



Finance Committee Meeting

Chairman
MARK LAWSON

Vice Chairman
CHRIS HERVOCHON

Committee Members
GERALD DAWSON
STU RODMAN
BRIAN FLEWELLING

Interim County Administrator
ERIC GREENWAY

Clerk to Council
SARAH W. BROCK

Staff Support
RAYMOND WILLIAMS
WHITNEY RICHLAND

Administration Building
Beaufort County Government
Robert Smalls Complex
100 Ribaut Road

Contact
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228
(843) 255-2180
www.beaufortcountysc.gov

Finance Committee Agenda

Tuesday, February 16, 2021 at 2:00 PM

[This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

ALL OF OUR MEETINGS ARE AVAILABLE FOR VIEWING ONLINE AT WWW.BEAUFORTCOUNTYSC.GOV AND CAN ALSO BE VIEWED ON HARGRAY CHANNELS 9 AND 113, COMCAST CHANNEL 2, AND SPECTRUM CHANNEL 1304

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- JANUARY 19, 2021
6. UPDATE FROM CHIEF FINANCIAL OFFICER, WHITNEY RICHLAND REGARDING THE YEAR TO DATE FINANCIALS

DISCUSSION ITEMS

7. CAFR AUDIT DISCUSSION
8. DISCUSSION BEFORE THE THIRD READING OF AN ORDINANCE TO ISSUE A TAX ANTICIPATION NOTE (TAN) DUE TO A DELAY OF TAX COLLECTIONS.

ACTION ITEMS

9. RECOMMENDED CHANGES TO COUNTY PROCUREMENT CODE REGARDING PURCHASING THRESHOLDS AND EXEMPT GOODS AND SERVICES
10. FIRST READING OF AN ORDINANCE FOR THE FY2021 BUDGET AMENDMENT

BOARDS AND COMMISSIONS

11. CONSIDERATION OF REAPPOINTMENT FOR KENNETH JOY TO THE BOARD OF ASSESSMENT APPEALS
 - 3rd TERM - DISTRICT 7
 - 1st YEAR - 2019
 - 2nd YEAR - 2020
 - 4-YEAR TERM OF VOLUNTEER SERVICE

- [12.](#) CONSIDERATION OF REAPPOINTMENT FOR PAUL JERNIGAN TO THE BOARD OF ASSESSMENT APPEALS
 - 3rd TERM - DISTRICT 2
 - 1st TERM -
 - 2nd TERM -
 - 4-YEAR TERM OF VOLUNTEER SERVICE
- [13.](#) CONSIDERATION OF REAPPOINTMENT FOR ROBERT COON TO THE BOARD OF ASSESSMENT APPEALS
 - 3rd TERM - DISTRICT 11
 - 1st TERM -2013
 - 2nd TERM- 2017
 - 4-YEAR TERM OF VOLUNTEER SERVICE
- [14.](#) CONSIDERATION OF APPOINTMENT FOR NICHOLAS MESENBURG TO THE AIRPORTS BOARD
 - 1st TERM
 - 2-YEAR TERMS FOR BOARD VOLUNTEERS
 - WILL BE REPACING DAN AHERN

CITIZEN COMMENTS

- 15. CITIZENS COMMENTS – CITIZENS MAY JOIN VIA WEBEX USING THE LINK AND MEETING INFORMATION BELOW:**

- [MEETING LINK](#)

- Meeting number: 179 899 8755

- Password: BC123

- (ANYONE who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to no longer than three (3) minutes (a total of 15 minutes) and will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language)***

- 16. ADJOURNMENT



**County Council of
Beaufort County
Community Services
Committee Meeting**

Chairman
MARK LAWSON

Vice Chairman
CHRIS HERVOCHON

Committee Members
GERALD DAWSON
BRIAN FLEWELLING
STU RODMAN

Interim County Administrator
ERIC GREENWAY

Clerk to Council
SARAH W. BROCK

STAFF SUPPORT
RAYMOND WILLIAMS
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Finance Committee Minutes

Monday, January 19, 2021 at 2:30 PM

[This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05]

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CALL TO ORDER

Committee Chairman Lawson called the meeting to order at 2:30 PM.

PRESENT

Committee Chairman Lawson
Committee Vice-Chairman Hervochoch
Council Member Howard
Council Member Dawson
Council Member Rodman
Council Member McElynn
Council Member Passiment
Council Member Sommerville
Council Member Glover
Council Member Flewelling

ABSENT

Council Member Cunningham

PLEDGE OF ALLEGIANCE

Committee Chairman Lawson led the Pledge of Allegiance.

FOIA

Committee Chairman Hervochoch noted that the Public Notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

APPROVAL OF AGENDA

Motion: It was moved by Council Member McElynn, seconded by Council Member Sommerville to approve the agenda. The vote: Unanimous without objection. The motion passed. 8:0

APPROVAL OF MINTUES- December 14, 2020

Motion: It was moved by Council Member McElynn, seconded by Council Member Sommerville to approve the minutes from December 14, 2020. The Vote: Unanimous without objection. The motion passed. 8:0

Update from Chief Financial Officer, Whitney Richland Regarding Year to Date Financials

Whitney Richland, Chief Financial Officer, introduce Pinky Harriott as the new Budget Director.

PLEASE SEE AGENDA FOR GRAPHS AND CHARTS

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

Executive Summary of Revenues and Expenditures through December 2020 was presented.

Council Member Flewelling asked Mrs. Richland, based off her report, if the TAN will be necessary.

Mrs. Richland responded that the County relies on the collections from A-tax that are received at the first of the year and at a budgetary stand point she is not concerned but right now the County doesn't have the cash to pay the vendors based on those collections.

DISCUSSION ITEMS

Discussion on Local Accommodations Tax and Hospitality Tax- Raymond Williams, Finance Director

PLEASE SEE AGENDA FOR CHART

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

Mr. Williams presented a recap of the 2020 awards for A-Tax and H-Tax. This is a discussion to close out the items and add items that didn't move forward back to fund balance.

Mr. Taylor suggested that this item move to County Council for the appropriation of the fund balance.

Council Member Glover spoke regarding the funds for Factory Creek Boat Ramp being refunded.

Mr. Williams stated that amount will be put back into the fund balance to use for other projects.

Recommendation to take \$77,000.00 and add it back it to the fund balance.

Motion: It was moved by Council Member Flewelling, seconded by Council Member Glover to appropriate the remaining \$77,000.00 back to the fund balance by Resolution to be forwarded to Council. Vote: Unanimous without objection. 10:0.

Council Member Flewelling asked how the receipt collection was going for payments.

Mr. Williams stated that they are being submitted and would provide an update at the next committee meeting.

Discussion/Update on the Current Tax Collections by the Beaufort County Treasurer, Maria Walls

Mrs. Walls provided staff with an update regarding collections stating the bills were emailed and emailed. The prepayment program was very successful and the office has begun distributing funds. Collection rate is on par and expectation is the same as last year. Majority of the collection will come closer to the deadline which in March. 27,000 refunds have been processed in the past 7 days and the office is working in the order the payment was received.

Council Chairman Passiment asked if the Treasurer's office has seen an increase in the use of the app. Mrs. Walls responded yes and it has been the most efficient method.

Council Chairman Passiment asked if the installment program increased. Mrs. Wall's response was that there was 1,000 more installment program requests.

Council Member Glover asked what the tax collections are compared to last year percentage wise. Mrs. Wall's stated that we are behind due to the delayed billing and right now it's approximately 30% when last year it would have been 70% or 80%. Mrs. Richland, CFO stated that right now it at 28.5% now and last year it was 59.87%.

Update from Whitney Richland, Chief Financial Officer on the Tax Anticipation Note (Tan)

Mrs. Richland stated that she has spoken with Tonya Crosby from the School District and their updated TAN is \$80 Million. Beaufort County has another reading before finalization and another week of collections so therefore that collection amount will affect the TAN so it may not be the full \$50 Million.

ACTION ITEMS

Accommodations Tax 2% Board Recommendations to Tourism- Related Organizations- Raymond Williams, Director of Finance.

Mr. Williams updated staff regarding the A-Tax Board's recommendations to tourism related organizations.

PLEASE SEE AGENDA FOR GRAPHS AND CHARTS

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

Council Member McElynn asked if the reconstruction Beaufort Project has been rectified. Mr. Williams stated that they did ask for money but they have since decided to go through the local H-Tax as opposed to the State A-Tax.

Council Member McElynn asked was the balance was for the Local A-Tax/H-Tax and what the request for that reconstruction project was. Mr. Williams stated it was \$3.6 Million and the request was \$700,000.00.

Council Member Howard asked regarding the project for Port Royal Church. \$240,000 was requested per Mr. Williams for the local A-Tax/H-Tax and was included \$700,000 request for the reconstruction project.

Motion: It was moved by Council Member Rodman, seconded by Council Member Dawson to approve the distribution of the State ATAX funds in the amount of \$500,000.00as recommended by the Accommodations Tax (State 2%) Board and present to Council. The vote: Unanimous without objection. The motion passed. 10:0.

Council Member Glover objects to the Penn Center not being included and would like to amend the motion to add an additional \$20,000.00 to the total \$500,000.00.

Motion: It was moved by Council Member Glover, seconded by Council Member Flewelling to amend the motion to include an additional \$20,000.00 for the Penn Center for a total amount of \$520,000.00 from the Accommodation Tax (2% State). Votes: Yea Council Member Glover, Council Member Flewelling, Council Member Dawson, Council Member Rodman. Nay: Council Member Howard, Council Member McElynn, Council Member Passiment, Committee Chairman Lawson, Committee Vice-Chairman Hervochon. Amended motion denied. 4/6.

Council Member Hervochon stated that there was \$31,500.00 awarded last year to the Penn Center and feels that receipts of that money and how it was spent should be submitted before moving forward. Council Member Howard concurred.

Council Member Dawson asked that Penn Center submit the appropriate documents for the use of the requested \$20,000.00 and the expenditures from the last award of \$31,500.00 by next committee meeting.

Status: Forward to County Council

Ordinance for Refunding of Bonds, Whitney Richland, CFO

Mrs. Richland explained that the purpose of this Ordinance is that these two bonds are eligible to be refinanced and they would like to take advantage of the interest variable and refinance. The proceeds for the 2021 Bond in the amount not to exceed \$13,500,000.00 and will be used to refund the 2011 Bonds and the 2012E Bonds. Staff discussed the

potential cost savings of the refund with Bond Counsel and the related savings with current market rate is approximately \$2 Million.

Motion: It was moved by Council Member Flewelling, seconded by Council Member Glover to approve the ordinance for refunding of bonds and forward to County Council. The vote: Unanimous without objection. The motion passed. 10:0.

Status: Forward to Council.

BOARDS AND COMMISSIONS

Consideration of the appointment of Steven Green to Accommodations Tax (2% State) Board.

Motion: It was moved by Council Member Flewelling, seconded by Council Member Glover to approve the re-appointment of Steven Green to Accommodations Tax (2% State) Board. The Vote: Unanimous without objection. The motion passed. 10:0.

Status: Forward to Council for approval.

Consideration of the reappointment for Ian Scott and Thomas Sheahan to the Airports Board.

Motion: It was moved by Council Member Flewelling, seconded by Council Member Dawson to approve the reappointment of Ian Scott and Thomas Sheahan to the Airports Board Board. The Vote: Unanimous without objection. The motion passed. 10:0.

Status: Forward to Council for approval.

CITIZEN COMMENTS

No Citizen Comments.

ADJOURNMENT

The meeting adjourned at 4:01 pm.

Ratified by Committee:



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
<i>Discussion and presentation of year to date financial statements for FY 2021</i>
MEETING NAME AND DATE:
Finance Committee 02/16/2021
PRESENTER INFORMATION:
<i>Whitney Richland Chief Financial Officer</i> <i>20 Minutes</i>
ITEM BACKGROUND:
<i>Discussion and presentation of the year to date financial reports for FY 2021.</i>
PROJECT / ITEM NARRATIVE:
Discussion and presentation of the year to date financial reports for FY 2021.
FISCAL IMPACT:
<i>None</i>
STAFF RECOMMENDATIONS TO COUNCIL:
Discussion and related questions.
OPTIONS FOR COUNCIL MOTION:
N/A

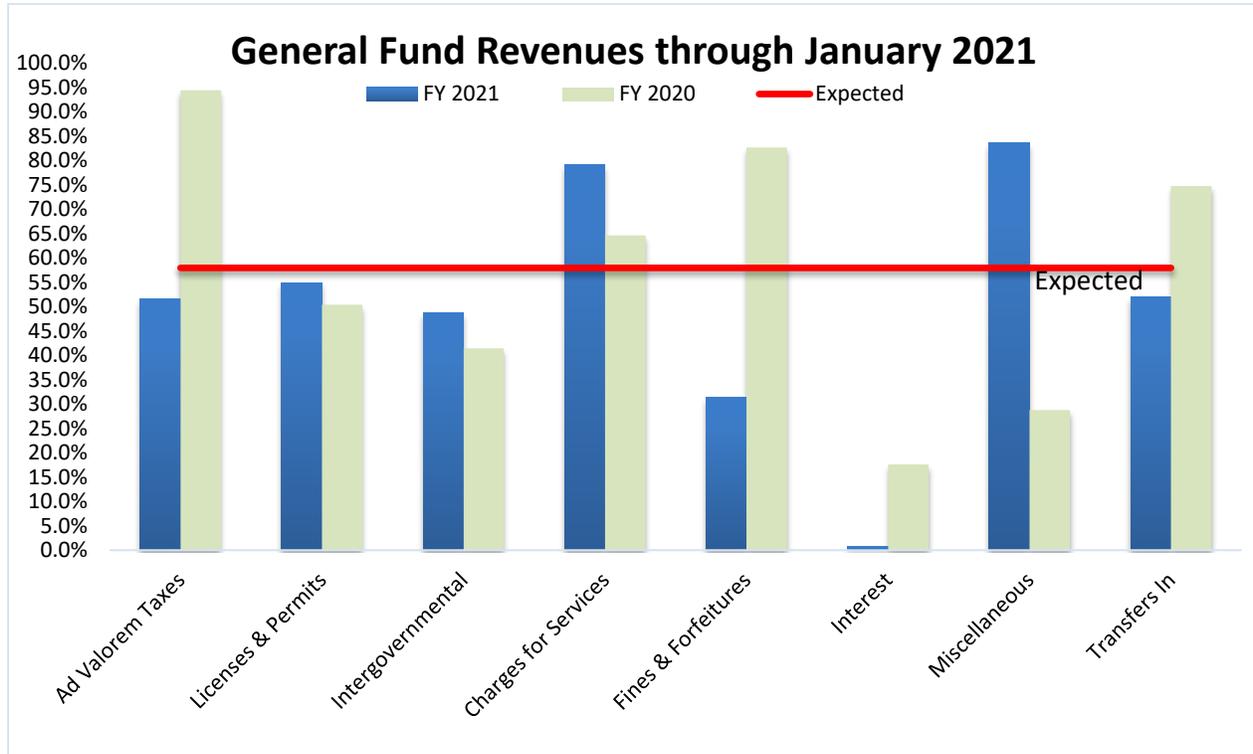
Executive Summary of Revenues and Expenditures

Through January 31, 2021

General Fund Revenues

Budget: \$130,300,431
 Revenue Collected to Date: \$69,252,343
 Revenue Remaining to be Collected: \$61,048,088

Percent of Total Budget Collected: 53.1%
 Percent of Year Completed: 58.3%



Revenue Analysis

Function	Budget	To Date	% Received	% Year Completed
Ad Valorem Taxes	\$106,217,968	\$54,841,136	51.6%	58%
Licenses & Permits	\$3,244,160	\$1,785,190	55.0%	58%
Intergovernmental	\$9,058,838	\$4,416,052	48.7%	58%
Charges for Services	\$8,862,160	\$7,015,366	79.2%	58%
Fines & Forfeitures	\$749,500	\$236,360	31.5%	58%
Interest	\$442,805	\$3,680	0.8%	58%
Miscellaneous	\$180,000	\$150,748	83.7%	58%
Transfers In	\$1,545,000	\$803,811	52%	58%

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

Ad Valorem Taxes: Revenues continue lag due to the delay in tax bill dissemination but are slowly catching up.

Intergovernmental: First and second quarter payments have been received for State Aid.

Charges for Services: Register of Deeds continues to have a record year.

Fines & Forfeitures: Forfeitures, Magistrate and Library fines are lagging.

Interest: This allocation is performed at year-end.

Miscellaneous: FOIA payments and miscellaneous electricity refund.

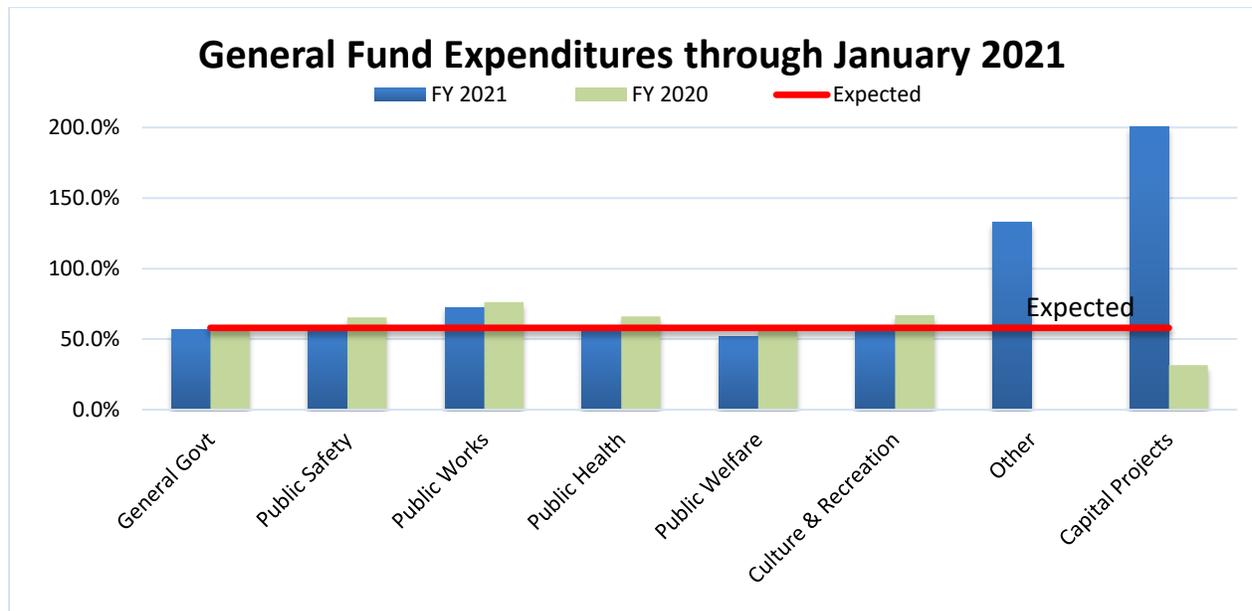
Transfers In: First and second quarter transfers are right on track (approximately ½ of the annual amount).

Executive Summary of Revenues and Expenditures

Through January 31, 2021

General Fund Expenditures

Budget:	\$130,300,430
Carryover from FY 2020:	\$1,352,447
Amendments and Transfers:	\$0
Total FY 2021 Budget:	\$131,652,877
Actual Expenditures to Date:	\$71,036,428
Encumbrances:	\$8,097,274
Total Exp'd & Enc'd to Date:	\$79,133,703
Budget Remaining:	\$52,519,174
Percent of Total Budget Exp'd & Enc'd:	60.1%
Percent of Year Completed:	58.3%



Expenditure Analysis

Function	Budget	To Date	% Expended	% Year Completed
General Government	\$43,758,593	\$24,886,411	56.9%	58%
Public Safety	\$51,471,577	\$30,017,385	58.3%	58%
Public Works	\$17,072,908	\$12,386,833	72.6%	58%
Public Health	\$3,751,392	\$2,191,760	58.4%	58%
Public Welfare	\$708,261	\$366,184	51.7%	58%
Culture & Recreation	\$13,475,265	\$7,590,580	56.3%	58%
Other	\$508,594	\$675,546	132.83%	58%
Capital Projects	\$906,286	\$1,019,004	200.4%	58%

For expenditures with variances over 5% of the year completed or that do not follow the usual prior year trend, a brief explanation is provided below.

Public Works: PO's for contracts inflating the yearly total. Actual: \$8,520,586; Encumbered: \$3,866,246

Public Welfare: Personnel costs and office space trending low.

Other: Use of fund balance for the Beaufort County Economic Development Corporation from escrow funds.

Capital Projects: The purchase of an ambulance from insurance proceeds may cause this category to exceed the annual budget. Actual: \$77,666; Encumbered: \$941,338



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
<i>CAFR Audit Discussion</i>
MEETING NAME AND DATE:
Finance Committee 02/16/2021
PRESENTER INFORMATION:
<i>Whitney Richland CFO</i> <i>5 Minutes</i>
ITEM BACKGROUND:
<i>Update on the timeline of the CAFR.</i>
PROJECT / ITEM NARRATIVE:
Mauldin and Jenkins have begun their fieldwork. Finance is working with the auditors to get the draft done as soon as possible.
FISCAL IMPACT:
<i>10001111-51160 Professional Services \$65,500</i>
STAFF RECOMMENDATIONS TO COUNCIL:
None
OPTIONS FOR COUNCIL MOTION:
<i>None</i>



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
<i>Discussion before the Third Reading of an Ordinance to issue a Tax Anticipation Note (TAN) due to a delay of tax collections.</i>
MEETING NAME AND DATE:
Finance Committee 02/16/2021
PRESENTER INFORMATION:
<i>Whitney Richland Chief Financial Officer 10 Minutes</i>
ITEM BACKGROUND:
<i>Due to a delay in tax bills being sent out, and thus, the delayed receipt of tax revenue, the County's cash position continues to decrease. A TAN may be needed to maintain cash flows for operations and debt service until the receipt of tax revenues is substantially complete.</i>
PROJECT / ITEM NARRATIVE:
<i>In a typical year, a material amount of tax revenue and cash needed for operations by the County and the other taxing districts located in the County would be being received by the Treasurer during December. Since the tax bills were mailed late, cash flows and operations for all related parties may be significantly affected. Although the County has investments that could be converted to cash in order to meet operational needs, the County stands to forfeit interest earnings on those investments.</i>
FISCAL IMPACT:
<i>Projections by the County Treasurer have the cash being depleted before significant collections are made by the County with a possible liquidation of investments to carry the County and related taxing districts through February of 2021. Staff believes the interest expense incurred on the issuance of a TAN will be less than interest earned on investments.</i>
STAFF RECOMMENDATIONS TO COUNCIL:
Allow Staff to continue working with the Treasurer and outside counsel toward the issuance of a TAN.
OPTIONS FOR COUNCIL MOTION:
<i>Discussion before the third reading before Council.</i>



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
<i>Recommended Changes to County Procurement Code Regarding Purchasing Thresholds and Exempt Goods and Services</i>
MEETING NAME AND DATE:
<i>Finance Committee February 16, 2021</i>
PRESENTER INFORMATION:
<i>Dave Thomas, CPPO, Purchasing Director, Whitney Richland, ACA Finance, Kurt Taylor, General Council, (15 Minutes)</i>
ITEM BACKGROUND:
<p><i>The current Beaufort County Procurement thresholds are in need of updating in order to improve our efficiencies, be more in line with the South Carolina State Procurement Code, and to provide additional authority at the Department, Division, Administrator, and Committee level. The County Administrator and Executive Staff are requesting the following changes to the Procurement Code: For small purchases under \$4,999, the purchase order process will not be required and only one price quote will be needed if the price is considered "fair and reasonable". Department staff will be required to purchase goods and services locally when available. For purchases of goods and services over \$5000 to \$14,999, department staff will be required to have an approved purchase order before committing/accepting the goods or services for the County. Department staff must receive a minimum of two written quotes from qualified registered vendors and must award the purchase to the lowest responsive/responsible bidder. For purchases of goods and services over \$15,000 to \$74,999, If in current year budget already approved, the purchase must have the Budget Director and Purchasing Director approval in Munis. If not in current year budget, the appropriate ACA and Budget Director must approve. This may require a budget amendment by Council. Departments must receive a minimum of three written quotes from qualified registered vendors and must award the purchase to the lowest responsive/responsible bidder. For purchases of goods and services from \$75,000 to \$124,999, Department's must have the County Administrator's approval in Munis. All procurements over \$74,999 must be publically bid as formal sealed solicitations and follow the procedures in accordance with the procurement code. All Vendors on the A & E Services, General, and Sub-contractor pre-qualified list may be negotiated with the selected vendor up to \$124,999, with the approval of the County Administrator. Attached you will find a memo providing justification for the changes and a current flow chart of our Purchasing Thresholds as well as the new highlighted changes to the thresholds we are requesting. This includes additions to the procurement exemption section. We have also attached an information sheet showing what other Counties, towns, and government organizations are using for their procurement thresholds and approval authority.</i></p>
PROJECT / ITEM NARRATIVE:
<p><i>County Council Procurement Code follows under the State law of Home Rule, which allows County Council to develop or change our own Ordinances, Policies and Procedures when it is in our best interest for the County. The following list provides justification for making the recommended changes to the procurement code:</i></p> <ul style="list-style-type: none"><i>• An increase in the thresholds will save time in the overall purchasing process/projects and speed up the time it takes to pay vendors.</i><i>• The smaller purchases will still be track-able in Munis by looking at the each vendors invoices.</i>

- For purchases under \$74,999, these changes may increase the Counties ability to purchase more goods and services locally for the smaller purchases (under \$4,999) that may be handled with a P-Card or merely paying an invoice without going through the purchase order (quote) process.
 - By increasing the thresholds to give the ACAs, County Administrator, and Committees the authority to approve purchases at higher thresholds will speed up the process for the smaller projects while keeping Council agendas open for the larger purchases/projects.
 - Currently Legal Services are exempt from competition but not exempt from the purchase order process requirement. Every procurement over \$1500 must have a purchase order unless the P-Card is utilized to pay the vendor. By relieving Legal Services from the purchase order process, we will save time/money, and provide additional confidentiality for our legal cases. All legal services are approved by the County Administrator or County Council and selected based on professional qualifications. Some of the cases are refunded by the Insurance Reserve Fund, which is already being tracked by Legal and Finance. Having to create a purchase order for each firm/case is not the best use of staff's time and would be creating double work for staff. Finance and Legal will continue to track spending in Munis when invoices are entered and paid as well as the reimbursements.
- If the changes to the procurement code are approved by committee and Council, the changes to the ordinance will require three readings to the public.*

FISCAL IMPACT:

NA

STAFF RECOMMENDATIONS TO COUNCIL:

To Approve or Deny the Request to the new changes to the procurement code.

OPTIONS FOR COUNCIL MOTION:

The Finance Committee approve the changes to the procurement code as stated in the attachment and send to County Council for approval.



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**
106 Industrial Village Road, Bldg 2—Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Mark Lawson, Chairman, Finance Committee
Eric Greenway, Interim County Administrator
Robert Bechtold, Deputy County Administrator
Whitney Richland, Assistant County Administrator (ACA), Finance
Raymond Williams, CFO
Harriot Pushpal, Budget Director
Kurt Taylor, County Attorney

FROM: Dave Thomas, CPPO, CPPO, Purchasing Director

SUBJ: Recommended Changes to the Beaufort County Procurement Ordinance, Division 4

DATE: February 8, 2021

After reviewing our current Procurement Ordinance, Division 4 under Administration/Finance, I am recommending the following changes based on the information presented in this packet. The referenced sections/changes are listed in the following documents with the changes highlighted in yellow. The last changes to the Procurement Ordinance was back in March of 2014, which involved changing thresholds for staff, County Administrator, Committees, and Council.

Background

The Procurement staff found information on the history of the County’s purchasing code, policies and processes, with the earliest dating back to 2002. A short history of procurement ordinance and policy changes may be found in Exhibit 1.

Over the years, other ordinances were passed forming our most current version today. The Procurement Ordinance was last revised in 2014; however, the policies and procedures have been updated in 2020. It is Procurement’s recommendation along with Department/Division Heads to revise the current thresholds as well as other exemptions listed on the following pages. Additionally, we have reviewed the SC State Procurement Code, other similar County Procurement Codes, and local municipalities (see Exhibit 3).

Basis of Changes

Changes are recommended due to the inflation rate and increased workload by staff since the last revision of the ordinance back in 2008. Since June 2008, inflation has risen to 20.2%. See the attached link for your use: [Inflation Calculator | Find US Dollar's Value from 1913-2020 \(usinflationcalculator.com\)](https://www.usinflationcalculator.com). Table 1 compares how much an item cost in 2008 and the current cost in August 2020. The 2008 numbers are the maximum thresholds for the source selection listed in the ordinance.

Table 1

2008	2020
\$1,500	\$1,803.12
\$5,000	\$6,010.29
\$10,000	\$12,020.78
\$25,000	\$30,051.95
\$50,000	\$60,103.90
\$100,000	\$120,207.80
\$200,000	\$240,415.60

See Exhibit 2 for a detailed Flow Chart for the Recommended Threshold Requirements for Table 2

Table 2

2008	2020	Recommended
\$1,500	\$1,803.12	\$5000
\$5,000	\$6,010.29	\$5000
\$10,000	\$12,020.78	\$12,000
\$25,000	\$30,051.95	\$30,000
\$50,000	\$60,103.90	\$65,000
\$100,000	\$120,207.80	\$125,000
\$200,000	\$240,415.60	\$250,000

Recommended Changes to Procurement Ordinance-Extracted from Division 4, Procurement

Section 2-521.-Requisitions required. Change/add the following:

Department heads shall use requisitions for goods or services (add- for procurements over \$5,000) for the operation of the department. Requisitions shall be processed according to the steps outlined in the purchasing administrative regulations. An approved request for payment or P-Card may be used in accordance with the current policy Manual.

Section 2-522.-Purchase order required. Change/add the following:

Any purchase made with county funds (over \$5,000) shall be recorded on a purchase order bearing the quantity and description of each item to be purchased (unless P-Card is used). If exceptions are made by the purchasing director, a control system shall be in effect. (Add- Goods and services under \$5000 do not require a purchase order but the purchase must be approved by the Department Head in writing. Only an invoice is needed and must be "Fair and Reasonable").

Section 2-517. –Small purchases. Change to the following:

Any contract not exceeding \$25,000.00 (Change to (\$74,999) shall be made in accordance with the small purchase procedures established in regulations and updated periodically by the purchasing director; provided, however, that purchase requirements shall not be artificially divided so as to constitute a small purchase under this section. (Add- Procurements for Goods and Services over \$75,000 must be publically advertise in accordance with this code).

(d)

Dollar limitations. Provided that funds have been preapproved by the county council as part of the budget process, an award is made to the lowest responsive and responsible bidder, the contracting authority for the county, except as otherwise provided in section 2-512 pertaining to authority to contract for certain services, section 2-513 pertaining to exemption and section 2-514 pertaining to exemption for real property, shall be as follows:

(1)

If CY Budget is approved, at a minimum the purchases must be approved by Purchasing Director, comptroller (Take out) add Budget Director, or Chief Financial Officer. If not in the current budget, add (Assistant County Administrator along with the Budget Director must approve) and (deputy county administrator)-take out, \$10,000.00 (change to \$74,999 or less). May require a budget amendment by Council.

(2)

County Administrator or his designee, over \$10,000.00 (change to \$75,000), but less than \$50,000.00 (change to \$124,999).

(3)

Council Committee, over \$50,000.00 (Change to \$125,000), but less than \$100,000.00 (Change to \$249,999).

(4)

The county council, \$100,000.00 (change to \$250,000 and over).

Sec. 2-542. - Architect-engineer, construction management, land surveying and other professional services.

(a)

Public announcement. When the contract/purchase order amount is expected to be \$25,000.00- (Change to-\$74,999 for goods and services, or more, and \$124,999 for architect-engineer, construction management, land surveying and other professional services), it is the policy of the county to publicly announce all requirements for architect-engineer, construction management, land surveying, auditing and other professional services and to negotiate such contracts on the basis of demonstrated competence and qualifications at fair and reasonable prices. In the procurement of their professional services, the purchasing director shall request firms to submit a competitive proposal except when the procurement of these services are expected to be \$25,000.00 or more. Procurement of professional services expected to be less than \$25,000.00 (Change to \$124,999) shall be made in accordance with section 2-517 pertaining to small purchases, except as set forth in section 2-512 pertaining to authority to contract for certain services. Cost proposals from architects shall only be received as allowed by state law.

Sec. 2-513. - Exemption from procedures. See the highlighted recommended additions.

The County Council may, by resolution, exempt specific supplies or services from the purchasing procedures required in this Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the purchasing director for just cause may limit or withdraw any exemptions provided for in this section:

(1)

Works of art for museum and public display.

(2)

Published books, library books, maps, periodicals, technical pamphlets.

(3)

Copyrighted educational films, filmstrips, slides and transparencies.

(4)

Postage stamps and postal fees. Add-and U.S. Post Office box rentals.

(5)

Professional dues, membership fees and seminar registration fees. Add-Professional training.

(6)

Medicine and drugs.

(7)

Utilities including gas, electric, water and sewer.

(8)

Advertisements in professional publications or newspapers. Add-Advertising time and space in newspapers, radio, television, professional journals or publications.

(9)

Fresh fruits, vegetables, meats, fish, milk, bread and eggs.

(10)

Oil company credit cards.

(11)

Articles for commercial sale by all governmental bodies.

(12)

Conference facilities

(13)

Chemicals for mosquito control

(14)

Maintenance on equipment that must be provided by the original equipment manufacturer or an authorized dealer.

(15)

Attorneys and legal services

(16)

Maintenance Services for aircraft

(17)

License agreements for computer software, after such software has been purchased subject to the provisions of the ordinance

(Code 1982, § 12-14; Ord. No. 2000-1, § 1, 1-10-2000)

Potential Shift in Purchase Orders

Table 3 shows the average number of (POs) based on a six year average that would be affected by the change in the thresholds. This would mean the 748 POs would now fall under the range for one “fair and reasonable quote”; no purchase will be required. This would potentially be used under the P-Card system, which could yield a higher annual rebate from Bank of America.

The table also shows that there would be 207 POs that would fall under the two-quote range. The 357 POs would now fall under the three-quote range without the need for advertising or a formal solicitation.

Table 3 Average 2015-2020

\$Range	# of PO's	Total \$ AMT
\$1,500-\$5,000	748	\$1,810,034.22
\$5,000-\$10,000	207	\$1,496,765.37
\$10,000-\$65,000	357	\$9,102,637.69
Totals	1312	\$12,409,436.98

Table 4 Solicitations affected by the \$65,000 threshold concerning the need for advertising and the need for approvals. These are all formal solicitations.

	2018	2019	2020	TOTAL	AVERAGE
\$0 - \$64,999 no solicitation required	11	7	5	23	7.66
\$65,000 – \$124,999 Solicitation required but County Administrator approves	10	7	2	19	6.33
\$125,000 - \$249,999 Solicitation required must be approved by County Administrator then Committee	7	3	6	16	5.33
Over \$250,000 Solicitation required must be approved by County Administrator then Committee then Council	4	19	12	35	11.66
Totals Per Year Cumulative	32	36	25		

***Note: These numbers do not include published solicitations that were cancelled for budget reasons or a responsive/responsible bid was not received.**

Potential Shift in Solicitation approvals

Note, that in order for the projects to be approved by the County Administrator, Council must have already approved the budget.

Table 4 shows the three-year average number of solicitations that would not need to be advertised, totaling **8**. This would mean an average of **13** solicitations would now fall under the County Administrator’s approval range. The table also shows that there would be **6** solicitations on average approved by committee and **12** solicitations on average would need Committee and Council approval. In addition, over the three-year period **23** solicitations would not need to be advertised resulting in saving time, money and allow our departments to get quotes from qualified local vendors increasing our local spending.

Benefits for making the Procurement Code changes

1. Reduction in time. Because of the inflation rate, more small purchases have been exceeding past threshold amounts. Departments that have purchased items in 2008 through the P-Card program now have to send requisitions to Procurement. This increases the amount of time it takes for the departments to receive the items, as it must go through the quote process. By raising the thresholds for small purchases, the departments will receive their items or services faster as it eliminates the need to obtain a required number of quotes and issue a PO. The vendor will be paid a lot sooner as well. We will save time on small projects not over \$124,999.99, by not having to go to Committee for approval and for projects under \$249,999 not having to go to Council for approval.

2. Formal Solicitations. The number of formal solicitations could be reduced and the departments may receive that service or goods faster. This offers an opportunity to possibly award more contracts under \$64,999.99 to local vendors by directly requesting quotes. For architect-engineer, construction management, land surveying and other professional services contracts may be negotiated directly with prequalified vendors for procurements up to \$124,999. Note, the County Administrator must approve the contract. The current dollar threshold for professional services is under \$50,000. The recommended change to procurements under \$124,999 will speed our projects up and may help us award more contracts to local vendors. The recommended changes to our Procurement Code for professional services will bring our code up to date along with saving time and money. The new changes will also bring our ordinance in line with other counties and the State Procurement Code.

3. Savings. As the goods and services are procured faster, the department's projects may be started and completed in a more timely fashion. This would save the costs from prolonged waiting due to the procurement process of receiving quotes or issuing formal solicitations. This may also result in a cost savings to our advertising budget.

4. Increase Rebate. With the shift of approximately 748 purchase orders falling under the one quote threshold, these purchases would be eligible for using the P-Card system, which may increase the annual rebate from Bank of America.

5. Exemption Changes. The recommended changes to our procurement exemptions will bring our code up to date and will save time and money. The new changes will also bring our ordinance in line with other counties and the State Procurement Code. Currently, legal services are exempt from competition but not exempt from the purchase order process requirement. Every procurement over \$1500 (we will change to \$4,999) must have a purchase order unless the P-Card is utilized to pay the vendor. By relieving legal services from the purchase order process, we will save time, money, and provide additional confidentiality for our legal cases.

All legal services are approved by the County Administrator or County Council and selected based on professional qualifications. The Insurance Reserve Fund refunds some of the cases, which is already being tracked by Legal and Finance. Having to create a purchase order for each firm and case is not the best use of staff's time and would be creating double work for staff. Note, Legal and Finance will continue to track spending in Munis when invoices are entered and paid as well as the reimbursements.

Conclusion

Due to inflation, the time it takes Purchasing and department staff to complete the end users' requests has increased. This applies to both the purchase order and solicitation process. After reviewing the State Procurement Code and other government organizations processes and "Best Practices", we, the Procurement staff, department and division heads believe that raising the thresholds for quotes and solicitations would decrease the time and money needed to complete the departments' projects and may allow the County to award more contracts to local vendors. With assistance from our Legal Department, we respectfully request the ordinance be revised to reflect the recommended changes above. The Procurement staff is willing to be involved as much as possible in this process. This process includes providing training to all department employees. Please let me know if you need more information or our assistance in having the ordinance revised.

Respectfully,

"Original Signed"

David L. Thomas, CPPO, CPPB
Procurement Director
Beaufort County, South Carolina

Cc: Phil Foot, ACA, Public Safety, Jared Fralix, ACA Engineering, Chuck Atkinson, ACA Community Services, Suzanne Cook, CFO Sheriff's Office, Neil Desai, Public Works Director, Patrick Hill, Director Information Technology, Victoria Moyer, Contract Specialist,

Attachments: AIS, Exhibit 1-History of Procurement Ordinances and Policy Changes, Exhibit 2- Flow Chart for the Recommended Threshold Requirements, Exhibit 3-Chart showing other Municipalities Thresholds and Authority

Exhibit 1**History of Procurement Ordinances and Policy Changes**

- Dec 10, 1982 -Formal Centralized Purchasing Code, Ordinance No. 99-14, May 24, 1999.
- May 20, 1996 -Requisitions/purchase orders required if total is more than \$500.
Goods and services between \$500 and \$2,500 require minimum two qualified quotes written or verbal
-\$2,501 to \$10,000, three written quotes from qualified sources/vendors
-Goods and services over \$10,000 must be advertised to the Public.
-over \$50,000, Council must approve the procurement.
- \$10,001 to \$49,999. Requires formal sealed bid, advertise to the public and committee approval
-Over \$50,000 formal sealed bid, written specifications and requires County Administrator and Council approval.
- March 25, 2009 -Requisitions/PO's not exceeding \$2,500 may be accomplished without competitive quotations if prices are considered fair and reasonable.
-Exceptions purchases made with County P-Card.
- March 3, 2010 -Purchases from \$2,500.01 to \$5,000-verbal or written quotes from two qualified vendors.
-\$5,000.01 to \$10,000 three written quotes from qualified vendors.
-\$10,000.01 to \$25,000, minimum of three written quotes from qualified vendors
- Feb 10, 2014 -Ordinance 2014/4 changing dollar limitations.
-County Council must preapprove funds.
-Approval authority \$10,000 or less, Purchasing Director, comptroller, CFO, Deputy Administrator.
-County Administrator up to \$50,000.
-Council committee, over \$50,000 but less than \$100,000
-County council, \$100,000 and over

Elected and appointed officials. Provided that funds have been approved by the County Council as part of the annual budget appropriation process, and that any expenditure of funds regardless of the amount will not result in a budget deficit within any elected official's office, the sheriff, auditor, treasurer, clerk of court, coroner, solicitor, public defender, probate judge, and magistrates shall be exempt from the dollar limitations on expenditure authority identified above provided that they shall comply with all of [the] provisions of competitive purchasing as may be required by South Carolina law and the Beaufort County Purchasing Ordinance. The county council may request such reports and information, as it deems necessary and prudent on the purchasing activities of these offices to ensure compliance with these provisions.

PURCHASE PROCESS ACCORDING TO THRESHOLDS PROPOSED CHANGE

Need for Construction, Goods, or Services

Tax and Shipping/Freight must be included in the purchase amount.
Exception: purchases \$ less-take out Item 9.

ANY PURCHASES OVER \$ 74,999 MUST BE ADVERTISED FOR BID

Purchases up to \$4,999

No quote required, only an invoice. No requisition required

Orders may be made and invoices submitted for payment

If Vendor will not invoice then payment may be made with P-card

Purchases From \$5,000 to \$14,999

Written Quote from 2 Qualified Vendors is required

Requisition must be entered in MUNIS with quotes and COI attached

The Department Head may approve without further Approval

Once requisition is converted to a PO the order may be made

Purchases from \$15,000 to \$74,999

Written Quotes from 3 qualified vendors necessary

Requisition must be entered in MUNIS with quotes and COI attached

If FY budget is approved the purchase must have Budget Director Approval in Munis. If not in FY budget the ACA and Budget Director must approve. This may require a budget amendment by Council

Award must be made to the lowest vendor quote

Once requisition is converted to a PO the order may be made

Purchases from \$75,000 to \$124,999

A Solicitation Request/Confirmation of Budget from the Department Head for an IFB,RFP, RFQ is required first

Purchasing Director will send the request to Finance for approval

Once Finance Department gives approval Purchasing will move forward with advertising

A competitive sealed bid process must occur. Solicitation must be advertised in Vendor Registry, SCBO, and Local Newspaper

Award must be made to lowest responsive and responsible source or highest ranked vendor

The County Administrator must approve award

Once County Administrator approves the award a Requisition must be entered in MUNIS with bid tab or summary along with COI attached Does not require Committee or Council Approval

Purchases from \$125,000 to \$249,999

A Solicitation Request/Confirmation of Budget from the Department Head for an IFB,RFP, RFQ is required first

Purchasing Director will send the request to Finance for approval

Once Finance Department gives approval Purchasing will move forward with advertising

A competitive sealed bid process must occur. Solicitation must be advertised in Vendor Registry, SCBO, and Local Newspaper

Award must be made to lowest responsive and responsible source or highest ranked vendor

The County Administrator must approve before going to Committee for approval

Once Committee approves the award a Requisition must be entered in MUNIS with bid tab or summary, Committee Memo and the COI attached

Purchases over \$250,000

A Solicitation Request/Confirmation of Budget from the Department Head for an IFB,RFP, RFQ is required first

Purchasing Director will send the request to Finance for approval

Once Finance Department gives approval Purchasing will move forward with advertising

A competitive sealed bid process must occur. Solicitation must be advertised in Vendor Registry, SCBO, and Local Newspaper

Award must be made to lowest responsive and responsible source or highest ranked vendor

The County Administrator must approve before going to Committee for approval

Once Committee approves it will be forwarded to Council for Approval

Once Council approves the award a Requisition must be entered in MUNIS with bid tab or summary, Committee Memo, Council approval, and the COI attached

Legal Notice to Bidders – Required Contract Provisions

All County Contracts shall contain the County appropriation of funds clause, and shall contain a clause designating the law governing the contract as South Carolina Law. The venue and court jurisdiction for all legal actions shall be in the Courts of Beaufort County 14th District, unless otherwise specifically required by Federal or State Law.

Elected and appointed officials. Provided that funds have been approved by the county council as part of the annual budget appropriation process, and that any expenditure of funds regardless of the amount will not result in a budget deficit within any elected official's office, the sheriff, auditor, treasurer, clerk of court, coroner, solicitor, public defender, probate judge, and magistrates shall be exempt from the dollar limitations on expenditure authority identified above provided that they shall comply with all of [the] provisions of competitive purchasing as may be required by South Carolina law and the Beaufort County Purchasing Ordinance. The county council may request such reports and information as it deems necessary and prudent on the purchasing activities of these offices to ensure compliance with these provisions.

(Code 1982, § 12-10; Ord. No. 99-14, 5-24-1999; Ord. No. 2014/4, 2-10-2014)

CONTRACT PROCESS

Execution of Contracts

All County contracts shall be procured in accordance with provisions of County Code. No County contract shall be approved or executed unless and until sufficient funds have been appropriated by the County Council and are available for the contract. All contracts shall be written on the Beaufort County contract forms (no other company's contracts unless authorized by the Purchasing Director) and include provisions for termination in the event of non-appropriation of funds. The County's Contracting Manager shall maintain the original copy of all contracts.

Legal Review of Contracts

All County contracts in excess of \$30,000 and any other contracts determined necessary by the Purchasing Director, may be reviewed as to legal form by the County Attorney's Office, except as may otherwise be provided in these regulations or by written agreement between the County Attorney and the Purchasing Director. County contracts shall utilize only those contract terms and standard forms, including purchase orders, which have been approved for use by the Purchasing Director, unless the Purchasing Director and the County Attorney determine that an alternative term or form should be used.

Contract Approval Process

All Beaufort County contracts must be processed/approved through the Purchasing Department with final approval by the County's Attorney's Office. The first step in the contract process is to contact the Purchasing Department's Contract Manager's Office and request a draft contract be developed for review by the responsible Department Head. Once the draft contract is reviewed by the Department Head, the contract is sent to the Purchasing Contract Manager for approval and then the County's Attorney's office for review and approval. Once approved by the County's Attorney's Office the contract is sent to the Vendor for approval. The contract is sent back to the Contracting Manager for processing to the County Administrator. Once the County Administrator signs the contract, the original is sent back to the Contracting Manager. The original contract is placed in the contract file and the Contract Manager will mail a notice to proceed with the scope of work in the contract. The using department will keep track of the invoices and process request for payment to Finance. The using department is also responsible for the close out report and is responsible for notifying the Purchasing Department of contract completion or renewal.

NOTE: Purchases under \$25,000 do not require a formal contract. A & E and Construction Procurements require formal contract approved by the County Administrator. The Purchase Order resulting from the Requisition entered will serve as a contract.



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
First Reading of an Ordinance for the FY2021 Budget Amendment
MEETING NAME AND DATE:
Finance Committee Meeting, February 16, 2021
PRESENTER INFORMATION:
Whitney Richland, Chief Financial Officer 15 Minutes
ITEM BACKGROUND:
<i>During the year, there have been unbudgeted expenditures (approved by Council), and some budgetary shortfalls related to payroll. Administration is seeking a budget amendment in order to cover the budget shortfalls.</i>
PROJECT / ITEM NARRATIVE:
In Fiscal Year 2021, Council has entered in settlements and agreements that were not in the original budget. Administration has also identified a budget shortfall related to payroll.
FISCAL IMPACT:
<i>Please see the related review of revenues and expenses presented.</i>
STAFF RECOMMENDATIONS TO COUNCIL:
We recommend Council approve this budget amendment.
OPTIONS FOR COUNCIL MOTION:
Motion to approve/deny FY2021 Budget Amendment. If the motion is approved it would go to a First Reading of an Ordinance.

FY21 Budget Amendment

Revenues

	Amount:	Fund	Description:
1	\$ 5,100,000.00	General	Register of Deeds- Service Fees
2	\$ 100,000.00		County Council- Unclassified Operating
3	\$ 450,000.00		Personnel Cost Reimbursement
4			
	\$ 5,650,000.00		

Expenditures

	Amount:	Fund	Description:
1	\$ 866,000.00	General	Information Technology- Budget Shortfall
2	\$ 390,000.00		County Council- Legal Fees
3	\$ 100,000.00		County Council- Distance Learning
4	\$ 125,000.00		County Council- Health Insurance Settlement
5	\$ 42,000.00		County Council- WhiteHall Settlement Payment
6	\$ 605,000.00		PLT Payout- General Fund
7	\$ 35,000.00		Finance- Internal Audit Fees
8	\$ 625,000.00		CAI Payment
9	\$ 2,270,000.00		Salaries Shortfall
10	\$ 90,000.00		New Riverside Library Pre-Purchase
11	\$ 300,000.00		County Attorney- Legal Issues Shortfall
	\$ 5,448,000.00		

ORDINANCE No. 2020 / _____

AMENDING THE 2020-2021 BEAUFORT COUNTY BUDGET ORDINANCE

WHEREAS, on June 22, 2020 County Council adopted Ordinance No. 2020-22, adopting and establishing the countywide budget, to provide for the levy of tax for corporate Beaufort County for the fiscal year beginning July 1, 2020 and ending June 30, 2021, to make appropriations for said purposes, and to provide for budgetary control of the County’s fiscal affairs (the “Budget Ordinance”); and

WHEREAS, subsequently, the Budget Ordinance has been amended to correct a mathematical error and to modify state accommodations tax expenditures; and

WHEREAS, from time to time it becomes appropriate and necessary to account for increased revenue collections and additional necessary expenditures; and

WHEREAS, it is therefore appropriate to amend the Budget Ordinance to reflect the increased revenue expectations and to make additional appropriations;

NOW, THEREFORE, be it ordained by Beaufort County Council, that the provisions of the Budget Ordinance be amended to read as set forth in the attached “Attachment A”.

THE REMAINDER of the Budget Ordinance, as previously amended remains unchanged and is in full force and effect.

ORDERED in meeting duly assembled this _____ day of _____, 2021

Joe Passiment, Chairman

Attest: Sarah W. Brock, Clerk to Council

Attachment A

FY21 Budget Amendment

Revenues

	Amount:	Fund	Description:
1	\$ 5,100,000.00	General	Register of Deeds- Service Fees
2	\$ 100,000.00		County Council- Unclassified Operating
3	\$ 450,000.00		Personnel Cost Reimbursement
4			
	\$ 5,650,000.00		

Expenditures

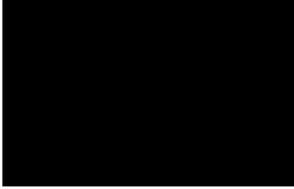
	Amount:	Fund	Description:
1	\$ 866,000.00	General	Information Technology- Budget Shortfall
2	\$ 390,000.00		County Council- Legal Fees
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7	\$ 35,000.00		Finance- Internal Audit Fees
8	\$ 625,000.00		CAI Payment
9	\$ 2,270,000.00		Salaries Shortfall
10	\$ 90,000.00		New Riverside Library Pre-Purchase
11	\$ 300,000.00		County Attorney- Legal fees for remainder of FY
	\$ 5,448,000.00		



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
APPROVAL OF REAPPOINTMENT
MEETING NAME AND DATE:
FINANCE COMMITTEE MEETING <ul style="list-style-type: none">FEBRUARY 16, 2021
PRESENTER INFORMATION:
COMMITTEE CHAIRMAN LAWSON
ITEM BACKGROUND:
BOARD OF ASSESSMENT APPEALS KENNETH JOY - DISTRICT 7 <ul style="list-style-type: none">3rd TERM - DISTRICT 7<ul style="list-style-type: none">1st - 20192nd - 20204-YEAR TERM OF VOLUNTEER SERVICE
PROJECT / ITEM NARRATIVE:
CONSIDERATION OF REAPPOINTMENT FOR KENNETH JOY TO BOARD OF ASSESSMENT APPEALS.
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COUNCIL:
APPROVE, MODIFY OR REJECT
OPTIONS FOR COUNCIL MOTION:
MOTION TO (APPROVE, MODIFY, REJECT) REAPPOINTMENT FOR KENNETH JOY TO BOARD OF ASSESSMENT APPEALS TO MOVE FORWARD TO COUNTY COUCIL FOR FINAL APPROVAL.

Kenneth W. Joy



Beaufort County SC Government
BAA Coordinator
PO Box 1228
Beaufort, SC 29901

To whom it may concern:

This is a statement to verify that I, **Kenneth W. Joy** am seeking **RE-APPOINTMENT** to the **Beaufort County Board of Assessment Appeals**.

I would appreciate this re-appointment to go into effect when my current term expires (February 2021).

Sincerely,


Kenneth W. Joy

Copies Transmitted via e-mail to:

Paul Jernigan – Chairperson
Liz Rigg – BAA Coordinator

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
www.beaufortcounty.sc.gov

STEWART H. RODMAN
CHAIRMAN

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

MICHAEL E. COVERT
GERALD DAWSON
BRIAN E. FLEWELLING
YORK GLOVER, SR.
CHRIS HERVOCHON
ALICE G. HOWARD
MARK LAWSON
LAWRENCE P. MCELYNN
JOSEPH F. PASSIMENT, JR.

ASHLEY M. JACOBS
COUNTY ADMINISTRATOR

SARAH W. BROCK
INTERIM CLERK TO COUNCIL

May 15, 2019

Mr. Kenneth Joy



Re: Appointment to the Board of Assessment Appeals

Dear Mr. Joy:

It is my very distinct pleasure to advise you that you have been appointed by the Beaufort County Council to serve as a member on the Board of Assessment Appeals.

This will be a one-year term appointment, which expires February 2020, and we are very appreciative of your willingness to serve. Council evaluated a number of applicants, and we feel you will do an excellent job.

Please accept our best wishes as you embark upon your service to Beaufort County on the Board of Assessment Appeals. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process. You will be notified of the next meeting of the Board of Assessment Appeal and, I trust you will be able to attend.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please call upon me if I can answer any questions concerning this appointment.

Sincerely,

Stewart H. Rodman, Chairman

Attachments: Board Membership, Boards/Commissions Ordinance, Enabling Legislation

cc: Paul Jernigan, Chairman
Ebony Sanders, Interim Director
Linda Brown, Board Administrator

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STEWART H. RODMAN
CHAIRMAN

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VICE CHAIRMAN

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MARK LAWSON
LAWRENCE P. MCELYNN
JOSEPH F. PASSIMENT, JR.

ASHLEY M. JACOBS
COUNTY ADMINISTRATOR

SARAH W. BROCK
CLERK TO COUNCIL

March 10, 2020

Mr. Kenneth Joy
Board of Assessment Appeals

[Redacted]
[Redacted]

Re: Reappointment to Board of Assessment Appeals

Dear Mr. Joy,

It is my very distinct pleasure to advise you that you have been reappointed by the Beaufort County Council to continue to serve as a member of the Board of Assessment Appeals

This will be a one-year term reappointment, which expires February 2021.

Please accept our best wishes as you continue your service to Beaufort County and its citizens. Please call upon me if I can answer any questions concerning this reappointment.

Sincerely,

Stewart H. Rodman, Chairman

Attachment: Board Membership

cc: Councilman Joseph Passiment, County Council Liaison
Paul Jernigan, Board of Assessment Appeals Chairman
Elizabeth Rigg, Board Liaison



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
APPROVAL OF REAPPOINTMENT
MEETING NAME AND DATE:
FINANCE COMMITTEE MEETING <ul style="list-style-type: none">FEBRUARY 16, 2021
PRESENTER INFORMATION:
COMMITTEE CHAIRMAN LAWSON
ITEM BACKGROUND:
BOARD OF ASSESSMENT APPEALS TO PAUL JERNIGAN <ul style="list-style-type: none">3RD TERM OF SERVICE - DISTRICT - 2<ul style="list-style-type: none">1st YEAR - 20132nd YEAR - 20174-YEAR TERM OF VOLUNTEER SERVICE
PROJECT / ITEM NARRATIVE:
CONSIDERATION OF REAPPOINTMENT FOR PAUL JERNIGAN TO BOARD OF ASSESSMENT APPEALS.
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COUNCIL:
APPROVE, MODIFY OR REJECT
OPTIONS FOR COUNCIL MOTION:
MOTION TO (APPROVE, MODIFY, REJECT) REAPPOINTMENT FOR KENNETH JOY TO BOARD OF ASSESSMENT APPEALS TO MOVE FORWARD TO COUNTY COUCIL FOR FINAL APPROVAL.

Paul Jernigan

[REDACTED]
[REDACTED]
Beaufort County SC Government
BAA Coordinator
Post Office Box 1228

To whom it may concern;

This is to verify that I, Paul R Jernigan am seeking re-appointment the Beaufort Board of Assessment Appeals.

My current term expires February 2021. Thank you for your consideration.

Sincerely



Paul R Jernigan

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
100 RIBAUT ROAD
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D. PAUL SOMMERVILLE
CHAIRMAN

STEWART H. RODMAN
VICE CHAIRMAN

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WILLIAM L. MCBRIDE
GERALD W. STEWART
ROBERTS "TABOR" VAUX, JR
LAURA L. VON HARTEN

GARY KUBIC
COUNTY ADMINISTRATOR

BRYAN J. HILL
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

May 28, 2013

Mr. Paul Jernigan



Re: Tax Equalization Board

Dear Mr. Jernigan:

It is my very distinct pleasure to advise you that you have been appointed by the Beaufort County Council to serve on the Tax Equalization Board.

This will be a four-year term appointment, which expires February 2017 and, we are very appreciative of your willingness to serve. Council evaluated a number of applicants, and we feel you will do an excellent job.

Please accept our best wishes as you embark upon your service to Beaufort County on the Tax Equalization Board. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process. You will be notified of the next meeting of the Tax Equalization Board, and I trust you will be able to attend.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this appointment.

Sincerely,

D. Paul Sommerville, Chairman

Attachments: Board Membership, Template Ordinance, Enabling Legislation
cc: Robert Cummins, Chairman

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
www.bcgov.net

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DEPUTY COUNTY ADMINISTRATOR
SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

ASHLEY M. BENNETT
CLERK TO COUNCIL

March 29, 2017

Mr. Paul Jernigan

Re: Reappointment to Board of Assessment Appeals

Dear Mr. Jernigan:

It is my very distinct pleasure to advise you that you have been reappointed by the Beaufort County Council to serve as a member on the Board of Assessment Appeals.

This will be a four-year term reappointment, which expires February 2021, and we are very appreciative of your willingness to serve.

Please accept our best wishes as you continue your service to Beaufort County on the Board of Assessment Appeals. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this reappointment.

Sincerely,



D. Paul Sommerville, Chairman

Attachment: Board Membership

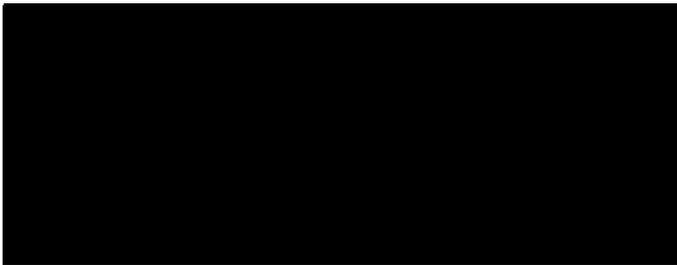
cc: Merritt Patterson, Chairman
Linda Brown, Board Administrator



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
APPROVAL OF REAPPOINTMENT
MEETING NAME AND DATE:
FINANCE COMMITTEE MEETING <ul style="list-style-type: none">FEBRUARY 16, 2021
PRESENTER INFORMATION:
COMMITTEE CHAIRMAN LAWSON
ITEM BACKGROUND:
BOARD OF ASSESSMENT APPEALS FOR ROBERT COON <ul style="list-style-type: none">3rd TERM - DISTRICT 11<ul style="list-style-type: none">1st YEAR - 20132nd YEAR - 20174-YEAR TERM OF VOLUNTEER SERVICE
PROJECT / ITEM NARRATIVE:
CONSIDERATION OF REAPPOINTMENT FOR ROBERT COON TO BOARD OF ASSESSMENT APPEALS.
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COUNCIL:
APPROVE, MODIFY OR REJECT
OPTIONS FOR COUNCIL MOTION:
MOTION TO (APPROVE, MODIFY, REJECT) REAPPOINTMENT FOR ROBERT COON TO BOARD OF ASSESSMENT APPEALS TO MOVE FORWARD TO COUNTY COUCIL FOR FINAL APPROVAL.

ROBERT M. COON, JR.



BY FAX ONLY TO
(843)-255-9404

Ms. Elizabeth Rigg,
BAA Coordinator
Board of Assessment Appeals
P.O. Box 1228
Beaufort, S.C. 29901

Dear Ms. Rigg:

In response to your recent letter, I wish to continue to serve on the Board of Assessment Appeals, and request that I be reappointed if necessary.

Very truly yours,
Robert M. Coon, Jr.
Robert M. Coon, Jr.

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
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CHAIRMAN

STEWART H. RODMAN
VICE CHAIRMAN

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WILLIAM L. MCBRIDE
GERALD W. STEWART
ROBERTS "TABOR" VAUX, JR
LAURA L. VON HARTEN

GARY KUBIC
COUNTY ADMINISTRATOR

BRYAN J. HILL
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

May 28, 2013

Mr. Robert M. Coon, Jr.



Re: Tax Equalization Board

Dear Mr. Coon:

It is my very distinct pleasure to advise you that you have been appointed by the Beaufort County Council to serve on the Tax Equalization Board.

This will be a four-year term appointment, which expires February 2017 and, we are very appreciative of your willingness to serve. Council evaluated a number of applicants, and we feel you will do an excellent job.

Please accept our best wishes as you embark upon your service to Beaufort County on the Tax Equalization Board. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process. You will be notified of the next meeting of the Tax Equalization Board, and I trust you will be able to attend.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this appointment.

Sincerely,

D. Paul Sommerville, Chairman

Attachments: Board Membership, Template Ordinance, Enabling Legislation

cc: Robert Cummins, Chairman

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SPECIAL COUNSEL

THOMAS J. KEAVENY, II
COUNTY ATTORNEY

ASHLEY M. BENNETT
CLERK TO COUNCIL

March 29, 2017

Mr. Robert Coon

Re: Reappointment to Board of Assessment Appeals

Dear Mr. Coon:

It is my very distinct pleasure to advise you that you have been reappointed by the Beaufort County Council to serve as a member on the Board of Assessment Appeals.

This will be a four-year term reappointment, which expires February 2021, and we are very appreciative of your willingness to serve.

Please accept our best wishes as you continue your service to Beaufort County on the Board of Assessment Appeals. I ask that you be cognizant of Council's policy that all members of its Boards, Agencies and Commissions attend at least two-thirds of the regular meetings, and we are attempting to enforce this policy. We believe that an effective representative is one who participates consistently in the decision-making process.

Again, thank you for your willingness to serve Beaufort County and its citizens, and please do not hesitate to call upon me if I can answer any questions concerning this reappointment.

Sincerely,



D. Paul Sommerville, Chairman

Attachment: Board Membership

cc: Merritt Patterson, Chairman
Linda Brown, Board Administrator



COUNTY COUNCIL OF BEAUFORT COUNTY
County Boards, Agencies, Commissions, Authorities and Committees



County Council of Beaufort County selects citizens for service on Council appointed Boards, Agencies, Commissions, Authorities and Committees from a roster of individuals who have either volunteered or have been recommended for appointment. The Clerk to Council uses this form to keep an up-to-date roster of volunteers and to provide Council basic information about each volunteer.

Top Three Priorities: Please indicate by placing a “1”, “2”, or “3” alongside your choices.

BOARDS AND COMMISSIONS

- ___ Accommodations Tax (2% State)
- 1 ___ Airports
- ___ Alcohol and Drug Abuse
- ___ Assessment Appeals
- ___ Beaufort County Transportation
- ___ Beaufort-Jasper Economic Opportunity
- ___ Beaufort-Jasper Water & Sewer
- ___ Beaufort Memorial Hospital
- ___ Bluffton Township Fire
- ___ Burton Fire
- ___ Coastal Zone Management Appellate (inactive)
- ___ Construction Adjustments and Appeals
- ___ Daufuskie Island Fire
- ___ Design Review
- ___ Disabilities and Special Needs
- ___ Economic Development Corporation
- ___ Forestry (inactive)
- ___ Historic Preservation Review
- ___ Keep Beaufort County Beautiful
- ___ Lady's Island / St. Helena Island Fire
- ___ Library
- ___ Lowcountry Council of Governments
- ___ Lowcountry Regional Transportation Authority
- ___ Parks and Recreation
- ___ Planning *
- ___ Rural and Critical Lands Preservation
- ___ Sheldon Fire
- ___ Social Services (inactive)
- ___ Solid Waste and Recycling
- ___ Southern Beaufort County Corridor Beautification
- ___ Stormwater Management Utility
- ___ Zoning

DATE:2/10/2021 NAME:Nicholas A Mesenburg

BEAUFORT COUNTY VOTER REGISTRATION NUMBER: _____

OCCUPATION:Senior Manager

TELEPHONE: (Home) _____ (Office) _____ EMAIL: _____

HOME ADDRESS: _____ STATE:SC ZIP CODE: _____

MAILING ADDRESS: _____ STATE:SC ZIP CODE: _____

COUNTY COUNCIL DISTRICT: 1 2 3 4 5 6 7 8 9 10 11

ETHNICITY: Caucasian African American Other

Are you presently serving on a Board, Agency, Commission, Authority or Committee? Yes No

If “yes”, what is the name of the board and when does term expire? _____

- Please return completed form **and a brief resume'** either Email or U.S. Mail:
 - o Email: boardsandcommissions@bcgov.net
 - o U.S. Mail: Clerk to Council, County Council of Beaufort County, P.O. Drawer 1228, Beaufort, SC 29901
- Applications without a brief resume' cannot be considered.
- Applications will be held **three (3) years** for consideration.
- All information contained on this application is subject to public disclosure.

YOU MUST BE A BEAUFORT COUNTY REGISTERED VOTER TO APPLY
YOU MUST ATTACH YOUR RESUME' WITH THIS APPLICATION TO BE CONSIDERED
An incomplete application will be returned

* Anyone submitting an application to serve on the Planning Commission must fill out the questionnaire on page 2.

Applicant's Signature:

**Beaufort County Planning Commission
Supplemental Application Questionnaire**

This questionnaire will assist the County Council in assessing your qualifications and experience for the Planning Commission vacancy.

Please explain why you want to serve on the Planning Commission.

What qualifications, experience and expertise make you a good candidate for the Planning Commission?

What role do you feel the Planning Commission plays in making Beaufort County a desirable community in which to live and work?

What do you believe are the most important planning issues facing the County during the next five years?

What previous experience have you had in serving on a Planning Commission? Give some examples of the items typically handled by the Planning Commission.



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

ITEM TITLE:
APPROVAL OF APPOINTMENT
MEETING NAME AND DATE:
FINANCE COMMITTEE MEETING <ul style="list-style-type: none">FEBRUARY 16, 2021
PRESENTER INFORMATION:
COMMITTEE CHAIRMAN LAWSON
ITEM BACKGROUND:
AIRPORTS BBOARD <ul style="list-style-type: none">NICHOLAS MESENBURG (3-MILE RADIUS TO LI Airport)<ul style="list-style-type: none">1st TERM2- YEAR TERMS FOR BOARD VOLUNTEERSWILL BE REPLACING DAN AHERN
PROJECT / ITEM NARRATIVE:
CONSIDERATION OF APPOINTMENT FOR NICHOLAS MESENBURG TO AIRPORTS BOARD
FISCAL IMPACT:
N/A
STAFF RECOMMENDATIONS TO COUNCIL:
APPROVE, MODIFY OR REJECT
OPTIONS FOR COUNCIL MOTION:
MOTION TO (APPROVE, MODIFY, REJECT) APPOINTMENT FOR NICHOLAS MESENBURG TO AIRPORTS BOARD TO MOVE TO COUNTY COUNCIL FOR APPROVAL.