
COUNTY COUNCIL

GENERAL FUND

GENERAL GOVERNMENT

Mission: County Council makes policy decisions for Charleston County as established by state law, sets primary policies establishing the community vision, states the organizational mission, and defines any area of the County Administrator's authority not specifically addressed by state law.

DEPARTMENTAL SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	11.00	11.00	11.00	11.00	0.00	0.0
Personnel	\$ 250,025	\$ 255,734	\$ 267,860	\$ 276,098	\$ 8,238	3.1
Operating	262,038	301,845	348,822	357,583	8,761	2.5
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	<u>512,063</u>	<u>557,579</u>	<u>616,682</u>	<u>633,681</u>	<u>16,999</u>	2.8
Contingency	1,015,378	1,713,105	1,563,678	1,781,303	217,625	13.9
Less: Appropriations to Depts.	(406,000)	(1,489,081)	(621,305)	0	621,305	
Less: Lapsed at Fiscal Year-end	<u>(609,378)</u>	<u>(224,024)</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Contingency Balance	<u>0</u>	<u>0</u>	<u>942,373</u>	<u>1,781,303</u>	<u>838,930</u>	89.0
Interfund Transfer Out	<u>0</u>	<u>0</u>	<u>58,000</u>	<u>86,762</u>	<u>28,762</u>	49.6
TOTAL DISBURSEMENTS	<u>\$ 512,063</u>	<u>\$ 557,579</u>	<u>\$ 1,617,055</u>	<u>\$ 2,501,746</u>	<u>\$ 884,691</u>	54.7

Funding Adjustments for FY 2004 Include:

- Personnel expenditures reflect the actual grades and steps of the incumbents and higher fringe benefit costs.
- Operating expenditures represent an increase in auditing services.
- Council's contingency contains \$1,781,303 to fund requests during FY 2004. This contingency includes \$371,678 to fund legal costs related to ongoing lawsuits in which the County is involved. During budget deliberations, Council transferred funding from the Election Commission and Voter Registration to contingency in anticipation of the merge of these two departments during FY 2004.
- Interfund transfer out reflects the funding of the Juvenile Drug Court administered by the Department of Alcohol and Other Drug Abuse Services (DAODAS).

COUNTY COUNCIL (continued)

GENERAL FUND

GENERAL GOVERNMENT

Objectives:

- Ensure 100% of Council agenda packages are available to Council by deadline.
- Ensure 100% accuracy of the preparation of agenda packets for distribution, agenda items for consideration, and resolutions and ordinances for vote.
- Provide policy recommendations by presenting committee meetings, Council meetings, and workshops/retreats annually.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Agenda packages prepared and available	15,750	15,750	15,750
Agenda available for mailing/faxing to citizens	11,232	11,232	11,232
Agenda items submitted for consideration	525	525	525
Resolutions processed for vote	18	18	18
Ordinances processed for vote	108	108	108
Committee meetings presented	67	67	67
Council meetings presented	22	22	22
Public hearings presented	50	50	50
Workshops/retreats presented	1	1	1
Outcome:			
Percent of agenda packages available by deadline	100%	100%	100%
Percent of agenda packages error free	100%	100%	100%

ACCOMMODATIONS TAX

SPECIAL REVENUE FUND

CULTURE AND RECREATION

Mission: The Accommodations Tax, as mandated by state law, requires a two percent tax on transient accommodations to encourage and support tourism.

PROGRAM SUMMARY:	FY 2001 Actual	FY 2002 Actual	FY 2003 Adjusted	FY 2004 Approved	Dollar Change	Percent Change
Positions/FTE	-	-	-	-	-	-
Intergovernmental	\$ 26,797	\$ 22,843	\$ 10,000	\$ 22,000	\$ 12,000	120.0
TOTAL REVENUES	<u>\$ 26,797</u>	<u>\$ 22,843</u>	<u>\$ 10,000</u>	<u>\$ 22,000</u>	<u>\$ 12,000</u>	120.0
Personnel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.0
Operating	1,707	0	0	0	0	0.0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	1,707	0	0	0	0	0.0
Interfund Transfer Out	<u>25,090</u>	<u>22,843</u>	<u>10,000</u>	<u>22,000</u>	<u>12,000</u>	120.0
TOTAL DISBURSEMENTS	<u>\$ 26,797</u>	<u>\$ 22,843</u>	<u>\$ 10,000</u>	<u>\$ 22,000</u>	<u>\$ 12,000</u>	120.0

Funding Adjustments for FY 2004 Include:

- Revenues reflect an increase based on historical trends.
- Interfund transfer out represents the amount transferred to the General Fund as determined by State law.

CONTRIBUTIONS

GENERAL FUND

GENERAL GOVERNMENT

Mission: County Council appropriates contributions on an annual basis to some of the worthwhile organizations requesting funds.

PROGRAM SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	-	-	-	-	-	-
Personnel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0.0
Operating	145,727	352,503	377,503	243,500	(134,003)	(35.5)
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	<u>\$ 145,727</u>	<u>\$ 352,503</u>	<u>\$ 377,503</u>	<u>\$ 243,500</u>	<u>\$ (134,003)</u>	(35.5)

Funding Adjustments for FY 2004 Include:

- Operating expenditures reflect the elimination of \$25,000 in one-time funding to Family Services during FY 2003. Council received requests from twenty-seven agencies totaling \$567,881. Funding was recommended for the twenty-three agencies funded in FY 2003. During budget deliberations, Council reduced funding for contributions by \$109,003. In addition, Council reallocated funds to existing agencies which included one additional agency, Happy Days and Special Times.

INTERNAL AUDITOR

GENERAL FUND

GENERAL GOVERNMENT

Mission: The Internal Audit Department provides County Council and Administration with information and recommendations to improve the accounting and safeguarding of County resources and the efficiency and effectiveness of County operations.

DEPARTMENTAL SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Approved</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	3.00	3.00	2.00	2.00	0.00	0.0
Personnel	\$ 134,481	\$ 122,973	\$ 128,745	\$ 133,587	\$ 4,842	3.8
Operating	8,382	9,414	7,072	7,543	471	6.7
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	<u>\$ 142,863</u>	<u>\$ 132,387</u>	<u>\$ 135,817</u>	<u>\$ 141,130</u>	<u>\$ 5,313</u>	3.9

Funding Adjustments for FY 2004 Include:

- Personnel expenditures reflect the actual grades and steps of the incumbents and increased fringe benefit costs.
- Operating expenditures reflect higher copier costs based on current operating conditions.

Objectives:

- Based on an Annual Audit Plan approved by County Council, 100% of scheduled audits and activities will be completed.
- Cost per audit hour will not exceed the outside rate of \$85 per hour.
- Survey departments regarding the value received from the audit with an average score of 75 on a scale of 1-100.
- Based on completed audits, 75% of audit recommendations will be accepted and implemented within 12 months of audit report date.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Council audit reports	11	13	13
Periodic monitoring reports	6	8	7
Recommendations in audit reports ¹	32	28	25
Efficiency:			
Cost per audit hour	\$56.20	\$55.04	\$60.00
Outcome:			
Completion percent of Annual Audit Plan	81.0% ²	100%	100%
Surveys returned	64.0%	64.0%	50.0%
Average evaluation score	97	92	90
Recommendations accepted and implemented	26	21	20
Percent of recommendations accepted and implemented	81.0%	75%	75%

¹ Percentage reflects elimination of Deputy Internal Auditor position.

² This total does not include recommendations in Memorandums of Minor Exceptions or Periodic Monitoring Reports.

LEGAL

GENERAL FUND

GENERAL GOVERNMENT

Mission: The Legal Department advises, represents, and defends the Charleston County Council, its members, and all County employees before all courts and administrative bodies; drafts and enforces ordinances; and collects existing claims in favor of Charleston County.

DEPARTMENTAL SUMMARY:	FY 2001 <u>Actual</u>	FY 2002 <u>Actual</u>	FY 2003 <u>Adjusted</u>	FY 2004 <u>Proposed</u>	Dollar <u>Change</u>	Percent <u>Change</u>
Positions/FTE	5.84	5.84	5.56	5.56	0.00	0.0
Personnel	\$ 377,188	\$ 378,929	\$ 361,087	\$ 379,428	\$ 18,341	5.1
Operating	340,751	901,440	313,267	216,802	(96,465)	(30.8)
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	<u>\$ 717,939</u>	<u>\$ 1,280,369</u>	<u>\$ 674,354</u>	<u>\$ 596,230</u>	<u>\$ (78,124)</u>	(11.6)

Funding Adjustments for FY 2004 Include:

- Personnel expenditures reflect the actual grades and steps of the incumbents and increased fringe benefit costs.
- Operating expenditures reflect the removal of a transfer from County Council's contingency during FY 2003 to fund litigation costs. In addition, reduced judgement and damage costs based on historical usage contribute to this decrease.

STATE AGENCIES

GENERAL FUND

JUDICIAL/HEALTH AND WELFARE

Mission: County Council makes contributions to five state agencies including the Public Defender, the State Probation and Parole, the Mental Health Center, the Department of Social Services (DSS), and the Health Department. Listed respectively, agencies represent the indigent accused of criminal acts; supervise those people who are placed on parole or probation by General Sessions Court; provide services which include therapy, counseling, assessment, and classes; provide services to the indigent; and administer community-focused programs, including those designed to prevent the spread of disease and waste disposal improvement.

PROGRAM SUMMARY:	FY 2001 Actual	FY 2002 Actual	FY 2003 Adjusted	FY 2004 Approved	Dollar Change	Percent Change
Positions/FTE	-	-	-	-	-	-
Charges and Fees	\$ 136,662	\$ 136,069	\$ 130,000	\$ 130,000	\$ 0	0.0
TOTAL REVENUES	<u>\$ 136,662</u>	<u>\$ 136,069</u>	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ 0</u>	0.0
Public Defender	\$ 1,071,625	\$ 1,194,527	\$ 1,235,200	\$ 1,457,629	\$ 222,429	18.0
State Probation and Parole	810	514	850	850	0	0.0
Mental Health Center	52,987	52,987	52,987	52,987	0	0.0
Department of Social Services	152,257	152,257	152,257	152,257	0	0.0
Health Department	<u>253,733</u>	<u>241,403</u>	<u>257,859</u>	<u>257,859</u>	<u>0</u>	<u>0.0</u>
TOTAL EXPENDITURES	<u>\$ 1,531,412</u>	<u>\$ 1,641,688</u>	<u>\$ 1,699,153</u>	<u>\$ 1,921,582</u>	<u>\$ 222,429</u>	13.1

Funding Adjustments for FY 2004 Include:

Contributions to State Agencies reflect an increase in the Public Defender's budget which includes, a Cost of Living Adjustment (COLA), longevity, and an increase in insurance costs. During budget deliberations, Council added \$125,000 for two full-time Attorneys to address jail overcrowding. All other budgets remain unchanged.

STATE AGENCIES (continued)

GENERAL FUND

JUDICIAL/HEALTH AND WELFARE

Objectives:

- Participation in court sponsored initiatives towards swifter case management.¹
- Reduce percent of cases in which Public Defender staff attorneys make motions for continuance on the day of trial which are based on grounds that should have been foreseeable during discovery by defense counsel.¹
- Reduce the number of repeat offenders by making recommendations for treatment or counseling to clients or tailored sentence recommendations for the court.¹
- Increase confidence in the court system by submitting periodic evaluation forms to sitting circuit judges for continuous improvement of the office.¹
- Address jail overcrowding by monitoring number of jail case dispositions handled by public defenders.¹
- Increase the Public Defenders' role in the community and assist in discouraging indigent involvement with criminal activity by having a greater presence in the schools and greater participation in community projects.¹

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Case law meetings	n/a	n/a	12
In-house training sessions	n/a	n/a	4
Jail cases pending per attorney per month	n/a	n/a	n/a
Community and schools activities attended	n/a	n/a	7
Efficiency:			
Hours spent per case law meeting per attorney	n/a	n/a	26
Hours spent per in-house training session per paralegal	n/a	n/a	4
Average number of cases per attorney	n/a	n/a	156
Hours spent per community/school activities per staff	n/a	n/a	3
Outcome:			
Inmate average length of stay-General Sessions Court cases	n/a	n/a	n/a
Inmate average length of stay-Magistrate Court cases	n/a	n/a	n/a
Jail cases disposed of per month	n/a	n/a	n/a

¹ This department will begin measuring performance against this objective during FY 2004.