



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**

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 - AUGUST 16, 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 INTERIM CFO HAYES WILLIAMS

AGENDA ITEMS

8. DISCUSSION AND PRESENTATION OF YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2022.
9. ACCOMMODATIONS TAX (STATE 2%) BOARD RECOMMENDATIONS TO TOURISM-RELATED ORGANIZATIONS IN THE AMOUNT OF \$800,000.
10. REQUEST FROM THE 14TH CIRCUIT PUBLIC DEFENDERS OFFICE FOR ADDITIONAL FUNDING OF \$166,397.00.
11. RECOMMENDED CHANGES TO THE BEAUFORT COUNTY PROCUREMENT CODE, DIVISION 4 CONCERNING CONTRACT APPROVAL THRESHOLDS AND TO REQUEST ADDITIONS TO THE CURRENT EXEMPTION SECTION
12. ADJOURNMENT

**TO WATCH COMMITTEE OR COUNTY COUNCIL MEETINGS OR FOR A COMPLETE LIST OF AGENDAS AND
BACKUP PACKAGES PLEASE VISIT:**

<https://beaufortcountysc.gov/council/council-committee-meetings/index.html>



Finance Committee Beaufort County, SC

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

Monday, August 16, 2021
2:00 PM

MINUTES

1. **CALL TO ORDER**

Chairman Lawson called the meeting to order at 2 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
Council Member Alice Howard
Council Member Lawrence McElynn

ABSENT

Council Member Logan Cunningham

2. **PLEDGE OF ALLEGIANCE**

Chairman Lawson led the Pledge of Allegiance

3. **FOIA**

Chairman Lawson stated public notice of this meeting had been published, posted, and distributed in compliance with the SC FOIA Act.

4. **APPROVAL OF AGENDA**

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

Motion to Amend: It was moved by Council Member Flewelling, seconded by Council Member Rodman to move item 10# to authorize the County Administrator to enter into an Intergovernmental Agreement for the hiring and paying a consultant to prepare education materials for The Lost Referendum into Executive Session. The motion passed.

Voting Yea: Committee Chairman Lawson, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Flewelling, Council Member Rodman, Council Member Glover, Council Member Howard, Council Member McElynn

Voting Nay: Committee Vice-Chair Hervochon. The vote 9:1

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

Motion: It was moved by Council Member Rodman, seconded by Committee Vice-Chair Hervochon to approve the agenda as amended. The motion was approved without objection.

5. **APPROVAL OF MINUTES**

Motion: It was moved by Council Member Dawson, seconded by Council Member Rodman to approve the minutes from May 18, 2021. The motion was approved without objection.

6. **CITIZEN COMMENTS**

No citizens comment

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

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

Status: For Informational Purposes Only

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

Hayes Williams, Interim CFO presented the year-to-date financial reports for FY 2022.

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

Status: For Informational Purposes Only

9. **CONSIDERATION OF FY21 CARRYOVER ITEMS**

Motion: It was moved by Council Member Rodman, seconded by Council Member Glover to amend the FYI 22 Budget to include but not limited to the FYI 21 Carryover and move forward to County Council for final approval. The motion was approved without objection.

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

The Vote: Committee Chairman Lawson, Committee Vice-Chair Hervochoch, Council Member Passiment, Council Member Sommerville, Council Member Dawson, Council Member Flewelling, Council Member Rodman, Council Member Glover, Council Member Howard.

10. **TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE HIRING AND PAYING A CONSULTANT TO PREPARE EDUCATION MATERIALS FOR THE LOST REFERENDUM**

Moved to Executive Session

11. **ORDINANCE TO REDIRECT EXPENDITURES OF THE GENERAL OBLIGATION BONDS SERIES 2020.**

Motion: It was moved by Council Member Rodman, seconded by Council Member Howard to amend the ordinance that authorizes the Bond series known as 2020 and move forward to County Council for approval. The motion was approved without objection.

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

12. **FINANCE COMMITTEE VACANCIES**

Status: For Informational Purposes Only

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

EXECUTIVE SESSION

Motion: It was moved by Council Member Sommerville, seconded by Council Member Glover to go into Executive Session. The motion was approved without objection.

10. **TO AUTHORIZE THE COUNTY ADMINISTRATOR TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE HIRING AND PAYING A CONSULTANT TO PREPARE EDUCATION MATERIALS FOR THE LOST REFERENDUM**

13. **PURSUANT TO SC CODE SECTION 30-4-70(A)(2) THE RECEIPT OF LEGAL ADVICE WHERE THE LEGAL ADVICE RELATES TO A PENDING CLAIM, OR OTHER MATTERS COVERED BY THE ATTORNEY-CLIENT PRIVILEGE, SETTLEMENT OF LEGAL CLAIMS, OR THE POSITION OF THE COUNTY IN AN ADVERSARY SITUATION INVOLVING THE ASSERTION AGAINST THE COUNTY OF A CLAIM**

14. **MATTERS ARISING OUT OF EXECUTIVE SESSION**

Motion: It was moved by Council Member Glover, seconded by Council Member Howard that the Finance Committee recommends to Council the approval of payments discussed in Executive Session for eligible retirees in the amount to exceed \$125,000, some to the retiree signing release funds to come from General Contingency Fund. The motion was approved without objection. The motion passed.

Status: For Informational Purposes Only

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

<https://beaufortcountysc.new.swagit.com/videos/130481>

Informational Purposes Only

15. **ADJOURNMENT**

The meeting adjourned at 3:20 PM



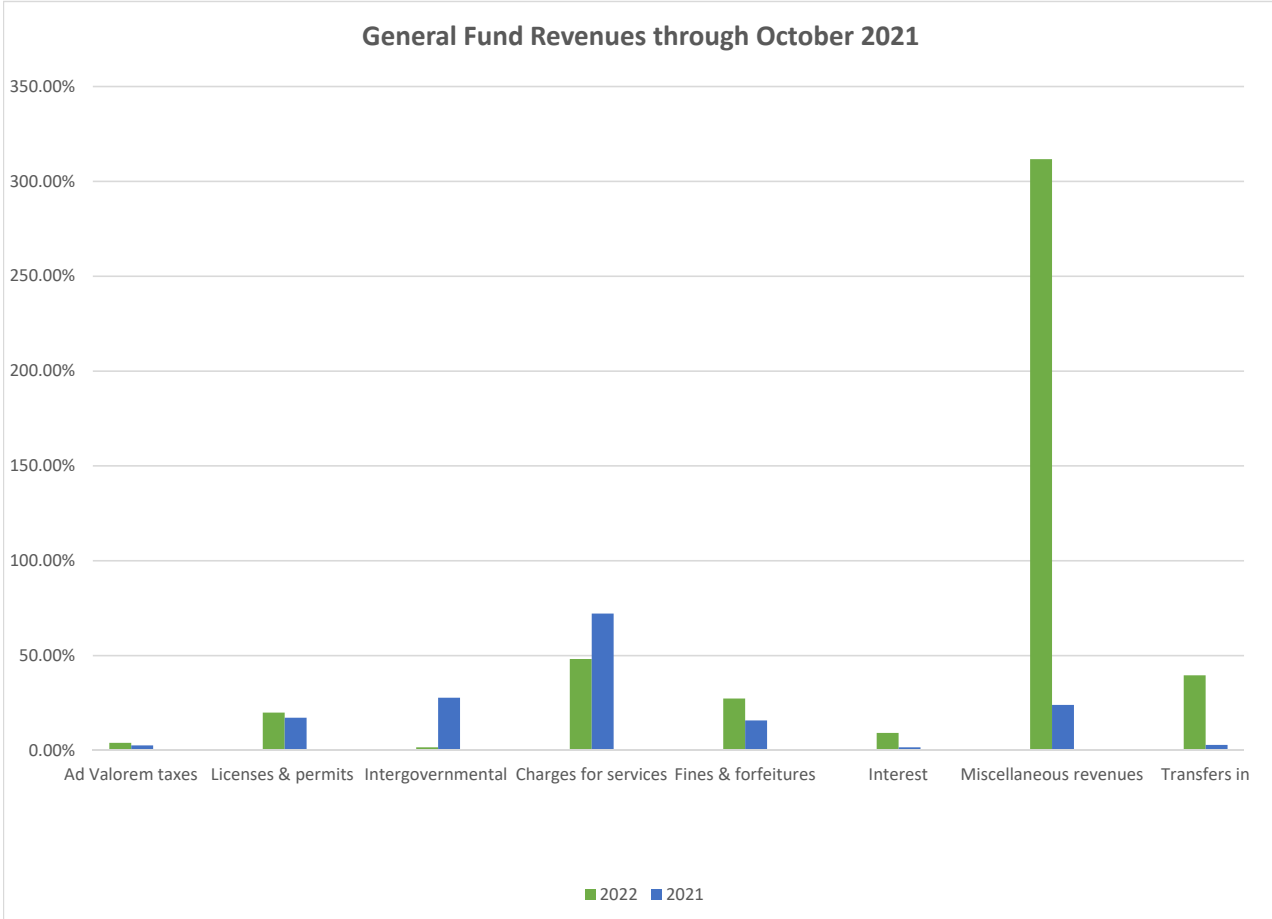
BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| <i>Discussion and presentation of year to date financial statements for FY 2022.</i> |
| MEETING NAME AND DATE: |
| Finance Committee 11/15/2021 |
| PRESENTER INFORMATION: |
| Hayes Williams Chief Financial Officer 15 Minutes |
| ITEM BACKGROUND: |
| <i>Discussion and presentation of the year to date financial reports for FY 2022.</i> |
| PROJECT / ITEM NARRATIVE: |
| <i>Discussion and presentation of the year to date financial reports for FY 2022.</i> |
| FISCAL IMPACT: |
| None. |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Discussion and related questions. |
| OPTIONS FOR COUNCIL MOTION: |
| N/A |

Executive Summary of Revenues and Expenditures
Through October 31, 2021

| | <u>General Fund Revenues</u> | |
|------------------------------------|------------------------------|-------------|
| Budget FY 2022: | \$ | 132,662,999 |
| Revenue Collected to Date: | \$ | 13,721,700 |
| Revenue Remaining to be Collected: | \$ | 118,941,299 |

| | |
|------------------------------------|--------|
| Percent of Total Budget Collected: | 10.34% |
| Percent of Year Completed: | 33.33% |



| Function | Budget | To Date | % Received | % Year Completed |
|------------------------|----------------|--------------|------------|------------------|
| Ad Valorem taxes | \$ 100,823,197 | \$ 3,988,473 | 3.96% | 33.33% |
| Licenses & permits | \$ 4,013,750 | \$ 801,105 | 19.96% | 33.33% |
| Intergovernmental | \$ 10,108,473 | \$ 167,701 | 1.66% | 33.33% |
| Charges for services | \$ 14,179,400 | \$ 6,829,592 | 48.17% | 33.33% |
| Fines and forfeitures | \$ 692,100 | \$ 189,359 | 27.36% | 33.33% |
| Interest | \$ 175,700 | \$ 16,245 | 9.25% | 33.33% |
| Miscellaneous revenues | \$ 247,300 | \$ 770,850 | 311.71% | 33.33% |
| Transfers in | \$ 2,423,079 | \$ 958,375 | 39.55% | 33.33% |

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

Ad Valorem taxes - following expectations, collections occur at end of calendar year.

Licenses & permits - are currently lagging, they should correct by year end.

Intergovernmental - Beaufort County has not received the first 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.

Fines and forfeitures, collections are still lagging.

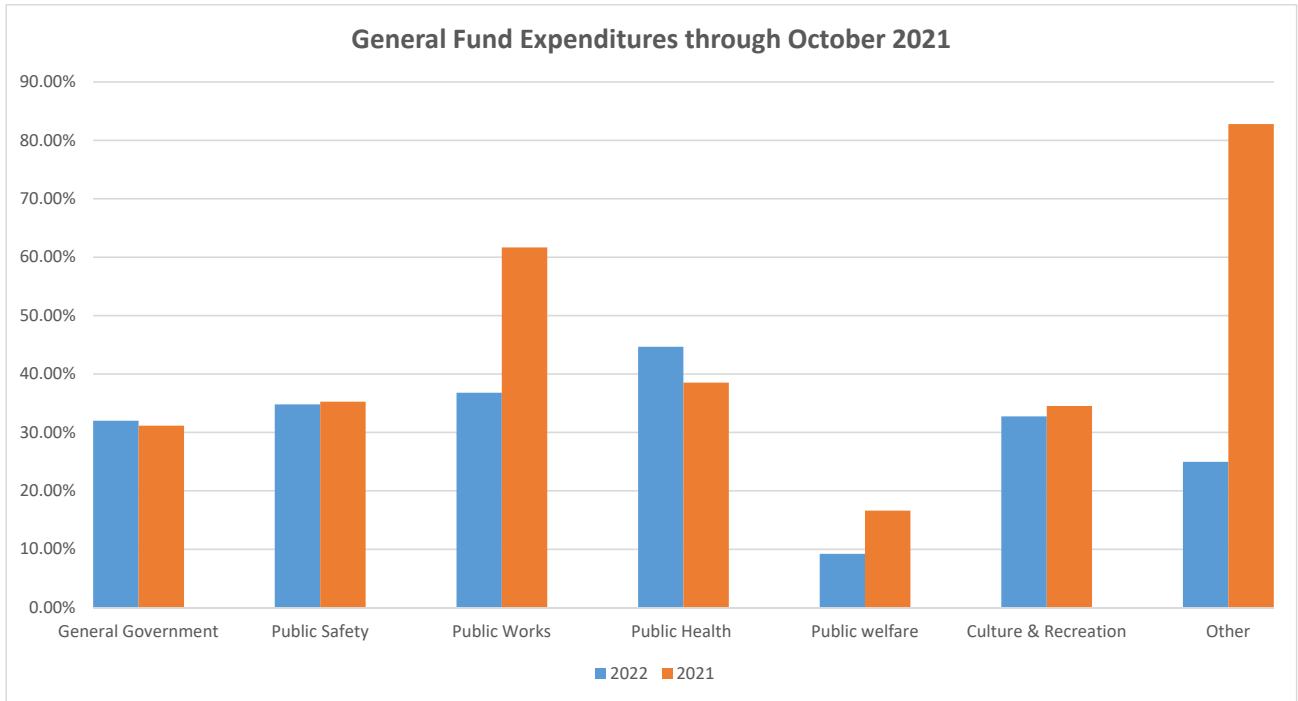
Interest - rates are still low and lagging compared to budget.

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 October 31, 2021

| | <u>General Fund Expenditures</u> | |
|--------------------------------------|----------------------------------|-------------|
| Budget FY 2022: | \$ | 132,402,978 |
| Budget carryover from FY 2021: | \$ | 3,020,000 |
| Amendments and transfers: | \$ | (15,000) |
| Total revised budget FY 2022: | \$ | 135,407,978 |
| | | |
| Actual Expenditures to Date: | \$ | 36,731,581 |
| Encumbrances: | \$ | 8,973,837 |
| Total Expensed & Encumbered to Date: | \$ | 45,705,418 |
| Remaining budget FY 2022 | \$ | 89,702,560 |
| | | |
| Percent of Total Budget Expended: | | 33.75% |
| Percent of Year Completed: | | 33.33% |



Expense Analysis

| Function | Budget | To Date | % Received | % Year Completed |
|----------------------|---------------|---------------|------------|------------------|
| General Government | \$ 53,502,380 | \$ 17,122,865 | 32.00% | 33.33% |
| Public Safety | \$ 51,151,901 | \$ 17,809,868 | 34.82% | 33.33% |
| Public Works | \$ 11,578,494 | \$ 4,262,175 | 36.81% | 33.33% |
| Public Health | \$ 3,470,363 | \$ 1,549,831 | 44.66% | 33.33% |
| Public Welfare | \$ 633,849 | \$ 58,368 | 9.21% | 33.33% |
| Culture & Recreation | \$ 14,644,603 | \$ 4,795,800 | 32.75% | 33.33% |
| Other | \$ 426,388 | \$ 106,511 | 24.98% | 33.33% |

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

Public Health - Paid two quarters of indigent health to Beaufort Memorial and Beaufort Jasper Comp Health.

Public Welfare - Together for Beaufort is in the process of paying out the first half of its grants. Typically there are two disbursements one in November time frame and one March time frame.

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

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

| | Approved Budget 6/30/2022 | Revised Budget 6/30/2022 | Actual Spent & Encumbered 10/31/2021 | Variances |
|--|---------------------------------|--------------------------------|---|---------------------|
| Ad Valorem taxes | | | | |
| Current taxes | \$ 89,878,716 | \$ 89,878,716 | \$ 979,202 | \$ (88,899,514) |
| Delinquent taxes | 1,388,317 | 1,388,317 | 375,645 | (1,012,672) |
| Automobile taxes | 8,356,164 | 8,356,164 | 2,477,474 | (5,878,690) |
| 3% & 7% penalties on tax | 450,000 | 450,000 | 45,400 | (404,600) |
| 5% penalties on tax | 750,000 | 750,000 | 110,752 | (639,248) |
| Total Ad Valorem taxes | <u>100,823,197</u> | <u>100,823,197</u> | <u>3,988,473</u> | <u>(96,834,724)</u> |
| Licenses & permits | | | | |
| Building permits | 1,310,650 | 1,310,650 | 449,027 | (861,623) |
| Electricians' licenses | 3,000 | 3,000 | - | (3,000) |
| Mobile home permits | 15,000 | 15,000 | 4,505 | (10,495) |
| Marriage licenses | 60,000 | 60,000 | 26,720 | (33,280) |
| Cable television franchises | 434,300 | 434,300 | - | (434,300) |
| Business license | 2,100,000 | 2,100,000 | 317,253 | (1,782,747) |
| 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>801,105</u> | <u>(3,212,645)</u> |
| Intergovernmental | | | | |
| State aid to subdivisions | 7,269,783 | 7,269,783 | - | (7,269,783) |
| 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 | 52,719 | (162,281) |
| 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 | 1,125 | (7,375) |
| 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) |
| Total intergovernmental | <u>10,108,473</u> | <u>10,108,473</u> | <u>167,701</u> | <u>(9,940,772)</u> |
| Charges for services | | | | |
| Register of Deeds | 8,457,900 | 8,457,900 | 5,163,899 | (3,294,001) |
| Sheriff's fees | 43,900 | 43,900 | 12,588 | (31,312) |
| Probate fees | 595,100 | 595,100 | 270,988 | (324,112) |
| Solicitor fees | 1,600 | 1,600 | - | (1,600) |
| Magistrate fees | 142,000 | 142,000 | 41,267 | (100,733) |
| Clerk of Court fees | 115,000 | 115,000 | 28,732 | (86,268) |
| Family Court fees | 274,000 | 274,000 | 89,753 | (184,247) |
| Master in Equity fees | 291,000 | 291,000 | 32,563 | (258,437) |
| Treasurer fees | 28,600 | 28,600 | 3,218 | (25,382) |
| Emergency Medical Service Fees | 3,362,500 | 3,362,500 | 1,056,855 | (2,305,645) |
| DSO fees | 95,500 | 95,500 | 24,577 | (70,923) |
| Animal Shelter fees | 5,000 | 5,000 | 1,465 | (3,535) |
| Library copy fees | 2,000 | 2,000 | - | (2,000) |
| Other fees | 7,500 | 7,500 | 3,093 | (4,407) |

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

| | Approved Budget 6/30/2022 | Revised Budget 6/30/2022 | Actual Spent & Encumbered 10/31/2021 | Variances |
|---------------------------------------|---------------------------------|--------------------------------|---|-------------------------|
| Charges for services - (Continued) | | | | |
| Video Production | 36,800 | 36,800 | 58,860 | 22,060 |
| Telephone services others | 14,500 | 14,500 | 201 | (14,299) |
| 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 | 3,402 | (10,398) |
| Credit card convenience fees | 163,700 | 163,700 | 38,131 | (125,569) |
| Parks and recreation fees | 490,900 | 490,900 | - | (490,900) |
| Total charges for services | <u>14,179,400</u> | <u>14,179,400</u> | <u>6,829,592</u> | <u>(7,349,808)</u> |
| Fines and forfeitures | | | | |
| General Sessions fines | 11,500 | 11,500 | 3,511 | (7,989) |
| Bonds escrement | 15,000 | 15,000 | 974 | (14,026) |
| Magistrate fines | 537,600 | 537,600 | 135,142 | (402,458) |
| Other fines | 15,000 | 15,000 | - | (15,000) |
| Library fines | 25,000 | 25,000 | - | (25,000) |
| Forfeiture | 3,000 | 3,000 | - | (3,000) |
| Late penalties - Business Services | 85,000 | 85,000 | 49,732 | (35,268) |
| Total fines and forfeitures | <u>692,100</u> | <u>692,100</u> | <u>189,359</u> | <u>(502,741)</u> |
| Interest | <u>175,700</u> | <u>175,700</u> | <u>16,245</u> | <u>(159,455)</u> |
| Miscellaneous revenues | | | | |
| Miscellaneous revenues | 52,200 | 52,200 | 1,640 | (50,560) |
| Rental of property to others | 32,200 | 32,200 | 4,100 | (28,100) |
| Sale of County property | 162,900 | 162,900 | 765,110 | 602,210 |
| Total miscellaneous revenues | <u>247,300</u> | <u>247,300</u> | <u>770,850</u> | <u>523,550</u> |
| Transfers in | | | | |
| Transfers in other funds | <u>2,423,079</u> | <u>2,423,079</u> | <u>958,375</u> | <u>(1,464,704)</u> |
| Total transfers in | <u>2,423,079</u> | <u>2,423,079</u> | <u>958,375</u> | <u>(1,464,704)</u> |
| Total revenues General Fund | <u>\$ 132,662,999</u> | <u>\$ 132,662,999</u> | <u>\$ 13,721,700</u> | <u>\$ (118,941,299)</u> |

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

| | Approved Budget 6/30/2022 | Revised Budget 6/30/2022 | Actual Spent & Encumbered 10/31/2021 | Variances |
|---|---------------------------------|--------------------------------|---|-------------------|
| General Government | | | | |
| Magistrate's Court | \$ 2,281,963 | \$ 2,281,963 | \$ 657,470 | \$ 1,624,493 |
| Clerk of Court and Family Court | 1,610,387 | 1,751,971 | 450,750 | 1,301,221 |
| Treasurer | 2,276,591 | 2,276,591 | 615,496 | 1,661,095 |
| Solicitor | 1,887,500 | 1,887,500 | 943,750 | 943,750 |
| Probate Court | 944,724 | 944,724 | 265,438 | 679,286 |
| County Council | 977,085 | 1,102,085 | 315,667 | 786,418 |
| Auditor | 1,136,470 | 1,136,470 | 298,171 | 838,299 |
| Coroner | 794,875 | 794,875 | 357,114 | 437,761 |
| Master in Equity | 426,427 | 426,427 | 108,285 | 318,142 |
| Legislative Delegation | 68,789 | 68,789 | 14,428 | 54,361 |
| County Administrator | 1,940,950 | 1,989,037 | 584,170 | 1,404,867 |
| Communications & accountability | 303,609 | 303,609 | 72,522 | 231,087 |
| Broadcast services | 398,429 | 398,429 | 104,624 | 293,805 |
| County Attorney | 860,112 | 860,112 | 441,116 | 418,996 |
| Finance | 1,361,024 | 1,361,024 | 296,695 | 1,064,329 |
| Risk management | 4,885,446 | 4,903,446 | 1,495,421 | 3,408,025 |
| Purchasing | 208,686 | 208,686 | 53,750 | 154,936 |
| Assessor | 2,132,180 | 2,132,180 | 540,511 | 1,591,669 |
| Register of deeds | 528,477 | 539,595 | 137,785 | 401,810 |
| Community planning and development | 996,984 | 996,984 | 228,363 | 768,621 |
| Business license | 387,329 | 387,329 | 99,228 | 288,101 |
| Voter registration and elections | 935,486 | 935,486 | 331,333 | 604,153 |
| Management & Geographical information systems | 5,839,546 | 5,813,428 | 2,982,632 | 2,830,796 |
| Records Management | 669,218 | 669,218 | 125,371 | 543,847 |
| Employee services | 828,664 | 828,664 | 260,634 | 568,030 |
| Nondepartmental | 18,616,955 | 18,503,758 | 5,342,141 | 13,161,617 |
| Total General Government | <u>53,297,906</u> | <u>53,502,380</u> | <u>17,122,865</u> | <u>36,379,515</u> |
| Public Safety | | | | |
| Sheriff's office | 27,947,144 | 29,276,077 | 10,129,253 | 19,146,824 |
| Emergency Management - COVID-19 Supplies | - | - | 62,162 | (62,162) |
| EMS Emergency Medical Service | 10,373,104 | 10,996,151 | 3,436,370 | 7,559,781 |
| Traffic and transportation engineering | 817,597 | 820,464 | 141,166 | 679,298 |
| Detention Center | 7,278,666 | 7,278,666 | 2,937,489 | 4,341,177 |
| Building and codes enforcement | 1,368,572 | 1,368,572 | 280,528 | 1,088,044 |
| Animal services | 1,287,016 | 1,411,971 | 822,900 | 589,071 |
| Total Public Safety | <u>49,072,099</u> | <u>51,151,901</u> | <u>17,809,868</u> | <u>33,342,033</u> |
| Public Works | | | | |
| Public works general support | 4,808,699 | 4,880,122 | 1,867,204 | 3,012,918 |
| Engineering | 499,816 | 502,816 | 149,113 | 353,703 |
| Facilities maintenance | 5,969,922 | 6,160,145 | 2,210,447 | 3,949,698 |
| Total Public Works | <u>11,278,437</u> | <u>11,578,494</u> | <u>4,262,175</u> | <u>7,316,319</u> |
| Public Health | | | | |
| Mosquito control | 1,662,599 | 1,683,813 | 656,556 | 1,027,257 |
| Medical indigent act contributions | 1,786,550 | 1,786,550 | 893,275 | 893,275 |
| Total Public Health | <u>3,449,149</u> | <u>3,470,363</u> | <u>1,549,831</u> | <u>1,920,532</u> |

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

| | Approved Budget 6/30/2022 | Revised Budget 6/30/2022 | Actual Spent & Encumbered 10/31/2021 | Variances |
|---------------------------------|---------------------------------|--------------------------------|---|----------------------|
| Public Welfare Services | | | | |
| Veteran's affairs office | 181,182 | 181,182 | 58,368 | 122,814 |
| Human services alliance | 398,000 | 398,000 | - | 398,000 |
| Human and social services | 54,667 | 54,667 | - | 54,667 |
| Total Public Welfare Services | <u>633,849</u> | <u>633,849</u> | <u>58,368</u> | <u>575,481</u> |
| Cultural and Recreational | | | | |
| Parks and leisure services | 5,190,351 | 5,589,804 | 1,222,837 | 4,366,967 |
| Libraries | 4,151,343 | 4,151,343 | 1,121,235 | 3,030,108 |
| Education allocation | 4,903,456 | 4,903,456 | 2,451,728 | 2,451,728 |
| Total Cultural and Recreational | <u>14,245,150</u> | <u>14,644,603</u> | <u>4,795,800</u> | <u>9,848,803</u> |
| Other - Economic Development | <u>426,388</u> | <u>426,388</u> | <u>106,511</u> | <u>319,877</u> |
| Total Expenditures General Fund | <u>\$ 132,402,978</u> | <u>\$ 135,407,978</u> | <u>\$ 45,705,418</u> | <u>\$ 89,702,560</u> |

Beaufort County, South Carolina
Hilton Head Island Airport

Statement of Revenues, Expenses and Changes in Net Position
Fiscal year to date July 1, 2021 through October 31, 2021

| | Yearly Revised budget | Year to date Spent/ encumbered | Available Budget | % Received | % Year Completed |
|--|--------------------------|-----------------------------------|---------------------|------------------|---------------------|
| Operating revenues | | | | | |
| Fixed base operator revenue | \$ 630,500 | \$ 168,486 | \$ (462,014) | 26.72% | 33.33% |
| Passenger facility charges | 535,000 | 142,400 | (392,600) | 26.62% | 33.33% |
| Operating agreement/ commission revenue | 843,000 | 542,300 | (300,700) | 64.33% | 33.33% |
| Firefighting/ security fees | 705,000 | 424,599 | (280,401) | 60.23% | 33.33% |
| Landing fees | 325,000 | 142,268 | (182,732) | 43.77% | 33.33% |
| Parking fees | 47,500 | 93,586 | 46,086 | 197.02% | 33.33% |
| Rentals | 767,000 | 387,857 | (379,143) | 50.57% | 33.33% |
| Hangar rentals | 196,100 | 63,535 | (132,565) | 32.40% | 33.33% |
| Other charges | 215,000 | 34,649 | (180,351) | 16.12% | 33.33% |
| Total operating revenues | <u>4,264,100</u> | <u>1,999,680</u> | <u>(2,264,420)</u> | <u>46.90%</u> | <u>33.33%</u> |
| Operating expenses | | | | | |
| Personnel services | 1,381,630 | 330,915 | 1,050,715 | 23.95% | 33.33% |
| Purchased services | 2,114,517 | 1,546,935 | 567,582 | 73.16% | 33.33% |
| Supplies | 45,250 | 25,135 | 20,115 | 55.55% | 33.33% |
| Depreciation | 545,000 | - | 545,000 | 0.00% | 33.33% |
| Total operating expenses | <u>4,086,397</u> | <u>1,902,985</u> | <u>2,183,412</u> | <u>46.57%</u> | <u>33.33%</u> |
| Operating income (loss) | <u>177,703</u> | <u>96,695</u> | <u>(4,447,832)</u> | <u>0.33%</u> | <u>33.33%</u> |
| Non-Operating Revenues (Expenses) | | | | | |
| Operating grant | 42,500 | - | (42,500) | 0.00% | 33.33% |
| Interest income | - | 245 | 245 | 0.00% | 33.33% |
| Interest expense | (75,000) | (17,040) | (57,960) | 22.72% | 33.33% |
| Total Non-Operating Revenues (Expenses) | <u>(32,500)</u> | <u>(16,795)</u> | <u>(100,215)</u> | <u>51.68%</u> | <u>33.33%</u> |
| Income (loss) before capital contributions and transfers | <u>145,203</u> | <u>79,900</u> | <u>(4,548,047)</u> | <u>55.03%</u> | <u>33.33%</u> |
| Capital contributions | | | | | |
| Capital grants - federal | 2,910,000 | 879,220 | (2,030,780) | 0.00% | 33.33% |
| Capital grants - SCAC | - | 13,021 | 13,021 | 0.00% | 33.33% |
| Capital outlay | (3,074,033) | (9,272,231) | (6,198,198) | 301.63% | 33.33% |
| Total capital contributions | <u>(164,033)</u> | <u>(8,379,990)</u> | <u>(8,215,957)</u> | | <u>33.33%</u> |
| Change in net position | <u>(18,830)</u> | <u>(8,300,089)</u> | <u>(8,281,259)</u> | <u>44079.07%</u> | <u>33.33%</u> |
| Net position, beginning of year | | <u>22,079,682</u> | | | |
| Net position, ending | | <u>\$ 13,779,593</u> | | | |
| Net position | | | | | |
| Net investment in capital assets | | \$ 32,086,441 | | | |
| Unrestricted deficit | | (18,306,848) | | | |
| Total net position | | <u>\$ 13,779,593</u> | | | |
| Amount advanced from other funds at June 30, 2020 | | <u>\$ 8,108,649</u> | | | |

Beaufort County, South Carolina
Beaufort Executive Airport

Statement of Revenues, Expenses and Changes in Net Position
For the Fiscal Year from July, 1, 2021 through October 31, 2021

| | Yearly Revised budget | Year to date Spent/ encumbered | Available Budget | % Received | % Year Completed |
|---|--------------------------|-----------------------------------|---------------------|---------------------|---------------------|
| Operating revenues | | | | | |
| Fuel and oil sales | \$ 553,500 | \$ 215,482 | \$ (338,018) | 38.93% | 33.33% |
| Operating agreement/ commission revenue | 7,500 | 4,211 | (3,289) | 56.15% | 33.33% |
| Concession sales | 37,000 | 2,141 | (34,859) | 5.79% | 33.33% |
| Landing fees | 6,500 | 12,250 | 5,750 | 188.46% | 33.33% |
| Hangar rentals | 184,340 | 73,288 | (111,052) | 39.76% | 33.33% |
| Other charges | - | 4,050 | 4,050 | 0.00% | 33.33% |
| Total operating revenues | <u>788,840</u> | <u>311,422</u> | <u>(477,418)</u> | <u>39.48%</u> | <u>33.33%</u> |
| Operating expenses | | | | | |
| Cost of sales and services | 362,910 | 254,066 | 108,844 | 70.01% | 33.33% |
| Personnel services | 195,417 | 47,649 | 147,768 | 24.38% | 33.33% |
| Purchased services | 224,820 | 111,515 | 113,305 | 49.60% | 33.33% |
| Supplies | 5,650 | 8,941 | (3,291) | 158.25% | 33.33% |
| Total operating expenses | <u>788,797</u> | <u>422,171</u> | <u>366,626</u> | <u>53.52%</u> | <u>33.33%</u> |
| Operating income (loss) | <u>43</u> | <u>(110,749)</u> | <u>(110,792)</u> | <u>-14.04%</u> | <u>33.33%</u> |
| Capital contributions | | | | | |
| Capital grants - federal | - | 21,076 | 21,076 | 0.00% | 33.33% |
| Capital grants - state | - | 38,103 | 38,103 | 0.00% | 33.33% |
| Capital outlay | - | (437,123) | (437,123) | 0.00% | 33.33% |
| Total capital contributions | <u>-</u> | <u>(377,944)</u> | <u>(377,944)</u> | <u>-</u> | <u>33.33%</u> |
| Change in net position | <u>43</u> | <u>(488,513)</u> | <u>(488,916)</u> | <u>-1136076.12%</u> | <u>33.33%</u> |
| Net position, beginning of year | | <u>2,616,178</u> | | | |
| Net position, ending | | <u>\$ 2,127,665</u> | | | |
| Net position | | | | | |
| Net investment in capital assets | | 4,306,620 | | | |
| Unrestricted deficit | | <u>(2,178,955)</u> | | | |
| Total net position | | <u>\$ 2,127,665</u> | | | |
| Amount advanced from other funds at June 30, 2022 | | <u>\$ 1,517,921</u> | | | |

Beaufort County, South Carolina
Solid Waste & Recycling Enterprise Fund

Statement of Revenues, Expenses and Changes in Net Position
For the Fiscal Year from July, 1, 2021 through October 31, 2021

| | Yearly Revised budget | Year to date Spent/ encumbered | Available Budget | % Received | % Year Completed |
|---------------------------------|--------------------------|-----------------------------------|---------------------|-------------------|---------------------|
| Operating revenues | | | | | |
| Ad Valorem Taxes | \$ 9,911,562 | \$ - | \$ (9,911,562) | 0.00% | 33.33% |
| Waste Disposal Fees | 98,500 | 8,230 | (90,270) | 8.36% | 33.33% |
| Sale of Recyclables | 148,500 | 104,643 | (43,857) | 70.47% | 33.33% |
| Total operating revenues | <u>10,158,562</u> | <u>112,873</u> | <u>(10,045,689)</u> | <u>1.11%</u> | <u>33.33%</u> |
| Operating expenses | | | | | |
| Personnel services | 2,728,083 | 518,223 | 2,209,860 | 19.00% | 33.33% |
| Purchased services | 7,244,500 | 6,965,411 | 279,089 | 96.15% | 33.33% |
| Supplies | 166,000 | 50,755 | 115,245 | 30.58% | 33.33% |
| Depreciation | 34,979 | - | 34,979 | 0.00% | 33.33% |
| Total operating expenses | <u>10,173,562</u> | <u>7,534,389</u> | <u>2,639,173</u> | <u>74.06%</u> | <u>33.33%</u> |
| Operating income (loss) | <u>(15,000)</u> | <u>(7,421,516)</u> | <u>(7,406,516)</u> | <u>49476.77%</u> | <u>33.33%</u> |
| Change in net position | <u>(15,000)</u> | <u>(7,421,516)</u> | <u>(7,406,516)</u> | <u>-49476.77%</u> | <u>33.33%</u> |
| Net position, beginning of year | | <u>-</u> | | | |
| Net position, ending | | <u>\$ (7,421,516)</u> | | | |

Beaufort County, South Carolina
Stormwater Utility

Statement of Revenues, Expenses and Changes in Net Position
For the Fiscal Year from July, 1, 2021 through October 31, 2021

| | Yearly Revised budget | Year to date Spent/ encumbered | Available Budget | % Received | % Year Completed |
|-------------------------------------|--------------------------|-----------------------------------|---------------------|----------------|---------------------|
| Operating revenues | | | | | |
| Stormwater Utility Fees | \$ 6,144,440 | \$ 297,238 | \$ (5,847,202) | 4.84% | 33.33% |
| Stormwater Utility project billings | 766,500 | 17,644 | (748,856) | 2.30% | 33.33% |
| Other charges | 14,500 | 5,317 | (9,183) | 36.67% | 33.33% |
| Total operating revenues | <u>6,925,440</u> | <u>320,199</u> | <u>(6,605,241)</u> | <u>4.62%</u> | <u>33.33%</u> |
| Operating expenses | | | | | |
| Personnel services | 3,251,839 | 577,996 | 2,673,843 | 17.77% | 33.33% |
| Purchased services | 6,605,377 | 1,889,208 | 4,716,169 | 28.60% | 33.33% |
| Supplies | 439,260 | 112,039 | 327,221 | 25.51% | 33.33% |
| Capital | 215,886 | 32,442 | 183,444 | 15.03% | 33.33% |
| Depreciation | 470,500 | - | 470,500 | 0.00% | 33.33% |
| Total operating expenses | <u>10,982,862</u> | <u>2,611,685</u> | <u>8,371,177</u> | <u>23.78%</u> | <u>33.33%</u> |
| Operating income (loss) | <u>(4,057,422)</u> | <u>(2,291,486)</u> | <u>1,765,936</u> | <u>56.48%</u> | <u>33.33%</u> |
| Non-Operating Revenues (Expenses) | | | | | |
| Gain on sale of capital assets | 3,500 | 1,116 | (2,384) | 0.00% | 33.33% |
| Interest income | 30,000 | 4,605 | (25,395) | 15.35% | 33.33% |
| Interest expense | (188,268) | (94,097) | 94,171 | 49.98% | 33.33% |
| Total capital contributions | <u>(154,768)</u> | <u>(88,376)</u> | <u>66,392</u> | <u>57.10%</u> | <u>33.33%</u> |
| Transfers | | | | | |
| Transfers out | (350,000) | (175,000) | 175,000 | 50.00% | 33.33% |
| | <u>(350,000)</u> | <u>(175,000)</u> | <u>175,000</u> | <u>50.00%</u> | <u>33.33%</u> |
| Change in net position | <u>(4,562,190)</u> | <u>(2,554,862)</u> | <u>2,007,328</u> | <u>-56.00%</u> | <u>33.33%</u> |
| Net position, beginning of year | | <u>9,790,536</u> | | | |
| Net position, ending | | <u>\$ 7,235,674</u> | | | |
| Net position | | | | | |
| Net investment in capital assets | | 2,995,701 | | | |
| Unrestricted deficit | | <u>4,239,973</u> | | | |
| Total net position | | <u>\$ 7,235,674</u> | | | |



BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

| |
|---|
| ITEM TITLE: |
| <i>Accommodations Tax (State 2%) Board Recommendations to Tourism-Related Organizations in the Amount of \$800,000.</i> |
| MEETING NAME AND DATE: |
| <i>Finance Committee, November 15, 2021</i> |
| PRESENTER INFORMATION: |
| <i>Dick Farmer, Chairman, Accommodations Tax (State 2%) Board 20 minutes</i> |
| ITEM BACKGROUND: |
| <i>See attached.</i> |
| PROJECT / ITEM NARRATIVE: |
| <i>The Accommodations Tax (State 2%) Board Chairman will present the board's recommendations for the 2021-2022 State ATAX Grant Awards</i> |
| FISCAL IMPACT: |
| <i>Beaufort County CFO, Hayes Williams, determined an allocation of \$800,000 from State ATAX Funds Collections to be awarded to grant applicants as per the attached.</i> |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| <i>Staff recommendation is to approve.</i> |
| OPTIONS FOR COUNCIL MOTION: |
| <i>Approve the Motion for First Reading at the next County Council Meeting Modify recommendations made by the Accommodations Tax Board and approve edited motion for First Reading at the next County Council Meeting Deny the Motion</i> |

| | Organization | Event/Project | Amount Requested | Received Last Year | Amount Received | % of Ask | Name | Notes |
|------------------------|---|---|------------------|--------------------|-----------------|----------|---------------------------------|---|
| 1 | Greater Beaufort-Port Royal CVB | Tourism Marketing FY 2021-2022 | \$ 175,000 | \$ 229,300 | \$ 175,000 | 100.0% | Robb Wells | Fully Funded; Budget is for Marketing Only |
| 2 | Lean Ensemble Theater | Tourism marketing 2020-2021 | \$ 6,000 | \$ 1,500 | \$ 850 | 14.2% | Blake White | Funds for Chamber Dues |
| 4 | Friends of the Spanish Moss Trail | Spanish Moss Trail Visitor Marketing Video Phase 2 | \$ 3,950 | \$ 2,000 | \$ 3,950 | 100.0% | Sissy Perryman | Fully Funded; Budget is to Complete Video that was partially funded in 2020 |
| 5 | Daufuskie Island Historical Foundation | Brochure printing | \$ 6,000 | \$ - | \$ 4,000 | 66.7% | Nancy Ludtke | Funds for Brochure Printing |
| 6 | HHI Concourse d'Elegance | Motoring Festival | \$ 40,000 | \$ - | \$ 24,755 | 61.9% | Lindsey Harrell | Funding for Social Media and Chamber Digital Ads |
| 7 | Arts Center of Coastal Carolina | Tourism Marketing of the Unincorporated Areas of Beaufort County | \$ 6,000 | \$ 4,000 | \$ 3,050 | 50.8% | Andrea Gannon | Funds for Print Ads in Experience Charleston, The Post and Courier and Footlight Payers in Charleston |
| 8 | Friends of Port Royal Cypress Wetlands | Rack cards/Guided tours/Birthday for the birds | \$ 5,600 | \$ - | \$ 2,400 | 42.9% | Bernadette Clayton | Funds for Marketing the Guided Naturalist Tours |
| 9 | HHI Land Trust | Fort Howell Historical Tourism marketing | \$ 20,000 | \$ - | \$ 3,600 | 18.0% | Linda Hyslop | Funds for Hiring PR Firm to assist with Marketing |
| 10 | Beaufort Area Sports Council | Beaufort area sports marketing and sales | \$ 40,000 | \$ - | \$ 40,000 | 100.0% | Christian Kata | Fully Funded; Budget is for Marketing Only |
| 11 | HHI Symphony Orchestra | HHSO Marketing | \$ 20,000 | \$ - | \$ 5,250 | 26.3% | Alan Jordan | Funds for Airport Kiosk, Radio Advertising and Social Media |
| 12 | Hilton Head Hospitality Association | Hilton Head Wine and Food Festival | \$ 10,000 | \$ 10,000 | \$ 10,000 | 100.0% | Jeff Gerber | Fully Funded; Budget is for Marketing Only |
| 13 | Beaufort Festivals & Events Advertising | Gullah Fest/Shrimp Fest/Taste of Beaufort | \$ 48,500 | \$ - | \$ 48,500 | 100.0% | Thomas Hicks | Fully Funded due to Large Number of Room Nights Produced by Events |
| 14 | HHI Sea Turtle Patrol | Sea Turtle GREEN carpet event | \$ 7,800 | \$ - | \$ - | 0.0% | Heather Malia Rath | Not Funded; No Tourism Production Impact |
| 15 | Beaufort County Black Chamber of Commerce | Cultural Tourism Marketing/Events | \$ 155,000 | \$ 32,000 | \$ 32,000 | 20.6% | Larry Holman | Allocated what County Council Awarded during Last Cycle |
| 16 | Beaufort Film Society | Beaufort International Film Festival (16th) | \$ 30,000 | \$ 20,000 | \$ 30,000 | 100.0% | Ron Tucker | Fully Funded due to Large Number of Room Nights Produced by Event |
| 17 | Hilton Head Choral Society | Marketing for Tourist/Visitor Development | \$ 4,000 | \$ - | \$ - | 0.0% | Margie Lechowicz | Not Funded; All Marketing/Advertising Proposed is Local |
| 18 | Beaufort County Parks and Rec | Burton Wells Pickleball complex | \$ 617,400 | \$ - | \$ 140,000 | 22.7% | Shannon Loper | Partially Funded to Assist with Development of Pickleball |
| 19 | SC Lowcountry & Resort Islands | Promotion of Beaufort Country & the Lowcountry | \$ 49,400 | \$ 40,000 | \$ 49,400 | 100.0% | Peach Morrison | Fully Funded; Budget is for Marketing Only |
| 20 | Port Royal Sound Foundation | Family field trip marketing campaign/Fleet of kayaks | \$ 52,380 | \$ 50,250 | \$ 52,380 | 100.0% | Kat Armstrong | Fully Funded due to Large Number of Room Nights Produced by Programs |
| 21 | Historic Bluffton Foundation | Heyward House summer kitchen roof | \$ 31,044 | \$ 17,000 | \$ 31,044 | 100.0% | Kelly Graham | Fully Funded to Replace Roof on Welcome Center |
| 22 | NIBCAA | HHI Gullah Celebration | \$ 41,800 | \$ 20,000 | \$ 37,326 | 89.3% | Courtney Young | Funding for TV Advertising, Billboards and Social Media |
| 23 | Historic Mitchelville Freedom Park | Holiday Tree Lighting, Freedom Day, Marketing and Site Prep / Design for Juneteenth Celebration | \$ 35,000 | \$ 20,000 | \$ 35,000 | 100.0% | Ahmed Ward | Fully Funded; Budget is for Marketing Only |
| 24 | HHI Airport | HHI Inbound Awareness Campaign | \$ 60,000 | \$ - | \$ - | 0.0% | Jon Rembold | Not Funded due to No Tourism Impact |
| 25 | Gullah Traveling Theater | A Gullah Kinfolk Christmas Wish | \$ 30,990 | \$ - | \$ 19,795 | 63.9% | Anita Singleton-Prather | Funding for Facility Rental, Equipment Rental for Video and Video Production |
| 26 | Penn Center | Heritage Festival; Operations & Marketing | \$ 60,000 | \$ 24,800 | \$ 19,500 | 32.5% | Annette Sumpter | Funding for Video Production, Equipment Rental for Video and Print Ads |
| 28 | Lowcountry Golf Course Owners Association | Golf Tourism Broadcast Golf Channel TV Campaign | \$ 20,000 | \$ 7,500 | \$ 10,000 | 50.0% | Barry Fleming | Funding for Golf Channel Ads |
| 3 | Coastal Discovery Museum | Cultural & EcoTourism Program | \$ 34,500 | \$ 15,000 | \$ 22,200 | 64.3% | Natalie Hefter / Rex Garniewicz | Funding for Web Site, Exhibits and Special Event Marketing |
| Total Applications: 27 | | | \$ 1,610,364 | \$ 379,000 | \$ 800,000 | 49.7% | | |
| AMOUNT AVAILABLE: | | | \$ 800,000 | | | | | |
| Amount Remaining: | | | \$ - | | | | | |

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

Item 10.

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
14th 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:

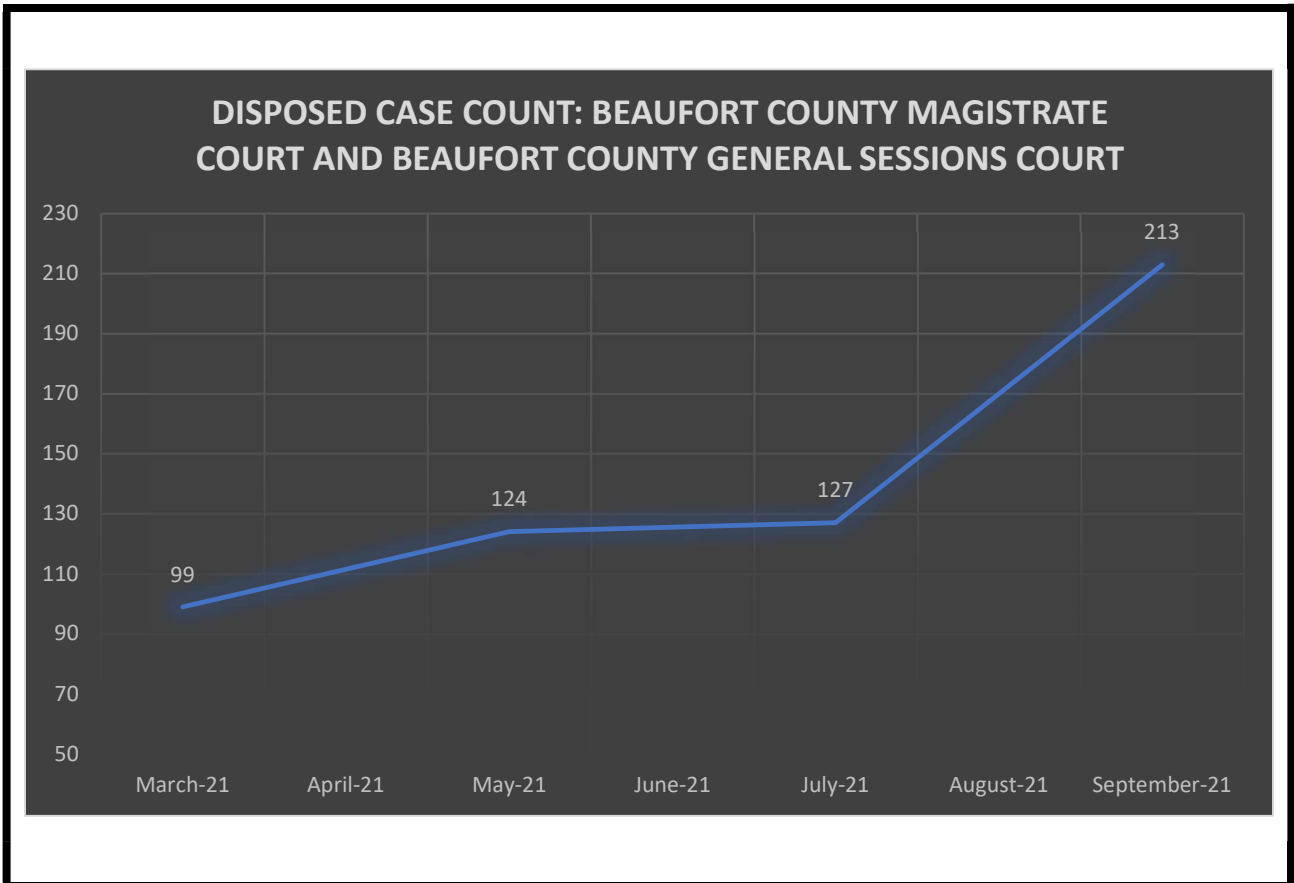
November 8 - 12, 2021
 November 15 -19, 2021
 December 6 -10, 2021
 December 13 -17, 2021
 January 10 -14, 2021
 January 18 -21, 2021
 January 31 - February 4, 2021
 February 14 - 18, 2021
 February 21 – 25, 2021
 March 14 – 18, 2021
 March 21 – 25, 2021
 April 11 – 15, 2021
 April 18 – 22, 2021
 May 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 | | |
| Total | 2175 | 2649 | 4650 |





BEAUFORT COUNTY COUNCIL AGENDA ITEM SUMMARY

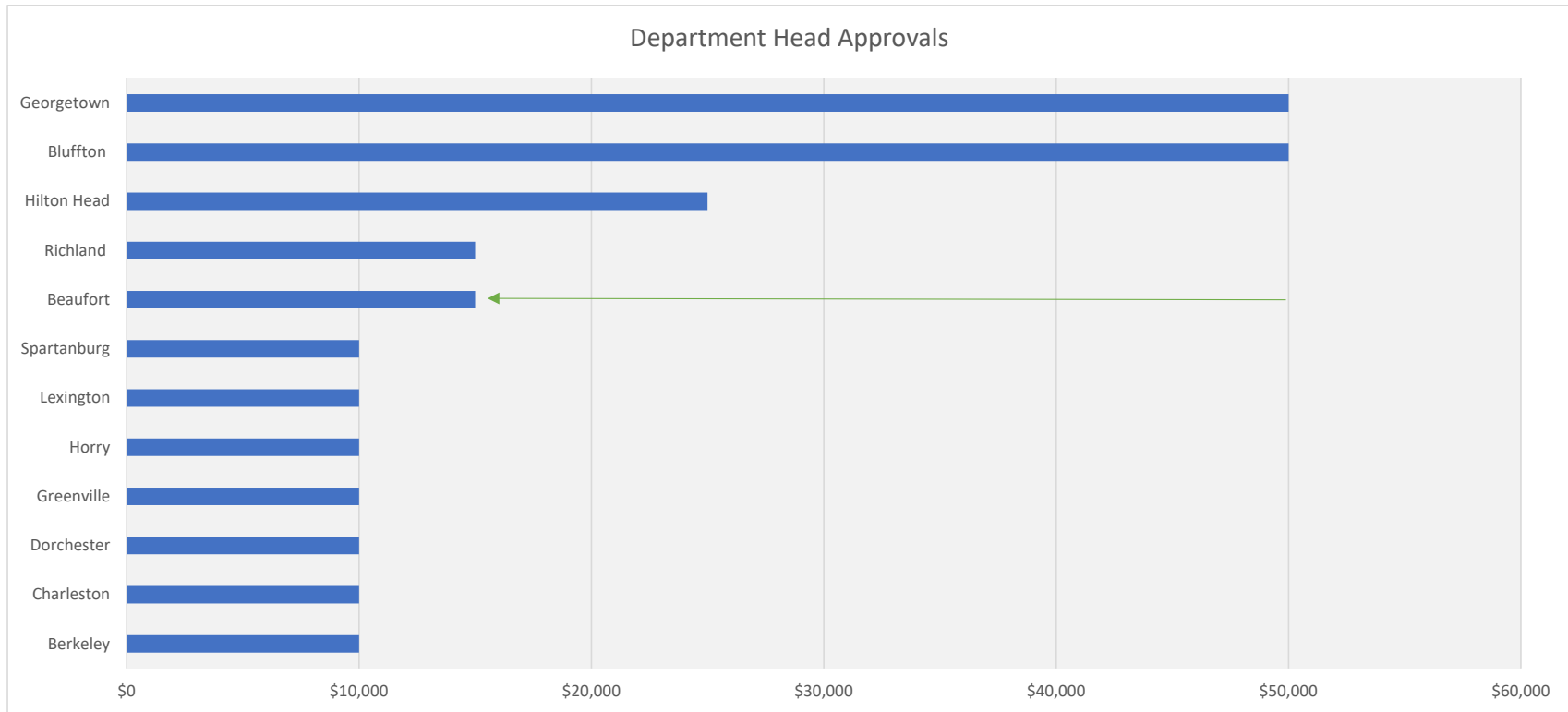
| |
|--|
| ITEM TITLE: |
| <i>Recommended changes to the Beaufort County Procurement Code, Division 4 concerning contract approval thresholds and to request additions to the current exemption section</i> |
| MEETING NAME AND DATE: |
| Finance Committee Meeting November 15, 2021 |
| PRESENTER INFORMATION: |
| <i>Dave Thomas, CPPO, Purchasing Director or Dale Butts, ACA Finance (10 minutes)</i> |
| ITEM BACKGROUND: |
| <i>The current Beaufort County Procurement Code, Division 4 was last updated in February 2014. The recommended threshold changes require an update to the current staff titles and their authority. The recommended increase to thresholds for staff approval takes into consideration the dramatic change in prices due to inflation, COVID 19, and the availability of Goods and Services requested by staff. The recommended additions to the exemption section is mainly due to the lack of qualified vendors and in most cases there is only one source available to provide the requested Goods or Services. Requesting quotes for these new exemptions is not the best procurement practice and is not practical.</i> |
| PROJECT / ITEM NARRATIVE: |
| <i>On November 8, 2021, during the second reading of the recommended procurement changes, County Council did not approve the recommended changes from staff and sent back the agenda item to the Finance Committee for additional discussion.</i> <i>For detailed information, please see the attached highlighted recommended procurement code changes. These changes will increase the approval thresholds for Department Heads, Purchasing Director, Budget Director, County Administrator, Committees and Council. Staff is also recommending adding additional Goods and Services exemptions to the Code. Some of the major justifications for requesting the code changes are due to the current market for Goods and Services (inflation, increased cost) and the outbreak of COVID 19. Note, COVID 19 has contributed to reducing the number of available vendors and their ability to provide/deliver some services and supplies to the County. Furthermore, changing our thresholds and adding exemptions as requested by staff will improve our processes and provide a code for staff to follow, which is more in-line with "Best Practices" used by similar organizations.</i> |
| FISCAL IMPACT: |
| NA |
| STAFF RECOMMENDATIONS TO COUNCIL: |
| Approve or Deny the recommended changes to the Procurement Code |
| OPTIONS FOR COUNCIL MOTION: |
| <i>Approve or deny the recommended Procurement Changes and forward to County council for approval and second reading.</i> |

Department Head Threshold

From To
\$ 10,000 \$ 15,000

Cities and Counties

Berkeley Charleston Dorchester Greenville Horry Lexington Spartanburg Beaufort Richland Hilton Head Bluffton Georgetown
\$ 10,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 10,000 \$ 15,000 \$ 15,000 \$ 25,000 \$ 50,000 \$ 50,000

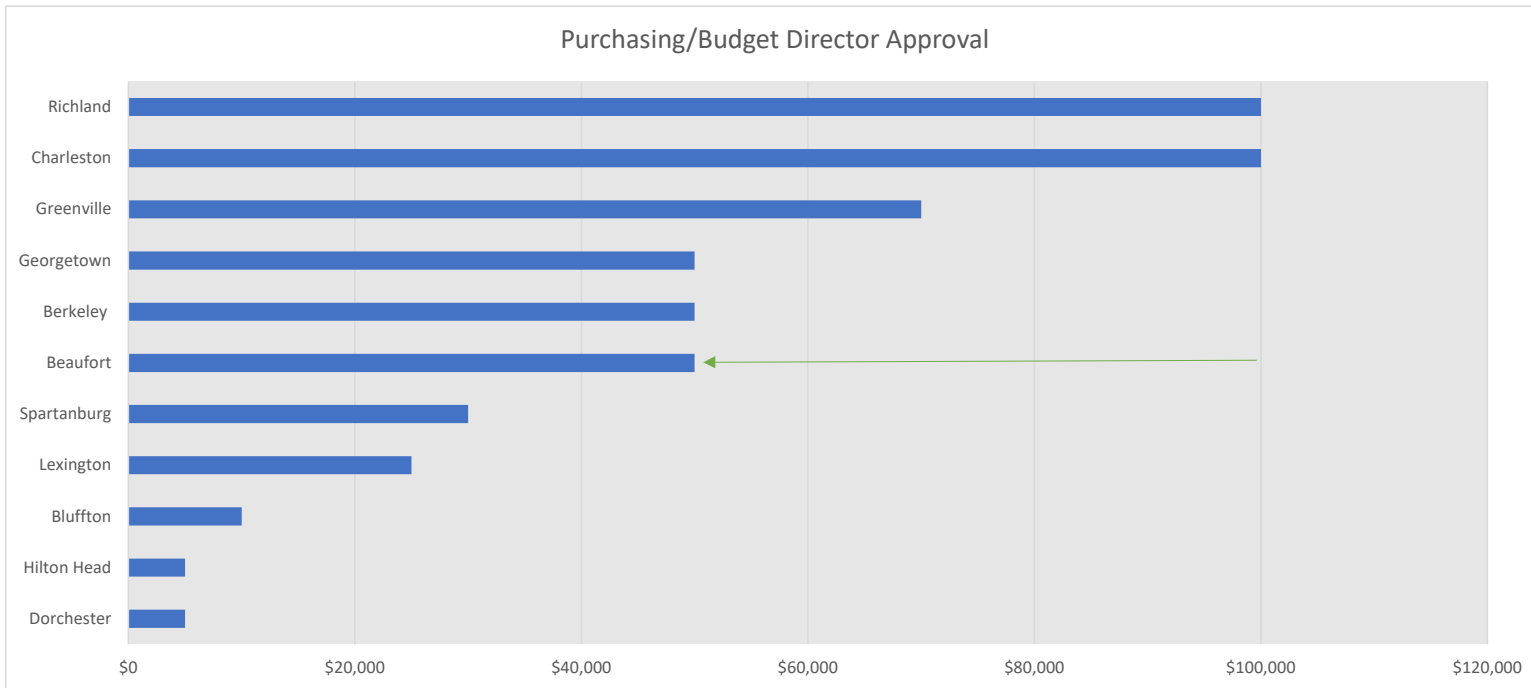


Purchasing and/or Budget Director Threshold

From To
 \$ 10,000 \$ 50,000

Cities and Counties

Dorchester Hilton Head Bluffton Lexington Spartanburg Beaufort Berkeley Georgetown Greenville Charleston Richland Horry
 \$ 5,000 \$ 5,000 \$ 10,000 \$ 25,000 \$ 30,000 \$ 50,000 \$ 50,000 \$ 50,000 \$ 70,000 \$ 100,000 \$ 100,000 Unlimited



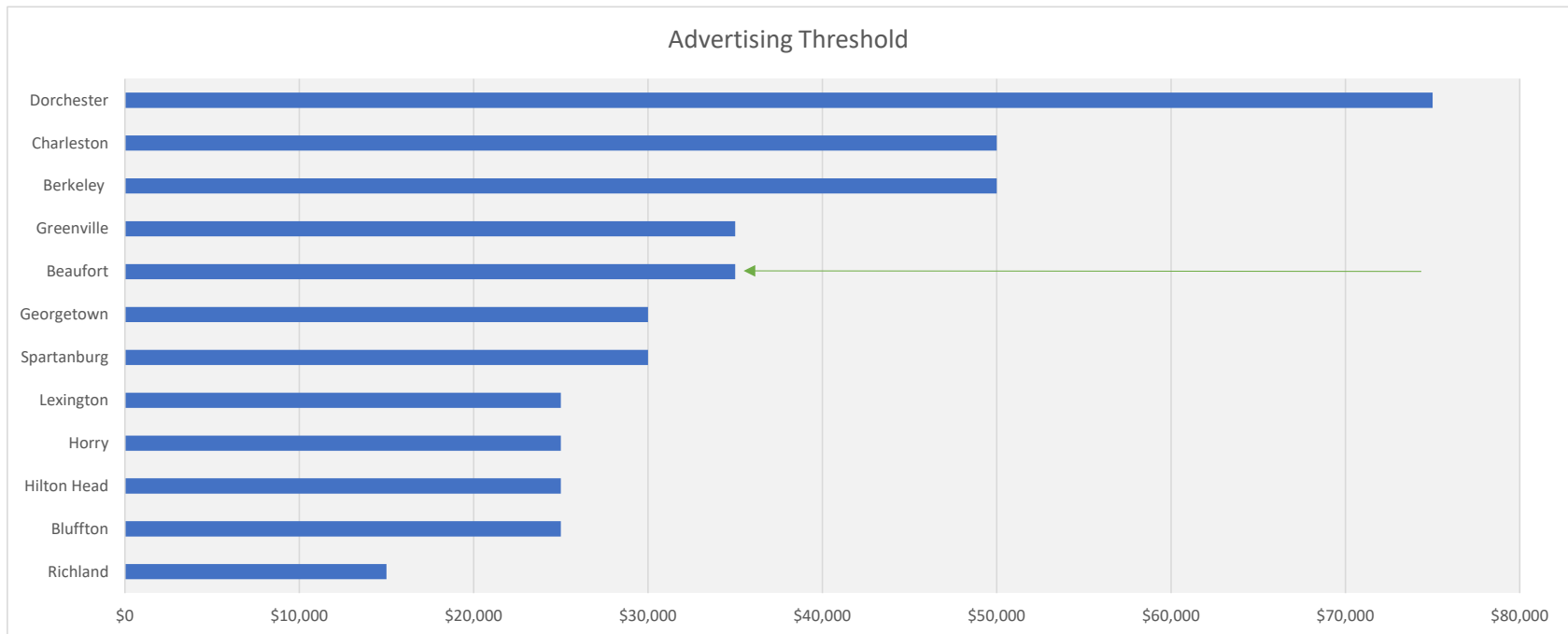
Note: If the item was approved in the current budget, the Purchasing Director may approve the item. Otherwise, approval must be sought through the Budget Director with an amendment from another line item.

Advertising Threshold

| <u>From</u> | <u>To</u> |
|-------------|-----------|
| \$ 25,000 | \$ 35,000 |

Cities and Counties

| <u>Richland</u> | <u>Bluffton</u> | <u>Hilton Head</u> | <u>Horry</u> | <u>Lexington</u> | <u>Spartanburg</u> | <u>Georgetown</u> | <u>Beaufort</u> | <u>Greenville</u> | <u>Berkeley</u> | <u>Charleston</u> | <u>Dorchester</u> |
|-----------------|-----------------|--------------------|--------------|------------------|--------------------|-------------------|-----------------|-------------------|-----------------|-------------------|-------------------|
| \$ 15,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 30,000 | \$ 30,000 | \$ 35,000 | \$ 35,000 | \$ 50,000 | \$ 50,000 | \$ 75,000 |



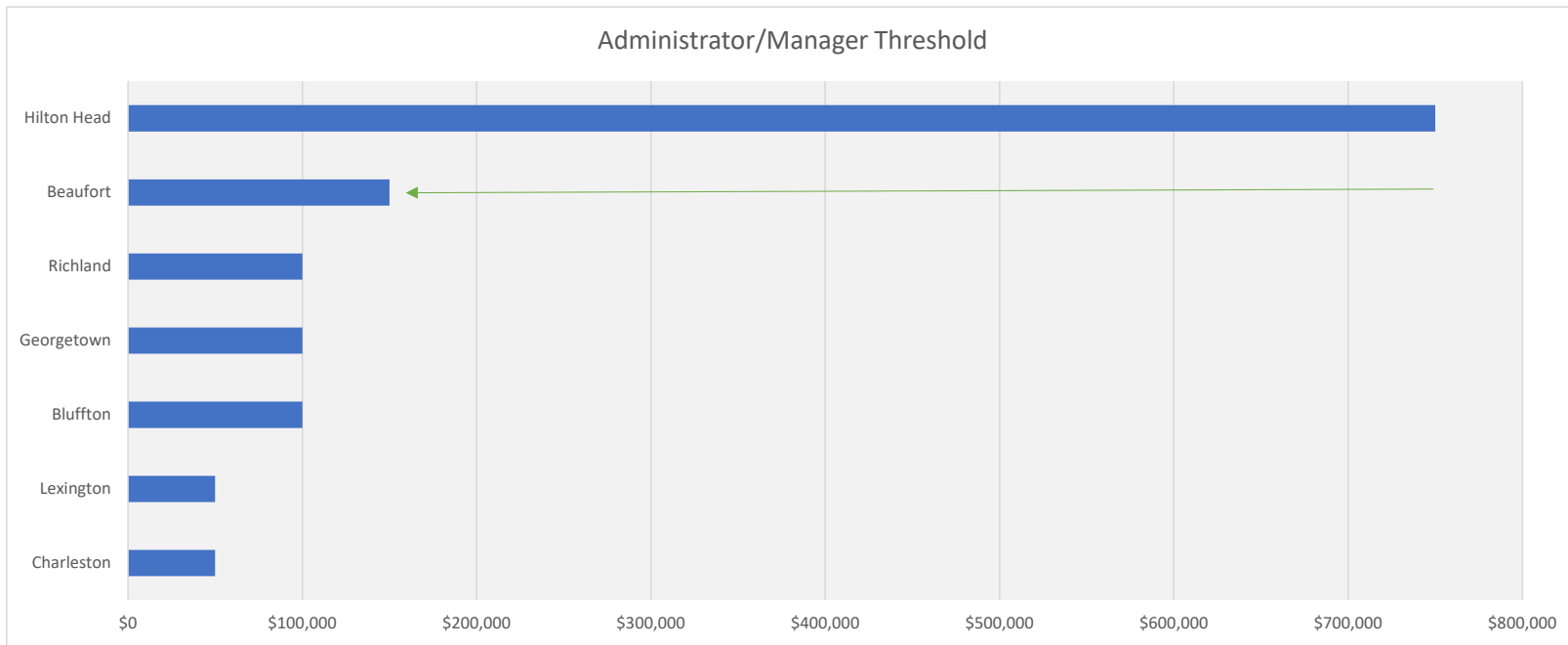
Note: If the purchase is over \$35,000 and not available on a state, cooperative, or GSA contract, the Goods or Services must be publically advertised in accordance with our procurement code. This does not apply to our prequalified under \$50,000 A & E and Contractor lists.

Administrator/Manager Threshold

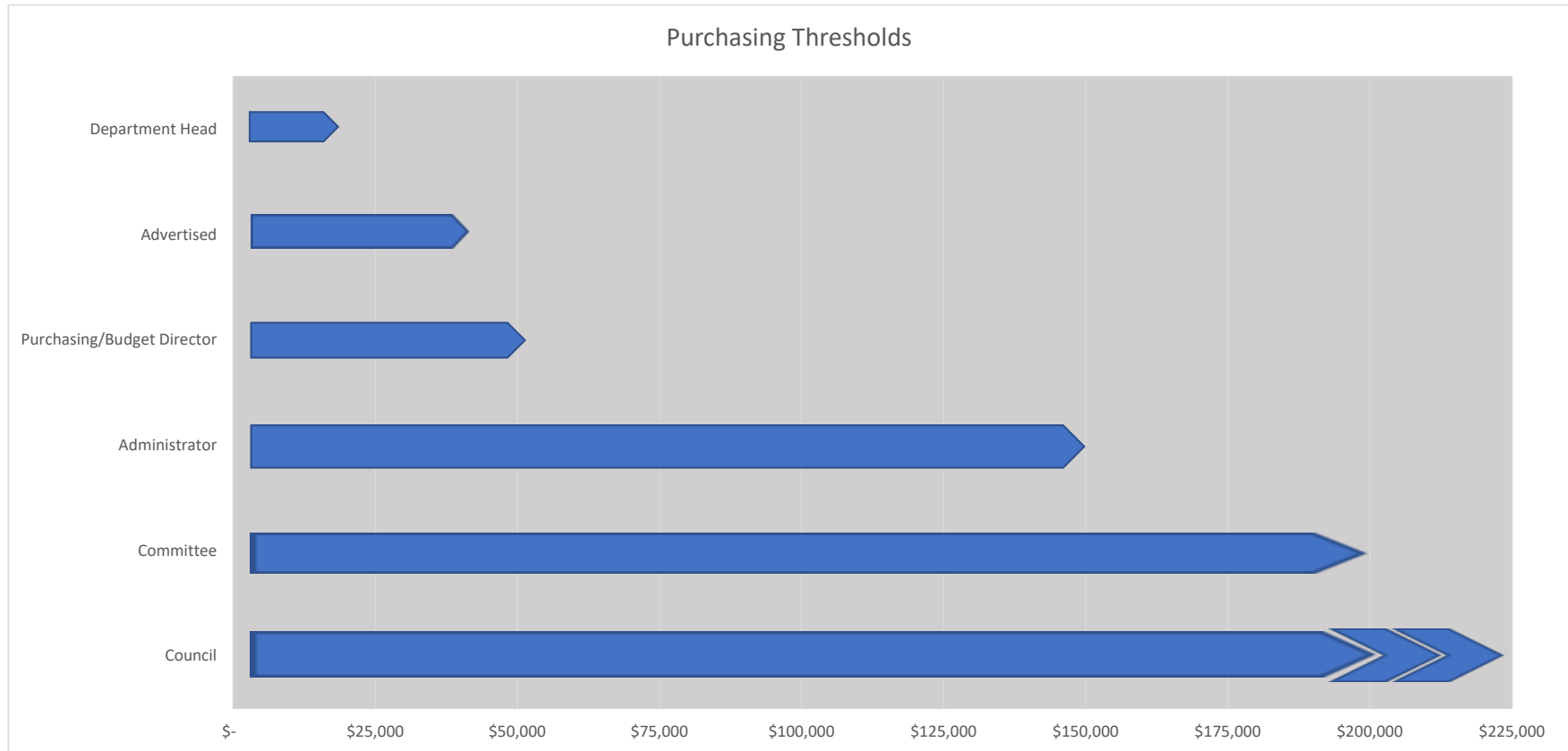
| <u>From</u> | <u>To</u> |
|-------------|------------|
| \$ 50,000 | \$ 150,000 |

Cities and Counties

| <u>Charleston</u> | <u>Lexington</u> | <u>Bluffton</u> | <u>Georgetown</u> | <u>Richland</u> | <u>Beaufort</u> | <u>Hilton Head</u> | <u>Dorchester</u> | <u>Berkeley</u> | <u>Greenville</u> | <u>Horry</u> | <u>Spartanburg</u> |
|-------------------|------------------|-----------------|-------------------|-----------------|-----------------|--------------------|-------------------|-----------------|-------------------|--------------|--------------------|
| \$ 50,000 | \$ 50,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 150,000 | \$ 750,000 | \$ 5,000,000 | Unlimited | Unlimited | Unlimited | Unlimited |



Summary of Purchasing Thresholds



| Purchasing Thresholds | Old | New |
|----------------------------|------------|------------|
| Department Heads | \$ 10,000 | \$ 15,000 |
| Advertise for IFB/RFP/FRQ | \$ 25,000 | \$ 35,000 |
| Purchasing/Budget Director | \$ 25,000 | \$ 50,000 |
| Administrator | \$ 50,000 | \$ 150,000 |
| Committee | \$ 100,000 | \$ 200,000 |
| Council | \$100,001+ | \$200,001+ |

ORDINANCE 2021/ _____

TEXT AMENDMENT TO BEAUFORT COUNTY CODE OF ORDINANCES: ARTICLE VII, DIVISION 4, SECTION 2-508; SECTION 2-509; SECTION 2-513; SECTION 2-517; AND SECTION 2-541 TO UPDATE ADMINISTRATIVE CHANGES, TO PROVIDE NECESSARY CONTRACT DOLLAR THRESHOLD CHANGES AND TO UPDATE EXEMPTION PROVISIONS AND PROCEDURES.

WHEREAS, added text is highlighted in yellow and underlined.

Adopted this __ day of NOVEMBER 2021.

COUNTY COUNCIL OF BEAUFORT COUNTY

By: _____
Joseph Passiment, Chairman

ATTEST:

Sarah W. Brock, JD, Clerk to Council

Chronology:
Third Reading: November 22, 2021 / Vote ____
Second Reading: November 8, 2021 / Vote ____
Public Hearing: November 8, 2021
First Reading: October 25, 2021 / Vote ____

Sec. 2-508. - Establishment, appointment and qualifications of purchasing director.

(a)

Establishment of position. There is created the position of purchasing director, who shall be the county's principal public procurement official. The purchasing director shall report to the Assistant County Administrator, Finance (ACA, Finance).

Sec. 2-509. - Authority and duties of purchasing director.

(a)

Principal public procurement official. The purchasing director shall serve as the principal public procurement official of the county and shall be responsible for the procurement of supplies, services, and construction in accordance with this division, as well as the management and disposal of supplies.

(b)

Duties. In accordance with this division, the purchasing director shall:

(1)

Purchase. Purchase all supplies, materials, equipment, and contractual services required by county agencies and perform the purchasing-related functions required of the purchasing director in this division.

(2)

Negotiate contracts. Negotiate contracts for personal services, submit them for approval, and award as provided in this division.

(3)

Use standard specifications. Use standard specifications wherever they are applicable to purchase orders and contracts, and ensure compliance with such specifications through adequate inspection of deliveries.

(4)

Transfer between agencies. Transfer between agencies supplies, materials, and equipment that are no longer needed by a holding agency but that can be used by the receiving agency.

(5)

Exchange, trade in and sell. Exchange, trade in or sell those supplies, materials and equipment which are surplus, obsolete or unused and which are found by the county administrator not to be required for public use.

(6)

Develop standard forms and conditions. Develop, with the approval of the county attorney as to legal sufficiency, standard forms and conditions of invitations to bid and purchase orders and contracts; develop and prescribe the use by agencies of other forms required in carrying out this division, and amend or eliminate any such forms.

(7)

Acquire and dispose of real property. Upon request of the county council and subject to its approval of each transaction, perform all delegable functions in connection with acquisition and disposal of real property.

(8)

Perform other duties. Perform other duties as assigned by the county administrator and ACA, Finance.

(c)

Operational procedures. Consistent with this division, the purchasing director shall adopt operational procedures relating to the execution of his duties.

(d)

Dollar limitations. Provided that funds have been preapproved by the county council as part of the budget process, an award is made to the lowest responsive and responsible bidder, the contracting authority for the county, except as otherwise provided in [section 2-512](#) pertaining to authority to contract for certain services, [section 2-513](#) pertaining to exemption and [section 2-514](#) pertaining to exemption for real property, shall be as follows:

(1)

Purchasing Director, Budget Director \$50,000.00 or less.

(2)

County administrator or his designee, over \$50,000.00, but less than \$150,000.00. The County Administrator may approve contract renewals and be exempt from the dollar limitations on expenditure authority identified in this Section 2-509-Authority and duties of purchasing director, paragraph (d-e) Dollar limitations in paragraphs (1-4) provided that the funds have been approved by the county council as part of the annual budget appropriation process, and that any expenditure of funds regardless of the amount will not result in a budget deficit.

(3)

Council committee, over \$150,000.00, but less than \$200,000.00.

(4)

The county council, \$200,000.00 and over.

(e)

Elected and appointed officials. Provided that funds have been approved by the county council as part of the annual budget appropriation process, and that any expenditure of funds regardless of the amount will not result in a budget deficit within any elected official's office, the sheriff, auditor, treasurer, clerk of court, coroner, solicitor, public defender, probate judge, and magistrates shall be exempt from the dollar limitations on expenditure authority identified above provided that they shall comply with all of [the] provisions of competitive purchasing as may be required by South Carolina law and the Beaufort County Purchasing Ordinance. The county council may request such reports and information, as it deems necessary and prudent on the purchasing activities of these offices to ensure compliance with these provisions.

(Code 1982, § 12-10; Ord. No. 99-14, 5-24-1999; Ord. No. 2014/4, 2-10-2014)

Sec. 2-513. - Exemption from procedures.

The County Council may, by resolution, exempt specific supplies or services from the purchasing procedures required in this Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the purchasing director for just cause may limit or withdraw any exemptions provided for in this section:

(1)

Works of art for museum and public display.

(2)

Published books, library books, maps, periodicals, technical pamphlets.

(3)

Copyrighted educational films, filmstrips, slides and transparencies.

(4)

Postage stamps, postal fees, and U.S. Post Office box rentals.

(5)

Professional dues, membership fees, seminar registration fees, and Professional training.

(6)

Medicine and drugs.

(7)

Utilities including gas, electric, water and sewer.

(8)

Advertisements in professional publications or newspapers. Add-Advertising time and space in radio, television, and social media platforms including local Chamber of Commerce.

(9) Legal Services, which must be approved by the County Administrator or County Council.

(10) Add- Fixed Wing and Rotary Wing Aircraft Maintenance.

Sec. 2-517. - Small purchases.

Any contract not exceeding \$35,000.00 shall be made in accordance with the small purchase procedures established in regulations and updated periodically by the purchasing director; provided, however, that purchase requirements shall not be artificially divided so as to constitute a small purchase under this section.

(Code 1982, § 12-18)

Sec. 2-521. - Requisition required.

Department heads shall use requisitions for goods or services for the operation of the department. Requisitions shall be processed according to the steps outlined in the purchasing administrative regulations.

(Code 1982, § 12-22)

Sec. 2-522. - Purchase order required.

Any purchase made with county funds shall be recorded on a purchase order bearing the quantity and description of each item to be purchased. If exceptions are made by the purchasing director, a control system shall be in effect.

(Code 1982, § 12-23)

Sec. 2-541. - Fiscal responsibility.

Every contract modification, change order, or contract price adjustment in excess of ten percent of the original price under a contract with the county pursuant to this division shall be subject of prior approval by the Purchasing Director and Budget Director. The requesting department must provide a copy of the approved electronic CO form to the Purchasing Department. Purchasing will attach a copy of the approved CO to the contract file before proceeding with the CO process. The Department may proceed with the CO once they receive a copy of the updated purchase order. The CO must not exceed the overall budget, which was approved by County Council.

(Code 1982, § 12-42)

Beaufort County Department Heads and Staff Comments **Supporting the Procurement Code Changes**

ACA-Public Safety:

In reference to the changes for Division 4, Procurement Code:

AS the ACA for the Public Safety Division, I support the presented changes to the threshold amounts in the procurement code. The vast majority of our everyday business is between \$1 and \$100,000; the change will help departments with their everyday operational needs. I am a firm believer that all Ordinances and Policies should be reviewed and changed as necessary to keep up with our changing times.

Director Mosquito Control:

- 1) The recommended Procurement Code changes will encourage an efficient and effective work flow for various County procurement actions
- 2) Standardize cost-saving procurement actions within a timely manner
- 3) Simplify the procurement processes among County Council, various County committees, and/or County staff

Human Resources Director:

I do not have any specific comment other than the changes seemed to be practical and in the spirit of improving the efficiency and agility of the purchasing process. Good work. Thanks for the opportunity to review.

Airports Director:

We like what you are doing and definitely support it. There have been times in the past when important projects that may not qualify, as emergencies but are still time-sensitive have been difficult to accomplish because of lower thresholds and the time it takes to get through the "pipeline." Therefore, the Purchasing Departments plan to align better with other counties similarly sized and situated is a very positive one.

ACA-Engineering:

I fully support this endeavor! An update to this ordinance will significantly allow staff to perform the functions of the County in a more expeditious manner. The change will require fewer resources manage and will allow staff to deliver projects and services more swiftly. I think the documentation detailing the number of expenditures in the proposed range of values displays that this is a small portion of County operations and this level of expenditures does not adversely affect the County's financials. Way to go!!!