

# COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING  
100 RIBAUT ROAD  
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BEAUFORT, SOUTH CAROLINA 29901-1228  
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WM. WESTON J. NEWTON  
CHAIRMAN

D. PAUL SOMMERVILLE  
VICE CHAIRMAN

## COUNCIL MEMBERS

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RICK CAPORALE  
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BRIAN E. FLEWELLING  
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GERALD W. STEWART  
LAURA VON HARTEN

GARY KUBIC  
COUNTY ADMINISTRATOR

BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

LADSON F. HOWELL  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA EXECUTIVE COMMITTEE

Monday, January 24, 2011  
2:30 p.m.

Executive Conference Room  
Administration Building

### Committee Members:

Wm. Weston J. Newton, Chairman  
William McBride, Chairman, Community Services  
Stu Rodman, Chairman, Finance  
Paul Sommerville, Chairman, Natural Resources  
Herbert Glaze, Chairman, Public Facilities  
Jerry Stewart, Chairman, Public Safety

### Staff Support

Administrative Staff

- 2:30 p.m.**
1. CALL TO ORDER
  2. PUBLIC SERVICES / FISCAL POLICY CONSIDERATIONS  
([memo](#)) ([allocation & direct subsidies](#)) ([description of services](#))
  3. ADJOURNMENT

OFFICE OF THE COUNTY ADMINISTRATOR  
COUNTY COUNCIL OF BEAUFORT COUNTY

GARY KUBIC  
COUNTY ADMINISTRATOR

CHERYL HARRIS  
EXECUTIVE ASSISTANT

ADMINISTRATION BUILDING  
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BRYAN J. HILL  
DEPUTY COUNTY ADMINISTRATOR

LADSON F. HOWELL  
STAFF ATTORNEY

MEMORANDUM

TO: Agency Applicants

FROM: Bryan Hill, Deputy County Administrator 

DATE: January 5, 2011

RE: Beaufort County Budget & Finance Request

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Please find attached Beaufort County Budget Request for Fiscal 2012. These documents must be submitted no later than February 25, 2011. These documents will be evaluated by Beaufort County's finance team as well as Beaufort County's Finance Committee. We are committed to developing strong community partnerships, as well as serving our residents with top of the line services. All submissions received after February 25th will not be considered for funding for fiscal year 2012.

Acknowledgement of funding will be provided to your organization no later than June 3, 2011. Please send your electronic copy to Janet Hendrickson at [jhendrickson@bcgov.net](mailto:jhendrickson@bcgov.net). If you have any questions regarding the process, please feel free to contact me at 255-2055 or at [bhill@bcgov.net](mailto:bhill@bcgov.net).

We appreciate your hard work and look forward to your continued success in fiscal year 2012.

cc: County Council  
Gary Kubic  
David Starkey  
Suzanne Rainey

# Beaufort County Budget & Finance Request

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Organization: \_\_\_\_\_

Requested Budget Amount: \_\_\_\_\_ Report Due Date: February 25, 2011

Approved Budget Amount: \_\_\_\_\_ (Staff Recommendation)

Signature of Agency/Department Head:

\_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

- I. Summary of Project Operation Funding – In 150 to 200 words, include RESULTS, DEFINED OUTCOMES and NUMBERS (Anticipated) impacted by allocation of requested funds.
  
- II. How will your organization support this project? (Identify all matches, include commitment).
  
- III. Describe the challenges faced throughout the project and how/if you were able to overcome them.
  
- IV. Does your organization need further resources or time to effectively complete the goals described in your summary? (If Yes, provide timeframe on desired goals).
  
- V. List project budget with proposed allocations for fiscal year 2012. (See Attached).
  
- VI. Please provide copies of your last three (3) audits.
  
- VII. What control deficiencies were found in your previous three (3) audits?

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Tax I.D.: \_\_\_\_\_

**Mission/Purpose of Organization:**

**Geographic area(s) to be served by the project/program:**

\_\_\_\_ HHI, \_\_\_\_ Bluffton, \_\_\_\_ Port Royal, \_\_\_\_ City of Beaufort, \_\_\_\_ St. Helena Island,

\_\_\_\_ North of Whale Branch, \_\_\_\_ Burton, \_\_\_\_ Lady's Island, \_\_\_\_ Other (explain)

**Statement of Need:** (Purpose of the Application) - Please keep to two sentences:

**What is the situation creating this need?** (Who has identified this as a need and why is this a need in Beaufort County?):

## BEAUFORT COUNTY -2012 Budget Request

	FY-2011 Total Budget	FY-2011 County Portion	FY-2012 Proposed	County Request FY-2012
*Salaries				
**Fringe Benefits				
<b>Total S&amp;W</b>	0	0	0	0
Advertising				
Office Supplies				
Contractual Services				
Utilities				
Computer equipment				
Vehicles				
Debt Service				
Other				
<b>Total Operating Expenses</b>	0	0	0	0
<b>Total Budget</b>	0	0	0	0

\* Please provide names and job descriptions

\*\* Please provide the cost per employee for fringe benefits

Mandated	Description	2011 Budget	Description	Fund Source
Yes	L C O G	72,562.00	LCOG	General Fund
Yes	LCOG / HOME CONSORTIUM	56,000.00	LCOG	General Fund
no	SOLICITOR	917,100.00	Career Criminal team - Duffie Stone	General Fund
no	ECONOMIC DEVELOPMENT PARTNR	270,000.00	Low Country Network-Kim Statler	General Fund
no	SMALL BUSINESS DEVELOPMENT CTR	25,000.00	USCB-SBA -Martin Goodman	General Fund
?	Legislative Delegation	68,777.00	Office and 1 staff member	General Fund
no	Accommodation Allocation	2,800.00	'KEEP BEAUFORT COUNTY BEAU__	Accommodation
no	Accommodation Allocation	7,500.00	'COASTAL DISCOVERY MUSEUM__	Accommodation
no	Accommodation Allocation	2,500.00	'GULLAH FESTIVAL OF SOUTH__	Accommodation
no	Accommodation Allocation	55,000.00	'BEAUFORT REGIONAL__	Accommodation
no	Accommodation Allocation	2,500.00	'HISTORIC BEAUFORT FOUNDAT__	Accommodation
no	Accommodation Allocation	10,000.00	'BLUFFTON HISTORICAL PRESE__	Accommodation
no	Accommodation Allocation	5,000.00	'ARTS COUNCIL OF BEAUFORT__	Accommodation
no	Accommodation Allocation	1,500.00	'EXCHANGE CLUB OF BEAUFORT__	Accommodation
no	Accommodation Allocation	30,000.00	'BEAUFORT COUNTY__	Accommodation
no	Accommodation Allocation	12,000.00	'ARTS CENTER OF COASTAL CA__	Accommodation
no	Accommodation Allocation	3,000.00	'DAUFUSKIE ISLAND FOUNDATI__	Accommodation
no	Accommodation Allocation	10,000.00	'HILTON HEAD ISLAND CONCOU__	Accommodation
no	Accommodation Allocation	2,500.00	'HILTON HEAD SYMPHONY ORCH__	Accommodation
no	Accommodation Allocation	1,000.00	'HILTON HEAD CHORAL SOCIET__	Accommodation
no	Accommodation Allocation	1,000.00	'ART LEAGUE OF HILTON HEAD__	Accommodation
no	Accommodation Allocation	5,000.00	'BEAUFORT FILM SOCIETY__	Accommodation
no	Accommodation Allocation	10,000.00	'PENN CENTER__	2% ACCOMMODATION/H-TAX
no	Accommodation Allocation	14,700.00	'MAIN STREET BEAUFORT USA__	2% ACCOMMODATION/H-TAX
no	Accommodation Allocation	20,000.00	'LOWCOUNTRY RESORT AND TOU__	2% ACCOMMODATION TAX
no	Accommodation Allocation	3,000.00	'OLD VILLAGE ASSN OF PORT__	2% ACCOMMODATION TAX
no	Accommodation Allocation	1,000.00	'LOWCOUNTRY ESTUARIUM__	2% ACCOMMODATION TAX
yes	DMO Allocation 15% per ordinance	21,710.00	Hilton Head Chamber	A-Tax
?	FY2011 Local A-Tax Distribution	150,000.00	Hilton Head Chamber	Local A-Tax
yes	DMO Allocation 15% per ordinance	21,710.00	Beaufort Regional Chamber	A-Tax
?	FY2011 Local A-Tax Distribution	150,000.00	Beaufort Regional Chamber	Local A-Tax
?	FY2011 Local A-Tax Distribution	50,000.00	Black Chamber pf Commerce	Local A-Tax
?	Accommodation Allocation	35,000.00	Cultural Marketing Destination	Accommodation
no	Hospitality Allocation	10,000.00	'BEAUFORT REGIONAL__	Hospitality
no	Hospitality Allocation	2,000.00	'COASTAL DISCOVERY MUSEUM__	Hospitality
no	Hospitality Allocation	28,000.00	'BEAUFORT REGIONAL__	Hospitality
no	Hospitality Allocation	2,000.00	'BEAUFORT COUNTY HISTORICA__	Hospitality
no	Hospitality Allocation	35,000.00	'HILTON HEAD ISLAND-BLUFFT__	Hospitality

Mandated	Description	2011 Budget	Description	Fund Source
no	Hospitality Allocation	5,000.00	'BLUFFTON HISTORICAL PRESE__	Hospitality
no	Hospitality Allocation	5,000.00	'BEAUFORT COUNTY__	Hospitality
no	Hospitality Allocation	4,500.00	'HERITAGE LIBRARY FOUNDATI__	Hospitality
no	Hospitality Allocation	5,000.00	'ARTS CENTER OF COASTAL CA__	Hospitality
no	Hospitality Allocation	3,000.00	'HILTON HEAD ISLAND CONCOU__	Hospitality
no	Hospitality Allocation	2,500.00	'HILTON HEAD SYMPHONY ORCH__	Hospitality
no	Hospitality Allocation	1,000,000.00	Heritage	Hospitality
no	Hospitality Allocation	5,000.00	'PENN CENTER__	2% ACCOMMODATION/H-TAX
no	Hospitality Allocation	3,000.00	'MAIN STREET BEAUFORT USA__	2% ACCOMMODATION/H-TAX
no	Community Services Allocation	20,000.00	Morris Campbell	General Fund
Verbal	EMD Communications	75,000.00	Hilton Head Dispatch	General Fund
Yes	EMS	125,000.00	EMS ambulance Hilton Head	General Fund
Yes	EMD - E911	90,000.00	E911-Hilton Head	Enterprise Fund/Grant
no	DIRECT SUBSIDIES	25,000.00	Grant Reimbursement	General Fund
no	DIRECT SUBSIDIES	110,000.00	Ecology Department start up	General Fund
Yes	PAYMENTS TO M I A F	592,928.00	SC department of health	General Fund
no	PAYMENTS TO BFT MEM HOSP	643,382.00	Beaufort Memorial	General Fund
no	PAYMENTS TO A COMMUNITY CARING	81,098.00	Ronald Mcdonald house	General Fund
no	PAYMENTS TO B/J COMP HLTH	965,073.00	BJ Comp Health	General Fund
no	BFT CO HEALTH DEPARTMENT	67,313.00	DHEC	General Fund
Yes	BEAUFORT HEALTH DEPT RENT	108,251.00	Myrtle Park rent	General Fund
no	CSTL EMP MENTAL HEALTH	128,000.00	Mental Health	General Fund
no	Dept of Social Services	219,450.00		General Fund
no	CLEMSON EXTENSION SERVICE	5,000.00		General Fund
no	BFT SOIL/WATER CONSRV DIS	21,000.00		General Fund
no	LOWCTRY REGIONAL TRANSPORT ATH	247,000.00	Palmetto Breeze	General Fund
no	C A P A	32,000.00	Child abuse	General Fund
no	C O D A	15,000.00	Prevention of Domestic Violence	General Fund
no	HOPE HAVEN OF THE LOWCOUNTRY	15,000.00	Teen advocates	General Fund
no	BJWSA - WATER ASSISTANCE PRGRM	4,558.00	Ferry Service	General Fund
no	BFT/JSPR E O C	5,000.00	BFT/Jasper economic Development	General Fund
no	SENIOR SERVICES OF BEAUFORT CO	55,000.00	SC Dsenior Services	General Fund
no	LITERACY VOLUNTEERS OF THE LOW	10,000.00		General Fund
no	TOGETHER FOR BEAUFORT	500.00	'EDMONDSON COMMUNICATIONS__	General Fund
no	TOGETHER FOR BEAUFORT	4,000.00	'UNITED WAY OF THE LOWCOUN__	General Fund
no	TOGETHER FOR BEAUFORT	8,000.00	'SENIOR SERVICES OF BEAUFO__	General Fund
no	TOGETHER FOR BEAUFORT	8,000.00	'NEIGHBORHOOD OUTREACH CON__	General Fund
no	TOGETHER FOR BEAUFORT	10,000.00	'PREGNACY CENTER & CLINIC__	General Fund

Mandated	Description	2011 Budget	Description	Fund Source
no	TOGETHER FOR BEAUFORT	6,000.00	'LITERACY VOLUNTEERS OF TH__	General Fund
no	TOGETHER FOR BEAUFORT	15,000.00	'UNITED WAY OF THE LOWCOUN__	General Fund
no	TOGETHER FOR BEAUFORT	8,000.00	'UNITED WAY OF THE LOWCOUN__	General Fund
no	TOGETHER FOR BEAUFORT	15,000.00	'HOPE HAVEN__	General Fund
no	TOGETHER FOR BEAUFORT	840.00	'CHERRY POINT SELF STORAGE__	General Fund
no	TOGETHER FOR BEAUFORT	980.00	'CHERRY POINT SELF STORAGE__	General Fund
no	Pools - Hilton Head	60,000.00	Learn to swim program HHI	General Fund
no	Parks and Recreation Hilton Head	80,000.00	Recreation and Parks	General Fund
no	PAYMENTS TO T C L	2,358,150.00	Educational Assistance	General Fund
no	PAYMENTS TO USC-B	2,358,150.00	Educational Assistance	General Fund
no	XFER TO SHERIFF'S TRUST FUND	10,000.00	Sheriff Office allocation	General Fund
no	XFER TO DAUFUSKIE FERRY FUND	100,000.00	Island Ferry Support	General Fund
Yes	XFER TO EMS GRANT	6,000.00	Grant match EMS	General Fund
no	XFER DSN PROGRAMS FUND	1,620,612.00	General fund contribution DSN	General Fund
no	XFER A&D PROGRAMS FUND	364,563.00	General fund contribution Alcohol & Drug	General Fund
no	XFER DNA LABORATORY	332,494.00	General fund contribution DNA lab, Sheriff	General Fund
no	XFER VICTIMS ASSISTANCE PROGRA	93,834.00	General fund contribution, Sheriff office	General Fund
no	XFER SCHOOL RESOURCE OFFICER	145,855.00	General fund contribution, SRO Sheriff	General Fund
no	XFER TO SHERIFF GRANT	27,215.00	General fund contribution, Support Sheriff Grant	General Fund
no	XFER TO COSY PROGRAM	130,000.00	General fund contribution, Alliance contribution	General Fund
yes	XFER TO PUBLIC DEFENDER	502,834.00	General fund contribution Public Defender office	General Fund



	Activity	Department	Description of Services	Actual FTE	Requested FTE	Annual Expenditure
1	Cultural	Library	Adult and family literacy	3.75	4	\$ 281,000
2	Cultural	Library	Childrens Literacy/school readiness	3.5	4	\$ 382,075
3	Cultural	Library	children's programming	3.75	4.25	\$ 301,450
4	Cultural	Library	provide computers for the public	1.25	1.5	\$ 59,250
5	Cultural	Library	adult programming	0.75	1	\$ 72,850
6	Cultural	Library	Job Skills	1.25	1.5	\$ 91,750
7	Cultural	Library	outreach	2	2.25	\$ 85,675
8	Cultural	Library	provide popular magazines and local newspapers	0.75	0.75	\$ 73,950
9	Cultural	Library	providing materials	8.75	9.5	\$ 896,000
10	Cultural	Library	circulating materials	30	36	\$ 857,250
11	Cultural	Library	archiving local history resources	2	2	\$ 127,500
12	Cultural	Library	webpage	1.25	1.75	\$ 59,750
13	Cultural	Library	reference/answering questions	4.5	5	\$ 389,500
14	Cultural	Library	teen programming	1.25	1.75	\$ 81,250
15	Cultural	Library	interlibrary loans	1.5	1.5	\$ 64,750
16	Cultural	Library	computer classes for the public	1.55	2	\$ 85,750
17	Cultural	Library	promoting and advertising library services	1.5	2	\$ 116,250
18	Cultural	Library	readers advisory for adults	0.75	1	\$ 91,250
19	Cultural	Library	physical space for the public	3.25	3.25	\$ 341,000
20	Cultural	Library	public copiers	7.5	0.75	\$ 41,750
21	Cultural	PALS	Central Administrative Services	5	5	\$ 367,609
22	Cultural	PALS	Athletic Programs, facilities/field rentals, soccer, baseball/softball, football,	14	14	\$ 615,507
23	Cultural	PALS	Aquatics - Swim Lessons, water aerobics, and lifeguarding	23	23	\$ 1,065,360
24	Cultural	PALS	Aquatics - Seasonal (outdoor pool)	5	5	\$ 616,305
25	Cultural	PALS	Centers - Afterschool	3.5	3.5	\$ 112,000
26	Cultural	PALS	Centers - Senior Programs	2.5	2.5	
27	Cultural	PALS	Centers - Summer Camp (Seasonal)	72	72	\$ 115,700
28	Mosquito	Public Health	Centers - Recreation facility rental; programs	16	16	\$ 1,056,565
29	Mosquito	Public Health	Apply public health insecticides	10.00	10.00	\$ 1,525,831
30	Mosquito	Public Health	Maintain surveillance for mosquitoes and mosquito-borne diseases	1.00	1.00	\$ 112,000
31	Mosquito	Public Health	Support public education and community outreach	0.20	0.20	\$ 25,000
32	Mosquito	Public Health	Promote quality control as feedback from residents about our efforts	0.10	0.10	\$ 3,500
33	Mosquito	Public Health	Maintain "no spray" zones	0.10	0.10	\$ 3,500
34	Mosquito	Public Health	Management of Mosquito Control activities	1.60	1.60	\$ 130,000
35	Building Maint	Public Works	Locksmith	1.00	1.00	\$ 107,676
36	Building Maint	Public Works	Electrical	2.00	2.00	\$ 170,967
37	Building Maint	Public Works	Plumbing	2.00	2.00	\$ 178,490
38	Building Maint	Public Works	HVAC	3.00	3.00	\$ 263,333
39	Building Maint	Public Works	Carpentry	3.00	3.00	\$ 186,199
40	Building Maint	Public Works	Irrigation system repair	0.04	0.04	\$ 4,672
41	Building Maint	Public Works	Wells	0.05	0.05	\$ 6,172
42	Building Maint	Public Works	Material Handling	0.05	0.05	\$ 4,242
43	Building Maint	Public Works	Building - exterior cleaning	0.26	0.26	\$ 24,524
44	Building Maint	Public Works	Gas line repair	0.01	0.01	\$ 3,336
45	Building Maint	Public Works	Water line, power line, sewer line location	0.19	0.19	\$ 12,126
46	Building Maint	Public Works	Dock floats and hardware	0.03	0.03	\$ 9,224
47	Building Maint	Public Works	Non-budget projects	0.29	0.29	\$ 27,258
48	Building Maint	Public Works	Welding	0.08	0.08	\$ 9,465
49	Ground(n)	Public Works	Custodial	2.00	2.00	\$ 88,925
50	Ground(n)	Public Works	PALS	14.10	14.10	\$ 849,390
51	Ground(n)	Public Works	Library's	0.39	0.39	\$ 17,364
52	Ground(n)	Public Works	Boat Landings	2.84	2.84	\$ 118,343

53	Ground(n)	Public Works	Government grounds					3.14	3.44	\$	264,270
54	Ground(n)	Public Works	Drop-Off Centers					2.53	3.14	\$	105,891
55	Ground(s)	Public Works	PALS					10.82	10.82	\$	777,090
56	Ground(s)	Public Works	Library's					0.59	0.59	\$	40,419
57	Ground(s)	Public Works	Boat Landings					1.54	1.54	\$	74,887
58	Ground(s)	Public Works	Government grounds					2.52	2.52	\$	132,171
59	Ground(s)	Public Works	Drop-Off Centers					0.82	0.82	\$	35,598
60	Ground(s)	Public Works	McGarvey's Corner					1.05	1.05	\$	76,476
61	Roads (N)	Public Works	Bush hog roadsides					6.00	6.00	\$	392,105
62	Roads (N)	Public Works	Grade and reshape roads					7.00	7.00	\$	410,501
63	Roads (N)	Public Works	Pot hole patching					0.52	0.52	\$	96,558
64	Roads (N)	Public Works	Driveway crosspipe installation					0.12	0.12	\$	29,916
65	Roads (N)	Public Works	Repairs to 7 boat landings					0.36	0.36	\$	106,348
66	Roads (S)	Public Works	Bush hog roadsides					2.63	2.63	\$	185,986
67	Roads (S)	Public Works	Grade and reshape roads					3.00	3.00	\$	162,274
68	Roads (S)	Public Works	Pot hole patching					2.31	2.31	\$	101,916
69	Roads (S)	Public Works	Driveway crosspipe installation					0.12	0.12	\$	8,346
70	Roads (S)	Public Works	Repairs to 4 boat landings					0.22	0.22	\$	23,508
71	Roads (S)	Public Works	Sweep/blow roads					0.75	0.75	\$	60,468
72	General	Public Works	Sidewalk maintenance - 14 miles					2.15	2.15	\$	74,902
73	General	Public Works	Dig ponds - acquire dirt for road mainatenance					1.23	1.23	\$	88,391
74	General	Public Works	Rock county roads					2.00	2.00	\$	116,736
75	General	Public Works	Boat landing maintenance					0.46	0.46	\$	19,499
76	General	Public Works	Move furniture in County offices					1.44	1.44	\$	35,068
77	General	Public Works	Repairs to ballfields					0.38	0.38	\$	25,720
78	General	Public Works	Drop-Off Center maintenance					1.35	1.35	\$	44,294
79	General	Public Works	Pot hole patching					0.48	0.48	\$	18,922
80	General	Public Works	Restrip parking lots and boat landings					0.29	0.29	\$	10,249
81	General	Public Works	Driveway and crossline pipe installation					0.14	0.14	\$	10,811
82	General	Public Works	Construct parking lots as needed					0.59	0.59	\$	64,807
83	General	Public Works	Remove dead trees from County property					0.58	0.58	\$	7,936
84	General	Public Works	Grinding of the Greens					0.12	0.12	\$	15,186
85	General	Public Works	Heavy equipment moving and relocation					1.00	1.00	\$	161,075
86	General	Public Works	Trash removal - Public Works complex grounds					0.54	0.54	\$	14,706
87	General	Public Works	Sign assembly and installation					1.25	1.25	\$	142,834
88	Admin	Public Works	Public Works					4.74	4.74	\$	345,221
89	Admin	Public Works	Facility Management					1.00	1.00	\$	43,937
90	Admin	Public Works	Storm Water Infrastructure/Utility					0.25	0.25	\$	29,024
91	Animal	Public Safety	Telephone - complaints, questions, tracing tags					1.5	2	\$	86,500
92	Animal	Public Safety	Data entry - records, adoptions, reclaims, licensing,					1.5	2	\$	51,000
93	Animal	Public Safety	Public interaction- intake and reclaim of animals,					1.5	2	\$	86,235
94	Animal	Public Safety	Assisting director - reports, thank you letters,					0.25	1	\$	10,133
95	Animal	Public Safety	Website and photos - website development and					0.5	1.5	\$	51,685
96	Animal	Public Safety	Volunteer and Foster Coordinator - create, manage					0.5	1.5	\$	20,266
97	Animal	Public Safety	Humane Education -visiting schoools, public events					0.5	1	\$	29,000
98	Animal	Public Safety	Microchipping - order, track and implant animals					0.25	0.5	\$	14,500
99	Animal	Public Safety	Process animals - shots, heartwor /feline leukemia test,					1.5	2.5	\$	65,000
100	Animal	Public Safety	Cleaning - office and animal cages, holiday cleaning					2	3	\$	115,000
101	Animal	Public Safety	Exercise animals					0.25	0.25	\$	10,000
102	Animal	Public Safety	Driving - Landfill, inmate transport, animal food pick-up					0.25	0.25	\$	12,000
103	Animal	Public Safety	Laundry, Stocking all shelter areas					0.25	0.25	\$	10,000
104	Animal	Public Safety	Training					0.25	0.25	\$	21,000
105	Animal	Public Safety	Responding to Complaints made by public					0.75	0.75	\$	36,000

106	Animal	Public Safety	Cruelty - investigations, processing, preparation and		0.25	0.25	\$	12,000
107	Animal	Public Safety	Shelter Director - handles all facets of shelter operation		1	1	\$	95,300
108	Engineering	Public Service	Engineering and Technical support for Beaufort County		2	2	\$	160,000
109	Engineering	Public Service	CIP		2.25	2.25	\$	174,803
110	Engineering	Public Service	1% Tax road improvements		2.2	2.2	\$	159,544
111	Engineering	Public Service	BTAG & Dirt road Paving and Resurfacing road projects		5.2	5.2	\$	353,000
112	Engineering	Public Service	Provide Tech Support for storm water drainage		3	3	\$	130,000
113	Engineering	Public Service	Beaufort County Ordinance and code development & review		1.5	1.5	\$	95,624
114	Engineering	Public Service	Support for right of way and easements		1.85	1.85	\$	144,000
115	EMS	Public Safety	Patient Care		69.95		\$	5,841,641
116	EMS	Public Safety	Employee Training		0.75		\$	62,634
117	EMS	Public Safety	Adminsitration		4.5		\$	375,803
118	EMS	Public Safety	Public Relations/Public Education		0.25		\$	20,878
119	EMS	Public Safety	Contract Services		0.05		\$	4,176
120	EMS	Public Safety	Quality Contorl/Auditing		0.05		\$	4,176
121	EMS	Public Safety	Interagency/ Regional Programs		0.45		\$	37,580
122	EMD	Public Safety	<b>TMC TECHNICIANS - MONITOR TRAFFIC CONDITIONS VIA VIDEO</b>		0.85	0.85	\$	963,285
123	EMD	Public Safety	NOTIFY MEDIA AND COUNTY OFFICIALS OF INCIDENTS		0.3	0.3	\$	339,983
124	EMD	Public Safety	TRAFFIC		0.3	0.3	\$	339,983
125	EMD	Public Safety	COUNTY CHANNEL)		0.44	0.44	\$	498,642
126	EMD	Public Safety	MAINTAIN ITS EQUIPMENT WITHIN CENTER		0.29	0.29	\$	328,650
127	EMD	Public Safety	DISPATCH SHEP AS NEEDED		0.6	0.6	\$	679,966
128	EMD	Public Safety	MANAGERS, SHEP, FIELD MAINTENANCE PERSONNEL		0.6	0.6	\$	679,966
129	EMD	Public Safety	CHANNEL AND TRAFFIC SIGNAL SOFTWARE		0.2	0.2	\$	226,655
130	EMD	Public Safety	ISSUES		0.42	0.42	\$	475,976
131	EMD	Public Safety	<b>TMC FIELD MAINTENANCE TECHNICIANS - CONSTRUCTS NEW ITS</b>		0.1	0.1	\$	113,328
132	EMD	Public Safety	MAINTAINS ITS FIELD EQUIPMENT		1.8	1.8	\$	2,039,897
133	EMD	Public Safety	MAINTAINS LOGISTICAL EQUIPMENT		0.1	0.1	\$	113,328
134	EMD	Public Safety	<b>TMC SUPERVISOR - SUPERVISOR OF CENTER, COORDINATES ALL</b>		1	1		
135	EMD	Public Safety	<b>DIRECTOR, DEPUTY DIRECTOR, OPERATIONS OFFICER - PLANS,</b>		0.45	1.05	\$	108,470
136	EMD	Public Safety	THE LOCAL EMERGENCY MANAGEMENT DEPARTMENT WITH		0.15	0.15	\$	15,496
137	EMD	Public Safety	TO INFORM RESIDENTS OF THE COUNTY OF EMERGENCY		0.12	0.27	\$	27,892
138	EMD	Public Safety	DIVERSIFIED GROUPS		0.12	0.12	\$	12,397
139	EMD	Public Safety	INCIDENT RESPONSE TEAMS		0.03	0.03	\$	3,099
140	EMD	Public Safety	NCIC COORDINATOR		0.15	0.15	\$	15,496
141	EMD	Public Safety	COMMUNICATIONS		0.15	0.15	\$	15,496
142	EMD	Public Safety	PERFORMS ALL OTHER LAW ENFORCEMENT DUTIES		0.15	0.15	\$	15,496
143	EMD	Public Safety	AUTHORITIES		0.45	0.45	\$	46,487
144	EMD	Public Safety	FOR POTENTIAL TERRORISM THREATS		0.15	0.4	\$	41,322
145	EMD	Public Safety	FROM VARIOUS AGENCIES IN THEIR EMERGENCY MANAGEMENT		0.12	0.12	\$	12,397
146	EMD	Public Safety	EVALUATION OF EMERGENCY SERVICES AND EMERGENCY		0.12	0.12	\$	12,397
147	EMD	Public Safety	REPRESENTS THE COUNTY AT VARIOUS TRAINING, PLANNING SEMINARS AND MEETINGS RELATING TO EMERGENCY		0.13	0.13	\$	13,430
148	EMD	Public Safety	CONDUCTS PRELIMINARY INVESTIGATION OF AIRCRAFT		0.03	0.03	\$	3,099
149	EMD	Public Safety	OVERALL RESPONSIBLE FOR EMD, E911, COMMUNICATIONS, LEPC		0.25	0.25	\$	25,826
150	EMD	Public Safety	ADMINISTRATOR OF VARIOUS PUBLIC SAFETY GRANTS		0.1	0.1	\$	10,331
151	EMD	Public Safety	LIAISON WITH STATE, COUNTY AND FEDERAL AGENCIES ON		0.33	0.33	\$	34,091
152	EMD	Public Safety	<b>ASSISTANT TO THE DIRECTOR-SUPPORTS THE DIRECTOR, DEPUTY</b>		0.5	0.5	\$	51,653
153	EMD	Public Safety	TAKES AND DIRECTS CALLS AS APPROPRIATED		0.1	0.1	\$	10,331

154	EMD	Public Safety	MAIL AND EMAIL CORRESPONDENCE	0.1	0.1	\$	10,331
155	EMD	Public Safety	SCHEDULES MEETINGS, TRAININGS AND SEMINARS	0.1	0.1	\$	10,331
156	EMD	Public Safety	ENSURES WE MEET STATE GRANT REQUIREMENTS	0.05	0.05	\$	5,165
157	EMD	Public Safety	RECORDS, TYPES AND DISTRIBUTES MEETING MINUTES	0.15	0.15	\$	15,496
158	EMD	Public Safety	<b>FISCAL MANAGER-RESPONSIBLE FOR ALL FISCAL DUTIES</b>	0.5	0.5	\$	51,653
159	EMD	Public Safety	RESPONSIBLE FOR PAYROLL	0.05	0.05	\$	5,165
160	EMD	Public Safety	RESPONSIBLE FOR BUDGET PREPARATION	0.05	0.05	\$	5,165
161	EMD	Public Safety	RESPONSIBLE FOR BUDGET RECONCILIATION	0.05	0.05	\$	5,165
162	EMD	Public Safety	RESPONSIBLE FOR COLLECTION OF REVENUES	0.05	0.05	\$	5,165
163	EMD	Public Safety	RESPONSIBLE FOR GRANT PROCESSING	0.05	0.05	\$	5,165
164	EMD	Public Safety	RESPONSIBLE FOR ADMINISTRATIVE STAFF	0.05	0.05	\$	5,165
165	EMD	Public Safety	RESPONSIBLE FOR ADMINISTRATIVE SUPPORT OF DEPARTMENT	0.1	0.1	\$	10,331
166	EMD	Public Safety	SUPPORTS EMERGENCY OPERATIONS AS NEEDED	0.1	0.1	\$	10,331
167	EMD	Public Safety	<b>EMERGENCY SERVICES ADMINISTRATOR-SUPPORTS EMERGENCY</b>	0.2	0.2	\$	20,661
168	EMD	Public Safety	PROVIDES ADMINISTRATIVE SUPPORT TO THE DEPARTMENT	0.1	0.1	\$	10,331
169	EMD	Public Safety	RESPONSIBLE FOR COBRA GRANT PROCUREMENT	0.1	0.1	\$	10,331
170	EMD	Public Safety	ADMINISTRATOR OF HAZARDOUS MATERIALS PROGRAM	0.2	0.2	\$	20,661
171	EMD	Public Safety	PROCESSES AND DIRECTS CALLS FROM THE PUBLIC	0.25	0.25	\$	25,826
172	EMD	Public Safety	GIVES PUBLIC SAFETY PRESENTATIONS TO OUTSIDE AGENCIES	0.05	0.05	\$	5,165
173	EMD	Public Safety	SUPPORTS EMERGENCY OPERATIONS AS NEEDED	0.1	0.1	\$	10,331
174	EMD	Public Safety	<b>COMMUNICATIONS TECHNICIAN-PROVIDES TECHNICAL SUPPORT</b>	0.6	0.6	\$	61,983
175	EMD	Public Safety	DATA COMPUTERS	0.15	0.15	\$	15,496
176	EMD	Public Safety	ADMINISTRATOR TO VARIOUS OPERATING SYSTEMS	0.05	0.05	\$	5,165
177	EMD	Public Safety	MAINTAINS DATABASE MANAGEMENT FOR ALERT LIST/WEBEOC	0.05	0.05	\$	5,165
178	EMD	Public Safety	SUPPORTS E911 SYSTEMS ADMINISTRATOR	0.15	0.15	\$	15,496
179	EMD	Public Safety	<b>FISCAL TECHNICIAN II-SUPPORTS FISCAL MANAGER</b>	0.1	0.1	\$	10,331
180	EMD	Public Safety	ASSISTS WITH PROCESSING PAYROLL	0.05	0.05	\$	5,165
181	EMD	Public Safety	ASSISTS WITH BUDGET PREPARATION	0.05	0.05	\$	5,165
182	EMD	Public Safety	ASSISTS WITH BUDGET RECONCILIATION	0.1	0.1	\$	10,331
183	EMD	Public Safety	PROCESSES REVENUE COLLECTION	0.1	0.1	\$	10,331
184	EMD	Public Safety	PROCESSES ACCOUNTS PAYABLE	0.35	0.35	\$	36,157
185	EMD	Public Safety	ASSISTS WITH GRANT PROCESSING	0.05	0.05	\$	5,165
186	EMD	Public Safety	ASSISTS WITH ADMINISTRATIVE SUPPORT OF THE DEPARTMENT	0.1	0.1	\$	10,331
187	EMD	Public Safety	PROCUREMENT/ORDERING FOR DEPARTMENT	0.1	0.1	\$	10,331
188	EMD	Public Safety	<b>DISPATCH (PRIVATE TO LANCE CORPORAL)-RECEIVE AND PROCESS</b>	10.4	10.4	\$	1,074,374
189	EMD	Public Safety	DISPATCH PROPER PUBLIC SAFETY AGENCIES TO THE EVENT LOCATION	6.5	6.5	\$	671,484
190	EMD	Public Safety	RECEIVE AND PROCESS TELEPHONE CALLS FROM PUBLIC SAFETY AGENCIES AS IT PERTAINS TO INFORMATION REQUESTED, I.E. DATES, TIMES, CASE NUMBERS, ETC.	2.6	2.6	\$	268,593
191	EMD	Public Safety	RECEIVE AND PROCESS NCIC INFORMATION TO INCLUDE REQUESTS AND ENTRIES OF INFORMATION	5.2	5.2	\$	537,187
192	EMD	Public Safety	TESTING AND TROUBLESHOOTING CENTER EQUIPMENT AND EMERGENCY BROADCAST SYSTEM EQUIPMENT	0.78	0.78	\$	80,578

193	EMD	Public Safety	MAINTAIN CPR CERTIFICATIONS ANNUALLY	0.26	0.26	\$	26,859
194	EMD	Public Safety	MAINTAIN NCIC CERTIFICATIONS BIANNUALLY	0.26	0.26	\$	26,859
195	EMD	Public Safety	<b>CORPORAL</b> -RECEIVE AND PROCESS TELEPHONE CALLS FROM THE	1.6	1.6	\$	165,288
196	EMD	Public Safety	DISPATCH PROPER PUBLIC SAFETY AGENCIES TO THE EVENT LOCATION	1.28	1.28	\$	132,231
197	EMD	Public Safety	RECEIVE AND PROCESS TELEPHONE CALLS FROM PUBLIC SAFETY AGENCIES AS IT PERTAINS TO INFORMATION REQUESTED, I.E. DATES, TIMES, CASE NUMBERS, ETC.	0.8	0.8	\$	82,644
198	EMD	Public Safety	RECEIVE AND PROCESS NCIC INFORMATION TO INCLUDE REQUESTS AND ENTRIES OF INFORMATION	0.8	0.8	\$	82,644
199	EMD	Public Safety	TESTING AND TROUBLESHOOTING CENTER EQUIPMENT AND EMERGENCY BROADCAST SYSTEM EQUIPMENT	0.16	0.16	\$	16,529
200	EMD	Public Safety	MAINTAIN CPR CERTIFICATIONS ANNUALLY	0.08	0.08	\$	8,264
201	EMD	Public Safety	MAINTAIN NCIC CERTIFICATIONS BIANNUALLY	0.08	0.08	\$	8,264
202	EMD	Public Safety	FIELD TRAINING OFFICERS FOR NEW DISPATCHERS	3.2	3.2	\$	330,577
203	EMD	Public Safety	<b>SERGEANT</b> -RECEIVE AND PROCESS TELEPHONE CALLS FROM THE PUBLIC IN BOTH EMERGENCY AND NON-EMERGENCY SITUATIONS	1.5	1.5	\$	154,958
204	EMD	Public Safety	DISPATCH PROPER PUBLIC SAFETY AGENCIES TO THE EVENT LOCATION	1.2	1.2	\$	123,966
205	EMD	Public Safety	RECEIVE AND PROCESS TELEPHONE CALLS FROM PUBLIC SAFETY AGENCIES AS IT PERTAINS TO INFORMATION REQUESTED, I.E. DATES, TIMES, CASE NUMBERS, ETC.	0.06	0.06	\$	6,198
206	EMD	Public Safety	RECEIVE AND PROCESS NCIC INFORMATION TO INCLUDE REQUESTS AND ENTRIES OF INFORMATION	0.6	0.6	\$	61,983
207	EMD	Public Safety	TESTING AND TROUBLESHOOTING CENTER EQUIPMENT AND EMERGENCY BROADCAST SYSTEM EQUIPMENT	0.12	0.12	\$	12,397
208	EMD	Public Safety	MAINTAIN CPR CERTIFICATIONS ANNUALLY	0.06	0.06	\$	6,198
209	EMD	Public Safety	MAINTAIN NCIC CERTIFICATIONS BIANNUALLY	0.06	0.06	\$	6,198
210	EMD	Public Safety	FIELD TRAINING OFFICERS FOR NEW DISPATCHERS	0.6	0.6	\$	61,983
211	EMD	Public Safety	PREPARE AND MAINTAIN PAYROLL FOR SHIFT	0.3	0.3	\$	30,992
212	EMD	Public Safety	ASSIGN WORK SCHEDULES AND ASSIGNMENTS	0.3	0.3	\$	30,992
213	EMD	Public Safety	SUPERVISE DISPATCH CENTER	1.2	1.2	\$	123,966
214	EMD	Public Safety	<b>STAFF SERGEANT</b> -RECEIVE AND PROCESS TELEPHONE CALLS	0.12	0.12	\$	12,397
215	EMD	Public Safety	DISPATCH PROPER PUBLIC SAFETY AGENCIES TO THE EVENT LOCATION	0.04	0.04	\$	4,132
216	EMD	Public Safety	RECEIVE AND PROCESS TELEPHONE CALLS FROM PUBLIC SAFETY AGENCIES AS IT PERTAINS TO INFORMATION REQUESTED, I.E. DATES, TIMES, CASE NUMBERS, ETC.	0.04	0.04	\$	4,132
217	EMD	Public Safety	RECEIVE AND PROCESS NCIC INFORMATION TO INCLUDE REQUESTS AND ENTRIES OF INFORMATION	0.04	0.04	\$	4,132
218	EMD	Public Safety	TESTING AND TROUBLESHOOTING CENTER EQUIPMENT AND EMERGENCY BROADCAST SYSTEM EQUIPMENT	0.08	0.08	\$	8,264

219	EMD	Public Safety	MAINTAIN CPR CERTIFICATIONS ANNUALLY	0.04	0.04	\$	4,132
220	EMD	Public Safety	MAINTAIN NCIC CERTIFICATIONS BIANNUALLY	0.04	0.04	\$	4,132
221	EMD	Public Safety	CONDUCTS SHIFT TRAINING	0.4	0.4	\$	41,322
222	EMD	Public Safety	PREPARE AND MAINTAIN PAYROLL FOR SHIFT	0.2	0.2	\$	20,661
223	EMD	Public Safety	ASSIGN WORK SCHEDULES AND ASSIGNMENTS	0.2	0.2	\$	20,661
224	EMD	Public Safety	PRIMARY SUPERVISOR OF DISPATCH CENTER	2.4	2.4	\$	247,932
225	EMD	Public Safety	RESPONSIBLE FOR EMPLOYEE EVALUATIONS	0.4	0.4	\$	41,322
226	EMD	Public Safety	<b>MSGT ADMIN</b> -MAINTAIN AND IMPLEMENTS DISPATCH SOP'S	0.3	0.3	\$	30,992
227	EMD	Public Safety	DEPARTMENTAL QUARTERMASTER	0.15	0.15	\$	15,496
228	EMD	Public Safety	MAINTAINS DISPATCH PERSONNEL FILES/ROSTERS/BOARD	0.15	0.15	\$	15,496
229	EMD	Public Safety	NCIC INSTRUCTOR FOR DISPATCH AND ALL LAW ENFORCEMENT IN THE AREA	0.1	0.1	\$	10,331
230	EMD	Public Safety	EMERGENCY MEDICAL DISPATCH INSTRUCTOR	0.05	0.05	\$	5,165
231	EMD	Public Safety	ASSISTS DISPATCH CENTER AS NEEDED	0.05	0.05	\$	5,165
232	EMD	Public Safety	RESPONSIBLE FOR ROUTING ALL ANCILLARY PAPERWORK	0.03	0.03	\$	3,099
233	EMD	Public Safety	DISPATCH APPLICATION PROCESSING AND APPLICANT TESTING	0.15	0.15	\$	15,496
234	EMD	Public Safety	MAINTAINS CERTIFICATIONS OF CPR, NCIC AND EMD	0.02	0.02	\$	2,066
235	EMD	Public Safety	<b>MSGT TRAINING</b> -RESPONSIBLE FOR INITIAL TRAINING FOR	0.35	0.35	\$	36,157
236	EMD	Public Safety	COORDINATES FIELD TRAINING OFFICERS FOR DISPATCH	0.1	0.1	\$	10,331
237	EMD	Public Safety	MAINTAINS TRAINING FILES FOR DISPATCH	0.05	0.05	\$	5,165
238	EMD	Public Safety	RESPONSIBLE FOR TRAINING SCHEDULE	0.1	0.1	\$	10,331
239	EMD	Public Safety	MAINTAINS CPR AND NCIC CERTIFICATIONS	0.01	0.01	\$	1,033
240	EMD	Public Safety	CTO INSTRUCTOR	0.01	0.01	\$	1,033
241	EMD	Public Safety	CONDUCTS TRAINING FOR ENTIRE DISPATCH CENTER	0.1	0.1	\$	10,331
242	EMD	Public Safety	DEVELOPS AND IMPLEMENTS TRAINING POLICIES AND PROCEDURES	0.03	0.03	\$	3,099
243	EMD	Public Safety	RESPONSIBLE FOR QA/QI POLICIES AND PROCEDURES	0.2	0.2	\$	20,661
244	EMD	Public Safety	RESPONSIBLE FOR 911 PUBLIC EDUCATION	0.05	0.05	\$	5,165
245	EMD	Public Safety	<b>MSGT OPERATIONS</b> -SUPERVISES 4 STAFF SERGEANTS	0.1	0.1	\$	10,331
246	EMD	Public Safety	ENSURES DISPATCH FOLLOWS POLICIES AND PROCEDURES	0.15	0.15	\$	15,496
247	EMD	Public Safety	REVIEWS AND APPROVES PERSONNEL EVALUATIONS/DISCIPLINARY ACTIONS FOR ENTIRE DISPATCH	0.1	0.1	\$	10,331
248	EMD	Public Safety	MAINTAINS CPR, EMD AND NCIC CERTIFICATIONS	0.01	0.01	\$	1,033
249	EMD	Public Safety	OVERSEES OVERALL DAILY OPERATIONS IN THE DISPATCH CENTER	0.6	0.6	\$	61,983
250	EMD	Public Safety	ASSISTS DISPATCH CENTER AS NEEDED	0.04	0.04	\$	4,132
251	EMD	Public Safety	<b>FIRST SERGEANT</b> -SUPERVISES 3 MSGTS	0.05	0.05	\$	5,165
252	EMD	Public Safety	OVERALL RESPONSIBILITY FOR DISPATCH CENTER	0.1	0.1	\$	10,331
253	EMD	Public Safety	TAC OFFICER FOR BEAUFORT COUNTY	0.4	0.4	\$	41,322
254	EMD	Public Safety	HANDLES AND PROCESSES COMPLAINTS AND INTERNAL INVESTIGATIONS	0.05	0.05	\$	5,165
255	EMD	Public Safety	HANDLES INTERNAL AND EXTERNAL DISPATCH INFORMATION REQUESTS	0.25	0.25	\$	25,826
256	EMD	Public Safety	LIAISON TO PUBLIC SAFETY AGENCIES AND COURT SYSTEM	0.15	0.15	\$	15,496
257	EMD	Public Safety	<b>COMMUNICATIONS SYSTEM MANAGER</b> -MANAGES COUNTY'S	0.6	0.6	\$	61,983

258	EMD	Public Safety	MANAGES THE COUNTY'S MOBILE DATA SYSTEM	0.05	0.05	\$	5,165
259	EMD	Public Safety	MAINTAINS COUNTY'S FCC LICENSE	0.01	0.01	\$	1,033
260	EMD	Public Safety	LIAISON TO OUTSIDE AGENCIES THAT UTILIZE THE SYSTEM	0.09	0.09	\$	9,297
261	EMD	Public Safety	RESPONSIBLE FOR SCHEDULING INSTALLATION AND REMOVAL OF ALL RADIO EQUIPMENT	0.15	0.15	\$	15,496
262	EMD	Public Safety	RESPONSIBLE FOR EQUIPMENT INVENTORY AND ASSET MANAGEMENT FOR COMMUNICATION SYSTEM	0.05	0.05	\$	5,165
263	EMD	Public Safety	SERVES ON VARIOUS STATE TECHNICAL COMMITTEES	0.05	0.05	\$	-
264	Building	Public Safety	Issue Building Permits	2		\$	159,223
265	Building	Public Safety	Register Manufactured Homes	1.5		\$	86,332
266	Building	Public Safety	Issue Hawkers and Peddlers Licenses	0.25		\$	50,040
267	Building	Public Safety	Issue Licenses to Electrical Contractors	0.25		\$	53,995
268	Building	Public Safety	Flood Ordinance Enforcement	0.25		\$	113,510
269	Building	Public Safety	Provide Support to the Development Review Team	0.25		\$	41,951
270	Building	Public Safety	Provide Plan Review of Commercial Projects	0.75		\$	71,447
271	Building	Public Safety	Provide Plan Review of Commercial Projects	1.5		\$	77,140
272	Building	Public Safety	Conduct Field Inspections of Residential Projects	5		\$	367,869
273	Building	Public Safety	Conduct Field Inspections of Commercial Projects	2		\$	66,234
274	Building	Public Safety	Enforce Trash and Litter Ordinance	2		\$	70,673
275	Building	Public Safety	Enforce the ZDSO	2		\$	79,086
276	Building	Public Safety	Abatement of Delapidated Ordinance	0.25		\$	21,287
277	Building	Public Safety	Provide Fire Inspections	0.5	1	\$	66,117
278	MIS	General	Public Safety Application (Cisco Systems) Support	1			
279	MIS	General	Manatron Application Support, GRM-Tax	0.33	0.25	\$	38,782
280	MIS	General	Manatron Application Support, Proval-CAMA	0.33	0.25	\$	38,782
281	MIS	General	Manatron Application Support, EGOV	0.33		\$	38,782
282	MIS	General	Manatron Reports, MSFT Report Services, SQL	1		\$	117,521
283	MIS	General	Security Antivirus Support	0.25		\$	29,380
284	MIS	General	LDO (Building Permits) Application Support	0.125		\$	14,690
285	MIS	General	CMS Application Support (Courts System)	0.25	0.75	\$	29,380
286	MIS	General	MSFT Exchange Support (e-mail)	0.25	0.25	\$	29,380
287	MIS	General	RIM BES Support (Blackberry)	0.125		\$	14,690
288	MIS	General	BCGOV.NET Web Site (Development and Support)	0.5	1	\$	58,761
289	MIS	General	Intranet Support (Department Pages)	0.5		\$	58,761
290	MIS	General	Sharepoint Application Support	0.5		\$	58,761
291	MIS	General	MUNIS Application Support	0.5	0.5	\$	58,761
292	MIS	General	DeskTop Support (MSFT OS, MS Office)	4		\$	470,084
293	MIS	General	Application Extender (Ax) Application Support	0.5		\$	58,761
294	MIS	General	Data Center and DRC Support	0.25		\$	29,380
295	MIS	General	New Visions (ROD) Application Support	0.25		\$	29,380
296	MIS	General	Help Desk Support	0.5		\$	58,761
297	MIS	General	Department Financial Support	0.5		\$	58,761
298	MIS	General	Cisco PBX and Phone Support	0.75		\$	88,141
299	MIS	General	Outside Network Support	0.5		\$	58,761
300	MIS	General	TMC Network Support	0.5		\$	58,761
301	MIS	General	Inside Network Backbone Support	1		\$	117,521
302	MIS	General	Verizon Cell Phone Support	0.25		\$	29,380

303	MIS	General	Internal Wiring, Fiber Installation, Network Support		2		\$	235,042
304	MIS	General	Management Overhead		1		\$	-
305	Bus Lic	General	Receipts payments and issues Business Licenses		0.30		0 \$	148,895
306	Bus Lic	General	Answers correspondence and calls		0.01		0 \$	4,963
307	Bus Lic	General	accounts)		0.07		0 \$	34,742
308	Bus Lic	General	Budget Preparation		0.09		0 \$	44,668
309	Bus Lic	General	Statistical research and reports		0.04		0 \$	19,853
310	Bus Lic	General	Zoning)		0.03		0 \$	14,889
311	Bus Lic	General	Business License Expertise for External Municipalities / Counties		0.20		0 \$	99,263
312	Bus Lic	General	liability accounts		0.02		0 \$	9,926
313	Bus Lic	General	Audit Follow-up		0.05		0 \$	24,816
314	Bus Lic	General	Delinquent Collections In-house		0.03		0 \$	14,889
315	Bus Lic	General	Delinquent Collections Field		0.03	0.5	0 \$	14,889
316	Bus Lic	General	Prepare annual mail-out		0.03		0 \$	14,889
317	Bus Lic	General	Stuff annual renewals		0.01		0 \$	4,963
318	Bus Lic	General	Field Inspections		0.07	0.5	\$	34,742
319	Bus Lic	General	Administrative Tasks		0.02		0 \$	9,926
320	Purchasing	General	P-Card Management/Training		0.3		0 \$	28,133
321	Purchasing	General	Purchase Requisition process/Purchase Order Management		0.5		0 \$	46,889
322	Purchasing	General	Contract Management		0.5		0 \$	46,889
323	Purchasing	General	Vendor Relations		0.3		0 \$	28,133
324	Purchasing	General	Solicitation Management IFB, RFP, RFQ, RFI		0.5		0 \$	46,889
325	Purchasing	General	File management		0.15		0 \$	14,067
326	Purchasing	General	Quality Control		0.15		0 \$	14,067
327	Purchasing	General	Surplus Sales		0.3		0 \$	28,133
328	Purchasing	General	Contract advice and specification writing		0.15		0 \$	14,067
329	Purchasing	General	Negotiations for departments		0.15		0 \$	14,067
330	Employee	General	PAYROLL PROCESSING		0.90		\$	44,486
331	Employee	General	FIRE DISTRICT PROCESSES		0.09		\$	4,449
332	Employee	General	EXTERNAL / COMPLIANCE REPORTING		0.45		\$	22,243
333	Employee	General	RECRUITING		0.45		\$	22,243
334	Employee	General	DATABASE MANAGEMENT		0.90		\$	33,365
335	Employee	General	NEW HIRE / TERMINATION PROCESSING		0.45		\$	22,243
336	Employee	General	EMPLOYEE/NEW HIRE/VOLUNTEER SCREENING		0.50		\$	24,715
337	Employee	General	EMPLOYEE PROGRAMS ADMINISTRATION		0.36		\$	27,794
338	Employee	General	EMPLOYEE/SUPERVISOR/WINDOW ASSISTANCE		2.00		\$	98,858
339	Employee	General	DEPT. ADMINISTRATION		0.90	0.50	\$	89,201
340	Employee	General	SUPERVISOR ASST./TRAINING/COLLABORATION			0.50	\$	59,159
341	Planning	General	Prepare and implement the Beaufort County Comprehensive Plan		3.00	3.00	\$	70,250
342	Planning	General	Participate in regional planning efforts		1.00	1.00	\$	23,417
343	Planning	General	Prepare and administer development regulations		2.25	2.25	\$	52,688
344	Planning	General	Community Preservation planning efforts		1.00	1.00	\$	23,417
345	Planning	General	Support the Rural and Critical Land Preservation Program		0.25	0.25	\$	5,854
346	Planning	General	Staff various Boards and Commission		1.00	1.00	\$	23,417
347	Planning	General	Data collection and analyses		0.75	0.75	\$	17,563
348	Zoning	General	Staff support to other County projects		2.75	2.75	\$	64,396
349	Zoning	General	Administer & Enforce ZDSO		2		0 \$	65,284
350	Zoning	General	Provide General Ordinance Information to Public		0.5		0 \$	58,380



351	Zoning	General	Serve as Resource for Zoning Permit Information			0.5	0	\$	58,380
352	Zoning	General	Staff to ZBOA and DRT			1	0	\$	65,284
353	risk Mgt	General	Administrative Tasks			1	0.2	\$	30,500
354	risk Mgt	General	Payment of invoices for County Insurances			0.2	0.1	\$	45,000
355	risk Mgt	General	Reconciling of cash and other assets and accounts			0.2	0.1	\$	15,000
356	risk Mgt	General	Instructing Defensive Driving Courses			0.1	0.2	\$	25,500
357	risk Mgt	General	Safety and Health inspections (County Buidlings)			0.2	0.2	\$	22,000
358	risk Mgt	General	Workers Compensation filing, hearings..etc			0.3	0.2	\$	35,000
359	ROD	General	Copy/Escrow Mgmt.			0.3	0.3	\$	5,000
360	ROD	General	Correspondence			0.75	0.75	\$	5,750
361	ROD	General	Customer Service			0.75	0.75	\$	21,630
362	ROD	General	Deed Room Mgmt.			0.5	0.5	\$	18,000
363	ROD	General	Department Mgmt.			1	1	\$	23,000
364	ROD	General	Indexing Documents			0.75	0.75	\$	50,000
365	ROD	General	Quality Control/Verification			0.75	0.75	\$	49,805
366	ROD	General	Recording Documents			0.7	0.7	\$	50,000
367	ROD	General	Research			0.75	0.75	\$	13,500
368	ROD	General	Returns/Kickbacks			1	1	\$	9,968
369	ROD	General	Revenue Reconciliation/Budget Control			1	1	\$	23,000
370	ROD	General	Scanning Documents			0.5	0.5	\$	25,250
371	ROD	General	Staff Mgmt.			0.25	0.25	\$	8,450
372	Assessor	General	Customer Service - Main Office			4	3.2	\$	80,900
373	Assessor	General	Customer Service - Bluffton			1	1	\$	32,000
374	Assessor	General	Customer Service - Hilton Head			1	1	\$	32,000
375	Assessor	General	Tax Mapping/Transfers/Legal			7	6.15	\$	208,100
376	Assessor	General	Appraisal* and Field Support			20	20	\$	800,400
377	Assessor	General	Staff Support - Technicians			8	5	\$	156,000
378	Assessor	General	Administration - Software Support/Processing			0	1.65	\$	83,600
379	Assessor	General	Assessment Administration			0	3.8	\$	113,700
380	Assessor	General	Administration - Management			3	2.2	\$	147,700
381	Records	General	Scan/film small format documents			0.3	0.75	\$	26,917.95
382	Records	General	Scan large format documents			0.75	0.75	\$	26,917.95
383	Records	General	Index documents			0.25	0.5	\$	17,945.30
384	Records	General	Fill reference requests and charge-out requests			0.075	0.075	\$	2,691.80
385	Records	General	Physical Labor/Box Lifting			0.125	0.125	\$	4,486.33
386	Records	General	Records retention and destruction			0.25	0.25	\$	8,972.65
387	Records	General	Microfilming large format documents			0.05	0.125	\$	4,486.33
388	Records	General	Developing, inspecting, duplicating microfilm and sending to archives for s			0.2	0.425	\$	15,253.51
389	Records	General	Prepping documents for scanning and/or microfilming			1.75	1.75	\$	62,808.55
390	Records	General	Management Overhead			0.25	0.25	\$	8,972.65
391	Broadcast	General	Live Coverage of County Meetings			2	1	\$	47,946.61
392	Broadcast	General	Live Coverage of Remote Programming			2	2	\$	113,154.00
393	Broadcast	General	Audio Visual Support of County Departments			2	0	\$	-
394	Broadcast	General	Duplication and Production of DVD Stock			2	1	\$	56,577.00
395	Broadcast	General	Administration of the Department			1	1	\$	56,577.00
396	Broadcast	General	Infrastructure Engineering			1	0	\$	-
397	Broadcast	General	33 Traffic Signals Maintain			0.4	0.8	\$	\$22,606.70
398	Broadcast	General	2 School Flashers Maintain			0.07	0.1	\$	\$3,649.62

399	Traffic	Public Safety	1 Emergency Fire Signal Maintain			0.07	0.1	\$3,649.62
400	Traffic	Public Safety	35 Traffic Signals Assist City to Maintain			0.25	0.6	\$16,437.73
401	Traffic	Public Safety	4 Bridge Signals Assist City to Maintain			0.025	0.025	\$1,413.54
402	Traffic	Public Safety	3 School Flashers Assist City to Maintain			0.025	0.025	\$1,413.54
403	Traffic	Public Safety	1 Emergency Fire Signal Assist City to Maintain			0.025	0.025	\$1,413.54
404	Traffic	Public Safety	2 Intersection Flashers Assist City to Maintain			0.025	0.025	\$1,413.54
405	Traffic	Public Safety	81 Traffic Signal Devices w/ Engineering Services			0.45	0.7	\$36,945.25
406	Traffic	Public Safety	81 Traffic Signal Devices w/ Operations Services			0.45	0.6	\$32,340.66
407	Traffic	Public Safety	Inspection of Traffic Signal Construction			0.1	0.15	\$5,654.17
408	Traffic	Public Safety	217.5 Miles Paved Roads - Pavement Markings Eng			0.045	0.075	\$3,387.22
409	Traffic	Public Safety	375.5 Miles Roads - Signing Engineering			0.055	0.075	\$3,798.48
410	Traffic	Public Safety	Transportation Planning - Long Range & Short Range			0.05	0.14	\$5,129.38
411	Traffic	Public Safety	Roadway Capital Improvement Plan			0.15	0.25	\$9,242.03
412	Traffic	Public Safety	Proposed Development Traffic Engineering Review			0.4	0.4	\$22,596.70
413	Traffic	Public Safety	Traffic Accident Analysis			0.025	0.1	\$2,564.69
414	Traffic	Public Safety	Construction of Traffic Signal Devices			0.2	0.45	\$11,308.35
415	Traffic	Public Safety	Traffic Data Collection			0.11	0.16	\$7,596.97
416	Traffic	Public Safety	Assist Emergency Management with ITS/ATMS			0.05	0.1	\$5,129.38
417	Traffic	Public Safety	Bicycle and Pedestrian Facility Coordination			0.025	0.1	\$2,564.69
418	Finance	General	Payment of Invoices			3	0	\$ 188,910.07
419	Finance	General	Financial Reporting (year-end and interim)			0.45	0.15	\$ 45,720.90
420	Finance	General	and monitoring/correcting transactions)			0.6	0.2	\$ 60,961.20
421	Finance	General	Maintenance/Amendments			0.3	0.1	\$ 30,480.60
422	Finance	General	Control Monitoring and Implementation			0.3	0.1	\$ 30,480.60
423	Finance	General	help with Manatron implementation with Treasurer and MIS)			0.3	0.1	\$ 30,480.60
424	Finance	General	Financial-Related Questions and Requests			0.15	0.05	\$ 15,240.30
425	Finance	General	liability accounts			0.6	0.2	\$ 60,961.20
426	Finance	General	Grant accounting and advice for departments			0.3	0.1	\$ 30,480.60
427	Finance	General	Administrative Tasks			1	0	\$ 42,881.40
428	Finance	General	monitor and review internal accounting controls			0.25	0.00	\$ 29,115.00
429	Finance	General	monitor and review grant reporting			0.15	0.00	\$ 17,469.00
430	Finance	General	monitor and review grant compliance			0.10	0.00	\$ 11,646.00
431	Finance	General	assist the Finance department			0.50	0.00	\$ 58,230.00
432	GIS	General	Servicing the General Public			1.1		\$53,827.70
433	GIS	General	Servicing County Departments			0.7		\$ 32,320.90
434	GIS	General	Editing and maintaining GIS Data			1.45		\$ 66,259.05
435	GIS	General	Maintaining GIS Website			0.2		\$ 9,987.40
436	GIS	General	Maintaining GIS Database			0.25		\$ 19,603.25
437	GIS	General	GIS administrative services			0.3		\$ 22,100.10
438	GIS	General	GIS budgeting			0.1		\$ 7,841.30
439	GIS	General	GIS hardware maintainence			0.3		\$ 17,828.70
440	GIS	General	GIS software installation and maintainence			0.15		\$ 10,338.15
441	GIS	General	GIS data creation			0.2		\$ 9,331.50
442	GIS	General	GIS data field collection			0.2		\$ 9,331.50
443	GIS	General	GIS project management			0.25		\$ 15,111.95
444	GIS	General	GIS data research			0.4		\$ 18,223.20
445	GIS	General	GIS data QA/QC			0.4		\$ 18,439.30
446	SWR	Public Works	Administration			1.25	1.25	\$599,350

447	SWR	Public Works	Contract Administration				0.10	0.10	\$14,094
448	SWR	Public Works	Data Analysis				1.50	1.50	\$26,073
449	SWR	Public Works	Keep America Beautiful				1.25	1.25	\$30,238
450	SWR	Public Works	Operate 12 Convenience Centers				35.00	35.00	\$3,748,285
451	SWR	Public Works	Recycling Program				1.25	1.25	\$411,400
452	SWR	Public Works	SWR Board				0.28	0.28	\$9,119
453	SWR	Public Works	Litter Enforcement				2.00	2.00	\$81,365
454	SWR	Public Works	Residential Curbside Disposal						\$ 1,508,000