

AGENDA

FINANCE COMMITTEE

3/13/18

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
March 13, 2018
6:00 PM

1. MINUTES:
 - Jan. 18, 2018 - Special Sales and Use Tax Oversight Committee
 - Jan. 18, 2018 – Finance Committee
 - Feb. 8, 2018 – Finance Committee
 2. EMS GRANT IN AID PROGRAM FY 2018
 3. RECORDS CENTER RENOVATION
 4. FY18 MID-YEAR BUDGET REVIEW
- Request to Approve
 - Request to Approve
 - Request to Approve Council/Salisbury
 - Request to Approve Miller/Abrams
 - Award of Contract Miller/Tolbert
 - Presentation Miller/Gile

1.

MINUTES

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of Finance Committee

FROM: Kristen Salisbury, Clerk of Council

DATE: March 2, 2018

SUBJECT: Special Sales and Use Tax Oversight Committee Minutes

At the Finance Committee meeting of March 13, 2018, the draft minutes of the January 18, 2018 Special Sales and Use Tax Oversight Committee will be presented for approval. The minutes of this committee are being presented to the Finance Committee since the Special Sales and Use Tax Oversight Committee was disbanded earlier this year.

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of Finance Committee

FROM: Kristen Salisbury, Clerk of Council

DATE: March 2, 2018

SUBJECT: Finance Committee Minutes

At the Finance Committee meeting of March 13, 2018, the draft minutes of the January 18, 2018 and February 8, 2018, Finance Committee meetings will be presented for approval.

2.

EMS GRANT

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: CHRISTINE DURANT, DEPUTY ADMINISTRATOR *CD*

FROM: DAVID ABRAMS *DA* DEPT. EMS

SUBJECT: EMS GRANT IN AID PROGRAM FY 2018

REQUEST: ACCEPT GRANT FUNDS

COMMITTEE OF COUNCIL: FINANCE DATE: MARCH 8, 2018

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

	Signature of		Individual Contacted
	Yes	N/A	
Legal Department	<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>Catherine Krenzok</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
	142500001	66731	\$1500.00	\$1437.50

NEED: Identify any critical time constraint.
GRANT ENDS JUNE 30, 2018

BUDGET OFFICER SIGNATURE: *Mark Hile*

Fiscal impact: FUNDS ARE AVAILABLE; 5.5% MATCH REQUIRED

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 South Carolina Department of Health and Environmental Control (DHEC) in accordance with Section 34.8 of the part IB Provisos of the 2017-2018 Appropriations Act will distribute state appropriated funds for the purpose of improving and upgrading the EMS system. Charleston County's allocation for Fiscal Year 2016 – 2017, based upon the proportion of the population, is \$26,136.30.

The funds will be used to purchase a computer enhanced training manikin, with full accessories, which is allowed as specialized equipment to support approved training programs.

ACTION REQUESTED OF COUNCIL

Authorize EMS to apply for and accept the state appropriated funding at the allocated amount for \$26,136.30

DEPARTMENT HEAD RECOMMENDATION

- Allow EMS to apply for and accept if awarded the state appropriated funding from SC DHEC EMS Grant in Aid Program for \$26,136.30 to purchase a computer enhanced training manikin, with full accessories, to support approved training programs.
- Once the funds have been accepted, the budget management and reporting become the responsibility of the EMS Department.
- No FTE's associated with this award.
- The 5.5% matching funds are available.
- Grant period is from July 1, 2017 to June 30, 2018.

3.

**RECORDS
CENTER
RENOVATION**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 THROUGH: CORINE ALTENHEIN, DEPUTY ADMINISTRATOR *C Altenhein*
 FROM: BARRETT J. TOLBERT *BST* DEPT. PROCUREMENT
 SUBJECT: RECORDS CENTER RENOVATION
 REQUEST: AWARD OF CONTRACT
 COMMITTEE OF COUNCIL: FINANCE DATE: MARCH 8, 2018

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>John Dader</i></u>
Procurement/Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u><i>Barrett J. Tolbert</i></u>
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"/>	_____
Other: Facilities Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u><i>[Signature]</i></u>
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
	ID4014002	79121	\$350000.00	\$157935.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Paul Hilde*

Fiscal impact: *Funds are available in the Facilities Management project funds.*

ADMINISTRATOR'S SIGNATURE: *[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

Bids were received from qualified vendors for the Records Center Renovation.

Sealed bids were received in accordance with the terms and conditions of the Invitation for Bid No. 5222-18Z. The mandatory Small Business Enterprise (SBE) requirements for the solicitation is 12.2%

Bidder	Total Bid Price	SBE Percentage
Infinger Construction Group. LLC 4748 Franchise Street North Charleston, SC 29418 Principal: Emory J. Infinger, Jr.	\$157,935.00	100%
IPW Construction Group, LLC P.O. Box 40968 Charleston, SC 29423 Principal: Cyrus D. Sinor	\$233,179.00	100%

ACTION REQUESTED OF COUNCIL

Authorize award of contract.

DEPARTMENT HEAD RECOMMENDATION

Authorize award of contract for the Invitation for Bid No. 5222-18Z to Infinger Construction Group, LLC, the lowest responsive and responsible bidder, in the amount of \$157,935.00 for the Records Center renovations.

4.

**MID YEAR
BUDGET REVIEW**

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of Finance Committee
FROM: Kristen Salisbury, Clerk of Council
DATE: March 2, 2018
SUBJECT: FY 18 Mid-Year Review

At the Finance Committee meeting of March 13, 2018, staff will make a presentation regarding the FY 18 Mid-Year Budget Review.



Financial Update

March 8, 2018

FY18 Mid-year Review

- General Fund Revenues
 - Overall: \$0.8M above budget
 - Property taxes higher
 - Sales tax **lower**
 - Local Government Fund from State for retirement **lower**
 - Federal prisoner revenues higher

FY18 Mid-year Review

- General Fund Expenditures
 - Overall: \$5.9M under budget
 - Unplanned costs for 3600 Rivers
 - \$1.3M for personnel & operating (from lapse)
 - \$2.5M for capital (from other Facility projects)
 - Plan to utilize remaining savings from FY18 in the FY19 budget
 - Maintain reserves
 - Facility projects



FY19 Preview

- Additional revenues: \$5.1M
 - Primarily property taxes
- Additional expenditure requests: \$19.0M
- Challenge of \$13.9M

FY19 Preview

- Personnel Request: \$7.6M higher than FY18
- Personnel (in progress): 6.0M higher
 - Continue longevity/merit: \$3.5M
 - Additional retirement cost: \$1.3M
 - 3600 Rivers: \$0.4M
 - New positions: ?

FY19 Preview

- Operating Request: \$9.4M higher than FY18
- Operating (in progress): \$1.9M higher
 - Inflation: \$2.5M
 - Sheriff contracts
 - Facilities Management contracts
 - Technology Services contracts
 - 3600 Rivers: \$1.5M
 - Facilities maintenance projects: **down \$2.0M**



FY19 Preview

- Capital Request: \$2.0M higher than FY18
- Capital (in progress): **\$3.1M lower**
 - Facilities maintenance projects down



FY19 Preview

- Summary
 - Propose budget without property tax increase
 - Facilities maintenance projects deferred
 - Continued evaluation of facilities in FY18 and FY19
 - Determine annual amount needed in FY20 and beyond to maintain facilities
 - FY20 may require additional revenues to fund facilities maintenance



Financial Update

March 8, 2018