COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
BEAUFORT COUNTY GOVERNMENT ROBERT SMALLS COMPLEX
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
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INTERIM COUNTY ADMINISTRATOR
COUNTY ATTORNEY

CONNIE L. SCHROYER
CLERK TO COUNCIL

AGENDA
COMMUNITY SERVICES COMMITTEE
Monday, August 20, 2018
4:00 p.m.
Executive Conference Room, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:
Alice Howard, Chairman
Rick Caporale, Vice Chairman
Michael Covert
Steve Fobes
York Glover
Roberts "Tabor" Vaux

Staff Support:
Monica Spells, Assistant County Administrator
Civic Engagement and Outreach

1. CALL TO ORDER – 4:00 P.M.

2. UPDATE / BEAUFORT COUNTY HOUSING NEEDS ASSESSMENT RECOMMENDATIONS (ALSO ITEM #8 ON NATURAL RESOURCES COMMITTEE AGENDA DATED AUGUST 20, 2018) (backup)

3. PRESENTATION / FISCAL YEAR 2019 COMMUNITY SERVICES GRANT RECOMMENDATIONS FROM THE BEAUFORT COUNTY HUMAN SERVICES ALLIANCE TO LOCAL NON-PROFIT AGENCIES IN THE CUMULATIVE AMOUNT OF $398,000 (backup)

4. UPDATE / BEAUFORT COUNTY LIBRARY SYSTEM (backup)

5. FACILITY PROJECT UPDATES
   A. Expansion of the Beaufort County Elections and Voter Registration Building
   B. Construction of three new homes for the Beaufort County Disabilities and Special Needs Department

6. AN ORDINANCE AMENDING THE EXISTING ENABLING ORDINANCE FOR THE BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS BOARD TO CLARIFY THE "NO BENEFIT" POLICY PURSUANT TO A REQUEST OF THE SOUTH CAROLINA STATE HOUSING TRUST FUND AND PROVIDING THAT APPOINTMENTS OF BOARD MEMBERS SHALL BE BY THE GOVERNOR (backup)

7. CONSIDERATION OF CONTRACT AWARDS
   A. Approve Sole Source Contract for Transportation Services Lowcountry Regional Transportation Authority DBA Palmetto Breeze Transit for Two Routes in Northern Beaufort County in the Amount of $150,000 (backup)
   B. Approve Sole Source Contract for Transportation Services Lowcountry Regional Transportation Authority DBA Palmetto Breeze Transit for Two Routes in Southern Beaufort County in the Amount of $125,000 (backup)

8. DISCUSSION / POSSIBLE PARTNERSHIPS FOR TRAVEL BALL TOURNAMENTS

The County Channel

9. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
   A. Disabilities and Special Needs Board / One Seat (Countywide)
   B. Library Board / One Vacancy (Council District 5)

10. EXECUTIVE SESSION
    A. Discussion regarding receipt of legal advice concerning appointment of members to the Beaufort County Disabilities and Special Needs Board.

11. MATTERS ARISING OUT OF EXECUTIVE SESSION

12. ADJOURNMENT

2017/2018 Strategic Plan Committee Assignments
Affordable Housing; Housing Survey
DSN Residential Homes (3)

Presentation to Joint meeting of Natural Resource and Community Services Committees 8/20/2018

Beaufort County Housing Needs Assessment Update

Bottom line of the Bowen Study:

- 8,555 additional housing units needed on 5 year trajectory
  - ❖ 5,236 units for rentals
  - ❖ 3,319 units for owner-occupied
- 14,709 additional housing units needed on 10 year trajectory
  - ❖ 7,313 units for rentals
  - ❖ 7,396 units for owner-occupied

Presentation to Joint meeting of Natural Resource and Community Services Committees 8/20/2018

Beaufort County Housing Needs Assessment Update

"Product Pricing for Housing Development Respondents were asked to select what type of product should be encouraged to assist with housing development in the county. **Moderate market-rate rental housing (with rents of $750-$1,250 per month) and Entry-level/workforce for sale housing (priced below $150,000) were ranked the highest**. **Affordable rental housing (rents under $750 per month) and moderate for-sale housing (home prices between $150,000-$250,000) were ranked second** in line for preference. *Higher end housing (both for-sale and for-rent) was ranked as needing the lowest priority for housing development*. "

Presentation to Joint meeting of Natural Resource and Community Services Committees 8/20/2018

LAHC Survey Results

LAHC Priority and Feasibility Survey

Tool	Priority
Adaptive Reuse of Vacant/Unused Structures	16.54
Development, Permit & Impact Fees Waived or Reduced	15.73
Density Bonuses	14.67
Expedited Approval Process for Development	13.88
Housing Trust Fund	12.91
Donation of Public Land	12.23
Housing for Teachers	12.23
First-time Homebuyers Assistance	11.92
Housing Land Trust	11.3
Housing Bond	11
Housing for Disabled	10.61
Housing for the Aging	10.43
Inclusionary Zoning (Voluntary)	9.54
Low Income Housing Tax Credit Program	9.29
Inclusionary Zoning (Mandatory)	8.73
Tax Abatement	8.64
Land Leases	8.04
Housing for Homeless	7.57
Repair & Maintenance	7
Housing for Military	6.3

Legend

- High Priority & Feasibility
- Mid Priority & Feasibility
- Low Priority & Feasibility

Presentation to Joint meeting of Natural Resource and Community Services Committees 8/20/2018

LAHC Survey Results

Tool	Feasibility
Adaptive Reuse of Vacant/Unused Structures	17.29
Development, Permit & Impact Fees Waived or Reduced	17.13
Density Bonuses	16.92
Expedited Approval Process for Development	15.96
Donation of Public Land	14.78
First-time Homebuyers Assistance	14.18
Housing for Teachers	11.28
Housing Bond	10.64
Repair & Maintenance	10.57
Inclusionary Zoning (Voluntary)	10.48
Housing for the Aging	10.14
Housing Trust Fund	8.59
Housing for Disabled	8.57
Housing Land Trust	8.43
Land Leases	8.13
Housing for Homeless	7.05
Housing for Military	7
Low Income Housing Tax Credit Program	6.68
Tax Abatement	6.38
Inclusionary Zoning (Mandatory)	6.05

Presentation to Joint meeting of Natural Resource and Community Services Committees 8/20/2018

DISCUSSION

- STAFF'S AFFORDABLE HOUSING TASK FORCE MEETINGS
- WHERE DO WE GO FROM HERE?
    1. RESOLUTION(S)?
    2. ACTION ITEMS?
    3. CALIBRATE RECOMMENDATIONS WITH COMP PLAN RECOMMENDATIONS?
    4. TRUST FUND?
    5. ADVISORY BOARD?
    6. FUND IMPACT FEE WAIVER?

Human Services Alliance

Community Services Grant Recommendations

Community Services Committee
August 20, 2018

hsa
Beaufort County Human Services Alliance

Together
for Beaufort County
One COUNTY. One FUTURE.



Purpose of the Grant Process

Promote and sustain activities that improve the quality of life for all Beaufort County residents.

FY19 Review Process

- Received 24 applications with 2 ongoing commitments.
- Evaluated by a diverse volunteer panel of community professionals.
- Applications evaluated on their own merit using a competitive process.

Highlights from FY18

Thanks to County Council's support:

- Over 700 low-income patients were able to receive medical treatment through our community's network of volunteer clinics.
- Over 3,000 Beaufort County children received dental screenings and treatment.
- Nearly 3,500 at-risk children and their families received the support they needed to be successful.

FY19 Grant Recommendations

AccessHealth Lowcountry**	$19,500
Alliance Match Funding***	$15,000
Beaufort County Community Relations Council**	$5,000
Beaufort County Early Childhood Coalition**	$25,000
Beaufort Jasper Economic Opportunity Commission	$5,000
Bluffton Jasper Volunteers in Medicine	$20,000
Bluffton Self-Help	$20,000
Born to Read	$2,000
Child Abuse Prevention Association	$22,000

*** Established Agreement with Beaufort County**

**** *Together for Beaufort County* (T4BC) Coalition**

***** Account administered by United Way of the Lowcountry**

FY19 Grant Recommendations

Community Services Organization**	$12,000
Family Promise of Beaufort County	$7,500
Good Neighbor Free Medical Clinic	$20,000
HELP of Beaufort	$15,000
Hopeful Horizons	$37,000
Lowcountry Affordable Housing Coalition **	$7,000
Lowcountry Food Bank	$5,000
LowCountry Habitat for Humanity	$10,000
Lowcountry Legal Volunteers	$25,000

*** Established Agreement with Beaufort County**

**** *Together for Beaufort County* (T4BC) Coalition**

***** Account administered by United Way of the Lowcountry**

FY19 Grant Recommendations

Memory Matters	$5,000
Neighborhood Outreach Connection	$24,500
Ronald McDonald Care Mobile Unit*	$19,000
Second Helpings	$12,000
T4BC Administration***	$10,000
The Literacy Center	$15,500
United Way of the Lowcountry*	$25,000
Volunteers in Medicine – Hilton Head Island	$15,000

*** Established Agreement with Beaufort County**

**** *Together for Beaufort County* (T4BC) Coalition**

***** Account administered by United Way of the Lowcountry**

Examples of Planned Activities for FY19

- Providing evidence-based nutrition and cooking classes to mothers and children eligible for SNAP benefits throughout the community.
- Enhancing cross-sectoral, multidisciplinary civic engagement activities.
- Providing outreach and support services to low-income, at-risk children and families.

Together for Beaufort County

One COUNTY. One FUTURE.

Questions?

Beaufort County Library System





Collaboration ■ Innovation ■ Education





BEAUFORT COUNTY LIBRARY
For Learning + For Leisure + For Life

August 2018

Board of Trustees

by Council District

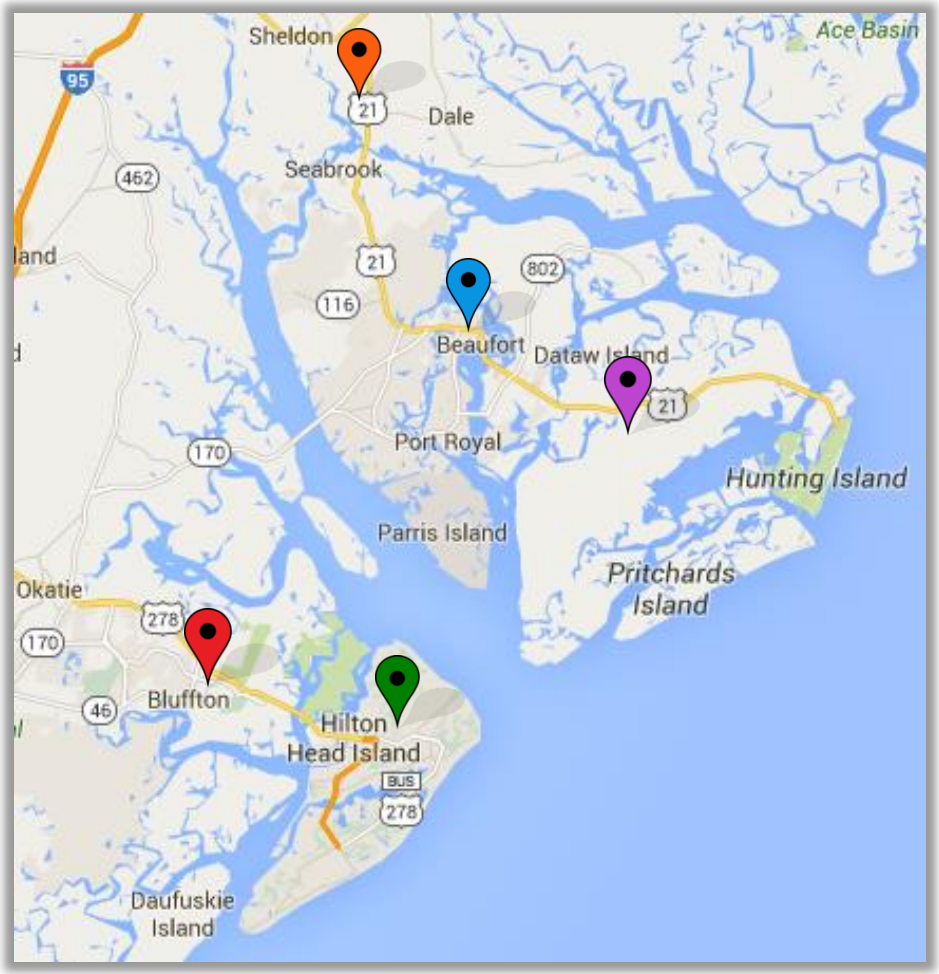
Chair, Bernard Kole (3)
Vice Chair, Anna Maria Tabernik (6)
Brenda Ladson Powell (1)
Laura Sturkie (9)
Lynne Miller (10)
Joseph Bogacz (11)
Rosalie Richman (7)
Tracey Robinson (4)
Janet Porter (8)
Terry Thomas (2)
Vacant (5)

BEAUFORT COUNTY LIBRARY
For Learning • For Leisure • For Life

Friends of the Library & Public Library Foundation Of Beaufort County

- Three established Friends groups & one Foundation
- All are 501(c)3 non-profits
- Enhances BCL by supplementing public funding for materials and programs
- Provided over $100,000 in FY18
- HHI Friends have donated $150,000 to fully fund a second bookmobile (FY19/20)

BEAUFORT COUNTY LIBRARY
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Branches

- Beaufort
- Bluffton
- Hilton Head
- Lobeco
- St. Helena

BEAUFORT COUNTY LIBRARY
For Learning + For Leisure + For Life

Library Facilities

- 5 Branch Libraries
- 1 Bookmobile
- Public WIFI At All Locations
- 183 Public Computers
- 13 Public Meeting Rooms
- 82 Full and Part-Time Staff Positions



BEAUFORT COUNTY LIBRARY
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Library Collection

- 375,000 Items on our shelves
- 17,000+ e-Titles in cloudLink
- 550,000 e-Titles in Hoopla
- 20 Magazine titles in digital format







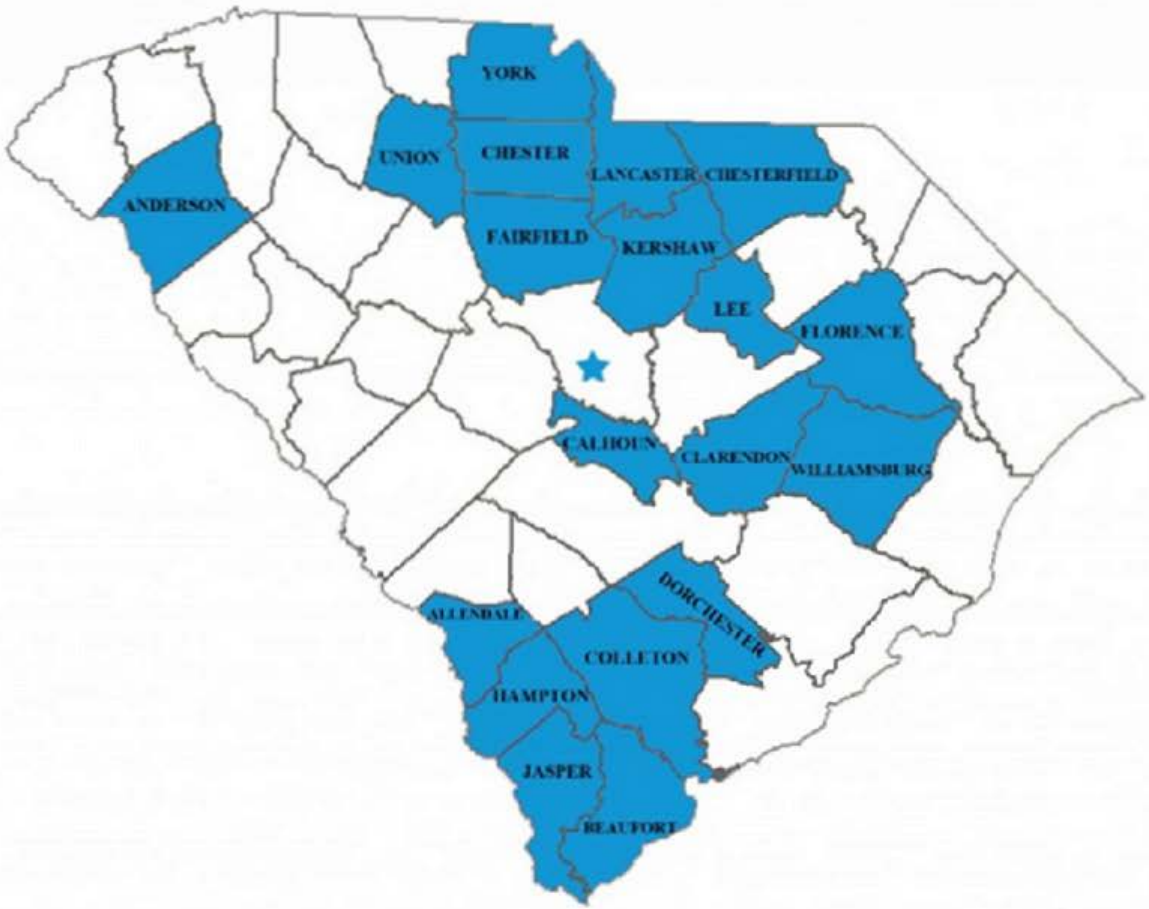


BEAUFORT COUNTY LIBRARY
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SCLENDS

South Carolina Libraries Sharing Resources

21 Counties plus the State Library



BEAUFORT COUNTY LIBRARY

For Learning • For Leisure • For Life

SCLENDS

SOUTH CAROLINA LIBRARIES SHARING RESOURCES



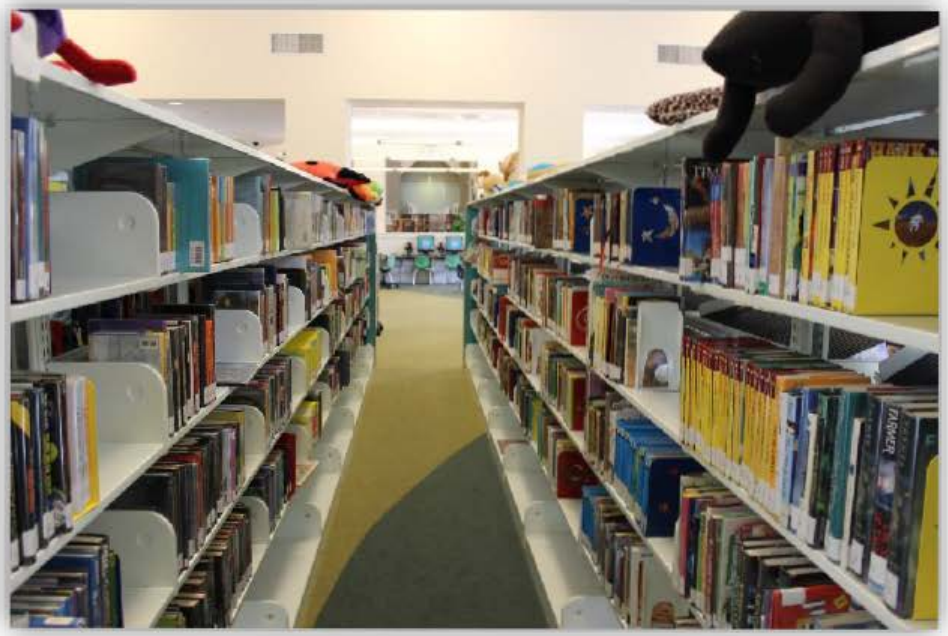
- Over 3 million items in combined collection
- About 270,000 items circulate monthly
- 3 million items loaned between counties annually at a value of $60 million over 10 years
- Evergreen open-source software

BEAUFORT COUNTY LIBRARY

For Learning + For Leisure + For Life

Beaufort County Library System

By the Numbers



BEAUFORT COUNTY LIBRARY

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Beaufort County Library

Year in Review | FY 2017-2018

871,621 Items Borrowed

23,875 Items Added to the Collection

500,769 Visits to the Library

118,493 Library Cardholders

39,064 Attended Library Events

172,788 Website Visits

63,212 WiFi Sessions

37,597 Public Internet Computer Sessions

57,324 Reference Questions Answered

Challenges

- **Aging Facilities**
  - Beaufort Library 25 years old
    - Renovated entire 1st floor (FY17/18) using interior space study
  - Hilton Head Library is 20 years old
  - Bluffton Library is 16 years old
- **Repairs/Renovation**
- **Staff turnover** (15% in 2016 and 2017)

BEAUFORT COUNTY LIBRARY
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Completed Projects | FY18/19
Beaufort County Library Department

	Project	Funding	Status
System-wide	Install Public Scan/Fax Stations	Library	Completed
	Replace All Public Self-Checkout Machines	Impact Fees	Completed
	Implement Bookmobile Service County-wide	Impact Fees	Completed
	Expand SmartSpot WiFi Loan Program (North-of-Broad)	Library/Grant	Completed
	Replace 120 Public Internet Computers	Library	Completed
	Replace 14 Data Switches	County	Completed
	Replace All Wireless Access Points	County	Completed
	Replace All Managers' Computers	Library	Completed
	Furniture Replacement	Library/Friends	Completed
Beaufort Branch	Carpet replacement	County	Completed
	Replace HVAC System	County	Completed
	Children's Program Room Renovation	Library/Friends	Completed
	Adult Meeting Room Renovation	Library/Friends	Completed
	Technical Services Wing Renovation	Library	Completed
	Children's Department Renovation	Library/Friends	Completed
	Renovate Circulation Staff Work Space	Library	Completed
	Replace circulation desk	Friends	Completed
Bluffton Branch	Replace staff workroom carpet	Library	Completed
	Replace HVAC System	County	Completed
	Panic alarms	Library	Completed
	Porch renovation/Media Lab	County	Completed
	Roof replacement	County	Completed
	Replace front doors	County	Completed
Hilton Head Branch	Replace staff workroom carpet	Library	Completed
	Replace HVAC System	County	Completed
	Panic alarms	Library	Completed
	ADA sinks and countertops	County	Completed
	Meeting Room sound system renovation	Library	Completed
Lobeco Branch	Panic alarms	Library	Completed
	Carpet Replacement	Library	Completed
St. Helena Branch	Replace Security Camera System	County	Completed
	Replace Automated Door Lock System	County	Completed
Beaufort District Collection	Replace Carpet	Library	Completed

August 10, 2018

Beaufort County Library Department FY19/20

Location	Priority	Major Projects	Potential Funding	Status
Beaufort Branch	1	Security Cameras	Library/County	Approved – In process
	3	IT Area Renovation	?	
	3	LED Lighting	County	Completed
	1	Old Circulation Work Room Renovation	Library	Completed
	1	Automate Interior Entry Doors	County	Completed
Bluffton Branch	1	Security Cameras	Library/County	Approved – In process
	1	Space Planning Study	Impact Fees	
	2	Carpet Replacement	Library	
	1	Small Meeting Room Upgrade	Library/Friends	In process
	1	Children's Program Room Upgrade	Library	Completed
Hilton Head Branch	1	Security Cameras	Library/County	Approved – In process
	2	Space Planning Study	Impact Fees	
	2	Bookmobile #2 (Staffing/Collection)	Friends/Library	In process
	1	Public Computer & Conference Room Chair Replacement	Friends	Completed
	1	Computer Lab Renovation	Friends	
Lobeco Branch	1	Security Cameras	Library/County	Approved – In process
St. Helena Branch	1	Independent Data Line	Library	Pending
System-wide	2	Edelweiss Software (Collection Management)	Library	
	n/a	Library Impact Fee Study	County	Funding approved 7/23
	2	Bibliotheca Maintenance Contract Renewal (Sep 30)	Library/County	
	1	Annual Strategic Plan Review	Library	
	1	Annual Performance Metrics Update/Review	Library/County	
	1	Annual State Statistical Report	Library	In process
	2	Staff Computer Replacement	Library	In process
	3	Automated Internet Signup/Print Vending	Impact Fees	
Administration	1	SmartSpot WiFi Loan Project (Expansion)	State Library Grant	Approved - In process
Bookmobile	1	Move vehicle and staff to Beaufort Library	Library	Completed

FY18 Accomplishments

- Reduced wait time on popular fiction titles
- Increased purchases of new materials including digital titles and databases
- Expanded children's Summer Reading Program (22% increase in participants)
- Expanded SmartSpot WIFI Loan Program from 50 to 70 devices

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Sodexo Food Truck

- Partnership between the Beaufort County School District, Sodexo Quality of Life Services, and the Beaufort County Library
- Served over 3,000 lunch meals to children and teens at three branches north of the Broad River



BEAUFORT COUNTY LIBRARY
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FY18 Accomplishments

- Initiated Bookmobile Service county-wide
- Repaired/Upgraded Library Facilities
- Implemented Flipster, cloudLink, Foundation Directory Online, and Historical Periodicals
- Introduced public fax/scan/email service
- Replaced Self-Checkout machines at all branches (12)

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Your library has arrived.



BEAUFORT COUNTY LIBRARY
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Beaufort County Library Bookmobile

- Approx. 40 stops throughout Beaufort County
- Two-week schedule rotation
- Public stops average 30 minutes
- Facility stops average one hour
- Fridays reserved for maintenance/office-time
- Two Saturdays per month reserved for community events

BEAUFORT COUNTY LIBRARY
For Learning + For Leisure + For Life

Bookmobile Statistics

First Twelve Months of Operation	
New Library Cards	315
Door Count	9,297
Circulation	21,400
Reference Questions Answered	1,450
Community Events Attended	26

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KAJEET SmartSpot Education Broadband Wifi Loan Project

- Initial Pilot of 10 Devices (FY16/17)
- Students Grades 6-12
- School-year loan period
- Awarded $23,200 grant to expand program to 50 devices (FY17/18)



BEAUFORT COUNTY LIBRARY
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KAJEET SmartSpot Education Broadband Wifi Loan Project

FY18/19 Project:

- 50 families served in Beaufort, Lobeco, and St. Helena communities
- 6,698 Homework Hours
- 6:00-9:00pm highest use
- 427,273 total MBs used



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KAJEET SmartSpot Education Broadband Wifi Loan Project

FY19/20 Project:

- Awarded additional $20,000 grant to expand program via Bookmobile to establish community homework help centers
- South Carolina K-12 Technology Initiative funded 8 additional counties based on Beaufort's success (administered by the South Carolina State Library)

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BEAUFORT COUNTY LIBRARY
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verizon

kajeet

Conclusions

- Libraries are well-used by every demographic
- Books are still very popular
- Expect continued growth in digital checkouts
- Growth in Bluffton area is beginning to stress the Bluffton Branch Library
- Branch repairs/renovations will allow for another 10 years of sustainability

BEAUFORT COUNTY LIBRARY
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How Do We Better Serve Our Population?

- Repair/renovate existing facilities
- Introduce new services that are cost effective and show ROI
- Expand Bookmobile service county-wide
- Continue implementation of new 4-Year Strategic Plan

BEAUFORT COUNTY LIBRARY
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How Do We Better Serve Our Population?

- Continue to hire diverse staff
- Accelerate staff training opportunities
- Expand partnerships with the Beaufort County School District, Pat Conroy Literary Center, Family Literacy 360, and Reconstruction Grant
- Increase community awareness of Library services

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Strategic Plan 2017/2018-2020/2021

- **Priority 1: Communication**
  - Internal to library staff and external to the public
- **Priority 2: Facilities**
  - Continue upgrades/repairs
  - Update library Capital Improvement Plan
  - Conduct space studies of Bluffton & Hilton Head libraries
  - Determine long-term needs and potential funding
- **Priority 3: Collections**
  - Meet community needs
  - Purchasing efficiency
  - Balance electronic and physical collections
  - Define long-term strategy for consistent collections budget

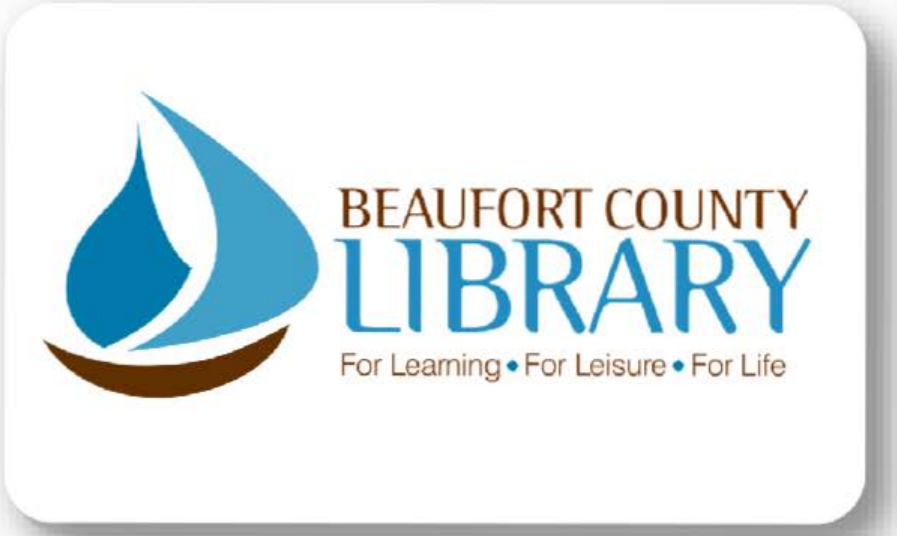
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CSC Funding Request

Request approval of funding interior space studies for both the Bluffton and Hilton Head libraries

- **Proposed funding source**
  - Library Impact Fees
- **Current Impact Fee funds**
  - HHI: $326,484
  - BLU: $2,392,468

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The Smartest Card In Your Wallet

BEAUFORT COUNTY
LIBRARY
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Questions?

BEAUFORT COUNTY LIBRARY
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ORDINANCE 2018 /___

AN ORDINANCE AMENDING THE EXISTING ENABLING ORDINANCE FOR THE BEAUFORT COUNTY DISABILITIES AND SPECIAL NEEDS BOARD TO CLARIFY THE "NO BENEFIT" POLICY PURSUANT TO A REQUEST OF THE SOUTH CAROLINA STATE HOUSING TRUST FUND AND PROVIDING THAT APPOINTMENTS OF BOARD MEMBERS SHALL BE BY THE GOVERNOR.

WHEREAS, the Beaufort County Disabilities and Special Needs Board (BCDSNB) is a governmental agency established by Beaufort County Council; and

WHEREAS, the mission of the BCDSNB is "to provide quality services and support to our consumers and to facilitate opportunities for them to live productively and inclusively in the community"; and

WHEREAS, the South Carolina Department of Disabilities and Special Needs encourages its providers for the sake of prudent financial sources to participate in the forgivable loan program through the SC Housing Trust Fund of the South Carolina State Housing Finance and Development Authority; and

WHEREAS, BCDSNB has applied for such participation for the next two fiscal years (FY18-19 and FY19-20); and

WHEREAS, the South Carolina State Housing Trust Fund requires that funding provided by the trust fund be restricted and that no employee, agent, consultant, Board member or officer of the BCDSNB benefit financially from the grant funds; and

WHEREAS, the County's enabling ordinance provides a "no benefit" provision, however it lacks specific language that would satisfy the requirements of the South Carolina Housing Trust Fund; and

WHEREAS, the current enabling ordinance provides for appointments of BCDSNB members by the Beaufort County Council; and

WHEREAS, S.C. Code §44-20-375 provides that appointment of County boards of disabilities and special needs be by the Governor and not by Beaufort County Council.

NOW, THEREFORE, BE IT ORDAINED by the Beaufort County Council, that Section 46-92 paragraph (c) of the Beaufort County Code of Ordinances is hereby amended by adding the following text:

"*No employee, agent, consultant, Board member or officer of the Beaufort County Disabilities and Special Needs Department may obtain a financial interest or benefit from the*

DRAFT

South Carolina State Housing Finance and Development Authority program, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder during one's tenure, or for one (1) full year thereafter. Nor shall an immediate family member or business associate of an employee agent, consultant, Board member or officer, or any organization which employs or is about to employ such employee, agent, consultant, Board member or officer, obtain a financial interest or benefit from the transaction or contract of the Beaufort County Disabilities and Special Needs Department related to participation in any South Carolina State Housing Finance and Development Authority program."

Furthermore, **BE IT ORDAINED**, that Beaufort County Code of Ordinances Section 46-92(a) be amended to delete paragraph (a) and substitute in its place and stead the following:

"(a) The membership of the Board shall be at least seven (7) members, but not more than eleven (11), and shall be nominated by Beaufort County Council and appointed by the Governor pursuant to S.C. Code Ann. Section 44-20-375."

Adopted on the ___ day of _____, 2018.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY:_____
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

_____
Thomas J. Keaveny, II
Interim County Administrator
Beaufort County Attorney

ATTEST:

_____
Connie L. Schroyer, Clerk to Council

First Reading, By Title Only: July 23, 2018
Second Reading:
Public Hearing:
Third and Final Reading:

DRAFT

COUNTY COUNCIL OF BEAUFORT COUNTY

PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director
dthomas@bcgov.net 843.255.2353

TO: Councilwoman Alice Howard, Chairman, Community Services Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Sole Source Purchase

Lowcountry Regional Transportation Authority (LRTA), North of the Broad, Department of Disabilities & Special Needs (DSN)

DATE: 08/08/2018

BACKGROUND:

The Purchasing Department received a request from the Department of Disabilities and Special Needs (DSN) to approve a sole source contı

The total amount requested of $150,000 reflects the contract rate of $4640.00 for the first 4000 miles and $0.43 cents for each mile therea

VENDOR INFORMATION:

LRTA (dba Palmetto Breeze)

COST:

$150,000

Insert Addition Vendor Info.

FUNDING:

CONTRACT AGREEMENT

This agreement is entered into by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d/b/a Palmetto Breeze and the Beaufort County Disabilities and Special Needs Department (hereinafter referred to as "Beaufort County DSN") under the County Council of Beaufort County, South Carolina.

TERM
By mutual agreement of both parties, the Purchase of Service Contract for Transit Services shall be deemed effective July 1, 2018 and shall continue until midnight on June 30, 2019. Additional years may be added as mutually agreed by both parties.

TERMIN[illegible]TION OF CONTRACT
Beaufort County DSN and/or LRTA may terminate this contract for any reason provided a fourteen (14) day written notice is provided via certified mail.

COMPENSATION
Beaufort County Disabilities and Special Needs Department is seeking transportation services for disabled persons on fixed routes from passengers' homes to the Beaufort County DSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday.

Logistics
Clients will be picked up beginning at 7:00 a.m. and will arrive at the center at approximately 8:00 a.m. Passengers will depart the center at approximately 2:30 p.m. for the return trip home. Passengers will be returned home approximately by 3:15 p.m. It is anticipated that this route will take approximately three (3) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County DSN. Approximately eleven (11) individuals requiring this transportation services reside throughout the Burton area.

At present, there are no clients requiring a wheel chair accessible vehicle. Accommodations can be made if an accessible vehicle is needed. Beaufort County DSN shall provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door.

Beaufort County DSN shall provide passenger information including passenger name, address, and home phone number. All passenger information received is confidential. All eligible passengers must be authorized by Beaufort County DSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. Clients outside of the Burton area shall not be added to this route. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

Fee Schedule
The fee shall be a flat rate of $4,640 up to 4,000 passenger miles per month. Passenger miles over 4,000 a month will be charged $0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County DSN monthly based on the above rate. Payment terms are net 30 days.

This is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. The contract is contingent upon availability of appropriated funds. The

contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

ASSUMPTIONS

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County DSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

INSURANCE

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required by the RFP, the LRTA Board, and the State of South Carolina.

TRAINING

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count DSN vehicle operators.

In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Disabilities and Special Needs Department

By: _____ 4/13/18
William Love, Executive Director / Date

Witness: _____

County Council of Beaufort County, SC

By: _____
Joshua Gruber, Assistant County Administrator

Witness: _____

Lowcountry Regional Transportation Authority

By: _____
Richard Hamilton, Chairman of the Board

Witness: _____

CONTRACT AGREEMENT

This agreement is entered into by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d/b/a Palmetto Breeze and the Beaufort County Disabilities and Special Needs Department (hereinafter referred to as "Beaufort County DSN") under the County Council of Beaufort County, South Carolina.

TERM

By mutual agreement of both parties, the Purchase of Service Contract for Transit Services shall be deemed effective July 1, 2018 and shall continue until midnight on June 30, 2019. Additional years may be added as mutually agreed by both parties.

TERMINATION OF CONTRACT

Beaufort County DSN and/or LRTA may terminate this contract for any reason provided a fourteen (14) day written notice is provided via certified mail.

COMPENSATION

Beaufort County Disabilities and Special Needs Department is seeking transportation services for disabled persons on fixed routes from passengers' homes to the Beaufort County DSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday.

Logistics

Clients will be picked up beginning at 6:30 a.m. and will arrive at the center at approximately 8:00 a.m. Passengers will depart the center at approximately 2:30 p.m. for the return trip home. Passengers will be returned home approximately by 4:00 p.m. It is anticipated that this route will take approximately four (4) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County DSN. Approximately eleven (11) individuals requiring this transportation service reside throughout the St. Helena area.

At present, there are no clients requiring a wheel chair accessible vehicle. Accommodations can be made if an accessible vehicle is needed. Beaufort County DSN shall provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door.

Beaufort County DSN shall provide passenger information including passenger name, address, and home phone number. All passenger information received is confidential. All eligible passengers must be authorized by Beaufort County DSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. Clients outside of the Burton area shall not be added to this route. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

Fee Schedule

The fee per month is: $3,750.00 up to 6,000 passenger miles per month. Passenger miles over 6,000 a month will be charged $0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County DSN monthly based on the above rate. Payment terms are net 30 days.

This is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. The contract is contingent upon availability of appropriated funds. The

contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

ASSUMPTIONS

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County DSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

INSURANCE

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required by the RFP, the LRTA Board, and the State of South Carolina.

TRAINING

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count DSN vehicle operators.

In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Disabilities and Special Needs Department

By: William J Love 4/13/18
William Love, Executive Director / Date

Witness: _____

County Council of Beaufort County, SC

By: _____
Joshua Gruber, Interim County Administrator

Witness: Cheryl Harris

Lowcountry Regional Transportation Authority

By: _____
Richard Hamilton, Chairman of the Board

Witness: Mary Lou Krajcar

RECEIVED

JUN 07 2018

Beaufort County Staff Attorney

OFFICE OF THE COUNTY ATTORNEY
Post Office Drawer 1228
Beaufort, SC 29901
843.255.2025 (O) (843) 255-9414 (F)

☐ New

☒ Renewal

DOCUMENT REVIEW REQUEST APPROVAL FORM

TO BE COMPLETED BY THE REQUESTING DIVISION

Document Title: Contract Agreements

Description: Agreements between Beaufort County DSN and Lowcountry Regional Transport Authority dba Palmetto Breeze for four transportation routes.

Specific Concerns About Document: none

Sent to Legal for Review On: 6/7/18 (Insert Date) Need By: 6/15/18 (Insert Date)

Preferred Method of Return to Requesting Department/Division:
(_x__) Interoffice Mail (___) Email (____) Contact Requestor to Pick-up Approved Document(s)

Requesting Division/Department: Beaufort County Disabilities and Special Needs

Contact Information: Beth Cody, Fiscal Operations Manager Phone #: 843-255-6298
(Name/Title)

Email Address: bcody@bcgov.net

LEGAL DEPARTMENT USE ONLY

Legal Office Received On: 6-7-18 (Date) Received By: Kathy L. Carter (Name of Legal Staff Member)

LEGAL REVIEW FINDINGS

Reviewed By: Barry J. Kaufman (Signature of Legal Staff) Approved: ✓ YES or NO ____

Additional Comments to Approval or Rejection: _____

INTERIM COUNTY ADMINISTRATOR APPROVAL

Joshua Gruber, Interim County Administrator

6-11-18
(Date)

GL Account #24420011-51230, Disabilities and Special Needs Adult Services– Transportation
The expenditures are funded by DSN program dollars including federal and state Medicaid funds.

Funding approved: Yes By: aholland Date: 08/13/2018

FOR ACTION: Community Services Committee meeting occurring August 20, 2018.

RECOMMENDATION:

The Purchasing Department recommends that the Community Services Committee approves and recommends to County Council the contr

Attachment: DSN NOB Contracts LRTA.pdf 957.66 KB

cc: Tom Keaveny, Interim County Administrator Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date:

Alicia Holland, Assistant County Administrator, Finance Approved: Yes Date: 08/13/2018

Monica Spells, Assistant County Administrator, Civic Enga Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date: ready for admin:

William Love, Director, Disabilities and Special Needs Divi Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date: ready for admin:

CC others

After Initial Submission, Use the Save and Close Buttons

COUNTY COUNCIL OF BEAUFORT COUNTY

PURCHASING DEPARTMENT

106 Industrial Village Road, Bldg. 2, Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

David L Thomas, Purchasing Director
dthomas@bcgov.net 843.255.2353

TO: Councilwoman Alice Howard, Chairman, Community Services Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Sole Source Purchase

Lowcountry Regional Transportation Authority (LRTA), South of the Broad, Department of Disabilities & Special Needs (DSN)

DATE: 08/08/2018

BACKGROUND:

The Purchasing Department received a request from the Department of Disabilities and Special Needs (DSN) to approve a sole source cont

The total amount requested of $125,000 reflects the contract rate of $6396.00 for the first 7500 miles and $0.43 cents for each mile therea

VENDOR INFORMATION:

LRTA (dba Palmetto Breeze)

COST:

$125,000

Insert Addition Vendor Info.

FUNDING:

GL Account #24420011-51230, Disabilities and Special Needs Adult Services– Transportation
The expenditures are funded by DSN program dollars including federal and state Medicaid funds and SCDOT federal gra

Funding approved: Yes By: aholland Date: 08/13/2018

FOR ACTION: Community Services Committee meeting occurring August 20, 2018.

RECOMMENDATION:

The Purchasing Department recommends that the Community Services Committee approves and recommends to County Council the contr

Attachment: DSN SOB Contracts LRTA.pdf
1.03 MB

cc: Tom Keaveny, Interim County Administrator Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date:

Alicia Holland, Assistant County Administrator, Finance Approved: Yes Date: 08/13/2018

Monica Spells, Assistant County Administrator, Civic Enga Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date: ready for admin:

William Love, Director, Disabilities and Special Needs Divi Approved: Yes Date: 08/13/2018

Check to override approval: Overridden by: Override Date: ready for admin:

CC others

After Initial Submission, Use the Save and Close Buttons

CONTRACT AGREEMENT

This agreement is entered into by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d/b/a Palmetto Breeze and Beaufort County Disabilities and Special Needs Department (hereinafter referred to as "Beaufort County DSN").

TERM

By mutual agreement of both parties, the Purchase of Service Contract for Transit Services shall be deemed effective July 1, 2018 and shall continue until midnight on June 30, 2019 or until notice is given to terminate. Additional years may be added as mutually agreed by both parties.

TERMINATION OF CONTRACT

Beaufort County DSN and/or LRTA may terminate this contract for any reason provided a fourteen (14) day written notice is provided.

COMPENSATION

Beaufort County Disabilities and Special Needs Department is seeking transportation services for disabled persons on fixed routes from passengers' homes to the Beaufort County DSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday.

Logistics

Clients will be picked up beginning at 6:30 a.m. and will arrive at the Beaufort County DSN center at approximately 8:30 a.m. Passengers will depart the center at approximately 2:00 p.m. for the return trip home. Passengers will be returned home approximately by 4:15 p.m. It is anticipated that this route will take approximately four and ¼ (4.25) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County DSN. Approximately six (6) individuals requiring this transportation service reside throughout the Hilton Head area.

The route requires a wheel chair accessible vehicle. Beaufort County DSN shall provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door. Beaufort County DSN shall provide passenger information including passenger name, address, and home phone number. All passenger information received is confidential. All eligible passengers must be authorized by Beaufort County DSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

Fee Schedule

The fee shall be a flat rate of $6,396 up to 7,500 passenger miles per month. Passenger miles over 7,500 a month will be charged $0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County DSN monthly based on the above rate. Payment terms are net 30 days.

This is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. The contract is contingent upon availability of appropriated funds. The contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

ASSUMPTIONS

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County DSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

INSURANCE

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required by the RFP, the LRTA Board, and the State of South Carolina.

TRAINING

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count DSN vehicle operators.

In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Disabilities and Special Needs Department

By: Bill Love 6/13/18 — Witness: _____

Bill Love, Executive Director / Date

County Council of Beaufort County, SC

By: _____ — Witness: Cheryl Harris

Joshua Gruber, Interim County Administrator

Lowcountry Regional Transportation Authority

By: _____ — Witness: Mary Lou Fragoni

Richard Hamilton, Chairman of the Board

CONTRACT AGREEMENT

This agreement is entered into by and between the Lowcountry Regional Transportation Authority (hereinafter referred to as the "LRTA") d/b/a Palmetto Breeze and Beaufort County Disabilities and Special Needs Department (hereinafter referred to as "Beaufort County DSN").

TERM

By mutual agreement of both parties, the Purchase of Service Contract for Transit Services shall be deemed effective July 1, 2018 and shall continue until midnight on June 30, 2019 or until notice is given to terminate. Additional years may be added as mutually agreed by both parties.

TERMINATION OF CONTRACT

Beaufort County DSN and/or LRTA may terminate this contract for any reason provided a fourteen (14) day written notice is provided.

COMPENSATION

Beaufort County Disabilities and Special Needs Department is seeking transportation services for disabled persons on fixed routes from passengers' homes to the Beaufort County DSN center with a return trip home. Individuals will require transportation services to and from the center Monday through Friday. A second route will take disabled persons on fixed routes from the passengers' homes to the Goodwill center in Bluffton with a return trip home.

Logistics

Clients will be picked up beginning at 7:30 a.m. and will arrive at the Goodwill center at approximately 9:30 a.m. Passengers will depart the center at approximately 2:00 p.m. for the return trip home. Passengers will be returned home approximately by 3:30 p.m. It is anticipated that this route will take approximately three and ½ (3.5) hours a day. Service will be provided approximately 250 business days a year excluding holidays and staff training days as designated by Beaufort County DSN. Approximately seven (7) individuals requiring this transportation services reside throughout the Bluffton area.

Presently there are no clients requiring a wheel chair accessible vehicle for the route. Accommodations can be made if an accessible vehicle is needed. Beaufort County DSN shall provide at least a two day notice to allow LRTA to make accommodations. The service provided will be door-to-door. Beaufort County DSN shall provide passenger information including passenger name, address, and home phone number. All passenger information received is confidential. All eligible passengers must be authorized by Beaufort County DSN. Additions and/or deletions to the approved passenger list will also be provided to the LRTA. **Special trips that require the use of a motorcoach will be required to be back to the LRTA Bluffton office by 5:00 PM.**

Fee Schedule

The fee shall be a flat rate of $3,760 per month up to 4,000 passenger miles per month. Passenger miles over 4,000 a month will be charged $0.43 per passenger mile.

Cancellations should be provided a minimum of two-hours in advance of pick-up. Changes to the schedule should be provided no later than 4:00 p.m. the day before the day of service. The LRTA will bill Beaufort County DSN monthly based on the above rate. Payment terms are net 30 days.

This is a purchase of service contract and financial assistance may or may not be available through the South Carolina Department of Transportation. The contract is contingent upon availability of appropriated funds. The contract may be subject to cancellation if funds are not appropriated or otherwise made available to support continuation of services in subsequent years.

ASSUMPTIONS

The LRTA bid price is based on a fixed fee for assumed passenger miles per month not to exceed the amount noted above monthly. Passenger miles over those noted above will be billed at the rate referenced above. The LRTA will bill Beaufort County DSN on or about the tenth day of the month. The rate is based on an assumed maximum hours per day of transportation service. Changes to the hours per day of transportation service will be to be negotiated in advance of permanent schedule change.

INSURANCE

LRTA is obligated to provide the General and Professional Liability Insurance, Fidelity Insurance, and Workers Compensation Insurance to cover its employees. LRTA is obligated to provide the Automobile Liability Insurance, Building and Contents Insurance, and other types of insurance required by the RFP, the LRTA Board, and the State of South Carolina.

TRAINING

Vehicle Operators employed by Palmetto Breeze provided under this contract agreement shall undergo the same or similar training requirements as the Beaufort Count DSN vehicle operators.

In witness whereof, the parties have executed this agreement as indicated below:

Beaufort County Disabilities and Special Needs Department

By: Bill Love 6/13/18
Bill Love, Executive Director Date

Witness: _____

County Council of Beaufort County, SC

By: _____
Joshua Gruber, Interim County Administrator

Witness: Cheryl Harris

Lowcountry Regional Transportation Authority

By: _____
Richard Hamilton, Chairman of the Board Date

Witness: _____

RECEIVED

JUN 07 2018

Beaufort County Staff Attorney

OFFICE OF THE COUNTY ATTORNEY
Post Office Drawer 1228
Beaufort, SC 29901
843.255.2025 (O) (843) 255-9414 (F)

☐ New

☒ Renewal

DOCUMENT REVIEW REQUEST APPROVAL FORM

TO BE COMPLETED BY THE REQUESTING DIVISION

Document Title: Contract Agreements

Description: Agreements between Beaufort County DSN and Lowcountry Regional Transport Authority dba Palmetto Breeze for four transportation routes.

Specific Concerns About Document: none

Sent to Legal for Review On: 6/7/18 (Insert Date) Need By: 6/15/18 (Insert Date)

Preferred Method of Return to Requesting Department/Division:
(_x__) Interoffice Mail (___) Email (____) Contact Requestor to Pick-up Approved Document(s)

Requesting Division/Department: Beaufort County Disabilities and Special Needs

Contact Information: Beth Cody, Fiscal Operations Manager Phone #: 843-255-6298
(Name/Title)

Email Address: bcody@bcgov.net

LEGAL DEPARTMENT USE ONLY

Legal Office Received On: 6-7-18 (Date) Received By: Kathy L. Carter (Name of Legal Staff Member)

LEGAL REVIEW FINDINGS

Reviewed By: Barry J. Kaufman (Signature of Legal Staff) Approved: ✓ YES or NO ____

Additional Comments to Approval or Rejection: _____

INTERIM COUNTY ADMINISTRATOR APPROVAL

Joshua Gruber, Interim County Administrator

6-11-18
(Date)