

# COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING  
100 RIBAUT ROAD  
POST OFFICE DRAWER 1228  
BEAUFORT, SOUTH CAROLINA 29901-1228

TELEPHONE: (843) 255-2180

FAX: (843) 255-9401

www.bcgov.net

WM. WESTON J. NEWTON  
CHAIRMAN

D. PAUL SOMMERVILLE  
VICE CHAIRMAN

## COUNCIL MEMBERS

STEVEN M. BAER  
RICK CAPORALE  
GERALD DAWSON  
BRIAN E. FLEWELLING  
HERBERT N. GLAZE  
WILLIAM L. McBRIDE  
STEWART H. RODMAN  
GERALD W. STEWART  
LAURA VON HARTEN

### Committee Members:

Stu Rodman, Chairman  
Rick Caporale, Vice Chairman  
Steven Baer  
Brian Flewelling  
William McBride  
Paul Sommerville  
Jerry Stewart

GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA FINANCE COMMITTEE

**2:00 p.m.**

Wednesday, July 18, 2012  
Executive Conference Room  
Administration Building

### Staff Support

Bryan Hill, Deputy County Administrator  
David Starkey, Chief Financial Officer

### 1. CALL TO ORDER – 2:00 P.M.

### 2. CONSENT AGENDA

In lieu of a Public Facilities meeting and because of timing, items B, C and D are on the Finance agenda to facilitate the Council meeting July 23.

- A. Emergency Procurement Contract Award for Hauling Services for the Beaufort County Solid Waste Department – Contract amount \$858,154.32 ([backup](#))
- B. Request to Purchase Computers from State Contract for the new St. Helena Branch Library – Contract amount \$35,461 ([backup](#))
- C. Request to Purchase Early Literacy Station Equipment and Software from a Sole Source Contract for the new St. Helena Island Branch Library – Contract amount \$37,078.44 ([backup](#))
- D. St. Helena Library IT Hardware Purchase – Contract amount \$93,636.73 ([backup](#))
- E. Request to Purchase from Sole Source Items over \$25,000 from Approved Vendor for Beaufort County's Mosquito Control Department (GPS and Software) – contract amount \$48,125 ([backup](#))
- F. Request to Purchase from State Contract and Non-Competitive Items over \$25,000 from Approved Vendors for Beaufort County Mosquito Control Department (Vehicle) – Contract amount \$71,402 ([backup](#))
- G. Request to Purchase from Non-competitive Contract for Items over \$25,000 for Beaufort County's Register of Deeds Department – Contract amount \$51,963.48 ([backup](#))
- H. Waiving interest on Heritage Loan in the amount \$30,750 in interest through July 18, 2012 ([backup](#))

### 3. UPDATE ON STATE REVENUES FOR THE COUNTY AND SCHOOL DISTRICT

### 4. SCHOOL DISTRICT MILLAGE

### 5. RESERVE POLICY ([backup](#))

### 6. COUNCIL RETREAT GOALS

### 7. EXECUTIVE SESSION - Discussion 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.

### 8. ADJOURNMENT

Open and Priority Retreat Items  
Transfer Station Analysis  
Road Financing  
Burton Wells Regional Park Financing  
Sports Complex Economic Analysis

2013 Budget Cycle  
Business License Fees  
2014 Millage Policy  
Joint Use of School Facilities  
Airport Business Plan

A quorum of Council may be in attendance at all Committee meetings.

Please silence your cell phone during the meeting.





COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT  
POST OFFICE DRAWER 1228 ♦ BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2350 FAX: (843) 255-9437

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

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BHill*  
David Starkey, Chief Financial Officer *DStarkey*  
Josh Gruber, Staff Attorney *JGruber*  
Monica Spells, Compliance Officer *MSpells*  
Rob McFee, Division Director, Engineering and Infrastructure *Rob McFee*  
Eddie Bellamy, Public Works Director *EBellamy*  
Jim Minor, Solid Waste Manager *Jim*

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

SUBJ: **Emergency Procurement Contract Award for Hauling Services for the Beaufort County Solid Waste Department**

**BACKGROUND:** Beaufort County issued a Request for Proposals (RFP) to solicit proposals from qualified firms in April, 2011 to provide hauling services for the Beaufort County Solid Waste Department. The County received responses from three firms, Waste Pro, Waste Management, and Republic Waste Services. At that time, Waste Pro provided the lowest price and best proposal for providing the requested services. Waste Pro was awarded a three year contract for \$683,025 per year, with two one year extensions. On May, 11, 2012 the County received a termination notification letter from Waste Pro stating due to financial hardship that they were incurring from their current contract pricing, they could no longer provide the service at the three year fixed fee price. As a result of Waste Pro's termination letter and under emergency procurement procedures, the County decided to seek best and final offers from the remaining two firms, and Waste Pro, who submitted proposals from the aforementioned RFP. On June 29, 2012 we received the following responses from all three firms:

Republic Waste Services	\$858,154.32
Waste Pro	\$879,802.32
Waste Management	\$998,218.20

**EVALUATION COMMITTEE NOTES:** The evaluation committee consisted of Jim Minor, Solid Waste Manager, Eddie Bellamy, Public Works Director, Josh Gruber, Staff Attorney, and Dave Thomas, Purchasing Director. The evaluation committee reviewed the three responses to the RFP and ranked Republic Waste Services as the number one ranked firm.

**FINAL EVALUATION RANKING:**

1. Republic Waste Services
2. Waste Pro
3. Waste Management

**FUNDING:** Account # 33390-51165 Solid Waste Hauling Services.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve and recommend to the County Council, approval of the contract award to Republic Waste Services, the top ranked firm, for an annual cost of \$858,154.32. The initial contract term will be for three years with two additional one (1) year terms subject to approval by County Council.

cc: Elizabeth Wooten, Richard Dimont  
Att: Republic Waste Services Proposal Pricing

<u>Convenience Centers</u>	<u>Total Average Pulls</u>	<u>Proposed Cost/Pull</u>	<u>Cost/Month with Proposed Cost</u>	<u>Annual Cost/Year with Proposed Cost</u>	<u>Total Average Pulls</u>
Hilton Head	112.22	\$111.00	\$12,456.42	\$149,477.04	112.22
Big Estate	5.08	\$111.00	\$563.88	\$6,766.56	5.08
Lobeco	23.83	\$111.00	\$2,645.13	\$31,741.56	23.83
Sheldon	5.25	\$111.00	\$582.75	\$6,993.00	5.25
Gate	59.50	\$111.00	\$6,604.50	\$79,254.00	59.50
Shanklin	46.08	\$111.00	\$5,114.88	\$61,378.56	46.08
Coffin Point	7.97	\$111.00	\$884.67	\$10,616.04	7.97
Cuffy	7.25	\$111.00	\$804.75	\$9,657.00	7.25
St. Helena	92.25	\$111.00	\$10,239.75	\$122,877.00	92.25
Bluffton	126.61	\$111.00	\$14,053.71	\$168,644.52	126.61
Pritchardville	38.72	\$111.00	\$4,297.92	\$51,575.04	38.72
Daufuskie	6.89	\$1,050.00	\$7,234.50	\$86,814.00	6.89

\* Does not include Annual CPI, Fuel Adjustment Prices, or Rental Fees

Total Annual Cost **\$785,794.32**

<u>Proposed Rental Fees</u>					
<u>Container Type</u>	<u>Quantity</u>	<u>Proposed Rental Fees</u>	<u>Rental Costs with Proposed Rental Fees</u>		
30 Yard Open Container	5	\$65.00	\$3,900.00	Republic	\$858,154.32
30/35 Yard Self Contained Compactor	11	\$300.00	\$39,600.00		
40 Yard Open Container	37	\$65.00	\$28,860.00		
<b>Totals</b>	<b>53</b>		<b>Annual Rental Fees \$72,360.00</b>		



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PURCHASING DEPARTMENT  
POST OFFICE DRAWER 1228 ♦ BEAUFORT, SOUTH CAROLINA 29901-1228  
TELEPHONE: (843) 255-2350 FAX: (843) 255-9437

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

**VIA:** Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BH*  
David Starkey, Chief Financial Officer *DS*  
Wlodek Zaryczny, Library Director *WZ*

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

**SUBJ:** Request to Purchase Computers from State Contract for the new St. Helena Library

**DATE:** July 11, 2012

**BACKGROUND:** The Purchasing Department received a requisition over \$25, 000 from the Library Department to purchase thirty eight (38) new Hewlett-Packard computers and monitors for the new St. Helena Library from the South Carolina State contract. Twenty-one computers will be used in staff work and service areas. Fifteen (14 for students and one for an instructor) will be placed in the computer lab. The lab will be used mainly for classes on various topics such as online research, resume writing, genealogy, and photo editing.

<b><u>STATE CONTRACT VENDOR INFORMATION:</u></b>	<b><u>Cost</u></b>
New Century Systems, Inc, Charlotte, NC	\$35,416.00

**FUNDING:** Account # 11436-54420 St. Helena Library

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve the purchase from the aforementioned vendors for a total amount of \$35,416.00.

cc: Elizabeth Wooten, Richard Dimont



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

**VIA:** Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BHill*  
David Starkey, Chief Financial Officer *DStarkey*  
Wlodeck Zaryczny, Library Director *WZaryczny*

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

**SUBJ:** Request to Purchase Early Literacy Station Equipment and Software from a Sole Source Contract

**DATE:** July 11, 2012

**BACKGROUND:** The Purchasing Department received a requisition for over \$25,000 from the Library Department to purchase Early Literacy Station equipment, software, and licensing from AWE, a sole source contractor in support of the new St. Helena Library. This equipment includes six (6) Early Literacy Stations and six (6) AfterSchool Edge computers to provide age-appropriate literacy instruction for all children between the ages of two and fourteen. The purchase includes all software, licenses, and reference material. The AfterSchool Edge computers also includes ELF Download, a safe internet browser that gives children access to over 100 reliable and educational websites.

<b><u>STATE CONTRACT VENDOR INFORMATION:</u></b>	<b><u>Cost</u></b>
AWE Digital Learning Solutions, Chester, PA	\$37,078.44

**FUNDING:** Account # 11436-54420 St. Helena Library

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve the purchase from the aforementioned vendor for a total amount of \$37,078.44.

cc: Elizabeth Wooten, Richard Dimont



COUNTY COUNCIL OF BEAUFORT COUNTY  
ENGINEERING AND INFRASTRUCTURE DIVISION

Building 3, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-4005 Fax: (843) 255-9420

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

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy Administrator *BHill*  
David Starkey, Chief Financial Officer *DStarkey*  
Robert McFee, Division Director Engineering & Infrastructure *Robert McFee*  
Dave Thomas, Purchasing Director

FROM: Bob Klink, County Engineer *BKlink*

SUBJ: **St. Helena Branch Library – IT Hardware Purchase**

DATE: July 12, 2012

**BACKGROUND:** Choate Construction Company was awarded the St. Helena Library construction contract at the August 8, 2011 County Council Meeting in the amount of \$7,322,403.00 with a total overall budget of \$11.1 million. The project budget is funded by \$1.1 million dollars of impact fees, \$8.5 million dollars of a USDA Grant/Loan package and \$1.5 million dollar CDBG grant.

A \$540,000 internet technology (IT) and audiovisual (AV) budget was established within the overall project budget. The County's MIS Division received a price quote from CSI Technology Outfitters under state contract #4400002749 in the amount of \$93,636.73 for the IT hardware required in the St. Helena Branch Library. This purchase would be funded from Acct #11436-54420 St. Helena Library.

**RECOMMENDATION:** The Finance Committee approve and recommend to County Council approval of a \$93,636.73 purchase from CSI Technology Outfitters under state contract #4400002749 with funding included in the St. Helena Library budget.

REK/DC/mjh

Attachment: 1) IT Hardware Price Quote

Contract/St.HelenaLibrary/IT&AV

**Computer Software Innovations Inc**

900 East Main Street, Suite T  
Easley, SC 29640  
Phone: 864-855-3900  
www.csioutfitters.com

**Prepared for:**

Scott Trezevant Phone: (843) 470-2767  
Beaufort County Government  
100 Ribaut Rd.  
PO Drawer 1228  
Beaufort, SC 29901 USA

Qty.	Item ID	Description	UOM	Sell	Total
<b>St Helena 2012 - Cisco - rev2</b>					
8	WS-C3750X-48PF-S	Stackable 48 10/100/1000 Ethernet PoE+ ports, with 1100W AC power supply - IP BASE	EA	\$8,120.00	\$64,960.00
8	CON-SNT-3750X4FS	SMARTNET 8X5XNBD Catalyst 3750X 48 Port Full PoE IP Base	EA	\$616.00	\$4,928.00
8	C3KX-NM-1G=	1G Network Module Spare	EA	\$290.00	\$2,320.00
6	GLC-LH-SM=	GE SFP LC CONNECTOR LX/LH TRANSCEIVER 1 x 1000Base-LX/LH	EA	\$577.10	\$3,462.60
1	VG204	Cisco VG204 Analog Voice Gateway	EA	\$751.10	\$751.10
1	CON-SNT-VG204	SMARTNET 8X5XNBD Cisco VG204 Analog Voice Gateway	EA	\$91.52	\$91.52
1	VG224	24PORT VOICE OVER IP ANA.GATEWY	EA	\$3,129.10	\$3,129.10
1	CON-SNT-VG224	Smartnet 8x5xNBD 24 Port Voice over IP	EA	\$380.16	\$380.16
9	AIR-LAP1242AG-A-K9	802.11AG LWAPP AP DUAL 2.4 5GHZ RP-TNC FCC CNFG	EA	\$521.42	\$4,692.78
9	CON-SNT-LAP1242A	Smartnet 8x5xNBD Maintenance	EA	\$63.36	\$570.24
12	AIR-ANT4941	2.2 DBI DIPOLE ANTENNA (STD RUBBER DUCK) FOR AIRONET MF IN SING	EA	\$11.02	\$132.24
3	AIR-ANT24120	Cisco 2.4GHZ 12 DBI Omni Mast Mt Antenna W/ RP-TNC Connector w/RP-TNC Connectors	EA	\$403.10	\$1,209.30
3	AIR-ACC245LA-R	Cisco 2.4 AND 5GHZ Lightning Arrestor RP-TNC Connector	EA	\$121.22	\$363.66
3	AIR-CAB100ULL-R	Cisco 100FT Ultra Low Loss Cable Assembly W/ RP-TNC Connectors	EA	\$173.42	\$520.26

Item Total:	\$87,510.96
Tax at 7.000%:	\$6,125.77
<b>Total:</b>	<b>\$93,636.73</b>



**Computer Software Innovations Inc**

900 East Main Street, Suite T

Easley, SC 29640

Phone: 864-855-3900

[www.csioutfitters.com](http://www.csioutfitters.com)

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Prices are firm until 8/12/2012

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Reference SC State Contract 4400002749

Please make the purchase order to:

CSI Technology Outfitters

900 East Main Street, Suite T

Easley, SC 29640

Fax the purchase order to John Ulmer at 864-307-2285 at CSI or email to [insidesales@csioutfitters.com](mailto:insidesales@csioutfitters.com)



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

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

**VIA:** Gary Kubic, County Administrator *CK*  
Bryan Hill, Deputy County Administrator *BH*  
David Starkey, Chief Financial Officer *DS*  
Dan Morgan, MIS Director *DM*  
Gregg Hunt, Mosquito Control Director *GH*

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

**SUBJ:** Request to Purchase from Sole Source Items over \$25,000 from approved vendor for Beaufort County's Mosquito Control Department.

**DATE:** July 10, 2012

**BACKGROUND:** The Purchasing Department received a requisition over \$25,000 from the Mosquito Control Department requesting to purchase a data management system from a Sole Source contract.

The first request is to purchase replacement hardware for the spray trucks. This purchase will be for eight (8) Monitor 4 GPS devices for spray truck operators. The product will be used to record and report insecticide applications. The current hardware (Monitor 3 GPS) is up to 8-years old.

The second request is to purchase a replacement data management system for the mosquito control program. This purchase will be for the new GeoPro system for mosquito control personnel. The product will be used to synchronize with Monitor 4 GPS devices, as well as collate and track requests for service (complaints), surveillance for pest mosquitoes and mosquito-borne diseases, inventory of insecticides, larviciding, and adulticiding via GPS technology. The current system is antiquated, non-supported by the manufacturer, and problematic for MIS personnel.

<u>STATE CONTRACT/COMPETITIVE/NON-COMPETITIVE VENDORS:</u>	<u>Cost</u>	<u>Project</u>
1. Adapco, Sanford, FL	\$38,360	Monitor 4 GPS
2. Adapco, Sanford, FL	\$ 9,765	GeoPro

**FUNDING AND COST BREAKDOWN:**

1. Monitor 4 GPS, Account # 43190-54200, Specialized Capital Equipment. Total: \$38,360.
2. GeoPro, Account # 41390-54112 Data Processing Software >\$3,000. Total: \$9,765.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approves the purchases from the aforementioned vendors for a total amount of \$48,125.

cc: Elizabeth Wooten, Richard Dimont



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PURCHASING DEPARTMENT**

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

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *B Hill*  
David Starkey, Chief Financial Officer *D Starkey*  
Gregg Hunt, Mosquito Control Director *G Hunt*

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

SUBJ: **Request to Purchase from State Contract and Non-Competitive Items over \$25,000 from approved vendors for Beaufort County's Mosquito Control Department.**

DATE: July 10, 2012

**BACKGROUND:** The Purchasing Department received requisitions over \$25,000 from the Mosquito Control Department requesting to purchase items from State and Non-Competitive contracts.

The first request is to purchase a replacement vehicle from State Contract. This purchase will be for a new 2012 or 2013 ½-ton 4x4 extended-cab truck with a winch, tow package, and Tommy lift for aviation personnel. The truck will be used to support Mosquito Control (transporting insecticides and aircraft components) and Emergency Management (hurricane evacuation and recovery). The current vehicle is a 1999 ¾-ton utility truck with 118,000 miles.

The second request is to purchase a public health insecticide from a Non-Competitive Sole-Source contract. This purchase will be MetaLarv S-PT for aviation personnel. The product will be used by the helicopter flight crew to control immature mosquitoes among salt marsh habitats and tidal flats, especially throughout the Chisolm and Coosaw River areas.

<b><u>STATE CONTRACT/COMPETITIVE/NON-COMPETITIVE VENDORS:</u></b>	<b><u>Cost</u></b>	<b><u>Project</u></b>
1. Love Chevrolet, Columbia, SC	\$28,058	½-ton 4x4 truck
2. Valent BioSciences, Walnut Creek, CA	\$43,344	public health insecticide

**FUNDING AND COST BREAKDOWN:**

1. ½-ton 4x4 Truck, Account # 43190-54000, Vehicle Purchase. Total \$28,058.
2. Public Health Insecticide, Account # 43190-52320, Public Health Insecticides. Total: \$43,344.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approves the purchases from the aforementioned vendors for a total amount of \$71,402.

cc: Elizabeth Wooten, Richard Dimont



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

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

**VIA:** Gary Kubic, County Administrator *rk*  
Bryan Hill, Deputy County Administrator *BH*  
David Starkey, Chief Financial Officer *DS*  
Dan Morgan, MIS Director *DM*  
Dale Bulis, Register of Deeds *DB*

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

**SUBJ:** Request to Purchase from Non-competitive Contract for Items over \$25,000 for Beaufort County's Register of Deeds Department.

**DATE:** July 12, 2012

**BACKGROUND:** The Purchasing Department received a requisition for over \$25,000 from the Register of Deeds Department requesting to renew an annual maintenance contract for Official Records Software from New Vision Systems Corporation. This service contract term will cover July 1, 2012 through June 30, 2013 and will support the software that is currently installed. This software is used to digitally record, scan, index and display the real estate records for public use, as well as provide the data necessary for the Assessor's office to establish the County's tax base.

<u>NON-COMPETITIVE/SOLE SOURCE VENDOR:</u>	<u>Cost</u>
NewVision Systems Corporation	\$51,963.48

**FUNDING AND COST BREAKDOWN:**

Maintenance Account 12050-51110. Funding, or revenue, as a result of this software totaled \$2,654,994.00 in FY12. See attached sheet for breakdown of costs associated with this software system.

**RECOMMENDATION:** The Purchasing Department recommends that the Finance Committee approve, and recommend to County Council, approval of the purchase from the aforementioned vendor for a total amount of \$51,963.48.

cc: Elizabeth Wooten, Richard Dimont

11 Pages



NewVision Systems Corporation

50 Locust Avenue  
New Canaan, CT 06840  
(203) 323-4623

**\*\*Invoice\*\***

Invoice 3471

June 5, 2012

Mr. Dale Butts  
Register of Mesne Conveyances  
County Council of Beaufort County  
100 Ribaut Road,  
Post Office Drawer 1197  
Beaufort, SC 29902-1197

Re: Maintenance for Official Records System

This invoice is for maintenance of the Official Records Software for the period 7/01/12 through 6/30/13 and covers currently installed software. Maintenance pricing is based on 8 hours on-line service daily except scheduled holidays, with four hours response time.

Qty	Description	Annual Maint Each	Total Annual Maint
	<b>OFFICIAL RECORDS SYSTEM SOFTWARE</b>		
11	NEWVISION MULTI-FUNCTION MODULE - INCLUDING RECORD/CASHIER, SCAN AND INDEX/VERIFY	\$794	\$8,734
16	NEWVISION PUBLIC SEARCH SOFTWARE	161	2,576
1	NEWVISION PUBLIC SEARCH SOFTWARE FOR TREASURER'S OFFICE	161	161
1	NEWVISION SUPERVISOR/ADMIN SOFTWARE	695	695
1	NEWVISION REPORTS SOFTWARE	894	894
3	NEWVISION INDEX/VERIFY SOFTWARE - AUDITOR AND ASSESSOR WORKSTATIONS WORKSTATIONS	695	2,085
1	TAX ASSESSOR MODULE (OCCASIONAL USE) PO 20110277	175	175
1	NEWVISION IMAGE LOAD MODULE	1,092	1,092
1	NEWVISION IMAGE WRITER RUNTIME SOFTWARE	894	894
1	NEWVISION DATASERVER RUNTIME MODULE SW	1,240	1,240
1	REMOTE DIAGNOSTIC SOFTWARE	30	30
17	ORACLE RDBMS FURNISHED BY COUNTY - NEWVISION MAINTENANCE	331	5,627
1	NEWVISION PRINT QUEUE MGT SOFTWARE	744	744

NewVision Systems Corporation

\*\*Invoice Continued\*\*

Qty	Description	Annual Maint Each	Total Annual Maint
1	PROBLEM DETERMINATION ASSISTANCE - HW & SW	\$4,410	\$4,410
1	NEWVISION WEB ACCESS APPLICATION (DATA PLUS IMAGES) (10 CONCURRENT ACCESSES)	2,894	2,894
1	WEB TOOLKIT SOFTWARE	1,017	1,017
1	2 <sup>nd</sup> NEWVISION WEB INSTANCE	1,737	1,737
1	WEB SPECIFIC FUNCTIONS FOR BEAUFORT	441	441
1	IMAGE QUALITY CONTROL SOFTWARE	1,075	1,075
1	PUBLIC VIEW PRINT CHANGE ORDER	1,350	1,350
1	INDEX BOOK PAGE SEARCH FACILITY CHANGE ORDER	1,075	1,075
1	PRE-1990 IMAGE SEARCH CHANGE ORDER	1,985	1,985
1	PLAT SCAN AND PRINT SOFTWARE	1,588	1,588
1	PUBLIC VIEW ZOOM & PRINT (CO 5-2007)	945	945
1	BACKFILE DATA ENTRY PROGRAM	2,809	2,809
1	ELECTRONIC RECORDING MODULE - GO LIVE 5/1/2012	2,291	2,291
	<b>TOTAL ANNUAL MAINTENANCE</b>		<b>\$48,564</b>
	<b>SC SALES TAX @ 7%</b>		<b>\$3,399.48</b>
	<b>TOTAL INVOICE</b>		<b>\$51,963.48</b>

**Beaufort County**  
**Heritage Note - Revised 7/18/2012**

**Principal Borrowed**

**1,000,000**

**Interest Rate**

**3.25%**

Prime at 8/1/2011

<b>Year</b>	<b>Interest Rate</b>	<b>Principal Paid/Owed</b>	<b>Interest Paid/Owed</b>	<b>Total Payment</b>	<b>Amount Remaining</b>
8/1/2011	3.25%	-	-	-	1,000,000
9/12/2011	3.25%	246,260	3,740	250,000	753,740
6/25/2012	3.25%	724,534	25,466	750,000	29,206
7/18/2012	3.25%	29,206	1,544	30,750	-
8/1/2013	3.25%	-	-	-	-
8/1/2014	3.25%	-	-	-	-
8/1/2015	3.25%	-	-	-	-
8/1/2016	3.25%	-	-	-	-
		1,000,000	30,750	1,030,750	

Principal Paid as of July 18, 2012 =

970,794

Interest Revenue August 1, 2011 - July 18, 2012 =

30,750



# COUNTY COUNCIL OF BEAUFORT COUNTY FINANCE DEPARTMENT

Building 2, 102 Industrial Village Road  
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Phone: (843) 255-2353 Fax: (843) 255-9437

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

VIA: Gary Kubic, County Administrator *GKubic*  
Bryan Hill, Deputy County Administrator *BHill*  
Dave Thomas, CPPO, Purchasing Director *DT*

FROM: David A. Starkey, CPA, Chief Financial Officer *DS*

SUBJ: RFP # 1350/10071204 – Emergency Line of Credit

DATE: July 16, 2012

**BACKGROUND:** At the direction of the Beaufort County Finance Committee, the County's Finance and Purchasing Departments submitted a request for proposals to financial institutions for an emergency line of credit of \$10 million to only be used by the County in the case of a natural disaster. The \$10 million figure was derived from the lowest cash deficiency balance average over the last five years (between October and December) within the General Fund prior to ad valorem tax collections being collected in large quantity. This emergency line would sustain the County until Federal Emergency Management Agency (FEMA) relief monies or ad valorem tax collections became available after a hurricane or other natural disaster.

Concurrently, the County obtained legal counsel from its bond attorneys, McNair Law Firm P.A., on this form of emergency planning. Per the McNair memo dated July 16, 2012, a line of credit is not a legal form of borrowing for a government within the State of South Carolina.

## **COMPETITIVE BIDDER:**

1. Bank of America - Line of credit (disqualified per above) and P-Card balance increase. The Bank of America has offered a \$10 million emergency increase to the County's P-Card credit limit if needed without fees. This offer is an extension of the County's State of South Carolina P-Card contract which contains no interest. Under the current system, the County pays its P-Card balances off in full within 30 days of each statement. Under the \$10 million emergency credit limit extension, all unpaid balances would decrease the \$10 million credit limit.

**RECOMMENDATION:** It is recommended that County Council approve the \$10 million P-Card emergency credit limit increase. This option holds no cost to the County and would allow the County time for FEMA monies to arrive and/or ad valorem taxes to be collected to pay the owed Bank of America P-Card balance.

cc: Elizabeth Wooten, Richard Dimont



## MEMORANDUM

To: David A. Starkey, Chief Financial Officer  
Beaufort County, South Carolina

From: Francenia B. Heizer, Esquire

Date: July 16, 2012

Subject: Bank of America Proposal for Emergency Line of Credit for Beaufort County

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I understand that Beaufort County (the "County") is interested in establishing a line of credit to be drawn upon only in the event of an emergency such as a major hurricane or other natural disaster. The goal would be to access funds needed in an emergency with the amount borrowed to be repaid from FEMA reimbursements, County general funds or other available sources of revenue. The County has received a proposal from Bank of America containing two options for this proposed financing plan. The purpose of this memo is to discuss those two options.

South Carolina law allows counties to borrow funds only in certain authorized structures. Bonds and bond anticipation notes (BAN) are examples of the authorized forms of debt. Strictly speaking, a "line of credit" is not an authorized form of debt. It is possible, however, to use the legal structure of a BAN to meet the County's goal.

### OPTION ONE

The first option offered by Bank of America could be structured as a BAN. We would need to discuss details of the transaction with Bank of America to clarify certain of the terms. For example, you would want to confirm that the loan would be "closed" only if needed, anytime before September 30, 2013. Also you would want to clarify whether the interest to be paid is considered taxable or tax-exempt.

This option contemplates that the amounts borrowed would be a general obligation of the County which would count against the County's 8% constitutional debt limit and requires a bond counsel opinion. Bank of America would specifically require a legal opinion as to authorization, execution, enforceability, legality, and no defaults and no litigation. Because Option One falls into the legal structure of a BAN, we would be in a position to give such a legal opinion.

Bank of America would also like us to work with the Bank's counsel in the preparation of the ordinance for final approval by County Council. The costs of Bank's counsel would have to be paid even if the loan is never "closed."

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## **OPTION TWO**

Option Two involves using an existing P-card arrangement between the County and Bank of America. This option does not require that the amounts borrowed be general obligations of the County and would not require any form of legal opinion. It does not appear that Bank counsel would be involved. The terms and conditions would be the same as those for the existing P-card program.

While this option does not clearly require an authorizing ordinance from County Council, I would recommend the adoption of an ordinance because the use of a P-card for emergency operating expenses is substantially different from the currently authorized purposes of the P-card. Also, a \$10,000,000 extension of your existing P-card is sufficiently material to require specific County Council approval.

I would note that while the P-card program is a financing technique the County already has in place, the structure of Option Two does not fall into the legal structure of a bond or a BAN. To the extent that Bank of America does not require a legal opinion as to authorization, execution, enforceability, legality, and no defaults and no litigation, the County would not have to be in a position to have to obtain an approving legal opinion.

If County Council would like to pursue Option One, please let us know. We would be happy to work with the County and the Bank's Counsel on the ordinance and other details of the transaction. If County Council would like to pursue Option Two, while we would be happy to be of assistance, we would not need to be involved as a bond counsel opinion is not required for Option Two.

Please let me know if you have any questions or if we can be of further assistance.

FBH:laf

**Motion:**

**That Beaufort County Council, as a percentage of general fund expenditures, establishes:**

- **A 20% general fund reserve policy for County operations and acknowledges that 15% is an appropriated corresponding general fund reserve for the Beaufort County School District and**
- **A 30% cash availability (cash on hand and immediately available line of credit) at the end of each fiscal year to provide a hurricane recovery reserve.**