



## Finance Committee Beaufort County, SC

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

**Monday, September 19, 2022  
2:00 PM**

### AGENDA

#### COMMITTEE MEMBERS:

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

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES - September 8, 2022
6. **CITIZEN COMMENTS - (ANYONE who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to no longer than three (3) minutes ( a total of 15 minutes ) and will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language)**
7. DIVISION UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR, DALE BUTTS

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### AGENDA ITEMS

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8. DISCUSSION AND PRESENTATION OF YEAR TO DATE FINANCIAL STATEMENTS FOR FY 2023, HAYES WILLIAMS, CHIEF FINANCIAL OFFICER
9. RECOMMEND APPROVAL OF THE HILTON HEAD PUBLIC SERVICE DISTRICT ARPA PROJECTS REQUEST (*FISCAL IMPACT: \$1,000,000.00 FROM THE ARPA ALLOCATION*)  
*August 22, 2022: Motion to postpone the item until the next Finance Committee Meeting on September 19, 2022.*
10. RECOMMEND APPROVAL OF CHANGES TO THE BEAUFORT COUNTY PROCUREMENT CODE, DIVISION 4, SECTION 2-509, AUTHORITY AND DUTIES OF PURCHASING DIRECTOR

11. DISCUSSION REGARDING POTENTIAL OFFER OF PAYMENT TO FINAL GROUP OF RETIREES FOR LOSS OF POST-RETIREMENT HEALTH INSURANCE BENEFITS

*August 22, 2022: Agenda was amended to remove this item and add it to the next Finance Committee on September 19, 2022*

12. RECOMMEND APPROVAL OF AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2022/33 FOR THE FISCAL YEAR 2022-23 BEAUFORT COUNTY BUDGET TO PROVIDE FOR ADDITIONAL APPROPRIATIONS TO PAY FOR FISCAL YEAR 2022 CARRYOVERS, USE OF FUND BALANCE FOR PROPERTY ACQUISITION AND TRANSPORTATION PROJECTS, AND THE USE OF CURRENT YEAR FUNDS FOR CAPITAL PROJECTS AND EQUIPMENT PURCHASES, DEFEASE/REFUND GENERAL OBLIGATION BONDS, AND OTHER MATTERS RELATED THERETO

13. RECOMMEND APPROVAL OF AN ORDINANCE FOR A TEXT AMENDMENT TO BEAUFORT COUNTY CODE OF ORDINANCES CHAPTER 2, ARTICLE VIII, DIVISION 2, SECTION 2-619

14. RECOMMEND APPROVAL OF AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2022/33 FOR THE FISCAL YEAR 2022-23 BEAUFORT COUNTY BUDGET TO PROVIDE FOR DISTRIBUTIONS FROM MYRTLE PARK PHASE II FUND AND OTHER MATTERS RELATED THERETO. (*FISCAL IMPACT: Beaufort County put a substantial amount of capital into this project \$828,576. Staff feels that the County should be reimbursed for its investment in the property*)

*September 12, 2022: Council voted to send this item back to the Finance Committee for further discussion*

15. RECOMMEND APPROVAL OF AN ORDINANCE TO ESTABLISH A REGIONAL HOUSING TRUST FUND AND OTHER MATTERS RELATED THERETO.

*(FISCAL IMPACT: Each participating entity will contribute 3% of their allocation from their ARPA appropriations in year 1; Beaufort County year 1 contribution will be \$1,119,523. ARPA funds allocated previously)*

16. RECOMMEND APPROVAL OF A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JASPER COUNTY, TOWN OF HILTON HEAD ISLAND, TOWN OF BLUFFTON, TOWN OF PORT ROYAL, CITY OF BEAUFORT, CITY OF HARDEEVILLE, CITY OF BEAUFORT, TOWN OF PORT ROYAL AND THE TOWN OF YEMASSEE TO JOINTLY CREATE, FUND, AND OPERATE A REGIONAL HOUSING TRUST FUND

17. A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JASPER COUNTY, TOWN OF HILTON HEAD ISLAND, TOWN OF BLUFFTON, TOWN OF PORT ROYAL, CITY OF BEAUFORT, CITY OF HARDEEVILLE, CITY OF BEAUFORT, TOWN OF PORT ROYAL AND THE TOWN OF YEMASSEE TO JOINTLY CREATE, FUND, AND OPERATE A REGIONAL HOUSING TRUST FUND

18. 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 Committee Beaufort County, SC

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

**Monday, August 22, 2022  
2:00 PM**

### MINUTES

*Watch the video stream available on the County's website to hear the full discussion or presentation on a specific topic or the complete meeting. <https://beaufortcountysc.new.swagit.com/videos/179245>*

#### 1. CALL TO ORDER

Council Member Passiment called the meeting to order at 2:02 PM.

#### PRESENT

Committee Chairman Mark Lawson (arrived at 2:08 PM)  
 Committee Vice-Chair Chris Hervochon (arrived at 2:10 PM)  
 Council Member Joseph F. Passiment  
 Council Member D. Paul Sommerville (arrived at 3:14 PM)  
 Council Member Stu Rodman  
 Council Member York Glover (arrived at 2:21 PM)  
 Council Member Alice Howard  
 Council Member Lawrence McElynn

#### ABSENT

Council Member Gerald Dawson  
 Council Member Brian Flewelling  
 Council Member Logan Cunningham

#### 2. PLEDGE OF ALLEGIANCE

Council Member Passiment led the Pledge of Allegiance.

Council Member Passiment addressed the lack of quorum of committee members and moved forward with non-action agenda items three, six, and seven.

#### 3. FOIA

Council Member Passiment noted that the 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 to Amend:** It was moved by Council Member Passiment, Seconded by Council Member Howard, to remove item number 16 from this agenda to be placed on next month's Finance Committee agenda.

**The Vote** – The motion to amend was approved without objection.

**Main Motion:** It was moved by Council Member Passiment, Seconded by Council Member Howard, to approve the agenda as amended.

**The Vote** – The motion was approved without objection.

## 5. APPROVAL OF MINUTES

**Motion:** It was moved by Council Member Passiment, Seconded by Council Member McElynn, to approve the minutes from June 20, 2022.

**The Vote:** The motion was approved without objection.

## 6. CITIZEN COMMENTS

No citizen comments.

## 7. DIVISION UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR, DALE BUTTS

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=104>

Dale Butts, Assistant County Administrator, updated the Committee on changes to the Finance Department's organizational structure, the release of the FY 2023 annual budget document, revisions to the personnel handbook, and progress made on annual assessment notices.

Council and Mr. Butts discussed the assessment notices.

## 8. DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2023, HAYES WILLIAMS, CHIEF FINANCIAL OFFICER

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=537>

Hayes Williams updated the Committee on the preparation of financial statements for the audit, the Rural and Critical Lands Program's balance of debt and available funds, year-end financial highlights, carryover items, interest payments, and outstanding debt.

Committee Vice-Chair Hervochon requested an update on the FY 2022 internal audit and fixed asset fees.

## 9. RECOMMEND APPROVAL OF AN AWARD TO FIRST TRYON ADVISORS FOR FINANCIAL ADVISORY CONSULTING SERVICES FOR BEAUFORT COUNTY DEBT ISSUES

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=932>

Hayes Williams, Chief Financial Officer, discussed the RFP for financial advisory services and the proposed contract with First Tryon Advisors.

Council Member Rodman and Mr. Williams discussed the development of bonds.

**Motion:** It was moved by Council Member Rodman, Seconded by Council Member McElynn, to recommend approval of the award to First Tyron Advisors for financial advisory consulting services for Beaufort County debt issues.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**10. RECOMMEND APPROVAL OF AN AWARD TO JOHNSON CONSULTING FOR THE SAINT HELENA ISLAND PERFORMING ARTS CENTER FEASIBILITY STUDY AND MARKET ANALYSIS SERVICES FOR BEAUFORT COUNTY (FISCAL IMPACT \$66,000)**

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=1093>

Hayes Williams discussed the RFP for a feasibility study and a market analysis for the Saint Helena Island Performing Arts Center and the costs of the study.

Council Member Glover discussed the center's economic development benefits, the consultant's role in determining size and location, the ten-year economic impact study, and the project's projected cost.

Committee Vice-Chair Hervochon and Mr. Williams discussed the source of funds.

**Motion to Amend:** It was moved by Council Member Hervochon, Seconded by Council Member Glover to approve the use of ARPA funding as the source of funds for the award to Johnson Consulting for the Saint Helena Island Performing Arts Center feasibility study and market analysis services for Beaufort County.

**The Vote** – The motion to amend was approved without objection.

**Main Motion:** It is moved by Council Member McElynn, Seconded by Council Member Glover, to recommend approval of the award to Johnson Consulting for the Saint Helena Island Performing Arts Center feasibility study and market analysis services for Beaufort County using ARPA funds as the source of revenue.

**Discussion:** Council Member Passiment and County Administrator Greenway discussed the need for the item to be forwarded to Council because it involves a contract.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**11. RECOMMEND APPROVAL OF AN AWARD TO HGAC BUY COOPERATIVE FOR THE PURCHASE OF REPLACEMENT AMBULANCES (FISCAL IMPACT: \$817,220 FOR FOUR AMBULANCES)**

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=1637>

Phil Foot, Assistant County Administrator, discussed the request for four ambulances and the management of the ambulance fleet.

Council Member McElynn and Mr. Foot discussed the process for ambulance dispatch to Daufuskie Island and amount of county ambulances in service.

Committee Chair Lawson and Mr. Foot discussed the value of an ambulance taken out of service and the service lifespan of the four ambulances.

**Motion:** It was moved by Council Member Rodman, Seconded by Council Member McElynn, to recommend approval of an award to HGAC Buy Cooperative for the purchase of replacement ambulances.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**12. RECOMMEND APPROVAL OF THE ARPA GOOD NEIGHBOR PROGRAM, MUNICIPALITY FUNDING REQUESTS (FISCAL IMPACT TOTAL \$950,000: CITY OF BEAUFORT \$250,000; TOWN OF PORT ROYAL \$500,000; TOWN OF YEMASSEE \$200,000)**

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=2056>

Hank Amundson, Director of Special Projects, discussed the Good Neighbor Program ARPA funding requests by the City of Beaufort, the Town of Port Royal, and the Town of Yemassee.

**Motion:** It was moved by Council Member Howard, Seconded by Council Member McElynn, to recommend approval of the ARPA Good Neighbor Program municipality funding requests.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**13. RECOMMEND APPROVAL OF THE HILTON HEAD PUBLIC SERVICE DISTRICT ARPA PROJECTS REQUEST (FISCAL IMPACT: \$1,000,000.00 FROM THE ARPA ALLOCATION)**

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=2270>

County Administrator Greenway discussed the request by the Hilton Head Public Service District, emphasizing that the County had not allocated ARPA funds toward Public Service District projects.

Committee Vice-Chair Hervochon recused himself from participating in discussions of this item, and from participating in the motion and vote on this item.

Pete Nardi, General Manager of Hilton Head Public Service District, outlined the request to use ARPA funding for a booster station and an emergency generator to strengthen the resiliency of the water distribution system and disaster recovery.

Frank Turano, Hilton Head Public Service District Board of Commissioners, described the challenge of improving water sources on Hilton Head Island.

Council discussed the proposal and concerns about the ARPA funding requests by public service districts that were not previously included in allocation plans.

**Motion to Postpone:** It was moved by Council Member Rodman, Seconded by Council Member Howard, to postpone the recommendation to approve the Hilton Head Public Service District ARPA projects request to the next Finance Committee meeting.

**Discussion:** Council Member Rodman commented on his support for the postponement as it will allow for other project proposals to be brought forward.

**The Vote** - The motion was approved without objection. Committee Vice-Chair Hervochon abstained.

**14. RECOMMEND APPROVAL OF A RESOLUTION APPROVING THE HIRING OF AN ADDITIONAL FULL-TIME EMPLOYEE IN THE PUBLIC DEFENDER'S OFFICE TO SERVE COLLETON COUNTY**

County Administrator Greenway outlined the request for an additional public defender for Colleton County and recommended the request include a condition that Colleton County will fund the position for as long as it exists, and that Beaufort County is not obligated to fund the position if Colleton County fails to do so.

Committee Chairman Lawson commented that the position will be a temporary position and will require funding to be determined every year.

**Motion:** It was moved by Council Member Rodman, Seconded by Council Member Passiment, to recommend approval of the Resolution of hiring an additional full-time attorney in the public defender's office to serve Colleton County.

**Discussion:** Council Member Passiment and County Administrator Greenway discussed the language to be included in the resolution to ensure Colleton County fully funds the position for as long as it exists.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**15. DISCUSSION OF AN ORDINANCE TO ALLOCATE THE PROCEEDS FROM THE SALE OF THE MYRTLE BUSINESS PARK TO THE ECONOMIC DEVELOPMENT SITE AND JOB FUND**

Please watch the video stream available on the County's website to view the complete discussion.

<https://beaufortcountysc.new.swagit.com/videos/179245?ts=4217>

County Administrator Greenway outlined the Economic Development Corporation (EDC)'s request that the proceeds of Myrtle Business Park's sale be allocated to EDC's site development and job fund account.

John O'Toole, Executive Director of the Beaufort County Economic Development Corporation, provided background on the request.

Committee Chair Lawson and Mr. O'Toole discussed how the proceeds would be spent and County funds allocated to the EDC by the yearly budget.

Council Member Rodman asked about how to approach economic development to avoid a siloed allocation, and Mr. O'Toole discussed product development efforts.

Council Member Passiment and Mr. O'Toole clarified the financial request to be included in the ordinance.

**Motion:** It was moved by Council Member Glover, Seconded by Council Member Sommerville, to recommend approval of an ordinance to allocate the proceeds from the sale of the Myrtle Business Park to the Economic Development site and job fund.

**The Vote** – The motion was approved without objection.

**Status:** The item was moved forward to the full Council for approval.

**16. DISCUSSION REGARDING OFFER OF PAYMENT TO FOURTH AND FINAL GROUP OF RETIREES FOR LOSS OF POST-RETIREMENT HEALTH INSURANCE BENEFITS**

This item was postponed to the next Finance Committee meeting.

**17. ADJOURNMENT**

Adjournment: 3:24 PM.

Ratified:



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<i>Discussion and presentation of year to date financial statements for FY 2023.</i>
<b>MEETING NAME AND DATE:</b>
Finance Committee 09/19/2022
<b>PRESENTER INFORMATION:</b>
Hayes Williams Chief Financial Officer 15 Minutes
<b>ITEM BACKGROUND:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2023.</i>
<b>PROJECT / ITEM NARRATIVE:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2023.</i>
<b>FISCAL IMPACT:</b>
None.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Discussion and related questions.
<b>OPTIONS FOR COUNCIL MOTION:</b>
N/A

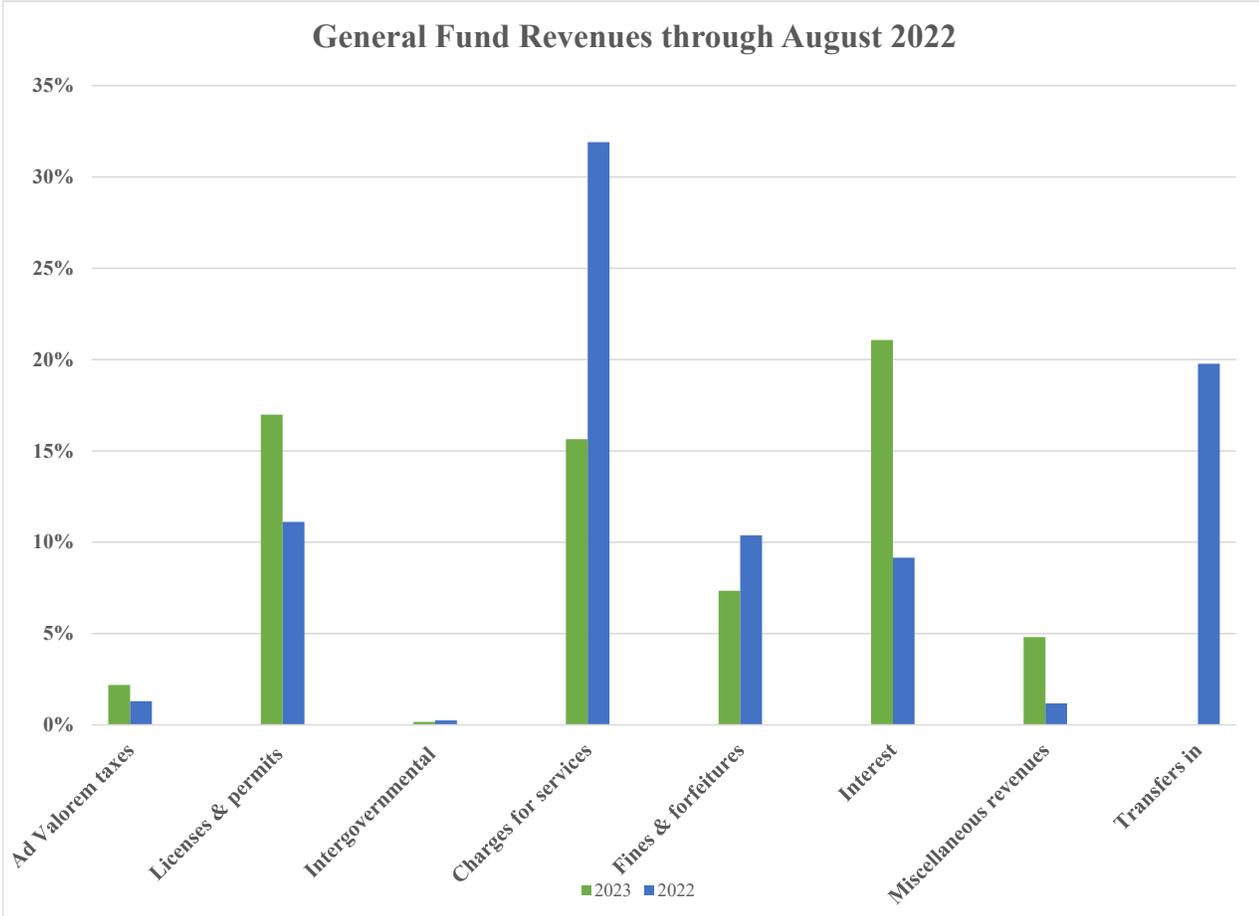
## Executive Summary of Revenues and Expenditures

Through August 31, 2022

### General Fund Revenues

Budget FY 2023:	\$	142,118,807
Revenue Collected to Date:	\$	5,527,399
Revenue Collected Over Budget:	\$	(136,591,408)

Percent of Total Budget Collected:		3.89%
Percent of Year Completed:		16.67%



Function	Budget	To Date	% Received	% Year Completed
Ad Valorem taxes	\$ 108,773,146	\$ 2,371,576	2.18%	16.67%
Licenses & permits	\$ 3,958,000	\$ 672,199	16.98%	16.67%
Intergovernmental	\$ 10,783,780	\$ 17,463	0.16%	16.67%
Charges for services	\$ 15,089,113	\$ 2,360,668	15.64%	16.67%
Fines and forfeitures	\$ 770,018	\$ 56,527	7.34%	16.67%
Interest	\$ 156,000	\$ 32,870	21.07%	16.67%
Miscellaneous revenues	\$ 335,000	\$ 16,096	4.80%	16.67%
Transfers in	\$ 2,253,750	\$ -	0.00%	16.67%

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

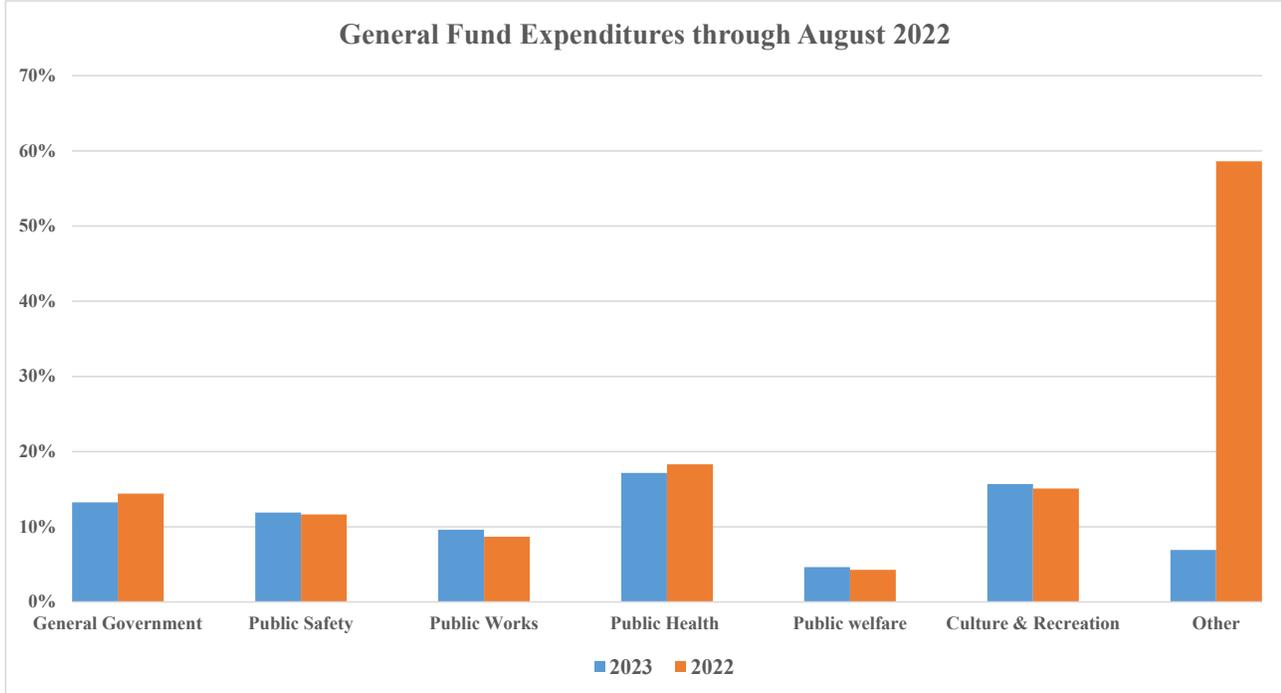
- Ad Valorem taxes - currently lagging should improve as year progresses.
- Intergovernmental - currently lagging, do not expect payments until after first quarter.
- Fines and forfeitures - currently lagging should improve as year progresses.
- Miscellaneous revenues - currently lagging should improve as year progresses.
- Transfers in - typically do not transfer in until end of first quarter.

## Executive Summary of Revenues and Expenditures

Through August 31, 2022

### General Fund Expenditures

Budget FY 2023:	\$	142,112,407
Ordinance 2022-31		6,441,980
		148,554,387
Actual Expenditures to Date:	\$	18,127,097
Remaining budget FY 2023	\$	123,985,310
Percent of Total Budget Expended:		12.20%
Percent of Year Completed:		16.67%



#### Expense Analysis

Function	Budget	To Date	% Received	% Year Completed
General Government	\$ 56,973,270	\$ 7,551,966	13.26%	16.67%
Public Safety	\$ 51,622,230	\$ 6,147,163	11.91%	16.67%
Public Works	\$ 12,402,454	\$ 1,193,656	9.62%	16.67%
Public Health	\$ 3,699,991	\$ 634,946	17.16%	16.67%
Public Welfare	\$ 672,476	\$ 31,192	4.64%	16.67%
Culture & Recreation	\$ 16,067,423	\$ 2,521,486	15.69%	16.67%
Other - Economic Development	\$ 674,563	\$ 46,688	6.92%	16.67%

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

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

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

Other Economic Development - Expenditures are at the EDC discretion as projects are funded.

**Beaufort County**  
 Capital Improvements Fund  
 For the Period July 1, 2022 - August 31, 2022

	Approved Ordinances 2022	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
<b>Ad Valorem taxes</b>					
Current taxes	\$ -	\$ 3,597,670	\$ 3,597,670	\$ -	\$ (3,597,670)
Total Ad Valorem taxes	-	3,597,670	3,597,670	-	(3,597,670)
Total revenues	-	3,597,670	3,597,670	-	(3,597,670)
<b>Capital Outlay</b>					
<b>Items from Ordinance 2022/31</b>					
Property acquisition -Technical College of the Lowcountry	1,215,000	-	1,215,000	-	1,215,000
Pepper Hall - road improvements	1,300,000	-	1,300,000	-	1,300,000
EMS - vehicle purchases	889,233	-	889,233	-	889,233
EMS - capital equipment	695,951	-	695,951	-	695,951
Detention Center - renovations	1,000,000	-	1,000,000	-	1,000,000
Arthur Horne Building	900,000	-	900,000	-	900,000
Parks and Recreation - M.C. Riley Pool	441,796	-	441,796	-	441,796
<b>Items from Ordinance 2022/35</b>					
Property acquisition -Helmsman Way	3,400,000	-	3,400,000	-	3,400,000
<b>Current Year Budget Ordinance 2022/33</b>					
Planning and Zoning - vehicle purchase	-	50,000	50,000	-	50,000
EMS - vehicle purchases	-	913,480	913,480	96,882	816,598
Renovations existing buildings	-	1,500,000	1,500,000	-	1,500,000
Animal Services - vehicle purchases	-	205,000	205,000	-	205,000
Public Works - vehicle purchases	-	184,000	184,000	138,980	45,020
Public Works - equipment	-	217,022	217,022	-	217,022
Public Works - other Improvements	-	2,400,000	2,400,000	-	2,400,000
Facility Maintenance - professional services	-	250,000	250,000	-	250,000
Facility Maintenance - vehicle purchases	-	80,000	80,000	-	80,000
Facility Maintenance - capital equipment	-	83,027	83,027	-	83,027
Facility Maintenance - renovation of existing buildings	-	250,000	250,000	-	250,000
Mosquito Control - equipment	-	100,000	100,000	67,093	32,907
Mosquito Control - other improvements	-	400,000	400,000	-	400,000
Parks and Recreation - vehicle	-	248,000	248,000	-	248,000
Parks and Recreation - equipment	-	243,000	243,000	-	243,000
Parks and Recreation - special projects	-	5,000,000	5,000,000	-	5,000,000
Parks and Recreation - equipment	-	152,000	152,000	-	152,000
Library - vehicle	-	76,000	76,000	-	76,000
Total expenditures	9,841,980	12,351,529	22,193,509	302,955	21,890,554
<b>Other</b>					
Use of fund balance	9,841,980	9,000,000	18,841,980	18,841,980	-
Total other	9,841,980	9,000,000	18,841,980	18,841,980	-
	\$ -	\$ 246,141	\$ 246,141	\$ 18,539,025	\$ (25,488,224)

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

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
<b>Ad Valorem taxes</b>				
Current taxes	\$ 98,883,996	\$ 98,883,996	\$ 96,006	\$ (98,787,990)
Delinquent taxes	1,471,616	1,471,616	668,315	(803,301)
Automobile taxes	7,467,534	7,467,534	1,371,585	(6,095,949)
3% & 7% penalties on tax	450,000	450,000	72,825	(377,175)
5% penalties on tax	500,000	500,000	162,845	(337,155)
Total Ad Valorem taxes	<u>108,773,146</u>	<u>108,773,146</u>	<u>2,371,576</u>	<u>(106,401,570)</u>
<b>Licenses &amp; permits</b>				
Building permits	1,050,000	1,050,000	329,234	(720,766)
Electricians' licenses	18,000	18,000	-	(18,000)
Mobile home permits	10,000	10,000	1,175	(8,825)
Marriage licenses	55,000	55,000	15,220	(39,780)
Cable television franchises	450,000	450,000	-	(450,000)
Business license	2,300,000	2,300,000	326,570	(1,973,430)
Alcohol beverage license	75,000	75,000	-	(75,000)
Total licenses and permits	<u>3,958,000</u>	<u>3,958,000</u>	<u>672,199</u>	<u>(3,285,801)</u>
<b>Intergovernmental</b>				
State aid to subdivisions	7,951,200	7,951,200	-	(7,951,200)
Homestead exemption	2,150,000	2,150,000	-	(2,150,000)
Merchants inventory tax	186,000	186,000	-	(186,000)
Manufacturer tax exempt program	23,200	23,200	-	(23,200)
Motor carrier payments	200,000	200,000	17,463	(182,537)
Payments in lieu of taxes	100,000	100,000	-	(100,000)
Payments in lieu of taxes - federal	17,000	17,000	-	(17,000)
Local assessment fee UBER	9,500	9,500	-	(9,500)
Veteran's Officer stipend	5,500	5,500	-	(5,500)
Voter regulation and election stipends	128,500	128,500	-	(128,500)
Salary supplements for state	7,880	7,880	-	(7,880)
Poll	5,000	5,000	-	(5,000)
FEMA grant	-	-	-	-
Total intergovernmental	<u>10,783,780</u>	<u>10,783,780</u>	<u>17,463</u>	<u>(10,766,317)</u>
<b>Charges for services</b>				
Register of Deeds	8,908,316	8,908,316	1,709,655	(7,198,661)
Sheriff's fees	43,900	43,900	3,721	(40,179)
Probate fees	715,000	715,000	105,105	(609,895)
Solicitor fees	1,600	1,600	-	(1,600)
Magistrate fees	121,000	121,000	10,254	(110,746)
Clerk of Court fees	130,821	130,821	9,502	(121,319)
Family Court fees	313,126	313,126	18,026	(295,100)
Master in Equity fees	100,000	100,000	12,806	(87,194)
Treasurer fees	15,100	15,100	3,846	(11,254)
Emergency Medical Service Fees	3,613,000	3,613,000	374,193	(3,238,807)
DSO fees	81,000	81,000	19,801	(61,199)
Animal Shelter fees	7,000	7,000	410	(6,590)
Library copy fees	3,000	3,000	171	(2,829)
Other fees	7,500	7,500	2,450	(5,050)
Video Production	75,000	75,000	22,580	(52,420)
Telephone services others	5,000	5,000	-	(5,000)
Detention Center Daywatch	3,300	3,300	285	(3,015)
Hilton Head Island holding facilities	34,800	34,800	-	(34,800)
Payroll services to Fire Departments	13,000	13,000	-	(13,000)
Credit card convenience fees	11,050	11,050	252	(10,798)
Parks and recreation fees	886,600	886,600	66,780	(819,820)
Project income	-	-	831	831
Total charges for services	<u>15,089,113</u>	<u>15,089,113</u>	<u>2,360,668</u>	<u>(12,728,445)</u>

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

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
<b>Fines and forfeitures</b>				
General Sessions fines	11,918	11,918	1,766	(10,152)
Bonds escrement	3,000	3,000	-	(3,000)
Magistrate fines	546,600	546,600	42,688	(503,912)
Other fines	15,000	15,000	-	(15,000)
Library fines	42,500	42,500	4,023	(38,477)
Forfeiture	1,000	1,000	-	(1,000)
Late penalties - Business Services	150,000	150,000	8,050	(141,950)
<b>Total fines and forfeitures</b>	<u>770,018</u>	<u>770,018</u>	<u>56,527</u>	<u>(713,491)</u>
<b>Interest</b>	<u>156,000</u>	<u>156,000</u>	<u>32,870</u>	<u>(123,130)</u>
<b>Miscellaneous revenues</b>				
Miscellaneous revenues	60,000	60,000	3,670	(56,330)
Rental of property to others	25,000	25,000	3,823	(21,177)
Sale of County property	250,000	250,000	8,603	(241,397)
<b>Total miscellaneous revenues</b>	<u>335,000</u>	<u>335,000</u>	<u>16,096</u>	<u>(318,904)</u>
<b>Transfers in</b>				
Transfers in other funds	433,750	433,750	-	(433,750)
Transfer from State Accommodations tax	112,000	112,000	-	(112,000)
Transfer from Hospitality tax fund	1,708,000	1,708,000	-	(1,708,000)
<b>Total transfers in</b>	<u>2,253,750</u>	<u>2,253,750</u>	<u>-</u>	<u>(2,253,750)</u>
<b>Total revenues General Fund</b>	<u>\$ 142,118,807</u>	<u>\$ 142,118,807</u>	<u>\$ 5,527,399</u>	<u>\$ (136,591,408)</u>

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

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
<b>General Government</b>				
Magistrate's Court	\$ 2,478,889	\$ 2,478,889	\$ 291,161	\$ 2,187,728
Clerk of Court and Family Court	1,690,279	1,690,279	178,815	1,511,464
Treasurer	2,293,412	2,293,412	191,635	2,101,777
Solicitor	1,700,450	1,700,450	425,113	1,275,337
Probate Court	1,061,610	1,061,610	141,381	920,229
County Council	1,241,011	1,241,011	98,438	1,142,573
Auditor	1,314,900	1,314,900	155,768	1,159,132
Coroner	1,007,154	1,007,154	60,313	946,841
Master in Equity	416,915	416,915	52,506	364,409
Legislative Delegation	58,386	58,386	7,429	50,957
County Administrator	1,978,054	1,978,054	258,356	1,719,698
Communications & accountability	491,284	491,284	46,428	444,856
Broadcast services	525,366	525,366	55,245	470,121
County Attorney	1,018,945	1,018,945	127,185	891,760
Finance	1,738,817	1,738,817	213,187	1,525,630
Risk management	4,582,865	4,582,865	188,816	4,394,049
Purchasing	257,953	257,953	37,703	220,250
Assessor	2,261,414	2,261,414	267,319	1,994,095
Register of deeds	477,535	477,535	54,954	422,581
Community planning and development	1,202,496	1,202,496	138,044	1,064,452
Business services	392,903	392,903	4,652	388,251
Voter registration and elections	1,341,324	1,341,324	134,939	1,206,385
Management & Geographical information systems	7,900,628	7,900,628	1,578,943	6,321,685
Records Management	697,715	697,715	59,898	637,817
Employee services	993,120	993,120	114,626	878,494
Nondepartmental	17,849,845	17,849,845	2,669,112	15,180,733
Total General Government	<u>56,973,270</u>	<u>56,973,270</u>	<u>7,551,966</u>	<u>49,421,304</u>
<b>Public Safety</b>				
Sheriff's office	29,296,336	29,296,336	3,555,115	25,741,221
EMS Emergency Medical Service	11,812,985	11,812,985	1,448,144	10,364,841
Traffic and transportation engineering	376,889	376,889	39,400	337,489
Detention Center	7,445,410	7,445,410	805,294	6,640,116
Building and codes enforcement	1,424,772	1,424,772	183,560	1,241,212
Animal services	1,265,838	1,265,838	115,778	1,150,060
Total Public Safety	<u>51,622,230</u>	<u>51,622,230</u>	<u>6,147,163</u>	<u>45,475,067</u>
<b>Public Works</b>				
Public works general support	4,205,931	4,205,931	414,751	3,791,180
Engineering	1,023,257	1,023,257	92,209	931,048
Facilities maintenance	7,173,266	7,173,266	686,696	6,486,570
Total Public Works	<u>12,402,454</u>	<u>12,402,454</u>	<u>1,193,656</u>	<u>11,208,798</u>
<b>Public Health</b>				
Mosquito control	1,820,155	1,820,155	164,987	1,655,168
Medical indigent act contributions	1,879,836	1,879,836	469,959	1,409,877
Total Public Health	<u>3,699,991</u>	<u>3,699,991</u>	<u>634,946</u>	<u>3,065,045</u>
<b>Public Welfare Services</b>				
Veteran's affairs office	274,476	274,476	31,192	243,284
Human services alliance	398,000	398,000	-	398,000
Total Public Welfare Services	<u>672,476</u>	<u>672,476</u>	<u>31,192</u>	<u>641,284</u>

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

	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
Cultural and Recreational				
Parks and recreation services	6,422,336	6,422,336	670,523	5,751,813
Libraries	4,473,435	4,473,435	558,050	3,915,385
Education allocation	5,171,652	5,171,652	1,292,913	3,878,739
Total Cultural and Recreational	<u>16,067,423</u>	<u>16,067,423</u>	<u>2,521,486</u>	<u>13,545,937</u>
Other - Economic Development	<u>674,563</u>	<u>674,563</u>	<u>46,688</u>	<u>627,875</u>
Total Expenditures General Fund	<u>\$ 142,112,407</u>	<u>\$ 142,112,407</u>	<u>\$ 18,127,097</u>	<u>\$ 123,985,310</u>



**Finance Report August 2022**

# Beaufort County – Audit Update August 2022

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- In the process of closing out Fiscal Year 2022 by preparing schedules for the Auditor and uploading them into Suralink. Currently at 55.32% fulfilled of items requested from the Auditor.
- Finance staff has done a soft close of the general ledger in September.
- Staff be putting finishing touches on the trial balance through September and Early October.
- Expect to have auditor doing fieldwork in mid to late October.

# Beaufort County – Internal Audit

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- Beaufort County had a Report on Processes and Procedures for Finance, Procurement, and Disabilities and Special Needs for the Period July 1, 2019 – June 30, 2020. There were several findings and Finance wanted to update the Finance Committee on what we are doing differently.
- Beaufort County has expanded reporting to the Finance Committee to include reports on the General Fund, Enterprise Funds and Purchase of Real Property Fund.
- Finance employees are taking at least one full week of vacation a year.
- Beaufort County Finance is currently reconciling accounts payable, accounts receivable, and capital assets on a quarterly basis. Bank reconciliations are performed monthly.
- No Finance employee is posting their own journal or budget entries.
- Finance has hired a fixed assets accountant who has is completing a physical inventory of all fixed assets in Beaufort County. He expects to continue his work after the internal audit is finished. He is inputting data into Beaufort County's ERP system.
- Finance is working with purchasing for receipt processing within the Munis software. This includes an audit trail of the receiving employee and the authorizing employee.

# Beaufort County – Financial Highlights August 2022

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- Finance is currently working on a chart of accounts redesign.
- Finance has been working with IT help on purchase card integration with Munis to import purchases by detail vendor. This will help with the 1099 process at the end of the year.
- Finance has been working with IT to get Project Accounting working within Munis. This process will help track projects and help with transparency.
- We are training our employees on a regular basis.
- We will be working on a budget calendar that will be presented next month.
- We are currently training in Cleargov our budget software for the budget process.
- We are in the process of hiring a budget manager.
- We have a new grants administrator who will be shepherding in new grants and writing grant applications.

# Executive Summary of Revenues and Expenditures

Through August 31, 2022

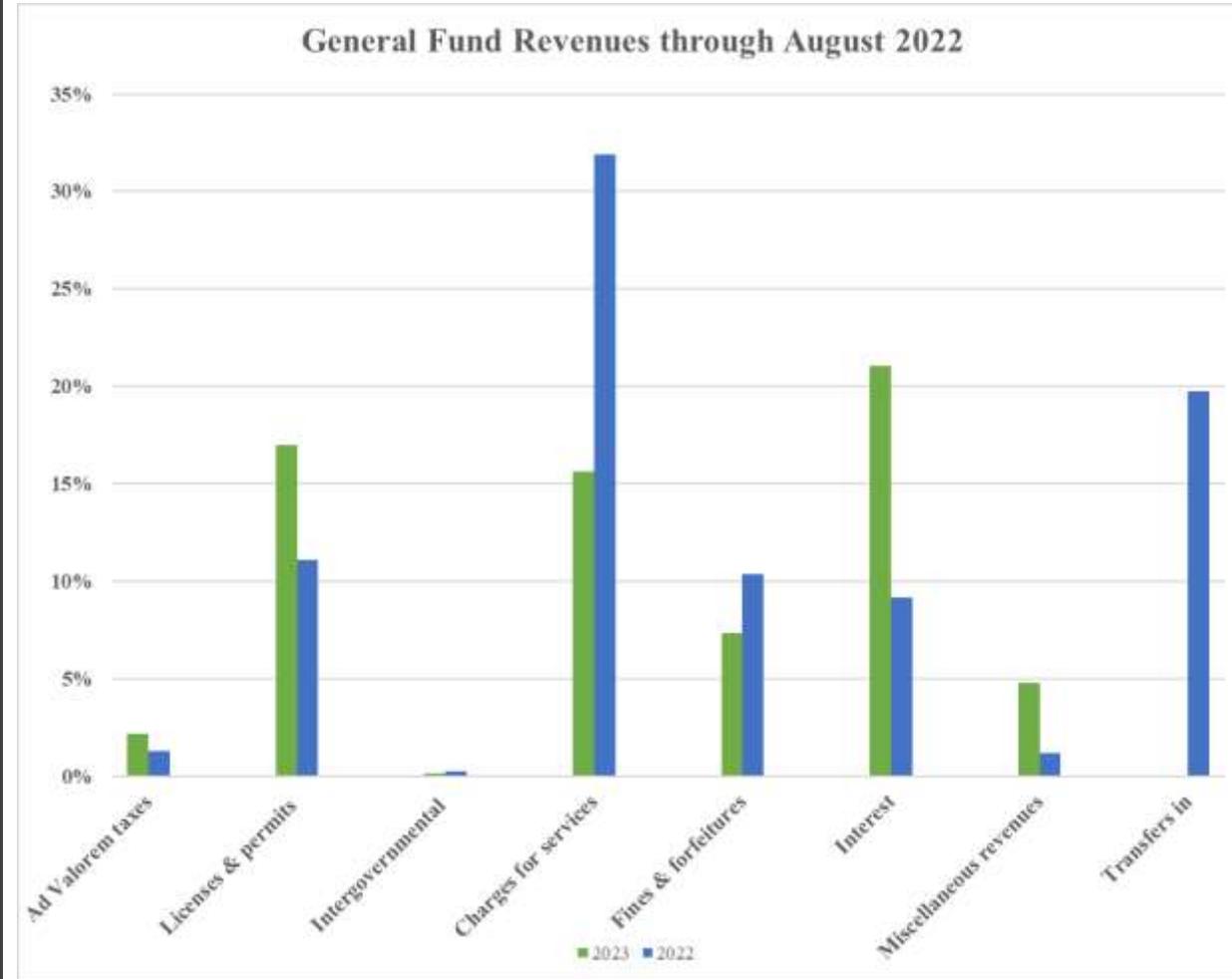
## General Fund Revenues

Budget FY 2023:	\$	142,118,807
Revenue Collected to Date:	\$	5,527,399
Revenue Collected Over Budget:	\$	(136,591,408)
Percent of Total Budget Collected:		3.89%
Percent of Year Completed:		16.67%

Function	Budget	To Date	% Received	% Year Completed
Ad Valorem taxes	\$ 108,773,146	\$ 2,371,576	2.18%	16.67%
Licenses & permits	\$ 3,958,000	\$ 672,199	16.98%	16.67%
Intergovernmental	\$ 10,783,780	\$ 17,463	0.16%	16.67%
Charges for services	\$ 15,089,113	\$ 2,360,668	15.64%	16.67%
Fines and forfeitures	\$ 770,018	\$ 56,527	7.34%	16.67%
Interest	\$ 156,000	\$ 32,870	21.07%	16.67%
Miscellaneous revenues	\$ 335,000	\$ 16,096	4.80%	16.67%
Transfers in	\$ 2,253,750	\$ -	0.00%	16.67%

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

- Ad Valorem taxes - currently lagging should improve as year progresses.
- Intergovernmental - currently lagging, do not expect payments until after first quarter.
- Fines and forfeitures - currently lagging should improve as year progresses.
- Miscellaneous revenues - currently lagging should improve as year progresses.
- Transfers in - typically do not transfer in until end of first quarter.

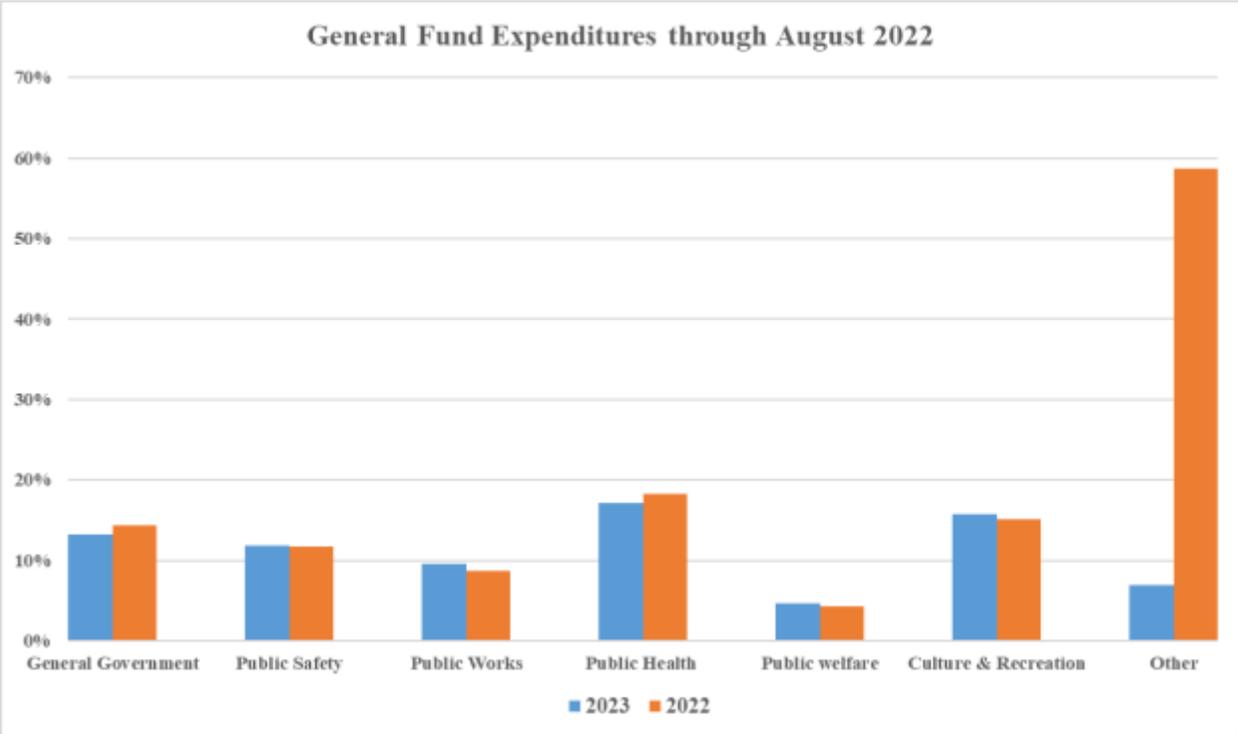


# Executive Summary of Revenues and Expenditures

Through August 31, 2022

## General Fund Expenditures

Budget FY 2023:	\$	142,112,407
Ordinance 2022-31		6,441,980
	\$	<u>148,554,387</u>
Actual Expenditures to Date:	\$	18,127,097
Remaining budget FY 2023	\$	123,985,310
Percent of Total Budget Expended:		12.20%
Percent of Year Completed:		16.67%



Function	Budget	To Date	% Received	% Year Completed
General Government	\$ 56,973,270	\$ 7,551,966	13.26%	16.67%
Public Safety	\$ 51,622,230	\$ 6,147,163	11.91%	16.67%
Public Works	\$ 12,402,454	\$ 1,193,656	9.62%	16.67%
Public Health	\$ 3,699,991	\$ 634,946	17.16%	16.67%
Public Welfare	\$ 672,476	\$ 31,192	4.64%	16.67%
Culture & Recreation	\$ 16,067,423	\$ 2,521,486	15.69%	16.67%
Other - Economic Development	\$ 674,563	\$ 46,688	6.92%	16.67%

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

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

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

Other Economic Development - Expenditures are at the EDC discretion as projects are funded.

**Beaufort County**  
**Capital Improvements Fund**  
 For the Period July 1, 2022 - August 31, 2022

	Approved Ordinances 4/18/2022	Approved Budget 6/30/2023	Revised Budget 6/30/2023	Actual 8/31/2022	Variances
Ad Valorem taxes	\$ -	\$ 3,597,670	\$ 3,597,670	\$ -	\$ 3,597,670
Capital Outlay					
Items from Ordinance 2022/31					
Property acquisition -TCL	1,215,000	-	1,215,000	-	1,215,000
Pepper Hall - road improvements	1,300,000	-	1,300,000	-	1,300,000
EMS - vehicle purchases	889,233	-	889,233	-	889,233
EMS - capital equipment	695,951	-	695,951	-	695,951
Detention Center - renovations	1,000,000	-	1,000,000	-	1,000,000
Arthur Horne Building	900,000	-	900,000	-	900,000
Parks and Recreation - M.C. Riley Pool	441,796	-	441,796	-	441,796
Items from Ordinance 2022/35					
Property acquisition -Helmsman Way	3,400,000	-	3,400,000	-	3,400,000
Current Year Budget Ordinance 2022/33					
Planning and Zoning - vehicle purchase	-	50,000	50,000	-	50,000
EMS - vehicle purchases	-	913,480	913,480	96,882	816,598
Renovations existing buildings	-	1,500,000	1,500,000	-	1,500,000
Animal Services - vehicle purchases	-	205,000	205,000	-	205,000
Public Works - vehicle purchases	-	184,000	184,000	138,980	45,020
Public Works - equipment	-	217,022	217,022	-	217,022
Public Works - other improvements	-	2,400,000	2,400,000	-	2,400,000
Facility Maintenance - professional services	-	250,000	250,000	-	250,000
Facility Maintenance - vehicle purchases	-	80,000	80,000	-	80,000
Facility Maintenance - capital equipment	-	83,027	83,027	-	83,027
Facility Maintenance - building renovations	-	250,000	250,000	-	250,000
Mosquito Control - equipment	-	100,000	100,000	67,093	32,907
Mosquito Control - other improvements	-	400,000	400,000	-	400,000
Parks and Recreation - vehicle	-	248,000	248,000	-	248,000
Parks and Recreation - equipment	-	243,000	243,000	-	243,000
Parks and Recreation - special projects	-	5,000,000	5,000,000	-	5,000,000
Parks and Recreation - equipment	-	152,000	152,000	-	152,000
Library - vehicle	-	76,000	76,000	-	76,000
Total expenditures	<u>9,841,980</u>	<u>12,351,529</u>	<u>22,193,509</u>	<u>302,955</u>	<u>21,890,554</u>
Other					
Use of fund balance	<u>9,841,980</u>	<u>9,000,000</u>	<u>18,841,980</u>	<u>18,841,980</u>	<u>-</u>
Total other	<u>9,841,980</u>	<u>9,000,000</u>	<u>18,841,980</u>	<u>18,841,980</u>	<u>-</u>
	<u>\$ -</u>	<u>\$ 246,141</u>	<u>\$ 246,141</u>	<u>\$ 18,539,025</u>	<u>\$ (18,292,884)</u>



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Hilton Head Public Service District ARPA Projects Request
<b>MEETING NAME AND DATE:</b>
Finance Committee August 22nd
<b>PRESENTER INFORMATION:</b>
Consideration of authorization for the County Administrator to award one million (1,000,000.00) in ARPA funds to the Hilton Head Public Service District for improvements to the HHPSD infrastructure. (10 min)
<b>ITEM BACKGROUND:</b>
N/A
<b>PROJECT / ITEM NARRATIVE:</b>
Hilton Head Public Service District (PSD) is seeking funding from Beaufort County's allocation of federal American Rescue Plan Act (ARPA) funds to complete vital water supply projects for Hilton Head Island. (See attached project description)
<b>FISCAL IMPACT:</b>
\$1,000,000.00 from the ARPA allocation.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
The staff is concerned this will set a precedent for other PSDs throughout the county to submit similar requests for infrastructure upgrades and improvements that would be more appropriately funded by PSD assessments/fees. However, if Council elects to fund this request please be aware that additional requests will be likely.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve the allocation Motion to deny the allocation



**Hilton Head Public Service District  
21 Oak Park Drive  
Hilton Head Island, SC 29926  
Hhpsd.com**

Mr. Eric Greenway  
Beaufort County Administrator  
P.O. Drawer 1228  
Beaufort, SC 29901  
Re: Hilton Head Public Service District ARPA Projects Request

July 5, 2022

Dear Eric:

Hilton Head Public Service District (PSD) is seeking funding from Beaufort County’s allocation of federal American Rescue Plan Act (ARPA) funds in order to complete vital water supply projects for Hilton Head Island. As Governor McMaster has said, “The right water and sewer systems in a county can transform a tax base, creating jobs, good schools, and a vibrant community.” He has urged the investment of ARPA funds in our water infrastructure in order to “ensure that South Carolina will have the workforce, the infrastructure, and the quality of life necessary to compete nationally and globally for jobs and investment – for generations to come.”

The PSD’s water and wastewater infrastructure projects described below are an appropriate use of ARPA funds as they are long-term capital improvements that strengthen critical services to residents and businesses on Hilton Head Island and create a more resilient community with confidence in its capacity to support future opportunities for growth and economic development. As you know, Hilton Head Island’s viability and sustainability is crucial to the future of all of Beaufort County.

The table below provides you the vital projects that we will complete using the ARPA funding from Beaufort County. These projects can be completed in accordance with all ARPA guidelines.

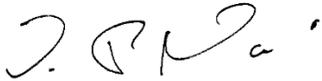
Project	Purpose	Cost
<b>Leg O’ Mutton Water Booster Station</b>	A new Water Booster Station at the PSD’s Leg O’ Mutton site will play a critical role in providing water service for our residents and businesses. The Booster Station will ensure that the PSD’s water can be delivered to our customers at all times and particularly during times of high demand and even when coupling a high-demand period with an emergency use of	\$700,000.00

	<p>water such as firefighting. The Booster Station will play a key role in the PSD's response to and recovery from a natural disaster such as a hurricane because it provides the pumping capacity needed to repressurize our water distribution system following an outage or disruption. Further, the Booster Station will mitigate the impact of the ongoing phenomenon of saltwater intrusion into our freshwater aquifer by providing a pumping asset to replace the loss of freshwater wells.</p>	
<p><b>Reverse Osmosis (RO) Drinking Water Treatment Facility Emergency Generator</b></p>	<p>An emergency generator at the PSD's RO Facility will help ensure resiliency during natural disasters such as hurricanes, when power outages can affect the PSD's ability to provide drinking water. The RO Facility provides approximately 60% of the PSD's water supply at a capacity of 4 million gallons of water produced per day. The PSD has plans to expand the capacity of the RO Facility up to 6 million gallons a day production, which would represent the majority of the PSD's average daily demand for water. The RO Facility plays a vital role in the water supply for all of southern Beaufort County because its use helps the PSD lessen its demand on wholesale water provided by Beaufort-Jasper Water &amp; Sewer Authority, thereby helping BJWSA meet its own system's demand for water, particularly during periods of high demand. The RO Facility currently has no emergency generator, and the addition of this equipment will ensure the Facility's ability to keep providing water during unplanned power outages and during response to and recovery from natural disasters such as hurricanes.</p>	<p>\$300,000.00</p>
<p><b>Total Request</b></p>		<p>\$1,000,000.00</p>

We thank you in advance for your consideration of these projects for funding through Beaufort County's ARPA funds. Our local water and wastewater systems represent our best and most direct investment in Hilton Head Island's public health and environmental protection – maintaining our high quality of life for generations of residents and visitors to come.

Please do not hesitate to contact me if you have any questions or if I can be of assistance in any way.

Best regards,



Pete Nardi  
General Manager  
Hilton Head PSD  
(843) 305-0638  
pnardi@hhpsd.com

Cc:

Councilman Larry McEllyn, Beaufort County Council, District 10  
Chair Frank Turano, Hilton Head Public Service District Commission, District 3



## Beaufort County Council Statement of Conflict of Interest Pursuant to South Carolina Code of Laws § 8-13-700

I, Chris Hervocho, holding the position as a Beaufort County Council Member, do hereby declare my potential conflict of interest with regards to the below information:

1. Describe the matter pending before County Council with which you may have a conflict of interest:

Item number 13 of the Finance Committee meeting regarding the approval of the Hilton Head Public Service District ARPA projects request.

2. Describe the interest that you have that may give rise to the conflict: The Hilton Head Public Service District is a material client of one of the clients my public accounting firm serves.

Based upon the above information, I hereby recuse myself from participating in any discussions of or taking official action relating to said matter.

Signed this 22nd day of August, 2022.

Signature



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

Item 10.

<b>ITEM TITLE:</b>
Recommended changes to the Beaufort County Procurement Code, Division 4, Section 2-509, Authority and duties of purchasing director
<b>MEETING NAME AND DATE:</b>
Finance Committee Meeting September 19, 2022
<b>PRESENTER INFORMATION:</b>
Dave Thomas, CPPO, Procurement Services Director (5 minutes)
<b>ITEM BACKGROUND:</b>
<i>The Budget Director's position is being eliminated from administration which will require a change to the current procurement code pertaining to Section 2-509, paragraphs (d)(1) Dollar limitations set for the Procurement Director and Budget Director.</i>
<b>PROJECT / ITEM NARRATIVE:</b>
Section 2-509, paragraph (d) Dollar limitations (1) currently states: (1) Purchasing director, budget director, \$50,000.00 or less. We recommend changing the ordinance by deleting the <del>budget director</del> and to <b>add the Chief Financial Officer</b> , \$50,000.00 or less. For more detail, see the attached full Division 4, Section 2-509, Authority and duties of purchasing director.
<b>FISCAL IMPACT:</b>
NA
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Approve or deny the recommended changes to the Procurement Code pertaining Division 4, Beaufort County Procurement Code, Section 2-509, Authority and duties of purchasing director, Paragraph (d) (1) as stated above.
<b>OPTIONS FOR COUNCIL MOTION:</b>
<i>Approve or deny the recommended Procurement Ordinance Changes and forward to County council for approval and first reading.</i>

- **Sec. 2-509. - Authority and duties of purchasing director.**

(a) *Principal public procurement official.* The purchasing director shall serve as the principal public procurement official of the county and shall be responsible for the procurement of supplies, services, and construction in accordance with this division, as well as the management and disposal of supplies.

(b) *Duties.* In accordance with this division, the purchasing director shall:

(1) *Purchase.* Purchase all supplies, materials, equipment, and contractual services required by county agencies and perform the purchasing-related functions required of the purchasing director in this division.

(2) *Negotiate contracts.* Negotiate contracts for personal services and submit them for approval and award as provided in this division.

(3) *Use standard specifications.* Use standard specifications wherever they are applicable to purchase orders and contracts, and ensure compliance with such specifications through adequate inspection of deliveries.

(4) *Transfer between agencies.* Transfer between agencies supplies, materials, and equipment that are no longer needed by a holding agency but that can be used by the receiving agency.

(5) *Exchange, trade in and sell.* Exchange, trade in or sell those supplies, materials and equipment which are surplus, obsolete or unused and which are found by the county administrator not to be required for public use.

(6) *Develop standard forms and conditions.* Develop, with the approval of the county attorney as to legal sufficiency, standard forms and conditions of invitations to bid and purchase orders and contracts; develop and prescribe the use by agencies of other forms required in carrying out this division, and amend or eliminate any such forms.

(7) *Acquire and dispose of real property.* Upon request of the county council and subject to its approval of each transaction, perform all delegable functions in connection with acquisition and disposal of real property.

(8) *Perform other duties.* Perform other duties as assigned by the county administrator and ACA, finance.

(c) *Operational procedures.* Consistent with this division, the purchasing director shall adopt operational procedures relating to the execution of his duties.

(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) Purchasing director, delete -budget director add Chief Financial Officer, \$50,000.00 or less.

(2) County administrator or his designee, over \$50,000.00, but less than \$150,000.00. The county administrator may approve contract renewals and be exempt from the dollar limitations on expenditure authority identified in this [section 2-509](#), authority and duties of purchasing director, paragraph (d), dollar limitations in paragraphs (1)—(4), provided that the 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.

(3) Council committee, over \$150,000.00, but less than \$200,000.00.

(4) The county council, \$200,000.00 and over.

(e) *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](#) ; [Ord. No. 2021/42](#) , 12-13-2021)



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## BEAUFORT COUNTY COUNCIL

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### Agenda Item Summary

**Item Title:**

Discussion regarding potential payment to final group of non-litigation retirees for loss of post-retirement health insurance benefits

**Council Committee:**

Finance Committee

**Meeting Date:**

Finance Committee Meeting, September 19, 2022

**Committee Presenter (Name and Title):**

Thomas J. Keaveny, II, County Attorney  
10 mins

**Issues for Consideration:**

This item is in response to additional requests from retirees to be included in council's offer of a payment to non-litigating retirees for the loss of the retiree health insurance subsidy. Payout is based on life expectancy. The participation criteria are as follows:

- a) the retiree worked for the county for at least 15 years,
- b) the retiree had health insurance at the time of retirement,
- d) The retiree retired between July 1, 2016, and July 1, 2021.\*

\*The last group was limited to persons who retired *before* July 1, 2016, the date the insurance program ended.

**Points to Consider:**

Council is not obligated to make any payments, but members of Council have expressed a desire to do so. For retirees to receive a payment, a signed release will be required.

**Funding & Liability Factors:**

Staff recommends a total aggregate offer of \$184,034.63 be divided among 86 eligible retirees. Funds for this program are included in the proposed budget amendment which is before Council.

**Council Options:**

Approve or disapprove the offer of payment

**Recommendation:**

Approve the offer of payment





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Recommendation of approval of an Ordinance to amend Beaufort County Ordinance 2022/33 for the fiscal year 2022-23 Beaufort County budget to provide for additional appropriations to pay for fiscal year 2022 carryovers, use of fund balance for property acquisition and transportation projects, and the use of current year funds for capital projects and equipment purchases, defease/refund General Obligation Bonds, and other matters related thereto.
<b>MEETING NAME AND DATE:</b>
Finance Committee 09/19/2022
<b>PRESENTER INFORMATION:</b>
Hayes Williams, Chief Financial Officer 20 minutes
<b>ITEM BACKGROUND:</b>
Based on current financial needs of Beaufort County, Administration recommends a budget amendment.
<b>PROJECT / ITEM NARRATIVE:</b>
During the first several months of Fiscal Year 2023, it has become apparent that a budget amendment needed to be proposed to Council. It consists of three categories. First, Carryover from Fiscal Year 2022, this represent projects and capital equipment that could not be completed by the Fiscal Year End 2022, totaling \$2,531,417. The second represents use of the General Fund – Fund Balance to purchase 1505 North Street (to include related closing costs) and fund the Transportation Project which would start the planning and engineering needed for Beaufort County’s upcoming road and transportation needs totaling \$6,630,000. The last piece is use of current year funding and includes use of local Hospitality and Accommodation tax to put in lighting at the Boundary Street Tennis Courts, renovation of the Alljoy Boat Landing and Beach, establishing a pocket park for the Witness Oak on North Street and overall boat landing repairs totaling \$1,748,900. A new Traffic Engineer funded with gapped positions in the General Fund totaling an estimated \$90,000 (including salary and benefits). Fund a contract with SouthernCarolina Regional Development Alliance, totaling \$120,000 to be funded with estimated surpluses in the General Fund. Fund the Retiree Litigation Claims, totaling \$186,000, to be funded with estimated surpluses in the General Fund. A feasibility study of the Saint Helena Performing Arts Center, totaling \$66,000 to be funded with ARPA funding. A purchase of a CAT Motograder using capital Fund surpluses and closing out Capital Project Funds 4008 and 4009 totaling \$246,147. Defease/ refund General Obligation bonds, totaling \$1,747,193 to be funded by projected surplus in Fund 3000. Defease/ refund General Obligation bonds for the purchase of Real Property, totaling \$1,523,586 to be funded by projected surplus in Fund 2003.
<b>FISCAL IMPACT:</b>
See attached listing
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval of the motion to carry to County Council.

**OPTIONS FOR COUNCIL MOTION:**

Motion to approve/deny "the Budget Amendment"

Move forward to Council for First Reading/Approval/Adoption on September 26, 2022.

Beaufort County  
Carryover Budget from 2022 to 2023

PO#	Org and object Codes	Vendor Name	Order Amount	Balance	RO/CO	Notes
<b>Fleet</b>						
<a href="#">20220592</a>	10001301-54000	VIC BAILEY FORD	149,826.00	\$ 149,826	Carryovers	F-550 RPLC 22995 - May 16 produced, vehicle required to provide to First Vehicle per contract (Closeout)
<a href="#">20230286</a>	10401301-54000	MATTHEWS MOTORS	139,480.00	139,480	Carryovers	Dodge Ram 5500- need to pay - (formally PO#20220592)
<a href="#">20220961</a>	10401301-54000	ALAN JAY FLEET SALES	60,145.01	55,743	Carryovers	2500 Pick up truck ( Need to pay ) Delivered beginning FY23
				<u>345,049</u>		
<b>Public Works</b>						
<a href="#">20220765</a>	10001301-51170	MCSWEENEY ENGINEERS, LLC	13,360.00	8,050	Carryovers	Wimbee and Broadriver Fishing Pier
<a href="#">20220578</a>	10001301-51170	JON GUERRY TAYLOR AND ASSOCIATES INC.	10,500.00	6,275	Carryovers	Rollover - HE Trask Construction Admin
<a href="#">20221074</a>	10001301-54000	TIGER CORPORATION	245,072.56	245,073	Carryovers	Delivered in August
<a href="#">20220318</a>	10001301-54000	TIGER CORPORATION	218,622.40	218,622	Carryovers	Ordered in March - Delivery in Feb 2023
<a href="#">20221226</a>	10001301-51170	R.L. MORRISON & SONS	288,609.00	251,967	Carryovers	Received invoice -waiting on Final Inspection
<a href="#">20221290</a>	10001301-51170	PW GARAGE AWNING PROJECT	80,216.00	80,216	Carryovers	Johns Crew Construction
		<b>Total Garage</b>		<u>810,203</u>		
<b>Sheriff</b>						
20221122	10001201-52612	FORMS & SUPPLY INC.	133,756.19	133,756	Carryovers	FURNITURE FOR BCSO COURTHOUSE RENOVATION
		<b>Total Sheriff</b>		<u>133,756</u>		
<b>Animal Shelter</b>						
20220396	10001270-54000	VIC BAILEY FORD	46,106.00	46,106	Carryovers	2021 Ford F-250 Replacement for A #18965
		<b>Total Animal Shelter</b>		<u>46,106</u>		
<b>Facility Maintenance</b>						
20220052	10001310-51160	RMF ENGINEERING, INC.	4,532.27	4,093	Carryovers	Admin Building HVAC A&E Services
20220094	10001310-51160	BEAUFORT DESIGN BUILD LLC	38,750.00	3,824	Carryovers	Admin Building Roof Project A&E Services
20220358	10001310-51160	RMF ENGINEERING, INC.	4,532.27	4,532	Carryovers	Admin Building A&E Services
20220386	10001310-51130	RMF ENGINEERING, INC.	2,693.16	5,393	Carryovers	Courthouse HVAC A&E Services
20220551	10001310-54200	VIC BAILEY FORD	27,409.00	27,409	Carryovers	250 Ford Van-scheduled for production 6/13/22
20220670	10001310-51160	RMF ENGINEERING, INC.	23,770.07	6,260	Carryovers	Burton Wells HVAC A&E Services
20220786	10001310-51160	CDDC, LLC	15,000.00	15,000	Carryovers	Myrtle Park Generator design A&E Services
20220919	10001310-52010	SOUTHERN FOLGER DETENTION EQUIP CO	6,249.00	6,249	Carryovers	Detention Center metal slider
20221022	10001310-54200	ALAN JAY FLEET SALES	38,755.00	38,755	Carryovers	2022 Ford Transit Van Scheduled for 6/15/22
20221023	10001310-54200	KEMO MANUFACTURING LLC	17,533.69	17,534	Carryovers	Flatbed utility trailer
20221240	10001310-51130	ADVANCED DOOR SYSTEMS	29,012.23	29,012	Carryovers	Detention Center Storage Room Doors
20221241	10001310-51130	G2GC, LLC	17,935.92	17,936	Carryovers	Lind Brown Center containment/repairs
20221223	10001310-51130	PETROLEUM RECOVERY SERVICES, INC.	25,912.72	25,913	Carryovers	1000 GALLON FUELK TANK
20221225	10001310-51130	VERTIV CORPORATION	7,228.23	7,228	Carryovers	BIV# 3 UPS
20221246	10001310-51130	TRANE COMFORT SOLUTIONS	7,508.00	7,508	Carryovers	Government South HVAC
20221248	10001310-51130	SOUTHERN FENCE	26,795.00	26,795	Carryovers	Shell Point Gate
20220624	10001310-51130	CREECH & ASSOCIATES, PLLC	112,965.00	112,965	Carryovers	Boat Landing Study-
		<b>Total Facilities maintenance</b>		<u>356,406</u>		

**Parks and recreation**

10001600-51130			125,000	Carryovers	Bathroom facilities - Bruce Edgerly and Old Burton Wells
10001600-54420			175,000	Carryovers	Bathroom facilities - Bruce Edgerly and Old Burton Wells
10001604-51130			50,000	Carryovers	Bathroom facilities - Bruce Edgerly and Old Burton Wells
10001604-54420			85,000	Carryovers	Bathroom facilities - Bruce Edgerly and Old Burton Wells
20220785 10001600-54000	VIC BAILEY FORD	30,899.00	30,899	Carryovers	2022 Ford F250
20220825 10001600-54000	VIC BAILEY FORD	30,899.00	30,899	Carryovers	2022 Ford F250
	<b>Total Parks &amp; recreation</b>		<u>496,798</u>		

**Emergency Medical Services**

20220701 10001230-54000	NORTHWESTERN EMERGENCY VEHICLES, INC	310,878.00	310,878	Carryovers	PO Rollover 20211354 Ambulance (2) - Remount
	<b>Total Emergency Medical Services</b>		<u>310,878</u>		

**Finance**

20221236 10001111-54200	MUNIS-TYLER	32,221	32,221	Carryovers	Purchase project accounting module from Munis
	<b>Total Carryovers</b>		<u>\$ 2,531,417</u>		

Beaufort County  
Use of Fund Balance  
FY 06/30/2023

Purchase 1505 North Street - Federal Court House Parking Lot      \$ 630,000 Fund 1000

Transportation project

To include Triangle Preliminary Design, SC 46 Improvements,  
Reimagine Ribaut Road, Safety, Intelligent Transportation system      \$ 6,000,000 Fund 1000

Beaufort County  
Use of current year funding  
FY 06/30/2023

Boundary Street, Tennis Court Lighting	\$ 108,900	Htax Atax	Fund 2001 & 2002
Alljoy Boat Landing	1,100,000	Htax Atax	Fund 2001 & 2002
Pocket park Witness Tree	40,000	Htax Atax	Fund 2001 & 2002
Boat landing repairs	500,000	Htax Atax	Fund 2001 & 2002
Total Htax Atax	<u>\$ 1,748,900</u>		
Traffic Engineer (salary plus benefits)	<u>\$ 90,000</u>	Funded with gapped positions	Fund 1000
SouthernCarolina Regional Development Alliance - contract payment	<u>\$ 120,000</u>	Funded with estimated surplus	Fund 1000
Retiree Litigation Claims	<u>\$ 186,000</u>	Funded with estimated surplus	Fund 1000
Saint Helena Island Performing Arts Center Feasibility Study	<u>\$ 66,000</u>	ARPA	Fund 2330
Purchase of Motograder			
CAT Motograder 120 - 1	147,362	2013 Bond Closing	Fund 4008
CAT Motograder 120 - 1	80,134	2014 Bond Closing	Fund 4009
CAT Motograder 120 - 1	18,650	Capital Fund Surplus	Fund 1040
Total cost of motograder	<u>\$ 246,147</u>		
Dease/ refund bonds from surplus	<u>\$ 1,747,193</u>	Surplus in debt service fund	Fund 3000
Dease/ refund bonds from surplus	<u>\$ 1,523,586</u>	Surplus in puchase of real property	Fund 2003
	<u>\$ 5,727,826</u>		

**ORDINANCE 2022/ \_\_\_\_**

**AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2022/33 FOR THE FISCAL YEAR 2022-23 BEAUFORT COUNTY BUDGET TO PROVIDE FOR ADDITIONAL APPROPRIATIONS TO PAY FOR FISCAL YEAR 2022 CARRYOVERS, USE OF FUND BALANCE FOR PROPERTY ACQUISITION AND TRANSPORTATION PROJECTS, AND THE USE OF CURRENT YEAR FUNDS FOR CAPITAL PROJECTS AND EQUIPMENT PURCHASES, DEFEASE/ REFUND GENERAL OBLIGATION BONDS AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, on June 27, 2022, Beaufort County Council adopted Ordinance No. 2022/33 which set the County's FY 2022-2023 budget and associated expenditures; and

**WHEREAS**, it has been determined to be necessary and proper to appropriate certain funds for expenses which are immediate in need; and

**WHEREAS**, Council wishes to appropriate these additional funds from the General Fund - Fund Balance, projected surpluses in the General Fund, current year Local Hospitality and Accommodations Taxes, the closing of Funds 4008 and 4009, the use of ARPA funding, the use of projected surpluses in the Debt Service Fund and the Purchase of Real Property Fund, and use of the surplus in the capital project fund; and

**WHEREAS**, in the interest of good accounting practices and transparency in the budget process it is beneficial and necessary to amend the budget to reflect this additional appropriation of funds;

**NOW, THEREFORE, BE IT ORDAINED**, by Beaufort County Council that the FY 2022-2023 Beaufort County Budget Ordinance 2022/33 is hereby amended as follows:

1. The sum of \$2,531,417 is hereby appropriated from General Fund - Fund Balance for completing capital projects and equipment carried over from Fiscal Year 2022.
2. The sum of \$6,630,000 is hereby appropriated from General Fund - Fund Balance for purchasing 1505 North Street (to include additional closing costs) and the Future Transportation Project.
3. The sum of \$1,748,900 is hereby appropriated from current year funding of Local Accommodations and Hospitality Tax Funds for Boundary Street Tennis Court lighting, renovations of the Alljoy Boat Landing, to build a pocket park for the Witness Oak on North Street, boat landing repairs at large.
4. The sum of \$396,000 for a new Traffic Engineer, the Southern Carolina Regional Development Alliance contract, and the Retiree Litigation claims to be funded from projected surpluses in the General Fund.
5. The sum of \$66,000 for the Saint Helena Island Performing Arts Center Feasibility Study to be funded from the ARPA Fund.

- 6. The sum of \$246,147 for the purchase of a motograder to be funded from the Capital Fund Surplus and closing down Capital Project Funds 4008 and 4009.
- 7. The sum of \$1,747,193 to defease/ refund General Obligation Bonds to be funded from projected surpluses in the Debt Service Fund.
- 8. The sum of \$1,523,586 to defease/ refund General Obligation Bonds to be funded from projected surpluses in the Purchase of Real Property Fund.

The funds are to be appropriated for fiscal year 2023.

DONE this \_\_\_\_\_ day of September, 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

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

ATTEST:

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

First Reading:  
Second Reading:  
Public Hearing:  
Third Reading





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Discussion of Ordinance to require Tax Map Parcel I.D numbers on ALL deeds
<b>MEETING NAME AND DATE:</b>
Finance Committee; September 19, 2022
<b>PRESENTER INFORMATION:</b>
Patsye Greene, Registrar of Deeds 10 minutes
<b>ITEM BACKGROUND:</b>
Property Identification number assigned by the Tax Assessor's office is the currently accepted standard for real property identification and should be required on all deeds.
<b>PROJECT / ITEM NARRATIVE:</b>
Requiring (PIN) property identification number on all deeds
<b>FISCAL IMPACT:</b>
No fiscal impact
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
<b>OPTIONS FOR COUNCIL MOTION:</b>
Move forward to Council for First Reading

**ORDINANCE 2022/\_\_\_\_\_**

**AN ORDINANCE FOR A TEXT AMENDMENT TO BEAUFORT COUNTY CODE OF ORDINANCES CHAPTER 2, ARTICLE VIII, DIVISION 2, SECTION 2-619**

**WHEREAS**, the correct identification of real property, for which deeds and other instruments are recorded to prove ownership or other interest in such property, is critical for the maintenance of accurate land ownership records to protect the rights and interests of our citizens, for taxation and for other governmental purposes; and

**WHEREAS**, Property Identification Number (“PIN”) assigned by the Tax Assessor’s Office is the currently accepted standard for such real property identification; and

**WHEREAS**, to correctly identify the real property in a deed the text needs to be amended to require all deeds to include a PIN, whereby the deleted text is struck through and the added text is underlined, as follows:

**Sec. 2-619. Property identification number required on deeds.**

(a) All deeds, ~~except~~ including quit claim deeds, which are submitted for recording to the register of deeds for the county shall have included in the property description section thereof the current county property identification number (PIN) of the subject property, which shall include the district, map, and parcel numbers as assigned by the county tax assessor. It shall be the responsibility of the deed preparer, as indicated in the preparation clause, to obtain the proper PIN prior to recording.

**WHEREAS**, the Beaufort County Council finds it is appropriate to amend the text as provided for herein in order to protect the rights and interests of our citizens.

**NOW, THEREFORE, BE IT ORDAINED**, in a meeting duly assembled, hereby approves a text amendment to the Beaufort County Code of Ordinances Chapter 2, Article VIII, Division 2, Section 2-619 as described herein.

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

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

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



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Recommendation of approval of an Ordinance to amend Beaufort County Ordinance 2022/33 for the fiscal year 2022-23 Beaufort County budget to provide for distributions from Myrtle Park Phase II Fund and other matters related thereto.
<b>MEETING NAME AND DATE:</b>
Finance Committee 09/19/2022
<b>PRESENTER INFORMATION:</b>
Brittany Ward Interim County Attorney and Hayes Williams Chief Financial Officer 15 minutes
<b>ITEM BACKGROUND:</b>
This is a discussion of the purchase, development and sale of Myrtle Park Phase II.
<b>PROJECT / ITEM NARRATIVE:</b>
The Myrtle Park property was purchased in 2014 with the intention of developing the site. Total site and development costs were \$1,772,584. To pay for the development, funding came from Economic Development Contributions totaling \$1,233,167, Beaufort County sales of other properties \$668,576, payment of interest on a loan from the debt service fund \$160,000 and interest of \$31,397. The property was sold on 05/20/2022 for net proceeds of \$599,979.19.
<b>FISCAL IMPACT:</b>
Beaufort County put a substantial amount of capital into this project \$828,576. Staff feels that the County should be reimbursed for its investment in the property.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends to close fund 4807 Myrtle Park Phase II with distributions as follows: \$160,000 transfer to debt service fund (to cover interest payment for the development of the Park), \$668,576 to be transferred to the General Fund (representing the two properties sold to finance the Park) to be allocated as County Council advises, and \$92,094 to be transferred to Site and Job Fund.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve/deny "Recommendation of approval of an Ordinance to amend Beaufort County ordinance 2022/33 for the fiscal year 2022-23 Beaufort County budget to provide for distributions from Myrtle Park Phase II Fund and other matters related thereto."  Move forward to Council for First Reading/Approval/Adoption on 09/26/2022

Myrtle Park Phase II  
Recap of funding sources and capital outlay from Beaufort County

Cost of development			
Purchase 7.7 Acres Kittie's Landing LLC	3/18/2014	\$	1,155,748
Site development costs	life of project		410,021
Professional Services	2016 expenses		46,815
Loan 1176 interest	8/5/2016		80,000 *1
Loan 1176 interest	1/26/2018		80,000 *1
Total cost to develop			<u>1,772,584</u>
Economic Development Contributions			
Hargray	9/30/2013	\$	325,000
Palmetto Electric Cooperative Inc.	11/19/2013		400,000
Berkeley Electric Cooperative	1/7/2014		33,333
Central Electric Power Cooperative Inc.	1/7/2014		12,834
Palmetto Electric Cooperative Inc.	12/5/2014		150,000
Central Electric Power Cooperative Inc.	1/6/2015		12,000
Department of Commerce	1/26/2015		150,000
Hargray	11/6/2015		150,000
Total Economic Development Contributions			<u>1,233,167</u>
Amount not funded with development credits			<u>(539,416)</u>
<b>Beaufort County contributions</b>			
Sale of 5 acres A-1A located in Bluffton Technology Park	6/30/2014		459,340
Sale of Lady's Island Convenience Center	6/25/2014		209,236
Loan 1176 interest - paid from Debt Service Fund	8/5/2016		80,000
Loan 1176 interest - paid from Debt Service Fund	1/26/2018		80,000
Total Beaufort County Contributions			<u>828,576</u>
<b>Other Funding</b>			
Mortgage Proceeds	9/10/2015		4,000,000
Mortgage Repayment	9/7/2017		(4,000,000)
Interest	life of project		31,531
Total other Funding			<u>31,531</u>
Sale of Myrtle Park Property			<u>599,979</u>
Total in equity in pooled cash		\$	<u>920,670</u>
<b>Suggested distribution by staff</b>			
Transfer Debt Service Fund		\$	160,000
Transfer General Fund			668,576
Transfer Site and Job Fund			92,094
		\$	<u>920,670</u>

\*1 - Loan 1176 to develop Myrtle Park \$4,000,000 issued 09/07/2015; Beaufort County did not use refunded 08/07/2017; Loan from Santee Cooper Interest paid from debt service fund. I believe it should have been paid as development costs in fund 4807

**ORDINANCE 2022/ \_\_\_\_**

**AN ORDINANCE TO AMEND BEAUFORT COUNTY ORDINANCE 2022/33 FOR THE FISCAL YEAR 2022-23 BEAUFORT COUNTY BUDGET TO PROVIDE FOR DISTRIBUTIONS FROM MYRTLE PARK PHASE II FUND AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, on June 27, 2022, Beaufort County Council adopted Ordinance No. 2022/33 which set the County's FY 2022-2023 budget and associated expenditures; and

**WHEREAS**, it has been determined to be necessary and proper to appropriate certain funds for expenses which are immediate in need; and

**WHEREAS**, Council wishes to distribute the remaining funds from the Myrtle Park Phase II Fund; and

**WHEREAS**, in the interest of good accounting practices and transparency in the budget process it is beneficial and necessary to amend the budget to reflect this additional appropriation of funds;

**NOW, THEREFORE, BE IT ORDAINED**, by Beaufort County Council that the FY 2022-2023 Beaufort County Budget Ordinance 2022/33 is hereby amended as follows:

1. The sum of \$160,000 is hereby appropriated from Fund Balance (Fund 4807) for the repayment of interest payments related to development of the Myrtle Park site; to be transferred to the Debt Service Fund (Fund 3000).
2. The sum of \$668,576 is hereby appropriated from Fund Balance (Fund 4807) for repayment to Beaufort County for the sale of two properties used to development of the Myrtle Park site; to be transferred to the General Fund (Fund 1000).
3. The sum of \$92,094 is hereby appropriated from Fund Balance (Fund 4807) for use of Economic Development; to be transferred to the Site and Job Fund (Fund 1010).

DONE this \_\_\_\_\_ day of September, 2022.

COUNTY COUNCIL OF BEAUFORT COUNTY

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

ATTEST:

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

First Reading:  
Second Reading:

Public Hearing:  
Third Reading





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>AN ORDINANCE TO ESTABLISH A REGIONAL HOUSING TRUST FUND AND OTHER MATTERS RELATED THERETO</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee; September 19, 2022
<b>PRESENTER INFORMATION:</b>
Eric Greenway, County Administrator; and Brittany Ward, Interim County Attorney  10 Minutes
<b>ITEM BACKGROUND:</b>
Southern Lowcountry Regional Board ("SoLoCo") approved
<b>PROJECT / ITEM NARRATIVE:</b>
<p>SoLoCo and other local governments commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo thereafter. The Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, <i>inter alia</i>, allows for the establishment of Regional Housing Trust Funds ("RHTF") among local governments.</p> <p>The RHTF will include Jasper County, the Town of Hilton Head Island, the Town of Bluffton, the City of Beaufort, the City of Port Royal, the Town of Hardeeville and the Town of Yemassee.</p>
<b>FISCAL IMPACT:</b>
<p>Each participating entity will contribute 3% of their allocation from their ARPA appropriations in year 1; Beaufort County year 1 contribution will be \$1,119,523. ARPA funds allocated previously.</p> <p>In each year thereafter, each entity will contribute funds based on population.</p>
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval of establishing the RHTF
<b>OPTIONS FOR COUNCIL MOTION:</b>
<p>Motion to approve/deny an ordinance establishing a regional housing trust fund and other matters related thereto.</p> <p>Move forward to Council for First Reading on September 26, 2022.</p>

**ORDINANCE 2022/\_\_\_**

**AN ORDINANCE TO ESTABLISH A REGIONAL HOUSING TRUST FUND AND OTHER MATTERS RELATED THERETO**

**WHEREAS**, the South Carolina State Legislature has enacted enabling legislation known as the “William C. Mescher Local Housing Trust Fund Enabling Act” which, *inter alia*, allows for the establishment of Regional Housing Trust Funds among local governments; and

**WHEREAS**, Beaufort County Council wishes to establish a regional housing trust fund with adjacent counties and municipalities within Beaufort County; and

**WHEREAS**, S.C. Code Section 31-22-30 provides “a local government, including a municipality or county, may jointly form a regional housing trust fund by ordinance. A regional housing trust fund created under this chapter is subject to the same requirement and has the same power as a local housing trust fund created by an individual local government”; and

**WHEREAS**, Beaufort County wishes to establish a regional housing trust fund with Jasper County, the Town of Hilton Head Island, the Town of Bluffton, the City of Beaufort, the City of Port Royal, the Town of Hardeeville and the Town of Yemassee, under terms set forth herein.

**NOW, THEREFORE**, be it ordained by Beaufort County Council, in meeting duly assembled, as follows:

**SECTION 1. Legislative findings.**

A. County Council finds:

- (1) In Beaufort County and the surrounding area, there is a shortage of adequate shelter for South Carolinians including the availability of an affordable residence or permanent domicile with adequate privacy, space, physical accessibility, security, structural stability and durability, and adequate electrical, plumbing, and heating systems.
- (2) Private enterprise and investment has not produced, without government assistance, the needed construction of sanitary, decent, and safe residential housing that people with lower incomes can afford to buy or rent.
- (3) The public's health, safety, and economic interests are best served by the provision of permanent affordable housing because such housing enables South Carolinians to maintain employment, assists this state's children to succeed in school, and helps this State's economic growth and prosperity.

B. The purpose of this ordinance is to authorize Beaufort County and adjacent counties and municipalities to jointly create and operate a regional housing trust fund.

**SECTION 2 Definitions.**

For purposes of this ordinance:

- (1) "Affordable housing" means residential housing for rent or sale that is appropriately priced for rent or sale to a person or family whose income does not exceed eighty percent of the median income for the

local area, with adjustments for household size, according to the latest figures available from the United States Department of Housing and Urban Development (HUD).

(2) "Homeless housing" means emergency, transitional, or permanent residential housing shelter for a person needing special assistance and shelter because he is homeless as defined by HUD or consistent with another definition of homelessness under which a person may receive federal financial assistance, state financial assistance, or another supportive service.

(3) "Regional housing trust fund" (RHTF) means a multi-jurisdictional government fund separate from the general fund and established jointly by the governing authorities of one or more municipalities or county governments with one or more dedicated sources of public revenue and authorized expenditures as provided in this chapter.

(4) "Special needs housing" means housing or shelter provided by private or public entities including privately operated elderly housing, nursing homes, community residential care facilities, and other special needs population housing facilities regardless of purpose or type of facility.

### **SECTION 3. Funding.**

A. The Beaufort Regional Housing Trust Fund may finance its expenditures with money available to the member local governments through their budgeting authority unless expressly prohibited by the law of this State. Sources of these funds include, but are not limited to, one or more of the following:

- (1) donations;
- (2) bond proceeds; and
- (3) grants and loans from a state, federal, or private source.

Beaufort County and the other participating members of the RHTF may alter a source of funding for the RHTF by amending the ordinance(s) that establish financing for the RHTF, but only if sufficient funds exist to cover the projected debts or expenditures authorized by the RHTF in its budget. State law does not create, grant, or confer a new or additional tax or revenue authority to a local government or political subdivision of the State unless otherwise provided by the law of this State.

B. The member local governments of the RHTF shall safeguard the fund in the same manner as the general fund or a separate utility fund established for specific purposes. The RHTF may be included in the required financial expense reports or annual audit for each local government.

C. The member local governments operating a RHTF may allocate funds to a program that promotes the development or rehabilitation of affordable housing as defined in the state enabling legislation. Regarding the distribution of funds from a RHTF, preference must be given to a program or project that promotes the development or rehabilitation of affordable housing for an individual or family with an annual income at or below fifty (50%) percent of the median income for the local area, adjusted for family size according to current data from HUD, the development or rehabilitation of special needs housing, or the development or rehabilitation of homeless housing.

D. RHTF funds may be used to match other funds from federal, state, or private resources, including the State Housing Trust Fund. Member local governments shall seek additional resources for housing programs and projects to the maximum extent practicable. The member local governments shall administer the housing trust fund through new or existing nonprofit organizations to encourage private

charitable donation to the funds. Where the RHTF receives such a donation, the donation must be used and accounted for in accordance with the provisions of this chapter.

- E. A RHTF established, utilized, or funded under this ordinance must provide an annual report to the member local governments that created the fund. The member local governments shall require the RHTF to provide an accounting of its funds each year. This report must be made available to the public by posting on the appropriate website of the member local governments. Any alteration or amendment to such governing documents must conform to the provisions of the enabling legislation.

**SECTION 4. Operations.**

The local governments who are to be a party to the RHTF shall enter into an Intergovernmental Agreement which shall contain, *inter alia*, clauses which address the following:

- A. The creation, governance, operation and maintenance of a non-profit corporation, created as tax exempt under Section 501(c)(3) of the US Internal Revenue Code.
- B. The relative financial contributions of each of the members.
  - 1. Each participating jurisdiction will dedicate 3% of their allocation from their American Recovery Act appropriations
  - 2. Each year thereafter, there will be a total annual additional contribution of \$500,000 from all jurisdictions, divided based upon population of each local government, as set forth in the below table:

Year Sum	Beaufort County	Hilton Head Island	Bluffton	Port Royal	City of Beaufort	Jasper County	Hardeeville	Yemassee	
Y1*	\$2,035,058	\$1,119,523	\$156,815	\$59,474	\$197,669	\$200,671	\$175,240	\$108,699	\$16,967

\*Year 1 = 3% of American Rescue Plan funds

Y2	\$515,000	\$228,605	\$86,559	\$63,702	\$32,683	\$31,274	\$57,117	\$12,579	\$2,482
Y3	\$530,750	\$235,596	\$89,206	\$65,650	\$33,682	\$32,230	\$58,864	\$12,964	\$2,558
Y4	\$546,672	\$242,664	\$91,882	\$67,619	\$34,693	\$33,197	\$60,629	\$13,353	\$2,635
Y5	\$563,072	\$249,944	\$94,639	\$69,648	\$35,734	\$34,193	\$62,448	\$13,753	\$2,714
Y6	\$579,965	\$257,442	\$97,478	\$71,737	\$36,806	\$35,219	\$64,322	\$14,166	\$2,795
Y7	\$597,363	\$265,165	\$100,402	\$73,889	\$37,910	\$36,275	\$66,251	\$14,591	\$2,879
Y8	\$615,284	\$273,120	\$103,414	\$76,106	\$39,047	\$37,364	\$68,239	\$15,028	\$2,966
Y9	\$633,743	\$281,314	\$106,517	\$78,389	\$40,218	\$38,485	\$70,286	\$15,479	\$3,055
Y10	\$652,755	\$289,753	\$109,712	\$80,741	\$41,425	\$39,639	\$72,395	\$15,944	\$3,146
Sum	\$7,269,662	\$3,443,127	\$1,036,623	\$706,955	\$529,866	\$518,548	\$755,791	\$236,555	\$42,197

**SECTION 5. Severability.**

If any part of this Ordinance is held by a court of competent jurisdiction to be unconstitutional, illegal, or invalid for any reason, it shall be construed to have been the legislative intent of the County Council of Beaufort County, South Carolina, to pass this Ordinance without such unconstitutional, illegal or invalid provision, and the remainder of this Ordinance shall be deemed and held to be constitutional, lawful and valid as if such portion had not been included. If this Ordinance or any provision thereof is held by a court of competent jurisdiction to be inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances.

**NOW, THEREFORE, BE IT ORDAINED**, by Beaufort County Council to establish a regional housing trust fund and other matters related thereto.

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

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

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



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JASPER COUNTY, TOWN OF HILTON HEAD ISLAND, TOWN OF BLUFFTON, TOWN OF PORT ROYAL, CITY OF BEAUFORT, CITY OF HARDEEVILLE, CITY OF BEAUFORT, TOWN OF PORT ROYAL AND THE TOWN OF YEMASSEE TO JOINTLY CREATE, FUND, AND OPERATE A REGIONAL HOUSING TRUST FUND</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee; September 19, 2022
<b>PRESENTER INFORMATION:</b>
Eric Greenway, County Administrator; and Brittany Ward, Interim County Attorney 10 Minutes
<b>ITEM BACKGROUND:</b>
Southern Lowcountry Regional Board ("SoLoCo") approved
<b>PROJECT / ITEM NARRATIVE:</b>
<p>SoLoCo and other local governments commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo thereafter. the Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, <i>inter alia</i>, allows for the establishment of Regional Housing Trust Funds ("RHTF") among local governments.</p> <p>The local governments consists of Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Hardeeville, City of Beaufort, and Town of Yemassee. The aforementioned parties desire to enter into an intergovernmental agreement ("IGA") to authorize the parties to jointly create, fund, and operate the RHTF and an oversight board to improve affordable housing.</p>
<b>FISCAL IMPACT:</b>
Each participating entity will contribute 3% of their allocation from their ARPA appropriations in year 1; Beaufort County year 1 contribution will be \$1,119,523. ARPA Funds previously allocated. In each year thereafter, each entity will contribute funds based on population.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to either approve/deny an ordinance authorizing the County Administrator to enter into an agreement with Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Beaufort, City of Hardeeville, City of Beaufort, Town of Port Royal and the Town of Yemassee to jointly create, fund, and operate a regional housing trust fund

*Move forward to Council for approval*

**RESOLUTION 2022/ \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH COMMUNITY WORKS TO PROVIDE ADMINISTRATION AND MANAGEMENT SUPPORT FOR A DESIGNATED REGIONAL HOUSING TRUST FUND**

**WHEREAS**, Beaufort County (the “County”), Jasper County, the Town of Hilton Head Island, the Town of Bluffton, and the City of Hardeeville belong to a regional association that seeks to identify problems and opportunities that face the entire southern low country as identified by each member jurisdiction known collectively as the Southern Lowcountry Regional Board (“SoLoCo”); and

**WHEREAS**, SoLoCo desires to expand the regional housing trust fund study area by inviting the member parties making up the Northern Regional Plan Committee of the City of Beaufort, Town of Port Royal and Town of Yemassee (collectively referred to as the “Parties”) to also participate in a Regional Housing Trust Fund (“RHTF”); and

**WHEREAS**, the Parties recognize that affordable housing is a serious public health and safety concern in the low country, which places stress on individual families and communities at large from a lack of diversity in neighborhoods, a separation of the workforce from workplaces, imbalances in educational opportunities and community amenities, adverse impacts on child development, and a higher incidence of violent crime that affect low-income neighborhoods; and

**WHEREAS**, private enterprise and investment has not produced, without government assistance, the needed construction of sanitary, decent, and safe residential housing that people with lower incomes can afford to buy or rent; and

**WHEREAS**, the Parties commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo thereafter; and

**WHEREAS**, the Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, inter alia, allows for the establishment of RHTFs among local governments; and

**WHEREAS**, the aforementioned local governments will establish a RHTF and enter into an intergovernmental agreement to jointly create, fund, and operate a RHTF and an oversight board to improve affordable housing (“IGA”); and

**WHEREAS**, the local governments through the IGA agree that Beaufort County should contract with Community Works, an existing 501(c)3, Community Development Financial Institution (CDFI) to serve as the fiscal agent for the RHTF and will manage the financial relationship with the participating local government entities who have executed the IGA; and

**WHEREAS**, the County, with support from the participating local governments, desires to enter into an Agreement with Community Works where the said Agreement is substantially similar to “Exhibit A” attached hereto and incorporated herein by reference; and

**WHEREAS**, County Council finds that authorizing the County Administrator to enter into an agreement substantially similar to Exhibit A is in the best interest of the County, and its citizens and residents.

**NOW, THEREFORE, BE IT RESOLVED** by Beaufort County Council hereby authorizes the County Administrator to enter into an agreement with Community Works to provide administration and management support for a designated regional housing trust fund.

DONE this \_\_\_\_\_ day of \_\_\_\_\_, 2022

BEAUFORT COUNTY, SOUTH CAROLINA

\_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

\_\_\_\_\_  
Sarah Brock, Clerk of Council



this agreement as Attachment A; and

**WHEREAS**, the Parties have agreed any and all donations, contributions and equity and/or debt investments will be made to CW on behalf of the Fund to support the mission outlined below and included in the IGA.

**NOW, THEREFORE**, for and in consideration of the terms and covenants set forth herein, the Parties hereby agree as follows:

### **MISSION**

This Agreement has been established with the intended mission to support the increased development and preservation of affordable and workforce housing in the Jasper- Beaufort region to include the following participating jurisdictions, Beaufort County, Jasper County, the Town of Hilton Head Island, the Town of Bluffton, City of Hardeeville, City of Beaufort, Town of Port Royal and Town of Yemassee.

### **PURPOSE AND SCOPE**

This Agreement shall provide the structure, roles, responsibilities, and obligations of the Parties in connection with the establishment, operation and administration of the Fund. CW will act as the Fund's fiscal agent and program administrator. CW staff will work with Participating Government Entities' designated staff to develop programs and policies that support the mission of the Fund. CW will provide operational, program, financial and administrative oversight and support for the Fund. CW will contract these services through Beaufort County but will be responsible for all engagement and reporting outlined in the executed IGA.

### **OBJECTIVE**

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain the effective and efficient deployment of financing for the promotion of affordable and workforce housing.

### **TERM**

This Agreement shall become effective on the date indicated above and continue for an initial term of three (3) years. Thereafter, unless notice of termination has been provided as set forth herein below, this Agreement shall renew from year to year. Both Parties agree to an annual evaluation of this Agreement. During the initial term, or any subsequent renewal thereof, this Agreement may only be terminated for cause: (a) if a Party breaches its obligations hereunder and fails to cure such breach within 30 days of receipt of notice of the breach from the other party; or (b) if the Parties are unable to reach a mutual agreement on the amount of an Administrative Fee, as defined herein below, to be paid by the County to CW. Upon 6 (six) months prior written notice, either Party may terminate this Agreement at the end of the initial term or any subsequent renewal thereof.

#### *Termination for Non-Appropriation of Funds*

This Agreement may be terminated in whole or in part in the event that sufficient appropriation of funds from any source (whether federal, state, county or other source) are not made or sufficient funds are otherwise unavailable, in either case, to pay the charges under this Agreement. If this Agreement is so terminated, CW shall be compensated for all necessary and reasonable direct costs of performing the services actually provided as of the date of termination. CW will not be compensated for any other costs in connection with a termination for non-appropriation. CW will not be entitled to recover any damages in connection with a termination for non-appropriation, including, but not limited to, lost profits.

## **RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES**

County will pay CW an administrative fee (hereafter "Administrative Fee"), as specified herein below, to provide the staffing, programming, technical services and expertise to establish and manage the Fund pursuant to this Agreement, for the services specified herein below. The County will pay CW an Administrative Fee of 10% of total funds managed to launch and administer the Fund. CW will leverage additional operating and capital funds from other public and private sources to meet regional objectives. All other compensation to CW will be in the form of loan origination fees and interest spread from loans approved and deployed.

In exchange for the Administrative Fee and additional costs set forth above, CW will provide the following operational, administrative, and support services as part of its Fund Management activities:

### **A. Administrative Support:**

1. Provide appropriate staff, office space, equipment and supplies for CW employees who are providing administrative support and management to the Fund;
2. CW will host all information about the Fund on its website and link to Participating Government Entity sites as needed;
3. Provide human resource support and staff to support and manage the Fund to include but not limited to marketing, lending, underwriting, compliance, oversight, fundraising and management; and
4. Hire a Regional Program Director to manage and run the day-to-day operations of the fund located in Jasper – Beaufort area; and
5. CW's CEO will provide direct leadership to the Fund and peer level support to any staff defined by the County and Participation Government Entities.

### **B. Financial Support:**

1. Act as the fiscal agent for the Fund, including managing all operating and program funds in a defined bank account, accepting funds on the Participating Government Entities behalf to support the Fund, managing accounts payable and receivables on behalf of the Fund, managing and preparing financial reports for designated staff and any other parties defined by the County and Participating Government Entities, including providing an annual audit, and providing other financial reports;
2. Enter into agreements on behalf of the Fund where necessary to receive funding and/or investments;
3. Review loan applications for funding based on the Funds policies;
4. CW CEO will enter into loan and/or funding agreements on behalf of the Fund;
5. The Fund will be a part of CW's consolidated financials under a specified reserve account;
6. CW will provide quarterly financial statements for the Fund along with any defined reports to designated staff.

### **C. Loan Program Support:**

1. Providing underwriting services for the Fund utilizing CW's Loan Policies and Procedures;
2. Utilizing CW's affordable housing financing and credit policies to underwrite loan applications;
3. Providing participation and co-lending opportunities with CW's CDFI funding where appropriate;
4. Working with the Participating Government Entity staff to present eligible projects to CW's Loan Committee for analysis and recommendations;

5. Present final credit memos and funding recommendations to Regional Housing Fund's Board as outlined in the IGA;;
6. Preparing Loan Closing packets;
7. Closing loans approved;
8. Deploying the Fund's approved funding to eligible borrowers;
9. Managing the Fund's Loan portfolio including loan loss reserves, loan maintenance, collections and notices; and
10. Providing the County with quarterly portfolio status reports.

D. Other Program Support:

1. CW will work with the Participating Government Entities to define and jointly agree upon future activities that may include, but are not limited to, other financing and equity like product development ;
2. CW and the participating Government Entities will work together to support advocacy and policy action; and
3. CW will work with the participating Government Entities in providing education and outreach to support the mission of affordable housing;

The County and County staff will be responsible for the following:

A. Administrative:

1. Execute the IGA with all Participating Government Entities to establish the Fund,
2. Act as the lead administrator of the Fund and enter into an agreement with CW to administer the Fund;
3. Pay the Administrative Fee, as set forth herein above, to CW for the aforementioned activities and support;
4. Re-evaluating the Administrative Fee and any other fees on an annual basis with CW CEO;
5. Working with CW to finalize the Fund's Program budget based on public and private commitments;
6. Providing approval and authorization to CW for loan fund expenditures;
7. Reimbursing CW for any expenses associated with the Fund not covered by the Administrative Fee, including, but not limited to, expenses associated with special programs, audits, legal services, public relations activities, and marketing;
8. Establishing a Board that will provide guidance and direction to CW to support the Fund and its mission; and

B. Fundraising:

1. Identifying and raising revenue sources to finance affordable and workforce housing;
2. Identifying and raising operating support for the Fund in partnership with CW;  
Making collective fundraising requests for public and private sources and exploring revenue sources to support the Fund's activities and programs.

C. Programmatic:

1. Providing funds to finance affordable housing projects based on the Fund's Program Policies;
2. As outlined in the IGA, an Oversight Board will be established to provide guidance and oversight of the Fund;
3. Participating Government Entities may recommend projects for financing to the CW Loan Officer and Loan Committee for consideration;

4. The established Board will review loans presented by CW's Loan Officer and Loan Committee recommended for financing consideration;
5. Participating Government Entities may provide additional funding and or support from other sources to a project to include but not limited to CDBG, HOME, guarantees, loan loss reserve;
6. Participating Government Entities in partnership will develop a Fund marketing and PR strategy

Where appropriate, the Parties will jointly engage in the following:

1. Evaluating and underwriting projects with both CW and County funding sources in mind;
2. Ensuring projects meet program requirements;
3. Maintaining affordability controls;
4. Annual monitoring of funded projects;
5. Advocating for policies that promote and preserve affordable and workforce housing;
6. Making joint funding requests;
7. Cultivating housing partners, developers and advocates;
8. Providing technical assistance to developers and borrowers;
9. Increasing educational opportunities, including, but not limited to, developer forums, workshops, housing summits, etc.
10. Where appropriate, jointly using logos and co-branding in press releases, marketing materials, and other documents and communications; and

#### **COMPENSATION**

Except as expressly provided in this Agreement, CW shall receive no compensation from the County for the services provided under the terms of this Agreement. Nothing in this Agreement shall preclude CW from charging or collecting a reasonable origination fee for processing applications or interest spread for financing.

#### **NOTICE**

All notices required or permitted under this Agreement shall be in writing. All notices and payment s shall be sent to the address shown in the first paragraph of this Agreement or to such other address as may from time to time be designated by written notice. Notices shall be deemed delivered when (a) personally delivered; (b) five (5) days after deposit in U.S. registered mail, postage prepaid, addressed to the other party; (c) one (1) day after facsimile transmission, provided that a hard copy of the facsimile transmission is promptly mailed in the manner set forth in subsection (b) above; or (d) upon confirmation of email delivery receipt.

#### **GOVERNING LAW AND SEVERABILITY CLAUSE**

This Agreement is governed and interpreted in accordance with the laws of the State of South Carolina. Any and all disputes between the parties that may arise pursuant to this Agreement shall be brought in a court of competent jurisdiction located in Greenville, South Carolina. If for some reason a court finds any provision of the Agreement, or portion thereof, unenforceable, that provision of the Agreement shall be enforced to the maximum extent permissible so as to affect the intent of the Parties, and the remainder of this Agreement shall continue in full force and effect.

#### **ASSIGNMENT**

This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, heirs, administrators, representatives, and assigns. However, this provision shall not be construed to permit or allow assignments not otherwise allowed under this Agreement.

**MISCELLANEOUS**

This Agreement expresses the complete agreement and understanding of the undersigned parties, and any and all prior or contemporaneous oral agreement or prior Written agreement regarding the subject matter hereof shall be merged herein and then extinguished. If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each such term, covenant or condition of this Agreement shall be valid and enforceable to the full extent permitted by law. The captions and headings used in this Agreement are for convenience only and do not in any way limit, amplify, or otherwise modify the provisions of this Agreement. As used in this Agreement, the masculine, feminine or neuter gender and the singular or plural number shall each include the others whenever the context so indicates. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original but all of which, taken together, shall constitute the same instrument.

**AUTHORIZATION AND EXECUTION.**

This Agreement is executed on the date first set forth above.

**BEAUFORT COUNTY**

\_\_\_\_\_  
**Eric L. Greenway**  
*Beaufort County Administrator*

**COMMUNITYWORKS**

\_\_\_\_\_  
**By:** \_\_\_\_\_  
**Its:** \_\_\_\_\_

## Attachment A

Year Sum	Beaufort County	Hilton Head Island	Bluffton	Port Royal	City of Beaufort	Jasper County	Hardeeville	Yemassee	
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# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<b>A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JASPER COUNTY, TOWN OF HILTON HEAD ISLAND, TOWN OF BLUFFTON, TOWN OF PORT ROYAL, CITY OF BEAUFORT, CITY OF HARDEEVILLE, CITY OF BEAUFORT, TOWN OF PORT ROYAL AND THE TOWN OF YEMASSEE TO JOINTLY CREATE, FUND, AND OPERATE A REGIONAL HOUSING TRUST FUND</b>
<b>MEETING NAME AND DATE:</b>
Finance Committee; September 19, 2022
<b>PRESENTER INFORMATION:</b>
Eric Greenway, County Administrator; and Brittany Ward, Interim County Attorney 10 Minutes
<b>ITEM BACKGROUND:</b>
Southern Lowcountry Regional Board ("SoLoCo") approved
<b>PROJECT / ITEM NARRATIVE:</b>
<p>SoLoCo and other local governments commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo thereafter. The Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, <i>inter alia</i>, allows for the establishment of Regional Housing Trust Funds ("RHTF") among local governments.</p> <p>The local governments consist of Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Hardeeville, City of Beaufort, and Town of Yemassee. The aforementioned parties desire to enter into an intergovernmental agreement ("IGA") to authorize the parties to jointly create, fund, and operate the RHTF and an oversight board to improve affordable housing.</p>
<b>FISCAL IMPACT:</b>
Each participating entity will contribute 3% of their allocation from their ARPA appropriations in year 1; Beaufort County year 1 contribution will be \$1,119,523. ARPA funds previously approved. In each year thereafter, each entity will contribute funds based on population.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends approval.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to either approve/deny an ordinance authorizing the County Administrator to enter into an agreement with Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Beaufort, City of Hardeeville, City of Beaufort, Town of Port Royal and the Town of Yemassee to jointly create, fund, and operate a regional housing trust fund

*Move forward to Council for approval*

**RESOLUTION 2022/ \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH JASPER COUNTY, TOWN OF HILTON HEAD ISLAND, TOWN OF BLUFFTON, TOWN OF PORT ROYAL, CITY OF BEAUFORT, CITY OF HARDEEVILLE, CITY OF BEAUFORT, TOWN OF PORT ROYAL AND THE TOWN OF YEMASSEE TO JOINTLY CREATE, FUND, AND OPERATE A REGIONAL HOUSING TRUST FUND**

**WHEREAS**, Beaufort County (the “County”), Jasper County, the Town of Hilton Head Island, the Town of Bluffton, and the City of Hardeeville belong to a regional association that seeks to identify problems and opportunities that face the entire southern low country as identified by each member jurisdiction known collectively as the Southern Lowcountry Regional Board (“SoLoCo”); and

**WHEREAS**, SoLoCo desires to expand the regional housing trust fund study area by inviting the member parties making up the Northern Regional Plan Committee of the City of Beaufort, Town of Port Royal and Town of Yemassee (collectively referred to as the “Parties”) to also participate in a Regional Housing Trust Fund (“RHTF”); and

**WHEREAS**, the Parties recognize that affordable housing is a serious public health and safety concern in the low country, which places stress on individual families and communities at large from a lack of diversity in neighborhoods, a separation of the workforce from workplaces, imbalances in educational opportunities and community amenities, adverse impacts on child development, and a higher incidence of violent crime that affect low-income neighborhoods; and

**WHEREAS**, private enterprise and investment has not produced, without government assistance, the needed construction of sanitary, decent, and safe residential housing that people with lower incomes can afford to buy or rent; and

**WHEREAS**, the Parties commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo thereafter; and

**WHEREAS**, the Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, inter alia, allows for the establishment of RHTFs among local governments; and

**WHEREAS**, the purpose of this intergovernmental agreement (hereinafter "Agreement") is to authorize the Parties to jointly create, fund, and operate a RHTF and an oversight board to improve affordable housing; and

**WHEREAS**, an Intergovernmental Agreement Regarding Affordable Housing has been drafted for the purposes set forth above and is attached to this Resolution as “Exhibit A” and incorporated herein by reference; and

**WHEREAS**, the County wishes to contribute \$1,119,523 which is an amount equal to three (3%) percent of the American Rescue Fund Act funds; and

**WHEREAS**, funding contributions in succeeding years will be in proportion to the population of the participating jurisdictions as outlined within the Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Beaufort County Council that the County Administrator is authorized to enter into an intergovernmental agreement, substantially similar to Exhibit A attached hereto and incorporated herein by reference, with Jasper County, Town of Hilton Head Island, Town of Bluffton, Town of Port Royal, City of Hardeeville, City of Beaufort, and Town of Yemassee to contribute funding for the Regional Housing Trust Fund.

BEAUFORT COUNTY, SOUTH CAROLINA

\_\_\_\_\_  
Joseph Passiment, Chairman

ATTEST:

\_\_\_\_\_  
Sarah Brock, Clerk of Council

**EXHIBIT A**

STATE OF SOUTH CAROLINA	)	
	)	INTERGOVERNMENTAL AGREEMENT
COUNTY OF JASPER	)	REGARDING AFFORDABLE HOUSING
COUNTY OF BEAUFORT	)	

THIS INTERGOVERNMENTAL AGREEMENT is entered into with an effective date of \_\_\_\_\_, 2022 by and among Beaufort County, Jasper County, the Town of Hilton Head Island, the Town of Bluffton, the City of Beaufort, the Town of Port Royal, the City of Hardeeville and the Town of Yemassee (collectively referred to as "the Parties").

WHEREAS, the member Parties of Beaufort County, Jasper County, the Town of Hilton Head Island, the Town of Bluffton, and City of Hardeeville belong to a regional association that seeks to identify problems and opportunities that face the entire southern low country as identified by each member jurisdiction known collectively as the Southern Lowcountry Regional Board ("SoLoCo"); and

WHEREAS, the member Parties of Beaufort County, Jasper County, the Town of Hilton Head Island, the Town of Bluffton, and the City of Hardeeville, known collectively as the Southern Lowcountry Regional Board ("SoLoCo"), desired to expand the regional housing trust fund study area by inviting the member parties making up the Northern Regional Plan Committee of City of Beaufort, Town of Port Royal and Town of Yemassee to also participate in the initiative; and

WHEREAS, the Parties recognize that decent, affordable housing is important in that it fulfills a basic human need for shelter, contributes to the well-being of families, provides stability which may lessen the catalysts of physical illness and mental illness and stress, and is a critical component of the economic vitality of the region to attract and retain employees in the local workforce; and

WHEREAS, private enterprise and investment has not produced, without government assistance, the needed construction of sanitary, decent, and safe residential housing that people with lower incomes can afford to buy or rent; and

WHEREAS, the Parties commissioned an analysis of regional housing needs and a recommendation report which was completed August 2021 by Asakura Robinson and presented to SoLoCo; and

WHEREAS, the Asakura Robinson report recommended the establishment of a non-profit 501c(3) Regional Housing Trust Fund ("RHTF") in accordance with legislation passed by the South Carolina State Legislature known as the "William C. Mescher Local Housing Trust Fund Enabling Act" which, inter alia, allows for the establishment of Regional Housing Trust Funds among local governments; and

WHEREAS, the purpose of this intergovernmental agreement (hereinafter "Agreement") is to authorize the parties to jointly create, fund, and operate a regional housing trust fund and an Oversight board to improve affordable housing;

NOW, THEREFORE, for and in consideration of these premises and the mutual covenants set forth below, the Parties hereto hereby agree as follows:

### **Section 1 Definitions.**

For purposes of this Agreement:

- a. "Affordable housing" means residential housing for rent or sale that is appropriately priced for rent or sale to a person or family whose income does not exceed one hundred percent (100%) of the median income for the local area, with adjustments for household size, according to the latest figures available from the United States Department of Housing and Urban Development (HUD). Projects serving households with income at or below 60% of the Annual Median Income will receive priority consideration.
- b. "Regional housing trust fund" (RHTF) means a multi-jurisdictional government fund separate from the general fund and established jointly by the governing authorities of one or more municipalities or county governments with one or more dedicated sources of public revenue and authorized expenditures as provided in this chapter.
- c. "Special needs housing" means housing or shelter provided by private or public entities including privately operated elderly housing, nursing homes, community residential care facilities, and other special needs population housing facilities regardless of purpose or type of facility.

### **Section 2 Priorities.**

The priorities identified in the Asakura Robinson study of August 2021 are hereby adopted as follows:

- a. Providing accessible, affordable housing to the region to support the workforce in the service economy, as well as others with high housing cost burdens.
- b. Overcoming barriers to affordable development, such as financial gaps and land availability.
- c. Ensuring a regional approach for affordable housing that addresses the needs of each jurisdiction, while meeting important strategic goals for housing location.
- d. Understanding the tools and resources available to Housing Trust Funds through various state and federal laws and regulations.
- e. Identifying a stable and reliable dedicated revenue source.

### **Section 3 Funding.**

- a. SC Code Section 31-22-30, as amended, provides that "a local government, including a municipality or county, may jointly form a regional housing trust fund by ordinance. A regional housing trust fund created under this chapter is subject to the same requirement and has the same power as a local housing trust fund created by an individual local government".
- b. The Parties agree the RHTF established by this Agreement shall be funded for a period of ten (10) years with annual contributions by the Parties apportioned based on annual census population numbers. See Attachment A for Year 1 apportionment. Apportionment for Years 2-9 shall be

updated annually after the population census numbers are released and documented via written amendment to this Agreement to be signed by all the Parties.

- c. Funding shall be committed via the Parties' budgeting authority. Sources of these funds include, but are not limited to, one or more of the following:
  - i. donations;
  - ii. bond proceeds; and
  - iii. grants and loans from a state, federal, or private source.
  - iv. any other public funds which may be lawfully used to support Affordable Housing.
- d. Alternate sources of funding for the RHTF  
The Parties may alter a source of funding for the regional housing trust fund by amending the ordinance(s) that establish financing for the regional housing trust fund, but only if sufficient funds exist to cover the projected debts or expenditures authorized by the regional housing trust fund in its budget. State law does not create, grant, or confer a new or additional tax or revenue authority to a local government or political subdivision of the State unless otherwise provided by the law of this State. Each Party will make an initial contribution to the RHTF based on the Chart outlined in Attachment A.
- e. The Parties shall safeguard the fund in the same manner as the general fund or a separate utility fund established for specific purposes. The RHTF may be included in the required financial expense reports or annual audit for each local government.
- f. The Parties may allocate funds to a program that promotes the development or rehabilitation of affordable housing as defined in the state enabling legislation. Regarding the distribution of funds from a regional housing trust fund, preference must be given to a program or project that promotes the development or rehabilitation of affordable housing for an individual or family with an annual income at or below one hundred percent of the median income with priority consideration being given to projects serving those individuals or families with incomes at or below sixty (60) percent of the median income for the local area, adjusted for family size according to current data from HUD, the development or rehabilitation of special needs housing, or the development or rehabilitation of homeless housing.
- g. RHTF funds may be used to match other funds from federal, state, or private resources, including the State Housing Trust Fund. The Parties shall seek additional resources for housing programs and projects to the maximum extent practicable. The Parties shall administer the RHTF through a new or existing nonprofit organization to encourage private charitable donation to the funds. Where a regional housing trust fund receives such a donation, the donation must be used and accounted for in accordance with the purpose as established by the RHTF Oversight Board and in accordance with State statutes.
- h. A regional housing trust fund established, utilized, or funded under this Agreement and enabling ordinances must provide an annual report to the Parties that created the fund and attested to this agreement. Minimum requirements for such said report is outlined in Attachment B. The

regional housing trust fund director must offer to present to each Parties' Council the annual report details and make the report available to the public by posting it on the appropriate website of the member local governments. Any alteration or amendment to such governing documents must conform to the provisions of the enabling legislation

- i. The Parties agree that projects funded by the RHTF will be judged on their merits and that funding and location of those projects will vary from year to year; and

#### **Section 4 Operations.**

- a. Each Party shall appoint one (1) representative to serve a two-year term on the Regional Housing Trust Oversight Board ("the Board") for so long as they remain a financial contributing party. The director of the regional housing trust fund will serve as Ex Officio member of the Board. The ninth appointee would be an at large representative agreed upon by the Parties making the membership a total of nine representatives. Board Members shall represent a diverse field of experts familiar with affordable housing, real estate, and local government housing priorities. No elected officials may serve on the Oversight Board.
- b. Meetings will be held six times per year.
- c. Board responsibilities include:
  - i. Providing feedback on community needs, serving as an advocate for affordable housing and the RHTF, connecting the Administrative Operating Contractor with community resources, and acting as a direct liaison between the RHTF and the local government entity.
  - ii. Drafting and adopting bylaws for the operation of the Board within six (6) months of the creation of the RHTF; By-laws shall address how a member Party may terminate their participation and funding, including how that termination will or could impact RHTF projects in their jurisdiction, and the methodology for complete dissolution of the RHTF if a voting majority of the Parties agree; By-laws shall address how a quorum is established, a meeting and reporting schedule, and any other requirements as defined by State statute
  - iii. Make decisions on how the RHTF will operate to include whether to establish a 501(c)3, hire employees, contract with a Certified Development Financial Institution (CDFI), or other method agreed upon by a majority of the Board, manage the operations of the RHTF to include hiring, firing, potential contracts, and other items that require approval as outlined in adopted bylaws.
  - iv. Allocating other permissible funds to projects including, but not limited to, impact fee waivers, water and sewer impact fees,
  - v. Develop an annual budget with projected revenues and expenditures.
  - vi. Define types of projects eligible for funding.

**Section 5 Term and Termination.**

The term of this Agreement shall be ten (10) years from the date of full execution by the Parties which shall be understood to be the date first set forth above. This Agreement may be renewed for another ten (10) year term as agreed to in writing by the Parties. Termination of the Agreement in whole may only occur via dissolution of the RHTF.

**Section 6 Fiscal Agent.**

Beaufort County will contract with Community Works to serve as the fiscal agent and will manage the financial relationship with the Parties, Community Works and the Board. Beaufort County will provide financial reports on a quarterly basis to the Parties.

**Section 7 Notices.**

All notices required or permitted under this Agreement shall be in writing. All notices and payments shall be sent to the official main address of the member parties or to such other address as may from time to time be designated by written notice or via email with confirmation of email delivery receipt. Notices shall be deemed delivered when five (5) days after deposit in U.S. registered mail, postage prepaid, addressed to the other party or upon confirmation of email delivery receipt.

**Section 8 Governing Law and Severability Clause.**

This Agreement is governed and interpreted in accordance with the laws of the State of South Carolina. Any and all disputes between the Parties that may arise pursuant to this Agreement shall be brought and fully litigated in a court of competent jurisdiction located in Beaufort County, South Carolina. If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and each such term, covenant or condition of this Agreement shall be valid and enforceable to the full extent permitted by law. The stricken provision of this Agreement shall be enforced to the maximum extent permissible so as to affect the intent of the Parties, and the remainder of this Agreement shall continue in full force and effect.

**Section 9 Assignment.**

This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors, heirs, administrators, representatives, and assigns. However, this provision shall not be construed to permit or allow assignments not otherwise allowed under this Agreement.

**Section 10 Miscellaneous.**

This IGA expresses the complete agreement and understanding of the undersigned parties, and any and all prior or contemporaneous oral agreement or prior written agreement regarding the subject matter hereof shall be merged herein and then extinguished. The captions and headings used in this IGA are for convenience only and do not in any way limit, amplify, or otherwise modify the provisions of this IGA. As used in this IGA, the masculine, feminine or neuter gender and the singular or plural number shall each include the others whenever the context so indicates. This IGA may be executed in multiple counterparts, each of which shall be deemed an original but all of which, taken together, shall constitute the same instrument.

**Section 11 Authorization and Execution.**

This AGREEMENT is signed by the authorized representatives of the Parties set forth below, and is effective as of the date first set forth above.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as set forth below.

BEAUFORT COUNTY: \_\_\_\_\_ date: \_\_\_\_\_

JASPER COUNTY: \_\_\_\_\_ date: \_\_\_\_\_

THE TOWN OF HILTON HEAD ISLAND: \_\_\_\_\_ date: \_\_\_\_\_

THE CITY OF BEAUFORT: \_\_\_\_\_ date: \_\_\_\_\_

THE TOWN OF BLUFFTON: \_\_\_\_\_ date: \_\_\_\_\_

THE TOWN OF PORT ROYAL: \_\_\_\_\_ date: \_\_\_\_\_

THE CITY OF HARDEEVILLE: \_\_\_\_\_ date: \_\_\_\_\_

THE TOWN OF YEMASSEE: \_\_\_\_\_ date: \_\_\_\_\_

## Attachment A

Year Sum	Beaufort County	Hilton Head Island	Bluffton	Port Royal	City of Beaufort	Jasper County	Hardeeville	Yemassee	
Y1*	\$2,035,058	\$1,119,523	\$156,815	\$59,474	\$197,669	\$200,671	\$175,240	\$108,699	\$16,967

\*Year 1 = 3% of American Rescue Plan funds

Y2	\$515,000	\$228,605	\$86,559	\$63,702	\$32,683	\$31,274	\$57,117	\$12,579	\$2,482
Y3	\$530,750	\$235,596	\$89,206	\$65,650	\$33,682	\$32,230	\$58,864	\$12,964	\$2,558
Y4	\$546,672	\$242,664	\$91,882	\$67,619	\$34,693	\$33,197	\$60,629	\$13,353	\$2,635
Y5	\$563,072	\$249,944	\$94,639	\$69,648	\$35,734	\$34,193	\$62,448	\$13,753	\$2,714
Y6	\$579,965	\$257,442	\$97,478	\$71,737	\$36,806	\$35,219	\$64,322	\$14,166	\$2,795
Y7	\$597,363	\$265,165	\$100,402	\$73,889	\$37,910	\$36,275	\$66,251	\$14,591	\$2,879
Y8	\$615,284	\$273,120	\$103,414	\$76,106	\$39,047	\$37,364	\$68,239	\$15,028	\$2,966
Y9	\$633,743	\$281,314	\$106,517	\$78,389	\$40,218	\$38,485	\$70,286	\$15,479	\$3,055
Y10	\$652,755	\$289,753	\$109,712	\$80,741	\$41,425	\$39,639	\$72,395	\$15,944	\$3,146
Sum	\$7,269,662	\$3,443,127	\$1,036,623	\$706,955	\$529,866	\$518,548	\$755,791	\$236,555	\$42,197

# Attachment B

## Reporting Requirements

The annual report will be provided to RHTF Oversight Board by the Operating Administrator and/or staff responsible for managing and administering the Fund as outlined in a separate operating agreement between the two parties. The annual report must include, at a minimum, the following metrics:

- 1) **Impact Data:** the project names and location funded in each participating jurisdiction, the amount of funding provided per project, the number and type of dwelling units built/or preserved in each funded project along with an affordability percentage breakdown, and demographic data where available.
- 2) **Financial Data:** the accounting of revenues and expenditures of the fund, additional funding raised to support the RHTF including additional project capital and operating investments, project leveraging amounts and other in kind or financial support provided to support the purpose of the fund.
- 3) Where feasible and available, success stories and project highlights, including pictures and testimonials.