

COUNTY COUNCIL OF BEAUFORT COUNTY
ADMINISTRATION BUILDING
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-1000
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D. PAUL SOMMERVILLE
CHAIRMAN

STEWART H. RODMAN
VICE CHAIRMAN

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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
FINANCE COMMITTEE
Monday, December 2, 2013
2:00 p.m.
Executive Conference Room
Administration Building, Government Center

Committee Members:
Stu Rodman, Chairman
Rick Caporale, Vice Chairman
Brian Flewelling
Steve Fobes
William McBride
Jerry Stewart

Staff Support
Alicia Holland, Chief Financial Officer

1. CALL TO ORDER – 2:00 P.M.
2. DISCUSSION / TOURISM AND ACCOMMODATIONS TAX - 2:00 P.M.
3. CONSIDERATION OF CONTRACT AWARDS – 3:15 P.M.
 - A. \$272,799 Courthouse and Hilton Head Island Branch Library Audio Visual Renovation ([backup](#))
 - B. \$449,180 Time and Attendance Software and Equipment Services for Beaufort County ([backup](#))
 - C. \$ 60,000 SC Judicial Department Court Case Management System Support Contract Renewal ([backup](#))
4. DISCUSSION / FUND BALANCE ORDINANCE / RESERVE POLICY ORDINANCE ([backup](#))
5. DISCUSSION / TEXT AMENDMENTS TO PROCUREMENT ORDINANCE (DOLLAR LIMITATIONS PROVIDED THAT FUNDS HAVE BEEN PREAPPROVED BY COUNTY COUNCIL AS PART OF THE BUDGET)
6. DISCUSSION / HANGAR LEASE RATE AT HILTON HEAD ISLAND AIRPORTS/HXD
7. ADJOURNMENT

2014 Budget Cycle

2014 Millage Policy





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.

<u>BIDDERS:</u>	<u>Equipment/Installation Cost</u>	<u>Warranty</u>	<u>Total Cost</u>
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 *D.T.*
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:

- ❖ **Inclusiveness 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 60 @ \$1,495 ea. = \$89,700 Software = \$57,375 Misc. Hardware = \$29,400 1 time hrdwr disc-\$5,955 Implementation = \$44,980 Vendor Hosting = \$25,556
Year 2	\$25,556 <u>\$26,475</u> \$52,031		Vendor Hosting Fee Hardware/Software Maint. Fee
Year 3	\$25,556 <u>\$26,475</u> \$52,031		Vendor Hosting Fee Hardware/Software Maint. Fee
Year 4	\$25,556 <u>\$26,475</u> \$52,031		Vendor Hosting Fee Hardware/Software Maint. Fee
Year 5	\$25,556 <u>\$26,475</u> \$52,031		Vendor Hosting Fee 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
 (800) 319-8096 Fax:(516) 674-8119



PURCHASE ORDER FORM (Vendor Hosted)

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			
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	MUNIS Bidirectional Interface (Guaranteed Interface)	Existing	Existing
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
1374	12 Months Vendor Hosting Fee	\$1.55/ee/mo	25,556
	System Total		\$241,056
One Time Implementation Fees			
	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	
	Total One Time Fees		\$44,980
Note: 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 _____

_____ Date _____

Andrews Technology HMS, Inc. _____ Title _____

_____ Date _____



Andrews Technology HMS, Inc.
 1213 Culbreth Drive
 Wilmington, NC 28405
 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
	Additional 4 Year Maintenance & Vendor Hosting Cost		
	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 NT450H 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.

1



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*
Jerrri Roseneau, 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

2013-11-26 15:28:38

1/12

12-02-2013 Fin Comm - SCJD CMS Contract
Renewal.pdf (#21)

2013-11-27 07:28:10

1/12

Written-Pages-2013-11-26-15-28-41.pdf (#39)



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

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

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FY 2013 COST: \$30,000

FOR ACTION: Finance Committee meeting occurring December 2, 2013

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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



INVOICE

South Carolina Judicial Department
Office of Finance and Personnel

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

INVOICE #2013-07
DATE: SEPTEMBER 16, 2013

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, dtilley@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**

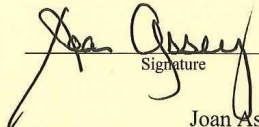
The County will continue to pay an application support cost of **\$25,000.00** to SCJD until **July 1, 2012**. This amount was calculated based on 2000 Census population data. The application support cost will increase to **\$30,000.00** on an annual basis beginning on **July 1, 2012**, due to the increase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

Effective Date	County Costs	Description of Costs
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

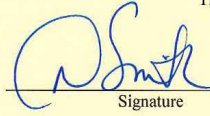
SOUTH CAROLINA JUDICIAL DEPARTMENT



Signature
June 30, 2011
Date
Joan Assey
Name (Please Print.)
Director of Information Technology
Title

BEAUFORT COUNTY


Signature
7/6/11
Date
Gary Kubic
Name (Please Print.)
County Administrator
Title


Signature
7-6-11
Date
Jerri Ann Roseneau
Name (Please Print.)
Clerk of Court
Title


Signature
7-6-11
Date
Darlene Rogers Smith
Name (Please Print.)
Chief Magistrate
Title


Signature
7-6-11
Date
Dan Morgan
Name (Please Print.)
Information Technology Director
Title



COUNTY COUNCIL OF BEAUFORT COUNTY FINANCE DEPARTMENT

Post Office Drawer 1228
Beaufort, SC 29901-1228

TO: Councilman Stewart Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator

FROM: Alicia Holland, CPA, Chief Financial Officer

SUBJECT: General Fund Balance Policy Proposal

DATE: November 24, 2013

BACKGROUND:

Beaufort County is required to adopt Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions. These Policies dictate that each governing body adopt a fund balance policy for all funds. Beaufort County Council, during the past two annual retreats, established this item as a top fiscal priority.

RECOMMENDATION:

Beaufort County will strive to maintain an average of five (5) months of total General Fund expenditures in its unassigned fund balance at June 30 of every year*. It will take the County several years to build up this balance, which equates to approximately \$42 million**.

Beaufort County shall not allow its unassigned General Fund balance to fall below an average of 2 months worth of total General Fund expenditures at June 30 of every year. This figure is approximately \$16.5 million**.

These recommendations can be achieved/maintained by Beaufort County by not utilizing the General Fund balance (except in times of emergency) during the fiscal year. Beaufort County will monitor non-spendable, restricted, committed, and assigned balances within the General Fund to ensure these balances do not increase at the expense of the unassigned balance.

NOTES/RATIONALE:

Per GASB 45, unassigned fund balances are considered liquid assets (cash, investments that mature within 1 year, and receivables that are to be collected in less than 1 year) that are not restricted for any specific purpose (i.e. they can be utilized in any way the County sees fit in the course of its business).

* - This will allow Beaufort County Council to maintain enough cash on-hand. The policy will ensure the General Fund balance will not decline to a negative balance prior to tax bills being mailed out in November of each year. Implementation of this policy will provide sufficient cash flow August through November (cash reserves are at their lowest levels) related to operating payments and reduce the County's risk of needing temporary financing to bridge the gaps to every tax billing (the use of tax anticipation notes (TNAs)).

** - These figures change every year and will correspond to audited comprehensive annual financial reports (CAFRs). 1 month's expenditures are calculated by adding the total General Fund expenditures plus transfers out then dividing that number by 12.

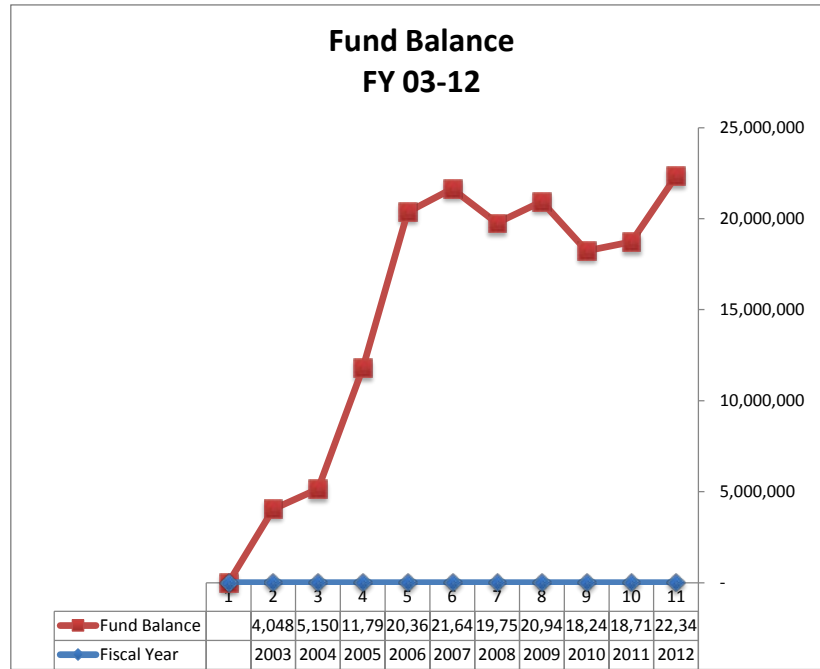
ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Bryan Hill - Fund Balances Per CAFR

**General Fund
Fund Balances per CAFR**

Fiscal Year	Fund Balance
2003	4,048,528
2004	5,150,600
2005	11,795,350
2006	20,367,493
2007	21,642,520
2008	19,756,991
2009	20,940,144
2010	18,240,793
2011	18,719,739
2012	22,342,008



Dick Stewart / Darrell Ferguson / Larry Rowland -
Santa Elena Information

Santa Elena

“Epicenter of Early European Colonization & Conflict in North America”

- **The early 15th Century found the Spanish establishing its Caribbean-oriented empire and exploring the interior of North America. The Spanish were unsuccessful in establishing settlements in Florida as were the French in Quebec.**
- **Explorers identified Port Royal, between Parris Island and Hilton Head Island, as the best, deep water harbor along the southeast coast of what is now the United States. It was accordingly named Port Royal by the French and is one of the longest named sites in the New World. Three hundred years later, the Union won the Battle of Port Royal, its first victory in the Civil War as it established its headquarters and provisioning station for blocking the Confederacy.**
- **The Spanish, believing “to settle is to conquer,” planned and settled Santa Elena as the “Capital of La Florida” in 1566 on present day Parris Island adjacent to Port Royal. Spain’s first settlement in the United States included families with women playing a significant role for the first time in the United States.**
- **The French had established Charlesfort on the Santa Elena site in 1562. It was a small garrison that was abandoned the same year as the inhabitants, fearing they had been abandoned, built a boat and sailed to Europe. In 1564 the French established Ft. Caroline at Jacksonville which was destroyed by the Spanish the next year.**
- **As the Spanish sailed to Santa Elena they established a military garrison at St. Augustine in 1565.**
- **For 10 years, from 1566 to 1576, Santa Elena was the Capital of La Florida.**
- **In 1576, never having been able to establish friendly relationships with the Indians in the area, the settlers were evacuated to St Augustine and Santa Elena was burned.**
- **In 1577 Santa Elena was re-settled and existed for another 10 years until 1587. However, the Capital of La Florida remained in St Augustine.**
- **During the twenty years that Santa Elena existed as a city, it was typical of a Spanish city with hundreds of inhabitants living a somewhat normal Spanish life under adverse conditions.**

- During the period between the two settlement periods, a French ship sank off the coast and a small French garrison was again established at the site of Santa Elena. The inhabitants subsequently fled inland.
- During this second settlement period, the Spanish were unsuccessful in establishing a settlement on Chesapeake Bay to the north and the English were unsuccessful in settling Roanoke Island (Lost Colony) in North Carolina. Sir Francis Drake began threatening the Spanish Empire.
- When Drake burned St Augustine, the Spanish realized they could not maintain both Santa Elena and St Augustine, their only two settlements in what is now the United States. Santa Elena was abandoned and the settlers removed to St Augustine.
- From 1562 to 1577, Santa Elena was at the focal point of both Spain and France with two Spanish settlements, two Spanish forts and two French forts.
- As the French interest waned, Santa Elena was caught in the emerging power struggle between England and Spain.
- Thus, in the last half of the 15th Century, Santa Elena was at the center of conflict and ambitions of the Spanish, French and the English Empires.
- In the next century, the English settled Jamestown and Plymouth and the Spanish remained in St Augustine, thus establishing the initial colonial configuration of the United States.
- For 400 years Santa Elena was “lost.”
- In 19__ Santa Elena was “found” by _____. Archeological work performed between ___ and _____ established the location and layout of the two settlements and the forts. As small percentage of the artifacts believed to be buried were recovered.
- Today there is a great opportunity to continue the architectural exploration and a significant risk that continuing erosion will destroy Charlesfort.
- It is recognized that Santa Elena is located on Marine Corps Recruit Depot - Parris Island, an active military installation, which presents both challenges and opportunities.
- Santa Elena is a recently discovered, undeveloped, national treasure.
- The path forward should include 1) preserving the site, 2) archeologically advancing the site, and 3) developing a plan for sharing the history with the country without compromising the military mission of Parris Island.

Dick Stewart / Darrell Ferguson / Larry Rowland -
Slave Freedom Article

Ledger Interview

Beaufort's Christensen Family is Now the Topic of Student's "Slave Freedom" Study

By JANIE BROOKS

A Beaufort woman who tried to ease the transition of former Lowcountry slaves to freedom is the topic of a University of Pennsylvania student's study, set in post-Civil War Beaufort, St. Helena Island and Port Royal.

As Monica Tetzlaff, 27, scoured the South Carolina library in Columbia for information on northern women who had, after the Civil War, become actively involved in post-slavery transitional issues, she came across the name of Abbie Christensen. Christensen, who married Danish immigrant and former Union soldier Neils Christensen, came from Massachusetts with her husband to Beaufort following the Civil War. A writer of folk stories, Christensen became very active in Beaufort humanitarian organizations, focusing most of her energy on helping local blacks join the "free society."

"I didn't know actually that I was going to do a biography," Tetzlaff, who began her research a year ago, said. "I was really interested in the relationship between women coming from a different culture (than) the south and working with blacks who had recently come out of slavery, who had a rich culture of their own. I was interested in how they interacted."

"The period I am writing about is not a very happy one because of race relations," she added. But Tetzlaff found a link in Abbie Christensen, who strove for many of her adult years to offer a quality education to the children of former slaves, acting as "the guiding force" behind the Port Royal Agricultural School.

"Collecting Tales and Ordering Lives: Abigail Holmes Christensen and the Role of Northern Women in Cultivating the New South, 1852-1938" is projected by Tetzlaff to be finished by next summer.

Her long life formed a bridge between the abolitionists who preceded her and the white and black progressives and new dealers whom she raised and instructed," Tetzlaff wrote of Christensen. "A woman who fearlessly believed in her ability to do almost anything, Christensen collected rare plants and African-American folktales, dispensed homeopathic remedies and warned against the evils of alcohol. She promoted suffrage for women and education for African-Americans. Picking up the pieces strewn about by the Civil War, she tried to create a 'New South.'"

Tetzlaff is also working on an article for the Friends



Monica Tetzlaff

Journal, on the history of Quaker connections to the Penn School and the current Penn Center. The school was not founded by Quakers but it received their support for a number of years, she said.

One of Tetzlaff's next stops is Massachusetts, where she wants to research Christensen's one book of folk stories, and one tale in particular that she believes to be the original "tar baby" story later adapted by Joel Chandler Harris in his "Brer Rabbit" tales. Harris had been an editor at the Savannah Evening Press and collected Gullah and Geechee stories.

"Christensen kept up a life-long fight with Joel Chandler Harris because she thought he stole his Uncle

Remus stories from the early folktales she published," Tetzlaff wrote. "Her aims as a northern folklorist were different from Harris' implicit philosophy. While Harris's work implied that slavery had been good for blacks, Christensen believed African Americans had been forced into immorality during slavery. She was certain their lives would improve in freedom."

Christensen used the profits from her book of folktales to start the school for blacks. In 1902 Christensen consulted Booker T. Washington about helping start the Port Royal Agricultural School, Tetzlaff's found in her research. Critics of Washington thought his model of such an agricultural or industrial school did not promote political or social equality, she reported. "On the other hand," she wrote, "African-Americans molded and claimed the institution as their own, re-naming it the 'Shanklin School' for its longtime black principal."

Tetzlaff's research relies heavily on microfilm records and personal correspondence of the Christensen family in the South Carolina archives, but she said she's obtained a wealth of information from Beaufort citizens and members and friends of the Christensen family. Two of Abbie Christensen's grandchildren, Neils Christensen III and Carroll Pinckney Eve, currently live in Beaufort. Tetzlaff also researched the family records kept at the College of William and Mary in Williamsburg, Va.

"What I'd like to say about Beaufort," Tetzlaff said, "is that the people are so interested in history — everybody is very knowledgeable. You want to use as much oral history as you can."

Tetzlaff's research introduced her to old Beaufort society as well. Christensen was a member of prominent ladies' organizations including the Female Benevolent Society, the Women's Christian Temperance Union and the Clover Club.

Tetzlaff said she intends to publish her work after she receives her doctorate degree, due to the historic interest in her subject matter and in this area.

Anyone having any information for her on Abbie Christensen or the Shanklin School can reach her at 912 Jasmine Lane, Vero Beach, Fla., 32963, the home of her parents.

"What I would like to say about Beaufort, is that the people are so interested in history — everybody is very knowledgeable. You want to use as much oral history as you can."

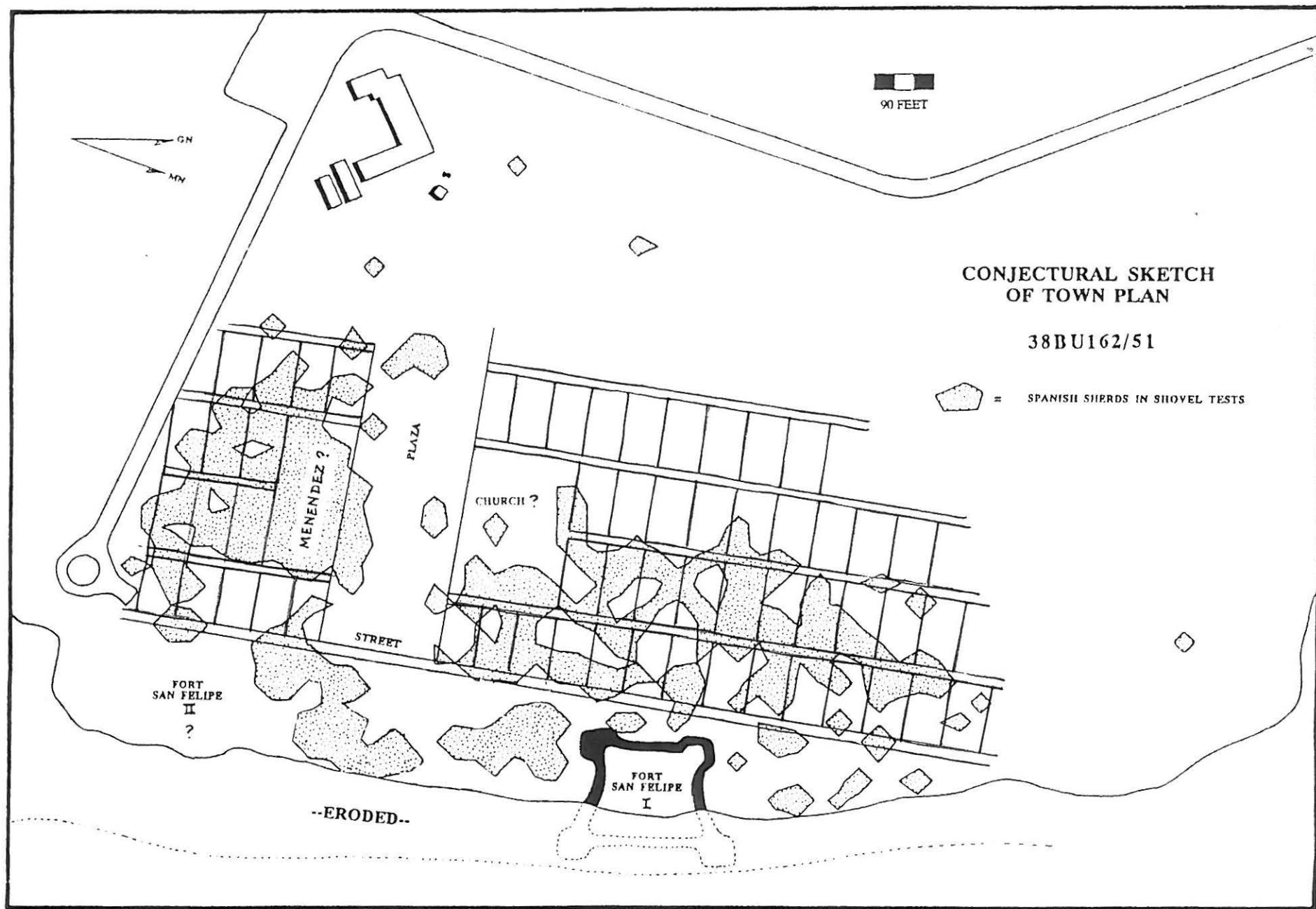
— Monica Tetzlaff

OAK KNOLL
BY PINEWOOD
BUILDING
The American Dream
3 Bedroom, 2 Bath
1056 Sq. Ft. Home

Stu Rodman - ATax, Hospitality, and Admissions Tax
Graph, Town Plan Map, Gullah Geechee Cultural
Heritage Information, Job Growth Information, and
Coastal Tourism Graph

**ATAX, Hospitality & Admissions Taxes
(M's - \$)**

	Ending Balance <u>FY13</u>	Beginning Balance <u>FY08</u>	6 Year <u>Increase</u>
<u>Local 3%</u>	2.6	1.2	1.4
\$.35M to DMO's			
Minor Misc			
<u>State 2%</u>	0.6		0.6
County \$25K + 5%			
Chambers 15% ea			
ATAX Board			
<u>Hospitality</u>	3.5	1.5	2.0
\$1.1M to Gen Fund			
Minor Misc			
<u>Admissions</u>	2.0	1.4	0.6
\$1M Debt Service			
Minor Misc			
	<hr/>	<hr/>	<hr/>
<u>Total</u>	8.7	4.1	4.6



90 FEET

GN
MN

CONJECTURAL SKETCH OF TOWN PLAN

38BU162/51

☐ = SPANISH SHERDS IN SHOVEL TESTS

FORT
SAN FELIPE
II
?

MENENDEZ ?

PLAZA

CHURCH ?

STREET

FORT
SAN FELIPE
I

--ERODED--

Gullah Geechee Cultural Heritage Corridor Partner Sites

Must incorporate one or more of the six interpretive themes :

- “Origins and Early Development”
- “The Quest for Freedom, Equality, Education and Recognition”
- “Global Connections”
- “Cultural and Spiritual Expression”
- “Gullah Geechee Language”
- “Connection with the Land.”

Must convey interpretive themes to visitors in one or more of the following ways:

- educational programs
- exhibits
- interpretive signs
- artwork
- living history/live interpretation
- performances, workshops, and lectures.

Affiliated Site – has well-developed interpretive programming, provides visitors with more than one way to learn about and experience the site. Associated Site – has a developing interpretive program, currently provides visitors with one way to learn about or experience the site. Point-of-Interest Site – is safely accessible and open to the public, but may not have staff or visitor service.

Gullah Geechee Cultural Heritage Corridor Partnership Programs

Will contribute toward attaining the three implementation tiers through projects involving:

1. Education Program
2. Research Program
3. Interpretation Program
4. Business Development Program
5. Explore the Corridor Program
6. Community Outreach and Training Program
7. Environmental Sustainability Program
8. Cultural Documentation Program
9. Preservation Program
10. Other



TM

Gullah Geechee Cultural Heritage Corridor Commission

284-A King Street

Charleston, SC 29424

843.953.9256

www.gullahgeecheecorridor.org

Executive Committee

Ronald Daise
Chairman, South Carolina
Althea Natalga Sumpter
Vice Chairman, Georgia
Charles H. Hall
Secretary, Georgia
Ralph B. Johnson
Treasurer, Florida
Eulis A. Willis
At-large, North Carolina

Commissioners South Carolina

J. Herman Blake
Emory S. Campbell
Veronica Gerald
Willie B. Heyward
William Saunders
Alternates
Danny Cromer

Georgia

Griffin Lotson

North Carolina

Sylvia J. Ezelonwu
David B. Frank
Alternates

Florida

Anthony E. Dixon
Antoinette Jackson
Alternates

National Park Service

Michael Allen
NPS Community Partnership
Specialist

The Gullah Geechee Cultural Heritage Corridor is...

the only National Heritage Area that promotes the living culture of an African American population. It spans the coastal communities of the southeastern United States from Wilmington, North Carolina throughout South Carolina and Georgia to St. Augustine, Florida.

It sustains and celebrates...

Gullah Geechee culture and heritage through the interpretation framework of "Tellin We Story," which is the Gullah Geechee expression for "Telling Our Stories" through the authentic voices and points-of-view of Gullah Geechee community members.

Its Partners and Partner Sites will assist visitors...

to experience the stories highlighting Culture, Crafts, Celebrations, Legacy, and Rice Heritage. Through projects, programs, and interpretive signage, stories will advance:

- EDUCATION—promoting knowledge and awareness of Gullah Geechee history and culture;
- DOCUMENTATION and PRESERVATION—documenting tangible and intangible resources to provide a foundation for the preservation of assets, educational opportunities, and increased heritage tourism; and
- ECONOMIC DEVELOPMENT—promoting Gullah Geechee community-supported industries and businesses that have positive consequences for Gullah Geechee culture.

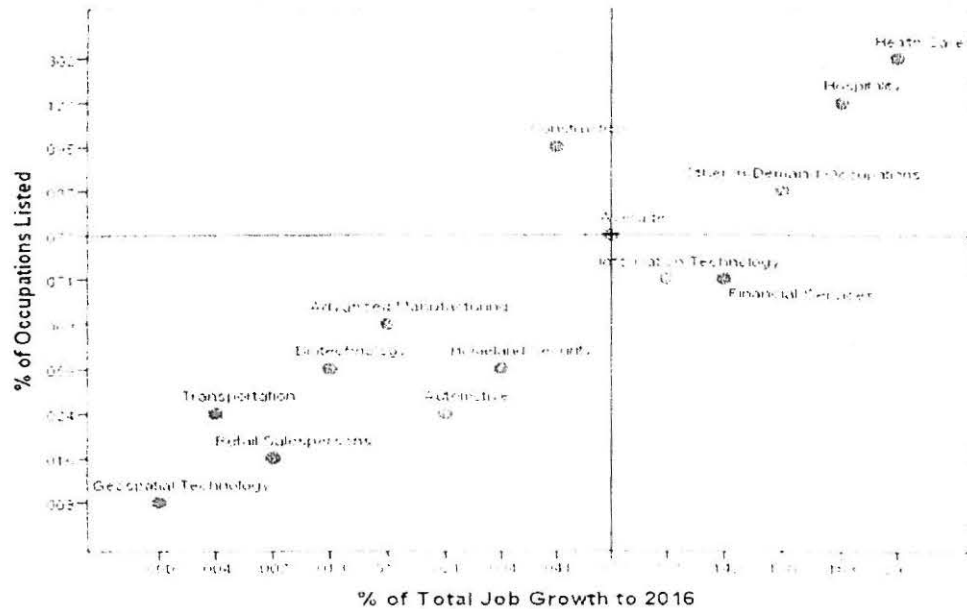
Buildings, districts, neighborhoods, landscapes, restaurants, museums, welcome centers, and places of worship may apply as Partner Sites. Colleges or universities, performers or storytellers, festivals or special events, historians, tourism agencies or guides, or chambers of commerce may apply as Partnership Programs. Approved Partner Sites will receive official Partner Signs, and approved Partners will be posted on the Corridor's website. For more information about the Corridor and Partnership Applications, visit www.gullahgeecheecorridor.org and click on "Partnership Applications." Also, see reverse of page.

It represents...

the "sites, sounds and tastes ... (that) have been slowly vanishing along the coasts of North and South Carolina, Georgia and Florida. Stories and traditions of this fusion of African and European cultures brought long ago to these shores have been slipping away along with the marsh and sand that are disappearing because of the encroachment of developments and the pressures to assimilate into the 'modern' world."

(Congressman James E. Clyburn, sponsor of the designating law)

Occupations Listed and Total Job Growth for Beaufort County, 2016

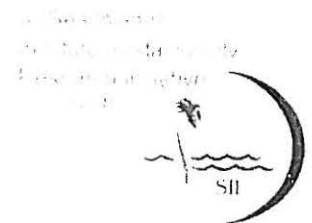


Data Still Needed

- Estimate of B2B spending on Island (contractual/wholesale transactions)
- Decide if splitting non-residential investment into sub categories such as hotels, dining, etc. has value
- Develop cluster analysis econometrics from residential survey and align with core values to assist in strategy formulation
- Evaluate alignment of public investment with cluster analysis and values
- Obtain data on tax revenues, permits, population trends, crime statistics, births, remaining dwelling units
- Study national data such as population trends, baby boomer curve, migration, vacation and leisure trends

Aspirant Goal of Data Group

- Differentiate Hilton Head Island as leader in development of a data set that measures environmental, social/emotional, and economic indicators to protect Core Values (Model for the country)
- Town of Hilton Head partner with USCB to develop this model and provide regular reports to use in decision making
- Move beyond tracking and trending to predicting and planning



Coastal Tourism
11/12/13

<u>Current</u>	<u>Total</u>	<u>Charleston</u>	<u>Beaufort County</u>	<u>Hilton Head</u>	<u>Daufuskie</u>	<u>Savannah</u>	<u>Overlap 33%</u>
Visitors (M's)	8.4	5.0	0.1	2.4		5.0	(4.1)
Nights (M's)	30.3	12.0	0.3	10.0		8.0	(12.0)
<i>VISITOR DAYS (M's)</i>	30.0 <i>30.0</i>	<i>13.5</i>		<i>14.2</i>		<i>14.0</i>	
Value (B's - \$)	4.0	<i>152.0-3.0</i>	0.1	1.2		1.2	

<u>Opportunity</u>	<u>Additional Visitors (M's)</u>						
Coastal Marketing	0.2	X	X	X	X	X	
Historical	0.4		X	X			
Gullah - Geechee	0.1		X	X			
Mitchellville	0.1			X			
Civil War	0.1		X	X			
Daufuskie Ferry	<u>0.1</u>			X	X	X	
	1.0	0.2	0.3	0.2	0.1	0.2	

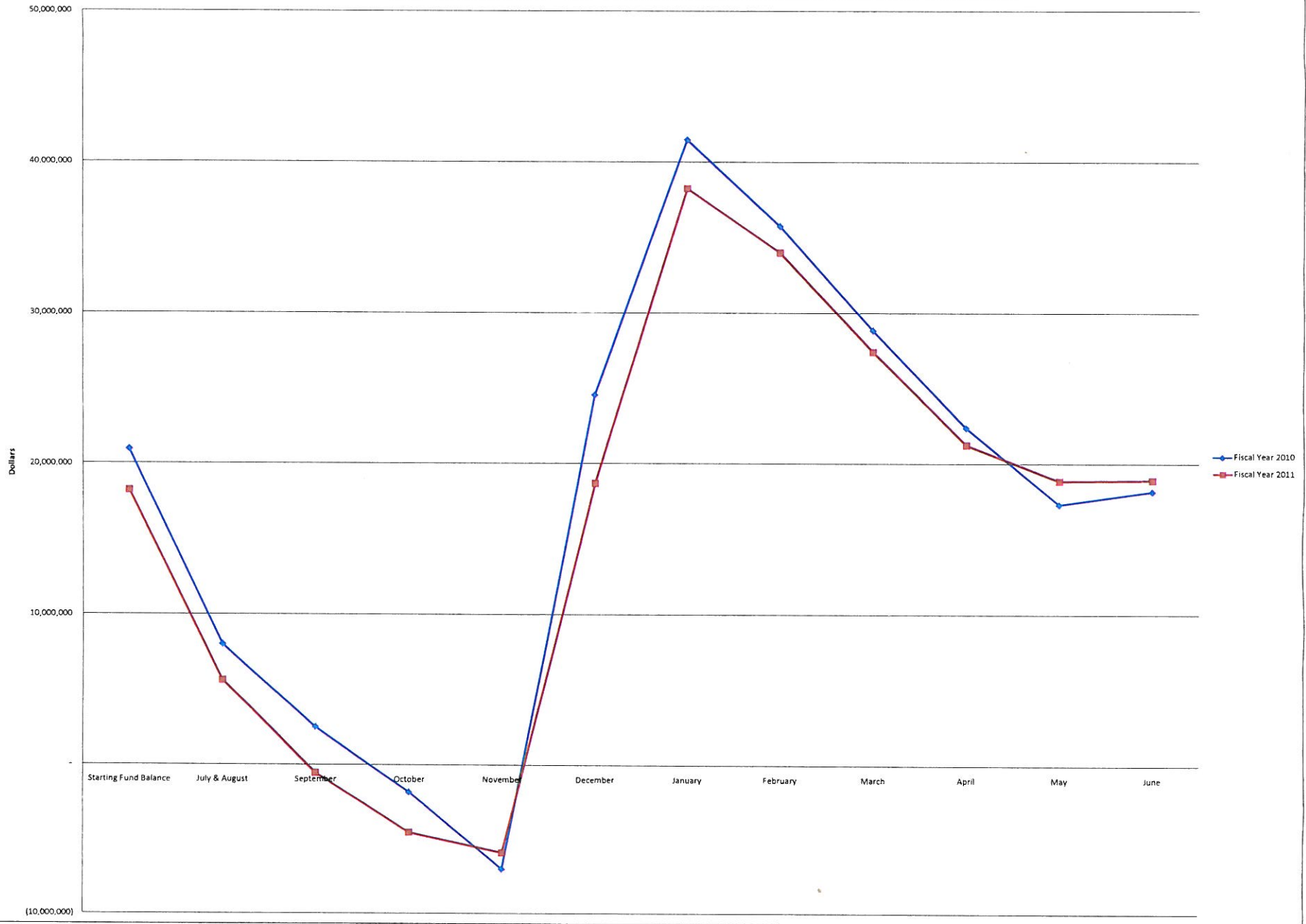
<u>Suggested</u>							
Visitors (M's)	9.0	5.2	0.4	2.6	0.1	5.2	(4.5)
Nights (M's)	32.9	12.5	1.2	10.8	0.1	8.3	
Value (B's - \$)	4.6	1.6	0.4	1.3	0.1	1.2	

Beaufort County Value (B's - \$)

Suggested	1.8					
Current	<u>1.3</u>					
Increase	0.5		0.3	0.1	0.1	

Stu Rodman - Fund Balance Per Month Graph

Beaufort County, SC - Fiscal Years 2010 - 2011 General Fund Balances by Month (Preliminary & Unaudited)



Stu Rodman - FY2014 Budget Appropriations

	A	B	C	D
1	Appropriation (000's - \$)	FY13 Budget	FY13 Est	FY14
2		<u>As Amended</u>	<u>Estimated</u>	<u>Appropriated</u>
3	<u>Expenditures:</u>			
4	A. Sheriff	22,687	22,687	23,448
5	B. Magistrate	1,738	1,660	1,833
6	C. Clerk of Court	1,230	1,195	1,424
7	D. Treasurer	1,121	1,120	1,050
8	E. Probate Court	893	873	825
9	F. Auditor	743	693	653
10	G. County Council	722	732	795
11	H. Coroner	481	481	480
12	I. Master In Equity	346	346	387
13	J. Public Defender	450	450	600
14	K. Social Services	171	171	147
15	L. Legislative Delegation	87	93	87
16	M. Solicitor	963	963	1,061
17				
18	A. Public Works	13,800	13,400	14,561
19	B. Emergency Mgt	7,043	7,033	7,268
20	C. Detention Center	6,560	6,360	6,371
21	D. Administration	6,352	6,277	6,035
22	E. EMS	5,835	5,960	6,020
23	F. Education Allocation	4,000	4,000	4,000
24	G. Library	3,933	3,733	3,910
25	H. PALS	3,625	3,475	3,514
26	I. Community Services	3,247	3,247	3,347
27	J. Assessor	2,473	2,303	2,453
28	K. Public Health	1,736	1,736	1,742
29	L. Mosquito Control	1,544	1,534	1,530
30	M. General Gov't Sub	423	423	284
31	N. Codes & Enforcement	1,011	991	952
32	O. Animal Shelter	524	624	639
33	P. Employee Services	984	1,002	1,038
34	Q. Planning	812	782	645
35	R. Voter Registration	719	919	799
36	S. Traffic Engineering	613	583	607
37	T. Register of Deeds	546	544	545
38	U. Zoning	191	192	193
39				
40		97,602	96,580	99,243
41				
42	<u>Revenues:</u>	97,150	98,550	99,350
43				
44	<u>Ending Fund Balance:</u>	21,890	23,860	23,966
45		22%	25%	24%

Stu Rodman - FY2014 Budget Votes Tally

'14 Budget - Tally Sheet - 6/5 & 6/24 Combined

(000's - \$)

<u>Votes</u>			6 Votes	Laura	Stu	Paul	Bill	Rick	Jerry	Cynthia	Tabor	Gerald	Steve	Brian
11	6/24	USCB	125	300	200	200	125	200	100	50	100	150	50	100
11	6/24	TCL	100	300	275	100	125	160	100	100	100	150	50	100
10	6/5	Cost of Living	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	
10	6/5	Solid Waste	250	400	249	183	200	249	249	200	250	250		249
10	6/5	EMS Crews	160	160	160	160	160	175	160	100	160		175	175
10	6/24	Beaufort Memorial	100	100	100	100	100	100	100		50	100	50	50
10	6/24	Solicitor (125 - '14)	125	336	250	200	260	260	125	50	50	100		50
9	6/5	Solicitor (152 - '13 / 98 - '14)	250	250	500	250	250	100	250	500	150			100
9	6/5	Magistrate Security	190	190	190	190	190	190	190	190	190			190
9	6/5	Daufuskie Ferry	150	150	50	150	150	200	150	150	200	150		
9	6/5	Alliance Social Services	70	70	70	70	70	73	70	50		70		73
9	6/24	Island Recreation	75		75	75	75	75		50	75	75	75	75
8	6/5	Defender	450	450	450	450	450	450	450	450	450			
8	6/5	Military Enhancement	125	125	125	125	125	125	125	125				125
7	6/5	Disabilities & Special Needs	150		200	200	200	200	200	150	150			
6	6/5	Sheriff	200	300	300	300	200			300	300			
6	6/5	Economic Development	200	200		200	200		200			200		200
6	6/5	Library Hours	166	166		166	166	225	225				225	
			4,086	4,697	4,394	4,319	4,246	3,982	3,894	3,665	3,425	2,445	1,825	1,487

Stu Rodman - Magistrate's Compensation

Magistrate's Compensation

Currently there are:

8 Magistrates with over 4 years of service (4 attorneys & 4 w/ post grad studies)

**4 Magistrates with less than 4 years of service (all attorneys)
& their compensation (as a % of Magistrate base) is reduced based on years of service:**

**75% During orientation
80% 0 - 1 years
85% 1 - 2 years
90% 2 - 3 years
95% 3 - 4 years**

The Chief Magistrate:

Advises that Magistrates typically:

**Work 25 hours per week (full time compensation is \$75K)
Are compensated \$46K on average (for 25 hours)
Turnover at the rate of one per year**

**Requests that Magistrates be compensated at the base pay (equal pay for equal work)
when on the bench regardless of service years:**

**Reduction was historic as less qualified appointees "learned the law."
Beaufort County's Magistrates include 8 attorneys and 4 with post graduate study
More complex cases have been shifted to the Magistrate Court**

Josh advises that Council has the sole authority to waive the "years of service" reduction

If waived, the total annualized budget for the Magistrates would not increase:

**\$60K Two (2) positions eliminated in FY14
37 Increased compensation with waiver
\$23K Net Savings**

Stu Rodman - Peanuts and Cost Accounting

Monday
pls make cc
1/20/50
1/20/50

9350
5-1

PEANUTS AND COST ACCOUNTING

C-A Ex. "Joe, you said you put in these peanuts because some people ask for them, but do you realize what this rack of peanuts is costing you?"

Joe "It ain't gonna cost. "Sgonna be a profit. Sure, I hadda pay \$25 for a fancy rack to holda bags, but the peanuts cost 6 cents a bag and I sell 'em for 10 cents. Figger I sell 50 bags a week to start. It'll take 12-1/2 weeks to cover the cost of the rack. After that I gotta clear profit of 4 cents a bag. The more I sell, the more I make."

C-A Ex. "That is an antiquated and completely unrealistic approach, Joe. Fortunately, modern accounting procedures permit a more accurate picture which reveals the complexities involved."

Joe "Huh?"

C-A Ex. "To be precise, those peanuts must be integrated into our entire operation and be allocated their appropriate share of business overhead. They must share a proportionate part of your expenditures for rent, heat, light, equipment depreciation, decorating, salaries for your waitresses, cook.--"

Joe "The cook? What'sa he gotta do wit'a peanuts? He don' even know I got 'em!"

C-A Ex. "Look, Joe, the cook is in the kitchen, the kitchen prepares the food, the food is what brings people in here, and the people ask to buy peanuts. That's why you must charge a portion of the cook's wages, as well as a part of your own salary to peanut sales. This sheet contains a carefully calculated costs analysis which indicates the peanut operation should pay exactly \$1,278 per year toward these general overhead costs."

Joe "The peanuts? \$1,278 a year for overhead? The Nuts?"

C-A Ex. "It's really a little more than that. You also spend money each week to have the windows washed, to have the place swept out in the mornings and keep soap in the washrooms. That raises the total to \$1,313 per year."

Joe (Thoughtfully) "But the peanut salesman said I'd make money--put 'em on the end of the counter, he said--and get 4 cents a bag profit---."

C-A Ex. (With a sniff) "He's not an accountant. Do you actually know what the portion of the counter occupied by the peanut rack is worth to you?"

Joe "Ain't worth nothing--no stool there--just a dead spot at the end."

C-A Ex. "The modern cost picture permits no dead spots. Your counter contains 60 square feet and your counter business grosses \$15,000 a year. Consequently, the square foot of space occupied by the peanut rack is worth \$250 per year. Since you have taken that area away from general counter use, you must charge the value of the space of the occupant."

Joe "You mean I gotta add \$250 a year more to the peanuts?"

C-A Ex. "Right! That raises their share of the general operating costs to a grand total of \$1,563 per year. Now then, if you sell 50 bags of peanuts per week, these allocated costs will amount to 60 cents per bag."

Joe "What?"

C-A Ex. "Obviously, to that must be added your purchase price of 6 cents per bag, which brings the total to 66 cents. So you see, by selling peanuts at 10 cents per bag you are losing 56 cents on every sale."

Joe "Somethin's crazy!"

C-A Ex. "Not at all! Here are the figures. They prove your peanut operation cannot stand up."

Joe (Brightening) "Suppose I sell lotsa peanuts--thousand bags a week 'stead of fifty?"

C-A Ex. (Tolerantly) "Joe, you don't understand the problem. If the volume of peanut sales increases, your operating costs will go up--you'll have to handle more bags, with more time, more depreciation, more everything. The basic principle of accounting is firm on that subject: 'The Bigger the Operation the More General Overhead Costs that must be Allocated.' No, increasing the volume of sales won't help."

Joe "Okay. Your'e so smart, you tell me what I gotta do."

C-A Ex. (Condescendingly) "Well--you could first reduce operating expenses."

Joe "How?"

C-A Ex. "Move to a building with cheaper rent. Cut salaries, wash the windows bi-weekly. Have the floor swept only on Thursday. Remove the soap from the Washrooms. Decrease the square foot value of your counter. For example, if you can cut your expenses 50%, that will reduce the amount allocated to peanuts from \$1,563 down to \$781.50 per year, reducing the cost to 36 cents a bag."

Joe (Slowly) "That's better?"

C-A Ex. "Much, much better. However, even then you would lose 26 cents per bag if you charge only 10 cents. Therefore, you must also raise your selling price. If you want a net profit of 4 cents per bag you would have to charge 40 cents."

Joe (Flabbergasted) "You mean even after I cut operating costs 50% I still gotta charge 40 cents for a 10 cent bag of peanuts? Nobody's that nuts about nuts! Who'd buy 'em?"

C-A Ex. "That's a secondary consideration. The point is at 40 cents you'd be selling at a price based upon a true and proper evaluation of your then reduced costs."

Joe (Eagerly) "Look! I gotta better idea. Why don't I just throw the nuts out--put 'em in the ash can?"

C-A Ex. "Can you afford it?"

Joe "Sure! All I got is about 50 bags of peanuts--cost about three bucks--so I lose \$25 on the rack, but I'm outa this nutsy business and no more grief."

C-A Ex. (Shaking head) "Joe, it isn't quite that simple. You are in the peanut business! The minute you throw those peanuts out you are adding \$1,563 of annual overhead to the rest of your operation. Joe-- be realistic--can you afford to do that?"

Joe (Completely crushed) "It'sa unbelievable! Last week I was a make money. Now I'm in trouble--just because I think peanuts on a counter is a gonna bring me some extra profit--just because I believe 50 bags of peanuts a week is a easy."

C-A Ex. (With raised eyebrow) "That is the object of modern cost studies, Joe--to dispel those false illusions."