Supervisor will oversee assignments, performance, activities, and use of equipment of the intern. The Intern Supervisor is responsible for addressing and correcting any issues or concerns with the intern and may at their discretion terminate the intern position if deemed necessary.



2.6 Confidentiality

Interns agree that they are subject to Beaufort County's policies prohibiting the nonbusiness use or dissemination of Beaufort County's confidential business information. Interns will take all appropriate steps to safeguard Beaufort County's confidential business information, including segregating it from personal papers and documents, not allowing non-interns to access such information, and keeping such information in locked drawers or file cabinets when not in use. Interns will maintain confidential information, including, but not limited to, information regarding Beaufort County's products or services, processing, marketing and sales, client lists, client e-mail addresses and mailing addresses, client data, orders, memoranda, notes, records, technical data, sketches, designs, plans, drawings, trade secrets, research and development data, experimental work, proposals, new product and/or service developments, project reports, sources of supply and material, operating and cost data, and corporate financial information.

SECTION 3 – DUTY RESTRICTIONS AND RESPONSIBILITIES

3.1 Health and Safety

In assigning an intern to a position, the County will take all precautions to protect the safety and confidentiality of all parties. Interns are required to report any concerns regarding the ability to perform the assigned position to the Intern Supervisor. Interns are not to perform professional services where certification or licensing is required, unless certified or licensed to do so and must receive permission from the Intern Supervisor.

In addition, interns are prohibited from performing the following duties:

- Participating in any activity considered inappropriate for a County employee.
- Operating outside of the scope of the assigned internship position.
- Entering into any contract or agreement on behalf of the County.
- Participating in media interviews without permission from the Public Information Officer (PIO)
- Presenting themselves as a permanent County employee.

Transportation/Driving

Interns are strictly prohibited from using County vehicles. **Use of a supervisor's personal vehicle to transport interns is not permitted and may result in dismissal or immediate termination.**

Injury, Accidents, and Emergency Procedures

Any injury or accident involving an intern, or a program participant, must be reported to the Intern Supervisor immediately, regardless of the nature of the injury. The incident or accident may require the completion of applicable paperwork provided by Risk Management by both the intern and Intern Supervisor.



In the case of an emergency, immediately dial 911. Without delay, immediately contact the Intern Supervisor.

3.2 Record Keeping & Performance Evaluations

Interns should have access to the County Timekeeping system to log hours worked. The records may be used by the County as data to determine the best use of interns in the future.

A system of records will be maintained on each intern with the County, including the intern application, dates of service, positions held, duties performed, and evaluation of work. At a minimum, the Intern Supervisor is responsible for completing the Intern Evaluation Form for each intern at the midpoint and conclusion of the work period assignment. Intern Evaluation Forms may also be submitted at the conclusion of specific work assignments deemed appropriate by the Intern Supervisor or Department Head.

Conduct

When interacting with fellow interns, County staff, and members of the public, interns are expected to always be polite, courteous, and helpful. The County is committed to a safe work environment where violence, harassment, or bullying will be strictly prohibited. Any intern who may experience such acts should promptly notify the Intern Supervisor or the Human Resources Department in order for an investigation to take place and appropriate action be taken.

Dress Code

Interns represent the County when participating in the internship program and are required to present a positive image to the public at all times. Interns are expected to maintain a neat, well-groomed and professional appearance, in addition to good hygiene habits, while at work.

Management makes the final determination of appropriateness of attire and appearance. Interns may be asked to go home and change if deemed inappropriate in the workplace. Time spent away from your workstation changing attire is unpaid time.

Termination of Intern Services

The policies and procedures stated in the Intern Manual exist for the comfort and safety of the interns, employees, and the public being served. A failure to comply with said policies and procedures may result in termination of an individual's internship service.

Termination of an intern is at the sole discretion of the Department Head and may occur without notice or cause.



Additional possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuses of agency equipment or materials, abuse or mistreatment of consumers or co-workers, and failure to satisfactorily perform assigned duties.



Exhibits

E-1 Internship Department Application



INTERNSHIP DEPARTMENT APPLICATION

| DEPARTMENT INFORMATION | | | |
|------------------------|--|---------------------------|--|
| Department: | | Intern Supervisor: | |
| Worksite Address: | | Phone Number: | |
| | | Email Address: | |
| Intern Position Title: | | Intern Educational Level: | |

The purpose of the Internship Department Application is twofold: 1) To ensure that our internship program aligns with labor laws, providing a secure foundation for interns, and for Beaufort County employees; 2) The position of an intern complements existing regular or part-time/temporary employee roles within departments and provides them with opportunities to integrate classroom knowledge with hands-on experiential learning and shadow a professional employee.

Furthermore, the Human Resources Department will leverage the information provided from this form to promote the internship program externally. **Submit this form in the "Attachments" section when adding your requisition in NEOGOV for processing.** For any questions, please contact Human Resources and refer to the Internship Program Manual for further clarification.

| DURATION AND TIMING | | | |
|---------------------------|---------------------------------|-----------------------------------|------------------------------------|
| Program Start Date: | | Program End Date: | |
| Work Schedule Start Time: | | Work Schedule End Time: | |
| Days Per Week: | <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday |
| | | <input type="checkbox"/> Thursday | <input type="checkbox"/> Friday |
| Hours Worked Per Week: | | | |


| INTERNSHIP RESPONSIBILITIES (be specific) | |
|---|--|
| | |

| FUTURE EMPLOYMENT OPPORTUNITIES (Please list all current job positions this internship position would most correlate to.) | |
|---|--|
| Position Titles: | |

HR Internship Request – XX/XX/2024



E-2 Intern Evaluation

|  <h2 style="text-align: center;">INTERN EVALUATION</h2> | | | | |
|--|-----------|------------------------|------|--------------|
| INTERN AND DEPARTMENT INFORMATION | | | | |
| Intern Name: | | Intern Position Title: | | |
| Evaluation Date: | | Department: | | |
| Demeanor | Excellent | Good | Poor | Not Observed |
| Cheerful and friendly with everyone | | | | |
| Cooperative attitude | | | | |
| Displays patience and understanding with participants | | | | |
| Accepts Supervision and constructive criticism | | | | |
| Respectful | | | | |
| Contribution and Conduct | | | | |
| Adheres to Department's policies | | | | |
| Shows initiative; desires to grow and learn | | | | |
| Receptive to suggestions from others | | | | |
| Displays integrity | | | | |
| Performs requested duties in a timely manner | | | | |
| Offers assistance | | | | |
| Works well in a group setting | | | | |
| Follows instructions | | | | |
| Leads when appropriate | | | | |
| Conducts him/herself in a professional manner | | | | |
| Respects confidentiality | | | | |
| Reliability | | | | |
| Reports on time to assigned location | | | | |
| Aspects responsibility for own actions | | | | |
| Manages times efficiently | | | | |
| ADDITIONAL COMMENTS | | | | |
| | | | | |
| REQUIRED APPROVAL SIGNATURES | | | | |
| Intern's Signature: | | | | |
| Intern Supervisor's Signature: | | | | |
| Department Director's Signature: | | | | |
| HR Signature: | | | | |

Internship Evaluation – XX/XX/2024

E-3 Intern Release and Waiver of Liability & Assumption of Risk



INTERN RELEASE AND WAIVER OF LIABILITY & ASSUMPTION OF RISK

Applicant enters into this Release and Waiver of Liability and Assumption of Risk (“Waiver”) for the benefit of Beaufort County and released parties, myself, my personal representative, next of kin, heirs, successors, and assigns; and in consideration for being allowed to participate as an Intern in the above stated Department of Beaufort County.

Applicant hereby agrees to the following:

1. *Intern not Employee.* Applicant understands and agrees that services provided are in no way an offer of or employment by Beaufort County. Additionally, Applicant agrees that at no time shall they be deemed to be an employee or an agent of Beaufort County, and participation is completely voluntary.
 - a. *Insurance.* Beaufort County will provide Applicant with Workman’s Compensation insurance coverage but will not provide any additional health insurance or coverage, which would be provided if Applicant was considered an employee.
2. *Activities.* Applicant agrees that the activities necessary to complete intern services have been fully and adequately explained (hereafter “Services”) and that Applicant is physically and mentally capable of participating in Services without injuring themselves or others in any manner. Applicant shall read, listen, and follow all safety instructions and procedures presented in conjunction with Services; and shall use their best independent judgment based upon their abilities and will immediately terminate participation in Services if it becomes too strenuous, difficult, or hazardous.
3. *Professional Conduct and Assigned Duties.* Applicant agrees to act appropriately and in a professional, courteous manner at all times; and shall adhere to all rules, policies, and conduct as outlined by the coordinator for the Services. Applicant shall not leave their assigned position prior to a replacement individual arriving or informing the Service’s coordinator of a vacancy and receiving authorization to leave the assigned position. Applicant understands that the Service’s coordinator and/or designated Beaufort County staff member may move, or re-assign interns as needed.
4. *Termination of Services.* Applicant understands and agrees that Beaufort County may refuse to accept intern services at any time, whether with justification or not, and at that point Applicant must and cannot hold themselves out as an intern.
5. *Release and Waiver.* Applicant hereby releases and waives liability for Beaufort County, other interns, coordinators, sponsors, suppliers, supporters, and all private and public land owners on whose property and project may be located (collectively “Released Parties”), including without limitation the Released Parties’ employees, agents, personal representatives, heirs, succors, and assigns for **all** injury, disability, death, loss or damage to themselves or their property whether caused by the negligence of the Released Parties or otherwise except that which is the result of gross negligence and/or wanton misconduct.
6. *Indemnification and Hold Harmless.* Applicant hereby agrees to indemnify, defend, and hold harmless the Released Parties from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities including, but not limited to, attorney’s fees, arising from, or in any way be related to or caused in whole or in part by participating in the intern activity. **Applicant intends this Waiver to be a complete and unconditional release of all liability to the greatest extent allowed by law.**
7. *Assumption of Risk.* Applicant understands that said Services may take place on a location or under conditions that may be considered dangerous. **Applicant knowingly and freely assumes all foreseeable and/or unforeseeable risks and dangers, and all other risks and dangers that could arise out of, or occur while,**

Intern Release and Waiver of Liability and Assumption of Risk



unforeseeable risks and dangers, and all other risks and dangers that could arise out of, or occur while, participating in Services; even if those risks arise from the negligence of other parties (specifically Beaufort County) or third parties, and Applicant assumes full responsibility for participation in Services and/or activities association with intern activities.

- 8. *Severability.* If any provision of this Waiver is held to be prohibited by law, then the remaining provisions of the Waiver shall continue in full force and effect.
- 9. *Governing Law.* The construction, interpretation, and performance of this Waiver shall be governed by the laws of South Carolina. The sole venue for any action arising out of this Waiver shall be Beaufort County, South Carolina.

I have read this release and waiver of liability and assumption of risk. I fully understand its terms, I understand that I have given up substantial rights by signing it and sign it freely and voluntarily without any inducement. If signing on behalf of a minor, I have explained the above agreement to the minor and attest to the fact that I am the parent or guardian of the minor. Note: This Waiver does not alter or affect any protections afforded to interns by any State or Federal Laws.

Applicant Signature

Date

Applicant Printed Name

Intern Release and Waiver of Liability and Assumption of Risk



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 1.

| |
|--|
| ITEM TITLE: |
| Discussion concerning a letter of support for Beaufort Jasper Housing Trust |
| MEETING NAME AND DATE: |
| Community Services and Land Use, June 10 th , 2024 |
| PRESENTER INFORMATION: |
| Sing Trust Fund Staff |
| ITEM BACKGROUND: |
| New Item |
| PROJECT / ITEM NARRATIVE: |
| <p>The Housing Trust needs a few letters of supports for final approval to access SC housing home repair funds. Executive Director Claude Hicks meets the experience criteria, and he has completed the training requirements established by SC Housing. The Trust meets all governance and liquidity requirements established by SC Housing. Their sole remaining requirement is letters of support. Letters may not be signed by our Board Members, so we are asking you to supply a letter directly to SC Housing.</p> <p>The Trust anticipates it can bring \$2.5 million in state funds to leverage funds they have already budgeted for home repair. This will be the first time these funds have been used in Beaufort and Jasper County. Since its inception two years ago as a multi-jurisdictional fund devoted to the creation and preservation of affordable and workforce housing, BJHT has focused on three critical areas - home repair, home ownership, and support of LIHTC development. The need for home repair assistance in Beaufort and Jasper Counties is critical for those at low or very low income. Without access to resources, many seniors and families face daily challenges trying to maintain the health and safety of their homes.</p> |
| FISCAL IMPACT: |
| None |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| N/A |
| OPTIONS FOR COUNCIL MOTION: |
| N/A |

COUNTY COUNCIL OF BEAUFORT COUNTY
OFFICE OF THE INTERIM COUNTY ADMINISTRATOR
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD

CHERYL H. HARRIS
EXECUTIVE ASSISTANT

POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2023
FAX: (843) 255-9403
www.beaufortcountysc.gov

JOHN ROBINSON
INTERIM COUNTY ADMINISTRATOR

May 28, 2024

South Carolina State Housing Finance and Development
300-C Outlet Pointe Boulevard
Columbia, SC 29210

Re: Beaufort Jasper Housing Trust Home Repair Qualification Request

TO WHOM IT MAY CONCERN:

Please accept this correspondence as a letter of support for the Beaufort Jasper Housing Trust, Inc. ("BJHT") in its application to participate in the South Carolina Housing Trust Fund Home Repair Program.

Since its inception two years ago as a multi-jurisdictional trust fund devoted to the creation and preservation of affordable housing, BJHT has focused on three critical areas - home repair, home ownership, and support of Low-Income Housing Tax Credit (LIHTC) development.

The need for home repair assistance in Beaufort and Jasper Counties is critical for those at low or very low income. Without access to resources, many seniors and families face daily challenges trying to maintain the health and safety of their homes.

As a member of the Regional Housing Trust Fund that we support BJHT's initiative and desire to provide our citizens with home repair assistance.

Thank you in advance for your consideration of BJHT's application. Please do not hesitate to contact me should you have additional questions or need information.

Sincerely,

John Robinson
Interim County Administrator

JR:ch



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| RECOMMEND APPROVAL TO AUTHORIZE THE INTERIM ADMINISTRATOR TO ENTER INTO A CONTRACT WITH HAIG POINT CLUB AND COMMUNITY ASSOCIATION’S FERRY COMPANY FOR THE PROVISION OF EMS/MEDIVAC FERRY SERVICES FOR DAUFUSKIE ISLAND. |
| MEETING NAME AND DATE: |
| FINANACE, ADMINISTRATION, & ECONOMIC DEVELOPMENT COMMITTEE - June 17, 2024 |
| PRESENTER INFORMATION: |
| Hank Amundson – Special Assistant to the County Administrator <i>5 Minutes</i> |
| ITEM BACKGROUND: |
| <p>In early 2024, Beaufort County was forced to engage, on an emergency month-to-month basis, Emergency (medivac) transportation service from Haig Point Club & Community Ferry Service in order to provide essential service for the Island until a permanent contract could be put into place.</p> <p>In April of 2024, an RFP for the provision of Emergency Transportation Services (Medivac) was published with a proposal submission deadline of May 17th. See RFP attached</p> <p>Haig Point Club & Community Association Ferry Service was the only proposal submitted. See attached.</p> |
| PROJECT / ITEM NARRATIVE: |
| <p>The proposed cost to the County is \$275,000 per year. Submitted Proposal is attached</p> <p>The proposer, HPCCA Ferry Service, will provide docking locations on Daufuskie Island at the Haig Point private dock, and on the Hilton Head Island side, at Sea Pines Marina and 24/7 medivac services as a waterborne extension of our EMS transportation services.</p> <p>The new contract period will begin July 1, 2024 and is for a term of 1 (one) year ending on June 30, 2025 with the potential for up to 4 (four) 1-year renewals, subject to Administrator and budget approval.</p> |
| FISCAL IMPACT: |
| \$275,000 in the upcoming 2025 budget year. (Acct# 2546-50-0000-55000) |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Staff recommends that Council authorize the Interim County Administrator to negotiate and enter into a contract with HPCCA Ferry Service for, at most, this amount for the provision Emergency medivac and First Responder ferry services. |

OPTIONS FOR COUNCIL MOTION:

(Motion to approve/deny “AUTHORIZE THE INTERIM COUNTY ADMINISTRATOR TO NEGOTIATE AND CONTRACT WITH HPCCA FERRY SERVICES AS A RESULT OF THE RECENT RFP PROCESS, FOR THE PROVISION OF EMERGENCY MEDIVAC AND EMS FERRY SERVICES TO AND FROM DAUFUSKIE ISLAND”)

(Move forward to Council for Approval on date June 24, 2024)

EXHIBIT C

PRICE PROPOSAL AND CERTIFICATION

The undersigned HPCCA Ferry Company, Inc., having carefully examined the information contained in the Beaufort County RFP Number #051724 dated May 17th, 2024, proposes to provide EMS Transportation Services from Daufuskie Island, as outlined in this proposal, at the prices specified below:

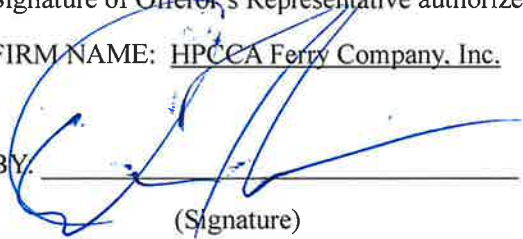
Provide annual cost for ferry services for Beaufort County:

- Total annual cost to provide all required services for the fiscal year starting July 1, 2024:
\$ 275,000 (numbers) / two hundred and seventy-five thousand dollars (words)

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: HPCCA Ferry Company, Inc.

BY: 
 (Signature)

DATE: May 17, 2024

TYPE/PRINT: Don Hunter
(Name)

CEO
(Title)

ADDRESS: 10 Haig Point Circle
 (Street Address and/or P. O. Box Number)
Hilton Head, Island, South Carolina, 29928
 (City) (State) (Zip Code)

PHONE: (843) 341-8141
(Area Code) Phone Number

()
(Area Code) Phone Number

EMAIL: dhunter@haigpoint.com

FEDERAL ID#: 22-2690475

S.C. TAX #: _____



HAIG POINT
— DAUFUSKIE ISLAND —

Beaufort County, SC

EMS Transportation Services from Daufuskie Island

RFP # 051724



Submitted by HPCCA Ferry Company Inc.

May 17, 2024



HAIG POINT
— DAUFUSKIE ISLAND —

May 17, 2024

County Council of Beaufort County Procurement Services Department
106 Industrial Village Road, Bldg. 2
Post Office Drawer 1228 Beaufort, SC 29901-1228

Re: Request for Proposal No. 051724

Dear Mr. Thomas,

Haig Point Club & Community Association (HPCCA) Ferry Company is very pleased to submit our proposal to continue providing transportation services to Beaufort County (BC) Emergency Medical Services (EMS), Coroner, Sheriff’s Office (BCSO) and other approved BC staff. As part of various contracts, HPFC has provided BC these services for almost 40 years. The attached documents outline our proven approach and addresses the information requirements outlined in the Request for Proposal (RFP).

HPCCA Ferry Company (HPFC) is best positioned to provide transportation services between Daufuskie Island and Hilton Head Island, SC. Our proposal is built on four decades of demonstrated success providing trained, certified crews, reliable vessels, and customer-oriented service. Passenger safety and comfort is incorporated in all our operations. HPFC’s proven record of providing service between Hilton Head and Daufuskie, 7 days-a-week, throughout the year is unsurpassed. Currently we operate 18 scheduled round trips each day with a 99% on-time record and 24 hour per day emergency transport for all Daufuskie residents and visitors on behalf of BC.

Having operated so long in and around Daufuskie coupled with the depth and breadth of services offered, our proposal is sound and our pricing provides a great partnership opportunity for Beaufort County. With this proposal, HPFC is continuing to show its commitment to Daufuskie Island and Beaufort County.

Should you desire or require any clarifications, please don’t hesitate to contact me.

Don Hunter

Chief Executive Officer

Haig Point Club & Community Association, Inc. 10 Haig Point Circle
Hilton Head Island, SC 29928

RFP # 051724

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| Exhibit | Item | Page |
|----------------|--|-------------|
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1. Executive Summary

Haig Point Club and Community Association (HPCCA) and its ferry service subsidiary HPCCA Ferry Company (HPFC) propose to provide the following services that will meet and exceed Beaufort County's Request for Proposal #051724. Specific details of these services are covered in section 3.0 Work Plan and Scheduling.

- 1.1 Beaufort County (BC) Emergency Medical Services (EMS)**
 - a) Parking, daily ferry, and gate access services
 - b) Emergency Waterborne Medivac Services
 - c) Air Ambulance Landing and Take-off Area
- 1.2 BC Coroner**
 - a) Private Waterborne Service
- 1.3 BC Sheriff's Office (BCSO)**
 - a) Parking, daily ferry, and gate access services
 - b) Access to the HPFC Harbour Town Water Taxi
 - c) On-Call Transportation Services
 - d) Vehicle Storage and Boat Docking on Daufuskie
- 1.4 BC Approved Personnel (Stormwater, Code Enforcement, Build Inspector, etc.)**
 - a) Parking, daily ferry, and gate access services
 - b) Access to Cart Rentals and Other Conveniences
- 1.5 Emergency Evacuation and Re-entry Services for individuals covered under this agreement**

HPFC is proposing to provide these services at an annual rate of \$275,000 for a term of five years with two optional five-year renewals. HPFC carries a \$50,000,000 General Liability Marine Insurance Policy. Given the high cost of labor, boats, maintenance, fuel, and insurance, HPFC is providing Beaufort County with a tremendous value.

2. Approach to the Planning Process

HPCCA Ferry Company (HPFC) recognizes Beaufort County's desire to procure a reliable, high-quality Medivac and ferry service for its employees.

HPFC is best positioned to provide waterborne services between Daufuskie Island and Hilton Head Island, SC. Our proposal is built on 39 years of demonstrated success providing trained, certified crews, reliable vessels, and customer-oriented service. Passenger safety and comfort is incorporated in all our operations. HPFC's proven record of providing service between Hilton Head and Daufuskie, 7 days-a-week, throughout the year is unsurpassed. Currently we operate an 4-boat fleet with 18 round trips daily and 24 hour per day emergency transport. In total, we have over 29,300 departures annually to and from Daufuskie Island.

In preparation for this proposal response,

- We reviewed the Beaufort County Daufuskie Island Planning Code (developed in 2010 and updated in 2018) Section 2 titled Ferry Service to determine the needs and expectations of both the County and the residents of Daufuskie Island.
- We leveraged our many years of transportation services to research the Beaufort County employee usage, Medivac occurrences (as documented by the Daufuskie Island Fire Department), the parking needs, and the financial performance of the HPFC service.
- We have a lease in place with Harbour Town and have reviewed the terms of the lease to ensure that HPFC has the right to come and go.
- We sailed the route between the docks to determine (1) the accessibility of the docks during various tidal shifts and (2) the time and fuel required to ensure the integrity of our proposed departure schedule.
- We hired a seasoned United States Coast Guard Captain to be the business lead of the HPFC to ensure the professional execution of the service for passengers and the contract with Beaufort County.

3. **Work Plan and Scheduling**

3.1 **Beaufort County (BC) Emergency Medical Services (EMS)**

- a) Parking, daily ferry, and gate access services
 - 3.1.a.1 Each EMS employee's vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA.
 - 3.1.a.2 EMS will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. EMS list can be updated by administrator assigned by BC. Each EMS employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that EMS employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.
 - 3.1.a.3 EMS can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.
 - 3.1.a.4 EMS employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island where EMS employees are greeted by fellow team members and shift changes occur.
 - 3.1.a.5 EMS Employees can use the HPFC cargo and freight transportation system for EMS-related items or personal items needed during their shifts.
- b) Emergency Waterborne Medivac Services (SEE IMAGE BELOW)
 - 3.1.b.1 24 hours a day, 365 days per year an HPFC Captain will be available to transport EMS personnel and patients. HPFC Captains are stationed at the Haig Point Landing on Daufuskie, allowing for immediate departures upon the ambulance's arrival.
 - 3.1.b.2 HPFC will provide immediate telephone response when alerted of an emergency, and initiate the waterborne extension of ambulance services.
 - 3.1.b.3 Waterborne ambulance services will be provided by HPFC in an "on-call" model 24 hours a day, 365 days per year. Captain will transport EMS employees and patient(s) from the HPCCA-owned Haig Point Landing on Daufuskie Island to the HPCCA-leased dock in Harbour Town on Hilton Head. The vessel will provide a weather-protected, climate controlled, safe, stable, and rapid transport (<8 min). Ambulances on both Daufuskie Island and Hilton Head will

be provided with easy access to the docks. Once the Daufuskie Island EMS employees deliver the patient to the care of mainland EMS staff, then the HPFC Captain will return the Daufuskie EMS team to the Haig Point Landing.

- c) Air Ambulance Landing and Take-off Area
 - 3.1.c.1 HPCCA will provide a suitable area within the private community for the landing and take-off of air ambulance services.
- 3.2 BC Coroner**
 - a) Private Waterborne Service
 - 3.2.a.1 HPFC agrees to provide service to BC Coroner's office for a body to be moved from Daufuskie Island on a mutually acceptable day and time. HPFC's private service will originate from Haig Point Landing on Daufuskie Island and debark at Harbour Town on Hilton Head Island.
 - 3.2.a.2 Upon reservation, Coroner and deputy coroners will have access to the HPFC regularly scheduled ferry, as well as, the HPFC water taxi.
- 3.3 BC Sheriff's Office (BCSO)**
 - a) Parking, daily ferry, and gate access services
 - 3.3.a.1 Each BCSO employee's vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA.
 - 3.3.a.2 BCSO will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. BCSO list can be updated by administrator assigned by BC. Each BCSO employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that BCSO employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.
 - 3.3.a.3 BCSO can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.
 - 3.3.a.4 BCSO employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island.
 - b) Access to the HPFC Harbour Town Water Taxi
 - 3.3.b.1 24 hours per day BCSO can call to reserve space on the regularly schedule HPFC Harbour Town Water Taxi for emergencies on Daufuskie Island.
 - c) On-Call Services
 - 3.3.c.1 24 hours a day, 365 days per year an HPFC Captain will be available to transport BCSO personnel and perpetrator(s).

HPFC Captains are stationed at the Haig Point Landing on Daufuskie, allowing for immediate departures upon BCSO arrival.

3.3.c.2 HPFC will provide immediate telephone response when alerted of an emergency, and initiate the waterborne extension of BCSO services.

3.3.c.3 Waterborne ambulance services will be provided by HPFC in an “on-call” model 24 hours a day, 365 days per year. Captain will transport BCSO employees and perpetrator(s) between the HPCCA-owned Haig Point Landing on Daufuskie Island to the HPCCA-leased dock in Harbour Town on Hilton Head. The vessel will provide a safe, stable, and rapid transport (<8 min).

d) Vehicle Storage and Boat Docking on Daufuskie

3.3.d.1 BCSO Marine Division will be granted dock space at the HPCCA Landing on Daufuskie when necessary. HPCCA Landing is the closest point between Hilton Head and Daufuskie.

3.3.d.2 BCSO will have two parking spots reserved near the Haig Point Landing on Daufuskie for them to leave vehicles stored in case of an emergency.

3.4 BC Approved Personnel (Stormwater, Code Enforcement, Build Inspector, etc.)

a) Parking, daily ferry, and gate access services

3.4.a.1 Each approved employee’s vehicle will be issued a parking pass for the HPFC embarkation located at 10 Haig Point Circle, Hilton Head Island. Vehicles will be required to park in designated areas as determined by HPCCA

3.4.a.2 BC will provide HPFC a list of employees on the contract anniversary that will need access to the HPFC ferry. List can be updated by administrator assigned by BC. Each BC employee will be issued a permanent ferry pass for purposes of traveling to and from shifts on Daufuskie Island. The primary benefit of the permanent pass is that BC employees can simply park and walk directly to the boarding area on Hilton Head and Daufuskie. Permanent passes will also be used for the exit and re-entry from HPCCA on Daufuskie Island.

3.4.a.3 BC can request single-day ferry passes for employees or contractors going to Daufuskie to perform work for BC.

3.4.a.4 BC employees receive guaranteed and priority boarding on HPFC ferries. HPFC ferries operate 18 round trips each day. One-way HPFC ferry time is 30 minutes to the Haig Point Landing on Daufuskie Island.

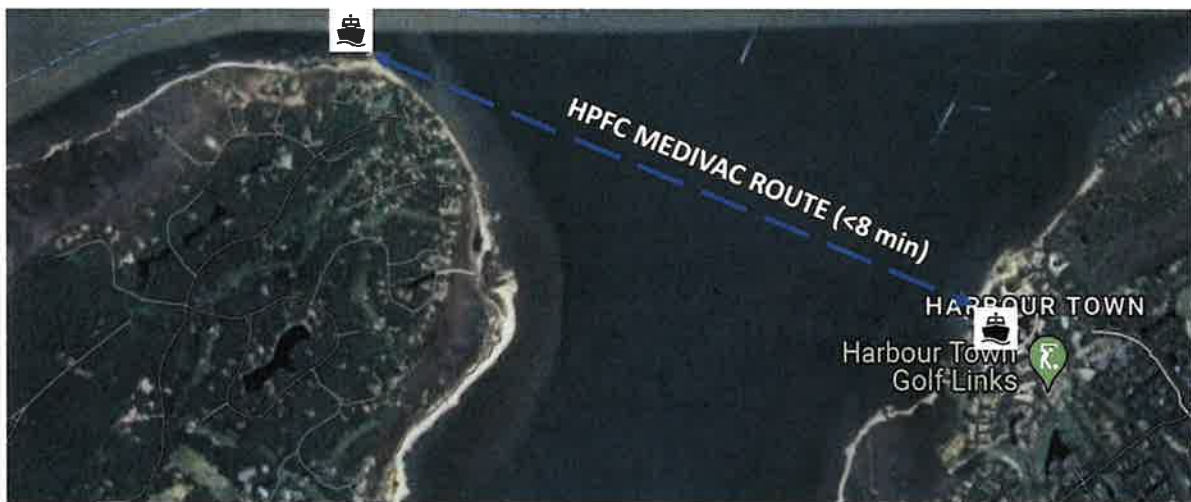
3.4.a.5 BC Employees can use the HPFC cargo and freight transportation system for BC-related items or personal items needed during their shifts.

- b) Access to Cart Rentals and Other Conveniences
 - 3.4.b.1 BC has an HPCCA commercial vendor account for miscellaneous purchases at HPCCA, such as, golf cart rentals. Cargo Cart and/or 4 and 6-seat Golf Carts can be rented for BC employees at the prevailing commercial vendor rate and charged to the BC account. BC will be billed for miscellaneous charges on a monthly basis.
 - 3.4.b.2 BC employees have access to HPCCA’s private Strachan Mansion General Store, Café and Restrooms.

3.5 Emergency Evacuation and Re-entry Services for individuals covered under this agreement

- a) HPFC will provide evacuation on regularly scheduled HPFC ferry departures for individuals covered under this agreement in the case of an emergency where evacuation is ordered.
- b) Individuals covered under this agreement will have the fastest possible re-entry following an emergency. HPFC has four employees on the DIFD REntry Disaster Daufuskie Island (REDDI) Team. The REDDI team enables HPFC to facilitate the re-entry of EMS employees to Daufuskie Island

Haig Point Landing to Harbour Town Route for EMS, Coroner, and BCSO:



HPFC Ferry Schedule:

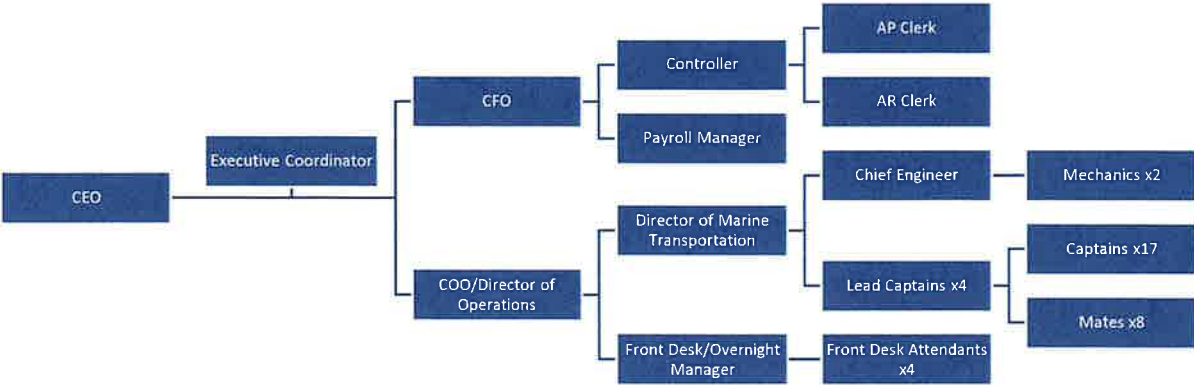
| Departing HHI (10 Haig Point Circle) | Departing DI (Haig Point Landing) |
|--|--|
| <ul style="list-style-type: none"> Every hour on the :30s from 6:30 AM to 11:30 PM. 30-minute travel time | <ul style="list-style-type: none"> Every hour on the :40s from 6:40 AM to 11:40 PM. 30-minute travel time |

HPFC Water Taxi Schedule (By Reservation):

| Departing DI (Haig Point Landing) | Departing HHI (Harbour Town) |
|---|---|
| <ul style="list-style-type: none"> Every hour on the :10s – 24 hours per day. 8-minute travel time | <ul style="list-style-type: none"> Every hour on the :20s – 24 hours per day. 8-minute travel time |

4. Experience, Qualifications and Vessel Information

4.1 HPFC Organizational Chart



4.2 Captain and Mate Experience and Qualifications

Chris Doscher, Captain (Director of Marine), 100 Ton Master License

- 1 year with Haig Point
- 38 years with a Captain License
- Sea School
- BS Aerospace Engineering
- MBA Penn School of Business

Andrew (AJ) Brannan, Captain, 50 Ton Master License

- 5 years with Haig Point
- 9 years with a Captain License
- Mariners Learning System
- BS Marine Biology

Antonio Chalmers, Captain, 100 Ton Master License

- 15 Years with Haig Point
- 8 years with a Captain License
- Sea School

Joshua Eben, Captain, 100 Ton Master License

- 6 years with Haig Point
- 5 years with a Captain License
- Down East Maritime School

Stephanie Hodge, Captain, 50 Ton Master License

- 3 and a half years with Haig Point
- 1 and a half years with a Captain License
- Sea School
- Lowcountry Practical Nursing school (NCLEX-PN)

Chris Kennedy, Captain, 100 Ton Master License

- 4 years with Haig Point
- 4 years with a Captain License
- Sea School

Robert Levis, Captain, 100 Ton Master License

- 9 years with Haig Point
- 5 years with a Captain License
- Sea School

John Lynn, Captain (Retired Law Enforcement), 50 Ton Master License

- 8 months with Haig Point
- 2 years with a Captain License
- Sea School
- Masters Criminal Justice
- BS Computer Science
- AS Civil Engineering

Michael (Mick) Mayers, Captain, 100 Ton Master License

- (Operations Chief for US Dept of Health and Human Services)
- 1 year with Haig Point
- 5 years with a Captain License
- Sea School
- BA Organizational Leadership
- AS Fire Science

Robert Paulik, Captain, 100 Ton Master License

- 32 years with Haig Point
- 28 years with a Captain License
- Sea School
- BS in Education

Joseph Pelletier, Captain, (Lead Captain), 100 Ton Master License

- 6 years with Haig Point
- 24 years with a Captain License
- Sea School

Nathan Plavcan, Captain, US Coast Guard Reserves, 100 Ton Master License

- 4 years with Haig Point
- 4 years with a Captain License
- Sea School

Geoff Rosenberry, Captain, 100 Ton Master License

- 4 years with Haig Point
- 23 years with a Captain License
- Sea School

Robert Stevens, Captain, 100 Ton Master License, STCW

- 4 years with Haig Point
- 2 years with a Captain License
- Sea School

Lauren Uslin, Captain, 50 Ton Master License

- 1 year with Haig Point
- 3 years with a Captain License
- Sea School

Jeff Gephart, Captain, 100 Ton Master License

- 1 year with Haig Point
- 8 years with a Captain License
- Mariners Learning Center
- BS Sports Medicine
- Masters Business Administration

Joe Walsh, Captain, 50 Ton Master License

- 1 years with Haig Point
- 1 ½ years with a Captain License
- Sea School
- BS Electrical Engineering

Marine Boat Mates 2024

Ryan Blalock, Boat Mate, 25 Ton Master License

- 8 months with Haig Point
- 5-year Boat Mate

Romal Garcia, Boat Mate

- 9 months with Haig Point
- 9-month Boat Mate

Trent Grant, Boat Mate

- 4 and a half years at Haig Point
- 4-year Boat Mate

Jerome Jones, Boat Mate

- 2 years at Haig Point
- 2-year Boat Mate

Steve Martin, Boat Mate, Six-Pack Captain License

- 5 years at Haig Point
- 5-year Boat Mate

Danny Ragland, Boat Mate, Six-Pack Captain License

- 2 years at Haig Point
- 2-year Boat Mate

Myron Spence, Boat Mate

- 1 year at Haig Point
- 1-year Boat Mate
- BS Information Systems

Craig Stoddard, Boat Mate

- 2 years at Haig Point
- 2-year Boat Mate

4.3 Vessel Information



PRIMARY VESSEL CHARACTERISTICS

| | | | |
|-----------------------------------|---|--------------------------------|---|
| Owner: | HPCCA Ferry Company Inc. | Operator: | HPCCA Ferry Company Inc. |
| Owner Address: | 10 Haig Point Circle, Hilton Head, SC 29928 | Operator Address: | 10 Haig Point Circle, Hilton Head, SC 29928 |
| Name of Vessel: | Haig Point III | | |
| Length: | 36' | Beam: | 12.7' |
| Cruising Speed: | 18 knots | Horsepower: | 750 (375 x 2) |
| Propulsion: | Twin inboard diesels | Navigation Electronics: | Marine Radar, Depth Sounder, Compass & GPS |
| Communication Equipment: | VHF Marine Radio, 2-way radio, Cell Phone | Constructed: | 1986-1987 |
| USCG Certified Passengers: | 30 | | |



BACK-UP VESSELS CHARACTERISTICS (THREE DIFFERENT FERRIES)

| | | | |
|-----------------------------------|---|--------------------------------|---|
| Owner: | HPCCA Ferry Company Inc. | Operator: | HPCCA Ferry Company Inc. |
| Owner Address: | 10 Haig Point Circle, Hilton Head, SC 29928 | Operator Address: | 10 Haig Point Circle, Hilton Head, SC 29928 |
| Name of Vessel: | Haig Point I, II and IV | | |
| Length: | 55.3' | Beam: | 17.2' |
| Cruising Speed: | 20 knots | Horsepower: | 750 (375 x 2) |
| Propulsion: | Twin inboard diesels | Navigation Electronics: | Marine Radar, Depth Sounder, Compass & GPS |
| Communication Equipment: | VHF Marine Radio, 2-way radio, Cell Phone | Constructed: | 1986-1987 |
| USCG Certified Passengers: | 89 | | |

5. Additions, Exceptions or Exclusions to the RFP

5.1 Additional Terms

a) Operating Expense Escalator

Each year on the anniversary date of the contract, the contractor shall have the opportunity to negotiate the contract price if the contractor's annual operating expenses, from May to May, increase more than 3%, or there is a larger than 3% increase in the Consumer Price Index, South Urban, All Items.

b) Proposal Term Length

HPFC proposes a five (5) year contractual period of performance with up to two (2) optional five (5) year periods.

EXHIBIT A

Certification regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion

The contractor certifies, by submission of this qualification statement or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

State whether your company has been involved in any litigation within the past five (5) years, arising out of your performance.

Circle Yes or No.

If you answer yes, explain fully if it has been involved in any litigation involving performance.

See C/A 2021-CP-07-01078 James Ware, et. al. vs. Beaufort County, HPCCA Ferry Company, Inc., and The Daufuskie Island Ferry Services, LLC.

EXHIBIT B

CERTIFICATION BY CONTRACTOR

Regarding

NON-SEGREGATED FACILITIES

The Bidder certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated fountains, transportation, parking, entertainment, recreation, and housing facilities; waiting, rest, wash, dressing, and locker room, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, based on color, creed, national origin, and race. The Bidder agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

HPCCA Ferry Company

Contractor



(Signature)

Don Hunter, CEO

Name and Title of Signer

May 17, 2024

Date

EXHIBIT C

PRICE PROPOSAL AND CERTIFICATION

The undersigned HPCCA Ferry Company, Inc., having carefully examined the information contained in the Beaufort County RFP Number #051724 dated May 17th, 2024, proposes to provide EMS Transportation Services from Daufuskie Island, as outlined in this proposal, at the prices specified below:

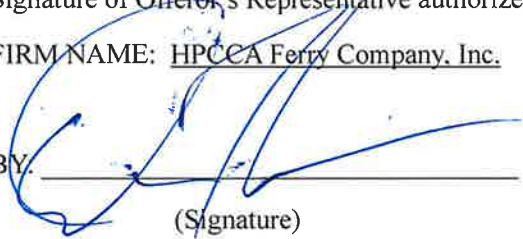
Provide annual cost for ferry services for Beaufort County:

- Total annual cost to provide all required services for the fiscal year starting July 1, 2024:
\$ 275,000 (numbers) / two hundred and seventy-five thousand dollars (words)

This cost proposal is made without prior understanding, agreement, or connections with any corporation, firm, or person submitting a proposal for the same service and is in all respect fair and without collusion or fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

Signature of Offeror's Representative authorized to enter into contract with Beaufort County Council:

FIRM NAME: HPCCA Ferry Company, Inc.

BY: 
 (Signature)

DATE: May 17, 2024

TYPE/PRINT: Don Hunter
(Name)

CEO
(Title)

ADDRESS: 10 Haig Point Circle
 (Street Address and/or P. O. Box Number)
Hilton Head, Island, South Carolina, 29928
 (City) (State) (Zip Code)

PHONE: (843) 341-8141
(Area Code) Phone Number

()
(Area Code) Phone Number

EMAIL: dhunter@haigpoint.com

FEDERAL ID#: 22-2690475

S.C. TAX #: _____

The Daufuskie Island Council
The Elected Voice of Daufuskie Island

May 16, 2024

To The Beaufort County Council:

If we have learned anything over the past 6 months, it's that having a safe and efficient ferry service is of paramount importance to our community. As it pertains to marine transport for medical emergencies, the need could not be greater for the best available service. Having the right ferry company in place is literally a life-saving matter. Therefore, the Daufuskie Island Council strongly supports Haig Point's RFP application for our island's EMS marine transport contract.

Specifically, we support the Haig Point application for the following reasons:

- In collaboration with Beaufort County Emergency Medical Services (EMS), Haig Point has provided marine transport for Daufuskie's residents and visitors since 1985, representing almost 40 years of consistently high quality service.
- There are no documented complaints relating to this past service in the history of the Daufuskie Island Council. On the contrary, our community reports many incidents of saved lives attributable to this service.
- Haig Point offers the best infrastructure on Daufuskie Island for delivering injured and ill patients down a dock that is always in good repair, and also is the closest dock to Hilton Head.
- Haig Point offers trained and experienced staff that professionally and quickly get patients and the EMS staff to Hilton Head in a travel time of 5-10 minutes.
- A family member or friend is always welcome to accompany the patient, and Haig Point regularly arranges free transport back to Daufuskie at the conclusion of the medical visit.
- Haig Point maintains ADA-friendly boats which are suitable for boarding/d disembarking stretchers, walkers, and wheelchairs.

- Several weatherproof boats are always available as back-ups in the event of a breakdown by the primary vessel.
- Haig Point provides expeditious medical transport to Hilton Head on a 24-hour basis and there is always a standby boat captain.

In summary, we believe that the saying "if it ain't broke, don't fix it" applies to Haig Point's RFP application for our island's emergency medical transport provider. The company's application has our strongest endorsement.

Thank you for your consideration of our views, and please don't hesitate to contact me with any questions or for additional information

Sincerely,

Kade Yarborough, Chair
Daufuskie Island Council
kadeeydicouncil@gmail.com
(843) 422-6825

From: Brock, Sarah <sbrock@bcgov.net>
Sent: Monday, May 13, 2024 9:07 AM
To: #Council <Council@bcgov.net>; Adam Martin <Amartin@haigpoint.com>
Subject: [EXTERNAL]FW: EMS contract for Daufuskie Island

Please see the citizengram below.



Sarah W. Brock

Clerk to Council
 Beaufort County Council
 Beaufort County Government, South Carolina
sbrock@bcgov.net
 Office: [843-255-2180](tel:843-255-2180)
 Direct line: [843-255-2183](tel:843-255-2183)

From: Kathy Green <kgreen@dnet.net>
Date: Sunday, May 12, 2024 at 1:47 PM
To: Brock, Sarah <sbrock@bcgov.net>
Cc: Amartin@haigpoint.com <Amartin@haigpoint.com>
Subject: EMS contract for Daufuskie Island

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

To all Beaufort County Council Members:

I am a full time, senior resident of Daufuskie Island and I am contacting you to request that the contract for transporting EMS services for Daufuskie will be awarded to Haig Point. Haig Point has the resources, vessel, experienced crew, and a proven track record of providing the service for many years

I required transport to a mainland hospital a few years ago. The transport from ambulance to boat and to another ambulance on the mainland was seamless. The boat trip to the mainland seemed to only take a few minutes. The crew on the boat were very competent and professional.

As a medical professional myself, I have the utmost confidence that the current provider of emergency transport, Haig Point should continue to provide this service.

In the event of a severe life or death situation, I think the best chance of survival for the patient lies with Haig Point. They have been providing fast transport and compassionate care for many years.

Respectfully,
 Kathy J. Green
 167 Haig Point Rd.
 Daufuskie Island

REQUEST FOR PROPOSALS

EMS Transportation Services from Daufuskie Island

RFP # 051724



Prepared by: Procurement Services

Dated: April 15, 2024

Proposal Due Date: May 17, 2024 3:00PM (EST)



COUNTY COUNCIL OF BEAUFORT COUNTY
PROCUREMENT SERVICES DEPARTMENT

106 Industrial Village Road, Bldg. 2 Post Office Drawer 1228
 Beaufort, South Carolina 29901-1228

PROPOSAL NOTICE NO. RFP 051724

CLOSING DATE AND TIME: **May 17, 2024 3:00PM (EST)**

PROPOSAL TITLE: EMS Transportation Services from Daufuskie Island

You are invited to submit a proposal, in accordance with the requirements of this solicitation which are contained herein.

There will be a **non-mandatory** Pre-Proposal meeting held virtually on **May 1, 2024/2:00PM (EST)**. Please contact Victoria Moyer at victoria.moyer@bcgov.net **all vendors are encouraged to attend.**

In order for your proposal to be considered, it must be submitted to the Procurement Services Department no later than **May 17, 2024 3:00PM (EST)**, at which time respondents to this request will be recorded in the presence of one or more witnesses. RFP received by the Procurement Services Department after the time specified will not be considered. Due to the possibility of negotiation with all respondents, the identity of any respondents or the contents of any proposal shall not be public information until after the contract award is made; therefore, the public is not invited to the proposal closing.

The proposal must be signed by an official authorized to bind the Consultant, and it shall contain a statement to the effect that the proposal is firm for a period of at least 90 days from the closing date for submission of proposal. **Proposal must be submitted through Vendor Registry by going to the County Website at www.beaufortcountysc.gov and register as a vendor. There is no cost to register you company. This will allow you to submit your RFP electronically.**

All submittals (see Submission Requirements) received in response to this Request for Proposal will be rated by a Selection Committee, based upon the Evaluation Form contained within this RFP. If the best proposal respondent is clearly identified from the point summary, there will not be a need for oral presentations. If not, then an oral presentation from a minimum of the top two rated firms shall be required.

This solicitation does not commit Beaufort County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for the articles of goods or services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified firms, or to cancel in part or in its entirety this solicitation, if it is in the best interests of the County to do so.

“Original Signed”

Dave Thomas
 Procurement Services Director
 (843) 255-2304

IMPORTANT ELECTRONIC SUBMITTAL INSTRUCTIONS

In order to do business with the Beaufort County, vendors must register with Procurement Services through our Vendor Registration system, powered by Vendor Registry. The County may reject any quotes, bids, proposals, and qualifications submitted by businesses that are not registered. Registering also allows businesses to identify the type of goods and services they provide so that they may receive email notifications regarding relevant solicitations out for bid.

To register with the County, go to www.beaufortcountysc.gov and go to the Procurement Services Department's page and click on Vendor Registration. Once registered you may submit your proposal through the solicitation section in Vendor Registry.

IMPORTANT ELECTRONIC SUBMITTAL REQUIREMENTS

Response submittals for this Request for Proposal will ONLY be received electronically and must be submitted ONLINE prior to the date and time listed on the cover page of this RFP document.

All responses must adhere to the following guidelines:

- Suppliers are encouraged to submit responses as soon as possible. Responses are received into a 'lockbox' folder and cannot be opened prior to the due date and time. The time and date of receipt as recorded by the server will serve as the official time of receipt. The County is not responsible for late submissions, regardless of the reason.
- **All requested information and forms MUST be uploaded as one file if possible. If necessary to have more than one upload, pricing, and signed acknowledgements, etc. are to be in the first upload and the Pricing Information should be in the second, with each titled accordingly. If you have a problem with your upload, you may contact Vendor Registry at 844-802-9202 or cservice@vendorregistry.com**

COUNTY COUNCIL OF BEAUFORT COUNTY

Title VI Statement to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants



It is the policy of the County Council of Beaufort County, South Carolina, hereafter referred to as “Beaufort County” or “the County”, to comply with Title VI of the 1964 Civil Rights Act (Title VI) and its related statutes. To this end, Beaufort County assures that no person shall be excluded from participation in, denied the benefit of, or subjected to discrimination under any of its programs or activities on the basis of race, color, national origin, age, sex, disability, religion, or language regardless of whether those programs and activities are Federally funded or not. The County is also committed to assuring every effort will be made to prevent the discrimination of low-income and minority populations as a result of any impact of its programs or activities. Beaufort County also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, the County will take reasonable steps to provide meaningful access to services for persons with limited English proficiency. In addition, Beaufort County will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination. Beaufort County will, where necessary and appropriate, revise, update, and incorporate nondiscrimination requirements into appropriate documents, directives, and regulations.

Pursuant to Title VI requirements, any entity that enters into a contract with Beaufort County including, but not limited to Prime Contractors, Subcontractors, Architects, Engineers, and Consultants, may not discriminate on the basis of race, color, national origin, age, sex, disability, religion, or language in their selection and retention of first-tier subcontractors, and first-tier subcontractors may not discriminate in their election and retention of second-tier subcontractors, including those who supply materials and/or lease equipment. Further, Contractors may not discriminate in their employment practices in connection with highway construction projects or other projects assisted by the U.S. Department of Transportation (USDOT) and/or the Federal Highway Administration (FHWA).

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to Beaufort County to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under the contract and the Title VI regulations relative to nondiscrimination on the basis of race, color, national origin, age, sex, disability, religion, or language by providing such a statement in its bidding and contract documents.

Upon request, the Contractor shall provide all information and reports required by Title VI requirements issued pursuant thereto, and shall permit access to its books, records, accounts and other sources of information, and its facilities as may be determined by Beaufort County, USDOT, and/or FHWA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to USDOT or FHWA, as appropriate and via Beaufort County, and shall set forth what efforts it has made to obtain the information. In the event of the Contractor's non-compliance with nondiscrimination provisions of this contract, USDOT may impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:

- Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

In the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of this direction to comply with Title VI, the Contractor may request USDOT to enter into such litigation to protect the interests of USDOT and FHWA. Additionally, the Contractor may request the United States to enter into such litigation to protect the interests of the United States. Any person or Subcontractor who believes that they have been subjected to an unlawful discriminatory practice under Title VI has a right to file a formal complaint within one hundred eighty (180) days following the alleged discriminatory action. Any such complaint must be filed in writing or in person:

Beaufort County Government
Post Office Drawer 1228 · Beaufort, SC 29901-1228
843-255-2304 Telephone · E-mail: dthomas@bcgov.net

PROJECT PURPOSE

Beaufort County requests proposals from all interested vendors, licensed in the State of South Carolina, experienced in providing 24-hour, year-round emergency waterborne medivac services from Daufuskie Island to Hilton Head Island in order to support Beaufort County EMS, Beaufort County Coroner, and Daufuskie Island Fire Department services as needed in order to connect land-based ambulance transports. Additionally, the provision of regular transportation to and from the mainland for Public Safety workers, to include workers supporting: Beaufort EMS, Daufuskie Fire Department, Beaufort County Sheriff, Beaufort County Coroner, and other essential service providers as approved by Administration.

SCOPE OF WORK

Provide Emergency Medical Transportation services 24 hours a day, 365 days per year in an “on-call” model as an extension of ambulance services. This service is to support/supplement Beaufort County EMS services, as well as Beaufort County Coroner’s, or Beaufort County Sheriff’s Officers by transporting injured, or deceased individuals in an enclosed climatized marine vessel between Daufuskie Island and Hilton Head Island, or another location that can be proven more effective in rapid, safe transport in emergency situations. All cargo, baggage, implements, and other equipment as required for the Emergency response shall be allowed at no additional charge.

- Provide regular transportation of EMS, Fire Department Employees, and other approved County personnel daily to and from the island on a daily basis for shift changes and other services provision necessities. EMS and Fire Department personnel must have priority boarding on the scheduled shift-change related trips and shall not be displaced.
- Provide parking passes at no charge on the Hilton Head side embarkation point for EMS and Fire Department Employees who do not live on Daufuskie Island. Daily parking passes for other County Personnel on Official business at no cost.

PROPOSAL SUBMISSION INSTRUCTIONS

1. Electronically submit your file to the Procurement Services Department by using the Vendor Registry process through our County Website at www.beaufortcountysc.gov. Both files must contain the Vendors name:
 - a. **Proposal Submittal Contents (items #1-#5 on page 6).**
2. Statement of Award will be posted on Vendor Registry.
3. Prohibition of Gratuities: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
4. Questions
 - a. Submit questions you have, at least ten (10) calendar days prior to proposal closing date to Vendor Registry
 - b. Answers to questions received that would change and/or clarify this solicitation will be provided be posted on Vendor Registry as addendum.
 - c. Selection Committee members SHALL NOT be contacted during the RFP process.
5. In order to do business with the Beaufort County, vendors must register with Procurement Services through our Vendor Registration system, powered by Vendor Registry. The County may reject any quotes, bids, proposals, and qualifications submitted by businesses that are not registered. Registering also allows businesses to identify the type of goods and services they provide so that they may receive email notifications regarding relevant solicitations out for bid.

To register with the County, go to www.beaufortcountysc.gov and go to the Procurement Services Department's page and click on Vendor Registration. Once registered you may submit your proposal through the solicitation section in Vendor Registry.

PROPOSAL SUBMITTAL CONTENTS

To achieve a uniform review process and allow for adequate comparability, the information is to be organized in the manner specified below and the entire package must not exceed 15 double-sided printed pages excluding Exhibit A and B, cover pages and tabs.

1. **Executive Summary:** To include how you propose to provide the services as outlined in this solicitation.
2. **Approach to the Planning Process:** Explanation of the process to provide a support plan based on parameters defined in the scope of work.
3. **Work Plan and Scheduling –** Provide a summary of key planning tasks and trip schedule. This should include a plan on how the vendor will handle the emergency on-call requirements.
4. **Experience and Qualifications:** Experience and qualifications of the team members, with an emphasis on similar services provided within the last five (5) years. Provide an organization chart including any sub-contractors and contractors.
5. **List any exceptions, qualifications, or exclusions to this RFP:**

ALL OTHER PAGES SHALL REMAIN PART OF THE RFP

BY REFERENCE AND IT IS NOT NECESSARY TO RETURN THESE ITEMS.

Reserved Rights

The County shall not be responsible for any of the costs associated with responding to this request and all submitted materials shall become the property of the County. Furthermore, the County expressly reserves the right and options to:

- Reject any or all consultants and re-advertise if deemed necessary
- Waive any or all formalities and technicalities
- Approve, disapprove, or cancel all services associated with the project

The County has yet to decide whether to select one or more other Vendors to provide some or all of the professional services described in this document. All selected Vendors will perform such services under the direct supervision of the Beaufort County Special Assistant to the County Administrator.

Selection & Notification

The selected Vendors will be given written notification of being selected by the County. This work may be awarded in whole or in part at the sole discretion of the County. The County will negotiate and execute a contract with the selected vendor(s) prior to the beginning of the actual services. Should contract negotiations fail, the County will negotiate with one or the other highly ranked Vendors. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms:

- Detailed scope of services
- Schedule for providing services
- Cost of services

Beaufort County Standards for Contracting

CHAPTER 1. TYPES OF SERVICES

- 1-1. Emergency Transport Services

CHAPTER 2. PROCEDURES FOR SELECTION OF CONSULTANTS

- 2-1. General
- 2-2. Objective
- 2-3. Proposal-Based Selection Procedures
- 2-4. Selection Criteria

CHAPTER 3. CONTRACT FORMAT AND PROVISIONS

- 3-1. Mandatory Contract Provisions
- 3-2. "Reserved"

CHAPTER 4. "Reserved"

CHAPTER 5. BEAUFORT COUNTY STANDARD CLAUSES

- 5-1. Contract Requirements
- 5-2. Special Instructions

CHAPTER 1. TYPES OF SERVICES REQUIRED:

EMS Transportation Services from Daufuskie Island

CHAPTER 2. PROCEDURES FOR SELECTION OF VENDORS

2-1. GENERAL

Proposal-based procedures require that a contract for consulting services be awarded pursuant to a fair and open selection process based on the submitted proposals by the Vendors. The fees for such services are established following selection of a firm through a negotiation process to determine a fair and reasonable price.

2-2. OBJECTIVE

Vendors employed for work on projects shall be responsible and possess the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as integrity, record of past performance, extent of experience with the type of services required by the sponsor, technical resources, and accessibility to other necessary resources.

2-3. PROPOSAL-BASED SELECTION PROCEDURES. Vendors shall be selected based on their qualifications and experience, with fees determined through negotiations following selection. **The highest ranked offeror shall be selected.**

2-4. SELECTION CRITERIA. Criteria include, but are not limited to, the following:

- a) Demonstrated control of required docks and employment of required personnel in order to provide emergency medivacs 24 hours a day 365 days per year.
- b) Quality and suitability of vessel(s) to provide safe, stable, and rapid transport in emergency medivacs.
- c) Experience in providing emergency medivac waterborne transportation services
- d) Justifiable costing/pricing for the services.

CHAPTER 3. CONTRACT FORMAT

3-1. MANDATORY CONTRACT PROVISIONS. All contracts involving State or Federal funds must contain the applicable procurement standards in 49 CFR 18.36. Listed below are those provisions which pertain to consultant contracts:

- a. Contracts shall contain provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for sanctions and penalties as may be appropriate.
- b. Contracts over \$10,000 shall contain suitable provisions for termination by the sponsor, including how it will be affected and the basis for settlement. In addition, contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the consultant.
- c. All negotiated contracts shall include provisions to the effect that sponsors, the Federal Department of Transportation, the Comptroller General of the United States, or any of the duly authorized representatives shall have access to any books, documents, papers, and records of consultants which are directly pertinent to a specific grant program, for the purpose of making audits, examinations, excerpts, and transcriptions. Sponsors shall

require consultants to maintain all required records for 3 years after the sponsor makes final payment and all other pending matters are closed.

- d. In addition to the requirements contained in 49 CFR Section 23, Participation by Minority Business Enterprises in Department of Transportation Programs, and AC 150/5100-15, Civil Rights Requirements for the Airport Improvement Program, current edition, the Title VI, and Disadvantaged Business Enterprise Assurances in Appendix 1 shall be included in each contract.

3-2. "Reserved"

CHAPTER 4. "Reserved"

CHAPTER 5. BEAUFORT COUNTY STANDARD CLAUSES

CONTRACTUAL REQUIREMENTS

- 1.0 EXCUSABLE DELAY: The Contractor shall not be liable for any excess costs, if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.
- 2.0 S.C. LAW CLAUSE: Upon award of a contract under this Request for PROPOSALS, the person, partnership, association, or corporation to whom the award is made must comply with local and State laws which require such person or entity to be authorized and/or licensed to do business in Beaufort County. Notwithstanding the fact that applicable statutes may exempt or exclude the successful offeror from requirements that it be authorized and/or licensed to do business in Beaufort County, by submission of this signed Request for PROPOSALS the offeror agrees to subject itself to the jurisdiction and process of the Fourteenth Judicial Circuit Court of Beaufort County, as to all matters and disputes arising or to arise under the contract and the performance thereof including any questions as to the liability for taxes, licenses, or fees levied by State or local government.
- 3.0 OFFEROR'S PROPOSALS: Offeror must, upon request of the County, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this Request for PROPOSALS. The Procurement Services Department reserves the right to make the final determination as to the offeror's ability to provide the services requested herein, before entering into any contract.
- 4.0 OFFEROR RESPONSIBILITY: Each offeror shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this Request for PROPOSALS. It is expected that this will sometimes require on-site observation. The failure

or omission of an offeror to acquaint themselves with existing conditions shall in no way relieve him of any obligation with respect to this Request for PROPOSALS or to the contract.

- 5.0 AFFIRMATIVE ACTION: The Contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped and concerning the treatment of all employees, without regard or discrimination by reason of race, religion, sex, national origin, or physical handicap.
- 6.0 PRIME CONTRACTOR RESPONSIBILITIES: The Contractor will be required to assume sole responsibility for the complete effort, as required by this RFP. The County will consider the Contractor to be the sole point of contact with regard to contractual matters.
- 7.0 SUBCONTRACTING: If any part of the work covered by this RFP is to be subcontracted, the Contractor shall identify the subcontracting organization and the contractual arrangements made with same. All subcontractors must be approved, in writing by the County, or when applicable a political subdivision within the County with the County's concurrence. The successful offeror will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the vendor. The County reserves the right to reject any or all subcontractors and require substitution of a firm qualified to participate in the work as specified herein.
- 8.0 OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.
- 9.0 PERFORMANCE AND PAYMENT BONDS: (*NOT Required for Professional Services*) The successful Contractor shall furnish, within ten (10) days after written notice of acceptance of Request for PROPOSALS, Performance and Payment Bonds. Contractor shall provide and pay the cost of a both bonds. The Bonds shall be in the amount of one hundred percent (100%) the contract, issued by a Surety Company licensed in South Carolina with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bond shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.
- 10.0 NONRESIDENT TAXPAYERS: If the offeror is a South Carolina nonresident taxpayer and the contract amount is \$10,000.00 or more, the offeror acknowledges and understands that in the event he is awarded a contract offeror shall submit a Nonresident Taxpayer Registration Affidavit (State form #1-312-6/94), before a contract can be signed. Affidavit must certify that the nonresident taxpayer is registered with the S.C. Department of Revenue or the S.C. Secretary of State's Office, in accordance with Section 12-9-310(A) (2) (3) of S.C. Code of Laws (1976) as amended.
- 11.0 BUSINESS LICENSE In accordance with the *Beaufort County Business License Ordinance, 99-36, Article III*, as enacted November 22, 1999, any business or individual generating income in the unincorporated area of Beaufort County is required to pay an annual license fee and obtain a business license. The ordinance referenced is available on the Beaufort County website at www.beaufortcountysc.gov or by calling the Business License Administrator at (843) 255-2270 for a list of schedules.
- 12.0 ADDITIONAL ELIGIBILITY: Other Beaufort County Public Procurement units shall, at their option, be eligible for use of any contracts awarded pursuant to this Invitation.

13.0 INSURANCE REQUIREMENTS: Prior to commencing work/delivery hereunder, Contractor/Vendor, at his expense, shall furnish insurance certification showing the certificate holder as Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901-1228, Attention: Procurement Services Director and with a special notation naming Beaufort County as an additional insured on the liability coverage. Minimum coverage shall be as follows:

- (A) Worker's Compensation Insurance - Contractor shall have and maintain, during the life of this contract, Worker's Compensation Insurance for his employees connected to the work/delivery, in accordance with the Statutes of the State of South Carolina and any applicable laws.
- (B) Commercial General Liability Insurance – Contractor shall have and maintain, during the life of this contract, Commercial General Liability Insurance. Said Commercial General Liability Policy shall contain Contractual Liability and Products/Completed Operations Liability subject to the following minimum limits: \$1,000,000 Each Occurrence/ \$2,000,000 General Aggregate and \$2,000,000 Products/Completed Operations Aggregate naming Beaufort County as an additional insured.
- (C) Comprehensive Automobile Liability Insurance - The Contractor shall have and maintain, during the life of this contract, Comprehensive Automobile Liability, including non-owned and hired vehicle, of at least \$500,000 COMBINED SINGLE LIMIT.
- (D) ADDITIONAL INSURANCE REQUIREMENT: Umbrella Liability Insurance – Contractor shall have and maintain, during the life of this contract, Umbrella Liability Insurance with a minimum limit of \$2,000,000
- (E) Professional Liability (Errors & Omissions) – The vendor shall maintain a limit no less than \$1,000,000 per occurrence.
- (F) The required insurance policy at the time of issue must be written by a company licensed to do business in the State of South Carolina and be acceptable to the County.
- (G) The Contractor/vendor shall not cause any insurance to be canceled or permit any insurance to lapse. All insurance policies shall contain a clause to the effect that the policy shall not be canceled or reduced, restricted, or limited until fifteen (15) days after the County has received written notice, as evidenced by return receipt of registered or certified letter. Certificates of Insurance shall contain transcript from the proper office of the insurer, the location, and the operations to which the insurance applies, the expiration date, and the above-mentioned notice of cancellation clause.
- (H) The information described above sets forth-minimum amounts and coverages and is not to be construed in any way as a limitation on the Contractor's liability.

14.0 INDEMNITY:

The Contractor hereby agrees to indemnify and save harmless the County, its officers, agents, and employees from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney's fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement, whether by act of omissions of the Contractor, its agents, servants, employees or others, or because of or due to the mere existence of the Agreement between the parties.

15.0 TERMINATION FOR DEFAULT:

15.1 The performance of Work under the Agreement may be terminated by the Procurement Services Director, in accordance with this clause, in whole or in part, in writing, whenever the Director of Procurement Services shall determine that the Contractor has failed to meet the performance requirements of this Agreement.

15.2 The Procurement Services Director has the right to terminate for default, if the Contractor fails to make delivery of the supplies or perform the Work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provisions of the Agreement.

16.0 TERMINATION FOR CONVENIENCE: The County may without cause terminate this contract in whole or in part at any time for its convenience. In such instance, an adjustment shall be made to the Contractor, for the reasonable costs of the work performed through the date of termination. Termination costs do not include lost profits, consequential damages, delay damages, unabsorbed or under absorbed overhead of the Contractor or its subcontractors, and/or failure to include termination for convenience clause into its subcontracts and material purchase orders shall not expose the County to liability for lost profits in conjunction with a termination for convenience settlement or equitable adjustment. Contractor expressly waives any claims for lost profit or consequential damages, delay damages, or indirect costs which may arise from the County's election to terminate this contract in whole or in part for its convenience.

17.0 TERMINATION FOR NON-APPROPRIATIONS: Funds for this contract are payable from State and/or Federal and/or Beaufort County appropriations. In the event sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to Beaufort County.

SPECIAL INSTRUCTIONS

- 1.0 INTENT TO PERFORM: It is the intent and purpose of Beaufort County that this request permits competition. It shall be the offeror's responsibility to advise the Procurement Services Department if any language, requirements, etc., or any combinations thereof inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notification must be submitted in writing and must be received by the Procurement Services Department not later than ten (10) days prior to the Request for PROPOSALS opening date. A review of such notifications will be made.
- 2.0 RECEIPT OF REQUEST FOR PROPOSALS: Request for Proposals, amendments thereto, or withdrawal requests received after the time advertised for Request for Proposals opening will be void, regardless of when they were mailed.
- 3.0 PREPARATION OF REQUEST FOR PROPOSALS
- 3.1 All Requests for PROPOSALS should be complete and carefully worded and must convey all of the information requested by the County. If significant errors are found in the offeror's Request for PROPOSALS, or if the Request for PROPOSALS fails to conform to the essential requirements of the RFP, the County and the County alone will be the judge as to whether that variance is significant enough to reject the Request for PROPOSALS.
- 3.2 Request for PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of offerors capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- 3.3 All documentation submitted with the Request for PROPOSALS should be in a single PDF Document.
- 3.4 If your Request for PROPOSALS includes any comment over and above the specific information requested in our Request for Request for PROPOSALS (RFP), you are to include this information as a separate appendix to your Request for PROPOSALS.
- 4.0 AMENDMENTS: If it becomes necessary to revise any part of the RFP, an amendment will be provided to all offerors who received the original Request for Request for PROPOSALS. The County shall not be legally bound by an amendment or interpretation that is not in writing.
- 5.0 ADDITIONAL INFORMATION: Offerors requiring additional information may submit their questions, in writing to the Procurement Services Department. Answers to questions received that should change and/or clarify this solicitation will be provided in writing to all offerors via an amendment.
- 6.0 ORAL PRESENTATION/DISCUSSIONS: Any offeror or all offerors may be requested to make an oral presentation of their Request for PROPOSALS to the County, after the Request for PROPOSALS opening. Discussions may be conducted with responsible offerors, who submit Request for PROPOSALS determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and responsiveness to the solicitation requirement.

Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of Request for PROPOSALS, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. The purpose of these presentations/discussions will be to:

- (A) Determine in greater detail such offeror's PROPOSALS.
 - (B) Explore with the offeror the scope and nature of the project, the offeror's proposed method of performance, and the relative utility of alternative methods of approach.
 - (C) Determine that the offeror will make available the necessary personnel and facilities to perform within the required time.
 - (D) Agree upon fair and reasonable compensation, taking into account the estimated value of the required services/equipment, the scope and complexity of proposed project, and nature of such services/equipment.
- 7.0 FUNDING: The offeror shall agree that funds expended for the purposes of the contact must be appropriated by the County Council for each fiscal year included within the contract period. Therefore, the contract shall automatically terminate without penalty or termination costs if such funds are not appropriated. In the event that funds are not appropriated for the contract, the offeror shall not prohibit or otherwise limit the County's right to pursue and contract for alternate solutions and remedies, as deemed necessary by the County for the conduct of its affairs. The requirements stated in this paragraph shall apply to any amendment or the execution of any option to extend the contract.
- 8.0 AWARD: An award resulting from this request shall be awarded to the responsive and responsible offeror whose Request for PROPOSALS is determined to be most advantageous to the County, taking into consideration price and the evaluation factors set forth herein; however, the right is reserved to reject any and all Request for PROPOSALS received, and in all cases the County will be the sole judge as to whether an offeror's Request for PROPOSALS has or has not satisfactorily met the requirements of this RFP.
- 9.0 PUBLIC ACCESS TO PROCUREMENT INFORMATION: No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. **All offerors, therefore, must visibly mark as "Confidential" each part of their Request for PROPOSALS, which they consider containing proprietary information.**
- 10.0 DEVIATIONS: Any deviations from the requirements of this RFP must be listed separately and identified as such in the table of contents.
- 11.0 ALTERNATES: Innovative alternative Request for PROPOSALS is encouraged, provided however, that they are clearly identified as such and all deviations from the primary Request for PROPOSALS are listed.

- 12.0 GRATUITIES: It shall be unethical for any person to offer, or give, or agree to give any County employee or former County employee; or for any County employee or former County employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement, or a contract or subcontract, or to any solicitation or Request for PROPOSALS therefore.
- 13.0 KICKBACKS: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontractor order.
- 14.0 PROTEST PROCEDURES
- 14.1 Right to Protest: Any actual or prospective bidder, offeror, or contractor, who is aggrieved, in connection with the solicitation or award of a contract, may protest to the Procurement Services Director. The protest shall be submitted in writing fourteen (14) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.
- 14.2 Authority to Resolve Protest: The Procurement Services Director shall have authority, prior to the commencement of an action in court concerning the controversy, to settle and resolve a protest of an aggrieved bidder, offeror, or contractor; actual or prospective, concerning the solicitation or award of a contract.
- 14.3 Decision: If the protest is not resolved by mutual agreement, the Procurement Services Director shall issue a decision, in writing within ten (10) days. The decision shall,
- (A) State the reasons for the action taken; and
 - (B) Inform the protestant of its right to administrative review as provided in this Section.
- 14.4 Notice of Decision: A decision under Subsection (3) of this Section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
- 14.5 Finality of Decision: A decision under Subsection (3) of this Section shall be final and conclusive, unless fraudulent, or
- (A) Any person adversely affected by the decision appeals administratively, within ten (10) days after receipt of decision under Subsection (3) to the County Council in accordance with this Section.
 - (B) Any protest taken to the County Council or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

EXHIBIT A**Certification regarding Debarment, Suspension, Ineligibility, and Voluntary exclusion**

The contractor certifies, by submission of this qualification statement or acceptance of a contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State, Federal department, or agency.

It further agrees by submitting this qualification statement that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

State whether your company has been involved in any litigation within the past five (5) years, arising out of your performance.

Circle Yes or No.

if you answer yes, explain fully if it has been involved in any litigation involving performance.

EXHIBIT B

CERTIFICATION BY CONTRACTOR

Regarding

NON-SEGREGATED FACILITIES

The Bidder certifies that he does not, and will not, provide and maintain segregated facilities for his employees at his establishments and, further that he does not, and will not, permit his employees to perform their services at those locations, under his control, where segregated facilities are provided and maintained. Segregated fountains, transportation, parking, entertainment, recreation, ad housing facilities; waiting, rest, wash, dressing, and locker room, and time clock, work, storage, restaurant, and other eating areas which are set apart in fact, or by explicit directive, habit, local custom, or otherwise, based on color, creed, national origin, and race. The Bidder agrees that, except where he has obtained identical certifications from proposed subcontractors for specific time periods, he will obtain identical certifications from proposed subcontractors prior to the award of subcontractors exceeding **\$10,000.00** which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certifications in his files.

The Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this Contract. The penalty for making false statements is prescribed in 18 U.S.C. 1001.

Contractor

(Signature)

Name and Title of Signer

Date

EXHIBIT C

EVALUATION FORM

DATE: _____

RFP#: **051724** TITLE: **EMS Transportation Services from Daufuskie Island**

OFFEROR: _____

Evaluator _____

| | | POINT RANGE | POINTS ASSIGNED |
|-----|--|----------------------------------|-----------------|
| 1.0 | Demonstrated control of required docks and employment of required personnel in order to provide emergency medivacs 24 hours a day and 365 days per year. | 0-25 Points | |
| 2.0 | Quality and suitability of vessel(s) to provide safe, stable, and rapid transport in emergency medivacs. | 0-25 Points | |
| 3.0 | Experience in providing emergency medivac waterborne transportation service | 0-25 Points | |
| 4.0 | Justifiable costing/pricing for the services | 0-25 Points | |
| | | Total Points Out of 100 Possible | |

Please include notes regarding your scoring



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|--|
| ITEM TITLE: |
| Extend the “Agricultural Use” filing deadline for R300 006 000 0011 0000 and R300 006 000 051 0000 |
| MEETING NAME AND DATE: |
| Finance Committee Meeting, June 17, 2024 |
| PRESENTER INFORMATION: |
| County Assessor, Ebony Sanders 5 to 10 minutes |
| ITEM BACKGROUND: |
| <p>Due to an unexpected severe medical condition, Mr. Sutcliffe could not apply for the “Agricultural Use” valuation and special assessment for parcels R300 006 000 0051 0000 and R300 006 000 0011 0000 for the tax year 2023 by January 15, 2024. The property owner’s estate planning, which included a change of property ownership, resulted in the loss of “Agricultural Use,” which requires a new application.</p> <p><i>§12-43-220 (d)(3)(A) – “Agricultural real property does not come within the provisions of this section unless the owners of the real property or their agents make a written application therefor on or before the first penalty date for taxes due for the first tax year in which the special assessment is claimed. The application for the special assessment must be made to the assessor of the county in which the agricultural real property is located, on forms provided by the county and approved by the department and a failure to apply constitutes a waiver of the special assessment for that year.” [emphasis added]</i></p> <p><i>[cont.] §12-43-220 (d)(3)(A) - “The governing body may extend the time for filing upon a showing satisfactory to it that the person had reasonable cause for not filing on or before the first penalty date. No additional annual filing is required while the use of the property remains bona fide agricultural and the ownership remains the same.” [emphasis added]</i></p> |
| PROJECT / ITEM NARRATIVE: |
| N/A |
| FISCAL IMPACT: |
| The property owner will receive a tax refund representing the difference between the property being taxed on at the non-agricultural use value and the agricultural use value. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Grant the property owner’s application as timely for both parcels for the 2023 tax year. |
| OPTIONS FOR COUNCIL MOTION: |
| Approve or deny the property owner’s agricultural applications as timely filed for tax year 2023. |

SECTION 12-43-220. Classifications shall be equal and uniform; particular classifications and assessment

(3)(A) Agricultural real property does not come within the provisions of this section unless the owners of the real property or their agents make a written application therefor on or before the first penalty date for taxes due for the first tax year in which the special assessment is claimed. The application for the special assessment must be made to the assessor of the county in which the agricultural real property is located, on forms provided by the county and approved by the department and a failure to apply constitutes a waiver of the special assessment for that year. The governing body may extend the time for filing upon a showing satisfactory to it that the person had reasonable cause for not filing on or before the first penalty date. No additional annual filing is required while the use of the property remains bona fide agricultural and the ownership remains the same. The owner shall notify the assessor within six months of a change in use. For failure to notify the assessor of a change in use, in addition to any other penalties provided by law, a penalty of ten percent and interest at the rate of one-half of one percent a month must be paid on the difference between the amount that was paid and the amount that should have been paid, but not less than thirty dollars nor more than the current year's taxes.



EVERSOLE LAW FIRM, P.C.

1509 King Street
Beaufort, South Carolina 29902
Phone: (843) 379-3333
Facsimile: (843) 379-5558

April 9, 2024

RECEIVED

APR 10 2024

BEAUFORT COUNTY
ASSESSOR'S OFFICE

Beaufort County Assessor
ATTN: Appeal Protest
100 Ribaut Road, Room #210
Beaufort, SC 29902

Via: Hand Delivery

RE: R300 006 000 0051 0000 and R300 006 000 0011 0000 - PROTEST

To Whom It May Concern:

Please find enclosed two (2) Agricultural Real Property Applications for R300 006 000 0051 0000 and R300 006 000 0011 0000. A copy of the owners drivers licenses, vehicle registration, both owners voter registrations, 2022 SC1040 tax return, and a copy of the Trust Agreement because the properties are held in the Trust. These two parcels are not parcels for legal residency but for agricultural use.

The Sutcliffe's have horses, goats, and one cow that rotate between the two parcels.

R300 006 000 0051 0000 is primarily wetland but there is also some pastureland on the property. There is a shed on this property.

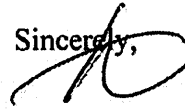
R300 006 000 0011 0000 is pastureland. There are stalls, a shed, and tractors on this property.

The Sutcliffe's are requesting a reimbursement for the overage paid for the 2023 tax year and for the tax rate to be changed to the Agricultural Use Rate for the 2024 tax year.

Alysoun M. Eversole, Esq
aeversole@eversolelaw.com

If you have any questions or need any additional information, please do not hesitate to reach me at aeversole@eversolelaw.com or at 843-379-3333.

Sincerely,



Alysoun M. Eversole, Esq.

Encl: Copy of Appeal of Residence Status Letter
Agricultural Real Property Application for R300 006 000 0051 0000
Agricultural Real Property Application for R300 006 000 0011 0000
Copy of the Owners Drivers Licenses
Copy of the Owners Vehicle Registration
Copy of the Owners Voter Registration
Copy of Most Recent (2022) SC1040
Copy of Trust Agreement

Cc: Terry and Patricia Sutcliffe

5.9 acres



COUNTY COUNCIL OF BEAUFORT COUNTY
Office of the Assessor
Beaufort County Government Robert Smalls Complex
Post Office Box 1228, Beaufort, South Carolina 29901-1228
Phone: (843) 255-2400 Website: www.beaufortcountysc.gov

Agricultural
Real Property
Application
Due January 15th

Parcel ID Number: R 300 - 006 - 000 - 0011 - 0000
Alternate ID Number: 00293910
Property Address: 683 Edging Point Rd, St Helene Island, SC 29928
Tax Year: 2023 + 2024
List all agricultural use structures: Stalls, shed, tractors

IDENTIFY THE NUMBER OF ACRES FOR EACH TYPE

Dormant land does not qualify under South Carolina Law.
Timberland: Type of Timber: Cropland: Type of Crop:
Pasture land: Type of Livestock: Cows, Horses, goats
Home Site: Wetlands:
Mariculture: Yes No Other:

OTHER TIMBERLAND TRACTS OF LAND (IF THIS PARCEL IS LESS THAN 5 ACRES)

The tract of land is under the same management as another qualifying timberland tract.
List Parcel ID: R - - - - County:
The tract of land is contiguous to another qualifying timberland tract that is at least five acres.
List Parcel ID: R - - - -
The tract is owned in combination with non-timberland tracts that qualify as agricultural real property.
List Parcel ID: R - - - -

NON-TIMBERLAND TRACTS OF LAND AND CROP (IF THIS PARCEL IS LESS THAN 10 ACRES)

The tract of land is contiguous to other tracts that qualify, with identical ownership which, when added together, meet the minimum acreage requirements.
List Parcel ID: R - - - - County:
The person making application earned at least \$1,000 gross farm income in at least three of the past five years or at least three of the first five years of the initial application. Proof must be submitted to the Assessor annually.
Did you file a farm income tax return? Yes No
If qualifying under this consideration and the owner fails to meet the income requirement, the property is subject to rollback tax.
The property has been owned by the current owner or an immediate family member of the current owner for at least 10 years ending January 1, 1994, and the property has been continuously classified as agricultural real property since tax year 1994. A member of the immediate family is a person related to the current owner within the third degree of consanguinity.

PENALTY OF PERJURY, FRAUD AND ROLLBACK TAX

It is unlawful for a person to knowingly and willfully make a false statement on this application. A person violating the provisions of this section is guilty of a misdemeanor and upon conviction, must be fined not more than \$200. In making this application, I CERTIFY the property, which is the subject of this application, meets the requirements to qualify as agricultural real property as of January 1 of the current tax year. I also authorize the Assessor to verify farm income with the Department of Revenue and Taxation, the Internal Revenue Service, or the Agricultural Stabilization and Conservation Service. I understand that if the use is changed on all or any portion of this tract after it has been placed in an agricultural classification, that portion which is changed will be subject to a rollback tax lien.

Owner Name: Trustee Daytime Phone/Cell:
Signature: P. Elaine Trustee SSN: Date:
If the owner is a corporation or other legal entity, does the entity have more than ten shareholders? Yes No
An inspection of your property is necessary for qualification. Provide Gate Code:

For Office Use Only Initials of Reviewing official Approved Disqualified Date:
Soil Type/ Acres: Soil Type/ Acres: Soil Type/ Acres:

Submitting this application does not allow you to delay paying taxes that are billed. Penalties & interest will NOT be waived. You will only be notified if your application is denied.

1.5 acre



COUNTY COUNCIL OF BEAUFORT COUNTY
Office of the Assessor
Beaufort County Government Robert Smalls Complex
Post Office Box 1228, Beaufort, South Carolina 29901-1228
Phone: (843) 255-2400 Website: www.beaufortcountysc.gov

**Agricultural
Real Property
Application
Due January 15th**

Parcel ID Number: R 300 - 006 - 000 - 0051 - 0000 Alternate ID Number: 01644965
Property Address: 711 Edlings Point Rd, St. Helena Island, SC 29920 Tax Year: 2023 + 2024
List all agricultural use structures: Stall

IDENTIFY THE NUMBER OF ACRES FOR EACH TYPE

Dormant land does not qualify under South Carolina Law.
Timberland: _____ Type of Timber: _____ Cropland: _____ Type of Crop: _____
Pasture land: Type of Livestock: Cow, Horses, goats Home Site: _____ Wetlands:
Mariculture: Yes No Other: _____

OTHER TIMBERLAND TRACTS OF LAND (IF THIS PARCEL IS LESS THAN 5 ACRES)

The tract of land is under the same management as another qualifying timberland tract.
List Parcel ID: R - - - - - County: _____
 The tract of land is contiguous to another qualifying timberland tract that is at least five acres.
List Parcel ID: R - - - - -
 The tract is owned in combination with non-timberland tracts that qualify as agricultural real property.
List Parcel ID: R - - - - -

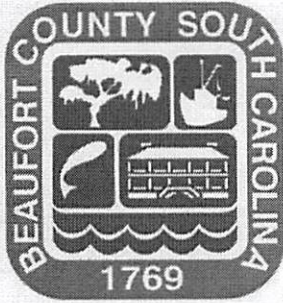
RECEIVED
APR 10 2024
BEAUFORT COUNTY
ASSESSOR'S OFFICE

NON-TIMBERLAND TRACTS OF LAND AND CROP (IF THIS PARCEL IS LESS THAN 10 ACRES)

The tract of land is contiguous to other tracts that qualify, with identical ownership which, when added together, meet the minimum acreage requirements.
List Parcel ID: R 300 - 006 - 000 - 0011 - 0000 County: Beaufort
 The person making application earned at least \$1,000 gross farm income in at least three of the past five years or at least three of the first five years of the initial application. Proof must be submitted to the Assessor annually.
Did you file a farm income tax return? Yes No *If qualifying under this consideration and the owner fails to meet the income requirement, the property is subject to rollback tax.*
 The property has been owned by the current owner or an immediate family member of the current owner for at least 10 years ending January 1, 1994, and the property has been continuously classified as agricultural real property since tax year 1994. A member of the immediate family is a person related to the current owner within the third degree of consanguinity.

PENALTY OF PERJURY, FRAUD AND ROLLBACK TAX

It is unlawful for a person to knowingly and willfully make a false statement on this application. A person violating the provisions of this section is guilty of a misdemeanor and upon conviction, must be fined not more than \$200. In making this application, I CERTIFY the property, which is the subject of this application, meets the requirements to qualify as agricultural real property as of January 1 of the current tax year. I also authorize the Assessor to verify farm income with the Department of Revenue and Taxation, the Internal Revenue Service, or the Agricultural Stabilization and Conservation



COUNTY COUNCIL OF BEAUFORT COUNTY
Office of the Assessor
 Beaufort County Government Robert Smalls Complex
 Post Office Box 1228, Beaufort, South Carolina 29901-1228
 Phone: (843) 255-2400 Fax: (843) 255-9404
 Web Site: www.beaufortcountysc.gov

April 11, 2024

SUTCLIFFE FAMILY REV LIV TRUST
 712 EDDINGS POINT RD
 SAINT HELENA ISLAND SC 29920

Subject: R300 006 000 0051 0000
 (Agriculture Real Property Special Assessment Application for Tax Year 2023)

Dear SUTCLIFFE FAMILY REV LIV TRUST,

This letter acknowledges receipt of your application for "Agriculture Real Property Special Assessment." Due to the eligibility, criteria outlined in South Carolina Code 12-43-220 and 12-43-232; your request for agricultural special assessment was not granted. The basis for this determination is indicated below:

Timberland

- Does not meet minimum acreage requirements; one parcel must be a minimum of 5 acres
- Timber coverage on tract is too sparse. (50% of parcel must be devoted to cultivating timer)
- Field inspection reveals that properties are not being actively used as timberland.

Cropland / Livestock

- Farm income requirement not met (The assessor may require the applicant to give written authorization consistent with privacy laws allowing the assessor to verify farm income from the Department of Revenue of the Internal Revenue Service).
- Field inspection reveals that property is not under cultivation.
- Combination with other tract(s) does not meet size requirements (10acres).
- Application(s) was not made prior to January 16, 2024, as required by Section 12-43-220 and 12-43-232 as amended in the South Carolina Code of laws.
- Property transferred ownership on 11/18/2022. Therefore, since the property was transferred on 11/18/2022 it an ATI for tax year 2023. (Agriculture Real Property Special Assessment Applications for tax year 2023 are to be received by January 16, 2024. Application was received on 4/10/2024)

If you are not satisfied with this determination, you may submit an objection in within thirty (30) days from the date of this notification.

Sincerely,

David Gregory
 Exemption Specialist

LADY'S ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION

RECOMMEND APPROVAL TO THE GOVERNORS OFFICE FOR THE REAPPOINTMENT OF **MELINDA ELLIS** TO THE LADYS ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF JUNE 2028.

- ❖ DISTRICT 3
- ❖ TERM TO BE SERVED: 3rd - VOTE NEEDED: 10/11

RECOMMEND APPROVAL TO THE GOVERNORS OFFICE FOR THE REAPPOINTMENT OF **PATRICIA HARVEY-PALMER** TO THE LADYS ISLAND/ST. HELENA ISLAND FIRE DISTRICT COMMISSION FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF JUNE 2028.

- ❖ DISTRICT 3
- ❖ TERM TO BE SERVED: 7th - VOTE NEEDED: 10/11