



## Finance 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 21, 2022  
2:00 PM**

### AGENDA

#### COMMITTEE MEMBERS:

**MARK LAWSON, CHAIRMAN  
GERALD DAWSON  
STEWART RODMAN**

**CHRIS HERVOCHON, VICE-CHAIRMAN  
BRIAN FLEWELLING**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
5. **CITIZEN COMMENTS - (ANYONE who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to no longer than three (3) minutes ( a total of 15 minutes ) and will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language)**
6. UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR, DALE BUTTS

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### AGENDA ITEMS

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7. DISCUSSION AND PRESENTATION OF YEAR TO DATE FINANCIAL STATEMENTS FOR FY 2023
8. DISCUSSION CONCERNING THE DEVELOPMENT OF SITES FOR DIVERSE ECONOMIC DEVELOPMENT IN BEAUFORT COUNTY
9. DISCUSSION CONCERNING THE SALE PRICE OF A BEAUFORT COUNTY OWNED PROPERTY IN BEAUFORT COMMERCE PARK
10. RECOMMEND APPROVAL OF A RESOLUTION TO ADOPT PLANNING AND ZONING FEE SCHEDULE CHANGES TO HELP OFFSET THE COST OF SERVICES PROVIDED BY THE DEPARTMENT AND TO ASSIST IN PROVIDING THE NECESSARY RESOURCES TO CONTINUE SERVING THE BEAUFORT COUNTY RESIDENT AND BUSINESS COMMUNITY

- [11.](#) RECOMMEND APPROVAL OF THE GOOD NEIGHBOR PROGRAM MUNICIPALITY FUNDING REQUESTS *(FISCAL IMPACT: City of Beaufort - \$250,000 /Town of Hilton Head Island - \$500,000 /City of Hardeeville - \$500,000)*
  - [12.](#) RECOMMEND APPROVAL OF THE ARPA NURSING PILOT PROGRAM JOINT TRAINING FACILITY FUNDING REQUEST *(FISCAL IMPACT: This request is for \$500,000)*
  - [13.](#) RECOMMEND APPROVAL OF A CONTRACT WITH GOVERNMENTJOBS.COM, INC. (DBA NEOGOV) FOR RECRUITING AND APPLICANT TRACKING SYSTEM - *(FISCAL IMPACT: \$190,827.34)*
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**EXECUTIVE SESSION**

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14. PURSUANT TO S.C. CODE SECTION 30-4-70(A)(2): DISCUSSION OF NEGOTIATIONS INCIDENT TO PROPOSED CONTRACTUAL ARRANGEMENTS AND PROPOSED SALE OR PURCHASE OF REAL PROPERTY (2 MULLET STREET)
15. MATTERS ARISING OUT OF EXECUTIVE SESSION
16. 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>



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 7.

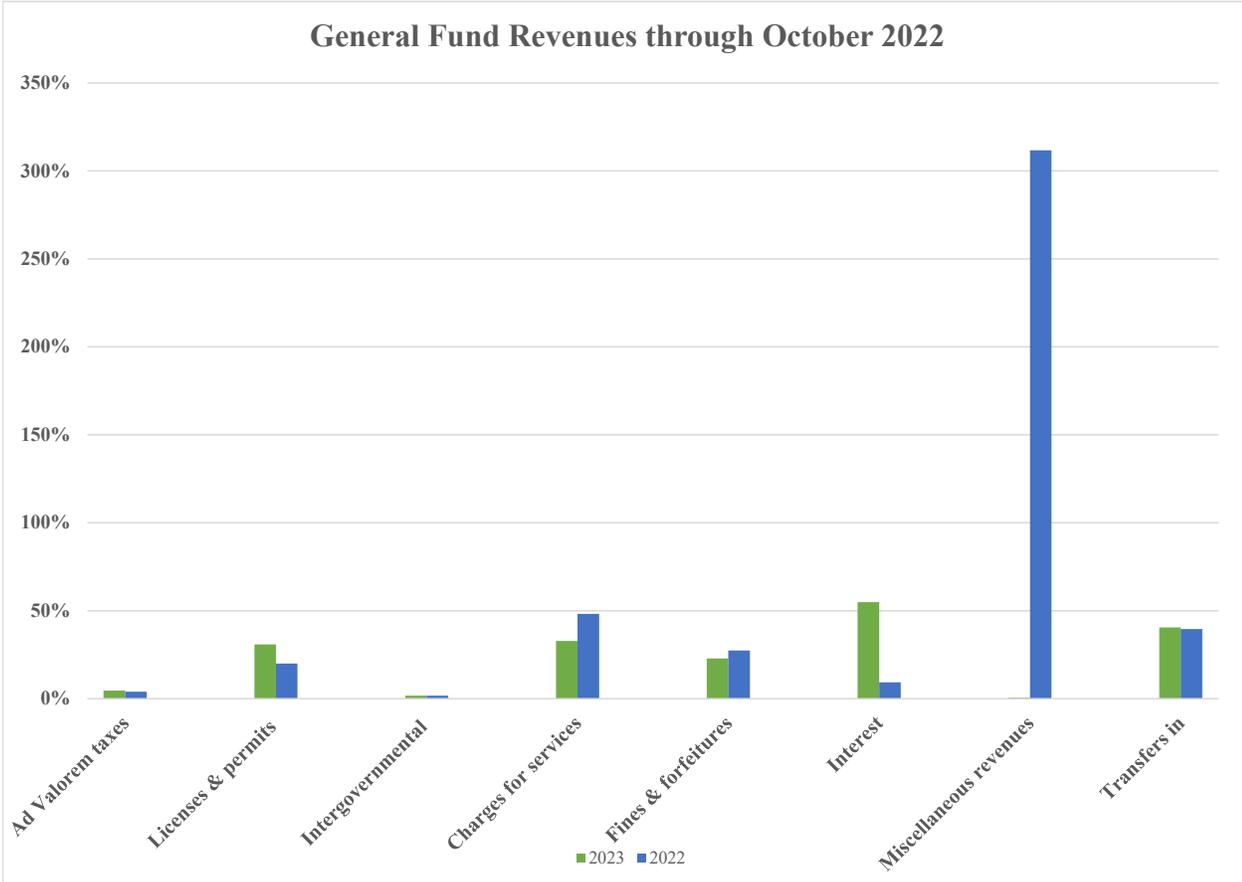
<b>ITEM TITLE:</b>
<i>Discussion and presentation of year to date financial statements for FY 2023.</i>
<b>MEETING NAME AND DATE:</b>
Finance Committee 11/21/2022
<b>PRESENTER INFORMATION:</b>
Hayes Williams Chief Financial Officer 15 Minutes
<b>ITEM BACKGROUND:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2023.</i>
<b>PROJECT / ITEM NARRATIVE:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2023.</i>
<b>FISCAL IMPACT:</b>
None.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Discussion and related questions.
<b>OPTIONS FOR COUNCIL MOTION:</b>
N/A

## Executive Summary of Revenues and Expenditures

Through October 31, 2022

<u>General Fund Revenues</u>	
Budget FY 2023:	\$ 165,995,639
Revenue Collected to Date:	\$ 12,923,222
Revenue Collected Under Budget:	\$ (153,072,417)

Percent of Total Budget Collected:	7.79%
Percent of Year Completed:	33.33%



Function	Budget	To Date	% Received	% Year Completed
Ad Valorem taxes	\$ 109,169,986	\$ 4,947,731	4.53%	33.33%
Licenses & permits	\$ 3,958,000	\$ 1,218,166	30.78%	33.33%
Intergovernmental	\$ 10,783,780	\$ 176,027	1.63%	33.33%
Charges for services	\$ 15,089,113	\$ 4,950,366	32.81%	33.33%
Fines and forfeitures	\$ 770,018	\$ 176,012	22.86%	33.33%
Interest	\$ 156,000	\$ 85,497	54.81%	33.33%
Miscellaneous revenues/ Cont Fund Bala	\$ 22,946,417	\$ 107,476	0.47%	33.33%
Transfers in	\$ 3,122,325	\$ 1,261,947	40.42%	33.33%

**For revenues with variances over 5% of the year completed, a brief explanation is provided below:**

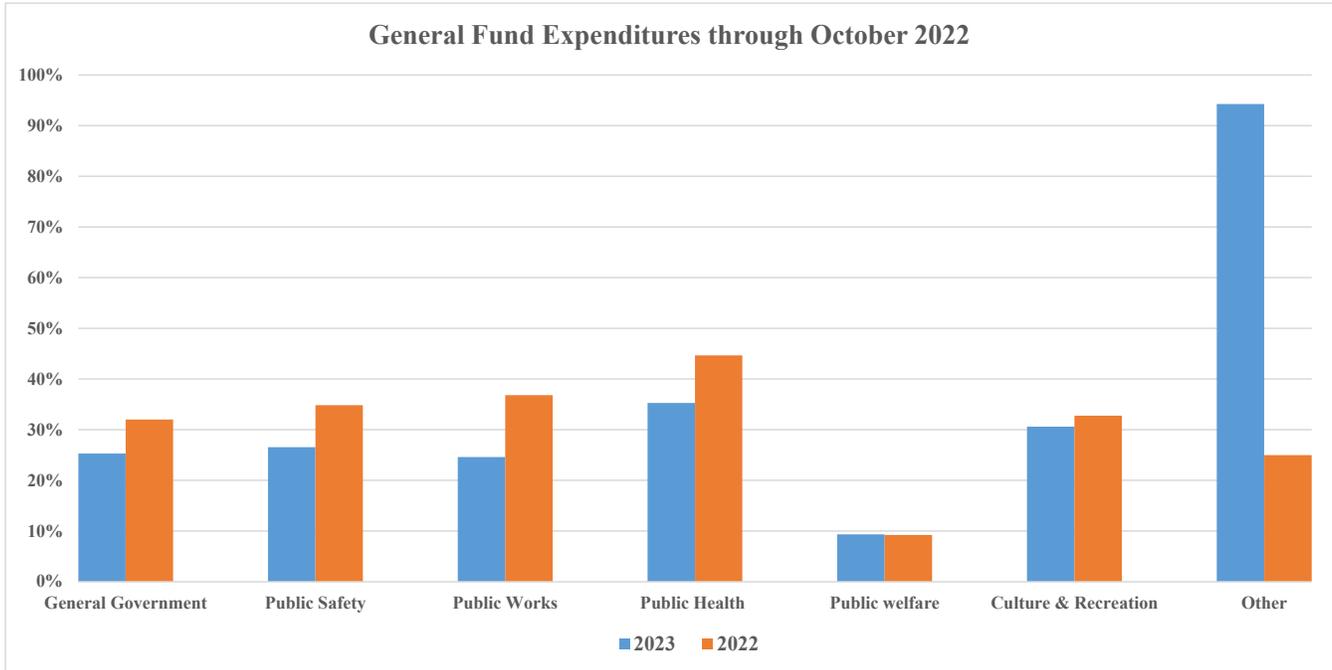
- Ad Valorem taxes - currently lagging should improve as year progresses.
- Intergovernmental - currently lagging, Beaufort County has not received the first quarter of State Aid to subdivisions.
- Fines and forfeitures - currently lagging should improve as year progresses.
- Interest Income - increasing interest rates are reflected in earnings.
- Miscellaneous - includes contribution of prior year fund balance.
- Transfers in - should level out by the end of the year.

## Executive Summary of Revenues and Expenditures

Through October 31, 2022

### General Fund Expenditures

Revised budget FY 2023:	\$	165,995,639
	\$	165,995,639
Actual Expenditures to Date:	\$	58,421,339
Remaining budget FY 2023	\$	107,574,300
Percent of Total Budget Expended:		35.19%
Percent of Year Completed:		33.33%



#### Expense Analysis

Function	Budget	To Date	% Received	% Year Completed
General Government	\$ 57,608,370	\$ 14,567,456	25.29%	33.33%
Public Safety	\$ 52,811,500	\$ 14,022,321	26.55%	33.33%
Public Works	\$ 13,284,518	\$ 3,269,001	24.61%	33.33%
Public Health	\$ 3,699,991	\$ 1,304,414	35.25%	33.33%
Public Welfare	\$ 672,476	\$ 62,719	9.33%	33.33%
Culture & Recreation	\$ 16,564,221	\$ 5,068,740	30.60%	33.33%
Other	\$ 21,354,563	\$ 20,126,688	94.25%	33.33%

**For expenditures with variances over 5% of the year completed, a brief explanation is provided below:**

General Government - Currently lagging, should correct by year end.

Public Safety - Currently lagging, should correct by year end.

Public Works - Currently lagging, should correct by year end.

Public Welfare - lagging, should increase when Human Services Alliance is awarded this fall.

Other - Are EDC spending, and transfers to the Capital Improvement Fund.

**Beaufort County**  
Detail of Revenues - General Fund  
For the Period July 1, 2022 - October 31, 2022

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 10/31/2022	Variances
<b>Ad Valorem taxes</b>				
Current taxes	\$ 98,883,996	\$ 99,280,836	\$ 1,084,393	\$ (98,196,443)
Delinquent taxes	1,471,616	1,471,616	823,268	(648,348)
Automobile taxes	7,467,534	7,467,534	2,713,677	(4,753,857)
3% & 7% penalties on tax	450,000	450,000	98,231	(351,769)
5% penalties on tax	500,000	500,000	228,162	(271,838)
<b>Total Ad Valorem taxes</b>	<b>108,773,146</b>	<b>109,169,986</b>	<b>4,947,731</b>	<b>(104,222,255)</b>
<b>Licenses &amp; permits</b>				
Building permits	1,050,000	1,050,000	563,143	(486,857)
Electricians' licenses	18,000	18,000	-	(18,000)
Mobile home permits	10,000	10,000	2,155	(7,845)
Marriage licenses	55,000	55,000	28,100	(26,900)
Cable television franchises	450,000	450,000	17,292	(432,708)
Business license	2,300,000	2,300,000	607,476	(1,692,524)
Alcohol beverage license	75,000	75,000	-	(75,000)
<b>Total licenses and permits</b>	<b>3,958,000</b>	<b>3,958,000</b>	<b>1,218,166</b>	<b>(2,739,834)</b>
<b>Intergovernmental</b>				
State aid to subdivisions	7,951,200	7,951,200	-	(7,951,200)
Homestead exemption	2,150,000	2,150,000	-	(2,150,000)
Merchants inventory tax	186,000	186,000	93,154	(92,846)
Manufacturer tax exempt program	23,200	23,200	-	(23,200)
Motor carrier payments	200,000	200,000	52,904	(147,096)
Payments in lieu of taxes	100,000	100,000	-	(100,000)
Payments in lieu of taxes - federal	17,000	17,000	-	(17,000)
Local assessment fee UBER	9,500	9,500	-	(9,500)
Veteran's Officer stipend	5,500	5,500	2,962	(2,538)
Voter regulation and election stipends	128,500	128,500	3,375	(125,125)
Salary supplements for state	7,880	7,880	12,038	4,158
Poll	5,000	5,000	-	(5,000)
State aid child/ coroner	-	-	11,594	11,594
<b>Total intergovernmental</b>	<b>10,783,780</b>	<b>10,783,780</b>	<b>176,027</b>	<b>(10,607,753)</b>
<b>Charges for services</b>				
Register of Deeds	8,908,316	8,908,316	3,111,183	(5,797,133)
Sheriff's fees	43,900	43,900	10,083	(33,817)
Probate fees	715,000	715,000	193,107	(521,893)
Solicitor fees	1,600	1,600	-	(1,600)
Magistrate fees	121,000	121,000	46,193	(74,807)
Clerk of Court fees	130,821	130,821	23,712	(107,109)
Family Court fees	313,126	313,126	47,790	(265,336)
Master in Equity fees	100,000	100,000	31,316	(68,684)
Treasurer fees	15,100	15,100	6,545	(8,555)
Emergency Medical Service Fees	3,613,000	3,613,000	1,193,695	(2,419,305)
DSO fees	81,000	81,000	29,053	(51,947)
Animal Shelter fees	7,000	7,000	1,835	(5,165)
Library copy fees	3,000	3,000	622	(2,378)
Other fees	7,500	7,500	2,725	(4,775)
Video Production	75,000	75,000	22,580	(52,420)
Telephone services others	5,000	5,000	-	(5,000)
Detention Center Daywatch	3,300	3,300	285	(3,015)
Hilton Head Island holding facilities	34,800	34,800	-	(34,800)
Payroll services to Fire Departments	13,000	13,000	3,500	(9,500)
Credit card convenience fees	11,050	11,050	496	(10,554)
Parks and recreation fees	886,600	886,600	223,694	(662,906)
Project income	-	-	1,952	1,952
<b>Total charges for services</b>	<b>15,089,113</b>	<b>15,089,113</b>	<b>4,950,366</b>	<b>(10,138,747)</b>

**Beaufort County**  
 Detail of Revenues - General Fund  
 For the Period July 1, 2022 - October 31, 2022

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 10/31/2022	Variances
<b>Fines and forfeitures</b>				
General Sessions fines	11,918	11,918	1,917	(10,001)
Bonds escrement	3,000	3,000	-	(3,000)
Magistrate fines	546,600	546,600	146,157	(400,443)
Other fines	15,000	15,000	-	(15,000)
Library fines	42,500	42,500	11,941	(30,559)
Forfeiture	1,000	1,000	-	(1,000)
Late penalties - Business Services	150,000	150,000	15,997	(134,003)
<b>Total fines and forfeitures</b>	<b>770,018</b>	<b>770,018</b>	<b>176,012</b>	<b>(594,006)</b>
<b>Interest</b>	<b>156,000</b>	<b>156,000</b>	<b>85,497</b>	<b>(70,503)</b>
<b>Miscellaneous revenues</b>				
Miscellaneous revenues	60,000	60,000	89,475	29,475
Contribution prior year fund balance	-	22,611,417	-	(22,611,417)
Rental of property to others	25,000	25,000	9,398	(15,602)
Sale of County property	250,000	250,000	8,603	(241,397)
<b>Total miscellaneous revenues</b>	<b>335,000</b>	<b>22,946,417</b>	<b>107,476</b>	<b>(22,838,941)</b>
<b>Transfers in</b>				
Transfers in other funds	433,750	1,302,325	756,075	(546,250)
Transfer from State Accommodations tax	112,000	112,000	78,872	(33,128)
Transfer from Hospitality tax fund	1,708,000	1,708,000	427,000	(1,281,000)
<b>Total transfers in</b>	<b>2,253,750</b>	<b>3,122,325</b>	<b>1,261,947</b>	<b>(1,860,378)</b>
<b>Total revenues General Fund</b>	<b>\$ 142,118,807</b>	<b>\$ 165,995,639</b>	<b>\$ 12,923,222</b>	<b>\$ (153,072,417)</b>

**Beaufort County**  
 Detail of Expenditures - General Fund  
 For the Period July 1, 2022 - October 31, 2022

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 10/31/2022	Variances
<b>General Government</b>				
Magistrate's Court	\$ 2,478,889	\$ 2,478,889	\$ 673,272	\$ 1,805,617
Clerk of Court and Family Court	1,690,279	1,690,279	433,216	1,257,063
Treasurer	2,293,412	2,293,412	432,405	1,861,007
Solicitor	1,700,450	1,700,450	850,225	850,225
Probate Court	1,061,610	1,061,610	296,217	765,393
County Council	1,241,011	1,427,851	199,080	1,228,771
Auditor	1,314,900	1,314,900	330,288	984,612
Coroner	1,007,154	1,007,154	186,823	820,331
Master in Equity	416,915	416,915	111,090	305,825
Legislative Delegation	58,386	58,386	15,471	42,915
County Administrator	1,978,054	1,978,054	594,380	1,383,674
Communications & accountability	491,284	491,284	96,259	395,025
Broadcast services	525,366	525,366	127,495	397,871
County Attorney	1,018,945	1,018,945	231,120	787,825
Finance	1,745,218	2,019,020	424,511	1,594,509
Risk management	4,582,865	4,582,865	266,863	4,316,002
Purchasing	257,953	257,953	77,885	180,068
Assessor	2,261,414	2,261,414	547,092	1,714,322
Register of deeds	477,535	477,535	119,750	357,785
Community planning and development	1,202,496	1,202,496	285,266	917,230
Business services	392,903	392,903	5,457	387,446
Voter registration and elections	1,341,324	1,341,324	335,692	1,005,632
Management & Geographical information systems	7,900,628	7,900,628	2,612,284	5,288,344
Records Management	697,715	697,715	137,470	560,245
Employee services	993,120	985,470	232,280	753,190
Nondepartmental	17,849,844	18,025,552	4,945,565	13,079,987
Total General Government	<u>56,979,670</u>	<u>57,608,370</u>	<u>14,567,456</u>	<u>43,040,914</u>
<b>Public Safety</b>				
Sheriff's office	29,296,336	29,430,092	7,756,361	21,673,731
Emergency Management - Disaster	-	-	325,620	(325,620)
EMS Emergency Medical Service	11,812,985	12,123,863	3,117,963	9,005,900
Traffic and transportation engineering	376,889	1,075,419	239,124	836,295
Detention Center	7,445,410	7,445,410	1,826,635	5,618,775
Building and codes enforcement	1,424,772	1,424,772	389,196	1,035,576
Animal services	1,265,838	1,311,944	367,422	944,522
Total Public Safety	<u>51,622,230</u>	<u>52,811,500</u>	<u>14,022,321</u>	<u>38,789,179</u>
<b>Public Works</b>				
Public works general support	4,205,931	5,221,703	1,565,655	3,656,048
Engineering	1,023,257	617,571	69,454	548,117
Facilities maintenance	7,173,266	7,445,244	1,633,892	5,811,352
Total Public Works	<u>12,402,454</u>	<u>13,284,518</u>	<u>3,269,001</u>	<u>10,015,517</u>
<b>Public Health</b>				
Mosquito control	1,820,155	1,820,155	364,496	1,455,659
Medical indigent act contributions	1,879,836	1,879,836	939,918	939,918
Total Public Health	<u>3,699,991</u>	<u>3,699,991</u>	<u>1,304,414</u>	<u>2,395,577</u>
<b>Public Welfare Services</b>				
Veteran's affairs office	274,476	274,476	62,719	211,757
Human services alliance	398,000	398,000	-	398,000
Total Public Welfare Services	<u>672,476</u>	<u>672,476</u>	<u>62,719</u>	<u>609,757</u>

**Beaufort County**  
 Detail of Expenditures - General Fund  
 For the Period July 1, 2022 - October 31, 2022

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 10/31/2022	Variances
Cultural and Recreational				
Parks and recreation services	6,422,336	6,919,134	1,301,836	5,617,298
Libraries	4,473,435	4,473,435	1,181,078	3,292,357
Education allocation	5,171,652	5,171,652	2,585,826	2,585,826
Total Cultural and Recreational	<u>16,067,423</u>	<u>16,564,221</u>	<u>5,068,740</u>	<u>11,495,481</u>
Other				
Transfer of General Fund Balance to Capital Improvement fund	-	20,080,000	20,080,000	-
Economic Development	674,563	1,274,563	46,688	1,227,875
	<u>674,563</u>	<u>21,354,563</u>	<u>20,126,688</u>	<u>1,227,875</u>
 Total Expenditures General Fund	 <u>\$ 142,118,807</u>	 <u>\$ 165,995,639</u>	 <u>\$ 58,421,339</u>	 <u>\$ 107,574,300</u>

Beaufort County, South Carolina  
Beaufort Executive Airport

Statement of Revenues, Expenses and Changes in Net Position  
For the Fiscal Year from July, 1, 2022 through October 31, 2022

	Yearly Revised budget	Year to date Received/ Spent	Available Budget	% Received	% Year Completed
<b>Operating revenues</b>					
Fuel and oil sales	\$ 944,500	\$ 230,371	\$ (714,129)	24.39%	33.33%
Operating agreement/ commission revenue	-	3,206	3,206	0.00%	33.33%
Concession sales	10,000	1,942	(8,058)	19.42%	33.33%
Landing fees	39,500	20,427	(19,073)	51.71%	33.33%
Hangar rentals	176,340	46,600	(129,740)	26.43%	33.33%
Other charges	2,500	4,071	1,571	0.00%	33.33%
Total operating revenues	<u>1,172,840</u>	<u>306,617</u>	<u>(866,223)</u>	<u>26.14%</u>	<u>33.33%</u>
<b>Operating expenses</b>					
Cost of sales and services	736,510	149,009	587,501	20.23%	33.33%
Personnel services	296,028	73,590	222,438	24.86%	33.33%
Purchased services	183,900	35,089	148,811	19.08%	33.33%
Supplies	8,650	4,104	4,546	47.44%	33.33%
Total operating expenses	<u>1,225,088</u>	<u>261,793</u>	<u>963,295</u>	<u>21.37%</u>	<u>33.33%</u>
Operating income (loss)	<u>(52,248)</u>	<u>44,824</u>	<u>97,072</u>	<u>4.77%</u>	<u>91.37%</u>
<b>Capital contributions</b>					
Capital grants - federal	45,000	33,500	(11,500)	0.00%	33.33%
Total capital contributions	<u>45,000</u>	<u>33,500</u>	<u>(11,500)</u>	<u>-</u>	<u>33.33%</u>
Change in net position	<u>(7,248)</u>	<u>78,324</u>	<u>85,572</u>	<u>-1080.63%</u>	<u>33.33%</u>
Net position, beginning of year		<u>3,112,069</u>			
Net position, ending		<u>\$ 3,190,393</u>			
<b>Net position</b>					
Net investment in capital assets		4,256,893			
Unrestricted deficit		(1,066,500)			
Total net position		<u>\$ 3,190,393</u>			
Amount advanced from other funds at June 30, 2022		<u>\$ 920,774</u>			

Beaufort County, South Carolina  
Hilton Head Island Airport

Statement of Revenues, Expenses and Changes in Net Position  
Fiscal year to date July 1, 2022 through October 31, 2022

	Yearly Revised budget	Year to date Earned/ Spent	Available Budget	% Received	% Year Completed
Operating revenues					
Fixed base operator revenue	\$ 628,500	\$ 284,654	\$ (343,846)	45.29%	33.33%
Operating agreement/ commission revenue	1,328,000	372,800	(955,200)	28.07%	33.33%
Firefighting/ security fees	987,000	305,570	(681,430)	30.96%	33.33%
Landing fees	350,000	88,570	(261,430)	25.31%	33.33%
Parking fees	160,000	49,295	(110,705)	30.81%	33.33%
Rentals	942,300	308,963	(633,337)	32.79%	33.33%
Hangar rentals	205,300	69,791	(135,509)	33.99%	33.33%
Other charges	220,000	32,929	(187,071)	14.97%	33.33%
Total operating revenues	<u>4,821,100</u>	<u>1,512,572</u>	<u>(3,308,528)</u>	<u>31.37%</u>	<u>33.33%</u>
Operating expenses					
Personnel services	1,530,335	394,613	1,135,722	25.79%	33.33%
Purchased services	2,386,682	402,544	1,984,138	16.87%	33.33%
Supplies	66,500	10,598	55,902	15.94%	33.33%
Depreciation	545,000	136,250	408,750	25.00%	33.33%
Total operating expenses	<u>4,528,517</u>	<u>944,005</u>	<u>3,584,512</u>	<u>20.85%</u>	<u>33.33%</u>
Operating income (loss)	<u>292,583</u>	<u>568,567</u>	<u>(6,893,040)</u>	<u>10.53%</u>	<u>33.33%</u>
Non-Operating Revenues (Expenses)					
Operating grant	50,000	17,460	(32,540)	34.92%	33.33%
Sale of Property	-	186	186	#DIV/0!	33.33%
Passenger facility charges	600,000	105,919	(494,081)	17.65%	33.33%
Interest expense	(75,000)	(15,895)	(59,105)	21.19%	33.33%
Total Non-Operating Revenues (Expenses)	<u>575,000</u>	<u>107,670</u>	<u>(585,540)</u>	<u>18.73%</u>	<u>33.33%</u>
Income (loss) before capital contributions and transfers	<u>867,583</u>	<u>676,238</u>	<u>(7,478,581)</u>	<u>77.94%</u>	<u>33.33%</u>
Capital contributions					
Capital grants - federal	5,231,912	277,228	(4,954,684)	0.00%	33.33%
Capital grants - SCAC	250,000	-	(250,000)	0.00%	33.33%
Capital outlay	(6,349,495)	(1,143,313)	5,206,182	18.01%	33.33%
Total capital contributions	<u>(867,583)</u>	<u>(866,085)</u>	<u>1,498</u>		<u>33.33%</u>
Change in net position	<u>-</u>	<u>(189,847)</u>	<u>(189,847)</u>	<u>#DIV/0!</u>	<u>33.33%</u>
Net position, beginning of year		<u>24,742,407</u>			
Net position, ending		<u>\$ 24,552,560</u>			
Net position					
Net investment in capital assets		\$ 35,955,671			
Unrestricted deficit		(11,403,111)			
Total net position		<u>\$ 24,552,560</u>			
Amount advanced from the General Fund at June 30, 2022		\$ 5,496,780			
Note receivable from Debt Service Fund at June 30, 2022		2,420,505			
		<u>\$ 7,917,285</u>			

Beaufort County, South Carolina  
Solid Waste & Recycling Enterprise Fund

Statement of Revenues, Expenses and Changes in Net Position  
For the Fiscal Year from July 1, 2022 through October 31, 2022

	Yearly Revised budget	Year to date Spent/ encumbered	Available Budget	% Received	% Year Completed
Operating revenues					
Ad Valorem Taxes	\$ 10,343,302	\$ -	\$ (10,343,302)	0.00%	33.33%
Waste Disposal Fees	8,450	8,900	450	105.33%	33.33%
Sale of Recyclables	326,000	21,427	(304,573)	6.57%	33.33%
Total operating revenues	<u>10,677,752</u>	<u>30,327</u>	<u>(10,647,425)</u>	<u>0.28%</u>	<u>33.33%</u>
Operating expenses					
Personnel services	3,011,633	578,733	2,432,900	19.22%	33.33%
Purchased services	7,229,500	1,676,603	5,552,897	23.19%	33.33%
Supplies	166,000	35,530	130,470	21.40%	33.33%
Capital	2,235,640	-	2,235,640	0.00%	33.33%
Depreciation	34,979	-	34,979	0.00%	33.33%
Total operating expenses	<u>12,677,752</u>	<u>2,290,866</u>	<u>10,386,886</u>	<u>18.07%</u>	<u>33.33%</u>
Operating income (loss)	<u>(2,000,000)</u>	<u>(2,260,539)</u>	<u>(260,539)</u>	<u>113.03%</u>	<u>33.33%</u>
Non-Operating Revenues (Expenses)					
Interest income	-	1,558	1,558	0.00%	33.33%
ARPA funding	2,000,000	250,000	(1,750,000)	12.50%	33.33%
Total capital contributions	<u>2,000,000</u>	<u>251,558</u>	<u>(1,748,442)</u>	<u>12.58%</u>	<u>33.33%</u>
Change in net position	<u>-</u>	<u>(2,008,981)</u>	<u>(2,008,981)</u>		
Net position, beginning of year		<u>2,739,890</u>			
Net position, ending		<u>\$ 730,909</u>			

Beaufort County, South Carolina  
Stormwater Utility

Statement of Revenues, Expenses and Changes in Net Position  
For the Fiscal Year from July 1, 2022 through October 31, 2022

	Yearly Revised budget	Year to date Received/ Spent	Available Budget	% Received	% Year Completed
Operating revenues					
Stormwater Utility Fees	\$ 5,916,418	\$ 305,562	\$ (5,610,856)	5.16%	33.33%
Stormwater Utility project billings	797,558	13,094	(784,464)	1.64%	33.33%
Project income	2,000	1,618	(382)		33.33%
Other charges	16,960	4,825	(12,135)	28.45%	33.33%
Total operating revenues	<u>6,732,936</u>	<u>325,099</u>	<u>(6,407,837)</u>	4.83%	33.33%
Operating expenses					
Personnel services	3,212,912	680,771	2,532,141	21.19%	33.33%
Purchased services	3,475,523	259,462	3,216,061	7.47%	33.33%
Supplies	366,771	150,985	215,786	41.17%	33.33%
Capital	259,252	-	259,252	0.00%	33.33%
Depreciation	421,361	-	421,361	0.00%	33.33%
Total operating expenses	<u>7,735,819</u>	<u>1,091,218</u>	<u>6,644,601</u>	14.11%	33.33%
Operating income (loss)	<u>(1,002,883)</u>	<u>(766,119)</u>	<u>236,764</u>	76.39%	33.33%
Non-Operating Revenues (Expenses)					
Gain on sale of capital assets	-	-	-	0.00%	33.33%
Interest income	15,000	22,132	7,132	147.55%	33.33%
Rentals	1,000	-	(1,000)	0.00%	33.33%
Use of fund balance	1,614,874	-	(1,614,874)	0.00%	33.33%
Interest expense	(277,991)	(92,664)	185,327	33.33%	33.33%
Transfers out to General Fund	(350,000)	(87,500)	262,500	25.00%	33.33%
Total capital contributions	<u>1,002,883</u>	<u>(158,032)</u>	<u>(1,160,915)</u>	-15.76%	33.33%
Change in net position	<u>-</u>	<u>(924,151)</u>	<u>(924,151)</u>	#DIV/0!	33.33%
Net position, beginning of year		<u>13,567,905</u>			
Net position, ending		<u>\$ 12,643,754</u>			
Net position					
Net investment in capital assets		3,093,838			
Unrestricted surplus		9,549,916			
Total net position		<u>\$ 12,643,754</u>			



# Finance Report October 2022



# Beaufort County – Audit Update October 2022

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- Finance has closed Fiscal Year 2022. Currently at 88.15% fulfilled of items requested from the Auditor with 55.56% accepted by the Auditor.
- The Auditor is currently drafting the Financial Statements for the Audit.
- Finance expects to have the Audit completed and dated by December 31, 2022.

# Beaufort County – Employee Highlights October 2022

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- Finance has hired a new budget manager Brian Cronin. He met with the ACAs last week for a Budget Introduction meeting and went over the Fiscal Year 2024 Budget Calendar.
- Finance has hired a new grants administrator, Ryan Muth, who has already assisted with State Accommodation Tax Grants for the year. The awards will be presented by the Committee Chairman Dick Farmer at the next Finance Committee Meeting in January.
- Finance has hired a new Staff Accountant Brycen Campbell, she is a graduate of Clemson University. She will be starting her career with Beaufort County, we welcome her, she started today.
- Finance has hired some outstanding staff over the past several years, the recruiting efforts have paid enormous dividends to Beaufort County as a whole.

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## Beaufort County FY 2024 Budget Calendar

11/3/2022	Meeting with HR regarding personnel Budget Template for ClearGov
11/17/2022	Budget Introduction with Administration
11/30/2022	Capital requests due
12/7/2022	Meeting with Department Heads
1/12/2023	Personnel figures complete with HR
1/18/23 & 1/19/23	Budget retreat with County Council / ACAs
?	Capital improvement planning work session
?	Capital rankings complete & due in ClearGov
2/3/2023	Department / Outside Agencies budgets due and DMO's presentations
3/1/23 - 3/17/23	Meeting with Dept. Heads to discuss their budgets
3/20/23 - 3/24/2023	Review by Administration/Preparation of recommended budget and Outside Agencies' Presentations
4/7/2023	Budget presentations (Beaufort Memorial, Beaufort-Jasper Comp Health, Fire Districts, LRTA/Palmetto Breeze, TCL, USCB)
4/17/2023	Finance Committee presentations (School District)
4/21/2023	Council Administrator Budget workshop
5/2/2023	Budget public hearing ad in newspaper by clerk to council
5/8/2023	Administrator's recommended budget presented to County Council first reading of budget ordinance
5/22/2023	Second reading and public hearing of budget ordinance
6/12/2023	Third reading of budget ordinance

\*Meetings subject to change due to scheduling

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# Beaufort County – American Rescue Plan Act Highlights

## October 2022

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- Beaufort County received \$37 million from the American Rescue Plan Act (ARPA).
- County Council provided guidance to the Administrator and County Staff via Ordinance 2022/16.
- Hank Amundson, Special Projects Coordinator, will report on where the County is on achieving its objectives related to the funding.

# Beaufort County – Paid Leave Time (PLT) Results November 2021

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- Beaufort County Council authorized Administration to allow employees to cash in up to 60 hours of their PLT last year.
- 479 Employees participated in the plan last year.
- Total cost of PLT Payout was \$775,630 in the prior fiscal year.
- Based on the savings from current gapped positions, County Council will be able to provide their employees with the same benefit this year without a budget amendment.
- Participating employees thank you for your generosity.

# Beaufort County – Financial Highlights

## October 2022

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- Financial Statements are attached in the packet.
- General Fund expenditures are trending under expectations for the year.
- There has been a transfer from the General Fund-Fund Balance to the General Fund Capital Improvements fund based on Amendments and allocations adopted by County Council.
- Beaufort County has proceeded purchasing several properties from the Technical College of the Lowcountry totaling \$730k.
- Beaufort County has proceeded with the condemnation of Helmsman Way and Melrose Landing for a total of \$4.9 million.
- Beaufort County has closed the Myrtle Park Fund and distributed the funds as directed by County Council.

# Beaufort County – Financial Highlights – Continued

## October 2022

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- The Beaufort Executive Airport has operating income of \$44k due to the reduction operating expenditures from the prior year.
- The Hilton Head Island Airport had operating income of \$568k due to reduction of operating expenditures from the prior year.
- The Solid Waste and Recycling Enterprise Fund has managed to keep expenditures 15.26% lower than budgeted year to date amounts.
- The Stormwater Utility Fund has managed to keep expenditures 19.22% lower than budgeted year to date amounts.



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Discussion of developing sites for diverse economic development in Beaufort County.
<b>MEETING NAME AND DATE:</b>
Public Facilities: Monday October 10, 2022
<b>PRESENTER INFORMATION:</b>
John O'Toole, Executive Director, Beaufort County Economic Development Corporation 15 Minutes
<b>ITEM BACKGROUND:</b>
The Beaufort County Economic Development Corp (BCEDC) is charged with developing a more diverse economy for Beaufort County, developing tax base and quality jobs for residents. With the ongoing success being realized at the Beaufort Commerce Park its imperative that we look to sites that would be suitable in the future. BCEDC staff would like to initiate a conversation with council on the prospects of creating a revolving fund and its rationale on for short-, medium- and long-term developments.
<b>PROJECT / ITEM NARRATIVE:</b>
The BCEDC would like to introduce County Council to its conceptual approach and gain councils' guidance. The council might decide to discuss this item in executive session because discussion could lead to negotiations and acquisition of property.
<b>FISCAL IMPACT:</b>
There is no financial impact. This agenda item would advisory and intended to gain councils guidance.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
<b>OPTIONS FOR COUNCIL MOTION:</b>
This agenda item is for guidance only.



# Beaufort County Economic Development Corp

[Thrivebeaufort.org](http://Thrivebeaufort.org)

 [/company/BeaufortSCEDC](https://www.linkedin.com/company/BeaufortSCEDC)

 [/BeaufortSCEDC](https://www.facebook.com/BeaufortSCEDC)

 [@JOTBC](https://twitter.com/JOTBC)



BEAUFORT COUNTY • SC

Good for your **business.**  
Good for your **soul.**



The Beaufort County Economic Development Corp (BCEDC) is charged with developing a more diverse economy for Beaufort County, developing tax base and quality jobs for residents. With the ongoing success being realized at the Beaufort Commerce Park its imperative that we look to sites that would be suitable in the future. BCEDC staff would like to initiate a conversation with council on the prospects of creating a revolving fund and its rationale on for short-, medium- and long-term developments.



For entrepreneurs with growing businesses, Beaufort County offers the perfect environment for you and your business to thrive.



**EXHILARATING ENVIRONMENT**

From Bluffton and Hilton Head Island to Beaufort and Port Royal, national publications like *Travel + Leisure* and *Southern Living* consistently rank Beaufort County's beaches and recreation opportunities among the best in the country, not to mention some of the best small towns to visit in the South. [Learn more >](#)



**READY & SKILLED WORKFORCE**

Over 2,100 marines exit the military annually within Beaufort County, providing a built-in workforce with the skills, discipline and leadership growing businesses are looking for. Over 1,300 active duty, veterans and dependents are enrolled at local universities, with a 90% post-graduation retention rate in the county. [Learn more >](#)



**UNPARALLELED SUPPORT**

With a passion for serving businesses and transforming lives in Beaufort County, our team at the BCEDC handles all the heavy-lifting for you, creating a personalized relocation or expansion plan, plugging you into our referral network, and matching you with the best available incentive opportunities. [Learn more >](#)





# Introduction



- Our approach
  - Marketing
  - Networking
  - Product Development
  - Workforce
  - Branding – Culture Change
  - Teamwork

# Mira International Foods Timeline:



- January 11th, 2021 - Le Creuset gave notice to Michael Rabin and BCEDC that they would not extend their lease.
- January 26th, 2021 - Mark Awadalla with Mira Foods reached out to myself and I had my first conversation with Mark.
- February 2nd, 2021 - Mark Awadalla toured the 20 Eleanore Fine Road facility.
- February 5th, 2021 - Mark Awadalla received the incentive summary.
- February 8th, 2021 - Mark Awadalla put the building under contract.
- May 24th, 2021 - Mira Foods closed on the building
- August 20th, 2021 - Grant Application was submitted to SCDOC
- September 2nd, 2021 - Project was announced by SCDOC



# Metrics

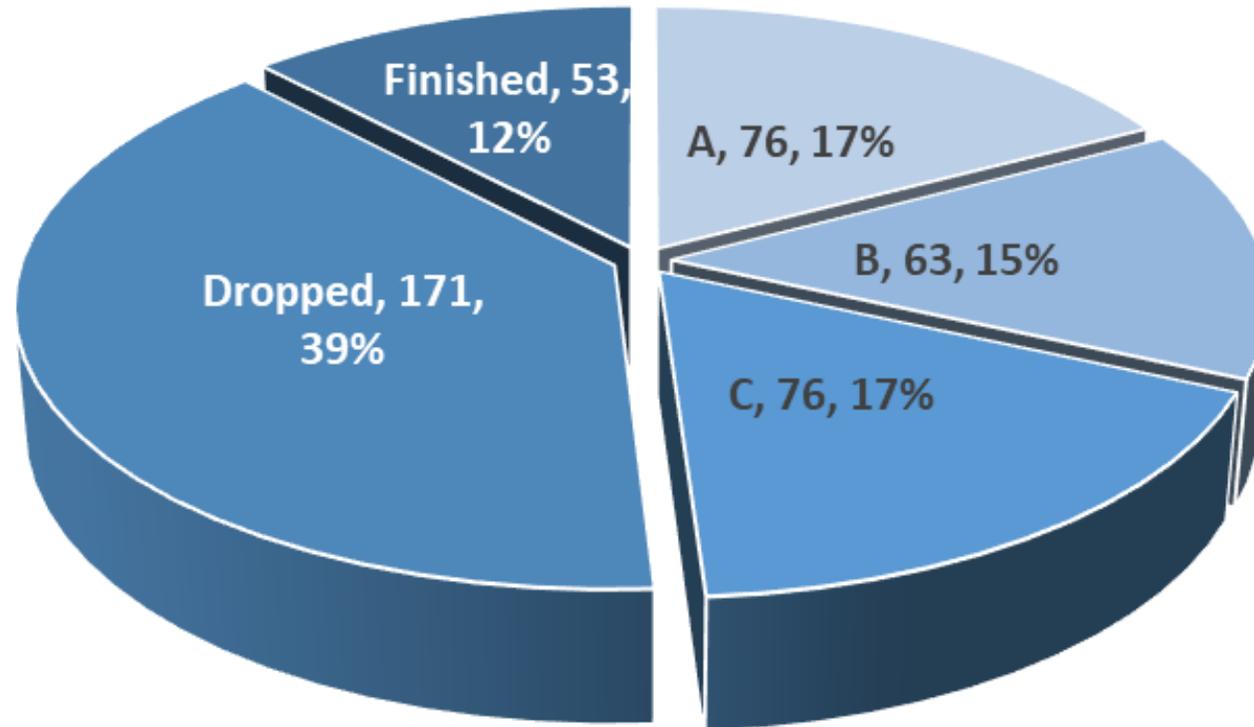
*Workforce, Marketing and Attraction, Site Development, Business Retention and Expansion, Performance Metrics, Community Engagement, Sustainability*

Item 8.

Focus Area	Measure	Cumulative
Capital Investment (Million)	\$70 Million	\$257.22
Job Creation	250	1058
Product Development	Initiated Sites	4
Business Retention Meetings	50 Meetings - Follow-up	218
Leads	100 Leads	434
Retained Jobs	100	174
Marketing/Communications	Executing Plan/Speaking Engagements	
Partnerships	DofC, SCA, Munis/County	
Sustainability	Public Support for Economic Development	
Workforce	Fidelis Employment Program Success	
Incentives for Companies		\$12,048,110
Site Development Funds & Grants		\$3,375,230
Total		\$15,423,340
Square Footage Absorbed		532,852
New Construction		380,470
Annual Compensation Paid at Completion of Projects		\$48,406,219
Average Annual Compensation		\$45,753



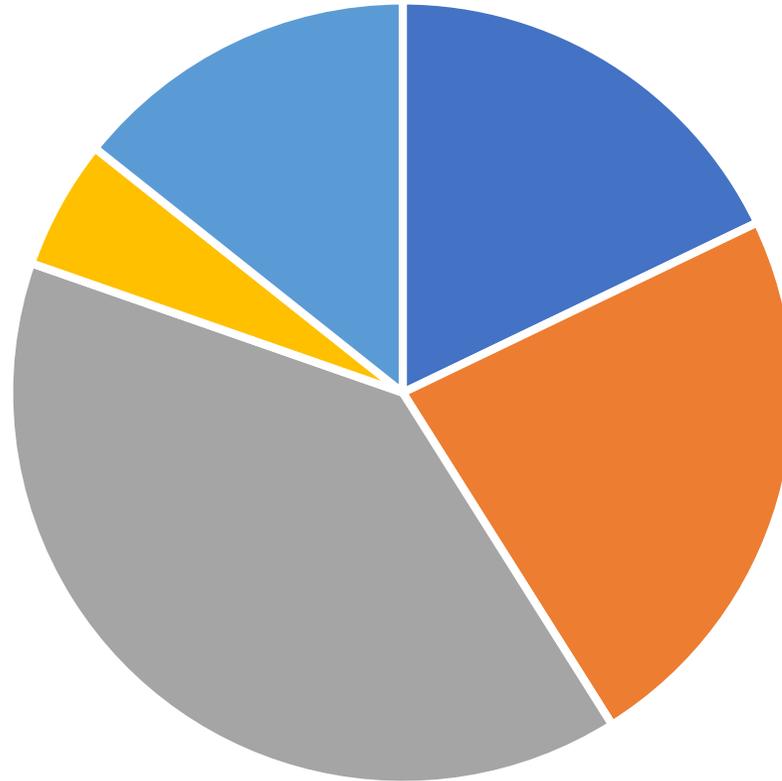
### Project Status - Since Inception



■ A ■ B ■ C ■ Dropped ■ Finished



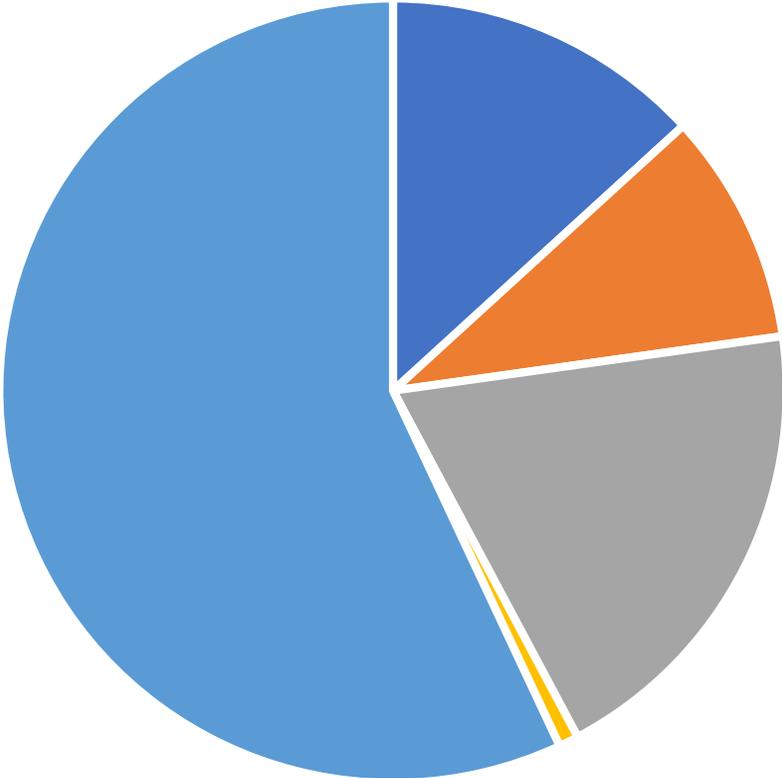
## Distribution of Projects



■ BLF ■ HHI ■ BFT ■ PR ■ BC



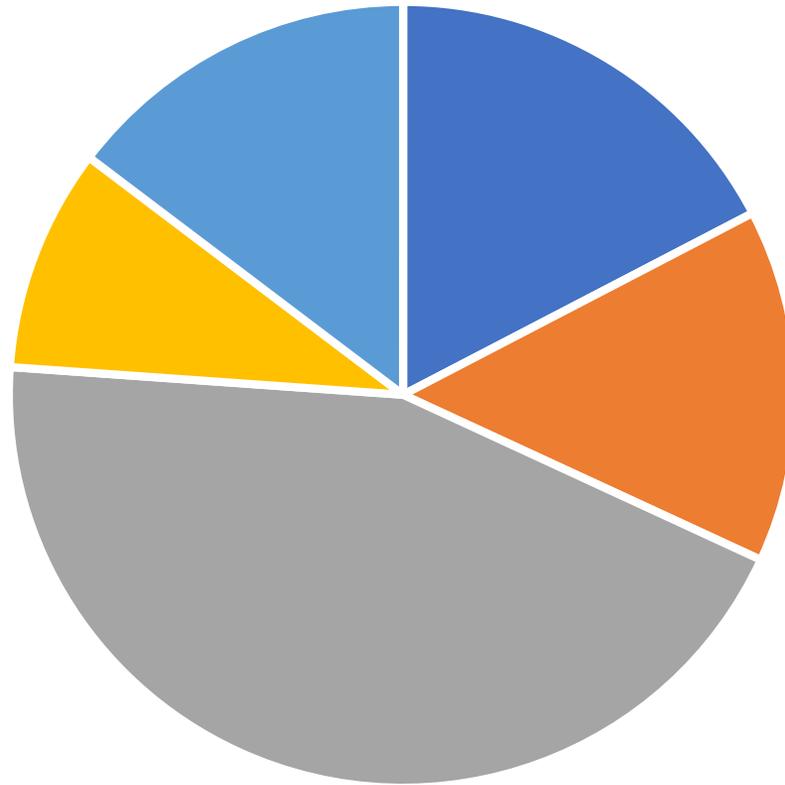
# Investments



■ BLF ■ HHI ■ BFT ■ PR ■ BC



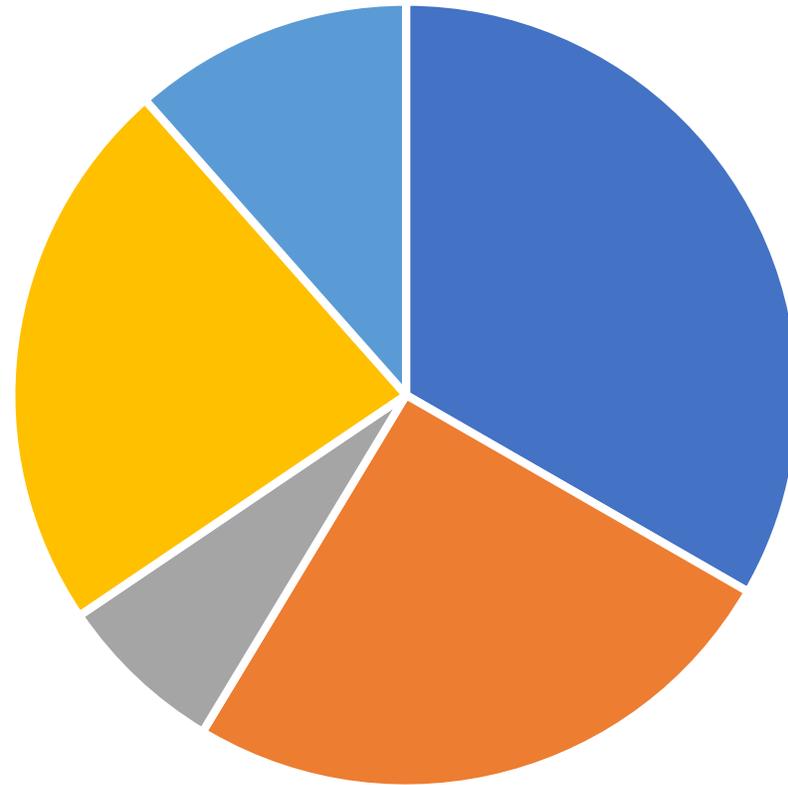
# New Jobs



■ BLF ■ HHI ■ BFT ■ PR ■ BC



## Retained Jobs



■ BLF ■ HHI ■ BFT ■ PR ■ BC



# The Southern Carolina Landing Pad

Beaufort, SC





# SkyDrive – 1<sup>st</sup> Landing Pad Tenant

Item 8.





## 53 Deals

1. In synch with environmental concerns
2. In synch with residents



# Myrtle Business Park





# Buckwalter Place Commerce Park





# Magnus Speculative Building

Item 8.



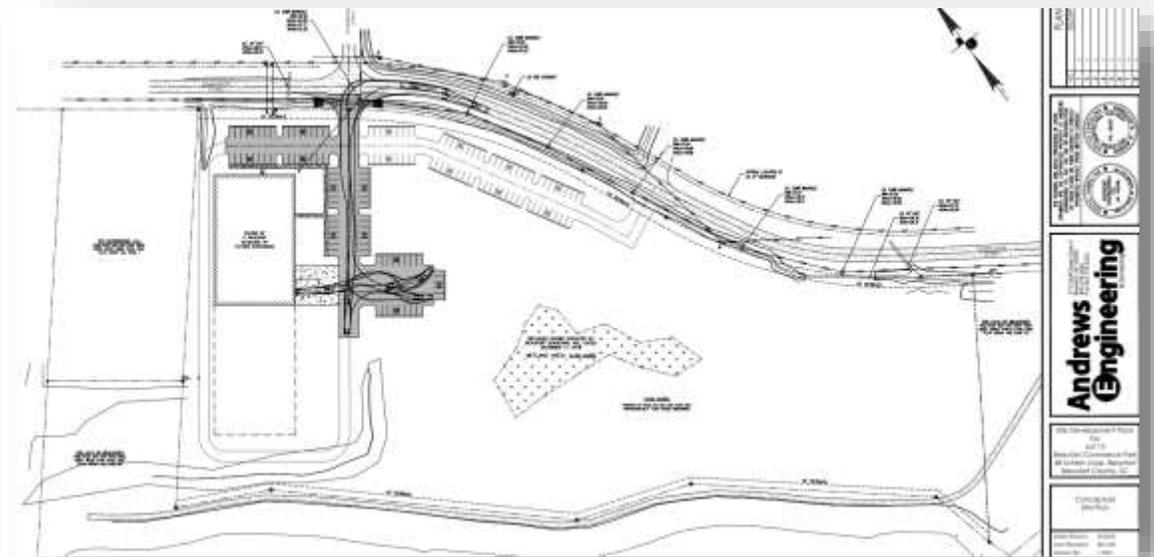
**Magnus Spec Building #1 – 64,000 sq ft (Complete)**

**Magnus Spec Building #2 – 72,000 sq ft (Design and Engineering)**



# Beaufort Commerce Park Lot 13

Item 8.





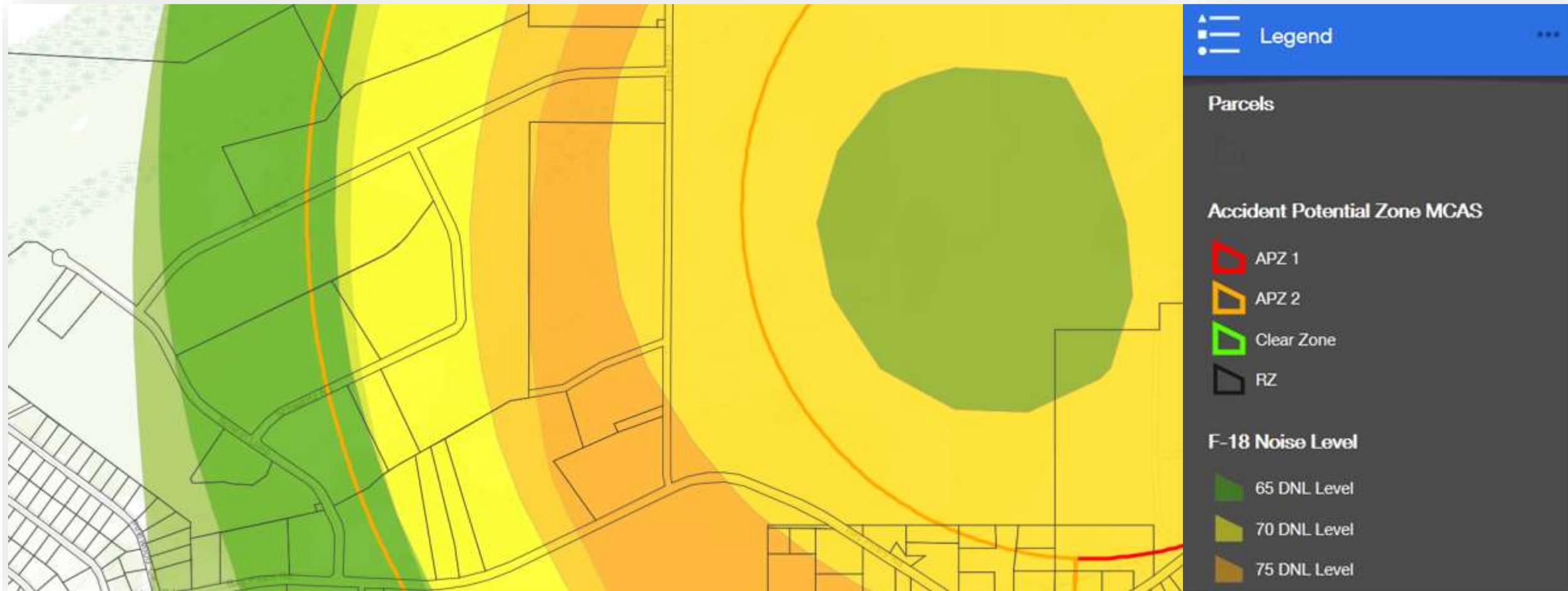
# Beaufort Commerce Park



Lot	Development	Total Acreage
A	-	± 7.12
B	-	± 6.64
C	-	± 5.10
D	-	± 5.25
E	-	± 5.48
F	-	± 5.01
G	-	± 5.92
H	-	± 4.46
I	-	± 5.91
J	-	± 4.59
K	-	± 7.0
L	64,000 SF Spec Building	± 5.88
M	Oliver's Clean Burn, LLC	± 15.90
N	Oliver's Lease Option Site	± 5.10
O	-	± 5.49
P	-	± 5.41
Q	-	± 3.65
R	-	± 3.53
S	-	± 5.17
T	-	± 3.88
U	-	± 3.88
V	SRM Concrete	± 3.70
W	Dominion Energy	± 8.79
X	Materials Research Group	± 3.00
Y	Materials Research Group Lease Option Site	± 3.00
Z	-	± 4.86
AA	25,000 SF Spec Building Pad with 25,000 SF Expansion	± 7.75
BB	TST Enterprises	± 2.0
CC	Oliver's Bush Hogging	± 12.71

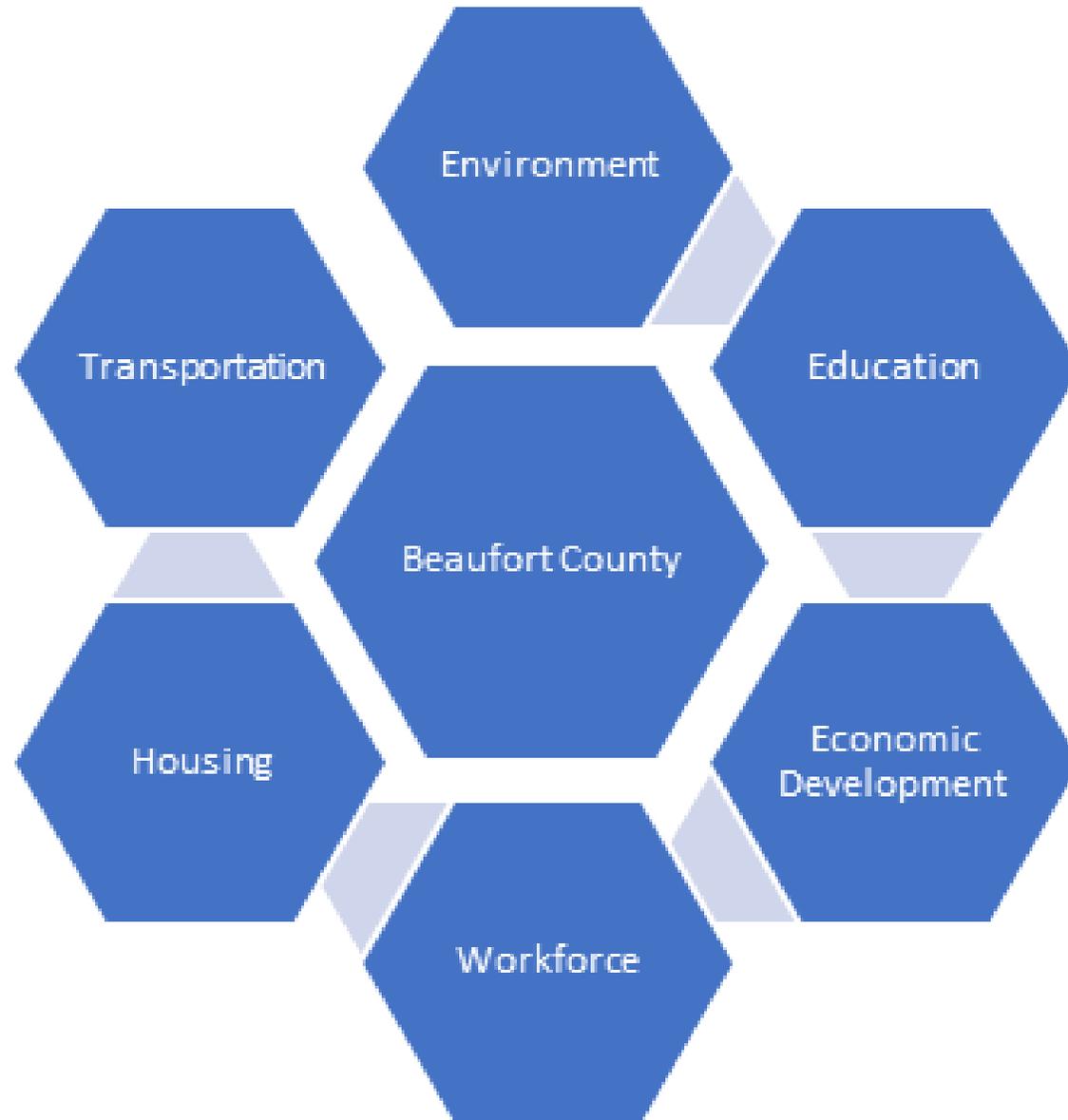


# Beaufort Commerce Park



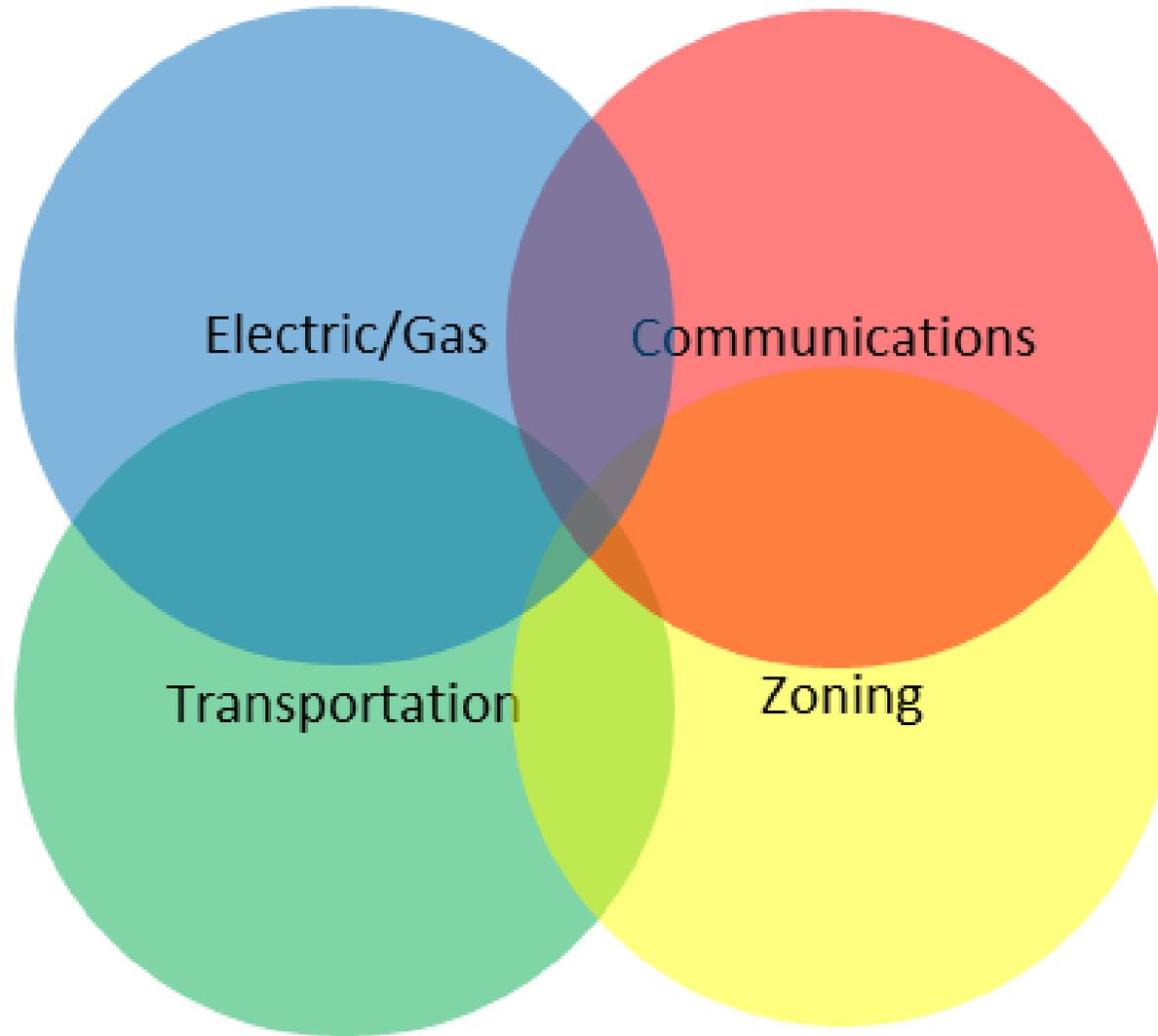


# Product Development



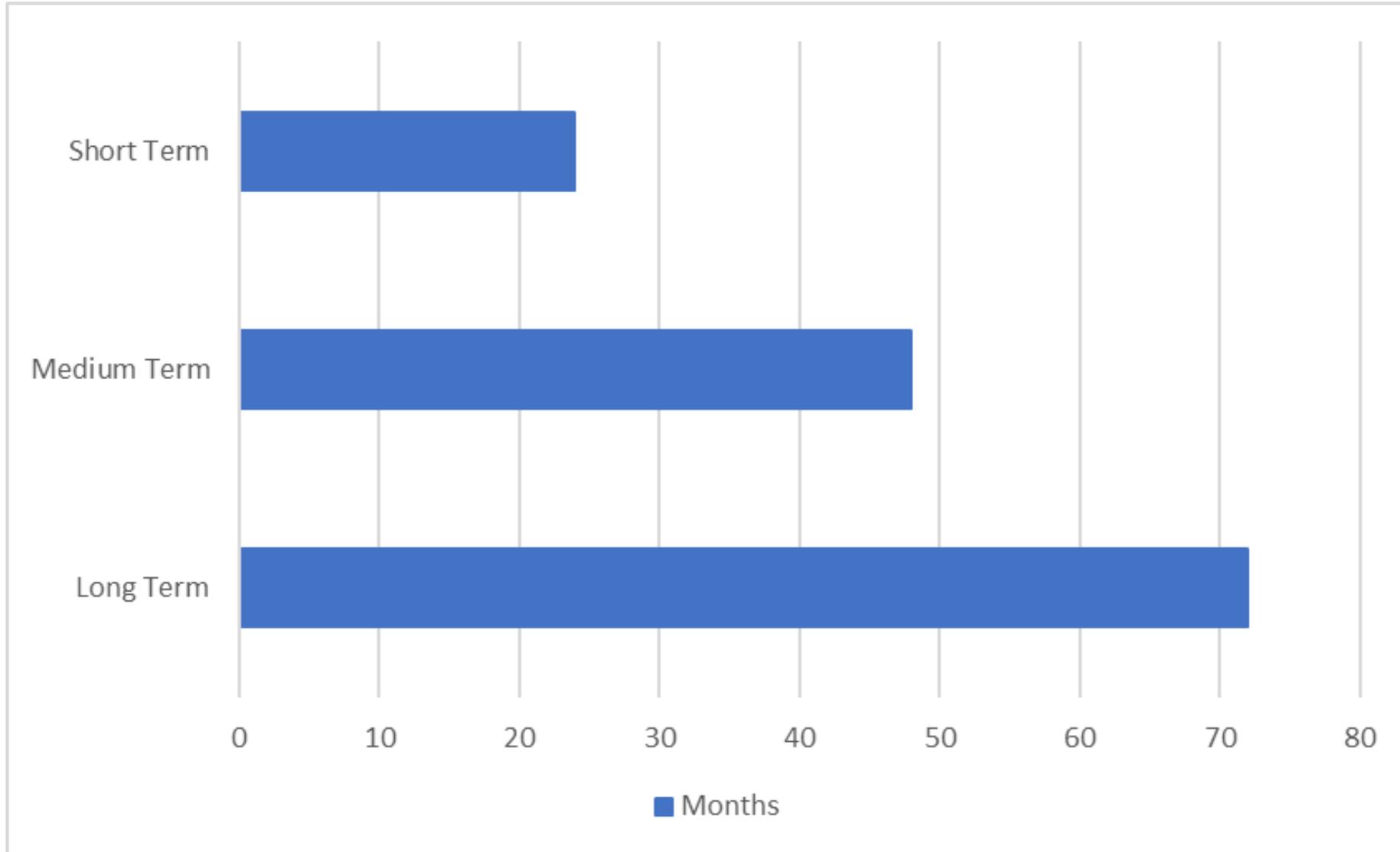


# Product Development Approach





# Product Development





# Product Development

Site/Project	Budget	Score	Term
Beaufort County Lobeco - purchase 200+/- acres with some contamination. Working with SCA on EPA Brownfields grant	\$2,000,000	78	Long Term
Beaufort County - Infrastructure	\$3,500,000	78	Long Term
Hilton Head - Town owned land likely to be consolidated with county property for Airport Development	\$1,500,000	100	Short
Yemassee Chilton Properties - adjacent to CSX rail and 2 miles from I-95	\$2,783,333	100	Short
City of Beaufort - Rt. 21 Improvements	\$400,000	100	Short
Hilton Head - 355 William Hilton Parkway, Palmetto Bay Business Park	\$0	100	Short
Buckwalter Crossroads features 90 commercial/mixed use acres perfect for corporate headquarters, medical, or back office services.	\$1,500,000	90	Short
Port Royal - Early but important to monitor Naval Hospital. Transition planning, community buy in, position for successful reuse.	Unknown	89	Medium
Willow Run	\$12,000,000		Medium
Beaufort County - Gullah Heritage Village off Sea Island Parkway	\$1,980,000	89	Medium
Land south of Whale Branch	\$3,440,000	100	Medium

Site/Project	Budget	Score	Term
Beaufort County Lobeco - purchase 200+/- acres with some contamination. Working with SCA on EPA Brownfields grant	\$2,000,000	78	Long Term
Beaufort County - Infrastructure	\$3,500,000	78	Long Term



# Product Development

Site/Project	Budget	Score	Term
Beaufort County Lobeo - purchase 200+/- acres with some contamination. Working with SCA on EPA Brownfields grant	\$2,000,000	78	Long Term
Beaufort County - Infrastructure	\$3,500,000	78	Long Term
Hilton Head - Town owned land likely to be consolidated with county property for Airport Development	\$1,500,000	100	Short
Yemassee Chilton Properties - adjacent to CSX rail and 2 miles from I-95	\$2,783,333	100	Short
City of Beaufort - Rt. 21 Improvements	\$400,000	100	Short
Hilton Head - 355 William Hilton Parkway, Palmetto Bay Business Park	\$0	100	Short
Buckwalter Crossroads features 90 commercial/mixed use acres perfect for corporate headquarters, medical, or back office services.	\$1,500,000	90	Short
Port Royal - Early but important to monitor Naval Hospital. Transition planning, community buy in, position for successful reuse.	Unknown	89	Medium
Willow Run	\$12,000,000		Medium
Beaufort County - Gullah Heritage Village off Sea Island Parkway	\$1,980,000	89	Medium
Land south of Whale Branch	\$3,440,000	100	Medium

Site/Project	Budget	Score	Term
Hilton Head - Town owned land likely to be consolidated with county property for Airport Development	\$1,500,000	100	Short
Yemassee Chilton Properties - adjacent to CSX rail and 2 miles from I-95	\$2,783,333	100	Short
City of Beaufort - Rt. 21 Improvements	\$400,000	100	Short
Hilton Head - 355 William Hilton Parkway, Palmetto Bay Business Park	\$0	100	Short
Buckwalter Crossroads features 90 commercial/mixed use acres perfect for corporate headquarters, medical, or back office services.	\$1,500,000	90	Short



# Product Development

Site/Project	Budget	Score	Term
Beaufort County Lobeco - purchase 200+/- acres with some contamination. Working with SCA on EPA Brownfields grant	\$2,000,000	78	Long Term
Beaufort County - Infrastructure	\$3,500,000	78	Long Term
Hilton Head - Town owned land likely to be consolidated with county property for Airport Development	\$1,500,000	100	Short
Yemassee Chilton Properties - adjacent to CSX rail and 2 miles from I-95	\$2,783,333	100	Short
City of Beaufort - Rt. 21 Improvements	\$400,000	100	Short
Hilton Head - 355 William Hilton Parkway, Palmetto Bay Business Park	\$0	100	Short
Buckwalter Crossroads features 90 commercial/mixed use acres perfect for corporate headquarters, medical, or back office services.	\$1,500,000	90	Short
Port Royal - Early but important to monitor Naval Hospital. Transition planning, community buy in, position for successful reuse.	Unknown	89	Medium
Willow Run	\$12,000,000		Medium
Beaufort County - Gullah Heritage Village off Sea Island Parkway	\$1,980,000	89	Medium
Land south of Whale Branch	\$3,440,000	100	Medium

Site/Project	Budget	Score	Term
Port Royal - Early but important to monitor Naval Hospital. Transition planning, community buy in, position for successful reuse.	Unknown	89	Medium
Willow Run	\$12,000,000	100	Medium
Beaufort County - Gullah Heritage Village off Sea Island Parkway	\$1,980,000	89	Medium
Land south of Whale Branch	\$3,440,000	100	Medium



# Product Development

Hilton Head - in the opportunity zone	\$1,300,000	90	Short
Mitigate wetlands and fully fund liabilities for 2nd Spec Building	\$1,250,000	100	Low Priority
City of Beaufort or Unincorporated County - Identifying property in vicinity of Commerce Park for expansion	\$2,000,000	95	Low Priority
Port Royal - Light industrial property under contract by Pulte Homes and pursuing a zone change	\$1,789,000	82	Low Priority
Bluffton - great location for corporate headquarters, in front of Publix	\$1,100,000	100	Low Priority



# Product Development

Short Term Product Costs	\$6,183,333
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Medium Term	\$17,420,000
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Long Term	\$5,500,000
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John O’Toole, Executive Director

[jotoole@beaufortscedc.org](mailto:jotoole@beaufortscedc.org)

Charlie Stone, Senior Project Manager

[cstone@beaufortscedc.org](mailto:cstone@beaufortscedc.org)

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 /company/BeaufortSCEDC

 /BeaufortSCEDC

 @JOTBC



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Discussion of sale price of Beaufort County owned property in Beaufort Commerce Park
<b>MEETING NAME AND DATE:</b>
Finance Committee: Monday November 21, 2022
<b>PRESENTER INFORMATION:</b>
John O’Toole, Executive Director, Beaufort County Economic Development Corporation 10 Minutes
<b>ITEM BACKGROUND:</b>
Beaufort County (through the BCEDC) in partnership with the City of Beaufort bought 13.91 acres (R100 024 000 0410 0000) in Beaufort Commerce Park, (Resolution 2019/39 in the fall of 2019). The County has a 50% ownership stake in the 13.91 acres. The county’s share of the acquisition was paid for through the County’s Economic Development Site and Jobs Account (\$208,650). The request would be to agree on a price of the property for \$30,000 per acre. Additionally, upon a sale, the BCEDC request that the county’s share of the sale \$208,650 would be allocated to replenish the Economic Development Site and Job Fund.
<b>PROJECT / ITEM NARRATIVE:</b>
The BCEDC request the council approval on the price to sell its lot in the Beaufort Commerce Park (R100 024 000 0410 0000) for \$30,000. Additionally, the BCEDC request that the county’s share of the sale (\$208,650) would revert to BCEDC’s site and jobs fund account. This is the same account from which the original purchase was made.
<b>FISCAL IMPACT:</b>
The fiscal impact on the county would be neutral.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
<b>OPTIONS FOR COUNCIL MOTION:</b>
This agenda item is for guidance on price. The resulting sale and the allocation of the proceeds will come back to council for approval.



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>A RESOLUTION TO ADOPT PLANNING AND ZONING FEE SCHEDULE CHANGES TO HELP OFFSET THE COST OF SERVICES PROVIDED BY THE DEPARTMENT AND TO ASSIST IN PROVIDING THE NECESSARY RESOURCES TO CONTINUE SERVING THE BEAUFORT COUNTY RESIDENT AND BUSINESS COMMUNITY</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee – November 21, 2022
<b>PRESENTER INFORMATION:</b>
Robert Merchant, AICP, Acting Director, Planning and Zoning 10 minutes needed for presentation.
<b>ITEM BACKGROUND:</b>
The Planning and Zoning Department is requesting to update its permitting and development services fee schedule. This item went before the Finance Committee On June 20, 2022. At that time the Finance Committee requested additional information regarding the comparison of the existing fees to the proposed.
<b>PROJECT / ITEM NARRATIVE:</b>
The Planning and Zoning Department established its permitting fees in 1999 . It never updated them. Since that time, the department has provided services for its residents and business community at minimal cost to the participants. The County continues to see significant growth. Implementing the desired goals of County Council places an increasing demand on requested services provided by the Planning & Zoning Department. There is a desire to ensure that the necessary resources are available to the department to continue providing services and to elevate the department’s ability to operate, while protecting the quality of life of Beaufort County Residents. The proposed revised fees are consistent with what other high growth South Carolina coastal communities are charging for their services. Staff has included examples of other jurisdictions fee schedules for quick reference.
<b>FISCAL IMPACT:</b>
The proposed revised fees will increase revenue and will better cover the cost of providing these services lessening the need for future <i>ad valorem</i> tax increases.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval.
<b>OPTIONS FOR COUNCIL MOTION:</b>
To approve or deny the fee schedule for Planning and Zoning Permits and Services and forward recommendation to Council.

**RESOLUTION 2022 / \_\_**

**A RESOLUTION TO ADOPT PLANNING AND ZONING FEE SCHEDULE CHANGES TO SUPPLEMENT THE COST OF SERVICES PROVIDED BY THE DEPARTMENT AND TO ASSIST IN PROVIDING THE NECESSARY RESOURCES TO CONTINUE SERVING THE BEAUFORT COUNTY RESIDENT AND BUSINESS COMMUNITY**

**WHEREAS**, for years Beaufort County Council through the Planning and Zoning Department has provided department services for its residents and business community at minimal cost to the participants; and

**WHEREAS**, over the years the County has adopted requirements to grow and development in a meaningful manner to protect the natural environment and promote responsible development, and

**WHEREAS**, as the County continues to see significant growth, implementing the desired goals of County Council places an increasing demand on requested services provided by the Planning & Zoning Department; and

**WHEREAS**, there is a desire to ensure that the necessary resources are available to the department to continue providing services and to elevate the department’s ability to operate, while protecting the quality of life of Beaufort County Residents.

**NOW, THEREFORE**, be it resolved, that Beaufort County Council hereby, endorses and approves the Beaufort County Planning and Zoning Department fee schedule changes as set forth on Exhibit “A” to offset the cost of services provided by the department and to assist in providing the necessary resources to continue serving the Beaufort County resident and business community.

Adopted this \_\_\_ day of \_\_\_\_\_ 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

\_\_\_\_\_  
Sarah W. Brock, Clerk to Council



Beaufort County Planning & Zoning Department

FEE SCHEDULE

EXHIBIT "A"

**Orange = Revised Fee** (*Proposed fee amount for services already being charged an existing fee*)

**Black = Existing Fee** (*Current fee being charged by County*)

**Blue = No Change in Fee** (*Existing fee stays the same*)

**Green = Newly Established Fee** (*No charge currently for this service. The proposed new fee is most often from new responsibilities of department or change in process to provide service to private sector consultants*)

**Residential Development**

Family Compound Subdivision	\$25.00/lot
Minor Subdivision	\$50.00/lot (\$25.00/lot)
Residential Conceptual Review	\$500.00
Final Review Subdivision	\$500.00 + \$50.00/lot (\$25.00/lot)
Final Review Multi-Family	\$500.00 + \$50.00/unit (\$25.00/unit)
Resubmittal of an Approved Residential Development	25% of original fee (staff may impose new fee if warranted)

**Commercial/Industrial/Institutional Development**

Commercial Conceptual Review	\$500.00
Commercial Subdivision	\$500.00 + \$200/lot (\$25.00/lot)
Site Plan Review (with building being primary use)	\$500.00 + \$0.06/per gross sf of building
Site Plan Review (without building being primary use)	\$500.00 + \$0.02/per sf of disturbed area (maximum \$5,000)
	(Both Site Plan types range from \$0.06 - \$0.10 per sf with a maximum of \$2,000)
Resubmittal of an Approved Commercial Development	25% of original fee (staff may impose new fee if warranted)

**Zoning Permits**

Single-Family Residential	\$50.00 (\$25)
Family Compound Cluster	\$25.00
Signs	\$50.00/per sign (\$0.50 per sf)
Political Signs	\$25 (unlimited) (\$5 unlimited)
Zoning Review for Business License	\$25.00
Communication Tower (co-locate)	\$100.00 (\$25)
Temporary Use Permit	\$100.00 (\$25)
Special Event Permit	\$200.00 (\$25)
Fee-in-Lieu for Tree Mitigation (residential lots)	\$250.00 per tree (\$140 per tree)
All Other Zoning Permits	\$50.00 (\$25)

**Design Review Board (DRB)**

<b>New Projects</b>	
Staff Review Minor (1000 SF or less of combined building(s))	\$250.00 (\$175 per submittal)
Staff Review Major (Allowed 2 Submittals)	\$500 + \$0.02/per gross sf of combined building(s) (\$175 per submittal)
Board Review (Allowed 1 Conceptual & 2 Finals)	\$1,000 + \$0.02/per gross sf of combined building(s) (\$175 per submittal)
Resubmittal (After allowed submittals are used)	\$250.00 per resubmittal
<b>Previously Approved Projects</b>	
Minor Revision (Board Review or Staff Review)	\$250.00 (\$50 per submittal)
Major Revision (Board Review or Staff Review)	\$500.00 (\$100 per submittal)

**Tree Permits (developed properties)**

Non-Residential (Fee-in-Lieu to Not Replant a Tree Issued a Permit)	\$500.00 per tree (\$140 per tree)
Residential (Fee-in-Lieu to Not Replant a Tree Issued a Permit)	\$250.00 per tree (\$140 per tree)



Beaufort County Planning & Zoning Department

Item 10.

FEE SCHEDULE

EXHIBIT "A"

**Miscellaneous Fee's**

Exempt Plat	\$50.00
Zoning Verification/Determination	
Basic (provides zoning district of parcel)	\$25.00/per lot
Premium (includes additional information)	\$100.00/per lot
Home Business/Daycare Letter	\$25.00
Fee-in-Lieu for Tree Mitigation (during construction/development)	\$250.00/per caliper-inch (\$140 per tree)
River Buffer Setback Waiver	\$200.00 (\$75)
View Corridor Request	\$200.00 (\$75)
Short-Term Rental (no special use)	\$200.00
Short-Term Rental Annual Renewal	\$75.00

**Planning Commission**

Rezoning Request	
Up to Two (2) Developed Lots	\$300.00 + \$50.00 per additional lot (\$250)
Raw Acreage (land intended for new development/redevelopment)	\$500.00 + \$15.00/per acre (\$250)
PUD Amendments	
Minor	\$300.00 (\$250)
Major	\$1,000.00 (\$250)
Text Amendment	\$500.00 (\$250)
CDC Waiver Request	\$350.00 (\$75)
Administrative Appeal	\$300.00 (\$75)
Street Renaming Request	\$250.00 (\$100)

**Zoning Board of Appeals**

Administrative Appeal	\$300.00 (\$75)
Special Use Request	\$300.00 (\$75)
Variance Request	\$350.00 (\$75)

**Development Agreements (All acreage in highland acres)**

25 - 50 Acres	\$5,000 + \$100.00 per acre
50 - 100 Acres	\$7,500 + \$75.00 per acre
100 - 200 Acres	\$10,000 + \$50.00 per acre
200 - 500 Acres	\$15,000 + \$30.00 per acre
500 Acres or More	\$25,000 + \$15.00 per acre
Annual Reviews (all acreages)	\$500.00

## Bluffton Master Fee Schedule – FY2023

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**Planning and Environmental Applications and Permits**

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00

## Master Fee Schedule – FY2023

## Section VI – Growth Management Fees (continued)

## Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00

**Additional Notes:**

- Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town.
- Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing.
- In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study.
- Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.

# Dorchester County

## DEVELOPMENT REVIEW FEES

### Subdivision Plan Review

Exempt Plats	\$20.00
Minor Subdivisions	\$35.00/lot
Major Subdivisions	\$500.00 + \$35/lot
Commercial Subdivisions	\$50.00/lot

### Site Plan Review (up to three reviews. After 3rd Review, a \$250 rereview fee applies for each submittal)

Commercial/Office/Industrial w/ building	\$250.00 + \$0.06/gross sf (+ \$500 if in a TOD)
Commercial/Office/Industrial w/o building	\$1,000.00
Institutional	\$250.00 + \$0.03/gross sf
Multi-Family	\$500.00 + \$35/unit
Zoning Permit for exempt accessory structures/decks	\$30.00
Cottage Industry	\$50.00
Outdoor Storage Yard	\$1,000.00
Outdoor Event Venue	\$500.00
Cluster Yield Plans	\$500.00
Mineral Resource Extraction	\$1,000.00

### Planned Development Districts

Concept Plan Review	\$250.00
Master Plan Review	
Residential	\$1,000 + \$1.00/unit
Commercial/Office/Industrial	\$1,000 + \$.10/gross sf
Amendment	\$100.00
Rezoning	\$1,000 + \$1.00/lot
Street Name Change	\$85.00
Land Development Waiver Requests	\$50.00

## ZONING REVIEW FEES

### Rezoning

Up to 2 Lots	\$250.00
Each additional lot	\$25.00
Raw Acreage	\$250.00 + \$10.00/acre
Zoning Text Amendment (Minor)	\$250.00
Zoning Text Amendment (Major)	\$500.00
Future Land Use Map Amendment	\$500.00

### Board of Zoning Appeals

Administrative Appeals	\$250.00
Special Exceptions	\$250.00
Variances	\$250.00

## PLANNING & ZONING DOCUMENTS

Basic Zoning/Daycare Letter	\$20
Advanced Zoning letter	\$50
Zoning Administrator Determination	\$100
Zoning & Land Development Standards Ordinance	\$50.00

Dorchester County Comprehensive Plan	\$35.00
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### PERMITS

#### Land Disturbance Permit

Residential (mobile homes only)	n/c
Non-Residential	\$100.00
Temporary Use Permit	\$100.00
Special Event Permit	\$100.00

### DEVELOPMENT AGREEMENTS

#### Deposit

First 500 acres	\$10.00/acre
Acreage in excess of 500 acres, up to 1,000 acres	\$5.00/acre
Acreage in excess of 1,000 acres, up to 2,000 acres	\$2.00/acre
Acreage in excess of 2,000 acres	\$1.00/acre

Plus time and materials for outside professional review (all direct costs to be paid by the applicant)

#### FEE-IN-LIEU

Fee in Lieu of Planting Trees Required for Mitigation	\$200.00/caliper-inch
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# Charleston County Zoning and Planning Department Fee Schedule

(Amended July 17, 2017)

Updated February 16, 2018 for SC FOIA Law Changes for 8.5x11 copy fees

Updated July 24, 2018 for Short-Term Rental Property Application Fees

Updated August 29, 2018 for Historic Preservation Application Fees

<u>Service</u>	<u>Fee</u>
<b>A. ORDINANCES AND PLANS</b>	
1. Charleston County Zoning & Land Development Regulations Ordinance	\$50.00
2. Charleston County Comprehensive Plan	\$90.00
3. Ordinance, Plans & documents in digital form	\$10.00
<b>B. COPIES</b>	
1. Black & White Single-Sided Copies 8.5 x 11	\$0.11
2. Black & White Double-Sided Copies 8.5 x 11	\$0.22
3. Color Single-Sided Copies 8.5 x 11	\$0.49
4. Color Double-Sided Copies 8.5 x 11	\$0.98
5. Black & White Copies 11 x 17	\$0.50
6. Color Copies 11 x 17	\$1.50
<b>C. MAPS</b>	
1. Entire County Zoning or Future Land Use data maps 11x17	\$2.00
2. Entire County Zoning or Future Land Use data maps 24x36	\$10.00
3. Specific Area County Zoning or Future Land Use data maps 11x17	\$5.00
4. Specific Area County Zoning or Future Land Use data maps 24x36	\$20.00
5. Special Requests (Customized maps); Example, parcel boundaries with CAMA Data or other associated data, study areas, municipal boundaries, etc.	\$60.00 per hour
6. House, Senate, <u>Or</u> Congressional Map (Voter Maps)	\$7.50
7. House, Senate, Congressional Map Set (Voter Maps)	\$22.50
8. Voting Precinct Map (Voter Maps)	\$7.50
9. Voting Precinct Map Set (2 maps) (Voter Maps)	\$15.00
<b>D. RECORDINGS</b>	
1. Copies of Tape/Digital Recordings	\$10.00
<b>9% SALES TAX WILL APPLY TO LETTERS A, B, C, AND D ABOVE</b>	
<b>E. SUBDIVISION PLATS</b>	
1. One Lot or Exempt Plat	\$50.00
2. 2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
3. 11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
4. Conditional Plat	\$200.00 + \$10/lot
5. Final Plat	\$100.00 + \$10/lot
6. Public Improvement(s) Review (Engineering)	\$100.00 + \$10/lot
7. Appeals of Subdivision Related Administrative Decisions	\$250.00
<b>F. ZONING</b>	
1. Zoning Verification	\$10.00

<u>Service</u>	<u>Fee</u>
<b>G. ZONING PERMITS</b>	
1. Temporary Zoning Permit Fee	\$50.00
2. Protected/Grand Tree Removal Permit (Zoning Permit)	\$25.00
3. Residential Land Disturbance	\$25.00
4. Residential Zoning Permit	\$25.00
5. Home Occupation	\$50.00
6. Commercial and Industrial Zoning Permits:	
a. Up to 5,000 SF and greater building size	\$50.00
b. 5,000 SF and greater building size	\$75.00
7. Short-Term Rental Permit: Limited Home Rental (LHR). Note that additional applications, processes, and fees may apply pursuant to the requirements for Short-Term Rentals contained in the Charleston County ZLDR.	\$50.00, provided, however, that the fee for the initial Zoning Permit for a Limited Home Rental Short-Term Rental use shall be \$25.00 if the Zoning Permit application is submitted between July 1st and December 31st.
8. Short-Term Rental Permit: Extended Home Rental (EHR) Note that in addition to the EHR Zoning Permit application and fee, Site Plan Review and Special Exception applications and required fees must be submitted pursuant to the requirements and processes contained in the ZLDR. Zoning Permits for VHRs will not be issued until/unless the Site Plan Review application is approved and the Board of Zoning Appeals approves the Special Exception application.	\$100.00, provided, however, that the fee for the initial Zoning Permit for an Extended Home Rental Short-Term Rental use shall be \$50.00 if the Zoning Permit application is submitted between July 1st and December 31st.
9. Short-Term Rental Permit: Commercial Guest House (CGH) Note that in addition to the CGH Zoning Permit application and fee, a Site Plan Review application (with the required fee) must be submitted pursuant to the requirements and processes contained in the ZLDR. Zoning Permits for CHRs will not be issued until/unless the Site Plan Review application is approved.	\$150.00, provided, however, that the fee for the initial Zoning Permit for a Commercial Guest House Short-Term Rental use shall be \$75.00 if the Zoning Permit application is submitted between July 1st and December 31st.
<b>H. ZONING AND COMPREHENSIVE PLAN AMENDMENTS</b>	
1. Zoning Map Amendments [Rezoning] including Form-Based Zoning District Applications	\$150.00 + \$10/acre
2. Planned Development (PD) Zoning District Applications	
a. Less than 10 acres	\$300.00 + \$10/acre
b. 10-99 acres	\$1,000.00 + \$15/acre
c. 100 acres or greater	\$1,500.00 + \$20/acre
3. Amendment to existing Planned Development text	\$300.00 + \$2/acre
4. Sketch Plan Amendment	\$300.00 + \$2/acre
5. Zoning and Land Development Regulations Ordinance Text Amendments	\$250.00
6. Comprehensive Plan Amendments	\$250.00
7. Form-Based Zoning District (FBZD) Rezoning and Land Development Applications: Unless specifically addressed in letters a – i below, refer to the Fee Schedule for all other applicable fees. Applicants may be required by Council to provide funds to the County to hire third party consultants and/or experts necessary to assist the County in reviewing and evaluating the applications listed below.	
a. New FBZD Rezoning Applications	\$150 + \$10/acre of the FBZD
b. Amendments to Approved FBZD Form District Master Plans. Note: The Zoning/Planning Director shall be authorized to make determinations regarding categorization of amendments not specifically addressed below as Major or Minor amendments.	

Service	Fee
i. Minor Amendments: (a) Text amendments other than those associated with Major Amendments, as defined below (b) Changes to existing Transect Zones and/or related dimensional standards (c) Addition of new uses (d) Changes to existing uses	\$1,000
ii. Major Amendments: (a) Changes to approved Sector Maps (b) Changes to approved Settlement Maps (when Sectors are not utilized) (c) Increases in overall density (d) Addition of new Transect Zones and related dimensional standards (e) Addition of new Special Districts (f) Amendments to approved Special Districts (acreage, text, dimensional standards, and/or map location(s)) (g) Addition of new complex Thoroughfare Types and Assemblies that utilize components not included in ZLDR Tables 7.4.G and 7.4.L and new Thoroughfare Types proposed at time of Community Plan submittal	<ul style="list-style-type: none"> <li>Major Amendments to FBZDs that ARE part of Developments of County Significance: \$150 + \$10/acre for the 25% acreage + \$1/acre for the 75% Acreage*</li> <li>Major Amendments to FBZDs that are NOT part of Developments of County Significance: \$150 + \$10/acre of the FBZD*</li> </ul> <p>*Note: The fee for the addition of new Special Districts and/or amendments to approved Special Districts shall be \$150 + \$10/acre of the proposed Special District(s), including any proposed increases in Special District size.</p>
c. Special Districts Requiring Planning Commission Approval	\$150 + \$10/acre for the total acreage of the Special District(s)
d. Community Unit Tract Boundary Subdivision	Subdivision fees contained in this Fee Schedule apply
e. Special District Tract Boundary Subdivision	Subdivision fees contained in this Fee Schedule apply
f. Infrastructure Plan Subdivision	Subdivision fees contained in this Fee Schedule apply
g. Community Plan Review (New Plans and Amendments to Approved Plans)	\$150 + \$10/acre of the Community Unit
h. Special District Plan Review (New Plans and Amendments to Approved Plans)	\$150 + \$10/acre of the Special District
i. Lot, Block, and Building Plans (New Plans and Amendments to Approved Plans). Other Subdivision and Site Plan Review Fees contained in this Fee Schedule do not apply.	
i. Residential Lots or Units	\$250 + \$50 per unit or lot
ii. Commercial/Industrial Lots or Mixed Use Buildings – Up to 10,000 Square Feet	\$250 + \$0.03 per square foot
iii. Commercial/Industrial Lots or Mixed Use Buildings – 10,000 Square Feet or More	\$500 + \$0.03 per square foot
iv. Institutional	\$250 + \$0.03 per square foot
<b>I. DEVELOPMENT AGREEMENT APPLICATIONS</b>	
1. Development Agreement Application Fees	<ul style="list-style-type: none"> <li>\$750 + \$10/acre; and</li> </ul>

<u>Service</u>	<u>Fee</u>
	<ul style="list-style-type: none"> <li>Applicants may be required by Council to provide funds to the County to hire third party consultants and/or experts necessary to assist the County in reviewing and evaluating the application.</li> </ul>
<b>J. SITE PLAN REVIEW</b>	
1. Limited Site Plan Review	\$50.00
2. Up to 5,000 SF building size or up to 10 acres if no buildings are included in the application	\$250.00
3. Greater than 5,000 SF building size or 10 acres or more if no buildings are included in the application	\$500.00
<b>K. BOARD OF ZONING APPEALS</b>	
1. Appeals of Zoning Related Administrative Decisions	\$250.00
2. Special Exceptions	\$250.00
3. Zoning Variances	\$250.00
4. Protected/Grand Tree Removal Zoning Variances	\$250.00 + \$50.00
<b>L. ADDRESSING</b>	
1. Street Name Change	\$50.00
2. Street Sign	\$200.00
<b>M. SIGNS</b>	
1. Billboards	Site Plan Review + \$50.00
2. Wall Signs (per use)	\$50.00
3. Free Standing Sign	\$50.00
4. Agricultural Sign	\$20.00
<b>N. COUNTY COUNCIL</b>	
1. Review of Tax Increment Financing (TIF) District and Residential Improvement District (RID) Proposals	<ul style="list-style-type: none"> <li>The fee is equivalent to 0.005 multiplied by the requested County's portion of the proposed TIF or RID District; and</li> <li>Applicants may be required by Council to provide funds to the County to hire third party consultants and/or experts necessary to assist the County in reviewing and evaluating the application.</li> </ul>
2. 208 Water Quality Management Plan Amendments	<ul style="list-style-type: none"> <li>\$500.00; and</li> <li>Comprehensive Plan Amendment fee (if applicable); and</li> <li>Applicants may be required by Council to provide funds to the County to hire third party consultants and/or experts necessary to assist the County in reviewing and evaluating the application.</li> </ul>
<b>O. HISTORIC PRESERVATION APPLICATIONS AND ZONING PERMITS</b>	
1. Certificate of Historic Appropriateness	\$25.00
2. Designation of Historic Property/District	\$25.00
<b>P. FEE SCHEDULE NOTES</b>	
1. Zoning and Planning Department fees that are based on acreage include highland acreage and freshwater	

<u>Service</u>	<u>Fee</u>
wetland acreage; OCRM Critical Line acreage is excluded from fee calculations.	
2. County Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of County Council.	
3. If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Charleston County Zoning and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.	
4. Zoning Verification shall include, but may not be limited to: (a) FEMA Flood Insurance Rate Map verification; (b) Review for DHEC approval; (c) Tattoo radius or manufactured home radius; and (d) The Towns of Kiawah Island, Rockville, and Meggett zoning verifications, or any other zoning verification as determined by the Zoning/Planning Director.	
5. Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.	
6. Fees for 911 street signs may be waived.	



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
ARPA – GOOD NEIGHBOR PROGRAM – MUNICIPALITY FUNDING REQUESTS
<b>MEETING NAME AND DATE:</b>
Finance Committee – 11/21/2022
<b>PRESENTER INFORMATION:</b>
Hank Amundson – Special Projects Director 5 Minutes
<b>ITEM BACKGROUND:</b>
ARPA funds were accepted and budgeted by Beaufort County Council earlier in 2022. One program is named the "Good Neighbor Program". The program sets aside an allocation of \$500,000 per municipality within the Beaufort County for their use in furthering agreed upon initiatives throughout the County.
<b>PROJECT / ITEM NARRATIVE:</b>
<p>The Good Neighbor Program was an approved use of the ARPA funds as accepted by County Council in early 2022. The Good Neighbor Program was established in an effort by the County to support the municipalities' recovery efforts with supplemental ARPA funds.</p> <p>Requests with specific uses for these funds must be made by the Municipalities. County staff will be tasked with reviewing requests prior to submission and monitoring uses and expenditures after disbursement, as required by the Federal reporting requirements.</p> <p>The City of Beaufort is requesting the second half (\$250,000) of their allocation. The proposed use is to support Affordable Housing through the newly established trust. See attached request letter.</p> <p>The Town of Hilton Head Island is requesting their full \$500,000 allocation. The proposed uses are to fund the Affordable Housing Trust Fund and create and fund a Community Development Corporation to benefit the historically underserved populations on the Island. See attached request letter.</p> <p>The City of Hardeeville has requested their full \$500,000 allocation. The use is to support joint projects coordinated and executed by the County Engineering Department. The Request Letter the referenced Intergovernmental Agreement are attached.</p>
<b>FISCAL IMPACT:</b>
ARPA funds have been allocated. These requests total \$1,250,000 and are broken down as follows: City of Beaufort - \$250,000 Town of Hilton Head Island - \$500,000 City of Hardeeville - \$500,000

**STAFF RECOMMENDATIONS TO COUNCIL:**

Staff recommends approval of these requests.

**OPTIONS FOR COUNCIL MOTION:**

Motion to approve or deny staff recommendation to disperse and monitor ARPA GOOD NEIGHBOR PROGRAM funds.

*Next Step – Move forward to County Council for a motion to approve or deny staff recommendation to disperse and monitor ARPA GOOD NEIGHBOR PROGRAM funds.*



**CITY OF BEAUFORT**

1911 Boundary Street  
Beaufort, SC 29902

William A. Prokop  
CITY MANAGER  
843-525-7070  
FAX 843-525-7013

Item 11.

October 10, 2022

Beaufort County  
Mr. Hank Amundson  
Special Projects Director  
P.O. Drawer 1228  
Beaufort, SC 29901

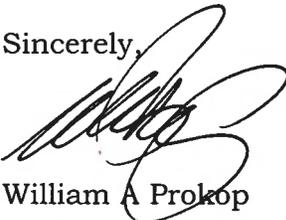
Re: Request for balance \$250,000 from ARPA Good Neighbor Fund

Dear Mr. Amundson:

Thank you for processing all the documentation for our first draw from the ARPA Good Neighbor Fund. The purpose of this letter is to request the remaining \$250,000 that we will use to cover the City of Beaufort's share of the Regional Housing Trust Fund for the initial payment and the first two years of operation.

Once received the city will issue payment to the trust fund. Any excess funds will be used towards city affordable housing needs and will be documented accordingly.

If you have any questions, please contact me.

Sincerely,  
  
William A Prokop  
City Manager

843-525-7070  
FAX (843) 525-7013

**INTERGOVERNMENTAL AGREEMENT BETWEEN BEAUFORT COUNTY, JASPER COUNTY AND CITY OF HARDEEVILLE FOR SC 170 NEAR TERM IMPROVEMENTS**

THIS INTERGOVERNMENTAL AGREEMENT (“IGA”) by and between Beaufort County, Jasper County and City of Hardeeville is made and entered into this 2nd day of June 2022.

WHEREAS, SC 170 between US 278 and SC 462, a 4.5-mile section of highway, has been identified as a corridor in need of improvement; and

WHEREAS, Lowcountry Area Transportation Study commissioned an access management study in 2019 for the corridor that identified the long-term, medium-term, and near-term improvements, of which the latter identified 7 projects.

WHEREAS, one of the projects, signal installation at SC 462, has already been installed by Beaufort and Jasper Counties; and

WHEREAS, the estimated construction cost of the remaining 6 projects identified in the near-term improvements is \$3 million (hereinafter “Project”), and

WHEREAS, Beaufort County has contracted for the design and permitting for the near-term improvements for a cost of \$208,000 and is committed to funding \$1.5 million of construction costs, and

WHEREAS, Jasper County is committed to funding \$1 million construction costs, and

WHEREAS, the City of Hardeeville is committed to funding \$500 thousand of construction costs, and

WHEREAS, construction expenditures for the project will be shared amongst the three parties at the pro-rated percentages as described below, and

WHEREAS, in the event of any project overruns to the project including but not limited to construction, construction administration, right-of-way acquisition, utility relocation, will be shared amongst the three parties at the pro-rated percentages as described below with unanimous consent of all three parties, and

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

- 1. Construction will be funded by each party as follows:

\$1,500,000 - Beaufort County	(50%)
\$1,000,000 - Jasper County	(33%)
<u>\$500,000</u> - City of Hardeeville	(17%)



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.

- 9. 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:

Cheryl Harris

\_\_\_\_\_

Joshua A. Woods

\_\_\_\_\_

Lori Pomanewi

\_\_\_\_\_

By: Eric H. Greenway

Eric Greenway, Beaufort County  
County Administrator

By: [Signature]

Andrew Fulghum, Jasper County  
County Administrator

By: [Signature]

Michael Czymbor, City of Hardeeville  
City Manager

**RESOLUTION No. 2022-5-19C**

**A RESOLUTION OF THE CITY OF HARDEEVILLE, SOUTH CAROLINA, CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH BEAUFORT COUNTY TO CONTRIBUTE FUNDING TO SC 170 TRAFFIC IMPROVEMENTS**

**WHEREAS**, the City of Hardeeville, SC wishes to provide its citizens and residents with adequate and satisfactory roadways and transportation infrastructure; and

**WHEREAS**, the SC 170 Access Management Plan has identified a need for significant improvements to the roadway; and

**WHEREAS**, the City recognizes the need for regional solutions to certain issues impacting residents, businesses and visitors to the area; and

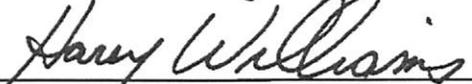
**WHEREAS**, the City of Hardeeville wishes to participate with other local jurisdictions to fund the identified near-term improvements to the roadway; and

**WHEREAS**, the City of Hardeeville wishes to contribute \$500,000 toward the construction of the improvements;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hardeeville, SC, that the City Manager is authorized to enter into an intergovernmental agreement with Beaufort and Jasper Counties to contribute funding toward the near-term SC 170 roadway improvements:

**PASSED AND ADOPTED** by the City Council of the City of Hardeeville, SC this 19th day of May 2022.

**CITY OF HARDEEVILLE, SC**

  
By: **HARRY WILLIAMS, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

  
\_\_\_\_\_  
**CITY ATTORNEY**

# TOWN OF HILTON HEAD ISLAND

One Town Center Court, Hilton Head Island, S.C. 29928  
(843) 341-4600 Fax (843) 842-7728  
www.hiltonheadislandsc.gov

John J. McCann  
Mayor

William D. Harkins  
Mayor Pro Tem

Council Members

Thomas W. Lennox  
David Ames  
Tamara Becker  
Glenn Stanford  
Alexander Brown, Jr.

Marc Orlando  
Town Manager

Beaufort County  
Attention: Hank Amundson  
100 Ribaut Road  
Beaufort, SC 29902

Dear Mr. Amundson,

At its meeting on November 1, 2022, Town Council approved a Resolution for the use of the "Good Neighbor" funds from the American Rescue Plan Act (ARPA) for Beaufort County toward the Town's participation in the Regional Housing Trust Fund and as seed funding for the Town's new Community Development Corporation in accordance with Federal Guidelines.

Specifically, the Town of Hilton Head Island intends to use the first year of funding as follows:

- \$156,815 towards the Town's participation in the Regional Housing Trust Fund
- \$343,185 towards the startup of the Community Development Corporation to address areas and neighborhoods negatively affected by the Covid pandemic

Thank you for distributing these funds to the local jurisdictions. We appreciate the partnership to serve our constituencies together.

Sincerely,



Marc Orlando, ICMA-CM  
Town Manager



**MEMORANDUM**

Mr. Hank Amundson  
Special Project Director, Beaufort County  
P.O. Drawer 1228  
Beaufort, SC 29901-1228

Dear Mr. Amundson,

The City of Hardeeville is appreciative of the opportunity to take advantage of the "Good Neighbor Fund" that Beaufort County has created to assist local communities in implementing regionally beneficial projects. The City wishes to use its \$500,000 allocation to satisfy its commitment as identified in the attached Intergovernmental Agreement.

These funds will complement other monies from Beaufort and Jasper Counties in constructing the "Near-term SC 170 Improvements". Please do not hesitate to contact me should you have any questions about this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael J. Czymbor", is written over the word "Sincerely,".

Michael J. Czymbor  
City Manager



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
ARPA - NURSING PILOT PROGRAM - PART 2 - JOINT TRAINING FACILITY FUNDING REQUEST
<b>MEETING NAME AND DATE:</b>
Finance Committee – 11/21/22
<b>PRESENTER INFORMATION:</b>
Hank Amundson – Special Projects Director 5 Minutes
<b>ITEM BACKGROUND:</b>
ARPA Funds were accepted and budgeted by Beaufort County Council in early 2022. Workforce Development and specifically, the field of Nursing, was identified as a priority to be addressed with ARPA Funds. This is step 2 of the Nursing Pilot Program Initiative.
<b>PROJECT / ITEM NARRATIVE:</b>
<p>Collaborative Nurse Training Facility – This state-of-the art Nurse Training Facility is an innovative that arose out of extensive collaboration between Beaufort Memorial Hospital, USC-Beaufort, Beaufort County, and The City of Beaufort as a necessary next step in the progression of the Nursing Pilot Program (PATH Program) launched this summer.</p> <p>This jointly funded, staffed, and utilized facility will benefit the Nursing field overall, the University in growing its programming and capabilities, The Hospital in furthering the initiative of filling the pipeline with more medical professionals, as well as the City and County by supporting public health, and generating more individuals that make solid incomes and support a good quality of life. Costs for the construction and outfitting of the facility will be shared by all four partners. This facility will greatly increase capacity to add nurses to our workforce and prepare them with a state-of-the art education within a clinical environment. They will leave ready to work on day one. This facility will also benefit the internal training of PATH Program participants.</p> <p>Finally, this facility will house a testing and certifying facility that will allow medical professions, and other fields that require certifications, to do so locally instead of travelling to testing sites outside of our County and region. The success of this type of facility and collaboration is being demonstrated in Lexington with a partnership between USC Columbia and Lexington Medical Center.</p>
<b>FISCAL IMPACT:</b>
<p>This request is for \$500,000 and is an equal contribution to the participating partners. Partners in this program are Beaufort Memorial Hospital, USC-Beaufort, and the City of Beaufort.</p> <p>Beaufort Memorial also pledges additional contingency funds to help cover construction overages and/or equipment price increases.</p> <p>Funds are available in the approved “Workforce” category of the ARPA funds received by County Council.</p>

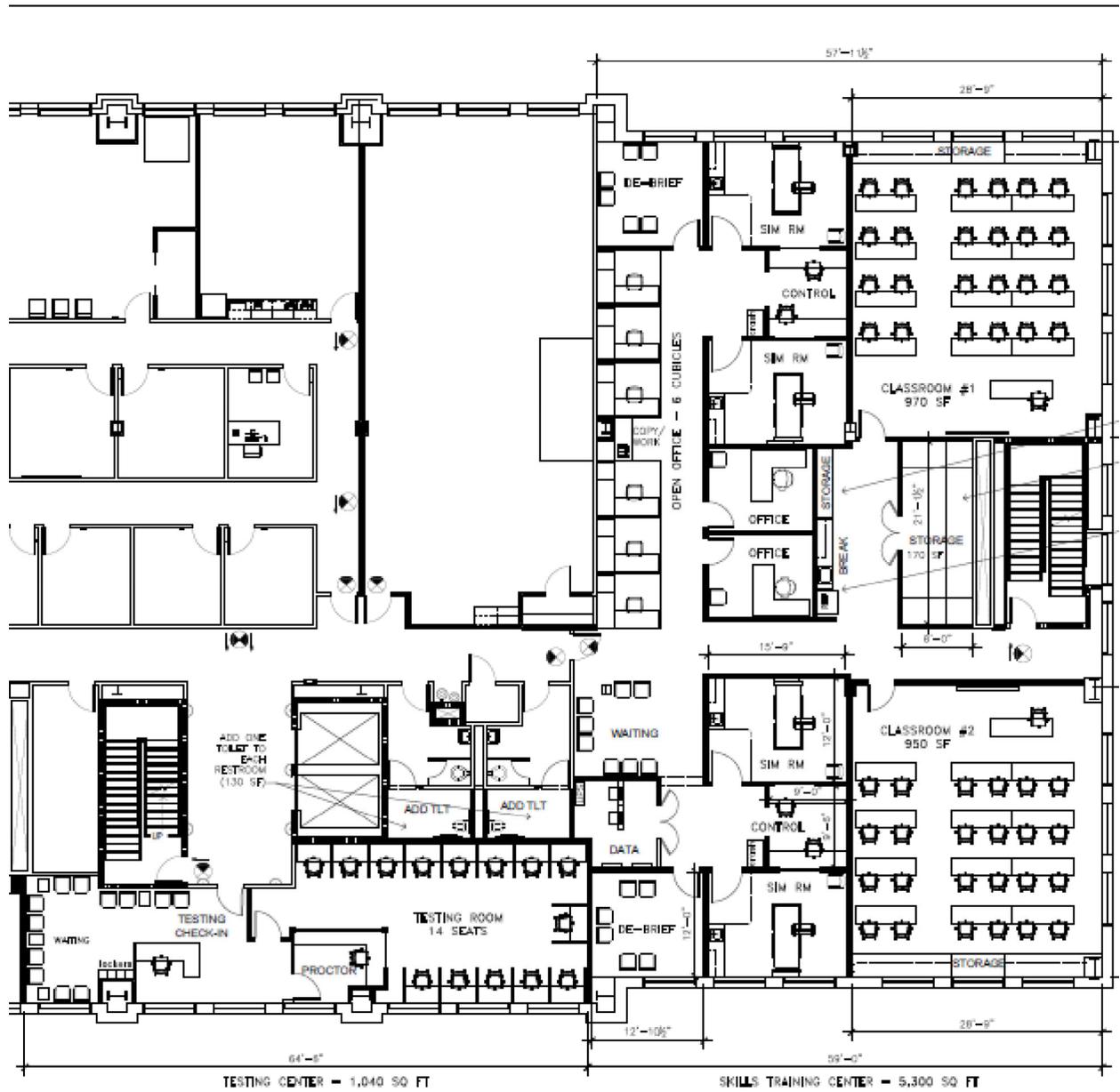
**STAFF RECOMMENDATIONS TO COUNCIL:**

Staff recommends approval of this request.

**OPTIONS FOR COUNCIL MOTION:**

Approve/Deny staff recommendation to approve the Nurse Training Facility funding request in support of the Nursing Pilot Program with ARPA funds.

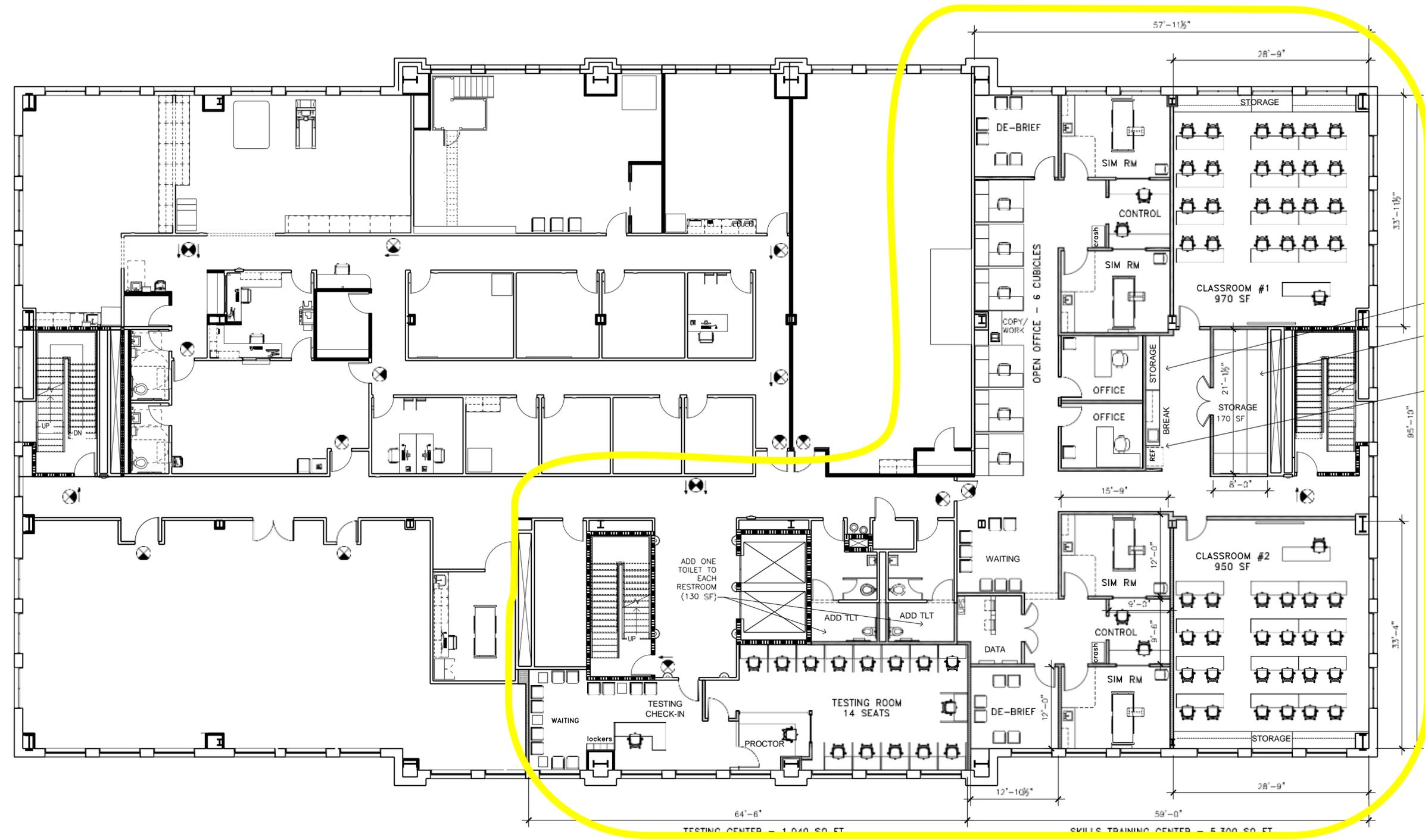
***Next Step: Move forward to County Council to approve/deny the recommended request.***



### EDUCATION SUITE - OPTION 3

SCALE: 1/8" = 1'-0"

SCALE 1/8" = 1'-0"  
1" = 8'



COURSE MATERIALS & OFFICE SUPPLIES, ETC

STORAGE CENTRAL TO EACH CLASSROOM FOR EQUIPMENT & MANNEQUINS

BREAKROOM CABINETS WITH MICROWAVE + REFRIGERATOR

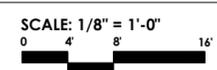
PROJECT # 2210

DRAWN BY JSA

DATE 06/27/2022  
07/21/2022  
08/02/2022

### EDUCATION SUITE - OPTION 3

SCALE: 1/8" = 1'-0"



SHEET NUMBER:



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Contract with Governmentjobs.com, Inc. (dba NEOGOV) for Recruiting and Applicant Tracking System
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting – November 21, 2022
<b>PRESENTER INFORMATION:</b>
Scott Marshall, Human Resources Director 5-10 minutes
<b>ITEM BACKGROUND:</b>
No applicable prior history or background
<b>PROJECT / ITEM NARRATIVE:</b>
<p>Staff is requesting Finance Committee approval for the County Administrator to enter into a three-year commitment with Governmentjobs.com, Inc. (dba “NEGOV) for the purpose of replacing our current Applicant Tracking System. NEOGOV is an industry leader in the public sector for workforce management platforms. We would like to replace our MUNIS legacy applicant tracking system with NEOGOV’s Recruiting Module.</p> <p>The NEOGOV product will provide enhanced connectivity for applicants as well as Human Resources and hiring managers. It will also allow us to reach a wider audience with recruitment efforts and automate initial screening of applicants while providing applicants with automated responses. In addition, it is arguably more user friendly for candidates as well as staff.</p> <p>This product was successfully demonstrated to Human Resources and Information Technology staff by the NEOGOV team. NEOGOV is on the South Carolina State Contract and is currently used by 17 other local governments in the state, to include Berkely County, the City of Charleston, Dorchester, County, Richland County and others.</p> <p>The attached order form reflects a complete solution for setup, training, implementation, and continued support for a three-year period. The total cost is \$190, 827.34, which requires Finance Committee approval.</p>
<b>FISCAL IMPACT:</b>
\$190,827.34 Source of Funds: GO Bond for Information Technology Infrastructure Upgrades
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Approval
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve the County Administrator to enter into a three-year agreement with Governmentjobs.com, Inc., for the implementation of a new recruiting and applicant tracking system.

## Exhibit A Order Form

# NEOGOV

NEOGOV

Customer:

Governmentjobs.com, Inc. (dba "NEOGOV")  
2120 Park Pl, Suite 100  
El Segundo, CA 90245  
United States  
billing@neogov.com  
Sales Rep: Vincent VanAuker

Beaufort, County of (SC)  
P.O. Box 77  
Beaufort, SC 29920-0077  
USA

Quote Valid From: 10/14/2022  
Quote Valid To: 12/31/2022

Quote Number: Q-06669  
PaymentTerms: Annual,Net 30

Employee Count: 1,235  
Order Summary

Prorated (12/1/2022-6/30/2023)

Service Description	Type	Start Date	End Date	Term Price
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)	RECURRING			\$10,859.51
Recruit Module Setup And Training	ONE-TIME			\$11,150.00
Attract Subscription	RECURRING	12/1/2022	6/30/2023	\$4,969.28
Attract Setup	ONE-TIME			\$4,000.00
New Hire Export (IN+ON Data) Subscription	RECURRING	12/1/2022	6/30/2023	\$683.05
New Hire Export (IN+ON) Setup	ONE-TIME			\$3,150.00
Single Sign On Subscription	RECURRING	12/1/2022	6/30/2023	\$524.60
Single Sign On Setup	ONE-TIME			\$1,500.00
<b>Prorated (12/1/2022-6/30/2023) TOTAL:</b>				<b>\$36,836.44</b>

## Year 1

Service Description	Type	Start Date	End Date	Term Price
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)	RECURRING			\$18,696.80
Attract Subscription	RECURRING			\$8,555.60
New Hire Export (IN+ON Data) Subscription	RECURRING			\$1,176.00
Single Sign On Subscription	RECURRING			\$903.20
<b>Year 1 TOTAL:</b>				\$29,331.60

## Year 2

Service Description	Type	Start Date	End Date	Term Price
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)	RECURRING			\$32,719.40
Attract Subscription	RECURRING			\$14,972.30
New Hire Export (IN+ON Data) Subscription	RECURRING			\$2,058.00
Single Sign On Subscription	RECURRING			\$1,580.60
<b>Year 2 TOTAL:</b>				\$51,330.30

## Year 3

Service Description	Type	Start Date	End Date	Term Price
Recruit Module Includes Insight, Onboard, Governmentjobs.com, Candidate Text Messaging (CTM)	RECURRING			\$46,742.00
Attract Subscription	RECURRING			\$21,389.00
New Hire Export (IN+ON Data) Subscription	RECURRING			\$2,940.00
Single Sign On Subscription	RECURRING			\$2,258.00
<b>Year 3 TOTAL:</b>				\$73,329.00

**ORDER TOTAL:** **\$190,827.34**

**A. Terms and Conditions**

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

**B. Special Conditions (if any).**

**"Beaufort, County of (SC)"**

Signature:

\_\_\_\_\_

Print Name:

\_\_\_\_\_

Date:

\_\_\_\_\_

