

AGENDA

FINANCE COMMITTEE

9/07/17

A. Victor Rawl, Chairman
Henry E. Darby
Anna B. Johnson
Brantley Moody
Teddie Pryor
Joe Qualey
Herb Sass
Dickie Schweers
Elliott Summey

**AGENDA
FINANCE COMMITTEE
September 7, 2017
5:00 PM**

1. HURRICANE IRMA UPDATE - Presentation
Miller/Patno

2. RESOLUTIONS
 A) Literacy Month - Request to Adopt

3. CONSENT AGENDA
 A) Allocation of Funds from the Kennedy Center (Sheriff) - Request to Accept
 B) Firehouse Subs Public Safety Foundation Grant (Sheriff) - Request to Approve
 C) FY17 BJA Justice Assistance Grant (Sheriff) - Request to Approve
 D) FY17 BJA Justice Assistance Grant (Solicitor) - Request to Approve
 E) 2017-2018 Five Year Chas. Regional Hazard Mitigation Plan - Request to Approve
 F) Veterans Affairs Officer Salary - Request to Approve

4. INTERGOVERNMENTAL AGREEMENT–PUBLIC WORKS SERVICES - Request to Approve
Miller/Neal

5. MULTI-COUNTY INDUSTRIAL PARK INCENTIVES AMENDMENT - Request to Approve
Miller/Dykes

1.

HURRICANE IRMA UPDATE

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of Finance Committee
FROM: Kristen Salisbury, Clerk of Council
DATE: September 6, 2017
SUBJECT: Hurricane Irma Update

At the Finance Committee of September 7, 2017, Emergency Management staff will present an update on Hurricane Irma.

2.

**LITERACY
MONTH
RESOLUTION**



A RESOLUTION OF CHARLESTON COUNTY COUNCIL

*Proclaiming September 2017 Literacy Month, September 8, 2017, Literacy Day, and
Adult Education and Family Literacy Week, September 24-30, 2017*

WHEREAS, the need for a highly literate citizenry increases as our community moves toward an increasingly technological future; and,

WHEREAS, approximately 25% of Charleston County's adults experience literacy issues that impact severely on their lives and families, their ability to work productively, and their full participation as citizens and residents of our community and state; and,

WHEREAS, Trident Literacy Association provides instruction to nearly 1,000 adults in Charleston County annually, helping them improve their skills so they can earn their GED and WorkKeys Career Readiness Certificates, learn English as a Second Language, gain computer skills, qualify for jobs and contribute to our economic growth; and,

WHEREAS, Charleston County deems it important to recognize and highlight the economic and societal importance of literacy.

NOW THEREFORE BE IT RESOLVED, in meeting duly assembled, that Charleston County Council does hereby proclaim September 2017 as Literacy Month, September 8, 2017, as Literacy Day and September 24-30, 2017, as Adult Education and Family Literacy Week in Charleston County, South Carolina, and urges its citizens to learn more about the importance of literacy and to become involved with literacy in our community.

CHARLESTON COUNTY COUNCIL

**A. Victor Rawl, Chairman
September 12, 2017**

3.

**CONSENT
AGENDA**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 FROM: J. AL CANNON., ESQ. *ja* DEPT. SHERIFF'S OFFICE
 SUBJECT: ALLOCATION OF FUNDS FROM THE KENNEDY CENTER
 REQUEST: ACCEPT FUNDING
 COMMITTEE OF COUNCIL: FINANCE DATE: September 7, 2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted
Legal Dept.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procurement/Contracts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grants Auditor	<input type="checkbox"/>	<input type="checkbox"/>	<u><i>Catherine Kungah</i></u>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Loella C Small for Mack Gile*
 Fiscal impact: *No funding impact.*

ADMINISTRATOR'S SIGNATURE: *Jennifer J Miller*

ORIGINATING OFFICE PLEASE NOTE:
 DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

The Ernest F. Kennedy Center is a private, non-profit organization based in Moncks Corner, SC, which is designated as a county substance abuse provider by the South Carolina Department of Alcohol and Other Drug Abuse Service (SC DAODAS).

The Kennedy Center is partnering with the Charleston County Sheriff's Office (CCSO) to reduce underage drinking and underage smoking. CCSO is the lead agency for the Ninth Judicial Circuit's Alcohol Enforcement Team Grant. This funding is a sub-award from the federal Center for Substance Abuse Prevention (CSAP) block grant prevention funds. The CCSO has been sub-awarded \$6,000 of these funds to use for the enforcement of underage drinking and smoking laws.

The funds were remitted to the CCSO on June 29, 2017, were available for expenditure as of that date, and have no stated expiration date.

There are no FTE's requested in this funding and no match is required.

ACTION REQUESTED OF COUNCIL

Approve Elected Official's recommendation.

SHERIFF'S RECOMMENDATION

- Allow the Sheriff's Office to accept a pass-through federal CSAP funding of \$6,000 from The Ernest F. Kennedy Center to use for the enforcement of underage drinking and smoking laws.
- The funding was available for expenditure as of June 29, 2017, and has no stated expiration date.
- No FTE's or matching funds are associated with this funding.

ADMINISTRATOR'S RECOMMENDATION

I concur with the Sheriff's recommendation.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
FROM: J. AL CANNON., ESQ. *[Signature]* DEPT. SHERIFF'S OFFICE
SUBJECT: ALLOCATION OF FUNDS FROM FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION, INC.
REQUEST: APPROVE GRANT SUBMISSION AND ACCEPT IF AWARDED
COMMITTEE OF COUNCIL: FINANCE DATE: September 7, 2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted
Legal Dept.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procurement/Contracts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grants Auditor	<input type="checkbox"/>	<input type="checkbox"/>	<u><i>Catherine Krueger</i></u>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Lorela C. Smalls for Mack Gile*

Fiscal impact:
No funding impact.

ADMINISTRATOR'S SIGNATURE: *Jennifer J. Miller*

ORIGINATING OFFICE PLEASE NOTE:

DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

The Firehouse Subs Public Safety Foundation is dedicated to improving the life-saving capabilities of first responders and public safety organizations in communities served by Firehouse Subs by providing funding, resources, and support.

The Sheriff's Office is requesting grant funding to purchase AEDs and accessories for use by the Charleston County Deputies on Patrol. There are no FTEs requested in this funding and no match is required.

ACTION REQUESTED OF COUNCIL

Approve Elected Official's recommendation.

SHERIFF'S RECOMMENDATION

- Allow the Sheriff's Office to apply for and accept the amount of \$24,868 from Firehouse Subs Public Safety Foundation to purchase AEDs and accessories for the Charleston County Deputies on Patrol.
- The grant period is December 1, 2017 through December 1, 2018.
- No FTEs or matching funds are associated with this funding.

ADMINISTRATOR'S RECOMMENDATION

I concur with the Sheriff's recommendation.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 FROM: J. AL CANNON., ESCO DEPT. SHERIFF'S OFFICE
FY'17 BJA JUSTICE ASSISTANCE GRANT (JAG) PROGRAM LOCAL
 SUBJECT: SOLICITATION
 REQUEST: APPROVE GRANT SUBMISSION AND ACCEPT IF AWARDED
 COMMITTEE OF COUNCIL: FINANCE DATE: September 7, 2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted
Legal Dept.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procurement/Contracts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grants Auditor	<input type="checkbox"/>	<input type="checkbox"/>	<u>Catherine Krenzek</u>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: Loella C. Small for Mack Cole
 Fiscal impact: No funding impact

ADMINISTRATOR'S SIGNATURE: Jennifer J. Miller

ORIGINATING OFFICE PLEASE NOTE:
 DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a direct allocation grant funding program which must be used only for criminal justice initiatives. The Bureau of Justice Statistics (BJS) calculates the yearly award amount based on a formula of crime statistics and population. Based on this formula, the allocation for Charleston County for 2017 will be \$39,166. The Sheriff's Office will receive \$25,458 and the remaining \$13,708 will be allocated to the Solicitor's Office.

The Sheriff's Office is requesting to use this award for Taser cartridges and repairs. The grant period will run from October 1, 2016 until September 30, 2020. There are no FTEs requested in this grant. No match is required.

Because of the County's disparate jurisdiction status with North Charleston and in accordance with JAG regulation, the County will file a joint application with the City whereby the City serves as the fiscal agent for the award.

ACTION REQUESTED OF COUNCIL

Approve Elected Official's recommendation.

SHERIFF'S RECOMMENDATION

- Allow the Sheriff's Office to apply for and accept if awarded, the Edward Byrne Memorial Justice Assistance (JAG) Grant Program through the U.S. Department of Justice in the amount of \$39,166, with \$13,708 allocated to the Solicitor's Office.
- The funding for this award will be used for Taser cartridges and repairs.
- The grant period will run from October 1, 2017 until September 30, 2018.
- There are no FTEs requested in this grant. No match is required.

ADMINISTRATOR'S RECOMMENDATION

I concur with the Sheriff's recommendation.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 FROM: SCARLETT WILSON *SW* DEPT. SOLICITOR
 SUBJECT: FY17 BJA JUSTICE ASSISTANCE GRANT (JAG) LOCAL SOLICITATION
 REQUEST: APPROVE GRANT SUBMISSION AND ACCEPT IF AWARDED
 COMMITTEE OF COUNCIL: FINANCE DATE: September 7, 2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted
Legal Dept.	<input type="checkbox"/>	<input type="checkbox"/>	_____
Procurement/Contracts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input type="checkbox"/>	_____
Grants Auditor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u><i>Catherine Krenzak</i></u>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Mark Hill*

Fiscal impact: *No match required.*

ADMINISTRATOR'S SIGNATURE: *Jennifer Miller*

ORIGINATING OFFICE PLEASE NOTE:

DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

The U. S. Department of Justice's Edward Byrne Memorial Justice Assistance Grant (JAG) Program is designed to assist units of local government with reducing crime and violence in their communities. The Bureau of Justice Statistics calculates the yearly award amount based on a formula of crime statistics and population.

Based on this formula, the allocation for Charleston County for Fiscal Year (FY) 2017 is \$39,166. The Sheriff's Office and Solicitor's Office are sharing the award, with \$25,458 going to the Sheriff's Office and \$13,708 to the Solicitor's Office. The Solicitor's Office is requesting to use the \$13,708 to fund a portion of a General Prosecutor's salary and fringe benefits.

The grant period is from October 1, 2016 through September 30, 2020. There is one (1.0) grant-funded FTE associated with this request. It is understood that at the conclusion of the grant period, the FTE will be dissolved if no further grant funding is available.

Because of the County's disparate jurisdiction status with the City of North Charleston and in accordance with JAG regulation, the County will file a joint application with the City whereby the City will serve as the fiscal agent for the award.

ACTION REQUESTED OF COUNCIL

Approve Elected Official's recommendation.

SOLICITOR'S RECOMMENDATION

- Allow the Solicitor's Office to accept \$13,708 of the FY 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) award from the U.S. Department of Justice to fund a portion of a General Prosecutor's personnel costs. The Sheriff's Office and Solicitor's Office are sharing the award, with \$25,458 going to the Sheriff's Office and \$13,708 the Solicitor's Office.
- The grant period is from October 1, 2016 until September 30, 2020.
- There is one (1.0) FTE associated with this request. It is understood that at the conclusion of the grant period, the FTE will be dissolved if no further grant funding is available.
- No match is required.

ADMINISTRATOR'S RECOMMENDATION

I concur with the Solicitor's recommendation.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: WALT SMALLS, CHIEF DEPUTY ADMINISTRATOR *W.L.S. 8/29*


FROM: CARL H. SIMMONS *C.H.S.* DEPT. BUILDING INSPECTION SERVICES

SUBJECT: CHARLESTON REGIONAL HAZARD MITIGATION PLAN APPROVAL

REQUEST: APPROVE AMENDED 2017-2018 FIVE YEAR HAZARD MITIGATION PLAN

COMMITTEE OF COUNCIL: FINANCE DATE: 09/07/2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Signature of		Individual Contacted
	Yes	N/A	
Legal Department	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Procurement/Contracts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Grants Auditor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Other: Building Inspection Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

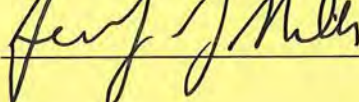
FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: 

Fiscal impact: *None*

ADMINISTRATOR'S SIGNATURE: 

ORIGINATING OFFICE PLEASE NOTE:

DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

Charleston County Council recognizes the *Charleston Regional Hazard Mitigation Plan* as the blueprint for all hazard mitigation related activities undertaken in the Charleston County area. Annually, the Charleston Regional Hazard Mitigation and Public Information Plan Committee is charged with updating the plan. The Committee works with each municipality within the County, several non-governmental jurisdictions, South Carolina Department of Natural Resources (SCDNR), Federal Emergency Management Agency (FEMA), and most importantly, the public, to update the document. Once every five years, FEMA requires the local community to formally re-adopt the plan in order to remain eligible for pre- and post- disaster federal grants and assistance. The plan is an essential component of the Community Rating System (CRS), which provides flood insurance premium discounts to the residents of Charleston County.

The plan has been submitted for approval to the South Carolina Emergency Management Department (SCEMD) and to FEMA to ensure that all necessary requirements have been met pending local adoption.

The plan was previously approved in 1999, 2004, 2008, and 2013.

The appendix, the Public Information Plan, is a new element of the plan that is required as part of the adoption for Community Rating System (CRS) credit. This plan evaluates public information and outreach activities and will also be updated annually with the Charleston Regional Hazard Mitigation Plan update.

The Plan is available on Charleston County's website, and hard copies are available in the Clerk of Court's Office at 100 Broad Street, Suite 106, and in the Building Inspection Services Office, at 4045 Bridge View Drive, Room A311.

ACTION REQUESTED OF COUNCIL

Approve the *2017-2018 Charleston Regional Hazard Mitigation Plan* five-year update.

DEPARTMENT HEAD RECOMMENDATION

Approve the Resolution adopting the amended *2017-2018 Charleston Regional Hazard Mitigation Plan* five-year update and authorize the Charleston County Administrator to approve and re-certify future editions of the *Charleston Regional Hazard Mitigation Plan*.

Attachments:

- Resolution for the Adoption of the Revised Charleston Regional Hazard Mitigation Plan
- Executive Summary for the Charleston Regional Hazard Mitigation Plan 2017-2018 five-year update.

**A RESOLUTION FOR THE ADOPTION OF THE REVISED
CHARLESTON REGIONAL HAZARD MITIGATION PLAN BY
CHARLESTON COUNTY COUNCIL**

Resolution No. - - -

WHEREAS the County of Charleston has experienced the effects of natural and man-made hazard events; and

WHEREAS the Charleston Regional Hazard Mitigation and Public Information Plan Committee has prepared a recommended *Charleston Regional Hazard Mitigation Plan*; and

WHEREAS the recommended *Charleston Regional Hazard Mitigation Plan* has been widely circulated for review by residents / business organizations / professional organizations of the unincorporated and incorporated areas of Charleston County, state, federal, regional and local government agencies and has been supported by those reviewers; and

WHEREAS the County of Charleston originally adopted the *Charleston Regional Hazard Mitigation Plan* in 1999 and readopted it in 2004, 2008, and 2013 and is required to adopt the amended version of this plan on a five-year cycle for the County to remain eligible for certain Federal programs in which Charleston County participates, and

NOW THEREFORE be it resolved that

1. The *Charleston Regional Hazard Mitigation Plan* is hereby adopted as an official plan of the County of Charleston, and
2. The Charleston Regional Hazard Mitigation and Public Information Plan Committee is recognized as a continuing entity charged with reviewing, maintaining in accordance with Community Rating System, Flood Mitigation Assistance, Disaster Mitigation Act and Program for Public Information requirements, and periodically reporting on the progress towards and revisions to the plan to the Charleston County Council.

Effective this ____ Day of ____, 2017

Executive Summary – Charleston Regional Hazard Mitigation Plan 2017-18: Five-Year Update

Purpose

Preparation and maintenance of a Hazard Mitigation Plan is a federal requirement to comply with the Disaster Mitigation Act of 2000, which allows covered jurisdictions the ability to receive:

- FEMA Pre- and Post- Disaster Assistance
- FEMA Hazard Mitigation Project grants
- CRS credit (applicable to many hazard and floodplain management activities of the County)

Process

FEMA requires the Plan be updated and re-adopted every five (5) years to maintain active status

- The Charleston Regional Hazard Mitigation and Public Information Committee participates in, recommends, and approves updates and changes to the Plan. The Committee is made up of representatives from 31 local jurisdictions and agencies, and 177 non-profit and private partners, making this a regional plan
- County Council is asked to approve and adopt the plan for the next five (5) years
- Improvements are made yearly between adoptions and Council is notified
- Common Plan for all communities but each jurisdiction/agency adopts it independently in order to be eligible for FEMA assistance, grants, and CRS credit

Practice

The Plan includes detailed sections describing the following:

- Background of the Charleston Region
- Goals of the Plan
- Details of the planning process – input via citizen and jurisdiction surveys and Committee input through meetings
- Hazard identification and assessment
- Problem assessment – vulnerabilities in buildings, infrastructure and critical facilities; known flood damages and impacts; economic impact, and resiliency to hazards
- Possible activities – projects through Project Impact program, Drainage Improvements
- Action Plans and Status Reports
 - *All jurisdictions must create this document, outlining all the hazard mitigation actions that each jurisdiction is conducting along with a status of the project*
- Public Information Plan is included with Appendix A.1. A stand-alone analysis and plan is required for CRS credit

Jurisdictions and Agencies Participating and Adopting the 2017-18 Charleston Regional Hazard Mitigation Plan

*Unincorporated Charleston County
Town of Awendaw
City of Charleston
City of Folly Beach
Town of Hollywood
City of Isle of Palms
Town of James Island
Town of Kiawah Island
Town of Lincolnville
Town of McClellanville
Town of Meggett
Town of Mount Pleasant*

*City of North Charleston
Town of Ravenel
Town of Rockville
Town of Seabrook Island
Town of Sullivan's Island
Charleston County Parks & Recreation
Commission
Charleston County School District
Charleston Water System
College of Charleston
Cooper River Parks & Playground
Commission*

*James Island Public Service District
Commission
Mount Pleasant Waterworks
Commission
North Charleston District
Roper St. Francis Healthcare
St. Andrews Parish Park & Recreation
Commission
St. Andrews Public Service District
St. Johns Fire District Commission
St. Pauls Fire District Commission*



JENNIFER J. MILLER
County Administrator

843.958-4000
Fax: 843.958.4004
jmiller@charlestoncounty.org
Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive, Suite B238
North Charleston, SC 29405-7464

MEMORANDUM

TO: Members of Council
FROM: Jennifer J. Miller, County Administrator
SUBJECT: Salary for New Veterans Affairs Director
DATE: September 7, 2017

With the retirement of Donald Morillo, the Charleston County Legislative Delegation has appointed Mr. David J. LeBlanc, Sr. as the new Veterans Affairs Director, with his term to expire July 1, 2019. The Charleston County Personnel Procedures 5.80.C3.c Elected Officials and Appointed Officials Pay Plan, indicates that County Council shall establish the minimum salary of Appointed Officials.

Over the last couple of years, Council has set the salary of the Elected Officials at the salary of the former incumbents. The former incumbent's salary for this position was \$85,217.60.

I am requesting that Council set the salary, as appropriate, for Mr. LeBlanc.

A brief bio:

Mr. LeBlanc has been a resident of Charleston County for over 30 years. He is a graduate of Bishop England High School and The Citadel. He served our Country for over 29 years, retiring as a Navy Captain, and served a variety of leadership, operational, and staff positions.

c: Cathy Collum, Legislative Delegation
Corine Altenhein, Deputy Administrator for Finance
Fagan Stackhouse, Chief Human Resources Officer
Mack Gile, Budget Director

4.

**PUBLIC WORKS
SERVICES IGA**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: JIM ARMSTRONG, DEPUTY ADMINISTRATOR *JAS*

FROM: JAMES NEAL, DIRECTOR ~~DEPT. PUBLIC WORKS~~

SUBJECT: INTERGOVERNMENTAL AGREEMENT (IGA) - PUBLIC WORKS SERVICES

REQUEST: REQUEST AUTHORIZATION TO INCLUDE A BUDGETARY ALLOWANCE FOR BASIC PUBLIC WORKS SERVICES

COMMITTEE OF COUNCIL: FINANCE DATE: SEPTEMBER 7, 2017

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Signature of		Individual Contacted
	Yes	N/A	
Legal Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u><i>[Signature]</i></u>
Procurement/Contracts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Community Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Grants Auditor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Mark Hill*

Fiscal impact: *Funding for Basic Services (routine maintenance) is included in the Public Works Field operations budget.*

ADMINISTRATOR'S SIGNATURE: *Jennifer J. Miller*

ORIGINATING OFFICE PLEASE NOTE:

DUE DATE TO ADMINISTRATOR'S OFFICE IS 5:00 P.M. ON TUESDAY OF THE WEEK PRECEDING THE COMMITTEE MEETING.

SITUATION

Previously, the Public Works Department support to municipalities was governed by a policy directive from Charleston County Council. The policy authorized the performance of basic public works functions, such as routine maintenance of roads and ditches and affording engineering advice as time was available, at no cost to certain municipalities. It also stipulated that special services could be provided on a cost reimbursable basis.

The above-referenced policy was rescinded. Council has since directed the Public Works Department to enter into Intergovernmental Agreements (IGAs) for support provided to the municipalities.

IGAs conforming to Council guidelines were sent to the municipalities for review. They expressed concern about paying the fully-burdened rate for all services provided. The smaller municipalities feel it is an untenable burden on them as basic services had historically been performed at no cost. The municipalities requested that we ask Council to authorize a policy change that would provide relief. The attached amended IGA authorizes the County to provide routine maintenance for road and drainage systems to the municipality at no cost for equipment or labor, up to a certain amount, based on the average cost incurred over the past four years. After that, the municipality will be required to reimburse the County for costs of equipment, materials, and labor. These services will be provided on a recurring basis and reviewed and adjusted annually. Special services would be as before, paid by the municipality at the fully-burdened cost.

ACTION REQUESTED OF COUNCIL

Request authorization to include a budgetary allowance for basic public works services in the formal IGAs between the County and municipalities, tailored to each municipality.

DEPARTMENT HEAD RECOMMENDATION

- Authorize the Public Works Department to enter into a formal IGA that includes a budgetary allowance to provide routine maintenance for road and drainage systems to all municipalities.
- The budgetary allowance will be the average annual amount of the cost of basic services over the prior four years.
- Work performed above that allowance or non-routine services will be reimbursed by the municipality at the fully-burdened cost.
- The allowance will be adjusted annually in our normal budget cycle.

STATE OF SOUTH CAROLINA) INTERGOVERNMENTAL
) AGREEMENT – PUBLIC SERVICES
COUNTY OF CHARLESTON) FOR THE TOWN OF MCCLELLANVILLE

THIS AGREEMENT is entered into as of the 1st day of July, 2017 by and between Charleston County, through its Department of Public Works, (herein called “Charleston County” or the “County”) and the Town of McClellanville, South Carolina (herein called the “Town”) (“Party” as to each; collectively referred to as the “Parties”)

WITNESSETH:

WHEREAS, in consideration of the mutual promises contained herein, the Parties agree that the Town desires Charleston County to render certain technical and professional services related to Public Works; and

WHEREAS, the Town has adopted _____ <insert reference ordinances>, to enable the County to provide the services contemplated under this Agreement; and

WHEREAS, in consideration of the mutual promises contained herein, the Parties agree that the County and the Town believe it is in the best interest of their citizens to avoid duplication of services with respect to Public Works by entering into an agreement for the County to provide for the Town the services identified herein (“Services”) for the effective and efficient handling of these services in the Town; and

NOW, THEREFORE, in consideration of the foregoing mutual promises contained herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged and the above-referenced recital incorporated herein by reference, the County and Town hereby agree as follows:

Section 1. Delegation of Authority. The Town agrees to adopt any and all ordinances necessary for the County to perform all services hereunder. The Town hereby authorizes Charleston County, and the County hereby agrees to provide the Services within its municipal jurisdiction as herein set forth.

Section 2. Scope of Services. Charleston County shall perform in a satisfactory manner the Services designated below. Work elements shall be performed in accordance with the following work description. Specific work activities to be undertaken by Charleston County include:

Public Works.

A. Obligations of the County

1. Charleston County Public Works will provide routine public road and drainage system infrastructure maintenance and repair services ("Basic Services") to the Town. Charleston County Public Works will track all costs associated with these Basic Services.
2. The activities will be scheduled and performed utilizing the Charleston County Public Works Maintenance Management System and coordinated with the Town. The Charleston County Public Works Department will accept requests from citizens of the Town and Town officials and will process those requests only upon approval from the Town's governing body. The County will keep the Town informed on the status of maintenance activities within the Town.
3. Charleston County Public Works can provide other requested services ("Special Services") to the Town for public infrastructure construction, maintenance and repair, engineering services, studies, and assistance, and other Public Works functions performed by the County. The Town's governing body must approve requests for Special Services, and the Charleston County Director of Public Works will schedule the work as personnel and equipment are available.

Section 3. Compensation and Method of Payment.

1. *The Town shall reimburse Charleston County Public Works all costs to perform routine maintenance work, or Basic Services hereunder, over \$37,300.*
2. *The County will invoice the Town on a monthly basis for any costs that are incurred, and the Town shall pay such invoices within 45 days of the invoice date.*
3. Annually, as part of the budget preparation process, the Town and Charleston County Public Works will agree to the scope and budget for all Services to be provided. This will include Basic Services, as well as Special Services, which are outside those defined as Basic Services in Section 2-1 of this "Agreement" and more generally defined in Section 2-3 of this Agreement. This arrangement shall become part of this Agreement.
4. Costs borne by the Town for any required Special Services or requested work will be determined on a case-by-case basis. Requests for Special Services should be made by December 1 for the next fiscal year's scheduling, which begins July 1.

Section 4. Term.

1. This Agreement shall be effective as of the date listed above, upon execution by authorized representatives of both Parties.
2. The term of this Agreement shall be through the end of June 2018. This Agreement will automatically renew each fiscal year, in part or in whole, unless either Party provides notice of termination pursuant to Section 5 below.

Section 5. Termination.

1. Either Party may terminate this Agreement with written notice, at the address set forth below, to the other Party by December 1 for the following fiscal year, to the address set forth below.
2. Upon termination of this Agreement, any and all obligations of Charleston County Public Works to conduct work herein described shall cease.
3. Termination under this Section shall be considered termination for convenience; and the terminating Party shall not be entitled to damages, with the exception of any unpaid fees, such as handling fees, court fees, etc.
4. Those rights and obligations under this Agreement, which, by their nature should survive, shall remain in effect after termination, suspension, or expiration thereof.

Section 6. Responsibilities and Limitation of Liability. The Town of McClellanville agrees to hold harmless and indemnify and defend the County against any and all action for claims for loss, costs, and expenses for damages arising from the actions or failure to act of the Town, its agents, servants, employees or contractors, and the Town of McClellanville agrees to hold harmless and indemnify and defend the County against any and all actions or claims by others for loss, costs, and expenses for damages arising from the actions or failure to act of the County, its agents, servants, employees or contractors taken in the performance of the Services contemplated by this Agreement.

Section 7. Amendments. This Agreement constitutes the entire agreement between the Parties, and no amendment or modification changing the Scope of this Agreement shall have any force or effect unless in writing and signed by both Parties.

Section 8. Notices. Any notice required of one Party to the other under this Agreement shall be deemed given upon request of written notice in the U.S. mail to the following address:

To the County:

Charleston County Administrator
4045 Bridge View Drive
North Charleston, SC 29405

To the Town:

Town of McClellanville Town Hall
405 Pinckney Street
McClellanville, SC 29458

Section 9. Successors and Assigns. This Agreement and all covenants thereof shall be binding upon and insure to the benefit of the successors and assigns of the Parties hereto.

Section 10. Severance. Should any part of the Agreement be determined by a court of competent jurisdiction to be invalid, illegal, or against public policy, said offending section shall be void and of no effect and shall not render any other section herein, nor this Agreement as a whole, invalid. Any terms which, by their nature, should survive the suspension, termination, or expiration hereof shall be deemed to so survive.

Section 11. Entire Agreement.

1. This Agreement constitutes the entire understanding and agreement between the parties hereto and supersedes all prior and contemporaneous written and oral agreements between the parties and their predecessors in interest regarding the subject matter of this Agreement.
2. The failure of either Party to enforce at any time any of the provisions of the Agreement shall in no way be construed as a waiver of such provision and shall not in any way affect the right of either party thereafter to enforce each and every provision of the Agreement. There can be no assignment by either Party of any rights or responsibilities hereunder without the prior written consent of the other Party.
3. All Parties acknowledge that nothing under this Agreement creates a right of action for any person or entity, and that this Agreement does not create or otherwise permit third party beneficiary rights or related causes of action. It is further acknowledged that the Parties hereto are governmental entities providing these services in a governmental capacity. Accordingly, it is agreed that the Parties are sovereigns that are, to the extent permitted by, the South Carolina Tort Claims Act, and other applicable law, protected by sovereign immunity with respect to all acts and omissions related hereto.
4. The Town and the County agree to enact, follow, and enforce such ordinances, rules, policies, and regulations as may be necessary to carry out the terms of this Agreement.

In WITNESS WHEREOF, the Parties hereto by their authorized representative have signed, sealed, and delivered this Agreement at Charleston, South Carolina, on the day/year written above.

WITNESSES:

COUNTY OF CHARLESTON

Charleston County Administrator

Date

TOWN OF MCCLELLANVILLE

Mayor, Town of McClellanville

ATTACHMENT A

Basic Services will consist of routine public road and drainage infrastructure maintenance including, but not limited to:

- a) Maintenance grading of unpaved roads
- b) Patching potholes (less than one sq. yd.) on paved roads
- c) Shoulder mowing on undeveloped frontage
- d) Cutting overhead vegetation for clearance
- e) Cleaning roadside drainage ditches
- f) Cleaning drainage culverts
- g) Mowing drainage easements
- h) Reinstalling existing signs (no materials)
- i) Tree removal, where practicable, by County forces
- j) Engineering, Stormwater, Rights-of-Way and other technical advice

The municipality will designate a representative(s) authorized to approve Basic Services.

Special Services will consist of other requested services for public infrastructure construction, maintenance and repair, engineering services, studies, and assistance including, but not limited to:

- a) Materials purchased for Basic Services
- b) Pavement repair (greater than one sq. yd.)
- c) Rocking unpaved road
- d) Sign installation or replacement
- e) Culvert repair, replacement, or installation
- f) Catch basin repair, replacement, or installation
- g) Sidewalk or curb repair, replacement, or installation
- h) Tree removal by contractor
- i) Design of roadway or drainage improvements and Similar Technical and Engineering Services

The municipality will designate a representative(s) authorized to approve Special Services.

IGA - Cost Summary For Municipalities (GF)

Municipality Name	Budgetary Allowance
Awendaw	\$ 33,400
City of Charleston	\$ 5,000
Folly Beach	\$ 16,600
Hollywood	\$ 47,900
Isle of Palms	\$ 20,100
Kiawah	\$ 5,000
Lincolnton	\$ 10,100
McClellanville	\$ 22,400
Meggett	\$ 20,400
Mt. Pleasant	\$ 5,000
North Charleston	\$ 11,700
Ravenel	\$ 46,000
Rockville	\$ 5,000
Seabrook	\$ 5,000
Sullivan's Island	\$ 9,500
James Island	\$ 118,532
Total	\$ 381,632

Mayor
Rutledge B. Leland, III

Town Council
Aaron L. Baldwin
Christopher B. Bates
Robert J. Gannon
James E. Scott



Town Administrator
Michelle A. McClellan

Zoning Administrator
Kathryn S. Basha

Phone: (843) 887-3712

405 Pinkney Street
McClellanville, SC 29458

Fax: (843) 887-3094

Tuesday, June 20, 2017

James R. Neal, P. E.
Charleston County Public Works Director
4046 Bridge View Drive, Suite A301
North Charleston, SC 29405-7464

Dear Mr. Neal:

Town Council and I would like to address the Intergovernmental Agreement the town received from Charleston County Public Works. We understand that the Town receives the same routine or basic maintenance services that residents living outside of the town limits receive and we ask that you continue to provide those services at no additional cost to the town.

We do recognize that special projects that are approved by the Town may require additional funds for material cost and that a cost estimate for those projects will be sent to the Town for approval prior to scheduling and performing work.

Without the County's assistance, the Town of McClellanville would not be able to maintain our roads and drainage. We appreciate your support and hope to continue working together to maintain the public services of the Town in the future.

Sincerely,

Rutledge B. Leland, III
Mayor
Town of McClellanville

5.

**MULTI-COUNTY
INDUSTRIAL
PARK
AMENDMENTS**

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of Finance Committee

FROM: Kristen L. Salisbury, Clerk of Council

DATE: September 1, 2017

SUBJECT: Multi-County Park Agreement Amendments

At the Finance Committee meeting of September 7, 2017, the Economic Development Director will present amendments to the Multi-County Park Agreement with Colleton County.