



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, May 15, 2023
3:00 PM**

AGENDA

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
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
- [5.](#) APPROVAL OF MINUTES- April 10, 2023
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.

AGENDA ITEMS

- [7.](#) BUDGET PRESENTATION BY THE BEAUFORT COUNTY SCHOOL DISTRICT
- [8.](#) BUDGET PRESENTATIONS BY THE SPECIAL FIRE DISTRICTS WITHIN BEAUFORT COUNTY
 - Bluffton Township Fire District – Chief Paul Boulware
 - Burton Fire District – Chief Harry Rountree
 - Daufuskie Island Fire District – Chief Shane Comparetto
 - Lady’s Island/ St Helena Fire District - Chief Bruce Kline

Sheldon Fire District – Chief Buddy Jones

- [9.](#) RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE YOUNG MEN’S SOCIAL CLUB AND SOUTH PINE LADIES UNION FOR A PORTION OF THE REAL PROPERTY LOCATED AT 242 AND 228 SCOTT HILL ROAD
- [10.](#) RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE PAT CONROY LITERARY CENTER, INC. FOR A PORTION OF THE REAL PROPERTY LOCATED AT 1511 NORTH STREET
- [11.](#) RECOMMEND APPROVAL OF A RESOLUTION AMENDING THE AMERICAN RESCUE PLAN ACT-FUNDED PUBLIC SAFETY RECRUITMENT INITIATIVES POLICY
- [12.](#) RECOMMEND APPROVAL OF A MOTION TO CORRECT SCRIVENER'S ERRORS IN ORDINANCE 2023/8 - TEXT AMENDMENTS TO BEAUFORT COUNTY CODE OF ORDINANCES, CHAPTER 82: IMPACT FEES, ARTICLE I, IN GENERAL; ARTICLE II, DEVELOPMENT IMPACT FEE PROCEDURES; ARTICLE III, PARKS AND RECREATION FACILITIES; ARTICLE IV, ROAD FACILITIES - SOUTHERN BEAUFORT COUNTY SERVICE AREA; ARTICLE V, LIBRARY FACILITIES; ARTICLE VI, FIRE FACILITIES; ARTICLE VII, ROAD FACILITIES - NORTHERN BEAUFORT COUNTY
- [13.](#) AGENCIES, BOARDS, AND COMMISSIONS APPOINTMENTS & REAPPOINTMENTS
14. DISCUSSION OF ELIMINATING CERTAIN AGENCIES, BOARDS, AND COMMISSIONS, AS WELL AS THE ADDITION OF AN INTERVIEW PROCESS FOR MEMBERS
15. 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 Workshop Beaufort County, SC

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

**Monday, April 10, 2023
2:00 PM**

MINUTES

Watch the video stream available on the County's website to hear the Council's discussion of a specific topic or the complete meeting. <https://beaufortcountysc.new.swagit.com/videos/223612>

1. CALL TO ORDER

Committee Chairman Lawson called the meeting to order at 2:00 PM.

PRESENT

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

ABSENT

Council Member Lawrence McElynn

2. PLEDGE OF ALLEGIANCE

Committee Chairman Lawson led the Pledge of Allegiance.

3. FOIA

Committee Chairman Lawson noted that public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. APPROVAL OF AGENDA

Motion: It was moved by Council Member Passiment, seconded by Council Member Dawson, to approve the agenda.

The Vote - The motion was approved without objection.

5. CITIZEN COMMENT PERIOD

No one came forward.

6. PRESENTATION OF PRELIMINARY BUDGET INITIATIVES - DENISE CHRISTMAS, FINANCE DIRECTOR

Please watch the video stream available on the County's website to view the citizen comments.

<https://beaufortcountysc.new.swagit.com/videos/223612?ts=69>

Director Christmas (Finance Department) briefed the Committee on Beaufort County's FY 2024 Budget.

County Administrator Greenway commented that Council would need to provide feedback on how to proceed with a potential merit-based pay increase.

Council Members Bartholomew and Passiment highlighted concerns about the merit-based pay increase proposal because of the need for training.

Committee Chairman Lawson and County Administrator Greenway discussed the provision of COLAs.

County Administrator Greenway commented on requests to develop a system to reward high-performing employees and the recommendation for an up to 3% merit-based pay increase for employees based on performance evaluations.

Council Members Howard and Tabernik commented on their support for the merit option and additional training for supervisors.

Council Member Glover commented that parameters would need to be put in place to limit the potential for subjectivity.

Council Member Dawson raised concerns about the merit option and the potential for a morale problem. County Administrator Greenway commented on how COLA could also create morale problems.

Committee Chair Lawson asked staff to continue considerations of how to implement the merit-based pay increase and create a placeholder in the budget.

Council Member Glover and Deputy County Administrator Richland discussed how longevity could be rewarded.

7. PRESENTATIONS OF BUDGETS BY ELECTED AND APPOINTED OFFICIALS

Please watch the video stream available on the County's website to view the citizen comments.

<https://beaufortcountysc.new.swagit.com/videos/223612?ts=1703>

Judge Heather Galvin (Probate Judge for Beaufort County) provided an overview of the Probate Court's budget request for \$20,000 to support professional services, including translators, internships, court reporters, etc. Judge Galvin also commented on the provision of COLAs and the potential for merit-based pay increases.

Treasurer Maria Walls presented the vision, mission, and values of the Treasurer's Office, the FY 2023 budget, and the request for \$99,700 in FY 2024 to support tax bills communication, public service announcements, and technology improvements. Treasurer Walls commented on the need for a combination of COLAs and merit-based pay increases, trustworthy supervisors, and engaged employees.

Committee Chair Lawson and Treasurer Wells discussed the request for the Treasurer's Office to have its own evaluation system and merit pay structure.

CFO Suzanne Cook (Beaufort County Sheriff's Office) discussed the FY 2024 budget request and the budget cuts that were requested by the County.

Council Member Passiment and CFO Cook discussed the revenue projections.

Committee Chairman Lawson and CFO Cook discussed the difference between the Town of Hilton Head Island's law enforcement fee revenue project of \$5,150,000 and the request for \$5,598,467.

County Administrator Greenway commented that the fee would be recalculated to ensure the necessary amount of money is raised.

Council Member Reitz asked about communication with the Town of Hilton Head Island on the potential fee increase.

Council Member Bartholomew and Sheriff Tanner discussed the 37 open positions that need to be filled.

CFO Cook commented that there would be no surplus in the budget because every dollar is being used on staff.

Council Member Tabernik and Sheriff Tanner discussed performance-based pay, COLAs, and longevity planning.

Committee Chairman Lawson recognized auditor-elect David Cadd, who will start in July. Mr. Cadd commented on his plans to promote positive collaborations with County Council and County Administration.

8. ADJOURNMENT

Adjourned: 1:05 PM

Ratified:



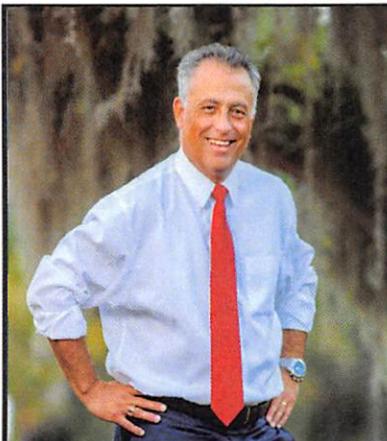
BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Budget presentation by the Beaufort County School District.
MEETING NAME AND DATE:
Finance Committee 05/15/2023
PRESENTER INFORMATION:
Tonya Crosby – Chief Financial Officer 15-30 minutes.
ITEM BACKGROUND:
The Beaufort County School District will present their Fiscal Year 2024 Operating and Debt Service Budgets.
PROJECT / ITEM NARRATIVE:
The Beaufort County School District will present their Fiscal Year 2024 Operating and Debt Service Budgets.
FISCAL IMPACT:
The presentations will outline amounts needed for operations and debt service for Fiscal Year 2024 that will be included in a Beaufort County School District Budget Ordinance.
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommends approval of budget presented.
OPTIONS FOR COUNCIL MOTION:
Motion to approve Beaufort County School District’s Budgets. Move forward to Council for First Reading/Approval/May 22, 2022.



Beaufort County School District

Proposed Budget 2023-2024



Dear Community Members:

Because of YOU, Beaufort County School District (BCSD) has made great strides. **Our district now boasts the highest starting teacher salary in South Carolina.**

Education is a labor intensive endeavor. Amidst the many educational challenges facing the nation, BCSD has experienced dramatic increases in operating costs: fuel, materials, and the cost of labor. Food and housing costs in Beaufort County have also risen at extreme rates.

The operating budget was developed with a top priority in mind:

To lead South Carolina education as an exemplary district by attracting and maintaining high quality educators and staff to continuously focus on and grow students

This chief aim (or essential priority) enables us to focus on recruiting and keeping superior educators and support staff, solidifying our District’s commitment to continuous improvement.

Notable expenditure increases include:

- \$3,000 increase for all teachers paid on the BCSD teacher salary schedule (\$1,000 of this increase will move from the locality supplement) plus a step increase to improve the District’s ability to recruit and retain staff;
- For the third consecutive year, we are supporting our most experienced teachers by adding a step on the teacher salary schedule, moving the max step from 26 to 27;
- Funding to continue payment of the salary recommendations from the Classified, Professional and Administrative Salary Study that was implemented in January 2023 to maintain our competitive pay rates;
- Proposed increases for all other employees to receive a 2% cost of living increase plus a step; and
- Funding to meet state-mandated healthcare and retirement costs.

The increases in this budget are strategic and position the District to keep building the capacity of our teachers to help students reach their highest potential. I encourage you to support this budget. By investing in our educators and staff, you are investing in the community’s most valued priority for the future, our students.

Sincerely,

Frank Rodriguez, Ph.D.

Proud Superintendent of Beaufort County School District

Budget at a Glance

Operating Budget	
2023	\$298,133,593
2024	\$320,412,978
Proposed Increase	\$22,279,385
% Increase	7.5%

Investments

Teacher Pay Increases.....	\$7.2M
Other Pay Increases.....	\$4.3M
Benefit Cost Increases.....	\$6.1M
New Positions.....	\$1.1M
Operational Increases.....	\$3.6M

Funding

Current Operations Millage	125.6
Proposed New Millage:	4.4
Proposed Operations Millage	130.0

Existing local and state dollars will be utilized to fund \$15.7M of the cost increases in this budget.

A tax increase of four (4.4) mills will be needed to fully fund this budget.



PROPOSED GENERAL FUND BUDGET

Fiscal Year 2023-2024

County Council Finance Committee
May 15, 2023

BEAUFORT COUNTY SCHOOL DISTRICT

Frank Rodriguez, Ph.D., Superintendent
Tonya Crosby, CPA, Chief Financial Officer

Where Learning Leads the Way!

Great Things Happening

- BCSD obtained the #1 position for starting teacher salaries in South Carolina
- Grants
- Offering programs at no cost to students & families
- Collaboration with Community Partners
- Completion of Referendum Projects



Challenges

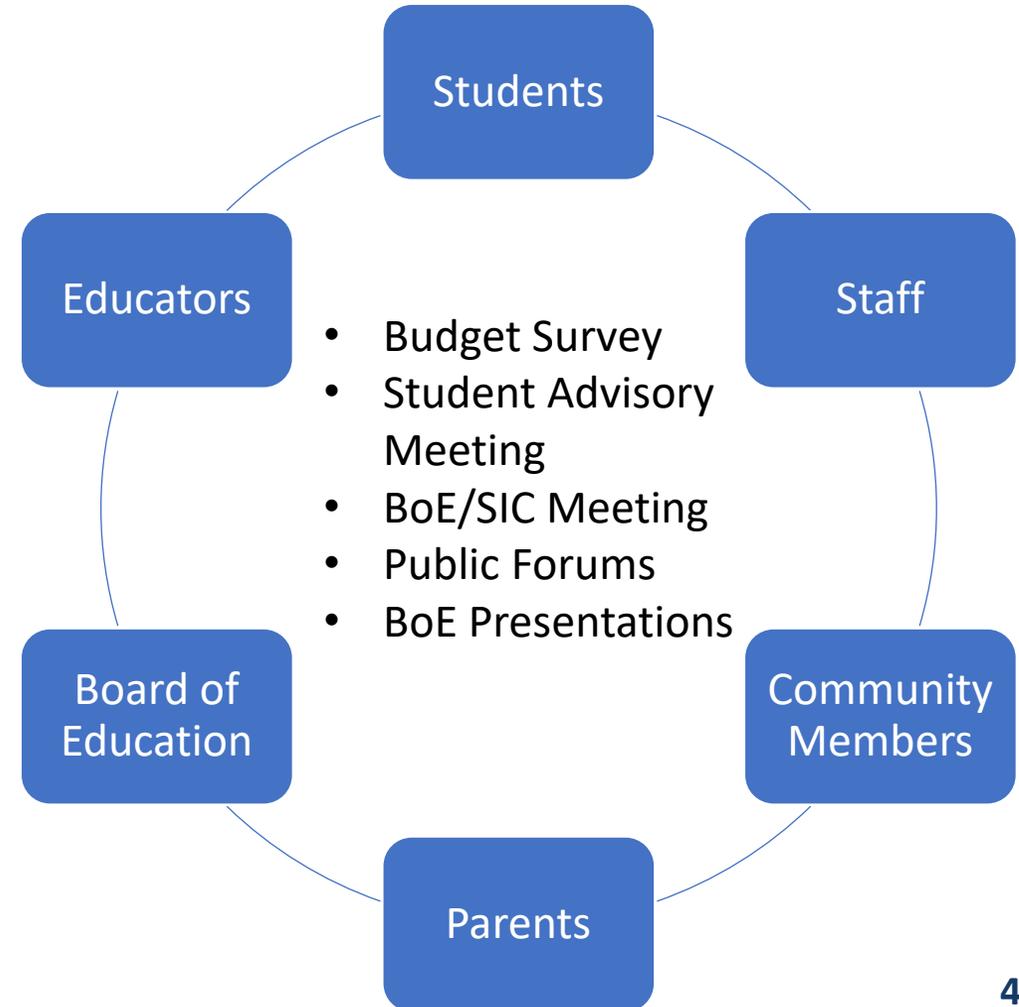
- Labor Shortage
- Affordable and Available Housing
- Rising Health Care
- Fuel
- Food
- Child Care
- Supply Chain



Stakeholder Input



May 15, 2023



Budget Survey/Forum Feedback

Compensation

- Teacher Pay
- Other Employee Pay
- Sick Leave

Communication

- Public Engagement
- Relationships
- Values



Climate

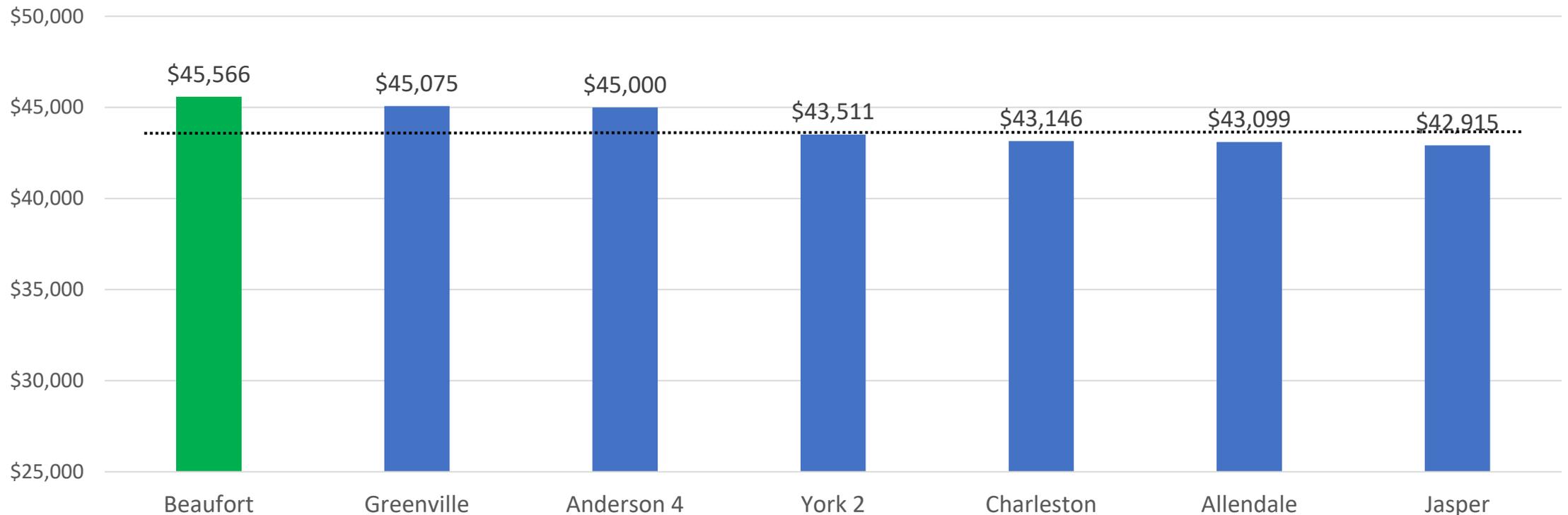
- Working Conditions
- Mental Health Awareness
- Classroom Support

Leadership

- Accountability
- Investment
- Action



Recruiting and Retention



**Data Source: Fiscal Year 2022-2023 District Minimum Salary Schedule – SC Department of Education*

Budget Goals

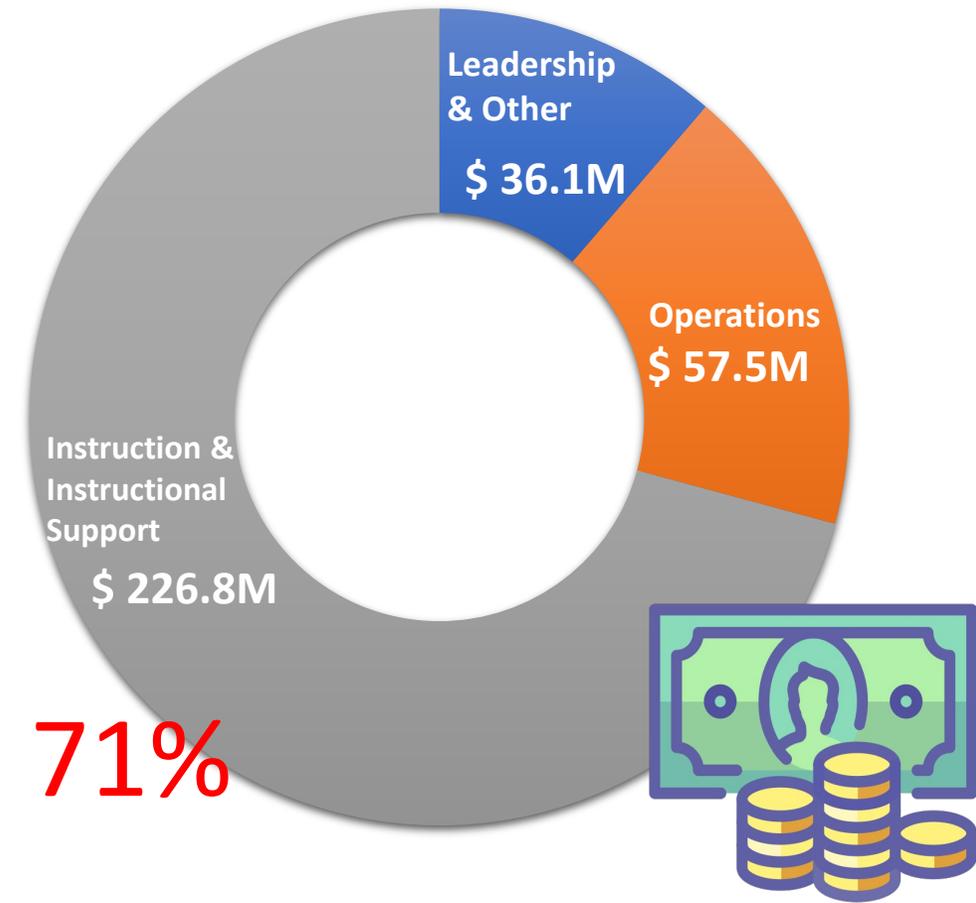


- Maintain BCSD teachers' salaries at #1 in the state
- Continue to advocate for state funding
- Maintain competitive salaries for Classified Professional, & Administrative employees
- Maintain Aa1 credit rating and sufficient cash reserves to reduce/eliminate the need for a Tax Anticipation Note (OE 5.2)



Budget by Category

**Total Preliminary
Budget = \$320,412,978**





Summary of 2023-2024 Increases

	Amount (in millions)	% of Total Inc/De
2022-2023 Budget	\$298.1	
Employee Compensation Increases	17.6	79%
School Staffing Allocations	1.1	4.9%
Operational Increases	4.0	17.9%
Charter School	(0.4)	(1.8%)
2023-2024 Proposed Budget	\$320.4	

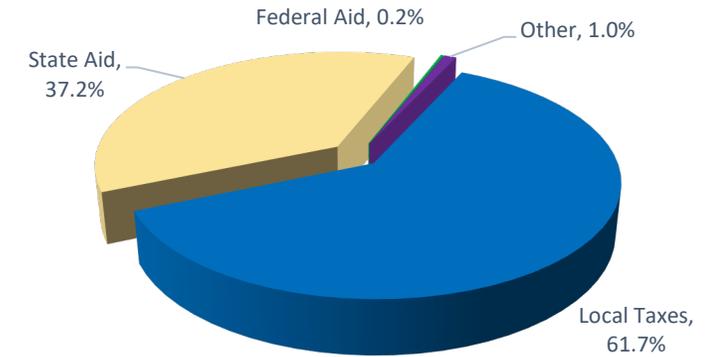
Increase of \$ 22.3M
7.5%



Proposed Revenues

Projected Revenue for FY24:

Local Revenue	\$190,980,995
State Revenue	\$119,077,940
Federal Revenue	\$650,000
Transfers In	<u>\$ 3,100,000</u>



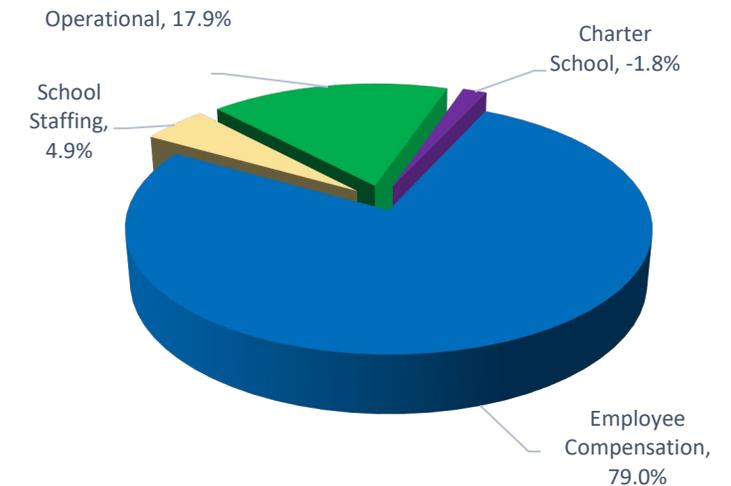
Total Projected Revenue for FY23	\$313,808,935
Additional Millage Proposed (4.4 mills)	<u>\$6,604,043</u>
Revenues to Support Proposed Expenditures	\$320,412,978

**Estimated value of the Mill = \$1,500,916/mill*

Proposed Expenditures

Proposed Expenditures for FY24:

Employee Compensation Increases	\$ 17,592,619
School Staffing Allocations	\$ 1,102,180
Operational Increases	\$ 3,989,595
Charter School Increases	<u>\$ (405,009)</u>

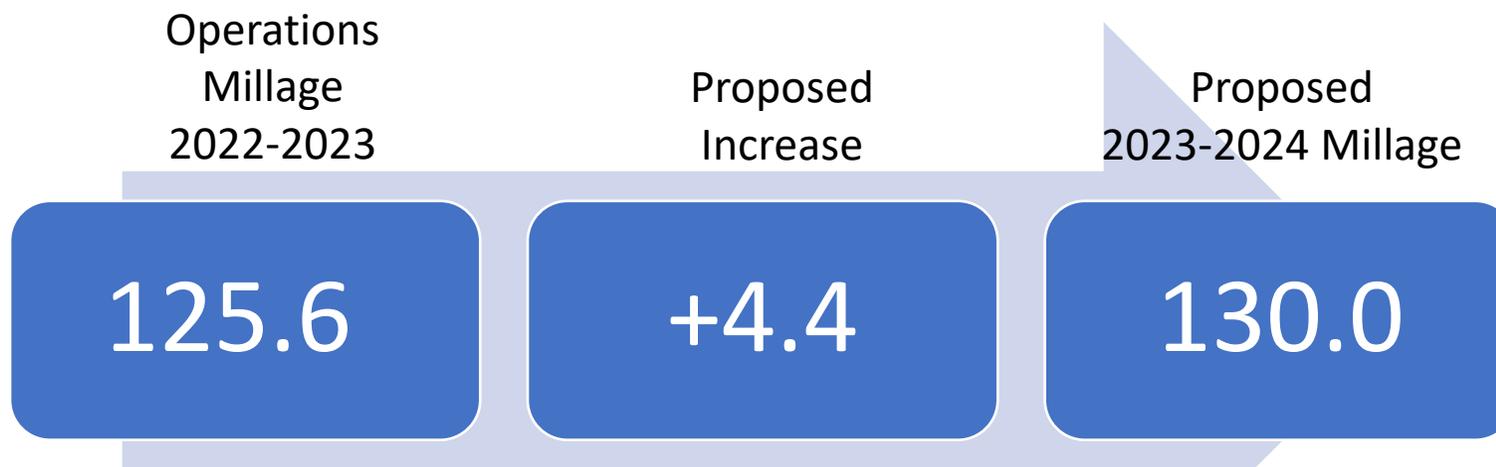


Approved Expenditures for FY23	\$298,133,593
Subtotal of Increases	<u>\$ 22,279,385</u>
Total Proposed Expenditures for FY24	\$320,412,978

**Based on SC House Budget Proposal*

School Operation Millage (Pre-Rollback)

Increased millage needed to fund the budget 4.4 mills



Note: The above millage rates precede the rollback millage calculation and are subject to change.

**No increase for debt service millage*



Available Millage under State Law

			Mills
Current Millage (Pre-Rollback)			125.6
CPI	8.00%		
Growth	<u>2.61%</u>		
	10.61%		
New Mills Available		13.3	
Prior Years Mills Unused (Lookback)		<u>4.7</u>	
Total Millage Increase Available			<u>18.0</u>
Total Millage Available (Pre-Rollback)			143.6

Note: The above millage rates precede the rollback millage calculation and are subject to change.

Impact on the Taxpayer*



	Scenario 1	Scenario 2
Median Home Value	\$250,000	\$400,000
Additional Mills	4.4	4.4
Assessment Ratio (for nonowner-occupied home)	6%	6%
Additional Tax per Year	\$66	\$106

In the first scenario, a non-owner occupied (6%) homeowner with a median home value of \$250,000 would have an estimated tax increase of \$66 per year. The second scenario estimates the impact on a home with a value of \$400,000. A \$40,000 vehicle would have an estimated tax increase of \$10.56 per year.

*School District Operations taxes are applicable to nonowner-occupied homes, businesses and motor vehicles. These rates are not applicable to primary homeowners.



2023-2024 Budget Schedule

County Council Finance Committee

May 15, 2023

Board Meeting (Proposed Certification)

May 16, 2023

County Council Readings

May 22, 2023 - First Reading

June 12, 2023 - Second Reading

June 26, 2023 - Third Reading



budget@beaufort.k12.sc.us

Proposed General Fund Budget

FISCAL YEAR 2023-2024



May 15, 2023

BEAUFORT COUNTY SCHOOL DISTRICT
Beaufort, South Carolina
Frank Rodriguez, Ph.D., Superintendent
Tonya Crosby, CPA, Chief Financial Officer



**Beaufort County School District
2023-2024 Proposed General Fund Budget Information**

Proposed State Increases and Budget Priorities to Align with District Strategic Goals

The information following provides further explanation of the major increases and decreases proposed in this budget. Each budget item has been tied with a strategic goal in the Beaufort County School District Strategic Plan. The Strategic Goals may be found below:

Strategic Goals

- I Student Achievement*
- II Teacher & Administrator Quality*
- III School Climate*
- IV Gifted & Talented*

Proposed State Increases

Increase to State Minimum Salary Schedule (SG II) **\$5,614,967**

The House version of the state budget includes a \$2,500 increase to the teacher State Minimum Salary Schedule. The FY 24 budget includes a \$3,000 increase to provide a new BCSD teacher Minimum Salary of \$48,566.

Teacher Salary Step (SG II) **\$2,870,271**

This budget includes the FY 24 step increase mandated by the state. The value of the step increase is an average of 2% of the teacher’s base salary.

State Health Insurance Increase (SG II) **\$1,678,848**

A 3.7% increase to the employer’s share of the State Health Insurance premiums will be effective January 1, 2024. Costs are adjusted to account for the affected six-month period.

State Retirement Increase (SG II) **\$1,617,670**

The employer’s share of state retirement employer contribution will increase by 1.0% in FY 24. The rate will adjust from 23.81% to 24.81%, effective July 1, 2023.

Bus Driver State Mandated Increase (SG II) \$522,222

The legislature has proposed a 25% increase to all cells of the State Bus Driver’s Salary Schedule. If approved, the increase will equate to an average 13% increase to the BCSD Bus Driver’s Salary Schedule.

Other Compensation Increases

Compensation Study- ADM/CLAS employees (SG II) \$3,582,135

To provide funding for the full implementation of recommendations in the support staff compensation study;

2% COLA for ADM/CLAS/PROF (SG II) \$1,233,103

To provide a cost of living increase for classified, professional and administrative staff;

FY 24 Salary Step Increase – ADM/CLAS/PROF (SG II) \$1,202,878

To provide a step increase for classified, professional and administrative staff;

Addition of Step 27 to Teacher Salary Schedule (SG II) \$246,393

To ensure that our most experienced teachers will be moved an additional step, step 27 has been added to the certified salary schedule. This provides a step increase for all teachers.

Additional Employee Compensation/Payouts (SG II) \$1,911,031

To provide funding that supports employee incentives such as Paid Parental Leave, Sick-Leave Payouts, and stipends;

Staffing Allocations

Certified/SPED Teaching Positions (SG I) \$1,102,180

To fund additional teachers in schools to support Career Technology and Multi-Language Learners and the growing population of students identified with disabilities;

Instructional Support Positions (SG II) \$103,740

To address a need for instructional support in mathematics at the elementary level;

Operational Expenditure Increases

Service Providers/Supply Contracts (SG III) \$566,118

To provide funding for the increase in service and supply contracts including Grounds, Custodial, Maintenance and other purchased services. All significant multi-year contracts have an inflationary clause that caps any increase at 3%;

Substitute Contracted Services (SG II) \$660,937

To provide for an increased need for substitute support, outsourced services have been utilized. This service contract provides substitutes and is now filling paraprofessional vacancies.

Security Contracted Services (SG II) \$407,989

To provide for an increased cost of security support, outsourced services have been utilized. This service contract provides armed security guards at 17 Elementary schools and the District Office as well as. A cost of living increase is also provided for contracted SRO's.

Professional Development (SG III) \$45,684

To provide for professional development requirements for teachers, support staff and administrators, inclusive of the costs of registration, travel and dues to professional organizations;

Pupil Activities (SG III) \$155,945

To provide increased resources to support student activities;

Property Insurance (SG III) \$381,524

To provide funding for property and casualty insurance for the properties that serve the students and faculty of the District;

Utilities (SG II) \$193,159

To provide funding for anticipated cost increases due to the impact of inflation;

Supplies and Materials (SG III) \$171,604

To provide additional supply allocations to schools due to increased enrollment;

Other Increases/Decreases

Charter School Allocation Decrease (SG I) (\$405,009)

The General Fund allocation is determined per the state formula as specified in S.C Code Ann. Section 59-40-140. The decrease resulted from a higher total number of weighted students district-wide, which decreases the Charter School's per pupil allocation.

**Beaufort County School District
Multi-Year Comparison 2022, 2023 and 2024**

**Comparative Budgeted
Revenues and Expenditures
General Fund**

	FY 21-22 Audited	FY 22-23 Original Budget	FY 22-23 Projected Actual	FY 23-24 Proposed Budget	Variance with FY23 Orig Budget	% Change with FY23 Orig Budget
Revenue:						
Local Revenue:						
Property Taxes	\$ 168,337,424	\$ 178,132,206	\$ 184,819,016	\$ 195,919,037	\$ 17,786,831	10%
Other Local	1,974,373	1,736,200	1,926,000	1,666,000	(70,200)	-4%
Total Local Revenue	170,311,797	179,868,406	186,745,016	197,585,037	17,716,631	10%
State Revenue:						
Education Finance Act	\$ 16,413,336			\$ -	\$ -	0%
Fringe Benefits / Retiree Insurance	13,866,909	6,678,358	6,957,194	7,956,359	1,278,001	19%
Sales Tax - Owner Occupied	48,441,909	49,163,783	49,665,160	49,163,783	-	0%
Reimbursement for Local Property Tax Relief	7,036,261	7,036,262	7,036,261	7,036,262	-	0%
State Aid to Classrooms*	7,437,249	37,482,172	39,679,971	46,586,950	9,104,778	24%
Other State Revenue	5,405,456	5,120,753	5,504,564	8,334,587	3,213,834	63%
Transfer from Special Revenue Fund EIA	7,226,763	7,133,859	-	-	(7,133,859)	-100%
Transfer from Other Funds	3,403,288	5,000,000	3,422,109	3,100,000	(1,900,000)	-38%
Total State Revenue	109,231,171	117,615,187	112,265,259	122,177,941	4,562,754	4%
Federal Revenue:						
PL 874 (Impact Aid)	\$ 77,155	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	0%
Other Federal Revenue (E-Rate)	581,218	575,000	575,000	575,000	0	0%
Total Federal Revenue	658,373	650,000	650,000	650,000	0	0%
Total General Fund Budgeted Revenues	\$ 280,201,341	\$ 298,133,593	\$ 299,660,275	\$ 320,412,978	\$ 22,279,385	7%
Expenditures:						
Salary and Benefits	\$ 215,344,780	\$ 236,407,847	\$ 236,407,847	\$ 255,102,646	18,694,799	8%
Non-salary	58,274,655	61,725,746	61,725,746	65,310,332	3,584,586	6%
Total expenditures	\$ 273,619,435	\$ 298,133,593	\$ 298,133,593	\$ 320,412,978	\$ 22,279,385	7%
Add to/(Use of) Fund Balance	6,581,906	-	1,526,682	-	-	
Beginning Fund Balance	\$ 50,550,294	\$ 57,132,200	\$ 57,132,200	\$ 58,658,882		
Ending Fund Balance	57,132,200	57,132,200	58,658,882	58,658,882		
Fund Balance as % of Next Year's Expenditures	19.2%	19.2%	18.3%	17.8%		
Number of Days of Operations	69.9	69.9	66.8	64.4		
Operations Millage	121.6	125.6	125.6	130.0		

*State's New Funding Formula dictates that EFA is replaced by State Aid to Classrooms.

BEAUFORT COUNTY SCHOOL DISTRICT
PRELIMINARY DETAIL BUDGET BY IN\$ITE CATEGORY-FY2024

		FY22 Actual	FY23 Original Budget	FY24 Requested Budget	% Change from Original	Footnote
1 Instruction & Instructional Support						
General Instruction						
111	Kindergarten Programs	9,774,847	11,159,761	11,850,048	6.19%	1
112	Primary Programs	29,252,565	30,330,631	32,401,547	6.83%	1
113	Elementary (Middle School) Programs	46,503,205	48,505,734	50,863,849	4.86%	1
114	High School Programs	34,449,849	37,009,643	38,990,119	5.35%	1
115	Vocational Programs	6,301,641	6,781,447	7,901,804	16.52%	1
117	Driver Education Programs	227,888	242,539	249,246	2.77%	1
118	Montessori Programs	1,130,990	1,226,015	1,311,295	6.96%	1
	Total General Instruction	127,640,984	135,255,770	143,567,908	6.15%	
Exceptional Programs						
120	Special Education Programs	19,995,475	22,575,413	25,176,202	11.52%	1
Preschool Programs						
135	PreSchool Handicapped Self-Contained (3 and 4 Yr)	142,827	157,326	172,344	9.55%	1
137	PreSchool Handicapped Speech (3 and 4 Yr)	867,431	1,072,853	1,253,385	16.83%	1
139	Early Childhood Programs	4,364,321	4,721,389	5,159,990	9.29%	1
	Total Preschool Programs	5,374,580	5,951,568	6,585,719	10.66%	
Special Programs						
141	Gifted and Talented Academic	3,203,299	3,478,683	3,677,020	5.70%	1
144	International Baccalaureate	118,174	199,604	171,000	-14.33%	1
145	Homebound	182,849	135,142	177,460	31.31%	2
148	Gifted and Talented Artistic	18,089	56,000	101,000	80.36%	1
	Total Special Programs	3,522,411	3,869,429	4,126,480	6.64%	
Other Exceptional Programs						
162	Limited English Proficiency	5,671,011	6,732,411	7,363,036	9.37%	1,3
	Total Exceptional Programs	5,671,011	6,732,411	7,363,036	9.37%	
Summer School Programs						
173	High School Summer School	0	0	0	0.00%	4
175	Instructional Programs Beyond Regular School Day	1,501	3,150	2,250	-28.57%	4
	Total Summer School Programs	1,501	3,150	2,250	-28.57%	
Adult Education						
181	Adult Basic Education Programs	109	0	0	0.00%	4
183	Adult Secondary Education Programs	0	0	0	0.00%	4
188	Parenting/Family Literacy	82,807	70,432	77,085	9.45%	1
	Total Adult Education	82,916	70,432	77,085	9.45%	
Pupil Activity						
190	Instructional Pupil Activity	90,513	120,139	133,714	11.30%	5
	Total Pupil Activity	90,513	120,139	133,714	11.30%	
Support Services - Students						
211	Attendance and Social Work	3,706,812	4,150,730	4,929,754	18.77%	6

BEAUFORT COUNTY SCHOOL DISTRICT
PRELIMINARY DETAIL BUDGET BY IN\$ITE CATEGORY-FY2024

		FY22 Actual	FY23 Original Budget	FY24 Requested Budget	% Change from Original	Footnote
212	Guidance Services	6,159,725	6,923,291	7,441,948	7.49%	6
213	Health Services	2,480,461	2,783,519	3,188,463	14.55%	6
214	Psychological Services	1,350,188	1,793,136	1,803,679	0.59%	6
217	Career Specialist Services	89,495	104,437	16,122	-84.56%	7
	Total Support Services-Students	13,786,681	15,755,113	17,379,966	10.31%	
Support Services - Instructional Staff						
221	Improvement of Instruction Curriculum Development	8,602,057	10,391,435	11,862,862	14.16%	6
222	Literacy and Media Services	4,469,169	4,663,297	4,974,893	6.68%	1
224	Improvement of Instruction Inservice and Staff Training	435,175	663,314	769,047	15.94%	6
	Total Support Services-Instructional Staff	13,506,401	15,718,046	17,606,802	12.02%	
Support Services - Central						
262	Planning	105,420	5,900	6,802	15.29%	6
	Total Support Services-Central	105,420	5,900	6,802	15.29%	
Support Services - Pupil Activity						
271	Pupil Services Activities	4,602,120	4,390,916	4,770,850	8.65%	8
	Total Support Services-Pupil Activity	4,602,120	4,390,916	4,770,850	8.65%	
2 Operations						
Finance and Operations						
252	Fiscal Services	2,324,729	2,509,447	2,855,289	13.78%	6
254	Operation and Maintenance of Plant	27,413,999	28,164,029	29,077,786	3.24%	9
255	Student Transportation	7,472,951	7,936,312	8,858,430	11.62%	10
256	Food Services	0	0		0.00%	
258	Security	2,040,811	2,342,704	2,776,310	18.51%	11
	Total Finance and Operations	39,252,491	40,952,492	43,567,815	6.39%	
Support Services - Central						
264	Staff Services	4,479,349	5,501,561	5,787,931	5.21%	6
266	Technology and Data Processing Services	5,970,991	6,738,508	8,149,650	20.94%	6
	Total Support Services-Central	10,450,339	12,240,069	13,937,581	13.87%	
3 Leadership						
Support Services - Instructional Staff						
223	Supervision of Special Programs	529,887	771,553	1,011,971	31.16%	16
	Total Support Services-Instructional Staff	529,887	771,553	1,011,971	31.16%	
Support Services -General Administration						
231	Board of Education	576,209	728,947	807,027	10.71%	
232	Office of the Superintendent	475,794	475,886	566,981	19.14%	6
233	School Administration	19,191,746	21,840,094	23,127,104	5.89%	6
	Total Support Services-General Administration	20,243,749	23,044,927	24,501,112	6.32%	
Facilities & Operations						
253	Facilities Acquisition and Construction	49,305	44,647	47,375	6.11%	
	Total Finance and Operations	49,305	44,647	47,375	6.11%	
Support Services - Central						
263	Information Services	452,521	587,380	871,081	48.30%	12
	Total Support Services-Central	452,521	587,380	871,081	48.30%	

BEAUFORT COUNTY SCHOOL DISTRICT
PRELIMINARY DETAIL BUDGET BY IN\$ITE CATEGORY-FY2024

		FY22 Actual	FY23 Original Budget	FY24 Requested Budget	% Change from Original	Footnote
Charter School and Other Charges						
412	Payments to Other Governmental Units	150,851	75,000	115,000	53.33%	
416	LEA Payments to Public Charter Schools	7,948,760	9,839,238	9,434,229	-4.12%	13
421	Interfunded Transfers - Special Revenue	-	-	-	0.00%	
425	Interfund Transfers - Food Service	110,000	110,000	110,000	0.00%	
Total Other Charges		8,209,611	10,024,238	9,659,229	-3.64%	
Debt Service						
500	Debt Service	51,519	20,000	20,000	0.00%	14
Total Debt Service		51,519	20,000	20,000	0.00%	
Grand Total		273,619,435	298,133,593	320,412,978	7.47%	

Footnotes:

- 1 \$3,000 teacher increase plus step and increased Certified step to 27 years including benefits
- 2 Continued increases due to residual impact of Pandemic
- 3 Additional positions to transition to mandatory 60 to 1 student to teacher ratio
- 4 Funded in Special Revenue Funds
- 5 Field trips, increased fuel costs
- 6 Step and FY24 2% COLA including benefits
Career Development Facilitator position moved from General Fund to Special Revenue EIA - Fund 303
- 7 School athletics allocations and increases in benefits costs
- 8 Annual energy and other contractual increases
- 9 State mandated increases for bus drivers and operational increases - fuel, repairs, etc.
- 10 Annual increases for security and SRO services
- 12 Step and FY24 2% COLA including benefits; Additional departmental expenses due to assuming FOIA and District Celebration responsibilities
- 13 Reduction to allocation based on state mandated formula
- 14 Decrease due to reduction in TAN borrowing as a result of increased Fund Balance



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Budget presentation by the Special Districts within Beaufort County
MEETING NAME AND DATE:
Finance Committee 05/15/2023
PRESENTER INFORMATION:
Bluffton Township Fire District – Chief Paul Boulware Burton Fire District – Chief Harry Rountree Daufuskie Island Fire District – Chief Shane Comparetto Lady’s Island/ St Helena Fire District Chief Bruce Kline Sheldon Fire District – Chief Buddy Jones 5-10 minutes each, 45-50 minutes total.
ITEM BACKGROUND:
The Fire Districts will present their Fiscal Year 2024 Operating and Debt Service Budgets.
PROJECT / ITEM NARRATIVE:
The Fire Districts will present their Fiscal Year 2024 Operating and Debt Service Budgets.
FISCAL IMPACT:
The presentations will outline amounts needed for operations and debt service for Fiscal Year 2024 that will be included in the Beaufort County Budget Ordinance.
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommends approval of budgets presented.
OPTIONS FOR COUNCIL MOTION:
Motion to approve Fire District’s Budgets to be included with Beaufort County 2024 Budget Ordinance. Move forward to Council for First Reading/Approval/May 22, 2022.

Bluffton Township Fire District
Fiscal Year 2024 Proposed Budget
 5/5/2023

	FY 2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
Operations Millage Rate	24.20	25.60	25.60	24.10
Operations Mill Value	719,625.00	735,000.00	757,050.00	862,367.00
Revenues				
Ad Valorem Taxes	\$ 17,414,925	\$ 18,816,000	\$ 19,380,480	\$ 20,783,045
Fees, Interest	\$ 224,714	\$ 200,000	\$ 200,000	\$ 200,000
Grant Revenue	270,832	-	-	-
Total Revenues	17,910,471	19,016,000	19,580,480	20,983,045
Expenditures				
Salaries Regular (includes OT)	11,117,469	12,113,044	12,288,541	13,274,598
Benefits	4,638,907	4,806,028	4,965,874	5,201,747
Purchased Services	1,778,482	1,803,005	1,854,256	1,935,682
Supplies	106,698	151,485	210,000	210,000
MCIP Contribution	89,609	85,000	85,000	87,174
	-	-	-	-
Total Expenditures	17,731,165	18,958,562	19,403,671	20,709,201
Increase (Decrease) in Fund Balance	179,306	32,438	176,809	273,844
Fund Balance, Beginning	\$ 4,060,730	\$ 4,240,036	\$ 4,240,036	\$ 4,416,845
Fund Balance, Ending	\$ <u>4,240,036</u>	\$ <u>4,272,474</u>	\$ <u>4,416,845</u>	\$ <u>4,690,689</u>
FTE's:				
Administrative	24	24	24	25
Firefighter	141	147	147	150
Total	165	171	171	175
Annual Debt Service Required	\$ 850,000	\$ 980,000	\$ 991,000	\$ 1,650,000
Debt Millage Rate	1.60	1.50	1.50	1.90
Total Tax Rate (Ops + Debt)	25.80	27.10	27.10	26.00

Burton Fire District

Fiscal Year 2024 Proposed Budget

	FY 2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
Operations Millage Rate	70.33	73.50	73.50	69.10
Operations Mill Value	78,536.00	79,738.00	79,738.00	94,066.00
Revenues				
Ad Valorem Taxes	\$ 5,605,581	\$ 5,860,743	\$ 5,860,743	\$ 6,499,961
Impact Fees	120,000	-	-	200,000
Uses of prior year fund balance				7,565
Total Revenues	<u>5,725,581</u>	<u>5,860,743</u>	<u>5,860,743</u>	<u>6,707,526</u>
Expenditures				
Salaries Regular (includes OT)	3,165,836	3,392,952	3,392,952	3,733,332
Benefits	1,677,024	1,803,025	1,803,025	1,982,994
Purchased Services	632,450	467,400	467,400	487,000
Supplies	190,000	199,200	199,200	221,200
Capital Improvements				283,000
Total Expenditures	<u>5,665,310</u>	<u>5,862,577</u>	<u>5,862,577</u>	<u>6,707,526</u>
Increase (Decrease) in Fund Balance	60,271	204,701	334,724	-
Fund Balance, Beginning	<u>\$ 204,961</u>	<u>\$ 409,662</u>	<u>\$ 409,662</u>	<u>\$ 744,386</u>
Fund Balance, Ending	<u><u>\$ 409,662</u></u>	<u><u>\$ 409,662</u></u>	<u><u>\$ 744,386</u></u>	<u><u>\$ 744,386</u></u>
FTEs:				
Administrative	2	2	3	3
Firefighters / EMTs	53	53	53	56
Total	<u>55</u>	<u>55</u>	<u>56</u>	<u>59</u>
Annual Debt Service Required	\$ 385,268	\$ 333,574	\$ 333,574	\$ 363,574
Debt Millage Rate	5.10	5.10	5.10	3.90
Total Tax Rate (Ops + Debt)	75.40	77.70	77.70	73.00

Daufuskie Island Fire District
Fiscal Year 2024 Proposed Budget
Presentation : 5/15/2023

	FY 2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
Operations Millage Rate	62.00	66.00	66.00	61.20
Operations Mill Value	18,840.00	20,363.00	20,363.00	23,620.00
Revenues				
Ad Valorem Taxes	\$ 1,168,080	\$ 1,343,958	\$ 1,343,958	\$ 1,445,544
Total Revenues	<u>1,168,080</u>	<u>1,343,958</u>	<u>1,343,958</u>	<u>1,445,544</u>
Expenditures				
Salaries Regular (includes OT)	693,289	830,326	825,300	876,917
Benefits	353,830	349,466	349,466	376,062
Purchased Services & Supplies	104,843	164,166	164,166	192,565
Approved Reserve Fund Expenses	85,774		36,075	
Total Expenditures	<u>1,237,736</u>	<u>1,343,958</u>	<u>1,375,007</u>	<u>1,445,544</u>
Increase (Decrease) in Fund Balance	(69,656)	-	(31,049)	-
Fund Balance, Beginning	<u>\$ 567,289</u>	<u>\$ 552,625</u>	<u>\$ 552,625</u>	<u>\$ 521,576</u>
Fund Balance, Ending	<u>\$ 552,625</u>	<u>\$ 552,625</u>	<u>\$ 521,576</u>	<u>\$ 521,576</u>
FTEs:				
Administrative	2	2	2	2
Firemen	<u>9</u>	<u>12</u>	<u>12</u>	<u>12</u>
Total	11	14	14	14
Annual Debt Service Required	\$ -	\$ -	\$ -	\$ -
Debt Millage Rate	-	-	-	-
Total Tax Rate (Ops + Debt)	-	-	-	-

Lady's Island-St. Helena Fire District

Fiscal Year 2024 Proposed Budget

	FY 2022 Actual	FY2023 Budget	FY2023 Projected	FY2024 Proposed
Operations Millage Rate	41.10	43.70	43.70	39.20
Operations Mill Value	162,662.00	166,163.00	166,163.00	190,273.00
Revenues				
Ad Valorem Taxes	\$ 6,478,634	\$ 7,108,329	\$ 7,108,329	\$ 7,458,701
Fees, Interest	250,000	300,000	300,000	350,000
Total Revenues	<u>6,728,634</u>	<u>7,408,329</u>	<u>7,408,329</u>	<u>7,808,701</u>
Expenditures				
Salaries Regular (includes OT)	4,041,166	4,487,328	4,487,328	4,694,028
Benefits	2,016,061	2,239,327	2,239,327	2,379,163
Purchased Services	524,797	603,000	603,000	660,100
Supplies/Capital	75,000	75,000	75,000	75,000
Total Expenditures	<u>6,657,024</u>	<u>7,404,655</u>	<u>7,404,655</u>	<u>7,808,291</u>
Increase (Decrease) in Fund Balance	46,060	23,030	71,664	410
Fund Balance, Beginning	<u>\$ 1,412,190</u>	<u>\$ 1,458,250</u>	<u>\$ 1,435,220</u>	<u>\$ 1,506,884</u>
Fund Balance, Ending	<u><u>\$ 1,458,250</u></u>	<u><u>\$ 1,481,280</u></u>	<u><u>\$ 1,506,884</u></u>	<u><u>\$ 1,507,294</u></u>
FTEs:				
Administrative	1	1	1	1
Firemen	<u>67</u>	<u>68</u>	<u>68</u>	<u>68</u>
Total	68	69	69	69
Annual Debt Service Required	\$ 310,337	\$ 312,237	\$ 650,648	\$ 664,652
Debt Millage Rate	2.00	2.00	4.00	3.50
Total Tax Rate (Ops + Debt)	42.10	43.10	47.70	42.70

Sheldon Township Fire District

Fiscal Year 2024 Budget

Budget 2023/2024

5/1/2023

	FY 2022 Actual	FY 2023 Budget	FY 2023 Projected	FY 2024 Proposed
Operations Millage Rate	38.12	40.31	40.31	38.59
Revenues				
Ad Valorem Taxes	\$ 1,569,542	\$ 1,653,328	\$ 1,653,328	\$ 1,765,470
Other Income	6,619	-	-	-
Total Revenues	<u>1,576,161</u>	<u>1,653,328</u>	<u>1,653,328</u>	<u>1,765,470</u>
Expenditures				
Salaries	1,140,432	963,719	956,370	1,079,543
Benefits	224,337	425,320	433,786	459,200
Purchased Services	176,080	258,289	241,813	220,727
Supplies	6,042	6,000	6,000	6,000
Total Expenditures	<u>\$ 1,546,891</u>	<u>\$ 1,653,328</u>	<u>\$ 1,637,969</u>	<u>\$ 1,765,470</u>
Increase (Decrease) in Fund Balance	29,270	-	-	-
Fund Balance, Beginning	<u>\$ 751,226</u>	<u>\$ 780,496</u>	<u>\$ 780,496</u>	<u>\$ 780,496</u>
Fund Balance, Ending	<u>\$ 780,496</u>	<u>\$ 780,496</u>	<u>\$ 780,496</u>	<u>\$ 780,496</u>
FTEs:				
Administrative	3	3	3	3
Firemen	15	15	15	15
Total	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>
Annual Debt Service Required	\$ 133,100	\$ 133,100	\$ 133,100	\$ 133,100
Debt Millage Rate	3.28	3.20	3.20	2.90



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE YOUNG MEN’S SOCIAL CLUB AND SOUTH PINE LADIES UNION FOR A PORTION OF THE REAL PROPERTY LOCATED AT 242 AND 228 SCOTT HILL ROAD
MEETING NAME AND DATE:
May 15, 2023; Finance, Administration and Economic Development Committee
PRESENTER INFORMATION:
Brittany Ward, County Attorney <i>5 minutes</i>
ITEM BACKGROUND:
PROJECT / ITEM NARRATIVE:
Young Men’s Social Club and South Pine Ladies Union are the fee simple owners of the real property located at 242 and 228 Scott Hill Road, St. Helena, SC 29920. The Club and Union desire to lease to County the Properties for the of continuation of the County’s use and the purpose of providing the community with a recreational facility.
FISCAL IMPACT:
Nominal yearly lease rate Property will remain open to the public at all times and County has agreed to be fiscally responsible for maintenance and repairs during the lease term, as well as be responsible for all utility costs.
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommend that the County enters into the lease agreement
OPTIONS FOR COUNCIL MOTION:
Move forward to County Council for a Public Hearing and Approval/Denial.

RESOLUTION 2023/_____

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE YOUNG MEN’S SOCIAL CLUB AND SOUTH PINE LADIES UNION FOR A PORTION OF THE REAL PROPERTY LOCATED AT 242 AND 228 SCOTT HILL ROAD

WHEREAS, Young Men’s Social Club and South Pine Ladies Union (Club and Union) are the fee simple owners of the real property located at 242 and 228 Scott Hill Road, St. Helena, SC 29920 (“Properties”); and

WHEREAS, Beaufort County (“County”), a political subdivision of the State of South Carolina, through its Parks and Recreation Department provide the public with recreational programs at facilities throughout Beaufort County; and

WHEREAS, the Club and Union desire to lease to County the Properties as described in the lease attached for the of continuation of the County’s use and the purpose of providing the community with a public recreational facility; and

WHEREAS, the County has negotiated certain lease terms with Club and Union and pursuant to the current Beaufort County Lease Policy, it has deemed it appropriate and necessary to reduce the lease rate to a nominal amount because the Properties will remain open to the public at all times and County has agreed to be fiscally responsible for maintenance and repairs during the lease term, as well as be responsible for all utility costs; and

WHEREAS, County Council finds that it is in the best interest of the citizens and residents of Beaufort County for the County Administrator to enter into a lease with Club and Union for the Properties.

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the County Administrator to enter into a lease agreement with Young Men’s Social Club and South Pine Ladies Union, for the real property located at 242 and 228 Scott Hill Road.

Adopted this ____ day of _____, 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE PAT CONROY LITERARY CENTER, INC. FOR A PORTION OF THE REAL PROPERTY LOCATED AT 1511 NORTH STREET
MEETING NAME AND DATE:
May 15, 2023; Finance Committee
PRESENTER INFORMATION:
Brittany Ward, County Attorney <i>5 minutes</i>
ITEM BACKGROUND:
PROJECT / ITEM NARRATIVE:
<p>Beaufort County is the fee simple owner of the real property located at 1511 North Street, Beaufort, SC 29902 and the Pat Conroy Literary Center, Inc. ("PCLC"), is a non-profit organization located within Beaufort County.</p> <p>PCLC is dedicated to providing a space for book clubs and writing groups; and offers master classes in poetry, memoir and fiction writing for both emerging and advanced writers of all ages. The County desires to lease to PCLC a portion of the Property 1511 North Street for the purpose of creating a pocket park which will provide an outdoor space for the visitors and citizens of Beaufort County to enjoy and to further promote the goals of PCLC.</p>
FISCAL IMPACT:
County Administrator has deemed it appropriate and necessary to reduce the lease rate to a nominal amount because the Property will remain open to the public at all times and PCLC has agreed to be fiscally responsible for maintenance and repairs during the lease term
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommend that the County enters into the leasing agreement
OPTIONS FOR COUNCIL MOTION:
Move forward to Public Hearing on – for lease consideration and approval/denial.

RESOLUTION 2023/_____

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO A LEASE AGREEMENT WITH THE PAT CONROY LITERARY CENTER, INC. FOR A PORTION OF THE REAL PROPERTY LOCATED AT 1511 NORTH STREET

WHEREAS, Beaufort County (“County”) is the fee simple owner of the real property located at 1511 North Street, Beaufort, SC 29902 (“Property”); and

WHEREAS, the Pat Conroy Literary Center, Inc. (“PCLC”), is a non-profit organization and governed by the laws of the State of South Carolina and exempt from taxation pursuant to §501(c)(3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS, the PCLC is dedicated to providing a space for book clubs and writing groups; and offers master classes in poetry, memoir and fiction writing for both emerging and advanced writers of all ages; and

WHEREAS, the County desires to lease to PCLC a portion of the Property as shown on the survey attached hereto and incorporated herein by reference in Exhibit A for the purpose of creating a pocket park which will provide an outdoor space for the visitors and citizens of Beaufort County to enjoy and to further promote the goals of PCLC; and

WHEREAS, the County has negotiated certain lease terms with PCLC and pursuant to the current Beaufort County Lease Policy, the County Administrator has deemed it appropriate and necessary to reduce the lease rate to a nominal amount because the Property will remain open to the public at all times and PCLC has agreed to be fiscally responsible for maintenance and repairs during the lease term; and

WHEREAS, County Council finds that it is in the best interest of the citizens and residents of Beaufort County for the County Administrator to enter into a lease with PCLC for the Property.

NOW, THEREFORE, BE IT RESOLVED that Beaufort County Council, duly assembled, does hereby authorize the County Administrator to enter into a lease agreement with The Pat Conroy Literary Center, Inc., for a portion of the real property located at 1511 North Street.

Adopted this ____ day of _____, 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, Clerk to Council



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
A RESOLUTION AMENDING THE AMERICAN RESCUE PLAN ACT-FUNDED PUBLIC SAFETY RECRUITMENT INITIATIVES POLICY
MEETING NAME AND DATE:
Finance Committee; May 15, 2023
PRESENTER INFORMATION:
Katherine Mead, Human Resources Director 10 Minutes
ITEM BACKGROUND:
Resolution approving policy approved by County Council on
PROJECT / ITEM NARRATIVE:
<p>Staff is requesting Finance Committee approve and forward to County Council for adoption a Resolution amending the policy to provide sign-on and relocation bonuses to fill critical public safety positions in the Detention Center, EMS and the Sheriff's Office. The policy provides new employees in the above departments with a total sign-on bonus of \$2,500.00, payable in two installments: one upon hire and the other after completing the probationary period of employment. The policy also allows for a \$2,500.00 relocation assistance bonus for eligible new hires.</p> <p>This amendment will amend the claw back provisions to apply to employees who involuntarily separate prior to serving for two years. The amendment will also clarify eligibility for relocation assistance for current Beaufort County residents.</p> <p>This policy will expire after the \$500,000.00 in ARPA funds are expended, or December 31, 2024, whichever is sooner</p>
FISCAL IMPACT:
These funds come from the \$500,000.00 ARPA funds appropriated under Ordinance 2022/16
STAFF RECOMMENDATIONS TO COUNCIL:
Approval as submitted
OPTIONS FOR COUNCIL MOTION:
<p>Motion to approve/deny Resolution to Approve amendments to the ARPA-Funded Sign-On Bonus Policy.</p> <p>If approved, move forward to Council for Adoption on May 22, 2023.</p>

RESOLUTION NO 2023-_____

**A RESOLUTION AMENDING THE AMERICAN RESCUE PLAN ACT-FUNDED PUBLIC SAFETY
RECRUITMENT INITIATIVES POLICY**

WHEREAS, the Federal government has allocated funding to each state (the “Funds”) under the American Rescue Plan Act (the “Act”); and

WHEREAS, Beaufort County has received \$37,17,446 under the Act; and

WHEREAS, the Federal government has provided guidance on eligible uses of the Funds and within specified time frames for expenditure of the Funds; and

WHEREAS, Beaufort County seeks to expend the Funds according to these provisions; and

WHEREAS, Beaufort County adopted an American rescue plan act-funded public safety recruitment initiatives policy (“Policy”) on October 24, 2022; and

WHEREAS, Beaufort County now desires to amend the policy in order to further protect the intent of securing employee retention; and

WHEREAS, the amendments to the Policy are to require a claw back provision should an employee be involuntarily terminated from employment; and

WHEREAS, the amendments to the Policy will clarify the eligibility for Beaufort County residents to receive relocation assistance under the program.

NOW, THEREFORE, be it resolved by County Council, in a meeting duly assembled, that the County Administrator is authorized to carry out the policies and procedures as detailed in amended Beaufort County Human Resources Policy Document 2022-4, ARPA-Funded Public Safety Recruitment Incentives, attached hereto as Exhibit “A.”

Adopted this ____ day of _____, 2023.

COUNTY COUNCIL OF BEAUFORT COUNTY

ATTEST:

BY: _____

Joseph Passiment, Chairman

Sarah Brock, Clerk to Council

Exhibit "A"

Beaufort County Human Resources Policy Document 2022-4

ARPA-Funded Public Safety Recruitment Incentives

- I. **Purpose of Policy.** The purpose of this policy is to define and direct a process for providing monetary recruitment incentives made possible by funding through the American Rescue Plan Act. It is intended to be a tool to help fill long-standing vacancies in critical public safety positions.
- II. **Applicability of Policy.** This policy is applicable to all positions within the Emergency Medical Services Department, the Detention Center and the Beaufort County Sheriff's Office.
- III. **Terms.**
 - A. **Sign-On Bonus (SOB).** A monetary award provided as an incentive for accepting employment. For the purpose of this policy, the SOB amount is \$5,000.00.
 - B. **Relocation Assistance Stipend (RAS).** A monetary award associated with a change of residence in conjunction with accepting employment. For the purpose of this policy, the RAS amount is \$2,500.00.
 - C. **Hire Date.** The Hire Date is the date upon which the employee initially reports for work. Ordinarily this is the date the employee attends Employee Orientation and signs all initial hire paperwork.
- IV. **Eligibility Requirements.**
 - A. **To be eligible for the SOB,** an employee:
 1. Must pass all pre-employment screening requirements and complete the employee onboarding process; and
 2. Must not have previously received an SOB from Beaufort County.
 3. Additionally, an employee of Beaufort County on the effective date of this policy who separates from employment after the effective date of the policy, is not eligible for the SOB upon reemployment, any earlier than one year following separation of employment.
 - B. **To be eligible for the SOB with accompanying RAS,** in addition to the requirements in paragraph IV. A., an employee:
 1. Must not live within a 30-mile radius of the Beaufort County Robert Smalls Government Complex located at 100 Ribaut Road, Beaufort, South Carolina at the time of application for employment to receive RAS.
 2. Must relocate to an address within Beaufort County, from which they will commute to and from work upon commencement of employment. If already a current Beaufort County resident, must relocate from a distance of more than 30 miles from 100 Ribaut Road, Beaufort, South Carolina to a location within a 30 mile commute from 100 Ribaut Road, Beaufort, South Carolina to receive RAS.
 3. Must establish Beaufort County residency within six (6) months of Hire Date.
 4. Provide at least two forms of documentation such as an updated driver's license, a lease agreement, mortgage, utility bill, etc. for verification of relocation to a Beaufort County address and verification that they relocated to an address within 30 miles and closer than previous commute.

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V. Program Implementation.

- A. **Responsibility.** Administrative oversight and execution of this policy is the responsibility of the Human Resources Department who will author all forms, contracts and other procedures which may be necessary to implement this policy.
- B. **Effective Date.** This policy is effective upon the first day of the first month following County Council's formal approval by Resolution.
- C. **Distribution of Funds.**
1. The \$5,000.00 SOB will be paid in two gross installments of \$2,500.00 each and will be subject to mandatory withholdings.
 - a. The first installment of \$2,500.00 will be paid as soon as practicable following Hire Date.
 - b. The remaining \$2,500.00 will be paid upon completion of the employee's probationary period of employment.
 2. The \$2,500.00 RAS will be paid following the employee's Hire Date and verification of Beaufort County residency and is also subject to any mandatory withholdings.
 3. Employee Responsibility.
 - a. Repayment of Bonus(es).
 - i. Voluntary Separation of Employment. An employee accepting an SOB or an SOB with accompanying RAS is expected to remain in the employ of Beaufort County for a period of not less than two years following the Hire Date. If an employee who is in receipt of an SOB or an SOB with RAS voluntarily resigns with a separation of employment effective date within two years of the Hire Date, then the employee must return a pro-rated portion of those bonus(es). Recoupment of the separated employee's financial obligation shall follow established procedures for outstanding debt to the County owed by an employee at time of separation.

The pro-rated, remaining financial obligation owed by the employee is calculated as follows:

$$\text{Total Amount of SOB/RAS received divided by 24, multiplied by the number of full calendar months remaining between the date of separation from employment and two years from Hire Date.}$$
 - ii. Involuntary Separation of Employment by termination. When employment is terminated involuntarily by discharge at the will of Beaufort County with a separation of employment effective date within two years of the Hire Date, then the employee must return a pro-rated portion of those bonus(es). Recoupment of the separated employee's financial obligation shall follow established procedures for outstanding debt to the County owed by an employee at time of separation.
 - iii. Involuntary Separation of Employment by the death of the employee, the employee, or the employee's estate, will not incur a financial obligation as a result of receiving an SOB or an SOB with accompanying RAS.

- VI. **Program Termination.** Unless otherwise revised by an accompanying County Council budget amendment, this policy will remain in effect until:

Exhibit "A"

Beaufort County Human Resources Policy Document 2022-4

- A. **Funds for this program, in the amount of \$500,000.00, have been fully expended; or**
- B. **December 31, 2024**, whichever is sooner.

My signature below indicates my understanding and agreement of the above ARPA-Funded Public Safety Recruitment Incentives policy.

Employee's Signature

Date



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
Recommend Approval of Motion to Correct Scrivener’s Errors in Ordinance 2023/8 – Text Amendments to Beaufort County Code of Ordinances, Chapter 82: Impact Fees, Article I, In General; Article II, Development Impact Fee Procedures; Article III, Parks and Recreation Facilities; Article IV, Road Facilities – Southern Beaufort County Service Area; Article V, Library Facilities; Article VI, Fire Facilities; Article VII, Road Facilities – Northern Beaufort County.
MEETING NAME AND DATE:
Finance, Administration and Economic Development Committee, May 15 th , 2023
PRESENTER INFORMATION:
Thomas J. Keaveny, II, County Attorney; and Chuck Atkinson, ACA Development and Recreation 5 Minutes needed for the presentation
ITEM BACKGROUND:
<p>On March 13, 2023 County Council amended Beaufort County’s Code of Ordinances, Chapter 82 which imposes development impact fees for certain kinds of development in the County.(Ordinance 2023/8). Among the impact fees which were amended were (1) fees for parks and recreation projects north and south of the Broad River and (2) fees for transportation projects north and south of the Broad River. The County staff worked with the municipalities to agree on the lists of projects for each type of fee. Tables 82.55a (Parks and Recreation Northern and Southern Facility Projects), 82-87a (Road Facility Projects North of the Broad), and 82-87b (Road Facility Projects South of the Broad) set forth projects to which the collected fees are to be applied. Unfortunately, however, due to a scrivener’s error, the lists of projects which are set forth in the tables which were adopted by Council do not accurately reflect the agreements which were reached by the County and the municipalities. The tables need to be corrected.</p> <p>Council’s <i>Rules and Procedures</i> provides that “[s]crivener’s errors may be made to an existing ordinance . . . with a two thirds (2/3) vote of Council.” (<i>Rules and Procedures</i>, Chapter 4, Section E, Scrivener’s Errors.) Presumably, Council intended to say that scrivener’s errors may be <i>corrected</i> to an existing ordinance with a two-thirds vote of Council.</p>
PROJECT / ITEM NARRATIVE:
The scrivener’s errors which appear in Tables 82.55a, 82.87a and 82.87b of Ordinance 2023/8, as adopted, need to be corrected to reflect the agreement of the County and the municipalities.
FISCAL IMPACT:
None
STAFF RECOMMENDATIONS TO COUNCIL:
Staff recommends Approval.
OPTIONS FOR COUNCIL MOTION:
To approve correction of scrivener’s error and forward to Council for vote

ORDINANCE 2023/8 - TABLE 82-55a TO BE INSERTED TO CORRECT SCRIVENER’S ERROR

TABLE 82-55a: PARKS AND RECREATION NORTHERN AND SOUTHERN FACILITY PROJECTS	
Northern Service Area Projects	Southern Service Area Projects
Burton Wells Park Expansion	Buckwalter Park Expansion
County Pools, Splash Pads, and Aquatics Center/Park	M.C. Riley Complex Expansion
Passive Park Development and Construction	Daufuskie Island Park Improvements
Basal Green Complex Expansion	County Pools, Outdoor Aquatics, and Splash Pads Installation
Coursen-Tate Complex Expansion	Bluffton Center Expansion
Saint Helena Park Expansions	Passive Park Development and Construction
Charles Lind Brown Expansions	Community Center Expansion
Community Center Expansions	Recreation Field Development and Construction
Small Park Expansion and Development	
Municipal Owned Park Facility Development and Expansions: Henry C Chamber’s Park Spanish Moss Trail Port Royal Skate Park Washington Street Park Pigeon Point Park Southside Park	

ORDINANCE 2023/8 - TABLE 82-87a TO BE INSERTED TO CORRECT SCRIVENER'S ERROR

TABLE 82-87a: ROAD FACILITY PROJECTS NORTH OF THE BROAD

Transportation Project	Type of Improvement
10 Traffic Signals	Traffic Signal
Lady's Island Access Roads – Hazel Farm Rd/Gay Dr, Sunset Blvd/Miller Drive W, BHS, LIMS, Meadowbrook Drive	New Roads, Streetscapes
US 21/SC 802 Corridor Improvements	Streetscape
Calhoun Street (Rodgers St to Pigeon Point Road)	Streetscape
Boundary Street Connectivity (Polk St. Parallel Road)	New Road
US 21/SC 281 Intersection Improvement (Lady's Island Dr/Ribaut Road)	Intersection Improvements
US 21 (Lady's Island Drive) & Meridian Drive/Islands Causeway Intersection Improvements	Intersection Improvements
Ribaut Road Improvement (Boundary Street to Parris Island Bridge)	Access Management
US 21/SC 128 Intersection Improvement (Parris Island Gateway/Savannah Highway)	Intersection Improvement
Spine Road – Port Royal Port	New Road
SC 170 Robert Smalls Parkway (Boundary Street to Broad River Bridge)	Access Management
Joe Frazier Road Connection to SC 170	New Road
SC 170/US 21 Intersection Improvement	Intersection Improvement
Broad River Bridge Intersection	Intersection Improvement
US 21 Bus (Carteret St & Boundary St) Upgrades (Ribaut Road to Woods Memorial Bridge)	Access Management, Streetscape, Road Diet
SC 802 (Sam's Point Road) Improvements (roundabout to Springfield Road)	3-lane widening with shared use path
US 21/US 21 Bus. Trask Parkway/Parris Island Gateway	Intersection Improvement
US 21 (Lady's Island Drive) Improvements (Lady's Island Bridge to US 21 Sea Island Parkway)	Access Management

ORDINANCE 2023/8 - TABLE 82.87b TO BE INSERTED TO CORRECT SCRIVENER'S ERROR

TABLE 82.87b: ROAD FACILITY PROJECTS SOUTH OF THE BROAD

Project	Description
16 Traffic Signal	Traffic Signal
Bluffton Parkway	Access Management
Buckwalter Parkway	Access Management
US 278 Bus (Pembroke Drive to Sea Pines Circle)	Access Management
US 278 Corridor (Moss Creek Drive to Cross Island Parkway)	Bridge Widening
Burnt Church Road (Bluffton Parkway to Alljoy Road)	Road Widening
SC 170 (Okatie Center Blvd S to SC 462)	Road Widening, Access Mgmt
Bluffton Parkway 5B	New Road
SC 46 Widening (Jasper County line to SC 170)	Road Widening
US 278 (Jasper County line to SC 170)	6-lane road widening
US 278 Corridor (Gum Tree Rd to Dillon Rd)	Road Widening/Access Mgmt
SC 46 Improvements (SC 170 to Buck Island Road)	Widening/Safety Improvements/alt. transportation
Sea Pines Circle	Conversion to a multi-lane roundabout
Cherry Point Road	Roadway Improvement
Main Street (Wilborn Road to Hospital Center Blvd)	2 new roundabouts
Gum Tree Road (US 278 to Squire Pope Road)	Road Widening + roundabout
Bluffton Parkway Bicycle Facilities	Streetscaping, on-street bike lanes, resurfacing paths, etc.
Buckwalter Parkway Bicycle Facilities	Streetscaping, on-street bike lanes, resurfacing paths, etc.
Pope Avenue/Palmetto Bay Road with NW Connector	Access management and new road
New Orleans Road (Arrow Road to St. Augustine Place)	Road Widening
H.E. McCracken	Road Widening
Wild Horse Road (US 278 to Gum Tree Road)	Road Widening + Roundabout
US 278 Frontage Road North (Squire Pope Road to Wild Horse Rd)	New Road (2-lane/3- lane)
US 278 Frontage Road South (Squire Pope Road to Gum Tree Rd)	New Road (2-lane/3- lane)



Photo by Peggy MacBean



Photo by Monica Wiser



Photo by Gregg Hmmt



Photo by Chris Kirk

Rules and Procedures

Beaufort County Council



CODE OF ETHICS FOR BEAUFORT COUNTY OFFICIALS

Preamble

Beaufort County Council is committed to the highest standards of conduct by and among County officials in the performance of their public duties. Individual and collective adherence to high ethical standards by public officials is central to the maintenance of public trust and confidence in government.

While County officials agree on the need for proper conduct, they may experience personal conflict or differing views of values or loyalties.

In such cases the principles contained in this Code of Ethics [which is drafted by the National Association of Counties (NACo)] provide valuable guidance in reaching decisions, which are governed, ultimately, by the dictates of the individual conscience of the public official and his or her commitment to the public good.

Certain of these ethical principles are best expressed as positive statements; actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements; actions to be avoided and conduct to be condemned.

The Code of Ethics for Beaufort County Officials has been created by and for elected officials. However, these principles apply to the day-to-day conduct of both elected and appointed officials and employees of this County government.

Beaufort County Council recognizes that this Code of Ethics should serve as a valuable guide for all those in whom the public has placed its trust.

Ethical Principles

The ethical County official shall:

- Properly administer the affairs of Beaufort County.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in County government.
- Keep all funds and other properties of Beaufort County safe.
- Conduct and perform the duties of the office diligently, and promptly dispose of the business of the County.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so, the best service or product is obtained at a minimal cost without sacrificing quality fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public, employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interests of the County.
- Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.
- Respect and comply with the standards of the Council-Administrator form of government adopted in Beaufort County.

The ethical Beaufort County official should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence, or attempt to influence, other officials to act in his or her own benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official.

The ethical County official accepts the responsibility that his or her mission is that of servant and steward to the public

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Historical Background

Section 4-9-100, *Code of Laws of South Carolina*, 1976, as amended.

Adopted: April 8, 1985

Amended: November 9, 2015

- October 25, 2010
- August 14, 2006
- June 25, 2001
- April 14, 1997
- June 12, 1995
- September 13, 1993
- August 9, 1993
- January 13, 1992
- January 28, 1991
- September 25, 1989

CHAPTER 1

OFFICERS OF COUNCIL

Council shall elect a Chairman and Vice Chairman, for terms as hereinafter set forth, on the first business day in January following each General Election.

A. CHAIRMAN

Council shall elect one of its members to serve as Chairman for a two-year term on the first business day in January following each County General Election. Nominations for Chairman must be made by a Council member. Six votes shall be required to elect.

The Chairman shall preside at all regular and special meetings of Council, shall execute, on behalf of Council, all ordinances, resolutions, directives, deeds, bonds, contracts and other official instruments or documents, and shall have such other duties and perform such functions as above set forth in these Rules and in the State Code. The Chairman shall serve as an *ex-officio* member of each standing committee of Council and shall be entitled to vote.

B. VICE CHAIRMAN

On the first business day in January following each County General Election, Council shall also elect one of its members to serve as Vice Chairman for a two-year term. Election of Vice Chairman shall be in the same manner as set forth above for election of Chairman.

In the event the Chairman shall be temporarily absent or unable to serve, the Vice Chairman shall serve as Chairman in his stead.

The term "Council" when used herein shall mean Beaufort County Council.

The term "Councilmen" is used herein without regard to gender.

C. RESIDENCY REQUIREMENTS

Section 4-9-90 of the *Code of Laws of South Carolina*, 1976, as amended, provides generally for the election of members of County Council and for the replacement of members who do not serve a full term. Section 4-9-610, which is the provision for the Council-Administrator form of government, further provides that a County Council member must be a qualified elector of the County. The Code defines a qualified elector as one who is a resident in the district or the County in which he votes.^①

D. PARLIAMENTARIAN

The Chairman may appoint one member of Council to serve as Parliamentarian.

E. CLERK TO COUNCIL

Council shall appoint a person, not a member of Council, to serve as Clerk for an indefinite term. The Clerk to Council shall keep a journal in which shall be recorded the minutes of Council's proceedings, which shall be open to public inspection. (Section 4-9-110 of the *Code of Laws of South Carolina*, 1976, as amended.)

^① Reference County Attorney's letter dated July 6, 1989; Judge Kemmerlin's Order dated June 1, 1990.

CHAPTER 2

MEETINGS AND AGENDAS

A. REGULAR / SPECIAL / COMMITTEE MEETINGS

Council shall give written notice of its regular meetings at the beginning of each calendar year. This should include the dates, times and places of each meeting (Section 4-9-110 of the *Code of Laws of South Carolina*, 1976, as amended).

Agendas, committee meetings and emergency meetings frequently pose problems for conforming with notice requirements. Agendas shall be posted at least 24 hours in advance of a meeting at the office or meeting place of the public body. When special or rescheduled meetings are held, the public body shall post a notice as soon as “practicable,” but not less than 24 hours prior to the meetings. Such notices should include an agenda, time, date and place of the meeting.

Council shall hold its regular meetings for the transaction of official business at least once each month in accordance with the schedule adopted by Council. On February 11, 1985 Council voted to hold its regular meetings on the second and fourth Monday of each month. **On November 9, 2015 voted to begin caucus at 5:30 p.m., regular session 6:00 p.m., public hearings at 6:30 p.m., and adjourn at 8:00 p.m., unless a motion to extend is approved by a two-thirds vote.**

Special meetings may be called by the Chairman or majority of Council, but no special meetings shall be held unless all members are notified at least 24 hours in advance of such meeting.

B. MEDIA NOTIFICATION

The media shall be duly notified of the time and place for regular, special and committee meetings. **A majority of the members of Council shall constitute a quorum for the transaction of official business.**

C. EXECUTIVE SESSION

Meetings of public bodies are to be open to the public, unless they are specifically exempted. Exemptions may be made for (Reference Section 30-4-70, *Code of Laws of South Carolina*, 1976, as amended):

1. Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body; however, if an adversarial hearing involving an employee or client is held, such employee or client has the right to demand that the hearing be conducted publicly. Nothing contained in this item shall prevent the public body, in its discretion, from deleting the names of the other employees or clients whose records are submitted for use at the hearing.

2. Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against said agency of a claim.

3. Discussion regarding the development of security personnel or devices.

4. Investigative proceedings regarding allegations of criminal misconduct.

5. Discussion of matters relating to the proposed location, expansion, or the provision of service encouraging location or expansion of industries or other businesses in the area served by the public body.

6. Prior to going into executive session, the public agency shall vote in public on the question and when such vote is favorable, the presiding officer shall announce the specific purpose of the executive session. No formal action may be taken in executive session. As used in this item “formal action” means a recorded vote committing the body concerned to a specific course of action. No vote may be taken in executive session.

D. CONDUCT AT MEETINGS

1. Pledge of Allegiance

Every Council meeting shall open with the Pledge of Allegiance to the Flag and follow with an invocation.

2. Decorum in Speaking

Every member, when about to speak, shall address the Chairman and, in speaking, avoid disrespect to Council and any personalities, and shall confine himself to the question under consideration. In debate each member has the right to speak twice on the same question on the same day (except on an appeal), but cannot make a second speech on the same question as long as any member who has not spoken on that question desires the floor. No one can speak longer than three minutes at a time without permission of Council.

3. Addressing the Chair

The Chairman, when addressed by a member shall recognize the member by name, using no title, but that of "Mr.," "Mrs.," "Miss" or "Ms." The member first recognized shall be first heard; and if several address the Chairman at the same time, the Chairman shall decide who is first to speak and shall recognize such member.

4. Public Comment

Upon conclusion of the review of Council's minutes, a 15-minute segment of the agenda shall be allotted for public comment. At the end of the meeting, Council shall take any other public comment up to 15 minutes.

- Each speaker is limited to three minutes
- Only one speaker limit at microphone.
- Giving of a speaker's time to another is not allowed.

5. Matters Not Within Council's Jurisdiction

No matter shall be entered on the agenda or heard by Council unless it is within Council's authority or jurisdiction. Council may entertain requests from other governmental bodies, departments or agencies that make recommendations to Council.

6. Recognition of Person(s)

When any person, including employees of Council and the County are heard, that person, when they have completed their presentation, shall be seated and no person other than a member of Council will be recognized to make any

statement on such matter unless requested to do so by Council or by any member of Council through the Chairman.

7. Off-Agenda Item

A two-thirds vote is required before action can be taken on an off-agenda item.

- 11 votes— 8 required
- 10 votes— 7 required
- 9 votes – 6 required
- 8 votes – 6 required
- 7 votes— 5 required
- 6 votes – 4 required

E. FISCAL MATTERS

All appropriations shall require a minimum of [six affirmative votes](#).

F. PARLIAMENTARY PROCEDURE

Meetings of Council shall be conducted in accordance with *Robert’s Rules of Order Newly Revised*, unless provided otherwise herein.

G. AGENDA

The agenda is set by the Chairman and Vice Chairman with the County Administrator’s assistance no later than the Wednesday immediately preceding the Council meeting.

H. CONSENT AGENDA

The consent agenda is used for non-controversial action items organized apart from the rest of the agenda and approved as a group. This includes all business items that require formal approval and yet, because they are not controversial, there is no need for Council discussion before taking a vote. Items may appear on a consent agenda only if all Council members agree; if even one member considers a specific item to need discussion, it must be removed and placed on the regular agenda for the Council meeting.

1. Agenda Package

Packages are prepared and distributed on the Friday immediately preceding the Council meeting. Background information pertaining to a particular agenda item shall be enclosed in the package.

2. General Information

Other information of general interest to Council is circulated under separate cover.

3. Potential Agenda Items

The Clerk to Council shall maintain a log of potential agenda items for upcoming meetings, particular reference being made to Ordinance readings.

4. Request for Agenda Time

Any person requesting agenda time, including Council members, must submit their request to the Chairman, County Administrator, or Clerk to Council, plus backup material, [no later than Tuesday prior to 5:00 p.m. prior to 9:00 a.m., on the Wednesday](#) immediately preceding the Council meeting.

5. Department Heads'/Elected Officials' Request for Agenda Time

Any department head or elected official wishing to appear before Council, should be handled in the same manner as above set forth. The Chairman may assign the matter for action following a short presentation by the individual at a regular Council meeting.

H. APPOINTMENTS TO AGENCIES, BOARDS, COMMISSIONS AND AUTHORITIES

A two-week waiting period is required before an appointment can be finalized (i.e., from time of nomination to Council vote).

1. Notification

The Clerk to Council shall notify all Council members thirty (30) days prior to the expiration date of any Board member's term, or within ten (10) days

after receipt of a Board member's resignation. Council members will have thirty (30) days to provide names and appropriate documentation (application and résumé) for consideration to the appropriate Standing Committee. The thirty (30) days will begin on the date the Clerk to Council has notified Council of the vacancy.

2. Nominations

The appropriate Standing Committee shall review all applications on file and select nominee(s) to be submitted to full Council. Interviews may be scheduled at the request of the Committee Chairman.

In situations where technical or other special qualifications are required within the Charter for appointment, the Standing Committee will review and analyze the technical qualifications of the applicant(s) and will recommend and forward to Council only those names qualified.

The Standing Committee shall nominate at a subsequent full Council meeting, the aforementioned candidate(s) for membership. Once the floor is open for nominations, any Council member may place a name in nomination. There is no requirement that the name of said nominee is previously on file.

3. Representation

Council shall appoint Agency, Board or Commission members with consideration for demographic representation. In addition, Council shall consider:

- a. Knowledge and experience relevant to the needs of the particular Agency, Board or Commission;
- b. Diverse representation of backgrounds, professions and viewpoints;
- c. Diverse ages and economic levels;
- d. Diverse race and gender composition;
- e. Diverse geographic representation of the County.

4. Résumé

Names on file with the Clerk to Council and considered by a Standing Committee will be accompanied by a résumé.

For those nominated other than through a Standing Committee (i.e., by a Council member when the floor is open for such additional nominations) a résumé will be made available to Council members no later than the Friday prior to the meeting at which the vote for appointment is taken. Absent such a résumé the nominee will be disqualified.

5. Voting^③

A vote by show of hands will be taken if there is a single or multiple candidate(s) seeking membership. A simple voting majority of Council members will decide the selected nominee unless a greater number of affirmative votes is necessary under the Template Ordinance.^④

If, when there are three or more candidates for a single position and no person receives the required number of votes of the first show of hands, the two candidates receiving the most votes will be considered in a second, and final vote by another show of hands.

^③ Reference Attorney General's Opinion No. 84-4, issued January 17, 1984, and a subsequent opinion dated April 24, 1984

^④ Reference Template Ordinance No. 2005-5, as amended.

CHAPTER 3

APPEARANCES, PRESENTATIONS AND PETITIONS TO COUNCIL

A. PUBLIC COMMENT

Any person desiring to address Council during public comment may do so by submitting a request to be heard to the Clerk to Council prior to, or at the beginning of, the meeting.

1. Each request must include the name and address of the person appearing and the nature of the presentation.

2. In the event a presentation should be made on behalf of an organization or group of persons, the organization or group will designate one spokesman to make the presentation.

3. Every member of the public who is recognized to speak, shall address the Chairman and, in speaking, avoid disrespect to Council and any personalities and shall confine himself to questions under the jurisdiction of Council.

4. All persons making public comment shall be limited to three (3) minutes, so as to allow others an opportunity to be heard. (See page 7)

B. COMMENTS FROM THE FLOOR

1. If the Chairman determines insufficient time is available for a personal appearance at a particular meeting, he may schedule the personal appearance for any subsequent meeting (considering the availability of time). The Chairman may, at his discretion, establish time limits for any presentation or personal appearance.

2. No person shall be allowed to make personal appearances, presentations, present petitions, or otherwise be recognized from the floor for comment, except as permitted under the agenda.

3. This procedure shall not apply to representatives of the electronic and print media, County staff members, or other County employees who may be recognized by the Chairman for questions and comments relating to the business of Council.

CHAPTER 4

ORDINANCES

Legislative actions of Council are called ordinances. An ordinance may be introduced by any member. Except for Emergency Ordinances (reference paragraph G) all ordinances must be read at three public meetings of Council on three separate days, with an interval not less than seven days between the second and third readings. When substantive modifications or amendments to an ordinance are proposed after second reading, the Chairman shall remand the ordinance for an additional reading. All Council proceedings must be recorded, and ordinances adopted by Council must be compiled, indexed, codified, published, and made available for public inspection at the Office of County Council (§4-9-110). Public hearings or notice must be held in certain instances: adoption of standard codes or technical regulations and furnishing copies thereof, emergency ordinances (§4-9-110).

A. NEED FOR PUBLIC HEARING

Public hearings, after reasonable public notice, must be held before final Council action is taken to:

1. Adopt annual operational and capital budgets;
2. Make appropriations, including supplemental appropriations;
3. Adopt building, housing, electrical, plumbing, as and all other regulatory codes involving penalties;
4. Adopt zoning and subdivision regulations;
5. Levy taxes;
6. Sell, lease or contract to sell or lease real property owned by the County.

The Council may adopt any standard code or technical regulations authorized under §6-9-60 by reference thereto in the adopting ordinance. The procedure and requirements governing the ordinances shall be prescribed for ordinances listed in (1) through (6) above.

Copies of any adopted code of technical regulations shall be made available from the Clerk of Council for distribution or for purchase at a reasonable price.

B. NOTICE OF PUBLIC HEARING

No less than fifteen days notice of the time and place of such hearings shall be published in at least one newspaper of general circulation in the County. Publication shall include one newspaper north and one south of the Broad River, and when applicable, publication in the newspaper serving the Bluffton area. (Section 4-9-120 of the *Code of Laws of South Carolina*, 1976, as amended)

C. HANDICAP ACCESSIBILITY

All public hearings shall be held at locations accessible to the handicapped.

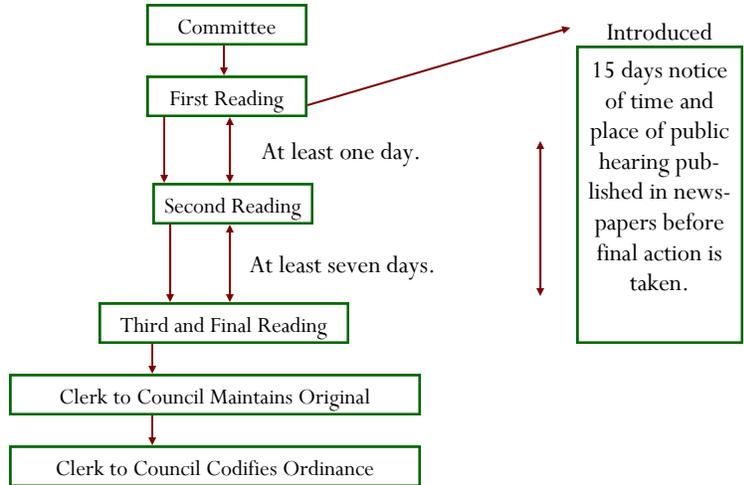
D. ORDINANCE REVIEW

All Ordinances shall be reviewed by the County Attorney and County Staff prior to third and final reading. If applicable, written comments and a cost/benefit analysis shall be prepared by County Staff and included in the agenda package assembled for the public hearing and/or last reading.

E. SCRIVENER'S ERRORS

Scrivener's errors may be made to an existing ordinance and approved minutes with a two-thirds ($\frac{2}{3}$) vote of Council.

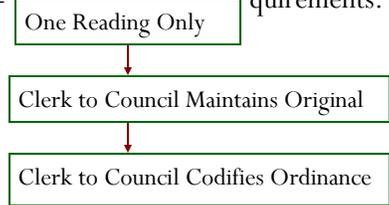
F. FLOW CHART OF ORDINANCE PASSAGE



G. PASSAGE OF EMERGENCY ORDINANCES

To meet public emergencies affecting life, health, safety or the property of the people, Council may adopt Emergency Ordinances. They may not, however, be used to levy taxes, grant, renew or extend a franchise or impose or change a service rate.

1. Every Emergency Ordinance shall be designated as such and shall contain a declaration that an emergency exists and describes the emergency.
2. Every Emergency Ordinance shall be enacted by the affirmative vote of at least two-thirds of the members of Council present.
3. An Emergency Ordinance is effective immediately upon its enactment without regard to any reading, public hearing, publication requirements or public notice requirements.



4. Emergency Ordinances shall expire automatically as of the 61st day following the date of enactment.

Emergency Ordinances expire automatically on the
61st day following enactment

CHAPTER 5

CORRESPONDENCE

The Clerk to Council will open mail addressed to the Chairman of Council, scan and distribute via email to Council. The Clerk to Council shall also retain the scanned copy in Council's correspondence file.

CHAPTER 6

CONFLICT OF INTEREST

A. Any member of Council who has a substantial interest in any business which contracts with the County for sale or lease of land, materials, supplies, equipment or services, or who personally engages in such matters, shall make known that interest and refrain from voting upon or otherwise participating in his/her capacity as a member of Council in matters related thereto.

B. No member of Council and no business with which a member of Council is associated shall enter into any contract with a governmental agency or department which is to be paid in whole or in part out of government funds unless the contract has been awarded through a process of public notice and competitive bidding.

C. Any member of Council who has a business interest in any matter before Council, or who has a business or ownership interest in any property or business that will be, or may be directly affected by any ordinance pending by Council, shall fully disclose on the record such business or ownership interest prior to casting any vote on the matter.

D. Completion and submit "Beaufort County Statement of Conflict of Interest" and filed with the Clerk to Council.

CHAPTER 7

TRAVEL AND EXPENSE REIMBURSEMENT

A. POLICY

1. Reimbursement will be made only upon presentation of a County requisition form to the Finance Department along with substantiating receipts and statements.

2. The Finance Department shall maintain a list of mileage to various locations from Beaufort and reimburse only the mileage for the shortest distance on their list.

B. TRAVEL

1. Private Automobile

Council shall be reimbursed mileage equal to the rate established by the Internal Revenue Service (IRS). When two or more Council members travel in the same vehicle, only the individual owner of the vehicle being used shall be reimbursed mileage.

2. Commercial

a. Airplane. The County shall pay round-trip tourist fare for Council members attending County-related functions. In the event that tourist fare is not available on any reasonable travel schedule, the County shall pay the entire cost.

b. Bus and Train. The County shall pay the total round-trip fare for Council attending County-related functions.

c. Taxi Expenses. The County shall pay for the actual cost of trips for airports to hotel/motel and return; hotel/motel to place of function (if not the same) and return.

C. EXPENSES

1. Registration. The County will pay the registration costs for authorized conventions, conferences and seminars.

2. Hotel/Motel. The County will pay the actual cost of single occupancy rates.

3. Per Diem. Council members traveling outside the County shall receive reimbursement for meals and County-related expenses in accordance with the U.S. General Services Administration (GSA).

4. Official County Meetings. Reimbursement for official County conferences must be approved by the Chairman prior to attendance of the meetings by Council.

D. ADVANCE PAYMENTS

1. Advance payments for out-of-area travel are authorized by approval of the Request for Travel Expenses by the Chairman of County Council, the County Administrator or Division Executive Director.

2. Documentation required by the Finance Department must be presented to the Finance Department within five (5) working days after return.

E. MILEAGE REIMBURSEMENT

1. Upon notification of the Chairman, all Council members shall be reimbursed for their direct expenses as they relate to County business.

2. In addition to the base annual pay received for service on Council, members and/or the Chairman may be paid a stipend of \$40 per meeting for his/her attendance at 144 meetings for the fiscal year of any Council committee meeting and other Council-related business meetings. Each member of Council shall be reimbursed mileage to and from their residences for all scheduled meetings, *i.e.*, regular meetings, work sessions and public hearings.

CHAPTER 8

ATTENDANCE AT SEMINARS, CONFERENCES, ETC.

Attendance of Council members at seminars, conferences, etc. is encouraged. Advance permission must be secured from the Chairman.

CHAPTER 9

STANDING COMMITTEES

A. ASSIGNMENTS

All committee chairmanship and tasks shall emanate from the Chairman. Upon approval by the Chairman, the County Administrator may assign to a Standing Committee or Ad Hoc Committee, specific requests and/or tasks which emerge either from Council discussions, incoming correspondence or memoranda. Each assignment shall be added to the appropriate committee's work in progress and completed status report.

B. STATUS REPORT

The Clerk to Council shall furnish Council, on a monthly basis, a register of all Standing Committees reflecting work in progress and completed status report.

C. CONCLUSION OF COUNCIL'S TERM

At the conclusion of each Council term, each Standing Committee Chairman shall purge that committee's file of unnecessary correspondence and notes, put all records and documents in chronological order, and return the file to the Clerk to Council for use by succeeding Councils.

D. SCHEDULING MEETINGS

All members of Council are welcome to attend any committee meeting other than those on which they serve. Non-committee members may enter the discussion but will not have a vote on any matter under the committee's consideration.

All committee meetings are open to the public except when considering matters involving specific personnel, real estate (sale or acquisition), security, or legal briefing. (Reference Section 30-4-70 of the *Code of Laws of South Carolina*, 1976, as amended).

E. REPORTING

From each committee meeting, complete minutes shall be produced, posted on the county website and distributed to all Council members.

Committee Chairman shall report their committee's results and recommend to full Council approval or disapproval of action items.

Committee meeting minutes shall include the following:

Action Item(s)

- Subject:
- Discussion (salient points):
- Recommendation(s):

Information Item(s)

- Subject:
- Discussion (salient points):
- Staff Directive:

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1. Library Board

- RECOMMEND APPROVAL OF THE APPOINTMENT OF JANNINE MUTTERER TO THE LIBRARY BOARD FOR A FOUR-YEAR TERM WITH THE EXPIRATION DATE OF MAY 2027.

2. Bluffton Township Fire District

- RECOMMEND APPROVAL OF THE APPOINTMENT OF WILLIAM RICKETTS TO THE BLUFFTON TOWNSHIP FIRE DISTRICT BOARD FOR A PARTIAL-TERM WITH THE EXPIRATION DATE OF APRIL 2026.

3. Airports Board

- RECOMMEND APPROVAL OF THE REAPPOINTMENT OF BRIAN TURRISI TO THE AIRPORTS BOARD FOR A TWO-YEAR TERM WITH THE EXPIRATION DATE OF MAY 2025.

4. Lowcountry Council of Governments Workforce Board

- RECOMMEND APPROVAL OF THE APPOINTMENT OF SARAH MARSHALL, INTERIM EXECUTIVE DIRECTOR BEAUFORT HOUSING AUTHORITY, AS BEAUFORT COUNTY BUSINESS REPRESENTATIVE ON THE LOWCOUNTRY COUNCIL OF GOVERNEMENT'S WORKFORCE DEVELOPMENT BOARD FOR A THREE-YEAR TERM EXPIRING MAY 2026.