

**ADD-ONS**

**ADD-ONS**



**Finance**  
**Beaufort County, SC**

This meeting will be held both in-person in Council Chambers at 100 Ribaut Road, Beaufort, and virtually through Zoom

**Tuesday, January 18, 2022**  
**2:00 PM**

**AGENDA**

**COMMITTEE MEMBERS:**

**MARK LAWSON, CHAIRMAN**      **CHRIS HERVOCHON, VICE CHAIRMAN**  
**GERALD DAWSON**              **BRIAN FLEWELLING**  
**STEWART RODMAN**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC NOTIFICATION OF THIS MEETING HAS BEEN PUBLISHED, POSTED, AND DISTRIBUTED IN COMPLIANCE WITH THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES- September 20, 2021, October 18, 2021, and November 15, 2021
6. **CITIZEN COMMENTS - (ANYONE who wishes to speak during the Citizen Comment portion of the meeting will limit their comments to no longer than three (3) minutes ( a total of 15 minutes ) and will address Council in a respectful manner appropriate to the decorum of the meeting, refraining from the use of profane, abusive, or obscene language)**
7. UPDATE FROM ASSISTANT COUNTY ADMINISTRATOR, DALE BUTTS

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**AGENDA ITEMS**

8. DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022
9. UPDATE FROM BUDGET DIRECTOR PINKY HARRIOT ON THE FY2023 BUDGET PROCESS
10. PRESENTATION FROM THE ASSESSOR'S OFFICE REGARDING THE 5 YEAR REASSESSMENT PROCESS AND TIMELINE

- [11.](#) DISCUSSION OF NEW BUSINESS LICENSE FEE ORDINANCE TO LONG TERM RENTALS OF RESIDENTIAL PROPERTIES
- [12.](#) PUBLIC DEFENDER'S ADDITIONAL FUNDING REQUEST FOR FY22 (*FISCAL IMPACT: ADDITIONAL APPROPRIATION OF \$83,198.15*)
- [13.](#) CONSIDERATION OF THE REAPPOINTMENTS OF JONATHAN SULLIVAN AND ANITA SINGLETON-PRATHER TO THE ACCOMMODATIONS (A-TAX) BOARD WITH AN EXPIRATION DATE OF 2026
- [14.](#) CONSIDERATION OF THE REAPPOINTMENTS OF RAYMOND (TREY) AMBROSE AND MARK BAILEY TO THE BEAUFORT COUNTY AIRPORTS BOARD FOR AN EXPIRATION DATE OF 2024
15. ADJOURNMENT





## Finance Committee Beaufort County, SC

This meeting will be held both in-person in Council Chambers at 100 Ribaut Road, Beaufort, and virtually through Zoom. Please be aware that there is limited seating available for the in-person meeting, and attendees must practice social distancing

**Monday, September 20, 2021  
2:00 PM**

### MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

**PRESENT**

Committee Chairman Mark Lawson  
 Committee Vice-Chair Chris Hervochon  
 Council Member Joseph F. Passiment  
 Council Member D. Paul Sommerville  
 Council Member Gerald Dawson  
 Council Member Brian Flewelling  
 Council Member Stu Rodman  
 Council Member York Glover

**ABSENT**

Council Member Alice Howard  
 Council Member Lawrence McElynn  
 Council Member Logan Cunningham

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

**Motion:** It was moved by Council Member Sommerville, seconded by Council Member Glover to approve the agenda. The motion was approved without objection.

5. **APPROVAL OF MINUTES**

**Motion:** It was moved by Council Member Sommerville, seconded by Council Member Flewelling to approve the minutes from June 21, 2021. The motion was approved without objection.

6. **CITIZEN COMMENTS**

No Citizen Comments

7. **UPDATE FROM CFO HAYES WILLIAMS**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Status:** For Informational Purposes Only

**AGENDA ITEMS**

8. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022**

**Presentation:** To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Status:** For Informational Purposes Only

9. **FY2023 BUDGET CALENDAR**

**Presentation:** To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Status:** For Informational Purposes Only

10. **PRESENTATION FROM ELLIOT DAVIS ON REPORT ON PROCESSES AND PROCEDURES FOR FINANCE, PROCUREMENT AND DISABILITIES, AND SPECIAL NEEDS**

**Presentation and Discussion:** To see the full presentation and discussion, click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Motion:** It Was Moved by Council Member Hervochon, Seconded by Council Member Flewelling For the County to Engage with An Outside CPA Firm to Preform A Forensic Audit of All Physical Assets of The County with A Historical Cost Of \$5,000.00 More Plus All Computers in An Effort to Put Together A Fixed Asset List with The Recommendation of Maintaining the List on An Ongoing Basis.

**Motion to Amend:** It Was Moved by Council Member Flewelling, Seconded by Council Member Hervochon To Amend the Wording of The Original Motion to State: To Direct the Administration to Move Forward with The Solicitation of Bids for Performing an Outside Audit of All County Properties with A Value Of \$5,000.00 Or More.

**Motion to withdraw:** It Was Moved by Council Member Flewelling, Seconded by Council Member Hervochon To Withdraw Original Motion and Amended Motion After Discussion That Administration Does Not Need Action to Carry Out the Specific Requests Within the Motions.

11. **PRESENTATION OF CORRECTIVE ACTION PLAN FROM THE REPORT ON PROCESSES AND PROCEDURES FOR FINANCE PROCUREMENT AND DISABILITIES AND SPECIAL NEEDS**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Motion:** It was moved by Council Member Sommerville, seconded by Council Member Flewelling to amend the include into the 21/22 budget to include 7 additional full-time positions; 3 in Finance, 2 in Budget, 1 in Purchasing, and 1 in Clerk to Council Office. This is to be paid for by existing surplus and vacancy savings and move forward to County Council for final approval. The motion was approved.

**Voting Yea:** Committee Chairman Lawson, Committee Vice-Chair Hervochon, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Flewelling, Council Member Rodman

**Voting Nay:** Council Member Glover. The vote 7:1.

**Motion:** It was moved by Council Member Passiment, seconded by Council Member Sommerville to approve the corrective action plan as presented by Mr. Williams from Elliot Davis, which is separate from the employees just added. The motion was approved without objection.

12. **RESOLUTION TO ACCEPT FEDERAL GRANT: AWARD # 1H79TI084543-01 IN THE AMOUNT OF \$1,934,988**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Motion:** It was moved by Council Member Rodman, seconded by Council Member Sommerville to approve the acceptance of Federal Grant: Award #1H79TI084543-01 in the amount of \$1,934.988. The motion was approved without objection.

13. **FIRST READING OF AN ORDINANCE TO REPURPOSE COMMUNITY FOUNDATION OF THE LOWCOUNTRY'S 2021 LOCAL ATAX GRANT AWARD**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Motion:** It was moved by Council Member Rodman, seconded by Council Member Sommerville, to approve the First Reading of an Ordinance to Repurpose Community Foundation of the Lowcountry's 2021 Local ATAX Grant Award and move forward to County Council. The motion was approved.

**Voting Yea:** Committee Chairman Lawson, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Rodman

**Voting Nay:** Committee Vice-Chair Hervochon, Council Member Flewelling, Council Member Glover. The vote 5:3

14. **A REQUEST TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ENTER INTO MEDIATION TO ATTEMPT TO ESTABLISH THE PURCHASE PRICE OF TWO PARKING LOTS AT THE OLD COURTHOUSE FROM THE G.G. DOWLING FAMILY PARTNERSHIP, LP.**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/139785>

**Motion:** It was moved by Council Member Flewelling, seconded by Council Member Glover to approve the request to authorize the County Administrator to enter mediation to attempt to establish the purchase price of two parking lots at the old courthouse from the G.G. Dowling Family Partnership, LP. The motion was approved without objection.

15. **ADJOURNMENT**

The meeting was adjourned at 4:15



## Finance Committee Beaufort County, SC

This meeting will be held both in person in Council Chambers at 100 Ribaut Road, Beaufort, and virtually through Zoom. Please be aware that there is limited seating available for the in-person meeting and attendees must practice social distancing

**Monday, October 18, 2021  
2:00 PM**

### MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

**PRESENT**

Committee Chairman Mark Lawson  
 Council Member Logan Cunningham  
 Council Member Joseph F. Passiment  
 Council Member Lawrence McElynn  
 Council Member Gerald Dawson  
 Council Member Brian Flewelling  
 Council Member Stu Rodman  
 Council Member York Glover  
 Council Member Alice Howard

**ABSENT**

Committee Vice-Chair Chris Hervochon  
 Council Member D. Paul Sommerville

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

**Motion:** It was moved by Council Member Rodman, seconded by Council Member Glover to approve the agenda. The motion was approved without objection.

5. **CITIZEN COMMENTS**

No Citizen Comments

6. **UPDATE FROM DALE BUTTS, ASSISTANT COUNTY ADMINISTRATOR; PINKY HARRIOT, BUDGET DIRECTOR; AND HAYES WILLIAMS, CFO**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Status:** For Informational Purposes Only

**AGENDA ITEMS**

7. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022- HAYES WILLIAMS, CFO**

**Presentation:** To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Status:** For Informational Purposes Only

8. **PRESENTATION FROM EVERGREEN SOLUTIONS, LLC- Angele**

**Presentation:** To see the full presentation click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Status:** For Informational Purposes Only

9. **APPROVAL OF A RESOLUTION FORMALLY ADOPTING THE BEAUFORT COUNTY CLASSIFICATION AND COMPENSATION PLAN. INCLUDED IN THE RESOLUTION IS EXHIBIT A- 2021 CLASSIFICATION AND COMPENSATION PLAN**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Motion:** It Was Moved by Council Member Flewelling, Seconded by Council Member Passiment For the Approval of a Resolution Formally Adopting the Beaufort County Classification and Compensation Plan. Included in The Resolution Is Exhibit A- 2021 Classification and Compensation Plan. Recommended to Full Council Without Objection.

10. **APPROVAL TO ACCEPT THE FUNDING AND APPROVE THE ATTACHED SPENDING PLAN FOR BCADAD \$79,212- Steve Donaldson, Director of BCADAD**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Motion:** It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman for The Approval to Accept the Funding and Approve the Attached Spending Plan For BCADAD. The Motion Was Approved Without Objection.

11. **APPROVAL OF AN ORDINANCE CHANGING BEAUFORT COUNTY’S PROCUREMENT CODE, DIVISION 4 CONCERNING APPROVAL THRESHOLDS AND ADDITIONS TO THE CURRENT EXEMPTION SECTION – Dave Thomas, Purchasing Director**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Motion:** It was moved by Council Member Passiment, seconded by Council Member Flewelling to approve an ordinance changing Beaufort County’s Procurement Code, Division 4 Concerning Approval Thresholds and Additions to the Current Exemption Section. This Is to Include Increasing the Administrator’s Threshold To \$150,000.00. the motion was approved without objection.

**Abstained:** Council Member Cunningham

12. **APPROVAL OF AN ORDINANCE TO AMEND THE FY2022 BUDGET ORDINANCE 2021/30 TO INCLUDE AN ADDITIONAL \$150,000.00 TO THE SOLICITOR’S OFFICE- Pinky Harriot, Budget Director**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Motion:** It was moved by Council Member Cunningham, seconded by Council Member Rodman to approve the Ordinance to Amend the FY2022 Budget Ordinance 2021/30 to Include an Additional \$150,000.00 to the Solicitor’s Office and forward to Council. The motion was approved. 7:2

13. **APPROVAL OF AN ORDINANCE DECLARING CERTAIN COUNTY-OWNED REAL PROPERTY AS SURPLUS PROPERTY AND AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE ANY AND ALL NECESSARY DOCUMENTS TO SELL REAL PROPERTY IDENTIFIED AS TMS NO. R700 036 000 13J 0000, R700 036 000 0112 0000, R700 036 000 0109 0000, R700 036 000 002C 0000 AND R600 036 000 001B 0000**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/141770>

**Motion:** It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman to Approve an Ordinance Declaring Certain County-Owned Real Property as Surplus Property and Authorizing the County Administrator to Execute Any and All Necessary Documents to Sell Real Property Identified as TMS NO. R700 036 000 13J 0000, R700 036 000 0112 0000, R700 036 000 0109 0000, R700 036 000 002C 0000 AND R600 036 000 001B 0000. Approved without objection.

14. **ADJOURNMENT**

The meeting was adjourned at 3:30



## Finance Committee Beaufort County, SC

This meeting will be held both in-person in Council Chambers at 100 Ribaut Road, Beaufort, and virtually through Zoom

**Monday, November 15, 2021  
2:00 PM**

### MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2:00 PM

**PRESENT**

Committee Chairman Mark Lawson  
 Committee Vice-Chair Chris Hervochon  
 Council Member Joseph Passiment  
 Council Member Alice Howard  
 Council Member Gerald Dawson  
 Council Member Stu Rodman  
 Council Member York Glover  
 Council Member Brian Flewelling

**ABSENT**

Council Member Lawrence McElynn  
 Council Member Paul Sommerville  
 Council Member Logan Cunningham

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance.

3. **FOIA**

Chairman Lawson noted that Public notification of this meeting had been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act.

4. **APPROVAL OF AGENDA**

**Motion: It Was Moved by Council Member Howard, Seconded by Council Member Dawson To Approve the Agenda. The Motion Was Approved Without Objection.**

5. **APPROVAL OF MINUTES- AUGUST 16, 2021**

**Motion:** It Was Moved by Council Member Dawson, Seconded by Council Member Howard To Approve the Minutes from August 16, 2021. The Motion Was Approved Without Objection.

6. **CITIZEN COMMENTS**

No Citizen Comments

7. **UPDATE FROM INTERIM CFO HAYES WILLIAMS**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

**Status:** For Informational Purposes Only

**AGENDA ITEMS**

8. **DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022- HAYES WILLIAMS, CFO**

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

**Status:** For Informational Purposes Only

9. **ACCOMMODATIONS TAX (STATE 2%) BOARD RECOMMENDATIONS TO TOURISM-RELATED ORGANIZATIONS IN THE AMOUNT OF \$800,000**

Dick Farmer, Accommodations Tax (State 2%) Board Chairman will present the Board's recommendations for the 2021-2022 State A-TAX Grant Awards.

Hayes Williams stated an allocation of \$800,000 from State A-TAX Funds Collections to be awarded to grant applicants.

**Discussion:** To see the full discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

**Motion:** It Was Moved by Council Member Rodman, Seconded by Council Member Glover to Approve the Accommodations Tax (State 2%) Board Recommendations to Tourism-Related Organizations in The Amount Of \$800,000. Recommended to Full Council Without Objection.

**Status:** Forward to Council for approval

10. **REQUEST FROM THE 14<sup>TH</sup> CIRCUIT PUBLIC DEFENDERS' OFFICE FOR ADDITIONAL FUNDING OF \$166,397**

Stephanie Smart-Gittings stated the current Beaufort County allocation for the Beaufort County Public Defender's Office stands at \$1,498,131.00. Requesting a mid-year request for an additional \$166,397.00 to maintain staff for the Beaufort County Public Defender's Office.

**Discussion:** To see the full presentation and discussion click the link below.

<https://beaufortcountysc.new.swagit.com/videos/148141>

**Motion:** It Was Moved by Council Member Flewelling, Seconded by Council Member Rodman to Approve the Request from the 14<sup>th</sup> Circuit Public Defenders' Office for Additional Funding Of \$166,397.00. Recommended to Full Council Without Objection.

**Status:** Forward to Council for approval

11. **RECOMMENDED CHANGES TO THE BEAUFORT COUNTY PROCUREMENT CODE, DIVISION 4 CONCERNING CONTRACT APPROVAL THRESHOLDS AND TO REQUEST ADDITIONS TO THE CURRENT EXEMPTION SECTION**

**Discussion:** To see the full discussion click the link below.

Deputy County Administrator, Whitney Richland, stated that this item came from the Finance Committee and went through the first reading at the Council level, however, there was a discrepancy in the Ordinance so therefore it has been brought back to discuss. The approval threshold was only to be increased for the County Administrator, but the Ordinance reflects an increase for all Department Heads, Purchasing Director, Budget Director, County Administrator, Committees, and Council which was not approved.

<https://beaufortcountysc.new.swagit.com/videos/148141>

**Status:** For Informational Purposes Only

12. **ADJOURNMENT**

The meeting was adjourned at 3:06 pm

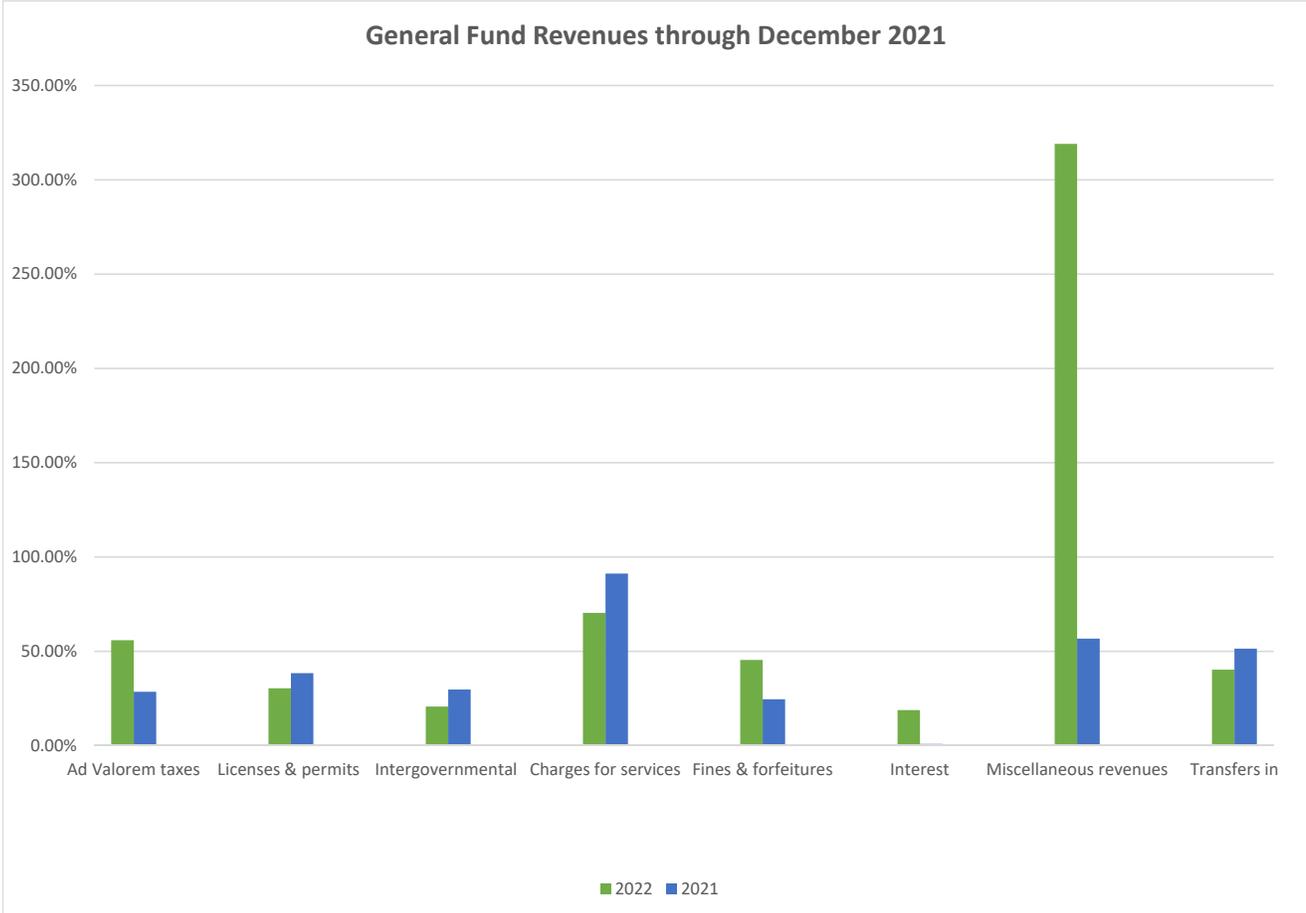


# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<i>Discussion and presentation of year to date financial statements for FY 2022.</i>
<b>MEETING NAME AND DATE:</b>
Finance Committee 1/18/2022
<b>PRESENTER INFORMATION:</b>
Hayes Williams Chief Financial Officer 15 Minutes
<b>ITEM BACKGROUND:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2022.</i>
<b>PROJECT / ITEM NARRATIVE:</b>
<i>Discussion and presentation of the year to date financial reports for FY 2022.</i>
<b>FISCAL IMPACT:</b>
None.
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Discussion and related questions.
<b>OPTIONS FOR COUNCIL MOTION:</b>
N/A

**Executive Summary of Revenues and Expenditures**  
Through December 31, 2021

	<u>General Fund Revenues</u>	
Budget FY 2022:	\$	132,662,999
Revenue Collected to Date:	\$	71,858,978
Revenue Remaining to be Collected:	\$	60,804,021
Percent of Total Budget Collected:		54.17%
Percent of Year Completed:		50.00%



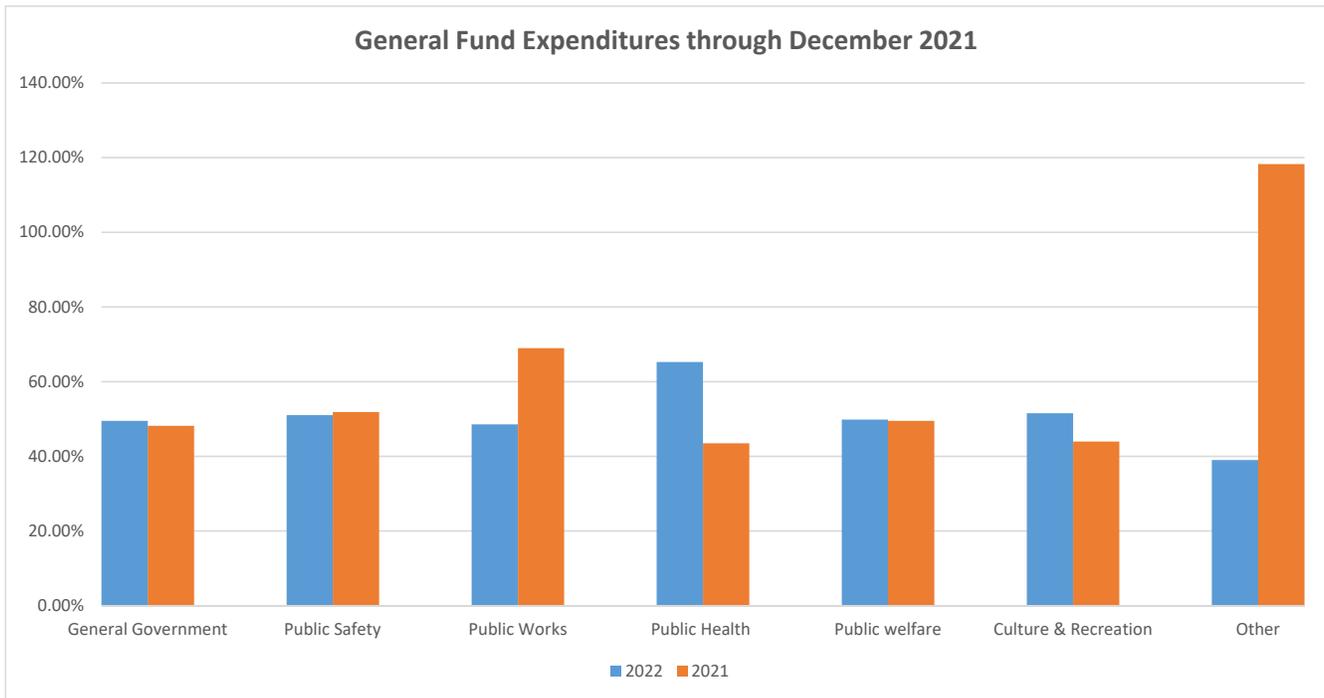
Function	Budget	To Date	% Received	% Year Completed
Ad Valorem taxes	\$ 100,823,197	\$ 56,341,150	55.88%	50.00%
Licenses & permits	\$ 4,013,750	\$ 1,221,200	30.43%	50.00%
Intergovernmental	\$ 10,108,473	\$ 2,093,367	20.71%	50.00%
Charges for services	\$ 14,135,800	\$ 9,951,568	70.40%	50.00%
Fines and forfeitures	\$ 692,100	\$ 314,361	45.42%	50.00%
Interest	\$ 175,700	\$ 33,122	18.85%	50.00%
Miscellaneous revenues	\$ 290,900	\$ 928,250	319.10%	50.00%
Transfers in	\$ 2,423,079	\$ 975,960	40.28%	50.00%

**For revenues with variances over 5% of the year completed, a brief explanation is provided below:**

- Ad Valorem taxes - continuing to follow expectations.
- Licenses & permits - are currently lagging, they should correct by year end.
- Intergovernmental - Beaufort County has not received the second quarterly payment for the State Aid to Subdivisions. SCDOR is behind due to census.
- Charges for services - Register of Deeds continues to have a record year.
- Interest - rates are still low and lagging compared to budget.
- Miscellaneous revenues - increase due to sale of DSN building \$737k.
- Transfers in- two quarters of transfers in have been recorded, slightly less than expected.

**Executive Summary of Revenues and Expenditures**  
Through December 31, 2021

	<u>General Fund Expenditures</u>	
Budget FY 2022:	\$	132,402,978
Budget carryover from FY 2021:	\$	3,020,000
Amendments and transfers:	\$	67,572
Total revised budget FY 2022:	\$	135,490,550
Actual Expenditures to Date:	\$	60,646,031
Encumbrances:	\$	7,831,599
Total Expensed & Encumbered to Date:	\$	68,477,630
Remaining budget FY 2022	\$	67,012,920
Percent of Total Budget Expended:		50.54%
Percent of Year Completed:		50.00%



**Expense Analysis**

Function	Budget	To Date	% Received	% Year Completed
General Government	\$ 53,666,390	\$ 26,560,178	49.49%	50.00%
Public Safety	\$ 51,198,398	\$ 26,117,417	51.01%	50.00%
Public Works	\$ 11,682,200	\$ 5,670,966	48.54%	50.00%
Public Health	\$ 3,465,217	\$ 2,261,504	65.26%	50.00%
Public Welfare	\$ 633,849	\$ 315,895	49.84%	50.00%
Culture & Recreation	\$ 14,649,988	\$ 7,549,310	51.53%	50.00%
Other	\$ 426,388	\$ 166,371	39.02%	50.00%

**For expenditures with variances over 5% of the year completed, a brief explanation is provided below:**

Public Health - Paid three quarters of indigent health to Beaufort Memorial and Beaufort Jasper Comp Health at 12/30/2021.

Other - Spending on Economic Development by Beaufort County Economic Development Corporation.

**Beaufort County**  
 Detail of Revenues - General Fund  
 For the Period July 1, 2021 - December 31, 2021

	Approved Budget 6/30/2022	Revised Budget 6/30/2022	Actual Spent & Encumbered 12/31/2021	Variances
<b>Ad Valorem taxes</b>				
Current taxes	\$ 89,878,716	\$ 89,878,716	\$ 52,246,386	\$ (37,632,330)
Delinquent taxes	1,388,317	1,388,317	358,167	(1,030,150)
Automobile taxes	8,356,164	8,356,164	3,573,897	(4,782,267)
3% & 7% penalties on tax	450,000	450,000	47,213	(402,787)
5% penalties on tax	750,000	750,000	115,487	(634,513)
Total Ad Valorem taxes	<u>100,823,197</u>	<u>100,823,197</u>	<u>56,341,150</u>	<u>(44,482,047)</u>
<b>Licenses &amp; permits</b>				
Building permits	1,310,650	1,310,650	736,959	(573,691)
Electricians' licenses	3,000	3,000	-	(3,000)
Mobile home permits	15,000	15,000	10,755	(4,245)
Marriage licenses	60,000	60,000	35,355	(24,645)
Cable television franchises	434,300	434,300	19,396	(414,904)
Business license	2,100,000	2,100,000	415,135	(1,684,865)
Alcohol beverage license	90,800	90,800	3,600	(87,200)
Total licenses and permits	<u>4,013,750</u>	<u>4,013,750</u>	<u>1,221,200</u>	<u>(2,792,550)</u>
<b>Intergovernmental</b>				
State aid to subdivisions	7,269,783	7,269,783	1,892,029	(5,377,754)
Homestead exemption	2,150,000	2,150,000	-	(2,150,000)
Merchants inventory tax	186,310	186,310	46,577	(139,733)
Manufacturer tax exempt program	23,200	23,200	-	(23,200)
Motor carrier payments	215,000	215,000	68,851	(146,149)
Payments in lieu of taxes	210,000	210,000	57,531	(152,469)
Payments in lieu of taxes - federal	17,000	17,000	-	(17,000)
Local assessment fee UBER	8,500	8,500	2,466	(6,034)
Veteran's Officer stipend	5,480	5,480	1,404	(4,076)
Voter regulation and election stipends	11,000	11,000	6,375	(4,625)
Salary supplements for state	7,200	7,200	1,970	(5,230)
Poll	5,000	5,000	-	(5,000)
FEMA grant	-	-	16,164	16,164
Total intergovernmental	<u>10,108,473</u>	<u>10,108,473</u>	<u>2,093,367</u>	<u>(8,015,106)</u>
<b>Charges for services</b>				
Register of Deeds	8,457,900	8,457,900	7,321,853	(1,136,047)
Sheriff's fees	43,900	43,900	18,249	(25,651)
Probate fees	595,100	595,100	339,618	(255,482)
Solicitor fees	1,600	1,600	-	(1,600)
Magistrate fees	142,000	142,000	58,971	(83,029)
Clerk of Court fees	115,000	115,000	47,751	(67,249)
Family Court fees	274,000	274,000	133,505	(140,495)
Master in Equity fees	291,000	291,000	42,178	(248,822)
Treasurer fees	28,600	28,600	10,300	(18,300)
Emergency Medical Service Fees	3,362,500	3,362,500	1,673,817	(1,688,683)
DSO fees	95,500	95,500	34,629	(60,871)
Animal Shelter fees	5,000	5,000	3,540	(1,460)
Library copy fees	2,000	2,000	935	(1,065)
Other fees	7,500	7,500	4,636	(2,864)

**Beaufort County**  
 Detail of Revenues - General Fund  
 For the Period July 1, 2021 - December 31, 2021

	Approved Budget 6/30/2022	Revised Budget 6/30/2022	Actual Spent & Encumbered 12/31/2021	Variances
Charges for services - (Continued)				
Video Production	36,800	36,800	58,860	22,060
Telephone services others	14,500	14,500	281	(14,219)
Detention Center Daywatch	3,300	3,300	-	(3,300)
Hilton Head Island holding facilities	34,800	34,800	-	(34,800)
Payroll services to Fire Departments	13,800	13,800	6,748	(7,052)
Credit card convenience fees	163,700	163,700	5,182	(158,518)
Parks and recreation fees	447,300	447,300	185,112	(262,188)
Project income	-	-	5,403	5,403
Total charges for services	<u>14,135,800</u>	<u>14,135,800</u>	<u>9,951,568</u>	<u>(4,184,232)</u>
Fines and forfeitures				
General Sessions fines	11,500	11,500	5,645	(5,855)
Bonds escrement	15,000	15,000	974	(14,026)
Magistrate fines	537,600	537,600	222,454	(315,146)
Other fines	15,000	15,000	-	(15,000)
Library fines	25,000	25,000	16,673	(8,327)
Forfeiture	3,000	3,000	-	(3,000)
Late penalties - Business Services	85,000	85,000	68,615	(16,385)
Total fines and forfeitures	<u>692,100</u>	<u>692,100</u>	<u>314,361</u>	<u>(377,739)</u>
Interest	<u>175,700</u>	<u>175,700</u>	<u>33,122</u>	<u>(142,578)</u>
Miscellaneous revenues				
Miscellaneous revenues	52,200	52,200	4,287	(47,913)
Rental of property to others	75,800	75,800	21,968	(53,832)
Sale of County property	162,900	162,900	901,995	739,095
Total miscellaneous revenues	<u>290,900</u>	<u>290,900</u>	<u>928,250</u>	<u>637,350</u>
Transfers in				
Transfers in other funds	<u>2,423,079</u>	<u>2,423,079</u>	<u>975,960</u>	<u>(1,447,119)</u>
Total transfers in	<u>2,423,079</u>	<u>2,423,079</u>	<u>975,960</u>	<u>(1,447,119)</u>
<b>Total revenues General Fund</b>	<u><u>\$ 132,662,999</u></u>	<u><u>\$ 132,662,999</u></u>	<u><u>\$ 71,858,978</u></u>	<u><u>\$ (60,804,021)</u></u>

**Beaufort County**  
 Detail of Expenditures - General Fund  
 For the Period July 1, 2021 - December 31, 2021

	Approved Budget 6/30/2022	Revised Budget 6/30/2022	Actual Spent & Encumbered 12/31/2021	Variances
<b>General Government</b>				
Magistrate's Court	\$ 2,281,963	\$ 2,281,963	\$ 1,082,724	\$ 1,199,239
Clerk of Court and Family Court	1,610,387	1,751,971	708,392	1,043,579
Treasurer	2,276,591	2,277,591	1,075,686	1,201,905
Solicitor	1,887,500	1,887,500	1,415,625	471,875
Probate Court	944,724	944,724	436,236	508,488
County Council	977,085	1,102,085	486,163	615,922
Auditor	1,136,470	1,136,470	527,570	608,900
Coroner	794,875	794,875	438,556	356,319
Master in Equity	426,427	426,427	175,254	251,173
Legislative Delegation	68,789	68,789	24,005	44,784
County Administrator	1,940,950	2,027,623	923,679	1,103,944
Communications & accountability	303,609	303,609	122,547	181,062
Broadcast services	398,429	398,429	177,283	221,146
County Attorney	860,112	912,060	494,417	417,643
Finance	1,361,024	1,374,524	506,929	867,595
Risk management	4,885,446	4,903,446	2,153,321	2,750,125
Purchasing	208,686	237,903	92,717	145,186
Assessor	2,132,180	2,132,180	922,722	1,209,458
Register of deeds	528,477	539,595	206,066	333,529
Community planning and development	996,984	1,022,286	490,212	532,074
Business license	387,329	387,329	162,647	224,682
Voter registration and elections	935,486	935,486	565,052	370,434
Management & Geographical information systems	5,839,546	5,817,885	3,773,526	2,044,359
Records Management	669,218	669,218	239,353	429,865
Employee services	828,664	828,664	368,254	460,410
Nondepartmental	18,616,955	18,503,758	8,991,242	9,512,516
Total General Government	<u>53,297,906</u>	<u>53,666,390</u>	<u>26,560,178</u>	<u>27,106,212</u>
<b>Public Safety</b>				
Sheriff's office	27,947,144	29,351,011	15,278,346	14,072,665
Emergency Management - COVID-19 Supplies	-	-	66,980	(66,980)
EMS Emergency Medical Service	10,373,104	10,996,151	5,374,468	5,621,683
Traffic and transportation engineering	817,597	820,464	223,579	596,885
Detention Center	7,278,666	7,249,449	3,785,878	3,463,571
Building and codes enforcement	1,368,572	1,369,352	470,145	899,207
Animal services	1,287,016	1,411,971	918,021	493,950
Total Public Safety	<u>49,072,099</u>	<u>51,198,398</u>	<u>26,117,417</u>	<u>25,080,981</u>
<b>Public Works</b>				
Public works general support	4,808,699	4,841,536	2,427,686	2,413,850
Engineering	499,816	502,816	245,471	257,345
Facilities maintenance	5,969,922	6,302,437	2,995,654	3,306,783
Solid waste & recycling - carryover	-	35,411	2,155	33,256
Total Public Works	<u>11,278,437</u>	<u>11,682,200</u>	<u>5,670,966</u>	<u>6,011,234</u>
<b>Public Health</b>				
Mosquito control	1,662,599	1,678,667	921,591	757,076
Medical indigent act contributions	1,786,550	1,786,550	1,339,913	446,637
Total Public Health	<u>3,449,149</u>	<u>3,465,217</u>	<u>2,261,504</u>	<u>1,203,713</u>

**Beaufort County**  
 Detail of Expenditures - General Fund  
 For the Period July 1, 2021 - December 31, 2021

	Approved Budget 6/30/2022	Revised Budget 6/30/2022	Actual Spent & Encumbered 12/31/2021	Variances
Public Welfare Services				
Veteran's affairs office	181,182	181,182	99,395	81,787
Human services alliance	398,000	398,000	216,500	181,500
Human and social services	54,667	54,667	-	54,667
Total Public Welfare Services	<u>633,849</u>	<u>633,849</u>	<u>315,895</u>	<u>317,954</u>
Cultural and Recreational				
Parks and leisure services	5,190,351	5,595,189	2,030,791	3,564,398
Libraries	4,151,343	4,151,343	1,840,927	2,310,416
Education allocation	4,903,456	4,903,456	3,677,592	1,225,864
Total Cultural and Recreational	<u>14,245,150</u>	<u>14,649,988</u>	<u>7,549,310</u>	<u>7,100,678</u>
Other - Economic Development	<u>426,388</u>	<u>426,388</u>	<u>166,371</u>	<u>260,017</u>
Total Expenditures General Fund	<u>\$ 132,402,978</u>	<u>\$ 135,722,430</u>	<u>\$ 68,676,254</u>	<u>\$ 67,046,176</u>

**BEAUFORT COUNTY, SOUTH CAROLINA**  
**Rural and Critical Lands Program - Unrestricted Fund**  
 Period July 1 - December 31, 2021 Preliminary and Unaudited

	<i>December</i>
	<b>2021</b>
<b>Revenues</b>	
Interest	\$ 11,400
Total Revenues	11,400
 <b>Expenditures</b>	
Professional Services <sup>1</sup>	141,400
Land Conservation Easement - Henry Farms	328,253
Land Conservation Easement - Dale PDR	2,963,790
Land Acquisition - Bermuda Bluff	865,541
Fort Fremont	62,511
Total Expenditures	4,361,495
Change in Fund Balance	(4,350,095)
Fund Balance, beginning	19,798,082
Fund Balance, ending	\$ 15,447,987
 <b><u>Encumbered:</u></b>	
<i>Professional Services</i>	44,500
<i>Fort Fremont</i>	71,056
<i>Encumbrances, outstanding</i>	115,556
Unobligated Fund Balance	\$ 15,332,431

Note 1: Professional Expenditures include consulting services provided by the Beaufort County Open Land Trust and various legal and appraisal related expenditures for the associated land acquisitions.



# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
<i>Discussion of New Business License Fee Ordinance to Long Term Rentals of Residential Properties.</i>
<b>MEETING NAME AND DATE:</b>
<i>Finance Committee, January 18, 2022</i>
<b>PRESENTER INFORMATION:</b>
<i>Thomas J. Keaveny, II 15 minutes</i>
<b>ITEM BACKGROUND:</b>
<i>In December 2020 Beaufort County adopted a new Business License Fee Ordinance. This new Ordinance requires those who rent out even one residential dwelling to apply for and to receive a business license. This is a departure from our previous Ordinance which imposed this requirement only on individuals who rented out two or more residential dwellings.</i>
<b>PROJECT / ITEM NARRATIVE:</b>
<i>N/A</i>
<b>FISCAL IMPACT:</b>
<i>This topic is for discussion only at this time.</i>
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
<i>Staff does not have a recommendation at this time. Staff wished simply to bring this issue to the attention of the Finance Committee for discussion.</i>
<b>OPTIONS FOR COUNCIL MOTION:</b>
<i>Options for Committee are (1) ask staff to explore the possibility of reducing the impact of this new requirement on individuals who rent out one residential dwelling only or (2) to allow the ordinance to remain as it is.</i>

## 2014 CODE PROVISIONS

### Sec. 18-47. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Business* means a calling, occupation, profession or activity engaged in with the object of gain, benefit or advantage, either directly or indirectly. In addition to the above-described activities constituting doing business in the county, an individual shall be deemed to be in business if that individual owns and rents two or more residential rental units (or partial interest therein) within the county, excluding the municipalities therein. This applies to both short-term and long-term rentals.

( [Ord. No. 2014/11, 5-12-2014](#) )

### Sec. 18-50. - License required.

Every person engaged or intending to engage in any calling, business, occupation or profession whether listed in the rate classification index or not, shall register the business and make application for a business license and will be required to pay an annual license tax and obtain a business license as provided in this article. A new business shall be required to have a business license prior to operation within the county.

( [Ord. No. 2014/11, 5-12-2014](#) )





# BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

<b>ITEM TITLE:</b>
Public Defender's Additional Funding Request for FY22
<b>MEETING NAME AND DATE:</b>
Finance Committee, January 18, 2022
<b>PRESENTER INFORMATION:</b>
Pinky Harriott, Budget Director 10 minutes
<b>ITEM BACKGROUND:</b>
Council deferred item back to Finance Committee for further discussion at the December 13 <sup>th</sup> Meeting. Finance Committee approved in Nov 2021 to move to Council for First Reading by Title Only.
<b>PROJECT / ITEM NARRATIVE:</b>
The Public Defender's Office requested on Nov 12 <sup>th</sup> additional funding of \$166,397.00 for FY2022 to implement a cost-of-living increase of 5.9% and hire an additional Magistrate Court attorney. Since then, Council requested additional information and the request has been reduced on January 3 <sup>rd</sup> to \$83,198.15 to fund the 5.9% cost of living increase for all staff, & to adjust the 3 vacant attorneys starting salaries up to \$66,000.00.
<b>FISCAL IMPACT:</b>
An additional appropriation of \$83,198.15
<b>STAFF RECOMMENDATIONS TO COUNCIL:</b>
Staff recommends that the amount requested be absorbed the current vacancy savings within the current FY2022 appropriations.
<b>OPTIONS FOR COUNCIL MOTION:</b>
Motion to approve/deny FY2022 Additional Funding Request.

**Office of the Public Defender**  
**Fourteenth Judicial Circuit**  
*Stephanie Smart-Gittings, Circuit Defender*

**BEAUFORT COUNTY**  
 Human Services Building  
 1905 Duke Street, Room 210  
 Post Office Box 525  
 Beaufort, SC 29902  
 (843) 255-5805 (Phone)  
 (843) 255-9494 (Fax)

**ALLENDALE, HAMPTON & JASPER COUNTIES**  
 1 Courthouse Square  
 80 Elm Street, Room 133  
 Post Office Box 506  
 Hampton, SC 29924  
 (803) 914-2240 (Phone)

**COLLETON COUNTY**  
 319 N. Lucas Street  
 Walterboro, SC 29488  
 (843) 549-1633 (Phone)  
 (843) 549-2912 (Fax)

January 3, 2022

RE: FY 2021/2022

In response to your additional questions, I wanted to provide you additional information in order to clarify our mid-year budget request.

The current Beaufort County allocation for the Beaufort County Public Defender’s Office stands at \$1,498,131.00. The Beaufort County Public Defender’s Office is not requesting additional attorneys at this time. This request of \$83,198.15 is for the remaining FY 2021/2022 in order to recruit and retain current staff in Beaufort County. The reoccurring amount would be \$166,397.00 starting FY 2022/2023.

As you are aware, the Commission on Indigent Defense appropriated \$75,000 for one additional Public Defender per circuit. In an effort to provide the most for the 14<sup>th</sup> Circuit, I contracted with three attorneys to handle cases in the 14<sup>th</sup> Circuit; one of which is specifically assigned to handle six lower level cases in Beaufort County each month. I hired two investigators to handle regions: one for Jasper, Hampton and Allendale and one for Beaufort and Colleton. This is paid for by the appropriation act.

Currently the Beaufort County Public Defender’s Office employees (or has positions for) Sixteen (16) Public Defenders, and ten (10) support staff members in Beaufort County. The breakdown is as follows:

- Eight (8) General Sessions Attorneys,
- Two (2) Juvenile Attorneys,
- Two (2) Bond Court Attorneys,
- One (1) Mitigation Attorney,
- Two (2) Magistrate Court Attorneys, and
- One (1) Municipal Court Attorney (Fully funded by Municipalities),
- Seven (7) Administrative Assistants; to include one Bond Court Admin, one violent crimes admin, one mitigation assistant, one juvenile assistant, one executive assistant, one GS/ Mag Court Assistant, and one Municipal Court Admin (funded by local Municipalities).
- Three (3) full time and one part time Investigators; one violent crimes and juvenile, two General Sessions, one state funded investigator (Beaufort/Colleton).

These attorney and staff members, except for one Juvenile attorney, work primarily for Beaufort County. One attorney and one administrative assistant for Municipal Court is exclusively funded by the local Municipalities.

When the initial request was made, I had four (4) vacancies in Beaufort County for General Sessions Attorneys. I was able to hire one experienced attorney since my request, and therefore currently have three (3) vacant General Sessions Attorney Positions.

Within the last year, six (6) attorneys have resigned from the Beaufort County Public Defender's Office to take other positions. A general consensus among these attorneys was their salaries. In an effort to recruit/ retain current employees, I am proposing the following Tier System for Public Defenders in Beaufort County:

Tier 1 Attorney:	65,000 – 85,000
Tier 2 Attorney:	86,000 – 130,000

Additionally, the Beaufort County Public Defender's Office did not receive the previous cost of living increase or compensation study increase last year. Therefore, I am proposing a 5.9% increase for all staff members of the Beaufort County Public Defender's Office.

The total request of \$83,198.15 breakdown is below:

- **\$11,698.50 STAFF MEMBERS INCREASE**
  - o Beaufort County Investigators, Administrative Assistants, and Mitigation Specialists 5.9% cost of living/ retention increase for current staff members
  - o Rate of 5.9% which is consistent with the Social Security Administrations 2022 cost of living increase
- **\$50,856.50 ATTORNEY RETENTION AND RECRUITING ADJUSTMENT**
  - o Attorney Tier System Increase
- **\$20,643.15 FRINGE BENEFITS INCREASE**
  - o Beaufort County Fringe Benefits due to increases (approximate based on 33%)

This increase would allow my office to recruit at a higher salary for the three (3) vacant positions. Currently I have these positions listed at \$55,000 and would need to increase them to \$66,000.00.

Lastly, I would not use my fund balance for this request. This is a reoccurring request for salaries exclusively for Beaufort County employees. The Fund Balance is a result of many different funding sources.

In conclusion, I appreciate your consideration and am available for any additional questions you or council may have.

With kind regards, I am,

Sincerely,

Stephanie Smart-Gittings  
14<sup>th</sup> Circuit Public Defender

**South Carolina Association of Counties**  
**Wage and Salary Report**  
*Population Group: 1*  
*(Greater than 200,000 Population)*

**PUBLIC DEFENDER****Job Code: 1804**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>			<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>	<u>Midpoint</u>		
Horry	40	2	75,427	113,142	94,285		50%
Richland	37.5	1	78,577	141,438	110,008		80%
York	40	1	69,816	97,742	83,779		40%
ARITHMETIC AVERAGES:			74,607	117,441	96,024		

**DEPUTY PUBLIC DEFENDER****Job Code: 1805**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>			<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>	<u>Midpoint</u>		
Charleston	40	2	73,860	127,046	100,453		72%
Greenville	37.5	2	82,227	132,859	107,543		62%
Horry	40	1	75,427	113,142	94,285		50%
Lexington	40	2	73,659	110,489	92,074		50%
Richland	37.5	1	78,577	141,438	110,008		80%
Spartanburg	37.5	2	81,602	130,564	106,083		60%
York	40	2	93,320	130,648	111,984		40%
ARITHMETIC AVERAGES:			79,810	126,598	103,204		

**ASST PUBLIC DEFENDER****Job Code: 1806**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>			<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>	<u>Midpoint</u>		
Charleston	40	28	58,864	101,254	80,059		72%
Greenville	37.5	10	65,712	100,460	83,086		53%
Spartanburg	37.5	19	71,275	114,039	92,657		60%
York	40	13	53,024	74,234	63,629		40%
ARITHMETIC AVERAGES:			62,219	97,497	79,858		

**DEPUTY SOLICITOR****Job Code: 1807**

<u>County</u>	<u>Hours</u>	<u>Staff Totals</u>	<u>Pay Range</u>			<u>Avg or Actual</u>	<u>Percent Spread</u>
			<u>Minimum</u>	<u>Maximum</u>	<u>Midpoint</u>		
Berkeley	37.5	1	87,404	139,847	113,626		60%
Charleston	40	1	106,870	183,830	145,350		72%
Greenville	37.5	12	82,227	132,859	107,543		62%
Horry	40	2	75,427	113,142	94,285		50%
Lexington	40	2	73,659	110,489	92,074		50%
Richland	37.5	2	78,577	141,438	110,008		80%
Spartanburg	37.5	1	81,602	130,564	106,083		60%
York	40	2	93,320	130,648	111,984		40%
ARITHMETIC AVERAGES:			84,886	135,352	110,119		

Note: "Pay Range" reflects either the minimum and maximum salaries of a position's pay grade or the lowest and highest actual salary paid for a position. "Avg or Actual" is a county's reported arithmetic average of all actual salaries paid for a specific position or the actual salary for the position. "Percent Spread" shows the percent difference between the minimum and maximum salaries.

**Office of the Public Defender**  
**Fourteenth Judicial Circuit**  
*Stephanie Smart-Gittings, Circuit Defender*

Item 12.

**BEAUFORT COUNTY**  
Human Services Building  
1905 Duke Street, Room 210  
Post Office Box 525  
Beaufort, SC 29902  
(843) 255-5805 (Phone)  
(843) 255-9494 (Fax)

**ALLENDALE, HAMPTON & JASPER COUNTIES**  
1 Courthouse Square  
80 Elm Street, Room 133  
Post Office Box 506  
Hampton, SC 29924  
(803) 914-2240 (Phone)

**COLLETON COUNTY**  
319 N. Lucas Street  
Walterboro, SC 29488  
(843) 549-1633 (Phone)  
(843) 549-2912 (Fax)

November 12, 2021

Beaufort County Finance Council  
100 Ribaut Road  
Post Office Drawer 1228  
Beaufort, SC 29901

RE: FY 2021/2022

Dear Council Members,

The current Beaufort County allocation for the Beaufort County Public Defender's Office stands at \$1,498,131.00. I am making a mid-year request for additional funding of \$166,397.00 in order to maintain staff for the Beaufort County Public Defender's Office.

Currently I have four (4) open previously funded attorney positions with the Beaufort County Public Defender's Office. Based on research of neighboring agencies and other Public Defender's Offices' throughout our state, I am proposing the following chart for Public Defenders in Beaufort County:

Tier 1 Attorney:	65,000 – 85,000
Tier 2 Attorney:	86,000 – 130,000

This is an increase from the funding you provided in 2020 wherein I predicted to hire Tier 1 attorneys at \$56,000 and Tier 2 attorneys at \$80,000.

Like many agencies and courts around the state, Covid-19 and the closures that followed increased the case load for the Beaufort County Public Defender's Office. This was especially prevalent in the Beaufort County Magistrate Court. The single attorney assigned to Magistrate Court became overwhelmed in 2021 with the pending case load, and ultimately, I was required to use any available funds to hire another attorney to assist in magistrate court. The Beaufort County Public Defender's Office now has two attorneys in Magistrate Court; one (1) attorney handling Beaufort Magistrate Court and one (1) attorney handling Bluffton Magistrate Court.

While this addressed the unyielding issue in Magistrate Court in Beaufort County, I was unable to give needed salary increases to Beaufort County attorneys and staff members. The Beaufort County Public Defender's Office did not receive the previous cost of living increase or the compensation study increase last year. In order to recruit and retain employees in the Beaufort County Public Defender's Office, I am requesting \$166,397.00 to cover this cost of

living increase, compensation study increase, and cost required to hire another Magistrate Court attorney.

At this time, I am not requesting additional attorneys for the Beaufort County Public Defender's Office. My current immediate need is to compensate the valuable staff members currently employed with my office, and recruit and retain attorneys for the four (4) available attorney positions with my office.

I am happy to answer any questions that council may have, and respectfully request to be heard at your next available council meeting on November 15, 2021.

With kind regards, I am,

*Stephanie Smart- Gittings*

Stephanie Smart-Gittings  
14<sup>th</sup> Circuit Public Defender

**BEAUFORT COUNTY PUBLIC DEFENDER’S OFFICE REQUEST:**

**STAFF MEMBERS COST OF LIVING INCREASES \$23,397.00**

- Investigators, Administrative Assistants, Mitigation Specialist
- This would be a 5.9% cost of living/ retention increase for current staff members.
- Rate at 5.9% which is consistent with the Social Security Administrations 2022 cost of living increase.

**ATTORNEYS RETENTION AND RECRUITING ADJUSTMENT \$143,000.00**

Tier 1 Attorney: 65,000 – 85,000  
Tier 2 Attorney: 86,000 – 130,000

**TOTAL REQUEST: \$166,397.00**

# NEW HIGHLIGHTS OF BEAUFORT COUNTY PUBLIC DEFENDER'S OFFICE:

## 1. MITIGATION TEAM CREATED IN 2021:

In 2021, the Beaufort County Public Defender's Office received funding from the Beaufort County Council which enabled our office to be able to form the Mitigation Division of the Public Defender's Office.

This team consist of a Mitigation Attorney, a Sentencing/ Mitigation Specialist, and an Administrative Assistant.

This elite team places a holistic approach to the criminal justice system and handles a variety of tasks including:

- Assisting attorneys in investigating, analyzing, developing, and presenting mitigation evidence to the court,
- Develops relationships with clients, their families, local service providers, treatment centers, substance abuse networks, mental health agencies, and vocational programs aimed at addressing substance abuse, mental illness, homelessness, or other issues that many clients maybe facing, and
- Addresses the collateral consequences associated with General Sessions cases.

## 2. BOND COURT DIVISION:

Likewise in 2021, the Beaufort County Public Defender's Office created the Bond Court Division. This Division handles Bond Hearings twice a day at the Beaufort County Detention Center. A dedicated Administrative Assistant assists our attorneys in bond court.

## 3. MAGISTRATE COURT:

Two Public Defenders now handle Magistrate Court in Beaufort County; one for Beaufort Magistrate and one for Bluffton Magistrate.

Previously one attorney rotated between the two courts: causing scheduling issues, and a growing case load.

## UPCOMING GENERAL SESSIONS COURT DATES:

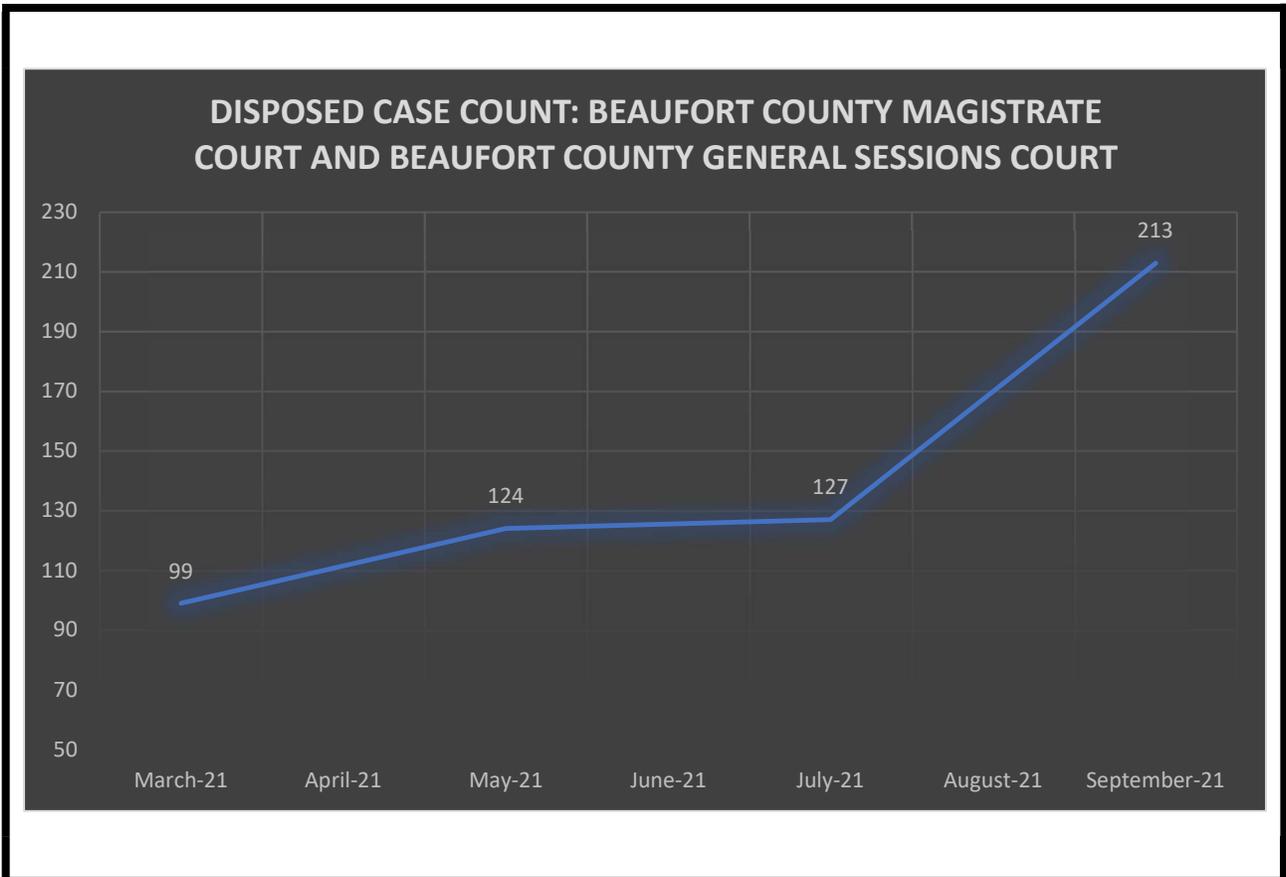
November 8 - 12, 2021  
 November 15 -19, 2021  
 December 6 -10, 2021  
 December 13 -17, 2021  
 January 10 -14, 2021  
 January 18 -21, 2021  
 January 31 - February 4, 2021  
 February 14 - 18, 2021  
 February 21 – 25, 2021  
 March 14 – 18, 2021  
 March 21 – 25, 2021  
 April 11 – 15, 2021  
 April 18 – 22, 2021  
 May 9 – 13, 2021  
 May 16 – 20, 2021

## Did you know?

*The Beaufort County Public Defender's Office Mitigation Division assisted 43 individuals with being placed in substance abuse treatment centers, homeless shelters, or half-way housing since August 2020.*

Beaufort County  
Public Defender's  
Office Current  
Numbers (as of  
November 10, 2021):

Court Type	Clients (People)	Cases (Incidents)	Charges (Warrants/Tickets)
General Sessions	1371	1805	3164
Magistrate Court	524	583	970
Municipal Court	231	261	516
Juvenile	49		
<b>Total</b>	<b>2175</b>	<b>2649</b>	<b>4650</b>



12/20/2021

Ms. Anita Singleton-Prather



Shannon Milroy  
Grants Administrator



Re: Accommodations Tax (2% State) Board

To Whom it May Concern:

This is a statement to verify the intention that I, Anita Singleton-Prather, am seeking reappointment to the Accommodations Tax (2% State) Board. This will go into effect in February 2022.

Sincerely,

Anita Singleton-Prather

**From:** [ANITA joyce prather](#)  
**To:** [Milroy, Shannon](#)  
**Subject:** Document: A\_ Singleton-Prather - Seeking Reappointment.pdf  
**Date:** Monday, December 20, 2021 4:24:59 PM

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[EXTERNAL EMAIL] Please report any suspicious attachments, links, or requests for sensitive information to the Beaufort County IT Division at [helpdesk@bcgov.net](mailto:helpdesk@bcgov.net) or to 843-255-7000.

Reappointment to ATAX Board.

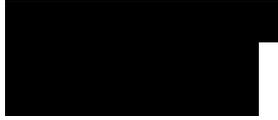
Please accept this as my signed reappointment letter copy to the Beaufort County SC Accommodations Tax Board.

Sincerely,

Anita Singleton Prather 

[Sent from Yahoo Mail on Android](#)

Mr. Jonathan Sullivan



Shannon Milroy  
Grants Administrator



Re: Accommodations Tax (2% State) Board

To Whom it May Concern:

This is a statement to verify the intention that I, Jonathan Sullivan, am seeking reappointment to the Accommodations Tax (2% State) Board. This will go into effect in February 2022.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Sullivan".

Jonathan Sullivan

**LETTER OF INTENT**

**Jonathan Rembold-Airports Director**



**Mark Bailey**

**Committee Member**



To Whom it may concern:

This is a statement to verify the intention that I, **Mark Bailey**, am seeking **REAPPOINTMENT / RESIGN**, from the **Beaufort County Airports Board** This will go into effect on **January 1, 2022**.

Sincerely,

DocuSigned by:  
*Mark Bailey*  
0607F75CFDEB4BA...

**Mark Bailey**

LETTER OF INTENT

Jonathan Rembold-Airports Director



Raymond Ambrose  
Chairman



To Whom it may concern:

This is a statement to verify the intention that I, Raymond Ambrose, am seeking REAPPOINTMENT / RESIGN, from the Beaufort County Airports Board This will go into effect on January 1, 2022.

Sincerely,

DocuSigned by:  
  
BA0A7BCEBEAA467...

Raymond Ambrose