

Teddie Pryor, Chair
Henry Darby
Jenny Costa Honeycutt
Anna B Johnson
Kylon Jerome Middleton
Brantley Moody
Herb Sass
Dickie Schweers
Robert L Wehrman



Finance Committee Agenda
November 18, 2021 at 5:00 PM
4045 Bridgeview Drive, North Charleston, SC 29405.

- 1 APPROVAL OF MINUTES OF NOVEMBER 4, 2021**
- 2 CONSENT AGENDA**
 - 2A Code Enforcement Officer - Request to Commission**
 - 2B FY 2021 Edward Byrne Justice Assistance Grant - Request to Accept**
 - 2C Architectural/Engineering Consultant Services for Facilities Department Projects As-Needed - Award of Contract**
- 3 ECONOMIC DEVELOPMENT ITEMS**
 - 3A Ratify the 2021 Assignment and Assumption of the Palmetto Park Industrial, LLC (SAMET) Fee-In-Lieu-of-Taxes Agreement - Request to Adopt**
 - 3B Financial Incentives for Project Rose - Request to Approve**
- 4 TRANSPORTATION ITEMS**
 - 4A US17/Main Road - Segment A - Project Delivery Method - Request to Approve**
- 5 COMMUNITY SERVICES DIRECTORATE ITEMS**
 - 5A HOME Investment Partnerships - American Rescue Plan (HOME-ARP) funding - Request to Accept**
 - 5B Emergency Rental Assistance - Request Additional Funds - Request to Approve**
- 6 GENERAL SERVICES DIRECTORATE ITEMS**
 - 6A Request for new FTE for James Island - Request to Approve**

Charleston County Council

Memorandum

To: Members of Finance Committee
From: Kristen Salisbury, Clerk of Council
Date: November 12, 2021
Subject: Minutes of November 4, 2021

At the Finance Committee meeting of November 18, 2021, the draft minutes of November 4, 2021 will be presented for approval.

Committee Agenda Item

To: Bill Tuten, County Administrator

Subject: Code Enforcement Officer

Request: Request to Commission

Committee: Finance Committee

Date: November 18, 2021

Department	Approver
Budget	
Legal	
Administrator	
Clerk	

Fiscal Impact:

Funding: Was funding previously approved? N/A

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

In 1994, Charleston County Council adopted an ordinance authorizing the issuance of a uniform ordinance summons, which is used to enforce any County ordinance. The uniform ordinance summons is enforced by code enforcement officers commissioned by County Council. The commissions are on an annual basis and subject to renewal or rescission every year, and officers are commissioned as needed or when necessary. The Building Inspections Department notified the Clerk of Council's Office that they needed to commission Wayne Domina as a code enforcement officer. The following are being decommissioned Cheryl Barrickman, William T. Horne, Eric Harrod, and Encarnacion Robinson.

Department Head Recommendation:

Commission Wayne Domina from the Building Inspections Department as code enforcement officers with the commission effective immediately through December 31, 2021 and decommission Cheryl Barrickman, William T. Horne, Eric Harrod, and Encarnacion Robinson.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Sheriff Kristin Graziano **Dept.:** Sheriff
Subject: FY 2021 Edward Byrne Justice Assistance Grant
Request: Request to Accept
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Grants	Gail Marion
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen L. Salisbury

Fiscal Impact:

- No match required.
- No FTEs will be requested.

Funding: Was funding previously approved? N/A

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

FY 2021 Edward Byrne Justice Assistance Grant (JAG) is the primary provider of federal criminal justice funding to state and local jurisdictions. The City of North Charleston has been awarded this grant as a joint allocation with the Charleston County Sheriff's Office (CCSO) for a total of \$112, 675. The CCSO is the subawardee and has been awarded \$25, 844. North Charleston will be responsible for monitoring the subaward in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide. This award will be used as follows:

1. Ninth Circuit Solicitor's Office - \$8,000-General Prosecutor Contract – Funds to assist paying for General Prosecutor who handles prosecuting drug violations, assaults, robberies and all other general sessions level crimes.
2. Charleston County Sheriff's Office - \$17,844 – The Sheriff's Office will utilize their funds for Taser repair and replacement cartridges. The exact amounts will depend on prices for repairs. Replacement cartridges run \$30.52 each and auto shut-down battery pack is \$85.02 each.

Department Head Recommendation:

Allow the Sheriff's Office to accept the FY 2021 Edward Byrne Memorial Justice Assistance Grant Program subaward in the amount of \$25,844 with the understanding that:

- The grant period is October 1, 2020 through September 30, 2024.

- Ninth Circuit Solicitor's Office - \$8,000-General Prosecutor Contract – Funds to assist paying for General Prosecutor who handles prosecuting drug violations, assaults, robberies and all other general sessions level crimes.
- Charleston County Sheriff's Office - \$17,844 – The Sheriff's Office will utilize their funds for Taser repair and replacement cartridges. The exact amounts will depend on prices for repairs. Replacement cartridges run \$30.52 each and auto shut-down battery pack is \$85.02 each.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Barrett J. Tolbert **Dept.:** Procurement
Subject: Architectural/Engineering Consultant Services for Facilities Department Projects
 As-Needed
Request: Award of Contract
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Deputy County Administrator	Mack Gile for Corine Altenhein
Facilities Management	Philip A. Sabatino
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen L. Salisbury

Fiscal Impact:

Funds will be available in Facilities Department budget.

Funding: Was funding previously approved? YES

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item
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Situation:

The Charleston County Facilities Department requested qualifications from all interested consulting firms to perform architectural/engineering consultant services on an as-needed basis. The selected firm(s) shall provide professional architectural/engineering services. 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. 5618-22R from the following firms:

- CEMS Engineering, Inc.
- Coast Architects
- Glick Boehm & Associates, Inc.
- Kraemer Design Group
- Liollo Architecture
- LS3P Associates LTD
- Moseley Architects
- MRB Group Consulting, P.C.
- Red Iron Architects
- Rosenblum Coe Architects, Inc.

- SGA | NarmourWright Design
- SMHa, Inc.

Per the terms of the RFQ, it is the intent of the County to identify two (2) consulting 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.

An evaluation committee has reviewed the submitted qualifications for compliance with the RFQ requirements and determined the two following firms, ranking in order, 1) LS3P Associates LTD and 2) Liollo Architecture, to be the most qualified in meeting the County's needs and recommends awarding contracts.

The evaluation committee members were from the following departments:

Facilities Department
Procurement Department
Capital Projects Department
Building Inspection Services Department

Department Head Recommendation:

Authorize award of contracts for architectural/engineering consultant services for various Facilities Department projects on an as-needed basis, in order of most qualified, to the following firms:

1. LS3P Associates LTD
2. Liollo Architects

Funds are available in the Facilities Department budget.

Charleston County Council

Memorandum

To: Members of Finance Committee
From: Kristen Salisbury, Clerk of Council
Date: 11/4/2021
Subject: Ratify the 2021 Assignment and Assumption of the Palmetto Park Industrial, LLC (SAMET) Fee-In-Lieu-of-Taxes Agreement

At the Finance Committee meeting of Thursday, November 18, 2021, the Economic Development Director will present financial incentives related the Ratification the 2021 Assignment and Assumption of the Palmetto Park Industrial, LLC (SAMET) Fee-In-Lieu-of-Taxes Agreement

Charleston County Council

Memorandum

To: Members of Finance Committee
From: Kristen Salisbury, Clerk of Council
Date: 11/4/2021
Subject: Financial Incentives for Project Rose

At the Finance Committee meeting of Thursday, November 18, 2021, the Economic Development Director will present financial incentives related to Project Rose.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Steve L. Thigpen **Dept.:** Public Works
Subject: US17/Main Road - Segment A - Project Delivery Method
Request: Request to Approve
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Deputy County Administrator	Steve L. Thigpen for Jim Armstrong
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen L. Salisbury

Fiscal Impact:

Funds are available in the Roads portion of the Transportation Sales Tax.

Funding: Was funding previously approved? N/A

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

On April 7, 2017, Council authorized staff to negotiate a contract with Infrastructure Consulting Engineers (ICE) for the Phased Engineering Design and Environmental Permitting for the Main Road Corridor Project Segment A. ICE received the notice to proceed with the design contract on September 6, 2017 and shortly after began collecting data to begin the National Environmental Policy Act (NEPA) process. The first step of the NEPA process included identifying potential impacts to various environmental features: wetlands, cultural resources, land use (schools, churches, protects farmland, etc.), hazardous materials sites, population demographics, noise, trees, and traffic. In an effort to accelerate the schedule, County Council approved dividing the project into three segments Segment A, B, and C (shown in Figure 1) on May 15, 2018. On October 31, 2020, the existing Segment A design contract was amended to include Phase 2 which allowed ICE to proceed with Phase 1 design activities advancing the project through the NEPA process and complete right-of-way plans. Currently, Segment A has progressed to 30% design plans and the NEPA environmental documents are scheduled to be submitted to the Army Corps of Engineers by March 1, 2022.

In mid-2021, Public Works staff began coordinating with the SCDOT to determine the best and most efficient project delivery method for this project. This review included two delivery methods: 1) Design-Build (DB), and 2) Design-Bid-Build (DBB) using an FHWA approved project delivery assessment tool. Design-Build is a method of construction procurement under which design and construction services are contracted through one entity, either a joint venture between a design consultant and a constructor or from a single entity with both capabilities;

Design-Bid Build requires full design and permits to be completed before the project is put out to bid for construction.

Staff has met with SCDOT on multiple occasions to discuss their assessment methods, how to properly evaluate this project using the project delivery assessment tool, their procurement processes, and to review specific similarly scoped project examples. The project delivery assessment tool analyzes the project goals and constraints to determine the best delivery method. The project goals include but are not limited to maximizing bicycle and pedestrian accommodations, improving drainage, and minimizing impacts to residential and commercial properties along the project corridor. The project constraints include the State Infrastructure Bank's (SIB) required completion date of December 31, 2028.

Based on the output information provided from the project delivery assessment tool and assistance from the SCDOT, it was determined that there are several advantages in using a Design-Build process versus Design-Bid-Build for this project. Some of those advantages may include:

- A single point of accountability as the Design-Build team is responsible for both the design and construction of the project
- Innovative construction/planning methods to avoid costly right-of-way issues and residential/commercial relocations resulting in fewer claims
- Fewer change orders
- Reduced project delivery time as design and construction can overlap
- Higher quality construction work
- Greater cost certainty

Public Works staff successfully completed design-build projects as part of the 1st ½ Cent Transportation Sales Tax Program. Johnnie Dodds Boulevard Widening and the construction of Palmetto Commerce Parkway were both design-build projects managed by staff.

Public Works staff recommends a Design-Build project delivery method for the remainder of the Main Road Corridor Segment A Project based on the thorough evaluation of the assessment tool and discussions with SCDOT. This method will require a two-phase selection process that includes a Request for Qualifications (RFQ) preliminary evaluation period, which short lists qualified candidates/teams, followed by a Request for Proposal (RFP) technical evaluation period advancing to final selection. A selection committee, made up of all involved Public stakeholders, will be formed prior to issuance of the RFQ to establish a standardized set of documents and selection criteria. A two-phase selection process will allow bidding Design-Build teams to thoroughly analyze stakeholders' goals and requirements, provide a detailed technical design concept, and include an in depth construction cost estimate prior to award. A typical two-phase selection process will occur over a 9-12 month period but includes integral design elements that will expedite the project through to construction. The design-build selection process will follow guidelines found in the SCDOT Design-Build Procurement Manual (February 28, 2017) including stipends.

Department Head Recommendation:

Authorize staff to pursue a Design-Build project delivery method for US 17/Main Road Corridor – Segment A.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Jean Sullivan **Dept.:** Community Services
Subject: HOME Investment Partnerships - American Rescue Plan (HOME-ARP) funding
Request: Request to Accept
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Deputy County Administrator	Christine O. Durant
Grants	Gail Marion
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen H. Wurster for Kristen L. Salisbury

Fiscal Impact:
 No match required.

Funding: Was funding previously approved? NO

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

The U.S. Department of Housing and Urban Development (HUD) will provide funding to Charleston County Community Development Department from the HOME-American Rescue Plan (HOME-ARP) Funding totaling \$2,940,411. In order to use this funding, the County must undertake a public input process to help prioritize how the funding will be utilized.

The County is required by HUD to go through a planning process that will require consultation, public participation, a needs assessment, gap analysis, and strategy identification in order to utilize the funding. In order to begin this planning process, the Community Development Department is requesting an additional FTE that will be paid by HUD funding. The funds will be allocated to a specific project(s) at a later date through a substantial amendment to the Program Year 2021 Annual Action Plan and will be brought to Council for final approval.

Department Head Recommendation:

Accept the HOME-American Rescue Plan (HOME-ARP) Funding totaling \$2,940,411 for staff to begin the planning process and authorize the creation of an FTE for this expanded program. The County is under no obligation to continue the position after funding ends.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Jean Sullivan **Dept.:** Community Services
Subject: Emergency Rental Assistance - Request Additional Funds
Request: Request to Approve
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Deputy County Administrator	Christine O. Durant
Grants	Gail Marion
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen H. Wurster for Kristen L. Salisbury

Fiscal Impact:

N/a

Funding: Was funding previously approved? N/A

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

The U.S. Department of the Treasury provided \$12,441,902.30 in Round 1 and \$9,844,694 in Round 2 to Charleston County for an Emergency Rental Assistance program to assist households that are unable to pay rent and utilities due to the COVID-19 pandemic. Through the end of October 2021, Charleston County has paid or obligated around 88 percent of the total funding received from U.S. Treasury. So far, over 2,100 renter households have been assisted with rent/utility payments and over 500 landlords have been assisted.

Charleston County's Community Development Department suspended the acceptance of Emergency Rental Assistance Program applications on October 8, 2021. Staff needed to ensure there was enough funding available for pending applications before accepting additional ones. The Department is still processing applications in the system to determine if any funds will be available to re-open the application.

U.S. Treasury is currently assessing Grantees that have obligated insufficient funds to allow a reallocation process. The reallocation process will allow Grantees with demonstrated needs to request a disbursement of reallocated funds. Through the success of Charleston County's Emergency Rental Assistance Program, Charleston County is in a position to request reallocated funds (coming from reallocated funds under U.S. Treasury - Round 1). The County requests to apply and accept up to an additional \$10 million, which will assist an estimated 1,000 renter households at the full amount. The funds must be obligated by September 30,

2022 and Treasury may extend the deadline for obligating any reallocated funds received to December 29, 2022. U.S. Treasury allows 10% of the funding for program management.

Department Head Recommendation:

County Council approves the request for additional Treasury funds for the emergency rental assistance program.

Committee Agenda Item

To: Bill Tuten, County Administrator
From: Hakim Bayyoud **Dept.:** Building Inspections
Subject: Request for new FTE for James Island
Request: Request to Approve
Committee: Finance Committee **Date:** November 18, 2021

Department	Approver
Building Inspections	Hakim Bayyoud
Deputy County Administrator	Walter L. Smalls
Budget	Mack Gile
Legal	Marc Belle
Administrator	Bill Tuten
Clerk	Kristen L. Salisbury

Fiscal Impact:

None

Funding: Was funding previously approved? N/A

If yes, please provide the following:	Org	Object	Balance in Account	Amount Needed for item

Situation:

Charleston County and the Town of James Island entered into an Intergovernmental Agreement for Building Inspection Services (Permitting, Inspections, Plan Review, and Floodplain Management) on August 27th, 2012. The Town of James Island wishes to amend this agreement to include placing a permit technician at their Town Hall (Mon-Fri 8am-5pm) to better assist and meet the needs of the citizens of James Island (see attached IGA Amendment). The new FTE will remain an employee of the Charleston County Building Inspection Services and be supervised by the BIS Department. Additionally, the County will provide all necessary equipment and software currently in use for day-to-day operations. The Town of James Island agrees to fund the annual FTE's salary (which includes fringes) and will provide adequate workspace and accommodations to perform assigned duties.

Department Head Recommendation:

Authorize the County Administrator to sign the seventh amendment to the James Island Public Services IGA, approving the establishment of an FTE for a permit technician to be placed on site and acceptance of the annual salary funding.

Authorize the addition of an FTE to Building Inspections with understanding that the Town of James Island will fund the FTE.