



CITY GOVERNMENT 101: MEET THE CITY!
OCTOBER 19, 2023



BECCA HOPKINS

**NEIGHBORHOOD
SERVICES MANAGER**

CITY OF CHARLESTON

Let's set the tone.

- We have a lot to cover!
- Participants agree to:
 - Listen respectfully.
- Staff agree to:
 - Answer questions as best we can.
 - Write down questions we can't answer in the moment and follow up.



Parks Department

The Department of Parks is responsible for the design, construction, maintenance, and repairs of the City's new and existing parks, playgrounds, green spaces, facilities, and buildings.

The City currently owns & is responsible for:

- 120 parks, consisting of approx. 1,809 acres
- 211 buildings, totaling 3.67 million sq. ft

The Department of Parks is comprised of 4 specialized divisions:

- Administration
- Capital Projects
- Facilities Maintenance
- Grounds Management



Charleston Fire Department



- **Mission:** Excellent People Providing Exceptional Service
- **Vision:** Create a Safer Charleston
- **Services:**
 - Fire Suppression
 - Medical Response
 - Hazardous Materials Response
 - Technical Rescue
 - Marine
 - Wildland
 - Fire Inspections & Investigations
 - Community Risk Reduction

Charleston Fire Department

- Number of Fire Stations: 17
- Frontline Engines: 17
- Frontline Aerials: 4
- Fireboats: 2
- Tenders: 1
- Heavy Rescue: 1
- Heavy HazMat Unit: 1
- Battalion Chiefs: 4 per shift



Charleston Fire Department

- Average Yearly Incidents: 24,000
- Also Responds Routinely with Regional Automatic-Aid Group:
 - North Charleston
 - Mount Pleasant
 - St. Andrews
 - James Island
 - St. Johns
 - Isle of Palms



Human Resources & Organizational Development Department



RECRUITMENT



COMPENSATION
AND HR DATA



BENEFITS AND
LEAVE
MANAGEMENT



EQUAL
EMPLOYMENT
OPPORTUNITY



EMPLOYEE
DEVELOPMENT &
TRAINING



EMPLOYEE
WELLNESS



MAIL SERVICES



OTHER FUNCTIONS

The City of Charleston

Come Join Our Workforce!



WWW.CHARLESTON-SC.GOV/EMPLOYMENT

Planning, Preservation & Sustainability Department

Mission: To improve the built environment and quality of life for all people in the City of Charleston.

The Department of Planning, Preservation & Sustainability is comprised of the following [divisions](#):

- Administration
- Business & Neighborhood Services
- Design (Civic Design Center)
- Planning
- Preservation & Urban Design
- Zoning

The Department also administers seven public [review boards](#).



Executive Department

The Executive Department oversees the work and activities of City government and manages services that aid and represent the citizens of Charleston, the Mayor, City Council and City Departments.

Executive Divisions

- Corporation Council
- Cultural Affairs
- Internal Auditing
- Mayor's Office
- Mayor's Office of Innovation
- Public Information
- Mayor's Office of Resilience, Sustainability, & Emergency Management
- Mayor's Office of Children, Youth & Families
- Prosecutor's Office



Traffic & Transportation Department

- Studies, plans and implements traffic operations, transportation services, and facilities to maintain safe and efficient movement of people and goods throughout the City.
- Responsible for the planning, geometric configuration, and transportation operations of roads, streets, highways and all City property, their networks, terminals, abutting lands, and relationships with other modes of transportation.
- Seeks to continually increase the efficiency of all modes of transportation within the City by devising transportation related improvements in accordance with the City's broad policy requirements.



Clerk of Council



What is the Clerk of Council?

The Clerk of Council serves as an important link between City Council, the Mayor's Office, other City departments, and the public. The department provides administrative support to City Council, which includes setting and preparing agendas for Council and Standing Committee meetings, recording the minutes and votes at each meeting, and retaining the City's ordinances and ensuring that City laws are codified.

What the Clerk of Council does not do:

The Clerk of Council is often confused with the Clerk of Court. The Clerk of Court is with the County and deals with the filings of cases for various courts under the County's jurisdiction.

Clerk of Council



Important information for citizens:

How do I access meeting agendas and minutes?

Agendas and minutes for City Council, Ways and Means, and standing committees can be accessed on the City's website under "Government," followed by "Agendas and Minutes".

How do I sign-up to speak at a meeting or provide a comment for City Council?

Citizens can sign-up the day of the meeting by 5:00 p.m. to speak in person. Citizens can also sign-up online to speak or leave comments for City Council using the City's Innovate website (<https://innovate.charleston-sc.gov/>).

Online registration and comments must be submitted by noon, the Monday before Council.

How do I access the City's Code and research City Council Minutes?

The City's Code and Zoning Code can be accessed on <https://library.municode.com/sc/charleston>. Searchable City Council minutes are also available going back to 1975.



Housing & Community Development

Mission

The mission of the Department of Housing and Community Development (DHCD) is to create, facilitate, and implement activities and programs that stimulate community and economic development, expand the supply of affordable housing and stimulate the construction and rehabilitation of housing for persons of very low, low and moderate incomes in Charleston's neighborhoods.

The department has fourteen 14 staff members who undertake the work in administering programs and initiatives for the department.

What we do?

Homeownership Initiative

Provide 1st time homeownership opportunities to individuals and families.

Administer Grant/Funding

* CDBG; HOME; HOPWA
* Continuum of Care

Homelessness Initiative

In partnership with the Mayor's Commission; advocate on behalf of the unsheltered and for affordable housing. Create policy.

Hope Center

Provides services to the unsheltered and vulnerable persons in the community.

Housing Rehabilitation Programs

Preserve housing through roof replacements, substantial rehab, limited substantial and rental rehab.

Nonprofit Partners' Homeownership & Rental Developments

Support through financial awards.

Collaborative Partners

CDBG, HOME & HOPWA Grant Subrecipients

Charleston Habitat for Humanity	P.A.S.T.O.R.S., Inc.	Operation Home	EDCHDO
Charleston Pro Bono Legal Services	Charleston Redevelopment Co.	Trident Literacy Foundation	One80 Place
Charleston Promise Neighborhood	Palmetto Community Action Partnership	Family Promise of Greater Charleston	Neighbors Together
Charleston Trident Urban League	My Sister's House	Sea Island Habitat for Humanity	Roper St. Francis Foundation
Closing the Gap in Healthcare	Shifa Clinic	Humanities Foundation	Palmetto Community Care

Dept. of Livability & Tourism: Livability Division

- Residential Code Enforcement
- Commercial Code Enforcement (Commercial Business District)
- Residential Rental Registration Program
- Quick Response Squad (Maintenance Support)
- Vacant Property Management and Enforcement
- Livability Review Board
- Livability Court



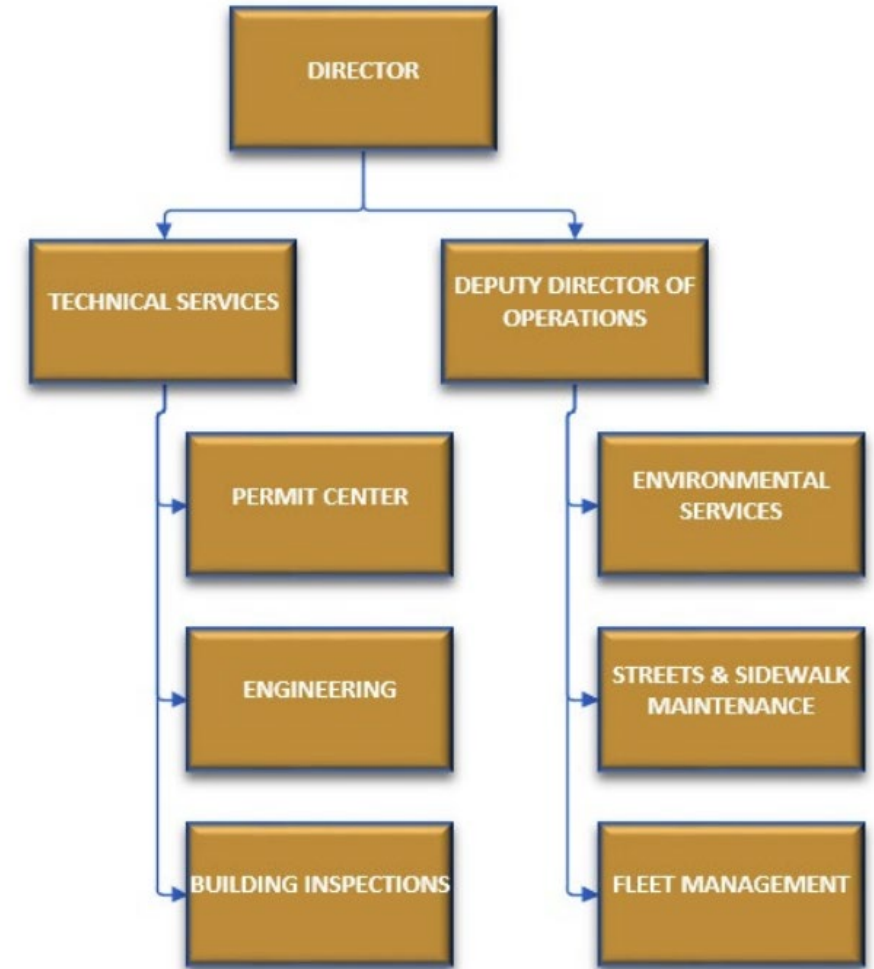
Dept. of Livability & Tourism: Tourism Division

- Tourism Management & Permitting
- Tourism Commission Management
- Tourism Enforcement
- Short Term Rental Management & Enforcement
- Special Events Management & Committee



Public Service Department

Mission: To provide services which enhance public safety, health, and the quality of life as they are related to the maintenance of public rights of way, building construction and environmental cleanliness.







Budget, Finance, & Revenue Collections Department

- Budget & Management Division
- Citizen Services Desk
- Finance Division
- Process & Service Improvement
- Procurement Division
- Real Estate Management
- Revenue Collections Division
- Revenue Collections—Parking
- Safety Management Division
- Special Facilities Division



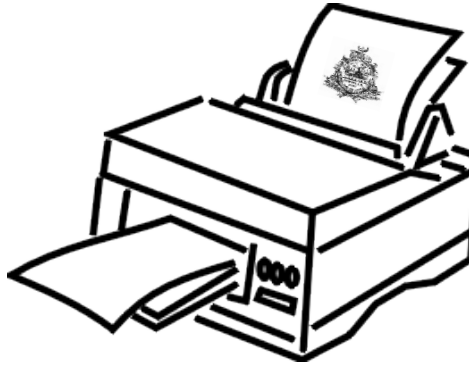
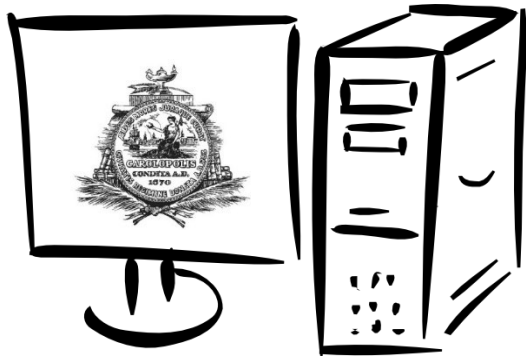
Recreation Department

- Offer economical sports recreation programs to all ages that foster fun, safety, sportsmanship, and teamwork.
- Offer economical access to public swimming pools and lessons, to tennis and to golf through our facilities and programs.
- Encourage community through activities, events, programs and partnerships for everyone.



Information Technology (IT) Department

Mission: Provide innovative, contemporary, accessible technology in support of City goals in a cyber-secure environment.



135 Servers serving over 70 network connected facilities
1,300 PCs, 1,500 mobile devices, & 950 VoIP desk phones
4,800 Completed Help Desk tickets last year

Information Technology (IT) Department

PROJECTS

New project planning and management

ENTERPRISE SYSTEMS

Enterprise systems configuration and support

NETWORK

Network hardware infrastructure, cyber security

SYSTEMS SUPPORT

Enterprise user environment and servers

PC SUPPORT

End-user support

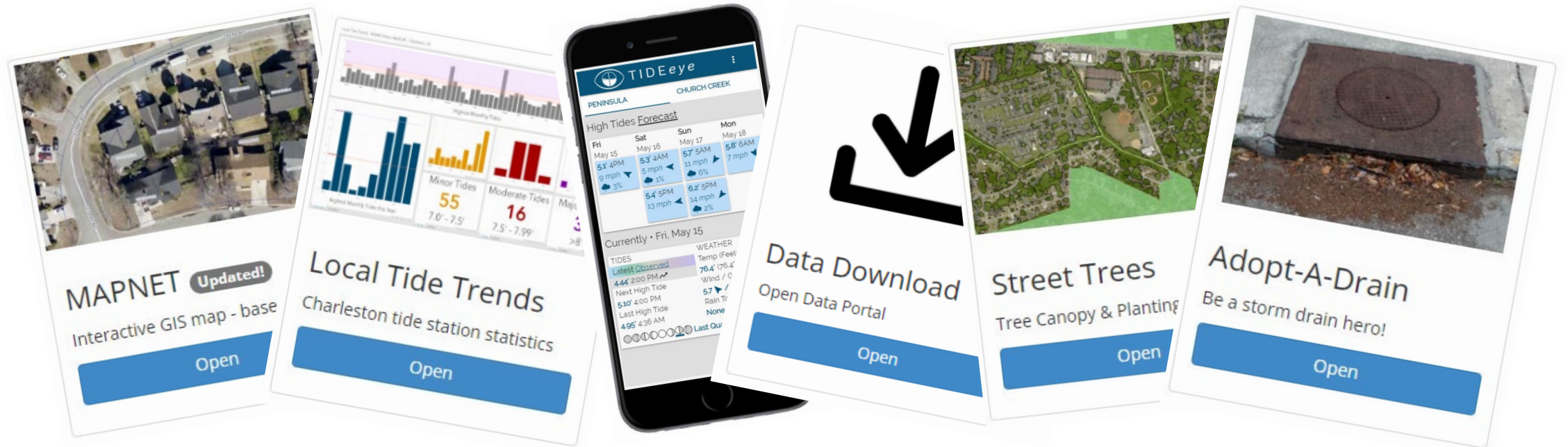
TELECOM

Telecom infrastructure and mobile devices

Information Technology (IT) Department

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Access information through Apps, Dashboards, and StoryMaps



Dozens of tools are available at <https://gis.charleston-sc.gov/>

Stormwater Department

- Maintains the City's drainage system including stormwater inlets, pipes, channels, check valves, pump stations, and outfalls.
- Regulates new development and redevelopment projects to prevent flooding and improve areas with existing flooding and protect water quality.
- Constructs drainage improvement projects ranging in size from multiple neighborhoods to individual street scale.

Did you know the City has recently completed a deep tunnel drainage system more than 100' deep below US17 which will help drain hundreds of acres along the road corridor?

A new pump station will be constructed in the next 2 years between the bridges to West Ashley to further improve drainage performance on this system during high tide conditions.

Charleston Police Department

Recruiting

Training

Community
Outreach

Special Events





QUESTIONS?