



Finance, Administration, and Economic Development Committee

Beaufort County, SC

This meeting will be held both in person at the County Council Chambers, 100 Ribaut Road, Beaufort, and virtually through Zoom.

Monday, June 17, 2024

3:00 PM

MINUTES

COMMITTEE MEMBERS:

MARK LAWSON, CHAIRMAN
DAVID P. BARTHOLOMEW
YORK GLOVER

ANNA MARIA TABERNIK, VICE-CHAIR
GERALD DAWSON
JOSEPH F. PASSIMENT, EX-OFFICIO

1. CALL TO ORDER

Committee Chairman Lawson called the meeting to order at 3:00 pm.

PRESENT

Committee Chairman Mark Lawson
Committee Vice-Anna Maria Tabernik
Council Member David Bartholomew
Council Member Paula Brown
Council Member York Glover
Council Member Alice Howard
Chairman Joseph Passiment

ABSENT

Council Member Logan Cunningham
Council Member Gerald Dawson
Council Member Thomas Reitz
Vice-Chairman Lawrence McElynn

2. PLEDGE OF ALLEGIANCE

Committee Chairman Lawson 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

Committee Chairman Lawson noted that the 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

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

The Vote: The motion was approved without objection.

5. APPROVAL OF MINUTES - *May 20, 2024*

Motion: It was moved by Council Member Howard, Seconded by Committee Vice-Chair Tabernik, to approve the minutes from May 20, 2024.

The Vote: The motion was approved without objection.

6. CITIZEN COMMENT PERIOD- 15 MINUTES TOTAL

Anyone who wishes to speak during the Citizen Comment portion of the meeting will limit their comments 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.

There were no citizen comments.

7. ASSISTANT COUNTY ADMINISTRATOR REPORT- *John Robinson*

Interim County Administrator John Robinson updated the Council on the CFO position, hiring management, and contracting the previous CFO, Denise Christmas, to finish out the budget implementation period.

To view the full update: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=103>

AGENDA ITEMS

8. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION ADOPTING THE 2024 COUNTY COMPENSATION AND CLASSIFICATION STUDY- FINAL REPORT. - *Katherine Mead, Human Resources Director & Dr. Russell Campbell, Sr. Vice President, Management Advisory Group*

Pursuant to the requirements of Beaufort County Ordinances, the Human Resources 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. If approved by the Council, study implementation will increase the personnel salary budget for those departments included in the classification plan by \$7,010,037 in FY25 Budget. The current proposed budget includes this impact.

Motion: It was moved by Council Member Bartholomew, Seconded by Committee Vice-Chair Tabernik, to Recommend Approval to Council of a Resolution Adopting the 2024 County Compensation and Classification Study.

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=393>

9. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION ESTABLISHING THE BEAUFORT COUNTY INTERNSHIP PROGRAM AND ADOPTING POLICIES AND PROCEDURES FOR THE PROGRAM - *Katherine Mead, Human Resources Director*

Beaufort County desires to establish an internship program to provide high school and 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. Having a positive experience increases the likelihood of the individual returning to the County as a full-time employee, 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. To successfully establish the internship program, the staff has developed policies and procedures that include expectations, requirements, forms, and evaluations.

Motion: It was moved by Council Member Brown, Seconded by Council Member Bartholomew to Recommend Approval to Council of a Resolution Establishing the Beaufort County Internship Program and Adopting Policies and Procedures for the Program.

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=2520>

10. RECOMMEND APPROVAL TO COUNCIL 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**) - *John Robinson, Interim County Administrator & Christine Webb, Director of Compliance*

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 from the prior year's fund balance and \$40,000 of interest revenue. In accordance with the applicable Beaufort County Code Sections, the County desires to have the H-Tax collected and appropriated during the entire term FY25.

Motion: It was moved by Council Member Howard, Seconded by Council Member Bartholomew, to Recommend Approval to Council of an Ordinance Providing for the Appropriation of Funds for Fiscal Year 2024-2025 Generated by Local Hospitality Tax.

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=3206>

11. RECOMMEND APPROVAL TO COUNCIL 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**) - *John Robinson, Interim County Administrator & Christine Webb, Director of Compliance*

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 the prior year's fund balance and \$40,000 of estimated income. By the applicable Beaufort County Code Sections, the County desires to have Local A-Tax collected and appropriated during the entire term FY25.

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Glover, to Recommend Approval to Council of an Ordinance Providing for the Appropriation of Funds for Fiscal Year 2024-2025 Generated by the Local A-Tax Committee.

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=4652>

12. RECOMMEND 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**) - *Hand Amundson, Special Assistant to County Administrator*

In early 2024, Beaufort County was forced to engage emergency (Medivac) transportation service from Haig Point Club and Community Ferry Service on a month-to-month basis to provide essential services for the Island until a permanent contract could be implemented. In April of 2024, an RFP for the provisions of Emergency Transportation Services (Medivac) was published with a proposal submission deadline of May 17th. The proposed cost to the County is \$275,000 per year. 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. 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 Administration and budget approval.

Motion: It was moved by Council Member Bartholomew, Seconded by Council Member Brown to Recommend 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.

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=5793>

13. RECOMMEND APPROVAL TO COUNCIL 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) - *Ebony Sanders, Assessor*

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. The property owner will receive a tax refund representing the difference between the property being taxed at the non-agricultural use value and the agricultural use value.

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Howard to Recommend to Council to Extend the Deadline for Agricultural Use Special Assessment for Properties located at 683 Eddings Point Road and 711 Eddings Point Road (PIN: R300 006 000 051 0000)

The Vote: 6/0. 1 abstention (Council Member Glover)

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=6135>

14. DISCUSSION ON THE APPLICATIONS, APPLICATION PROCESS, AND PROCEDURES RELATED TO THE AWARD AND DISTRIBUTION OF AWARDED FUNDS FOR THE STATE 2% ACCOMMODATIONS TAX - *Committee Vice-Chair Anna Maria Tabernik & Johnathan Sullivan, Chairman of the Beaufort County ATAX Committee*

County Council amended the Beaufort County ordinance related to the State Accommodations (2%) Tax on April 8, 2024. During the discussions related to the ordinance amendments, the topics of modifying the application for grants, providing workshops for the completion of applications by applicants, the process for review, recommendation to Council, and award of grants, and method of distribution of awarded funds and monitoring the expenditures of funds was discussed. The Council now wishes to continue these discussions at the Finance, Administration, and Economic Development Committee in preparation for the upcoming grant cycle. This is a discussion of information desired to be included on the applications for State Accommodations (2%) grants, workshops to educate applicants on completing applications, and the process related to the award of funds and monitoring expenditure of awarded funds.

To view the full discussion: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=6503>

15. RECOMMEND APPROVAL TO COUNCIL BOARDS AND COMMISSIONS APPOINTMENTS AND REAPPOINTMENTS

Motion: It was moved by Council Member Bartholomew, Seconded by Council Member Glover to recommend approval to the Governor's office for the reappointment of Melinda Ellis to the Lady's Island/ St. Helena Island Fire District Commission for a four-year term with an expiration date of June 2028.

Motion: It was moved by Council Member Bartholomew, Seconded by Council Member Glover to recommend approval to the Governor's office for the reappointment of Patricia Harvey-Palmer to the Lady's Island/ St. Helena Fire District Commission for a four-year term with the expiration date of June 2028.

(appointments were taken together)

The Vote: The motion was approved without objection.

To view the full presentation: <https://beaufortcountysc.new.swagit.com/videos/308050?ts=7195>

16. ADJOURNMENT

Adjournment: 5:01 pm

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

Ratified: August 26, 2024