



Finance, Administration, and Economic Development Committee

Beaufort County, SC

Hilton Head Library, 11 Beach City Road, Hilton Head, SC 29926

Monday, January 27, 2025

3:00 PM

AGENDA

COMMITTEE MEMBERS:

MARK LAWSON, CHAIRMAN
PAULA BROWN
ANNA MARIA TABERNIK

LOGAN CUNNINGHAM, VICE-CHAIR
GERALD DAWSON
ALICE HOWARD, EX-OFFICIO

1. CALL TO ORDER: Committee Chair Mark Lawson
2. PLEDGE OF ALLEGIANCE: Committee Chair Mark Lawson
3. STATEMENT OF COMPLIANCE WITH FOIA: Committee Chair Mark Lawson
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES - *November 25, 2024*
6. CITIZEN COMMENTS PERIOD – 15 MINUTES TOTAL
7. CHIEF FINANCIAL OFFICER REPORT - *Pinky Harriott, CFO*
8. PROCUREMENT UPDATE- *Dave Thomas, Procurement Director*
9. VACANCIES AND ATTRITION RATE UPDATE - *Katherine Mead, HR Director*
10. APPROVAL OF HAWKERS AND PEDDLERS LICENSE FEES FOR 2025 - *Chuck Atkinson, ACA*
11. ADJOURNMENT

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>



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, November 25, 2024

3:00 PM

MINUTES

The video stream of this meeting is available on the County's website:

<https://beaufortcountysc.new.swagit.com/videos/321246>

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 3:01 pm.

Council Member Logan Cunningham 3:33 pm - 4:26 pm

PRESENT

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

ABSENT

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

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 Glover, to approve the agenda.

Vote: The motion was approved without objection.

5. APPROVAL OF MINUTES- October 28, 2024

Motion: It was moved by Council Member Brown, Seconded by Council Member Howard, to approve the minutes from October 28, 2024.

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.

Mark Fienburg

To hear the full portion of Citizen Comments:

<https://beaufortcountysc.new.swagit.com/videos/321246?ts=95>

7. ASSISTANT COUNTY ADMINISTRATOR REPORT

John Robinson, Interim CFO, Finance Report.

Valerie Althoff, Budget Transfers

Christine Webb, General Fund Balance

Ebony Sanders, Assessor

To hear the full report: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=237>

8. ARPA UPDATE - Hank Amundson, Special Assistant to County Administrator

To hear the full update: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=1960>

9. UPDATE FROM BEAUFORT - JASPER WATER & SEWER AUTHORITY - Charlie Stone, Director of Government Affairs

To hear the full update: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=4028>

AGENDA ITEMS

10. RECOMMEND APPROVAL TO COUNCIL OF AN ARPA PROJECT FOR PUBLIC SAFETY SUPPORT, THE PURCHASE OF LICENSE PLATE READING CAMERAS FOR THE BEAUFORT COUNTY SHERIFF'S OFFICE

(FISCAL IMPACT: \$262,291.34 ARPA ACCOUNT # 2330-10-0000-54200) - Beaufort County Sheriff's Department

Due to the increase in gun violence within Beaufort County, Sheriff P.J. Tanner directed a review of available systems to help decrease gun violence through ways of identifying the perpetrators in building cases leading to their arrest. While reviewing the issue with law enforcement agencies in the county and the town of Hilton Head Island, it was discovered that Beaufort City, Bluffton Township, and the Town of Hilton Head Island were all moving forward with plans to purchase and install Automated License Plate Readers (ALPRs). This clearly showed the need for the Beaufort County Sheriff's Office (BCSO) to implement a plan so that the unincorporated areas of Beaufort County would be covered to the level of the incorporated locations.

Justification for the program from the Sheriff's Department is in agenda backup material along with the procurement process.

The purchase of \$262,291.34 and licensing are to be funded by ARPA funds.

Due to the cancellation of the Reconstruction Era National Parks Signs program, funds were available to support this initiative for the Sheriff. The Administration supports it, and efforts in municipalities mirror it.

Motion: It was moved by Committee Vice Chair Tabernik, Seconded by Council Member Brown to Recommend Approval to Council of an ARPA Project for Public Safety Support, the Purchase of License Plate Reading Cameras for the Beaufort County Sheriff's Office.

Vote: The motion was approved 6:1

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=5242>

11. **RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION AMENDING THE BEAUFORT COUNTY PERSONNEL HANDBOOK POLICY SECTION 4.2 HOLIDAYS & HOLIDAY PAY AS AMENDED TO ADD JUNETEENTH NATIONAL INDEPENDENCE DAY AS A COUNTY-OBSERVED HOLIDAY (FISCAL IMPACT: Any fiscal impact is negligible) - Katherine Mead, Beaufort County Human Resources Director**

County Administration recommends that the Council consider approving the addition of Juneteenth National Independence Day as a county-observed holiday for employees.

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Glover, to Recommend Approval to Council of a Resolution Amending the Beaufort County Personnel Handbook Policy Section 4.2 Holidays and Holiday Pay as Amended to Add Juneteenth National Independence Day as a County-Observed Holiday.

Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=7254>

12. **RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION ACCEPTING THE DONATION OF A LIVE OAK TREE AT WHITEHALL PARK FROM THE FRIENDS OF WHITEHALL PARK - Stefanie M. Nagid, Passive Parks Director**

The Friends of Whitehall Park requested the County to accept a donation of one (1) live oak tree at Whitehall Park that will replace the loss of an oak tree that fell during the winter storms of December 2023. The tree is currently available, and the Friends would like to plant it in December 2024.

There is no impact on the County. Friends of Whitehall Park are solely responsible for the cost of the tree and its planting (\$4,000).

Motion: It is moved by Council Member Glover, Seconded by Committee Vice-Chair Tabernik, to Recommend Approval to Council of a Resolution Accepting the Donation of a Live Oak Tree at Whitehall Park from the Friends of Whitehall Park.

Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=7254>

13. **RECOMMEND APPROVAL TO COUNCIL OF AN ORDINANCE TO INVEST \$4,300,000 FROM THE GENERAL FUND IN AN INFRASTRUCTURE DEVELOPMENT PROJECT AT BEAUFORT EXECUTIVE AIRPORT (ARW) TO FUND CONSTRUCTION OF AIRCRAFT HANGERS. (FISCAL IMPACT: *Each option improves ARW's financial position. The backup package contains the details of each option. Option 2 provides a favorable combination of investment and project financing that provides significant benefit to the County by executing a project that will generate revenue immediately upon completion. This revenue (from hangar rent and increased fuel sales) will help fund important deferred airfield safety and facility maintenance projects. The increase in based aircraft also increases aircraft property tax revenues.*) - Jon Rembold, Airports Director**

Beaufort Executive Airport has a crisis-level shortage of hangar space. All hangars are occupied, and there is a 68-person waiting list. The airport has a total of 34 T-hangars. On 8/19/24, the Public Facilities Committee directed airport staff to work with the finance staff to develop funding options for the hangar development project. The funding shortfall is \$3,900,000. On 10/23/24, airport staff presented options to the Finance Committee. Based on feedback from that meeting, the current suite of options is being offered for consideration.

The hangar project includes constructing 2 "box" and 20 "T"-style hangars at ARW to provide Beaufort County citizens with aircraft hangar space. These refined funding options were developed for the Finance Committee's consideration. The funding package provided in the agenda's backup material describes the details of each option.

Option 1: \$4,300,000 investment from the General Fund to the Airport to fund the project.

Option 2: (Recommended) \$2,150,000 loan from the General Fund to the Airport and a \$2,150,000 investment from the General Fund to complete the project.

Option 3: \$4,300,000 structure loan from the General Fund to the Airport to complete the project.

Each option improves ARW's financial position. Option 2 provides a favorable combination of investment and project financing that provides significant benefit to the County by executing a project that will generate revenue immediately upon completion. This revenue (from hangar rent and increased fuel sales) will help fund important deferred airfield safety and facility maintenance projects. The increase is based aircraft also increases aircraft property tax revenue.

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Bartholomew to Recommend Approval to Council of an Ordinance to Invest \$4,300,000 from the General Fund in an Infrastructure Development Project at Beaufort Executive Airport (ARW) to Fund Construction of Aircraft Hangers using Option 2: \$2,150,000 30 year loan at .5% from the General Fund to the Airport and a \$2,150,000 investment from the General Fund to complete the project as amended.

Vote: The motion was approved without objection.

Motion to Amend: It was moved by Chairman Passiment, Seconded by Council Member Glover to Recommend Option 2: \$2,150,000 30 year loan at .5% from the General Fund to the Airport and a \$2,150,000 investment from the General Fund to complete the project.

Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=7417>

14. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ACCEPT OPERATIONAL GRANT AWARD FROM THE COASTAL COMMUNITY FOUNDATION'S BEAUFORT FUND GRANT PROGRAM (FISCAL IMPACT: Receipt of \$14,000 to be applied to the Beaufort County Human Services Department "Contributions" 2503-50-0000-47030) - Ben Boswell, Director Human Services

The Southern Lowcountry Regional/Beaufort Fund Grant Program provides support across program areas, based on the applicant's service area, in Beaufort, Colleton, Hampton, and Jasper counties. Operational Grants are awarded to non-profits (including government agencies) that have existed for at least five years or have a budget of more than \$300,000 and have applied to the Beaufort fund at least once in the past.

The Beaufort County Human Services Department works in close partnership with eligible families to coordinate services, collaborating with key stakeholders such as state agencies, local government bodies, the school district, non-profit organizations, and other entities, both public and private. Engaging families in decision-making is crucial for creating tailored and effective support plans, as their insights ensure services are relevant and comprehensive. This involvement fosters empowerment, better communication, and stronger relationships, leading to improved and sustainable outcomes for participants.

Collaborative service coordination is vital for delivering comprehensive, efficient support to youth and other program participants. It enhances resource accessibility, improves communication, and ensures a holistic approach to service delivery, ultimately leading to better and more sustainable outcomes for individuals and communities.

Receipt of \$14,000 to be applied to the Beaufort County Human Services Department "Contributions Account 2503-50-000-47030.

Motion: It was moved by Council Member Howard, Seconded by Committee Vice-Chair Tabernik to Recommend Approval to Council of a Resolution Authorizing the County Administrator to Accept Operational Grant Award from the Coastal Community Foundation's Beaufort Fund Grant Program.

Vote: The motion was approved without objection.

To hear the full update: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=8249>

15. RECOMMEND APPROVAL TO COUNCIL FOR BEAUFORT COUNTY TO ENTER INTO A SPECIAL SOURCE REVENUE CREDIT AGREEMENT WITH PROJECT MICRO (FISCAL IMPACT: Company will be offered equivalent to base FILOT – 6% over a 20-year period) - John O'Toole, Executive Director, Beaufort County Economic Development Corporation

The EDC recommends that the county provide Project Micro with a Special Source Revenue Credit (SSRC). If the Council approves this SSRC, it will essentially serve as the equivalent of a base fee in lieu of tax (FILOT), allowing the company to pay the equivalent of a 6% tax rate over a 20-year period.

Project Micro is locating its operations in Beaufort County in an existing facility at Garden's Corner. The company is expected to invest \$7.1 million to create 42 new jobs in the next five years.

Because the facility Project Micro is relocating into already exists and new construction is not required, they are not eligible for a FILOT agreement. In order to offer benefits on par with a base FILOT, the BCEDC would like to pursue a special source revenue credit. This will be added to an existing MCIP with Jasper County.

Motion: It was moved by Council Member Brown, Seconded by Council Member Glover, to Recommend Approval to Council for Beaufort County to Enter into a Special Source Revenue Credit Agreement with Project Micro.

Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=8348>

16. **RECOMMEND APPROVAL TO COUNCIL TO PLACE LAND PURCHASED BY PROJECT MICRO INTO AN EXISTING MULTI-COUNTY INDUSTRIAL PARK – Project Micro** *(FISCAL IMPACT: Allocation of revenue would be 99% to Beaufort County and 1% to Jasper County in the Beaufort County portion of the park and 99% to Jasper County and 1% to Beaufort County in the Jasper County portion of the park. This project would fall within the Beaufort County portion of the park)* - John O'Toole, Executive Director, Beaufort County Economic Development Corporation

Placing Project Micro into the existing Multi Industrial Park will allow the company to take advantage of an additional \$1,000 job tax credit per net new job. As long as the jobs are maintained, these credits can be used towards the company's corporate income tax over a five-year period.

Project Micro is moving its operations to Beaufort County and into an existing facility at Garden's Corner. Over the next five years, the company is expected to invest \$7.1 million and create 42 new jobs.

Revenue would be allocated 99% to Beaufort County and 1% to Jasper County in the Beaufort County portion of the park and 99% to Jasper County and 1% to Beaufort County in the Jasper County portion of the park. This project would fall within the Beaufort County portion of the park.

Motion: It was moved by Council Member Howard, Seconded by Council Member Glover, to Recommend Approval to Place Land Purchased by Project Micro into an Existing Multi-County Industrial Park- Project Micro.

Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=8400>

17. **RECOMMEND APPROVAL TO COUNCIL TO AWARD A CONTRACT FOR BROADBAND EXPANSION TO SERVE UNDERSERVED AREAS OF BEAUFORT COUNTY TO CONNECT HOLDING, LLC (AKA BRIGHT SPEED) FOR RFP #111824 (BEAUFORT COUNTY BROADBAND PROJECT) IN THE AMOUNT OF \$367,069 TO BE FUNDED WITH ARPA FUNDS. (FISCAL IMPACT: \$367,069 of remaining ARPA funds Acct. # 2330-40-0000-54100)** - Hank Amundson, Special Assistant to County Administrator

ARPA funds may be utilized to extend broadband services into underserved areas. In February 2022, the County Council identified broadband expansion to rural and underserved areas of the County in their original ordinance receiving those ARPA funds and allocating those funds.

In October 2024, Beaufort County issued an RFP for Broadband Expansion in underserved areas. The State of South Carolina identified this target area.

The result of the RFP that was put out in October 2024 was that four companies proposed plans to serve the target area and homes shown to be underserved. After receiving and reviewing the proposals, proposals were scored and ranked. At that point, interviews were held with the two highest-scoring proposers.

After interview, the two finalist were re-scored. Bright Speed emerged as the best fit for the project. Bright Speed will be investing \$1,632,416 and the County will fund the remainder of the expansion with ARPA funds totaling \$367,069

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Brown, to Recommend Approval to Council to Award a Contract for Broadband Expansion to Serve Underserved Areas of Beaufort County to Connect Holding, LLC (AKA Bright Speed) for RFP #111824 (Beaufort County Broadband Project) in the Amount of \$367,069 to be Funded with ARPA Funds.

Vote: Motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=8400>

- 18. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION TO EXTEND THE BROADBAND EVERYWHERE - CATEGORY 3 (BE-CAT3) GRANT PROGRAM END DATE AND ALLOW US TO EXPAND THE REMAINING \$170,000 OF ARPA FUNDS IN ORDER TO SERVE NEW CUSTOMERS REACH BY ONGOING AND UPCOMING BROADBAND EXPANSION PROGRAMS. (FISCAL IMPACT: \$170,000.00 from ARPA funds to be used for Broadband assistance.) - Hank Amundson, Special Assistant to County Administrator**

This program is designed to aid residents without broadband access where the cost of extending to the home is a barrier to service from the provider. Beaufort County aims to use ARPA funds allocated for Broadband to fund the construction of a service drop to homes that have been denied service from the provider due to construction build costs.

The original resolution set the end date for December 30, 2024. The extension should be for December 30, 2026, to aid new customers in areas to be newly served by ongoing and upcoming county and state funded Broadband Expansion programs.

\$170,000 will be used from ARPA funds for broadband assistance.

Motion: It was moved by Council Member Howard, Seconded by Council Member Glover to Recommend Approval to Council of a Resolution to Extend the Broadband Everywhere - Category 3 (BE-CAT3) Grant Program End Date and Staff to Expend the remaining \$170,000 of ARPA Funds in Order to Serve New Customers Reach by Ongoing and Upcoming Broadband Extension Programs.

Vote: The motion was approved without objection

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=8400>

- 19. RECOMMEND APPROVAL TO COUNCIL OF A RESOLUTION TO ESTABLISH THE BEAUFORT COUNTY LOCAL ACCOMMODATION TAX AND LOCAL HOSPITALITY TAX FY25 LIST OF COUNTY PROJECTS. (FISCAL IMPACT: None- All projects must be properly procured and come back to committee and council as appropriate prior to funds being committed. Dollars amounts listed in the schedule are estimates which must be fully vetted via the planning and procurement process) -John Robinson, Assistant County Administrator - Public Safety**

On August 26, 2024, the County Council approved the Local Hospitality Tax and Local Accommodations Tax budgets for Fiscal year 2024-2025 (Ordinance 2024/31 and Ordinance 2023/30). The Local Hospitality Tax budget included \$4,975,000 for county projects, and the Local Accommodations Tax budget included \$2,900,000 for county projects, totaling \$7,875,000. These funds were appropriated for tourism-related county projects.

The list of projects presented incorporates incomplete county projects previously funded via local A-Tax and Local H-Tax from FY21 through FY 23 and unfunded capital projects that qualify and are consistent with County Council Strategic Planning goals. Staff received funding requests from qualifying departments, then met to prioritize project needs.

No fiscal impact. All projects must be properly procured and come back to committee and council as appropriate prior to funds being committed. Dollar amounts listed in backup material are estimates which must be fully vetted via the planning and procurement process

Motion: It was moved by Committee Vice-Chair Tabernik, Seconded by Council Member Bartholomew to Recommend Approval to Council of a Resolution to Establish the Beaufort County Local Accommodation Tax and Local Hospitality Tax FY25 List of County Projects

The Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=9361>

- 20. RECOMMEND APPROVAL TO COUNCIL TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ACCEPT A FEDERAL SUBAWARD GRANT FROM THE SOUTH CAROLINA DEPARTMENT OF PUBLIC HEALTH FOR**

\$23,229.60. (FISCAL IMPACT: No fiscal impact. No matching funds are required) - John Robinson, Assistant County Administrator - Public Safety

Beaufort County Mosquito Control applied for and has been awarded a grant from the South Carolina Department of Health in the amount of \$23,229.60. This is a Federal Subaward grant with no matching funds required. This grant aims to assist in obtaining mosquito control-related items to respond effectively to public health threats and nuisance mosquitoes hampering recovery efforts caused by post-tropical system mosquito population surges.

Motion: It was moved by Council Member Howard, Seconded by Committee Vice-Chair Tabernik to Recommend Approval to Council to Authorize the County Administrator to Accept a Federal Subaward Grant from the South Carolina Department of Public Health for \$23,229.60.

The Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=9430>

21. DISCUSSION OF THE APPOINTMENT OF PATRICK MITCHELL OR MARK PRESNELL TO THE STORMWATER MANAGEMENT UTILITY BOARD FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF NOVEMBER 2028.

Motion: It was moved by Council Member Howard, Seconded by Council Member Glover, to approve the reappointment of Patrick Mitchell to the Stormwater Management Utility Board for a Four-Year Term with an Expiration Date of November 2028.

The Vote: The motion passes 5:2

Roll Call Vote: Yea: Committee Chair Lawson, Council Member Glover, Chairman Passiment, Council Member Brown. Nay: Committee Vice-Chair Tabernik, Council Member Bartholomew

Motion: It is moved by Council Member Bartholomew, Seconded by Committee Vice-Chair Tabernik that Mark Presnell is qualified to be recommended at Council for appointment to the Stormwater Management Utility Board if the Recommendation for Patrick Mitchell does not receive a 10/11 vote.

Roll Call Vote: Yea: Council Member Bartholomew, Committee Chair Tabernik, Council Member Howard, Council Member Brown, Committee Chairman Lawson Nay: Council Member York Glover, Chairman Joseph Passiment

The Vote: The motion passes 5:2

22. BOARDS AND COMMISSIONS APPOINTMENTS & REAPPOINTMENTS

Motion: It was moved by Council Member Glover, Seconded by Council Member Howard to Recommend Approval of the Appointment of John Teter to the Design Review Board for a Four-Year Term with the Expiration Date of November 2028.

The Vote: The motion was approved without objection.

Motion: It was moved by Council Member Glover, Seconded by Council Member Howard to Recommend Approval of the Appointment of Denise Procida to the Design Review Board for a Four-Year Term with the Expiration Date of November 2028.

The Vote: The motion was approved without objection.

To hear the full discussion: <https://beaufortcountysc.new.swagit.com/videos/321246?ts=9464>

23. ADJOURNMENT

Adjournment: 5:53

Ratified:

BUDGET TRANSFER RECAP 1/27/2025 FINANCE COMMITTEE MEETING

Item 7.

DATE	DEPARTMENT	FROM ACCOUNT	FROM ACCOUNT DESCRIPTION	TO ACCOUNT	TO ACCOUNT DESCRIPTION	AMOUNT	JUSTIFICATION	REVISED BUDGET FROM ACCOUNT	BUDGET TO ACCOUNT
11/21/2024	Sheriff	1000-20-1201-52600	Non-Cap Equipment	1000-20-1201-54200	Capital Equipment	\$ 15,000.00	A traffic camera and pole were damaged due to a motor vehicle collision (4840 Bluffton Parkway). This transfer will allow BCSO to replace the camera and pole.	\$ 711,550.00	\$ 33,450.00
11/23/2024	Passive Parks	1000-60-1610-51160	Professional Services	1000-60-1610-51320	Training and Conf	\$ 72.00	The hotel costs for staff training is slightly higher than anticipated, therefore \$72 is needed to cover those upcoming charges in December.	\$ 194,682.00	\$ 2,072.00
				1000-60-1610-52050	Uniforms	\$ 21.00	The logo application costs for staff uniforms was slightly higher than anticipated, therefore \$21 is needed to cover those expenses and balance that line item.		\$ 821.00
				1000-60-1610-52600	Non-Capital Equipment	\$ 1,225.00	The intern program was approved after the original budget was submitted, therefore \$1225 is needed to cover the purchase of a desk for the intern I will be onboarding in January, which I anticipate using for additional future interns as well.		\$ 20,225.00
11/25/2024	Veteran's Affairs	1000-50-1500-51030	Postage	1000-50-1500-51150	Rentals	\$ 500.00	Rental of Horse and carriage for Veterans Day Parade	\$ 300.00	\$ 1,500.00
12/2/2024	Fleet	1000-10-3500-52010	Supplies and Materials	1000-10-3500-51310	Dues and Subscriptions	\$ 2,000.00	FLEET ADDED A SUSBSRIPTION SERVICE WITH ALLDATA (A SERVICE TO ASSIST TECHNCIANS WITH DIAGNOSTIC ANALYSIS) THAT FLEET HAD NOT ANTICIAPTED IN ITS ORIGINAL BUDETS. FLEET IS REQUESTING FUNDS TO BE RE-ALLOCATED TO COVER FOR THIS EXPENSE.	\$ 298,000.00	\$ 80,000.00
12/5/2024	Human Services	2503-50-0000-51320	Training and Conf	2503-50-0000-52600	Non-Capital Equipment	\$ 750.00	To facilitate the one-time procurement of an office chair and two desks to accommodate a new staff member and a staff member transitioning from hybrid remote work to full-time office work due to expansion of office space.	\$ 750.00	\$ 1,750.00
12/11/2024	AIRPORTS	5400-90-0000-54200	CAPITAL EQUIPMENT	5400-90-0000-51300-ARFF	VEHICLE MAINTENANCE SERVICES	\$ 13,493.00	The firetruck maintenance invoice was not recorded in the Vehicle Maintenance GL account when the FY2024 budget was prepared, therefore it was not included in the FY2025 budget. We will ensure it is included in the FY2026 budget.	\$ 558,963.00	\$ 17,193.00
12/12/2024	Mosquito Control	1000-40-1400-52010	Supplies and Materials	1000-40-1400-51150	Rentals	\$ 15,000.00	To cover the cost of additional CO2 tank rentals and Bulk Fill of CO2 for the dry ice machine	\$ 656,000.00	\$ 30,000.00
12/18/2024	Public Defender	2110-10-1142-51160	Professional Services	2110-10-1142-51310	Dues and Subscriptions	\$ 5,500.00	Transferring funds to cover monthly (Dec 2024 - June 2025) subscription for Thomson Reuters/Westlaw	\$ 521,000.00	\$ 25,500.00
12/19/2024	AIRPORTS	5400-90-0000-54200	CAPITAL EQUIPMENT	5400-90-0000-51070	Water/Sewage/Garbage	\$ 21,100.00	To address the deficit, and cover for the upcoming invoices	\$ 558,963.00	\$ 35,100.00
12/26/2024	Records Mgt	1000-10-1154-51320	Training and Conf	1000-10-1154-51310	Dues and Subscriptions	\$ 205.00	This is to offset an erroneous purchase made earlier this year made on the P card of an employee who is no longer here.	\$ 9,795.00	\$ 1,050.00
1/13/2025	Engineering	1000-20-1243-51160	Professional Services	1000-20-1243-51310	Dues and Subscriptions	\$ 3,000.00	INCREASE IN BUDGET DUE TO INCREASE IN STAFF AND THEIR PROFESSIONAL DEVELOPMENT NEEDS.	\$ 196,000.00	\$ 5,500.00
1/13/2025	Fleet	1000-10-3500-52010	Supplies and Materials	1000-10-3500-51150	Rentals	\$ 2,500.00	Manlift needed from sunbelt rentals for facilities maintenance for a week.	\$ 295,500.00	\$ 3,000.00



Beaufort County
SOUTH CAROLINA



Finance Committee

FY2025 YTD Budget Report



General Fund- Revenues

		2025 Revised Budget	2025 Actual	2025 Percent Rec/Used
	GENERAL FUND 1000			
	REVENUES			
41	Ad Valorem	\$ 115,574,500.00	\$ 76,618,477.00	66%
42	License & Permits	\$ 4,811,500.00	\$ 1,527,678.00	32%
43	Intergovernmental	\$ 11,802,756.00	\$ 2,480,913.00	21%
44	Charges for Services	\$ 15,946,647.00	\$ 9,736,168.00	61%
45	Fines & Forfeitures	\$ 759,500.00	\$ 430,469.00	57%
46	Interest	\$ 2,150,000.00	\$ 2,988,985.00	139%
47	Misc	\$ 1,470,300.00	\$ 1,016,688.00	69%
48	Cont from PY Fund Balance	\$ 2,726,812.00	\$ -	0%
49	Transfers In	\$ 1,630,000.00	\$ 1,075,558.00	66%
	TOTAL REVENUE	\$ 156,872,015.00	\$ 95,874,936.00	61%

General Fund- Expenditures

		2025 Revised Budget	2025 Actual	2025 Percent Rec/Used
	EXPENDITURES by DIVISION			
10	General Government	\$ 70,586,349.00	\$ 33,373,369.00	47%
20	Public Safety	\$ 58,516,793.00	\$ 30,382,474.00	52%
30	Public Works	\$ 12,323,132.00	\$ 5,884,733.00	48%
40	Public Health	\$ 1,892,360.00	\$ 879,995.00	47%
50	Public Welfare	\$ 753,616.00	\$ 241,084.00	32%
60	Cultural & Recreation	\$ 12,799,765.00	\$ 6,231,660.00	49%
	TOTAL EXPENDITURES:	\$ 156,872,015.00	\$ 76,993,315.00	49%

Enterprise Funds- Revenues

Fund	Budget	Actual	Percent
5010 - SOLID WASTE & RECYCLING	\$ 12,538,045.00	\$ 5,843,571.00	47%
5025 - STORMWATER	\$ 10,987,096.00	\$ 7,451,021.00	68%
5100 – BEAUFORT EXECUTIVE AIRPORT	\$ 2,677,200.00	\$ 448,921.00	17%
5400- HILTON HEAD AIRPORT	\$ 5,301,630.00	\$ 2,740,980.00	52%

Enterprise Funds- Expenditures

Fund	Budget	Actual	Percent
5010-SOLID WASTE & RECYCLING	\$ 12,538,045.00	\$ 6,197,331.00	49%
5025- STORMWATER	\$ 10,987,096.00	\$ 3,668,393.00	33%
5100 – BEAUFORT EXECUTIVE AIRPORT	\$ 2,677,200.00	\$ 572,633.00	21%
5400- HILTON HEAD AIRPORT	\$ 5,301,630.00	\$ 2,161,672.00	41%

Miscellaneous Revenues Summary

Account	Description	2025 Revised Budget	2025 Actual	2024 Revised Budget	2024 Actual	Comments
1000-10-0000-47010	MISCELLANEOUS REVENUES	-250,000.00	-518,113.07	-70,000.00	-128,530.86	FOIA Pymts, meal reimbursements, etc
1000-10-0000-47010-PRDED	MISCELLANEOUS REVENUES	-1,000.00	-6,433.79	0.00	-3,807.61	Health Ins & PEBA reimbursements
1000-10-1103-47010-LEGAL	MISCELLANEOUS REVENUES	-400,000.00	-53,770.00	0.00	-247,018.90	SC Ins Reserve Fund legal reimbursements
1000-10-1115-47010-INSUR	MISCELLANEOUS REVENUES	-35,000.00	-129,831.07	0.00	-46,771.33	Risk Mngmt Insurance Reimbursements
1000-10-1143-47010-VOTER	MISCELLANEOUS REVENUES	0.00	-119,726.01	-206,640.00	-232,380.75	State reimbursements for elections
1000-10-1152-47010-GIS	MISCELLANEOUS REVENUES	-2,000.00	-1,466.30	0.00	-15,492.15	Map Sales
1000-10-3500-47010-INSUR	MISCELLANEOUS REVENUES	-500,000.00	-70,472.15	0.00	0.00	Damaged vehicle insurance reimbursements
1000-10-3500-47010-	MISCELLANEOUS REVENUES	-10,000.00	-2,098.97	0.00	0.00	Misc revenue for Garage; sale of used oil; etc
1000-20-0000-47010-PRDED	MISCELLANEOUS REVENUES	0.00	-4,480.82	0.00	-1,425.00	Admin Depts payroll deductions & per diem reimbursements
1000-20-1201-47010-PRDED	MISCELLANEOUS REVENUES	0.00	-1,702.53	0.00	-2,526.12	Sheriff's Payroll Deductions/reimbursements
1000-20-1201-47010-	MISCELLANEOUS REVENUES	-4,300.00	-9,574.25	0.00	-19,244.79	Sheriff's misc reimbursements
		-1,202,300.00	-917,668.96	-276,640.00	-697,197.51	

2025 Bond Issuance Update

- The 2025 Bonds will fund \$68.6 million of capital projects, including \$52.6 million for County projects, \$10 million for Beaufort Memorial Hospital and \$6 million for the Technical College of the Lowcountry.
- The final “True Interest Cost” is 3.90% and the total net debt service is approximately \$100.1 million.
- The 2025 Bonds will close (i.e. money in the bank) on February 6th.
- Upon issuance of the 2025 Bonds, the County’s 8% debt capacity will be reduced to \$122,420,719. After the March 1, 2025 principal payments on the County’s existing GO Bonds to include the 2025 Bonds, the County’s 8% debt capacity will increase to \$144,109,520 due to a large principal payment from the Debt Service Fund Balance.



Beaufort County
SOUTH CAROLINA



FINANCE COMMITTEE PROCUREMENT SERVICES UPDATE

P-Card Program Update

- New Updated P-Card Manual approved by legal and executive staff
- Available on the County's SharePoint page
- All P-Card holders must read the new manual, watch the new training video, and pass an exam.
- All P-Card holders must sign an agreement before receiving their P-Card.
- P-Card purchases are reviewed monthly by department heads, P-Card Administrator, Procurement Services Director, and CFO.



Update Procurement Policy Manual

- Under Review by the Legal Department and Executive Staff
- The Goal is to Present the new Procurement Policy Manual to the next Finance Committee in February

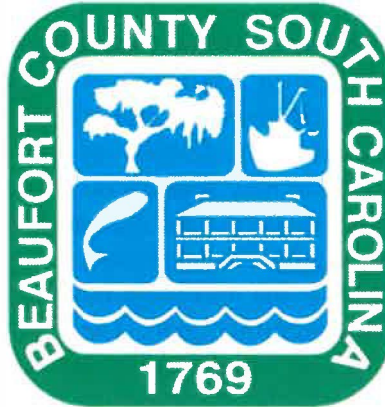


Update on Dues & Subscriptions

- Amazon - 34 Amazon Business accounts and a total of \$97K in Amazon.com personal account P-Card spend were consolidated into a single account
- Uline – Approximately 30 accounts were consolidated into a single account.
- FSI—Only a few accounts were not Beaufort County, but the rep moved them over into one account.
- We are having difficulties with Island Packet and Staples. Procurement staff are diligently working with representatives to resolve the issue, but the reps are unable or unsure how to gather all Beaufort County accounts and merge them into a single account.
- Water cooler accounts are forthcoming.



PROCUREMENT CARD (P-CARD) POLICY MANUAL



BEAUFORT COUNTY

Effective December 20, 2024

Report any lost or stolen Purchasing Card Immediately

To Bank of America toll-free at 1-800-732-9194

David L. Thomas

Procurement Services Director

Brian E. Hulbert

County Attorney

Michael J. Moore

County Administrator

INTRODUCTION

Welcome to the Beaufort County Purchasing Card Program. This program is designed to help better manage allowable small purchases up to **\$1,500**. Please be sure to read and follow the program guidelines as specified within this manual.

What is the Purchasing Card?

The Purchasing Card (P-Card) is a Visa credit card issued by Bank of America. It is a fast, flexible procurement tool, which offers an alternative to the existing procurement processes. This program provides an extremely efficient and effective method for the procurement and paying of allowable items with a total value of **\$1,500** or less. The Procurement Services Director, CFO or County Administrator may approve or deny any p-card requests or increased single transaction limit requests sent to the P-Card Administrator via email. **The card is to be used for official County purchases only.** The maximum monthly credit limit is **\$5,000**. Not all cardholders will be approved for the maximum monthly credit limit. This limit may be increased via an email to the P-Card Administrator. The Visa P-Card will enable you to purchase non-restricted commodities by telephone, over the Internet, or directly from the vendors. A Visa P-Card will be issued with the employee's name and the County's name clearly indicated on the card.

DEFINITIONS

Assistant County Administrator – The County employee who is responsible for supervising Department Directors.

Cardholder – An employee of Beaufort County who is approved by his/her Department Head to use the P-Card to execute allowable purchase transactions on behalf of the County.

Card Provider – The financial institution who maintains the card account, issues cards to Cardholders, pays merchants, sends monthly billing statements, and receives reimbursement from the County. Also, assists in resolving disputes between the County Cardholder and Vendors.

Chief Financial Officer (CFO) – The County's Chief Financial Officer who is the Department Head over Finance and Procurement Services.

Department Head – The elected or appointed official responsible to carry out the duties of their department(s). The Department Head is the first approval on all P-Card requests. The Department Head is responsible for all departmental P-Card expenditures are authorized and acceptable purchases.

Department Liaison – Department Employee who is delegated by the Department Head to review and approve transactions, enter charge account data and safeguard sale receipts to ensure they are legitimate and allowable County business expenses.

Disputed Charge – A charge for goods determined to be defective or a charge for services not performed and on which a vendor refuses to replace, repair, adjust charges on, perform or otherwise correct. Disputed charges also include fraudulent charges.

Emergency – A purchase needed because of public calamity. Must represent unforeseen circumstances beyond the control of the County which may reasonably be expected to result in material loss or damage to County property, bodily injury, risk to public health, or the safety of residents if immediate action is not take or presents immediate extreme threat to the proper performance of essential functions.

Fraudulent Charge – A disputed charge appearing on the Cardholder’s monthly statement of account not authorized by the cardholder.

Major Violation – Violations of fraud or theft: using the card for personal use, split purchases, inappropriate purchases, cash type transactions.

Minor Violation – Violations that are administrative in nature: missing signatures or approvals, taxes charged to purchases that are tax exempt, failure to provide proper documentation timely, improper coding of transactions, failure to timely reconcile or approve transactions.

Procurement Card (P-Card) – The official credit card issued by the County to be utilized for authorized purchases.

P-Card Administrator – A Procurement Services department staff member appointed by the Procurement Services Director as the official coordinator between the County and the Card Provider, who administers the P-Card program for the County.

Personal Use – Use of a P-Card for a purchase other than those permitted by the County’s adopted policies.

Procurement Services Deputy Director – The employee, regardless of title, whose primary function is to assist the Procurement Services Director in overseeing and managing all procurement activities of the County, including but not limited to compliance with procedures.

Procurement Services Director – The employee, regardless of title, whose primary function is to oversee and manage, with assistance from the Procurement Services Department, all procurement activities of the County, including but not limited to compliance with procedures.

Splitting a Purchase – Making multiple transactions intentionally to avoid exceeding the approved transaction limit or to avoid competitive bidding requirements.

Statement of Account – A monthly statement from the Card Provider listing all purchases and credit transactions made by the Cardholder.

Unauthorized Purchase – Purchases that exceed the authorized dollar limits, are made with Vendors without approved Merchant Category Code(s) (MCCs), are made for personal use or are otherwise not allowed.

Unauthorized Use – Use of the County P-Card by a person other than the Cardholder.

Vendor – The merchant with whom a purchase is made.

ELIGIBILITY TO PARTICIPATE

To participate in the P-Card program, a Department Head must first agree to abide by all terms and conditions of this manual. They must also agree to appropriately discipline, up to and including termination, any Cardholder who intentionally or knowingly uses or permits the use of a P-Card for either an unauthorized purchase, or a personal use purchase.

The requested Cardholder must be an employee of Beaufort County and have passed their probationary period. The Department Head should determine the eligibility of the employee to become a Cardholder and must complete, sign, and submit the P-Card request through the County Forms in the County SharePoint. Click [here](#) to access that form. Each employee to become a cardholder must attend the P-Card training session prior to being approved to receive a card. The eligible employee must sign a cardholder agreement which will be kept by the P-Card Administrator.

RESPONSIBILITY & AUTHORITY

The Department Head, Procurement Services Director, CFO, and the P-Card Administrator are responsible for administering these guidelines.

These P-Card guidelines are intended to be consistent with local and state rules and regulations. In the event of inconsistency between these guidelines and local or state rules and regulations, such rules and regulations control but only to the extent of the inconsistency.

DUTIES AND RESPONSIBILITIES OF PARTIES INVOLVED

Cardholder:

Each authorized Cardholder, prior to the issuance of a P-Card, must certify in writing, that they have read and will follow the P-Card Guidelines using the Cardholder Agreement Form. The original signed copy will be held by the P-Card Administrator in the Cardholder's file.

Cardholders, as a condition of being granted a P-Card agree to:

- Maintain the P-Card in a secure location at all times
- If sales tax is not charged on a taxable purchase, a Use Tax form must be filled out. That form can be found in the County's SharePoint County Forms. To access the form you can click [here](#).
- Ensure split transactions are not utilized to circumvent the transaction limit.
- Not use the P-Card for reoccurring payments
- Not allow or permit other individuals to use their assigned P-Card without permission
- Not provide P-Card account number or expiration date to other employees except the Cardholder's Department Head, the P-Card Administrator, or The Procurement Services Director
- Only provide P-Card account number or expiration date to vendors when as necessary to make an authorized purchase.

- Adhere to the purchasing limits and restrictions of the P-Card.
- Ensure the total transaction amount of any single transaction does not exceed authorized limits.
- Obtain an itemized receipt for every transaction.
- Submit itemized receipts to the Department Liaison for review and reconciliation.
- Identify any charges that need to be disputed.
- Notify the Card Provider of any dispute or billing error.
- When possible contact the P-Card Administrator or Procurement Services Director before making any emergency purchases that would require Procurement Services approval and action.
- Immediately report a lost or stolen P-Card to the P-Card Administrator so the card can be deactivated and a new one ordered. You will also have to verify all purchases with the P-Card administrator to ensure there are no fraudulent charges.
- Return the P-Card to the P-Card Administrator or Department Head upon leaving employment with the County, transfer to a different department or upon closure of authorized usage.
- If a vendor does not accept credit cards, contact your Department Head or Procurement Services Department for alternate purchasing instructions.
- Report declines to the P-Card Administrator during business hours or emergencies. After hours please contact the Procurement Services Deputy Director to assist.

Failure to adhere to any of the above conditions of use will result in suspension of the P-Card, may subject the Cardholder to disciplinary action up to and including termination.

Documentation:

It is the responsibility of the Cardholder to provide receipts to the P-Card Liaison weekly, and to ensure that proper documentation is being submitted such as:

- Itemization
 - Sales Tax
 - Purpose of the expense (this can be written on the receipt)
 - Travel Request Number
 - Prior Authorization by the County Administrator (when required)
- *Business meal charges must include a **DETAILED** per meal and beverage receipt (itemized receipt)

Liaison:

The person who is responsible for coding and uploading receipts for their department's P-Card purchases.

The liaison shall code purchases and upload receipts within five (5) days of being notified that charges have been uploaded into Munis.

County Administrator:

- Approves request for increases in monthly, single, or daily spend whether temporary or permanent.
- Approves special event purchase requests for items such as food or drink.
- Requests reports from the P-Card Administrator as necessary.

Procurement Services Director:

- Monitor Periodic audits of charges through a report produced by the P-Card Administrator.
- Reports non-compliance of policy and procedures relating to usage to appropriate Department Head for disciplinary action with a CC to the Assistant County Administrator over the Cardholder's department.
- Performs other duties as necessary to ensure proper procurements using the County's P-Card.

P-Card Administrator:

- Acts as a liaison between the Card Provider and all Cardholders
- Performs audits of charges using Bank of America and Munis to determine appropriateness of P-Card usage.
- Utilizes Card Provider online system to monitor all transactions for Cardholders, develops reports, and reconciles monthly Cardholder charges.
- Reviews department P-Card request applications for completeness of required information and obtains proper approvals.
- Completes P-Card request through the provider and receives the card.
- Verifies the required training has been completed then issues the card to the intended P-Card holder.
- Has Cardholder sign Cardholder agreement, signifying acceptance of the terms of the P-Card program and verifies receipt of the card.
- Reviews requests and justifications for access to the P-Card software and ensures individuals having access are set up to have review and report capabilities only.
- Helps resolve disputed charges/discrepancies not resolved by Cardholder
- Promptly initializes procedure to cancel P-Card on Card Provider website when requested or when the employee no longer works for the County.
- Obtains Card Provider confirmation of cancellations.
- Collects P-Card from the Cardholder, Department Head, or Liaison for destruction when the Cardholder no longer is employed by the County, transfers to a different department, or loses P-Card privileges.
- Ensures lost or stolen cards have been canceled by Card Provider.
- Identifies the GL account for funding the purchase that the liaison entered is accurate.
- Monitors and approves each Cardholders' monthly statement.
- Performs other duties as necessary.

Department Head:

- Ensures all departmental P-Card spending are authorized P-Card expenditures
- Approves single P-Card spend of \$500 or to card purchase limit per purchase **PRIOR** to the purchase being made. This shall be in writing and attached to the charge with the purchase receipt.
- Takes appropriate action when misuse of the P-Card by an employee is discovered.
- Reviews and signs off on all Departmental charges by the 5th of each month for the prior month's charges.

CFO or Designee:

- Approves new P-Card requests

P-Card Closure:

It is the responsibility of the Department Head to collect the P-Card from any employee who leaves their employ with the County for any reason or transfers to a different department. The Department Head shall fill out the P-Card destruction form located in the County Forms on SharePoint and turn both the form and the P-Card in to the P-Card Administrator.

The P-Card Administrator will request a list of employees who have left their employment with the County and those employees who have transferred departments. If the Department Head has not returned a P-Card to the P-Card Administrator, the P-Card Administrator will contact the Department Head and Liaison to retrieve the card for destruction.

Cardholder's Personal Credit Unaffected:

The P-Card is a corporate charge card. Use of the P-Card will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that it is used within these policy guidelines. **P-Card access will be restricted to meet the authorized purpose approved by the Cardholder's Department Head.**

Lost, Misplaced or stolen P-Cards:

Cardholders are required to report within 24 hours their lost or stolen P-Card to the P-Card Administrator and Department Head in writing. The P-Card Administrator will report the card lost or stolen to the P-Card Provider and request a new card.

Renewal Process:

Individual cards are automatically renewed by the P-Card Provider. Account numbers will remain the same, but the expiration date will change. Cards are sent directly to the P-Card Administrator. The P-Card administrator will inform the Cardholder that their new card has arrived and may be picked up once the Cardholder has completed their refresher training, and the P-Card Administrator has proof that the training was completed.

Control of Procurement Card:

Cardholders must always safeguard their P-Card and account number. Cardholders must always treat their P-Card with at least the same level of care as their own personal credit cards. Under no circumstances may a Cardholder allow or permit another person other than their Department

Head or the P-Card Administrator access to their card or the card account number or expiration date.

System Security and Password Requirements:

Individuals with access to the Card Provider online system are required to change their passwords as necessary to maintain safety of records. Failure to change passwords will result in access to the online system being denied. If access to online system has been denied, contact the P-Card Administrator.

Declined Purchases:

There may be certain situation when a vendor receives a decline message when processing your P-Card transaction:

- The transaction amount may be greater than the authorized single transaction limit on the card
- The transaction may push the Cardholder over their monthly credit limit
- The Cardholder may be attempting a transaction at an unauthorized supplier or supplier type
- The transaction may put Beaufort County over the County's monthly credit limit
- The vendor may require you to use your PIN number associated with the card

Disputes or Fraudulent Charges:

If goods purchased with the P-Card are found to be defective, or if information for any item charged is incorrect, the Cardholder has the responsibility to return the item for **credit back to the P-Card** or to decline approval of the purchase. In the event the Cardholder returns the item, he/she is to either secure the credit or a replacement item. If a Vendor refuses to credit, replace, repair, adjust charges or correct such defective goods the purchase of the item shall be considered to be in dispute.

If services rendered are unsatisfactory, the Cardholder has the responsibility to decline approval of payment for such services unless and until such services have become satisfactory or otherwise acceptable. If a Vendor refuses to improve their services, the purported tender of the services will be considered in dispute.

Vendors will issue all credits to the individual P-Card account for any item they have agreed to accept for return or for any bill of service they have subsequently decided to withdraw. This credit must appear on a subsequent statement. Under no circumstances may a Cardholder accept cash in lieu of a credit to the P-Card account.

Purchases questioned by the P-Card Administrator, or the County Administrator will be considered to be in dispute. Fraudulent charges appearing on a Cardholder's account are also considered to be in dispute.

When charges are determined to be in dispute, the P-Card Administrator shall send information to the P-Card Provider, along with any supporting documentation, to document the reason for the dispute. A copy of the dispute from must be sent to the Department Head who is authorized to assist the employee if an acceptable resolution is not obtained. A copy shall also be sent to Procurement Services Director. The P-Card Administrator shall keep the Department Head, the

Procurement Services Director, and the Cardholder informed about the status of a dispute monthly until such time as the dispute is resolved.

In the event the Cardholder or the Department Head does not agree with the Card Provider's dispute decision, a final decision that is binding on the Cardholder and the County will be rendered by the Purchasing Agent.

Reconciliation and Payment:

The online system allows Cardholders to verify transactions and access a monthly statement of charges. Similarly, the Card Provider will provide the CFO's Office a monthly billing statement of all charges made by Cardholders. Once the charges are verified, the statement will be sent to Accounts Payable for processing payment.

Authorized Purchases/Failure to Comply

P-Card usage is restricted to those authorized purchase previously approved by the Procurement Services Director outlined in these Policies and Procedures. Purchases that exceed the amount approved on the P-Card application are not authorized. Cardholders may use their P-Card in lieu of requisitioning Purchase Orders for authorized purchases that fall under the small purchase threshold. Dollar purchase limits will also be detailed in the approved P-Card application form.

Failure to comply with these program guidelines will result in notification of the unauthorized purchase(s) to the Cardholder's Department Head, the Procurement Services Director, and depending on the severity of the infraction, the County Administrator and Human Resources. Appropriate disciplinary action up to an including termination will occur.

Unauthorized Purchases:

P-Cards are not to be used for any product or service not authorized by this policy for County use. Unauthorized purchases include, but are not limited to:

- a) Items for personal use, entertainment expenses, prescription or over the counter medications, postage stamps
- b) A single transaction that exceeds the approved limit
- c) Splitting a purchase to keep the purchase total under the approval threshold
- d) Controlled assets
- e) Purchases involving equipment trade-in
- f) Capital equipment upgrades, cash advances, deposit fees, foreign transactions
- g) Food and/or drink purchases without County Administrator PRIOR approval
- h) Gift certificates/cards
- i) Goods or services with terms and conditions
- j) Leases
- k) Alcoholic beverages, bars, night clubs, liquor stores, controlled substances
- l) Meals on travel to include beverages
- m) Airline upgrades
- n) Fuel in personal or County vehicles
- o) Gifts or any expense related to going away (e.g. retirement or leaving their employment with the County)
- p) Sympathy flowers, plants, or any other item of such

- q) Cylinder gasses, chemicals, ammunition, hazardous materials, weapons
- r) Grocery store food (unless your department's function is feeding DSN residents or Inmates).
- s) Employees must not use a booking fee company when making travel arrangements unless it is saving the County money. Travel booking fees that do not save the County money will be reimbursed by the employee
- t) Networking equipment, computers, mobile devices, software/licenses, tablets, wireless access points. IT is the only department authorized to make those purchases. No purchase of IT items shall be made unless it is an item listed in the approved IT item list below
- u) Any published material outside of a department's direct area of expertise

IT Approved P-Card Items:

(to be purchased by individual departments)

*Please note any other items purchased with IT approval will not be installed or supported.

- Flash Drives
- SD Cards/Micro SD Cards
- SD Card Reader
- Surge Protectors

P-Card exceptions must be approved by the County Administrator.

The County may delegate a temporary or long-term exception to a Cardholder to meet specific County business requirements, or to enable the purchase of commodities or services due to unique circumstances. Requests for exceptions must be submitted to the P-Card Administrator in writing. The P-Card administrator will seek approval from the Department Head, Procurement Services Director and final approval from the County Administrator. Business justification for the purchase on the P-Card is required in the written request. All granted exceptions must be retained as part of the P-Card documentation.

The County Administrator has the sole authority to permit the purchase of any item through the use of a P-Card at such times as he/she determines it necessary. All authorizations that over-ride an unauthorized purchase will be clearly documented within 48 hours or as soon as is reasonably possible under the circumstances. The P-Card Administrator will keep the documented authorization in the P-Card file.

Travel Expenses:

Authorized travel expenses are as follows:

- Airfare
- Hotel
- Rental Car
- Fuel (rental car only)
- Registration fees
- Rideshare such as Uber or Lyft

- Public Transit
- Parking

Meals and expenses charged to the room must be charged to your personal card.

Emergency Transactions:

An emergency purchase is defined in the following Beaufort County Code of Ordinances, Sec. 2-514 – Emergency Purchases: “Notwithstanding any other provision of these procedures, the Procurement Services Director may make or authorize others to make Emergency Procurements. Such Emergency Procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the Emergency Procurement and for the selection of the particular vendor shall be included in the Project File; however, such written determination shall not be deemed to be a condition precedent to an award under this Section. The written determination must state at a minimum the cause of the Emergency Procurement, the reason the non-emergency procurement could not be followed within the time needed for the goods or services provided, and whether any competition was practicable.”

In summary emergency purchases with a County P-Card may be made only for the reasons listed below:

- A threat exists that will affect the functioning of County Government
- To protect or preserve County property
- For the protection of the health, welfare, or safety of any person in Beaufort County

Violations:

Violations of this usage policy may include but are not limited to cancellation of the P-Card, formal reprimand as follows:

- First violation: Formal reprimand in writing and the employee will be required to complete refresher training.
- Second Violation: Formal reprimand and termination of usage privileges for one month, along with reimbursement to County for total unauthorized charges within ten (10) working days of notice of violation
- Third Violation: Formal reprimand, Permanent termination of P-Card usage, along with reimbursement to the County for total unauthorized charges within ten (10) working days of notice of violation.

Department Head, ACA, County Administrator, and Human Resources have the final authority for setting disciplinary action.

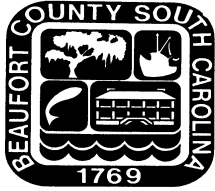
The County Administrator must ratify any unauthorized purchases in writing. The ratification will be included in the employee's P-Card file.



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 10.

ITEM TITLE:
Annual Hawkers and Peddlers License Fees 2025
MEETING NAME AND DATE:
Finance Committee Meeting January 27, 2025
PRESENTER INFORMATION:
Chuck Atkinson, Assistant County Administrator, Development and Recreation
ITEM BACKGROUND:
S.C. Code Sec. 40-41-10 et seq. provides that the governing body of each County shall fix and establish the fees for hawkers and peddlers in its County each year. It is recommended that the fees for calendar year 2025 be as follows: In County - \$75.00; out of County - \$500.00; out of State - \$1,000.00. These are the same amounts charged for calendar year 2024.
PROJECT / ITEM NARRATIVE:
There are very few businesses to which this fee applies, but state law requires that the fees be set each year.
FISCAL IMPACT:
Minimal. In calendar year 2024, Beaufort County received \$450.00 in hawkers and peddlers license fees. See the attached report from Brandi Hussmann, Business Services Administrator.
STAFF RECOMMENDATIONS TO COUNCIL:
Approve hawkers and peddlers license fees as recommended.
OPTIONS FOR COUNCIL MOTION:
<p>The Finance Committee may recommend approval, denial, or modification of the fees to County Council.</p> <p>County Council may approve, reject, or modify the hawkers and peddlers license fees as proposed by staff.</p>



BEAUFORT COUNTY BUSINESS SERVICES
P. O. Drawer 1228
Beaufort, SC 29901-1228
Phone: 843-255-2270 Fax: 843-255-9411
www.beaufortcountysc.gov

Item 10.

TO: Clerk to County Council

FROM: Brandi Hussmann, Business Services Administrator

DATE: January 21, 2025

SUBJECT: Hawkers and Peddlers Permit Report

Listed below are the fees collected from the sale of Hawkers and Peddlers Permit for calendar year 2024.

During the calendar year 2024, we issued 6 Hawkers and Peddlers Permits at \$75.00. The fees collected totaled \$450.00. The current fee schedule is as follows:

County Resident	\$75.00
State Resident	\$500.00
Out of State	\$1,000.00

The following vendors are exempt from the Hawker and Peddler Permit requirements: vendors of newspapers, magazines, vegetables, tobacco, and all agricultural products.

CHAPTER 41
Peddlers and Hawkers, Horse Traders, and Fortunetellers

ARTICLE 1
Peddlers and Hawkers

SECTION 40-41-10. License required of peddlers and hawkers.

No person shall as a hawker or peddler expose for sale or sell any goods, wares and merchandise in any county in this State unless he has received and is ready to produce and exhibit a license from the clerk of the court of common pleas of such county so to sell or expose for sale goods, wares and merchandise in such county.

HISTORY: 1962 Code Section 56-1201; 1952 Code Section 56-1201; 1942 Code Section 7120; 1932 Code Section 7120; Civ. C. '22 Section 3927; Civ. C. '12 Section 2618; Civ. C. '02 Section 1742; G. S. 1338; R. S. 1451; 1876 (16) 64; 1893 (21) 407.

SECTION 40-41-20. Issuance and term of license.

Such clerk shall issue licenses to hawkers and peddlers, to be good in his county until the last day of December next after the date of their issue, upon receiving from the applicant such fee therefor as the governing body of the county shall establish as the license fee for hawkers and peddlers in such county. Each license shall specify the sum paid therefor and the privileges granted thereby.

HISTORY: 1962 Code Section 56-1202; 1952 Code Section 56-1202; 1942 Code Section 7121; 1932 Code Section 7121; Civ. C. '22 Section 3938; Civ. C. '12 Section 2619; Civ. C. '02 Section 1743; R. S. 1452; 1893 (21) 408; 1935 (39) 472; 1938 (40) 1655; 1939 (41) 10, 212, 444; 1940 (41) 1704.