

# COUNTY COUNCIL OF BEAUFORT COUNTY

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D. PAUL SOMMERVILLE  
CHAIRMAN

STEWART H. RODMAN  
VICE CHAIRMAN

## COUNCIL MEMBERS

CYNTHIA M. BENSCH  
RICK CAPORALE  
GERALD DAWSON  
BRIAN E. FLEWELLING  
STEVEN G. FOBES  
WILLIAM L. MCBRIDE  
GERALD W. STEWART  
ROBERTS "TABOR" VAUX, JR  
LAURA L. VON HARTEN

GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA

### COUNTY COUNCIL OF BEAUFORT COUNTY

Monday, December 9, 2013

4:00 p.m.

Council Chambers, Administration Building  
Government Center, 100 Ribaut Road, Beaufort

Citizens may participate in the public comment periods and public hearings from telecast sites at the Hilton Head Island Branch Library as well as Mary Field School, Daufuskie Island.

1. CAUCUS - 4:00 P.M.
  - A. Discussion of Consent Agenda
  - B. Executive Session
    1. Discussion of negotiations incident to proposed contractual arrangements and proposed purchase of property;
    2. Receipt of legal advice relating to pending and potential claims covered by the attorney-client privilege
  - C. Discussion is not limited to agenda items
2. REGULAR MEETING - 5:00 P.M.
3. CALL TO ORDER
4. PLEDGE OF ALLEGIANCE
5. INVOCATION – Councilman Gerald Dawson
6. SANTA’S BLESSED HELPERS
7. ADMINISTRATIVE CONSENT AGENDA
  - A. Approval of Minutes – November 18, 2013 ([backup](#))
  - B. Receipt of County Administrator’s Two-Week Progress Report ([backup](#))
  - C. Receipt of Deputy County Administrator’s Two-Week Progress Report ([backup](#))
  - D. Appointments to Boards and Commissions
  - E. Committee Reports ([backup](#))
8. PUBLIC COMMENT



9. RECESS – HOLIDAY TREE LIGHTING – 5:30 P.M.

10. COUNTY ADMINISTRATOR’S REPORT

Mr. Gary Kubic, County Administrator

A. The County Channel / Broadcast Services

B. Unveiling of 2014 Beaufort County Land Preservation Calendar

11. CONSENT AGENDA

A. SOUTHERN BEAUFORT COUNTY ZONING MAP AMENDMENT / REZONING REQUEST FOR R601 031 000 0048 0000 (1 ACRE AT THE NORTHWEST CORNER OF GOETHE ROAD AND BLUFFTON ROAD (S.C. HIGHWAY 46) FROM SUBURBAN (S) TO COMMERCIAL SUBURBAN (CS) ([backup](#))

1. Consideration of second reading approval to occur December 9, 2013
2. Consideration of first reading approval occurred November 18, 2013 / Vote 11:0
3. Public Hearing – Monday, January 13, 2014 beginning at 6:00 p.m., in Council Chambers of the Administration Building, Government Center, 100 Ribaut Road, Beaufort
4. Natural Resources Committee discussion and recommendation to approve occurred November 5, 2013 / Vote 5:0

B. TEXT AMENDMENTS TO THE BEAUFORT COUNTY ZONING AND DEVELOPMENT STANDARDS ORDINANCE/ZDSO, ARTICLE V. USE REGULATIONS, TABLE 106-1098. LIGHT INDUSTRY USES, AND SECTION 106-1359 AND SECTION 106-1366, LIMITED AND SPECIAL USE STANDARDS (ADDS LIGHT INDUSTRIAL AND WAREHOUSING / DISTRIBUTION AS ALLOWED USE IN COMMERCIAL REGIONAL DISTRICTS AND ESTABLISHES LIMITED STANDARDS FOR THESE USES) ([backup](#))

1. Consideration of second reading approval to occur December 9, 2013
2. Consideration of first reading approval occurred November 18, 2013 / Vote 11:0
3. Public Hearing – Monday, January 13, 2014 beginning at 6:00 p.m., in Council Chambers of the Administration Building, Government Center, 100 Ribaut Road, Beaufort
4. Natural Resources Committee discussion and recommendation to approve occurred November 5, 2013 / Vote 5:0

C. COURTHOUSE AND HILTON HEAD ISLAND BRANCH LIBRARY AUDIO VISUAL RENOVATION ([backup](#))

1. Contract award: AVI-SPL, Greensboro, North Carolina
2. Contract amount: \$272,799
3. Funding sources: Account 10001030-54200, General Fund, Clerk of Court Specialized Equipment; Account 26000011-54200, Hilton Head Library Impact Fees, Specialized Capital Equipment; Account 10001620-54200, General Fund, Library Administration, Specialized Capital Equipment
4. Finance Committee discussion and recommendation to award contract occurred December 2, 2013 / Vote 6:0

D. TIME AND ATTENDANCE SOFTWARE AND EQUIPMENT SERVICES FOR BEAUFORT COUNTY ([backup](#))

1. Contract award: Andrews Technology, Wilmington, North Carolina
2. Contract amount: \$449,180
3. Funding sources: Account 40040011-54114, 2005 General Obligation Bonds, Munis Upgrades (Year 1 Equipment Cost); Account 10001160-54110, General Fund, Employee Services, Data Processing Equipment
4. Finance Committee discussion and recommendation to award contract occurred December 2, 2013 / Vote 6:0

E. SOUTH CAROLINA JUDICIAL DEPARTMENT COURT CASE MANAGEMENT SYSTEM SUPPORT CONTRACT RENEWAL ([backup](#))

1. Contract award: South Carolina Judicial Department
2. Contract amount: \$60,000
3. Funding sources: Account 10001030-51110, Clerk of Court, Maintenance Contracts; Account 10001081-51110, Magistrate-Beaufort, Maintenance Contracts; Account 10001082-51110, Magistrate-Bluffton, Maintenance Contracts; Account 10001085-51110, Magistrate-Bond Court, Maintenance Contracts
4. Finance Committee discussion and recommendation to award contract occurred December 2, 2013 / Vote 6:0

F. AN ORDINANCE TO ESTABLISH A GENERAL FUND RESERVE POLICY FOR BEAUFORT COUNTY, SOUTH CAROLINA ([backup](#))

1. Consideration of first reading to occur December 9, 2013

G. AN ORDINANCE TO AMEND SECTIONS 2-509 AND 2-512 OF THE BEAUFORT COUNTY CODE OF ORDINANCES SO AS TO EFFECT CHANGES TO THE BEAUFORT COUNTY PURCHASING ORDINANCE ([backup](#))

1. Consideration of first reading to occur December 9, 2013

H. AN ORDINANCE TO AMEND ORDINANCE 2004-36 TO ESTABLISH THE SALARIES FOR VARIOUS ELECTED AND APPOINTED OFFICIALS

1. Consideration of first reading, by title only, to occur December 9, 2013

12. CONSIDERATION OF A FUNDING REQUEST FOR THE CHAMBERS OF COMMERCE FOR ADDITIONAL FUNDING FOR THE UNINCORPORATED AREAS OF BEAUFORT COUNTY

13. PUBLIC HEARINGS – 6:00 P.M.

A. AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF AN ASSIGNMENT OF AN EASEMENT OWNED BY BEAUFORT COUNTY FOR THE CONSTRUCTION AND MAINTENANCE OF A ROADWAY IDENTIFIED AS BOWLING LANE AND ANY RIGHTS TO UNPAVED ROADWAYS EXTENDING THEREFROM ([backup](#))

1. Consideration of third and final reading approval to occur December 9, 2013
2. Second reading approval occurred November 18, 2013 / Vote 11:0
3. First reading approval occurred October 28, 2013 / Vote 11:0
4. Public Facilities Committee discussion and recommendation to approve occurred October 21, 2013 / Vote 6:0

B. AN ORDINANCE AUTHORIZING ISSUANCE OF AN EASEMENT TO  
PALMETTO ELECTRIC COOPERATIVE UTILITY ON COUNTY PROPERTY  
([backup](#))

1. Consideration of third and final reading approval to occur December 9, 2013
2. Second reading approval occurred November 18, 2013 / Vote 11:0
3. First reading approval occurred October 28, 2013 / Vote 11:0
4. Public Facilities Committee discussion and recommendation to approve occurred  
October 21, 2013 / Vote 6:0

14. PUBLIC COMMENT

15. ADJOURNMENT



Official Proceedings  
County Council of Beaufort County  
November 18, 2013

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**CAUCUS**

A caucus of the County Council of Beaufort County was held at 4:00 p.m., Monday, November 18, 2013 in the Executive Conference Room of the Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

**ATTENDANCE**

Chairman D. Paul Sommerville, Vice Chairman Stu Rodman and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Steven Fobes, William McBride, Gerald Stewart, Roberts "Tabor" Vaux and Laura Von Harten.

**PLEDGE OF ALLEGIANCE**

The Chairman led those present in the Pledge of Allegiance to the Flag.

**DISCUSSION ITEMS**

During caucus Council discussed removing from the consent agenda item 10F, a resolution directing it is no longer the intention of County Council to build a trash transfer facility on property identified as 43.57 acres in the Chechessee area, known as R600 010 000 001A 0000.

**CALL FOR EXECUTIVE SESSION**

It was moved by Mr. Rodman, seconded by Mr. Vaux, that Council go immediately into executive session for the purpose of receiving information regarding employment of a person regulated by the County Council; negotiations incident to proposed contractual arrangements and proposed purchase of property; receipt of legal advice relating to pending and potential claims covered by the attorney-client privilege. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

Mr. Vaux recused himself, left the room, and was not present for any of the discussion regarding negotiations incident to proposed contractual arrangements.

**EXECUTIVE SESSION**

Mr. Vaux reentered the room.

## **REGULAR SESSION**

The regular meeting of the County Council of Beaufort County was held at 5:00 p.m., Monday, November 18, 2013 in the Executive Conference Room of the Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

## **ATTENDANCE**

Chairman D. Paul Sommerville, Vice Chairman Stu Rodman and Councilmen Cynthia Bensch, Rick Caporale, Gerald Dawson, Brian Flewelling, Steven Fobes, William McBride, Gerald Stewart, Roberts “Tabor” Vaux and Laura Von Harten.

## **PLEDGE OF ALLEGIANCE**

The Chairman led those present in the Pledge of Allegiance to the Flag.

## **INVOCATION**

Councilwoman Cynthia Bensch gave the Invocation.

The Chairman passed the gavel to the Vice Chairman in order to receive the administrative consent agenda.

## **ADMINISTRATIVE CONSENT AGENDA**

### **Review of Proceedings of the Regular Meeting held October 28, 2013**

This item comes before Council under the Administrative Consent Agenda

It was moved by Mr. Flewelling, seconded by Mr. Dawson, that Council approve the minutes of the regular meeting held October 28, 2013. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **County Administrator’s Three-Week Progress Report**

This item comes before Council under the Administrative Consent Agenda.

Mr. Gary Kubic, County Administrator, presented his Three-Week Progress Report, which summarized his activities from October 28, 2013 through November 15, 2013.

### **Deputy County Administrator’s Three-Week Progress Report**

This item comes before Council under the Administrative Consent Agenda.

Mr. Bryan Hill, Deputy County Administrator, presented his Three-Week Progress Report, which summarized his activities from October 28, 2013 through November 15, 2013.

### **Appointments to Boards and Commissions**

This item comes before Council under the Administrative Consent Agenda

### **Community Services Committee**

#### **Beaufort Memorial Hospital Board**

Mr. McBride, as Community Services Committee Chairman, nominated Dr. Patricia Thompson to serve as a member of the Beaufort Memorial Hospital Board.

The Vice Chairman passed the gavel back to the Chairman in order to continue the meeting.

### **PUBLIC COMMENT**

The Chairman recognized Rev. Venus Young, a resident of Burton, who said Mr. Smalls, a County employee, ignored the no trespassing sign posted on Robert Washington's property and, while on the property, he was rude to him and to Robert Washington.

Dr. Chris Marsh, Executive Director of the Lowcountry Institute, talked about the proposed use of approximately 42 acres at the junction of Chechessee Road and Sutler Road Council is considering for a possible trash transfer station. This site is approximately 500 feet from the salt marsh of Chechessee Creek. He encouraged Council to look for alternative sites further from the water.

Mr. Parker Sutler, a resident of Okatie, asked Council to support the resolution directing it is no longer the intention of Council to build a trash transfer facility on property identified at 43.47 acres in the Chechessee area, known as R600 010 000 001A 0000.

### **COUNTY ADMINISTRATOR'S REPORT**

#### **The County Channel / Broadcast Services Update**

Mr. Gary Kubic, County Administrator, said The County Channel has all programs, events and meetings available to watch online, on-demand at [www.bcgov.net](http://www.bcgov.net). November 4 was the annual Hilton Head Chamber of Commerce State of the Region. Governor Nikki Haley was the keynote speaker. Chairman Sommerville also spoke about the progress Beaufort County is making on projects and spoke about some of the challenges the County has faced this year. Hilton Head Island Town Mayor Laughlin and Bluffton Town Mayor Sulka also spoke.

Mr. Kubic and Councilman Stewart had a great discussion on Flow Control in Sun City. This has been a topic of many conversations about who will control the state's garbage service: local governments or national trash corporations.

The County Channel covered two parades so far this season: The Heritage Days Celebration parade on November 9 as well as the Veterans Day parade and ceremony on November 11. Chairman Paul Sommerville spoke as well as Lt. Col. Patrick Fitzgerald, Marine Corps Air Station Beaufort, who served as the keynote speaker.

Beaufort County Disabilities and Special Needs Department offers many wonderful programs for its consumers. The Great Expectations program not only improves the lives of the consumers, who are part of it, but it also improves our entire Beaufort County community as a whole.

### **Introduction of Eric Larson, new Stormwater Manager/Engineer**

Mr. Gary Kubic, County Administrator, introduced Mr. Eric W. Larson, PE, CPSWQ, AICP, CFM, the new Stormwater Manager. Mr. Larson has an extensive background in civil engineering and stormwater management, to include public infrastructure projects. Mr. Larson comes to Beaufort County from the University of Kentucky, where he served as the Water Quality Compliance Manager specifically concentrating in MS-4 regulations. In addition to being a Professional Engineer, Mr. Larson is a Certified Professional in Stormwater Quality, Certified Floodplain Manager, and a Certified Land Use Planner by the American Institute of Certified Planners.

### **Rural Development Act (RDA) Grant Funds**

Mr. Jimmy Baker, Vice President of Marketing and Public Relations, presented a check in the amount of \$400,000 in Rural Development Act grant funds for the purchase of land and infrastructure in the Lowcountry Center for Industry and Business located in Beaufort County. Chairman Sommerville accepted the check.

Mr. Chris McCorkendale, Vice President Operations, Hargray Communications, presented a check in the amount of \$350,000 in Rural Development Act grant funds for the purchase of land and infrastructure in the Lowcountry Center for Industry and Business located in Beaufort County. Chairman Sommerville accepted the check.

### **Result of Executive Session**

It was moved by Mr. Vaux, seconded by Mr. Rodman, that Council approve the purchase of 7.7 acres of property being a portion of a larger 53-acre tract of property identified as parcel R601 031 0033 000 in the amount of \$1,150,000 for the creation of the Lowcountry Center for Industry and Business. The funding for this purchase shall come in the form of Rural Development grant funding from Palmetto Electric in the amount of \$400,000, Hargray Communications in the amount of \$350,000, and from the proceeds of surplus County property sales. The vote: YEAS -

Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **Presentation / Crystal Lake Park Development**

Mr. Tony Criscitiello, Division Director, Planning and Development, reported Phase 1 of Crystal Lake Park is complete and the walkway out to the lake is finished.

Mrs. Amanda Flake, County Natural Resources Planner, narrated a video story of how the Park looks and what is next for the project.

Mrs. Peggy Allard, President, Friends of Crystal Lake, thanked Council for its continued support for this Park. Mr. O'Quinn and his construction company did a terrific job building a walkway and viewing pier, and leaving the construction site in pristine condition. Without an official opening people have been using the Park already. The team is in the process of working on Phase II, which will include the interpretive center and the area around that building.

### **DEPUTY COUNTY ADMINISTRATOR'S REPORT**

#### **Construction Projects Updates**

Mr. Rob McFee, Division-Director Engineering and Infrastructure, narrated a video highlighting the status of various construction projects: U.S. Highway 278, S.C. Highway 170, Bluffton Parkway 5A, Courthouse Reskin, and the Coroner's facility.

#### **Mosquito Control Overview**

Mr. Gregg Hunt, Mosquito Control Department Director, gave a PowerPoint presentation on mosquito abatement strategies to include source reduction, control of immature mosquitoes, treatment of 19,500 catch basins, and control of adult mosquitoes. He presented maps showing work zones and requests for service, and a graph of the number of monthly complaints for the 2012 and 2013 mosquito seasons (2012 had 1,084 complaints; 2013 had 619). The County Mosquito Control laboratory, DHEC laboratory (Columbia) and Clemson Veterinary Diagnostic Center (Columbia) serve as the government's surveillance for West Nile virus and Eastern Equine Encephalitis virus. Beaufort County reported two birds tested positive with the West Nile virus while Savannah reported four birds and one horse with the Eastern Equine Encephalitis virus.

### **DELINQUENT TAX SALE 2013 REPORT**

Mr. Doug Henderson, Treasurer, gave an update on the office, tax bills and cash flow, tax sale process, and tax sale results. The County mailed 170,363 tax bills, totaling \$332,857,771 in taxes billed, on November 13, 2013. Cash balances as of November 15, 2013 are \$29,866,993 (unrestricted cash on hand) and \$177,313,504 (restricted cash on hand).

The Treasurer's Office held the 2013 delinquent tax sale on October 7, 2013. Real property tax value was \$2,244,731. Real property sale was \$40,014,909. There were 897 properties, 273 bidders, 580 parcels sold, three parcel forfeits, 116 parcels sent to the Forfeited Land Commission, and 201 parcels were add-ons.

### **CONSENT AGENDA**

#### **AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF AN ASSIGNMENT OF AN EASEMENT OWNED BY BEAUFORT COUNTY FOR THE CONSTRUCTION AND MAINTENANCE OF A ROADWAY IDENTIFIED AS BOWLING LANE AND ANY RIGHTS TO UNPAVED ROADWAYS EXTENDING THEREFROM**

This item comes before Council under the Consent Agenda. Discussion occurred at the October 21, 2013 meeting of the Public Facilities Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve on second reading an ordinance authorizing the execution and delivery of an assignment of an easement owned by Beaufort County for the construction and maintenance of a roadway identified as Bowling Lane and any rights to unpaved roadways extending therefrom. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

The Chairman announced a public hearing Monday, December 9, 2013, beginning at 6:00 p.m. in Council Chambers of the Administration Building, Government Center, 100 Ribaut Road, Beaufort.

#### **AN ORDINANCE AUTHORIZING ISSUANCE OF AN EASEMENT TO PALMETTO ELECTRIC COOPERATIVE UTILITY ON COUNTY PROPERTY**

This item comes before Council under the Consent Agenda. Discussion occurred at the October 21, 2013 meeting of the Public Facilities Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve on second reading an ordinance authorizing the execution and delivery of an easement encumbering property owned by Beaufort County, South Carolina to Palmetto Electric Cooperative Utility. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

The Chairman announced a public hearing Monday, December 9, 2013, beginning at 6:00 p.m. in Council Chambers of the Administration Building, Government Center, 100 Ribaut Road, Beaufort.



**NEW SIGNAL CONSTRUCTION ON US 278 AT NEW HAMPTON PARKWAY  
WITHIN THE TOWN OF BLUFFTON**

This item comes before Council under the Consent Agenda. Discussion occurred at the October 21, 2013 meeting of the Public Facilities Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to Carolina Traffic Controls in the amount of \$155,469.03 plus \$25,000 for a total project cost of \$180,469.03 for County provided equipment and the installation of the mast arm traffic signal at the New Hampton Parkway and US 278. Funding will come from the Sales Tax Project 2D for the US 278 Frontage Road, account 33402-54504. Harris Teeter will be contributing \$100,000 for the signalization of the intersection with New Hampton Parkway and US 278. County Council approved an eligible one-cent sales tax project with a funding allocation of \$800,000 on April 9, 2012. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

**SOUTHERN BEAUFORT COUNTY ZONING MAP AMENDMENT / REZONING  
REQUEST FOR R601 031 000 0048 0000 (1 ACRE AT THE NORTHWEST CORNER  
OF GOETHE ROAD AND BLUFFTON ROAD (S.C. HIGHWAY 46) FROM SUBURBAN  
(S) TO COMMERCIAL SUBURBAN (CS)**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 5, 2013 meeting of the Natural Resources Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve on first reading a Southern Beaufort County Zoning Map Amendment / Rezoning Request R601 031 000 0048 0000 (1 acre at the northwest corner of Goethe Road and Bluffton Road (S.C. Highway 46) from Suburban (S) to Commercial Suburban (CS). The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

**TEXT AMENDMENTS TO THE BEAUFORT COUNTY ZONING AND  
DEVELOPMENT STANDARDS ORDINANCE/ZDSO, ARTICLE V. USE  
REGULATIONS, TABLE 106-1098. LIGHT INDUSTRY USES, AND SECTION 106-1359  
AND SECTION 106-1366, LIMITED AND SPECIAL USE STANDARDS (ADDS LIGHT  
INDUSTRIAL AND WAREHOUSING / DISTRIBUTION AS ALLOWED USE IN  
COMMERCIAL REGIONAL DISTRICTS AND ESTABLISHES LIMITED  
STANDARDS FOR THESE USES)**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 5, 2013 meeting of the Natural Resources Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve on first reading text amendments to the Beaufort County Zoning and Development Standards Ordinance/ZDSO.

Article V. Use Regulations, Table 106-1098. Light Industry Uses, and Section 106-1359 and Section 106-1366, Limited and Special Use Standards (adds light industrial and warehousing / distribution as allowed use in commercial regional districts and establishes limited standards for these uses.) The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **PUBLIC SAFETY SOFTWARE SOLUTION SERVICES AND EQUIPMENT**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 7, 2013 joint meeting of the Governmental and Finance Committees.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to Spillman Technologies, Inc., Salt Lake City, Utah, in the amount of \$2,506,926 for an initial contract term of seven years with one additional five-year contract renewal period. Funding will come from the Sheriff's Office General Fund, Emergency Management General Fund, Detention Center and E911 Special Revenue Fund. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **TWO NEW 2014 AMBULANCES AND REMOUNTING SERVICES FOR TWO AMBULANCES FOR EMERGENCY MEDICAL SERVICE**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 7, 2013 joint meeting of the Governmental and Finance Committees.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to AEV/Northwestern Emergency Vehicles, Jefferson, North Carolina, in the amount of \$529,140 for the purchase of two new AEV Dodge ambulances and remounting of two existing ambulances. Funding will come from account 10001230-54000, EMS, Vehicle Purchases. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **EXTENSION WITH SOUTHERN HEALTH PARTNERS FOR MEDICAL SERVICES FOR DETENTION CENTER**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 7, 2013 joint meeting of the Governmental and Finance Committees.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to Southern Health Partners, Chattanooga, Tennessee, in the amount of \$314,665 to provide medical services for Beaufort County's Detention Center. Funding will come from account 10001250-51190, Detention Center Medical Services. The vote: YEAS - Mrs. Bensch, Mr.



Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **SOLE SOURCE VENDOR FOR TEN LUCAS 2 COMPRESSION SYSTEMS FOR EMERGENCY MEDICAL SERVICE**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 7, 2013 joint meeting of the Governmental and Finance Committees.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to Physio-Control, Inc., Redmond, Washington, a sole source vendor, in the amount of \$132,316 for ten Lucas 2 Compression Systems for Emergency Medical Services. Funding will come from account 10001230-54200 EMS, Specialized Capital Equipment. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **RENEWAL OF PHOTOCOPIER LEASE CONTRACT**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 7, 2013 joint meeting of the Governmental and Finance Committees.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council award a contract to Alford Leasing Company, Inc., Raleigh, North Carolina, \$132,378.49 and Automated Business Resources, Savannah, Georgia, \$69,309.45 for a total amount \$201,688. Funding will come from various department accounts 51140-Equipment Rental, 52360 Copies/Supplies. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **HUMAN SERVICES ALLIANCE / 2014 AGENCIES' GRANT FUNDING RECOMMENDATIONS**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 18, 2013 meeting of the Community Services Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve the Human Services Alliance 2014 agencies' grant funding recommendations in the amount of \$598,000 as follows: Access Health Lowcountry \$10,000; Adequacy of Prenatal Care Coalition \$8,000; Alliance Grant Writers/match \$17,000; Beaufort County Early Childhood Coalition \$5,000; Beaufort Soil and Water Conservation \$21,000; B/J Economic Opportunity Commission \$5,000; B/J Volunteers in Medicine \$18,000; Coastal Empire Mental Health Center \$73,000; Child Abuse Prevention Association \$14,000; Citizens Opposed to Domestic Abuse \$15,000; Clemson Extension \$3,000; Community Services Organization \$10,000; Crossroads \$5,000; DHEC \$18,000; Family Promise \$5,000; Good Neighbor Medicine Clinic \$18,000; Hope Haven \$17,000; Literary Volunteers of the Lowcountry \$5,000; Love House Ministries \$5,000; Lowcountry Legal Volunteers \$13,000; Memory Matters \$8,000; Mental Health Access \$9,000;

Neighborhood Outreach \$7,000; Our Lady's Food Pantry \$3,000; Palmetto Breeze/LRTA \$220,000; Partnership for Adult Literary \$10,000; Senior Services of Beaufort County \$45,000; The Lending Room \$1,000; Under One Roof \$5,000; and Hilton Head Island Volunteers in Medicine \$5,000. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **JANITORIAL CONTRACT RENEWAL WITH CAROLINA CLEANING FOR THE MONTHS OF NOVEMBER AND DECEMBER 2013 AND JANUARY 2014**

This item comes before Council under the Consent Agenda. Discussion occurred at the November 18, 2013 meeting of the Community Services Committee.

It was moved by Mr. Flewelling, seconded by Mrs. Bensch, that Council approve a janitorial contract extension of services for the months of November and December 2013 and January 2014 with Carolina Cleaning of Hilton Head Island, South Carolina with a total cost of \$126,806. Funding will come from General Fund – Facilities Management \$108,798 and Enterprise Funds – Hilton Head Island and Lady's Island Airports \$18,008. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **CALL FOR EXECUTIVE SESSION**

It was moved by Mr. Rodman, seconded by Mr. Flewelling, that Council go immediately into executive session for the purpose of receiving information regarding matters relating to negotiations incident to proposed contractual arrangements and proposed purchase of property. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

#### **EXECUTIVE SESSION**

#### **RECONVENE OF REGULAR SESSION**

#### **A RESOLUTION DIRECTING IT IS NO LONGER THE INTENTION OF COUNTY COUNCIL TO BUILD A TRASH TRANSFER FACILITY ON PROPERTY IDENTIFIED AS 43.57 ACRES IN THE CHECHESSEE AREA, KNOWN AS R600 010 000 001A 0000**

**Main motion:** It was moved by Mr. Flewelling, seconded by Mr. Caporale, that Council adopt a resolution directing it is no longer the intention of County Council to build a trash transfer facility on property identified as 43.57 acres in the Chechessee area, known as R600 010 000 001A 0000.

**Motion to postpone:** It was moved by Mr. Rodman, seconded by Mr. Flewelling, that Council postpone consideration of this issue until its January 13, 2014 meeting.

Mr. Rodman, as maker of the motion, and with the permission of Mr. Flewelling, as the second, withdrew the motion to postpone.

**Vote on the main motion:** The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Flewelling, Mr. Fobes, Mr. Stewart and Mr. Vaux. NAYS – Mr. Dawson, Mr. McBride, Mr. Rodman, Mr. Sommerville and Ms. Von Harten. The motion passed.

## **PUBLIC HEARINGS**

### **TEXT AMENDMENTS TO THE BEAUFORT COUNTY ZONING AND DEVELOPMENT STANDARDS ORDINANCE/ZDSO: ARTICLE XII. SUBDIVISION DESIGN, DIVISION 3—TYPES OF SUBDIVISIONS; ARTICLE XIII. SUBDIVISION AND LAND DEVELOPMENT STANDARDS, DIVISION 2—STREET STANDARDS; AND ARTICLE XV. SIGNS, DIVISION 2—STANDARDS (ADDS ADDITIONAL REQUIREMENTS FOR SUBDIVISIONS, STREET DESIGNS AND SIGNS)**

The Chairman opened a public hearing beginning at 6:00 p.m. for the purpose of receiving information from the public regarding text amendments to the Beaufort County Zoning and Development Standards Ordinance/ZDSO: Article XII, Subdivision Design, Division 3—Types of Subdivisions; Article XIII, Subdivision and Land Development Standards, Division 2—Street Standards; and Article XV, Signs, Division 2—Standards (adds additional requirements for subdivisions, street designs and signs). After calling three times for public comment and receiving none, the Chairman declared the hearing closed at 6:01 p.m.

It was moved by Mr. Flewelling, as Natural Resources Committee Chairman (no second required), that Council approve on third and final reading text amendments to the Beaufort County Zoning and Development Standards Ordinance/ZDSO: Article XII. Subdivision Design, Division 3—Types of Subdivisions; Article XIII. Subdivision and Land Development Standards, Division 2—Street Standards; and Article XV. Signs, Division 2—Standards (adds additional requirements for subdivisions, street designs and signs). The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **AGRICULTURAL TEXT AMENDMENT TO CHAPTER 18, ARTICLE III (BUSINESS AND PROFESSIONAL LICENSE) OF THE BEAUFORT COUNTY CODE OF ORDINANCES AND PROVIDING FOR THE SEVERABILITY AND EFFECTIVE DATE**

The Chairman opened a public hearing beginning at 6:03 p.m. for the purpose of receiving information from the public regarding an agricultural text amendment to the Business License Fee Ordinance, Article III, Business and Professional Licenses, Section 18-54(b), Deductions and exemptions. “The provisions of this article shall not extend to those businesses which are contained within NAICS Major Business Group 01: agriculture production; crops, or Group 02: agriculture production; livestock and animal specialties, or Group 08: forestry, or Group 09:

fishing, nor shall it apply to the manufacture or sale of sea island grass products, but shall extend and apply to vendors of every other class and kind of goods.” After calling once for public comment, the Chairman recognized Mr. Alan Ulmer, a resident of Bluffton and speaking on behalf of the Beaufort County Farm Bureau, asked Council to pass the agricultural text amendment to the Business License Fee Ordinance.

After twice calling twice more for public comment and receiving none, the Chairman declared the hearing closed at 6:07 p.m.

It was moved by Mr. Flewelling, seconded by Mr. Dawson, that Council approve on third reading an agricultural text amendment to the Business License Fee Ordinance, Article III. Business and Professional Licenses, Section 18-54(b). Deductions and exemptions. “The provisions of this article shall not extend to those businesses which are contained within NAICS Major Business Group 01: agriculture production; crops, or Group 02: agriculture production; livestock and animal specialties, or Group 08: forestry, or Group 09: fishing, nor shall it apply to the manufacture or sale of sea island grass products, but shall extend and apply to vendors of every other class and kind of goods.” The vote: YEAS - Mr. Dawson, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. NAYS – Mrs. Bensch, Mr. Caporale and Mr. Flewelling. The motion passed.

#### **NATIONAL INSTITUTE OF JUSTICE FY 2013 DNA BACKLOG REDUCTION PROGRAM GRANT IN THE AMOUNT OF \$100,000 (SHERIFF’S OFFICE)**

The Chairman opened a public hearing beginning at 6:19 p.m. for the purpose of receiving information on a National Institute of Justice FY 2013 DNA backlog reduction program grant in the amount of \$100,000 for the Sheriff’s Office. This is a 100% federally funded grant in the amount of \$100,000. The grant funds will be used for the following goals: (i) reduce the backlog of forensic DNA/biology cases by purchasing additional consumables and testing supplies; (ii) increase the capacity of the laboratory by purchasing additional equipment to be used for extraction of sexual assault samples; (iii) upgrade outdated software and instrument operating systems for the 3130 Genetic Analyzer; (iv) prepare the laboratory for the expansion of the CODIS DNA database CORE LOCI; and (v) maintain laboratory capabilities through the purchase of a service contract for equipment to be acquired under this grant award. After calling three times for public comment and receiving none, the Chairman declared the hearing closed at 6:20 p.m.

#### **BUREAU OF JUSTICE ASSISTANCE (BJA) FY13 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM: LOCAL (SHERIFF’S OFFICE)**

The Chairman opened a public hearing beginning at 6:21 p.m. for the purpose of receiving information on the Bureau of Justice Assistance (BJA) FY13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local). This is a 100% federally funded grant in the amount of \$49,121. The 2013 JAG Grant funding will be used to advance the intelligence and pro-active policing initiatives being utilized by the Beaufort County Sheriff’s Office (BCSO). Specifically the funding will be used to purchase software and hardware for the purpose of sharing

information between the BCSO and our citizens, businesses, schools, and communities; to train Sheriff's Office personnel and the participating member agencies in the Regional Information Sharing System (RISS) in pro-active policing philosophies and intelligence. It is well documented that the more interaction there is between law enforcement and citizens will result in an increase in trust and communication. Over the past two years, the BCSO has dedicated manpower, programs, and embraced the pro-active policing concepts. In an effort to provide our communities with open source information on crime, criminal activity, media information, etc. We plan to implement a program using the 2013 JAG funds to communicate by email, telephone, etc. this information to the citizens who request it. After calling three times for public comment and receiving none, the Chairman declared the hearing closed at 6:22 p.m.

### **PUBLIC COMMENT**

The Chairman recognized Ms. Lelani Bessinger, who is with the Beaufort County Black Chamber of Commerce and one of seven navigators certified in helping consumers prepare electronic and paper applications to establish eligibility and enroll in coverage through the Health Insurance Marketplace, Patient Protection and Affordable Care Act. She asked Council to support community outreach, education, and enrollment events in their districts.

### **CALL FOR EXECUTIVE SESSION**

It was moved by Mr. Rodman, seconded by Mr. Fobes, that Council go immediately into executive session for the purpose of receiving information regarding matters relating to negotiations incident to proposed contractual arrangements and proposed purchase of property. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **MOTION TO EXTEND BEYOND 8:00 P.M.**

It was moved by Mr. Rodman, seconded by Mr. Fobes, that Council extend the meeting beyond 8:00 p.m. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **EXECUTIVE SESSION**

### **RECONVENE OF REGULAR SESSION**

It was moved by Mr. McBride, seconded by Mr. Flewelling, that Council approve the purchase of conservation easements for a property on St. Helena Island with the United States Department of Agriculture as part of its Farm and Ranchland Protection Program administered by the Natural Resource Conservation Service. The property is 77 acres, more or less (legally identified as PIN: R300 023 000 0010 and R300 022 000 0233 0000), for a total price of \$305,575 of which the Council will pay 50% and the USDA will pay 50%. Acquisitions will be made utilizing funds



from the Beaufort County Rural and Critical Lands Preservation Program. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

It was moved by Mr. McBride, seconded by Mr. Flewelling, that Council approve the purchase of conservation easements for a property on St. Helena Island with the United States Department of Agriculture as part of its Farm and Ranchland Protection Program administered by the Natural Resource Conservation Service. The property is 13.91 acres, more or less (legally identified as PIN: R300 016 000 0179 and R300 016 000 0178), for a total price of \$123,332 of which the Council will pay 50% and the USDA will pay 50%. Acquisitions will be made utilizing funds from the Beaufort County Rural and Critical Lands Preservation Program. The vote: YEAS - Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Flewelling, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville, Mr. Stewart, Mr. Vaux and Ms. Von Harten. The motion passed.

### **ADJOURNMENT**

Council adjourned at 8:49 p.m.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_

D. Paul Sommerville, Chairman

ATTEST \_\_\_\_\_

Suzanne M. Rainey, Clerk to Council

Ratified:



## Memorandum

DATE: December 6, 2013  
TO: County Council  
FROM: Gary Kubic, County Administrator *Gary Kubic*  
SUBJ: County Administrator's Progress Report

The following is a summary of activities that took place November 18, 2013 through December 6, 2013:

November 18, 2013

- Employee orientation
- Staff meeting re: SC 170 Budget / Change Orders
- Meeting with Joshua Gruber, County Attorney re: Southern Corridor Beautification Board
- Community Services Committee meeting
- Caucus
- County Council

November 19, 2013

- Hilton Head Island Town Council meeting

November 20, 2013

- Meeting with BFG representatives
- Site tour of Coroner's new facility
- County Assessor bimonthly meeting
- County Joint Code Review Committee meeting

November 21, 2013

- Atlanta Intracoastal Waterway Association Annual Meeting, Charleston, SC

November 22, 2013

- No scheduled appointments

## COUNTY COUNCIL

December 6, 2013

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November 25 – 27, 2013

- Personal leave

November 28 – 29, 2013

- Thanksgiving holidays

December 2, 2013

- Employee orientation
- Meeting with Southern Beaufort County Corridor Beautification Board members Steve Wilson, Chairman; and Glenn Stanford; along with Joshua Gruber, County Attorney; and Allison Coppage, Assistant County Attorney re: Southern Corridor Beautification Board matters
- Finance Committee meeting
- Governmental Committee meeting

December 3, 2013

- Joint meeting of Beaufort County Council and Jasper County Council

December 4, 2013

- Agenda review with Chairman, Vice Chairman and Executive Staff re: Review draft agenda for December 9<sup>th</sup> Council meeting

December 5, 2013

- Meeting with Wes Jones, Attorney, and Tony Criscitiello, Division Director – Planning and Development re: Hilton Head National PUD

December 6, 2013

- Speak to Hilton Head Island-Bluffton Chamber of Commerce Governmental Affairs Committee
- Meeting with Susan Thomas of Hilton Head Island-Bluffton and Rob Wells of Beaufort Chambers of Commerce
- PALS weekly meeting with Scott Marshall and Bryan Hill
- Introductory meeting with Carl Wedler, Legislative Delegation appointee / Veterans Affairs Officer





## Memorandum

DATE: December 6, 2013

TO: County Council

FROM: Bryan Hill, Deputy County Administrator

SUBJECT: Deputy County Administrator's Progress Report

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The following is a summary of activities that took place November 18, 2013 through December 6, 2013:

November 18, 2013 (Monday):

- Meeting to Discuss SC 170 Widening Project Budget and Change Orders
- Meet with Dan Morgan, GIS/MIS Director
- Meet with Suzanne Gregory, Employee Services and Alicia Holland, CFO
- Prepare for County Council
- Community Services Committee Meeting
- County Council

November 19, 2013 (Tuesday):

- Bluffton Hours A.M.
- Meet with Jon Rembold, Airports Director
- Attend United Way Meeting
- Meet with Marc Orlando, Town of Bluffton Manager

November 20, 2013 (Wednesday):

- Work on Fins Revenue Report with Scott Marshall, PALS Director
- Meet with Suzanne Gregory, Employee Services re: Payroll
- Meet with Anthony Criscitiello, Planning Director to Review Land Plats
- Telephone conference with Lisa Sulka, Mayor for the Town of Bluffton
- Meet with Gary Kubic, County Administrator

November 21, 2013 (Thursday):

- Attend Atlantic Intracoastal Waterway Association Meeting in Charleston
- Meet with Gary Kubic, County Administrator

November 22, 2013 (Friday)--Bluffton:

- Bluffton Hours

November 25, 2013 (Monday):

- Meet with Alicia Holland, CFO
- Meet with Phil Foot, Public Safety Director
- Handle Various Administrative Functions

November 26, 2013 (Tuesday):

- PLD

November 27, 2013 (Wednesday):

- Meet with Marie Smalls, Voter Registration Director
- Meet with Alicia Holland, CFO and Mark Roseneau, Public Facilities Director re: Bond Resizing
- Meet with Rob McFee, Infrastructure & Engineering
- Meet with Monica Spells, Compliance Officer
- Meet with Suzanne Gregory, Employee Services Director

November 28, 2013 (Thursday)--THANKSGIVING:

- Closed

November 29, 2013 (Friday)--THANKSGIVING:

- Closed

December 2, 2013 (Monday):

- DA Meeting
- Meet with Alicia Holland, CFO re: CAFR
- Meet with Gary Kubic, County Administrator
- Finance Committee Meeting
- Governmental Committee Meeting

December 3, 2013 (Tuesday)--Bluffton:

- Meet with Gary Kubic, County Administrator
- Attend Joint Session of Beaufort County Council and Jasper County Council
- Attend United Way December Board Meeting

December 4, 2013 (Wednesday):

- Agenda Review
- Meet with Rob McFee, Engineering & Infrastructure

December 5, 2013 (Thursday)--Bluffton:

- Meet with Eric Larson, Stormwater Engineer
- Telephone Conference with Judy Elder-Lincke, Talbert, Bright & Ellington
- Bluffton Hours

December 6, 2013 (Friday):

- Attend HHI Airport Broadcast Services Filming - Tour of Airport
- Attend Scott Marshall, PALS Director Status Meeting
- Attend Chief Turner Retirement Ceremony

Budget FY 2014  
As of 12/6/2013

**Actual Year to Date Comparison**  
**For the Period Ending October 31st**

December 6, 2013  
Actual to Date  
Adopted  
Budget

| Description          |             |                                    | Organization | ORG   | FY 2011     | FY 2012     | FY 2013     | FY 2014      | FY 2014      | FY 2014      |              |
|----------------------|-------------|------------------------------------|--------------|-------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|
|                      |             |                                    |              |       |             |             |             |              |              |              |              |
|                      |             | Taxes                              |              | 41000 | (3,948,425) | (2,883,874) | (3,843,929) | (3,866,381)  | (10,418,718) | (75,817,001) |              |
|                      |             | Licenses & Permits                 |              | 42000 | (302,338)   | (683,917)   | (399,860)   | (407,982)    | (592,246)    | (2,293,000)  |              |
|                      |             | Intergovernmental                  |              | 43000 | (1,398,565) | (1,430,777) | (2,230,731) | (1,505,310)  | (1,564,464)  | (7,865,416)  |              |
|                      |             | Charges for Services               |              | 44000 | (2,683,863) | (2,668,354) | (2,966,385) | (3,157,856)  | (4,289,619)  | (10,662,398) |              |
|                      |             | Fines & Forfeitures                |              | 45000 | (322,993)   | (261,021)   | (272,699)   | (246,481)    | (246,956)    | (1,107,531)  |              |
|                      |             | Interest                           |              | 46000 | (33,372)    | (59,791)    | (62,692)    | (40,355)     | (40,246)     | (105,000)    |              |
|                      |             | Miscellaneous                      |              | 47000 | (193,227)   | (177,153)   | (173,582)   | (203,772)    | (249,077)    | (232,000)    |              |
|                      |             | Other Financing Sources            |              | 48000 | (366,667)   | (412,081)   | (783,164)   | (30,310)     | (30,310)     | (1,268,750)  |              |
| General Fund Revenue |             |                                    |              |       |             | (9,249,450) | (8,576,968) | (10,733,042) | (9,458,447)  | (17,431,636) | (99,351,096) |
| General              | Elected     | COUNTY COUNCIL                     |              | 1000  | 190,964     | 149,216     | 170,762     | 149,629      | 174,049      | 681,962      |              |
| General              | Elected     | AUDITOR                            |              | 1010  | 185,578     | 167,124     | 162,416     | 176,762      | 210,532      | 558,533      |              |
| General              | Elected     | TREASURER                          |              | 1020  | 312,622     | 311,694     | 339,448     | 357,617      | 397,157      | 967,364      |              |
| General              | Elected     | TREASURER TAX BILLS & CC FEES      |              | 1021  | 80,094      | 54,248      | -           | -            | -            | -            |              |
| General              | Elected     | CLERK OF COURT                     |              | 1030  | 296,797     | 279,100     | 262,369     | 301,902      | 346,562      | 1,037,944    |              |
| General              | Elected     | FAMILY COURT                       |              | 1031  | 75,243      | 85,633      | 72,418      | 54,054       | 64,430       | 242,574      |              |
| General              | Elected     | PROBATE COURT                      |              | 1040  | 241,983     | 243,738     | 225,107     | 246,540      | 288,763      | 727,213      |              |
| General              | Elected     | CORONER                            |              | 1060  | 106,202     | 107,063     | 132,234     | 141,230      | 157,874      | 444,032      |              |
| General              | State       | HILTON HEAD MAGISTRATE             |              | 1080  | 227         | -           | -           | -            | -            | -            |              |
| General              | State       | BEAUFORT MAGISTRATE                |              | 1081  | 225,614     | 236,941     | 274,488     | 207,287      | 240,192      | 757,189      |              |
| General              | State       | BLUFFTON MAGISTRATE                |              | 1082  | 132,215     | 135,006     | 110,399     | 128,393      | 151,330      | 415,508      |              |
| General              | State       | SHELDON MAGISTRATE                 |              | 1083  | 21,824      | 22,103      | 24,551      | 24,455       | 28,793       | 73,782       |              |
| General              | State       | ST HELENA MAGISTRATE               |              | 1084  | 24,720      | 27,084      | 868         | 32,382       | 38,023       | 96,100       |              |
| General              | State       | MAGISTRATE BOND COURT              |              | 1085  | 27,433      | 31,592      | 33,982      | 34,854       | 47,881       | 106,375      |              |
| General              | State       | MAGISTRATE AT-LARGE                |              | 1086  | 34,922      | 39,858      | 68,950      | 78,886       | 94,066       | 196,760      |              |
| General              | State       | MASTER IN EQUITY                   |              | 1090  | 97,478      | 96,581      | 99,316      | 90,057       | 106,645      | 357,911      |              |
| General              | Elected/Sta | GENERAL GOVT ELECTED BENEFITS POOL |              | 1099  | -           | -           | -           | 251,245      | 376,868      | 753,736      |              |
| General              | Allocation  | GEN GOVT DIRECT SUBSIDIES          |              | 1198  | 449,659     | 366,513     | 450,960     | 611,376      | 817,064      | 1,496,629    |              |
| General              | Admin       | COUNTY ADMINISTRATOR               |              | 1100  | 236,724     | 181,309     | 195,971     | 193,956      | 223,513      | 551,121      |              |
| General              | Admin       | PUBLIC INFORMATION OFFICER         |              | 1101  | 36,898      | 30,009      | 43,096      | 56,665       | 66,483       | 152,919      |              |
| General              | Admin       | BROADCAST SERVICES                 |              | 1102  | 51,042      | 59,761      | 94,186      | 122,689      | 135,147      | 254,677      |              |
| General              | Admin       | COUNTY ATTORNEY                    |              | 1103  | 159,865     | 220,801     | 26,836      | 137,462      | 149,957      | 319,714      |              |
| General              | Admin       | VOTER REGISTRATION/ELECTIONS       |              | 1143  | 250,848     | 191,003     | 255,172     | 185,792      | 227,976      | 732,808      |              |
| General              | Admin       | ELECTION WORKERS                   |              | 1144  | -           | 820         | -           | -            | -            | -            |              |
| General              | Admin       | ASSESSOR                           |              | 1120  | 651,418     | 600,158     | 611,773     | 693,845      | 809,466      | 2,153,656    |              |
| General              | Admin       | REGISTER OF DEEDS                  |              | 1122  | 202,911     | 193,609     | 215,246     | 200,841      | 223,970      | 482,153      |              |

Budget FY 2014  
As of 12/6/2013

**Actual Year to Date Comparison**  
For the Period Ending October 31st

December 6, 2013  
Actual to Date

Adopted  
Budget

| Description   |         | <u>Organization</u>                | <u>ORG</u> | <u>FY 2011</u> | <u>FY 2012</u> | <u>FY 2013</u> | <u>FY 2014</u> | <u>FY 2014</u> | <u>FY 2014</u> |
|---------------|---------|------------------------------------|------------|----------------|----------------|----------------|----------------|----------------|----------------|
| General       | Admin   | RISK MANAGEMENT                    | 1115       | 31,573         | 29,317         | 31,192         | 34,647         | 40,568         | 101,689        |
| General       | State   | LEGISLATIVE DELEGATION             | 1070       | 22,223         | 22,220         | 24,859         | 20,278         | 24,427         | 72,415         |
| General       | Admin   | ZONING & DEVELOPMENT ADM           | 1130       | 64,972         | 68,785         | 51,803         | 57,002         | 67,163         | 171,934        |
| General       | Admin   | PLANNING                           | 1131       | 240,557        | 236,079        | 242,657        | 202,988        | 235,991        | 551,640        |
| General       | Admin   | COMPREHENSIVE PLAN                 | 1132       | 184,390        | 80,998         | -              | 74,751         | 74,751         | 27,270         |
| General       | Admin   | AUTOMATED MAPPING/GIS              | 1152       | 169,702        | 121,235        | 135,225        | 137,652        | 156,109        | 441,043        |
| General       | Admin   | DIRECTOR OF COMMUNITY SERVICES     | 1140       | 49,120         | 48,621         | 35,952         | 36,901         | 43,254         | 143,025        |
| General       | Admin   | EMPLOYEE SERVICES                  | 1160       | 308,691        | 340,469        | 329,976        | 364,644        | 419,579        | 994,544        |
| General       | Admin   | RECORDS MANAGEMENT                 | 1154       | 87,148         | 64,421         | 112,949        | 133,701        | 137,642        | 349,872        |
| General       | Admin   | FINANCE DEPARTMENT                 | 1111       | 179,109        | 212,584        | 227,911        | 170,822        | 196,254        | 648,510        |
| General       | Admin   | PURCHASING                         | 1116       | 72,191         | 81,699         | 69,833         | 61,727         | 68,326         | 217,754        |
| General       | Admin   | BUSINESS LICENSES                  | 1134       | 98,594         | 19,745         | 17,200         | 16,164         | 19,160         | 48,161         |
| General       | Admin   | MANAGEMENT INFORMATION SYSTEMS     | 1150       | 954,923        | 887,982        | 927,882        | 1,072,359      | 1,150,915      | 2,495,535      |
| General       | Admin   | DIRECTOR OF PUBLIC SERVICES        | 1300       | 70,497         | 69,485         | 72,713         | 74,690         | 88,082         | 219,074        |
| General       | Fringe  | GENERAL GOVT BENEFITS POOL         | 1199       | 785,085        | 747,295        | 841,856        | 320,691        | 481,036        | 962,073        |
| Public Safety | Elected | SHERIFF                            | 1201       | 2,380,399      | 2,050,792      | 2,222,715      | 2,531,253      | 2,931,782      | 7,579,076      |
| Public Safety | Elected | SHERIFF                            | 1202       | 3,967,454      | 3,565,488      | 3,607,905      | 4,003,881      | 4,612,953      | 11,537,858     |
| Public Safety | Elected | SHERIFF                            | 1203       | (4,705)        | 197,765        | 246,504        | 226,302        | 256,412        | 686,110        |
| Public Safety | Elected | SHERIFF                            | 1205       | 442,980        | 376,245        | 372,180        | 357,664        | 409,381        | 1,200,984      |
| Public Safety | Elected | PUB SAFETY ELECTED POOLED BENEFITS | 1209       | -              | -              | -              | 731,585        | 1,097,377      | 2,194,754      |
| Public Safety | Admin   | EMERGENCY MANAGEMENT               | 1210       | 197,244        | 172,431        | 176,398        | 154,665        | 178,256        | 463,159        |
| Public Safety | Admin   | EMERGENCY MANAGEMENT               | 1212       | 49,008         | 41,920         | 6,039          | 5,944          | 7,013          | 17,377         |
| Public Safety | Admin   | EMERGENCY MANAGEMENT - Comm        | 1220       | 1,387,032      | 1,552,276      | 1,798,587      | 1,884,316      | 2,215,887      | 5,692,452      |
| Public Safety | Admin   | EMERGENCY MANAGEMENT - DATA        | 1240       | 153,998        | 195,043        | 173,873        | 215,767        | 247,013        | 512,768        |
| Public Safety | Admin   | EMERGENCY MEDICAL SERVICE          | 1230       | 1,634,618      | 1,692,530      | 1,718,874      | 1,773,511      | 2,088,675      | 4,972,901      |
| Public Safety | Admin   | DETENTION CENTER                   | 1250       | 2,019,003      | 1,669,625      | 1,750,696      | 1,784,605      | 2,157,570      | 5,527,543      |
| Public Safety | Admin   | TRAFFIC - Signal Management        | 1241       | 72,757         | 80,356         | 192,428        | 139,687        | 160,597        | 430,757        |
| Public Safety | Admin   | TRAFFIC - Signal Management        | 1242       | 14,964         | 46,187         | 59,951         | 22,980         | 24,137         | 129,750        |
| Public Safety | Admin   | BUILDING CODES                     | 1260       | 327,598        | 224,227        | 195,848        | 216,145        | 252,654        | 591,095        |
| Public Safety | Admin   | BUILDING CODES ENFORCEMENT         | 1261       | -              | 62,919         | 84,081         | 79,248         | 91,886         | 244,002        |
| Public Safety | Fringe  | PUBLIC SAFETY BENEFITS POOL        | 1299       | 995,381        | 1,780,742      | 1,799,009      | 831,541        | 1,247,312      | 2,494,623      |
| Public Works  | Admin   | FACILITIES MANAGEMENT              | 1310       | 730,001        | 662,785        | 657,665        | 727,909        | 848,699        | 1,944,103      |
| Public Works  | Admin   | BUILDINGS MAINTENANCE              | 1311       | 362,293        | 344,595        | 305,022        | 360,233        | 399,153        | 1,107,433      |
| Public Works  | Admin   | GROUND MAINTENANCE - NORTH         | 1312       | 353,214        | 409,439        | 498,694        | 678,579        | 771,080        | 1,885,649      |
| Public Works  | Admin   | GROUND MAINTENANCE - SOUTH         | 1313       | 300,542        | 214,110        | 172,109        | -              | -              | 28,704         |
| Public Works  | Admin   | PUBLIC WORKS GEN SUPPORT           | 1301       | 224,246        | 231,872        | 201,798        | 206,151        | 238,869        | 625,608        |
| Public Works  | Admin   | ROADS/DRAINAGE - NORTH             | 1320       | 295,316        | 279,142        | 284,072        | 274,164        | 313,512        | 901,384        |
| Public Works  | Admin   | ROADS/DRAINAGE - SOUTH             | 1321       | 197,796        | 148,089        | 158,248        | 164,956        | 193,781        | 435,329        |
| Public Works  | Admin   | PUBLIC WORKS ADMINISTRATION        | 1302       | 96,764         | 90,516         | 114,553        | 77,746         | 90,578         | 237,329        |
| Public Works  | Admin   | ENGINEERING                        | 1330       | 126,325        | 83,784         | 122,194        | 94,612         | 110,031        | 348,014        |

Budget FY 2014  
As of 12/6/2013

**Actual Year to Date Comparison**  
For the Period Ending October 31st

December 6, 2013  
Actual to Date

Adopted  
Budget

| Description               |            | Organization                    | ORG  | FY 2011    | FY 2012    | FY 2013    | FY 2014    | FY 2014    | FY 2014    |
|---------------------------|------------|---------------------------------|------|------------|------------|------------|------------|------------|------------|
| Public Works              | Admin      | SWR ADMINISTRATION              | 1340 | 1,484,429  | 1,438,162  | 1,505,768  | 2,386,979  | 2,423,667  | 4,852,684  |
| Public Works              | Admin      | SWR HILTON HEAD                 | 1343 | 36,008     | 32,251     | 35,032     | 38,830     | 45,335     | 104,112    |
| Public Works              | Admin      | SWR BLUFFTON                    | 1344 | 45,078     | 49,757     | 48,885     | 57,224     | 67,086     | 170,307    |
| Public Works              | Admin      | SWR BURTON                      | 1345 | 53,152     | 46,811     | 46,001     | 38,002     | 43,759     | 122,114    |
| Public Works              | Admin      | SWR DAUFUSKIE                   | 1346 | 203        | -          | -          | -          | -          | 7,200      |
| Public Works              | Admin      | SWR ST HELENA                   | 1347 | 44,353     | 44,605     | 57,923     | 56,106     | 66,721     | 176,420    |
| Public Works              | Admin      | SWR SHELDON                     | 1348 | 32,541     | 36,819     | 36,410     | 42,402     | 50,277     | 124,214    |
| Public Works              | Fringe     | PUBLIC WORKS BENEFITS POOL      | 1399 | 571,156    | 465,496    | 511,832    | 405,861    | 608,792    | 1,217,584  |
| Public Health             | Admin      | ANIMAL SHELTER & CONTROL        | 1270 | 246,662    | 282,130    | 331,463    | 232,019    | 260,102    | 561,967    |
| Public Health             | Admin      | MOSQUITO CONTROL                | 1400 | 451,901    | 388,432    | 497,139    | 396,997    | 440,534    | 1,370,377  |
| Public Health             | Allocation | PUBLIC HEALTH DIRECT SUBSIDIES  | 1498 | 891,813    | 686,167    | 545,767    | 646,585    | 832,307    | 1,697,947  |
| Public Health             | Fringe     | PUBLIC HEALTH BENEFITS POOL     | 1499 | 126,753    | 105,121    | 143,636    | 51,018     | 76,527     | 153,054    |
| Public Welfare            | Admin      | VETERANS AFFAIRS                | 1500 | 47,284     | 47,368     | 48,907     | 48,262     | 53,806     | 191,950    |
| Public Welfare            | State      | DEPT OF SOCIAL SERVICES         | 1510 | 65,032     | 40,976     | 35,932     | 59,118     | 85,926     | 147,349    |
| Public Welfare            | Allocation | PUBLIC WELFARE DIRECT SUBSIDIES | 1598 | 1,840      | 2,340      | 907        | 3,800      | 3,800      | 598,000    |
| Public Welfare            | Fringe     | PUBLIC WELFARE BENEFITS POOL    | 1599 | 14,576     | 10,150     | 11,047     | 10,215     | 15,322     | 30,644     |
| Cultural                  | Admin      | PALS CENTRAL ADMINISTRATION     | 1600 | 133,019    | 83,094     | 122,143    | 125,596    | 143,958    | 300,185    |
| Cultural                  | Admin      | PALS SUMMER PROGRAM             | 1601 | 101,385    | 94,416     | 135,536    | 131,681    | 131,681    | 107,500    |
| Cultural                  | Admin      | PALS AQUATICS PROGRAM           | 1602 | 403,202    | 362,994    | 370,056    | 410,518    | 468,294    | 1,089,007  |
| Cultural                  | Admin      | PALS HILTON HEAD PROGRAMS       | 1603 | 40,000     | 40,000     | 40,000     | 40,000     | 40,000     | 80,000     |
| Cultural                  | Admin      | PALS BLUFFTON PROGRAMS          | 1604 | 264,858    | 77,088     | 34,839     | 38,210     | 41,502     | 146,010    |
| Cultural                  | Admin      | PALS ATHLETIC PROGRAMS          | 1605 | 151,347    | 227,886    | 240,692    | 281,492    | 324,190    | 1,024,870  |
| Cultural                  | Admin      | PALS RECREATION CENTERS         | 1606 | 238,282    | 214,743    | 200,372    | 193,598    | 214,453    | 515,025    |
| Cultural                  | Admin      | LIBRARY ADMINISTRATION          | 1620 | 216,838    | 210,616    | 232,583    | 236,634    | 269,146    | 709,546    |
| Cultural                  | Admin      | LIBRARY BEAUFORT BRANCH         | 1621 | 181,873    | 163,308    | 174,582    | 162,912    | 189,945    | 489,825    |
| Cultural                  | Admin      | LIBRARY BLUFFTON BRANCH         | 1622 | 218,612    | 149,268    | 149,576    | 159,092    | 191,008    | 570,194    |
| Cultural                  | Admin      | LIBRARY HILTON HEAD BRANCH      | 1623 | 217,978    | 187,160    | 169,221    | 177,529    | 212,282    | 492,569    |
| Cultural                  | Admin      | LIBRARY LOBECO BRANCH           | 1624 | 46,760     | 40,602     | 43,651     | 33,188     | 37,550     | 139,474    |
| Cultural                  | Admin      | LIBRARY ST HELENA BRANCH        | 1625 | 31,285     | 30,288     | 72,652     | 176,841    | 209,542    | 571,647    |
| Cultural                  | Admin      | LIBRARY TECHNICAL SERVICES      | 1626 | 214,085    | 150,268    | 169,134    | 203,529    | 219,474    | 437,128    |
| Cultural                  | Admin      | LIBRARY SC ROOM                 | 1627 | 32,221     | 31,831     | 33,534     | 34,412     | 40,536     | 101,636    |
| Cultural                  | Fringe     | CULTURAL & RECRE BENEFITS POOL  | 1699 | 344,261    | 283,673    | 262,625    | 235,834    | 353,751    | 707,502    |
| General Fund Expenditures |            |                                 |      | 30,846,026 | 29,196,997 | 30,220,315 | 31,914,915 | 37,685,930 | 91,802,002 |

Budget FY 2014  
As of 12/6/2013

**Actual Year to Date Comparison**  
For the Period Ending October 31st

December 6, 2013  
Actual to Date

Adopted  
Budget

| Description | Organization | ORG   | FY 2011 | FY 2012    | FY 2013    | FY 2014    | FY 2014    | FY 2014    |
|-------------|--------------|---|---------|------------|------------|------------|------------|------------|
| Transfers   | Allocation   | GENERAL FUND XFERS OUT  | 1999    |            |            |            |            |            |
|             |              | Miscellaneous Grant   | 59200   | -          | -          | -          | -          | -          |
|             |              | Daufuskie Ferry   | 59202   | 33,333     | 33,333     | 33,333     | 50,000     | 150,000    |
|             |              | Public Safety Grants  | 59206   | -          | -          | 7,788      | -          | -          |
|             |              | EMS Grants  | 59207   | 2,000      | 2,000      | -          | -          | -          |
|             |              | Real Property   | 59209   | -          | -          | -          | -          | -          |
|             |              | Energy Grant  | 59225   | -          | -          | 444        | -          | -          |
|             |              | Tire Recycling  | 59226   | -          | -          | -          | -          | -          |
|             |              | Dale Water Line   | 59229   | -          | -          | -          | -          | -          |
|             |              | PALS Programs Fund  | 59231   | -          | -          | -          | -          | -          |
|             |              | DSN Programs Fund   | 59241   | 540,204    | 453,167    | 566,667    | 666,667    | 2,000,000  |
|             |              | A&D Programs Fund   | 59261   | 121,521    | 99,896     | 116,667    | 133,333    | 400,000    |
|             |              | DNA Laboratory  | 59270   | 110,831    | -          | -          | -          | -          |
|             |              | Victims Assistance  | 59271   | 31,278     | 35,878     | 39,763     | 39,839     | 119,516    |
|             |              | School Resource Officer   | 59273   | 48,618     | 44,484     | 47,613     | 43,107     | 129,322    |
|             |              | Sheriff Grant   | 59274   | 9,072      | 1,602      | -          | 256        | 256        |
|             |              | DNA Grant Fund  | 59280   | -          | -          | -          | -          | -          |
|             |              | COSY Program  | 59281   | 43,333     | 46,667     | 46,667     | 50,000     | 150,000    |
|             |              | Debt Service Fund   | 59300   | -          | -          | -          | -          | -          |
|             |              | LI Airport  | 59570   | -          | -          | -          | -          | -          |
|             |              | HHI Airport   | 59580   | -          | -          | -          | -          | -          |
|             |              | Treasurer's Execution Fund  | 59603   | -          | -          | 41,302     | -          | -          |
|             |              | Clerk of Court  | 59619   | -          | -          | -          | -          | -          |
|             |              | Public Defender   | 59651   | 167,611    | 100,000    | 100,000    | 200,000    | 600,000    |
|             |              | Sheriff's Trust   | 59663   | 10,000     | -          | -          | -          | -          |
|             |              | Total General Fund Transfers Out  |         | 1,117,801  | 817,027    | 1,000,244  | 1,183,202  | 3,549,094  |
| Education   | Education    | Education Allocation  | 1698    | -          | -          | -          | 1,358,333  | 4,000,000  |
|             |              | General Fund Expenditures<br>(including Transfers and Education Allocation) |         | 31,963,827 | 30,014,024 | 31,220,559 | 34,456,450 | 99,351,096 |
|             |              | Net (Surplus)/Deficit   |         | 22,714,377 | 21,437,056 | 20,487,517 | 24,998,003 | 24,103,969 |

Client: **BCC - Bryan - County Council of Beaufort County**  
Engagement: **Monthly County Council Report**  
Period Ending: **10/31/2013**  
Trial Balance: **1000.05 - FY 2014 TRIAL BALANCE**  
Workpaper: **1500.16 - FY 2014 TRIAL BALANCE Summary of Object Characters - Revenue**

| Account            | Description                  | ORIG APPROP<br>10/31/2013     | FY 2014<br>10/31/2013        | FY 2013<br>10/31/2012         | FY 2012<br>10/31/2011        | FY 2011<br>10/31/2010        |
|--------------------|------------------------------|-------------------------------|------------------------------|-------------------------------|------------------------------|------------------------------|
| Group : [40000]    | REVENUES                     |                               |                              |                               |                              |                              |
| 41000              | Taxes                        | (75,817,001.00)               | (3,866,381.49)               | (3,843,929.43)                | (2,883,874.48)               | (3,948,424.73)               |
| 42000              | Licenses & Permits           | (2,293,000.00)                | (407,981.90)                 | (399,860.28)                  | (683,917.12)                 | (302,337.79)                 |
| 43000              | Intergovernmental            | (7,865,416.00)                | (1,505,310.21)               | (2,230,731.21)                | (1,430,776.99)               | (1,398,564.92)               |
| 44000              | Charges for Services         | (10,662,398.00)               | (3,157,856.33)               | (2,966,385.37)                | (2,668,354.12)               | (2,683,863.18)               |
| 45000              | Fines & Forfeitures          | (1,107,531.00)                | (246,481.04)                 | (272,699.25)                  | (261,021.45)                 | (322,993.36)                 |
| 46000              | Interest                     | (105,000.00)                  | (40,354.58)                  | (62,692.37)                   | (59,790.67)                  | (33,372.07)                  |
| 47000              | Miscellaneous                | (232,000.00)                  | (203,772.35)                 | (173,582.03)                  | (177,152.79)                 | (193,227.26)                 |
| 48000              | Other Financing Sources      | (1,268,750.00)                | (30,310.24)                  | (783,163.65)                  | (412,080.80)                 | (366,666.64)                 |
| <b>40000 Total</b> |                              | <b><u>(99,351,096.00)</u></b> | <b><u>(9,458,448.14)</u></b> | <b><u>(10,733,043.59)</u></b> | <b><u>(8,576,968.42)</u></b> | <b><u>(9,249,449.95)</u></b> |
|                    | <b>Sum of Account Groups</b> | <b>(99,351,096.00)</b>        | <b>(9,458,448.14)</b>        | <b>(10,733,043.59)</b>        | <b>(8,576,968.42)</b>        | <b>(9,249,449.95)</b>        |



Client: **BCC - Bryan - County Council of Beaufort County**  
Engagement: **Monthly County Council Report**  
Period Ending: **10/31/2013**  
Trial Balance: **1000.05 - FY 2014 TRIAL BALANCE**  
Workpaper: **1500.15 - FY 2014 TRIAL BALANCE Summary of Object Characters**

| Account      | Description                  | ORIG APPROP     | FY 2014              | FY 2013              | FY 2012              | FY 2011              |
|--------------|------------------------------|-----------------|----------------------|----------------------|----------------------|----------------------|
|              |                              | 10/31/2013      | 10/31/2013           | 10/31/2012           | 10/31/2011           | 10/31/2010           |
| 40000        | REVENUES                     | (99,351,096.00) | (9,458,448.14)       | (10,733,043.59)      | (8,576,968.42)       | (9,249,449.95)       |
| 50000        | SALARIES, WAGES, OT, HOLIDAY | 44,893,286.00   | 14,694,518.01        | 14,273,200.56        | 13,733,568.62        | 13,988,992.32        |
| 50100        | EMPLYR COST OF EE            | 8,423,311.00    | 2,736,693.61         | 2,631,365.83         | 2,405,734.90         | 2,434,445.04         |
| 50140        | POOLED BENEFITS              | 8,513,970.00    | 2,837,989.84         | 3,570,004.68         | 3,392,476.25         | 3,830,451.00         |
| 50500        | EMPLOYEE RECOGNITION AWARD   | 327,000.00      | 106,411.89           | 99,017.56            | 93,070.56            | 82,201.49            |
| 51000        | PURCHASED SVCS               | 19,187,508.00   | 7,057,557.09         | 6,403,781.92         | 6,304,989.33         | 6,404,214.37         |
| 52000        | SUPPLIES                     | 5,126,693.00    | 1,491,330.63         | 1,844,275.63         | 1,745,996.66         | 1,808,610.84         |
| 54000        | CAPITAL                      | 971,991.00      | 1,540,913.95         | 206,547.54           | 250,464.10           | 641,780.16           |
| 55000        | SUBSIDIES                    | 8,092,243.00    | 2,750,817.11         | 1,148,967.14         | 1,216,354.01         | 1,575,062.31         |
| 56000        | CONTINGENCY                  | 18,000.00       | 6,900.00             | 0.00                 | 0.00                 | 0.00                 |
| 57000        | UNCLASSIFIED                 | 248,000.00      | 50,117.41            | 43,154.59            | 54,342.03            | 80,263.09            |
| 58000        | DEPRECIATION                 | 0.00            | 0.00                 | 0.00                 | 0.00                 | 0.00                 |
| 59000        | TRANSFERS OUT                | 3,549,094.00    | 1,183,202.00         | 1,000,244.57         | 817,026.34           | 1,117,802.32         |
| <b>Total</b> |                              | <b>0.00</b>     | <b>24,998,003.40</b> | <b>20,487,516.43</b> | <b>21,437,054.38</b> | <b>22,714,372.99</b> |

## Committee Reports

December 9, 2013

### A. COMMITTEES REPORTING

#### 1. Community Services

① [Minutes](#) provided from the November 18 meeting. Action is required.

| <i>Nominated</i> | <i>Name</i>  | <i>Position/Area/Expertise</i> | <i>Reappoint/Appoint</i> | <i>Votes Required</i>           |
|------------------|--------------|--------------------------------|--------------------------|---------------------------------|
| 11.18.13         | Pat Thompson | At-Large                       | Reappoint                | 10 of 11 (1 <sup>st</sup> term) |

#### 2. Finance

① [Minutes](#) provided from the December 2 meeting. Action is required. See main agenda 11C, 11D, 11E.

#### 3. Government

① [Minutes](#) provided from the December 2 meeting. No action is required.

### B. COMMITTEE MEETINGS

#### 1. Community Services

*William McBride, Chairman*

*Tabor Vaux, Vice Chairman*

➔ Next Meeting – Monday, January 27 at 2:00 p.m., Executive Conference Room, Administration Building

#### 2. Executive

*Paul Sommerville, Chairman*

➔ Next Meeting – Monday, January 13 at 2:00 p.m., Executive Conference Room, Administration Building

#### 3. Finance

*Stu Rodman, Chairman*

*Rick Caporale, Vice Chairman*

➔ Next Meeting – Tuesday, January 21 at 2:00 p.m., Building 2, Beaufort Industrial Village

#### 4. Governmental

*Jerry Stewart, Chairman*

*Laura Von Harten, Vice Chairman*

➔ Next Meeting – Monday, January 6 at 4:00 p.m., Executive Conference Room, Administration Building

#### 5. Natural Resources

*Brian Flewelling, Chairman*

*Cynthia Bensch, Vice Chairman*

➔ Next Meeting – Monday, January 6 at 2:00 p.m., Executive Conference Room, Administration Building

#### 6. Public Facilities

*Gerald Dawson, Chairman*

*Steve Fobes, Vice Chairman*

➔ Next Meeting – Monday, December 16 at 4:00 p.m., Building 2, Beaufort Industrial Village

#### 7. Transportation Advisory Group

*Paul Sommerville, Chairman*

➔ Next Meeting – To be announced.

## COMMUNITY SERVICES COMMITTEE

November 18, 2013

The electronic and print media duly notified in accordance with the State Freedom of Information Act.

The Community Services Committee met Monday, November 18, 2013 at 2:00 p.m. in the Executive Conference Room, Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

### ATTENDANCE

Chairman William McBride, Vice Chairman Tabor Vaux and Committee members Rick Caporale, Gerald Dawson, Steven Fobes, Laura Von Harten and Paul Sommerville. (Paul Sommerville, as County Council Chairman, serves as an *ex-officio* member of each standing committee of Council and is entitled to vote.) Non-committee member Brian Flewelling also present.

County staff: Morris Campbell, Division Director – Community Services; Allison Coppage, Assistant County Attorney; Joshua Gruber, County Attorney; Bryan Hill, Deputy County Administrator; Gary Kubic, County Administrator; Fred Leyda, Facilitator/Director of Human Services Alliance; and Dave Thomas, Purchasing Director.

Public: Terry Gibson, Chairman, Senior Services of Beaufort County; Terry Murray, Beaufort Memorial Hospital Board of Trustees; David Tedder, Beaufort Memorial Hospital Board of Trustees; Jerry Shultz, Chairman, Beaufort Memorial Hospital Board of Trustees; Rick Toomey, President and CEO, Beaufort Memorial Hospital; Fred Washington, Human Services Alliance; Jeannette Williams, Executive Director, Senior Services of Beaufort County.

Committee Chairman William McBride chaired the meeting.

### ACTION ITEMS

#### **1. Consideration – Human Services Alliance 2014 Agencies' Funding Recommendations**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Community Services Division Director Morris Campbell and Fred Washington with the Human Services Alliance provided the Committee an overview of this topic and introduced Fred Leyda, Facilitator/Director of Human Services Alliance, who provided the Committee a PowerPoint presentation regarding allocation submissions. Mr. Leyda's presentation reviewed the standards, review process, and the Human Services Alliance's 2014 grant recommendations, which are as follows:

|   |           |
|---|-----------|
| Access Health Lowcountry                  | \$10,000  |
| Adequacy of Prenatal Care Coalition       | \$8,000   |
| Alliance Grantwriters / Match             | \$17,000  |
| Beaufort County Early Childhood Coalition | \$5,000   |
| Beaufort Soil/Water Conservation          | \$21,000  |
| B/J Economic Opportunity Commission       | \$5,000   |
| Bluffton-Jasper Volunteers in Medicine    | \$18,000  |
| Coastal Empire Mental Health Center       | \$73,000  |
| Child Abuse Preservation Association      | \$14,000  |
| Citizens Opposed to Domestic Abuse        | \$15,000  |
| Clemson Extension                         | \$3,000   |
| Community Services Organization           | \$10,000  |
| Crossroads                                | \$5,000   |
| DHEC                                      | \$18,000  |
| Family Promise                            | \$5,000   |
| Good Neighbor Medicine Clinic             | \$18,000  |
| Hope Haven                                | \$17,000  |
| Literacy Volunteers of the Lowcountry     | \$5,000   |
| Love House Ministries                     | \$5,000   |
| Lowcountry Legal Volunteers               | \$13,000  |
| Memory Matters                            | \$8,000   |
| Mental Health Access                      | \$9,000   |
| Neighborhood Outreach                     | \$7,000   |
| Our Lady's Food Pantry                    | \$3,000   |
| Palmetto Breeze LRTA                      | \$220,000 |
| Partnership for Adult Literacy            | \$10,000  |
| Senior Services of Beaufort County        | \$45,000  |
| The Lending Room                          | \$1,000   |
| Under One Roof                            | \$5,000   |
| Hilton Head Island Volunteers in Medicine | \$5,000   |

**Motion:** It was moved by Mr. Dawson, seconded by Mr. Fobes, that Committee recommend to Council approval of the Human Services Alliance 2014 agencies' grant funding recommendations in the amount of \$598,000 as follows: Access Health Lowcountry \$10,000; Adequacy of Prenatal Care Coalition \$8,000; Alliance Grant writers/match \$17,000; Beaufort County Early Childhood Coalition \$5,000; Beaufort Soil and Water Conservation \$21,000; B/J Economic Opportunity Commission \$5,000; B/J Volunteers in Medicine \$18,000; Coastal Empire Mental Health Center \$73,000; Child Abuse Prevention Association \$14,000; Citizens Opposed to Domestic Abuse \$15,000; Clemson Extension \$3,000; Community Services Organization \$10,000; Crossroads \$5,000; DHEC \$18,000; Family Promise \$5,000; Good Neighbor Medicine Clinic \$18,000; Hope Haven \$17,000; Literacy Volunteers of the Lowcountry \$5,000; Love House Ministries \$5,000; Lowcountry Legal Volunteers \$13,000; Memory Matters \$8,000; Mental Health Access \$9,000; Neighborhood Outreach \$7,000; Our Lady's Food Pantry \$3,000; Palmetto Breeze/LRTA \$220,000; Partnership for Adult Literacy

\$10,000; Senior Services of Beaufort County \$45,000; The Lending Room \$1,000; Under One Roof \$5,000; and Hilton Head Island Volunteers in Medicine \$5,000. The vote: YEAS – Mr. Caporale, Mr. Dawson, Mr. Fobes, Mr. McBride, Mr. Vaux and Ms. Von Harten. The motion passed.

**Recommendation:** Council approve the Human Services Alliance 2014 agencies' grant funding recommendations in the amount of \$598,000 as follows: Access Health Lowcountry \$10,000; Adequacy of Prenatal Care Coalition \$8,000; Alliance Grant writers/match \$17,000; Beaufort County Early Childhood Coalition \$5,000; Beaufort Soil and Water Conservation \$21,000; B/J Economic Opportunity Commission \$5,000; B/J Volunteers in Medicine \$18,000; Coastal Empire Mental Health Center \$73,000; Child Abuse Prevention Association \$14,000; Citizens Opposed to Domestic Abuse \$15,000; Clemson Extension \$3,000; Community Services Organization \$10,000; Crossroads \$5,000; DHEC \$18,000; Family Promise \$5,000; Good Neighbor Medicine Clinic \$18,000; Hope Haven \$17,000; Literary Volunteers of the Lowcountry \$5,000; Love House Ministries \$5,000; Lowcountry Legal Volunteers \$13,000; Memory Matters \$8,000; Mental Health Access \$9,000; Neighborhood Outreach \$7,000; Our Lady's Food Pantry \$3,000; Palmetto Breeze/LRTA \$220,000; Partnership for Adult Literacy \$10,000; Senior Services of Beaufort County \$45,000; The Lending Room \$1,000; Under One Roof \$5,000; and Hilton Head Island Volunteers in Medicine \$5,000.

## **2. Consideration of Contract Award**

- **Janitorial contract renewal with Carolina Cleaning for the months of November and December 2013 and January 2014**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Dawson, seconded by Mr. Vaux, that Committee recommend Council approve a janitorial contract extension of services for the months of November and December 2013 and January 2014 with Carolina Cleaning of Hilton Head Island, South Carolina with a total cost of \$126,806. Funding will come from General Fund – Facilities Management \$108,798 and Enterprise Funds – Hilton Head Island and Lady's Island Airports \$18,008. The vote: YEAS – Mr. Caporale, Mr. Dawson, Mr. Fobes, Mr. McBride, Mr. Vaux and Ms. Von Harten. The motion passed.

**Recommendation:** Council approve a janitorial contract extension of services for the months of November and December 2013 and January 2014 with Carolina Cleaning of Hilton Head Island, South Carolina with a total cost of \$126,806. Funding will come from General Fund – Facilities Management \$108,798 and Enterprise Funds – Hilton Head Island and Lady's Island Airports \$18,008.

### **3. Consideration of Reappointments and Appointments**

- Beaufort Memorial Hospital Board**

**Motion:** It was moved by Ms. Von Harten, seconded by Mr. Fobes, that Committee recommend to Council the nomination of Dr. Patricia Thompson for reappointment to serve as a member of the Beaufort Memorial Hospital Board. The vote: YEAS – Mr. Caporale, Mr. Dawson, Mr. Fobes, Mr. McBride, Mr. Vaux and Ms. Von Harten. The motion passed.

**Recommendation:** Council nominate Dr. Patricia Thompson for reappointment to serve as a member of the Beaufort Memorial Hospital Board.

### **INFORMATION ITEMS**

#### **4. Presentation – Beaufort Memorial Hospital**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Beaufort Memorial Hospital President and CEO Rick Toomey provided the Committee a PowerPoint presentation that covered the following topics: financial challenges, physicians, outreach, market strategy, healthcare information technology, and governance.

**Status:** This item was intended for informational purposes only.

#### **5. Status of Senior Services of Beaufort County Operation and Request for Financial Assistance**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Ms. Jeannette Williams, Executive Director, Senior Services of Beaufort County, provided the Committee an overview of Senior Services for Beaufort County. The overview provided information relative to the services provided, communities served, unfunded programs, other contributors, and Beaufort County's demographics.

**Status:** This item was intended for informational purposes only.

## FINANCE COMMITTEE

December 2, 2013

The electronic and print media duly notified in accordance with the State Freedom of Information Act.

The Finance Committee met Monday, December 2, 2013 at 2:00 p.m., in the Executive Conference Room, Administration Building, 100 Ribaut Road, Beaufort, South Carolina.

### ATTENDANCE

Chairman Stu Rodman, Vice Chairman Rick Caporale, and members Steve Fobes, William McBride, and Jerry Stewart present. Committee member Brian Flewelling absent. Non-Committee members Cynthia Bensch, Gerald Dawson, Paul Sommerville, Tabor Vaux and Laura Von Harten present. (Paul Sommerville, as County Council Chairman, serves as an *ex-officio* member of each standing committee of Council and is entitled to vote.)

County staff: Morris Campbell, Division Director – Community Service; Allison Coppage, Assistant County Attorney; Alan Eisenman, Financial Supervisor; Suzanne Gregory, Employee Services Director; Joshua Gruber, County Attorney; Bryan Hill, Deputy County Administrator; Alicia Holland, Chief Financial Officer; Gary Kubic, County Administrator; Dan Morgan, MIS Director; Jonathan Rembold, Airports Director; Dave Thomas, Purchasing Director; and Maria Walls, Deputy Treasurer.

Public: Jim Bequette; Daryl Ferguson; Larry Rowland, Beaufort County Historical Society; and Dick Stewart; Jonathan Smith.

Media: Joe Croley, Hilton Head Island-Bluffton Chamber of Commerce; Zach Murdaugh, *The Beaufort Gazette*.

Councilman Rodman chaired the meeting.

### ACTION ITEMS

#### **1. Consideration of Contract Award**

- **Courthouse and Hilton Head Island Branch Library Audio Visual Renovation**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Fobes, seconded by Mr. Caporale, that Finance Committee approve and recommend Council award a contract to SVI-SPL, Greensboro, North Carolina in the amount of \$272,799 for the Beaufort County Courthouse and the Hilton Head Island Library Audio Visual Renovation Project. Funding will come from the following accounts: 10001030-



54200, General Fund, Clerk of Court, Specialized Capital Equipment; 26000011-54200, Hilton Head Library Impact Fees, Specialized Capital Equipment; and 10001620-54200, General Fund, Library Administration, Specialized Capital Equipment. The vote: YEAS - Mr. Caporale, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Flewelling. The motion passed.

**Recommendation:** Council award a contract to SVI-SPL, Greensboro, North Carolina in the amount of \$272,799 for the Beaufort County Court House and the Hilton Head Island Library Audio Visual Renovation Project. Funding will come from the following accounts: 10001030-54200, General Fund, Clerk of Court, Specialized Capital Equipment; 26000011-54200, Hilton Head Library Impact Fees, Specialized Capital Equipment; and 10001620-54200, General Fund, Library Administration, Specialized Capital Equipment.

## **2. Consideration of Contract Awards**

### **• Time and Attendance Software and Equipment Services for Beaufort County**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Fobes, seconded by Mr. Caporale, that Finance Committee approve and recommend Council award a contract to Andrews Technology, Wilmington, North Carolina in the amount of \$449,180 (total 5-year cost) for time and attendance software and equipment for Beaufort County. Funding will come from the following accounts: 40040011-54114, 2005 GO Bonds, Munis Upgrades; and 10001160-54110, General Fund, Employee Services, Data Processing Equipment. The vote: YEAS - Mr. Caporale, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Flewelling. The motion passed.

**Recommendation:** Council award a contract to Andrews Technology, Wilmington, North Carolina in the amount of \$449,180 (total 5 year cost) for time and attendance software and equipment for Beaufort County. Funding will come from the following accounts: 40040011-54114, 2005 GO Bonds, Munis Upgrades; and 10001160-54110, General Fund, Employee Services, Data Processing Equipment.

## **3. Consideration of Contract Awards**

### **• SC Judicial Department Court Case Management System Support Contract Renewal**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Fobes, seconded by Mr. Caporale, that Finance Committee approve and recommend Council renew a contract with South Carolina Judicial Department in the amount of \$60,000 for Statewide Court Case Management System Software support and hosting services. Funding will come from the following accounts: 10001030-51110, Clerk of



Court, Maintenance Contracts; 10001081-51110, Magistrate – Beaufort, Maintenance Contracts; 10001082-51110, Magistrate – Bluffton, Maintenance Contracts; and 10001085-51110, Magistrate – Bond Court, Maintenance Contracts. The vote: YEAS - Mr. Caporale, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Flewelling. The motion passed.

**Recommendation:** Council renew a contract with South Carolina Judicial Department in the amount of \$60,000 for Statewide Court Case Management System Software support and hosting services. Funding will come from the following accounts: 10001030-51110, Clerk of Court, Maintenance Contracts; 10001081-51110, Magistrate – Beaufort, Maintenance Contracts; 10001082-51110, Magistrate – Bluffton, Maintenance Contracts; and 10001085-51110, Magistrate – Bond Court, Maintenance Contracts.

## **INFORMATION ITEMS**

### **4. Discussion – Tourism and Accommodations Tax**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Messrs. Daryl Ferguson, Larry Rowland, and Dick Stewart spoke on this issue. Informational topics included the historical value of MCRD Parris Island and information about Santa Elena. They expressed their desire to move forward in preserving the site of Santa Elena, advancing the site, and developing a plan for sharing the history with the country without compromising the military mission of MCRD Parris Island. They are requesting, on behalf of the Port Royal Foundation (a 501c(3) organization), \$25,000 of local (3%) accommodations tax/cultural, recreation or historic facilities, to be used toward the preservation of the Santa Elena site.

Committee Chairman Stu Rodman distributed the various handouts to include graphs of State and Local Accommodations Taxes, Hospitality and Admissions Taxes, a conjectural sketch of Town's Plan, information on Gullah Geechee/Cultural Heritage Corridor, table of occupations listed and total job growth for Beaufort County-2016, and a table relative to Coastal Tourism.

**Motion:** It was moved by Mr. Caporale, seconded by Mr. Fobes, that Committee authorize the County Administrator to allocate \$25,000 of local (3%) accommodations tax (cultural, recreation or historic facilities) to the Port Royal Foundation as seed money to assist with the Santa Elena Project. The vote: YEAS - Mr. Caporale, Mr. Fobes, Mr. McBride, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Flewelling. The motion passed.

**Status:** Committee authorized the County Administrator to allocate \$25,000 of local (3%) accommodations tax (cultural, recreation or historic facilities) to the Port Royal Foundation (a 501c(3) organization) as seed money to assist with the Santa Elena Project.

## **5. Off Agenda – Treasurer Compensation Plan**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Committee Chairman Stu Rodman presented the Committee various handouts corresponding to the Treasurer's Office proposed compensation plan. One handout dealt with a response from select Council members, Mr. Stewart and Mr. Caporale, who were responsible for reviewing the request and who felt an increase is not justified at this time.

**Status:** This item could come back before Committee for further discussion at the request of the Treasurer.

## **6. Off Agenda – Magistrate's Compensation Plan**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Sommerville, seconded by Mr. Caporale, that Finance Committee hear off agenda in order to discuss the Magistrate's proposed Compensation Plan. The vote: YEAS - Mr. Caporale, Mr. Fobes, Mr. Rodman, Mr. Sommerville and Mr. Stewart. ABSENT – Mr. Flewelling. NAYS – Mr. McBride. The motion passed.

**Discussion:** Committee Chairman Stu Rodman presented the Committee various handouts corresponding to the Magistrate's proposed compensation plan.

**Status:** This item will come before the January 2014 Finance Committee meeting for Committee action.

## **7. Discussion / Fund Balance Ordinance / Reserve Policy Ordinance**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Status:** Due to time constraints, this item will be taken up at the January 2014 meeting of the Finance Committee.

## **8. Discussion / Text Amendments to Procurement Ordinance (Dollar Limitations Provided that Funds have been Preapproved by County Council as Part of the Budget)**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Status:** Due to time constraints, this item will be taken up at the January 2014 meeting of the Finance Committee.

**9. Discussion / Hangar Lease Rate at Hilton Head Island Airport / HXD**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Status:** Due to time constraints, this item will be taken up at the January 2014 meeting of the Finance Committee.

DRAFT

## GOVERNMENTAL COMMITTEE

**December 2, 2013**

The electronic and print media duly notified in accordance with the State Freedom of Information Act.

The Governmental Committee met Monday, December 2, 2013, at 4:00 p.m. in the Executive Conference Room of the Administration Building, Beaufort, South Carolina.

### **ATTENDANCE**

Chairman Jerry Stewart, Vice Chairman Laura Von Harten, and Committee members Cynthia Bensch, Rick Caporale, Gerald Dawson, and Tabor Vaux present. Committee member Brian Flewelling absent. Non-Committee members Steve Fobes and Paul Sommerville present.

County Staff: Allison Coppage, Assistant County Attorney; Phil Foot, Division Director – Public Safety; Joshua Gruber, County Attorney; Bryan Hill, Deputy County Administrator; Alicia Holland, Chief Financial Officer; Gary Kubic, County Administrator; Dan Morgan, Division - Director - Information Technology; Jon Rembold, Airports Director and Dave Thomas, Purchasing Director.

Public: Jim Bequette; Kim Statler, Executive Director, Lowcountry Economic Alliance, and Jessica Bridges, Business Development Director, Lowcountry Economic Alliance.

Media: Joe Croley, Hilton Head Island-Bluffton Chamber of Commerce, and Zack Murdaugh, *The Beaufort Gazette*.

Mr. Stewart chaired the meeting.

### **INFORMATION ITEMS**

#### **1. Consideration of Contract Award**

- **Scorpion Light Bars for Sherriff's Office**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Caporale, seconded by Mr. Vaux, that Governmental Committee award a contract to Tar-Fix Public Safety Supply, North Charleston, South Carolina in the total amount of \$34,317 (\$32,375 plus \$1,942 sales tax) to provide 25 Scorpion Light Bars for the Beaufort County Sheriff's Office. Funding will come from account 10001202-51295, Other Vehicle Operating Costs. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Stewart, Mr. Vaux and Ms. Von Harten. ABSENT – Mr. Flewelling. The motion passed.

**Status:** Committee awarded a contract to Tra-Fix Public Safety Supply, North Charleston, South Carolina in the total amount of \$34,317 (\$32,375 plus \$1,942 sales tax) to provide 25 Scorpion Light Bars for the Beaufort County Sheriff's Office. Funding will come from account 10001202-51295, Other Vehicle Operating Costs.

## **2. Discussion – Fire Districts Under Control of State Legislature**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Beaufort County Council is currently responsible for the management and operation of three chartered fire districts identified as the Sheldon Fire District, the Bluffton Township Fire District and the Daufuskie Fire District.

Lady's Island/St. Helena Fire District and Burton Fire District were established prior to the implementation of local home rule and operate as a public service district. There are significant operational efficiencies that can be obtained through the consolidation of all fire districts operating in Beaufort County, that are not currently operated by a municipal entity, as a chartered entity of Beaufort County Council. Mr. Joshua Gruber, County Attorney, put together a resolution to move forward. The fire districts would like more input in the process and would like to work with County staff to discuss the process in more detail before moving this item forward.

**Status:** This item will come back before the Committee after County staff, Fire District Commissioners, and Fire Chief's discuss the process and charters.

## **3. Discussion – Potential Issues for 2014 Referendum Ballot**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Committee Chairman Stewart brought this issue forward in order to discuss potential items that Council would like to go on the 2014 Referendum Ballot. One item to be carried over from last year would be the Local Option Sales Tax. If we bring items forward, we need time to inform the citizens of such items. He asked the County Administrator to bring forward items for Council to consider.

Mr. Kubic spoke about the One Percent Sales Tax Referendum and the advantages of duplicating that type of process. Going through a public relations campaign tells folks that we have a chance to elevate our community on our own, without looking for assistance from the state or federal government. In January 2011, he wrote an "Issue" paper regarding potential projects for sales tax funding. The majority of grants require a local match such as sales tax referendum dollars. Mr. Kubic then went through a list of various projects/concepts.

**Status:** This item will continue to be discussed in the Governmental Committee.

#### **4. Discussion – Transfer of Barrel Landing School Property**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Mr. Caporale, seconded Mr. Dawson, that Governmental Committee instruct County staff to pursue legal action relative to the transfer of Barrel Landing School property. The vote: YEAS –Mr. Caporale, Mr. Dawson, Mr. Stewart, Mr. Vaux and Ms. Von Harten. NAYS – Mrs. Bensch. ABSENT – Mr. Flewelling. The motion passed.

**Status:** Committee directed County staff to pursue legal action relative to the transfer of the Barrel Landing School property.

#### **5. Announcement / Work Session / To Receive Public Input Regarding Business license Fee Ordinance / Mid-to-Late January 2014**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Status:** A work session to receive public input on the Business License Fee Ordinance will be held mid-to-late January 2014.

#### **6. Report – Lowcountry Economic Alliance Memorandum of Understanding**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Discussion:** Lowcountry Economic Alliance Director Kim Statler briefed the Committee on the status of the Memorandum of Understanding between Beaufort County and Lowcountry Economic Alliance.

**Status:** Intended for informational purposes only.

#### **7. Executive Session**

**Notification:** To view video of full discussion of this meeting please visit [http://beaufort.granicus.com/ViewPublisher.php?view\\_id=2](http://beaufort.granicus.com/ViewPublisher.php?view_id=2)

**Motion:** It was moved by Ms. Von Harten, seconded Mr. Vaux, that Governmental Committee go into Executive Session for discussions of matters relating to the proposed location, expansion or the provision of services encouraging location or expansion of industries or other businesses in Beaufort County. The vote: YEAS – Mrs. Bensch, Mr. Caporale, Mr. Dawson, Mr. Stewart, Mr. Vaux and Ms. Von Harten. ABSENT – Mr. Flewelling. The motion passed.



**Status:** Committee went into Executive Session for discussions of matters relating to the proposed location, expansion or the provision of services encouraging location or expansion of industries or other businesses in Beaufort County.

DRAFT

2013 /

SOUTHERN BEAUFORT COUNTY ZONING MAP AMENDMENT / REZONING  
REQUEST R601 031 000 0048 0000 (1 ACRE AT THE NORTHWEST CORNER OF  
GOETHE ROAD AND BLUFFTON ROAD (S.C. HIGHWAY 46) FROM SUBURBAN (S) TO  
COMMERCIAL SUBURBAN.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2013.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

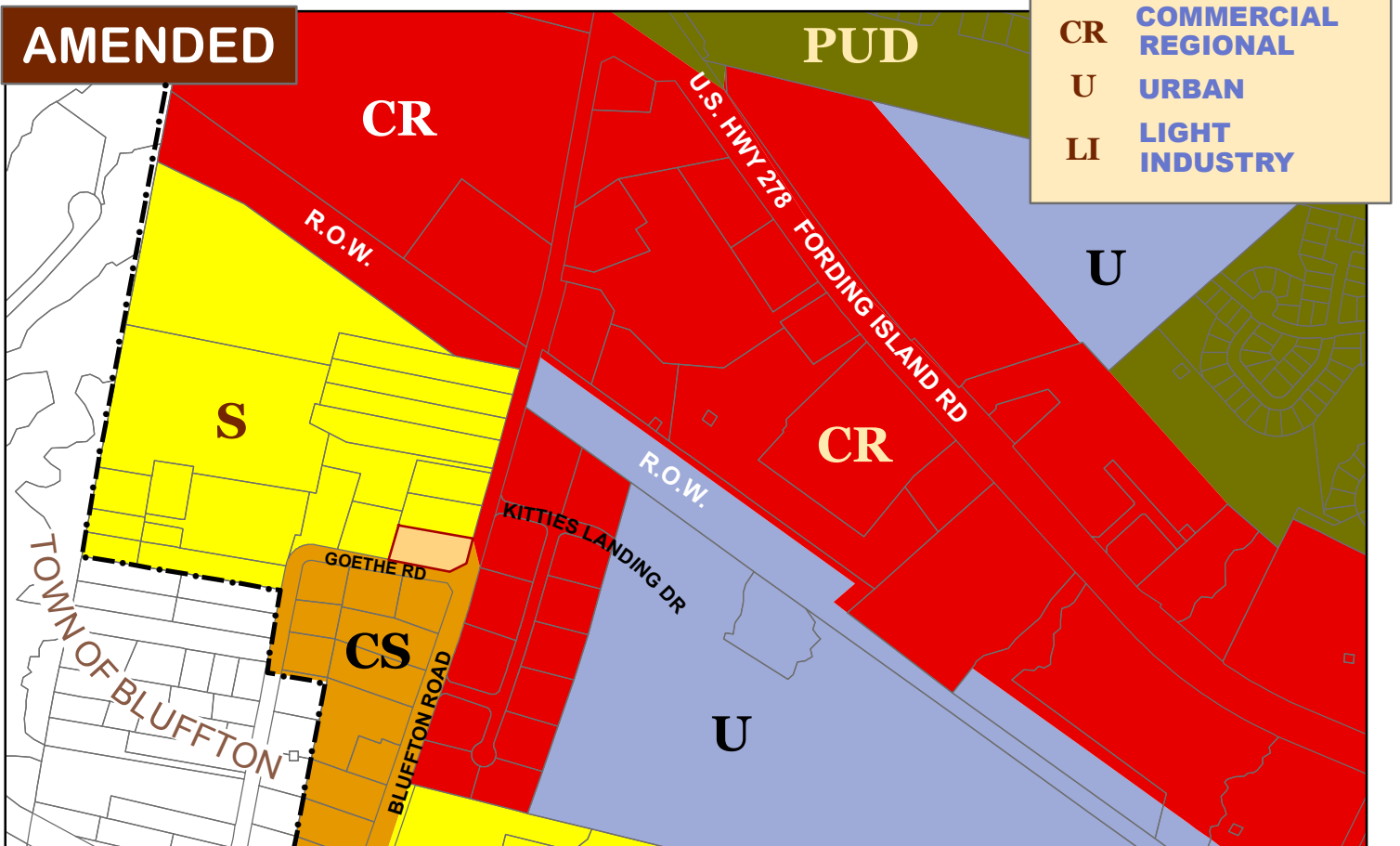
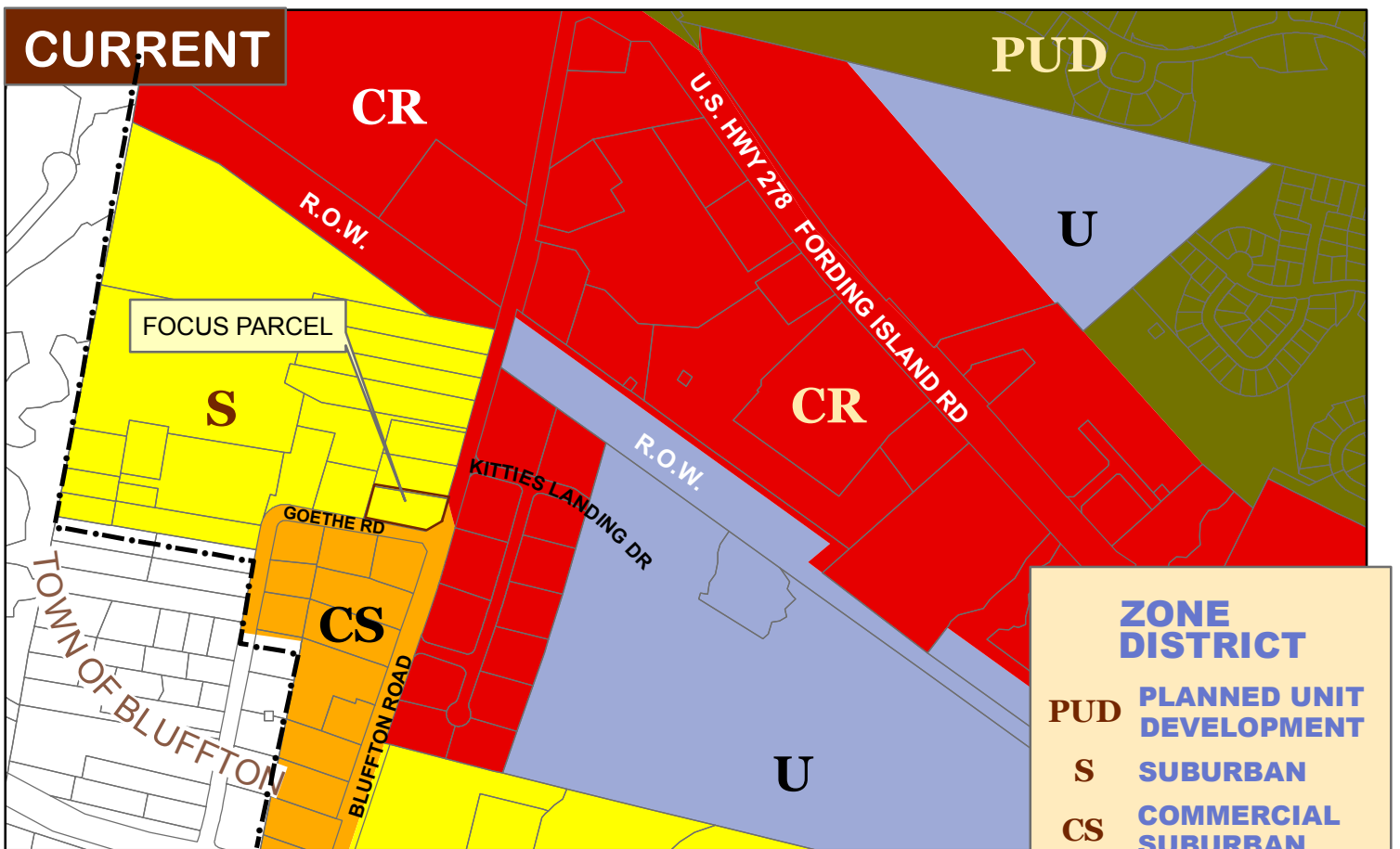
First Reading: November 18, 2013

Second Reading:

Public Hearing:

Third and Final Reading:





# REZONING AMENDMENT

Parcel: R601 031 000 0048 0000

2013 /

TEXT AMENDMENTS TO THE BEAUFORT COUNTY ZONING AND DEVELOPMENT STANDARDS ORDINANCE/ZDSO, ARTICLE V. USE REGULATIONS, TABLE 106-1098. LIGHT INDUSTRY USES, AND SECTION 106-1359 AND SECTION 106-1366, LIMITED AND SPECIAL USE STANDARDS (ADDS LIGHT INDUSTRIAL AND WAREHOUSING / DISTRIBUTION AS ALLOWED USE IN COMMERCIAL REGIONAL DISTRICTS AND ESTABLISHES LIMITED STANDARDS FOR THESE USES.)

Whereas, Standards that are underscored shall be added text and Standards ~~lined through~~ shall be deleted text.

Adopted this day of \_\_\_\_\_, 2013.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: November 18, 2013

Second Reading:

Public Hearing:

Third and Final Reading:

**TABLE 106-1098. GENERAL USE TABLE [Excerpt]**

|                              | Priority Areas |   |                          |    |    |    |    | Rural Areas |    |    |    |                                       |                       |
|------------------------------|----------------|---|--------------------------|----|----|----|----|-------------|----|----|----|---------------------------------------|-----------------------|
| Land Use                     | U              | S | CR                       | CS | RD | LI | IP | R           | RR | RB | RC | Additional Standards<br>(See Section) | Use Definition        |
| INDUSTRIAL USES              |                |   |                          |    |    |    |    |             |    |    |    |                                       |                       |
| Light industry               | N              | N | <del>N</del><br><u>L</u> | N  | L  | Y  | Y  | N           | N  | L  | N  | 106-1359                              | [no changes proposed] |
| STORAGE                      |                |   |                          |    |    |    |    |             |    |    |    |                                       |                       |
| Warehousing/<br>distribution | N              | N | <del>N</del><br><u>L</u> | N  | L  | Y  | Y  | N           | N  | N  | N  | 106-1366                              | [no changes proposed] |

**Sec. 106-1359. Light Industry.**

(a) *Limited/special standards for use in all applicable districts.* Limited/special standards for light industry uses in all applicable districts are as follows:

- (1) A setback of at least 100 feet from the district boundary shall be required for all uses having such a boundary.
- (2) Operators of this use shall ensure that no residentially zoned district receives levels of noise beyond 70 decibels between 6:00 a.m. and 7:00 p.m. The maximum receiving noise between 7:01 p.m. and 5:59 a.m. shall be 55 decibels.
- (3) No use shall produce vibration levels that are received at residential property lines.
- (4) No use shall produce noxious or nuisance-oriented emissions.
- (5) No light industry use shall exceed a maximum square footage of 200,000 square feet of floor area per building.

(b) *Reports/studies required.* All applications for this use shall include an environmental impact assessment.

(c) *Research and development district.* In the research and development district, light industrial uses shall be permitted only where it is a pilot plant or manufacturing facility that produces products developed at the research facility and occupies no more than 40 percent of the floor area. The manufacturing facility shall be built of the same materials and be in the same architectural style as the research and development facilities.

(d) *Rural business district.* Limited standards for light industrial uses within rural business districts are as follows:

- (1) This use is limited to 5,000 square feet of floor area.
- (2) The following uses are not permitted as part of this use:
  - a. Mini-warehouses (NAICS 53113);
  - b. Heavy truck, recreational vehicle and mobile homes sales (NAICS 441222, 441229, 44121, 45393); and

c. Heavy truck rental (NAICS 53212).

(e) Commercial regional district. Limited standards for light industrial uses within commercial regional districts are as follows:

(1) Outdoor loading areas shall be located to the rear of the principal structure and screened from adjacent roads and properties.

(2) Loading and unloading of goods and supplies shall not interfere with the on-site circulation of vehicles and pedestrians.

**Sec. 106-1366. Warehousing/distribution.**

(a) *Limited/special standards for this use in all applicable districts.* Limited/special standards for warehousing/distribution uses in all applicable districts are that there shall be no bulk storage of materials that are toxic, flammable, explosive, or create hazardous conditions.

(b) *Reports/studies required.* All applications for this use shall include a traffic impact analysis.

(c) *Additional standards for research and development district.* In the research and development district, light warehousing shall be permitted only where it is an accessory use to the primary research facility and occupies no more than ten percent of the floor area. The warehouse shall be built of the same materials and be in the same architectural style as the research and development facilities.

(d) Additional standards for commercial regional district.

(1) The use shall have direct access onto an arterial or major collector road.

(2) Outdoor storage and loading areas shall be located to the rear of the principal structure to the maximum extent practicable and be screened from adjacent roads and properties.

2013 /

TEXT AMENDMENTS TO THE BEAUFORT COUNTY ZONING AND DEVELOPMENT STANDARDS ORDINANCE/ZDSO, ARTICLE V. USE REGULATIONS, TABLE 106-1098. LIGHT INDUSTRY USES, AND SECTION 106-1359 AND SECTION 106-1366, LIMITED AND SPECIAL USE STANDARDS (ADDS LIGHT INDUSTRIAL AND WAREHOUSING / DISTRIBUTION AS ALLOWED USE IN COMMERCIAL REGIONAL DISTRICTS AND ESTABLISHES LIMITED STANDARDS FOR THESE USES.)

Whereas, Standards that are underscored shall be added text and Standards ~~lined through~~ shall be deleted text.

Adopted this day of \_\_\_\_\_, 2013.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: November 18, 2013

Second Reading:

Public Hearing:

Third and Final Reading:

**TABLE 106-1098. GENERAL USE TABLE [Excerpt]**

|                              | Priority Areas |   |                          |    |    |    |    | Rural Areas |    |    |    |                                       |                       |
|------------------------------|----------------|---|--------------------------|----|----|----|----|-------------|----|----|----|---------------------------------------|-----------------------|
| Land Use                     | U              | S | CR                       | CS | RD | LI | IP | R           | RR | RB | RC | Additional Standards<br>(See Section) | Use Definition        |
| INDUSTRIAL USES              |                |   |                          |    |    |    |    |             |    |    |    |                                       |                       |
| Light industry               | N              | N | <del>N</del><br><u>L</u> | N  | L  | Y  | Y  | N           | N  | L  | N  | 106-1359                              | [no changes proposed] |
| STORAGE                      |                |   |                          |    |    |    |    |             |    |    |    |                                       |                       |
| Warehousing/<br>distribution | N              | N | <del>N</del><br><u>L</u> | N  | L  | Y  | Y  | N           | N  | N  | N  | 106-1366                              | [no changes proposed] |

**Sec. 106-1359. Light Industry.**

(a) *Limited/special standards for use in all applicable districts.* Limited/special standards for light industry uses in all applicable districts are as follows:

- (1) A setback of at least 100 feet from the district boundary shall be required for all uses having such a boundary.
- (2) Operators of this use shall ensure that no residentially zoned district receives levels of noise beyond 70 decibels between 6:00 a.m. and 7:00 p.m. The maximum receiving noise between 7:01 p.m. and 5:59 a.m. shall be 55 decibels.
- (3) No use shall produce vibration levels that are received at residential property lines.
- (4) No use shall produce noxious or nuisance-oriented emissions.
- (5) No light industry use shall exceed a maximum square footage of 200,000 square feet of floor area per building.

(b) *Reports/studies required.* All applications for this use shall include an environmental impact assessment.

(c) *Research and development district.* In the research and development district, light industrial uses shall be permitted only where it is a pilot plant or manufacturing facility that produces products developed at the research facility and occupies no more than 40 percent of the floor area. The manufacturing facility shall be built of the same materials and be in the same architectural style as the research and development facilities.

(d) *Rural business district.* Limited standards for light industrial uses within rural business districts are as follows:

- (1) This use is limited to 5,000 square feet of floor area.
- (2) The following uses are not permitted as part of this use:
  - a. Mini-warehouses (NAICS 53113);
  - b. Heavy truck, recreational vehicle and mobile homes sales (NAICS 441222, 441229, 44121, 45393); and

c. Heavy truck rental (NAICS 53212).

(e) Commercial regional district. Limited standards for light industrial uses within commercial regional districts are as follows:

(1) Outdoor loading areas shall be located to the rear of the principal structure and screened from adjacent roads and properties.

(2) Loading and unloading of goods and supplies shall not interfere with the on-site circulation of vehicles and pedestrians.

**Sec. 106-1366. Warehousing/distribution.**

(a) *Limited/special standards for this use in all applicable districts.* Limited/special standards for warehousing/distribution uses in all applicable districts are that there shall be no bulk storage of materials that are toxic, flammable, explosive, or create hazardous conditions.

(b) *Reports/studies required.* All applications for this use shall include a traffic impact analysis.

(c) *Additional standards for research and development district.* In the research and development district, light warehousing shall be permitted only where it is an accessory use to the primary research facility and occupies no more than ten percent of the floor area. The warehouse shall be built of the same materials and be in the same architectural style as the research and development facilities.

(d) Additional standards for commercial regional district.

(1) The use shall have direct access onto an arterial or major collector road.

(2) Outdoor storage and loading areas shall be located to the rear of the principal structure to the maximum extent practicable and be screened from adjacent roads and properties.





COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3 Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: **RFP# 093013 Beaufort County Court House and the Hilton Head Island Library Audio Visual Renovation Project**

DATE: December 2, 2013

**BACKGROUND:** Beaufort County issued an Invitation for Bid (IFB) from firms capable of providing audio visual renovation services and equipment for Beaufort County in September 2013. The requested renovation services consist of two project locations, the Beaufort County Court House and the Hilton Head Island Library. In the Court House the work consists of installing upgraded audio visual equipment in the five court rooms and lobby areas. In the Hilton Head Island Library the work consists of installing upgraded audio visual equipment in the large meeting room, small meeting room, and children's room. The bid proposals included a requirement to provide a warranty for both locations covering installation and equipment for five years.

| <b><u>BIDDERS:</u></b>       | <b><u>Equipment/Installation Cost</u></b> | <b><u>Warranty</u></b> | <b><u>Total Cost</u></b> |
|------------------------------|---|------------------------|--------------------------|
| 1. AVI-SPL, Greensboro, NC   | \$227,698                                 | \$45,101               | \$272,799                |
| 2. Stage Front, Savannah, GA | \$318,981                                 | \$31,600               | \$350,581                |

**PRIOR YEAR COST:** NA

**FUNDING:** 10001030-54200, General Fund, Clerk of Court, Specialized Capital Equipment  
26000011-54200, Hilton Head Library Impact Fees, Specialized Capital Equipment  
10001620-54200, General Fund, Library Administration, Specialized Capital Equipment

**FOR ACTION:** Finance Committee meeting occurring December 2, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that Finance Committee approves and recommends to County Council the contract award to the aforementioned vendor for a total amount of \$272,799.

CC: Gary Kubic, County Administrator  
Bryan Hill, Deputy Administrator  
Alicia Holland, Chief Financial Officer  
Jerri Roseneau, Clerk of Court  
Scott Grooms, Broadcast Services Director  
Morris Campbell, Community Services Director  
Wlodek Zaryczny, Library Director

**PRELIMINARY BID TABULATION**  
PURCHASING DEPARTMENT



|                    |   |
|--------------------|---|
| Project Name:      | Courthouse and HHI Library Audio Visual Renovation                      |
| Project Number:    | IFB # 093013  |
| Project Budget:    |   |
| Bid Opening Date:  | 16-Oct-13   |
| Time:              | 3:00 p.m.   |
| Location:          | BIV #3 Conference Room, 102 Industrial Village Road, Beaufort, SC 29906 |
| Bid Administrator: | Dave Thomas, CPPO   |
| Bid Recorder:      | Richard Dimont  |

The following bids were received for the above referenced project:

| BIDDER                                     | BID FORM | BID BOND | ALL ADDENDA | Total Price for Court House Option 1 | Total Price Court House | Number of work days to complete the job | Total Cost HHI Library | Number of work days to complete the job | Grand Total both locations without Option 1 | Grand Total for both locations with option 1 |
|--|----------|----------|-------------|--------------------------------------|-------------------------|---|------------------------|---|---|--|
| Clark Powell Did not Bid                   |          |          |             |                                      |                         |   |                        |   |   |  |
| AVI-SPL                                    | Yes      | Yes      | Yes         | \$4,917.46                           | \$87,474.89             | 20                                      | \$135,305.94           | 25                                      | \$222,780.83                                | \$227,698.29                                 |
| StageFront                                 | Yes      | Yes      | Yes         | \$7,598.00                           | \$ 134,413.00           | 21                                      | \$176,970.00           | 30                                      | \$311,383.00                                | \$318,981.00                                 |
| Advanced Fiber Optic Tech, LLC Did not Bid |          |          |             |                                      |                         |   |                        |   |   |  |

Beaufort County posts PRELIMINARY bid tabulation information within 2 business days of the advertised bid opening. Information on the PRELIMINARY bid tabulation is posted as it was read during the bid opening. Beaufort County makes no guarantees as to the accuracy of any information on the PRELIMINARY tabulation. The bid results indicated here do not necessarily represent the final compliance review by Beaufort County and are subject to change. After the review, the final award will be made by Beaufort County Council and a certified bid tab will be posted online.

Dave Thomas, CPPO  
Bid Administrator Signature

  
Bid Recorder Signature



COUNTY COUNCIL OF BEAUFORT COUNTY  
**PURCHASING DEPARTMENT**  
102 Industrial Village Road, Bldg 3 Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: **RFP# 1310001160130627 Time and Attendance Software and Equipment Services for Beaufort County**

DATE: December 2, 2013

**BACKGROUND:** Beaufort County issued a Request for Proposals (RFP) from firms capable of providing time and attendance software and equipment for Beaufort County in May 2013. The intent of the RFP was to select the most qualified responsive/responsible contractor whose time and attendance software, equipment, services, and cost provided the best automated timekeeping solution to the County. The scope of services will require the contractor to provide a turn-key solution that provides new time and attendance software, hardware, training, maintenance, and support. The new automated timekeeping solution will provide a uniform, county-wide system and replace the various manual, burdensome timekeeping methods used previously by county departments. The RFP requested pricing for the first year to include purchased time clocks, vendor hosted software, implementation, training, maintenance, and support, and years 2-5 pricing to include vendor hosting and maintenance.

**VENDOR INFORMATION:**

Andrews Technology  
1213 Culbreth Drive  
Wilmington, NC 28405

**Cost**

|                  |                   |
|------------------|-------------------|
| \$241,056        | Yr. 1             |
| <u>\$ 52,031</u> | Yrs. 2 – 5 (each) |
| \$449,180        | Total 5 Year Cost |

**VENDOR RANK ORDER:**

1. Andrews Technology
2. Infinisource
3. ADP
4. Kronos
5. American Time Data
6. Intellitime
7. Davisco

**PRIOR YEAR COST:** NA

**FUNDING:** 40040011-54114, 2005 GO Bonds, Munis Upgrades (Year 1 Equipment Cost)  
10001160-54110, General Fund, Employee Services, Data Processing Equipment

**FOR ACTION:** Finance Committee meeting occurring December 2, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that Finance Committee approves and recommends to County Council the contract award to the aforementioned vendor for a total 5 year cost of \$449,180.

CC: Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BHill*  
Alicia Holland, Chief Financial Officer *AH*  
Dan Morgan, MIS Director *D/M*  
Suzanne Gregory, Employee Services Director *SG/OT*

#### **HIGHLIGHTS OF ANDREWS TECHNOLOGY PROPOSAL:**

- ❖ Inlusiveness of offered package
- ❖ Style of biometric time clock offered
- ❖ Price
- ❖ 1 Year Unconditional Money-Back Guarantee
- ❖ Unlimited Training
- ❖ 24/7 Support

#### **BENEFITS OF AN AUTOMATED TIMEKEEPING SYSTEM:**

- ❖ Greater efficiency within individual departments (eliminating time-consuming redundant recordkeeping and manual time calculations).
- ❖ Reduction of errors within individual departments (due to information transfer from individual timesheets to departmental timesheets, etc.).
- ❖ Reduction or elimination of fraudulent time records.
- ❖ Reduction of errors due to necessity of early submittal. Some larger departments start collecting timesheets from outlying areas as early as Wednesday to submit to Employee Services by Friday at noon. Time for Thursday and Friday is therefore estimated, with necessary corrections made manually on the next pay run.
- ❖ Decreased overtime costs through real-time reports and scheduling assistance.
- ❖ Reduced paper usage and storage costs through elimination of paper departmental timesheets.

Industry studies indicate a savings of 1% - 5% of gross payroll through automation of the payroll process. At 1% this would be a savings of almost \$500,000 per year.

**RECOMMENDED VENDOR**

**Andrews Technology**

|        |   |           |  |
|--------|---|-----------|--|
| Year 1 | \$241,056                               | Includes: | Timeclock purchase<br>60 @ \$1,495 ea. = \$89,700<br>Software = \$57,375<br>Misc. Hardware = \$29,400<br>1 time hrdwr disc-\$5,955<br><br>Implementation = \$44,980<br>Vendor Hosting = \$25,556 |
| Year 2 | \$25,556<br><u>\$26,475</u><br>\$52,031 |           | Vendor Hosting Fee<br>Hardware/Software Maint. Fee   |
| Year 3 | \$25,556<br><u>\$26,475</u><br>\$52,031 |           | Vendor Hosting Fee<br>Hardware/Software Maint. Fee   |
| Year 4 | \$25,556<br><u>\$26,475</u><br>\$52,031 |           | Vendor Hosting Fee<br>Hardware/Software Maint. Fee   |
| Year 5 | \$25,556<br><u>\$26,475</u><br>\$52,031 |           | Vendor Hosting Fee<br>Hardware/Software Maint. Fee   |

**Andrews Technology has offered a 12 month unconditional money-back guarantee from the date of contract execution.**



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

[sales@andrewstechnology.net](mailto:sales@andrewstechnology.net)

(800) 319-8096 Fax: (516) 674-8119



**PURCHASE ORDER FORM (Vendor Hosted)**

|  |  |                               |  |
|--|--|-------------------------------|--|
| <b>Invoice To:</b> Beaufort County       |  | <b>Hosted By:</b> Vendor      |  |
| <b>Ship To:</b> TBD                      |  | <b>Terms:</b> To Be Discussed |  |
| <b>Account Executive:</b> Jamie Blundell |  |                               |  |

| Qty   | Description   | Item            | Total            |
|---|---|-----------------|------------------|
| <b>Novatime Web-Based Time &amp; Attendance System</b>  |   |                 |                  |
| 60  | NT450 Biometric Finger Terminal                                 | \$1,495         | \$89,700         |
| 60  | Ethernet Module   | \$195           | \$11,700         |
| 60  | Power Over Ethernet Module                                      | \$295           | \$17,700         |
|   | One Time Hardware Discount                                      | 5%              | -\$5,955         |
| 1500  | Employee Web Services (PC Entry)                                | \$8             | \$12,000         |
| 1500  | Novatime Web-Based Time & Attendance Software                   | \$24            | \$36,000         |
| 125   | Supervisor Module: Approval/Reporting/Review/Modification       | \$75            | \$9,375          |
| 1   | <b>MUNIS Bidirectional Interface (Guaranteed Interface)</b>     | <b>Existing</b> | <b>Existing</b>  |
| 1   | Electronic In-Out Board   | N/C             | N/C              |
| 1   | Labor Tracking (Activity Based Reporting - 8 Levels)            | N/C             | N/C              |
| 1   | Advanced Supply & Demand Scheduling Module                      | N/C             | N/C              |
| 1   | Accrual Module (Includes Sick, Vacation, Personal, etc.)        | N/C             | N/C              |
| 1   | Employee Profile/Evaluation/Probation/Attendance Review Modules | N/C             | N/C              |
|   | Implementation  |                 | \$44,980         |
|   | Annual Software Maintenance                                     | \$11,475/yr     | 1st yr free      |
|   | Annual Hardware Maintenance                                     | \$15,000/yr     | 1st yr free      |
|   | 12 Months Vendor Hosting Fee                                    | \$1.55/ee/mo    | 25,556           |
| 1374  | <b>System Total</b>   |                 | <b>\$241,056</b> |
| <b>One Time Implementation Fees</b>   |   |                 |                  |
|   | Initial Planning Session  | Included        |                  |
|   | Rules Questionnaire Assistance                                  | \$4,995         |                  |
|   | Install Novatime Web-Based Software                             | \$995           |                  |
|   | Install Payroll Rules and Employee File                         | \$995           |                  |
|   | Unlimited Administrative/Supervisor Training                    | \$4,995         |                  |
|   | Cabling (up to 100 ft run for each clock)                       | \$18,000        |                  |
|   | Install & Program Hardware                                      | \$15,000        |                  |
|   | System Test/Go Live   | Included        |                  |
|   | <b>Total One Time Fees</b>                                      |                 | <b>\$44,980</b>  |
| <b>Note:</b> All travel and expenses associated with installation and training will be at the cost of Andrews Technology. Absolutely no travel or expenses will be billed to Beaufort County. |   |                 |                  |

Customer Authorization \_\_\_\_\_ Title \_\_\_\_\_

Andrews Technology HMS, Inc. \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_



Andrews Technology HMS, Inc.

1213 Culbreth Drive

Wilmington, NC 28405

[sales@andrewstechnology.net](mailto:sales@andrewstechnology.net)

(800) 319-8096 Fax: (516) 674-8119



**5 YEAR TOTAL COST (Vendor Hosted Purchase)**

| Invoice To: Beaufort County |  | Hosted By: VENDOR      |           |
|-----------------------------|--|------------------------|-----------|
| Ship To: TBD                |  | Terms: To Be Discussed |           |
| Account                     |  |                        |           |
| Executive:                  | Jamie Blundell   |                        |           |
| Qty                         | Description  | Item                   | Total     |
|                             | Novatime Web-Based Time & Attendance System                            |                        |           |
|                             | Year 1 Cost (Includes 12 months Vendor Hosting & 1st year maintenance) | \$241,056              | \$241,056 |
|                             | <b><u>Additional 4 Year Maintenance &amp; Vendor Hosting Cost</u></b>  |                        |           |
|                             | Year 2 Cost (Annual Software & Hardware Maintenance)                   | \$26,475               | \$26,475  |
|                             | Year 2 Vendor Hosting Fee (12 months)                                  | \$25,556               | \$25,556  |
|                             | Year 3 Cost (Annual Software & Hardware Maintenance)                   | \$26,475               | \$26,475  |
|                             | Year 3 Vendor Hosting Fee (12 months)                                  | \$25,556               | \$25,556  |
|                             | Year 4 Cost (Annual Software & Hardware Maintenance)                   | \$26,475               | \$26,475  |
|                             | Year 4 Vendor Hosting Fee (12 months)                                  | \$25,556               | \$25,556  |
|                             | Year 5 Cost (Annual Software & Hardware Maintenance)                   | \$26,475               | \$26,475  |
|                             | Year 5 Vendor Hosting Fee (12 months)                                  | \$25,556               | \$25,556  |
|                             | 5 Year Total Cost  |                        | \$449,180 |
|                             |  |                        |           |
|                             |  |                        |           |

Customer Authorization \_\_\_\_\_ Title \_\_\_\_\_  
Andrews Technology HMS, Inc. \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_





#### Product Overview

Utilizing the latest technology, the NT450 provides a reliable and easy-to-use platform for all types of workforce and workplace environments. The vibrant TFT color display and large keypad deliver a simple interface to facilitate many Time and Attendance features, as well as many self-service options for your workforce. Proximity, HID, and biometric options ensure an input method that will best suit your environment, and included within the NT450 clock are access control relays that can be used with existing 3rd party controls (i.e. bells, door locks, etc.).

The standard NT450PX model features a proximity card reader, while the optional NT450-HI model includes an alternative HID badge reader. Additionally, the NT450FP biometric option features an innovative Lumidigm's fingerprint reader that will verify each employee in order to reduce time theft and 'buddy' punching. This device offers unparalleled performance through the use of the fastest commercial-based fingerprint matching algorithm. The patented, high-performance, high-image quality optical fingerprint sensor ensures reliability, precision, and excellent matching speed, while also being resistant to scratches, impact, vibration, and electrostatic shock.

#### Push Technology – Built for the Cloud

Designed for today's cloud computing environment, NT450 uses the innovative Push Technology and automatically "pushes" employee punch data from your time clocks to the server in real-time or periodically.

Easy-to-use Time and Attendance features, allowing you to:

- Punch In and Out using your fingers, proximity badges, HID badges, or key-in using badge numbers
- Transfer multi-level groups to support labor tracking needs
- Input sick leave hours, vacation hours, personal leave time, etc.
- Support input of tips, bonus dollars, etc.
- Support employee schedule lockouts
- Support employee meal lockouts

An extension of your HR department that will support afterhours inquiries, allowing you to have:

- 24/7 operations without 24/7 Human Resource personnel
- Real-time access to your employees' accrual information (Vacation Hours, Sick Leave, Personal Leave Time, etc.)

Amazing kiosk features and functions including:

- Real-time access to employee timesheets
- Real-time access to employee work schedules
- Real-time access to employee performance tracking data (point system)
- Private messages distribution to employees
- Greater employee satisfaction—with information at their fingertips!



**Gregory, Suzanne**

---

**From:** Jamie Blundell [jamie@andrewstechnology.net]  
**Sent:** Friday, August 16, 2013 3:05 PM  
**To:** Thomas, Dave  
**Cc:** Gregory, Suzanne; Foot, Phillip; Morgan, Daniel  
**Subject:** RE: Andrews Technology Best and Final

Dave,

I forgot to mention the most important item.. With our Best and Final we are pleased to offer Beaufort County with a 12 month unconditional money back guarantee from the date of contract execution. Meaning if for any reason the County is not fully satisfied with the Novatime system any time in the first 12 months from the date the contract is executed, the County has the right to request a full refund.

I apologize that I left off such an important item in the prior email.

If you have any additional questions please feel free to contact me directly. I look forward to the County's final decision.



COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT  
102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee  
FROM: Dave Thomas, CPPO, Purchasing Director *DT*  
SUBJ: Statewide Court Case Management System (CMS) Software Support and Hosting Services  
DATE: December 2, 2013

**BACKGROUND:** The Purchasing Department received a request from Beaufort County's Clerk of Court and Magistrate Court to renew the annual contract for the CMS software used by these courts. CMS is an application that is developed, maintained, trained and supported by the South Carolina Judicial Department (SCJD) to serve the operational needs of the Summary and Circuit Courts of South Carolina. The current term of this contract began July 1, 2013 and ends June 30, 2014 for a total cost of \$60,000.

**VENDOR INFORMATION:**

South Carolina Judicial Department

**COST**

\$60,000

**FUNDING:** 10001030-51110, Clerk of Court, Maintenance Contracts  
10001081-51110, Magistrate – Beaufort, Maintenance Contracts  
10001082-51110, Magistrate – Bluffton, Maintenance Contracts  
10001085-51110, Magistrate – Bond Court, Maintenance Contracts

**FY 2013 COST:** \$30,000

**FOR ACTION:** Finance Committee meeting occurring December 2, 2013

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve and recommend to County Council the renewal of the CMS contract with the above referenced vendor for a total cost of \$60,000.

CC: Gary Kubic, County Administrator *GK*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Chief Financial Officer *AH*  
Jerri Roseaneau, Clerk of Court *JR*  
Lawrence P. McElynn, Chief Magistrate *LM*  
Dan Morgan, MIS Director *DM*

Att: South Carolina Judicial Department Invoice  
Software Support and Hosting Services MOU



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

102 Industrial Village Road, Bldg 3—Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228

**TO:** Councilman Stewart H. Rodman, Chairman, Finance Committee  
**FROM:** Dave Thomas, CPPO, Purchasing Director  
**SUBJ:** **Statewide Court Case Management System (CMS) Software Support and Hosting Services**  
**DATE:** December 2, 2013

**BACKGROUND:** The Purchasing Department received a request from Beaufort County's Clerk of Court and Magistrate Court to renew the annual contract for the CMS software used by these courts. CMS is an application that is developed, maintained, trained and supported by the South Carolina Judicial Department (SCJD) to serve the operational needs of the Summary and Circuit Courts of South Carolina. The current term of this contract began July 1, 2013 and ends June 30, 2014 for a total cost of \$60,000.

**VENDOR INFORMATION:**

South Carolina Judicial Department

**COST**

\$60,000

**FUNDING:**

10001030-51110, Clerk of Court, Maintenance Contracts  
10001081-51110, Magistrate – Beaufort, Maintenance Contracts  
10001082-51110, Magistrate – Bluffton, Maintenance Contracts  
10001085-51110, Magistrate – Bond Court, Maintenance Contracts

**FY 2013 COST:** \$30,000

**FOR ACTION:** Finance Committee meeting occurring December 2, 2013

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve and recommend to County Council the renewal of the CMS contract with the above referenced vendor for a total cost of \$60,000.

**CC:** Gary Kubic, County Administrator  
Bryan Hill, Deputy Administrator  
Alicia Holland, Chief Financial Officer  
Jerri Roseneau, Clerk of Court  
Lawrence P. McElynn, Chief Magistrate  
Dan Morgan, MIS Director  
  
**Att:** South Carolina Judicial Department Invoice  
Software Support and Hosting Services MOU



1015 Sumter Street, Suite 101  
Columbia, South Carolina 29201  
Phone 803.734.1970 Fax 803.734.1963

**TO:**  
Dan Morgan  
Beaufort County MIS Director  
PO Drawer 1228  
Beaufort, South Carolina 29901

**FOR:**  
Court Case Management System (CMS) Support  
July 2013 – June 2014

| DESCRIPTION  | AMOUNT   |
|--|----------|
| Court CMS Support for Beaufort County for the period of July 1, 2013 – June 30, 2014 | \$60,000 |
| TOTAL  | \$60,000 |

Make all checks payable to **South Carolina Judicial Department**  
Payment is due within 30 days.  
If you have any questions concerning this invoice, contact **Deborah Tilley, 803.734.1970, [dtalley@sccourts.org](mailto:dtalley@sccourts.org)**

## County Invoice

**SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

**Statewide  
Court Case Management System  
(CMS)**

**Software Support and Hosting Services  
Memorandum of Understanding  
for Counties Hosted by SCJD**

**BEAUFORT COUNTY**

**June 30, 2011**

This document identifies the responsibilities of Beaufort County and the South Carolina Judicial Department for ongoing support and hosting services for the Statewide Court Case Management System (CMS).



## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

### **INTRODUCTION**

The South Carolina Judicial Department (SCJD) is hosting the statewide Court Case Management System for the counties of South Carolina in accordance with this document. Each county decides whether or not to have SCJD host, operate, and support this application for them on an individual basis. If a county decides to have SCJD host them, then this document serves as the description of the responsibilities of both the county and SCJD.

The statewide Court Case Management System is an application that is developed, maintained, trained and supported by the South Carolina Judicial Department (SCJD) to serve the operational needs of the Summary and Circuit Courts of South Carolina. SCJD has an in-house Court CMS application and support staff that work full-time on the Court CMS.

This document identifies the responsibilities for ongoing support and hosting services for the Court CMS by SCJD for the counties. Specifically, this document identifies the following:

- I. Period of Memorandum of Understanding (MOU)
- II. County Responsibilities
- III. SCJD Responsibilities
- IV. Ownership of Data
- V. Support Procedures
- VI. Performance Measures
- VII. Costs to the County
- VIII. Signatures



## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

### **Memorandum of Understanding (MOU)**

This Memorandum of Understanding, is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between **BEAUFORT COUNTY**, hereinafter referred to as the **COUNTY**,

**AND**

**SOUTH CAROLINA JUDICIAL DEPARTMENT** hereinafter referred to as the **SCJD**.

SCJD is providing the County with the statewide Court Case Management System, hereinafter referred to as *Court CMS*.

#### **I. PERIOD OF MEMORANDUM OF UNDERSTANDING (MOU)**

This MOU shall be in effect during the time the County utilizes the Court CMS hosting by SCJD.

#### **II. COUNTY RESPONSIBILITIES**

- A. The County must keep all court computers, scanners, and printers in good working condition.
- B. The County must keep all computers up-to-date with critical security (including virus and spyware) and operating system patches and updates.
- C. The County must keep all court computers up-to-date with the minimum hardware, operating system, and Microsoft Office versions as identified as minimum system requirements for the court as documented in the SCJD Hardware, Software, and Networking Guidelines.
- D. The County must maintain reliable county email such that all court users in the County have a valid and working email address.
- E. The County must maintain a reliable, high-speed internet connection of adequate bandwidth as mutually agreed to by the County and SCJD.
- F. The County must maintain local area network wiring and/or wireless connections within the judicial facilities in good working condition for use and access by the court users.
- G. The County must provide written notice of staff changes to SCJD within five (5) working days so credentials can be created, updated, or scheduled for deletion as appropriate. In cases of emergency departure of staff, the county should provide written notice to SCJD within 24 hours of the change.
- H. The County must follow the procedures identified in the Support Procedures section of this document when requesting support from SCJD.

## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

- I. The County is responsible for enforcing an Acceptable Use Policy (AUP) for all county CMS users.
- J. The County shall support and assist SCJD in identifying and clarifying problems encountered by the County and shall make available source documents or data files as may be necessary to isolate or replicate a problem condition.

### **III. SCJD RESPONSIBILITIES**

- A. For the hosting of the Court CMS, SCJD will follow industry best practices and standards for the operation and support of this system. SCJD will employ the same rigor and standards to the hosting of the Court CMS for the counties as it does for its own internal systems for the Supreme Court, Court of Appeals, Office of the Chief Justice, and Court Administration. For the hosting of the Court CMS, SCJD has the following responsibilities pertaining to the production environment:
  - 1. SCJD will maintain the Court CMS operational on dedicated servers within the SCJD data center.
  - 2. SCJD will utilize a Citrix hosting platform that enables the users to access the Court CMS through an Internet Explorer browser.
  - 3. SCJD will keep the Court CMS production servers current with all security and operating system patches.
  - 4. SCJD will keep the licensing of the required commercial-off-the-shelf (COTS) software current (i.e., SQL Server, Citrix, Microsoft operating systems, etc.) on the Court CMS production servers.
  - 5. SCJD will keep the hardware components of the Court CMS production servers operational and in good working condition.
  - 6. SCJD will configure the Court CMS production environment such that each hosted county has its data maintained separately from other hosted county's data. Note that the County maintains ownership of its own data. If the County chooses to use the imaging functionality of the Court CMS, the County will be allocated a minimum of 10 GB of online disk space for the storage of court images. The use of disk storage will be actively monitored and managed to maintain acceptable response and performance times. If the County uses significantly more than 10 GB for the storage of images, SCJD reserves the right to review with the County additional and/or supplementary options with performance and costs being the primary factors of consideration.
  - 7. SCJD will operate the current release of the Court CMS in the hosted production environment. Note that upon distribution of a new release of the Court CMS, the hosted production environment will be operating one (1) release back until production testing is successfully completed on the new release of the Court CMS.



## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

8. SCJD will perform data and system backups in accordance with the SCJD System and Data Backup Schedule:
  - a) Incremental system and data backups are conducted nightly.
  - b) Complete system and data backups are conducted weekly.
  - c) Backup media are stored and maintained in accordance with the SCJD System and Data Backup Schedule.
9. SCJD will follow the procedures as defined in the SCJD Disaster Recovery Plan (in process) in the event that data needs to be restored.
10. SCJD will provide Court CMS production environment security in accordance with the SCJD Technology Security Policy (in process).
11. SCJD will provide system administration to the Court CMS production environment by SCJD authorized system administrators only.
12. SCJD will perform general system maintenance after normal business hours. Counties will be provided with at least one (1) week of notice of general system maintenance.
13. SCJD will perform emergency system maintenance when issues are severely impacting system integrity and/or performance. In these situations, SCJD will address the issues in the production environment utilizing every available means to rectify the problem. In some severe cases, the production environment servers may be shut down immediately. When emergency system maintenance is needed and/or taking place, notification will be sent to the county Court CMS users with an estimated time when service will resume. Note that SCJD reserves the right to restrict or stop all system operations in the event of any major system issues that may cause loss of operational integrity, unauthorized data movement or loss and/or potential corruption across the system.
14. SCJD will install, configure, and put into the production environment, new releases, patches, upgrades, and versions to the Court CMS after it has been issued to the counties for production and it has been tested and validated for production by the CMS support team on behalf of the hosted counties.

## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

- B. SCJD has the following responsibilities for the software support, maintenance, and enhancements of the Court CMS.
1. Application software support services for the current version of the Court CMS and one (1) version back from the current version of the Court CMS.
  2. Application software support services through the SCJD Call Center for the Court CMS during normal working hours of Monday through Friday, 8:30 am – 5:00 pm. Services include technical assistance in troubleshooting and resolving problems/questions associated with the Court CMS.
  3. Application software support services are available through the SCJD paging notification system after hours, during holidays, and weekends.
  4. Court CMS enhancements developed by the SCJD shall be made available to the County as an update to the current version.
  5. New releases of the Court CMS are made available periodically for the County, which include major and significant technical updates and functional improvements.
  6. Testing of new releases, patches, upgrades, and versions of the Court CMS on behalf of the County to validate its readiness for the production environment.
  7. Table configuration changes, e.g., the addition of officers or new users, will be performed by the authorized SCJD system administrator support person.
  8. Updates to the Court CMS which are required as a result of changes to the laws, regulations, legislation, administrative directives, or rules of the State of South Carolina or the uniform rules of South Carolina Courts.
  9. If system issues arise that require modifications of the application or non-development data that are not a result or caused by the operations of the SCJD production environment, the procedures defined for modifications to the Court CMS as documented in the *SCJD Court CMS Application Modification Procedures* will be followed.

### **IV. OWNERSHIP OF DATA**

Data collected is the property of the County and no use shall be made thereof without the written permission of the County.

## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

### **V. SUPPORT PROCEDURES**

The SCJD Call Center is the means of communication between the County and the SCJD regarding Court CMS issues.

- A. During normal working hours of Monday through Friday, 8:30 am through 5:00 pm, SCJD will provide support through the SCJD Call Center utilizing the standard Court CMS support procedures:
  - 1. The County will designate a person in each court agency, i.e., Clerk of Court's office and Magistrate Court's office, as the first level of support (Tier I support).
  - 2. End users will contact the designated Tier I person in their court agency when Court CMS questions or issues arise.
  - 3. If the problem cannot be resolved by the Tier I support person, that person will log a support ticket in the SCJD call tracking system. The call tracking system is monitored by the SCJD support team at the SCJD Call Center. The SCJD support team will communicate with the Tier I support person to answer the question or resolve the issue.
  - 4. Requests for table configuration changes, e.g., the addition of officers or new users, will be submitted through the SCJD call tracking system.
- B. After hours, during holidays, and weekends, end users may access the SCJD paging notification system by calling 803-734-1200 to request technical assistance for emergency issues.

### **VI. PERFORMANCE MEASURES**

Three primary performance measures will be monitored, reported, and reviewed by SCJD with each hosted county on a periodic basis.

- A. Court CMS system uptime of the hosting operations production servers will average 99% on an annual basis.
- B. SCJD will acknowledge support calls during normal business hours within 20 minutes. Note that SCJD will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 20 minutes.
- C. SCJD will acknowledge support calls during holidays, weekends, and after hours within 30 minutes. Note that SCJD will make best effort to readily resolve the issue; however, depending upon the magnitude, scope, difficulty of troubleshooting, and criticality of the issue, resolution may take longer than 30 minutes.



## **SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)**

### **VII. COSTS TO THE COUNTY**

#### **A. Hosting Operations**

The County will pay a hosting cost of **\$30,000.00** to SCJD on an annual basis beginning on **July 1, 2013**.

#### **B. Application Support**

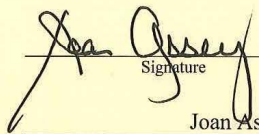
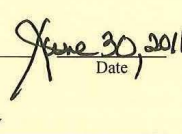
The County will continue to pay an application support cost of **\$25,000.00** to SCJD until **July 1, 2012**. This amount was calculated based on 2000 Census population data. The application support cost will increase to **\$30,000.00** on an annual basis beginning on **July 1, 2012**, due to the increase in County population in the 2010 census data.

| <b>Effective Date</b> | <b>County Costs</b> | <b>Description of Costs</b>           |
|-----------------------|---------------------|---------------------------------------|
| July 1, 2011          | \$25,000.00         | Application Support (2000 Census)     |
| July 1, 2012          | \$30,000.00         | Application Support (2010 Census)     |
| July 1, 2013          | \$60,000.00         | Application Support and Hosting Costs |

## SOUTH CAROLINA JUDICIAL DEPARTMENT (SCJD)

### VIII. SIGNATURES

#### SOUTH CAROLINA JUDICIAL DEPARTMENT

   
Signature Date

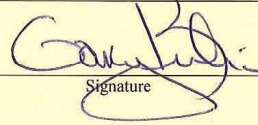
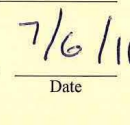
Joan Assey

Name (Please Print.)

Director of Information Technology

Title

#### BEAUFORT COUNTY


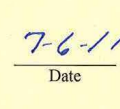
   
Signature Date

Gary Kubic

Name (Please Print.)

County Administrator

Title

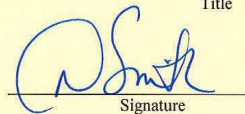
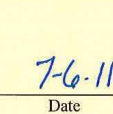
   
Signature Date

Jerri Ann Roseneau

Name (Please Print.)

Clerk of Court

Title

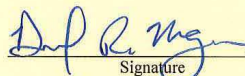
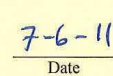
   
Signature Date

Darlene Rogers Smith

Name (Please Print.)

Chief Magistrate

Title

   
Signature Date

Dan Morgan

Name (Please Print.)

Information Technology Director

Title



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO ESTABLISH A GENERAL FUND RESERVE POLICY FOR  
BEAUFORT COUNTY, SOUTH CAROLINA**

**WHEREAS**, Beaufort County Council operates as a Council-Administrator form of government; and,

**WHEREAS**, the County Council has the power to establish by ordinance a General Fund Reserve Policy and has identified the need for such a policy as a top fiscal priority at its last two annual retreats; and,

**WHEREAS**, the County Council desires, as part of its long range financial planning, to achieve a goal of maintaining a fund balance of at least five (5) months of anticipated total General Fund expenditures as an undedicated General Fund, fund balance reserve; and,

**WHEREAS**, a formal reserve policy is recommended by various finance and accounting professional organizations and independent bond rating agencies; and,

**WHEREAS**, it is recognized by the Government Accounting Standards Board and the Government Finance Officers Association that it is prudent for local government entities to establish a formal reserve policy for General Operating Funds.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF BEAUFORT COUNTY, SOUTH CAROLINA, THAT SECTIONS 2-403 THROUGH 2-405 OF THE BEAUFORT COUNTY CODE OF ORDINANCES ARE HEREBY CREATED AND PROVIDE AS FOLLOWS:**

**SECTION 2-403. Establishment of General Fund Reserve Policy**

Beaufort County Council hereby establishes a General Fund Reserve Policy which shall require the maintenance of a fund balance of at least five (5) months of anticipated total General Fund expenditures as an undedicated General Fund, fund balance reserve.

**SECTION 2-404. Use of General Fund Reserve Balances, Minimum Maintained Fund Balance**

The General Fund, fund balance reserve may only be used in certain limited situations such as to stabilize revenues, mitigate a projected deficit in the current operating period, retire or defease outstanding bonds or notes of the County, fund one-time or unanticipated expenditures, and pay judgments or otherwise settle legal disputes and claims.

Any legislative action that results in reducing General Fund reserves below the five (5) month threshold shall contain a provision specifically authorizing the use of such reserves.

The County Administrator shall use his or her best efforts to inform the Council, when possible, and with as much advance time as may be practical under the circumstances, whenever the

County has obligations that would reasonably be expected to result in the General Fund reserves to decline below the five (5) month threshold.

At any other time that the Council determines that the use of General Fund reserves within the five (5) month threshold is needed for one or more of the reasons provided for in this section, the Council shall by resolution, authorize the use of such reserves.

At no time shall County Council take action which shall have the effect of reducing the General Fund, fund balance reserve to an amount below an average of two (2) months worth of total General Fund expenditures without first declaring that an emergency exists within the County thereby necessitating the use of such funds.

**SECTION 2-405.** Effective Date and Date of Compliance.

It is necessary that this Ordinance become effective immediately upon its adoption to ensure the long term financial health and stability of Beaufort County, South Carolina.

It is acknowledged that the current amount of General Fund reserves would not be sufficient to meet the five (5) month threshold established by this Ordinance. Additionally, it is anticipated that it will take several years of prudent and responsible financial management to build up the General Fund reserves in order to satisfy the goals of this policy. Therefore, Beaufort County Council shall strive to reach compliance with this stated General Fund, fund balance reserve policy within six (6) years of its adoption, or July 1, 2020, whichever is later. If Beaufort County Council shall not have reached compliance with this policy by this date, it shall, by appropriate legislation, take such actions as it may deem necessary to achieve compliance with this policy.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading:

Second Reading:

Public Hearing:

Third and Final Reading:

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTIONS 2-509 AND 2-512 OF THE BEAUFORT COUNTY  
CODE OF ORDINANCES SO AS TO EFFECT CHANGES TO THE BEAUFORT COUNTY  
PURCHASING ORDINANCE**

**WHEREAS**, Beaufort County is required to adopt competitive purchasing policies pursuant to South Carolina Code of Laws Section 11-35-50; and

**WHEREAS**, certain requirements and limitation contained within Beaufort County's Purchasing Ordinance have not been updated since the year 1999; and

**WHEREAS**, general increases in costs as well as the rate of economic inflation have created administrative inefficiencies in terms of contracting for goods and services thereby necessitating changes to the County's Purchasing Ordinance; and

**WHEREAS**, the constitutionally elected and appointed officials within Beaufort County have inherent authority to contract for goods and services so long as they remain compliant with all necessary competitive procurement regulations and do not exceed their annual fiscal appropriations provided to them by County Council; and

**WHEREAS**, it is now in the County's best interests to update its Purchasing Ordinance to reflect these changes.

**NOW, THEREFORE, BE IT ORDAINED** by Beaufort County Council that Sections 2-509 and 2-512 of the Beaufort County Purchasing Ordinance are hereby amended as follows:

NOTE: **Underlined and bold-face typed** portions indicate additions to the County Code. ~~Stricken~~ portions indicate deletions to the County Code.

**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 comptroller.
- (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 or his designee, \$5,000.00 or less.~~

- (2) ~~(1)~~ ~~Comptroller or his designee, over \$5,000.00, but less than \$10,000.00.~~  
**Purchasing director, comptroller, chief financial officer, and deputy county administrator or his/her designee, over \$5,000.00, but less than \$10,000.00.**
- ~~(3)~~ ~~(2)~~ county administrator or his designee, over \$10,000.00, but less than ~~\$25,000.00~~  
**\$50,000.00.**
- (4) ~~(3)~~ Council committee, over ~~\$25,000.00~~ **\$50,000.00**, but less than ~~\$50,000.00~~  
**\$100,000.00.**
- ~~(5)~~ ~~(4)~~ The county council, ~~\$50,000.00~~ **\$100,000.00** 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 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.**

**Sec. 2-512. Authority to contract for certain services.**

- (a) *General authority.* Departments needing to procure the professional services of clergy, physicians, dentists or undertakers may do so on their own behalf subject to subsection 2-516(h).
- (b) *Contracts for legal services.* No contract for the services of legal counsel may be awarded without the approval of the county council **or the county administrator.**
- (c) *Auditing, consulting and other professional services.* Auditing, consulting and other professional services shall be procured in accordance with section 2-542.
- (d) *Fixed base operators, etc.* Contracts for fixed base operators and other private services operating on county airports shall be subject to the ordinance and the approval of the county council.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading:

Second Reading:

Public Hearing:

Third and Final Reading:

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF AN ASSIGNMENT OF AN EASEMENT OWNED BY BEAUFORT COUNTY FOR THE CONSTRUCTION AND MAINTENANCE OF A ROADWAY IDENTIFIED AS BOWLING LANE AND ANY RIGHTS TO UNPAVED ROADWAYS EXTENDING THEREFROM.**

**WHEREAS**, Beaufort County was provided an easement across real property for the establishment and maintenance of a roadway identified as Bowling Lane located in the City of Beaufort, South Carolina; and

**WHEREAS**, Beaufort County may or may not have a prescriptive easement and/or other property rights for the unpaved portion of roadway that extends from Bowling Lane to Pine Court Lane; and

**WHEREAS**, The City of Beaufort has requested that the County assign to it, any easement rights, if any, that it may have in and over Bowling Lane and the unpaved roadway extending from Bowling Lane to Pine Court Lane; and

**WHEREAS**, Beaufort County Council has determined that it is in the best interests of its citizens to consent to the requested Assignment of its easement rights, be they dedicated, prescriptive or otherwise that it may current possess; and

**WHEREAS**, S.C. Code Ann. § 4-9-130 requires that the transfer of any interest in real property vested with the County must be authorized by the adoption of an Ordinance by Beaufort County Council.

**NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL AS FOLLOWS:**

**SECTION 1. Execution of Assignment of Easement encumbering County Owned Land:**

- (a) The County Administrator is hereby authorized to execute any and all documents as may be necessary to effectuate the transfer of the County's Easement rights, if any, to the City of Beaufort for Bowling Lane and the unpaved roadway that extends from Bowling Lane to Pine Court Drive.
- (b) The County Administrator is hereby authorized to take all other and further actions as may be necessary to complete the conveyance of these property rights.



**SECTION 2. Severability:**

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

**SECTION 3. Effective Date:**

This Ordinance shall become effective upon its adoption by Beaufort County Council.

**ADOPTED BY BEAUFORT COUNTY COUNCIL, BEAUFORT, SOUTH CAROLINA, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: October 28, 2013  
Second Reading: November 18, 2013  
Public Hearing:  
Third and Final Reading:

## The State of South Carolina,

KNOW ALL MEN BY THESE PRESENTS, That

Ribaut Road Improvement Co., A corporation by and under the Laws of the  
State of South Carolina,

In the State aforesaid, -----for and ----- in consideration of the sum of  
Seven Thousand Five Hundred and No/100 (\$7,500.00) ----- Dollars

to it in hand paid at and before the sealing of these presents, by Taddeo Construction and Leasing  
Corporation, A corporation by and under the laws of one of the States of the  
~~United States of America~~ United States, (the receipt whereof is hereby acknowledged)

have granted, bargained, sold and released, and by these Presents do grant, bargain, sell and release, un-  
to the said Taddeo Construction and Leasing Corporation, its successors and assigns:

All that certain piece, parcel or lot of land, situate, lying and being on Port  
Royal Island, Beaufort County, State of South Carolina, being a part of what is  
known as the "Spanish Point Property" sometimes referred to as the "Fort Lytle-  
ton Property" being the Southern part of the Eastern half of Lot Thirteen (13)  
and the Southwestern corner of Lot Fourteen (14), Section 18, 1S1W, and being  
more particularly bounded and described as follows, to-wit:

Starting at a stone on the Southern line of said Lot #13, which stone is three  
hundred and thirty (330') feet East from the Southwestern corner of said Lot  
#13, thence extending North at right angles for a distance of one hundred  
(100') feet, thence extending East at right angles for a distance of three hundred  
seventy-one and nine-tenths (371.9') feet, more or less, to a concrete monument  
located on the Western side of the present right of way of South Carolina Highway  
#281, thence extending in a Southeasterly direction along the Western edge of  
the right of way of the present S. C. Highway #281 for a distance of One Hundred  
and three (103') feet, more or less, to the point where it intersects the Southern  
boundary of said Lot #14, Section 18, thence extending in a Westerly direction  
along the Southern boundary lines of said Lots #14 and #13 of said Section 18, for  
a distance of three hundred ninety-four (394') feet, more or less, to the point  
of beginning. The Northern and Southern boundary lines of the within property  
are parallel throughout, being One Hundred (100') feet distance between the said  
boundary lines. Bounded on the North by other property owned by Grantor herein,  
on the East by right of way of said S. C. Highway #281, on the South by property  
now or formerly owned by Coastal Security Corporation and previously owned by  
Thelma P. Thomas and Lucy Mitchell, and on the West by property formerly owned by  
Moria Green. This is the Southern part of the property conveyed by Thelma P.  
Thomas to Ribaut Road Improvement Co. by Deed dated June 28, 1956, and recorded  
in Deed Book 81, page 346, Office of the Clerk of Court for Beaufort County, South  
Carolina.

The within conveyance of the above described property is made and accepted by  
the purchasers herein subject to a \_\_\_\_\_ feet right of way over, on and across  
the Western portion of the above described property, being an Easement in writing  
given by Ribaut Road Improvement Co. to Beaufort County for the construction and  
maintenance of such roadway.

The grantee herein binds itself, its successors and assigns, to the following  
as an additional consideration for the purchase by it of the above described

property, to-wit:

- (a) That no building or permanent structure of any nature or kind will be  
constructed or placed upon the above described property which shall extend closer  
to or be within a distance of 175' of the Western right of way of S. C. Highway  
#281.
- (b) That the above described property, nor will any improvements placed  
thereon, be used at any time for the maintenance or operation of a retail food  
store or grocery store.

TOGETHER with all and singular the Rights, Members, Hereditaments and Appurtenances to  
the said Premises belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular the said premises before mentioned unto the said  
Taddeo Construction and Leasing Corporation, its successors and Assigns

EXHIBIT

tabbies

2

And the said Ribaut Road Improvement Co. does hereby bind itself  
and its successors, to warrant and forever defend all and singular the said premises  
unto the said Taddeo Construction and Leasing Corporation, its successors  
Here and Assigns, against itself and its successors and all other persons lawfully  
claiming or to claim the same, or any part thereof.

IN WITNESS WHEREOF Ribaut Road Improvement Co. has caused  
(Insert name of Corporation)  
these presents to be executed in its name by John M. Trask its  
(Insert name of President or Vice-President)  
President and by Calhoun Thomas its Secretary-Treasurer  
(Insert name of Sec. or Treas.)  
and its corporate seal to be hereto affixed this day of July  
in the year of our Lord one thousand nine hundred and sixty-two, and in the one  
hundred and eighty-seventh year of the Sovereignty and Independence of the United  
States of America.

Signed, Sealed and Delivered }  
in Presence of }

Ribaut Road Improvement Co. (Seal)

Eva C. Walker  
Witness

Serena H. Collins  
Witness  
Myrtle G. Epps  
Marjorie T. Brown

By John M. Trask  
John M. Trask President  
Calhoun Thomas and  
Calhoun Thomas Sec. & Treas.

NORTH  
The State of South Carolina,  
COUNTY OF NEW HANOVER

PERSONALLY appeared before me Eva C. Walker  
(Insert name of Witness)  
who, on oath, says that he saw the within named Ribaut Road Improvement Co.  
(Insert name of Corporation)  
by John M. Trask its  
(Insert name of President or Vice-President)  
President sign the within Deed, and ----- its  
(Insert Sec. or Treas.)  
----- attest the same, and the said Corporation, by said officers, seal  
said Deed, and, as its act and deed, deliver the same, and that he with Serena H. Collins  
(Insert name of other Witness)  
witnessed the execution thereof.

Eva C. Walker  
(Witness)

SWORN to before me, this 10 day of July A. D. 19 62

Eva C. Walker (Seal)  
Notary Public, S.C. N. C.

My Commission expires 6-30-63

The State of South Carolina,  
COUNTY OF Beaufort

PERSONALLY appeared before me Marjorie T. Brown  
(Insert name of Witness)  
who, on oath, says that she saw the within-named Ribaut Road Improvement Co.  
(Insert name of Corporation)  
by ----- its  
(Insert name of President or Vice-President)  
President sign the within Deed, and Calhoun Thomas its  
Secretary-Treasurer  
(Insert Sec. or Treas.)

attest the same, and the said Corporation, by said officers, seal said  
Deed, and, as its act and deed, deliver the same, and that she with Myrtle G. Epps  
(Insert name of other Witness)  
witnessed the execution thereof.

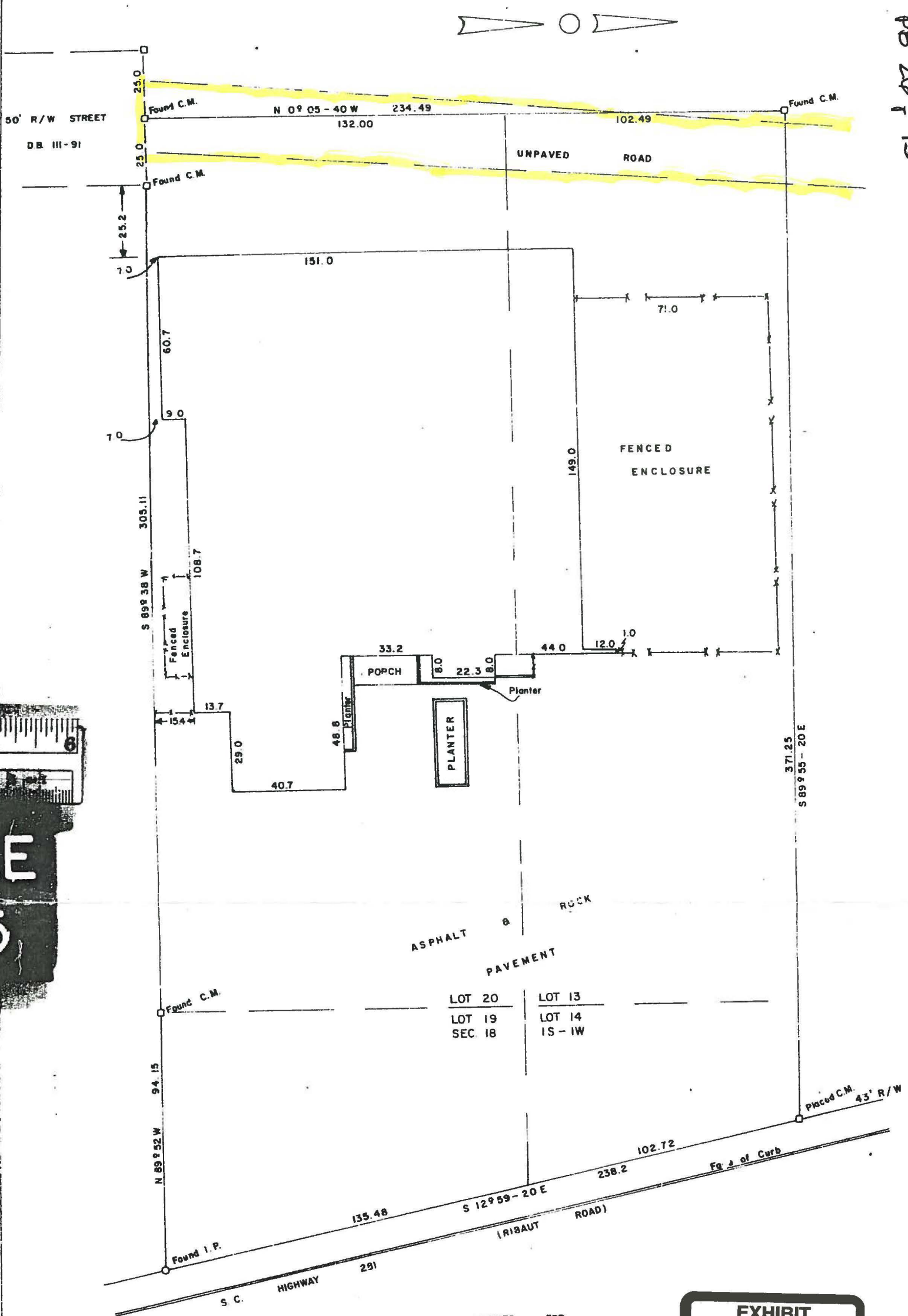
Marjorie T. Brown  
(Witness)

SWORN to before me, this 10th day of July A. D. 19 62

Myrtle G. Epps (Seal)



SL 102 20



PLAT PREPARED FOR  
ALL AMERICAN  
BOWLING CORPORATION  
CITY OF BEAUFORT  
BEAUFORT COUNTY SOUTH CAROLINA

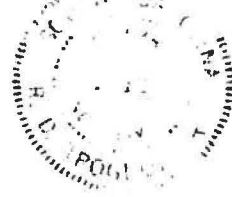
EXHIBIT  
1

THE SAME BEING THE SOUTHERN PART OF THE EASTERN HALF OF LOT 13 AND THE SOUTHWESTERN CORNER OF LOT 14 AND THE NORTHWESTERN CORNER OF LOT 19 AND THE NORTHERN PART OF THE EASTERN HALF OF LOT 20, SECTION 18, 1S-1W.

I HEREBY CERTIFY THAT THE MEASUREMENTS ON THIS PLAT ARE CORRECT AND THERE ARE NO ENCROACHMENTS OR PROJECTIONS OTHER THAN SHOWN.

THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY HUD, MAP #05.

SCALE 1" = 30'  
AUGUST 11, 1977

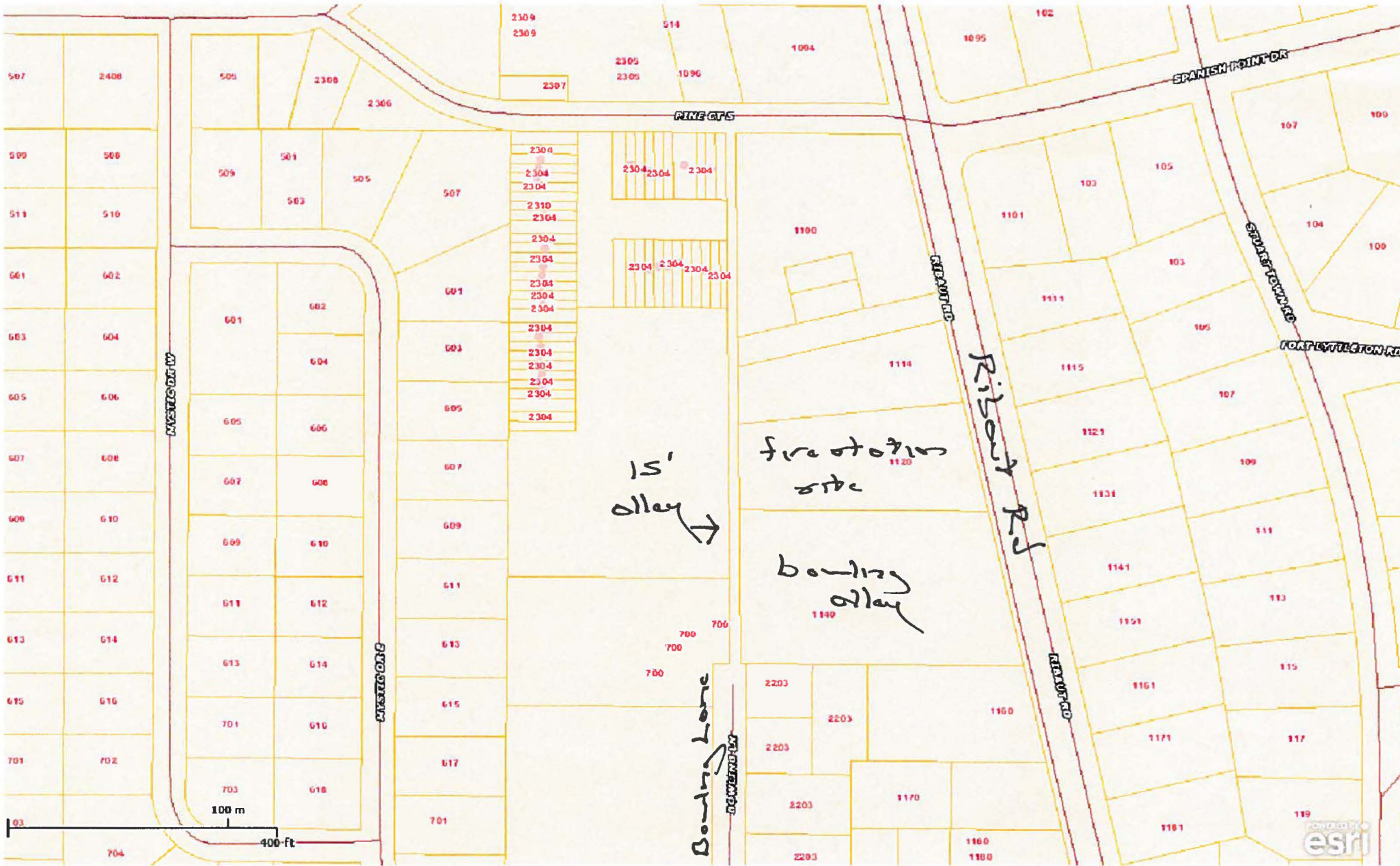


*R. D. Trogdon, Jr.*  
R. D. TROGDON, JR.  
R.L.S. 2712

FILE  
6. 75



# Alley Behind New Fire Station



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE EXECUTION AND DELIVERY OF AN EASEMENT ENCUMBERING PROPERTY OWNED BY BEAUFORT COUNTY, SOUTH CAROLINA.**

**WHEREAS**, Beaufort County owns real property located on Highway 278 and Fording Road Extension, which is known and described as the Bluffton Parkway Flyover; and

**WHEREAS**, due to the construction of the Bluffton Parkway Flyover it is necessary for Palmetto Electric Cooperative, Inc. to relocate its existing electric and communication systems that serves residents in the Bluffton and Hilton Head Island areas; and

**WHEREAS**, Palmetto Electric Cooperative, Inc. has requested that Beaufort County grant it a Utility Easement for erecting, operating, and maintaining electric and communications systems overhead and/or underground across portions of the County's property; and

**WHEREAS**, County staff have worked diligently with Palmetto Electric Cooperative, Inc. to develop a proposed easement path across the County's property that ensures a minimal impact to the property itself as well as a minimal impact to the natural vegetation currently on the property; and

**WHEREAS**, Beaufort County Council has determined that it is in its best interests to authorize the execution and delivery of the requested Easement attached hereto and incorporated by reference as "Exhibit A"; and

**WHEREAS**, S.C. Code Ann. § 4-9-130 requires that the transfer of any interest in real property owned by the County must be authorized by the adoption of an Ordinance by Beaufort County Council.

**NOW, THEREFORE, BE IT ORDAINED BY BEAUFORT COUNTY COUNCIL AS FOLLOWS:**

**SECTION 1. Execution of Easement encumbering County Owned Land:**

- (a) The County Administrator is hereby authorized to execute the Easement which is attached hereto as "Exhibit A"; and,
- (b) The County Administrator is hereby authorized to take all other actions as may be necessary to complete the conveyance of the Easement and ensure the construction and installation of the new power line occur as agreed upon by the County and Palmetto Electric Cooperative, Inc.

**SECTION 2. Severability:**

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

**SECTION 3. Effective Date:**

This Ordinance shall become effective upon its adoption by Beaufort County Council.

**ADOPTED BY BEAUFORT COUNTY COUNCIL, BEAUFORT, SOUTH  
CAROLINA, ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

COUNTY COUNCIL OF BEAUFORT COUNTY

BY: \_\_\_\_\_  
D. Paul Sommerville, Chairman

APPROVED AS TO FORM:

\_\_\_\_\_  
Joshua A. Gruber, Staff Attorney

ATTEST:

\_\_\_\_\_  
Suzanne M. Rainey, Clerk to Council

First Reading: October 28, 2013  
Second Reading: November 18, 2013  
Public Hearing:  
Third and Final Reading:





**COUNTY COUNCIL OF BEAUFORT COUNTY**  
**BEAUFORT COUNTY ENGINEERING DEPARTMENT**  
102 Industrial Village Road, Building #3, Beaufort, SC 29906  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Telephone: 843-255-2700 Facsimile: 843-255-9420

TO: Councilman Gerald Dawson, Chairman, Public Facilities Committee

VIA: Gary Kubic, County Administrator *gk*  
Josh Gruber, Staff Attorney

FROM: Robert McFee, Director of Engineering and Infrastructure *RM McFee*

SUBJ: **Palmetto Electric Cooperative Utility Easement on County Property**

DATE: October 15, 2013

**BACKGROUND.** Palmetto Electric Cooperative, Inc. has requested an easement across County-owned property located between US 278 and Fording Island Road Extension in unincorporated Bluffton. The property in question, R600 041 000 0300 0000, was purchased by the County pursuant to the right-of-way acquisition program for Bluffton Parkway Phase 5A. The easement is more particularly described as "being five (5') feet on either side of centerline of power line". It includes "the nonexclusive right to enter the County's property for the purpose of erecting, operating and maintaining overhead and/or underground electric and communications system".

**FOR ACTION.** Public Facilities Committee on October 21, 2013.


**RECOMMENDATION.** The Public Facilities Committee approve and recommend to County Council granting of the above described easement to Palmetto Electric Cooperative.

JRMjr/EWK/cvs

Attachments: 1) Draft Copy of Easement  
2) Location Map

cc: Colin Kinton  
Bob Casavant

Easements/BP5A/PEC

A map showing a coastal area with a grid of streets. A green triangle is located on a street near the top left. A yellow box with the text 'R600 041 000 0300 0000' is connected to this green triangle by a line. The street is labeled 'FORDING ISLAND RD EXT'. To the right of the street is a body of water. A road labeled 'US HWY 278 -- FORDING ISLAND RD' runs diagonally across the map, with an arrow pointing towards the bottom right. The text 'TO HILTON HEAD ISLAND' is written below the highway label.

R600 041 000 0300 0000

US HWY 278 -- FORDING ISLAND RD  
TO HILTON HEAD ISLAND



STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF BEAUFORT )

**EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned \_\_\_\_\_  
Beaufort County \_\_\_\_\_ hereinafter "**GRANTOR**"), for  
consideration of One (\$1.00) Dollar, the receipt and sufficiency of which is hereby  
acknowledged, and in further consideration of the covenants and conditions expressed  
herein, do hereby grant bargain and sell and by these presents have granted, bargained  
and sold unto **PALMETTO ELECTRIC COOPERATIVE, INC.**, its Successors and  
Assigns (hereinafter "**GRANTEE**") the nonexclusive right to enter the following  
described lands for the purpose of erecting, operating and maintaining overhead and/or  
underground electric and communications systems.

**ALL** that certain piece, parcel or lot of land described and known as:

**Us Hwy 278 & Fording Island Road Extension for Bluffton Parkway Flyover near  
Convenience Store and Fruit Stand**

**R600 041 0000 0300 0000**

|                                |  |
|--------------------------------|--|
| <b>NUMBER OF ACRES:</b>        | <u>0.18</u>                                      |
| <b>AREA OF COUNTY:</b>         | <u>Southern</u>                                  |
| <b>TOWN/TOWNSHIP:</b>          | <u>Bluffton</u>                                  |
| <b>PLANTATION/SUBDIVISION:</b> | <u>Buckingham Landing</u>                        |
| <b>LOCATION:</b>               | _____  |
| <b>LOT:</b>                    | _____  |
| <b>PLAT REFERENCE:</b>         | <b>Book:</b> <u>2870</u> <b>Page:</b> <u>341</u> |
| <b>OTHER:</b>                  | _____<br>_____                                   |

Said easement being five (5') feet on either side of centerline of power line.

**TOGETHER** with all and singular, the Rights, Members, Hereditaments and  
Appurtenances to the said Premises belonging, or in any wise incident or  
appertaining. **TO HAVE AND TO HOLD**, all and singular, the said Premises before  
mentioned unto the **PALMETTO ELECTRIC COOPERATIVE, INC.**, its Successors  
and Assigns forever.

**AND I (WE)** do hereby bind myself (ourselves) and my (our) Heirs and Assigns,  
Executors and Administrators, to warrant and forever defend, all and singular, the said

Premises unto the said **PALMETTO ELECTRIC COOPERATIVE, INC.**, its Successors and Assigns, against me (us) and my (our) Heirs, and all persons whomsoever lawfully claiming, or to claim the same or any part thereof.

The grant of this easement is subject to the following terms and conditions:

1. That **Grantee's** right to enter the above-described property shall be nonexclusive and solely for the purpose of, and is hereby limited to, such activities as are reasonable necessary for construction, reconstructing, operating and maintaining an overhead and/or underground electric or communications system.
2. That **Grantor** hereby reserves the right to use or convey the property which is subject of this Easement in any manner whosoever which does not interfere with the use and enjoyment of the Easement.
3. That **Grantor** hereby reserves the right to change the location of the within Easement from time to time, but solely at the expense of **Grantor**.
4. That landscaping shall not be planted within ten (10') feet of any door or opening of electrical distribution equipment, or within the boundaries of the basic easement. If landscaping is planted in violation of this provision, Grantee shall have the right to remove such landscaping and shall have no obligation to replant such landscaping.

**WITNESS** my (our) Hand(s) and Seal(s), this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord Two Thousand Thirteen.

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:**

\_\_\_\_\_  
(Witness #1 Signature)

Print Name: \_\_\_\_\_

\_\_\_\_\_  
(Witness #2 Signature)

Print Name: \_\_\_\_\_

\_\_\_\_\_  
(Grantor's Signature)

By: \_\_\_\_\_ (L.S.)  
(Print Grantor's Name)

Its: \_\_\_\_\_