

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

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

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

ASHLEY M. JACOBS
COUNTY ADMINISTRATOR

SARAH W. BROCK
CLERK TO COUNCIL

AGENDA
EXECUTIVE COMMITTEE
Monday, November 18, 2019
5:00 p.m.

Council Chambers, Administration Building
Beaufort County Government Robert Smalls Complex
100 Ribaut Road, Beaufort

Committee Members:
Stu Rodman, Chairman
Brian Flewelling, Vice Chairman
Alice Howard
Lawrence McElynn
Joseph Passiment
Paul Sommerville

1. **CALL TO ORDER – 5:00 p.m.**

2. **PLEDGE OF ALLEGIANCE**

[Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act]

3. **APPROVAL OF AGENDA**

4. **APPROVAL OF MINUTES** (backup)

A. **October 28, 2019**

5. **ACTION ITEMS**

A. **Approval of a Contract Renewal for Annual Bibliotheca Service /Maintenance/ Extended Warranty Agreement for Beaufort County Libraries** - Dave Thomas, CPPO, Purchasing Director, and Ray McBride, Library Director (backup)

B. **Adoption of Sick Leave Policy and Additional Paid Holidays** - Ashley Jacobs, County Administrator and Chris Inglese, Deputy County Administrator (backup)

6. **DISCUSSION ITEMS**

A. **Announcement of Tree Lighting Scheduled for December Council Meeting and Holiday Activities**



B. Discussion of Council and Committee Calendar for 2020 – (backup)

C. Recognition of Council Appointed Boards and Commissions

7. EXECUTIVE SESSION

A. Discussion of proposed purchase of property and issues incident thereto (property 2019G) – *Barbara G. Holmes, Beaufort County Open Land Trust*

8. MATTERS ARISING OUT OF EXECUTIVE SESSION

9. CITIZEN COMMENTS (*Comments regarding agenda items only, limited to 3 minutes and time permitting.*)

10. ADJOURNMENT



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Council Committee:

Meeting Date:

Committee Presenter (Name and Title):

Issues for Consideration:

Points to Consider:

Funding & Liability Factors:

Council Options:

Recommendation:

**MINUTES
EXECUTIVE COMMITTEE**

October 28, 2019

Hilton Head Island Branch Library
Beaufort County Government Robert Smalls Complex,
11 Beach City Road, Hilton Head Island, South Carolina 29902

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

ATTENDANCE

Present: Committee Chairman Stu Rodman, Committee Vice Chairman Brian Flewelling, Alice Howard, Lawrence McElynn, Joseph Passiment, and Paul Sommerville.

Absent:

Ex-officio: Chris Hervochon, York Glover, Michael Covert, and Gerald Dawson, (Non-committee members of Council serve as *ex-officio* members and are entitled to vote.)

Staff: Jon Rembold, Airports Director; Thomas J. Keaveny II, County Attorney; Ashley Jacobs, County Administrator; Chris Inglese, Deputy County Administrator; Jim Beckert, County Auditor.

Media: Joe Croley, Low country Inside Track

CALL TO ORDER

Councilman Rodman called the meeting to order at 4:59 p.m.

Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act

APPROVAL OF AGENDA

Motion: It was moved by Councilman Passiment, seconded by Councilman Dawson to approve the agenda as presented. The vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervachon, Councilwoman Howard, Councilman Gover, Councilman McElynn, Councilman Flewelling, and Councilman Covert,The motion passed.

APPROVAL OF MINUTES

A. October 14, 2019

Motion: It was moved by Councilman Flewelling, seconded by Councilman McElynn to approve minutes from October 14, 2019. The Vote YAYS: Councilman Rodman, Councilman Sommerville, Councilman Hervoachan, Councilwoman Howard, Councilman Glover, Councilman Passiment, Councilman Covert, and Councilman Dawson. The motion passed.

EXECUTIVE SESSION

Motion: It was moved by Councilman Passiment, seconded by Councilman Flewelling to go into executive session: The Vote YAYS: Councilman Rodman, Councilman Sommerville, Councilman Hervoachan, Councilwoman Howard, Councilman Glover, Councilman McElynn, Councilman Covert, and Councilman Dawson. The motion passed.

MATTERS ARISING OUT OF EXECUTIVE SESSION

ACTION ITEMS

Item: Contract Award Recommendation to JS Construction of Okatie, SC, for the Hilton Head Island Airport Campus Entrance Improvement Project in the amount of \$281,783.00 – Jon Rembold, Airports Director

Jon Rembold: At the entrance from Beach City Road to the Airports entrance. All that will be changed, new landscaping, planting new trees, new sign and lighting. \$100,000 from the town's A-tax, \$200,000.00 from County Bond proceeds and \$30,000.00 from airport revenue.

Motion: It was moved by Councilman Passiment seconded by Councilman Flewelling to approve Contract Award Recommendation to JS Construction of Okatie, SC, for the Hilton Head Island Airport Campus Entrance Improvement Project in the amount of \$281,783.00 The Vote: YAYS – Councilman Rodman, Councilman Sommerville, Councilman Hervoachon, Councilwoman Howard, Councilman Glover, Councilman McElynn, Councilman Covert, and Councilman Dawson. The motion passed.

Recommendation: Forward to County Council for approval.

DISCUSSION

Item: Millage Change – Jim Beckert, Auditor Beaufort County

Jim Beckert, Auditor Beaufort County: IRS came down to a County Council called meeting to give a presentation on the setting of a mill. The representative from the IRS, specifically stated the law Section 12-39-170: Rate of taxation shall be a decimal fraction, and not less than one tenth of a mill. The County Auditors shall not be required to assess on the taxable property of their counties or of any town, city or incorporated village or school district therein, for any purpose, nor all purposes added together, any rate of taxation containing or resulting in any fraction other than a decimal fraction, nor in any fraction less than one tenth of a mill; but if the sum required to be raised for any or all purposes results in a fraction less than one-tenth of a mill such fraction shall be dropped. Millage must be to the next

tenth of a mill not hundredth of the mill. 2009 the hundredth of the mill was added when the a new program was implemented for the taxation process. When the taxes were levied the taxes were accepted with a hundredth of a mill added. The IRS said that needed to be dropped. 2009-2018 a hundredth of a mill was added and now it is reduced back down to a tenth of a mill. The purpose of this is to make sure the citizens are being taxed correctly according to the IRS. No one has been adversely harmed because the taxes that were levied were already dropped.

Councilman Hervachon: What does this mean for the prior year, what is the action.

Mr. Beckert: Writing a letter to the IRS in what our responsibility would be.

Councilman Covert: Do you know what the value is of the 9 years of over taxation?

Mr. Beckert: It would be unwise to guess. Will get you a more specific answer.

Councilman Covert: The tax representative from DOR used the phrase “shall not make”.

Mr. Beckert: The auditor has no latitude period it is definitive.

CITIZEN COMMENTS

No citizen comments.

Adjournment

Ratified by Committee:



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Contract Renewal for Annual Bibliotheca Service/Maintenance/Extended Warranty Agreement for Beaufort County Libraries

Council Committee:

Executive

Meeting Date:

November 18, 2019

Committee Presenter (Name and Title):

Dave Thomas, CPPO, Purchasing Director, Ray McBride, Library Director

Issues for Consideration:

The Beaufort County purchased 63 pieces of hardware/software from Bibliotheca, which is in operation at all five branch libraries. The contract term will begin January 15, 2020 and end January 14, 2021 with a total contract award of \$54,417.62 and will provide service, maintenance and extended warranty. Subject to County Council's approval, this one year contract will help preserve the investment made by the County in this equipment. See the attached pricing information.

Points to Consider:

Without the contract renewal, the equipment will not be covered by warranty items or repair.

Funding & Liability Factors:

The funding will be taken from account numbers (*) Maintenance Contracts and will be allocated by fiscal year according to the attached schedule: *10001621-51110-\$8,085, *10001622-51110-\$15,532, *10001623-51110-\$15,633
*10001624-51110-\$1,499, *10001625-51110-\$12,933, *10001626-51110-\$735.62

Council Options:

Approve or disapprove

Recommendation:

The Purchasing Department recommends that the Executive Committee approve the contract award for Annual Service/Maintenance/Extended Warranty Agreement from the aforementioned vendor for a total amount of \$54,417.62.



COUNTY COUNCIL OF BEAUFORT COUNTY

PURCHASING DEPARTMENT

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

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

TO: Councilman Stewart Rodman, Chairman, Executive Committee

FROM: David L Thomas. CPPO. Purchasing Director

SUBJ: Contract Renewal
Annual Bibliotheca Service/Maintenance/Extended Warranty Agreement for Beaufort County Libraries

DATE: 11/18/2019

BACKGROUND:

The Beaufort County purchased 63 pieces of hardware/software from Bibliotheca, which is in operation at all five branch libraries. The contract term will begin January 15, 2020, and end January 14, 2021, with a total contract award of \$54,417.62 and will provide service, maintenance and extended warranty. Subject to County Council's approval, this one year contract will help preserve the investment made by the County in this equipment. See the attached pricing information.

VENDOR INFORMATION:

Bibliotheca, Norcross, GA
Last year's cost was \$56,560.

COST:

54,417.62

FUNDING:

The funding will be taken from account numbers (*) Maintenance Contracts and will be allocated by fiscal year according to the attached schedule:
*10001621-51110-\$8,085, *10001622-51110-\$15,532, *10001623-51110-\$15,633
*10001624-51110-\$1,499, *10001625-51110-\$12,933, *10001626-51110-\$735.62

Funding approved: By: Date:

FOR ACTION:

RECOMMENDATION:

The Purchasing Department recommends that the Community Services Committee approve the contract award for Annual Service/Maintenance/Extended Warranty Agreement from the aforementioned vendor for a total amount of \$54,417.62.

Attachment: 



cc: Ashley Jacobs, County Administrator

Approved: Date:

Check to override approval: Overridden by:

Override Date:

Christopher S. Inglesse, Deputy County Administrator

Approved: Date:

Check to override approval: Overridden by:

Override Date:

Alicia Holland, Assistant County Administrator, Finance

Approved: Date:

Approved: Date:

Check to override approval: Overridden by:

Override Date: ready for admin:

Approved: Date:

Check to override approval: Overridden by:

Override Date: ready for admin:

After Initial Submission, Use the Save and Close Buttons

Service and Maintenance/Extended Warranty Quote

Quote Date: 10/08/2019
Quote Number: QUO-107566-N6D4

Licensee Bill To:

Beaufort County Public Library (SC) - Main
Ray McBride
311 Scott St
Beaufort SC 29902-5591
United States of America

rmcbride@bcgov.net
Tel: 843-255-6471

System Licensee:

Beaufort County Public Library (SC) - Main - Beaufort
County Public Library
Ray McBride
311 Scott St
Beaufort SC 29902-5591
United States of America

Sales Contact: Contract Team

Sales Phone: 800-328-0067

Sales Email: service-renewals-us@bibliotheca.com

Contract Number: US-76034-K5K9
Term: 1/15/2020 - 1/14/2021
Renewal and Consolidation

Quote expires (180) days from Quote Date above.

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000002-000-US	ANNUAL SUPPORT & MAINTENANCE Contract Term: Jan 15, 2020 - Jan 14, 2021	1	\$54,417.619	\$54,417.62
Total (Less Sales Tax):				\$54,417.62

Grand Total:	\$54,417.62
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3M Library Systems has merged with Bibliotheca LLC. Together, our customers will enjoy the best of both worlds. If you are a former 3M Library System customer, please note that your Service & Maintenance contract will be managed and serviced by Bibliotheca LLC.

Service and Maintenance prices exclude any applicable sales tax. Please provide Tax Exempt Certificate, if applicable.

Service and Maintenance/Extended Warranty Quote

Location	Asset Name	Serial #1	Qty	Start Date	End Date	Price
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5431212		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450199		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450287		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450299		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	smartstation™ 200 Shielded Staff Station (USB)	5450340		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	smartstation™ 200 Shielded Staff Station (USB)	5450344		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450358		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450359		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	5450399		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6206503		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6231091		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6231093		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6231094		01/15/20	01/14/21	\$199.00
Beaufort County Public- Bluffton	smartstation 200	6724411		01/15/20	01/14/21	\$199.00
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6830224		06/12/20	01/14/21	\$118.31
Beaufort County Public Library (SC) - Main	RFID workstation shielded	6830225		06/12/20	01/14/21	\$118.31
Beaufort County Public- Beaufort	selfCheck 1000 Desktop Kiosk, Black	b92641		01/15/20	01/14/21	\$1,499.00
Beaufort County Public- Beaufort	selfCheck 1000 Integrated Unlocker	B92641		01/15/20	01/14/21	\$249.00
Beaufort County Public- Beaufort	selfCheck 1000 Desktop Kiosk, Black	b92642		01/15/20	01/14/21	\$1,499.00
Beaufort County Public- Beaufort	selfCheck 1000 Integrated Unlocker	B92642		01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	selfCheck 1000 Desktop Kiosk, Black	b92643		01/15/20	01/14/21	\$1,499.00
Beaufort County Public- Beaufort	selfCheck 1000 Integrated Unlocker	B92643		01/15/20	01/14/21	\$249.00
Beaufort County Public- Beaufort	selfCheck 1000 Desktop Kiosk, Black	b92644		01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92644		01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	selfCheck 1000 Desktop Kiosk, Black	b92645		01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92645		01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	selfCheck 1000 Desktop Kiosk, Black	b92646		01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92646		01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	selfCheck 1000 Desktop Kiosk, Black	B92647		01/15/20	01/14/21	\$1,499.00

Service and Maintenance/Extended Warranty Quote

Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92647	01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	selfCheck 1000 Desktop Kiosk, Black	B92648	01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92648	01/15/20	01/14/21	\$249.00
Beaufort County Public- Lobeco	selfCheck 1000 Desktop Kiosk, Black	B92649	01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92649	01/15/20	01/14/21	\$249.00
Beaufort County Public- St. Helena	selfCheck 1000 Desktop Kiosk, Black	b92650	01/15/20	01/14/21	\$1,499.00
Beaufort County Public- St. Helena	selfCheck 1000 Integrated Unlocker	b92650	01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	selfCheck 1000 Desktop Kiosk, Black	B92651	01/15/20	01/14/21	\$1,499.00
Beaufort County Public Library (SC) - Main	selfCheck 1000 Integrated Unlocker	B92651	01/15/20	01/14/21	\$249.00
Beaufort County Public- St. Helena	selfCheck 1000 Desktop Kiosk, Black	b92652	01/15/20	01/14/21	\$1,499.00
Beaufort County Public- St. Helena	selfCheck 1000 Integrated Unlocker	b92652	01/15/20	01/14/21	\$249.00
Beaufort County Public- St. Helena	smartstation 200	bib021701	01/15/20	01/14/21	\$199.00
Beaufort County Public- Hilton Head Island	smartstation 200	bib021702	01/15/20	01/14/21	\$199.00
Beaufort County Public- Lobeco	smartstation 200	bib021703	01/15/20	01/14/21	\$199.00
Beaufort County Public- Hilton Head Island	in wall book return	bib021706	01/15/20	01/14/21	\$899.00
Beaufort County Public- Bluffton	in wall book return	bib021707	01/15/20	01/14/21	\$899.00
Beaufort County Public- Hilton Head Island	in wall book return (smartsort 100)	bib021708	01/15/20	01/14/21	\$899.00
Beaufort County Public- Bluffton	in wall book return (smartsort 100)	bib021709	01/15/20	01/14/21	\$899.00
Beaufort County Public- St. Helena	smartsort 100 (5 Bin)	bib021710	01/15/20	01/14/21	\$5,750.00
Beaufort County Public- Bluffton	smartsort 100 (5 Bin)	bib021711	01/15/20	01/14/21	\$5,750.00
Beaufort County Public- Hilton Head Island	smartsort 100 (5 Bin)	HHS10011	01/15/20	01/14/21	\$5,750.00
Beaufort County Public- St. Helena	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- St. Helena	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Hilton Head Island	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Bluffton	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Beaufort	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00

Service and Maintenance/Extended Warranty Quote

Beaufort County Public- Beaufort	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Beaufort	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Lobeco	libraryConnect™ Devices subscription - 1 license / device	License	01/15/20	01/14/21	\$249.00
Beaufort County Public- Beaufort	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public- Beaufort	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public- Beaufort	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00
Beaufort County Public Library (SC) - Main	Heartland Payment Annual Subscription	Subscription	01/15/20	01/14/21	\$499.00

Service and Maintenance/Extended Warranty Quote

TERMS AND CONDITIONS

WHAT WE WILL DO:

Hardware: In consideration of payment of the agreement price, and according to service level purchased, Bibliotheca will furnish labor and replacement parts necessary to maintain the Equipment specified in this agreement in proper operating condition during the term of this agreement, provided that the Equipment is installed by an authorized Bibliotheca Service Provider and used as directed. This Service Agreement covers Equipment failure during normal usage. Bibliotheca agrees to provide:

- On-site remedial maintenance during On-Site Coverage Hours (except for depot repair agreements) When Bibliotheca is notified that the Equipment is not in good working order. Bibliotheca will provide a toll-free telephone number for Customer to place, and Bibliotheca will receive, Equipment maintenance service calls twenty-four (24) hours per day, seven (7) days per Week.
- All labor, service parts and Equipment modifications Bibliotheca deems necessary to maintain the Equipment in good working order. All service parts will be furnished on an exchange basis and will be new parts or parts of equal quality. For certain Equipment, Bibliotheca reserves the right to replace the entire unit with new equipment or equipment of equal quality when Bibliotheca determines that replacement is more economical than on-site repair. All Equipment and service parts removed for replacement become the property of Bibliotheca.

Software: In consideration of payment of the agreement price, Bibliotheca will furnish over-the-phone software support and remote troubleshooting of the Bibliotheca Software specified in this agreement as well as updates necessary to maintain the Bibliotheca Software specified in this agreement in proper operating condition during the term of this agreement, provided that the Bibliotheca Software is installed and used as directed. Bibliotheca agrees to provide:

- All software configuration modifications Bibliotheca deems necessary to maintain the Bibliotheca Software in good working order
- Bibliotheca Software updates
- Internet Filter list updates (as applicable)
- A toll-free telephone number for Customer to place and Bibliotheca to receive software support calls. Over-the-phone software support calls may be placed twenty-four (24) hours per day, seven (7) days per week. Calls will be addressed during Bibliotheca Software Support Coverage Hours in the order they were received.

WHAT IS NOT COVERED: The basic maintenance fee does not include and Bibliotheca is not obligated to provide or perform repair of damage or increase in service time caused by (i) failure of Customer to provide continually a proper operating environment and supply of power as prescribed by the Equipment manufacturer; (ii) accident; (iii) Acts of God, including but not limited to fire, flood, water, wind and lightning; (iv) neglect, abuse or misuse; (v) failure of Customer to follow Bibliotheca's published operating instructions; (vi) modification, service or repair of the Equipment by other than Bibliotheca authorized personnel; (vii) use of Equipment for purposes other than for which designed; (viii) painting or refinishing the equipment; (ix) relocation of the equipment; (x) replacement of broken or damaged cabinetry; to include items such as lattices, base covers, book check covers, etc.; (xi) electrical work external to the Equipment; (xii) cosmetic restoration (e.g., filling of holes in floor or walls, plugging or wire run openings, removal of tape residue, etc.) after removal or relocation of equipment for any reason; (xiii) restoration of Equipment performance when it has been degraded by placement of unauthorized interference sources within the affected range of said equipment; (xiv) service requests related to use of markers (strips) other than those manufactured by Bibliotheca or its authorized distributor(s), (xv) modification, or repair of the Bibliotheca Software by other than Bibliotheca authorized personnel; (xvi) use of the Bibliotheca Software for purposes other than for which designed; (xvii) virus / hacker activity; (xviii) Non- Bibliotheca Software related updates and upgrades including, but not limited to, Operation System, Anti-Virus, Intrusion Detection. (xix) labor or materials associated with consumables such as receipt printer paper, separator jaws, patron counter batteries, and similar items.

RENEWAL: This agreement is NOT automatically renewable. If a renewal agreement is offered by Bibliotheca, the agreement price quoted will reflect the age of the product and the service costs at the time of renewal.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties, and no representation, promise or condition not contained herein shall modify these terms whether made prior to or subsequent to the execution of this agreement.

Submit Purchase Order by fax to 1-877-689-2269 or by email to service-renewals-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____



BEAUFORT COUNTY COUNCIL

Agenda Item Summary

Item Title:

Employee Sick leave and holidays Addendum

Council Committee:

Executive Committee

Meeting Date:

November 18, 2019

Committee Presenter (Name and Title):

Ashley M. Jacobs, Administrator; Chris Inglese, Deputy Administrator

Issues for Consideration:

Beaufort County does not provide for a sick leave benefit to its employees and provides the least number of holidays compared to other counties.

Points to Consider:

Sick leave benefits and paid holidays are a recruiting tool that helps to attract and retain quality employees.

Funding & Liability Factors:

No additional funding is needed to implement the attached policies.

Council Options:

Administration would like to have Council's support by voting to adopt the attached sick leave policy.

Recommendation:

Unanimously vote in favor of adopting the attached sick leave and holidays addendum in support of Beaufort County's dedicated and hard working employees.

2019 Revision to Employee Handbook

DISCLAIMER

THIS IS NOT A CONTRACT

EMPLOYEES OF THE COUNTY OF BEAUFORT ARE EMPLOYED AT WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. THAT MEANS THAT EITHER THE EMPLOYEE OR THE COUNTY MAY END EMPLOYMENT AT ANY TIME AND FOR ANY REASON. NOTHING IN BEAUFORT COUNTY'S HANDBOOKS, MANUALS, POLICIES, RULES OR OTHER WRITTEN DOCUMENTS CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM AN EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH, CREATE A CONTRACT OF EMPLOYMENT UNLESS (1) THE TERMS ARE PUT IN WRITING; (2) THE DOCUMENT IS LABELED "CONTRACT"; (3) THE DOCUMENTS STATES THE TERMS OF EMPLOYMENT AND (4) THE DOCUMENT IS SIGNED BY THE COUNTY'S ADMINISTRATOR.

This 2019 Revision to the Beaufort County Employee Handbook provides for a sick leave benefit, two (2) additional paid holidays and a personal holiday, with an effective date of January 1, 2020.

Revision No. 1- Sick Leave: The Sick Leave benefit shall be inserted into Section 4.0 Compensation & Benefits, and be a portion of subsection 4.2 Leave of the Beaufort County Employee Handbook.

4.2.19 Sick Leave

The County recognizes that our hard working employees and their immediate family members sometimes become ill. Thus, the County offers a sick leave benefit that provides paid time away from work during illness and recovery. Effective January 1, 2020 there is provided a Sick Leave benefit to Full-time and Part-time County employees.

4.2.20 Accrual and Carryover:

Sick leave accrues at the end of each payroll period and is reflected on your paycheck stub as "Sick Leave Balance". Sick leave may not be used until it has accrued but is available as soon as it is accrued.

Full-time employees accrue 3.69 hours each bi-weekly pay period. A maximum of 720 hours may be carried over from the last pay period in one year to the first pay period in the following year.

Employees working a 12-hour shift accrue sick leave at the rate of 3.87 hours per pay period, and may carry over up to a maximum of 756 hours.

Employees working a 24-hour shift accrue sick leave at the rate of 5.2 hours per pay period, and may carry over up to a maximum of 1008 hours.

Regular part-time employees whose position is designated to work at least 20 hours per week accrue sick leave on a pro-rata basis. Regular part-time employees working an average of less than 20 hours per week, P.R.N., and similar classes of employees do not accrue sick leave.

While on authorized sick leave with pay an employee continues to accrue annual and sick leave benefits. If an employee is on authorized sick leave without pay, annual and sick leave benefits do not accrue, and the employee is responsible for payment of any authorized payroll deductions. Failure to submit prompt payment may result in termination of benefits.

4.2.21 Use and Approval:

Sick leave may be used for personal or an immediate family member's (spouse, child, or parent) illnesses, medical appointments, and like purposes provided the employee's presence is required. The County reserves the right to require appropriate certification or confirmation that the employee's presence is in fact required.

In the case of FMLA leave that requirement is automatically met when the physician's certification is submitted. For information about requesting FMLA, see the Family and Medical Leave Act (FMLA) section of this handbook or contact the Employee Services Department.

Unless department policy dictates otherwise, in the event you cannot attend work due to illness, injury or emergency, you must notify your supervisor as soon as possible and, except under extreme circumstances, one (1) hour before your scheduled start time. Unless you are on an approved and excused leave of absence, you should inform your supervisor daily if the absence exceeds one day.

Annual leave may be used in lieu of sick leave at the employee's request. Unpaid leaves will be granted only when all available paid leave is exhausted.

Notification to supervisor. An employee who is ill must advise his/her immediate supervisor as soon as possible and no later than one hour after the start of the work shift. Employees in law enforcement, emergency services, security, solid waste, and other departments that operate around the clock must follow procedures set up by their department heads. In case of extended illness, the employee is responsible for keeping his/her supervisor informed of his/her progress.

Your supervisor may at any time request a doctor's statement before excusing the absence. Just because the County has allowed you to accrue your sick leave benefit does not mean that any absence will be excused and/or paid. All accrued leave usage must be requested by the employee and approved by the employee's supervisor. Excessive absences or failure to properly follow leave rules and procedures can result in disciplinary action up to and including termination. FMLA leave and other protected absences are not counted for the purposes of evaluating whether absenteeism is excessive. Under some circumstances annual leave may be donated for use as sick leave. See the Employee Emergency Leave Transfer Bank (EELTB) section of this handbook. Sick leave is

not intended to extend the employment status beyond the last date of the individual's availability to work.

4.2.22 Payment at Separation: Unused sick leave has no cash value and is not reimbursable upon termination.

Revision No. 2- Additional Paid Holiday days: the following two (2) additional paid holiday benefit and Personal Holiday benefit shall be inserted into Section 4 Compensation & Benefits subsection 4.1.2 Holidays.

Good Friday

President's Day

A Personal Holiday

DRAFT

DEPARTMENT HEAD RESPONSES REGARDING ADDITIONAL HOLIDAYS / SICK LEAVE POLICY

Department	Director	Recommendations - Additional Holidays	Comments - Sick Leave Policy
Airports	Jon Rembold	Day after Christmas / President's Day/ a Floater Holiday (all three or a combo of two).	No comments on the sick leave policy other than most folks being surprised that it is in addition to PLD.
Alcohol and Drug Abuse	Steve Donaldson	President's Day / Day after Christmas. "Election Day" on the even numbered years also suggested. Why not add President's Day, Day after Xmas, and give a personal holiday. Some counties give a personal holiday that is not reflected on the spreadsheet provided. A person can then choose to use this for an anniversary, birthday, Good Friday, etc. Think it would be nice to have holidays leading up to and after Christmas off.	Nice addition to County's benefit package. Section 4.2.22 would be nice if some percentage not used could be paid to an employee retiring for time committed to the workplace. The sick leave accrual is 12 days a year. The State of SC accrues 15 days per year, equivalent to our current policy of vacation for employees with 1 to 5 years of service. Would it be fair to have someone accrue the same amount of sick leave as vacation time? Like separating sick leave benefit to offset the accrual of personal leave time. Movement in the right direction.
Animal Shelter	Tallulah Trice	No comments.	No comments.
Assessor	Ebony Sanders	Employees recommend that the number of additional holidays should correspond with the named holidays added.	No comments.
Auditor	Jim Beckett	Good Friday / Day before or after Christmas.	
Broadcast Services	Scott Grooms	President's Day / New Year's Eve as well as a Floating holiday around Christmas, before or after.	Everyone likes the policy./Also like the suggestion that after accruing a certain amount of sick leave (80 hours or so), it can turn into PTO if you don't use it.
Building Codes	Chuck Atkinson	Everyone is happy with the change, especially the additional day off at Christsmas.	
Business License	Edra Stephens		
Civic Engagement & Outreach	Monica Spells	(1) Consider alignment with the State holiday schedule by adding Presidents' Day and the day after Christmas; (2) Good Friday and the day after Christmas; (3) Consider two personal holidays so that employees can be flexible with their use and also in consideration of those who are Jewish/non-Christian; and (4) Day after Christmas and a personal holiday.	No comments other than great and thank you!
Clerk of Court	Jerri Roseneau	Department agrees with the two additional paid holidays. Majority preferred the day after Xmas.	Thank you for considering and recognizing sick leave for the hard working employees and their immediate family members.
Clerk to Council	Sarah Brock		
Code Enforcement	Audra Antonacci	No comments.	No comment.
Community Development	Eric Greenway	A few supports an accommodation for those of non-Christain faith on the holiday schedule.	Shared with employees. No additional comments regarding sick leave policy.
Coroner	Ed Allen		
COSY / Human Services	Fred Leyda	President's Day / Personal Holiday.	Policy is wonderful!
County Administrator	Ashley Jacobs	Employee: Day after Christmas / Personal Holiday.	
County Attorney	Thomas Keaveny		
Deputy County Administrator	Christopher Inglese	President's Day / Personal Holiday.	Policy looks good. Suzanne's comments for part-timers, I would suggest that we stick to the ACA 30 hour demarcation. Part-time employees under 30 hours do not get any benefits and thus would not get the sick leave benefit.
Detention Center	Quandara Grant	Good Friday / Day after Christmas.	No comments regarding sick leave policy.
Disabilities and Special Needs	William Love	Adding holidays is a great idea and benefit. Not clear about the last section on the last page. It says two holidays, then lists four days.	On page 2, section 4.2.21, paragraphs 3 and 5 do not seem to "match". One says notify your supervisor one hour before, and the other says one hour after your scheduled work time.
Disaster Recovery	Pamela Cobb		
Elections and Voter Registration	Marie Smalls	Good Friday / Day after Christmas.	No changes to the proposed sick leave policy.
Emergency Medical Services	Donna Ownby	Day after Xmas / Good Friday and a Personal Holiday. If not the personal holiday, then Easter.	
Employee Services	Suzanne Gregory		
Engineering	Robert McFee		
Facilities Management	Mark Roseneau	Good Friday / Day after Christmas.	Thank you for your efforts to provide these additional benefits.
Finance	Alicia Holland	Questions: Are we adding two or three? Draft states two, but three days are listed. Will employees get to choose which of the extra days around Christmas they want to take as a holiday.	Questions: Is there a 6-month hold on using the accrued sick leave like with the PTO? Curious as to why it's 3.69 hours per pay period for sick leave and not 4. If you need an extended absence (e.g. medical treatment, maternity leave, etc.), will you use your sick leave concurrently with FMLA? Within the sick leave 4.2.21, it says that your supervisor may at any time request a doctor's statement before excusing the absence. What if you don't go to the doctor? Overall, very generous.
Geographic Information Services	Daniel Morgan	No concensus on which two holidays. Added holidays seems to be a great morale builder.	Thankful for the efforts to provide the sick leave policy.
Information Technology	Patrick Hill		
Library	Ray McBride	Good Friday / President's Day. Would like to have either the day before or after Christmas. Dates are traditionally very slow for public libraries.	Discussed with staff. No questions that were not already voiced in the Department Head meeting. Policy draft was clear in explaining the proposed policy.
Master in Equity	Marvin Dukes		
Mosquito Control	Gregg Hunt	10 Employees for either Day for Christmas / 8 for President's Day and 2 for Good Friday.	10 prefer to donate unused sick leave (if appropriate). Section 4.2.20 - no real specific terms for sick leave without pay in the manual; only brief reference. Section 4.2.21 - "at any time" could be used punitively by supervisor. Suggest "Your supervisor may request" . . . rest of sentence remains the same.
Magistrate	LaShonda Scott		
Parks and Recreation	Shannon Loper	President's Day / Day after Christmas and Good Friday.	Staff was pleased with the proposal. Supervisors want to make sure that requiring an excuse is left in the policy. Have issues with maintenance, and it could create issues at the pools because of DHEC regulations. Supervisors were excited to see part-timers included. Department depends heavily on part-time employees. Some asked about cashing out for those that don't get sick and come to work. This may be an incentive to keep employees from calling out for something as simple as as sniffle.

Department	Director	Recommendations - Additional Holidays	Comments - Sick Leave Policy
Probate Court	Kenneth Fulp	President's Day / Good Friday. Grateful for the proposal of two additional holidays.	The proposed sick leave policy is much needed, will be a marvelous improvement and staff loves it.
Public Safety	Phil Foot		
Public Works & Sustainability	Dave Wilhelm	There was no overwhelming consensus among Public Works staff with regard to preferred dates for the additional holiday(s). Day after Christmas mentioned.	No comments.
Purchasing	Dave Thomas		
Records Management	Mary Ellen Keough	President's Day / Day after Christmas.	No comments.
Register of Deeds	Dale Butts		Question: Does anything happen with our current PL days, or do those just stay "as-is"? With the new sick leave, are those in addition to the PL days and does each employee start at 0 hours? Some of my staff are asking about their current PL day balances. Ashley's Response: This does not change personal leave; those days stay as is. Sick leave is in addition to PL. Each employee will start at 0 hours and accrue hours with each payroll. Question: If you were sick enough to be out prior to accruing sick leave, how would it be handled? Response: Good question. I would say that you have to use PL if you don't have sick leave yet. But I'm open to suggestions: Question: What if all new hires started out at 0, but if you have been here for a year, you get the full 95.94 hours upfront? Would that work? I mean, I realize there are always people who will attempt to abuse anything, but but I was thinking for sick leave you usually get the hours first, then subtract from them.
Risk Management	Kyle Jackson	President's Day / Day after Christmas.	No issues with the new sick leave policy.
Sheriff	P.J. Tanner		
Stormwater	Dan Rybak, Interim	Employee Amber Wood: Day after Christmas / No preference for any other days Employee Carolyn Wallace: Good Friday / Day after Christmas.	Amber's Comments: Sick leave sounds great. Does the County benefit from having it accrue? Why not just award the yearly amount of sick leave so employees have the time when they need it. If a worker gets sick with the flu at the beginning of the year, but doesn't get sick again for the rest of the year, they have not benefitted from the sick leave at all. Carolyn's Comments: What comprise a family is very diversified. Maybe adding "legal guardian" to the list of immediate family members should be considered.
Treasurer	Maria Walls	Regarding two additional paid holidays, you have three holidays listed. While this policy change wouldn't negatively impact our department at this time, I assume it has been considered that additional leave days may result in an increased workload on the staff present.	<p>Questions:</p> <ul style="list-style-type: none"> Does this start accruing upon hire or is there a delay? Will existing staff begin accruing from zero or will they get some credit for previous pay periods worked? Does the amount of sick leave increase over the years like PLD? Would it be appropriate to require a doctor's note in order to approve the use of sick leave? <p>Suggestions/Comments:</p> <p>"The County reserves the right to require appropriate certification or confirmation that the employee's presence is in fact required."</p> <p>Comment: Would like to see the following be made less subjective, if possible, so employees across the County are treated consistently:</p> <p>"Annual leave may be used in lieu of sick leave at the employee's request."</p> <p>Comment: Prefer this not be an option while sick leave is available for use. If a staff member or their family is sick, they should use sick leave until it is exhausted and then PLD is automatically used. I am concerned that the use will be abused and it will negate the point of having separate leave types.</p> <p>"Notification to supervisor. An employee who is ill must advise his/her immediate supervisor as soon possible and no later than one hour after the start of the work shift."</p> <p>Comment: This seems to contradict the directive in paragraph three of section 4.2.21 Use and Approval, ". . . you must notify your supervisor as soon as possible and, except under extreme circumstances, one (1) hour before your scheduled start time." It is our request that the contradictory sentence be removed as it is unacceptable to wait an hour past the start of shift to notify a supervisor. If the circumstances do not allow for notification in a timely manner, that "extreme circumstance" is acknowledged in the third paragraph. Calling out is hard on any team but allowing the team/office/department to be in limbo for an hour is not professional, especially in a public facing, satellite office.</p> <p>"Just because the County has allowed you to accrue your sick leave benefit does not mean that any absence will be excused and/or paid. All accrued leave usage must be requested by the employee and approved by the employee's supervisor."</p> <p>Comment: I would request that the following be added: The employee's supervisor has discretion over approval and may deny the use of sick leave. This is inferred in the current draft but could be clearer.</p> <p>"Excessive absences or failure to properly follow leave rules and procedures can result in disciplinary action up to and including termination."</p> <p>Comment: Include the section of "leave rules and procedures" being referred to. You may want to add clarifying language such as: "Excessive absences or failure to properly follow leave rules, as well as County and department procedures can result in. . ."</p>
Veteran's Affairs	Carl Wedler	Since we have two additional holidays and they are defined floating holidays, why don't we allow the employees to select two of the four days listed at their discretion.	Will agree with the majority regarding sick leave. Nothing more to contribute regarding this benefit.

2019-2020 Academic School Calendar

All Beaufort County Schools

(Rev. 8/5/95)

JULY 2019

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019

Su	M	T	W	Th	F	Sa
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29	30					

OCTOBER 2019

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27	28	29	30	31		

NOVEMBER 2019

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DECEMBER 2019

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29	30	31				

JANUARY 2020

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FEBRUARY 2020

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MARCH 2020

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29	30	31				

APRIL 2020

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MAY 2020

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31						

JUNE 2020

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21	22	23	24	25	26	27
28	29	30				

Aug 12-16 No school-staff development

Aug 19 First day of school for students

Sep 2 No school-Labor Day

Sep 6 Progress reports HS (sent home)

Sep 13 Progress reports for ES and MS (sent home)

Sep 27 Progress reports HS (sent home)

Oct 16 Last day of 1st quarter

Oct 18 Report cards - ES, MS and HS (sent home)

Oct 18 Early dismissal for students

Nov 11 School in session - weather make up day

Nov 8 Progress reports HS (sent home)

Nov 15 Progress reports ES and MS (sent home)

Nov 26 School in session - weather make up day

Nov 27 Early Dismissal for students

Nov 28-29 No school-Thanksgiving break

Dec 6 Progress reports HS (sent home)

Dec 20 Last day of 2nd quarter

Dec 23-Jan 3 No school-winter break

Dec TBD District Office closed

Jan 6 No school - staff development

Jan 7 Students return to school from winter break

Jan 10 Report cards -ES,MS, and HS (sent home)

Jan 20 No school-Dr. Martin L. King, Jr. Day

Jan 31 Progress reports HS (sent home)

Feb -Mar Prekindergarten and Kindergarten registration

Feb -Mar School choice selections

Feb 7 Progress reports for ES and MS (sent home)

Feb 14 No school - staff development

Feb 17 No School - President's day

Feb 21 Progress reports HS (sent home)

Mar Prekindergarten Screenings/Child Find

Mar 13 School in session - weather make up day

Mar 17 Last day of 3rd quarter

Mar 20 Report Cards ES, MS and HS (sent home)

Apr 9 Progress reports HS (sent home)

Apr 10 No school - Good Friday

Apr 13-17 No school - Spring Break

Apr 20 Students return to school

Apr 24 Progress reports for ES and MS (sent home)

May 8 Progress reports HS (sent home)

May 25 No school - Memorial Day

June 2 Report Cards ES & MS (sent home)

June 2 Last day of 4th quarter

Jun 2 Students' last day/early dismissal (students only)

Jun 3 - 5 No school - teacher work day

Jun 5 Report cards HS (sent home)

Graduation Dates for High Schools

June 1 Battery Creek High School

June 2 Beaufort High School

June 3 May River High School

June 4 Whale Branch Early College High School

June 5 Hilton Head Island High School

June 6 Bluffton High School

***Summer Graduation - August at BCHS**

2020 Beaufort County Council & Committee Schedule

1st Monday Committees	2nd Monday Council	3rd Monday Committees	4th Monday Council	BUDGET
2:00 - Finance 4:00 - Public Facilities	4:00 - Executive 5:30 - County Council	2:00 - Community 4:00 - Natural Resources	4:00 - Executive 5:30 - County Council	10:00 - Retreat Jan 27th
Feb 3rd Mar 2nd Apr 6th May 4th Jun 1st	Jan 13th Feb 10th Mar 9th	Jan 21st* Feb 18th*	Jan 27th Feb 24th Mar 23rd	1:00 - Workshops Mar 9th Mar 16th Mar 23rd Mar 30th**
Aug 3rd Aug 31st**	Apr 13th May 11th Jun 8th	Apr 20th May 18th Jun 15th	Apr 27th May 26th* Jun 22nd	
Oct 5th Nov 2nd Dec 7th	Jul 13th Aug 10th Sep 14th*	Aug 17th Sep 21st	Sep 28th	Readings May 11th May 26th Jun 8th
	Oct 13th Nov 9th Dec 14th	Oct 19th Nov 16th	Oct 26th	

* Tuesdays (Following Monday Holidays)

** 5th Mondays (Mar 30th, Jun 29th, Aug 31st, & Nov 30th)