

AGENDA

FINANCE COMMITTEE

4/18/19

J. Elliott Summey, Chairman
Henry E. Darby
Jenny Costa Honeycutt
Anna B. Johnson
Brantley Moody
Teddie Pryor
A. Victor Rawl
Herb Sass
Dickie Schweers

**AGENDA
FINANCE COMMITTEE
April 18, 2019
5:00 PM**

1. BOARDS AND COMMISSIONS

- A) Awendaw-McClellanville Consolidated Fire District Advisory - Appointment (1)
- B) Awendaw-McClellanville Consolidated Fire District Advisory (Town appts.) - Appointments (2)
- C) Accommodations Tax Advisory Committee (East Cooper Seat) - Appointment (1)
- D) Accommodations Tax Advisory Committee (At-Large Seat) - Appointment (1)

2. CONSENT AGENDA

- A) Bees Ferry Landfill – MSW Cell 5 Subgrade Construction - Award of Contract
- B) CTC Seacoast Parkway Sidewalk Installation (Mt. Pleasant) - Award of Contract
- C) Mechanical, Electrical, Plumbing/Fire Protection Design (Facilities) - Award of Contracts
- D) Homeland Security Grant (EMD) - Request to Approve
- E) Hazardous Materials Emergency Preparedness Grant (EMD) - Request to Approve
- F) Achieving Independence through Recovery Grant (Chas. Center) - Accept Funding

3. MOTOR VEHICLE DECAL RENEWALS/TREASURER'S OFFICE

- Request to Approve
Miller/Tinkler

4. INCREASE BOARD OF ELECTIONS VOTER REGISTRATION STIPEND

- Request to Consider
Miller/Debney

5. PALMETTO COMMERCE PARKWAY-PHASE 3 (EMINENT DOMAIN)

- Request to Adopt
Miller/Armstrong/Thigpen

6. TST PROJECTS:

- A) TST Carriage Lane Sidewalk Installation - Award of Contract
- B) TST SC41 Corridor Improvements - Accept Funding

7. PERSONNEL POLICIES AND PROCEDURES REVISIONS

- Request to Approve
Miller/Steed

8. CENTRAL PARK/RIVERLAND DRIVE INTERSECTION IMPROVEMENTS

- Request to Approve
Miller/Armstrong/Thigpen

1.

**BOARDS and
COMMISSIONS**

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of the Finance Committee
FROM: Kristen L. Salisbury, Clerk of Council
DATE: April 11, 2019

SUBJECT: Awendaw-McClellanville Consolidated Fire District Advisory - Appointments (1)

An announcement of vacancies for the Awendaw-McClellanville Consolidated Fire District Advisory Board was previously made.

An application for reappointment was received from Elizabeth Moffly. Following this appointment, there will still be two vacancies on this board.

The Awendaw-McClellanville Consolidated Fire District was established by County Ordinance and consists of nine members comprised of seven residents of the East Cooper area and a representative from the Towns of Awendaw and McClellanville. The purpose of the Board is to advise Charleston County Council of the nature and level of fire services to be provided in the Awendaw Consolidated Fire District.

One vacancy, one application
Elizabeth Moffly

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of the Finance Committee

FROM: Kristen L. Salisbury, Clerk of Council

DATE: April 11, 2019

SUBJECT: Awendaw-McClellanville Consolidated Fire District Advisory Town's Appointees
- Appointments (2)

The Town of Awendaw and the Town of McClellanville have notified our office that they intend to maintain their current appointees, Miriam Green (Awendaw) and Chris Bates (McClellanville), to the Awendaw-McClellanville Consolidated Fire District Advisory

This term will expire in April 2021.

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of the Finance Committee

FROM: Kristen L. Salisbury, Clerk of Council

DATE: April 11, 2019

SUBJECT: Accommodations Tax Advisory Committee (East Cooper Seat) - Appointment (1)

An announcement of vacancies for the Accommodations Tax Advisory Committee was previously made.

An application for appointment to the seat representing the areas East of the Cooper was received from Donna Brown Newton.

The Charleston County Accommodations Tax Advisory Committee is a seven (7) member board appointed by Charleston County Council and charged by State Statute to make recommendations to Council on the expenditure of revenue generated from the state accommodations tax. The board shall consist of the following: two (2) representatives of the lodging industry whose business is located in unincorporated Charleston County, a representative of the hospitality industry whose business is located in unincorporated Charleston County, a representative of cultural organizations located in unincorporated Charleston County, a representative who resides in unincorporated Charleston County West of the Ashley (to include unincorporated areas West Ashley, James Island, Johns Island, Wadmalaw Island, Hollywood, Ravenel, St. Paul's areas, Edisto Island), a representative who resides in unincorporated Charleston County East of the Cooper (to include unincorporated areas in Mt. Pleasant, Awendaw, McClellanville, South Santee), and a member at large who resides in any area of unincorporated Charleston County.

Seven appointments initially be appointed for staggered terms of two or three years and for terms of three years following the initial appointment.

The term for this seat will expire 3/21.

One vacancy, one application
Donna Newton Brown

CHARLESTON COUNTY COUNCIL

MEMORANDUM

TO: Members of the Finance Committee

FROM: Kristen L. Salisbury, Clerk of Council

DATE: April 11, 2019

SUBJECT: Accommodations Tax Advisory Committee (At-Large Seat) - Appointment (1)

An announcement of vacancies for the Accommodations Tax Advisory Committee was previously made.

An application for appointment to the seat representing the At-Large Seat was received from P. John DeStefano and Denise Holtz.

The Charleston County Accommodations Tax Advisory Committee is a seven (7) member board appointed by Charleston County Council and charged by State Statute to make recommendations to Council on the expenditure of revenue generated from the state accommodations tax. The board shall consist of the following: two (2) representatives of the lodging industry whose business is located in unincorporated Charleston County, a representative of the hospitality industry whose business is located in unincorporated Charleston County, a representative of cultural organizations located in unincorporated Charleston County, a representative who resides in unincorporated Charleston County West of the Ashley (to include unincorporated areas West Ashley, James Island, Johns Island, Wadmalaw Island, Hollywood, Ravenel, St. Paul's areas, Edisto Island), a representative who resides in unincorporated Charleston County East of the Cooper (to include unincorporated areas in Mt. Pleasant, Awendaw, McClellanville, South Santee), and a member at large who resides in any area of unincorporated Charleston County.

Seven appointments initially be appointed for staggered terms of two or three years and for terms of three years following the initial appointment.

The term for this seat will expire 3/22.

One vacancy, two applications

P. John DeStefano

Denise Holtz

2.

**CONSENT
AGENDA**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
THROUGH: CORINE ALTENHEIN, DEPUTY ADMINISTRATOR *C Altenhein*
FROM: BARRETT J. TOLBERT *BSC* **DEPT.** PROCUREMENT
SUBJECT: BEES FERRY LANDFILL - MSW CELL 5 SUBGRADE CONSTRUCTION
REQUEST: AWARD OF CONTRACT
COMMITTEE OF COUNCIL: FINANCE **DATE:** April 18, 2019

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"/>	<i>[Signature]</i>
Procurement/Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
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: Environmental Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
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
	543504001	78909	\$5,367,600.00	\$5,142,000.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *[Signature]*

Fiscal impact: Funds are available in the FY2019 Environmental Management budget.

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

Sealed bids were received for the subgrade construction of the 13 acre Cell 5 at the Bees Ferry Landfill. The work includes providing and installing approximately 250,000 cubic yards of structural fill soil from an off-site source and performing site grading for a 4 acre yard waste processing pad. This phase of the project time is scheduled to be completed within ninety (90) calendar days. During the progress of this phase, final design for the construction of Cell 5 will be completed and bid separately. It is the intent for the construction phase to begin shortly after the subgrade work is completed. This project was approved In Fiscal Year 2019 Environmental Management budget.

Bids were received in accordance with the terms and conditions of Invitation for Bid No. 5358-19W. The mandatory Small Business Enterprise (SBE) requirement for this solicitation is 12.2% and the Disadvantaged Business Enterprise (DBE) goal is 25%.

Bidder	Total Bid Price	SBE Percentage	DBE Percentage
Green Wave Contracting, Inc. Georgetown, South Carolina 29440 Principal: Blake Harwell	\$5,142,000.00	100%	25.3%
O.L. Thompson Construction Co., Inc. North Charleston, SC 29405 Principal: Matt Thompson	\$5,999,970.00	25%	25%
J.R. Wilson Construction Co., Inc. Varnville, SC 29944 Principal: Nathan Wilson	\$6,312,075.00	12.2%	12.2%
Richardson Construction Company of Columbia, SC, Inc. Columbia, SC 29203 Principal: Robert M. Richardson	\$6,373,450.00	12.2%	25%
Banks Construction Company North Charleston, SC 29405 Principal: Jafar Moghadam	\$6,417,887.50	12.6%	10.9%
Gearig Brothers Civilworks, LLC Grovetown, GA 30813 Principal: Travis Gearig	\$6,713,970.46	12.2%	12.2%
Celek & Celek Construction, Inc. Charleston, SC 29416 Principal: Brian F. Celek	\$6,999,924.00	100%	25.7%
Blythe Development Co. Charleston, SC 29407 Principal: Frank W. Blythe	\$7,145,670.00	15.7%	15.6%
L. Dean Weaver Company LLC Mt. Pleasant, SC 29466 Principal: L. Dean Weaver	\$7,270,320.00	12.2%	12.5%
Allston Farrell LLC Mt. Pleasant, SC 29465 Principal: Matthew Farrell	\$9,550,000.00	16.3%	16.6%

ACTION REQUESTED OF COUNCIL

Authorize award of contract.

DEPARTMENT HEAD RECOMMENDATION

- Authorize award of contract for the Bees Ferry Landfill - MSW Cell 5 Subgrade Construction project to Green Wave Contracting, Inc., the lowest responsive and responsible bidder, in the amount of \$5,142,000.00.
- Funds are available in the FY2019 Environmental Management budget.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 THROUGH: CORINE ALTENHEIN, DEPUTY ADMINISTRATOR *C Altenhein*
 FROM: BARRETT J. TOLBERT *B Tolbert* DEPT. PROCUREMENT
 SUBJECT: CTC SEACOAST PARKWAY SIDEWALK INSTALLATION
 REQUEST: AWARD OF CONTRACT
 COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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"/>	<i>[Signature]</i>
Procurement/Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
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: Transportation Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Steven L. Thijs</i>
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
	W42047613	64667		\$327,302.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *[Signature]*

Fiscal impact: Funds are available in the State "C" Fund for road improvements.

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

The Charleston County Transportation Committee (CTC) Seacoast Parkway Sidewalk Installation project is located in Mount Pleasant, South Carolina. The project will consist of construction of approximately 4,200 LF of new 5' concrete sidewalk along Seacoast Parkway from Belle Hall Parkway to Shoals Drive. The work will include, but is not limited to, concrete sidewalk and pedestrian ramp construction, erosion and sediment control, and traffic control. The project will be constructed utilizing the items listed on the bid form in the solicitation

Bids were received from the following Contractors in accordance with the terms and conditions of Invitation for Bid No. 5355-19C. State "C" Fund regulations do not allow Small Business Enterprise (SBE) or local preference options.

Bidder	Total Bid Price	DBE Percentage
KTC Enterprises Inc. Moncks Corner, South Carolina 29461 Principal: Hugh Murchism, Jr.	\$327,302.00	10.3%
Green Wave Contracting, Inc. Georgetown, South Carolina 29440 Principal: Blake Harwell	\$369,735.00	18.9%
First Construction Management, LLC Hanahan, South Carolina 29410 Principal: Roger Holcombe	\$382,507.00	13.5%
AOS Specialty Contractors, Inc. Lexington, South Carolina 29073 Principal: Dianne Rushing	\$465,765.30	100%
WM Roebuck Inc. Lexington, South Carolina 29073 Principal: Curtis L. Hooks	\$490,318.00	0%
Lowcountry Sitework, LLC Charleston, South Carolina 29492 Principal: John Mazzarella	\$548,548.00	5.5%

ACTION REQUESTED OF COUNCIL

Authorize award of contract.

DEPARTMENT HEAD RECOMMENDATION

- Authorize award of contract for the CTC Seacoast Parkway Sidewalk Installation project to KTC Enterprises, Inc., the lowest responsive and responsible bidder, in the amount of \$327,302.00.
- Funds are available in the State "C" Fund for road improvements.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
THROUGH: CORINE ALTENHEIN, DEPUTY ADMINISTRATOR *CA Altenhein*
FROM: BARRETT J. TOLBERT *BT* **DEPT.** PROCUREMENT
MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION DESIGN
AND CONSTRUCTION ADMINISTRATION SERVICES FOR FACILITIES
SUBJECT: DEPARTMENT PROJECTS AS-NEEDED
REQUEST: AWARD OF CONTRACT
COMMITTEE OF COUNCIL: FINANCE **DATE:** APRIL 18, 2019

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"/>	<i>MAR</i>
Procurement/Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Barrett</i>
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"/>	<i>[Signature]</i>
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
		1D4014001	64801	

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE:

Loella C. Amallo for Mack Gile

Fiscal impact: Funds will be available in Facilities Department budget.

ADMINISTRATOR'S SIGNATURE:

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 Charleston County Facilities Department requested qualifications from all interested firms to perform mechanical, electrical, plumbing, and fire protection design and construction administrative services on an as-needed basis. These services are to be provided in support of the design, development, and construction of various Charleston County projects.

Submittals were received in accordance with the terms and conditions of Request for Qualifications (RFQ) No. 5336-19R from the following firms:

- CEMS Engineering, Inc.
- DWG Inc. Consulting Engineers
- Harris Group
- Live Oak Consultants, LLC
- RMF Engineering
- T.Y. Lin International

Per the terms of the RFQ, it is the intent of the County to identify two (2) firms which will be considered for award for each special project during the course of the year. The County will always negotiate first with the firm identified as the most qualified. If a fair and reasonable cost and time frame can be successfully negotiated, that firm will be awarded the project. However, if successful negotiations with this firm are not concluded, the County will attempt to negotiate with the firm identified as the second most qualified firm. If negotiations fail with both firms, a solicitation for the specific project will be opened for all vendors to participate in the RFQ process.

An evaluation committee has reviewed the submitted qualifications for compliance with the RFQ requirements and determined the two following firms, ranking in order, 1) CEMS Engineering, Inc. and 2) T.Y. Lin International, to be the most qualified in meeting the County's needs and recommends awarding contracts:

The evaluation committee members were made up of the following entities:

Facilities Department
Procurement Department
Public Works Department
Transportation Development Department

ACTION REQUESTED OF COUNCIL

Authorize award of contracts.

DEPARTMENT HEAD RECOMMENDATION

- Authorize award of contracts for consulting services for various Facilities Department projects on an as-needed basis, in order of most qualified, to the following firms:
 1. CEMS Engineering, Inc.
 2. T.Y. Lin International
- Funds are available in the Facilities Department budget.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: WALT SMALLS, CHIEF DEPUTY ADMINISTRATOR *N.V.S. 4/8/19*

FROM: JASON PATNO *J.P.* DEPT. EMERGENCY MANAGEMENT

SUBJECT: HOMELAND SECURITY GRANT PROGRAM

REQUEST: REQUEST TO APPLY AND RECEIVE GRANT FUNDING

COMMITTEE OF COUNCIL: FINANCE DATE: April 18, 2019

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Gail Mariew</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
				\$0.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Paul 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 South Carolina Law Enforcement Division (SLED) has received grant funds from the U.S. Department of Homeland Security to sustain and enhance the capabilities of regional Weapons of Mass Destruction Response Teams. The Low Country WMD Regional Response Team is one of four teams within the State trained and equipped to respond to incidents involving chemical and radiological materials. The Charleston County Emergency Management Department provides local oversight of the Low County WMD Regional Response Team.

The Charleston County Emergency Management Department is requesting approval to apply for \$132,000 in grant funding to provide enhanced training to team members, improve interagency interoperability, maintain existing detection and response equipment, as well as to purchase new, more accurate detection equipment. The grant performance period is October 1, 2019 through September 30, 2020.

ITEM	COST
Training	\$ 6,000
Sustainment	\$ 22,000
Equipment	\$104,000
Total	\$132,000

Matching funds on behalf of the County are not required.

There are no FTE's, or vehicles associated with the acceptance of grant funds received under the above referenced grant program.

ACTION REQUESTED OF COUNCIL

Approve the Emergency Management Department's request to apply for, and accept if awarded, grant funding in the amount of \$132,000, to train and equip the Low Country Regional WMD Response Team.

DEPARTMENT HEAD RECOMMENDATION

- Approve the Emergency Management Department's request to apply for, and accept if awarded, grant funding in the amount of \$132,000, to train and equip the Low Country Regional WMD Response Team.
- Matching funds on behalf of the County are not required.
- There are no FTE's, or vehicles associated with the acceptance of grant funds received under the above referenced grant program.
- Grant performance period is from October 1, 2019 through September 30, 2020.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: WALT SMALLS, CHIEF DEPUTY ADMINISTRATOR *W.J.S. 4/8/16*

FROM: JASON PATNO *J.P.* DEPT. EMERGENCY MANAGEMENT

SUBJECT: HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT PROGRAM

REQUEST: REQUEST TO APPLY AND RECEIVE GRANT FUNDING

COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Sail Marion</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
				\$0.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Lorella Smalls for Mack Gile*

Fiscal impact: *No match required-*

ADMINISTRATOR'S SIGNATURE: *J. 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

Through the U.S. Department of Transportation's Hazardous Materials Emergency Preparedness (HMEP) Grant Program, funding is available to provide advanced hazardous materials emergency planning and training to local first responder agencies.

The Emergency Management Department is requesting approval to receive \$58,000 in grant funding through the above referenced program in order to provide hazardous materials incident response training to law, medical and fire personnel within Charleston County. Funding will also be used to purchase a tablet with accessories for training with the ProRae Guardian and supplies to include but not limited to: Public awareness materials, handouts, and displays, educational/training resources for the LEPC.

ITEM	COST
Training	\$43,000
Equipment	\$ 2,000
Supplies	\$13,000
Total	\$58,000

An in-kind or soft match is required. Salaries of Emergency Management Department personnel associated with the completion of projects identified in the grant scope of work will satisfy the match requirement.

There are no FTE's, vehicles, or reoccurring costs associated with the acceptance of the grant program.

ACTION REQUESTED OF COUNCIL

Approve the Emergency Management Department's request to apply for, and accept if award, grant funding in the amount of \$58,000 through the 2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant Program.

DEPARTMENT HEAD RECOMMENDATION

- Approve the Emergency Management Department's request to apply for and accept if awarded, grant funding in the amount of \$58,000 through the 2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant Program.
- An in-kind or "soft" match of behalf of the Emergency Management Department is required.
- There are no FTE's or vehicles associated with the above referenced grant program.
- Grant performance period from October 1, 2019 through September 30, 2020.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: CHRISTINE DURANT, DEPUTY ADMINISTRATOR

FROM: CHANDA BROWN, DIRECTOR *CB* DEPT. DAODAS

SUBJECT: PARTNERS IN ACHIEVING INDEPENDENCE THROUGH RECOVERY AND SELF SUFFICIENT STRATEGIES FY19

REQUEST: ACCEPT GRANT RENEWAL

COMMITTEE OF COUNCIL: FINANCE DATE: April 18, 2019

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Leah Hill for Gail Marion</u>
Other: Budget	<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: Leah Hill

Fiscal impact: No 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

Charleston Center has received its annual contract from the South Carolina Department of Alcohol and Other Drug Abuse Services (SC-DAODAS) for Partners in Achieving Independence through Recovery and Self-Sufficiency Strategies (PAIRS). This contract reimburses inpatient bed charges and transitional expenses for Department of Social Services (DSS) clients who receive Temporary Aid to Needy Families (TANF) funds.

This contract is in the amount of \$210,000.00, which are federally appropriated dollars from the US Department of Health and Human Services through and agreement with South Carolina DSS. These funds pay for bed costs for DSS clients as well as approved expenditures to help these DSS clients prepare for employment and independent living, including job preparation training, transportation, childcare services, clothing, and rent assistance. This contractual funding has been in place for several years with the expectation that it will continue. Adjustments to expenditures will be made to account for increase in revenue.

ACTION REQUESTED OF COUNCIL

Authorize the acceptance of SC-DAODAS funds in the amount of \$210,000.

DEPARTMENT HEAD RECOMMENDATION

- Authorize the acceptance of funds in the amount of \$210,000 from State DAODAS for the support of the Partners in Achieving Independence through Recovery and Self-Sufficiency Strategies (PAIRS) project.
- Once the funds have been accepted, the budget management and monthly reporting become the responsibility of The Charleston Center.
- No match is required.
- The award period is from October 1, 2018 through September 30, 2019.

3.

**MOTOR VEHICLE
DECAL
RENEWALS**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
 FROM: MARY TINKLER DEPT. TREASURER'S OFFICE
 SUBJECT: MOTOR VEHICLE DECAL RENEWALS
 REQUEST: AUTHORIZE TREASURER'S OFFICE TO ISSUE DECALS AT THE COUNTER
 COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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

	Signature of		Individual Contacted
	Yes	N/A	
Legal Dept.	<input checked="" 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"/>	_____
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.

Given real property tax season begins in early October, I would like to be able to test this application over the summer.

BUDGET OFFICER SIGNATURE: 2nd Mile

Fiscal impact: Revenues and expenditures related to issuing decals would be recorded in the Treasurer's budget.

ADMINISTRATOR'S SIGNATURE: Jenny 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

Charleston County is one of 13 counties in South Carolina that does not currently issue motor vehicle renewal decals through the Treasurer's Office. By law, the Treasurer's Office is able to collect up to \$1 per motor vehicle decal printed at the County so that administrative costs are covered.

By allowing the Treasurer's Office the ability to issue simple renewal decals—not replacement decals, new car registration decals or decals for bills that have been paid late—taxpayers will not have to make a separate trip to the DMV or wait for decal to come in mail.

The 'Go Live' date will be March 1, 2020, as the Treasurer's Office is currently in the process of implementing a new online payment system and shortly thereafter will be in the middle of the busy real property season.

Recommend that the county collect \$1 from bills paid at the counter. I believe that is fair, given that those taxpayers are the only ones to receive the service itself from the county. All other decals are issued by the SCDMV at no additional cost to the taxpayer. In 2018, the number of motor vehicle bills collected at our counters was 78,117.

ACTION REQUESTED OF COUNCIL

Allow the Treasurer to work with the SCDMV to test and implement this new project for Charleston County that will be an added convenience for the taxpayer.

ELECTED OFFICIAL'S RECOMMENDATION

Allow the Treasurer to work with the SC Department of Motor Vehicles to test and implement a new program that would give the Treasurer's office the ability to issue simple renewal decals as well as collect up to \$1 per motor vehicle decal paid at one of the service center counters to cover administrative costs.

ADMINISTRATOR'S RECOMMENDATION

I concur with the Treasurer's recommendation.

4.

**BOARD OF
ELECTIONS
STIPEND**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
BOARD OF
FROM: JOSEPH DEBNEY, DEPT. BOARD OF
EXECUTIVE DIRECTOR ELECTION/VOTER
SUBJECT: INCREASE IN BOARD STIPEND FY2020 BUDGET REGISTRATION
REQUEST: SUBMISSION FOR COUNTY COUNCIL CONSIDERATION
COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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"/>	_____
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: Paul Mile

Fiscal impact: Additional cost would need to be absorbed within the Election and Voter Registration FY20 budget.

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

On Wednesday, March 20, 2019, the Charleston County Board of Elections and Voter Registration board members voted for an increase in the board's stipend in the Fiscal Year 2020 Budget.

- Board Members Stipend request would increase from \$6000 annually to \$9000 annually.
- Board Chair Stipend request would increase from \$9000 annually to \$12,000 annually.

(See copy of unofficial minutes attached)

ACTION REQUESTED OF COUNCIL

Council to consider increasing the Charleston County Board of Elections and Voter Registration Board Member Stipend in Fiscal Year 2020 Budget.

APPOINTED OFFICIAL'S RECOMMENDATION

The current board stipend has been in existence since the *Charleston County Board of Elections and Voter Registration* was ratified on February 18, 2003.

Board request approval from County Council to consider increasing the Charleston County Board of Elections and Voter Registration Board Member Stipend in Fiscal Year 2020 Budget as follows:

- Board Chair Stipend increase from \$9000 annually to \$12,000 annually X 1=\$12,000.00
- Board Members \$6000 annually to \$9000 annually X 8 board members = \$72,000.00
- Amount Needed \$84,000.00 (less \$58,143 proposed FY 2020) = \$25,857.00 Salary
Plus fringe benefit (27%) \$6981.00 Fringe
- **Total amount Requested \$32,838.00**

ADMINISTRATOR'S RECOMMENDATION

Consider Elections and Voter Registration's request to increase board pay (effective for FY20 with the understanding that the increase be absorbed within their budget.

03 294

PERMANENT
 TEMPORARY

DATE: October 8, 2003

TO: County Administrator
FROM: Clerk of Council
RE: BOARD OF ELECTIONS AND VOTER REG. -Approve Budget

At a regular meeting of County Council held on October 7, 2003, Council approved a transfer of \$507,991 from Council's contingency to the Board of Elections and Voter Registration budget with the authorization for up to ten full-time equivalent positions, including a Director.

DATE:

COUNCIL DIRECTIVE
FROM THE OFFICE OF THE COUNTY ADMINISTRATOR

DIRECTIVE DUE DATE: _____

ACTION REQUIRED
 FOR INFORMATION ONLY

cc: Keith Bustraan
Corine Altenhein



5.

**PALMETTO
COMMERCE
PARKWAY**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: JIM ARMSTRONG, DEPUTY ADMINISTRATOR JDA

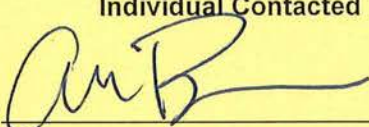
FROM: STEVE THIGPEN STT **DEPT.** TRANSPORTATION DEVELOPMENT

SUBJECT: PALMETTO COMMERCE PARKWAY PHASE 3

REQUEST: APPROVAL TO EXERCISE EMINENT DOMAIN

COMMITTEE OF COUNCIL: FINANCE **DATE:** 4/18/19


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"/>	<u></u>
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"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other:	<input type="checkbox"/>	<input type="checkbox"/>	_____

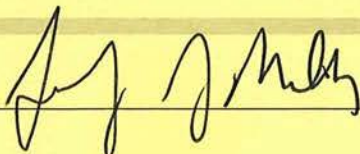
FUNDING: Was funding previously approved? yes no n/a

If yes, provide the following:	Org.	Object	Balance in Account	Amount needed for item
				0

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: 

Fiscal impact: FUNDS ARE AVAILABLE IN THE ROADS PROGRAM FROM THE SPECIAL SOURCE REVENUE BOND

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

The Environmental Assessment (EA) is underway in accordance with the National Environmental Policy Act (NEPA) for the Palmetto Commerce Parkway Phase 3 Project. On average, the EA phase is the longest and has the potential to last 3-5 years. During this phase of project development the plans are typically not developed to a level of detail to allow for a decision on the preferred design and therefore acquisition of right of way is generally only considered for two reasons. The first case is a hardship acquisition and requires the acceptance of and concurrence with an owner's written request that supports hardship acquisition on the basis of health, safety, or financial reasons that the property poses an undue hardship compared to other property owners, and documents the inability to sell the property because of the impending project, at a fair market value, within a time period that is typical of properties not impacted by the impending project. The second case is protective buying and in this case it must be clearly demonstrated that the parcel is under imminent threat of being developed or changed in its physical character which would limit future transportation choices and/or substantially increase future acquisition costs.

During the development of preliminary design alternatives for the Palmetto Commerce Parkway Phase 3 Project, the design team was informed of the potential development of two vacant parcels of land within the study area. The parcels are identified as parcels # 397-00-00-226 and # 397-00-00-045. The current owner placed the subject parcels under contract and the prospective purchasers intended to develop the parcels for commercial use. Therefore, Transportation Development staff determined that it would be in the County's best interest to proceed with the advanced acquisition of the parcels as a protective buying since all design alternatives presented to date have a significant impact on the potential for development of the parcels.

In accordance with both state and federal regulations, an appraisal of the value of the properties was secured, reviewed and approved allowing Transportation Development's right-of-way consultant to present an offer to the owner of parcel # 397-00-00-226 and parcel # 397-00-00-045. The properties consist of 26.56 acres; 3.54 acres of highland with the remainder being wetland. Additionally, there is a 70' wide overhead power line easement and a 15' wide sanitary sewer easement that crosses parcel # 397-00-00-045. The offer was rejected by the owner.

Staff remains extremely sensitive to the rights of the property owners affected by this project, and has directed that the right of way consultants continue to exercise all due care when negotiating with the owners. It is staff's intent to continue coordination with the property owners during the condemnation process in an effort to reach settlements out of court.

ACTION REQUESTED OF COUNCIL

Approve Department Head recommendation.

DEPARTMENT HEAD RECOMMENDATION

- That Council approve the attached resolution, which authorizes the use of eminent domain for Parcels #397-00-00-226 and #397-00-00-045 for the Palmetto Commerce Parkway Phase 3 Project.
- Funds are available in the Roads Program from the Special Source Revenue Bond.

Resolution #_____

Adopted:_____

A RESOLUTION

AUTHORIZING THE EXERCISE OF EMINENT DOMAIN TO ACQUIRE TITLE TO OR INTERESTS IN REAL PROPERTY FOR THE PURPOSE OF CONSTRUCTING THE PALMETTO COMMERCE PARKWAY PHASE 3 PROJECT

SECTION I. FINDINGS

**THE COUNTY COUNCIL OF CHARLESTON COUNTY, IN MEETING DULY ASSEMBLED,
HEREBY FINDS AS FOLLOWS:**

WHEREAS, as a project being undertaken as part of its Transportation Sales Tax Program, Charleston County intends to construct certain improvements to extend Palmetto Commerce Parkway from Ashley Phosphate Road to Remount Road in the city of North Charleston in Charleston County, SC (the "Project"); and

WHEREAS, the proposed improvements will impact Parcel ID's # 397-00-00-226 and # 397-00-00-045 and shown on the attached aerial and

WHEREAS, the acquisition of the privately-owned property will be accomplished in accordance with the eminent domain laws of the State of South Carolina; and

WHEREAS, it is in the best interests of the citizens of Charleston County to acquire title to or an interest in the privately-owned property in order to complete the Project; and

WHEREAS, public purposes, health, welfare, and safety, including, but not limited to, the facilitation of commerce and the convenience of the traveling public will be served by acquiring the property and completing the Project; and

WHEREAS, the property acquired will be for a public use, including but not limited to, the improvement of a publicly-owned thoroughfare in Charleston County.

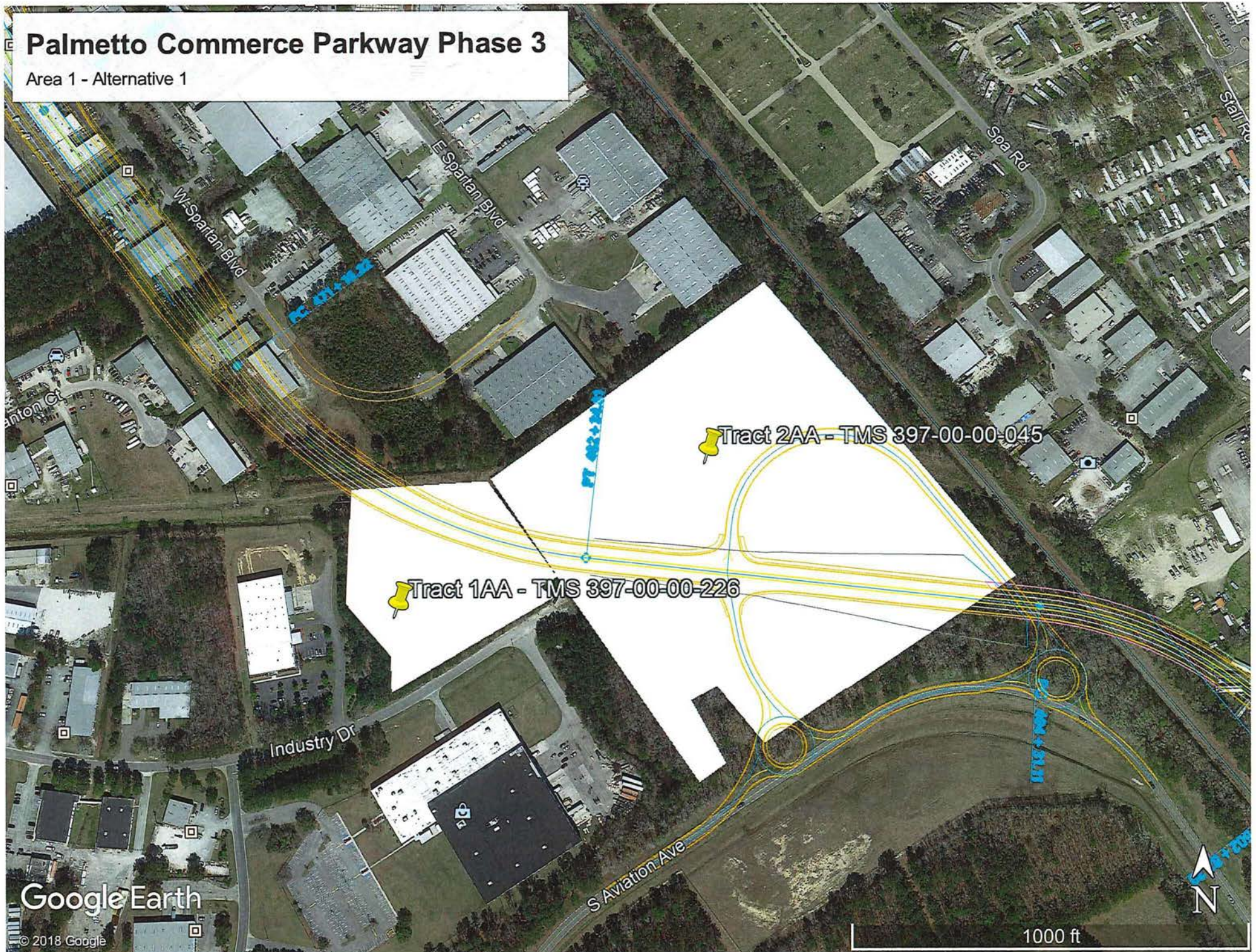
SECTION II. ACTIONS AUTHORIZED

As a result of the findings set forth above, and by virtue of the powers granted to the County under the constitution and statutes of the State of South Carolina, the Charleston County Council hereby authorizes and directs the following:

Charleston County Council hereby authorizes the exercise of eminent domain to acquire full title or a property interest in the privately-owned property, Parcel ID's # 397-00-00-226 and # 397-00-00-045, as shown on the attached aerial for the Project.

Palmetto Commerce Parkway Phase 3

Area 1 - Alternative 1



Tract 2AA - TMS 397-00-00-045

Tract 1AA - TMS 397-00-00-226

Google Earth

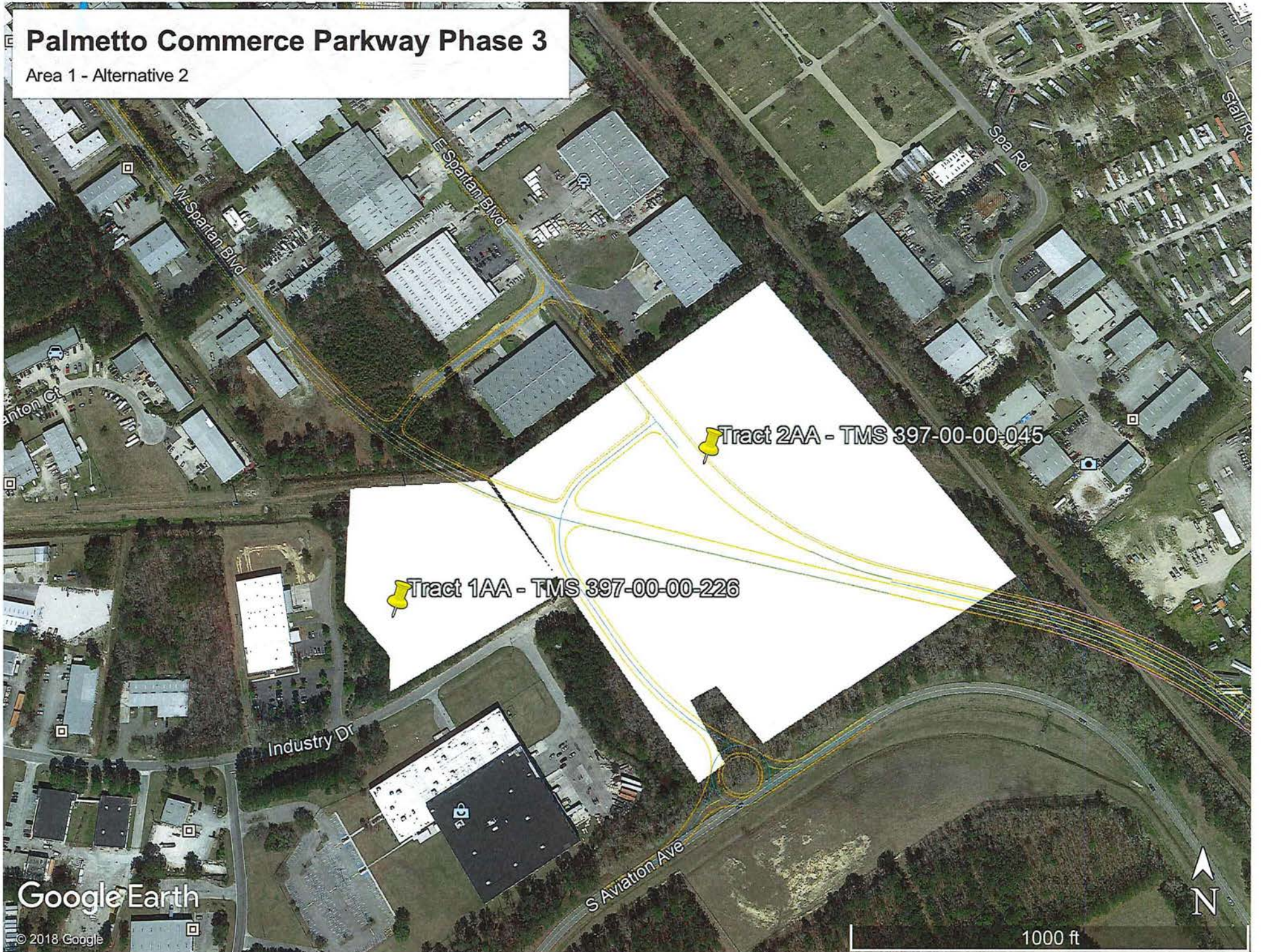
© 2018 Google

1000 ft



Palmetto Commerce Parkway Phase 3

Area 1 - Alternative 2



Tract 2AA - TMS 397-00-00-045

Tract 1AA - TMS 397-00-00-226

Google Earth

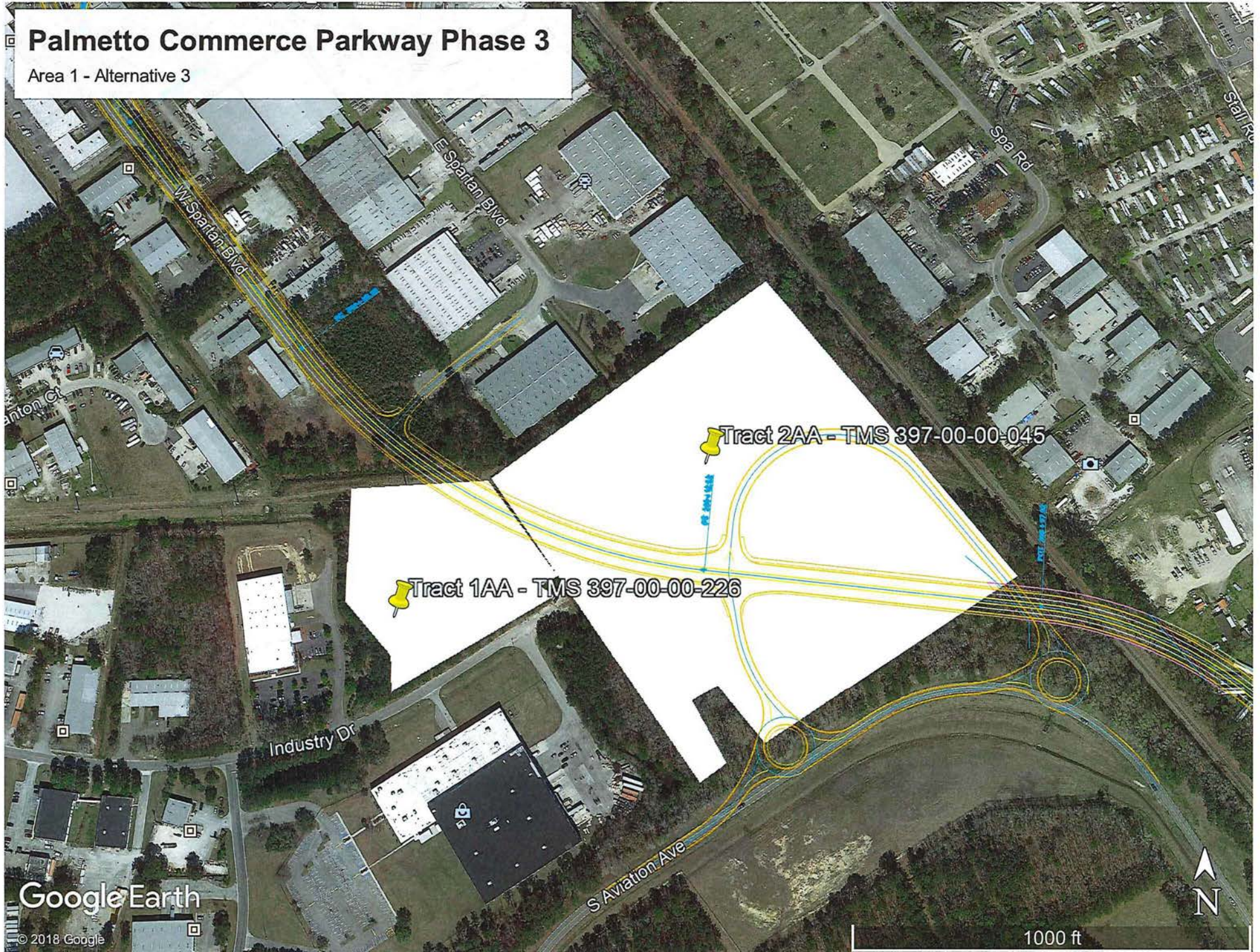
© 2018 Google

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Palmetto Commerce Parkway Phase 3

Area 1 - Alternative 3



Tract 1AA - TMS 397-00-00-226

Tract 2AA - TMS 397-00-00-045

Google Earth

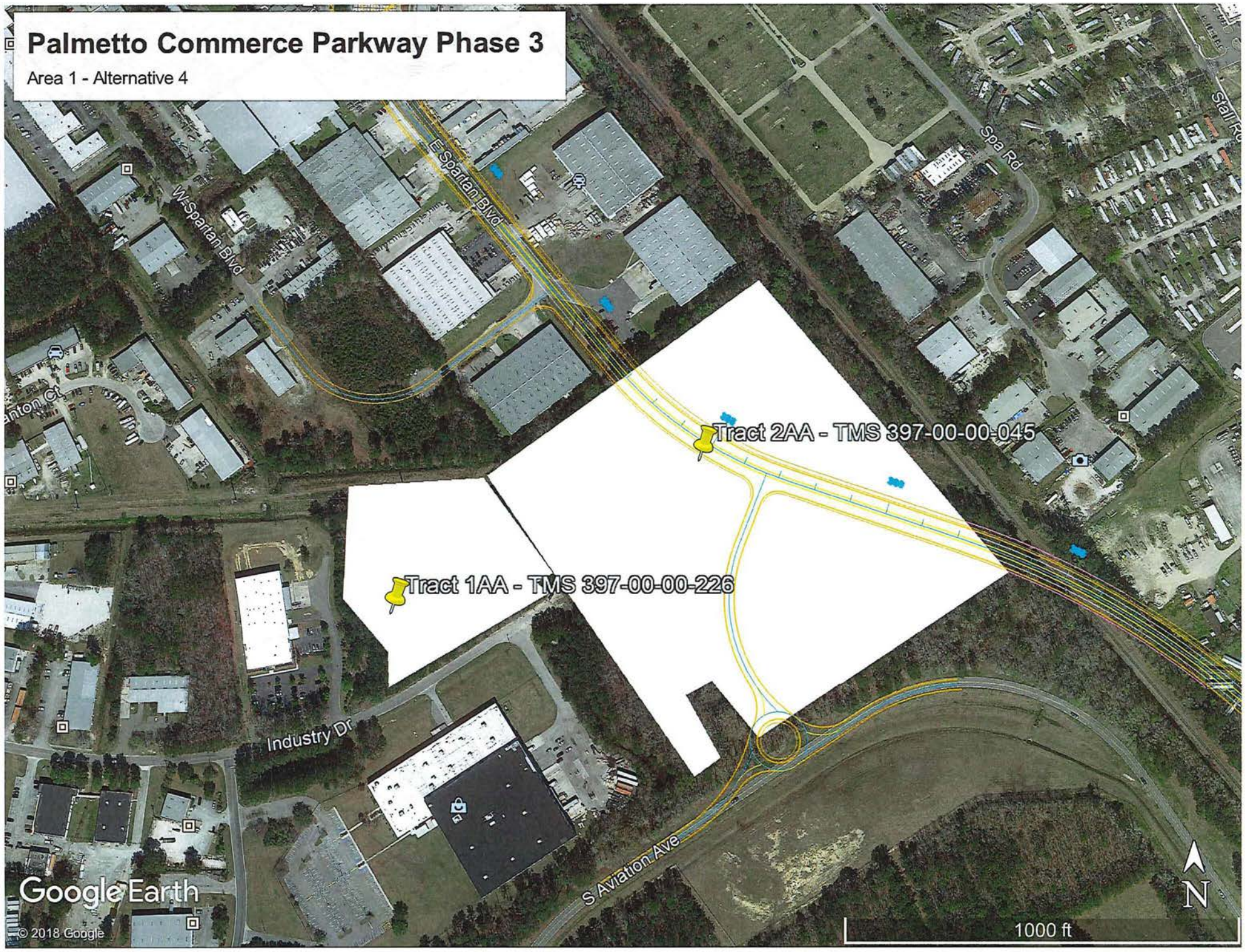
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1000 ft



Palmetto Commerce Parkway Phase 3

Area 1 - Alternative 4



Tract 2AA - TMS 397-00-00-045

Tract 1AA - TMS 397-00-00-226

Google Earth

© 2018 Google

1000 ft



6.

TST PROJECTS

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
THROUGH: CORINE ALTENHEIN, DEPUTY ADMINISTRATOR *C Altenhein*
FROM: BARRETT J. TOLBERT *BSJ* DEPT. PROCUREMENT
SUBJECT: TST CARRIAGE LANE SIDEWALK INSTALLATION
REQUEST: AWARD OF CONTRACT
COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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"/>	<i>[Signature]</i>
Procurement/Contracts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
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: Transportation Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i>
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
		TE0310005	64842	

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *[Signature]*

Fiscal impact: Funds are available in the Transportation Sales Tax fund

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

The Charleston County Transportation Development Department’s Carriage Lane Sidewalk project, located in the City of Charleston, involves the installation of new sidewalk on Carriage Lane (S-80) to connect with Ashley River Road (Hwy 61) and Old Towne Road (Hwy 171). The work will include, but not be limited to: concrete sidewalk and pedestrian ramps, curb and gutter, concrete median, pedestrian signals, pavement markings, and sediment and erosion control.

Bids were received in accordance with the terms and conditions of Invitation for Bid No. 5363-19C. This bid is a part of the Business Inclusion Pilot Program (BIP).

Bidder	Total Bid Price
KTC Enterprises, Inc. Moncks Corner, South Carolina 29461 Principal: Hugh Murchison Jr.	\$137,883.85
Landscape Pavers, LLC Charleston, South Carolina 29417 Principal: Joyce Schirmer	\$188,444.00
W.M. Roebuck, Inc. Lexington, South Carolina 29073 Principal: Curtis L. Hooks	\$347,417.50

The bids were reviewed in detail by the project manager, and the lowest bid is consistent with the engineer’s opinion of probable cost and is within the current project budget.

ACTION REQUESTED OF COUNCIL

Authorize award of contract.

DEPARTMENT HEAD RECOMMENDATION

- Authorize award of contract for the TST Carriage Lane Sidewalk Installation project to KTC Enterprises, Inc., the lowest responsive and responsible bidder, in the amount of \$137,883.85.
- Funds are available in the Transportation Sales Tax fund.

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: JIM ARMSTRONG, DEPUTY ADMINISTRATOR *JJA*

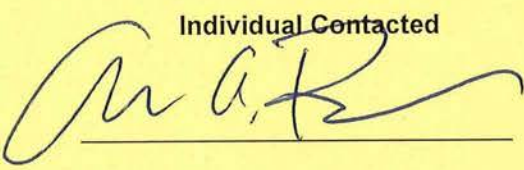
FROM: STEVE THIGPEN, DIRECTOR *ST* DEPT. TRANSPORTATION DEVELOPMENT

SUBJECT: TST SC 41 CORRIDOR IMPROVEMENTS
AUTHORIZE STAFF TO REQUEST RE-ALLOCATION OF CHATS FUNDS TO BERKELEY COUNTY AND ACCEPTANCE OF TST FUNDS FROM BERKELEY COUNTY

REQUEST: _____

COMMITTEE OF COUNCIL: FINANCE DATE: APRIL 18, 2019

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"/>	
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"/>	_____
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
				\$0.00

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE: *Earl Hale*

Fiscal impact: *No overall impact.*

ADMINISTRATOR'S SIGNATURE: *J. 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 County's SC 41 Corridor Improvements project is currently funded by the County's TST program (\$129.3M) , and federal Guideshare funds are programmed for it in the Charleston Area Transportation Study's (CHATS) Transportation Improvement Program (TIP) (\$2M), which is managed by the Charleston-Berkeley-Dorchester Council of Governments (BCDCOG).

To provide a complete and usable highway improvement project, a portion of the SC 41 Corridor Improvements project must be constructed in Berkeley County. However, it is the County's practice on TST funding that TST funds are not applied to projects outside of the County's geographical boundary. Staff leadership from the County, Berkeley County, BCDCOG and South Carolina Department of Transportation have met and agreed on a financial plan that is consistent with the County's TST practices and funds the County's SC 41 project at its current funding level (\$131.3M).

It was also agreed that the plan should be formalized in an Inter-Governmental Agreement between Charleston County and Berkeley County. Staff has drafted that agreement and it is ready for execution upon Council approval of the Department Head recommendation.

The plan provides for two funding transfers to occur between the County's SC41 Corridor Improvements project and Berkeley County's Clements Ferry Road Phase-II, Jack Primus Road to SC 41 project:

1. The BCDCOG will amend the CHATS TIP to re-allocate \$2,000,000 of federal Guideshare funds from the County's SC41 Corridor Improvements project to Berkeley County's Clements Ferry Road Phase-II, Jack Primus Road to SC 41 project.

2. Berkeley County will transfer \$2,000,000 of its TST funds, currently allocated to their Clements Ferry Road Phase-II, Jack Primus Road to SC 41 project, to Charleston County. This transfer shall cover all costs associated with the Berkeley County portion of the SC41 Corridor Improvements project.

ACTION REQUESTED OF COUNCIL

Approve Department Head recommendation.

DEPARTMENT HEAD RECOMMENDATION

Authorize the Transportation Development Department to request BCDCOG to amend the CHATS TIP to re-allocate \$2,000,000 of federal Guideshare funds from the County's SC41 Corridor Improvements project to Berkeley County's Clements Ferry Road Phase-II, Jack Primus Road to SC 41 project, and also authorize the Department to accept funds of \$2,000,000 from Berkeley County to be used on the Berkeley County portion of the SC 41 Corridor Improvements project.

A condition of this approval is that staff shall execute an Inter-Governmental Agreement with Berkeley County to govern the transactions described in the Situation summary above.


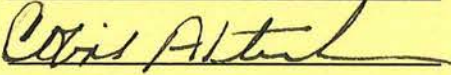
7.

**PERSONNEL
POLICIES AND
PROCEDURES
REVISIONS**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR
FROM: SUSAN STEED ~~INTERIM~~ CHIEF
HUMAN RESOURCES OFFICER **DEPT.** HUMAN RESOURCES
SUBJECT: CHARLESTON COUNTY PERSONNEL POLICIES AND PROCEDURES
REVISIONS
REQUEST: APPROVE PERSONNEL POLICIES AND PROCEDURES REVISIONS
COMMITTEE OF COUNCIL: FINANCE **DATE:** April 18, 2019


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

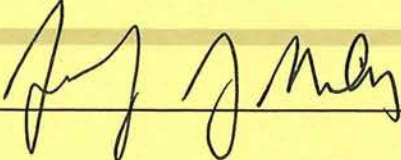
	Yes	N/A	Signature of Individual Contacted
Legal Dept.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u></u>
Procurement/Contracts	<input type="checkbox"/>	<input type="checkbox"/>	_____
Zoning Regulations / Comp. Plan Compliance	<input type="checkbox"/>	<input type="checkbox"/>	_____
Community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

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.
 NOT APPLICABLE

BUDGET OFFICER SIGNATURE: 
Fiscal impact: NOT APPLICABLE

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

The Charleston County Personnel Policies and Procedures are formulated for the efficient and effective operation of Charleston County Government. Changes to the policies are recommended in order to comply with updated legislation and to respond to changes affecting our day-to-day operations. The last update of Series 0.10 to 5.80 occurred July 1, 2015.

Attached is a summary of revisions made to Charleston County's Personnel Policies and Procedures. These Policies will be effective April 18, 2019.

ACTION REQUESTED OF COUNCIL

Approve Personnel Policies and Procedure changes to include 2.00, 2.20, 5.52, 6.11 through 8.30 and Definitions with an effective date of April 18, 2019.

DEPARTMENT HEAD'S RECOMMENDATION

Implement Personnel Policies and Procedures changes to 2.00, 2.20, 5.52, 6.11 through 8.30 and Definitions with an effective date of April 18, 2019.

CHARLESTON COUNTY HR POLICIES / PROCEDURES REVISIONS OVERVIEW

Date: April 18, 2019	
Procedure Number: See Below	Title: Varying titles
Last Revision: Varying dates based on the specific policy	

Title of Policy / Procedure	Recommendations for Changes or Additions
<ul style="list-style-type: none"> • Policy 2.00 Diversity / Equal Employment Opportunity (EEO) / Affirmative Action 	<ul style="list-style-type: none"> • Adds required wording from South Carolina Pregnancy Accommodations Act of 2018
<ul style="list-style-type: none"> • Procedure 2.20 Workplace Harassment Prevention and Complaint Procedure 	<ul style="list-style-type: none"> • Adds "Prevention" to procedure title • Adds definition of workplace harassment and sexual harassment with examples and the importance of reporting harassment • Adds a statement for the County Administrator to designate someone outside of HR to investigate if a complaint involves HR
<ul style="list-style-type: none"> • Procedure 5.52 Breaks and Meal Periods 	<ul style="list-style-type: none"> • Adds language to provide reasonable break time to nursing mothers
<ul style="list-style-type: none"> • Procedure 6.11 Annual Leave 	<ul style="list-style-type: none"> • Clarifies 80 Hour schedule • Adds 75/76 Hour schedule • Clarifies 84 Hour schedule • Clarifies 85.75 Hour schedule • Clarifies 112 Hour table • Clarifies Annual Leave reporting increments • Removes no annual leave in first six months policy • Removes sick leave bank language • Removes grandfathering language • Clarifies 480 hours maximum carryover and payout • Clarifies annual leave accrual for employees changing from temporary to full time • Clarifies that employees will receive holiday leave for a recognized holiday if employee is on annual leave

Title of Policy / Procedure	Recommendations for Changes or Additions
<ul style="list-style-type: none"> • Procedure 6.12, Section A Medical Leave (Sick Leave) 	<ul style="list-style-type: none"> • Clarifies sick leave accrual table • Clarifies sick leave reporting increments (rounding rules) • Removes sick leave bank language • Removes instructions for extended sick leave and refers to Procedure 6.12, Section C • Clarifies that sick leave may not be used during an unpaid leave of absence • Clarifies that employees will receive holiday leave for a recognized holiday if employee is on sick leave
<ul style="list-style-type: none"> • Procedure 6.12, Section C Medical Leave (Family and Medical Leave Act or FMLA) 	<ul style="list-style-type: none"> • Adds Covered Service Member and Military Exigency language • Adds six-month limit for assignment to alternate position length for intermittent leave or reduced schedule • Clarifies use of bonding leave for a newborn • Adds a statement about considering a medical leave of absence as a temporary accommodation for employees with qualifying disabilities • Clarifies Employee responsibilities
<ul style="list-style-type: none"> • Procedure 6.12, Section D Medical Leave (Unpaid Medical Leave of Absence) 	<ul style="list-style-type: none"> • Removes all language regarding Sick Leave Bank • Includes ADA Accommodation language where appropriate • Adds statement regarding recovery of unpaid premiums owed by employees
<ul style="list-style-type: none"> • Procedure 6.13, Holiday Leave and Holiday Pay 	<ul style="list-style-type: none"> • Clarifies that not all offices/departments are closed on the recognized holidays
<ul style="list-style-type: none"> • Procedure 6.14 Military Leave/Veteran Reemployment 	<ul style="list-style-type: none"> • Clarifies eligibility requirements • Defines Military Duty • Adds a statement that employees who are in a long-term military leave status are entitled to the same compensation benefits as employees who are on short-term military leave

Title of Policy / Procedure	Recommendations for Changes or Additions
<ul style="list-style-type: none"> • Procedure 6.15 Court Duty 	<ul style="list-style-type: none"> • Clarifies documentation procedures • Clarifies reporting to work • Clarifies what type/when leave may be used
<ul style="list-style-type: none"> • Procedure 6.16 Bereavement Leave 	<ul style="list-style-type: none"> • Adds reference to definition section - "Grandparents and grandchildren have changed from 'relative' to 'immediate family member'" • Adds a statement that an employee in an unpaid sick leave status will not receive bereavement leave
<ul style="list-style-type: none"> • Procedure 6.24 Employee Assistance Program 	<ul style="list-style-type: none"> • Adds "work related" • Clarifies mandatory referrals from a supervisor • Removes Employee Assistance Provider responsibilities
<ul style="list-style-type: none"> • Procedure 6.27 Unemployment Insurance 	<ul style="list-style-type: none"> • Changes SCESC to unemployment office • Clarifies Management responsibilities • Clarifies HR responsibilities
<ul style="list-style-type: none"> • Procedure 6.29 COBRA 	<ul style="list-style-type: none"> • Adds language for Affordable Care Act (ACA) compliance
<ul style="list-style-type: none"> • Procedure 7.10 Performance Appraisal 	<ul style="list-style-type: none"> • Clarifies which employees receive performance appraisals • Removes probationary status examples • Replaces evaluation with appraisal where appropriate • Clarifies transferred employee appraisal procedures • Adds Corrective Action Plan procedures • Adds performance appraisal training as an expectation for managers and supervisors
<ul style="list-style-type: none"> • Procedure 7.20 Probationary Status 	<ul style="list-style-type: none"> • Changes "expectations" to "standards" where applicable • Clarifies probationary timeframes • Clarifies Lateral Move timelines • Clarifies Disciplinary Action extensions • Clarifies Demotion timelines • Clarifies Annual Review Probation timelines and extensions • Clarifies promotion availability

Title of Policy / Procedure	Recommendations for Changes or Additions
<ul style="list-style-type: none"> • Procedure 7.30 Disciplinary Action 	<ul style="list-style-type: none"> • Adds language regarding sick and annual leave during suspensions • Clarifies Disciplinary Probation extensions • Adds to General Offenses list • Adds to Extremely Serious Offenses list • Revises applicable procedures list
<ul style="list-style-type: none"> • Procedure 7.40 Grievance Procedure 	<ul style="list-style-type: none"> • Adds definition for Covered Employee • Clarifies discharge reasons • Clarifies information delivery methods • Clarifies Initial Resolution Process • Clarifies Grievance committee procedures • Clarifies County Administrator responsibilities
<ul style="list-style-type: none"> • Procedure 7.50 Recognition and Awards 	<ul style="list-style-type: none"> • Clarifies recognition process • Changes Selection Committee to Recognition Committee where applicable • Adds Supervisor of the Quarter/Year procedures • Adds Team of the Quarter/Year procedures • Changes Service Recognition program to Employee Recognition Program and clarifies procedures
<ul style="list-style-type: none"> • Procedure 8.30 Educational Incentive Program (for Sheriff's Office Only) 	<ul style="list-style-type: none"> • Recommend for deletion based on CAPES changes

- **Definitions**

- Adds Americans with Disabilities Act Amendments Act (ADAAA) of 2008 to definition for ADA
- Deletes definition for Applicant (for Affirmative Action Planning)
- Deletes definition for As Needed Employee
- Adds definition for Benefits Eligible Employee
- Clarifies definition for Continuation of Coverage
- Deletes “Handicap” from definition for Disability / Handicap
- Adds “sexual orientation, genetic information and gender identity” to definition of Discrimination and definition of Equal Employment Opportunity
- Removes “As Needed Employee” and adds “Benefits Eligible Employee” to definition of Employee
- Deletes definition for Employee Sick Leave Bank Program
- Clarifies definition of External Applicant
- Adds definition for External Bulletin
- Adds definition for Extremely Serious Offense
- Clarifies definition of Family and Medical Leave Act
- Clarifies definition of Family Members
- Adds definition for Full-time Equivalent Position
- Adds definition for Hatch Act
- Adds definitions for Holiday Leave and Holiday Pay
- Clarifies definition of ID/Security Badge
- Clarifies definition of Immediate Family Member – Bereavement Leave Policy and definition of Relative
- Deletes definition for Immediate Labor Area
- Deletes Immigration Act of 1990, as amended
- Adds definition for Internal Bulletin
- Deletes definition for Jobline
- Deletes definition for Legally Protected Classes
- Adds definition for Mandatory Furlough
- Clarifies definition of Maximum of Grade
- Adds definition for Merit Program
- Deletes definition for Midnight Shift
- Clarifies definition of Minimum of Grade
- Clarifies definition of Non-Exempt Employee
- Clarifies definition of Pay Grade
- Clarifies definition of Pay Range
- Clarifies definition of Probationary Status
- Deletes definition for Race Discrimination
- Adds definition for Recruiting and Hiring Checklist
- Clarifies definitions of Regular Full-time Employee and Regular Part-time Employee
- Deletes definition for Religious Discrimination

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- Clarifies definition of Selection Committee
 - Deletes definition for Sex Discrimination
 - Deletes definition for Sexual Harassment
 - Clarifies definition of Skill Based Pay Program
 - Adds definition for Supervisor of the Quarter / Year
 - Clarifies definition of Temporary Employee
 - Adds definition for Team of the Quarter / Year
 - Adds definition for Voluntary Furlough
 - Adds definition for Voluntary Reduced Hours Arrangement
 - Deletes definition for Workplace Harassment

8.

**CENTRAL PARK/
RIVERLAND
DRIVE
INTERSECTION**

COMMITTEE AGENDA ITEM

TO: JENNIFER J. MILLER, COUNTY ADMINISTRATOR

THROUGH: JIM ARMSTRONG, DEPUTY ADMINISTRATOR *JJA*

FROM: STEVE THIGPEN, DIRECTOR *ST* DEPT. TRANSPORTATION DEVELOPMENT

SUBJECT: CENTRAL PARK ROAD AND RIVERLAND DRIVE INTERSECTION IMPROVEMENTS

REQUEST: APPROVAL OF PROGRESSING ALTERNATIVES 1 AND 3 TO 30% PLAN DEVELOPMENT

COMMITTEE OF COUNCIL: FINANCE DATE: 04/18/19

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"/>	<i>A.A.R.</i>
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"/>	_____
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
	TTE038806		\$0.00	6705389

NEED: Identify any critical time constraint.

BUDGET OFFICER SIGNATURE:

Paul Hill

Fiscal impact: *Funds are available in the Roads Program in the 2nd Transportation Sales Tax.*

ADMINISTRATOR'S SIGNATURE:

J.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 2016 Transportation Sales Tax (TST) Program provides funding for the James Island Intersection and Bike/Pedestrian Improvement under projects of local significance. The purpose of the proposed project is to improve the safety and traffic flow at the intersection of Central Park Road and Riverland Drive for all modes of transportation while minimizing the impacts to grand trees.

On February 21, 2019, staff recommended that the Council Finance Committee approve moving forward with the design of Alternative 3, which provides the safest improvements to the intersection. Staff also requested authorization to use eminent domain. While the Finance Committee approved the recommendation, at the meeting on February 26, 2019, County Council directed staff to conduct a Public Comment Meeting prior to final approval of the recommendation.

Staff held the Public Comment Meeting on March 13, 2019, where they provided a public comment form to the attendees. Staff also made the public comment form available online for 7 days, until 11:59 pm on March 20. Staff has reviewed the information from all of the public comments in order to provide Council with an analysis of the comments.

Transportation Development proposes proceeding with 30% plan development on both Alternative 1 and 3; current conceptual plans are only at approximately 10% level of completion. While taking the designs to 30%, staff will have time to coordinate with SCDOT, utilities, and the County's Zoning and Planning Department. With a more complete design and coordination with the previously listed entities, staff will have a better understanding of current project unknowns and could potentially better define the project footprint and associated impacts on the property owners for both Alternative 1 and 3.

ACTION REQUESTED OF COUNCIL

Approve Department Head recommendation.

DEPARTMENT HEAD RECOMMENDATION

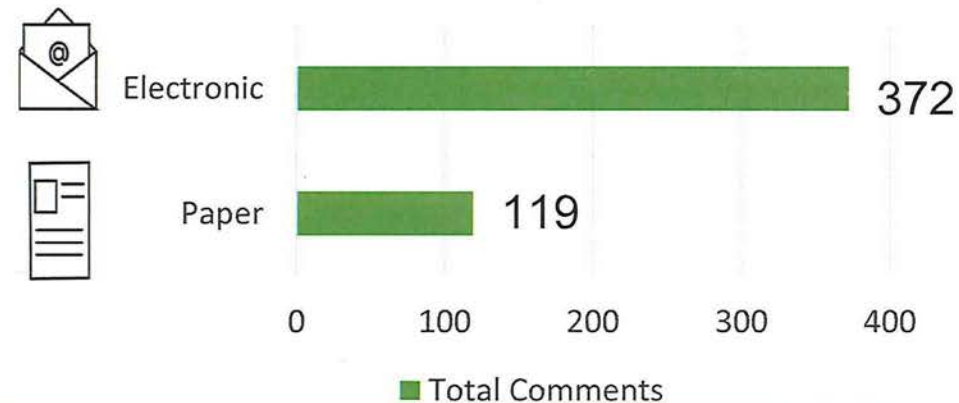
- Allow staff to proceed with 30% plan development on Alternatives 1 and 3 to reduce project unknowns in an effort to minimize right of way.
- Funds are available in the Roads Program in the 2nd Transportation Sales Tax.

Comment Summary

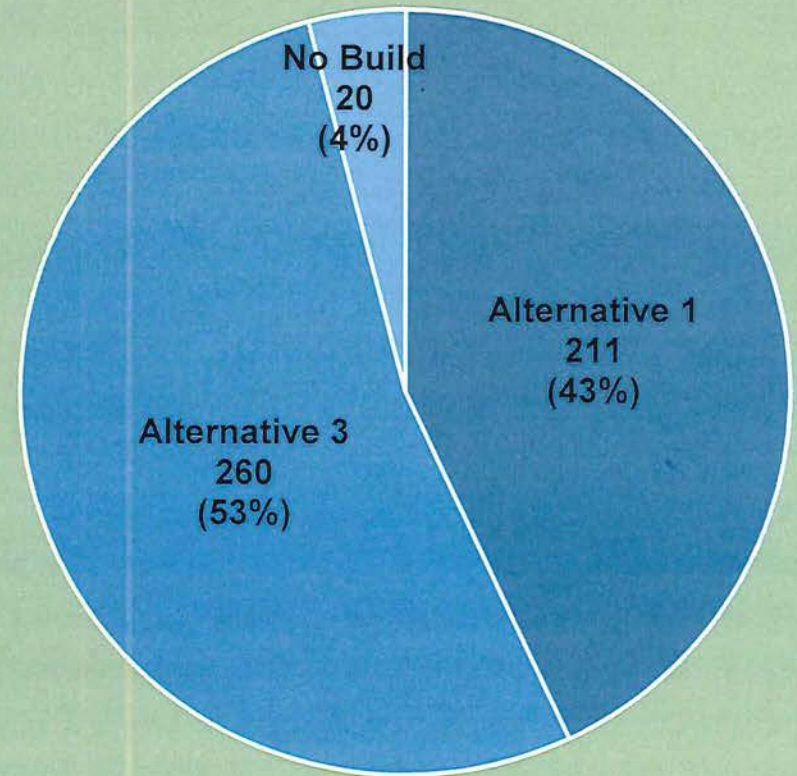
Per County Council's request, the comment form stipulated that the individual filling out the survey must provide an address. Of the paper comments, 29 respondents failed to provide a residential and/or property address. The Project Team did not include these comments in the following summarization, however, these incomplete forms have been included in the total comments package provided to Council. Only one submission per person was included in this summarization.

491

Comments



Alternative Preference

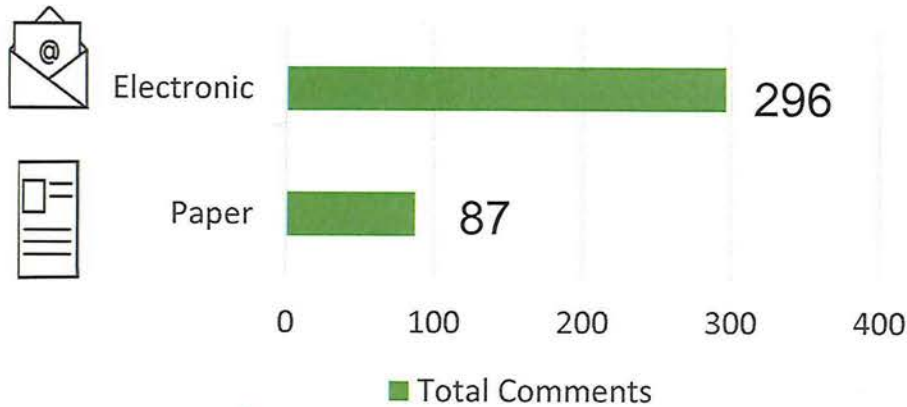


Alternative 1 Alternative 3 No Build

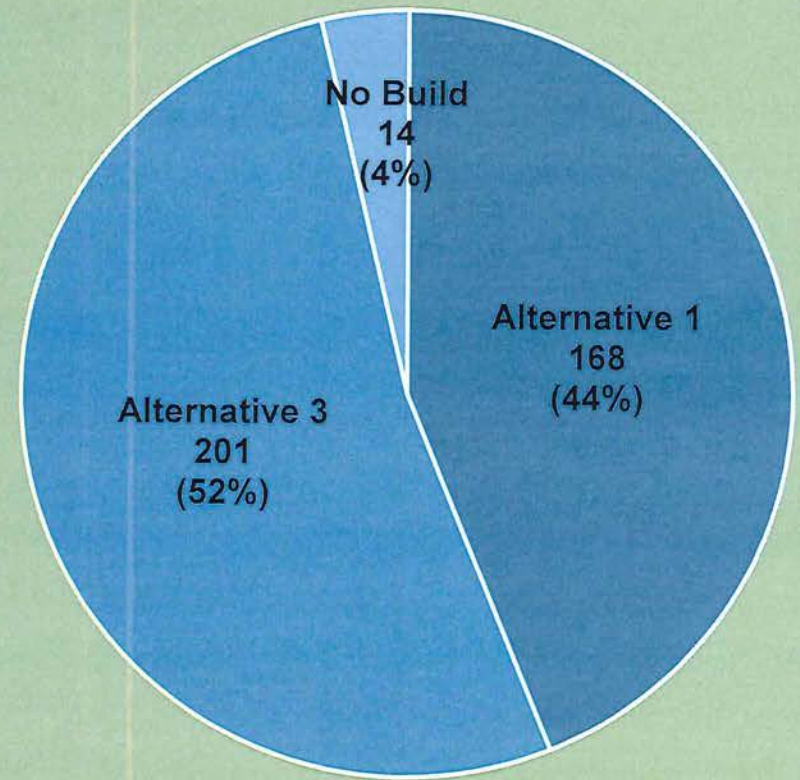
Comment Summary: James Island Responders

383

Total Comments



Alternative Preference



Alternative 1 Alternative 3 No Build

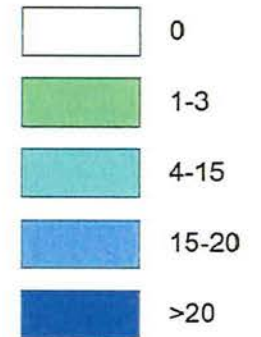
Central Park Road and Riverland Drive Intersection Improvement Project

April, 2019

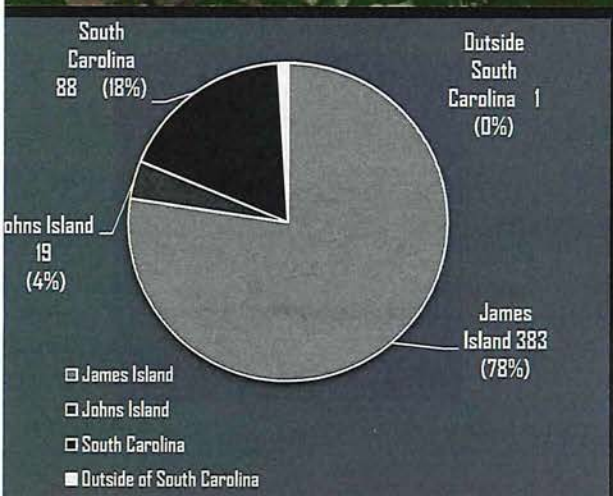
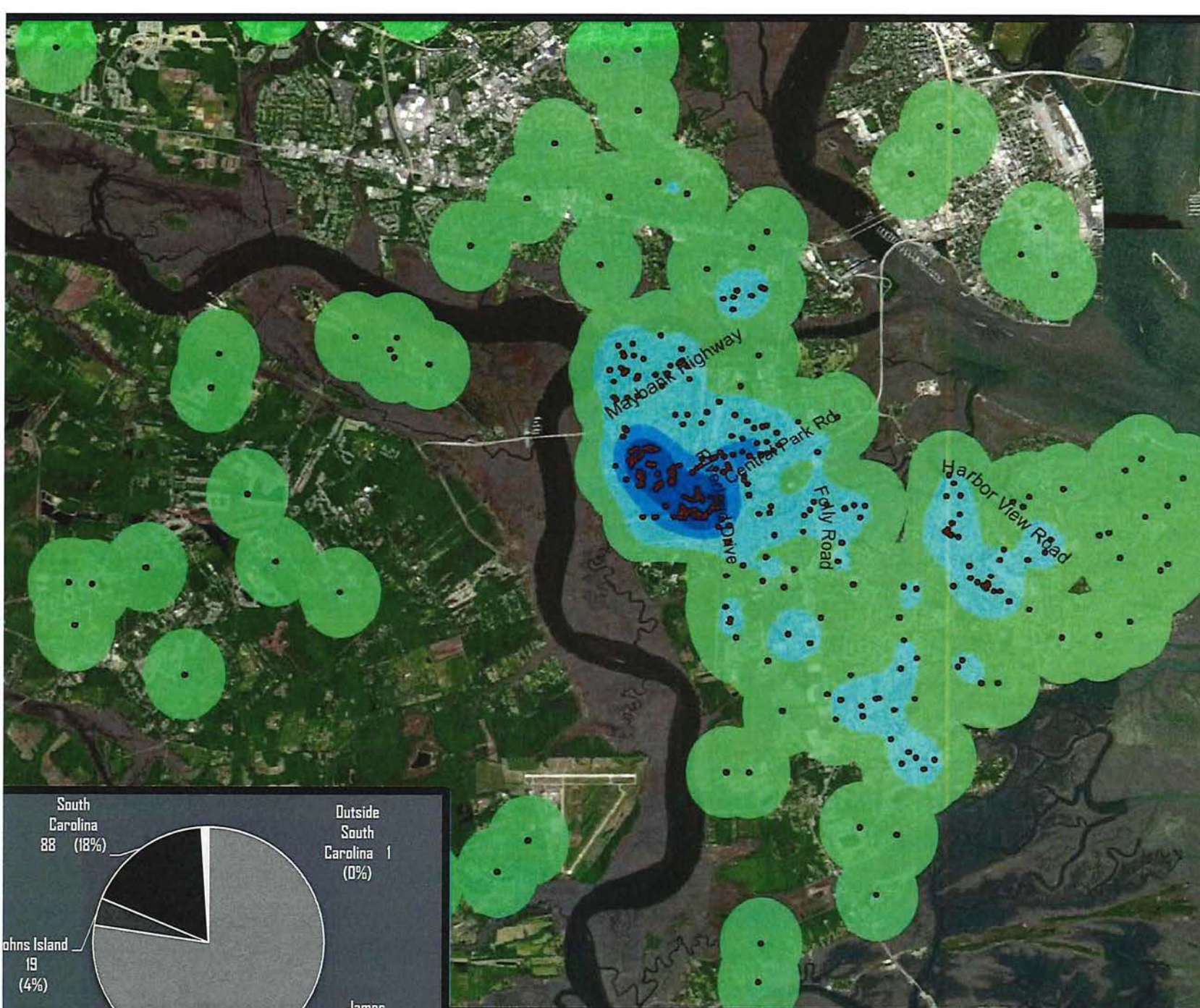
Legend

Number of Survey Responses (All Alternatives)

• Response



AECOM



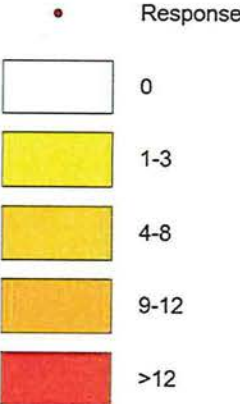
All Responses

Central Park Road and Riverland Drive Intersection Improvement Project

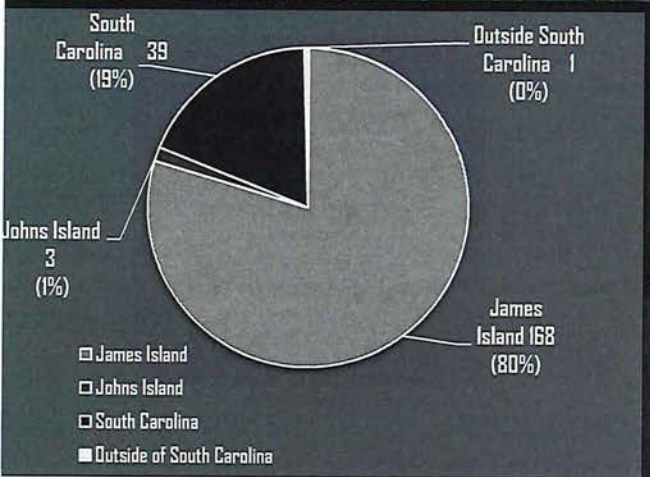
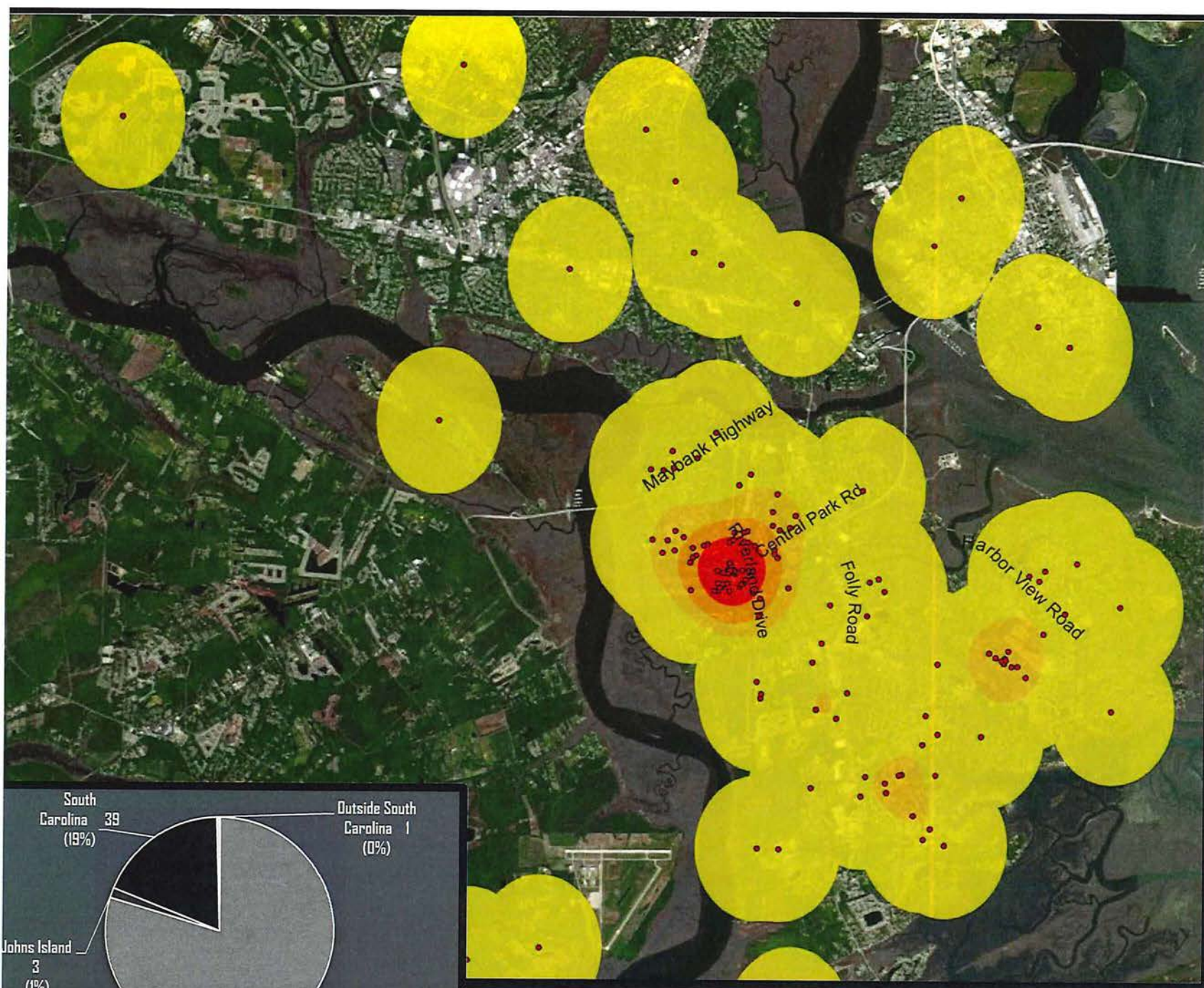
April, 2019

Legend

Number of Survey Responses (Alternative 1)



AECOM



Alternative 1

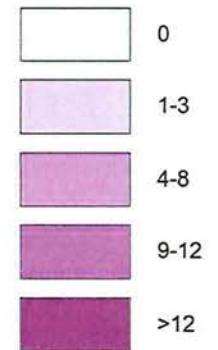
Central Park Road and Riverland Drive Intersection Improvement Project

April, 2019

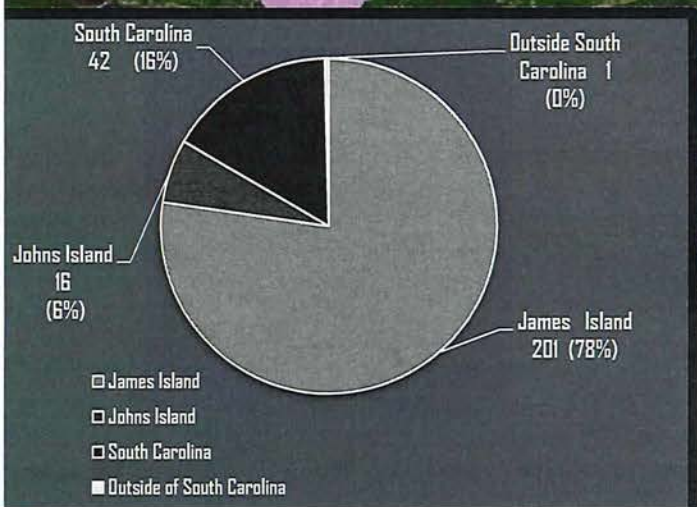
Legend

Number of Survey Responses (Alternative 3)

• Response

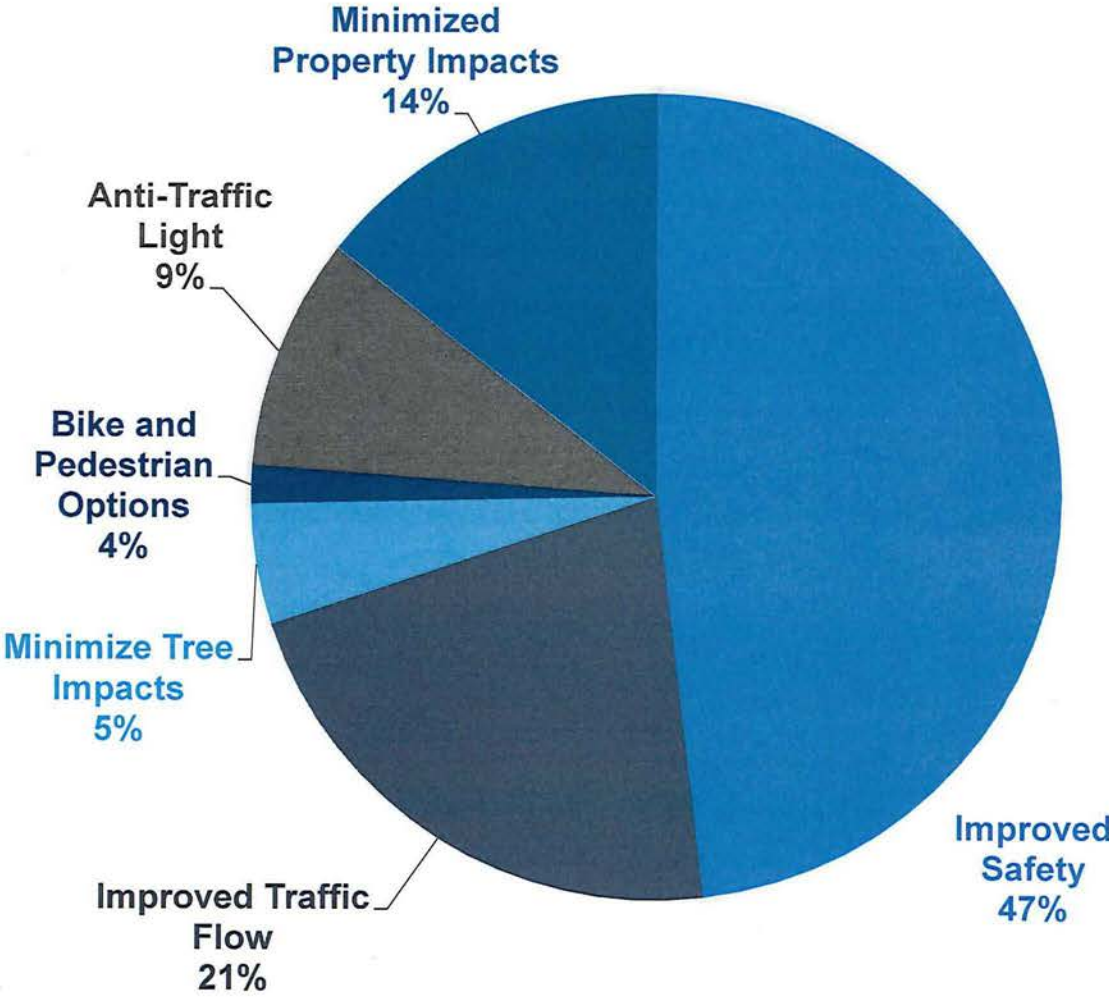


AECOM



Alternative 3

Comment Summary: Important Factors



Of the 491 comment form responses received, 393 individuals correctly completed the question stating: Please rank the below factors in order of importance. The responders ranked the important factors as follows:

- **47% Improved Safety**
- **21% Improved Traffic Flow**
- **14% Minimized Property Impacts**
- **9% Anti-Traffic Light**
- **5% Minimize Tree Impacts**
- **4% Bike and Pedestrian Options**

The pie chart displays the above rankings