

COUNTY OF LEXINGTON
ANNUAL BUDGET
NON-GENERAL FUND - BOOK TWO
FISCAL YEAR 2019-20

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**COUNTY OF LEXINGTON
ANNUAL BUDGET
NON-GENERAL FUND - BOOK TWO
FISCAL YEAR 2019-20**

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Main Library
5440 Augusta Rd
Lexington, SC 29072
(803) 785-2600

Batesburg-Leesville Branch
203 Armory St.
Batesburg, SC 29006
(803) 532-9223

Cayce-West Columbia Branch
1500 Augusta Rd.
West Columbia, SC 29169
(803) 794-6791

Chapin Branch
129 NW Columbia Ave.
Chapin, SC 29036
(803) 345-5479

Gaston Branch
214 S. Main St.
Gaston, SC 29053
(803) 791-3208

Gilbert-Summit Branch
405 Broad St.
Gilbert, SC 29054
(803) 785-5387

Irmo Branch
6251 St. Andrews Rd.
Columbia, SC 29212
(803) 798-7880

Pellon Branch
206 Pine Street
Pellon, SC 29123
(803) 785-3272

South Congaree-Pine Ridge Branch
200 Sunset Dr.
West Columbia, SC 29172
(803) 785-3050

Swansea Branch
199 N. Lawrence Ave.
Swansea, SC 29160
(803) 785-3519

Bookmobile
(803) 785-2649

www.lex.lib.sc.us

February 14, 2019

Dear Mr. Mergo,

The Finance Committee of the Lexington County Library Board met on January 24, 2019 to review and approve the Library's requested FY 2019-20 Budget Request. The Budget Request was recommended to the full Library Board during their regular meeting on January 28. In this meeting, the Budget was approved by the Library Board. According to SC Code of Laws Section 4-9-37. It is the Library Board's responsibility after approving the public library system's budget to recommend it to Lexington County Administration and Lexington County Council.

The Library Board has a very clear understanding of the mission of the Library and the direction and focus that is essential to quality public library services. Library Administration maintained the majority of the Library specific operating costs such as library materials and subscription costs and even reduced some operating costs after a careful review of expenditures over the past five years. We evaluated and updated our database subscriptions as well as literacy program costs. This year there are several new program costs to continue to provide optimal library services. As an involved Board, they supported the New Program Requests including:

- Reclassification of full time Clerk to part time Clerk and part time Library Assistant II
- Deputy Director—Public Services
- Web Developer
- Executive Assistant
- Library Assistant III
- Reclassification of a Administrative Assistant II from part-time to full-time
- Increase of 230 extra hours for the Chapin and Pelion Branches

The total cost of the new programs is \$317,⁰⁵¹~~200~~ and within our estimated revenue.

As you know the needs of each department continue to grow. The Library's current library operations staffing level is 103.5 FTEs. This is a great concern as it should be 132 FTEs (South Carolina Public Library Standards) This budget request will allow the Library to offer the best service in the most judicious, cost effective and efficient way to the citizens of Lexington County.

Thank you for your continued support of library services.

Sincerely,



Kelly R. Poole
Library Director

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year 2019-20
Estimated Revenue**

Object Code	Revenue Account Title	Actual 2015-16	Received Thru Dec 2016-17	Amended Budget Thru Dec 2016-17	Projected Revenues Thru Jun 2016-17	Requested 2017-18	Requested 2019-20	Recommend 2017-18	Approved 2017-18
*County Library Operations 2300:									
Revenues:		<u>6.211 Mills</u>		<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>Mills</u>	<u>Mills</u>
410000	Current Property Taxes	5,439,460	3,213,189	5,592,086	5,592,086	5,903,893	6,334,621		
410500	Homestead Exemption	230,000	0	255,000	255,000	255,000	270,000		
410520	Manufacturer's Tax Exemption	24,711	0	24,700	24,700	24,700	25,200		
410530	State Sales and Use Tax Credit	57,716	40,362	143,387	143,387	0	62,762		
410540	Lease Purchase Tax Credit	0	0	0	0	0	0		
411000	Current Vehicle Taxes	904,185	460,143	893,598	893,598	889,252	917,954		
412000	Current Tax Penalties	10,295	15	10,100	10,100	10,100	9,400		
413000	Delinquent Tax	204,910	99,518	240,000	240,000	240,000	175,000		
414000	Delinquent Tax Penalties	30,934	14,951	35,000	35,000	35,000	27,000		
417100	Fee in Lieu of Taxes	368,352	0	385,000	385,000	385,000	417,000		
417120	Fee in Lieu of Taxes - Prior Year	0	0	0	0	0	0		
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	14,567	0	15,000	15,000	15,000	15,800		
417150	Fee in Lieu of Taxes - Fee for Services	2,497	0	3,148	3,148	3,148	2,500		
418000	Motor Carrier Payments	12,952	10,206	10,700	10,700	10,700	14,100		
419000	Merchants Exemptions	28,550	14,275	28,550	28,550	28,550	28,550		
Total Property Tax Revenue		7,329,129	3,852,659	7,636,269	7,636,269	7,800,343	8,299,887	0	0
Other Revenues:									
437609	Copy Sales - Library	7,951	4,464	8,000	8,000	8,000	9,000		
437620	Fax Sales - Library	16,037	7,085	12,000	12,000	14,000	14,000		
437699	Copy Sales - Cost	0	0	0	0	0	0		
438300	Vending Machine Sales	298	139	400	400	250	250		
438900	Auction Sales	2,897	135	0	0	0	0		
449000	Library Book Fines	248,331	99,139	260,000	260,000	250,000	225,000		
461000	Investment Interest	49,764	27,183	20,000	20,000	20,000	75,000		
462001	Sales Tax Payable	0	0	0	0	0	0		
463200	Insurance Claims Reimb.	1,574	0	0	0	0	0		
465900	Utility Rebates	2,025	0	0	0	0	0		
469100	Gifts & Donations	3,300	0	0	0	0	0		
469200	Donated Capital Items	3,807	0	500	500	500	500		
469900	Miscellaneous Revenues	1,523	0	1,000	1,000	1,000	1,000		
Total Other Revenue		337,507	138,145	301,900	301,900	293,750	324,750	0	0
** Total Revenue		<u>7,666,636</u>	<u>3,990,804</u>	<u>7,938,169</u>	<u>7,938,169</u>	<u>8,094,093</u>	<u>8,624,637</u>	<u>0</u>	<u>0</u>
** Total Appropriations					9,593,704	8,044,618	8,307,437		
-- (2) Reclassification						8,871	27,206		
-- (4) New Positions						18,847	279,395		
230 Extra Hours (2)							10,601		
							<u>704</u>		
** Total Appropriations					9,593,704	8,072,336	8,624,637		
Beginning of Year					7,538,143	5,882,608	5,882,608	5,882,608	5,882,608
FUND BALANCE - Projected									
End of Year					5,882,608	5,932,083	5,882,608	5,882,608	5,882,608

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300

Division: Library

Organization: 2300xx - Departmental Library Recap (Existing)

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages	3,204,201	1,598,244	3,261,241	3,310,159	0	0
510200	Overtime	260	0	1,000	1,000	0	0
510300	Part Time	851,644	438,166	846,705	848,511	0	0
511112	FICA - Employer's Portion	291,468	147,356	323,721	318,216	0	0
511113	State Retirement - Employer's Portion	494,970	257,905	616,133	647,245	0	0
511120	Insurance Fund Contribution	608,400	303,900	608,400	608,400	0	0
511130	Workers Compensation	18,066	10,155	24,963	25,848	0	0
511131	SC Unemployment	221	0	0	0	0	0
511213	State Retirement - Retiree	15,493	0	0	0	0	0
511214	Police Retirement - Retiree	0	0	0	0	0	0
519999	Personnel Contingency	0	0	122,727	154,402	0	0
* Total Personnel		5,484,723	2,755,726	5,804,890	5,913,781	0	0
Operating Expenses							
520100	Contracted Maintenance	18,537	14,164	20,376	19,929	0	0
520103	Landscape/Grounds Maintenance	53,269	22,771	55,004	56,350	0	0
520200	Contracted Services	84,505	41,428	102,319	103,633	0	0
520206	Background History Screening	0	0	100	100	0	0
520213	Contracted Literacy Programs	35,529	17,650	37,850	36,950	0	0
520220	Book Binding	137	0	100	2,500	0	0
520231	Garbage Pickup Charges	4,651	1,832	4,816	5,292	0	0
520233	Towing Service	0	0	65	65	0	0
520242	Hazardous Materials Disposal	0	0	100	100	0	0
520300	Professional Services	0	0	0	0	0	0
520303	Accounting/Auditing Services	2,500	2,500	2,500	2,500	0	0
520400	Advertising & Publicity	2,871	690	7,000	7,500	0	0
520500	Legal Services	0	0	250	250	0	0
520702	Technical Currency & Support	111,060	124,727	129,502	130,050	0	0
520703	Computer Hardware Maintenance	20,429	20,429	20,500	20,500	0	0
521000	Office Supplies	30,288	12,830	30,550	30,600	0	0
521100	Duplicating	3,112	1,207	3,910	3,910	0	0
521200	Operating Supplies	35,172	18,768	54,750	54,750	0	0
522000	Building Repairs & Maintenance	60,461	10,894	60,000	60,000	0	0
522001	Carpet/Floor Cleaning	6,692	1,030	5,500	5,500	0	0
522200	Small Equipment Repairs & Maintenance	855	0	1,500	1,500	0	0
522300	Vehicle Repairs & Maintenance	1,423	908	2,400	1,985	0	0
523200	Equipment Rental	0	0	0	0	0	0
524000	Building Insurance	26,255	31,802	29,588	36,583	0	0
524100	Vehicle Insurance	2,650	2,650	2,730	3,313	0	0
524101	Comprehensive Vehicle Insurance	240	266	297	308	0	0
524201	General Tort Liability Insurance	2,939	3,369	3,409	4,226	0	0
524202	Surety Bonds	436	0	0	0	0	0
524900	Data Processing Equip. Insurance	1,246	1,396	1,420	1,606	0	0
525000	Telephone	34,409	20,052	35,491	35,101	0	0
525006	GPS Monitoring Charges	0	186	862	862	0	0
525020	Pagers and Cell Phones	634	264	693	700	0	0
525021	Smart Phones Charges	1,931	803	1,908	1,908	0	0
525041	E-mail Service Charges	18,824	8,269	16,770	20,511	0	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300

Division: Library

Organization: 2300xx - Departmental Library Recap

		BUDGET				
Object Expenditure	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
Code Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Cont'd Operating Expenditures						
525100 Postage	4,087	1,539	7,035	5,037	0	0
525210 Conference, Meeting & Training Expenses	652	3,471	8,604	7,500	0	0
525211 Library Board Expenses	1,843	741	2,000	2,000	0	0
525230 Subscriptions, Dues, & Books	179,578	179,116	199,500	197,643	0	0
525240 Personal Mileage Reimbursement	10,387	4,863	11,000	12,000	0	0
525250 Motor Pool Reimbursement	0	0	50	50	0	0
525377 Utilities - County Branch Library	334,010	140,989	337,908	337,908	0	0
525400 Gas, Fuel, & Oil	7,899	3,927	10,000	9,000	0	0
525600 Uniforms & Clothing	190	65	2,547	935	0	0
525700 Employee Service Awards	0	11	20	950	0	0
526500 License & Permits	4,400	4,510	4,705	4,990	0	0
529903 Contingency	0	0	880,676	1,500	0	0
537699 Cost of Copy Sales	0	7,172	11,520	11,520	0	0
* Total Operating	1,104,101	707,289	2,107,825	1,240,115	0	0
**Total Personnel & Operating	6,588,824	3,463,015	7,912,715	7,153,896	0	0
Capital						
540000 Small Tools & Minor Equipment	13,294	5,932	13,500	13,500	0	0
540002 Microforms	7,415	3,762	7,802	7,867	0	0
540006 Library Materials (Book, Audio Visual)	840,953	355,825	1,247,040	975,000	0	0
540010 Minor Software	620	67	2,000	2,000	0	0
549902 R22 Unit A/C Contingency	0	0	4,810	0	-	-
549904 Capital Contingency	0	0	58,795	0	0	0
549914 Infrastructure Contingency	0	0	0	14,436		
All Other Equipment	945,778	63,066	1,097,193	140,638	0	0
Library Materials (Books, Audio Visual)	1,808,060	428,652	2,431,140	1,153,441	0	0
*** Total Budget Appropriation	8,396,884	3,891,667	10,343,855	8,307,337	0	0

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300
Division: Library
Organization Recap

Object Expenditure Code Classification	2019-20 Requested	BUDGET										Gilbert/ Summit 230090	Non- Departmental 230099
		General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W. Columbia 230030	Irmo 230040	Chapin 230050	South Congaree 230055	Swansea 230060	Gaston 230070	Pelion 230080		
Personnel													
510100 Salaries & Wages	3,310,159	1,078,536	148,967	585,043	494,148	509,789	88,607	86,641	57,015	76,689	129,181	55,543	0
510200 Overtime	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
510300 Part Time	848,511	59,884	30,192	173,096	133,187	164,666	95,312	32,690	43,208	16,921	53,452	45,903	0
511112 FICA - Employer's Portion	318,216	87,089	13,706	57,998	47,991	51,596	14,070	9,129	7,667	7,161	13,971	7,761	77
511113 SCRS - Employer's Portion	647,245	177,138	27,877	117,966	97,613	104,945	28,618	18,568	15,595	14,566	28,418	15,785	156
511120 Employee Insurance - Employer's Portion	608,400	171,600	31,200	117,000	101,400	101,400	15,600	15,600	7,800	15,600	23,400	7,800	0
511130 Workers Compensation	25,848	13,893	573	2,418	3,232	3,230	590	381	321	298	583	325	4
519999 Personnel Contingency	154,502	0	0	0	0	0	0	0	0	0	0	0	154,502
* Total Personnel	5,913,881	1,588,140	252,515	1,053,521	877,571	935,626	242,797	163,009	131,606	131,235	249,005	133,117	155,939
Operating Expenses													
520100 Contracted Maintenance	19,929	0	0	0	0	0	0	0	0	0	0	0	19,929
520103 Landscape/Grounds Maintenance	56,350	0	5,976	7,534	5,976	5,688	5,196	5,196	5,196	5,196	5,196	5,196	0
520200 Contracted Services	103,633	0	3,694	5,462	40,233	2,140	4,267	2,678	2,678	2,678	3,379	2,438	33,986
520206 Background History Screening	100	0	0	0	0	0	0	0	0	0	0	0	100
520213 Contracted Literacy Programs	36,950	0	0	0	0	0	0	0	0	0	0	0	36,950
520220 Book Binding	2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
520231 Garbage Pick-up Service	5,292	0	554	809	809	678	554	554	0	554	554	226	0
520233 Towing Service	65	0	0	0	0	0	0	0	0	0	0	0	65
520242 Hazardous Material Disposal	100	0	0	0	0	0	0	0	0	0	0	0	100
520300 Professional Services	0	0	0	0	0	0	0	0	0	0	0	0	0
520303 Accounting/Auditing Services	2,500	0	0	0	0	0	0	0	0	0	0	0	2,500
520400 Advertising & Publicity	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
520500 Legal Services	250	0	0	0	0	0	0	0	0	0	0	0	250
520702 Technical Currency & Support	130,050	0	0	0	0	0	0	0	0	0	0	0	130,050
520703 Computer Hardware Maintenance	20,500	0	0	0	0	0	0	0	0	0	0	0	20,500
521000 Office Supplies	30,600	7,200	1,800	5,850	4,700	4,900	900	1,000	1,050	1,000	1,200	1,000	0
521100 Duplicating	3,910	400	250	890	250	750	400	250	130	300	220	70	0
521200 Operating Supplies	54,750	25,000	1,100	1,500	3,600	3,500	1,200	1,100	500	1,000	1,000	250	15,000
522000 Building Repairs & Maintenance	60,000	0	0	0	0	0	0	0	0	0	0	0	60,000
522001 Carpet/Floor Cleaning	5,500	0	0	0	0	0	0	0	0	0	0	0	5,500
522200 Small Equipment Repairs & Maint.	1,500	0	0	0	0	0	0	0	0	0	0	0	1,500
522300 Vehicle Repairs & Maintenance	1,985	0	0	0	0	0	0	0	0	0	0	0	1,985
524000 Building Insurance	36,583	0	2,911	6,281	10,292	7,020	3,799	864	1,155	1,468	1,855	938	0
524100 Vehicle Insurance	3,313	0	0	0	0	0	0	0	0	0	0	0	3,313
524101 Comprehensive Vehicle Insurance	308	0	0	0	0	0	0	0	0	0	0	0	308
524201 General Tort Liability Insurance	4,226	1,482	179	699	602	650	147	98	65	82	147	75	0
524202 Surety Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0
524900 Data Processing Equip. Insurance	1,606	0	0	0	0	0	0	0	0	0	0	0	1,606
525000 Telephone	35,101	7,865	1,974	6,010	4,113	4,550	2,582	2,627	1,610	1,942	914	914	0
525004 WAN Service Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
525006 GPS Monitoring Charges	862	0	0	0	0	0	0	0	0	0	0	0	862
525020 Pagers and Cell Phones	700	0	0	0	0	0	0	0	0	0	0	0	700
525021 Smart Phone Charges	1,908	0	0	0	0	0	0	0	0	0	0	0	1,908
525041 E-mail Service Charges	20,511	3,354	1,032	5,418	3,483	3,483	1,032	774	387	387	774	387	0
525100 Postage	5,037	2,016	86	1,014	788	747	97	93	32	45	95	24	0

154,402

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300
Division: Library
Organization Recap

Object Expenditure Code Classification	2019-20 Requested	BUDGET											
		General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W. Columbia 230030	Irmo 230040	Chapin 230050	South Congaree 230055	Swansea 230060	Gaston 230070	Pelion 230080	Gilbert/ Summit 230090	Non- Departmental 230099
525210 Conference, Meeting & Training Expense	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
525211 Library Board Expenses	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
525230 Subscription, Dues, & Books	197,643	0	0	0	0	0	0	0	0	0	0	0	197,643
525240 Personal Mileage Reimbursement	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000
525250 Motor Pool Reimbursement	50	0	0	0	0	0	0	0	0	0	0	0	50
525377 Utilities - (9) Branches	337,908	0	14,665	142,036	48,945	70,143	14,173	8,908	8,182	8,624	13,810	8,422	0
525400 Gas, Fuel, & Oil	9,000	0	0	0	0	0	0	0	0	0	0	0	9,000
525600 Uniforms & Clothing	935	0	0	0	0	0	0	0	0	0	0	0	935
525700 Employee Service Awards	950	0	0	0	0	0	0	0	0	0	0	0	950
526500 License & Permits	4,990	0	0	0	0	0	0	0	0	0	0	0	4,990
529903 Contingency	1,500	0	0	0	0	0	0	0	0	0	0	0	1,500
537699 Cost of Copy Sales	11,520	0	0	0	0	0	0	0	0	0	0	0	11,520
* Total Operating	1,240,115	47,317	34,221	183,503	123,791	104,249	34,347	24,142	20,985	23,276	29,144	19,940	595,200
* Total Personnel & Operating	7,153,396	1,635,457	286,736	1,237,024	1,001,362	1,039,875	277,144	187,151	152,591	154,511	278,149	153,057	750,339
Capital													
540000 Small Tools & Minor Equipment	13,500	0	0	0	0	0	0	0	0	0	0	0	13,500
540002 Microforms	7,867	0	0	0	0	0	0	0	0	0	0	0	7,867
540004 CD-ROM/Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0
540006 Library Materials (Books, Audio Visual)	975,000	0	0	0	0	0	0	0	0	0	0	0	975,000
540010 Minor Software	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
549902 R22 Unit A/C Contingency	-	0	0	0	0	0	0	0	0	0	0	0	-
549904 Capital Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
549914 Infrastructure Contingency	14,436	0	0	0	0	0	0	0	0	0	0	0	14,436
All other equipment	140,638	0	0	0	0	0	0	0	0	0	0	0	140,638
** Total Capital	1,153,441	0	0	0	0	0	0	0	0	0	0	0	1,153,441

*** Total Budget Appropriation

8,307,337

153,057

278,149

152,591

1,039,875

1,001,362

1,237,024

286,736

1,635,457

8,307,337

1,904,360

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300
Division: Library
Organization: 230005 - Administration

		BUDGET				
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 22	1,069,509	527,264	1,058,409	1,078,536		
510200 Overtime	260	0	0	0		
510300 Part Time - 4 (2.0 - FTE)	50,580	24,680	57,643	59,884		
511112 FICA - Employer's Portion	80,639	39,605	85,378	87,089		
511113 State Retirement - Employer's Portion	131,788	69,913	162,497	177,138		
511120 Insurance Fund Contribution - 22	171,600	85,500	171,600	171,600		
511130 Workers Compensation	6,777	3,623	13,108	13,893		
511213 State Retirement - Retiree	10,567	0	0	0		
* Total Personnel	1,521,720	750,585	1,548,635	1,588,140	0	0
Operating Expenses						
520300 Professional Services	0	0	0	0		
520702 Technical Currency & Support	0	0	0	0		
521000 Office Supplies	7,118	2,619	7,200	7,200		
521100 Duplicating	1,012	510	400	400		
521200 Operating Supplies	21,754	11,064	25,000	25,000		
524201 General Tort Liability Insurance	1,039	1,185	1,195	1,482		
524202 Surety Bonds	0	0	0	0		
525000 Telephone	6,965	4,105	7,364	7,865		
525041 E-mail Service Charges - 29	3,311	1,398	3,354	3,354		
525100 Postage	1,824	566	2,000	2,016		
525240 Personal Mileage Reimbursement	0	0	0	0		
* Total Operating	43,023	21,447	46,513	47,317	0	0
**Total Personnel & Operating	1,564,743	772,032	1,595,148	1,635,457	0	0
Capital						
**Total Capital	0	0	0	0	0	0

*** Total Budget Appropriation	1,564,743	772,032	1,595,148	1,635,457	0	0
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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2018-19

Fund 2300
Division: Library
Organization: 230010 - Batesburg/Leesville Branch

		BUDGET				
Object Expenditure		2016-17	2017-18	2018-19	2019-20	2019-20
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend Approved
Personnel						
510100	Salaries & Wages - 4	145,103	62,584	142,445	148,967	
510300	Part Time - 3 (1.5 - FTE)	46,941	22,733	47,405	30,192	
511112	FICA - Employer's Portion	14,094	6,276	14,523	13,706	
511113	State Retirement - Employer's Portion	19,048	10,518	27,642	27,877	
511120	Insurance Fund Contribution - 4	31,200	15,600	31,200	31,200	
511130	Workers Compensation	596	1,047	588	573	
511213	State Retirement - Retiree	4,926	0	0	0	
* Total Personnel		261,908	118,758	263,803	252,515	0 0
Operating Expenses						
520103	Landscape/Grounds Maintenance	5,597	2,408	5,833	5,976	
520200	Contracted Services	3,540	1,524	3,611	3,694	
520231	Garbage Pickup Service	480	203	498	554	
521000	Office Supplies	1,799	473	1,750	1,800	
521100	Duplicating	47	138	250	250	
521200	Operating Supplies	765	202	1,100	1,100	
524000	Building Insurance	1,172	2,531	1,312	2,911	
524201	General Tort Liability Insurance	127	143	145	179	
524202	Surety Bonds	29	0	0	0	
525000	Telephone	2,033	1,151	1,973	1,974	
525041	E-mail Service Charges - 8	968	430	774	1,032	
525100	Postage	28	50	215	86	
525377	Utilities - County Branch Library	13,687	5,158	14,665	14,665	
537699	Cost of Copy Sales	0	92	0	0	
* Total Operating		30,272	14,503	32,126	34,221	0 0
**Total Personnel & Operating		292,180	133,261	295,929	286,736	0 0
Capital						
**Total Capital		0	0	0	0	0 0
*** Total Budget Appropriation						
		292,180	133,261	295,929	286,736	0 0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2018-19

Fund 2300
Division: Library
Organization: 230020 - Lexington Branch

		BUDGET				
Object Expenditure		2016-17	2017-18	2018-19	2019-20	2019-20
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend
						Approved
Personnel						
510100	Salaries & Wages - 15	550,522	279,981	577,537	585,043	
510300	Part Time - 13 (6.25 - FTE)	172,824	88,337	170,694	173,096	
511112	FICA - Employer's Portion	51,501	26,376	57,240	57,998	
511113	State Retirement - Employer's Portion	90,015	46,404	108,942	117,966	
511120	Insurance Fund Contribution - 15	117,000	58,500	117,000	117,000	
511130	Workers Compensation	2,234	1,144	2,319	2,418	
511131	SC Unemployment	221	0	0	0	
511213	State Retirement - Retiree	0	0	0	0	
* Total Personnel		984,317	500,742	1,033,732	1,053,521	0
Operating Expenses						
520103	Landscape/Grounds Maintenance	7,131	3,036	7,354	7,534	
520200	Contracted Services	5,458	5,208	5,462	5,462	
520231	Garbage Pickup Service	744	314	771	809	
521000	Office Supplies	5,842	3,477	5,850	5,850	
521100	Duplicating	798	62	890	890	
521200	Operating Supplies	1,434	871	1,500	1,500	
524000	Building Insurance	4,674	5,460	5,235	6,281	
524201	General Tort Liability Insurance	495	559	575	699	
524202	Surety Bonds	113	0	0	0	
525000	Telephone	6,039	3,508	6,600	6,010	
525041	E-mail Service Charges - 28	4,730	2,204	3,354	5,418	
525100	Postage	682	251	1,410	1,014	
525377	Utilities - County Branch Library	130,574	55,948	142,036	142,036	
537699	Cost of Copy Sales	0	114	0	0	
* Total Operating		168,714	81,012	181,037	183,503	0
**Total Personnel & Operating		1,153,031	581,754	1,214,769	1,237,024	0
Capital						
**Total Capital		0	0	0	0	0
*** Total Budget Appropriation						
		1,153,031	581,754	1,214,769	1,237,024	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300
Division: Library
Organization: 230030 - Cayce/West Columbia Branch

		BUDGET				
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend
Personnel						
510100	Salaries & Wages - 13	479,305	237,797	496,259	494,148	
510200	Overtime	12	0	0	0	
510300	Part Time - 10 (5.0 - FTE)	137,849	70,765	133,562	133,187	
511112	FICA - Employer's Portion	44,224	22,666	48,181	47,991	
511113	State Retirement - Employer's Portion	77,492	38,955	91,702	97,613	
511120	Insurance Fund Contribution - 13	101,400	50,700	101,400	101,400	
511130	Workers Compensation	3,065	1,556	3,112	3,232	
511131	SC Unemployment					
* Total Personnel		843,347	422,439	874,216	877,571	0
Operating Expenses						
520103	Landscape/Grounds Maintenance	5,719	2,408	5,833	5,976	
520200	Contracted Services	37,427	16,023	39,379	40,233	
520231	Garbage Pickup Service	744	314	771	809	
521000	Office Supplies	4,676	2,274	4,700	4,700	
521100	Duplicating	133	110	250	250	
521200	Operating Supplies	3,601	1,973	3,600	3,600	
524000	Building Insurance	7,826	8,949	8,949	10,292	
524201	General Tort Liability Insurance	414	481	489	602	
524202	Surety Bonds	95	0	0	0	
525000	Telephone	4,113	2,400	4,112	4,113	
525041	E-mail Service Charges - 23/24	3,042	1,355	2,838	3,483	
525100	Postage	664	278	1,450	788	
525377	Utilities - County Branch Library	52,539	23,348	48,945	48,945	
537699	Cost of Copy Sales	0	170	0	0	
* Total Operating		120,993	60,083	121,316	123,791	0
**Total Personnel & Operating		964,340	482,522	995,532	1,001,362	0
Capital						
**Total Capital		0	0	0	0	0
*** Total Budget Appropriation		964,340	482,522	995,532	1,001,362	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300
Division: Library
Organization: 230040 - Irmo Branch

				BUDGET		
Object Expenditure	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel						
510100 Salaries & Wages - 13	488,235	251,464	495,994	509,789		
510200 Overtime	0	0	0	0		
510300 Part Time - 12 (6.0 - FTE)	160,110	82,910	163,701	164,666		
511112 FICA - Employer's Portion	45,505	23,651	50,466	51,596		
511113 State Retirement - Employer's Portion	81,827	42,598	96,052	104,945		
511120 Insurance Fund Contribution - 13	101,400	50,700	101,400	101,400		
511130 Workers Compensation	3,063	1,581	3,069	3,230		
* Total Personnel	880,140	452,904	910,682	935,626	0	0
Operating Expenses						
520103 Landscape/Grounds Maintenance	5,525	2,355	5,552	5,688		
520200 Contracted Services	2,139	1,929	2,140	2,140		
520231 Garbage Pickup Service	564	203	585	678		
521000 Office Supplies	4,875	1,899	4,900	4,900		
521100 Duplicating	404	175	750	750		
521200 Operating Supplies	3,500	2,493	3,500	3,500		
524000 Building Insurance	5,062	6,103	5,669	7,020		
524201 General Tort Liability Insurance	437	520	529	650		
524202 Surety Bonds	100	0	0	0		
525000 Telephone	4,550	2,654	4,537	4,550		
525041 E-mail Service Charges - 24	3,462	1,473	3,096	3,483		
525100 Postage	614	284	1,215	747		
525377 Utilities - County Branch Library	73,890	28,230	70,143	70,143		
537699 Cost of Copy Sales	0	120	0	0		
* Total Operating	105,122	48,438	102,616	104,249	0	0
**Total Personnel & Operating	985,262	501,342	1,013,298	1,039,875	0	0
Capital						
**Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	985,262	501,342	1,013,298	1,039,875	0	0

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300
Division: Library
Organization: 230050 - Chapin Branch

		BUDGET				
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 2	86,241	40,616	95,471	88,607		
510300 Part Time - 5 (2.75 - FTE)	86,656	49,011	85,237	95,312		
511112 FICA - Employer's Portion	12,698	6,682	13,824	14,070		
511113 State Retirement - Employer's Portion	21,602	11,464	26,312	28,618		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	531	278	560	590		
* Total Personnel	223,328	115,851	237,004	242,797	0	0
Operating Expenses						
520103 Landscape/Grounds Maintenance	4,887	2,094	5,072	5,196		
520200 Contracted Services	4,300	1,782	4,177	4,267		
520231 Garbage Pickup Service	456	192	471	554		
521000 Office Supplies	861	275	900	900		
521100 Duplicating	306	31	400	400		
521200 Operating Supplies	935	462	1,200	1,200		
524000 Building Insurance	2,855	3,303	3,197	3,799		
524201 General Tort Liability Insurance	104	117	119	147		
524202 Surety Bonds	24	0	0	0		
525000 Telephone	2,581	1,506	2,579	2,582		
525041 E-mail Service Charges - 7	1,032	430	903	1,032		
525100 Postage	106	34	115	97		
525377 Utilities - County Branch Library	14,007	5,635	14,173	14,173		
537699 Cost of Copy Sales	0	24	0	0		
* Total Operating	32,454	15,885	33,306	34,347	0	0
**Total Personnel & Operating	255,782	131,736	270,310	277,144	0	0
Capital						
**Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	255,782	131,736	270,310	277,144	0	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300
Division: Library
Organization: 230055 - South Congaree Branch

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries & Wages - 2	84,264	43,321	84,127	86,641		
510300	Part Time - 2 (1.0 - FTE)	35,377	16,773	33,330	32,690		
511112	FICA - Employer's Portion	8,939	4,506	8,985	9,129		
511113	State Retirement - Employer's Portion	15,038	7,645	17,102	18,568		
511120	Insurance Fund Contribution - 2	15,600	8,450	15,600	15,600		
511130	Workers Compensation	371	187	364	381		
511213	State Retirement - Retiree	0	0	0			
* Total Personnel		159,589	80,882	159,508	163,009	0	0
Operating Expenses							
520103	Landscape/Grounds Maintenance	4,877	2,094	5,072	5,196		
520200	Contracted Services	2,580	1,094	2,625	2,678		
520231	Garbage Pickup Service	480	203	498	554		
521000	Office Supplies	998	213	1,000	1,000		
521100	Duplicating	49	23	250	250		
521200	Operating Supplies	786	204	1,100	1,100		
524000	Building Insurance	671	750	751	864		
524201	General Tort Liability Insurance	69	78	79	98		
524202	Surety Bonds	16	0	0	0		
525000	Telephone	2,626	1,532	2,628	2,627		
525041	E-mail Service Charges - 4	559	280	516	774		
525100	Postage	45	45	265	93		
525377	Utilities - County Branch Library	10,240	4,694	8,908	8,908		
537699	Cost of Copy Sales	0	12	0	0		
* Total Operating		23,996	11,222	23,692	24,142	0	0
**Total Personnel & Operating		183,585	92,104	183,200	187,151	0	0
Capital							
**Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation							
		183,585	92,104	183,200	187,151	0	0

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300
Division: Library
Organization: 230060 - Swansea Branch

						BUDGET	
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved	
Personnel							
510100 Salaries & Wages - 1	55,444	28,508	55,414	57,015			
510300 Part Time - 2 (1.25 - FTE)	45,370	22,046	42,132	43,208			
511112 FICA - Employer's Portion	7,586	3,807	7,462	7,667			
511113 State Retirement - Employer's Portion	12,754	6,424	14,203	15,595			
511120 Insurance Fund Contribution - 1	7,800	3,250	7,800	7,800			
511130 Workers Compensation	313	157	302	321			
* Total Personnel	129,267	64,192	127,313	131,606	0	0	
Operating Expenses							
520103 Landscape/Grounds Maintenance	4,872	2,094	5,072	5,196			
520200 Contracted Services	2,580	1,094	2,625	2,678			
521000 Office Supplies	1,047	354	1,050	1,050			
521100 Duplicating	100	37	130	130			
521200 Operating Supplies	393	213	500	500			
524000 Building Insurance	866	1,003	970	1,155			
524201 General Tort Liability Insurance	46	52	53	65			
524202 Surety Bonds	11	0	0	0			
525000 Telephone	1,610	999	1,614	1,610			
525041 E-mail Service Charges - 3	387	161	387	387			
525100 Postage	31	5	50	32			
525377 Utilities - County Branch Library	9,032	3,514	8,182	8,182			
537699 Cost of Copy Sales	0	26	0	0			
* Total Operating	20,975	9,552	20,633	20,985	0	0	
**Total Personnel & Operating	150,242	73,744	147,946	152,591	0	0	
Capital							
**Total Capital	0	0	0	0	0	0	

*** Total Budget Appropriation	150,242	73,744	147,946	152,591	0	0
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COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300
Division: Library
Organization: 230070 - Gaston Branch

Object Expenditure		2017-18	2018-19	2018-19	2019-20	<i>BUDGET</i>	
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 2	70,216	34,969	75,903	76,689		
510300	Part Time - 1 (0.5 - FTE)	17,396	10,238	16,111	16,921		
511112	FICA - Employer's Portion	6,490	3,383	7,039	7,161		
511113	State Retirement - Employer's Portion	10,925	5,780	13,397	14,566		
511120	Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130	Workers Compensation	272	140	285	298		
* Total Personnel		120,899	62,310	128,335	131,235	0	0
Operating Expenses							
520103	Landscape/Grounds Maintenance	4,887	2,094	5,072	5,196		
520200	Contracted Services	2,580	1,094	2,625	2,678		
520231	Garbage Pickup Service	480	200	498	554		
521000	Office Supplies	975	286	1,000	1,000		
521100	Duplicating	111	27	300	300		
521200	Operating Supplies	908	255	1,000	1,000		
524000	Building Insurance	1,071	1,276	1,200	1,468		
524201	General Tort Liability Insurance	58	65	66	82		
524202	Surety Bonds	13	0	0	0		
525000	Telephone	1,949	1,133	1,972	1,942		
525041	E-mail Service Charges - 3	204	54	387	387		
525100	Postage	41	10	55	45		
525377	Utilities - County Branch Library	9,109	4,017	8,624	8,624		
537699	Cost of Copy Sales	0	30	0	0		
* Total Operating		22,386	10,541	22,799	23,276	0	0
**Total Personnel & Operating		143,285	72,851	151,134	154,511	0	0
Capital							
**Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation							
		143,285	72,851	151,134	154,511	0	0

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300

Division: Library

Organization: 230080 - Pelion Branch

Object Expenditure		2017-18	2018-19	2018-19	2019-20	BUDGET	
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 3	121,078	63,783	125,579	129,181		
510200	Overtime	6	0	0	0		
510300	Part Time - 3 (1.5 - FTE)	52,565	26,787	52,060	53,452		
511112	FICA - Employer's Portion	12,410	6,506	13,589	13,971		
511113	State Retirement - Employer's Portion	22,119	11,563	25,864	28,418		
511120	Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130	Workers Compensation	539	281	551	583		
* Total Personnel		232,117	120,620	241,043	249,005	0	0
Operating Expenses							
520103	Landscape/Grounds Maintenance	4,887	2,094	5,072	5,196		
520200	Contracted Services	3,200	1,377	3,304	3,379		
520231	Garbage Pickup Service	480	203	498	554		
521000	Office Supplies	1,193	859	1,200	1,200		
521100	Duplicating	123	55	220	220		
521200	Operating Supplies	964	541	1,000	1,000		
524000	Building Insurance	1,359	1,613	1,522	1,855		
524201	General Tort Liability Insurance	104	117	106	147		
524202	Surety Bonds	24	0	0	0		
525000	Telephone	1,031	532	1,198	914		
525041	E-mail Service Charges - 6	774	323	774	774		
525100	Postage	47	11	225	95		
525377	Utilities - County Branch Library	12,613	6,784	13,810	13,810		
537699	Cost of Copy Sales	0	42	0	0		
* Total Operating		26,799	14,551	28,929	29,144	0	0
**Total Personnel & Operating		258,916	135,171	269,972	278,149	0	0
Capital							
**Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		258,916	135,171	269,972	278,149	0	0

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20**

Fund 2300
Division: Library
Organization: 230090 - Gilbert/Summit Branch

Object Expenditure		<i>BUDGET</i>					
Code	Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 1	54,284	27,957	54,103	55,543		
510300	Part Time - 2 (1.25 - FTE)	45,976	23,886	44,830	45,903		
511112	FICA - Employer's Portion	7,382	3,898	7,568	7,761		
511113	State Retirement - Employer's Portion	12,362	6,641	14,405	15,785		
511120	Insurance Fund Contribution - 1	7,800	3,900	7,800	7,800		
511130	Workers Compensation	305	161	307	325		
* Total Personnel		128,109	66,443	129,013	133,117	0	0
Operating Expenses							
520103	Landscape/Grounds Maintenance	4,887	2,094	5,072	5,196		
520200	Contracted Services	2,340	994	2,385	2,438		
520231	Garbage Pickup Service	223	0	226	226		
521000	Office Supplies	904	101	1,000	1,000		
521100	Duplicating	29	39	70	70		
521200	Operating Supplies	132	43	250	250		
524000	Building Insurance	699	814	783	938		
524201	General Tort Liability Insurance	46	52	53	75		
524202	Surety Bonds	11	0	0	0		
525000	Telephone	912	532	914	914		
525041	E-mail Service Charges - 3	355	161	387	387		
525100	Postage	5	5	35	24		
525377	Utilities - County Branch Library	8,319	3,661	8,422	8,422		
537699	Cost of Copy Sales	0	18	0	0		
* Total Operating		18,862	8,514	19,597	19,940	0	0
**Total Personnel & Operating		146,971	74,957	148,610	153,057	0	0
Capital							
**Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		146,971	74,957	148,610	153,057	0	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300

Division: Library

Organization: 230099 - Non-departmental Library Operations

		BUDGET				
Object Expenditure	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification	Expenditure	Expend	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510200 Overtime	0	0	1,000	1,000		
511112 FICA - Employer's Portion	0	0	9,466	77		
511113 SCRS - Employer's Portion	0	0	18,015	156		
511130 Workers Compensation	0	0	398	4		
519999 Personnel Contingency	0	0	122,727	154,402		
* Total Personnel	0	0	151,606	155,639	0	0
Operating Expenses						
520100 Contracted Maintenance	18,537	14,164	20,376	19,929		
520200 Contracted Services	18,361	9,309	33,986	33,986		
520206 Background History Screening	0	0	100	100		
520213 Contracted Literacy Programs	35,529	17,650	37,850	36,950		
520220 Book Binding	137	0	100	2,500		
520233 Towing Service	0	0	65	65		
520242 Hazardous Materials Disposal	0	0	100	100		
520300 Professional Services	0	0	0	0		
520303 Accounting/Auditing Services	2,500	2,500	2,500	2,500		
520400 Advertising & Publicity	2,871	690	7,000	7,500		
520500 Legal Services	0	0	250	250		
520702 Technical Currency & Support	111,060	124,727	129,502	130,050		
520703 Computer Hardware Maintenance	20,429	20,429	20,500	20,500		
521200 Operating Supplies	7,380	447	15,000	15,000		
522000 Building Repairs & Maintenance	60,461	10,894	60,000	60,000		
522001 Carpet/Floor Cleaning	6,692	1,030	5,500	5,500		
522200 Small Equipment Repairs & Maintenance	855	0	1,500	1,500		
522300 Vehicle Repairs & Maintenance	1,423	908	2,400	1,985		
524100 Vehicle Insurance - 5	2,650	2,650	2,730	3,313		
524101 Comprehensive Vehicle Insurance	240	266	297	308		
524900 Data Processing Equip. Insurance	1,246	1,396	1,420	1,606		
525006 GPS Monitoring Charges - 4	271	186	862	862		
525020 Pagers and Cell Phones - 3	634	264	693	700		
525021 Smart Phone Charges - 3	1,931	803	1,908	1,908		
525210 Conference, Meeting & Training Expenses	652	3,471	8,604	7,500		
525211 Library Board Expenses	1,843	741	2,000	2,000		
525230 Subscriptions, Dues, & Books	179,578	179,116	199,500	197,643		
525240 Personal Mileage Reimbursement	10,387	4,863	11,000	12,000		
525250 Motor Pool Reimbursement	0	0	50	50		
525400 Gas, Fuel, & Oil	7,899	3,927	10,000	9,000		
525600 Uniforms & Clothing	190	65	2,547	935		
525700 Employee Service Awards	0	11	20	950		
526500 License & Permits	4,400	4,510	4,705	4,990		
529903 Contingency	0	0	880,676	1,500		
537699 Cost of Copy Sales	0	6,524	11,520	11,520		
* Total Operating	498,156	411,541	1,475,261	595,200	0	0
**Total Personnel & Operating	498,156	411,541	1,626,867	750,839	0	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2019-20

Fund 2300

Division: Library

Organization: 230099 - Non-departmental Library Operations

		BUDGET				
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code Classification		Expenditure	Expend	Amended	Requested	Recommend Approved
			(Dec)	(Dec)		
Capital						
540000	Small Tools & Minor Equipment	13,294	5,932	13,500	13,500	
540002	Microforms	7,415	3,762	7,802	7,867	
540006	Library Materials (Book, Audio Visual)	840,953	355,825	1,247,040	975,000	
540010	Minor Software	620	67	2,000	2,000	
549902	R22 Unit A/C Contingency	0	0	4,810	0	
549904	Capital Contingency	0	0	58,795	0	
549914	Infrastructure Contingency	0	0	0	14,436	
	All Other Equipment	945,778	63,066	1,097,193	140,638	

**Total Capital	1,808,060	428,652	2,431,140	1,153,441	0	0
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*** Total Budget Appropriation	2,306,216	840,193	4,058,007	1,904,280	0	0
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COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2018-2019

Organ. Name: No Cost Center

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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2019-20

Fund # 2300 Fund Title: Library Local Funds
 Organization # 2300 99 Organization Title: Lib raryNon- Departmen tal

		BUDGET 2019-20 Requested
Qty	Item Description	Amount
540000	Small Tools & Minor Equipment	13,500
540002	Microforms	7,867
540006	Library Materials (Books, Audiovisual)	975,000
540010	Minor Software	2,000
549914	Infrastructure Contingency	14,436
5	Dell 23" Monitors - replacement	883
1	Digital Infra-Red HD 4 Camera System for Pelion - new	3,508
1	Flooring at Gaston Library - replacement	5,479
2	HVAC for Gilbert Library - replacement	16,720
3	HVAC for Lexington Main Library - replacement	57,750
1	Fire Alarm System for Lexington Main Library - replacement	48,400
1	Renovation at Lexington Main Library - new	7,898
** Total Capital (Transfer Total to Section III)		1,153,441

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

The Lexington County Public Library exists to provide library and information services to the citizens of Lexington County. (SC 1976 Code 60-1-80) The Library Board of Trustees adopted the following mission statement in 2018:

Provide access to quality resources that promote life-long literacy for the Lexington County Community.

Library services take many formats: traditional library resources such as hard copy materials and literary programs, online resources, technology training, and meeting spaces. These are vital services that enhance the quality of life for all residents. The Library System consists of the Main Library, nine community branches, and one Mobile Library. Library facilities are open a combined total of 471 hours per week, including evening and weekend hours. In addition, the Mobile Library provides outreach services to a multitude of childcare and senior centers. The Library has only 135 library service staff, including 78 full time and 57 part-time for a total of 103.5 FTEs. Knowledgeable and well trained staff are the library's most vital asset.

In FY 2019-20 the Library will continue to focus on providing qualitative resources and opportunities for continued life-learning. The Library provides many traditional services and resources, such as literacy programs, reference materials, and popular reading materials as well as STEAM and technology programs and workshops. Library staff judiciously evaluate library services, resources and hard copy materials, ensuring that the residents have the best available to them. As the formats of information and books change, the library will expand its online resources, including eBooks. In the first half of FY 19 circulation of downloadable materials (eBooks) increased over 30%.

Each year the overall use of our library increases. Last year alone, 109,438 patrons attended library programs, including workshops. This is a 5% increase from the year before. In addition to providing programs our staff is actively engaged in assisting and instructing individuals and organizations in developing and enhancing their technology and workforce skills. Individual reference transactions exceeded 137,500 and Library staff have met with 313 individuals for 1 on 1 appointments throughout the county. Each library branch has a meeting room and/or study room available for public functions, meetings, and community events. At the end of FY 19 the Library's website will include online meeting room and 1:1 appointment requests. This will enable ease of scheduling and usage is predicted to increase.

The Library is the community's primary resource for equal access to authoritative information and literary resources, and this is reflected by that fact that over half of the population is an active card holder (160,336). In addition, the Library provides a multitude of programs and training workshops for individuals and businesses. In FY 2019-20, the Library will continue to provide a core of knowledgeable and well trained staff, a balanced collection of resources, literacy and life-long learning programs, and facilities with meeting rooms and technology resources.

The Library Board adopted the following goals and objectives as part of the FY 17-20 Strategic Plan.

Goal 1: Increase Library Services

Objectives:

Increase number and formats of eBooks and downloadable materials
Provide mobile printing for the public
Add tax assistance opportunities for the public
Implement photo scanning services to the public
Provide smartboards for public use
Provide unique program opportunities
Provide online payment options

Goal 2: Provide Easier Access to Library Resources

Objectives

Provide easy access to hard copy resources and equipment
Expand Mobile Library and Homebound services
Provide library facilities that are attractive, accessible, safe and convenient

Goal 3: Increase Community Awareness of Library Services

Objectives

Redesign website for better user experience
Increase social media presence
Increase Advocacy, Outreach & Partnerships

Goal 4: Support & Develop Trained, Knowledgeable Staff

Objectives

Expand staff recognition program
Reinstitute succession development plan
Provide timely communications regarding services and policies

Service Levels

Key services	Actual FY 16/17	Actual FY 17/18	YTD FY 18/19	Estimate FY 18/19	Projected FY 19/20
Library Card Holders	152,492	160,336	165,692	167,000	170,000
Reference Services					
Research Assistance	104,486	114,434	49,777	120,00	125,000
Job-Related Assistance	7,093	5,235	1,516	4,000	4,000
Technology Assistance	19,370	17,839	6,871	13,000	12,000
Downloads Assistance	4,488	3,633	1,571	3,500	3,200
Public Programs and Training					
Literacy and Learning Programs	3,235	3,539	2033	4050	4,200
Literacy and Learning Programs Attendance	104,168	108,481	39,236	112,000	115,000
Patron Training and Workshops	81	89	19	45	45
Patron Training and Workshop Attendance	279	957	101	300	300
1 on 1 Appointment Attendance	351	313	140	300	500
Outreach Programs	835	893	449	1000	1,200
Materials and Resources					
Downloadable books and databases	19,834	624,116	642,896	655,000	665,000
Downloads (checked out)	139,456	187,997	117,516	236,000	306,800
Database retrievals	204,118	431,979	169,879	340,00	380,000
Hard copy materials (owned)	826,127	679,828	n/a	680,000	690,000
Hard copy circulation	1,819,932	1,746,621	893,980	1,787,960	1,800,000
Interlibrary Loan requests	1,142	765	335	680	650
Computer usage	123,859	111,715	46,732	92,000	90,000
Wifi usage	16,138	25,965	38,699	74,000	78,000
Mobile Printing	n/a	n/a	741	900	2,000
Meeting and Study Room usage	5,772	5,371	10,588	21,000	25,000
Door Count	618,377	731,753	358,156	750,000	780,000
Staff Training					
Training attendance	1,350	1,361	6,87	1,400	1,450
Training hours	2,750	2,923	2,024	4,500	4,600

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

437609 – PHOTOCOPY SALES	\$9,000
The library provides photocopiers for the public for both information and research purposes and personal and business items. The library charges \$.25 per page. (estimated)	
437620 – FAX SALES	\$14,000
The library provides facsimile (FAX) service for the public at \$1.00 per page. (estimated)	
438300–VENDING MACHINE SALES	\$250
Estimated revenue from contracted sales of vending machines in staff breakroom at 3 branches.	
449000 – LIBRARY BOOK FINES	\$225,000
Estimated revenue from fines and fees are collected from patrons who return overdue library materials and/or lost or damaged library materials. The amount per item varies from \$.20 per day for books, magazines, and audio books to \$.75 per day for DVDs. The charges for a lost or damaged item are the price listed in the library's database plus a \$5.00 processing fee. Slight reduction due to amnesty weeks.	
461000 – INVESTMENT INTEREST	75,000
Revenue based on estimate of FY 17-18 ¹⁸⁻¹⁹ interest.	
469100 – GIFTS & DONATIONS	\$0
Estimated revenue from monetary gifts	
469200 – DONATED CAPITAL ITEMS	\$500
Estimated revenue from donations from the Friends of the Library or the public, such as computer hardware, technology equipment and/or furniture. (estimate)	
469900 – MISCELLANEOUS REVENUE	\$1,000
Revenue from rebates and refunds. (estimate)	

SECTION VI. B. - PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES AND WAGES	\$3,310,159
Salaries and wages for 78 full time staff in Library Administration, Main Library, 9 branches and 1 Mobile Library. The staff covers 471 service hours per week in addition to the Mobile Library service hours.	
510200 – OVERTIME	\$1,000
In the event of an emergency full-time staff may need to work overtime to continue services to the public.	
510300 – PART-TIME	\$848,511
Salaries for 57 regular part-time employees plus 1 Student Intern.	
511112 - FICA – EMPLOYER’S PORTION	\$318,216
511113 – SCRS – EMPLOYER’S PORTION	\$647,245
511120 – EMPLOYEE INSURANCE – EMPLOYER’S PORTION	\$608,400
511130 – WORKER’S COMPENSATION	\$25,848
511131 - SC UNEMPLOYMENT	\$0
511213 – STATE RETIREMENT - RETIREE	\$0
511214 – POLICE RETIREMENT – RETIREE	\$0
519901 – SALARY & WAGES ADJUSTMENT ACCOUNT	\$0
519999 – PERSONNEL CONTINGENCY	\$152,183 154,402

SECTION VI. B - LISTING OF POSITIONS

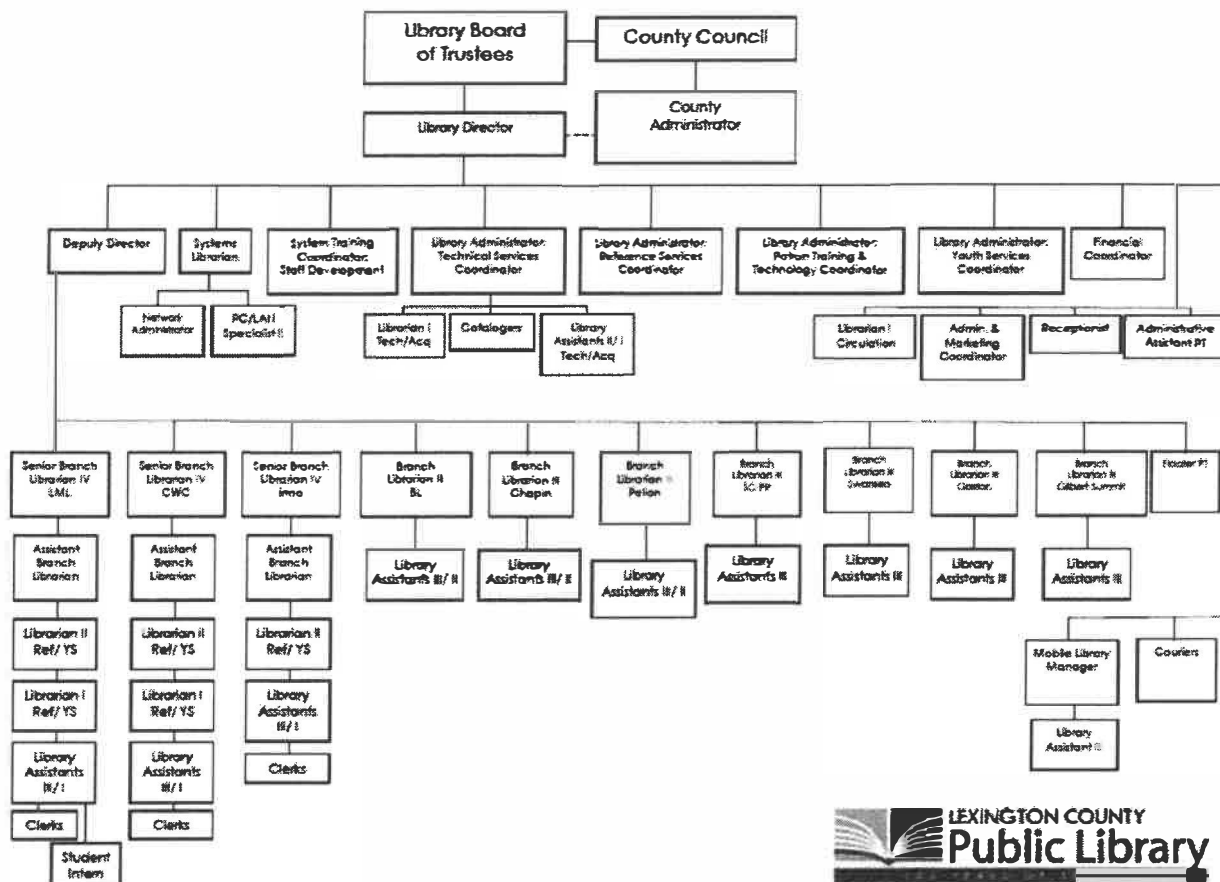
Current Staffing Level: 135 Total – 78 full time and 57 part time

<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
Administration				
	Director	1	1	217
	Deputy Director	1	1	215
	Systems Librarian	1	1	213
	System Training Coordinator	1	1	212
	Library Administrator	4	4	211
	Network Administrator	1	1	209
	Librarian I	2	2	206
	Financial Coordinator	1	1	112
	PC/LAN Specialist II	1	1	111
	Bookmobile Manager	1	1	110
	Admin & Marketing Coordinator	1	1	107
	Library Assistant III - Bookmobile	1	1	107
	Library Assistant II – Floater	1	.5	105
	Cataloger	2	2	105
	Library Assistant II – Tech/Acq	1	.5	105
	Administrative Assistant II	1	.5	105
	Library Assistant I – Tech/Acq	1	.5	103
	Receptionist	1	1	102
	Custodial Worker	1	1	102
	Library Courier	2	2	101
	Total	<u>26</u>	<u>24</u>	
Batesburg-Leesville Branch				
	Branch Librarian III	1	1	208
	Library Assistant III	2	1.5	107
	Library Assistant II	4	3	105
	Total	<u>7</u>	<u>5.5</u>	
Lexington Main Library				
	Librarian IV	1	1	210
	Librarian III	1	1	208
	Librarian II	2	2	207
	Librarian I	3	3	206
	Circulation Coordinator	1	1	107
	Library Assistant III	6	4.5	107
	Library Assistant I	10	6.5	103
	Clerk	3	2	101
	Student Intern	1	0.5	101
	Total	<u>28</u>	<u>21.5</u>	

<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
Cayce-West Columbia Branch				
	Librarian IV	1	1	210
	Librarian III	1	1	208
	Librarian II	2	2	207
	Librarian I	1	1	206
	Circulation Coordinator	1	1	107
	Library Assistant III	6	5	107
	Library Assistant I	7	5	103
	Custodian	1	1	102
	Clerk	3	1.5	101
	Total	<u>23</u>	<u>18.5</u>	
Irmo Branch				
	Librarian IV	1	1	210
	Librarian III	1	1	208
	Librarian II	2	2	207
	Librarian I	1	1	206
	Circulation Coordinator	1	1	107
	Library Assistant III	6	3.5	107
	Library Assistant I	9	6	103
	Custodian	1	1	102
	Clerk	3	1.5	101
	Total	<u>25</u>	<u>18</u>	
Chapin Branch				
	Branch Librarian III	1	1	208
	Library Assistant III	3	2	107
	Library Assistant II	3	1.5	105
	Total	<u>7</u>	<u>4.5</u>	
South Congaree-Pine Ridge Branch				
	Branch Librarian III	1	1	208
	Library Assistant III	3	2	107
	Total	<u>4</u>	<u>3</u>	
Swansea Branch				
	Branch Librarian III	1	1	208
	Library Assistant III	2	1	107
	Total	<u>3</u>	<u>2</u>	

<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
Gaston Branch	Branch Librarian III	1	1	208
	Library Assistant III	2	1.5	107
	Total	<u>3</u>	<u>2.5</u>	
Pelion Branch	Branch Librarian III	1	1	208
	Library Assistant III	3	2	107
	Library Assistant II	2	1.5	105
	Total	<u>6</u>	<u>4.5</u>	
Gilbert-Summit Branch	Branch Librarian III	1	1	208
	Library Assistant III	2	1	107
	Total	<u>3</u>	<u>2</u>	
	Total Library	<u>135</u>	<u>106</u>	

ORGANIZATIONAL CHART



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SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

520100 – CONTRACTED MAINTENANCE **\$19,929**

Costs obtained from quotes provided by maintenance vendors or county contracts.

(3) Microfilm Reader/Printers – \$3,300
(1) Telephone System-Pelion Branch– \$615
(10) Security System for 10 buildings – \$8,430
(1) Elevator (3) Lifts (2) Dumbwaiters-\$4,303
(1) Photocopiers at Lexington Main – \$880
Fire Extinguishers – \$1,000
Garage Doors – \$376
Pest control special treatment - \$525
Panic button testing - \$500

520200 – CONTRACTED SERVICES **\$33,986**

Consulting services for library computer network – \$3,000

Ingram content services - \$8,280

Lightbulb recycling - \$300

Collection agency services to retrieve long overdue materials and unpaid fines – \$22,406

Note: Collection agency costs are more than offset by revenue generated. The Library receives four times the service costs in the recovered funds and materials returned.

520206 – BACKGROUND HISTORY SCREENING **\$100**

Background screening for personnel.

520213 – CONTRACTED LITERACY PROGRAMS **\$36,950**

The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program.

Children's Programs: \$21,000

Tween Programs: \$6,000

Teen Programs: \$7,950

Adult Programs: \$2,000 (\$10,000 allocated in state fund)

520220 – BOOK BINDING **\$2,500**

For professional bookbinding of periodicals and books of historical value or significant importance that cannot be cost effectively replaced. Increase cost due to reevaluation of materials.

520233 – TOWING SERVICE **\$65**

Towing services for Library vehicles

520242 – HAZARDOUS MATERIALS DISPOSAL **\$100**

Professional clean-up of bio-hazardous materials.

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

520300 – PROFESSIONAL SERVICES **\$0**
Professional job evaluation services

520303 – ACCOUNTING/AUDITING SERVICES **\$2,500**
Library's average cost for annual audit

520400 – ADVERTISING & PUBLICITY **\$7,500**
Public relations are vital to inform citizens and businesses of all the library services available. These funds will be used to pay for printing costs for program brochures, digital advertising and annual reports.

520500 – LEGAL SERVICES **\$250**
Attorney fees related to legal services for the Library.

520702 – TECHNICAL CURRENCY & SUPPORT **\$130,050**
Costs obtained from quotes provided by maintenance/service vendors. Change in line item is due to increase in maintenance fees as quoted by vendors.

Polaris - Integrated Library System (Software Maintenance and Upgrades) – \$108,121
Business Oriented Software (BOSS) – \$1,855
Software House Intl (Ghost) – \$250
LPT1 Print Management/PC Reservation – \$2,229
Software House Intl (Deepfreeze) – \$1,271
Software House Intl (Solarwinds Dameware) - \$250
Dell VMware Support - \$1,124
ThreatTrack Antivirus – VIPRE Business Premium - \$6,825
Mobile Printing (7) - \$5,525
Thinkstock - \$2,000
Channel Player - \$300
Team Software - \$300 (every other year)

520703 – COMPUTER HARDWARE MAINTENANCE **\$20,500**
Maintenance of library computer hardware, including switches, firewall, router. (quote from DataNetwork Solutions)

521200 – OPERATING SUPPLIES **\$15,000**
Operating costs for system literacy programs and initiatives for children and adults. Includes Summer Reading Program supplies and incentives for participating in the Summer Reading Program as well as printing costs for advertising and printing costs of Summer Reading Programs.

522000 – BUILDING REPAIRS AND MAINTENANCE **\$60,000**
The Library works with the Building Services Department of Lexington County to maintain the inside and outside of the Main Library and 9 branches. These funds are necessary to purchase materials and services to make repairs to any of the 10 buildings in the library system which are heavily used by the public. Library branches vary in age, the majority being between 15 and 45 years old. Replacement or addition of items, such as, outside wallpack lights; parking bollards; fencing, etc. Increase based on 5 year trend.

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

522001 – CARPET/FLOOR CLEANING	\$5,500
This is an estimate for the professional carpet cleaning for Main Library and 9 branches. The quote is based on the County contract cost per square foot. Cleaning is scheduled on a 2-3 year rotation throughout the system, prioritizing the heavy traffic areas.	
522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE	\$1,500
Repairs to equipment such as office equipment (computer, printers, etc.) and appliances are necessary and prolongs the life expectancy before needed replacement. Decrease based on 5 year trend analysis.	
522300 – VEHICLE REPAIRS & MAINTENANCE	\$1,985
The library has 5 vehicles: a bookmobile, 2 vans, and 2 utility vehicles that staff use to conduct programs and services, as well as, distribute library materials and equipment.	
524100 – VEHICLE INSURANCE	\$3,313
This amount will cover 5 vehicles: the bookmobile, 2 vans, and 2 utility vehicles. Amount based on information provided by Risk Manager.	
524101 – COMPREHENSIVE INSURANCE	\$308
Amount based on information provided by Risk Manager.	
524900 – DATA PROCESSING EQUIPMENT INSURANCE	\$1,606
Insures computers, servers, and network devices. Amount based on information provided by Risk Manager.	
525006 – GPS MONITORING CHARGES	\$862
Monitoring charges for (4) Library vehicles.	
525020 – PAGERS AND CELL PHONES	\$700
Cell phones (3) assigned to 2 couriers and Systems staff on call (IT staff). Necessary to communicate safety and emergency warnings and concerns or network issues to Systems (IT) staff that are on call. Decrease based on elimination of (2) emergency lines.	
525021 – SMART PHONE	\$1,908
Smart phone service for the Director and Deputy Director necessary to communicate and conduct business with staff and other agencies throughout the day and night when needed and smart phone services for bookmobile staff in order to access library data to assist patrons, including the library's electronic resources and website, as well as maps and to communicate with patrons throughout the day while on route.	
525210 – CONFERENCE, MEETING AND TRAINING EXPENSES	\$7,500
Staff development is necessary to provide optimal services. State, regional, and national conferences and other meetings directly related to library services, including the annual conference of the SC Library Association, American Library Association and SC Association of School Librarians. It also includes funds for educational workshops, training courses, and continuing education programs, especially but not limited to the SC State Library, Midlands Technical College and the USC-School of Library and Information Science. These programs allow staff to update their skills and keep abreast of current developments in libraries and their services, including management and administration of libraries and may be held on-site. Selected staff may attend training classes related to their field of expertise from literacy to computer/network. Specific conference information and course descriptions are made available throughout the year, and staff are approved based on the benefits to their current job and specific area of specialization.	

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

525211 – LIBRARY BOARD EXPENSES \$2,000

The Library Board meets monthly, with special called meetings on occasion. These funds provide a lunch during regular meetings, travel expenses on Library business, costs for workshops or conferences, and other expenses directly related to Board business.

525230 – SUBSCRIPTIONS, DUES, AND BOOKS \$197,643

The largest expenditure in this account is for periodicals, magazines and newspapers that the Library purchases for public use at 10 branches and the Bookmobile. It also includes the cost of subscribing to and maintaining cataloging databases, platforms for downloadable books (Overdrive) and magazines (Zinio), and subscriptions to research databases that are made available online to the public within each branch as well as from a personal computing device. Includes dues to professional organizations such as the South Carolina Library Association and the Association of Public Library Administrators.

Databases - \$100,603

Dues - \$2,247

Electronic Platform/Subscriptions - \$13,200

Periodicals (print and online) - \$81,593

525240 – PERSONAL MILEAGE REIMBURSEMENT \$12,000

Reimbursement for Library staff who are required to travel within the library system as part of their job as well as for those attending local and regional meetings and workshops. \$.58/mile.

525250 – MOTOR POOL REIMBURSEMENT \$50

If one or more library assigned vehicles were unavailable, library staff may need to utilize the motor pool to continue to provide resources and programs to the branches and the public in a timely manner.

525400 – GAS, FUEL & OIL \$9,000

Provides funds for gas, diesel fuel, and oil for 5 vehicles utilized to provide consistent library services and programs. Cost estimate based on \$1.80 (gas) and \$2.45 (diesel) per gallon from Fleet Services Manager.

525600 – UNIFORMS & CLOTHING \$935

Provides uniforms for the library's 3 custodial workers and uniform shirt for staff representing the library at outreach programs and events.

525700 – EMPLOYEE SERVICE AWARDS \$950

Library employee recognition program supplies. (Library Goal 4)

526500 – LICENSES & PERMITS \$4,990

Movie Licensing and Labor - \$4,740

The Library presents literacy and information programs for the public including movies and documentaries. A license is required for each branch to show these copyrighted films to the public. Slight increase based on quote from sole source vendor.

Department of Labor, Licensing and Regulations total - \$250

(2) boilers at Lexington Main \$25 each

(1) elevator at Lexington Main \$50 each

(3) chairlift at CWC Branch \$50 each

529903 – CONTINGENCY **\$1,500**

Contingency funds to address emergency building maintenance and/or unforeseen changes in pricing due to the change in supply and demand.

537699 – COST OF COPY SALE **\$11,520**

LIBRARY ACCOUNTS BY BRANCH

520103 – LANDSCAPE/GROUNDS MAINTENANCE **\$56,350**

Annual contracted landscaping and ground maintenance costs for 10 library facilities.

230005 – \$0	230055 – \$5,196
230010 – \$5,976	230060 – \$5,196
230020 – \$7,534	230070 – \$5,196
230030 – \$5,976	230080 – \$5,196
230040 – \$5,688	230090 – \$5,196
230050 – \$5,196	

520200 – CONTRACTED SERVICES **\$69,647**

Contracted costs for to maintain cleanliness and safety of 10 branches including, housekeeping/cleaning services, security services, pest control and testing services.

230005 – \$0

230010 – \$3,694
Cleaning service – \$3,454
Pest control – \$240

230020 – \$5,462
Pest control – \$500
Elevator inspections – \$125
Recycling - \$4,837

230030 – \$40,233
Security guard – \$38,654
Pest control – \$420
Sprinkler System Test - \$500
Chair lift inspections - \$125 (every 3 years)
Recycling - \$534

230040 – \$2,140
Pest control – \$420
Recycling - \$1,720

230050 – \$4,267
Cleaning service – \$3,767
Pest control – \$500

520200 – CONTRACTED SERVICES

Continued:

230055 – \$2,678
Cleaning service – \$2,198
Pest control – \$480

230060 – \$2,678
Cleaning service – \$2,198
Pest control – \$480

230070 – \$2,678
Cleaning service – \$2,198
Pest control – \$480

230080 – \$3,379
Cleaning service – \$3,139
Pest control – \$240

230090 – \$2,438
Cleaning service – \$2,198
Pest Control – \$240

520231 – GARBAGE PICKUP SERVICE

\$5,292

Contracted weekly garbage service pick up for 10 branches

230005	\$0	230055	\$554
230010	\$554	230060	\$0
230020	\$809	230070	\$554
230030	\$809	230080	\$554
230040	\$678	230090	\$226
230050	\$554		

521000 – OFFICE SUPPLIES

\$30,600

Office supplies include all necessary supplies for daily operation, including pens, pencils, printer ribbons, printed forms, toner, computer paper, file folders, and other miscellaneous items. The amount for Account #230005 reflects the cost of materials used both in the administrative offices and in system-wide programs. Increase due to higher cost of toner.

230005	\$7,200	230055	\$1,000
230010	\$1,800	230060	\$1,050
230020	\$5,850	230070	\$1,000
230030	\$4,700	230080	\$1,200
230040	\$4,900	230090	\$1,000
230050	\$900		

521100 – DUPLICATING **\$3,910**

Pays for the contracted per-copy cost for the public photocopiers. Cost based on 4 year trend analysis.

230005	\$400	230055	\$250
230010	\$250	230060	\$130
230020	\$890	230070	\$300
230030	\$250	230080	\$220
230040	\$750	230090	\$70
230050	\$400		

521200 – OPERATING SUPPLIES

39,750
~~\$41,750~~

The amount in #230005 (Administration) is for supplies such as all housekeeping and cleaning supplies for the Main Library building and all processing supplies for the books and audiovisual materials that are purchased each year for the centralized services of the Library System (book covers, labels, tapes and glues, repair materials, cases for DVDs and Audio Books, security strips, etc.) and library cards for the patrons.

All general housekeeping supplies for each building, for both staff and patrons. The items are distributed by library staff and contracted cleaning services.

230005	\$25,000	230055	\$1,100
230010	\$1,100	230060	\$500
230020	\$1,500	230070	\$1,000
230030	\$3,600	230080	\$1,000
230040	\$3,500	230090	\$250
230050	\$1,200		

524000 – BUILDING INSURANCE **\$36,583**

Premiums for 10 facilities based on information from Risk Management.

230005	\$0	230055	\$864
230010	\$2,911	230060	\$1,155
230020	\$6,281	230070	\$1,468
230030	\$10,292	230080	\$1,855
230040	\$7,020	230090	\$938
230050	\$3,799		

524201 – GENERAL TORT LIABILITY INSURANCE **\$4,226**

Premiums based on information from Risk Management.

230005	\$1,482	230055	\$98
230010	\$179	230060	\$65
230020	\$699	230070	\$82
230030	\$602	230080	\$147
230040	\$650	230090	\$75
230050	\$147		

524202 – SURETY BONDS

\$0

Premiums based on information from Risk Management. Paid every three years.

230005	\$ 0	230055	
230010		230060	
230020		230070	
230030		230080	
230040		230090	
230050			

525000 – TELEPHONE

\$35,101

Telephone services for Library Administration, Main Library and 9 branch facilities.

230005	\$7,865	230055	\$2,627
230010	\$1,974	230060	\$1,610
230020	\$6,010	230070	\$1,942
230030	\$4,113	230080	\$914
230040	\$4,550	230090	\$914
230050	\$2,582		

525041 – EMAIL SERVICE CHARGES

\$20,511

Cost based on \$10.75 per account each month.

230005	\$3,354	230055	\$774
230010	\$1,032	230060	\$387
230020	\$5,418	230070	\$387
230030	\$3,483	230080	\$774
230040	\$3,483	230090	\$387
230050	\$1,032		

525100 - POSTAGE

\$5,037

The library mails letters and notices to patrons about overdue items and to promote public programs.
Postage also includes the cost to ship books for interlibrary loan (ILL).

230005	\$2,016	230055	\$93
230010	\$86	230060	\$32
230020	\$1,014	230070	\$45
230030	\$788	230080	\$95
230040	\$747	230090	\$24
230050	\$97		

525377 - UTILITIES

\$337,908

Cost of utilities at 10 library branches.

230005	\$0	230055	\$8,908
230010	\$14,662	230060	\$8,182
230020	\$142,036	230070	\$8,624
230030	\$48,945	230080	\$13,810
230040	\$70,143	230090	\$8,422
230050	\$14,173		

529903 - CONTINGENCY

\$1,500

Contingency funds for emergency maintenance or to unforeseen pricing increases.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

540000 – SMALL TOOLS & MINOR EQUIPMENT	\$13,500
Funds are used to purchase office and library machines and equipment in order to move and display library materials and resources.	
540002 - MICROFORMS	\$7,867
Funds are used to purchase periodicals, magazines, and newspapers on microfilm and microfiche and genealogical material on microfilm, ex. census records.	
540006 – LIBRARY MATERIALS (BOOKS, AUDIOVISUAL)	\$975,000
Primary account used for purchasing the Library's books, eBooks and audio visual materials (DVDs, audiobooks, etc.) for public use for the Main Library, 9 branches and the bookmobile.	
540010 – MINOR SOFTWARE	\$2,000
Library services require a variety of software to support public and staff needs. Examples include Getty stock photo for PR and Marketing and photo software for the public scanner.	
549902 – R-22 UNIT HVAC CONTINGENCY	\$0
Contingency fund established in FY 18 to plan and manage HVAC replacements.	
549914 INFRASTRUCTURE CONTINGENCY	\$14,436
5A 23" MONITOR REPLACEMENTS– (5)	\$883
Monitor replacements (5).	
5A SECURITY CAMERAS – PELION BRANCH	\$3,508
(4) Security cameras and DVR unit need to be installed especially near entrances/exits.	
5A R-22 UNIT REPLACEMENT (2) – GILBERT-SUMMIT BRANCH LIBRARY	\$16,720
Remove and replace (2) 3 ton HVACs. Recommended and quoted by Building Services Director.	
5A R-22 UNIT REPLACEMENT (3) -LEXINGTON MAIN LIBRARY	\$57,750
Remove and replace (1) 7.5 ton HVAC and (1) 10 ton HVAC and (1) 20 ton HVAC. Recommended and quoted by Building Services Director.	
5A FLOOR REPLACEMENT – GASTON BRANCH	\$5,479
Remove cork floor around circulation services desk and replace with LVT. Quote from Building Services Director.	
5A FIRE ALARM SYSTEM REPLACEMENT – LEXINGTON MAIN	\$48,400
Replace 20 year old fire alarm system including fire panel and sensors for 48,000 sq foot building. Quote from Building Services Director.	
5A RENOVATION – LEXINGTON MAIN	\$7,898
Add storefront wall and update lighting and ventilation to create work space. Quote from Building Services Director.	
** Total Capital	<u>\$1,153,441</u>

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM - FT CLERK Grade 101 TO PT CLERK AND PT LIBRARY ASSISTANT II Band 105
2300

Annual Budget
Fiscal Year - 2019-20

Fund: 2300
Division: Library
Organization: 230020 Posn 000743

Object Expenditure Code Classification	Reclassification			BUDGET		
	Delete (1) Full -Time Clerk Band 101 230020	Add (1) Part-time Clerk Band 101 230020	Add (1) Part-time Library Assistant II Band 105 230005	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages -	21,471	10,735	14,072	3,336		
510200 Overtime				0		
511112 FICA Cost	1,643	821	1,077	255		
511113 State Retirement	3,126	1,670	2,190	734		
511120 Insurance Fund Contribution -	7,799			(7,799)		
511130 Workers Compensation	666	333	436	1073		
511213 State Retirement - Retiree						
* Total Personnel	34,704	13,559	17,774	-3,238		
Operating Expenses						
520300 Professional Services						
520702 Technical Currency & Support						
520800 Outside Printing						
521000 Office Supplies						
521100 Duplicating						
521200 Operating Supplies						
524000 Building Insurance						
524201 General Tort Liability Insurance						
524202 Surety Bonds -						
525000 Telephone						
525021 Smart Phone Charges						
525041 E-mail Service Charges -			129	129		
525100 Postage						
525110 Other Parcel Delivery Service						
525210 Conference & Meeting Expense						
525230 Subscriptions, Dues, & Books						
525240 Personal Mileage Reimbursement						
525300 Utilities - Admin. Bldg.						
* Total Operating	0	0	129	129		
** Total Personnel & Operating	13,559	13,559	17,903	-3,238		
Capital						
540000 Small Tools & Minor Equipment						
540010 Minor Software						
All Other Equipment						
** Total Capital	0	0	0	0		
*** Total Budget Appropriation	0	0	0	-3,238		

SECTION V. – PROGRAM OVERVIEW

Personnel is the Library's primary resource. Library staff are the experts in information and literacy resources and technology training. Since 2000, the population has increased 34% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and expanded its Mobile Library and outreach services significantly. Technologies that are now used daily were not in existence 15 years ago. Wireless internet access, mobile printing, and ebooks are now standard services as are adult programs and technology workshops and 1 on 1 appointments. The Library has worked hard to meet these public needs; however, the multitude and variety of services cannot be managed well without Administrative support.

In the last 10 years, library card holders have increased 37%. Library programs have increased 73% and attendance has increased 82%. Of those programs, those with outside partners have increased 50%. The Library's presence in the community is strong and library services are vital to the quality of life our residents expect.

Developments in technology have not decreased the need for library services. It has actually increased request for research and technology assistance. Since 2008, technology training programs have increased 332% and attendance 70%.

In order to maintain current service levels and meet expectations regarding needed services including interactive online services such as debit card payments, it's crucial that the Library improve its staffing levels. South Carolina Public Library Standards, revised in 2012 indicate minimum staffing levels of .5 FTE per 1000 capita and a target staffing rate of .75 FTE per 1000. The Library currently has 78 full time staff and 57 part time staff. This reflects a total of 106.5 FTEs; however, only 103.5 are library service FTEs. Based on the 2010 Census figure for population of 262,391 the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library grossly behind (27.5 FTEs) personnel recommendations which affects service levels and could affect state aid.

The South Carolina State Library administers South Carolina State Aid to Public Libraries. The required Maintenance of Effort (MOE) in order to receive SC State Aid indicates that personnel budgets should be 65-70% of annual budgets. Last year, Lexington County Public Library had to request a waiver because we did not meet the minimum requirement. The Library's plan to improve services through adequate staffing is of highest priority. The requested staffing increases and a merit increase would potentially bring the library up to 66%.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library will institute a staffing plan to address these future needs, but more importantly the Library must improve staffing thresholds now in order to conduct daily operations and to not fall further behind as the service population continues to grow.

The Library requests (2) reclassifications, (4) FTEs, and \$10,681 for additional part-time funds. This would bring the Library to 107.5 FTEs. The total amount requested is \$317,200 and within estimated revenue.

**230020 - New Program/Reclassification
Full Time – Clerk Band 101
POSN 000743
to Part Time Clerk Band 101
and Part Time Library Assistant II Band 105**

The Full Time Clerk position will be under-filled in February, 2019. A clerk's primary responsibilities are to shelve materials and empty the book drops and check items in. As service trends have evolved, customer service transactions are more involved and require technology assistance. At this time the best application of personnel will be to officially split this position into a part-time clerk and a part-time Library Assistant II. By reclassifying the Full Time Clerk position to 2 part-time positions, managers will have flexibility to schedule both during the busiest times. Library Assistant IIs are responsible for customer service and technology and research assistance. The part-time clerk position will remain at 230020 and the part-time Library Assistant II position will be a floater assigned to 230005. The floater's schedule and assigned branch will change weekly to address the needs at branches with staff shortages. This Full Time Clerk position (Band 101) needs to be reclassified to meet the current demands of the Library System.

The Part-Time Clerk (Band 101) would report to the Assistant Branch Librarian. The cost to add this position is \$13,588.
59

The Part-Time Library Assistant II (Band 105) would report to the Deputy Director of Branch Services. The cost to add this position is \$17,902.
4

This reclassification will be a total reduction of \$3,242 in personnel and operating costs.

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM - LIBRARY ASSISTANT II - PART TIME TO FULL TIME Band 105
2300
Annual Budget
Fiscal Year - 2019-20

Fund: 2300
Division: Library
Organization: 230005 Posn 001879

						BUDGET	
		Reclass (1)					
		Part-Time	Full Time				
		Admin	Admin				
		Assist II	Assist II				
		Band 105	Band 105	2019-20	2019-20	2019-20	2019-20
Object Expenditure	Code Classification			Requested	Recommend	Approved	
Personnel							
510100	Salaries & Wages -	16,542	33,084	16,542			
510200	Overtime						
511112	FICA Cost	1,265	2,531	1,265			
511113	State Retirement	2,409	5,148	2,574	2,739		
511120	Insurance Fund Contribution -		7,799	7,800			
511130	Workers Compensation	513	1,026	1,009	513		
511213	State Retirement - Retiree						
519999	Personnel Contingency			1,254			
	* Total Personnel			30,444	30,114		
Operating Expenses							
520300	Professional Services						
520702	Technical Currency & Support						
520800	Outside Printing						
521000	Office Supplies						
521100	Duplicating						
521200	Operating Supplies						
524000	Building Insurance						
524201	General Tort Liability Insurance						
524202	Surety Bonds -						
525000	Telephone						
525021	Smart Phone Charges						
525041	E-mail Service Charges -						
525100	Postage						
525110	Other Parcel Delivery Service						
525210	Conference & Meeting Expense						
525230	Subscriptions, Dues, & Books						
525240	Personal Mileage Reimbursement						
525300	Utilities - Admin. Bldg.						
	* Total Operating			0			
	** Total Personnel & Operating			30,444	30,114		
Capital							
540000	Small Tools & Minor Equipment						
540010	Minor Software						
	All Other Equipment						
	** Total Capital			0			
	*** Total Budget Appropriation			30,444	30,114		

**230005 - New Program/Reclassification
Part Time – Administrative Assistant II
Band 105 POSN 001879
to Full Time**

The part-time Administrative Assistant II is currently the only Administrative support position in the Library System. The Library has 10 facilities and 135 employees. The Administrative Assistant has a multitude of responsibilities including taking meeting minutes, compiling statistics, copying and filing personnel forms and documents, updating staff records, scheduling interviews, and submitting Building Services helpdesk tickets. These functions are often left incomplete each afternoon leaving senior leadership to complete paperwork or projects taking away from other responsibilities. It is vital to have consistent administrative and branch support to conduct daily business, especially during weekdays. This increase in hours is needed to complete daily duties as assigned in an accurate and timely manner.

The Administrative Assistant II (Band 105) would report to the Deputy Director of Branch Services. The total increase is ~~\$28,694~~.

30,114

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - WEB DEVELOPER- Band 209
 2300
 Annual Budget
 Fiscal Year - 2019-20

Fund: 2300
 Division: Library
 Organization: 230005 New Posn

		BUDGET		
Object Expenditure		2019-20	2019-20	2019-20
Code	Classification	Requested	Recommend	Approved
	Personnel			
510100	Salaries & Wages -	46,302		
510200	Overtime			
511112	FICA Cost	3,542		
511113	State Retirement	7,205		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	2,824		
511213	State Retirement - Retiree			
	* Total Personnel	67,673		
	Operating Expenses			
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone	276		
525021	Smart Phone Charges			
525041	E-mail Service Charges -	129		
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
	* Total Operating	405		
	** Total Personnel & Operating	68,078		
	Capital			
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	** Total Capital	0		
	*** Total Budget Appropriation	68,078		

**230005 - New Program
Web Developer
Band 209**

The Library's redesigned website launches April 2, 2019. Library resources and services continue to rapidly increase in both format and number. The website is a central source of accessing this information and in some instances the only source. The website is the platform to access ebooks, databases, mobile printing, and within the next few months, mechanisms to schedule meeting rooms and book appointments with librarians. The website is also the conduit for the Lexington County Obituary Index as well as the Richard Taylor local photography collection. The website also provides information regarding recommended reading, user guides, and programs and events. The Library advertises its programs through the website calendar and creates targeted marketing through social media and digital ads. In order to create and update content, the Library must be able to generate and change website content and communicate program and training information on a daily basis. Currently, there is one staff member responsible for print marketing pieces and social media accounts. There is no staff member assigned to maintaining and updating the website. It is critical that the Library add a Web Developer position to manage this area of service.

The Web Developer will create a digital communications plan that includes the management of the website, social media accounts, and online advertising. The Web Developer will create content, including graphics for these platforms, while advocating the Library's brand. This information must be updated weekly. The Web Developer will also coordinate and update social media accounts and initiate responses when needed. Consistent responses on sensitive issues are important to public services and this position will meet that need. The Web Developer will be responsible for reporting and evaluating site traffic and usage as well as advancing changes and improvements.

The Web Developer position is critical to managing one of the Library's most vital resources.

The Web Developer (Band 209) would report to the Director. The total cost of this position is ~~\$66,689~~ ^{68,078}.

COUNTY OF LEXINGTON
NEW PROGRAM - EXECUTIVE ASSISTANT - Band 208
2300
Annual Budget
Fiscal Year - 2019-20

Object Expenditure		BUDGET		
Code	Classification	2019-20 Requested	2019-20 Recommend	2019-20 Approved
	Personnel			
510100	Salaries & Wages -	43,681		
510200	Overtime			
511112	FICA Cost	3,342		
511113	State Retirement	6,797		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	2,665		
511213	State Retirement - Retiree			
	* Total Personnel	64,285		
	Operating Expenses			
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone	276		
525021	Smart Phone Charges			
525041	E-mail Service Charges -	129		
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
	* Total Operating	405		
	** Total Personnel & Operating	64,690		
	Capital			
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	** Total Capital	0		
	*** Total Budget Appropriation	64,690		

**230005 - New Program
Executive Assistant
Band 208**

As the services and programs of the Library System continue to increase and change to meet public expectations, Administrative responsibilities also increase. In the last 30 years, the Library has not added any administrative support staff. As noted in the preface, Library resources, partners and vendors have grown exponentially. With increased services also comes increased reporting and correspondence. Library Leadership must be able to plan and evaluate services and programs with current and accurate data in order to lead and manage library services.

The Executive Assistant will be responsible for creating correspondence on the behalf of senior leadership. The Assistant is needed to compile data and statistics for monthly and annual reports and to create related presentations. The Assistant will compose and compile documents such as policy and procedure drafts. The Assistant will work with administrative staff in preparing documents for grant applications. The Assistant will coordinate meeting schedules and take minutes at Library Board and leadership meetings. The Assistant will organize and document work related to large projects such as school and community partnerships on behalf of senior leadership. The Assistant will receive and deposit gift monies from the public and reconcile online payments. The Assistant will assist with project management for new services such as the implementation of debit cards and Notary Service. The Assistant will be cross-trained in financial applications to assist the Financial Coordinator with requisitions, change orders, invoices, and account ledgers. This Assistant will be critical in taking on the responsibility of reconciling debit card transactions monthly and assisting in correspondence to resolve issues that may arise from these transactions upon implementation in Fall of 2019.

Adding this position will enable the Library to seek out additional grants, to accept online credit card payments, and to respond to gifts and donations in a timely manner. It will provide a support person for leadership staff including the Financial Coordinator. It will also provide accurate reporting of services that have been added the last 10 years.

The Executive Assistant (Band 208) would report to the Director. The total cost of this position is \$63,378.

64,690

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - DEPUTY DIRECTOR Band 215
 2300
 Annual Budget
 Fiscal Year - 2019-20

Fund: 2300
 Division: Library
 Organization: 230005 New Posn

		BUDGET		
Object Expenditure		2019-20	2019-20	2019-20
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	68,194		
510200	Overtime			
511112	FICA Cost	5,217		
511113	State Retirement	10,611		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	4,160		
511213	State Retirement - Retiree			
* Total Personnel		95,982		
Operating Expenses				
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone	276		
525021	Smart Phone Charges	644		
525041	E-mail Service Charges -	129		
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
* Total Operating		1,049		
** Total Personnel & Operating		97,031		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		97,031		

230005 - New Program
Deputy Director – Public Services
Band 215

The executive leadership positions of the Library have not grown in 30 years. Library services have evolved to include online account management, computer and technology services, children and teen programming, adult programming, technology training, ebooks, downloadables, and databases. As noted in the introduction, the Library has expanded its school and local business partnerships and has initiated several community programs with grant funds. The Library has Service Coordinators that are directly involved in managing these services; however, a senior level staff member is needed to oversee the operational aspects of the Library.

The Deputy Director of Public Services would manage these areas and supervise the Coordinators. The Deputy Director would lead service improvements such as Notary Public Services, online credit card payment services, technology use agreements, and related policies and procedure suggestions. The Deputy Director would have fiscal responsibilities such as coordinating grant funded projects with Service Coordinators and in managing contracted services such as landscaping, security, and housekeeping. The Deputy Director would assist in budget planning of local, state, escrow, and federal funds. The Deputy Director would consistently analyze trends and recommend improvements to policies, procedures, and services related to the Library's collection, technology and equipment, and programs. The Deputy Director would liaison with Building Services regarding facility maintenance and improvements, including capital improvements communicating related recommendations to the Director. The Deputy Director would manage the 4 Service Coordinators, the Mobile Library Manager, the Circulation Librarian, and the 2 couriers and have fiscal oversight in those areas.

The Deputy Director would report to the Director. The total cost of this position is ^{97,031}~~94,985~~.

COUNTY OF LEXINGTON
NEW PROGRAM - PT EXTRA HOURS
2300
Annual Budget
Fiscal Year - 2019-20

BUDGET

52

**230050 - New Program
230 Extra Hours Pool
Chapin Branch Library**

As the services and programs of the Library System continue to increase and change to meet the public expectations, the Library must continue to find the most cost effective ways to maintain quality services and resources. The Library's current direction and focus is to offer more literacy programs both within and outside of the library and to promote the library and its services out in the community.

The Chapin Branch is open 44 hours per week and has the 4th highest circulation in the system. The Branch Librarian at Chapin has sought to add additional programs for children, teens, and adults. The Branch hosts several large multi-generational events that the community anticipates attending. Several of these events have drawn hundreds of participants. In order to provide these services, the manager must be able to schedule staff during its busiest times and when staff shortages arise due to FMLA situations or vacancies.

The Library has evaluated the developing needs within the Chapin community and determined that it will be prudent to request a pool of 230 additional hours to be allocated to the branch. The manager will assign these extra work hours as needed.

A pool of 230 hours will improve the Library's ability to maintain a consistent and efficient level of service that Library patrons deserve, especially in regards to children, teen, and adult programs, training, materials and resources. In order to strengthen the Library's high quality service to the public and to meet public expectations, and community needs, these additional part-time hours are necessitated. This small, systematic approach in the Chapin community costs very little but extends the Library's ability to sustain excellent public library services in this growing community.

The total amount requested is ^{5,662}~~5,531~~.

COUNTY OF LEXINGTON
NEW PROGRAM - PT EXTRA HOURS
2300
Annual Budget
Fiscal Year - 2019-20

Object Expenditure Code Classification		2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel				
	part time extra hours \$17.22 x 230			
510100	Salaries & Wages -	3,961		
510200	Overtime			
511112	FICA Cost	303		
511113	State Retirement	616		
511120	Insurance Fund Contribution -			
511130	Workers Compensation	242		
511213	State Retirement - Retiree			
* Total Personnel		5,122		
Operating Expenses				
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone			
525021	Smart Phone Charges			
525041	E-mail Service Charges -			
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
* Total Operating		0		
** Total Personnel & Operating		5,122		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		5,122		

**230080 - New Program
230 Extra Hours Pool
Pelion Branch Library**

As the services and programs of the Library System continue to increase and change to meet the public expectations, the Library must continue to find the most cost effective ways to maintain quality services and resources. The Library's current direction and focus is to offer more literacy programs both within and outside of the library and to promote the library and its services out in the community.

The Pelion Branch is open 40 hours and has the 6th highest circulation in the system. The Pelion Branch has long standing partnerships with local schools including summer literacy programs. The Branch hosts community programs such as poetry contests that patrons look forward to annually. Family programs and events are exceedingly popular. There has been no increase in staffing at this location in over 10 years despite an increase in services. In order to provide for these programs and other daily services, the Branch Librarian needs to be able to schedule staff during its busiest times and when staff shortages arise due to FMLA situations or vacancies.

The Library has evaluated the developing needs within the White Knoll and Pelion areas and determined that the best step is to request a pool of 230 additional hours be allocated to the branch. The manager will assign these extra work hours as needed.

A pool of 230 hours will improve the Library's ability to maintain a consistent and efficient level of service that Library patrons deserve, especially in regards to children, teen and adult programs, training, materials, and resources. In order to strengthen the Library's high quality service to the public and to meet public expectations and community needs, these additional part-time hours are necessitated. This small, systematic approach in the Pelion community costs very little but extends the Library's ability to sustain excellent public library services in this growing community.

The total amount requested is \$^{5,122}~~5,005~~.

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM - LIBRARY ASSISTANT III Band 107
2300
Annual Budget
Fiscal Year - 2019-20

Fund: 2300
Division: Library
Organization: 230010 New posn

		BUDGET		
Object Expenditure		2019-20	2019-20	2019-20
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	32,222		
510200	Overtime			
511112	FICA Cost	2,465		
511113	State Retirement	5,014		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	1,966		
511213	State Retirement - Retiree			
* Total Personnel		49,467		
Operating Expenses				
520300	Professional Services			
520702	Technical Currency & Support			
520800	Outside Printing			
521000	Office Supplies			
521100	Duplicating			
521200	Operating Supplies			
524000	Building Insurance			
524201	General Tort Liability Insurance			
524202	Surety Bonds -			
525000	Telephone			
525021	Smart Phone Charges			
525041	E-mail Service Charges -	129		
525100	Postage			
525110	Other Parcel Delivery Service			
525210	Conference & Meeting Expense			
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
* Total Operating		129		
** Total Personnel & Operating		49,596		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		49,596		

230020 - New Program
Library Assistant III
Band 107

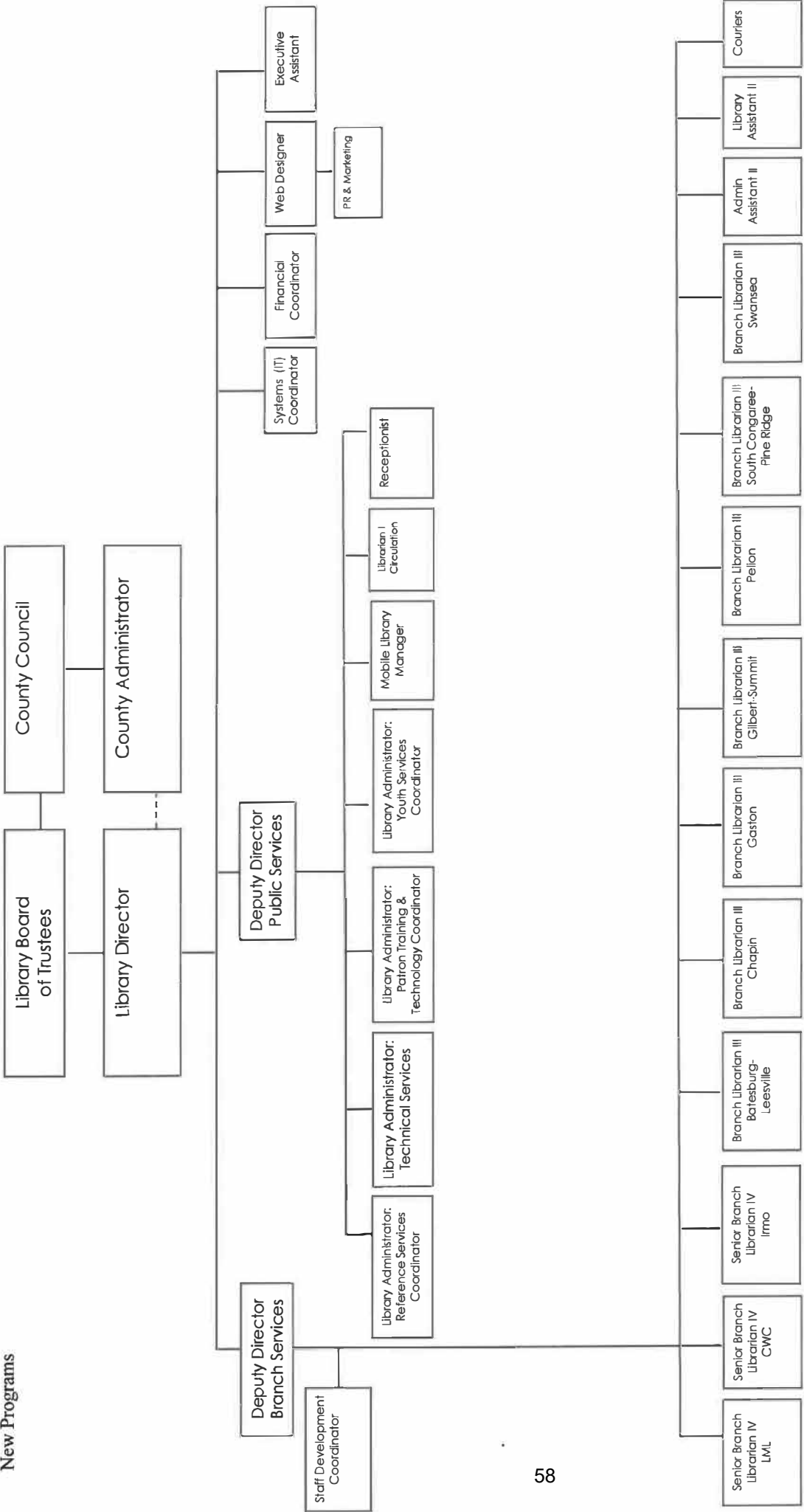
As the services and programs of the Library System continue to increase and change to meet the public expectations, the Library must continue to meet the literacy needs of the community. The Library's focus is to offer more literacy programs both within and outside of the library and to promote the library and its services out in the community. The Library has evaluated the developing needs within the Lexington area and determined that it is necessary to add personnel in the Youth Services Department in order to meet the needs of the growing school population.

The Main Library is open 67 hours per week and circulation and program attendance continue to skyrocket. Lexington Main Library's circulation accounts for 19% of the System total. Staff conduct 26% of the youth programs offered. This trend will continue as the county experiences unprecedented growth. This department has not had an increase in staffing in over 10 years despite the increased services.

The Main Library is a central location that not only represents a growing population but also serves as the primary location for multiple services that the branches may not be able to fulfill due to their limited schedules. Another need is providing family literacy programs on weeknights and weekends. It is important to provide children of working parents the same opportunities as others. The Main Library is struggling to meet some of these needs especially requests for outreach programs. It's important that the Library is represented at local school and community events. These program and service needs are being denied because the department is understaffed. When staff try to meet all these goals, inevitably services are negatively affected. By adding a Library Assistant III, the Library can meet more of the requests for literary programs without compromising customer service and branch needs.

The Library Assistant III's (Grade 107) report to the Youth Services Librarian II. The total cost of this position is \$48,629.

49,596



COUNTY OF LEXINGTON
LIBRARY ESCROW
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Library Escrow 2310:								
Revenues:								
417100	Fee in Lieu of Taxes	2,965	0	900	900	900		
417130	FILLOT - Manufacturers Tax Exemption	125	0	125	125	125		
Total Property Tax Revenue		3,090	0	1,025	1,025	1,025	0	0
Other Revenues:								
434900	Library Non-Resident User Fee	14,819	5,637	17,000	17,000	14,000		
461000	Investment Interest	213	348	228	200	75		
469100	Gifts & Donations	423	295	500	500	500		
Total Other Revenue		15,455	6,280	17,728	17,700	14,575	0	0
** Total Revenue		18,545	6,280	18,753	18,725	15,600	0	0
***Total Appropriation					47,567	19,000	0	0
Capital Contingency - Add-Back					30,276			
FUND BALANCE								
Beginning of Year					34,416	35,850	35,850	35,850
FUND BALANCE - Projected								
End of Year					35,850	32,450	35,850	35,850

Fund 2310
Division: Library
Organization: 230099 - Non-departmental

					<i>BUDGET</i>	
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520103 Landscaping/Ground Maintenance	1,083	1,445	2,500	5,000		
* Total Operating	1,083	1,445	2,500	5,000	0	0
Capital						
540000 Small Tools & Minor Equipment	13,459	4,274	16,225	14,000		
549904 Capital Contingency	0	0	28,842	0	0	0
** Total Capital	13,459	4,274	45,067	14,000	0	0
Transfers						
812340 Op Trn to Library Federal Funds	0	0	0	0	0	0
*** Total Budget Appropriation	14,542	5,719	47,567	19,000	0	0

COUNTY OF LEXINGTON

Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Fund #: 2310

Fund Name: Escrow

Organ. #: 230099

Organ. Name: Non-Department

[illegible]

SECTION V. ESCROW OVERVIEW

The Library's escrow account includes revenue from non-resident fees as well as monetary gifts and donations to the Library. This account is used to initiate small facility and landscaping improvements as well as support branch services.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

434900 – LIBRARY NON-RESIDENT FEES \$14,000

This fee of \$35.00 per person is collected from non-residents of Lexington County who wish to get a library card. The amount of the fee is based on the amount of taxes the average household in Lexington County pays for library services, including operating budget.

461000 – INVESTMENT INTEREST \$75

469100 – GIFTS AND DONATIONS \$500

The library receives gifts and donations often to purchase an item in memory or honor of an individual.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520103 – LANDSCAPING/GROUND MAINTENANCE	\$5,000
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521200 – OPERATING SUPPLIES	\$0
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SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND EQUIPMENT	\$14,000
Items to support the services and programs of the library. These funds are non-designated.	

Total capital	\$14,000
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**COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Library State Funds 2330:								
Revenues:								
429000	State Aid	459,184	114,796	459,185	459,185	459,185		
** Total Revenue		<u>459,184</u>	<u>114,796</u>	<u>459,185</u>	<u>459,185</u>	<u>459,185</u>	<u>0</u>	<u>0</u>
***Appropriation Total					482,006	459,185	0	0
Capital Contingency - Add-Back								
FUND BALANCE								
Beginning of Year					<u>25,348</u>	<u>2,527</u>	<u>2,527</u>	<u>2,527</u>
FUND BALANCE - Projected								
End of Year					<u>2,527</u>	<u>2,527</u>	<u>2,527</u>	<u>2,527</u>

COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2019-20

Fund 2330
Division: Library Division
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	BUDGET		
				2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520213 Contracted Literacy Programs	1,700	0	0	15,000		0
520300 Professional Services	0	750	0	12,000		0
520400 Advertising & Publicity	14,476	4,422	39,000	15,750		0
520702 Technical Currency & Support	21,613	0	0	10,227		0
522300 Vehicle Repairs & Maintenance	0	0	0	0		0
521200 Operating Supplies	10,085	0	16,000	16,000		0
525000 Telephone	1,300	1,217	2,078	2,078		0
525210 Conference, Meeting & Training Expenses	24,484	8,660	33,277	35,588		0
525211 Library Board Expenses	0	0	2,000	2,000		0
525230 Subscriptions, Dues, & Books	16,034	0	0	0		0
529903 Contingency	0	0	87,521	118,536		0
** Total Operating Expenses	89,692	15,049	179,876	227,179	0	0
Capital						
540000 Small Tools & Minor Equipment	2,956	0	0	0		
540006 Library Materials (Books, Audio Mat.)	229,524	88,358	195,000	195,000		
540010 Minor Software	1,914	0	0	0		
All Other Equipment	117,355	55,851	107,130	37,006		
** Total Capital	351,749	144,209	302,130	232,006	0	0
*** Total Budget Appropriation	441,441	159,258	482,006	459,185	0	0

SECTION V. – STATE AID PROGRAM OVERVIEW

State aid provides additional funding for public libraries to assist them in maintaining basic service level to South Carolina citizens. Funds can be allocated towards technology, literacy programs, staff training and library materials. Funds can also be used to purchase a vehicle to support public services. The library system is compliant with all statutory regulations set forth in the South Carolina Code of Laws, Section 60-1-90, and the South Carolina Code of Regulations, Vol. 26, Chapter 75-1-2 (Supp 2005.) However, Lexington County Public Library had to request a waiver because the Personnel allocation did not meet the minimum threshold.

In FY 20, the Library will use the SC State Aid to continue our scheduled replacement program of PCs and monitors and related equipment. A portion of the FY 2019-20 State Aid funds will be used to pay for training and conference attendance for our staff. State Aid funds always supplement our local budget for books, eBooks, and other library materials. The amount used for budget purposes for State Aid is \$1.75 per capita (the FY 2018-19 revenue amount), a figure that can be adjusted upward (or downward) if necessary.

SECTION VI - LINE ITEM NARRATIVES

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI A - LISTING OF REVENUES**

429000 –STATE AID	\$459,185
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This amount of state aid is based on the Legislature's estimated approval of \$1.75 per capita. 2010 Census figures reflect Lexington County population was 262,391.

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI C - OPERATING LINE ITEM NARRATIVES**

520213 – CONTRACTED LITERACY PROGRAMS	\$15,000
The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program. Increase includes fall back to school event with local school and business partners.	
520300 – PROFESSIONAL SERVICES	\$12,000
520702 – ADVERTISING & PUBLICITY	\$15,750
Public relations are vital to inform citizens and businesses of all the library services and resources available. Increase includes publishing an annual report. Advertising may be in print or online.	
520702 – TECHNICAL CURRENCY AND SUPPORT	\$10,227
Online survey and debit card system for patrons. Costs obtained from quotes provided by maintenance/service vendors.	
521200 – OPERATING COSTS	\$16,000
Operating costs for literacy programs including Summer Reading supplies and incentives for patrons and promotional materials to support literacy programs.	
525000 – TELEPHONE	\$2,078
Mobile hot spots used for outreach and training programs.	
525210 – CONFERENCES AND MEETING EXPENSES	\$35,588
This appropriation is used for staff to attend state, regional, and national conferences and other meetings directly related to library services, including the annual meeting and training conference of the SC Library Association, American Library Association and SC Association of School Media Specialists. It also includes funds for educational workshops, training courses, and continuing education programs, especially though but not limited to the SC State Library, Midlands Technical College and the USC-School of Library and Information Science. These programs allow staff to update their skills and keep abreast of current developments in libraries and their services, including management and administration of libraries and may be held on-site. Selected staff may attend training classes related to their field of expertise from literacy to computer/network. Specific conference information and course descriptions are made available throughout the year, and staff is approved based on the benefits to their current job and their specific area of specialization.	
525211 – LIBRARY BOARD EXPENSES	\$2,000
The Library Board meets monthly, with special called meetings on occasion. These funds provide a lunch during regular meetings, travel expenses on Library business, costs for workshops or conferences, and other expenses directly related to Board business.	
525230 – SUBSCRIPTIONS, DUES, AND BOOKS	\$0
The largest expenditure in this account is for periodicals, magazines and newspapers that the Library purchases for public use at 10 branches and the Bookmobile. It also includes the cost of subscribing to and	

maintaining cataloging databases, platforms for downloadable books (Overdrive) and magazines (Zinio), and subscriptions to research databases that are made available online to the public within each branch as well as from a personal computing device. Includes dues to professional organizations such as the South Carolina Library Association and the Association of Public Library Administrators.

529903 – CONTINGENCY **\$118,536**

State Aid to public libraries is approved each year as part of the South Carolina State Budget. Because the revenue is not a consistent amount, the Library budgets slightly under the projected revenue. This prevents the library from over allocating. In turn, the contingency account is used then to address remaining capital and program needs that came in over the budget request.

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI D - CAPITAL LINE ITEM NARRATIVES

540006 LIBRARY MATERIALS **\$195,000**

Books and audio/visual materials requested and used by the public. Print or electronic.

5A COMPUTERS-REPLACEMENTS (15) **\$12,985**

Replacing 15 computers with expired warranties.

5A SERVICE DESK – LEXINGTON MAIN (REPLACEMENTS) **\$12,590**

Installation of multi-functional service desk at Lexington Main. Current desks are over 20 years old and incompatible with service needs.

5A MARQUEE SIGN – SWANSEA BRANCH **\$11,431**

Outdoor sign to advertise programs and services.

**** Total Capital (Transfer Total to Section III)** **\$232,006**

COUNTY OF LEXINGTON

Fund #	2330	Fund Title:	Library State Funds
Organization #	230099	Organization Title:	Library Non-Departmental

[illegible]

232,006

**COUNTY OF LEXINGTON
LIBRARY LOTTERY FUNDS
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Library Lottery Funds 2331:								
Revenues:								
429100	State Lottery Funds	17,391	1,482	5,929	5,929	0		
** Total Revenue		<u>17,391</u>	<u>1,482</u>	<u>5,929</u>	<u>5,929</u>	<u>0</u>	<u>0</u>	<u>0</u>
***Appropriation Total					5,929	0	0	0
FUND BALANCE								
Beginning of Year					<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>
FUND BALANCE - Projected								
End of Year					<u>16</u>	<u>16</u>	<u>16</u>	<u>16</u>

Fund 2331
Division: Library Division
Organization: 230099 - Non-departmental

					<i>BUDGET</i>	
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520213 Contracted Literacy Programs	400	0	0	0		
520702 Technical Currency & Support	791	0	0	0		
529903 Contingency	0	0	5,929			
* Total Operating	1,191	0	5,929	0	0	0
** Total Personnel & Operating	1,191	0	5,929	0	0	0
Capital						
540006 Library Materials (Books, Audio Mat.)	17,391	0	0	0		
All other Equipment	5,486	0	0	0		
** Total Capital	22,877	0	0	0	0	0
*** Total Budget Appropriation						
	24,068	0	5,929	0	0	0

SECTION V. – SC EDUCATION LOTTERY PROGRAM OVERVIEW

The SC Education Lottery legislation, states that “proceeds of lottery games must be used to support improvements and enhancements for educational purposes and programs as provided by the General Assembly and that the net proceeds must be used to supplement, not supplant, existing resources for educational purposes and programs.” Each year, the Legislature decides how unclaimed educational lottery funds are appropriated. If the SC State Library receives lottery funding, then, public libraries would receive appropriations as well. Funds would be used to purchase technology equipment and library materials that support public services.

SECTION VI - LINE ITEM NARRATIVES

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI A - LISTING OF REVENUES**

429100 –SC EDUCATION LOTTERY \$0

Each year, the SC Legislature determines how unclaimed lottery prize revenue is appropriated. If, funds are appropriated to public libraries, then this found would be adjusted accordingly.

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI C - OPERATING LINE ITEM NARRATIVES**

520213 - CONTRACTED LITERACY PROGRAMS **\$0**

The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program.

520702 – ADVERTISING & PUBLICITY **\$0**

Public relations are vital to inform citizens and businesses of all the library services and resources available. Advertising may be in print or online.

520702 – TECHNICAL CURRENCY AND SUPPORT **\$0**

521200 – OPERATING COSTS **\$0**

Operating costs for literacy programs including Summer Reading supplies and incentives for patrons and promotional materials to support literacy programs.

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI D - CAPITAL LINE ITEM NARRATIVES

529903	CONTINGENCY	\$0
	Contingency account	

540000	SMALL TOOLS AND MINOR EQUIPMENT	\$0
	Funds would be used to purchase office and library machines and equipment in order to move and display materials.	

540006	BOOKS AND MATERIALS	\$0
	Books and audio/visual materials requested and used by the public.	

**COUNTY OF LEXINGTON
LIBRARY FEDERAL FUNDS
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Library Federal Funds 2340:								
Revenues:								
457000	Federal Grant Income	2,182	2,182	1,000	2,182	0		
** Total Revenue		2,182	2,182	1,000	2,182	0	0	0
***Appropriation Total					1,000	0	0	0
FUND BALANCE								
Beginning of Year					1,603	2,785	2,785	2,785
FUND BALANCE - Projected								
End of Year					2,785	2,785	2,785	2,785

Fund 2340
Division: Library Division
Organization: 230099 - Non-departmental

Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	BUDGET		
				2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520213 Contracted Literacy Programs	0	0	1,000	0		
520300 Professional Services	0	0	0	0		
520400 Advertising & Publicity	708	0	0	0		
521200 Operating Supplies	552	0	0	0		
525210 Conference, Meeting, & Training Expense	1,643	0	0	0		
* Total Operating	2,903	0	1,000	0	0	0
** Total Personnel & Operating	2,903	0	1,000	0	0	0
Capital						
540000 Small Tools & Minor Equipment	41	0	0	0		
540006 Library Materials (Books, Audio Mat.)	0	0	0	0		
All other Equipment	5,880	0	0	0		
** Total Capital	5,921	0	0	0	0	0
Transfers						
802300 Op Trn from Library Operations	0	0	0	0		
802310 Op Trn from Library Capital Escrow	0	0	0	0		
** Total Transfers	0	0	0	0	0	0
*** Total Budget Appropriation	8,824	0	1,000	0	0	0

SECTION V. – FEDERAL GRANT PROGRAM OVERVIEW

Grants of funds through the Library Services and Technology Act (LSTA) are administered through the Institute of Museum and Library Services (IMLS). The SC State Library assists in the administration of the LSTA Grants that are available to public libraries for tuition reimbursement of students, conferences and training as well as literacy programs and special projects.

SECTION VI - LINE ITEM NARRATIVES

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI A - LISTING OF REVENUES**

45700 – FEDERAL GRANT INCOME **\$0**

Grant applications are posted annually. Staff evaluate opportunities each year based on grant parameters and library services needs.

**ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL
SECTION VI C - OPERATING LINE ITEM NARRATIVES**

520213 - CONTRACTED LITERACY PROGRAMS **\$0**

The Library utilizes professional contracted presenters, including authors to present literary programs and special events especially for larger audiences. These programs promote literature and library services for children and adults. Such programs help establish early literacy skills and maintain common core skills for students of all ages, especially during the Summer Reading Program.

520702 – ADVERTISING & PUBLICITY **\$0**

Public relations are vital to inform citizens and businesses of all the library services and resources available. Advertising may be in print or online.

520702 – TECHNICAL CURRENCY AND SUPPORT **\$0**

521200 – OPERATING COSTS **\$0**

Operating costs for literacy programs including Summer Reading supplies and incentives for patrons and promotional materials to support literacy programs.

525210 – CONFERENCES AND MEETING EXPENSES **\$0**

This appropriation is used for staff to attend state, regional, and national conferences and other meetings directly related to library services, including the annual meeting and training conference of the SC Library Association, American Library Association and SC Association of School Media Specialists. It also includes funds for educational workshops, training courses, and continuing education programs, especially though but not limited to the SC State Library, Midlands Technical College and the USC-School of Library and Information Science. These programs allow staff to update their skills and keep abreast of current developments in libraries and their services, including management and administration of libraries and may be held on-site. Selected staff may attend training classes related to their field of expertise from literacy to computer/network. Specific conference information and course descriptions are made available throughout the year, and staff

SECTION I

**COUNTY OF LEXINGTON
SOL / DRUG COURT
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20
Estimated Revenue**

Fund: 2460
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
431002	Drug Court Application Fee	800	600	1,500	1,000		
801000	Op Trn from General Fund	27,000	27,000	0	0		
802611	Op Trn from Solicitor State Funds	27,000	37,816	66,328	223,925		
** Total Revenue (Section II)		54,800	65,416	67,828	224,925		
*** Total Appropriation (Section III)				72,158	224,925		
FUND BALANCE							
Beginning of Year				4,330	0		
FUND BALANCE - Projected							
End of Year				0	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Organ. Name: Solicitor

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SECTION III

COUNTY OF LEXINGTON
DRUG COURT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Drug Court 2460:								
Revenues:								
431002	Drug Court Application Fee	600	800	1,500	1,500	1,000		
801000	Op Trn from General Fund	27,000	0	0	0	0		
802611	Op Trn from Sol/State Fund	37,816	35,329	70,658	66,328	223,925		
**Total Revenue		65,416	36,129	72,158	67,828	224,925		
***Total Appropriations					72,158	224,925		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					4,330	0		
FUND BALANCE - Projected								
End of Year					0	0		

Fund 2460

Division: Judicial

Organization: 141200 - Solicitor

					BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 1	49,080	24,987	49,080	49,973		
511112 FICA - Employer's Portion	3,590	1,832	3,755	3,823		
511113 State Retirement - Employer's Portion	6,313	3,175	7,146	7,776		
511120 Employee Insurance - 1	7,800	3,900	7,800	7,800		
511130 Workers Compensation	182	92	182	185		
519999 Personnel Contingency	0	0	1,799	1,853		
* Total Personnel	66,965	33,986	69,762	71,410		
Operating Expenses						
521000 Office Supplies	64	38	256	250		
521100 Duplicating	0	12	164	172		
524201 General Tort Liability Insurance	75	86	86	108		
524202 Surety Bonds - 1	5	0	0	0		
524302 Court Ref Volunteer Liability Insurance	112	0	136	155		
525041 E-mail Service Charges -1	129	54	129	129		
525210 Conference, Meeting & Training Expense	946	0	1,500	2,551		
525230 Subscriptions, Dues & Books	0	0	50	75		
* Total Operating	1,331	190	2,321	3,440		
** Total Personnel & Operating	68,296	34,176	72,083	74,850		
Capital						
540000 Small Tools & Minor Equipment	0	0	75	75		
All Other Equipment	0	0	0	150,000		
** Total Capital	0	0	75	150,075		
*** Total Budget Appropriation	68,296	34,176	72,158	224,925		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year – 2019-20

Fund #	2460	Fund Title:	Sol / Drug Court
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Sol / Drug Court

BUDGET
2019-20
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	75
	Case Management Software	150,000

**** Total Capital (Transfer Total to Section III)****150,075**

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Solicitor's Drug Court Program

Program:

Objectives:

To operate a non-traditional, multi-agency approach to drug addicted, non-violent offenders referred from the Solicitor as diversion or as a condition of probation by placing such persons in an intensive drug treatment program with judicial oversight to promote participant sobriety, responsibility and accountability. Upon completion, dismissal of diversion cases will occur. In probation cases, a recommendation is made to reduce or terminate probation.

Service Standards:

- To assist and advise the Solicitor's Office and Probation Agents with referrals to the program.
- To maintain accurate information on all referred and participating clients.

SERVICE LEVELS

Service Level Indicators:	Actual FY 16/17	Actual FY 17/18	Actual July - Dec FY 18/19	Estimated FY 18/19	Projected FY 19/20
Referred	51	58	17	40	50
Applied	10	6	5	10	10
Failed to Apply/Rejected	41	36	27	48	45
Active Cases	20	11	16	20	25
- Diversion	15	7	9	15	19
- Probation	5	4	7	5	6
- Transfer-In Cases	0	0	0	0	0
- Pending Start Date	0	0	2	0	0
Terminated	1	3	3	3	3
Graduated	3	5	1	5	7

Glossary of Terms

- **Referred** -Any case referred to the program for pre-screening and eligibility consideration.
- **Applied** - Individuals who apply to the program.
- **Failed to Apply/Rejected** - All individuals who were deemed inappropriate at pre-screening or who failed to apply.
- **Active Cases** - Individuals who are participating in the program.
- **Diversion** - Individuals who are referred by the Solicitor's Office, pre-sentence.
- **Probation** - Individuals who are referred by Probation, post-sentence/violations.
- **Transfer-In Cases** – Individuals who are accepted in another county, but live in Lexington County and participate here.
- **Pending Start Date** - Individuals who are accepted and are waiting to begin the program.
- **Terminated** - Individuals who are discharged unsuccessfully from the program.
- **Graduated** - Individuals who successfully complete all requirements of the program.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - SUMMARY OF REVENUES

431002 – DRUG COURT APPLICATION FEE **\$ 1,000**

The Solicitor's Drug Court charges an application fee of \$100. The fee is due upon application. However, the fee can be delayed in cases of indigence or if the defendant is still incarcerated at the time of application. Revenues are projected at 50 referrals with 10 applicants completing the pre-screen eligibility process, thus paying the fee within the fiscal year. Ten (10) applicants x \$100 application fee = \$1,000.

801000 – OP TRANSFER FROM GENERAL FUND **\$ 0**

Beginning in Fiscal Year 2010-11, Lexington County Council began providing an operating transfer of \$27,000 to the Drug Court Program. In Fiscal Year 2018-19, Lexington County Council combined the General Fund operating transfers of the Victim Witness Program and Drug Court Program into one operating transfer to the Victim Witness Program since the Solicitor had designated funding from the State to fully fund the Drug Court Program, whereas funding for victim services remained inadequate. The combining of these operating transfers assisted the Solicitor in complying with the State's requirements to provide services to victims while maintaining proper funding to both the Victim Witness and Drug Court Programs. There was no impact on the Solicitor's Office General Fund budget due to this reallocation.

802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS **\$ 223,925**

The Solicitor's State funding for the Drug Court Program.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Band</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director	<u>1</u>		<u>1</u>	<u>1</u>	210
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

The above position requires insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **\$ 250**

To cover routine office supplies used in the preparation, management, and closure of drug court cases.

521100 – DUPLICATING **\$ 172**

This account is used to cover the cost of duplicating case files and reports.

Copy Machine Usage cost (.030495) x 4,500 copies\$ 137.23
Copy Machine Paper - 9 Reams @ \$3.89.....\$ 35.01

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 108**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS - 1 **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

524302 – COURT REFERRED VOLUNTEER LIABILITY INSURANCE **\$ 155**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated FY 2019-20 premium is \$3,100.

525041 – E-MAIL SERVICE CHARGES **\$ 129**

The cost of e-mail services is \$10.75 per month per account. 1 account @ \$10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 2,551**

To cover the cost of conferences and training. Estimated Fiscal Year 2019-20 costs to attend conferences and trainings are as follows:

SC Solicitors' Association Annual Conference.....\$ 1,246
Drug Court Conference\$ 905
Other conferences, such as the PTI statewide conference\$ 400

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 75**

To cover the membership dues of the South Carolina Association of Pre-Trial Intervention Programs.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT	\$ 75
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This request is to cover the normal replacement or purchase of items like calculators, staplers, office phones, ergonomic keyboards/mice, USB flash drives, etc.

5A – CASE MANAGEMENT SOFTWARE	\$ 150,000
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The Solicitor's Office Drug Court Program manually tracks the treatment and progress of participants. This request is for the purchase of a Drug Court Case Management Software package.

SECTION I

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Fund: 2500
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
456100	Program Income	40,625	48,919	48,919	48,919		
801000	Op Trn from General Fund	24,000	24,000	51,000	61,000		
80261!	Op Trn from Solicitor State Funds	85,628	78,071	62,333	56,339		
** Total Revenue (Section II)		150,253	150,990	162,252	166,258		
*** Total Appropriation (Section III)				230,817	236,531		
Contingency:							
	Frozen Position - Director w/fringes			(67,963)	(68,453)		
	Unused Frozen Position Personnel Contingency			(1,799)	(1,820)		
FUND BALANCE							
	Beginning of Year			(1,197)	0		
FUND BALANCE - Projected							
	End of Year			0	0		

SECTION III

COUNTY OF LEXINGTON VICTIM WITNESS PROGRAM Annual Budget FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Victim Witness Program 2500:								
Revenues:								
456100	Program Income	48,919	28,606	48,919	48,919	48,919		
801000	Op Trn from General Fund	24,000	51,000	51,000	51,000	61,000		
802611	Op Trn from Solicitor State Fund	78,071	30,568	61,136	62,333	56,339		
** Total Revenue		150,990	110,174	161,055	162,252	166,258		
** Total Appropriation					230,817	236,531		
Contingency:								
	Frozen Position - Director's w/fringes				(67,963)	(68,453)		
	Unused Personnel Contingency				(1,799)	(1,820)		
FUND BALANCE								
	Beginning of Year				(1,197)	0		
FUND BALANCE - Projected								
	End of Year				0	0		

**COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
Fiscal Year - 2019-20**

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 3.5	112,702	57,573	161,782	164,539		
511112	FICA - Employer's Portion	7,593	3,875	12,376	12,587		
511113	State Retirement - Employer's Portion	14,255	7,336	23,555	25,602		
511120	Employee Insurance - 3	15,600	7,800	23,400	23,400		
511130	Workers Compensation	417	213	599	609		
519999	Personnel Contingency	0	0	5,931	6,100		
* Total Personnel		150,567	76,797	227,643	232,837		
Operating Expenses							
524201	General Tort Liability Insurance	150	198	173	248		
524202	Surety Bonds - 2	18	0	0	0		
525041	E-mail Service Charges - 2	258	108	258	258		
525210	Conference, Meeting & Training Expense	999	639	2,350	2,838		
525230	Subscriptions, Dues, & Books	320	320	393	350		
* Total Operating		1,745	1,265	3,174	3,694		
** Total Personnel & Operating		152,312	78,062	230,817	236,531		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation							
		152,312	78,062	230,817	236,531		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

Fund #	<u>2500</u>	Fund Title:	<u>Victim Witness Program</u>
Organization #	<u>1 4 1200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Victim Witness Program</u>

BUDGET
2019-20
Requested

Qty	Item Description	Amount

**** Total Capital (Transfer Total to Section III)**

0

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Victim Witness Program

Program:

Objectives:

Our mission is to fully comply with South Carolina's constitutional and statutory laws governing provision of rights and services to crime victims in the Eleventh Judicial Circuit. These rights include, but are not limited to, the right to be treated with dignity and respect, input and consultation with the Solicitor's Office regarding disposition, notification of court hearings, court escort, explanation of options and services available, referrals to appropriate agencies, and reimbursement of certain expenses. The Victim Witness Program seeks to provide these services in a comprehensive, yet cost effective, manner.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

451600 – PROGRAM INCOME **\$ 48,919**

The South Carolina Office of Attorney General Department of Crime Victim Compensation Funding and the South Carolina Commission on Prosecution Coordination, through annual budget provisos by the General Assembly, distribute funds to support victim services in Solicitors' Offices statewide. These provisos are not guaranteed annually, resulting in potential shortfalls in victim service funding.

801000 – OP TRN FROM GENERAL FUND **\$ 61,000**

Beginning in Fiscal Year 2004-05, Lexington County Council authorized an operational transfer of \$24,000 to help support mandated Victim Services within the County due to lack of sufficient funds from other areas. In Fiscal Year 2018-19, Lexington County Council combined the General Fund operating transfers of the Victim Witness Program and Drug Court Program into one operating transfer to the Victim Witness Program, which increased the operating transfer to \$51,000.

For Fiscal Year 2019-20, the Solicitor's Office requests that \$10,000 of the operating transfer from the Solicitor's Office General Fund budget that has previously been provided to the Juvenile Arbitration Program be reallocated to the Victim Witness Program's current \$51,000 operating transfer, as funding for victim services from the State continues to be inadequate. Accordingly, the Fiscal Year 2019-20 Victim Witness Program operating transfer request is \$61,000. This partial reallocation of the Juvenile Arbitration Program operating transfer to the Victim Witness Program will not impact the Solicitor's Office General Fund budget.

802611 – OP TRN FROM SOLICITOR STATE FUNDS **\$ 56,339**

The Solicitor's State Funds contribution to assist with State required services to victims of crimes.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	1		1	1	210
Victim Service Provider	<u>2.5</u>		<u>2.5</u>	<u>2.5</u>	109
Total Positions	<u>3.5</u>		<u>3.5</u>	<u>3.5</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 248**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

525041 – E-MAIL SERVICE CHARGES – 2 **\$ 258**

The cost of e-mail is \$10.75 per month per account. 2 accounts @ \$10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 2,838**

State law requires Victim Service Providers to be certified by completing a set number of hours of annual training. The requested amount is to cover the cost of this training to include, the S.C. Solicitors' Association Annual Conference and the S.C. Victims' Rights Week Conference.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 350**

To cover the cost of dues, essential subscriptions, and books related to being a Victim Service Provider.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

No capital items are requested.

SECTION I

**COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Fund: 2501
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
458000	State Grant Income	60,000	60,000	60,000	60,000		
461000	Investment Interest	49	55	50	0		
801000	Op Trn from General Fund	0	0	63,412	53,412		
802140	Op Trn from Temporary Alcohol Bev	105,412	105,412	42,000	42,000		
** Total Revenue (Section II)		165,461	165,467	165,462	155,412		
*** Total Appropriation (Section III)				183,543	183,678		
FUND BALANCE							
Beginning of Year				46,347	28,266		
FUND BALANCE - Projected							
End of Year				28,266	0		

SECTION III

COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Juvenile Arbitration 2501:								
Revenues:								
458000	State Grant Income	60,000	30,000	60,000	60,000	60,000		
461000	Investment Interest	55	45	50	50	0		
801000	Op Trn from General Fund	0	63,412	63,412	63,412	53,412		
802140	Op Trn from Temporary Alcohol Bev	105,412	21,000	42,000	42,000	42,000		
** Total Revenue		165,467	114,457	165,462	165,462	155,412		
***Total Appropriation					183,543	183,678		
Contingency:								
Unused Personnel Contingency								
FUND BALANCE								
Beginning of Year					46,347	28,266		
FUND BALANCE - Projected								
End of Year					28,266	0		

**COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
Annual Budget
Fiscal Year - 2019-20**

Fund: 2501
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET	
					2019-20 Requested	2019-20 Recommend Approved
Personnel						
510100	Salaries & Wages - 2	92,687	52,140	102,445	104,492	
510300	Part-time - 1 (0.5 - FTE)	13,032	5,293	14,311	13,156	
511112	FICA - Employer's Portion	7,250	4,088	8,932	9,000	
511113	State Retirement - Employer's Portion	5,048	2,760	17,000	18,306	
511120	Employee Insurance - 2	18,850	7,800	23,400	15,600	
511130	Workers Compensation	381	200	432	435	
511213	State Retirement - Employer's Portion (Retiree)	8,187	4,606	0	0	
519999	Personnel Contingency	0	0	4,281	4,362	
* Total Personnel		145,435	76,887	170,801	165,351	
Operating Expenses						
521000	Office Supplies	1,442	585	1,614	1,690	
521100	Duplicating	707	314	929	2,890	
522200	Small Equipment Repairs & Maintenance	358	306	396	396	
524201	General Tort Liability Insurance	162	185	186	231	
524202	Surety Bonds - 3	13	0	0	0	
524302	Court Ref Volunteer Liab Ins	787	0	949	1,085	
525000	Telephone	710	504	760	1,025	
525041	E-mail Service Charges - 3	344	161	387	387	
525100	Postage	1,765	815	2,560	2,816	
525210	Conference, Meeting & Training Expense	1,959	957	2,600	2,950	
525230	Subscriptions, Dues, & Books	80	90	170	216	
525240	Personal Mileage Reimbursement	922	784	1,700	1,950	
529903	Contingency	0	0	241	246	
* Total Operating		9,249	4,701	12,492	15,882	
** Total Personnel & Operating		154,684	81,588	183,293	181,233	
Capital						
540000	Small Tools & Minor Equipment	200	17	250	275	
540010	Minor Software	0	0	0	225	
	All Other Equipment	0	0	0	1,945	
** Total Capital		200	17	250	2,445	
*** Total Budget Appropriation		154,884	81,605	183,543	183,678	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

Fund #	<u>2501</u>	Fund Title:	<u>Juvenile Arbitration Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Juvenile Arbitration Program</u>

BUDGET
2019-20
Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	275
	Minor Software	225
2	F1A – AIO Desktop Computers – RPL.	1,945
** Total Capital (Transfer Total to Section III)		2,445

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Juvenile Arbitration Program

Program:

Objectives:

To provide a model community-based mediation/arbitration program that successfully diverts non-violent, first time juvenile offenders from the juvenile justice system, while promoting offender accountability, victim restitution, and the protection of the public. The program uses trained volunteer arbitrators to conduct informal hearings in the community between law enforcement officers, victims and juvenile offenders. These arbitrators act as mentors to many of the juvenile offenders by offering direction, guidance, and sanctions in their lives. The program must recruit, train, monitor and supervise an adequate number of community volunteers to handle approximately 300 to 450 referrals annually. Juvenile Arbitration Program staff must recruit community service sites where juvenile offenders can repay the community by performing community service work. The Program offers restitution, community service and restorative justice to victims of crime. The restorative justice process is accomplished through engaging the victims throughout the arbitration process.

In 2019, the Lexington County Juvenile Arbitration Program will reach its 36th year of operation. During this time, well over 10,000 families have been served through the Juvenile Arbitration Program in Lexington County. Lexington County was the first in the state to establish a community based program to handle the needs of an overcrowded Juvenile Court System. The Lexington County Program is used as a model for Juvenile Arbitration Programs statewide. Currently, all 16 Judicial Circuits have a Juvenile Arbitration Program. Last year over 3,000 juveniles were diverted from the Juvenile Court System statewide saving an incredible amount of taxpayer dollars.

The most recent statewide evaluation of Arbitration Programs completed in November 2011, by the Department of Juvenile Justice, indicated that Lexington County had an eleven (11%) percent recidivism rate for a period of three years prior to the evaluation. Juvenile offenders who participate in the Lexington County Juvenile Arbitration Program take ownership for their actions. Upon completion of the program, these juveniles become aware that their actions have consequences thus reducing the likelihood that they will reoffend as juveniles and adults.

Service Standards:

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 16/17	Actual FY 17/18	Actual July - Dec. FY 18/19	Estimated FY 18/19	Projected FY 19/20
Cases referred	276	364	134	355	420
# Of arbitration hearings	185	192	78	150	175
# Of community service hours completed	1,893	1,164	655	1,310	1,400
Amount of victim restitution	\$ 3,967	\$ 3,635	\$ 3,110	\$ 3,297	\$ 3,495
Charitable donations to local charities	\$ 239	\$ 600	0	\$200	\$ 200

Statistics reflect closed cases. Referrals to the Program come from the Department of Juvenile Justice, with the approval of a Family Court Solicitor.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

458000 – STATE GRANT INCOME **\$ 60,000**

Each year, a contract for services is entered into with the State Department of Juvenile Justice for the purpose of providing partial funding for the Juvenile Arbitration Program.

461000 – INVESTMENT INTEREST **\$ 0**

Projected investment interest.

801000 – OP TRN FROM GENERAL FUND **\$ 53,412**

In Fiscal Year 2009-10, County Council reached an agreement with the Solicitor to provide \$63,412 from the General Fund for the Arbitration Program. As part of this agreement, the Solicitor was to keep a key position vacant in his General Fund Budget and the cost savings of this vacant position was to be applied to the Arbitration Program. The position remained vacant under this agreement until it was eliminated from the General Fund Budget in Fiscal Year 2012-13. For Fiscal Year 2019-20, the Solicitor's Office requests that \$10,000 of this operating transfer amount be reallocated to the Solicitor's Victim Witness Program, as funding for victim services from the State continues to be inadequate. This partial reallocation of the operating transfer to the Victim Witness Program will not impact the Solicitor's Office General Fund budget.

802140 – OP TRN FROM TEMPORARY ALCOHOL BEVERAGE FEE **\$ 42,000**

South Carolina Code of Laws Section 61-6-2010(B)(1)(d). This Statute allows revenue to be collected and used by the municipality or county for twelve purposes. One of those purposes is "(d) local youth mentor programs to serve juvenile offenders under the jurisdiction of family court". In Fiscal Year 2009-10, the Juvenile Arbitration Program began receiving \$42,000 from the Temporary Alcohol Beverage License Fee, in addition to an operating transfer from the General Fund. Beginning in Fiscal Year 2016-17, Lexington County Council solely used the Temporary Alcohol Beverage License Fee in the amount of \$105,412 to assist in funding the Juvenile Arbitration Program. In Fiscal Year 2018-19, Lexington County Council reinstated the General Fund operating transfer of \$63,412 and reduced the Temporary Alcohol Beverage License Fee operating transfer to \$42,000.

SECTION VI. B. – LISTING OF POSITIONS

Staffing Level:

Full Time Equivalent

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	<u>1</u>		<u>1</u>	<u>1</u>	210
Case Manager I	<u>1</u>		<u>1</u>	<u>1</u>	111
PT Administrative Assistant I	<u>.5</u>		<u>.5</u>	<u>.5</u>	104
Total Positions	<u>2.5</u>		<u>2.5</u>	<u>2.5</u>	

The two full-time positions above require health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **\$ 1,690**

To cover the cost of office supplies and toners:

Office supplies (printer paper, pens, staples, file folders, etc.).....	\$ 750.00
Two HP CF281X toners for LaserJet M605 printer	\$ 382.97
One HP CE400X black toner for Color LaserJet M551 printer	\$ 128.99
One HP CE401A cyan toner for Color LaserJet M551 printer.....	\$ 142.83
One HP CE402A yellow toner for Color LaserJet M551 printer	\$ 142.83
One HP CE403A magenta toner for Color LaserJet M551 printer.....	\$ 142.83

521100 – DUPLICATING **\$ 2,890**

This account is used to cover the cost of duplicating newsletters, incident reports, and files for volunteer Arbitrators, law enforcement and victims. Starting in FY 19-20, it is anticipated that the copier will be utilized as the main device for printing. It is estimated that usage of the copier will increase by 50,000 pages.

Copy Machine Usage cost (.030495) x 75,500 copies	\$ 2,302.37
Copy Machine Paper 151 Reams @ \$3.89	\$ 587.39

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 396**

The Juvenile Arbitration Program uses a high volume HP LaserJet printer which requires routine maintenance. This request is for the purchase of one HP maintenance kit for the LaserJet M605 printer.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 231**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS – 3 **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

524302 – COURT REF VOLUNTEER LIABILITY INSURANCE **\$ 1,085**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated FY 2019-20 premium is \$3,100.00.

525000 – TELEPHONE **\$ 1,025**

This account will cover the cost of telephone service.

525041 – E-MAIL SERVICE CHARGES – 3 **\$ 387**

The cost of e-mail services is \$10.75 per month per account. 3 accounts @ \$10.75 per account times 12 months.

525100 – POSTAGE **\$ 2,816**

The Juvenile Arbitration Program sends out at least four notices on every hearing, one to the law enforcement officer, the victim, the subject and the arbitrator. Monthly newsletters are distributed to volunteers and interested parties to make them aware of scheduled prison tours, educational programs, program training, special monthly programs and events, recognition of volunteers and law enforcement officers. Juvenile apology letters, essays, and book reports are copied and mailed to the victims, schools, and volunteers. Quarterly reports and requisitions are mailed to the Department of Juvenile Justice.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 2,950**

The Director and Case Manager attend conferences and training in the areas of PTI, volunteer management, victim services, and social work. Estimated FY 2019-20 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....\$ 1,850
Other conferences, such as the S.C. Victims' Rights Week Conference.....\$ 1,100

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 216**

This account will pay for dues to the Pre-Trial Intervention Association and the Social Work License Fee for the Director.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 1,950**

Juvenile Arbitration Program business is conducted via a personal vehicle by the Director and Case Manager. The Case Manager must travel to and supervise the Ropes Course, prison/jail tours, Adopt-A-Highway, Media Literacy, Get Smart, and special community service projects all around the county. An event or scheduled activity occurs weekly. These trips include traveling to prisons, to arbitrators' homes, to arbitration hearings, to community service sites and projects, to law enforcement offices, to schools, to counseling offices and many other places. Also, the Director must attend State Office DJJ Arbitration Directors meetings, State budget meetings, volunteer meetings, volunteer training, Youth Worker and LRADAC meetings and speaking engagements to recruit new volunteers.

529903 – CONTINGENCY **\$ 246**

To cover the cost of any unanticipated expenditures.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$ 275**

This request is to cover the cost of small tools and equipment such as office telephones, calculators, staplers, keyboards, mice, etc.

540010 – MINOR SOFTWARE **\$ 225**

This request is to purchase Symantec Endpoint protection for the Juvenile Arbitration Program.

5A – (2) F1A – AIO DESKTOP COMPUTERS – RPL. **\$ 1,945**

This request is for two (2) AIO desktop computers with the “keep your defective hard drive” warranty. The County of Lexington IT Equipment Standards for Fiscal Year 2019-20 estimated cost for an AIO desktop computer is \$851. Dell’s website lists the warranty for the AIO desktop computer as \$33 per computer. Two computers with warranty ($\$851 + \33) x 2 plus a 10% contingency for potential price increases is approximately \$ 1,945.

SECTION I

**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Fund: 2610
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
456400	Narcotics Confiscation	9,898	10,942	10,000	12,500		
461000	Investment Interest	276	486	729	875		
** Total Revenue (Section II)		10,174	11,428	10,729	13,375		
*** Total Appropriation (Section III)				67,618	82,649		
Contingency:							
Unused				(67,618)			
FUND BALANCE							
Beginning of Year				58,545	69,274		
FUND BALANCE - Projected							
End of Year				69,274	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Organ. Name: Solicitor

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SECTION III

COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Forfeiture (Narcotics) Fund 2610:								
Revenues:								
456400	Narcotics Confiscation	10,942	9,158	10,000	10,000	12,500		
461000	Investment Interest	486	486	300	729	875		
** Total Revenue		11,428	9,644	10,300	10,729	13,375		
***Appropriation Total					67,618	82,649		
Contingency:								
Unused					(67,618)			
FUND BALANCE								
Beginning of Year					58,545	69,274		
FUND BALANCE - Projected								
End of Year					69,274	0		

Fund: 2610

Division: Judicial

Organization: 141200 - Solicitor

					<i>BUDGET</i>		
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
<hr/>							
	Personnel						
	* Total Personnel	0	0	0	0		
	Operating Expenses						
529903	Contingency	0	0	67,618	<u>82,649</u>		
	* Total Operating	0	0	67,618	82,649		
	** Total Personnel & Operating	0	0	67,618	82,649		
	Capital						
	** Total Capital	0	0	0	0		
<hr/>							
	*** Total Budget Appropriation	0	0	67,618	82,649		

SECTION IV

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20**

Fund #	<u>261 0</u>	Fund Title:	<u>Sol / Forfeiture (Narcotics) Fund</u>
Organization #	<u>14 1200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Sol / Forfeiture (Narcotics) Fund</u>

		BUDGET 2019-20 Requested
Qty	Item Description	Amount
** Total Capital (Transfer Total to Section III)		0

SECTION V. - PROGRAM OVERVIEW

Summary of Program:

Forfeiture (Narcotics) Fund

Program:

Objectives:

The South Carolina General Assembly enacted legislation directing that forfeitures from narcotics cases – after liquidating to cash – are to be shared according to a set formula by the arresting law enforcement agency, the Solicitor's Office, and the State Treasurer.

Furthermore, the law limits the Solicitor's use of these proceeds to cover costs related to drug prosecutions and any litigation that may arise from them.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

456400 – NARCOTICS CONFISCATION	\$ 12,500
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These revenues come from successful forfeiture actions which arise from illegal drugs cases. These forfeited funds are split according to a statutory formula between the initiating law enforcement agency, the Solicitor, and the State Treasurer.

461000 – INVESTMENT INTEREST	\$ 875
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Interest earned on Solicitor's Forfeiture (Narcotics) funds.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

This fund does not have any personnel.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

529903 – CONTINGENCY

\$ 82,649

To cover the cost of any unanticipated expenditures.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

No capital items are requested.

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
	Revenues:						
443500	Bond Estreatments	12,732	48,061	25,000	25,000		
451500	Circuit Solicitor - State Supplement	231,978	304,329	325,704	650,220		
	** Total Revenue (Section II)	244,710	352,390	350,704	675,220		
	*** Total Appropriation (Section III)			697,491	890,603		
	Contingency						
	Vacant Positions -5/FT w/fringes			(337,513)			
	Vacant Positions -3/FT 1/PT w/fringes				(208,655)		
	Unused Personnel Contingency			(8,929)	(6,728)		
	FUND BALANCE						
	Beginning of Year			345	0		
	FUND BALANCE - Projected						
	End of Year			0	0		

COUNTY OF LEXINGTON

Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Fund #: 2611

Fund Name: Solicitor State Funds

Organ. #: 141200

Organ. Name: Solicitor _____

[illegible]

SECTION III

COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / State Funds 2611:								
Revenues:								
443500	Bond Estreatments	48,061	421	25,000	25,000	25,000		
451500	Circuit Solicitor - State Supplement	304,329	192,259	326,049	325,704	650,220		
** Total Revenue		<u>352,390</u>	<u>192,680</u>	<u>351,049</u>	<u>350,704</u>	<u>675,220</u>		
***Appropriation Total					697,491	890,603		
Contingency:								
	Vacant Positions - 5/FT w/ fringes				(337,513)			
	Vacant Positions - 3/FT 1/PT w/ fringes					(208,655)		
	Unused Personnel Contingency				(8,929)	(6,728)		
FUND BALANCE								
	Beginning of Year				<u>345</u>	<u>0</u>		
FUND BALANCE - Projected								
	End of Year				<u>0</u>	<u>0</u>		

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
Fiscal Year - 2019-20**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 8	127,089	90,664	347,576	392,339		
510300	Part Time - 1 (0.5 - FTE)	27,511	0	34,523	14,072		
511112	FICA - Employer's Portion	11,267	6,689	29,231	31,090		
511113	State Retirement - Employer's Portion	16,355	11,726	55,634	63,238		
511120	Employee Insurance - 8	25,350	13,650	62,400	62,400		
511130	Workers Compensation	569	336	1,412	1,504		
511213	SCRS - Emplr. Port. (Retiree)	3,730	0	0	0		
519999	Personnel Contingency	0	0	14,009	15,067		
* Total Personnel		211,871	123,065	544,785	579,710		
Operating Expenses							
520233	Towing	0	0	100	100		
521000	Office Supplies	173	110	800	800		
522300	Vehicle Repairs & Maintenance - 3	22	614	1,200	1,475		
524100	Vehicle Insurance - 3	530	1,060	1,092	2,413		
524201	General Tort Liability Insurance	225	585	587	731		
524202	Surety Bonds - 9	15	0	0	0		
525021	Smart Phone Charges	644	267	665	665		
525041	E-mail Service Charges - 31	2,903	1,161	3,612	3,999		
525210	Conference, Meeting & Training Expense	3,227	2,793	4,600	8,788		
525230	Subscriptions, Dues, & Books	1,595	1,922	4,012	5,070		
525240	Personal Mileage Reimbursement	71	0	0	0		
525250	Motor Pool Reimbursement	3,349	0	0	0		
525400	Gas, Fuel, & Oil	1,338	1,206	3,756	6,100		
* Total Operating		14,092	9,718	20,424	30,141		
** Total Personnel & Operating		225,963	132,783	565,209	609,851		
Capital							
540000	Small Tools & Minor Equipment	0	0	300	300		
5A1636	Used Vehicle	10,000	0	0	0		
** Total Capital		10,000	0	300	300		
Other Financing Uses							
812440	Op Trn to Truancy Alternative Prog.	195	188	188	188		
812460	Op Trn to Drug Court	37,816	35,329	70,658	223,925		
812500	Op Trn to Sol/Victim Witness	78,071	30,568	61,136	56,339		
***Total Other Financing Uses		116,082	66,085	131,982	280,452		
*** Total Budget Appropriation		352,045	198,868	697,491	890,603		

SECTION IV

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20**

Fund #	<u>2611</u>	Fund Title:	<u>Solicitor State Funds</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Solicitor State Funds</u>

		BUDGET 2019-20 Requested
<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	\$ 300
** Total Capital (Transfer Total to Section III)		\$ 300

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Solicitor State Funds

Program:

Objective:

Funds appropriated for Solicitor State Support are allocated to the South Carolina Commission on Prosecution Coordination to be distributed to the sixteen (16) Circuit Solicitors. Any balance remaining at the end of a fiscal year is carried over to the next year.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - SUMMARY OF REVENUES

443500 – BOND ESTREATMENTS	\$ 25,000
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Pursuant to SC Code of Laws Section 17-15-260, the Solicitor's Office receives 25% of the total revenue collected from the estreatment of surety bonds. The County General Fund receives a 50% share of the revenue, unless the case was generated within a municipality. When this occurs, the County General Fund and the municipality each get a 25% share. The remaining 25% goes to the State General Fund. Thus, if the Solicitor's portion is \$25,000, the County General Fund will receive between \$25,000 and \$50,000, depending on which law enforcement agency generated the underlying cases. The Solicitor's Office has been diligent in seeking the estreatments of bonds which has led to bonding companies being more vigorous in finding defendants who have bench warrants issued against them. It is estimated that the Solicitor's Office share of estreatments for FY 2019-20 will be approximately \$25,000.

451500 – CIRCUIT SOLICITOR – STATE SUPPLEMENT	\$ 650,220
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State appropriation to provide supplemental funding for the Eleventh Judicial Circuit Solicitor's Office.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

Full Time Equivalent

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Attorney II	2		2	2	212
Attorney I	4		4	4	211
Paralegal	<u>1</u>		<u>1</u>	<u>1</u>	108
Administrative Assistant II	1		<u>1</u>	<u>1</u>	105
PT Administrative Assistant II	<u>.5</u>		<u>.5</u>	<u>.5</u>	105
Total	<u>8.5</u>		<u>8.5</u>	<u>8.5</u>	

The eight full-time positions above requires health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520233 – TOWING **\$ 100**

To cover the cost of any needed towing services.

521000 – OFFICE SUPPLIES **\$ 800**

To cover the cost of office supplies such as pens, paper, envelopes, etc.

522300 – VEHICLE REPAIRS & MAINTENANCE - 3 **\$ 1,475**

To cover the cost of routine repairs and maintenance for three Solicitor's Office vehicles based on Fleet Service's repair and maintenance schedule.

524100 – VEHICLE INSURANCE – 3 **\$ 2,413**

To cover the cost of insurance on three Solicitor's Office vehicles. The Solicitor's Office requests comprehensive and collision insurance on the 2011 car and 2019 SUV.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 731**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS - 9 **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

525021 – SMART PHONE CHARGES **\$ 665**

To cover the cost of service for the Solicitor's smart phone.

525041 – E-MAIL SERVICE CHARGES - 31 **\$ 3,999**

The cost of e-mail services is \$10.75 per month per account. 31 accounts @ 10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 8,788**

To cover the cost of conferences and training for attorneys to maintain their licenses and for other staff. Estimated FY 2019-20 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....\$ 6,788
Other conferences and training, such as
Prosecutor Bootcamp and S.C. Bar CLE's.....\$ 2,000

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$ 5,070**

This account will cover costs associated with law books and annual updates, reference books and journals, subscriptions, S.C. Bar Association dues, S.C. Solicitors' Association dues, S.C. Commission on CLE fees, and other fees and legal materials.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 0**

None.

525250 – MOTOR POOL REIMBURSEMENT **\$ 0**

None.

525400 – GAS, FUEL, & OIL **\$ 6,100**

To cover the cost of gas, fuel, and oil for three Solicitor's Office vehicles, based on Fleet Services estimated costs for FY 2019-20.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT

\$ 300

This request is to cover the purchase of items such as calculators, staplers, office phones, smart phones, ergonomic keyboards/mice, USB flash drives, etc.

OTHER FINANCING USES

812460 – OP TRN TO TRUANCY ALTERNATIVE PROG. **\$ 188**

The Solicitor's State Funds contribution to the Truancy Alternative Program.

812460 – OP TRN TO DRUG COURT **\$ 223,925**

The Solicitor's State funding for the Drug Court Program.

812500 – OP TRN TO SOL/VICTIM WITNESS **\$ 56,339**

The Solicitor's State Funds contribution to assist with State required services to victims of crimes.

**COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
	Revenues:						
456100	Program Income	269,879	296,911	313,683	239,415		
	** Total Revenue (Section II)	269,879	296,911	313,683	239,415		
	*** Total Appropriation (Section III)			364,990	352,663		
	Contingency:						
	Vacant Position - 1/FT w/fringes			(50,043)			
	Vacant Positions - 2/FT w/fringes				(110,404)		
	Unused Vacant Position Personnel Contingency			(1,264)	(2,844)		
	FUND BALANCE						
	Beginning of Year			0	0		
	FUND BALANCE - Projected						
	End of Year			0	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Organ. Name: Solicitor

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SECTION III

COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION GRANT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Pre-Trial Intervention Fund 2612:								
Revenue:								
456100	Program Income	296,911	150,780	313,683	313,683	239,415		
** Total Revenue		296,911	150,780	313,683	313,683	239,415		
***Total Appropriation					364,990	352,663		
Contingency:								
	Vacant Position - 1/FT w/ fringes				(50,043)			
	Vacant Positions - 2/FT w/ fringes					(110,404)		
	Unused Personnel Contingency				(1,264)	(2,844)		
FUND BALANCE								
	Beginning of Year				0	0		
FUND BALANCE - Projected								
	End of Year				0	0		

Fund: 2612

Division: Judicial

Organization: 141200 - Pre-Trial Intervention

						BUDGET	
Object Expenditure Code Classification		2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 5	215,614	105,299	250,092	238,119		
511112	FICA - Employer's Portion	15,001	7,371	19,132	18,216		
511113	State Retirement - Employer's Portion	27,394	13,320	36,413	37,051		
511120	Employee Insurance - 5	31,200	14,300	39,000	39,000		
511130	Workers Compensation	798	390	904	881		
519999	Personnel Contingency	0	0	9,169	8,828		
* Total Personnel		290,007	140,680	354,710	342,095		
Operating Expenses							
520219	Water & Other Beverage Service	170	93	420	420		
521000	Office Supplies	1,060	159	1,165	1,201		
521100	Duplicating	1,604	354	1,821	2,082		
522200	Small Equipment Repairs & Maint.	243	0	325	430		
524201	General Tort Liability Insurance	167	190	192	238		
524202	Surety Bonds - 5	21	0	0	0		
524302	Court Ref Volunteer Liab Ins	1,124	0	1,356	1,550		
525041	E-mail Service Charges - 5	645	258	645	645		
525210	Conference, Meeting & Training Expense	1,812	0	3,800	3,652		
525230	Subscription, Dues & Book	0	0	231	250		
* Total Operating		6,846	1,054	9,955	10,468		
** Total Personnel & Operating		296,853	141,734	364,665	352,563		
Capital							
540000	Small Tools & Minor Equipment	58	21	100	100		
	All Other Equipment	0	180	225	0		
** Total Capital		58	201	325	100		
*** Total Budget Appropriation		296,911	141,935	364,990	352,663		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

Fund #	2612	Fund Title:	Pre-Trial Intervention Program
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Pre-Trial Intervention Program

BUDGET
2019-20
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	100

**** Total Capital (Transfer Total to Section III)** **100**

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Pre-Trial Intervention Program

Program:

Objectives:

To assist the Circuit Solicitor, Magistrates and Municipal Judges in the handling of criminal cases by diverting offenders with no significant criminal history as specified by law from the traditional criminal justice system into a program that promotes accountability and responsibility through counseling, community service and restitution to the victim resulting in dismissal of criminal charges, thereby relieving the courts of this burden of cases.

Service Standards:

- To assist the Circuit Solicitor, Magistrates and Municipal Judges in the diversion of appropriate cases to the Pre-Trial Intervention (PTI) program.
- To review the application, conduct application interviews, perform criminal history checks and access the State PTI database to ensure that the applicant has not previously been accepted into a PTI program.
- To determine eligibility and present to the Solicitor for approval; upon approval, schedule orientation date. If rejected, complete proper paperwork to return case to court.
- To accept defendant into the program, assign program requirements, make counseling and drug testing schedule, determine restitution amount and payment schedule.
- To monitor progress throughout the program and recommend successful completion or termination to the Solicitor.
- To complete proper paperwork and documentation of case in compliance with state statutes.

Service Level Indicators:	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Actual July - Dec. FY 18/19</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
Applications	764	761	323	660	700
Accepted	670	678	272	560	620
Rejected	225	288	130	260	240
Terminated	131	168	76	140	140
Completed	542	560	267	540	550

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

456100 – PROGRAM INCOME

\$ 239,415

The Pre-Trial Intervention program charges fees as set by SC Code of Laws Section 17-22-110. The application fee is \$100 and the participation fee is \$250. However, the Solicitor can waive fees or a portion of fees in cases of indigence. The application fees are estimated to be \$70,000 (700 applicants x \$100 = \$70,000) and the participation fees are estimated at \$153,500 (620 participants x \$250 - \$1,500 waived fees = \$153,500). The remaining \$ 15,915 is from prior years unexpended program income.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	<u>1</u>		<u>1</u>	<u>1</u>	210
Case Manager II	<u>1</u>		<u>1</u>	<u>1</u>	113
Case Manager I	<u>2</u>		<u>2</u>	<u>2</u>	111
Sr. Administrative Assistant	<u>1</u>		<u>1</u>	<u>1</u>	108
Total Positions	<u>5</u>		<u>5</u>	<u>5</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520219 – WATER & OTHER BEVERAGE SERVICE **\$ 420**

The PTI Office interacts with victims, law enforcement, attorneys, counseling agencies, etc. The requested amount is to have water available. The water contract includes the water and dispenser. The average monthly cost for water is estimated to be \$35. The requested amount is \$35 x 12 months = \$420.

521000 – OFFICE SUPPLIES **\$ 1,201**

To cover routine office supplies used in the preparation, management, and closure of diversion cases.

HP LaserJet P4515 CC364X toner (2)	\$ 435.44
HP LaserJet 3050 Q2612A toner (3)	\$ 165.11
Office Supplies, to include	\$ 600.00
▪ Printer paper and labels	
▪ Pens, markers, and highlighters	
▪ Staples, binders, paper clips, legal pads, post-its, folders, etc.	
▪ Calendars, batteries, and computer cleaning supplies	
▪ Pre-printed forms	
▪ Self-inking stamps	
▪ Letterhead	
▪ Envelopes	
▪ Business cards	

521100 – DUPLICATING **\$ 2,082**

This account is used to cover the cost of duplicating diversion applications, client requirement instructions, client identification, state forms, restitution information, client letters, law enforcement letters, diversion completion package, and other diversion related items.

Copy Machine Usage cost (.030495) x 54,360 copies	\$ 1,657.71
Copy Machine Paper 109 Reams @ \$3.89	\$ 424.01

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 430**

This request is for one (1) HP LaserJet P4515 CB388A Maintenance Kit.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 238**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS - 5 **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

524302 – COURT REF VOLUNTEER LIABILITY INSURANCE **\$ 1,550**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated FY 2019-20 premium is \$3,100.00.

525041 – E-MAIL SERVICE CHARGES – 5 **\$ 645**

The cost of e-mail services is \$10.75 per month per account. 5 accounts @ \$10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 3,652**

To cover the cost of conferences and training for diversion program personnel. Estimated FY 2019-20 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....\$ 2,852
Other conferences, such as the PTI statewide conference.....\$ 800

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 250**

To cover the membership dues of the South Carolina Association of Pre-Trial Intervention Programs.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT

\$ 100

This request is to cover the normal replacement or purchase of items like calculators, staplers, office phones, ergonomic keyboards/mice, USB flash drives, etc.

SECTION I

**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue**

Fund: 2613
 Division: JUDICIAL
 Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
431004	Worthless Check Fees	80,200	69,360	54,722	43,271		
455004	Tri-County WCU Contribution	0	69,103	51,041	64,391		
** Total Revenue (Section II)		80,200	138,463	105,763	107,662		
*** Total Appropriation (Section III)				123,528	125,574		
Contingency:							
	Vacant Position - I/PT			(17,250)	(17,390)		
	Unused Vacant Position(s) Personnel Contingency			(515)	(522)		
FUND BALANCE							
	Beginning of Year			0	0		
FUND BALANCE - Projected							
	End of Year			0	0		

SECTION III

COUNTY OF LEXINGTON
 WORTHLESS CHECK UNIT
 Annual Budget
 FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Worthless Check Unit 2613:								
Revenues:								
431004	Worthless Check Fees	69,360	20,842	54,722	54,722	43,271		
455004	Tri-County WCU Contribution	69,103	22,187	51,041	51,041	64,391		
** Total Revenue		138,463	43,029	105,763	105,763	107,662		
***Total Appropriation					123,528	125,574		
Contingency:								
	Vacant Positions - 1/PT				(17,250)	(17,390)		
	Unused Personnel Contingency				(515)	(522)		
FUND BALANCE								
	Beginning of Year				0	0		
FUND BALANCE - Projected								
	End of Year				0	0		

**COUNTY OF LEXINGTON
WORTHLESS CHECK UNIT
Annual Budget
Fiscal Year - 2019-20**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	<i>BUDGET</i>	
					2019-20 Requested	2019-20 Recommend Approved
Personnel						
510100	Salaries & Wages - 1	58,427	30,236	58,427	<u>60,472</u>	
510300	Part Time - 1 (0.5 FTE)	0	0	14,072	<u>14,072</u>	
511112	FICA - Employer's Portion	4,086	2,122	5,546	<u>5,703</u>	
511113	State Retirement - Employer's Portion	7,151	3,877	10,556	<u>11,599</u>	
511120	Employee Insurance - 1	7,800	3,900	7,800	<u>7,800</u>	
511130	Workers Compensation	216	112	268	<u>276</u>	
519999	Personnel Contingency	0	0	2,658	<u>2,764</u>	
* Total Personnel		77,680	40,247	99,327	102,686	
Operating Expenses						
520200	Contracted Services	2,110	889	2,225	<u>2,144</u>	
521000	Office Supplies	133	64	735	<u>525</u>	
521100	Duplicating	505	51	619	<u>651</u>	
522200	Small Equipment Repairs & Maint.	0	0	325	<u>0</u>	
524201	General Tort Liability Insurance	86	99	98	<u>124</u>	
524202	Surety Bonds - 2	5	0	0	<u>0</u>	
525000	Telephone	796	274	580	<u>580</u>	
525021	Smart Phone Charges	644	268	665	<u>665</u>	
525041	E-mail Service Charges - 1	204	54	129	<u>129</u>	
525100	Postage	4,299	1,509	5,400	<u>4,960</u>	
525210	Conference, Meeting & Training Expense	250	0	350	<u>425</u>	
525240	Personal Mileage Reimbursement	2,425	1,085	3,000	<u>2,610</u>	
527040	Outside Personnel (Temporary)	2,410	59	10,000	<u>10,000</u>	
* Total Operating		13,867	4,352	24,126	22,813	
** Total Personnel & Operating		91,547	44,599	123,453	125,499	
Capital						
540000	Small Tools & Minor Equipment	0	0	75	<u>75</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	0	0	0	<u>0</u>	
** Total Capital		0	0	75	75	
*** Total Budget Appropriation		91,547	44,599	123,528	125,574	

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

BUDGET
2019-20
Requested

** Total Capital (Transfer Total to Section III)	75
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SECTION V. - PROGRAM OVERVIEW

Summary of Program:

Worthless Check Unit

Program:

Objectives:

The Worthless Check Unit was established by the Solicitor's Office under authority of FY 2003-04 State Budget Proviso 33.6 and is currently operating pursuant to SC Code of Laws Section 17-22-710. It is designed to assist victims of fraudulent checks in collecting restitution. This program is provided at no cost to the victims.

The program is self-supporting and provides additional revenue to Lexington County through fees added to each fraudulent check processed by the Worthless Check Unit. Depending on the amount of the fraudulent check, the Worthless Check Unit receives between \$50-\$150 on each paid check, while Lexington County receives \$41 on each paid check.

In early January 2017, the Worthless Check Unit completed an approximately five year project with the Lexington County Sheriff's Office to reduce the number of dormant check warrant cases. A dormant check warrant is a warrant where unsuccessful attempts have been made by the Lexington County Sheriff's Office to locate the check writer. Together, the Worthless Check Unit and the Lexington County Sheriff's Office worked over 15,000 dormant check warrant cases and collected over \$36,000 for the victims of those cases.

Processed check cases by fiscal year (July 1 to June 30)

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 16/17	Actual FY 17/18	Actual July - Dec. FY 18/19	Anticipated FY 18/19	Estimated FY 19/20
Traditional Check Cases	1,548	1,226	495	980	900
Dormant Check Warrant Cases	377	0	0	0	0
Total	1,925	1,226	495	980	900

Terminology:

- Traditional Check Cases - Checks that are submitted to the Worthless Check Unit by the victim or his/her representative.
- Dormant Check Warrant Cases - a warrant where unsuccessful attempts have been made by the Lexington County Sheriff's Office to locate the check writer.

Program synopsis based on calendar year (January 1 to December 31)

Service Level Indicators:	SERVICE LEVELS			
	Calendar Year 2015	Calendar Year 2016	Calendar Year 2017	Calendar Year 2018
<u>Traditional Check Cases</u>				
- Received	2,639	1,881	1,426	1,072
- Collected	1,710	1,467	1,191	833
- Overall Collection Rate	65 %	78 %	84 %	78%
- Avg. Solicitor Fee for Calendar Year	\$ 58.65	\$ 57.91	\$ 59.61	\$ 61.64
<u>Dormant Check Warrant Cases</u>				
- Received	1,262	1,176	1	0
- Collected Checks:				
Received in Same Calendar Year	253	254	1	0
Received in Prior Calendar Year(s)	176	99	0	0
- Collection Rate:				
Received in Same Calendar Year	20 %	22 %	100 %	--
Received in Prior Calendar Year(s)*	3 %	8 %	0 %	--
- Overall Collection Rate	23 %	30 %	100 %	--
- Avg. Solicitor Fee for Calendar Year	\$ 50.81	\$ 56.54	\$50.00	--
<u>Merchant Restitution/Service Fees</u>	\$ 594,479.20	\$ 463,371.09	\$ 406,059.87	\$ 338,035.09

* Collection Rate of Received in Prior Calendar Year(s) for Dormant Check Warrant Cases is determined by dividing the number of collected checks received in prior years by the number of Dormant Check Warrant Cases that were pending as of January 1st of that calendar year.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

431004 – WORTHLESS CHECK FEES **\$ 43,271**

The Worthless Check Fees are established in SC Code of Laws Section 17-22-710. It states that for every check, the fee ranges from \$50 to \$150 depending on the amount of the check. Estimated revenues are determined by using the formula in the chart below.

<u>Traditional Check Cases</u>		
FY 2019-20 estimate of checks received		900
Calendar year 2018 collection rate summary	x	78 %
FY 2019-20 estimate of checks collected		702
Calendar year 2018 average Solicitor fee	x	\$ 61.64
Traditional Check Cases estimated revenue		\$ 43,271.28

455004 – TRI-COUNTY WCU CONTRIBUTION **\$ 64,391**

Current and previous years unexpended Worthless Check Fees from the Tri-County Worthless Check Programs (Edgefield, McCormick, and Saluda).

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>				<u>Band</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Director	1		1	1	210
PT Administrative Assistant II	.5		.5	.5	105
Total Positions	<u>1.5</u>		<u>1.5</u>	<u>1.5</u>	

The one full-time position above requires health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES \$ 2,144

To cover the cost of West's CLEAR (Consolidated Lead Evaluation and Reporting). This service allows for a detailed search of public records and public utilities to aid the Worthless Check Unit in locating check writers.

521000 – OFFICE SUPPLIES \$ 525

To cover the cost of office supplies and toners:

Office supplies (paper, envelopes, pens, staples, file folders, etc.) \$ 250.00
One toner for LaserJet printer..... \$ 275.00

521100 – DUPLICATING \$ 651

This account will cover the cost of duplicating forms, letters, applications, warrants, receipts, police reports and other documents.

Copy Machine Usage cost (.030495) x 17,000 copies \$ 518.42
Copy Machine Paper 34 Reams @ \$3.89..... \$ 132.26

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 0

None.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 124

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 - SURETY BONDS \$ 0

Per Risk Management, no surety bonds are required for FY 2019-20.

525000 – TELEPHONE \$ 580

To cover the cost of two telephone lines and any Comporium service charges related to maintenance of the telephone system.

525021 – SMART PHONE CHARGES \$ 665

To cover the cost of the Director's smart phone charges.

525041 – E-MAIL SERVICE CHARGES – 1 \$ 129

The cost of e-mail services is \$10.75 per month per account. 1 account @ \$10.75 per account times 12 months.

525100 – POSTAGE \$ 4,960

To cover the cost of postage for mailing first class mail, certified letters and large envelopes.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 425**

To cover the cost of conferences and training, to include the S.C. Victims' Rights Week Conference.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 2,610**

Estimated cost of mileage reimbursement for the Director who travels to meet with merchants, and to attend court at Magistrate's offices.

527040 – OUTSIDE PERSONNEL (TEMPORARY) **\$ 10,000**

This request is to cover the cost of any temporary personnel.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST:

54000 – SMALL TOOLS & MINOR EQUIPMENT	\$ 75
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This request is to cover the cost of small tools and equipment such as office telephones, calculators, staplers, keyboards, mice, etc.

SECTION I

COUNTY OF LEXINGTON
ALCOHOL EDUCATION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue

Fund: 2615
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
456100	Program Income	235	254	841	914		
** Total Revenue (Section II)		235	254	841	914		
*** Total Appropriation (Section III)				70,603	71,188		
Contingency							
	Unused Salary - 1/FT w/fringes			(67,963)	(68,454)		
	Unused Personnel Contingency			(1,799)	(1,820)		
FUND BALANCE							
	Beginning Year			0	0		
FUND BALANCE - Projected							
	End of Year			0	0		

SECTION III

COUNTY OF LEXINGTON
ALCOHOL EDUCATION PROGRAM
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Alcohol Education Program 2615:								
Revenues:								
456100	Program Income	254	240	841	841	914		
** Total Revenue		254	240	841	841	914		
***Total Appropriation					70,603	71,188		
Contingency:								
	Vacant Position - 1/FT w/fringes				(67,963)	(68,454)		
	Unused Personnel Contingency				(1,799)	(1,820)		
FUND BALANCE								
	Beginning of Year				0	0		
FUND BALANCE - Projected								
	End of Year				0	0		

Fund: 2615

Division: Judicial

Organization: 141200 - Solicitor

		BUDGET					
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 1	0	0	49,080	49,080		
511112	FICA - Employer's Portion	0	0	3,755	3,755		
511113	State Retirement - Employer's Portion	0	0	7,146	7,637		
511120	Insurance Fund Contribution - 1	0	0	7,800	7,800		
511130	Workers Compensation	0	0	182	182		
519999	Personnel Contingency	0	0	1,799	1,820		
* Total Personnel		0	0	69,762	70,274		
Operating Expenses							
521000	Office Supplies	29	36	253	255		
521100	Duplicating	0	24	102	112		
524201	General Tort Liability Insurance	0	86	86	108		
524202	Surety Bonds	0	0	0	0		
524302	Court Referred Volunteer Liability Ins	225	0	271	310		
525041	E-mail Service Charges	0	0	129	129		
* Total Operating		254	146	841	914		
** Total Personnel & Operating		254	146	70,603	71,188		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		254	146	70,603	71,188		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

Fund #	<u>2615</u>	Fund Title:	<u>Alcohol Education Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Alcohol Education Program</u>

BUDGET 2019-20 Requested

Qty	Item Description	Amount

** Total Capital (Transfer Total to Section III)	<u><u>0</u></u>
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SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Alcohol Education Program

Program:

Objectives:

To facilitate the handling of alcohol related criminal cases by diverting offenders from Magistrate and Municipal Court with no significant criminal history from the traditional criminal justice system. The Alcohol Education Program (AEP) promotes accountability and responsibility through educational counseling, community service and a defensive driving/practical skills course. The program serves in aiding courts with the burden of these cases.

Service Standards:

- To assist Magistrate and Municipal Court Judges in the diversion of appropriate cases into AEP.
- To conduct application interviews and perform criminal history checks.
- To determine eligibility and present to Solicitor for approval.
- To accept defendant into the program, assign program requirements, make counseling schedule and defensive driving/practical skills appointments.
- To recruit community service sites that will provide meaningful experiences for the young adults.
- To monitor progress throughout the program and recommend successful completion or termination to Solicitor.
- To complete proper paperwork and documentation of case in the computer in compliance with state statute.

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 16/17	Actual FY 17/18	Actual July –Dec. FY 18/19	Estimated FY 18/19	Projected FY 19/20
Enrolled	51	33	23	46	48
Successful	40	38	20	40	40
Terminated	9	4	2	4	5

*** All Enrolled participants in the AEP program must successfully complete the Alive at 25 program administered by the South Carolina National Safety Council as well as the M.E.D.I.C. Program administered by the Lexington County Department of Emergency Medical Services. ***

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

456100 – Program Income	\$ 914
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The Alcohol Education Program charges an enrollment fee set by South Carolina Code of Laws Section 17-22-550. The enrollment fee is \$250. Scheduled payment plans are utilized. The Solicitor can waive fees in cases of indigence. The number of applicants for FY 2019-20 is estimated to be 48. The Alcohol Education Program is a reimbursement program and the revenues received by Lexington County are based on expenditures occurred within the program. For FY 2019-20, no personnel costs are expected to be incurred; therefore, the projected program income requested matches the anticipated operating expenditures.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Director	<u>1</u>		<u>1</u>	<u>1</u>	210
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

The above position requires insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **\$ 255**

To cover routine office supplies used in the preparation, management, and closure of alcohol education program cases.

521100 – DUPLICATING **\$ 112**

This account is used to cover the cost of duplicating case files and reports.

Copy Machine Usage cost (.030495) x 2,900 copies\$ 88.44
Copy Machine Paper - 6 Reams @ \$3.89.....\$ 23.34

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 108**

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS -1 **\$ 0**

Per Risk Management, no surety bonds are required for FY 2019-20.

524302 – COURT REFERRED VOLUNTEER LIABILITY INSURANCE **\$ 310**

The Solicitor's Office Diversion Programs have one policy with CIMA for volunteer liability insurance. This one policy is shared between the Pre-Trial Intervention Program, Drug Court, AEP and Juvenile Arbitration to reduce membership fees. The cost to each program is: Pre-Trial Intervention pays 50%, Juvenile Arbitration pays 35%, Drug Court pays 5%, and AEP pays 10%. The estimated FY 2019-20 premium is \$3,100.00.

525041 – E-MAIL SERVICE CHARGES - 1 **\$ 129**

The cost of e-mail services is \$10.75 per month per account. 1 account @ \$10.75 per account times 12 months.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

No capital items are requested.

SECTION I

COUNTY OF LEXINGTON
 BROKER DISCLOSURE PENALTY
 SUMMARY OF DEPARTMENTAL REVENUES
 Annual Budget
 FY 2019-20 Estimated Revenue

Fund: 2616
 Division: JUDICIAL
 Organization: 141200-SOLICITOR

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
461000	Investment Interest	1,890	3,086	3,729	3,050		
** Total Revenue (Section II)		1,890	3,086	3,729	3,050		
*** Total Appropriation (Section III)				205,365	211,730		
Contingency:							
	Unused			(205,365)			
FUND BALANCE							
	Beginning of Year			204,951	208,680		
FUND BALANCE - Projected							
	End of Year			208,680	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Fund Name: Broker Disclosure Penalty

Organ. Name: Solici or

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**COUNTY OF LEXINGTON
BROKER DISCLOSURE PENALTY
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solicitor / Broker Disclosure Penalty 2616:								
Revenues:								
461000	Investment Interest	3,086	2,486	2,000	3,729	3,050		
** Total Revenue		3,086	2,486	2,000	3,729	3,050		
***Total Appropriation					205,365	211,730		
Contingency:								
	Unused				(205,365)			
FUND BALANCE								
	Beginning of Year				204,951	208,680		
FUND BALANCE - Projected								
	End of Year				208,680	0		

Fund: 2616
Division: Judicial
Organization: 141200 - Solicitor

					BUDGET	
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend
						2019-20 Approved
Personnel						
	* Total Personnel	0	0	0	0	
Operating Expenses						
529903	Contingency	0	0	205,365	<u>170,230</u>	
	* Total Operating	0	0	205,365	170,230	
	** Total Personnel & Operating	0	0	205,365	170,230	
Capital						
	Vehicle - New	0	0	0	<u>41,500</u>	
	** Total Capital	0	0	0	41,500	

*** Total Budget Appropriation	0	0	205,365	211,730
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SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2019-20

Fund #	<u>2616</u>	Fund Title:	<u>Broker Disclosure Penalty</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Broker Disclosure Penalty</u>

		BUDGET 2019-20 Requested
Qty	Item Description	Amount
<u>1</u>	<u>Vehicle – New</u>	<u>41,500</u>
** Total Capital (Transfer Total to Section III)		<u>41,500</u>

SECTION V. - PROGRAM OVERVIEW

Summary of Program:

Broker Disclosure Penalty

Program:

Objectives:

This program is the result of a mortgage broker disclosure settlement. The funds in this account reflect the portion of the settlement that the Solicitor's Office received.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

461000 – INVESTMENT INTEREST

\$ 3,050

Interest earned on Broker Disclosure Penalty funds.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

This fund does not have any personnel.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

529903 – CONTINGENCY

\$ 170,230

To cover the cost of any unanticipated expenditures.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A – (1) VEHICLE - NEW

\$ 41,500

The Solicitor is required to travel throughout the Eleventh Judicial Circuit (Edgefield, Lexington, McCormick and Saluda counties) for court and other matters. In addition, the Solicitor must travel to attend various meetings and conferences related to the operation of the Solicitor's Office. The Solicitor requests the purchase of a Chevrolet 4x4 Tahoe and the requested Tahoe be assigned to the Solicitor. The requested vehicle's fuel, maintenance and comprehensive and collision insurance will be paid through the Solicitor State Funds (Fund 2611). The purchase and operation of the requested vehicle will have no General Fund effect.

COUNTY OF LEXINGTON
LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Title IV-D Process Server 2411:								
Revenues:								
451803	IV-D Service of Process Pmts	18,645	9,669	19,692	19,692	18,372		
461000	Investment Interest	3,535	3,038	0	0	0		
** Total Revenue		22,180	12,707	19,692	19,692	18,372	0	0
***Total Appropriation					302,339	2,400	0	0
Contingency: Unused					302,339			
FUND BALANCE Beginning of Year					329,252	348,944	348,944	348,944
FUND BALANCE - Projected End of Year					348,944	364,916	348,944	348,944

Fund 2411
Division: Law Enforcement
Organization: 151400 - LE/Judicial Services

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	BUDGET 2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
520300	Professional Services	0	0	2,400	2,400		
529903	Contingency	0	0	299,939	0		
* Total Operating		0	0	302,339	2,400	0	0
** Total Personnel & Operating		0	0	302,339	2,400	0	0
Capital							
All Other Equipment		7,183	0	0	0		
** Total Capital		7,183	0	0	0	0	0
*** Total Budget Appropriation		7,183	0	302,339	2,400	0	0

SECTION V. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department has a contract to serve non-support papers initiated by SC Department of Social Services. This contracted service generates revenue of \$16.50 per service and \$16.50 per warrant of failure to comply. The revenue generated by this contract is used to fund the operating expenses associated with the investigation of Title IV-D papers and the service of them.

SECTION VI. A. - SUMMARY OF REVENUES

451803 – IV-D SERVICE OF PROCESS PAYMENTS \$ 18,372

This revenue is generated from a contract with SC Department of Social Services for LCSD to serve non-support papers. This contracted service generates revenue of \$16.50 per service and \$16.50 per warrant of failure to comply. This revenue is used to fund the operating expenses associated with the investigation of Title IV-D papers and the service of them.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **\$ 2,400**

Professional services are required to obtain subpoenas for records, and public information database search services for investigations.

L-Site Phone Link (Sprint/Nextel) \$ 2,400

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL NARCOTICS TASK FORCE
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Multijurisdictional Narcotics Task Force 2436:								
Revenues:								
456400	Narcotics Confiscation	6,304	630	8,812	8,812	5,785		
461000	Investment Interest	497	401	0	0			
** Total Revenue		6,801	1,031	8,812	8,812	5,785	0	0
***Total Appropriation					60,137	0	0	0
Contingency:								
Unused					60,137			
FUND BALANCE								
Beginning of Year					53,980	62,792	62,792	62,792
FUND BALANCE - Projected								
End of Year					62,792	68,577	62,792	62,792

Fund: 2436
Division: Law Enforcement
Organization: 151280 - LE/Narcotics

		BUDGET					
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Budgeted (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
	* Total Personnel	0	0	0	0	0	0
Operating Expenses							
529903	Contingency	0	0	60,137	0		
	* Total Operating	0	0	60,137	0	0	0
	** Total Personnel & Operating	0	0	60,137	0	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	8,907	0	0	0		
	** Total Capital	8,907	0	0	0	0	0
*** Total Budget Appropriation							
		8,907	0	60,137	0	0	0

SECTION V. – PROGRAM OVERVIEW

The primary purpose for the Narcotics MJTF is to enhance existing efforts in law enforcement, and to prosecute and convict major drug and violent crime offenders by eliminating jurisdictional problems and by sharing critical resources. By coordinating resources, law enforcement agencies can concentrate their efforts on drug trafficking and on violent criminal offenders, which transcend jurisdictional boundaries without duplicating efforts and wasting critical resources. The overall objective of a NMJTF is to identify, investigate, and prosecute members of mid or high-level criminal organizations that participate in illicit drug distribution, street sales, financial backing, crop cultivation, manufacturing, diversion, importation, violent crime, money laundering, official corruption and gang activity.

Since the narcotics Multi-jurisdictional Task Force “NET” have established its own identity, it has its own central office and administrative staff, headed by the lead agency, the Lexington County Sheriff’s Department. The success of the narcotics task force relies on it’s formation as a true, separate and distinct entity, which operates through the pooling of manpower, equipment, intelligence and other pertinent resources. Success has also relied heavily upon the governing board of the task force and its commitment to ensuring full implementation of the project. The governing board is composed of representatives from each agency participating in the NMJTF, as well as a representative from the prosecuting agency and meets at least once a month. At these meetings, the Lexington County Sheriff’s Department presents case progress reports including significant developments or changes, and problems.

The program income revenue is estimated for the year and the accounts have been established for anticipated expenditures. Additional requests may arise during the year from all agencies involved in the task force; however, the governing board must discuss the purchases and approve the purchases for expenditures of program income funds.

SECTION VI. A. - SUMMARY OF REVENUES

456400 –NARCOTICS CONFISCATION

\$ 5,785

Program Income results from seizures that are placed into the narcotic program income account for expenditures of equipment and operational costs for the task force. All expenditures must be voted upon by the Multi-Jurisdictional Narcotic Board of Directors for approval to purchase. The amount budgeted is estimated based on the average for last two years of revenue collection.

**COUNTY OF LEXINGTON
VICTIMS OF CRIME ACT
Annual Budget
FY - 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Victims of Crime Act 2448:								
Revenues:								
457000	Federal Grant Income	174,034	47,233	408,762	408,762	247,482		
801000	Op Trn from General Fund/LE	11,263	61,775	61,775	61,775	61,871		
** Total Revenue		<u>185,297</u>	<u>109,008</u>	<u>470,537</u>	<u>470,537</u>	<u>309,353</u>	<u>0</u>	<u>0</u>
***Total Appropriation					475,928	309,353	0	0
Unused Contingency								
FUND BALANCE								
Beginning of Year					<u>47,577</u>	<u>42,186</u>	<u>42,186</u>	<u>42,186</u>
FUND BALANCE - Projected								
End of Year					<u>42,186</u>	<u>42,186</u>	<u>42,186</u>	<u>42,186</u>

**COUNTY OF LEXINGTON
VICTIMS OF CRIME ACT
Annual Budget
Fiscal Year - 2019-20**

Fund: 2448

Division: Law Enforcement

Organization: 151260 - LE/Major Crimes

Object Expenditure Code Classification						BUDGET	
		2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 2/3	104,121	59,560	183,306	158,646		
510199	Special Overtime	5,961	3,896	9,039	6,000		
510200	Overtime	0	(284)	0	0		
511112	FICA - Employer's Portion	8,005	4,611	15,227	12,595		
511114	Police Retirement - Employer's Portion	17,330	8,950	32,604	30,031		
511120	Insurance Fund Contribution - 2/3	15,600	8,450	27,300	23,400		
511130	Workers Compensation	3,866	2,216	6,585	5,489		
511214	PORS - Employer Portion (Retiree)	0	1,025	0	0		
515600	Clothing Allowance	1,600	800	2,800	2,800		
519999	Personnel Contingency	0	0	0	8,271		
* Total Personnel		156,483	89,224	276,861	247,232	0	0
Operating Expenses							
520510	Interpreting Services	0	0	10,000	2,000		
520702	Technical Currency & Support	0	0	2,880	2,880		
520800	Outside Printing	1,600	0	2,530	700		
521000	Office Supplies	1,274	0	4,769	4,000		
521200	Operating Supplies	439	531	2,500	1,600		
521208	Police Supplies	115	0	1,300	500		
522300	Vehicle Repairs & Maintenance	1,777	19	5,535	3,000		
524100	Vehicle Insurance	1,632	1,060	3,138	2,091		
524201	General Tort Liability Insurance	1,446	1,662	2,550	2,793		
524202	Surety Bonds	18	0	0	0		
525004	WAN Service Charges	0	0	0	0		
525021	Smart Phone Charges	1,528	635	8,574	7,020		
525030	800 MHz Radio Service Charges	1,308	554	4,876	2,445		
525031	800 MHz Radio Maintenance Fee	0	0	170	255		
525041	E-mail Service Charges	516	226	903	387		
525210	Conference, Meeting & Training Expense	2,699	3,765	16,213	12,000		
525230	Subscriptions, Dues & Books	60	60	700	500		
525400	Gas, Fuel and Oil	4,888	2,374	20,618	16,950		
525600	Uniforms & Clothing	1,002	0	3,598	1,500		
529903	Contingency	0	0	2,945			
529950	Indirect Costs	0	0	23,972			
* Total Operating		20,302	10,886	117,771	60,621	0	0
** Total Personnel & Operating		176,785	100,110	394,632	307,853	0	0

Fund: 2448
Division: Law Enforcement
Organization: 151260 - LE/Major Crimes

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COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	2448	Fund Title:	VOCA
Organization #	151260	Organization Title :	Major Crimes
Program #	150	Program Title:	Law Enforcement

BUDGET
2019-20
Requested

[illegible]

SECTION V. - PROGRAM OVERVIEW

The primary duties of a LEVA are to support the provision of direct services: (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. Many cases involve more than one victim and in many instances, those individuals are not the primary victim, but were present during the crime; therefore, they become secondary victims.

Whether exposed as a victim, a witness or in close proximity, the effects on a secondary victim can be devastating and long lasting. Most experts believe that children who are raised in abusive homes learn that violence is an effective way to resolve conflicts and problems. They may replicate the violence they witnessed as children in their teen and adult relationships and parenting experiences. Children from violent homes have higher risks of alcohol/drug abuse, post traumatic stress disorder, and juvenile delinquency. Witnessing domestic violence is the single best predictor of juvenile delinquency and adult criminality and as discussed in a Domestic Violence Roundtable in 2008, the number one reason children run away.

In June 2015 the SC criminal domestic violence (CDV) statute was revamped when Governor Nikki Haley signed the Domestic Violence Reform Act. This Act created, among other things, new degrees of domestic violence (DV) with a system of graduated penalties based on prior convictions. While there were many important aspects of the new law, one of great significance for victims was the inclusion of a higher degree of charges when children are present or involved. This part of the law is an obvious recognition of the need to include children as victims of the crime and serves as a first step in breaking the chain of violence that can occur when a child grows up in a domestic environment that produces violence.

The Domestic Violence Law Enforcement Victim Advocate (LEVA) will work with the victims of crime with special attention to victims of domestic violence to include school aged victims. The LEVA will work closely with the county school resource officers (SRO) to ensure all school aged victims are identified so that the children can be monitored with respect to behavioral problems or domestic issues that may spill over to the school setting. The LEVA will improve coordination within LCSD and the various agencies responsible for child protection and welfare. A secondary purpose is to take a proactive stance in an effort to prevent further abuse by raising public awareness regarding these problems. The LEVA will receive specialized training and will establish and maintain constructive relationships with entities and service providers, such as such as the Department of Social Services, area child advocacy centers, and school officials.

The Lexington County Sheriff's Department (LCSD) has seen a continued increase in criminal cases regarding the victimization, abuse, and exploitation of vulnerable adults. The SC population is aging.* Vulnerable adult means a person eighteen years of age or older who has a physical or

mental condition which substantially impairs the person from adequately providing for his or her own care or protection. This includes a person who is impaired in the ability to adequately provide for the person's own care or protection because of the infirmities of aging including, but not limited to, organic brain damage, advanced age, and physical, mental, or emotional dysfunction. A resident of a facility (e.g. nursing home, residential care facility, hospital, etc) is a vulnerable adult. The complex and sensitive nature of these cases, along with the virtuous need to protect these sometimes helpless and vulnerable victims dictates the need for resources to enhance the assistance for vulnerable adult cases. The goal of this continuing LEVA program is to complement the investigation of cases, serve as an advocate for victims, and improves coordination with the various agencies responsible for vulnerable adult/elder welfare and to take a proactive stance in an effort to prevent further abuse by raising public awareness regarding these problems.

The new LEVA who speaks Spanish, will work with victims of crime in the Hispanic communities to build a trust with the people and to bridge the language barrier in order to serve the needs of the victims. The LEVA will offer services to prevent further abuse, neglect, and criminal acts in the Hispanic communities and will coordinate with other agencies to provide services to non-English speaking victims. All LEVA's will continue to work with all victims of criminal cases regarding victimization, abuse and exploitation. The LEVA will improve coordination within LCS&D and with various agencies responsible for the welfare of Hispanic victims. The LEVA's will receive specialized training and will establish and maintain constructive relationships with entities and service providers by raising public awareness regarding these problems that exist with DV cases, children, vulnerable adults and all victims to include victims with limited English proficiency.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520510 – INTERPRETING SERVICES \$2,000

This account will be used to cover expenses for interpreting and documenting services for victims who have limited English proficiency. Each service will be billed according to the requirements of the individual victim's circumstances and the amount of information interpreted or documented. The cost is estimated.

520702 – TECHNICAL CURRENCY AND SUPPORT \$ 2,880

This account will be used to cover the monthly service cost for the use of the video recording equipment necessary for the documenting of conversations for those who have limited English. This service will assist with the language barrier to provide services to victims.

520800 – OUTSIDE PRINTING \$700

This account will be used to cover expenses for the printing of brochures to distribute to victims of crime. These brochures will also be used to hand out as informational material for the care and concern for citizens needing information.

521000 - OFFICE SUPPLIES \$ 4000

Major expenditures in this account are folders, pens, laser printer cartridges, etc. required for preparation of investigation case files. The amount budgeted is based on the expenditure projection for this fiscal year.

521200 - OPERATING SUPPLIES \$ 1,600

This account will be used to cover expenses relating to records management. The monthly average cost cannot be used to calculate the budget amount due to spikes in expenditures during the second half of the fiscal year. The budget amount is based on the projected expenditures for the current fiscal year.

521208 - POLICE SUPPLIES \$ 500

Officers must be supplied with items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 3,000

The amount budgeted is based on the first estimated expenditures for the current fiscal year.

524100 - VEHICLE INSURANCE \$ 2,091

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 2,793

General tort liability insurance amounts as allocated based on number of personnel. The budget amount is the recommendation of the County Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525021 – SMART PHONE CHARGES \$ 7,020

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response. The Smart Phone is new technology that enables data transmissions in addition to other services available with our current cell phone plan. The amount budgeted is based on: 9 phones @ \$65 per month.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 2,445**

The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 16% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year. The budgeted amount is for the 3 portable and the 3 in-car radios.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$ 255**

The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

525041 – E-MAIL SERVICE CHARGES **\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.
6 users * \$10.75 per month * 12 months

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 12,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/3 years), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards to provide to personnel. The academy does not teach these courses, and in many cases, employees must be sent outside the county for training so that they may maintain their certification and acquire advancement in technical fields. Training seminars requested during the year may vary as they are offered.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 500**

Brochures are required for the LEVA to provide to victims. Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. Memberships are unallowable grant expenditures and will be taken from the general operating budget.

525400 - GAS, FUEL & OIL **\$ 16,950**

The budget amount is calculated using the average monthly expenditures for the current fiscal year annualized with an additional 15% increase for the unstable fuel market. The mileage is estimated based on use by other investigators. This account will be reimbursed from personal miles allowable on the grant.

525600 - UNIFORMS & CLOTHING **\$ 1,500**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer will require a duty uniform and a dress uniform for special events. Body armor is required as standard issue. Uniforms are unallowable grant expenditures and this cost will be taken from the general operating budget.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 1,500

These items are needed by each deputy to perform the duties assigned. The items to be purchased from this account for each deputy are as follows:

Items not listed	\$ 1,500
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**COUNTY OF LEXINGTON
VIOLENCE AGAINST WOMEN ACT
Annual Budget
FY - 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Violence Against Women Act 2456:								
Revenues:								
457000	Federal Grant Income	84,626	40,429	165,439	165,439	138,407		
461000	Investment Interest	0	1	0	0			
801000	Op Trn from General Fund/LE	80,634	36,260	36,260	36,260	34,602		
** Total Revenue		<u>165,260</u>	<u>76,690</u>	<u>201,699</u>	<u>201,699</u>	<u>173,009</u>	<u>0</u>	<u>0</u>
***Total Appropriation					208,748	173,009	0	0
FUND BALANCE								
Beginning of Year					<u>98,878</u>	<u>91,829</u>	<u>91,829</u>	<u>91,829</u>
FUND BALANCE - Projected								
End of Year					<u>91,829</u>	<u>91,829</u>	<u>91,829</u>	<u>91,829</u>

COUNTY OF LEXINGTON
VIOLENCE AGAINST WOMEN ACT
Annual Budget
Fiscal Year - 2019-20

Fund: 2456
Division: Law Enforcement
Organization: 151260 - LE/Major Crimes

					BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 2	103,757	53,259	123,973	106,872		
510199 Special Overtime	5,591	2,175	3,500	3,500		
510200 Overtime	0	80	0	0		
511112 FICA - Employer's Portion	8,083	4,118	11,356	8,176		
511113 State Retirement - Employer's Portion	6,050	3,152	8,039	7,678		
511114 Police Retirement - Employer's Portion	9,582	4,799	10,522	10,493		
511120 Insurance Fund Contribution - 2	15,600	7,800	15,600	15,600		
511130 Workers Compensation	2,305	1,157	2,396	2,143		
515600 Clothing Allowance	800	400	1,136	800		
519999 Personnel Contingency	0	0	0	4,275		
* Total Personnel	151,768	76,940	176,522	159,537	0	0
Operating Expenses						
521000 Office Supplies	617	411	4,504	2,000		
521200 Operating Supplies	150	0	3,473	1,500		
522300 Vehicle Repairs & Maintenance	3	0	3,997	1,000		
524100 Vehicle Insurance	530	530	1,383	691		
524201 General Tort Liability Insurance	798	917	900	1,146		
524202 Surety Bonds	14	0	0	0		
525004 WAN Service Charges	0	0	0	0		
525020 Pagers & Cell Phones	212	0	81	0		
525021 Smart Phone Charges	644	355	1,760	540		
525030 800 MHz Radio Service Charges	654	277	898	672		
525031 800 MHz Radio Maintenance Fee	0	0	167	85		
525041 E-mail Service Charges	258	108	278	258		
525210 Conference, Meeting & Training Expense	0	707	6,000	3,000		
525230 Subscriptions, Dues & Books	30	30	80	80		
525240 Personal Mileage Reimbursement	635	226	1,459	500		
525400 Gas, Fuel and Oil	1,676	824	7,246	2,000		
529903 Contingency	0	0	0			
* Total Operating	6,221	4,385	32,226	13,472	0	0
** Total Personnel & Operating	157,989	81,325	208,748	173,009	0	0
Capital						
540000 Small Tools & Minor Equipment	0	0	0	0		
540010 Minor Software	0	0	0	0		
All Other Equipment	1,295	0	0	0		
** Total Capital	1,295	0	0	0	0	0
*** Total Budget Appropriation	159,284	81,325	208,748	173,009	0	0

SECTION V. - PROGRAM OVERVIEW

Three decisions made by the United States Supreme Court (Washington v. Crawford, Davis v. Washington and Hamon v. Indiana) changed the way in which prosecutors can proceed with domestic violence prosecution, especially when victims do not appear for court. The Lexington County Sheriff's Department began keeping detailed statistics on the specialized criminal domestic violence court (DVC) in July 2005. At least 80% of victims either do not appear or have reconciled with the offender at the first appearance date. This court date is usually held within six weeks of arrest. These statistics demonstrate the need to proceed with evidence based or offender based prosecution. Increasing the level of pre-trial contact with the victims through telephone calls, letters, and, when necessary, home visits is a benefit to the victim, and increases the level of victim participation in the prosecutorial process.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Victim Assistance Officer	1		1	1	112
Victim Assistance Coordinator	1		1	1	105
Totals	2	0.000	0	2	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES \$ 2,000

Routine office supplies are needed for operation (paper, pencils, ribbons, file folders, printer cartridges, etc.). The amount budgeted is based on the projected expenditures for the current fiscal year.

521200 – OPERATING SUPPLIES \$ 1,500

This account will be used to cover expenses relating to records management. The monthly average cost cannot be used to calculate the budget amount due to spikes in expenditures during the second half of the fiscal year. The budget amount is based on the projected expenditures for the current fiscal year.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 1,000

The amount budgeted is based on first estimated expenditures for the current fiscal year; however, the amount is not less than \$2,000.00 to cover extraordinary maintenance. This cost is less than previous fiscal years because a new vehicle was purchased this fiscal year.

524100 - VEHICLE INSURANCE \$ 691

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,146

General tort liability insurance amounts as allocated based on number of personnel. The budget amount is the recommendation of the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and will be paid again in fiscal year 2018.

525004 – WAN SERVICE CHARGES \$ 0

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

525021 – SMART PHONES \$ 540

This account is used to pay cell phone charges for communication which should not be exchanged over the radio. The annual cost for the officer is \$780 which includes a hot spot and a smart phone for the program coordinator which costs \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 672

The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 16% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS \$ 85

The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The yearly estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES \$ 258

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

2 users * \$10.75 per month * 12 months = \$258.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 3,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/3 years), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards to provide to personnel. The academy does not teach these courses, and in many cases, employees must be sent outside the county for training so that they may maintain their certification and acquire advancement in technical fields. Training seminars requested during the year may vary as they are offered.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 80**

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. The amount budgeted is based on the projected expenditures for the current fiscal year.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 500**

This account may be needed in the event an officer must use a personal vehicle for county business. This amount is an estimate because the charges are not consistent.

525400 - GAS, FUEL & OIL **\$ 2,000**

The budget amount is calculated using the average monthly expenditures for the current fiscal year annualized with an additional 15% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

COUNTY OF LEXINGTON
CRIME SCENE INVESTIGATION GRANT
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru June 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Crime Scene Investigation Grant 2490:								
Revenues:								
457000	Federal Grant Income	0	0	144,742	144,742	335,281		
461000	Investment Interest	0	0	0	0	0		
801000	Op Trn from General Fund/LE	0	42,304	42,304	42,304	37,253		
** Total Revenue		0	42,304	187,046	187,046	372,534	0	0
***Total Appropriation					187,046	372,534	0	0
FUND BALANCE								
Beginning of Year					0	0	0	0
FUND BALANCE - Projected								
End of Year					0	0	0	0

**COUNTY OF LEXINGTON
CRIME SCENE INVESTIGATION GRANT
Annual Budget
Fiscal Year - 2019-20**

Fund: 2490

Division: Law Enforcement

Organization: 151265 - LE/Forensic Services

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 3	0	6,168	53,000	149,327		
510199	Special Overtime	0	529	3,000	9,000		
511112	FICA Cost	0	442	4,284	11,719		
511113	State Retirement	0	0	0	6,261		
511114	Police Retirement	0	1,155	9,655	20,602		
511120	Insurance Fund Contribution - 3	0	650	7,800	23,400		
511130	Workers Compensation	0	233	1,938	4,033		
* Total Personnel		0	9,177	79,677	224,342	0	
Operating Expenses							
521000	Office Supplies	0	0	200	2,200		
521200	Operating Supplies	0	0	1,500	3,300		
521208	Police Supplies	0	0	500	1,000		
522300	Vehicle Repairs & Maintenance - 2	0	0	500	1,500		
524100	Vehicle Insurance - 2	0	0	545	1,394		
524101	Comprehensive Insurance - 2	0	0	0	750		
524201	General Tort Liability Insurance	0	0	825	1,964		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	0	0	0	241		
525021	Smart Phone Charges - 2	0	0	840	1,320		
525030	800 MHz Radio Service Charges - 4	0	0	1,440	3,260		
525041	E-mail Service Charges - 3	0	0	129	387		
525210	Conference, Meeting & Training Expense	0	881	2,000	9,000		
525230	Subscriptions, Dues & Books	0	0	40	180		
525240	Personal Mileage Reimbursement	0	0	0	700		
525400	Gas, Fuel & Oil	0	0	5,495	21,000		
525600	Uniforms & Clothing	0	0	1,765	3,110		
529903	Contingency	0	0	10,000	10,000		
* Total Operating		0	881	25,779	61,306	0	

**COUNTY OF LEXINGTON
CRIME SCENE INVESTIGATION GRANT
Annual Budget
Fiscal Year - 2019-20**

Fund: 2490
Division: Law Enforcement
Organization: 151265 - LE/Forensic Services

					BUDGET		
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2018-19 Requested	2019-20 Recommend	2019-20 Approved
Capital							
540000	Small Tools & Minor Equipment	0	0	1,775	4,930		
540010	Minor Software	0	0	400	0		
	All Other Equipment	0	0	79,415			
	(1) Personal Protection Equipment Kit	0	0	0	800		
	(1) 800 MHz Radio w/ Accessories	0	0	0	5,500		
	(1) In-Car 800 MHz Radio w/ Accessories	0	0	0	5,500		
	(2) Laptop w/ Accessories	0	0	0	4,600		
	(2) Monitors	0	0	0	600		
	(1) Handgun w/ Accessories	0	0	0	675		
	(1) Unmarked Long SUV w/ Equipment	0	0	0	50,000		
	(1) Electronic Control Device w/ Accessories	0	0	0	1,500		
	(1) Thermal Printer w/ Accessories	0	0	0	800		
	(1) Generator	0	0	0	650		
	(1) SLR Camera System w/ Accessories	0	0	0	4,450		
	(1) Drivers License Barcode Scanner	0	0	0	400		
	(1) Forensic Alternative Light Source	0	0	0	4,200		
	(1) Medium Volume Printer w/ Accessories	0	0	0	600		
	(1) Crime Scene Light	0	0	0	1,113		
	(1) Laser Trajectory Kit	0	0	0	568		
		0	0				
** Total Capital		0	0	81,590	86,886	0	0

*** Total Budget Appropriation	0	10,058	187,046	372,534	0	0
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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2019-2020

Fund # 2490 Fund Title: CSI INVESTIGATOR GRANT

Organization # 151265 Organization Title: LE/Forensic Services

Program # 150 Program Title: Law Enforcement

BUDGET
2019-20
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	4,930
1	Personal Protection Equipment Kit	800
1	800 MHz Radio w/ Accessories	5,500
1	In-Car 800 MHz Radio w/ Accessories	5,500
2	Laptops w/ Accessories	4,600
2	Monitors	600
1	Handgun w/ Accessories	675
1	Unmarked Long SUV w/ Equipment	50,000
1	Electronic Control Device w/ Accessories	1,500
1	Thermal Printer w/ Accessories	800
1	Generator	650
1	SLR Camera System w/ Accessories	4,450
1	Drivers License Barcode Scanner	400
1	Forensic Alternative Light Source	4,200
1	Medium Volume Printer w/ Accessories	600
1	Crime Scene Light	1,113
1	Laser Trajectory Kit	568

**** Sub Total Capital - Page 1 86,886****** Grand Total Capital (Transfer Total to Section I and II) 86,886**

SECTION V. – PROGRAM OVERVIEW

The ultimate goal for the gathering of forensic evidence and proper storage and preservation in Lexington County is to combine resources to form a strong Crime Scene Investigative Unit and provide a unified approach to combating crime by discovering, identifying, and properly collecting and storing for preserving vital evidence in crime scene investigation. The services of this team will establish uniformity of forensic services throughout the county with a rising goal of consistency in the recognition and preservation of physical evidence that will yield reliable information throughout all aspects of the investigation. The interagency support and capabilities of this team will clearly advance the successful prosecution and conviction of a criminal offender.

The Crime Scene Investigative Unit is called upon by county agencies and other surrounding agencies to process crime scenes and to deposit evidence for analyzing, court presentation and preservation which allows for procedures combating the crime problem in Lexington County as well as the adjoining regional area. The procedures are in accordance to the procedures performed by the South Carolina Law Enforcement Division. By maintaining such a unit, all county law enforcement agencies can rely on the unit to perform the necessary functions to effectively retrieve, analyze and report findings of evidence gathered at a crime scene. Because of the current disparity in the size of the agencies within the county, each agency often performs these functions differently depending upon the training, ability and the operational needs and equipment afforded to them. Because of these facts, deficiencies exist in the quality and in the uniformity of collection, analysis and storage of evidence. Combining these efforts will highly improve the discovery, documentation collection, receiving and storage, and preservation of evidence and will allow a crime scene to be worked in a uniformed manner on a continuous basis.

SECTION VI. B. – LISTING OF POSITIONS

Staffing Level:

<u>Band</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Pay</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Investigator	2		2	2	112
Evidence Technician	1		1	1	108

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 2,200

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of case files. The amount budgeted is an estimate of \$400 per year per position.

Ink for Printer (\$250/quarter) \$ 1,000

521200 - OPERATING SUPPLIES \$ 3,300

This account is the purchase of evidence bags, disposable gloves, and other supplies as required for duties. The amount budgeted is an estimate of \$300 per year per civilian and \$1,500 per year per deputy.

521208 - POLICE SUPPLIES \$ 1,000

Officers must be supplied with items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties. Ticket books, restraint devices to include handcuffs, sheriff's notebooks, badge, traffic wand for flashlight and of spray is a partial list of the items that will be needed. The amount budgeted is an estimate of \$500 per year per deputy.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 1,500

Maintenance is required for all vehicles to ensure that remain operational and safe.

524100 - VEHICLE INSURANCE \$ 1,394

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524101 - COMPREHENSIVE INSURANCE \$ 750

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE \$1,964

General tort liability insurance amounts as allocated based on number of personnel. The budget amount is the estimate provided by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds will not be paid again until fiscal year 2021.

525000 – TELEPHONE \$241

A landline and voicemail box is needed for communication. The estimated cost per year per line is \$241.

525021 – SMART PHONE CHARGES \$ 1,320

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when required. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.

Verizon - \$55 per month \$ 1,320

525030 – 800 MHz RADIO SERVICE CHARGES \$ 3,260

The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 10% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year. The cost per radio per year is \$815.

In-Car 800 MHz Radio Charges (2) \$ 1,630

800 MHz Radio Charges (2) \$ 1,630

525041 – E-MAIL SERVICE CHARGES **\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.
\$10.75 per month per user = \$129 annually per position.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 9,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10, training must be attended. Training seminars requested during the year may vary as they are offered. The grant requirement is two (2) trainings per employee per year. These trainings are estimated at \$1,500 each and include: per diem, registration, lodging, and mileage.

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$ 180**

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 700**

This account will be used to pay personal mileage for the Evidence Technician using a personal vehicle for county business.

525400 – GAS, FUEL & OIL **\$ 21,000**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market.

525600 - UNIFORMS & CLOTHING **\$ 3,110**

Administrative employees with certain job functions receive uniforms annually. The estimated annual cost per employee is \$360.

Tactical Pants (6 @ \$40.00/each)	\$ 240
Polo Shirts (6 @ \$20.00/each)	\$ 120
Body Armor	\$ 700
Duty Uniforms (7 @ \$90.00/each per deputy)	\$ 1,260
Belt Components (estimated cost)	\$ 700
Class A Uniform (1 @ \$90.00/each)	\$ 90

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 4,930

Telephone, desk chair and headset are needed for the effective operations of this position. The total estimated cost is \$1,500 per employee.

(2) Desk Chairs	\$ 600
Desk	\$ 300
(2) File Cabinets	\$ 1,200
Barcode Scanner	\$ 150
Signature Pad	\$ 150
Rechargeable Flashlight with Car Charger	\$ 130
Metal Detector	\$ 250
Handheld GPS	\$ 321
Other Miscellaneous Items; i.e., telephone and cell phone	\$ 1,829

(1) PERSONAL PROTECTIVE EQUIPMENT KIT \$ 800

These personal protective equipment kits are used in the event of a hazardous chemical or substance spill and hazardous materials at the crime scene. These kits are needed to make the officer OSHA compliant. The total estimated cost per CSI officer is \$900. This is an unallowable expense for the grant and funds will be part of the operating transfer.

(1) 800MHZ RADIOS WITH ACCESSORIES \$ 5,500

The portable radio is needed for officer safety. The radio enables the officer to communicate with County Communications and the reverse. The portable radio can be carried to the scene for communication and location purposes. The total estimated cost is \$5,500 per radio.

(1) 800 MHZ MOBILE RADIOS WITH ACCESSORIES \$ 5,500

There are no repeaters for the radios in the vehicles so when the portable radio is in the low lying areas or the coverage is not available in the outer areas of the county, the in car radios will give coverage in areas when the handheld portable radios will not get signals. The in car radios also ensure that an operating radio is always accessible to the officer should batteries die or there are other hand held issues.

(2) LAPTOPS W/ ACCESSORIES \$ 4,600

A laptop computer with docking station is required for the investigator to prepare reports, conduct research and to gather intelligence for case preparation. The laptop computers will be used to access the In-House server at LCSD, which includes all components of the department and the web based sites for data information with other counties, state and federal agencies. The ability to obtain the information at the case location will allow immediate retrieval of valuable information and will provide safety for the investigator. This computer must have the capability of wireless service in order to perform specialized tasks with other law enforcement agencies. The computer is transported in the officer's vehicles and is required for records management. The laptop for the Evidence Technician will be used for data input, recording information, and maintaining grant evidence statistical information along with chain of custody information. The total cost is estimated at \$2,300 each.

(2) MONITORS \$ 600

A monitor is required for viewing of spreadsheets and documents required for the grant statistics and data collected for the grant information. The total cost is estimated at \$300 each.

(1) HANDGUN WITH ACCESSORIES \$ 675

Handgun, magazine, and accessories are part of the standard issue requirement for the investigator's safety and for the safety of others. The total cost is estimated at \$675 each.

(1) UNMARKED LONG SUV W/ EQUIPMENT **\$ 50,000**

An unmarked SUV extra length vehicle with emergency equipment will be used to haul crime scene equipment to include large items and oversized equipment to crime scenes. The vehicles must be four wheel drives to get into the wet land areas and into the wooded areas where many crimes scenes are located. Evidence must also be transported in this vehicle to the Sheriff's Department for analysis and storage of items. The mounts and other equipment items will come from this account. The cost is estimated as per the State Contract pricing.

(1) ELECTRONIC CONTROL DEVICE W/ ACCESSORIES **\$ 1,500**

Electronic Control Devices are becoming an effective way to issue less lethal force when needed to detain combative subjects. One electronic control device with accessories consist of the electronic control device, a duty holster, four (4) training cartridges, and four (4) duty cartridges per each investigator. The total cost is estimated at \$1,500 each.

(1) THERMAL PRINTER W/ ACCESSORIES **\$ 800**

Thermal in car printers will allow the printing of search warrants, arrest warrants and other documents necessary to execute while at the crime scene.

(1) GENERATOR **\$ 650**

Generators are required as a source of power when the crime scenes involve arsons and in areas where there is no means of obtaining current such as woodlands, lakes, ponds and other outer areas. Lighting is necessary to obtain evidence and to secure the scenes.

(1) SLR CAMERA SYSTEM W/ ACCESSORIES **\$ 4,450**

The camera system is necessary to photograph up close digital images of blood, bruises, markings, colors and other pertinent information necessary to produce evidence in court. The camera must have lens with different magnification for identifying purposes.

(1) DRIVER'S LICENSE BAR CODE SCANNERS **\$ 400**

The bar code scanners will allow immediate information scanned of suspected individuals or anyone who may have information as to the crime that has taken place.

(1) FORENSIC ALTERNATE LIGHT SOURCE **\$ 4,200**

The alternate forensic light system uses light in a specific band width for identifying trace evidence of serological evidence, hairs and fibers, gunshot residue, and enhancement of bruising. These light sources will be a part of each investigator's tool kit.

(1) MEDIUM VOLUME PRINTER W/ ACCESSORIES **\$ 600**

A medium volume printer is needed to handle the print load for the position. This employee will print evidence documents regularly to stay in compliance with federal, state and departmental regulations and policies.

(1) CRIME SCENE LIGHT **\$ 1,113**

The Crime Scene Light is required to properly light outdoor and indoor crime scenes where there is not enough lighting to properly light the crime scene. The Crime Scene Light is extremely portable lighting system, able to provide programmable amount of lighting on the crime scene. This is different from a generator and halogen lights in that it does not produce nauseous fumes that a generator produces, and does not introduce heat into the crime scene that halogen lights produce, which can cause change to the scene and evidence within the scene.

(1) LASER TRAJECTORY KIT **\$ 568**

The Laser Trajectory Kit is vital in the proper documentation of shooting crime scenes. The laser trajectory kit allows the CSI to properly document the vertical angle of the shot, as well as the azimuth angle of the shot. The proper documentation of the vertical and azimuth of the shot is critical in identifying the most likely location of the shooting during the incident.

COUNTY OF LEXINGTON
LE / FORFEITURE FUNDS (NARCOTICS)
Annual Budget
FY 2019-20 - Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Forfeiture Funds (Narcotics) 2630:								
Revenues:								
456400	Narcotics Confiscation	23,633	2,917	39,680	39,680	22,615		
461000	Investment Interest	788	870	0	0	0		
** Total Revenue		<u>24,421</u>	<u>3,787</u>	<u>39,680</u>	<u>39,680</u>	<u>22,615</u>	<u>0</u>	<u>0</u>
***Total Appropriations					109,849	0	0	0
Contingency:								
Unused					109,849			
FUND BALANCE								
Beginning of Year					<u>124,793</u>	<u>164,473</u>	<u>164,473</u>	<u>164,473</u>
FUND BALANCE - Projected								
End of Year					<u>164,473</u>	<u>187,088</u>	<u>164,473</u>	<u>164,473</u>

COUNTY OF LEXINGTON
LE / FORFEITURE FUNDS (NARCOTICS)
Annual Budget
Fiscal Year - 2019-20

Fund 2630
Division: Law Enforcement
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages	0	0	0	0		
511112	FICA - Employer's Portion	0	0	0	0		
511113	State Retirement - Employer's Portion	0	0	0	0		
511120	Insurance Fund Contribution	0	0	0	0		
511130	Workers Compensation	0	0	0	0		
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
524201	General Tort Liability Insurance	0	0	0	0		
524202	Surety Bonds	0	0	0	0		
525041	E-mail Service Charges	0	0	0	0		
525230	Subscriptions, Dues, & Books	0	0	0	0		
529000	Unclassified	0	0	0	0		
529903	Contingency	0	0	109,849	0		
* Total Operating		0	0	109,849	0	0	0
** Total Personnel & Operating		0	0	109,849	0	0	0
Capital							
** Total Capital		0	0	0	0	0	0

*** Total Budget Appropriation	0	0	109,849	0	0	0
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SECTION V. – PROGRAM OVERVIEW

The State forfeiture fund is a collection of monies from narcotic seizures that have been forfeited through the court process. State law mandates that these funds be used specifically for narcotic law enforcement.

SECTION VI. A. - SUMMARY OF REVENUES

456400 –NARCOTICS CONFISCATION \$ 22,615

Narcotic confiscation revenue results from seizures related to drug cases. After the case has been through the court process, a portion or all of the seized funds are forfeited and by SC State law a portion remains with the Lexington County Sheriff's Department to fund future law enforcement expenses as it relates to narcotic drug cases. The amount budgeted is the average collections for the past three (3) fiscal years.

**COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*I/E - Inmate Services 2632:								
Revenues:								
438201	Inmate Phone System	608,228	304,097	600,790	600,790	500,000		
438203	LE Canteen Proceeds	270,957	127,804	296,964	296,964	298,037		
438208	LE Inmate Medical Services Fees	4,215	2,436	4,706	4,706	7,427		
461000	Investment Interest	10,021	10,386	0	0	0		
490110	Sale of General Fixed Assets - LE	0	0	0	0	0		
** Total Revenue		893,421	444,723	902,460	902,460	805,464	0	0
***Total Appropriation					976,664	770,187	0	0
Contingency:								
Unused					328,961			
FUND BALANCE								
Beginning of Year					933,511	1,188,268	1,188,268	1,188,268
FUND BALANCE - Projected								
End of Year					1,188,268	1,223,545	1,188,268	1,188,268

COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2019-20

Fund 2632
Division: Law Enforcement
Organization: 151300 - LE/Jail Operations

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 2 (1-Frozen)	45,069	29,549	55,697	59,098		
510199	Special Overtime	4,550	4,391	5,000	10,000		
511112	FICA - Employer's Portion	3,774	2,313	4,643	5,286		
511114	Police Retirement - Employer Portion	8,080	5,360	10,464	12,604		
511120	Employee Insurance - 1	7,800	3,900	7,800	7,800		
511130	Workers Compensation	1,718	1,175	1,927	2,391		
511214	Police Retirement - Employer's Portion - Ret	0	0	0	0		
519999	Personnel Contingency	0	0	2,274	2,364		
* Total Personnel		70,991	46,688	87,805	99,543	0	0
Operating Expenses							
520200	Contracted Services	2,189	1,400	3,600	3,600		
520300	Professional Services	327,822	234,325	381,929	619,696		
520318	Drug & Alcohol Abuse Counseling	24,500	10,208	25,000	25,000		
521000	Office Supplies	52	0	120	120		
521200	Operating Supplies	5,733	119	20,000	15,000		
521208	Police Supplies	0	0	800	800		
524201	General Tort Liability Insurance	0	831	785	1,039		
524202	Surety Bonds	14	0	0	0		
525020	Pagers & Cell Phones	159	0	0	0		
525021	Smart Phone Charges	0	142	660	660		
525041	E-mail Service Charges	0	54	129	129		
525210	Conference, Meeting & Training Expenses	1,243	0	1,000	1,000		
525230	Subscriptions, Dues, & Books	0	0	40	100		
525600	Uniforms & Clothing	473	373	2,500	2,500		
529903	Contingency	0	0	328,961	0		
* Total Operating		362,185	247,452	765,524	669,644	0	0
** Total Personnel & Operating		433,176	294,140	853,329	769,187	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	1,000		
540010	Minor Software	0	0	0	0		
	All Other Equipment	123,834	12,533	123,335	0		
** Total Capital		123,834	12,533	123,335	1,000	0	0
*** Total Budget Appropriation		557,010	306,673	976,664	770,187	0	0

SECTION IV.

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	2632	Fund Title:	LE/Inmate Services
Organization #	151300	Organization Title:	Detention
Program :	150	Program Title:	Law Enforcement

BUDGET

2019-20

Requested

Item Description	Quantity	Unit Price	Total Price
1. Laborer	1	100	100
2. Carpenter	1	150	150
3. Electrician	1	200	200
4. Plumber	1	180	180
5. Painter	1	120	120
6. Material (Cement)	1	300	300
7. Material (Brick)	1	250	250
8. Material (Sand)	1	150	150
9. Material (Gravel)	1	200	200
10. Material (Steel)	1	400	400
11. Material (Concrete)	1	350	350
12. Material (Insulation)	1	100	100
13. Material (Drywall)	1	120	120
14. Material (Flooring)	1	180	180
15. Material (Paint)	1	100	100
16. Material (Tools)	1	50	50
17. Material (Safety Gear)	1	30	30
18. Material (Transportation)	1	20	20
19. Material (Food/Drink)	1	10	10
20. Material (Accommodation)	1	50	50
21. Material (Utilities)	1	20	20
22. Material (Insurance)	1	100	100
23. Material (Permits)	1	50	50
24. Material (Miscellaneous)	1	50	50
25. Material (Total)	1	1000	1000

Amount

Small Tools & Minor Equipment

1,000

Total Capital

1,000

SECTION V. - PROGRAM OVERVIEW

The inmate services program is a special revenue fund used to provide various needs of the inmates. The funds used in this account are generated by revenue received from inmate canteen sales, phone calls, medical visits and work release programs.

SECTION VI.A. - LISTING OF REVENUE

438201 INMATE PHONE SYSTEM \$ 500,000

This revenue is generated by inmates making phone calls and citizens calling an inmate.

438203 LE CANTEEN PROCEEDS 298,037

This revenue is generated by inmates purchasing snacks, drinks, socks, shoes, etc. from our contracted canteen vendor. LCSD earns 41.1% from the commissionable sales.

438207 INMATE WORK RELEASE FEES \$ 0

We have not had any inmates on the work release program in several years and we do not anticipate any this coming fiscal year.

438208 INMATE MEDICAL SERVICES FEES \$ 7,427

Each time an inmate sees the doctor or nurse they are charged a \$5.00 co-pay which is deducted from their canteen commissary fund.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Sergeant	$\frac{1}{1}$	$\frac{0}{0}$	$\frac{1}{1}$	$\frac{1}{1}$	114
Totals					

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES \$ 3,600

Cable service is needed for the inmates. The annual cost is \$3,600.

520300 – PROFESSIONAL SERVICES \$ 619,696

This account has been established to provide mental health services for inmates. There is \$10,000 included in this budget for any other professional services needed by the inmates.

520318 – DRUG & ALCOHOL ABUSE COUNSELING \$ 25,000

Drug and alcohol abuse counseling is provided through a contract with the Lexington Richland Drug Abuse Counseling agency. This counseling is purposed to reduce the number of repeat offenders.

521000 - OFFICE SUPPLIES \$ 120

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for training programs. The amount budgeted is an estimate of \$120 per year.

521200 – OPERATING SUPPLIES \$ 15,000

This account is used to pay operating supply expense for the Training officer assigned to this fund items used as incentives for good inmate behavior.

521208 - POLICE SUPPLIES \$ 800

Officers must be supplied with items such as flashlights, handcuffs, summons books, holders, etc. to perform daily job duties. The amount budgeted is an estimate of \$800 per year.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,039

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

525020 – SMART PHONE CHARGES \$ 660

A smart phone is needed for the training officer assigned to this fund. The estimated annual cost \$660.

525041 – E-MAIL SERVICE CHARGES \$ 129

E-mail service is a vital tool for communications. The budget is an estimate of \$129 per year.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 1,000

To meet requirements for certification, SC Code of Laws, Section 23-23-10, training must be attended. These include: Class I(40 hours/ 3 years), Class II(24 hour/year), Class III(legal updates). The training to meet these hours is conducted by our training staff and the SC Criminal Justice Academy. However, specialized training is also required to maintain specific certifications and to gain knowledge of current industry trends. Training seminars requested during the year may vary as they are offered. The budgeted amount is based on the projected expenditures for the current fiscal year.

525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 100

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends.

525600 - UNIFORMS & CLOTHING \$ 2,500

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms 2 times a year. The estimated annual cost is \$2,500.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

SMALL TOOLS & MINOR EQUIPMENT

\$ 1,000

This account will be used to purchase small tools needed by the inmates i.e. hair clippers. The budget amount is an estimate.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #1 2633:								
Revenues:								
452010	School Crossing Guards	55,532	27,789	55,228	55,228	56,124		
456100	Program Income	679,002	603,924	947,428	947,428	980,118		
461000	Investment Interest	0	9	0	0	0		
801000	Op Trn from General Fund/L.E	252,534	171,405	342,809	342,809	326,706		
** Total Revenue		<u>987,068</u>	<u>803,127</u>	<u>1,345,465</u>	<u>1,345,465</u>	<u>1,362,948</u>	<u>0</u>	<u>0</u>
***Total Appropriation					1,355,144	1,349,484	0	0
CONTINGENCY								
Unused					67,993			
FUND BALANCE								
Beginning of Year					240,406	298,720	298,720	298,720
FUND BALANCE - Projected								
End of Year					<u>298,720</u>	<u>312,184</u>	<u>298,720</u>	<u>298,720</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.
The school crossing guard program is funded 100% by the school district on a reimbursement basis plus an administrative fee.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2019-20

Fund 2633
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 16	584,376	347,246	741,147	753,259		
510199	Special Overtime	29,006	16,398	27,000	27,000		
511112	FICA - Employer's Portion	42,702	25,797	58,764	57,624		
511114	Police Retirement - Employer's Portion	93,850	53,576	132,428	137,394		
511120	Employee Insurance - 16	101,400	62,400	124,800	124,800		
511130	Workers Compensation	21,233	12,596	26,552	26,065		
511214	PORS - Employer Portion (Retiree)	0	3,414	0	0		
519999	Personnel Contingency	0	0	23,628	30,130		
* Total Personnel		872,567	521,427	1,134,319	1,156,272	0	0
Operating Expenses							
520233	Towing Service	75	0	675	150		
521000	Office Supplies	0	0	1,010	200		
521200	Operating Supplies	0	0	1,250	200		
521208	Police Supplies	293	0	1,250	650		
522300	Vehicle Repairs & Maintenance	0	3,189	17,425	16,000		
524100	Vehicle Insurance - 16	6,890	6,360	8,912	10,256		
524101	Comprehensive Insurance - 11	0	0	300	4,125		
524201	General Tort Liability Insurance	9,399	13,296	13,712	16,620		
524202	Surety Bonds - 16	117	0	0	0		
525000	Telephone	0	0	120	0		
525004	WAN Service Charges	5,482	2,740	7,680	8,448		
525030	800 MHz Radio Service Charges - 16	7,526	4,428	11,328	11,328		
525031	800 MHz Radio Maintenance Contracts	979	0	1,360	1,360		
525041	E-mail Service Charges - 16	1,537	871	2,064	2,064		
525210	Conference, Meeting & Training Expense	1,013	988	1,950	1,600		
525230	Subscriptions, Dues, and Books	390	480	640	640		
525400	Gas, Fuel, & Oil	18,169	9,095	30,456	26,495		
525600	Uniforms & Clothing	2,994	165	10,700	8,916		
529903	Contingency	0	0	67,993	0		
* Total Operating		54,864	41,612	178,825	109,052	0	0
** Total Personnel & Operating		927,431	563,039	1,313,144	1,265,324	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	39,459	42,000	41,500		
** Total Capital		0	39,459	42,000	41,500	0	0
*** Total Budget Appropriation		927,431	602,498	1,355,144	1,306,824	0	0

COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2019-20

Fund 2633
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510300	Part Time - (LS)	31,707	14,194	31,277	32,580		
511112	FICA - Employer's Portion	2,444	1,105	2,393	2,493		
511113	State Retirement - Employer's Portion	4,014	1,772	4,554	5,069		
511130	Workers Compensation	1,037	468	926	964		
511213	SCRS - Employer Portion (Retiree)	0	0	0	0		
511214	PORS - Employer Portion (Retiree)	0	0	0	0		
519999	Personnel Contingency	0	0	1,147	0		
* Total Personnel		39,202	17,539	40,297	41,106	0	0
Operating Expenses							
521209	School Patrol Supplies	231	0	900	900		
524201	General Tort Liability Insurance	187	215	450	564		
524202	Surety Bonds	17	0	0	0		
525100	Postage	101	13	90	90		
525210	Conference, Meeting & Training Expense	0	0	0	0		
525230	Subscriptions, Dues, and Books	0	0	0	0		
525400	Gas, Fuel, & Oil	0	0	0	0		
525600	Uniforms & Clothing	0	0	0	0		
529903	Contingency	0	0	0	0		
* Total Operating		536	228	1,440	1,554	0	0
** Total Personnel & Operating		39,738	17,767	41,737	42,660	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0

LEXINGTON COUNTY SHERIFF'S DEPARTMENT
SCHOOL CROSSING GUARD BUDGET ESTIMATE
SCHOOL DISTRICT 1
2019-2020

Number of Guards	Hours Worked Per Day	School Days Per Year	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	FICA 7.65%	SCRS 15.56%	Worker's Compensation 2.96%	TOTAL PERSONNEL				General Tort \$94 per Guard	Postage Per SCG \$15.00	Surety Bonds \$10 Per SCG	Estimated Equipment	TOTAL OPERATING		TOTAL BUDGET APPROPRIATION	TOTAL ADMINISTRATIVE FEE		TOTAL ESTIMATED COST
									CHARGED TO SCHOOL DISTRICT	TO SCHOOL DISTRICT	CHARGED TO SCHOOL DISTRICT	TO SCHOOL DISTRICT					CHARGED TO SCHOOL DISTRICT	TO SCHOOL DISTRICT		CHARGED TO SCHOOL DISTRICT	TO SCHOOL DISTRICT	
District 1																						
2	1.50	180	540.00	14.480000	\$ 7,819.20	\$ 598.17	\$ 1,216.67	\$ 231.45	\$ 9,865.49	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 518.00	\$ 518.00	\$ 10,383.49	\$ 4,487.94	\$ 4,487.94	\$ 14,871.43
2	1.75	180	630.00	14.480000	\$ 9,122.40	\$ 697.86	\$ 1,419.45	\$ 270.02	\$ 11,509.73	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 518.00	\$ 518.00	\$ 12,027.73	\$ 4,487.94	\$ 4,487.94	\$ 16,515.67
2	3.00	180	1,080.00	14.480000	\$ 15,638.40	\$ 1,196.34	\$ 2,433.34	\$ 462.90	\$ 19,730.98	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ 518.00	\$ 518.00	\$ 20,248.98	\$ 4,487.94	\$ 4,487.94	\$ 24,736.92
District 1 Total	6		2,250.00		\$ 32,580.00	\$ 2,492.37	\$ 5,069.46	\$ 964.37	\$ 41,106.20	\$ 564.00	\$ 90.00	\$ -	\$ 900.00	\$ 900.00	\$ -	\$ 900.00	\$ 1,554.00	\$ 1,554.00	\$ 42,660.20	\$ 13,463.82	\$ 13,463.82	\$ 56,124.02
					BUDGET AMOUNT	\$ 32,580	\$ 2,492	\$ 5,069	\$ 964	\$ 41,106	\$ 564	\$ 90	\$ 900	\$ 900	\$ -	\$ 900	\$ 1,554	\$ 1,554	\$ 42,660	\$ 13,464	\$ 13,464	\$ 56,124

Attachment A
Administrative Fee Calculation
2019-2020

FICA	Secretary	Master	Deputy					Admin.	
	7.6500%		7.6500%					Total	Fee
Retirement	15.5600%		18.2400%					Billable	Per Guard
W/C	0.31%		3.46%					Admin.	Per Year
General Tort per year	\$30.00		\$1,071.00					Fee	21 Guards
								40%	All Districts
								\$20,120.42	\$958.12
								\$27,002.93	\$1,285.85
								\$47,123.35	\$2,243.97
Secretary	Annual							Life/Health	
	Salary	FICA						Insurance	
Master	\$30,115.00	\$2,303.80						\$7,800/Yr.	
Traffic	\$49,471.00	\$3,784.53						\$7,800.00	
Deputy								\$7,800.00	
Total	\$79,586.00	\$6,088.33						\$15,600.00	
								\$117,808.37	
								\$47,123.35	
								\$27,002.93	
								\$20,120.42	
								\$958.12	
								\$1,285.85	
								\$2,243.97	

Attachment B
Supply Estimate Per Guard
2019-2020

Equipment	Quantity	Unit Price	Total Price
Vest	1	\$15.75	\$ 15.75
Stop Sign	1	\$19.95	\$ 19.95
Strobe Light	1	\$19.95	\$ 19.95
Flashlight	1	\$10.50	\$ 10.50
Rainsuit	1	\$9.45	\$ 9.45
Jacket	1	\$38.38	\$ 38.38
Cap	1	\$12.60	\$ 12.60
Gloves	1	\$3.15	\$ 3.15
Whistle	1	\$4.20	\$ 4.20
Batteries D	6	\$0.61	\$ 3.65
Batteries AA	8	\$0.33	\$ 2.60
		Subtotal	\$ 140.19
		Tax 7%	9.81
		Total Est. Supply Cost	\$ 150.00

SECTION V. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES **\$ 900**

Supplies such as vests, signs, lights, rain gear, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE **\$ 564**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BONDS **\$ 0**

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525100 – POSTAGE **\$ 90**

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards.

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020

Fund #	2633	Fund Title:	LE/School District #1
Organization #	151202	Organization Title:	LE/School Resource Officers 75/25
Program #	150	Program Title:	Law Enforcement

BUDGET

2019-20

Requested

[illegible]

** Grand Total Capital (Transfer Total to Section I and II)	41,500
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SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 150

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that two (2) vehicles will be towed this year.

521000 - OFFICE SUPPLIES \$ 200

Office supplies are required for School Resource Officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES \$ 200

The School Resource Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant. This year additional funds are budgeted for thermal paper needed for mobile printers.

521208 – POLICE SUPPLIES \$ 650

Police supplies are needed to purchase mace, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 16,000

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 10,256

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524101 – COMPREHENSIVE INSURANCE \$ 4,125

The budget amount per vehicle is the estimate provided by the County's Risk Manager which includes a 25% increase over last fiscal year. The budget includes 1 replacement vehicle that will be covered with comprehensive.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 16,620

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525004 – WAN SERVICE CHARGES \$ 8,448

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(16) Aircards with Verizon Wireless @\$528 per deputy per year.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 11,328

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 1,360

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 2,064**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.
16 users * \$10.75 per month * 12 months = \$2,064.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 1,600**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$100.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 640**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per SRO is \$40.

525400 - GAS, FUEL, AND OIL **\$ 26,495**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

525600 – UNIFORMS AND CLOTHING **\$ 8,916**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function (estimate is 48 sets @ \$4,320). The budget includes the estimated cost for replacement body armor (2 @ \$1,568), body armor for new hires (1 @ \$784), boots for officers (12 @ \$1,284), and cut and stick resistant gloves (16 pairs @ \$960) .

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

(1) RPL. MARKED SUV W/EQUIPMENT **\$ 41,500**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$41,500.

COUNTY OF LEXINGTON
NEW PROGRAM - (1) ADDITIONAL SENIOR DEPUTY - SRO
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Requested 2019-20	Recommend 2019-20	Awarded 2019-20
456100	Program Income	106,868		
461000	Investment Interest			
801000	Op Trn From General Fund/LE	35,623		
** Total Revenue		<u>142,491</u>	<u>0</u>	<u>0</u>
***Total Appropriation		<u>142,491</u>	<u>0</u>	<u>0</u>
FUND BALANCE				
	Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected				
	End of Year	<u>0</u>	<u>0</u>	<u>0</u>

COUNTY OF LEXINGTON
NEW PROGRAM - (1) ADDITIONAL SENIOR DEPUTY - SRO FOR SD 1
Annual Budget
Fiscal Year - 2019-20

Fund: 2633
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Expenditure Code Classification	NEW PROGRAM	2019-20 Requested	2019-20 Recommend	2019-20 Awarded
Personnel				
510100 Salaries & Wages -		45,616		
510200 Overtime		3,000		
511112 FICA Cost - 7.65%		3,719		
511114 Police Retirement (PORS) - 18.24%		8,868		
511120 Insurance Fund Contribution - \$7,800		7,800		
511130 Workers Compensation - .0346/.0031		1,682		
* Total Personnel		70,685		
Operating Expenses				
520233 Towing Service		75		
521000 Office Supplies		120		
521200 Operating Supplies		200		
521208 Police Supplies		200		
522300 Vehicle Repairs & Maintenance		1,475		
524100 Vehicle Insurance		697		
524101 Comprehensive Insurance		375		
524201 General Tort Liability Insurance		931		
524202 Surety Bonds -		0		
525000 Telephone		60		
525004 WAN Service Charges		480		
525021 Smart Phone Charges		0		
525030 800MHz Radio Service Charges		708		
525041 E-mail Service Charges -		129		
525210 Conference & Meeting Expense		200		
525230 Subscriptions, Dues, & Books		40		
525400 Gas, Fuel & Oil		2,716		
525600 Uniforms & Clothing		1,000		
* Total Operating		9,406		
** Total Personnel & Operating		80,091		
Capital				
540000 Small Tools & Minor Equipment		500		
All Other Equipment				
(1) Electronic Control Device with Accessories		1,650		
(1) Drivers License Barcode Scanner		400		
(1) Personal Protection Equipment Kit		900		
(1) Ruggedized Laptop with Accessories		5,500		
(1) Vehicle Printer with Mounts and Accessories		500		
(1) 800 MHz Radio w/ Accessories		5,500		
(1) Gun w/ Accessories		650		
(1) MCT/MFR Licensing		3,300		
(1) Body Camera with Accessories		500		
(1) Marked SUV with Equipment		43,000		
** Total Capital		62,400		
*** Total Budget Appropriation		142,491		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019-20

BUDGET
2019-20
Requested

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SECTION V. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

This new program will add one SRO in School District 1. This additional SRO will provide flexibility in coverage to all schools in the district, i.e. replacing officers out of work on medical leave, annual leave, and training. Currently, when an SRO cannot attend school, a patrol deputy must be temporarily reassigned to the school, reducing the department's ability to answer calls for service in a timely manner. The additional SRO will enable the patrol deputies to maintain their primary focus of answering calls for service.

FUND 2633

LE/SCHOOL RESOURCE OFFICERS (75/25) (151202)

FY 2019-20 BUDGET REQUEST

Page 1

SECTION VI. B. – LISTING OF POSITIONS

Reduction to Staffing Level

	<u>Positions</u>	<u>General Fund</u>	<u>Full Time Equivalent Other Fund</u>	<u>Total</u>	<u>Grade</u>
Law Enforcement/School Resource Officers (75/25):					
School Resource Officer (Senior Deputy)	<u>1.00</u>		<u>1.00</u>	<u>1.00</u>	111
Totals	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicles will be towed this year.

521000 - OFFICE SUPPLIES \$ 120

Office supplies are required for officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES \$ 200

The Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant.

521208 – POLICE SUPPLIES \$ 200

Police supplies are needed to purchase pepper spray, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 1,475

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,475. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 697

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524101 - COMPREHENSIVE INSURANCE \$ 375

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 931

General tort liability insurance amounts as allocated based on number and liability classification of personnel. The budget amount is the estimate provided by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525000 -TELEPHONE \$ 60

This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges, and telephone book listing charges. The amount budgeted is based on average monthly cost for current fiscal year.

525004 – WAN SERVICE CHARGES \$ 480

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(1) Aircard with Verizon Wireless @\$40 per month per card \$ 480

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

The 800 MHz radios are required for communication. The total annual cost per radio is \$708.

525041 – E-MAIL SERVICE CHARGES **\$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

1 user * \$10.75 per month * 12 months

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 200**

Officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$200.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 40**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per officer is \$40.

525400 - GAS, FUEL, AND OIL **\$ 2,716**

The amount budgeted is based estimated expenditures for the current fiscal year plus a 15% increase for next fiscal year. The 15% increase is due to the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization.

525600 – UNIFORMS AND CLOTHING **\$ 1,000**

Uniforms are required to perform duties according to County Policy under Section 23-13-30 of the SC Code of Laws. Uniforms must be worn for recognition purposes and for safety purposes. These uniforms will be standard issue and are required for safety and recognition of the Officers. The estimated cost for uniforms per officer is \$1,000.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 500

These items are needed by each deputy to perform the duties assigned. The items to be purchased from this account for each deputy are as follows:

Items not listed \$ 500

(1) ELECTRONIC CONTROL DEVICES WITH ACCESSORIES \$ 1,650

Electronic Control Devices are becoming an effective way to issue less lethal force when needed to detain combative subjects. One electronic control device with accessories consist of the electronic control device, a duty holster, four (4) training cartridges, and four (4) duty cartridges.

(1) DRIVERS LICENSE BARCODE SCANNER \$ 400

Drivers license barcode scanners are used by deputies to obtain quick information about the person(s) in question. These allow deputies not to have to call dispatch to obtain the information. The total estimated cost per deputy is \$400.

(1) PERSONAL PROTECTIVE EQUIPMENT KITS \$ 900

These personal protective equipment kits are used in the event of a hazardous chemical or substance spill. These kits are needed for our road patrol units to keep them OSHA compliant.

(1) RUGGEDIZED LAPTOP WITH ACCESSORIES \$ 5,500

These computers are transported in the deputy's vehicles and are required for records management.

(1) VEHICLE PRINTER WITH MOUNT AND ACCESSORIES \$ 500

Vehicle printers are needed to print an incident report on-scene, traffic tickets, warning tickets, and accident reports.

(1) 800 MHz RADIO W/ ACCESSORIES \$ 5,500

These radios are needed for officer safety. They enable the deputy to communicate with County Communication and the reverse.

(1) GUN W/ ACCESSORIES \$ 650

Handguns are required to perform the duties of a law enforcement officer.

(1) MCT/MFR LICENSING \$ 3,300

This licensing is required for our field reporting and records management system.

(1) BODY CAMERA WITH ACCESSORIES \$ 500

A body camera is required to the duties of a deputy. The body camera is used to supplement other law enforcement investigative techniques and methodologies.

(1) MARKED SUV WITH EQUIPMENT \$ 43,000

A marked vehicle is required to perform the duties of a deputy.

COUNTY OF LEXINGTON
 NEW PROGRAM ADDITION OF (1) SRO
 LE/SCHOOL DISTRICT 1 (2633)
 Annual Budget
 FY 2019-20 Estimated Revenue

Object		Received	Amended	Projected			
Code	Revenue Account Title	Act Thru Dec	Budget Thru Dec	Revenues Thru Jun	Requested	Recommend	Approved
		2018-19	2018-19	2018-19	2019-20	2019-20	2019-20
*L/E - School District #1 2633:							
Revenues:							
456100	Program Income	0	0	0	53,345		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	17,782		
** Total Revenue		0	0	0	71,127	0	0
***Total Appropriation				0	71,127	0	0
FUND BALANCE							
Beginning of Year				0	0	0	0
FUND BALANCE - Projected							
End of Year				0	0	0	0

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM ADDITION OF (1) SRO
 LE/SCHOOL DISTRICT 1 (2633)
 Annual Budget
 Fiscal Year - 2019-20

Fund: LE/School District 1 (2633)
 Division: Law Enforcement
 Organization: School Resource Officers (75/25) 151202

Object Code	Expenditure Classification	(1) SENIOR DEPUTY PAY BAND 111	2018-19 Requested	2018-19 Recommended	2018-19 Approved
Personnel					
510100	Salaries & Wages	42,237	42,237		
511112	FICA Cost - 7.65%	3,231	3,231		
511114	Police Retirement - 18.24%	7,282	7,282		
511120	Insurance Fund Contribution - \$7,800	7,800	7,800		
511130	Workers Compensation .0346	1,461	1,461		
519999	Personnel Contingency	-	-		
	* Total Personnel	62,011	62,011	-	
Operating Expenses					
520233	Towing Service	75	75		
520300	Professional Service	-	-		
520702	Technical Currency & Support	-	-		
520800	Outside Printing	-	-		
521000	Office Supplies	120	120		
521100	Duplicating	-	-		
521200	Operating Supplies	200	200		
521208	Police Supplies	200	200		
522300	Vehicle Repairs & Maintenance	1,475	1,475		
524000	Building Insurance	-	-		
524100	Vehicle Insurance	697	697		
524101	Comprehensive Insurance	-	-		
524201	General Tort Liability Insurance	931	931		
524202	Surety Bonds -	-	-		
525000	Telephone	60	60		
525004	WAN	480	480		
525020	Pagers & Cell Phones	-	-		
525021	Smart Phone Charges	-	-		
525030	800 MHz Radio Service Charges	708	708		
525031	800 MHz Radio Contracted Maintenance	85	85		
525041	E-mail Service Charges	129	129		
525210	Conference & Meeting Expense	200	200		
525230	Subscriptions, Dues, & Books	40	40		
525400	Gas, Fuel & Oil	2,716	2,716		
525600	Uniforms & Clothing	1,000	1,000		
	* Total Operating	9,116	9,116	-	
	** Total Personnel & Operating	71,127	71,127	-	
Capital					
540000	Small Tools & Minor Equipment	-	-		
540010	Minor Software	-	-		
	All Other Equipment	-	-		
	** Total Capital	-	-	-	
	*** Total Budget Appropriation	71,127	71,127	-	

SECTION V. – PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

This new program will add one SRO in School District 1. This additional SRO will provide flexibility in coverage to all schools in the district, i.e. replacing officers out of work on medical leave, annual leave, and training. Currently, when an SRO cannot attend school, a patrol deputy must be temporarily reassigned to the school, reducing the department's ability to answer calls for service in a timely manner. The additional SRO will enable the patrol deputies to maintain their primary focus of answering calls for service.

We are able to accommodate these additional SROs for School District 1 because School District 2 made the decision to reduce the number of SROs under contract with us to two (2). In summary, we are removing one (1) contract employee from one school district that has their needs met by another law enforcement agency and adding one (1) contract employee to another school district that requires additional services.

SECTION VI. B. – LISTING OF POSITIONS

Reduction to Staffing Level

		<u>Full Time Equivalent</u>			
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Law Enforcement/School Resource Officers (75/25):					
School Resource Officer (Senior Deputy)	<u>1.00</u>		<u>1.00</u>	<u>1.00</u>	111
Totals	<u>1.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicles will be towed this year.

521000 - OFFICE SUPPLIES \$ 120

Office supplies are required for officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES \$ 200

The Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant.

521208 – POLICE SUPPLIES \$ 200

Police supplies are needed to purchase pepper spray, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 1,475

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,475. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 697

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 931

General tort liability insurance amounts as allocated based on number and liability classification of personnel. The budget amount is the estimate provided by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525000 -TELEPHONE \$ 60

This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges, and telephone book listing charges. The amount budgeted is based on average monthly cost for current fiscal year.

525004 – WAN SERVICE CHARGES \$ 480

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(1) Aircard with Verizon Wireless @\$40 per month per card \$ 480

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

The 800 MHz radios are required for communication. The total annual cost per radio is \$708.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 85

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

1 user * \$10.75 per month * 12 months

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 200**

Officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$200.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 40**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per officer is \$40.

525400 - GAS, FUEL, AND OIL **\$ 2,716**

The amount budgeted is based estimated expenditures for the current fiscal year plus a 15% increase for next fiscal year. The 15% increase is due to the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization.

525600 – UNIFORMS AND CLOTHING **\$ 1,000**

Uniforms are required to perform duties according to County Policy under Section 23-13-30 of the SC Code of Laws. Uniforms must be worn for recognition purposes and for safety purposes. These uniforms will be standard issue and are required for safety and recognition of the Officers. The estimated cost for uniforms per officer is \$1,000.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #2 RESOURCE OFFICERS
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #2 2634:								
Revenues:								
456100	Program Income	265,537	86,134	284,912	284,912	184,482		
461000	Investment Interest	0	3	0	0	0		
462003	Reimbursement - Outside Agencies	(32,830)	0	0	0	0		
801000	Op Trn from General Fund/LE	94,971	32,506	65,011	65,011	61,494		
** Total Revenue		<u>327,678</u>	<u>118,643</u>	<u>349,923</u>	<u>349,923</u>	<u>245,976</u>	<u>0</u>	<u>0</u>
***Total Appropriation					350,898	245,976	0	0
CONTINGENCY								
Unused					107,089			
FUND BALANCE								
Beginning of Year					<u>107,509</u>	<u>213,623</u>	<u>213,623</u>	<u>213,623</u>
FUND BALANCE - Projected								
End of Year					<u>213,623</u>	<u>213,623</u>	<u>213,623</u>	<u>213,623</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2019-20

Fund 2634
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 3	192,684	70,957	138,729	140,841		
510199	Special Overtime	5,890	2,609	5,400	5,400		
511112	FICA - Employer's Portion	14,567	5,471	11,026	11,187		
511114	Police Retirement - Employer's Portion	30,047	10,857	24,848	26,674		
511120	Employee Insurance - 3	39,000	11,700	23,400	23,400		
511130	Workers Compensation	9,804	2,891	4,981	5,055		
519999	Personnel Contingency	0	0	8,719	5,634		
* Total Personnel		291,992	104,485	217,103	218,191	0	0
Operating Expenses							
520233	Towing Service	0	0	225	75		
521000	Office Supplies	0	0	360	220		
521200	Operating Supplies	0	0	600	300		
521208	Police Supplies	0	0	600	300		
522300	Vehicle Repairs & Maintenance	54	456	4,425	3,000		
524100	Vehicle Insurance - 3	2,650	3,180	1,671	1,923		
524101	Comprehensive Insurance - 2	0	0	0	750		
524201	General Tort Liability Insurance	3,615	2,493	2,571	3,117		
524202	Sarety Bonds - 3	40	0	0	0		
525000	Telephone	0	0	180	60		
525004	WAN Service Charges - 3	2,284	723	1,440	1,584		
525030	800 MHz Radio Service Charges - 3	2,895	830	2,124	2,124		
525031	800 MHz Radio Maintenance Contracts	377	0	255	255		
525041	E-mail Service Charges - 3	624	161	387	387		
525210	Conference, Meeting & Training Expense	230	0	600	300		
525230	Subscriptions, Dues, and Books	150	90	120	120		
525400	Gas, Fuel, & Oil	6,111	3,910	8,148	10,635		
525600	Uniforms & Clothing	1,572	165	3,000	2,635		
529903	Contingency	0	0	107,089	0		
* Total Operating		20,602	12,008	133,795	27,785	0	0
** Total Personnel & Operating		312,594	116,493	350,898	245,976	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		312,594	116,493	350,898	245,976	0	0

920

SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicle will be towed this year.

521000 – OFFICE SUPPLIES \$ 220

Office supplies are required for School Resource Officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily; however, the amount used is minimal.

521200 – OPERATING SUPPLIES \$ 300

The School Resource Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant. This year additional funds are budgeted for thermal paper needed for mobile printers.

521208 – POLICE SUPPLIES \$ 300

Police supplies are needed to purchase mace, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 – VEHICLE REPAIRS AND MAINTENANCE \$ 3,000

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 – VEHICLE INSURANCE \$ 1,923

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524101 – COMPREHENSIVE INSURANCE \$ 750

The budget amount per vehicle is the estimate provided by the County's Risk Manager which includes a 25% increase over last fiscal year. The budget includes 1 replacement vehicle that will be covered with comprehensive.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 3,117

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525000 – TELEPHONE \$ 60

This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges and telephone book listing charges for the entire Lexington County Sheriff's Department

525004 – WAN SERVICE CHARGES \$ 1,584

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(3) Aircards with Verizon Wireless @\$528 per deputy per year.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 2,124**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **\$ 255**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 387**

E-mail service is a vital tool for communication among all individuals, not just within Lexington County.
3 users * \$10.75 per month * 12 months = \$387.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 300**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$100.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 120**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per SRO is \$40.

525400 - GAS, FUEL, AND OIL **\$ 10,635**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

525600 – UNIFORMS AND CLOTHING **\$ 2,635**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function (estimate is 15 sets @ \$1,350). The budget includes the estimated cost for replacement body armor (0 @ \$0), body armor for new hires (1 @ \$784), boots for officers (3 @ \$321), and cut and stick resistant gloves (3 pairs @ \$180).

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Senior Deputy	<u>3</u>	<u> </u>	<u>3</u>	<u>3</u>	111
Totals	3	0	3	3.000	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicle will be towed this year.

521000 - OFFICE SUPPLIES \$ 100

Office supplies are required for School Resource Officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily; however, the amount used is minimal.

521200 - OPERATING SUPPLIES \$ 300

The School Resource Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant. This year additional funds are budgeted for thermal paper needed for mobile printers.

521208 – POLICE SUPPLIES \$ 300

Police supplies are needed to purchase mace, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 3,000

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 1,923

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524101 – COMPREHENSIVE INSURANCE \$ 750

The budget amount per vehicle is the estimate provided by the County's Risk Manager which includes a 25% increase over last fiscal year. The budget includes 1 replacement vehicle that will be covered with comprehensive.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 3,117

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525004 – WAN SERVICE CHARGES \$ 1,584

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(3) Aircards with Verizon Wireless @\$528 per deputy per year.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 2,124

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **\$ 255**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

3 users * \$10.75 per month * 12 months = \$387.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 300**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$100.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 120**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per SRO is \$40.

525400 - GAS, FUEL, AND OIL **\$ 10,815**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

525600 – UNIFORMS AND CLOTHING **\$ 2,635**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function (estimate is 15 sets @ \$1,350). The budget includes the estimated cost for replacement body armor (0 @ \$0), body armor for new hires (1 @ \$784), boots for officers (3 @ \$321), and cut and stick resistant gloves (3 pairs @ \$180) .

COUNTY OF LEXINGTON
 NEW PROGRAM REDUCTION OF (1) SRO
 LE/SCHOOL DISTRICT 2 (2634)
 Annual Budget
 FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Received Act Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #2 2634:							
Revenues:							
456100	Program Income	0	0	0	-53,345		
461000	Investment Interest	0	0	0	0		
801000	Op Trn from General Fund/LE	0	0	0	-17,782		
** Total Revenue		0	0	0	(71,127)	0	0
***Total Appropriation				0	(71,127)	0	0
FUND BALANCE							
Beginning of Year				0	0	0	0
FUND BALANCE - Projected							
End of Year				0	(71,127)	0	0

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM REDUCTION OF (1) SRO
 LE/SCHOOL DISTRICT 2 (2634)
 Annual Budget
 Fiscal Year - 2019-20

Fund: LE/School District 2 (2634)
 Division: Law Enforcement
 Organization: School Resource Officers (75/25) 151202

Object Code	Expenditure Classification	(1) SENIOR DEPUTY PAY BAND 111	2018-19 Requested	2018-19 Recommended	2018-19 Approved
Personnel					
510100	Salaries & Wages	(42,237)	(42,237)		
511112	FICA Cost - 7.65%	(3,231)	(3,231)		
511114	Police Retirement - 18.24%	(7,282)	(7,282)		
511120	Insurance Fund Contribution - \$7,800	(7,800)	(7,800)		
511130	Workers Compensation .0346	(1,461)	(1,461)		
519999	Personnel Contingency	-	-		
	* Total Personnel	(62,011)	(62,011)	-	
Operating Expenses					
520233	Towing Service	(75)	(75)		
520300	Professional Service	-	-		
520702	Technical Currency & Support	-	-		
520800	Outside Printing	-	-		
521000	Office Supplies	(120)	(120)		
521100	Duplicating	-	-		
521200	Operating Supplies	(200)	(200)		
521208	Police Supplies	(200)	(200)		
522300	Vehicle Repairs & Maintenance	(1,475)	(1,475)		
524000	Building Insurance	-	-		
524100	Vehicle Insurance	(697)	(697)		
524101	Comprehensive Insurance	-	-		
524201	General Tort Liability Insurance	(931)	(931)		
524202	Surety Bonds -	-	-		
525000	Telephone	(60)	(60)		
525004	WAN	(480)	(480)		
525020	Pagers & Cell Phones	-	-		
525021	Smart Phone Charges	-	-		
525030	800 MHz Radio Service Charges	(708)	(708)		
525031	800 MHz Radio Contracted Maintenance	(85)	(85)		
525041	E-mail Service Charges	(129)	(129)		
525210	Conference & Meeting Expense	(200)	(200)		
525230	Subscriptions, Dues, & Books	(40)	(40)		
525400	Gas, Fuel & Oil	(2,716)	(2,716)		
525600	Uniforms & Clothing	(1,000)	(1,000)		
	* Total Operating	(9,116)	(9,116)	-	
	** Total Personnel & Operating	(71,127)	(71,127)	-	
Capital					
540000	Small Tools & Minor Equipment	-	-		
540010	Minor Software	-	-		
	All Other Equipment	-	-		
	** Total Capital	-	-	-	
	*** Total Budget Appropriation	(71,127)	(71,127)	-	

SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs). The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity. The school district pays 75% of the cost associated with the school resource officer program and the Lexington County Sheriff's Department pays 25% of the cost associated with the program.

This new program will reduce the number of SROs assigned to School District 2 by one SRO. School District 2 made the decision to reduce the number of SROs under contract with us to two (2). While we will be reducing the number of SROs in School District 2, this position will be absorbed by School District 1 to enhance SRO coverage in their schools.

SECTION VI. B. – LISTING OF POSITIONS

Reduction to Staffing Level

		<u>Full Time Equivalent</u>			
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Law Enforcement/School Resource Officers (75/25):					
School Resource Officer (Senior Deputy)	-1.00		-1.00	-1.00	111
Totals	-1.00	0.00	-1.00	-1.00	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ (75)

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicles will be towed this year.

521000 - OFFICE SUPPLIES \$ (120)

Office supplies are required for officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521200 - OPERATING SUPPLIES \$ (200)

The Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant.

521208 – POLICE SUPPLIES \$ (200)

Police supplies are needed to purchase pepper spray, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ (1,475)

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,475. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ (697)

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524201 - GENERAL TORT LIABILITY INSURANCE \$ (931)

General tort liability insurance amounts as allocated based on number and liability classification of personnel. The budget amount is the estimate provided by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525000 -TELEPHONE \$ (60)

This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges, and telephone book listing charges. The amount budgeted is based on average monthly cost for current fiscal year.

525004 – WAN SERVICE CHARGES \$ (480)

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(1) Aircard with Verizon Wireless @\$40 per month per card \$ 480

525030 – 800 MHz RADIO SERVICE CHARGES \$ (708)

The 800 MHz radios are required for communication. The total annual cost per radio is \$708.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ (85)

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ (129)**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

1 user * \$10.75 per month * 12 months

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ (200)**

Officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$200.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ (40)**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per officer is \$40.

525400 - GAS, FUEL, AND OIL **\$ (2,716)**

The amount budgeted is based estimated expenditures for the current fiscal year plus a 15% increase for next fiscal year. The 15% increase is due to the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization.

525600 – UNIFORMS AND CLOTHING **\$ (1,000)**

Uniforms are required to perform duties according to County Policy under Section 23-13-30 of the SC Code of Laws. Uniforms must be worn for recognition purposes and for safety purposes. These uniforms will be standard issue and are required for safety and recognition of the Officers. The estimated cost for uniforms per officer is \$1,000.

**COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
FY 2019-20 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Federal Narcotic Forfeitures 2637:								
Revenues:								
456400	Narcotics Confiscation	312,795	83,946	96,670	96,670	240,343		
461000	Investment Interest	4,872	4,862	0	0	0		
490110	Sale of General Fixed Assets - LE	0	0	0	0	0		
** Total Revenue		<u>317,667</u>	<u>88,808</u>	<u>96,670</u>	<u>96,670</u>	<u>240,343</u>	<u>0</u>	<u>0</u>
***Total Appropriations					705,058	109,574	0	0
Contingency:								
Unused					339,779			
FUND BALANCE								
Beginning of Year					<u>546,815</u>	<u>278,206</u>	<u>278,206</u>	<u>278,206</u>
FUND BALANCE - Projected								
End of Year					<u>278,206</u>	<u>408,975</u>	<u>278,206</u>	<u>278,206</u>

COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
Fiscal Year - 2018-19

Fund 2637
Division: Law Enforcement
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	<i>BUDGET</i>		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
520100	Contracted Maintenance	7,935	7,935	11,400	10,725		
520200	Contracted Service	0	0	1,056	1,056		
521000	Office Supplies	0	0	900	900		
521200	Operating Supplies	10,254	580	12,900	12,900		
521208	Police Supplies	0	0	0	5,500		
522200	Small Equipment Repairs & Maint.	1,905	906	5,000	5,000		
525000	Telephone	127	0	2,760	0		
525004	WAN Service Charges	3,050	774	4,200	2,100		
525210	Conference, Meeting & Training Expense	6,081	2,195	5,000	5,000		
525230	Subscriptions, Dues, & Books	0	0	200	200		
525240	Personal Mileage Reimbursement	715	283	1,000	1,000		
525386	Utilities - Investigation Substation	5,733	2,710	7,562	9,643		
525600	Uniforms & Clothing	5,589	0	9,000	11,900		
526500	Licenses & Permits	0	0	0	0		
529000	Unclassified	0	0	0	0		
529903	Contingency	0	0	339,779	0		
* Total Operating		41,389	15,383	400,757	65,924	0	0
** Total Operating		41,389	15,383	400,757	65,924	0	0
Capital							
540000	Small Tools & Minor Equipment	6,923	0	10,000	1,000		
	All Other Equipment	51,332	86,536	294,301	42,650		
** Total Capital		58,255	86,536	304,301	43,650	0	0

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020

Fund #	2637	Fund Title:	Federal Narcotic Forfeitures
Organization #	151280	Organization Title:	Narcotics
Program:	150	Program Title:	Law Enforcement

BUDGET

2019-20

Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	1,000
15	Binoculars	1,500
4	Vehicle Rims	6,600
22	SWAT Level Ballistic Helmets	11,770
4	SWAT Level IV Ballistic Vests	14,880
2	Cameras with Accessories	2,400
1	Ruggedized Laptop w/Accessories	5,500
** Total Capital (Transfer Total to Section III)		43,650

SECTION V. – PROGRAM OVERVIEW

An equitable sharing program agreement along with compliance and participation allows our department to benefit from the forfeiture of narcotic related seizures processed through the federal court system. These funds must be used in accordance with the US Department of Justice's guide for equitable sharing proceeds.

SECTION VI. A. - SUMMARY OF REVENUES

456400 –NARCOTICS CONFISCATION	\$ 240,343
---------------------------------------	-------------------

Narcotic confiscation funds are funds that are related to unlawful activities as it relates to illegal substances. After the ruling has been received from the federal court system, the funds are distributed as per the court order. LCSD's share of those funds is placed in this account to be appropriated for expense of items needed to operate the narcotics unit. The amount budgeted is based on the average of the actual revenue from last fiscal year and the projected revenue for the current fiscal year.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$ 10,725

Maintenance is required for the GC/MS/DS & the FTIR system. The maintenance agreement includes the replacement of parts that need replaced due to normal use.

Maintenance Agreement (Analytical Services Int'l)	\$ 9,525
Maintenance Agreement for scales (Mettler Toledo)	\$ 1,200

520200 – CONTRACTED SERVICES \$ 1,056

Services are needed to cover a monitoring fee associated with two (2) trackers. The estimated cost is \$44.00 per month per tracker.

521000 – OFFICE SUPPLIES \$ 900

General office supplies and toner cartridges are needed to prepare reports. This account provides supplies for 18 employees with an estimated need of \$50 each.

521200 - OPERATING SUPPLIES \$ 12,900

The majority of this account must pay for various items used during narcotics investigations and the analysis of seized drugs.

Solvents/Reagents (VWR)	\$ 1,000
Gas (Airstar)	\$ 1,000
Vials, Pipetts, Glassware, Etc. (VWR)	\$ 500
Nitrile Safety Gloves	\$ 100
Cabling and accessories for undercover equipment (Cable & Connections)	\$ 1,000
Supplies for Seizing of Property (Lowe's)	\$ 1,800
Supplies for Meth Lab Cleanup	\$ 5,000
Batteries	\$ 2,000

521208 – POLICE SUPPLIES \$ 5,500

This account will be used to purchase duty ammunition.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 5,000

Required inspections and repair of various audio and video equipment used during narcotics surveillance operations. The amount budgeted is an estimate because this year is the first year we will need to service all of the surveillance equipment.

525000 – TELEPHONE \$ 0

Telephones have been removed. Cell phones are the communication tool used for off site location.

525004 – WAN SERVICE CHARGES \$ 2,100

Networking the substation to headquarters is crucial for communication. The connections have been reduced to one this fiscal year, thus, the budgeted amount is less than previous years.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 5,000

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 200**

Funds are used to pay for reference materials, training manuals, subscriptions to periodical literature, and dues to professional organizations.

525240 – PERSONNEL MILEAGE **\$ 1,000**

Reimbursement for mileage incurred from use of a personal vehicle is required. Travel is needed for peer-reviewed case in labs throughout the state and for training classes. The amount budgeted is based on \$300 monthly expense.

525386 – UTILITIES – INVESTIGATIONS SUBSTATION **\$ 9,643**

Utility amounts are allocated based on square footage. The budget amount is based on estimated expenses for the current fiscal year plus a 10% contingency for potential rate increases. An additional \$2,000 was included to cover the cost of propane that is used for heating the buildings. Propane is the only source of heat.

525600 – UNIFORMS & CLOTHING **\$ 11,900**

The officers will need to purchase replacement uniforms, jackets and uniforms for tactical operations. This year the officers will need complete sets of daily uniform and raid uniforms. This year the budget includes a new duty belt and tactical belt systems for the narcotic officer with an estimated cost of \$3,330 for all team members. New duty holsters are also included with an estimated cost of \$3,525.

SECTION VI. D. –CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT \$ 1,000

Electronic surveillance equipment and tools utilized used by the task force to do covert operations from inconspicuous locations are necessary to investigate suspicious activities. Surveillance equipment will be used for covert operations for points of entry, exit, all angles of area being viewed, and surrounding structures. The surveillance equipment will be requested dependent upon the undercover operation.

(15) BINOCULARS \$ 1,500

Surveillance and intelligence gathering is critical to the undercover operations of a narcotic unit. These binoculars are needed to ensure clear vision from safe distances. The estimated cost is \$100 per set.

(4) VEHICLE RIMS \$ 6,600

These rims allow police vehicles to blend in with civilian vehicles during surveillance and intelligence gathering activities. The estimated cost is \$1,650 per set.

(22) SWAT LEVEL BALLISTIC HELMETS \$ 11,770

The SWAT needs to replace the existing ballistic helmets due to reaching their expiration. Ballistic helmets are like ballistic vests the material is guaranteed to protect for 5 years. The newer helmets that we are budgeting has a 10 year warranty. The total estimated cost per helmet is \$535.

(4) SWAT LEVEL IV BALLISTIC VESTS \$ 14,880

The level IV ballistic vests offer greater protection for our SWAT deputies when they are deployed to our more dangerous situations. Each year 4 vests are replaced to ensure that none expire. The total estimated cost per vest is \$3,720.

(2) CAMERAS WITH ACCESSORIES \$ 2,400

These cameras will enable quality pictures to be taken from long distances. Many times offenders will have functions that are in open areas and thus make pictures a great form of evidence and intelligence. While these functions are in open areas, investigators are not always able to get close to take pictures. These cameras will allow investigators to zoom into these functions to take pictures while maintaining a safe/tactical distance. Additionally, investigators will be able to take pictures of items like vehicle tags that will allow them to potentially identify offenders. The total estimated cost per camera is \$1,200.

(1) RUGGEDIZED LAPTOP W/ACCESSORIES \$ 5,500

This is an additional ruggedized laptop to increase the functionality for a position that requires more field work.

**COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
FY 2019-20 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - Civil Process Server 2638:								
Revenues:								
441000	Sheriff's Fees & Fines	32,535	12,059	31,529	31,529	24,847		
461000	Investment Interest	0	0	0	0	0		
801000	Op Trn from General Fund	0	54,728	54,728	54,728	74,433		
** Total Revenue		32,535	66,787	86,257	86,257	99,280	0	0
***Total Appropriation					141,407	77,573	0	0
Contingency:								
Unused					63,741			
FUND BALANCE								
Beginning of Year					(30,298)	(21,707)	(21,707)	(21,707)
FUND BALANCE - Projected								
End of Year					(21,707)	0	(21,707)	(21,707)

COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
Fiscal Year - 2019-20

Fund 2638
Division: Law Enforcement
Organization: 151400 - LE/Judicial Services

Object Code	Expenditure Classification	2017-18 Expenditure	2018-19 Expenditure (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages	207	0	0	0		
510300	Part Time - 3 (1.875 - FTE)	43,130	22,108	61,200	62,437		
511112	FICA - Employers Portion	3,319	1,695	4,682	4,776		
511113	State Retirement - Employers Portion	5,352	2,826	8,911	9,715		
511130	Workers Compensation	134	69	190	193		
519999	Personnel Contingency	0	0	2,243	0		
* Total Personnel		52,142	26,698	77,226	77,121	0	0
Operating Expenses							
524201	General Tort Liability Insurance	46	52	53	65		
524202	Surety Bonds - 3	10	0	0	0		
525041	E-mail Service Charges - 3	258	108	387	387		
529903	Contingency	0	0	63,741	0		
* Total Operating		314	160	64,181	452	0	0
** Total Personnel & Operating		52,456	26,858	141,407	77,573	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0

*** Total Budget Appropriation	52,456	26,858	141,407	77,573	0	0
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Reconciliation of Civil Proces Server Fund 2638

							Revenue Minus Expenses Plus Unspent			Fund
	Revenue	Budget	Expenses	Unspent Appropriations	Revenue Minus Expenses	Unspent Appropriations	Contingency		Balance	
FYE2003	\$ 44,785	\$ 44,444	\$ 5,796	\$ 38,648	\$ 38,989	\$ 77,637	\$ 36,395	\$	75,384	
FYE2004	\$ 42,770	\$ 90,450	\$ 37,984	\$ 52,466	\$ 4,786	\$ 57,252	\$ 53,120	\$	57,906	
FYE2005	\$ 44,086	\$ 87,249	\$ 38,876	\$ 48,373	\$ 5,210	\$ 53,583	\$ 48,232	\$	53,442	
FYE2006	\$ 40,980	\$ 89,598	\$ 29,015	\$ 60,583	\$ 11,965	\$ 72,548	\$ 48,985	\$	60,950	
FYE2007	\$ 43,250	\$ 101,724	\$ 31,473	\$ 70,251	\$ 11,777	\$ 82,028	\$ 60,605	\$	72,382	
FYE2008	\$ 50,225	\$ 45,211	\$ 39,343	\$ 5,868	\$ 10,882	\$ 16,750	\$ -	\$	10,882	
FYE2009	\$ 51,998	\$ 132,929	\$ 39,671	\$ 93,258	\$ 12,327	\$ 105,585	\$ 86,305	\$	98,632	
FYE2010	\$ 51,491	\$ 143,312	\$ 40,218	\$ 103,094	\$ 11,273	\$ 114,367	\$ 95,116	\$	106,389	
FYE2011	\$ 42,750	\$ 154,781	\$ 41,245	\$ 113,536	\$ 1,505	\$ 115,041	\$ 112,762	\$	114,267	
FYE2012	\$ 48,085	\$ 150,535	\$ 42,249	\$ 108,286	\$ 5,836	\$ 114,122	\$ 107,209	\$	113,045	
FYE2013	\$ 45,257	\$ 162,862	\$ 40,309	\$ 122,553	\$ 4,948	\$ 127,501	\$ 118,874	\$	123,822	
FYE2014	\$ 45,252	\$ 194,243	\$ 60,399	\$ 133,844	\$ (15,147)	\$ 118,697	\$ 122,553	\$	107,406	
FYE2015	\$ 38,573	\$ 159,543	\$ 74,265	\$ 85,278	\$ (35,692)	\$ 49,586	\$ 86,562	\$	50,870	
FYE2016	\$ 32,436	\$ 109,449	\$ 74,750	\$ 34,699	\$ (42,314)	\$ (7,615)	\$ 35,376	\$	(6,938)	
FYE2017	\$ 31,107	\$ 109,700	\$ 67,830	\$ 41,870	\$ (36,723)	\$ 5,147	\$ 34,000	\$	(2,723)	
FYE2018	\$ 32,535	\$ 118,451	\$ 52,456	\$ 65,995	\$ (19,921)	\$ 46,074	\$ 40,393	\$	20,472	
Total	\$ 685,580	\$ 1,894,481	\$ 715,879		\$ (30,299)					

SECTION V. - PROGRAM OVERVIEW

This program is for the service of civil papers to include Family Court bench warrants, evictions, executions, liens, and judgements for civil process. The party requesting service pays an amount of \$0 to \$25. The amount paid depends on varying circumstances. The revenue generated by this program will be used to fund three part time clerical positions to enter the papers into a database, which tracks the service and attempted service of these documents.

SECTION VI. A. - SUMMARY OF REVENUES

441000 – SHERIFF'S FEES & FINES **\$ 24,847**

This revenue is generated from the service of all common please papers. The party requesting the service pays an amount of \$0 to \$25. The amount paid depends on varying circumstances. The estimated revenue is calculated based projections for the current fiscal year.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Records Technician	<u>3</u>	<u>0</u>	<u>1.875</u>	<u>1.875</u>	106
Totals	3	0	1.875	1.875	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

524201 - GENERAL TORT LIABILITY INSURANCE \$ 65

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525041 – E-MAIL SERVICE CHARGES \$ 387

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

3 users * \$10.75 per month * 12 months = \$ 387

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #3 2639:								
Revenues:								
452010	School Crossing Guards	24,529	12,263	25,094	25,094	24,774		
456100	Program Income	58,631	0	0	0	0		
461000	Investment Interest	716	471	0	0	0		
462003	Reimbursement - Outside Entities	(24,978)	0	0	0	0		
801000	Op Tm from General Fund/LE	24,978	0	0	0	0		
** Total Revenue		83,876	12,734	25,094	25,094	24,774	0	0
***Total Appropriation					284,698	18,042	0	0
CONTINGENCY Unused					121,524			
FUND BALANCE Beginning of Year					138,378	298	298	298
FUND BALANCE - Projected End of Year					298	7,030	298	298

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2019-20**

Fund 2639
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officer

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages	36,034	0	0	0		
510199	Special Overtime	994	0	0	0		
511112	FICA - Employer's Portion	2,424	0	0	0		
511114	Police Retirement - Employer's Portion	5,534	(336)	0	0		
511120	Employee Insurance	7,800	0	0	0		
511130	Workers Compensation	1,282	0	0	0		
519999	Personnel Contingency	0	0	0	0		
* Total Personnel		54,068	-336	0	0	0	0
Operating Expenses							
520233	Towing Service	0	0	0	0		
521000	Office Supplies	0	0	0	0		
521200	Operating Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	0		
522300	Vehicle Repairs & Maintenance	293	0	0	0		
524100	Vehicle Insurance	530	0	0	0		
524101	Comprehensive Insurance	0	0	0	0		
524201	General Tort Liability Insurance	723	0	0	0		
524202	Surety Bonds	9	0	0	0		
525000	Telephone	0	0	0	0		
525004	WAN Service Charges	456	0	0	0		
525030	800 MHz Radio Service Charges	579	0	0	0		
525031	800 MHz Radio Maintenance Contracts	75	0	0	0		
525041	E-mail Service Charges	118	0	0	0		
525210	Conference, Meeting & Training Expense	30	0	0	0		
525230	Subscriptions, Dues, and Books	30	0	0	0		
525400	Gas, Fuel, & Oil	1,274	0	0	0		
525600	Uniforms & Clothing	247	0	0	0		
529903	Contingency	0	0	121,022	0		
* Total Operating		4,364	0	121,022	0	0	0
** Total Personnel & Operating		58,432	-336	121,022	0	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0
Other Financing Uses							
811000	Op Trn to General Fund/LE	0	144,921	144,921	0		
**Total Other Financing Uses		0	144,921	144,921	0	0	0
*** Total Budget Appropriation		58,432	144,585	265,943	0	0	0

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2019-20**

Fund 2639
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

						BUDGET	
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510300	Part Time - (LS)	14,217	6,194	13,684	13,684		
511112	FICA - Employer's Portion	1,093	480	1,047	1,047		
511113	State Retirement - Employer's Portion	1,809	769	1,992	2,129		
511130	Workers Compensation	471	207	810	405		
511213	SCRS - Employer's Portion (Retiree)	0	0	0	0		
511214	PORS - Employer's Portion (Retiree)	0	0	0	0		
519999	Personnel Contingency	0	0	502	0		
* Total Personnel		17,590	7,650	18,035	17,265	0	0
Operating Expenses							
521209	School Patrol Supplies	102	0	450	450		
524201	General Tort Liability Insurance	75	86	225	282		
524202	Surety Bonds	7	0	0	0		
525100	Postage	47	5	45	45		
525210	Conference, Meeting & Training Expense	0	0	0	0		
525230	Subscriptions, Dues, and Books	0	0	0	0		
525600	Uniforms & Clothing	0	0	0	0		
529903	Contingency	0	0	0	0		
539514	Refund - School District	0	0	0	0		
* Total Operating		231	91	720	777	0	0
** Total Personnel & Operating		17,821	7,741	18,755	18,042	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		17,821	7,741	18,755	18,042	0	0

LEXINGTON COUNTY SHERIFF'S DEPARTMENT
SCHOOL CROSSING GUARD BUDGET ESTIMATE
SCHOOL DISTRICT 3
2019-2020

Number of Guards	Hours Worked Per Day	School Days Per Year	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	TOTAL PERSONNEL				Surety Bonds \$10 Per SCG (Attachment B)	Estimated Equipment \$150.00	TOTAL OPERATING		TOTAL BUDGET APPROPRIATION	TOTAL ADMINISTRATIVE FEE CHARGED TO SCHOOL DISTRICT \$2,243.97	TOTAL ESTIMATED COST CHARGED TO SCHOOL DISTRICT (Program Income)
						FICA 7.65%	SCRS 15.56%	Worker's Compensation 2.96%	General Tort \$94 per Guard \$94			CHARGED TO SCHOOL DISTRICT	CHARGED TO SCHOOL DISTRICT			
District 3	1	150	270.00	14.480000	\$ 3,909.60	\$ 299.08	\$ 608.33	\$ 115.72	\$ 4,932.73	\$ 94.00	\$ 15.00	\$ 259.00	\$ 259.00	\$ 5,191.73	\$ 2,243.97	\$ 7,435.70
	1	175	315.00	14.480000	\$ 4,561.20	\$ 348.93	\$ 709.72	\$ 135.01	\$ 5,754.86	\$ 94.00	\$ 15.00	\$ 259.00	\$ 259.00	\$ 6,013.86	\$ 2,243.97	\$ 8,257.83
	1	2.00	360.00	14.480000	\$ 5,212.80	\$ 398.78	\$ 811.11	\$ 154.30	\$ 6,576.99	\$ 94.00	\$ 15.00	\$ 259.00	\$ 259.00	\$ 6,835.99	\$ 2,243.97	\$ 9,079.96
District 3 Total	3		945.00		\$ 13,683.60	\$ 1,046.79	\$ 2,129.16	\$ 405.03	\$ 17,264.58	\$ 282.00	\$ 45.00	\$ 777.00	\$ 777.00	\$ 18,041.58	\$ 6,731.91	\$ 24,773.49
BUDGET AMOUNT					\$ 13,684	\$ 1,047	\$ 2,129	\$ 405	\$ 17,265	\$ 282	\$ 45	\$ 450	\$ 777	\$ 18,042	\$ 6,732	\$ 24,774

SECTION V. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES \$ 450

Supplies such as vests, signs, lights, rain gear, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE \$ 282

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525100 – POSTAGE \$ 45

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #4 RESOURCE OFFICERS
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #4 2640:								
Revenues:								
456100	Program Income	161,393	40,743	171,289	171,289	200,846		
461000	Investment Interest	614	390	0	0	0		
462003	Reimbursement - Outside Entities	(20,212)	0	0	0	0		
801000	Op Trn from General Fund/LE	57,216	29,398	58,796	58,796	66,949		
** Total Revenue		199,011	70,531	230,085	230,085	267,795	0	0
***Total Appropriation					343,483	267,795	0	0
CONTINGENCY Unused					119,369			
FUND BALANCE Beginning of Year					88,344	94,315	94,315	94,315
FUND BALANCE - Projected End of Year					94,315	94,315	94,315	94,315

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department. Overtime costs are paid 100% by the LCSD.

COUNTY OF LEXINGTON
SCHOOL DISTRICT #4 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2019-20

Fund 2640

Division: Law Enforcement

Organization: 151202 - LE/School Resource Officers

						BUDGET	
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 3	117,189	66,954	134,922	135,160		
510199	Special Overtime	6,288	3,054	1,700	1,700		
511112	FICA - Employer's Portion	8,186	4,655	10,452	10,470		
511114	Police Retirement - Employer's Portion	10,603	6,529	23,554	24,963		
511120	Employee Insurance - 3	23,400	11,700	23,400	23,400		
511130	Workers Compensation	4,274	2,425	4,725	4,733		
511214	Police Retirement - Emplr. Port. (Retiree)	8,167	4,400	0	0		
519999	Personnel Contingency	0	0	5,120	0		
* Total Personnel		178,107	99,717	203,873	200,426	0	0
Operating Expenses							
520233	Towing Service	75	0	75	75		
521000	Office Supplies	0	0	30	100		
521200	Operating Supplies	0	0	30	300		
521208	Police Supplies	0	0	30	300		
522300	Vehicle Repairs & Maintenance	1,252	1,060	1,500	3,360		
524100	Vehicle Insurance - 3	1,590	1,590	1,671	1,923		
524101	Comprehensive Insurance - 3	0	0	0	1,125		
524201	General Tort Liability Insurance	2,169	2,493	2,571	3,117		
524202	Surety Bonds - 3	27	0	0	0		
525004	WAN Service Charges	1,370	609	1,440	1,584		
525030	800 MHz Radio Service Charges - 3	1,737	830	2,124	2,124		
525031	800 MHz Radio Maintenance Contracts - 3	226	0	255	255		
525041	E-mail Service Charges - 3	333	172	387	387		
525210	Conference, Meeting & Training Expense	90	0	90	300		
525230	Subscriptions, Dues, & Books	90	90	90	120		
525400	Gas, Fuel, & Oil	5,527	2,762	8,148	7,380		
525600	Uniforms & Clothing	1,184	269	1,800	3,419		
529903	Contingency	0	0	119,369	0		
* Total Operating		15,670	9,875	139,610	25,869	0	0
** Total Personnel & Operating		193,777	109,592	343,483	226,295	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	0	41,500		
** Total Capital		0	0	0	41,500	0	0
*** Total Budget Appropriation		193,777	109,592	343,483	267,795	0	0

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020

Fund #	2640	Fund Title:	LE/School District #4
Organization #	151202	Organization Title:	LE/School Resource Officers 75/25
Program ;	150	Program Title:	Law Enforcement

BUDGET
2019-20
Requested

[illegible]

** Grand Total Capital (Transfer Total to Section I and II)	41,500
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9 20

SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

		<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>			
Law Enforcement/Administration:					
Senior Deputy	<u>3</u>	<u>3</u>	<u>3</u>	111	
Totals	<u>3</u>	<u>0</u>	<u>3</u>	<u>3.000</u>	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that one (1) vehicle will be towed this year.

521000 - OFFICE SUPPLIES \$ 100

Office supplies are required for School Resource Officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily; however, the amount used is minimal.

521200 - OPERATING SUPPLIES \$ 300

The School Resource Officers will need supplies for the operation of equipment and daily operations. Some items that will be used are audio and video tapes, film, disks, batteries, and other supplies as required for the grant. This year additional funds are budgeted for thermal paper needed for mobile printers.

521208 – POLICE SUPPLIES \$ 300

Police supplies are needed to purchase mace, OSHA kits, ASP batons, handcuffs, etc., as required by policy.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 3,360

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 1,923

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524101 – COMPREHENSIVE INSURANCE \$ 1,125

The budget amount per vehicle is the estimate provided by the County's Risk Manager which includes a 25% increase over last fiscal year. The budget includes 1 replacement vehicle that will be covered with comprehensive.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 3,117

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525004 – WAN SERVICE CHARGES \$ 1,584

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(3) Aircards with Verizon Wireless @\$528 per deputy per year.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 2,124

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **\$ 255**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 387**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.
3 users * \$10.75 per month * 12 months = \$387.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 300**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$100.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 120**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per SRO is \$40.

525400 - GAS, FUEL, AND OIL **\$ 7,380**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

525600 – UNIFORMS AND CLOTHING **\$ 3,419**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function (estimate is 15 sets @ \$1,350). The budget includes the estimated cost for replacement body armor (1 @ \$784), body armor for new hires (1 @ \$784), boots for officers (3 @ \$321), and cut and stick resistant gloves (3 pairs @ \$180).

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

(1) RPL. MARKED SUV W/EQUIPMENT **\$ 41,500**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$41,500.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*L/E - School District #5 2641:								
Revenues:								
452010	School Crossing Guards	57,960	57,497	118,842	118,842	141,844		
456100	Program Income	717,263	340,347	696,752	696,752	742,444		
461000	Investment Interest	0	9	0	0			
462003	Reimbursement - Outside Entities	(4,521)	0	0	0			
801000	Op Trn from General Fund/LE	246,584	124,176	248,350	248,350	247,481		
** Total Revenue		<u>1,017,286</u>	<u>522,029</u>	<u>1,063,944</u>	<u>1,063,944</u>	<u>1,131,769</u>	<u>0</u>	<u>0</u>
***Total Appropriation					1,347,984	1,104,842	0	0
CONTINGENCY								
Unused					311,003			
FUND BALANCE								
Beginning of Year					<u>289,663</u>	<u>316,626</u>	<u>316,626</u>	<u>316,626</u>
FUND BALANCE - Projected								
End of Year					<u>316,626</u>	<u>343,553</u>	<u>316,626</u>	<u>316,626</u>

The school resource officer program is funded 75% by the school district and 25% by the Lexington County Sheriff's Department.
The school crossing guard program is funded 100% by the school district on a reimbursement basis plus an administrative fee.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2019-20**

Fund 2641

Division: Law Enforcement

Organization: 151202 - LE/School Resource Officers

		BUDGET					
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 12	531,720	281,450	555,644	565,951		
510199	Special Overtime	17,683	13,771	16,100	16,100		
511112	FICA - Employer's Portion	40,599	21,983	43,738	44,527		
511114	Police Retirement - Employer's Portion	84,274	45,784	98,569	106,166		
511120	Employee Insurance -12	93,600	46,800	93,600	93,600		
511130	Workers Compensation	19,019	10,226	19,767	20,122		
519999	Personnel Contingency	0	0	21,421	22,638		
* Total Personnel		786,895	420,014	848,839	869,104	0	0
Operating Expenses							
520233	Towing Service	75	0	300	150		
521000	Office Supplies	0	0	360	360		
521200	Operating Supplies	0	0	520	520		
521208	Police Supplies	0	0	520	600		
522300	Vehicle Repairs & Maintenance	2,983	4,228	14,950	12,000		
524100	Vehicle Insurance - 12	5,830	5,830	6,684	7,051		
524201	General Tort Liability Insurance	8,676	9,972	10,284	12,465		
524202	Surety Bonds - 12	108	0	0	0		
525000	Telephone	0	0	0	0		
525004	WAN Service Charges	4,568	2,131	5,760	5,760		
525020	Pagers and Cell Phones - 12	0	0	0	0		
525030	800 MHz Radio Service Charges - 12	6,947	3,321	8,496	8,496		
525031	800 MHz Radio Maintenance Contracts	829	0	1,020	1,020		
525041	E-mail Service Charges - 12	1,494	645	1,548	1,548		
525210	Conference, Meeting & Training Expense	440	140	760	1,200		
525230	Subscriptions, Dues, & Books	330	390	480	480		
525400	Gas, Fuel, & Oil	18,603	7,867	32,592	20,075		
525600	Uniforms & Clothing	1,838	245	12,000	7,596		
529903	Contingency	0	0	311,003	0		
* Total Operating		52,721	34,769	407,277	79,321	0	0
** Total Personnel & Operating		839,616	454,783	1,256,116	948,425	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	45,828	0	0	41,500		
** Total Capital		45,828	0	0	41,500	0	0
*** Total Budget Appropriation		885,444	454,783	1,256,116	989,925	0	0

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2019-20**

Fund 2641
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510300	Part Time - (LS)	64,773	27,070	69,070	88,618		
511112	FICA - Employer's Portion	4,984	2,101	5,284	6,779		
511113	State Retirement - Employer's Portion	6,880	2,505	10,057	13,789		
511114	Police Retirement - Employer's Portion	(44)	0	0	0		
511130	Workers Compensation	1,902	789	2,044	2,623		
511213	SCRS - Employer's Portion (Retiree)	1,289	836	0	0		
519999	Personnel Contingency	0	0	2,533	0		
* Total Personnel		79,784	33,301	88,988	111,809	0	0
Operating Expenses							
521209	School Patrol Supplies	360	0	1,800	1,800		
524201	General Tort Liability Insurance	544	624	900	1,128		
524202	Surety Bonds	30	0	0	0		
525100	Postage	241	25	180	180		
* Total Operating		1,175	649	2,880	3,108	0	0
** Total Personnel & Operating		80,959	33,950	91,868	114,917	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		0	0	0	0	0	0

LEXINGTON COUNTY SHERIFF'S DEPARTMENT
SCHOOL CROSSING GUARD BUDGET ESTIMATE
SCHOOL DISTRICT 5
2019-2020

Number of Guards	Hours Worked Per Day	School Days Per Year	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	FICA 7.65%	SCRS 15.56%	Worker's Compensation 2.96%	TOTAL PERSONNEL			General Tort \$94 per Guard	Postage Per SCG \$ 15.00	Surety Bonds \$10 Per SCG	Estimated Equipment (Attachment B)	TOTAL OPERATING CHARGED TO SCHOOL DISTRICT	TOTAL BUDGET APPROPRIATION	TOTAL ADMINISTRATIVE FEE		TOTAL ESTIMATED COST TO SCHOOL DISTRICT (Program Income)
									PERSONNEL CHARGED TO SCHOOL DISTRICT	CHARGED TO SCHOOL DISTRICT								TO SCHOOL DISTRICT (Attachment A)	CHARGED TO SCHOOL DISTRICT	
District 5	1	1.50	270.00	14.480000	\$ 3,909.60	\$ 299.08	\$ 608.33	\$ 115.72	\$ 4,932.73	\$ 94.00	\$ 15.00	\$ -	\$ 150.00	\$ 259.00	\$ 519.173	\$ 2,243.97	\$ 7,435.70			
	1	1.75	315.00	14.480000	\$ 4,561.20	\$ 348.93	\$ 709.72	\$ 135.01	\$ 5,754.86	\$ 94.00	\$ 15.00	\$ -	\$ 150.00	\$ 259.00	\$ 6,013.86	\$ 2,243.97	\$ 8,257.83			
	2	2.00	720.00	14.480000	\$ 10,425.60	\$ 797.56	\$ 1,622.22	\$ 308.60	\$ 13,153.38	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 518.00	\$ 13,671.38	\$ 4,487.94	\$ 18,159.32			
	3	2.25	405.00	14.480000	\$ 5,864.40	\$ 448.63	\$ 912.50	\$ 173.59	\$ 7,399.12	\$ 94.00	\$ 15.00	\$ -	\$ 150.00	\$ 259.00	\$ 7,658.12	\$ 2,243.97	\$ 9,902.09			
	3	3.00	1,620.00	14.480000	\$ 23,457.60	\$ 1,794.51	\$ 3,650.00	\$ 694.34	\$ 29,596.45	\$ 282.00	\$ 45.00	\$ -	\$ 450.00	\$ 777.00	\$ 30,373.45	\$ 6,731.91	\$ 37,105.36			
District 5 Total	2	3.75	1,350.00	14.480000	\$ 19,548.00	\$ 1,495.42	\$ 3,041.67	\$ 578.62	\$ 24,663.71	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 518.00	\$ 25,181.71	\$ 4,487.94	\$ 29,669.65			
	2	4.00	1,440.00	14.480000	\$ 20,851.20	\$ 1,595.12	\$ 3,244.45	\$ 617.20	\$ 26,307.97	\$ 188.00	\$ 30.00	\$ -	\$ 300.00	\$ 518.00	\$ 26,825.97	\$ 4,487.94	\$ 31,313.91			
	12		6,120.00		\$ 88,617.60	\$ 6,779.25	\$ 13,788.89	\$ 2,623.08	\$ 111,808.82	\$ 1,128.00	\$ 180.00	\$ -	\$ 1,800.00	\$ 3,108.00	\$ 114,916.82	\$ 26,927.64	\$ 141,844.46			
Grand Total					\$ 88,617.60	\$ 6,779.25	\$ 13,788.89	\$ 2,623.08	\$ 111,808.82	\$ 1,128.00	\$ 180.00	\$ -	\$ 1,800.00	\$ 3,108.00	\$ 114,916.82	\$ 26,927.64	\$ 141,844.46			
					BUDGET AMOUNT	\$ 88,618	\$ 6,779	\$ 13,789	\$ 2,623	\$ 111,809	\$ 1,128	\$ 180	\$ -	\$ 1,800	\$ 3,108	\$ 114,917	\$ 26,928	\$ 141,844		

COUNTY OF LEXINGTON

Capital Item Summary Fiscal Year - 2019-2020

Fund #	2641	Fund Title:	LE/School District #5
Organization #	151202	Organization Title:	LE/School Resource Officers 75 /25
Program :	150	Program Title:	Law Enforcement

BUDGET
2019-20
Requested

[illegible]

**** Grand Total Capital (Transfer Total to Section I and II) 41,500**

9/10

SECTION V. - PROGRAM OVERVIEW

The Lexington County Sheriff's Department provides contracted services for school resource officers (SROs) and school crossing guards. The School Resource Officer program provides for the safety and the security of the students in every high school, most middle schools, and some elementary schools in all of Lexington County's school districts. School Crossing Guards ensure the safety of our children during arrival and departure from school. Not all schools in Lexington County have a school crossing guard and in school district two, the municipalities provide the crossing guards. The Lexington County Sheriff's Department and the School Officials are working together to provide a learning environment for the students that will be safe. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as gang and drug activity. The presence of law enforcement officers in the schools should deter such criminal activity and the presence of school crossing guards assist with slowing traffic to allow the students to arrive and depart school safely.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Senior Deputy	<u>12</u>	<u> </u>	<u>12</u>	<u>12</u>	111
Totals	12	0	12	12.000	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 150

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating that two (2) vehicles will be towed this year.

521000 - OFFICE SUPPLIES \$ 360

Office supplies are required for School Resource Officers to perform their daily job tasks. Items requested are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily. The amount budgeted is for 12 SRO's at \$30 per officer.

521200 - OPERATING SUPPLIES \$ 520

The greatest expenditure in this account is crime scene processing supplies, recording media for evidence purposes and court trials of investigative and traffic cases. Departmental standards require that evidence media not be re-used, necessitating the need for more media. Evidence bags, disposable gloves, fingerprint kits, evidence boxes, evidence labels, hazardous waste disposal kits, etc, must be used to process criminal investigative cases according to SC Code of Laws and Federal laws. This year additional funds are budgeted for thermal paper needed for mobile printers.

521208 – POLICE SUPPLIES \$ 600

Police supplies are needed to purchase mace, OSHA kits, ASP batons, handcuffs, etc., as required by policy. The amount budgeted is for 12 SRO's at \$50 per officer.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 12,000

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 30% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls and rear end replacements. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 7,051

The budget amount is the estimate provided by the County's Risk Manager. Please see the vehicle detail schedule in the appendixes for cost allocation.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 12,465

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 0

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2021.

525004 – WAN SERVICE CHARGES \$ 5,760

This account is used to pay connection charges for wide area networks. These connections allow all of the satellite offices to communicate with the network server at headquarters.

(12) Aircards with Verizon Wireless @\$40 per month per card \$ 5,760

525030 – 800 MHz RADIO SERVICE CHARGES \$ 8,496

The 800 MHz radios are required for communication. 12 radios @ \$708 per year per radio.

525031 – 800 MHz RADIO MAINTENANCE CHARGES **\$ 1,020**

The 800 MHz radios are required for communication. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES **\$ 1,548**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

12 users * \$10.75 per month * 12 months

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 1,200**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The budget amount per officer is \$100.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 480**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account. The cost for dues per SRO is \$40.

525400 - GAS, FUEL, AND OIL **\$ 20,075**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 20% increase for the unstable fuel market. The budget amount is prorated equally among all vehicles assigned to the organization. Individual vehicle costs are not calculated due to reassignment of vehicles with different job functions. The reassignment allows for efficient utilization of all fleet vehicles.

525600 – UNIFORMS AND CLOTHING **\$ 7,596**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function (estimate is 36 sets @ \$3,240). The budget includes the estimated cost for replacement body armor (2 @ \$1,568), body armor for new hires (1 @ \$784), boots for officers (12 @ \$1,284), and cut and stick resistant gloves (12 pairs @ \$720).

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

(1) RPL. MARKED SUV W/EQUIPMENT **\$ 41,500**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$41,500.

SECTION V. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school. Lexington County School District's # 1, #3, and #5 have requested school crossing guards. The school crossing guards are hired and maintained by the Lexington County Sheriff's Department and substitutes on an as needed basis. The school districts pay 100% of the cost associated with scheduled hours for school crossing guards as well as an administrative fee that covers our cost for management of the program.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES **\$ 1,800**

Supplies such as vests, signs, lights, rain gear, batteries and other safety equipment is required for the school crossing guards to be visible for the safety of the children and for awareness purposes of citizens.

524201 – GENERAL TORT INSURANCE **\$ 172**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 15% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BONDS **\$ 0**

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525100 – POSTAGE **\$ 180**

Postage is required for the bi-weekly mailing of the payroll deposit amounts to the school crossing guards.

COUNTY OF LEXINGTON
LAW ENFORCEMENT/ALCOHOL ENFORCEMENT TEAM
Annual Budget
FY 2019-20 Estimated Revenue

Object	Actual	Received	Amended	Projected			
Code	Revenue Account Title	2017-18	Thru Dec	Budget	Revenues	Requested	Recommend
		2017-18	2018-19	Thru Dec	Thru Jun	2019-20	2019-20
				2018-19	2018-19		2019-20
*L/E - Alcohol Enforcement Team 2642:							
Revenues:							
438206	LE/Alcohol Enforce Team Fees	0	0	0	0	0	
461000	Investment Interest	702	566	0	0	0	
** Total Revenue		702	566	0	0	0	0
***Total Appropriation					54,738	54,738	0
Unused Contingency					54,738		
FUND BALANCE							
Beginning of Year					54,738	54,738	54,738
FUND BALANCE - Projected							
End of Year					54,738	0	54,738

Fund 2642
Division: Law Enforcement
Organization: 151200 - LE/Operations

300

COUNTY OF LEXINGTON
LAW ENFORCEMENT OFF DUTY PROGRAM
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru June 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* L/E - Off Duty Program 2647:								
Revenues:								
438730	Administration Fee	16,483	60,640	129,018	129,018	99,653		
438731	Vehicle Use Fee - (20%)	0	0	32,255	32,255	24,914		
461000	Investment Interest	0	2	0	0	0		
** Total Revenue		16,483	60,642	161,273	161,273	124,567	0	0
***Total Appropriation		0	153	224	75,348	63,608	0	0
FUND BALANCE								
Beginning of Year					0	85,925	146,884	146,884
FUND BALANCE - Projected								
End of Year					85,925	146,884	146,884	146,884

**COUNTY OF LEXINGTON
LAW ENFORCEMENT OFF DUTY PROGRAM
Annual Budget
Fiscal Year - 2019-20**

Fund: 2647
Division: Law Enforcement
Organization: 151105 - LE/Support Services

		BUDGET					
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 1	0	0	43,097	43,097		
511112	FICA - Employer's Portion	0	0	3,297	3,297		
511113	State Retirement - Employer's Portion	0	0	6,275	6,706		
511120	Insurance Fund Contribution - 1	0	0	7,800	7,800		
511130	Workers Compensation	0	0	134	134		
519999	Personnel Contingency	0	0	1,580	0		
* Total Personnel		0	0	62,183	61,034	0	0
Operating Expenses							
521000	Office Supplies	53	0	8,300	500		
524201	General Tort Liability Insurance	0	26	24	33		
524202	Surety Bonds - 1	0	0	0	0		
525000	Telephone	0	0	252	252		
525021	Smart Phone Charges	36	144	660	660		
525041	E-mail Service Charges - 1	54	54	129	129		
525210	Conference, Meeting & Training Expense	0	0	1,000	1,000		
* Total Operating		143	224	10,365	2,574	0	0
** Total Personnel & Operating		143	224	72,548	63,608	0	0
Capital							
540000	Small Tools & Minor Equipment	10	0	200	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	2,600	0		
** Total Capital		10	0	2,800	0	0	0
*** Total Budget Appropriation		153	224	75,348	63,608	0	0

SECTION V. - PROGRAM OVERVIEW

The off duty program is a special revenue fund that is responsible for the costs associated with scheduling all employment assignments, preparing agreements, and assisting vendors with their set up in the software program, along with the liaison and technical support for the deputies and vendors as it relates to operation of the software.

SECTION VI.A. - LISTING OF REVENUE

438730 – ADMINISTRATION FEE \$ 99,653

The revenue generated will cover the cost of the Human Resource Specialist position managing the program. This allows the program to be self-sustaining without additional cost to the LCSD.

The vendor requesting the extra duty hours pays \$42 per hour broken down as follows:

- \$35.00 is paid directly to the deputies
- \$ 6.00 covers the cost of the position and provides additional funds
- \$ 1.00 is reimbursed to the County for vehicle costs.

438731 – VEHICLE USE FEE \$ 24,914

The vendor requesting the extra duty also pays a vehicle use fee. This is reimbursement for use of the vehicle.

The vendor requesting the extra duty hours pays \$42 per hour broken down as follows:

- \$35.00 is paid directly to the deputies
- \$ 6.00 covers the cost of the position and provides additional funds
- \$ 1.00 is reimbursed to the County for vehicle costs.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Support Services:					
Human Resources Specialist	<u>1</u>	<u> </u>	<u>1</u>	<u>1</u>	108
Totals	<u>1</u>	<u>0.000</u>	<u>1</u>	<u>1</u>	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 500

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for the off duty program. The amount budgeted is an estimate.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 33

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 - SURETY BONDS \$ 0

Surety bonds are renewed every 3 years and this is the year to pay these bonds.

525000 - TELEPHONE \$ 252

Telephone line charges are required for daily operations and voice mail. The cost per month of a landline with attached voicemail is \$21 or \$252 annually.

525021 - SMART PHONE CHARGES \$ 660

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when required. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.

525041 - E-MAIL SERVICE CHARGES \$ 129

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The current cost is \$10.75 per user per month.

525210 - CONFERENCE AND MEETING EXPENSES \$ 1,000

All officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. Additional training will be needed for customer service.

COUNTY OF LEXINGTON
BEECHWOOD MIDDLE SCHOOL SCHOOL RESOURCE OFFICER GRANT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Requested 2019-20	Recommend 2019-20	Awarded 2019-20
457000	Federal Grant Income	149,106		
461000	Investment Interest			
801000	Op Trn From General Fund/LE	16,567		
** Total Revenue		<u>165,673</u>	<u>0</u>	<u>0</u>
***Total Appropriation		<u>165,673</u>	<u>0</u>	<u>0</u>
FUND BALANCE				
	Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected				
	End of Year	<u>0</u>	<u>0</u>	<u>0</u>

COUNTY OF LEXINGTON
BEECHWOOD MIDDLE SCHOOL SCHOOL RESOURCE OFFICER GRANT
Annual Budget
Fiscal Year - 2019-20

Fund: New
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Expenditure Code Classification	NEW PROGRAM	2019-20 Requested	2019-20 Recommend	2019-20 Awarded
Personnel			90	10
510100 Salaries & Wages -		53,000	47,700	5,300
510200 Overtime		3,000	2,700	300
511112 FICA Cost - 7.65%		4,284	3,856	428
511114 Police Retirement (PORS) - 18.24%		10,214	9,193	1,021
511120 Insurance Fund Contribution - \$7,800		7,800	7,020	780
511130 Workers Compensation - .0346/.0031		1,938	1,744	194
			0	0
* Total Personnel		80,236	72,213	8,023
Operating Expenses				
520233 Towing Service		75	68	7
520702 Technical Currency and Support		2,150	1,935	215
521000 Office Supplies		300	270	30
521200 Operating Supplies		5,200	4,680	520
521208 Police Supplies		500	450	50
522300 Vehicle Repairs & Maintenance		1,000	900	100
524100 Vehicle Insurance		697	627	70
524101 Comprehensive Insurance		375	337	38
524201 General Tort Liability Insurance		931	838	93
524202 Surety Bonds -		0	0	0
525000 Telephone		60	54	6
525004 WAN Service Charges		525	473	52
525021 Smart Phone Charges		540	486	54
525031 800MHz Radio Service Charges		815	733	82
525041 E-mail Service Charges -		129	116	13
525210 Conference & Meeting Expense		2,700	2,430	270
525230 Subscriptions, Dues, & Books		40	36	4
525400 Gas, Fuel & Oil		5,300	4,770	530
525600 Uniforms & Clothing		1,700	1,530	170
			0	0
* Total Operating		23,037	20,733	2,304
			0	0
** Total Personnel & Operating		103,273	92,946	10,327
			0	0
Capital			0	0
540000 Small Tools & Minor Equipment		500	450	50
All Other Equipment			0	0
(1) Electronic Control Device with Accessories		1,650	1,485	165
(1) Drivers License Barcode Scanner		400	360	40
(1) Personal Protection Equipment Kit		900	810	90
(1) Ruggedized Laptop with Accessories		5,500	4,950	550
(1) Vehicle Printer with Mounts and Accessories		500	450	50
(1) 800 MHz Radio w/ Accessories		5,500	4,950	550
(1) Gun w/ Accessories		650	585	65
(1) MCT/MFR Licensing		3,300	2,970	330
(1) Body Camera with Accessories		500	450	50
(1) Marked SUV with Equipment		43,000	38,700	4,300
			0	0
** Total Capital		62,400	56,160	6,240
			0	0
*** Total Budget Appropriation		165,673	149,106	16,567

COUNTY OF LEXINGTON

Fund # <u>NEW PROGRAM</u>	Fund Title: <u>NEW PROGRAM</u>
Organization # <u>151202</u>	Organization Title: <u>LE/School Resource Officers</u>
Program # <u>150</u>	Program Title: <u>NP (1) Senior Deputy</u>

[illegible]

SECTION V. – PROGRAM OVERVIEW

The School Resource Officer program provides for the safety and the security of the students in the Lexington County School Districts. The State of South Carolina has seen the crime rate rise and Lexington County experiences an increase of school related incidents such as drug and gang activity. The new Beechwood Middle School, grades 6-8, is scheduled to open in August of 2019 with an estimated enrollment of 1200 students. The new Lexington School District One middle school is located on highway U.S. 378 and will bring in students from Lexington Middle, Meadow Glenn Middle and from Pleasant Hill Middle schools. The new school will also bring in students from Rocky Creek Elementary, Lake Murray Elementary, and New Providence Elementary schools.

A School Resource Officer is requested for the new Beechwood Middle School. The Lexington County Sheriff's Department and the school officials are working together to provide a safe learning environment for the students. School Resource Officers have three main functions: law enforcement officer, teacher, and counselor. First, as a law enforcement officer, the SRO maintains a safe and secure environment on the school campus that will be conducive to an educationally stimulating atmosphere and serve as a means of preventing criminal activities and disturbances. Second, as a teacher, the SRO promotes positive attitudes regarding the police role in society and informs the students of their rights and responsibilities as lawful citizens. Third, as a counselor, the SRO establishes a more complete liaison with school personnel and students in a cooperative effort to prevent juvenile delinquency.

The most effective way an SRO can accomplish these goals is to be a positive role model. Students learn from every interaction they have with an SRO. It is essential for an SRO to be a positive role model who endorses high moral standards, uses good judgment and discretion, is consistent and fair, respects all students, and displays a sincere concern for the school community. School Resource Officers must maintain a professional appearance; be visible, accessible and willing to talk to the students; attend and participate in school activities both during the school year and the summer months; interact positively with the students and the community while taking their concerns seriously; maintain a relationship with the students' parents by attending PTA meetings and parent conferences; and maintain a relationship with the faculty and school administrators.

SECTION VI. B. – LISTING OF POSITIONS

Additional Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Pay Band</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Senior Deputy	1		1	1	111

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles and seized vehicles. The cost for a County Vehicle is \$75. The amount budgeted assumes that each vehicle assigned will be towed at least once during the fiscal year.

520702 – TECHNICAL CURRENCY & SUPPORT \$2,150

Computer software maintenance agreements allow us to remain updated with any upgrades and receive technical assistance on an as needed basis.

Body Camera Service and Storage \$ 1,100

521000 - OFFICE SUPPLIES \$ 300

Major expenditures in this account are folders, pens, etc. required for preparation of case files. The amount budgeted is an estimate of \$300 per year per deputy.

521200 - OPERATING SUPPLIES \$ 5,200

This account is the purchase of evidence bags, disposable gloves, and other supplies as required for duties. The amount budgeted is an estimate of \$300 per year per deputy.

Education Supplies for Students \$ 4,900

521208 - POLICE SUPPLIES \$ 500

Officers must be supplied with items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties. Ticket books, restraint devices to include handcuffs, sheriff's notebooks, badge, traffic wand for flashlight and O.C. spray is a partial list of the items that will be needed. The amount budgeted is an estimate of \$500 per year per deputy.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 1,000

Maintenance is required for all vehicles to ensure that remain operational and safe.

524100 - VEHICLE INSURANCE \$ 697

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524101 - COMPREHENSIVE INSURANCE \$ 375

The budget amount per vehicle is the estimate provided by the County's Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 931

General tort liability insurance amounts as allocated based on number of personnel. The budget amount is the estimate provided by the County's Risk Manager, \$931 per officer.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and these bonds must be paid this fiscal year. The next payment will be due fiscal year 2021.

525000 -TELEPHONE \$ 60

Each deputy is required to have a voicemail box so that citizens may have a number at which to reach the officer. The annual cost of a voicemail box per officer is \$60.

525004 – WAN SERVICE CHARGES **\$ 525**

This account is used to pay connection charges for wide area networks. Each deputy has an air card that enables access to all of our network from the vehicle. The annual cost per officer for a mi-fi card is \$525.

525021 – SMART PHONE CHARGES **\$ 540**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when required. The Smart Phone is new technology that enables data transmissions in addition to the other services available with our current cell phone plan.

Verizon - \$45 per month \$ 540

525030 – 800 MHZ RADIO SERVICE CHARGES **\$ 815**

The 800 MHz radios are required for communication. We have five sites to obtain complete coverage. The amount budgeted does not consider the 10% legislative discount we are currently receiving because we have no guarantee that this will continue next fiscal year. The cost per radio per year is \$815.

800 MHz Radio Charges \$ 815

525041 – E-MAIL SERVICE CHARGES **\$ 129**

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

\$10.75 per month \$ 129

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 2,700**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. These include: Class I enforcement personnel (40 hours/3 years), Class III dispatch personnel (in-service legal updates) and reserve officer (in-service once a month). This reflects in-house training needs required by law and Accreditation standards to provide to personnel. The academy does not teach these courses, and in many cases, employees must be sent outside the county for training so that they may maintain their certification and acquire advancement in technical fields.

(2) Grant Required Trainings are estimated. \$ 2,700

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 40**

Various subscriptions and memberships are needed as they relate to law enforcement statistics, training, and legal updates. These subscriptions and organizational memberships provide information that assist with the daily management, operations, and industry trends. The estimate per year per deputy is \$40.

SC Law Enforcement Officers Association \$ 40

525400 – GAS, FUEL & OIL **\$ 5,300**

The average estimated cost of gas, fuel and oil for a deputy's vehicle is \$5,300 per year.

525600 - UNIFORMS & CLOTHING **\$ 1,700**

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms annually. The estimated annual cost per deputy is \$2,000.

Law Enforcement Footwear	\$ 100
Uniforms (6 Duty @ \$90/each, 1 Class A @ \$90/each)	\$ 630
Belt Components – Various (\$270/Deputy)	\$ 270
Body Armor	\$ 700

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 500

These items are needed by each deputy to perform the duties assigned. The items to be purchased from this account for each deputy are as follows:

Items not listed \$ 500

(1) ELECTRONIC CONTROL DEVICES WITH ACCESSORIES \$ 1,650

Electronic Control Devices are becoming an effective way to issue less lethal force when needed to detain combative subjects. One electronic control device with accessories consist of the electronic control device, a duty holster, four (4) training cartridges, and four (4) duty cartridges.

(1) DRIVERS LICENSE BARCODE SCANNER \$ 400

Drivers license barcode scanners are used by deputies to obtain quick information about the person(s) in question. These allow deputies not to have to call dispatch to obtain the information. The total estimated cost per deputy is \$400.

(1) PERSONAL PROTECTIVE EQUIPMENT KITS \$ 900

These personal protective equipment kits are used in the event of a hazardous chemical or substance spill. These kits are needed for our road patrol units to keep them OSHA compliant.

(1) RUGGEDIZED LAPTOP WITH ACCESSORIES \$ 5,500

These computers are transported in the deputy's vehicles and are required for records management.

(1) VEHICLE PRINTER WITH MOUNT AND ACCESSORIES \$ 500

Vehicle printers are needed to print an incident report on-scene, traffic tickets, warning tickets, and accident reports.

(1) 800 MHz RADIO W/ ACCESSORIES \$ 5,500

These radios are needed for officer safety. They enable the deputy to communicate with County Communication and the reverse.

(1) GUN W/ ACCESSORIES \$ 650

Handguns are required to perform the duties of a law enforcement officer.

(1) MCT/MFR LICENSING \$ 3,300

This licensing is required for our field reporting and records management system.

(1) BODY CAMERA WITH ACCESSORIES \$ 500

A body camera is required to the duties of a deputy. The body camera is used to supplement other law enforcement investigative techniques and methodologies.

(1) MARKED SUV WITH EQUIPMENT \$ 43,000

A marked vehicle is required to perform the duties of a deputy.

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Community Development Block Grant 2400:								
Revenues:								
456100	Program Income	31,999	16,389	33,978	33,978	33,978		
456101	Program Income (Note Receivable)	(31,999)	0	0	0	0		
457000	Federal Grant Income	1,608,750	1,763,649	3,346,816	3,346,816	1,792,871		
461000	Investment Interest	0	28	0	0	0		
461150	Interest Income - Notes	1,980	0	0	0	0		
801000	Op Trn from General Fund	48,762	49,387	49,387	49,387	53,387		
**Total Revenue		1,659,492	1,829,453	3,430,181	3,430,181	1,880,236	0	0
***Total Appropriation					3,430,181	1,793,892	0	0
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					488,367	488,367	488,367	488,367
FUND BALANCE - Projected								
End of Year					488,367	574,711	488,367	488,367

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2019-20

Fund 2400

Division: : Community Development

Organization: 181200 - Community Development Administration

					BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code Classification		Expend	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 4	158,862	64,093	191,218	185,438	
510200	Overtime	0	573	0	0	
511112	FICA - Employer's Portion	11,475	4,728	14,628	14,186	
511113	State Retirement - Employer's Portion	20,244	7,949	27,841	28,854	
511120	Employee Insurance - 4	19,500	5,850	31,200	31,200	
511130	Workers Compensation	493	201	479	481	
519999	Personnel Contingency	0	0	7,011	0	
* Total Personnel		210,574	83,394	272,377	260,159	0
Operating Expenses						
520300	Professional Services	0	0	5,000	5,000	
520400	Advertising & Publicity	1,216	157	3,000	3,000	
520500	Legal Services	870	0	4,000	4,000	
520510	Interpreting Services	0	0	500	500	
520800	Outside Printing	248	1,213	1,500	1,500	
521000	Office Supplies	1,675	719	2,500	3,500	
521100	Duplicating	2,444	591	1,710	3,000	
524000	Building Insurance	43	50	50	50	
524201	General Tort Liability Insurance	144	164	166	166	
524202	Surety Bonds	21	0	0	0	
525000	Telephone	1,225	703	1,446	1,446	
525020	Pagers and Cell Phones - 1	123	134	216	216	
525021	Smart Phone Charges - 3	1,869	699	1,908	1,908	
525041	E-mail Service Charges - 4	580	193	645	645	
525100	Postage	991	245	1,500	1,500	
525110	Other Parcel Delivery Services	0	0	100	100	
525210	Conference, Meeting & Training Expense	14,392	2,606	12,250	12,250	
525230	Subscriptions, Dues, & Books	2,187	2,224	3,163	3,243	
525240	Personal Mileage Reimbursement	47	0	1,007	1,072	
525250	Motor Pool Reimbursement	611	56	1,452	1,545	
525300	Util / Administration Building	1,950	759	2,256	2,256	
529903	Contingency	0	0	79,654	1,147	
529950	Indirect Costs	18,645	3,155	20,000	20,000	
* Total Operating		49,281	13,668	144,023	68,044	0
** Total Personnel & Operating		259,855	97,062	416,400	328,203	0
Capital						
540000	Small Tools & Minor Equipment	19	0	250	250	
	All Other Equipment	2,218	1,085	1,958	0	
** Total Non-Operating & Capital		2,237	1,085	2,208	250	0
*** Total Budget Appropriation		262,092	98,147	418,608	328,453	0

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2019-20

Fund 2400

Division: Community Development

Organization - 181201 Community Development Projects

				BUDGET		
Object Expenditure	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification	Expend	Expend	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages	0	0	0	0		
511112 FICA - Employer's Portion	0	0	0	0		
511113 State Retirement - Employer's Portion	(276)	0	0	0		
511130 Workers Compensation	0	0	0	0		
* Total Personnel	-276	0	0	0	0	0
Operating Expenses						
529903 Contingency	0	0	0	0		
534404 Midlands Housing Alliance, Inc.	40,000	11,490	50,000	50,000		
537119 Minor Housing Repair Program	53,207	29,289	130,269	0		
537150 Sistercare Facility Improvements	0	0	37,070	0		
537177 Septic Tank Repair and Replacement Program	19,380	0	0	0		
537180 HOME Program Project Delivery	8,250	400	53,203	0		
537192 Acquisition/Affordable Housing	20,152	170	0	0		
537194 City of Cayce State Street Sewer Line	121,875	0	0	217,459		
537209 BLEC Roof Replacement	0	0	302,481	0		
537212 Town of Lexington Duffie Drive Sidewalk	123,000	0	0	0		
537213 ICRC Afternoon Adventures	62,677	23,327	66,460	69,300		
537214 ICRC Van Purchase				36,196		
537216 Central SC Habitat for Humanity	10,600	78,360	93,238	52,850		
537217 Joint Municipal Water and Sewer	0	0	376,000	450,000		
537223 ICRC Athletic Equipment				18,000		
537227 ICRC Universally Accessible Park	300,000	0	0	0		
537228 Lexington Interfaith Mobile Pantry	39,599	0	0	0		
537229 Lexington Interfaith Cooking Classes	5,324	0	0	0		
537230 Red Bank Elem Afterschool Program	32,460	0	33,020	0		
537235 Eau Claire Coop - Cayce/West Cola	503,304	13,102	35,696	0		
537241 Arc of the Midlands Job Training	37,013	14,073	41,240	0		
537242 Dickerson Children's Advocacy	7,910	0	0	0		
537243 Harvest Hope Diabetic Food Pantry	10,000	5,607	20,000	30,000		
537244 Red Bank Elem Sensory Room	4,268	0	0	0		
537245 Lexington County Fire Services	0	912,942	912,942	0		
537246 Town of Batesburg-Leesville Chemical Feed	5,949	286,200	397,146	395,634		
537248 Babcock Center Fire System Upgrades	0	0	5,833	0		
537249 West Columbia Sewer Upgrades	0	0	404,475	0		
537250 Boys & Girls Club of America	0	11,249	52,500	46,000		
537----- CMRTA Bus Shelters				81,000		
537----- CMRTA Half Priced Day Bus Pass				19,000		
* Total Operating	1,404,968	1,386,209	3,011,573	1,465,439	0	0
** Total Personnel & Operating	1,404,692	1,386,209	3,011,573	1,465,439	0	0
*** Total Budget Appropriation	1,404,692	1,386,209	3,011,573	1,465,439	0	0

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Community Development Block Grant (CDBG) Program

Program 2 – County-wide Title VI Compliance

Program 1 Objectives:

The objectives of the Community Development Block Grant (CDBG) Program are to primarily assist low- and moderate-income (LMI) persons in securing decent housing, suitable living environments and expanded economic opportunities. Every project and activity funded through the CDBG Program must meet one of three national objectives: principally benefit LMI persons, aid in the elimination of slums and blight, and/or meet an urgent or unanticipated need.

The staff of the County's CDBG Program carries out these objectives through administration, implementation and oversight of the Program as established through the regulations of the United States Department of Housing and Urban Development (HUD). These responsibilities include the following:

- Ensuring compliance with applicable regulations
- Maintaining records and files
- Preparing plans and reports
- Managing infrastructure construction and other projects following federal and County guidelines
- Developing and monitoring annual program and individual project budgets
- Analyzing feasibility of potential projects
- Monitoring federal guidelines and recommending changes to program as needed

The CDBG Grant Administrator, Community Development Technician, and Administrative Assistant III manage the administration of the CDBG Program. The staff works closely with many different groups and individuals to achieve the objectives of the program and successfully implement projects. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget includes some operating expenses for the HOME Program.

Program 2 Objectives:

The Civil Rights Act of 1964 includes a provision named "Title VI," which prohibits discrimination in the access of County programs, activities, services, etc., on the basis of race, color, national origin, sex, disability, and age. During FY 2013-14, the County of Lexington expended nearly \$4 million in federal grant funds. As a recipient of federal funding, the County is required to create a Title VI Compliance Plan and must designate a Title VI Coordinator. Through the Title VI Compliance Plan, the County is required to ensure that public funds are not spent in a way that encourages, subsidizes, or results in discrimination. Additionally, the County must reasonably ensure that programs, services, and facilities are accessible to citizens with disabilities and other barriers.

The County's Title VI Compliance Plan includes: Civil Rights resources, training for county grant managers on Title VI requirements, public notification and outreach, data collection systems, complaint processing in conducted programs, program availability and accessibility to persons with disability, service to limited English proficiency persons, preparing annual reports on county-wide Title VI compliance.

SECTION VI – LINE ITEM NARRATIVES

SECTION VI. A

SUMMARY OF REVENUES

457000 – FEDERAL GRANT INCOME	\$1,792,871
--------------------------------------	--------------------

The United States Department of Housing and Urban Development (HUD) establishes the annual award for all Community Development Block Grant (CDBG) Urban Entitlement Counties. HUD has not notified the County of its allocation for FY 2016-17. At the time of budget preparation, HUD has recommended using the previous year's allocation of \$1,428,522 for planning purposes. The CDBG Program has approximately \$132,729 in uncommitted funds that will be included when making project awards for the FY 2016-17 budgets. The uncommitted funds are from awarded projects that were completed under budget. No other revenues are anticipated.

801000 – GENERAL FUND	\$53,387
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The Title VI Coordinator/Grant Manager assists with CDBG Program Administration. Additional duties include County-wide Title VI Plan preparation and coordination. Fifty percent (50%) of the personnel and operating budget of the Title VI Coordinator/Grant Manager is provided by the general fund.

SECTION VI. B

LISTING OF POSITIONS

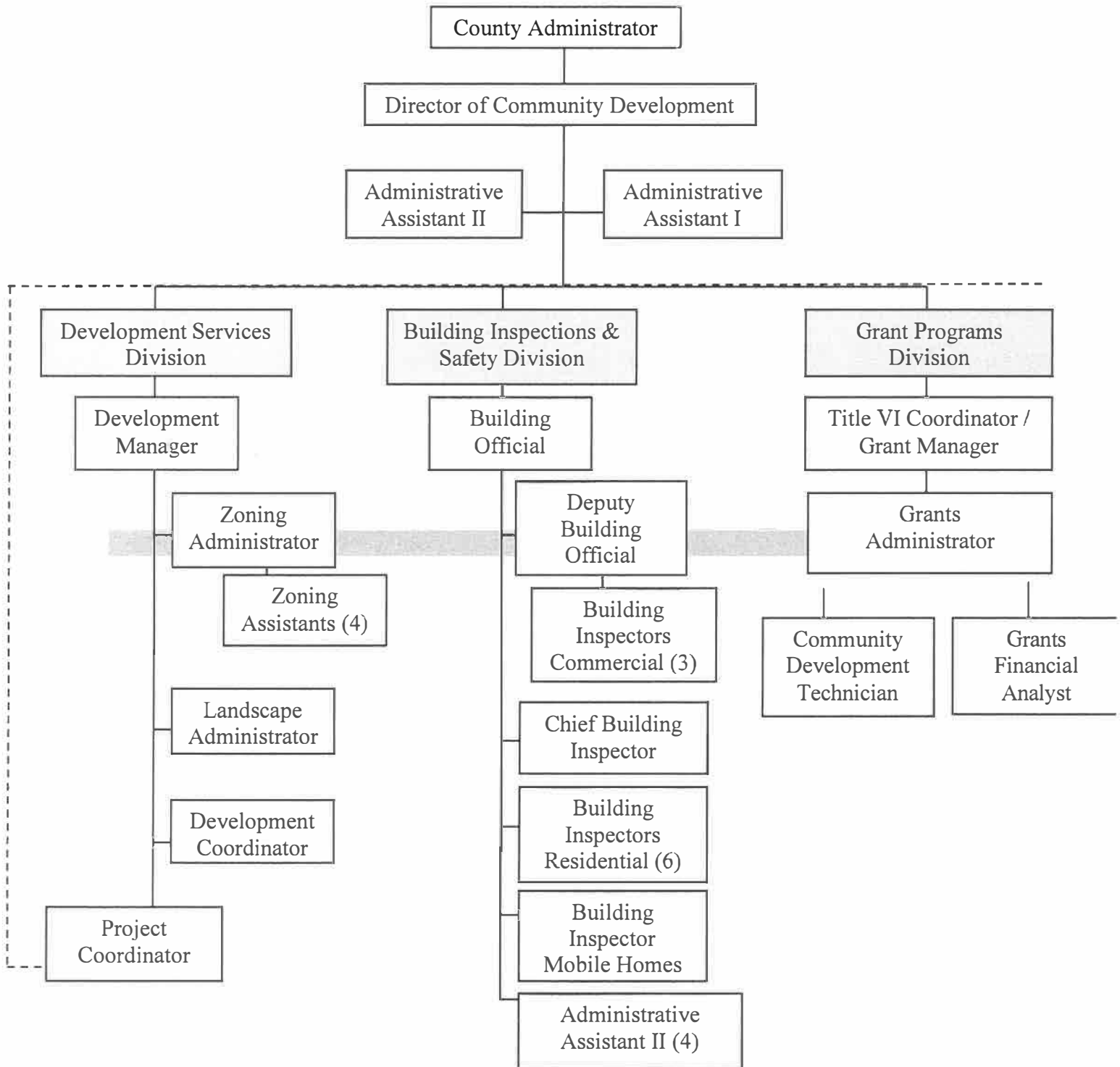
The Community Development Block Grant Division consists of five (5) employees with insurance.

Position	Band
Title VI Coordinator/Grant Manager	213*
Grants Administrator	211**
Housing Rehabilitation Coordinator	109
DPA/Administrative Assistant III	106

*50% of the personnel and operating costs for this position are funded through the County General Fund.

** 50% of the personnel costs for this position are funded through Fund 2401 (HOME Program)

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



SECTION VI. C

OPERATING LINE ITEM NARRATIVES

All non-personnel operating costs for the HOME Investment Partnerships (HOME) Program will be provided through Community Development Block Grant (CDBG) funds. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of HOME. Accordingly, the CDBG Program operating budget includes operating expenses for the HOME Grant Administrator. Additionally, operating costs associated with County-wide Title VI management are included in this narrative. Title VI operating costs are paid through a match contribution from the general fund.

520300 – PROFESSIONAL SERVICES **\$5,000**

As a recipient of federal funding from the U.S. Department of Housing and Urban Development for CDBG and HOME Programs, the County is required to update many of its plans and reports and may use the services of an outside consultant. The scope of this work includes surveys, data review and projections as well statistical analysis.

520400 – ADVERTISING & PUBLICITY **\$3,000**

Newspaper advertisements are required throughout the year to notify the public of various aspects of the program including environmental findings, public hearings, availability of plans and reports, amendments to plans, and public comment periods. Continuing programs such as the Minor Home Repair program may also be marketed through newspaper advertisements for applicants. Ad costs vary depending upon the size and nature of the advertisements.

Program 1 (CDBG Program): \$2,500

Program 2 (Title VI Compliance): \$500

520500 – LEGAL SERVICES **\$4,000**

The County Attorney reviews various legal issues arising from implementation of projects. These services are utilized throughout the year as projects are planned and implemented.

Program 1 (CDBG Program): \$3,500

Program 2 (Title VI Compliance): \$500

520510 – INTERPRETING SERVICES **\$500**

This line item is requested to cover the cost for interpreting services provided to individuals who are disabled and/or non-English speaking during presentations and public hearings.

Program 1 (CDBG Program): \$250

Program 2 (Title VI Compliance): \$250

520800 – OUTSIDE PRINTING

\$1,500

This line item is requested to print various brochures and materials to meet federal requirements to affirmatively market affordable housing, fair housing, Title VI requirements, and projects sponsored through the Grant Programs Division. Additionally, the Grant Programs Division has identified the need for brochures that would assist the County in informing our citizens about the County's housing rehabilitation, down payment assistance and septic tank repair and replacement programs.

Program 1 (CDBG Program): \$1,200

Program 2 (Title VI Compliance): \$300

521000 - OFFICE SUPPLIES

\$3,500

Routine office supplies are used (printer toner cartridges, paper, pencils, file folders, etc.) in the course of implementing projects and maintaining compliance with grant requirements each year.

Program 1 (CDBG Program): \$3,100

Program 2 (Title VI Compliance): \$400

521100 - DUPLICATING

\$3,000

This account is used for copier machine duplicating of agreements, reports, correspondence, environmental reviews, and other documents used in the daily accomplishment of the department's operations. The laser printer and administrative multi-function machine also now function as the primary printer for staff, per IS configurations.

5,000 copies/month x 12 months x \$.05 a copy = \$3,000

Program 1 (CDBG Program): \$2,400

Program 2 (Title VI Compliance): \$600

524000 – BUILDING INSURANCE

\$50

The amount requested is based on an estimate provided by the County Risk Manager for the CDBG and HOME Programs.

524201 – GENERAL TORT LIABILITY

\$166

The amount requested is based on an estimate provided by the County Risk Manager for the CDBG (\$128), HOME (\$79), and Title VI (\$25) Programs.

Program 1 (CDBG Program): \$141

Program 2 (Title VI Compliance): \$25

524202 – SURETY BONDS

\$0

This is a Non bond year.

525000 – TELEPHONE

\$1,446

The amount requested covers basic phone and fax lines for department staff.

Program 1 (CDBG Program): \$1,204.20

- 5 lines x \$19.00/month x 12 months \$1,140.00
- 5 lines with voice mail x \$1.07/month x 12 months \$ 64.20
- Total \$1,204.20

Program 2 (Title VI Compliance): \$240.84*

- 1 line x \$19.00/month x 12 months \$ 228.00
- 1 line with voice mail x \$1.07/month x 12 months \$ 12.84
- Total \$ 240.84

*50% of Program 2 cost will be funded through GF

525020 – PAGERS AND CELL PHONES

\$216

A mobile phone is assigned to the division staff to maintain communication when out of the office conducting inspections, site visits, meetings, attending events, etc.

- 1 mobile phone x \$18/month x 12 months \$216

525021 – SMART PHONE CHARGES

\$1,908

Smart phones are assigned to the CDBG Grant Administrator, HOME Grant Administrator and the Title VI Coordinator/Grant Manager to maintain communication when out of the office conducting inspections, site visits, meetings, attending events, etc.

Program 1 (CDBG Program): \$1,272.00

- 2 smart phones x \$53/month x 12 months \$1,272.00

Program 2 (Title VI Compliance): \$636.00*

- 1 smart phones x \$53/month x 12 months \$636.00

*50% of Program 2 cost will be funded through GF

525041 – E-MAIL SERVICE

\$774 645

The amount requested covers basic e-mail service for department staff.

Program 1 (CDBG Program): ~~\$645~~ 516

- 4 accounts x \$10.75/month x 12 months = ~~\$645~~ 516

Program 2 (Title VI Compliance): \$129*

- 1 account x \$10.75/month x 12 months = \$129

*50% of Program 2 cost will be funded through GF

525100 - POSTAGE

~~\$2,000~~ 1,500

This line item covers the cost of mailing office correspondence, notices, reports, newsletters, and planning materials.

Program 1 (CDBG Program): \$1,250

Program 2 (Title VI Compliance): \$250

525110 – OTHER PARCEL DELIVERY SERVICES

~~\$1,000~~

100

This line item covers the cost of mailing UPS and FedEx packages and notices as is required.

Program 1 (CDBG Program): ⁵⁰~~\$450~~

Program 2 (Title VI Compliance): \$50

525210 – CONFERENCE, MEETING & TRAINING EXPENSE

~~\$12,250~~

This line item covers the cost of attending various HUD training opportunities that may include IDIS, Fair Housing, Wage and Labor compliance, Environmental Review compliance, and general CDBG and HOME program training as well as annual training provided by state and national associations working within the area of housing, planning and community development. Estimated training costs include lodging, transportation, and registration fees. The training events listed below address various aspects of the CDBG and HOME programs, rural development, planning, affordable housing, infrastructure improvements, community revitalization techniques, compliance with HUD, and other federal requirements, as well as best practice presentations from other communities. Locations for HUD training vary and are offered throughout the United States depending on HUD's budget and the availability of trainers, etc. The Title VI Coordinator/Grant Manager will be required to attend various trainings to stay abreast of compliance issues related to management of the County's Title VI program

Program 1 (CDBG Program): ^{10,750}~~\$22,500~~

- HUD Training (estimate) \$ 2,250
- National Comm. Dev. Assoc. Legislative Policy Conference \$ 4,250
- National Comm. Dev. Assoc. Spring Training \$ 1,500
- SC Comm. Dev. Assoc. Spring Meeting \$ 1,500
- Palmetto Affordable Housing Forum \$ 1,250

TOTAL \$ 10,750

Program 2 (Title VI Compliance): \$1,500

- State Procurement for Grant Management Training \$ 500
- Federal/State Title VI Training (estimate) \$1,000

TOTAL \$ 1,500

525230 - SUBSCRIPTIONS, DUES, & BOOKS

~~3,163~~ 3,243

This line item covers the costs of professional association memberships at both the national and state level, recommended by HUD staff and other entitlement counties, and to maintain local resources.

Program 1 (CDBG Program): ~~\$2,605~~ 3,193

Dues:

- National Community Development Association (Agency membership – 1 yr.) \$ 2000
- SC Association of Community Development Corporations (Agency membership – 1 yr.) \$ 750
- Midlands Area Consortium for the Homeless (Agency membership – 1 yr.) \$ 100
- Associated Professional Grant Management Organizations \$ 80

TOTAL ~~\$2,850~~ 2,930

Subscriptions & Books:

- The State Newspaper (1 year subscription) \$ 188
- The Lexington Chronicle Newspaper (1 year subscription) \$ 45
- Other Subscriptions, Books & Training Manuals (estimate) \$ 30

TOTAL \$ 263

Program 2 (Title VI Compliance): ~~\$200~~ 50

Subscriptions & Books:

- Subscriptions, Books & Training Manuals (estimate) \$ 50

TOTAL \$ 50

525240 - PERSONAL MILEAGE REIMBURSEMENT

~~\$1,007~~ 1,072

This line item is requested to cover the cost of Personal Mileage Reimbursement. Wherever practical, motor pool vehicles are used. However, there are occasions when it is more feasible for an employee to use their personal vehicle (i.e., unexpected field visits, meetings that begin before or end after the traditional workday, etc).

The reimbursement rate is based on the annual federal rate, which is difficult to predict and may change mid-year. The proposed amount is based on historic driving patterns to project sites and meetings, with a \$.54 cents rate as set by the federal government.

Program 1 (CDBG Program): \$972

- 104 miles/month x 12 months x ~~\$.54~~ 58 = 724 \$680

Program 2 (Title VI Compliance): \$324

- 50 miles/month x 12 months x ~~\$.54~~ 58 = 348 \$327

525250 - MOTOR POOL REIMBURSEMENT

~~\$1,452~~ 1,545

This charge is for use of fleet vehicles and is based on historic usage.

Program 1 (CDBG Program): \$3,477

- 172 miles/month x 12 months x ~~\$54~~⁵⁸ = ^{1,197}~~\$1125~~

Program 2 (Title VI Compliance): \$663

- 50 miles/month x 12 months x ~~\$64~~⁵⁸ = ³⁴⁸~~\$327~~

525300 – UTILITIES / ADMINISTRATION BUILDING

\$2,256

The requested amount is an estimate based on historical data.

Program 1 (CDBG Program): \$1,956

Program 2 (Title VI Compliance): \$300

529903 - CONTINGENCY

\$2,000

These funds are typically available for unanticipated administration expenses. They may also be reassigned for projects, provided the proper public notice and public hearings have taken place to amend the Consolidated and/or Annual Action Plans.

The U.S. Department of Housing and Urban Development has set a cap of 20% of program award for administrative costs. This contingency allows for unforeseen demands, while keeping the program's administrative costs comfortably below the cap.

529950 - INDIRECT COSTS

\$20,000

These costs are associated with general internal support functions provided by the County to the grant program.

SECTION VI. D

CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT	\$250
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This line item is used to cover a number of general items ranging from office equipment such as adding machines, dymo labels printers and telephones, to basic office furniture.

Program 1 (CDBG Program): \$250

OPERATING LINE ITEM NARRATIVES

2400-181201 COMMUNITY DEVELOPMENT PROJECTS

Proposed projects for the upcoming year are identified below. The total costs are based on preliminary estimates. Additionally, organizations that receive CDBG funding are required to provide a 10% match of total funds awarded.

IN-HOUSE PROJECT LINE ITEMS

510100 – PERSONNEL

\$39,210 

Funds will be used for the project delivery costs for staff administration of the Minor Home Repair Program. The project delivery costs will include working directly with customers, reviewing applications for assistance, preparation of bid documents, compliance reviews, record keeping, and monitoring of housing repair projects.

537180 – HOME PROGRAM PROJECT DELIVERY

\$26,700

CDBG funding is used to pay the project delivery costs associated with implementing the HOME Program. This includes appraisals, work specifications, construction inspections, environmental reviews, legal fees, underwriting and relocation costs etc.

PUBLIC FACILITY AND INFRASTRUCTURE PROJECTS

537194 CITY OF CAYCE – STATE STREET SEWER LINE PHASE III

\$217,459

CDBG funds will be used to replace approximately 1,225 LF, linear feet of substandard sewer lines. This will result in improved sewer line quality, service and safety for the LMI residents in the area. The upgrade would reduce potential sewer backup into residents' homes and out of the manholes. This job would also create or maintain jobs for engineers, contractors and laborers.

537217 JOINT MUNICIPAL WATER AND SEWER

\$450,000

CDBG funds will be used to replace approximately 1,157 LF, linear feet of substandard sewer lines. This will result in improved sewer line quality, service and safety for the LMI residents in the area. The upgrade would reduce potential sewer backup into residents' homes and out of the manholes. This job would also create or maintain jobs for engineers, contractors and laborers.

5----TOWN OF BATESBURG-LEESVILLE CHEMICAL FEED MODIFICATIONS

\$395,634

CDBG funds will be used to replace the existing gas feed chlorine and sulfur dioxide equipment and storage facility. The new equipment will be liquid feed peristaltic pumps, day tanks and bulk chemical tanks manufactured from fiberglass, a spill prevention storage facility and process monitoring equipment to assist plant operations with system control.

5— CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (CMRTA) \$81,000

CDBG funds will be used to purchase and install three (3) 16' Bus Shelters at 6251 St. Andrews Road, 200 12th Street, and 103 W. Hospital Drive. These shelters will provide riders a safe place to wait for their bus out of the elements.

PUBLIC SERVICE PROJECTS

5— CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY (CMRTA) \$19,000

CDBG funds will be used to supply half priced 31 day bus passes for unlimited fixed-route bus rides throughout the entire CMRTA service area for LMI residents.

537250 BOYS AND GIRLS CLUB BE GREAT ACADEMY \$46,000

CDBG funds will be used to provide 36 full scholarships to be involved in the BE GREAT Academy after school program which offers homework assistance, healthy snacks and over 25 enrichment activities in character and leadership development.

537243 HARVEST HOPE DIABETIC FOOD PANTRY \$30,000

CDBG funds will be used to expand by three (3) diabetic friendly pantries bringing a total of seven (7) diabetic pantries in the county. Each pantry with the exception of Mission of Lexington will serve approximately thirty (3) individuals per month with low carb, low sugar and low sodium alternatives for LMI individuals. Mission of Lexington will serve sixty (60) individuals per month.

537213 IRMO CHAPIN RECREATION COMMISSION AFTERNOON ADVENTURES \$69,300

CDBG funds will be used to continue the therapeutic afterschool care program for children with special needs, and add a new component of respite care one (1) Saturday each month. Afternoon Adventures is currently the only affordable afterschool resource in Chapin for students with disabilities.

537232 IRMO CHAPIN RECREATION COMMISSION ATHLETIC SCHOLARSHIP \$18,000

CDBG funds will be used to provide reduced athletic registration fees to low income youth. Participants who meet income qualifications will have the opportunity to play spring, fall and winter youth sports at one half the normal registration fees, while hardship cases may qualify for full scholarships.

537232 IRMO CHAPIN RECREATION COMMISSION VAN PURCHASE ^E \$36,196

CDBG funds will be used to purchase a 12-passenger Jacob's Law Compliant with extended van to transport Senior Services and Therapeutic Recreation participants to activities and field trips.

534404 MIDLANDS HOUSING ALLIANCE, INC. \$50,000

CDBG funds will be used to support their efforts to end homelessness. The funds will be used to purchase supplies, equipment services, repairs and maintenance related to program and client's needs.

NEIGHBORHOOD REVITALIZATION

537216 CENTRAL SC HABITAT FOR HUMANITY **\$52,850**

CDBG funds will be used by Central SC Habitat for Humanity for land acquisition in the City of Cayce. The proposed project will yield 21-23 buildable sites in the City of Cayce for low to moderate individuals and/or families in their homeownership program. Thirty Thousand Dollars (\$30,000) of the project will be used for ABWK "A Brush with Kindness" project in Cayce.

**COUNTY OF LEXINGTON
HOME PROGRAM
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* HOME Program 2401:								
Revenues:								
456100	Program Income	13,778	7,919	19,005	19,005	19,005		
456101	Program Income (Note Receivable)	(13,778)	0	0	0			
457000	Federal Grant Income	396,582	92,639	1,088,842	1,088,842	711,436		
461000	Investment Interest	0	4	0	0			
461150	Interest Income - Notes	5,228	0	0	0			
490800	Loan Repayments	3,667	0	0	0			
801000	Op Trn From the General Fund	40,046	0	0	0	39,000		
**Total Revenue		445,523	100,562	1,107,847	1,107,847	769,441	0	0
***Total Appropriation					1,107,847	673,538	0	0
FUND BALANCE								
	Beginning of Year				523,834	523,834	523,834	523,834
FUND BALANCE - Projected								
	End of Year				523,834	619,737	523,834	523,834

**COUNTY OF LEXINGTON
HOME PROGRAM
Annual Budget
Fiscal Year - 2019-20**

Fund 2401

Division: : Community Development

Organization: 181200 - Community Development Administration

					BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 1	48,727	25,278	48,727	52,573		
511112 FICA - Employer's Portion	3,591	1,865	3,728	4,022		
511113 State Retirement - Employer's Portion	6,166	3,228	7,095	8,180		
511120 Employee Insurance - 1	7,800	3,900	7,800	7,800		
511130 Workers Compensation	151	78	151	163		
519999 Personnel Contingency	0	0	1,787	0		
* Total Personnel	66,435	34,349	69,288	72,738	0	0
Operating Expenses						
524201 General Tort Liability Insurance	75	86	86			
524202 Surety Bonds	5	0	0			
529903 Contingency	0	0	1,769			
* Total Operating	80	86	1,855	0	0	0
** Total Personnel & Operating	66,515	34,435	71,143	72,738	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	66,515	34,435	71,143	72,738	0	0

**COUNTY OF LEXINGTON
HOME PROGRAM
Annual Budget
Fiscal Year - 2019-20**

Fund 2401
Division: Community Development
Organization - 181201 Community Development Projects

						BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved	
Personnel							
* Total Personnel	0	0	0	0	0	0	0
Operating Expenses							
529903 Contingency	0	0	134,476	39,000			
537138 Community Housing Develop Organization	105,687	0	106,715	106,800			
537139 Homeownership Assistance Program	48,959	24,226	111,041	80,000			
537140 Housing Rehabilitation Program	171,465	68,585	304,730	75,000			
537192 Acquisition/Affordable Housing	52,038	0	379,742	300,000			
537225 Acquisition (Note Receivable)	0	0	0	0			
* Total Operating	378,149	92,811	1,036,704	600,800	0	0	
** Total Personnel & Operating	378,149	92,811	1,036,704	600,800	0	0	
Capital							
** Total Capital	0	0	0	0	0	0	
*** Total Budget Appropriation							
	378,149	92,811	1,036,704	600,800	0	0	

SECTION V - PROGRAM OVERVIEW

Program Overview:

Program – HOME Investment Partnerships Program

Objectives:

The objective of the HOME Investment Partnerships (HOME) Program is to create affordable housing for low-and moderate-income households. The HOME Program provides formula grants to states and localities to fund a wide range of affordable housing activities through a partnership with local nonprofit and for-profit entities. These activities will provide direct assistance to low-income people through building, buying, and/or rehabilitation of affordable housing for rentals, owner-occupied rehabilitation or homeownership. Examples of HOME Program activities include:

- Community Housing Development Organizations (CHDO's)
- Homeowner Rehabilitation
- Homebuyer Activity (Closing Costs and/or Down payment Assistance to Homebuyers)
- Rental Housing (Acquisition and Rehabilitation Assistance to Owners and Developers)
- New construction, reconstruction or rehabilitation of non-luxury housing
- Site Acquisition and Improvement

The staff of the County's HOME Program carry out the objectives and activities of the Program through administration, implementation, and oversight of the Program as established through the regulations of the United States Department of Housing and Urban Development (HUD). These responsibilities include the following:

- Ensuring compliance with applicable regulations
- Maintaining records and files
- Preparing plans and reports
- Managing infrastructure construction and other projects following federal and County guidelines
- Developing and monitoring annual program and individual project budgets
- Analyzing feasibility of potential projects
- Monitoring federal guidelines and recommending changes to the Program as needed

Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget (2400) includes some operating expenses for the HOME Program.

SECTION VI – LINE ITEM NARRATIVES

A. SUMMARY OF REVENUES

457000 – FEDERAL GRANT INCOME **\$711,436**

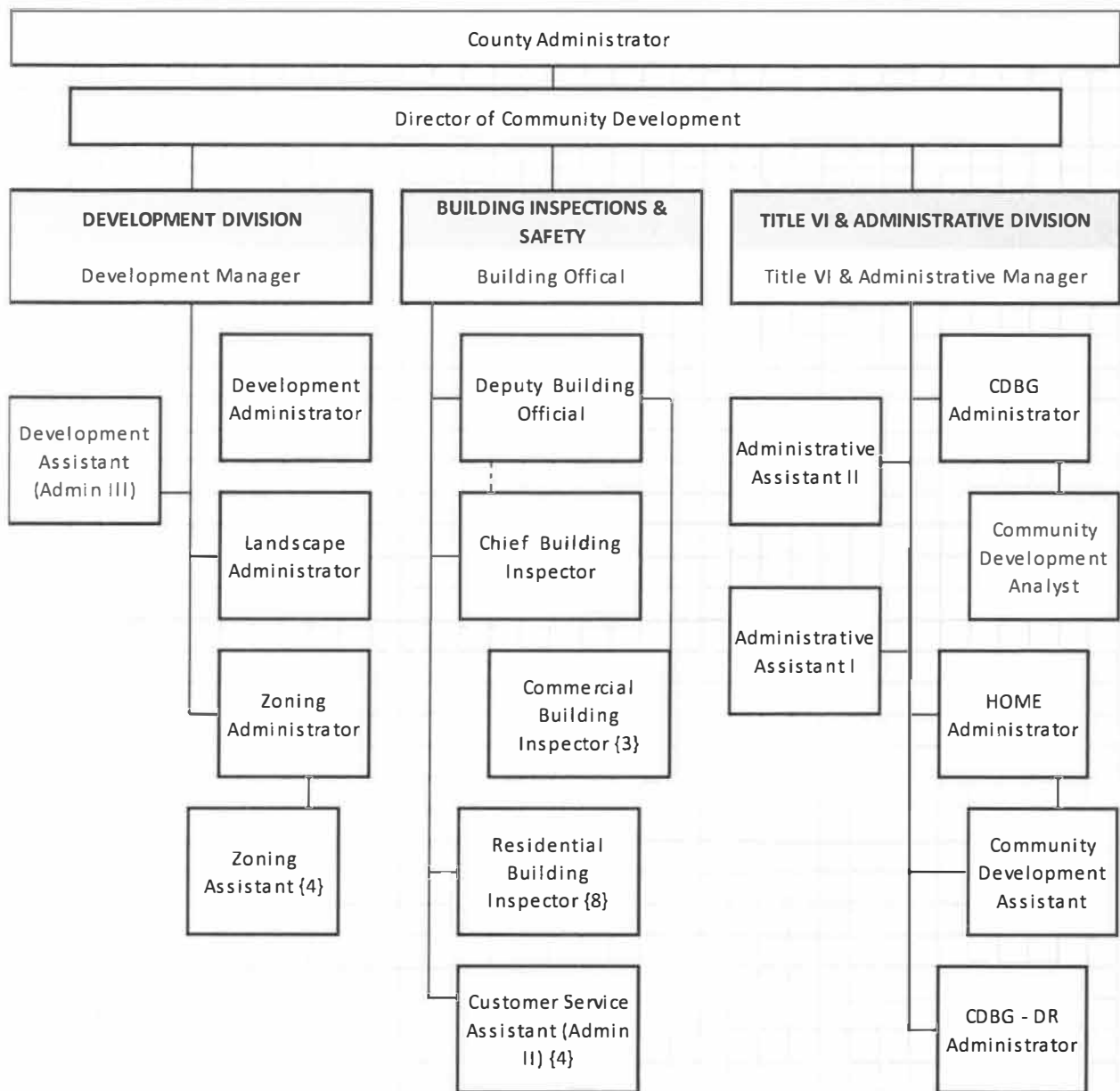
The United States Department of Housing and Urban Development (HUD) establishes the annual award for all HOME Investment Partnerships (HOME) Participating Jurisdictions (PJ). The estimated amount of funds to be released from the United States Department of Housing and Urban Development (HUD) for FY 2017-18 is \$481,875.

801000 – GENERAL FUND **\$39,000**

This funding will be provided from the County's general fund and will be used to supplement program administration costs and matching funds for the HOME Program, as required by federal regulations. The HOME Investment Partnerships Program authorizes ten percent (10%) of the allocation for administrative costs. Any amount above the ten percent must be paid for with non-HOME funds.

SECTION VI. B – PERSONNEL LINE ITEM NARRATIVES

Position	Band
Grants Administrator	212*



SECTION V.C

OPERATING LINE ITEM NARRATIVES

All operating costs for the HOME Investment Partnerships Program will be provided through Community Development Block Grant funds. Community Planning and Development (CPD) Notice 92-19 allows for CDBG funds to be expended for program administrative costs, as defined at 24 CFR 570.206(a), (b), and (e), of the Home Investment Partnership Program (HOME). Accordingly, the CDBG Program operating budget includes operating expenses for the HOME Program.

2401-181201

HOME INVESTMENT PARTNERSHIPS PROGRAM PROJECTS

Proposed projects for FY 2018-19 are identified below. The total costs are based on preliminary estimates.

529903 – CONTINGENCY **\$39,000**

These funds will be set aside from the general fund supplement as required for the federal match contribution. Contingency will be used as needed to address budgetary shortfalls for a project or to address unanticipated project needs. Cost estimates may differ significantly from actual bids and needs may arise during the year not anticipated at the time the budget was developed. Additionally, when projects are completed and do not exhaust all funds, the remaining balances are transferred into this line item.

The National Affordable Housing Act requires the County of Lexington (and all Participating Jurisdictions) to provide affordable housing to low-income persons. Additionally, the U.S. Department of Housing and Urban Development (HUD) requires that the County provide a 25% local match to HOME funds.

537138 COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) **\$106,800**

HUD requires that a minimum of 15% of the County's HOME funds be set aside for organizations designated as Community Housing Development Organizations (CHDO). Funding allocated for CHDOs may be used for eligible development activities that promote affordable housing activities that are owned, developed, or sponsored by CHDOs. The County has established criteria to certify CHDOs to assist the Community Development Department in accomplishing the goals of the HOME Program. County Staff has certified four organizations as CHDO's for Lexington County.

537139 - HOMEOWNERSHIP ASSISTANCE PROGRAM **\$80,000**

The Homeownership Assistance Program will provide down payment assistance and/or closing cost assistance to low-and moderate income first-time homebuyers. Qualifying homebuyers must be employed or must provide income documentation in the form of disability benefits, Social Security benefits, and/or other retirement benefits. Additionally, all qualifying homebuyers must participate in pre-purchase counseling established by the Lexington County HOME Program. The amount of assistance provided will typically not exceed \$5,000 per single family dwelling unit. Recapture provisions will be enacted through deferred forgivable loans. Funds will be used to assist approximately 16 first-time homebuyers. The specific guidelines of the Homeownership Assistance Program have been developed by HOME Program staff.

537140 HOUSING REHABILITATION PROGRAM	\$75,000
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This Housing Rehabilitation Program will assist low- and moderate- income homeowners with qualifying repairs to their primary residence. Funds will be used to assist approximately 5 homeowners with significant repair needs. Dependent upon the types and costs of repairs requested, additional eligible homeowners may be assisted through the Program. Program guidelines are structured to allow repair amounts for each home typically not to exceed \$25,000, with limited assistance above \$25,000 in certain circumstances. Guidelines for deferred payment loans are included in the specific program policies and procedures. The full guidelines for the Housing Rehabilitation Program have been developed by the Grant Programs staff.

537192 – ACQUISITION/AFFORDABLE HOUSING	\$300,000
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This project will continue an existing Lexington County program to acquire and rehabilitate affordable housing for either homeownership or rental activities. Funds can be used in conjunction with the CHDO funding or for non-profit and for-profit sub-recipients, owners, developers and sponsors. These funds will be made available through the HOME Program (Fund 2401).

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
	Revenues:						
451800	IV-D Transaction Reimbursement	249,585	499,169	500,000	500,000		
481801	IV-D Incentive Payments	25,004	26,562	21,000	21,000		
451804	IV-D Prior Year Audit Incentive	51,933	44,355	55,000	55,000		
	Other Revenues:						
461000	Investment Interest	5,235	10,883	7,500	7,500		
	** Total Revenue (Section II)	331,757	580,969	583,500	583,500		
	*** Total Appropriation (Section III)				423,384		

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Clerk of Court Title IV-D DSS Child Support 2410:								
Revenues:						500,000		
451800	IV-D Transaction Reimbursement	608,825	310,969	550,000	550,000	550,000		
451801	IV-D Incentive Payments	28,621	14,962	21,000	21,000	<u>21,000</u>		
451804	IV-D Prior Year Audit Incentive	57,188	57,188	104,000	55,000	<u>55,000</u>		
Other Revenues:								
461000	Investment Interest	10,883	9,959	7,244	7,244	<u>7,500</u>		
** Total Revenue		<u>705,517</u>	<u>393,078</u>	<u>682,244</u>	<u>633,244</u>	58 633,500	0	0
Total Appropriation:					652,060	423,384	0	0
FUND BALANCE								
	Beginning of Year				1,197,321	1,178,505	1,178,505	1,178,505
FUND BALANCE - Projected								
	End of Year				1,178,505	1,338,621 1,307,621	1,178,505	1,178,505

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Organ. Name: Clerk of Court

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COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
Fiscal Year - 2019-20

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Expenditure		2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
Code	Classification				2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 7	179,815	104,240	235,135	242,036		
510199	Special Overtime	0	556	0	0		
510200	Overtime	0	10	0	0		
510300	Part Time - 4 (2.0 - FTE)	359	0	47,772	47,772		
511112	FICA - Employer's Portion	12,960	7,431	21,642	22,170		
511113	State Retirement - Employer's Portion	22,633	13,499	41,191	45,094		
511114	Police Retirement - Employer's Portion	0	113	0	0		
511120	Employee Insurance - 7	54,600	27,300	54,600	54,600		
511130	Workers Compensation	559	346	878	898		
511213	State Retirement - Empl Portion - Retiree	48	0	0	0		
519999	Personnel Contingency	0	0	10,377	0		
* Total Personnel		270,974	153,495	411,595	412,570	0 0	
Operating Expenses							
521000	Office Supplies	0	0	600	600		
522200	Small Equipment Repair & Maint.	0	0	150	150		
524201	General Tort Liability Insurance	207	234	238	274		
524202	Surety Bonds - 9	47	0	0	0		
525000	Telephone	1,674	976	1,690	1,690		
525041	E-mail Service Charges - 7	527	215	645	774		
529903	Contingency	0	0	7,326	7,326		
* Total Operating		2,455	1,425	10,649	10,814	0 0	
** Total Personnel & Operating		273,429	154,920	422,244	423,384	0 0	
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	229,816	0		
** Total Capital		0	0	229,816	0	0 0	
*** Total Budget Appropriation		273,429	154,920	652,060	423,384	0 0	

COUNTY OF LEXINGTON

Fund #	24 10	Fund Title:	IV-D
Organization #	141100	Organization Title:	Clerk of Court
Program #		Program Title:	IV-D Child Support

[illegible]

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SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Program: I- Title IV-D Fund

Objectives:

The Clerk of Court's objective is to insure that the Federal Child Support Enforcement Act, which sets forth a detailed system in which local authorities must work together to enforce child support obligations, insuring the States whose enforcement provisions meet federal guidelines, receive allocated federal funds. Use of Federal Child Support Enforcement Act funds is controlled by the *SC. Code of Laws 43-5-235*, which provides for reimbursement of local entities for cost of child support collection and paternity determination programs.

DSS enters into an annual agreement with the Clerk of Court to reimburse and to pay federal financial participation and incentives pursuant to the terms of the agreement for a portion of the cost of developing and implementing a child support collection and paternity determination program.

Service Standards:

Service Level Indicators:	SERVICE LEVELS			
	Actual FY 16/17	Actual FY 17/18	Estimated FY 18/19	Projected FY 19/20
RTSC	900	900	1,000	1,000
Bench Warrants	700	700	725	750
Order of Discharge	450	450	520	550
Orders	1400	1400	1450	1500
Audits & Reviews	100	100	100	100
Payment History	10000/8pg	10000/8pg	12000/8pg	10000/5pg
Transport Orders	180	180	185	185
EARPS	3000	3000	2500	3000
Files Pulled	330	330	400	400
Aff of Service/Non-Service	950	950	1000	1000
Correspondence	400	400	450	450
Telephone	70,000	70,000	75,000	75,000
Bank Deposit	4000	4000	5000	1000
Monthly AFDC Report	12/55pg	12/55pg	12/60pg	12/60pg
Monthly Non-AFDC Report	12/93pg	12/93pg	12/95pg	12/120pg
Monthly URESA Report	12/33pg	12/33pg	12/35pg	12/5pg
Court Orders	1480/5pg	1480/5pg	1550/5pg	1600/5pg
Certified Letters	14,000	14,000	1000	1000
File Returned Certified Letters	275	275	300	300

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A - LISTING OF REVENUES

451800 – TITLE IV-D UNIT COST REIMBURSEMENT **\$ 500,000.00**

An agreement of Cooperation contract was entered into by and between Clerk Of Court and each county and the South Carolina Department of Social Services. In accordance with section 43-5-235 of the South Carolina Code of Laws (1976 as Amended), DSS will provide to the County fiscal incentives and federal financial participation. These monies will be paid to the County Treasurer on a monthly basis. The Treasurer will deposit these monies into a separate account for the Family Court section of the office of the Clerk of Court for the exclusive use for all activities related to the establishment, collection, and enforcement of child support obligations for the fiscal year in which payments are earned. These funds may be used only by the Family Court section. Monies paid to the county may not be used to replace operating funds of the budget to the family court section. Upon determination by DSS that the Treasurer has failed to comply with the full intent of these funding provisions, DSS may escrow the financial incentive and federal financial participation funds until the county complies or terminate this agreement of cooperation. Funds in this separate account not encumbered for child support activities revert to the general fund of the county at the end of the fiscal year in which they are earned. The amount received thus far for July thru December 2018 is **\$ 230,975.60**.

451801 – TITLE IV-D INCENTIVE **\$ 21,000.00**

The Child Support Enforcement program under Title IV-D of the Social Security Act provides for the payment of incentives to the eligible political subdivision in which child support collections are made. It is treated the same way as the Title IV-D unit cost reimbursement. The amount received for July thru December 2018 is **\$14,961.54**.

451804 – IV-D PRIOR YEAR AUDIT INCENTIVE **\$ 55,000.00**

The revenue generated from the Prior DSS Yearly Audit has not been received as they are not through with their calculations. Based on prior years, we are estimating the amount will be approximately \$55,000.00. Last fiscal year we received \$57,187.87.

461000 – INVESTMENT INTEREST **\$ 7,500.00**

Received \$ 9,959.47 from 7-1-18 to 12-31-18.

Special Note:

According to DSS, the IV-D funding will not change as we will continue to handle the enforcement of child support obligations. They have a new formula, which has not been shared with us, but the revenue is expected to remain close to current figures.

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Delinquent Account Manager	1		1	1	208
DSS Coordinator	2		2	2	108
Admin Assistant II	1		1	1	105
Admin Assistant I	<u>2</u>		<u>2</u>	<u>2</u>	104
	6		6	6	

All of these positions require insurance.

Display organization flowchart:

SECTION VI. C - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 600.00**

This account is used for pens, pencils, printing, and paper for Rules to show cause, miscellaneous supplies, toner cartridges for fax machines and printer and maintenance kits.

522200-SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$150.00**

This account will be used for maintenance and repair on scanners, electric seals, printers, and any other miscellaneous equipment located within the Clerk of Courts office.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 245.00** 274

This is based on the fee schedule provided by Human Resources

524202 - SURETY BONDS **\$ 0.00**

525000 - TELEPHONE **\$ 1,690.00**

This account is used to pay for telephone services for 5 phones with voice mail for employees.

525041 - E-MAIL SERVICE CHARGES - 6 @ \$10.75 **\$ 774 .00**

Six at \$10.75 for monthly charge of \$64.50 and annual fee of \$774.00.

529903 - CONTINGENCY **\$ 7,326.00**

SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

N/A

COUNTY OF LEXINGTON
LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG)/CERT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Local Emergency Management Performance Grant/CERT 2480:								
Revenues:								
457000	Federal Grant Income	77,163	46,494	83,913	83,913	<u>83,913</u>		
458000	State Grant Income	0	0	0	0	<u>0</u>		
** Total Revenue		<u>77,163</u>	<u>46,494</u>	<u>83,913</u>	<u>83,913</u>	<u>83,913</u>	0	0
***Total Appropriation					83,913	23,062 <u>83,913</u>	0	0
FUND BALANCE								
Beginning of Year					<u>32,463</u>	<u>32,463</u>	<u>32,463</u>	<u>32,463</u>
FUND BALANCE - Projected								
End of Year					<u>32,463</u>	<u>32,463</u>	<u>32,463</u>	<u>32,463</u>

COUNTY OF LEXINGTON
LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG)/CERT
Annual Budget
Fiscal Year - 2019-20

Fund: 2480
Division: Public Safety
Organization: 131101 Emergency Preparedness

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries and Wages - 2	0	0	0	55,793	13,793	
511112	FICA - Employer's Portion	0	0	0	3,213	0	
511113	State Retirement - Employer's Portion	0	0	0	6,536	0	
511120	Insurance Fund Contribution	0	0	0	7,800	0	
511130	Workers Compensation	0	0	0	1,302	0	
* Total Personnel		0	0	0	74,644	13,793	0
*The above includes the New Program							
Operating Expenses							
520200	Contracted Services	24,060	18,750	18,750	0		
520800	Outside Printing	1,498	924	2,500	1,000		
521200	Operating Supplies	1,660	3,393	4,505	2,000		
521213	Public Education Supplies	1,867	1,481	2,358	0		
524201	General Tort Liability Insurance	0	0	0	0		
525000	Telephone	3,381	1,644	3,373	0		
525004	WAN Charges - 3	0	381	1,440	0		
525021	Smart Phones - 3	1,304	556	1,944	0		
525030	800 MHz Radio Service Charges	3,268	1,388	4,509	0		
525031	800 MHz Radio Maintenance Charges	498	0	505	0		
525090	Other Communication Charges	1,890	530	1,720	0		
525210	Conference, Meeting & Training Expense	6,595	2,937	9,506	3,000		
525600	Uniforms & Clothing	1,932	0	1,500	1,000		
529903	Contingency				2,000	68,120	
* Total Operating		47,953	31,984	52,610			0
** Total Personnel & Operating		47,953	31,984	52,610	81,644	0	0
Capital							
540000	Small Tools & Minor Equipment	1,574	1,802	3,700	2,269	2,000	
540010	Minor Software	4,272	600	4,272	0		
	All Other Equipment	34,019	0	23,331	0		
** Total Capital		39,865	2,402	31,303	2,269	2,000	0
*** Total Budget Appropriation		87,818	34,386	83,913	83,913	0	0

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	2480	Fund Title:	EMPG
Organization #	131101	Organization Title:	Emergency Management
Program #		Program Title:	Emergency Services

BUDGET

2019-20

Requested

[illegible]

**** Total Capital (Transfer Total to Section III)**

2,269

SECTION V – PROGRAM OVERVIEW
EMERGENCY MANAGEMENT DIVISION

Summary of Programs:

Program I - Sara Title III - Superfund Amendments & Reauthorization Act/Citizens Corps Council (CCC)/
Community Emergency Response Team (CERT) / Local Emergency Planning Committee (LEPC)

Program II – Emergency Management

Program I: Sara Title III - Superfund Amendments And Reauthorization Act / Citizens Corps Council (CCC) Community Emergency Response Team (CERT) / Local Emergency Planning Committee (LEPC).

Objectives:

The SARA Program is mandated by federal law under Title III, Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986.

The Citizens Corps Council (CCC) oversees the CERT Program.

The Community Emergency Response Team (CERT) Program provides for the development, training and exercising of CERT located throughout the County.

The Local Emergency Planning Committee (LEPC) and will address matters that pertain to SARA, Title III, Community Right-to-Know pertaining to hazardous materials in the County.

Program II: Emergency Management

Objectives:

This program provides the capability to plan for natural and man-made disasters which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disasters, action to be taken during the event which lessens injuries, and a recovery process which will enable the population to resume normalcy in the shortest amount of time. Specific activities include planning for natural disasters (tornadoes, earthquakes, floods, hurricanes, winter storms, etc.) accidents involving the fixed nuclear facility at the V.C. Summer Nuclear Station, airplane crashes, incidents at the Columbia Metropolitan Airport, and the failure of the Lake Murray Dam. This program also provides a central point for coordination between local government, state and federal assisting agencies in all phases of planning.

With the increased emphasis of Homeland Security at all levels, the Emergency Management community has increased its efforts both in the planning and preparing for response to all hazards and threats to our community. This is evidenced both in the distribution and management of grant funds and in the increased exercising of plans. The Emergency Operations Center is the focal point for decision-making during response events and in training for all hazards both manmade and natural disasters.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI.A. – LISTING OF REVENUES

SECTION VI.B. – PERSONNEL

Current Staffing Level:

Full Time Equivalent

<u>Job Title Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
Emergency Manager	1.00	0.00	1.00	213
Assistant Emergency Mgr	1.00	0.00	1.00	208
Emergency Mgmt Coord	0.00	1.00	1.00	P/T
TOTAL POSITIONS	2.00	1.00	3.00	

DIRECTOR OF EMERGENCY SERVICES

EMERGENCY MANAGER

ASSISTANT EMERGENCY MANAGER

ASSISTANT EMERGENCY MANAGER

SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES **\$0**

Moved to 1000 General Fund

520800 – OUTSIDE PRINTING **\$1,000**

PROGRAM 2 – EMERGENCY MANAGEMENT **\$1,000**

This account will allow for printing of CERT brochures and guides for distribution to the citizens of Lexington County.

521200 – OPERATING SUPPLIES **\$2,000**

PROGRAM 1 – SARA Title III/Citizen Corps Council & CERT **\$2,000**

This account will be used to purchase operating supplies to include backpacks, reflective vests, etc., for the purpose of supporting the CERT program.

521213 PUBLIC EDUCATION SUPPLIES **\$0**

FEMA supplies preparedness guides and checklist free of charge.

525000 – TELEPHONE **\$0**

Moved to 1000 General Fund

525004 – WAN SERVICE CHARGES **\$0**

Moved to 1000 General Fund

525021 – SMART PHONES **\$0**

Moved to 1000 General Fund

525030 – 800 MHZ RADIO SERVICE CHARGES **\$0**

Moved to 1000 General Fund

525031 – 800 MHZ CONTRACTED MAINTENANCE **\$0**

Moved to 1000 General Fund

525090 – OTHER COMMUNICATION CHARGES **\$0**

Moved to 1000 General Fund

525210 – CONFERENCES AND MEETING EXPENSES **\$3,000**

PROGRAM 1 – SARA Title III/Citizen Corps Council/CERT \$3,000

This account will cover the costs for supplies and refreshments for Citizen Corps Council and Community Emergency Response Team Members Meetings.

525600 – UNIFORMS & CLOTHING **\$1,000**

PROGRAM 1 – SARA Title III/Citizen Corps Council/CERT \$1,000

This account will allow for Emergency Management to purchase shirts for the new CERT members.

SECTION VI.D. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT

~~\$2,269~~ 7,000

PROGRAM 2 – EMERGENCY MANAGEMENT

~~\$2,269~~ 7,000

This account will be utilized to purchase small tools & minor equipment needed to assist Emergency Management with the coordination of activation, operation, and training documents for the division.

EMERGENCY MANAGEMENT
2480 LEMPG
EXECUTIVE SUMMARY

FY 2018-19	\$83,913
FY 2019-20 Proposed	\$83,913
Personnel	\$ 74,644 (ECC Salary \$60,851 / EM Salary \$13,793)
Operating	\$ 7,269
Capital	\$ 2,000
New Programs	\$ 0
TOTAL	\$ 83,913

NEW PROGRAMS

Emergency Communications Coordinator	\$60,851
TOTAL	\$ 60,851

PROBABLE CARRYOVERS

Non-applicable	
TOTAL	\$ 0

OPERATING INCREASES/DECREASES

520200	Contracted Services	\$18,750 - <i>CodeRed moved to 1000</i>
521200	Outside Printing	\$ 1,000 - <i>CERT</i>
521200	Operating Supplies	\$ 2,000 - <i>CERT</i>
521213	Public Education Supplies	\$ 2,358 - <i>Will use FEMA issued brochures</i>
525000	Telephones	\$ 3,373 - <i>Moved to 1000</i>
525004	WAN Charges	\$ 1,440 - <i>Moved to 1000</i>
525021	Smart phones (3)	\$ 1,944 - <i>Moved to 1000</i>
525030	800 MHz Radio Service – 5	\$ 4,509 - <i>Moved to 1000</i>
525031	800 MHz Radio Maintenance – 5	\$ 505 - <i>Moved to 1000</i>
525090	Other Communication	\$ 1,720 - <i>Moved to 1000</i>
525210	Conf, Mtg, Training Expense	\$ 3,000 - <i>CERT</i>
525600	Uniforms & Clothing	\$ 1,000 - <i>CERT</i>

CAPITAL ITEMS

540000	Small Tools & Minor Equip	\$ 2,269 - <i>CERT</i>
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SECTION III

**COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2019-20**

Fund:	2480	Fund Title:	EMPG		
Division:	Emergency Services				
Organization:	131101- Emergency Preparedness	Program Title:	Emergency Communications Coordinator		
		BUDGET			
Object Expenditure		2019-20	2019-20	2019-20	
Code Classification		Requested	Recommend	Approved	
Personnel					
510100	Salaries & Wages -	42,000			
510200	Overtime				
511112	FICA Cost	3,213			
511113	State Retirement	6,536			
511120	Insurance Fund Contribution -	7,800			
511130	Workers Compensation	1,302			
511213	State Retirement - Retiree				
* Total Personnel		60,851			
Operating Expenses					
520300	Professional Services				
520702	Technical Currency & Support				
520800	Outside Printing				
521000	Office Supplies				
521100	Duplicating				
521200	Operating Supplies				
524000	Building Insurance				
524201	General Tort Liability Insurance	269			
524202	Surety Bonds -				
525000	Telephone				
525021	Smart Phone Charges				
525041	E-mail Service Charges -				
525100	Postage				
525110	Other Parcel Delivery Service				
525210	Conference & Meeting Expense				
525230	Subscriptions, Dues, & Books				
525240	Personal Mileage Reimbursement				
525300	Utilities - Admin. Bldg.				
* Total Operating			269		
** Total Personnel & Operating			61,120		
Capital					
540000	Small Tools & Minor Equipment				
540010	Minor Software				
	All Other Equipment				
** Total Capital			0		
*** Total Budget Appropriation			61,120		

SECTION V – PROGRAM OVERVIEW

EMERGENCY MANAGEMENT DIVISION

Summary of Programs:

**Program I - Sara Title III - Superfund Amendments & Reauthorization Act/Citizens Corps Council (CCC)/
Community Emergency Response Team (CERT) / Local Emergency Planning Committee (LEPC)**

Program II – Emergency Management

**Program I: Sara Title III - Superfund Amendments And Reauthorization Act / Citizens Corps Council
(CCC) Community Emergency Response Team (CERT) / Local Emergency Planning Committee (LEPC).**

Objectives:

The SARA Program is mandated by federal law under Title III, Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986.

The Citizens Corps Council (CCC) oversees the CERT Program.

The Community Emergency Response Team (CERT) Program provides for the development, training and exercising of CERT located throughout the County.

The Local Emergency Planning Committee (LEPC) and will address matters that pertain to SARA, Title III, Community Right-to-Know pertaining to hazardous materials in the County.

Program II: Emergency Management

Objectives:

This program provides the capability to plan for natural and man-made disasters which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disasters, action to be taken during the event which lessens injuries, and a recovery process which will enable the population to resume normalcy in the shortest amount of time. Specific activities include planning for natural disasters (tornadoes, earthquakes, floods, hurricanes, winter storms, etc.) accidents involving the fixed nuclear facility at the V.C. Summer Nuclear Station, airplane crashes, incidents at the Columbia Metropolitan Airport, and the failure of the Lake Murray Dam. This program also provides a central point for coordination between local government, state and federal assisting agencies in all phases of planning.

With the increased emphasis of Homeland Security at all levels, the Emergency Management community has increased its efforts both in the planning and preparing for response to all hazards and threats to our community. This is evidenced both in the distribution and management of grant funds and in the increased exercising of plans. The Emergency Operations Center is the focal point for decision-making during response events and in training for all hazards both manmade and natural disasters.

SECTION VI. - LINE ITEM NARRATIVES

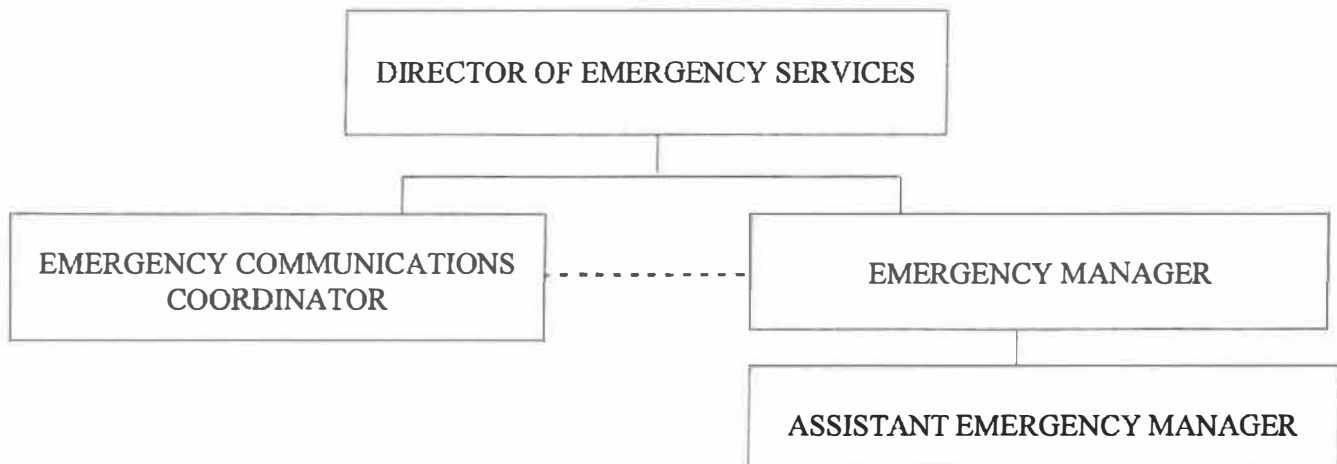
SECTION VI.A. - LISTING OF REVENUES

EMPG

SECTION VI.B. - PERSONNEL

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Emergency Manager	1.00	0.00	1.00	213
Assistant Emergency Mgr	1.00	0.00	1.00	208
Emergency Mgmt Coord	0.00	0.00	0.00	
TOTAL POSITIONS	2.00	0.00	2.00	



ADDITIONAL PERSONNEL (1)

Emergency Services is requesting one additional position for an Emergency Communications Coordinator. This position will be a pilot position, which will be funded through the Emergency Management Performance Grant (EMPG) for a period of three years. At the end of three years, the position will be re-evaluated and considered for funding through the General Fund.

The Emergency Communications Coordinator would maintain oversight of the countywide (with the exception of the Sheriff's Department) communications program to include the design, construction, maintenance, and repair of radio and telecommunications systems as well as design and recommend modifications. The ECC will oversee radio communication projects to include budgeting and identifying resources needed. Additional duties would include conducting and/or assisting with communications training curriculum to ensure county staff are trained on the operation of available communication systems. This position will monitor/report system performance indicators; maintain operational efficiency of systems and make recommendations for improvements as needed.

Emergency Communications Coordinator (1)	\$61,120
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SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

SECTION VI.D. – CAPITAL LINE ITEM NARRATIVES

COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*DHEC - EMS Grant-In-Aid 2520:								
Revenues:								
459100	DHEC - EMS Grant-In-Aid	21,044	0	21,044	21,044	21,044		
801000	Op Trn from General Fund	0	0	1,450	1,450	1,450		
**Total Revenue		21,044	0	22,494	22,494	22,494	0	0
***Total Appropriation					22,494	22,494	0	0
FUND BALANCE								
Beginning of Year					1,986	1,986	1,986	1,986
FUND BALANCE - Estimated								
End of Year					1,986	1,986	1,986	1,986

Fund: 2520
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	BUDGET 2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
525210	Conference, Meeting & Training Expense	18,885	0	22,494	22,494		
529903	Contingency	0	0	0			
* Total Operating		18,885	0	22,494	22,494	0	0
** Total Personnel & Operating		18,885	0	22,494	22,494	0	0
Capital							
540010	Minor Software	0	0	0			
	All Other Equipment	1,596	0	0			
** Total Capital		1,596	0	0	0	0	0
***Total Budget Appropriation		20,481	0	22,494	22,494	0	0

Section V – PROGRAM OVERVIEW

EMERGENCY MEDICAL SERVICES DIVISION
GRANT-IN-AID

The DHEC EMS Grant-in-Aid Program is intended to provide financial assistance to counties to improve and upgrade the EMS system in order to reduce injuries and the loss of life. All DHEC licensed ambulance services that provide emergency treatment and transport services are eligible to receive grant funds. Grant funds are awarded on a 94.5% state / 5.5% county matching fund basis.

SECTION VI.C – OPERATING LINE NARRATIVES

EMERGENCY MEDICAL SERVICES

525210 – CONFERENCE AND MEETING EXPENSES **\$22,494**

Funds are needed to train Paramedics to implement full staffing.

4 Students @ \$5,623.5 = \$22,494

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenue Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Economic Development 2000:								
Revenues:								
417100	Fee In Lieu of Taxes	604	0	600	600	605		
417120	Fee In Lieu of Taxes - Prior Year	0	0	0	0	0		
438905	Ceil Phone Sales	0	0	0	0	0		
450000	Rental Income	0	0	0	0	0		
452256	Performance Agreement Noncompliance	0	0	0	0	0		
459900	Miscellaneous Payments & Grants	0	0	0	0	0		
461000	Investment Interest	10,051	6,249	3,000	3,000	10,500		
821000	R.E.T. from General Fund	999,121	1,074,121	1,074,121	1,074,121	1,690,437		
**Total Revenue		<u>1,009,776</u>	<u>1,080,370</u>	<u>1,077,721</u>	<u>1,077,721</u>	<u>1,701,542</u>	<u>0</u>	<u>0</u>
** Total Appropriation					<u>1,949,933</u>	<u>1,686,544</u>	<u>0</u>	<u>0</u>
Unused Appropriations								
Contingency								
Utilities/Industrial Park								
FUND BALANCE								
Beginning of Year					<u>615,301</u>	<u>(256,911)</u>	<u>(256,911)</u>	<u>(256,911)</u>
FUND BALANCE - Projected								
End of Year					<u>(256,911)</u>	<u>(241,913)</u>	<u>(256,911)</u>	<u>(256,911)</u>

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2019-20**

Fund 2000
Division: Economic Development
Organization: 181100 - Economic Development Projects

Object Expenditure Code Classification		2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
520103	Landscaping/Ground Maintenance	51,593	55,557	423,966	200,104		
520200	Contracted Services	8,000	0	24,000	354,800		
525302	Util/Saxe Gotha Industrial Park	35,279	31,248	285,928	80,562		
525303	Util/Chapin Technology Park	12,529	46,081	222,427	134,507		
525324	Util/Batesburg-Leesville Industrial Park	0	213	55,000	35,000		
529903	Contingency	0	0	912	0		
537010	Certified Sites Program	29,500	18,000	201,000	150,000		
* Total Operating		136,901	151,099	1,213,233	954,973	0	0
** Total Personnel & Operating		136,901	151,099	1,213,233	954,973	0	0
Capital							
5A1553	Design Guidelines	25,000	0	0	0		
5A1583	Revised Master Plan & Final Plat	30,000	0	0	0		
5A1604	Fencing at CBTP at Brighton	11,620	0	0	0		
5A1644	Landscape Architecture-Design Devlp	6,000	0	0	0		
**Total Capital		72,620	0	0	0	0	0
Other Financing Uses							
811000	Op Trn to General Fund/Cty Ordinary	0	0	0	0		
814506	Op Trn to Saxe Gotha Industrial Park	0	0	0	0		
815801	Op Trn to Lex Cty Airport Capital Projects	0	0	0	0		
**Total Other Financing Uses		0	0	0	0	0	0
*** Total Budget Appropriation		209,521	151,099	1,213,233	954,973	0	0

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2019-20**

Fund 2000

Division: Economic Development

Organization: 181101 - Economic Development Administration

					BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 3	172,113	83,323	172,805	172,805		
510200 Overtime	27	34	0	0		
511112 FICA - Employer's Portion	12,616	6,162	13,220	13,220		
511113 State Retirement - Employer's Portion	22,150	10,511	25,160	25,160		
511120 Employee Insurance - 3	23,400	11,700	23,400	23,400		
511130 Workers Compensation	1,075	1,459	2,854	2,854		
519999 Personnel Contingency	0	0	6,336	6,336		
* Total Personnel	231,381	113,189	243,775	243,775	0	0
Operating Expenses						
520221 Website Service	87	16	2,500	44,240		
520300 Professional Services	0	0	5,000	5,000		
520319 Engineering Services	0	22,500	100,000	100,000		
520400 Advertising & Publicity	51,382	7,413	75,000	68,500		
520500 Legal Services	30,668	8,070	31,740	20,175		
520700 Technical Services	2,340	928	5,500	714		
521000 Office Supplies	1,077	195	1,700	746		
521100 Duplicating	247	97	297	283		
521200 Operating Supplies	0	0	500	500		
522300 Vehicle Repairs & Maintenance	3	14	120	200		
524000 Building Insurance	82	96	92	106		
524100 Vehicle Insurance	816	530	546	557		
524101 Comprehensive Insurance	123	114	142	142		
524201 General Tort Liability Insurance	608	699	699	804		
524202 Surety Bonds	16	0	0	0		
525000 Telephone	951	555	955	955		
525006 GPS Monitoring Charges	153	85	204	204		
525021 Smart Phone Charges	1,610	635	1,512	1,536		
525041 E-mail Service Charges - 3	516	204	387	387		
525100 Postage	218	211	400	400		
525110 Other Parcel Delivery Service	95	0	100	100		
525210 Conference, Meeting & Training Expense	20,415	2,807	25,500	13,379		
525230 Subscriptions, Dues, & Books	2,076	2,265	2,320	1,995		
525240 Personal Mileage Reimbursement	629	139	825	600		
525300 Utilities - Administration	6,982	2,718	8,080	8,080		
525400 Gas, Fuel & Oil	842	414	2,300	2,736		
529903 Contingency	0	0	13,459	0		
534301 Central Carolina Econ. Develop Alliance	105,000	52,500	105,000	105,000		
534303 Riverfront Alliance	51,000	27,500	55,000	55,000		
537006 USC Incubator Project	25,000	12,500	25,000	25,000		
537190 Engenuity SC	25,000	6,250	25,000	30,000		
* Total Operating	327,936	149,455	489,878	487,339	0	0
** Total Personnel & Operating	559,317	262,644	733,653	731,114	0	0

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2019-20**

Fund 2000

Division: Economic Development

Organization: 181101 - Economic Development Administration

					<i>BUDGET</i>	
Object Expenditure	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification	Expend	Expend	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Capital						
540000 Small Tools & Minor Equipment	262	50	500	250		
540010 Minor Software	383	753	2,547	207		
All Other Equipment	1,756	0	0			
**Total Capital	2,401	803	3,047	457	0	0

***** Total Budget Appropriation**

561,718

263,447

736,700

731,571

0

0

SECTION V. - PROGRAM OVERVIEW

Program 1 – Economic Development

Program:

Objectives:

To create general wealth in the County of Lexington deriving from new and expanding enterprises and the payrolls and benefits associated therewith. To expand and broaden the tax base of the County of Lexington by attracting, sustaining and expanding a diversified mix of enterprises. To encourage public and private sector investment in the development of quality sites, buildings and business parks containing the infrastructure necessary to support new enterprises. To increase the number and diversity of job opportunities in the County. Over the long term, to create a sufficient number of diversified employment opportunities resulting in a meaningful reduction in the level of out-commuting to work by residents of the County.

To achieve these objectives, the Economic Development Department must work collaboratively with economic development allies such as the South Carolina Department of Commerce, the Central South Carolina Alliance, and the various utilities that serve the County and many other players. In addition, the Department must develop and maintain strong working relationships with other County Departments, municipal governments, educational institutions and the private sector to ensure that the County of Lexington maintains its positive image as a good place to conduct business.

Service Standards:

- a. To assist and advise the County Council, County Administrator and department heads in all aspects of economic development.
- b. To coordinate the economic development efforts with the County's Chief Legal Counsel.
- c. To be the single point of contact for the County of Lexington on all matters relating to economic development.
- d. To be an "impartial broker" to ensure that all real estate options meeting the criteria of prospective new enterprises are exposed to prospects regardless of ownership or location.
- e. To catalog and maintain contemporary data on sites, buildings and business parks county-wide
- f. To foster the creation of new product, including business parks and speculative buildings.
- g. To proactively pursue certification of available county-owned properties and to assist private property owners to pursuing certification
- h. To provide economic development educational opportunities to staff, to increase the awareness of market trends, updated web appearance and information, all in an effort to better position and market the County.
- i. To respond to the inquiries and needs of companies considering the County for a new location or fulfilling the needs of existing industries considering expansions.
- j. To implement a focused and systematic Business Expansion and Retention program to ensure that our existing employers are appreciated and heard. To be the ombudsman between existing employers, county government and other service providers.
- k. To ensure that discretionary incentives at the County's disposal are properly justified by cost-benefit and return on investment analyses. To monitor the level of job creation, capital investment, payrolls and related performance criteria for incentivized projects and to assist as needed in enforcing penalty clauses in performance-based incentive agreements.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A - LISTING OF REVENUES

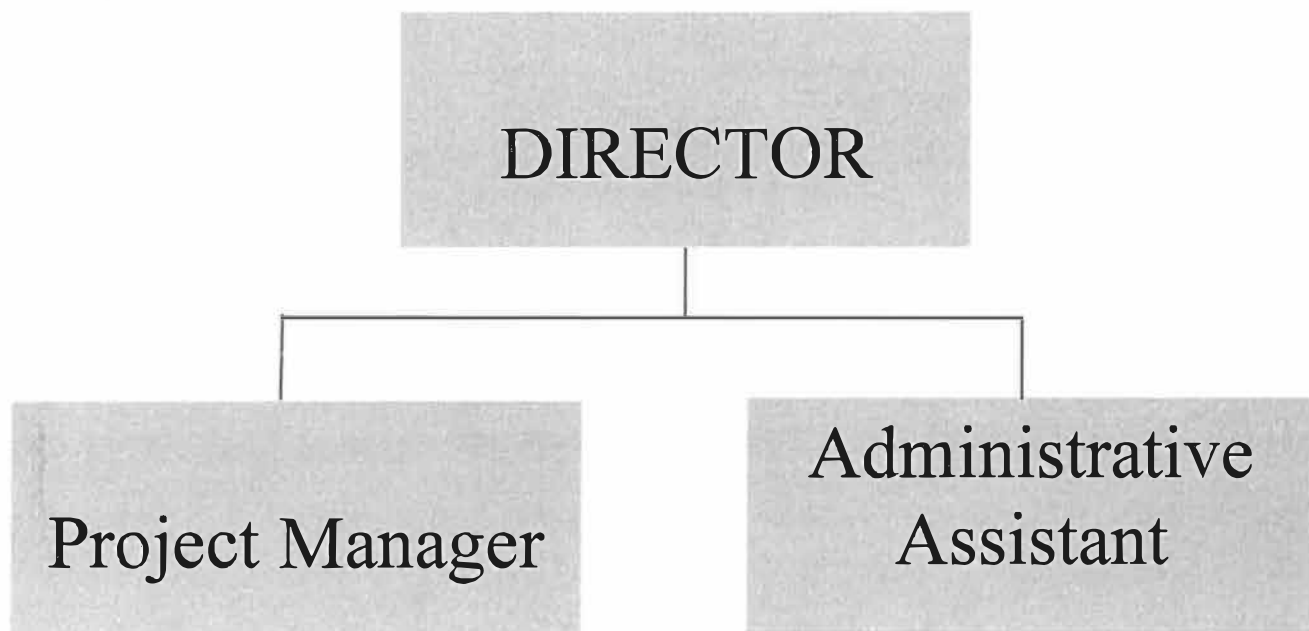
417100 – Fee in Lieu of Taxes	\$605
Based on discussions with the Finance Department	
461000 – Investment Interest	\$10,500
Based on discussions with the Finance Department	
821000 – Residual Equity Transfer from General Fund	\$1,690,437
Based on current year needs.	

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director	1	1		1	217
Project Manager	1	1		1	209
Administrative Assistant	1	1		1	106
Total Positions	3	3		3	

All of these positions require insurance.



SECTION VI. C - OPERATING LINE ITEM NARRATIVES

520221 – WEBSITE SERVICES **\$44,240**

Costs to cover the necessary expenses for updated graphics on the economic development web site.

Website Development - \$35,000.00

Website Monthly Maintenance - $\$750.00 \times 12 = \$9,000.00$

Website Hosting - \$240.00/annually

520300 – PROFESSIONAL SERVICES **\$5,000**

Costs to cover individualized expertise from professionals that will be needed as the Economic Development Department works to market Lexington County.

520319 – ENGINEERING SERVICES **\$100,000**

Cost to cover site certifications/re-certifications; landscaping & irrigation planning, bidding assistance, oversight and management; evaluation of the adequacy of infrastructure; site improvement management; marketing services; storm drainage system design and evaluation; new roadway design, etc.; land and geodetic surveying; natural resources management; assistance with the preparation of bid documents; project management and in-the-field oversight of construction/development work in progress.

520400 – ADVERTISING & PUBLICITY **\$68,500**

Cost to cover marketing events to promote Lexington County's three (3) industrial parks; quarterly newsletter for existing industry; print ads promoting the county; subscription for advertising all three industrial parks etc:

- Airport Advertisement – 2 - 8 foot wall-wrap in concourse = \$1,700.00
- Quarterly Newsletter – 4 newsletters @ \$1,000 each = \$4,000
- Print Ads = \$45,000 (estimated)
 - o Print Advertising Campaign – to promote publicly owned economic development real estate assets to site location consultants and corporate site selectors.
- LoopNet – 12 months @ \$195/month (3 parks) = \$7,020
- Customized materials for Request for Information (RFI) responses, prospect visits, etc.
= \$10,780

520500 – LEGAL SERVICES **\$20,175**

Cost to cover legal advice and document preparation on all economic development projects; based on YTD and historic activity:

$\$8,070.00 / 6 = \$1,345$

$\$1,345.00 \times 12 = \$16,140 + 25\% = \$4,035$

520702 - TECHNICAL CURRENCY & SUPPORT **\$714**

Subscription to maintain Constant Contact for easy access to contacts for the purpose of emailing newsletters, invitations, etc.

Constant Contact - $\$59.50/\text{month} \times 12 = \714

521000 - OFFICE SUPPLIES **\$746**

Costs to cover routine officer supplies (paper, ink cartridges, pens, file folders, notebooks, binders, dividers, envelopes, business cards, stationery, forms, etc.)

Toner bundle (black) - $\$82.42 \times 2 = \164.84

Miscellaneous office supplies based on three (3) employees = \$581.15

521100 - DUPLICATING	\$283
Cost to cover copying internal work papers, reports, emails, budget forms, procurement forms, finance forms and other related documents -- \$0.0315 per copy $\$97/6 = \16.17 per month. $\$16.17 \times 12 = \194 Printer Paper (3.54/ream) X 25 = \$88.50	
521200 - OPERATING SUPPLIES	\$500
Cost to cover miscellaneous operating supplies for the department (ribbon for Grand Openings, address markers for parcels within the three (3) industrial parks, plastic boot covers for rainy day prospect visits to the sites etc.)	
522300 - VEHICLE REPAIRS & MAINTENANCE	\$200
Cost to cover vehicle repairs and maintenance per Fleet Services	
524000 - BUILDING INSURANCE	\$106
Cost to cover allocated building insurance per schedule.	
524100 - VEHICLE INSURANCE	\$557
Cost to cover allocated vehicle insurance per schedule.	
524101 - COMPREHENSIVE INSURANCE	\$142
Cost to cover the allocated comprehensive insurance per schedule.	
524201 - GENERAL TORT LIABILITY INSURANCE	\$804
Cost to cover general tort liability insurance per schedule.	
524202 - SURETY BOND	\$0
We do not have any Surety Bonds for the 19/20 fiscal year.	
525000 - TELEPHONE	\$955
Cost to cover all of the telephone services for the Economic Development Department. There are a total of four (4) lines in the department: 3 existing lines with voicemail x \$20.08 = \$60.24 1 existing line without voicemail x \$19 = \$19 $\$79.24 \times 12 = \950.88	
525006 - GPS MONITORING SYSTEM	\$204
Cost to cover 12 months of the GPS Monitoring Service $\$16.95/\text{month} \times 12 \text{ months} = \203.40	
525021 - SMART PHONE CHARGES	\$1,536
Cost to cover all of the cellular telephone services for the Economic Development Department. There are two (2) cell phones in the department: 2 cell phones (with hot spot) @ \$64/month = \$128 $\$128 \times 12 = \$1,536$	

525041 EMAIL SERVICE CHARGES # **\$387**

Costs to cover all of the email services for the Economic Development Department. There are a total of (3) email accounts in the department:

3 email accounts @ \$10.75 per month = \$32.25

\$32.25 x 12 = \$387

525100 - POSTAGE **\$400**

Cost to cover an estimated number of mailings including, but not limited to, reports, office correspondence, event mailings, etc.

525110 - OTHER PARCEL DELIVERY SERVICE **\$100**

Cost to cover occasional delivery by UPS or FEDEX for specialized RFI's (Request For Information) from prospects looking to locate in Lexington County.

525210 - CONFERENCE, MEETING & TRAINING EXPENSE **\$13,379**

Cost to cover attending the Nation and SC economic development conferences/meetings, training workshops, local development workshops and targeted marketing trips. In addition, this cost encompasses the expense of maintaining technical competence of professional staff, to include: continuing education hours for CEcD (Certified Economic Developer)

Conferences & Meetings:

SCEDA (SC Economic Developers Association) - Annual Conference
(2 @ \$800) = \$1,600

SCEDA - Fall Conference
(2 @ \$400) = \$800

Central SC Alliance/SC Dept. of Commerce/SC Power Team Targeted Marketing Trips
(2 @ \$1,250) = \$2,500

SC Power Team Economic Development Review
(1 @ \$429) = \$429

SEDC (Southern Economic Development Council) Annual Conference
(1 @ \$1,500) = \$1,500

SEDC Meet the Consultants
(1 @ \$1,375) = \$1,375

Oklahoma University Economic Development Institute (OU EDI)
(1 @ \$3,400) = \$3,400

IEDC Webinars
(5 @ \$100) = \$500

Leadership Lexington County (Sarah Johnson)
(1 @ \$475) = \$475

Miscellaneous local events (i.e. Power Breakfasts, etc.)
(4 @ \$200) = \$800

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1,995**

Cost to cover annual membership dues to Economic Development professional organizations, both locally and nationally, to include the following:

SCEDA (2 @ \$200) = \$400

SCEDA web link (1 @ \$75) = \$75

SEDC (2 @ \$250) = \$500

IEDC (cost based on population in Lexington County) = \$1,020

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$600**

Cost to cover reimbursement for use of personal vehicles by the Economic Development Department staff for Lexington County business, economic development trips, etc.

2 employees with 3 months of travel = \$139

$\$139 \times 4 = \556

525300 – UTILITIES – ADMINISTRATION **\$8,080**

Cost to cover the utility allocation for the administrative building:

Estimated monthly cost of \$673.33

$\$673.33 \times 12 = \$8,080$

525400 – GAS, FUEL & OIL **\$2,736**

Cost to cover Economic Development travel, to include: meetings hosted around Lexington County and the Midlands, site visits, existing industry appointments, industrial park tours, marketing trips in the Southeast, etc.

\$1,367.84 (6 Months)

$\$1,367.84 \times 2 = \$2,735.68$ (12 Months)

534301 – CENTRAL CAROLINA ECONOMIC DEVELOPMENT ALLIANCE **\$105,000**

Cost to cover Lexington County's membership dues = \$97,000

Cost to cover company performance transcripts = \$8,000

534303 – THE RIVER ALLIANCE **\$55,000**

Cost to cover Lexington County's terms of the Agreement OF The River Alliance.

537006 – USC INCUBATOR **\$25,000**

Cost to cover a portion of the cost to operate the Incubator.

537190 – ENGENUITY SC **\$30,000**

Cost to support regional economic development and competitiveness work in Lexington County. Amount to be broken down as follows:

-Midlands Regional Competitiveness Report/MBLG Competitiveness Initiative - \$20,000

-iTs/SC (Regional insurance technology industry cluster group)- \$5,000

-Regional Mayor Forum - \$5,000

SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **\$ 250**

To replace office chairs, cell phone equipment, iPad case, etc.

540010 -- Minor Software **\$207**

Cost to cover (1) additional annual license for Adobe Acrobat Pro; 2 Drop box Individual Plus

Cost to cover Doodle Poll for 3 employees. \$69.00 per person annually

\$69.00 X 3 = \$207.00

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2019-20

Fund: 2000
Division: Economic Development
Organization: 181101

BUDGET

Object Expenditure Code Classification	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel			
510100 Salaries & Wages -	43,681		
510200 Overtime	0		
511112 FICA Cost	3,342		
511113 State Retirement	6,797		
511120 Insurance Fund Contribution -	7,800		
511130 Workers Compensation	131		
511213 State Retirement - Retiree	0		
* Total Personnel	61,751		
Operating Expenses			
520300 Professional Services	0		
520400 Advertising & Publicity	7,500		
520702 Technical Currency & Support	238		
520800 Outside Printing	0		
521000 Office Supplies	0		
521100 Duplicating	0		
521200 Operating Supplies	0		
524000 Building Insurance	0		
524201 General Tort Liability Insurance	77		
524202 Surety Bonds -	0		
525000 Telephone	241		
525021 Smart Phone Charges	768		
525041 E-mail Service Charges -	129		
525100 Postage	200		
525110 Other Parcel Delivery Service	100		
525210 Conference & Meeting Expense	0		
525230 Subscriptions, Dues, & Books	275		
525240 Personal Mileage Reimbursement	870		
525300 Utilities - Admin. Bldg.	0		
* Total Operating	10,398		
** Total Personnel & Operating	72,149		
Capital			
540000 Small Tools & Minor Equipment	250		
540010 Minor Software	2,284		
All Other Equipment	0		
** Total Capital	2,534		
*** Total Budget Appropriation	74,683		

SECTION NEW PROGRAM - PROGRAM OVERVIEW

Program 1 – Economic Development: Existing Business and Industry Services

Program:

Objectives:

To create general wealth in the County of Lexington deriving from expanding enterprises and the payrolls and benefits associated therewith. To expand and broaden the tax base of the County of Lexington by sustaining and expanding a diversified mix of enterprises. To pursue actions and strategies to retain existing employers in the county who are considering closing or downsizing. To increase the number and diversity of job opportunities in the County. Over the long term, to create a sufficient number of diversified employment opportunities resulting in a meaningful reduction in the level of out-commuting to work by residents of the County.

Historically, 70% of the new jobs created in the County are added by existing firms and 60% of the new capital investment in the County derives from these expansions. The Economic Development Department needs to ramp up its game in the area of business retention and expansion. Currently we are in a very reactive mode in this critical component in local economic development and need to move to a proactive posture. To achieve these objectives, the Economic Development Department must work collaboratively with economic development allies such as the South Carolina Department of Commerce, the Central South Carolina Alliance, and the various utilities that serve the County and many other players. In addition, the Department must develop and maintain strong working relationships with other County Departments, municipal governments, educational institutions and the private sector to ensure that the County of Lexington maintains its positive image as a good place to conduct business.

Service Standards:

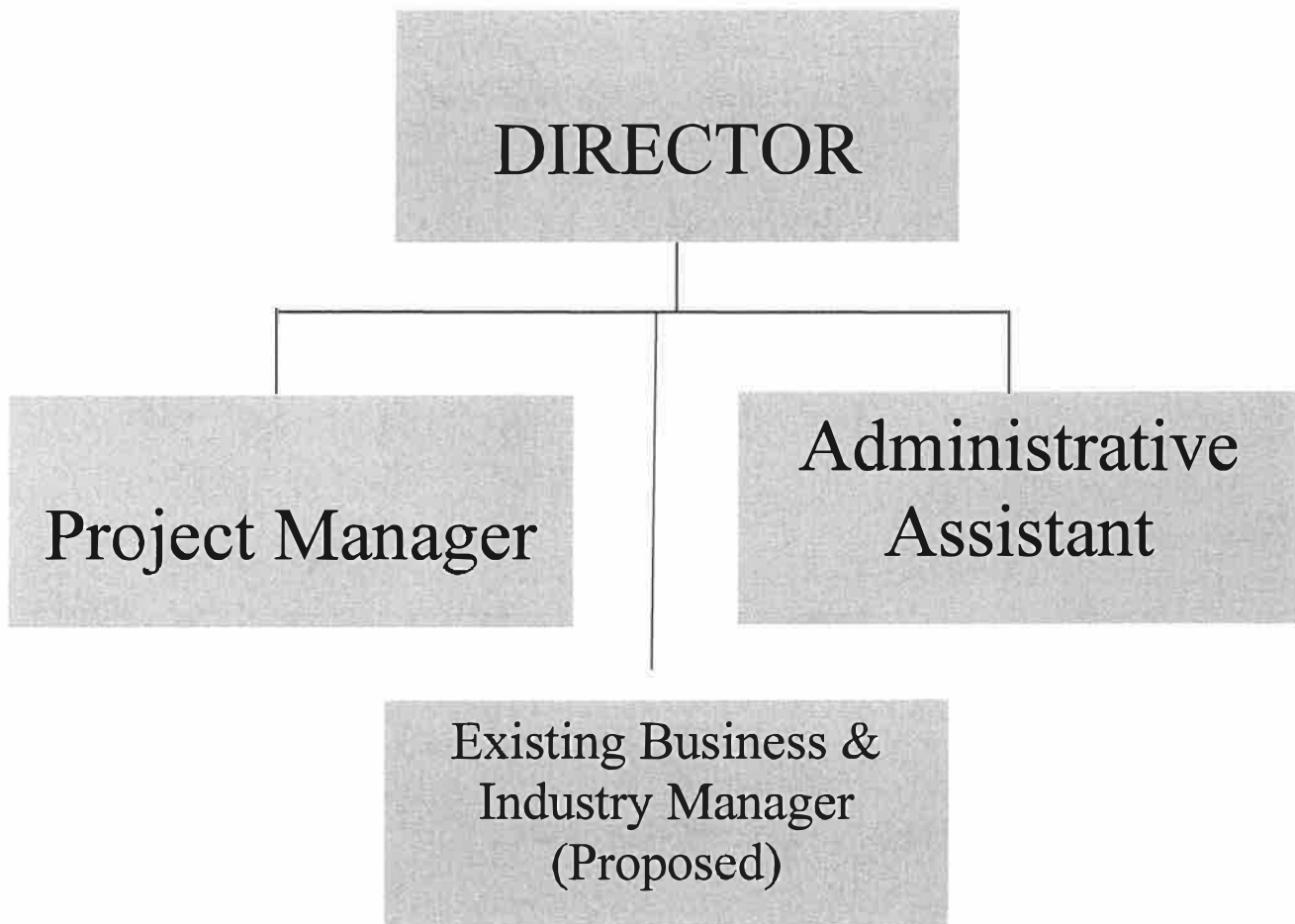
- a. To assist and advise the County Council, County Administrator and department heads in all aspects of economic development.
- b. To be the single point of contact for the County of Lexington on all matters relating to existing businesses and industries.
- c. To collect and maintain comprehensive databases on existing employers, including product and service offerings, key local executives, numbers of employees, current site and facility sizes, key customers and suppliers, etc. As an example, SC Commerce recently requested that we help them track more than 470 companies in Lexington County. We estimate that we currently have complete information on less than 40% of these firms.
- d. To implement a focused and systematic Business Expansion and Retention program to ensure that our existing employers are appreciated and heard. Findings derived from meeting with Lexington County employers to be reported to the Director and Project Manager.
- e. To be the ombudsman between existing employers, county government and other service providers.
- f. To organize and deliver training programs and special events involving existing firms.
- g. To work collaboratively with Lexington County's workforce development partners, to include Midlands Education Business Alliance (MEBA), ReadySC, SC Manufacturing Extension Partnership (SCMEP), Apprenticeship Carolina, Midlands Workforce Development Board, Midlands Tech, etc.
- h. To ensure that discretionary incentives at the County's disposal are properly justified by cost-benefit and return on investment analyses. To monitor the levels of job creation, capital investment, payrolls and related performance criteria for companies receiving FILOT, SSRC, MCIP and other benefits and to assist the County Auditor, Legal Counsel, Administration, et al. as needed in enforcing penalty clauses in performance-based incentive agreements.

SECTION - LISTING OF POSITIONS

Proposed Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Director	1	1		1	217
Project Manager	1	1		1	209
Administrative Assistant	1	1		1	106
<i>Existing Business & Industry Manager</i>	<i>1</i>	<i>1</i>		<i>1</i>	<i>208</i>
Total Positions	4	4		4	

All of these positions require insurance.



SECTION - OPERATING LINE ITEM NARRATIVES

520400 – ADVERTISING & PUBLICITY	\$7,500
Cost to cover marketing materials and events to educate and assist existing employers in Lexington County.	
- New BRE Brochure= \$4,000	
- Customized materials for BRE visits and events= \$3,500	
520702 - TECHNICAL CURRENCY & SUPPORT	\$238
Subscription to maintain Constant Contact for easy access to contacts for the purpose of emailing newsletters, invitations, etc.	
- Constant Contact - \$19.83/month (for one employee) x 12 = \$238	
524201 - GENERAL TORT LIABILITY INSURANCE	\$77
Cost to cover general tort liability insurance per schedule.	
525000 - TELEPHONE	\$241
Cost to cover an additional telephone services for the Existing Business and Industry Manager, including voicemail:	
1 new line with voicemail x \$20.08 = \$20.08 X 12 = \$240.96	
525021 – SMART PHONE CHARGES	\$768
Cost to cover an additional smart phone services for the Existing Business and Industry Manager:	
1 new smart phone with hot spot x \$64.00 = \$64.00 X 12 = \$768.00	
525041 EMAIL SERVICE CHARGES #	\$129
Cost to cover an additional email services for the Existing Business and Industry Manager:	
1 email accounts @ \$10.75 per month = \$10.75 X 12 = \$129.00	
525100 - POSTAGE	\$200
Cost to cover an estimated number of mailings including, but not limited to, reports, office correspondence, event mailings, etc.	
525110 – OTHER PARCEL DELIVERY SERVICE	\$100
Cost to cover occasional delivery by UPS or FEDEX	
525230 - SUBSCRIPTIONS, DUES & BOOKS	\$275
Cost to cover annual membership dues to Economic Development professional organizations, both locally and nationally, to include the following:	
SCEDA (1 @ \$200) = \$200	
SCEDA web link (1 @ \$75) = \$75	
525240 – PERSONAL MILEAGE REIMBURSEMENT	\$870
Cost to cover reimbursement for use of personal vehicles by the Existing Business and Industry Manager, for Lexington County business, economic development trips, etc.	
1 employees with 12 months of mileage: 1,500miles X \$.58.mile= \$870	

SECTION - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$250
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To add/replace office chairs, cell phone equipment, iPad case, etc.

540010 - Minor Software	\$2,284
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Cost to cover hardware, software and related services for the Existing Business and Industry Manager:

Laptop Computer= \$1,087

I-Pad= \$460

Microsoft Office Pro= \$381

Antivirus= \$31

Laptop Docking Station= \$206

Laptop Case= \$50

Doodle Poll = \$69. 00

**COUNTY OF LEXINGTON
RURAL DEVELOPMENT ACT
Annual Budget
FY 2019-20 Estimated Revenues**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Rural Development Act 2001:								
Revenues:								
461000	Investment Interest	20,582	15,860	0	0	0		
470100	Electric Coop Infrastructure Pmts	434,333	436,167	0	0	0		
** Total Revenue		<u>454,915</u>	<u>452,027</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** Total Appropriation					1,918,299	0	0	0
Contingency:								
Unused								
Carryforward								
FUND BALANCE								
Beginning of Year					1,404,891	(513,408)	(513,408)	(513,408)
FUND BALANCE - Projected								
End of Year					<u>(513,408)</u>	<u>(513,408)</u>	<u>(513,408)</u>	<u>(513,408)</u>

**COUNTY OF LEXINGTON
RURAL DEVELOPMENT ACT
Annual Budget
Fiscal Year - 2019-20**

Fund 2001
Division: Economic Development
Organization: 181100 - Economic Development Projects

		BUDGET				
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
529903 Contingency	0	0	576,115	0		
* Total Operating	0	0	576,115	0	0	0
** Total Personnel & Operating	0	0	576,115	0	0	0
Capital						
549904 Capital Contingency	0	0	391,731	0		
5A9499 B/L Industrial Park - Roadway Imp	24,500	0	5,082	0		
5A9501 B/L Industrial Park - Master Plan A & E	0	0	7,500	0		
5A9503 B/L Industrial Park - Site Improvement	0	0	2,932	0		
5A9505 B/L Industrial Park (Reserved)	0	0	5,090	0		
5AC610 Mitigation Construction Plans	0	0	10,950	0		
5AC611 Mitigation	0	0	200	0		
5AC612 Permitting	0	0	7,500	0		
5AD680 Lighting	0	0	6,010	0		
5AD726 B/L Phase 1: Water Eng & Design	0	0	250	0		
5AD727 B/L Phase 1: Wastewater Eng & Design	0	0	250	0		
5AF361 Development of Mitigation Plan	0	0	12,500	0		
5AF362 Baseline Data Collection	0	0	5,000	0		
5AF364 Construction	0	0	98,200	0		
5AF366 Post Construction Monitoring	14,000	5,000	106,000	0		
5AF368 Annual Maintenance Activities	8,000	8,000	23,375	0		
5AF369 Long Term Monitoring	0	0	65,000	0		
5AH647 Revised Master Plan & Final Plat	40,000	0	0	0		
**Total Capital	86,500	13,000	747,570	0	0	0
Other Financing Uses						
814506 Op Trn to Saxe Gotha Industrial Park	133,245	0	594,614	0		
814516 Op Trn to Chapin Technology Park	22,500	0	0	0		
**Total Other Financing Uses	155,745	0	594,614	0	0	0
*** Total Budget Appropriation	242,245	13,000	1,918,299	0	0	0

**COUNTY OF LEXINGTON
FARMERS MARKET PROJECT
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Farmers Market Project 2002:								
Revenues:								
417100	Fee in Lieu of Taxes	219,701	0	0	0	0		
417120	FILOT - Prior Year	1,350	0	0	0	0		
461000	Investment Interest	0	0	0	0	0		
490800	Loan Repayments	0	0	0	0	0		
** Total Revenue		<u>221,051</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** Total Appropriation					0	0	0	0
FUND BALANCE								
Beginning of Year					(351,146)	(351,146)	(351,146)	(351,146)
FUND BALANCE - Projected								
End of Year					(351,146)	(351,146)	(351,146)	(351,146)

Fund 2002
Division: Economic Development
Organization: 181100 - Economic Development Projects

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
530800	Loan Repayment	0	0	0	<u>0</u>		
534403	Farmer's Market Facility	0	0	0	<u>0</u>		
* Total Operating		0	0	0	0	0	0
** Total Personnel & Operating		0	0	0	0	0	0
Capital							
**Total Capital		0	0	0	0	0	0

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT CCED GRANTS
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Economic Development CCED Grants 2003:								
Revenues:								
452254	CCED # C162756 - Electro-Spec	200,000	0	0	0	0		
452255	CCED # C172779 - CMC Steel/Owen	0	100,000	100,000	100,000	0		
452257	CCED # C172818 - Tidewater Boats	0	100,000	100,000	100,000	0		
** Total Revenue		<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** Total Appropriation					200,000	0	0	0
FUND BALANCE								
Beginning of Year					0	0	0	0
FUND BALANCE - Projected								
End of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Fund 2003
Division: Economic Development
Organization: 181100 - Economic Development Projects

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Non-Operating Expenses							
537247	CCED # C162756 - Electro-Spec	200,000	0	0	0		
537251	CCED # C172779 - CMC Steel/Owen Ind	0	100,000	100,000	0		
537252	CCED # C172818 - Tidewater Boats	0	100,000	100,000	0		
* Total Non-Operating		<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Capital							
**Total Capital		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Financing Uses							
814506	Op Trn to Saxe Gotha Industrial Park	0	0	0	0		
**Total Other Financing Uses		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

***** Total Budget Appropriation** **200,000 200,000 200,000 0 0 0**

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT MULTI-PARK 1%
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Economic Development Multi-Park 1% 2005:								
Revenues:								
417100	Fee in Lieu of Taxes	11,627	0	9,100	9,100	0		
417102	Newberry County FILOT Received	19,900	0	24,700	24,700	0		
417103	Calhoun County FILOT Received	55,799	0	40,300	40,300	0		
461000	Investment Interest	12,667	10,787	7,200	7,200	0		
** Total Revenue		99,993	10,787	81,300	81,300	0	0	0
*** Total Appropriation					358,814	0	0	0
FUND BALANCE								
Beginning of Year					953,622	676,108	676,108	676,108
FUND BALANCE - Projected								
End of Year					676,108	676,108	676,108	676,108

Fund 2005
Division: Economic Development
Organization: 181100 - Economic Development Projects

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
<hr/>							
	Operating Expenses						
529903	Contingency	0	0	358,814	<u>0</u>		
	* Total Operating	0	0	358,814	0	0	0
	** Total Personnel & Operating	0	0	358,814	0	0	0
	Capital						
	**Total Capital	0	0	0	0	0	0

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT PROJECT FUND
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Economic Development Project Fund 2006:								
Revenues:								
461000	Investment Interest	0	42,890	27,000	27,000	0		
804514	Transfer from Saxe Gotha Ind. Park II	0	4,007,698	3,982,415	3,982,415	0		
** Total Revenue		0	4,050,588	4,009,415	4,009,415	0	0	0
*** Total Appropriation					0	0	0	0
FUND BALANCE								
Beginning of Year					2,196	4,011,611	2,196	4,011,611
FUND BALANCE - Projected								
End of Year					4,011,611	4,011,611	2,196	4,011,611

Fund 2006
Division: Economic Development
Organization: 181100 - Economic Development Projects

		BUDGET				
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
529903 Contingency	0	0	4,011,610	0		
* Total Operating	0	0	4,011,610	0	0	0
** Total Personnel & Operating	0	0	4,011,610	0	0	0
Capital						
**Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation						
	0	0	4,011,610	0	0	0

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT PROJECT COMMERCE
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Economic Development Project Commerce 2010:								
Revenues:								
458000	State Grant Income							
461000	Investment Interest							
469926	Project Refund							
** Total Revenue		0	0	0	0	0	0	0
*** Total Appropriation					0	0	0	0
FUND BALANCE								
	Beginning of Year				0	0	0	0
FUND BALANCE - Projected								
	End of Year				0	0	0	0

Fund 2010
Division: Economic Development
Organization: 181100 - Economic Development Projects

				<i>BUDGET</i>		
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520300 Professional Services	350,000	0	0	0	0	0
529903 Contingency	0	0	0	0	0	0
539550 Other Disbursements	350,000	0	0	0	0	0
* Total Operating	700,000	0	0	0	0	0
** Total Personnel & Operating	700,000	0	0	0	0	0
Capital						
**Total Capital	0	0	0	0	0	0

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Accommodations Tax 2120:								
Revenues:								
420800	Accommodations Tax	350,693	201,434	372,388	372,388	350,692		
461000	Investment Interest	1,773	1,327	725	725	1,750		
** Total Revenue		<u>352,466</u>	<u>202,761</u>	<u>373,113</u>	<u>373,113</u>	<u>352,442</u>	<u>0</u>	<u>0</u>
*** Total Appropriation					456,120	529,900	0	0
FUND BALANCE								
Beginning of Year					<u>110,480</u>	<u>27,473</u>	<u>27,473</u>	<u>27,473</u>
FUND BALANCE - Projected								
End of Year					<u>27,473</u>	<u>(149,985)</u>	<u>27,473</u>	<u>27,473</u>

Estimated Total Accommodations Tax Funds:	394,150
--- Minus General Fund Portion ----	<u>25,000</u>
Sub-Total	369,150
--- Minus General Fund 5% Portion ----	<u>18,458</u>
*** Total Estimated Revenue	<u>350,692</u>
Appropriation	350,692
** Additional Appropriations (One Time - Fund Bal.)	<u>0</u>
*** Total Appropriations	<u>350,692</u>
--- Minus 30% Fund Portion ----	110,745
Available for Appropriation (65% Funding)	<u>239,947</u>

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2019-20**

Fund 2120

Division: General Administrative

Organization: 101100 - County Council

Object Expenditure		2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET	
Code	Classification				2019-20 Requested	2019-20 Recommend
Operating Expenses						
Advertising and Promotion (30% Fund)						
534212	Capital City Lake Murray Country	110,745	26,705	117,596	117,500	
Tourism Related Exp. (65% Fund)						
534201	Columbia Metro Convention/Visitor Bureau	35,000	0	35,000	50,000	
534204	West Metro Chamber of Commerce	15,000	5,000	20,000	20,000	
534205	Lexington Chamber of Commerce	15,000	5,000	20,000	35,000	
534206	Batesburg/Leesville Cham. of Comm.	15,000	5,000	20,000	20,000	
534209	Lex. Cty. Recreation Softball Tournament	35,000	0	35,000	30,000	
534220	Riverbanks Zoo	56,844	12,500	50,000	80,000	
534223	EdVenture Children's Museum	4,500	0	7,500	10,000	
534228	Lexington County Museum	25,500	3,750	15,000	15,000	
534231	Chapin Chamber of Commerce	15,000	5,000	20,000	21,600	
534233	Columbia Regional Sports Council	10,000	5,256	21,024	20,000	
534242	Irmo/Chapin Recreation Commission	20,000	5,000	20,000	30,000	
534244	Lex. Cty. Recreation & Aging - Tennis	20,000	0	25,000	20,000	
534252	Greater Irmo Chamber of Commerce	15,000	5,000	20,000	20,800	
534282	Harbison Theatre at Midlands Tech	20,000	5,000	20,000	25,000	
534284	City of West Columbia - Kinetic Derby Day	0	2,500	10,000	15,000	
* Total Operating		412,589	85,711	456,120	529,900	0
** Total Personnel & Operating		412,589	85,711	456,120	529,900	0

*** Recommendations are made from the Accommodations Tax Board.**

*** Total Budget Appropriation	412,589	85,711	456,120	529,900	0	0
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...Regional Tourism District
Promoting Columbia, Lake Murray, Lexington, Newberry, Richland & Saluda

Jewel of South Carolina™



December 12, 2018

Ms. Judy Busbee
FY2019/20 Accommodations Tax Fund
Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Dear Judy:

On behalf of Capital City/Lake Murray Country RTB, we are enclosing our application for Accommodations Tax Funding for CY 2019-2020. Also enclosed with the application are various financial reports.

We look forward to presenting our application before the committee.

Thanks for Lexington County's continued support of our regional tourism efforts and program. We wish you and your staff a very Merry Christmas and Happy Holiday Season.

Sincerely,

A handwritten signature in black ink that reads "Miriam".

Miriam Atria
President/CEO

Enclosures



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: CCLMC Leisure Marketing Promotion/LMC Visitors Center
2. Sponsoring Organization: Capital City/Lake Murray Country Regional Tourism Board
Mailing Address: P. O. Box 1783, Irmo, SC 29063
3. Event/Project Director:
Name Miriam Atria Title President/CEO
Telephone (803) 781-5940 ext4 Alternate Telephone (803) 781-2105
Fax Number none
Email miriam@lakemurraycountry.com
4. Event Website: LakeMurrayCountry.com , SCJewel.com, STAYcationweeklakemurraysc.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*
☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 07/01/2019 End date 06/30/2020
7. Location of Project/Event: 4 Country Region – Lexington County
8. Number of employees: #Full-time 4 #Part-time 3
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
☒ Rack Cards - # distributed 421.450
☒ Brochures - # distributed 62 8 55
☒ Posters - # distributed 75
☒ Magazine Ads - # ads 46 (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 10 (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 1,422 (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 870 (list stations and listener range on separate sheet)
☒ Billboards - # ads 68 (list number and location of billboards on separate sheet)
☒ Websites - # web pages other than primary website # 229 (list on separate sheet with target audience)
☒ Other than listed above: See attached -list on separate sheet with target audience)

11. How many people do you expect to attend? 427,950
12. Of this number, how many are tourists? 135,000 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 36,553 avg
 - ☒ Phone call inquiries - estimated phone calls per month 48,334
 - ☒ Brochure mailings - estimated brochures mailed per month 82,220
 - ☒ Event ticket sales - estimated tickets sold per event 875
 - ☒ Event registration - estimated registrants per event 1875
 - ☒ Hotel sales - estimated sales per event/per month 42,500
 - ☒ License plates - estimated count per event 1250
 - ☒ Surveys - estimated number of responses per survey 510
 - ☒ Other than listed: CCLMC tracks on-line bookings through ARES
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
☒ Room Nights - Doubletree by Hilton - (1,560), Holiday Inn Express- (72), Wingate Inn - (450), Hampton Inn - Lexington (42), Days Inn (72) Wood Spring Suites (22) Fishing Tournament survey forms (3,890), Vacation Homes Nights (318), The following hotels have rooms blocks for STAYcation Week – Comfort Inn, Wingate Inn, Doubletree, (175), Reggaetronics (75) Visitors Center bookings at random hotels (262)
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 772,232
 - b. Amount of Accommodations Funds requested for this Project: \$ 117,500
 - c. This request equals what percent of the total Project/Event Budget: 15%
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Marketing/Promotion/Visitor's Center
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018-2019, amount \$ 118,327 (30%), source _____, and purpose: Marketing/Promotion/Visitor's Center
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Regional Tourism Organization

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this:
 ATTACHED

f. Additional comments: ATTACHED

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

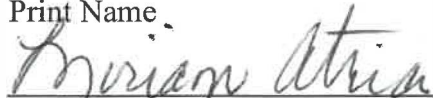
Signature of Event/Project Director:

Miriam Atria

President/CEO

Print Name

Title



12/12/2018

Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name:

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
City of Columbia - ATAX	365,438.79	366,000.00	366,000.00
Lexington County - ATAX	110,745.00	117,500.00	117,500.00
Richland County - ATAX	100,000.00	86,250.00	100,000.00
Richland County - HTAX	91,000.00	25,000.00	75,000.00
Saluda County - ATAX	1,000.00	.00	500.00
Town of Lexington - ATAX	5,000.00	5,000.00	5,000.00
Town of Irmo - ATAX	15,000.00	5,000.00	5,000.00
Newberry County – ATAX	6,850.99	7,231.60	7,231.60
SC PRT	97,400.00	96,000.00	96,000.00
TOTAL	792,434.78	707,981.606	772,231.60



County of Lexington

Accommodations Tax Fund

FY 2019/20

EXPENDITURES

Organization Name: _____

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Ad Production (Creation of new 4 county TV Ad, Staycation)	20,099.00	35,813.18	18,900.00
Brochures	48,887.16	65,000.00	45,000.00
National/Regional Fishing Events	392,926.39	63,850.00	175,000.00
Television	20,850.00	50,000.00	55,000.00
Radio	7,955.00	36,086.00	35,000.00
Web Marketing	72,097.93	72,000.00	75,000.00
State Welcome Center Advertising	7,004.00	7,500.00	15,000.00
Golf Promotions	12,000.00	12,000.00	14,000.00
Visitor Center	27,838.75	20,000.00	30,000.00
SCATR Promotion – Rev War Trail	5,000.00	10,000.00	10,000.00
Special Events	34,103.78	20,000.00	60,000.00
Motorcoach – Group Tour	9,742.26	21,667.00	26,900.00
Promotional Events, July 4th	117,148.12	113,797.93	115,000.00
Print media/magazine ads	58,316.02	62,967.00	45,000.00
STAYcation Week	.00	74,030.49	47,527.60
TOTAL	833,968.41	664,711.60	767,327.60

A. General Description: CCLMC will continue our mission and goal to promote tourism and our great outdoors in this four-county region. This also encompasses all the small towns and communities within those four counties. Funding requested from Lexington County's ATAX goes directly into marketing and promotion of the region to leisure visitors for tourism and promotion. The specifics of the marketing plan are outlined within this document. Lexington County's funding is matched with the other counties in the region as well as local municipalities of City of Columbia and Towns of Lexington and Irmo to present a true regional effort in the promotion of tourism. This is the basis of our project. We are advertising your products, encouraging them to visit your attractions/businesses, tracking them through the visitor's center as the leisure destination marketing organization for this region.

More notably, we will continue to dedicate almost half or more of our budget to marketing and promotion including regional and national event and will continue to bring visitors into the region, promote the region and increase the tourism revenues across all tax bases.

B. State the benefit that this project will serve toward promoting tourism and the Lexington County Community: As a destination marketing organization, CCLMC is promoting Lexington County and region throughout our web-site, special events calendar, tourism related businesses, media writers, group tour/trade shows and target across all leisure visitor mediums. (Golf, Boating, Fishing, Vacationing families, retirement, relocation, etc).

This benefits numerous businesses through the Lexington County Community. CCLMC is able to provide matching dollars in our marketing plan also from SCPRT. We encourage local regional attractions to work together to market the region. We work with area chambers and other attractions to provide daily updates on all areas of the town from historic cultural venues, recreational facilities posting all on LakeMurrayCountry.com. Throughout the year we also share out to travel media writers specific story ideas to attract visitors. Quarterly RAC Committee meetings are held for hotels/attractions to share package information for publication through our marketing plan and visitors center.

C. Total attendance to the event/project versus the number of total tourists in attendance:
619,975 total attendance with 391,388 total tourists.

D. Economic Impact generated by tourism to the event/project: Capital City/Lake Murray Country RTB's 2017-2018 budget of over \$1.4 million, dedicated over \$834,000+ dollars to promote tourism in Lexington, Richland Newberry & Saluda counties. The economic impact generated through CCLMC's marketing efforts and events amounted to \$49,388,000 with \$30M+ from the 2017 Forrest Wood Cup. CCLMC was awarded the Champions of Economic Impact Award by the Sports Destination Management Organization in November of 2018 for the Forrest Wood Cup.

A media impression record was set last year from our organization with over. .. 1 billion media impressions.

Results from:

- The promotion on social media as "Lake Murray Country" was named the "Go To Destination" for country music fans;
- Included in this number would be sponsorships and 1,100 airings from the USA Bass Team on various national TV outlets and social media impressions;
- \$4,400,000 in advertising value from 135 tourism articles published through our media writers during the year generated 444,167,615 impressions for attractions in our region;
- Big Bass Tour - 41.5 million media impressions from website, social media and 1,735,670 viewing our commercial on their website.

- The golf marketing provided 19,889,776 impressions and a \$461,831 impact from golf revenues.
- We continue to see that the VERY large fishing net for tourism through our marketing efforts has resulted in bringing world class events, thousands of visitors and increased tourism revenues to the region not to mention the advertising exposure outlined above!

E. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax funds were used to accomplish this goal. CCLMC's national and regional TV ad campaigns during the year are used to generate more ATAX funds and other tourism revenues. One key marketing component, our web-site resulted in an increase of 53.7% and visitation into the NEW LakeMurrayCountry.com along with significant media impressions across all social media will continue to influence visitors to come our way. The region continues to be marketed through Radio, Print Media, Digital online ads, billboards as well. Thousands of golfers, motorcoach and tour operators, fishing and vacationing families have heard or seen our ads across the U.S. and world.

Foreign Visitors Stopping by Visitors Center in 2017-2018

Australia	Italy
Belgium	Japan
Canada	Korea
China	Mexico
Colombia	Netherlands
Denmark	New Zealand
Dominican Republic	Puerto Rico
England	Scotland
France	South Africa
Germany	South America
Iceland	Sweden
India	Russia
Ireland	Taiwan
Israel	United Kingdom

F. Additional Comments: CCLMC's marketing efforts were picked-up by InStand Media out of Florida. An in-depth marketing analysis of country music fans and the targeting of this market for their clients (CMA Awards). After viewing numerous CVB and destination websites the firm felt CCLMC's LakeMurrayCountry.com captured the outdoor recreation market that aligned with their fans. This resulted in naming Lake Murray Country the "Go To Destination" for country music fans. Our organization was allowed to utilize this designation in a Social Media promotion.

CCLMC has on staff a Social Media Technician, Hotel/Group Tour Marketplace Manager, a Public Relations/Marketing VP with 27+ years of experience, a special events coordination and a President/CEO with 35 years of tourism/marketing expertise. The organization and President/CEO have won 8 major tourism related awards and honors from across South Carolina.

Project Description (Cont.)

G. Audience – Leisure visitors for golf, boating, fishing fans and families, vacationing families, retirement, relocation visitors, etc).

Facebook 82,245 followers Instagram 1,264, Twitter 2,042 Pinterest 506

Marketing Plan: CCLMC's marketing plan will also include the return of the FLW Collegiate Event in April 2020. Colleges and universities across the U.S. now have competing fishing teams. Advertising of this event will come into this fiscal year to build up to April 2020. Other tournaments booked include the Big Bass Tour in September (660+ anglers) and a Major League Fishing Event TBA.

Television Advertising

- USA Bass Team – Mexico – list includes TV and all other media impressions from recent event in Mexico. (Results from current year's advertising): 3,869,518 Facebook Impressions, 505,831 Instagram, 38,871 Twitter, 429,693 YouTube, 809,083 TV impressions PLUS 1,100 airings of our commercial spot.
- FLW National Collegiate Championship - televised live weigh-in show on NCB Sports, MatchSports & World Fishing Network - continuing to air on FLW Outdoors
- 12 weeks of airings on Major League's Fishing show on the Outdoor Channel starting mid-March 2020. This is the top reality fishing show with the highest Nielsen ratings on the Outdoor Channel.
- WIS TV is a sponsor of the STAYcation Week along with Palmetto Weekend. CCLMC will utilize these two outlets in the promotional efforts of the Staycation Week in our region. Both digital and TV spots will run across SC from January till June 2020. Also, STAYcation Week will be promoted on the NCI Network covering SC – Cable TV

Magazine Advertising

- Parent, Better Homes & Garden & Women's Day Campaign – The Best Family Destination – Feb/Mar 2019 – 630,500 HH – we are running a special full page insert in these publications in conjunction with STAYcation Week 2020. We will also run full page ad and advertorial in Atlanta Journal Constitution Travel Planner and Charlotte Observer Travel Planner along with digital ads for STAYcation Week 2020.
- 2020 USA Today Travel, Digital copy 1. 9 million, 5 million circulations, half page four county ad.

- BASS Fishing - Two-year contract through FLW - full page ad, one year welcoming event – second year four county ad 1M circulations
- Carolina Living - 500,000 circulations, Full Page, Fall/Winter 2019-2020 includes digital
- SC Hunting & Fishing Regulations, Full Page
- SC Visitors Guide–500,000 circulation Full Page, inside front cover, 4 county ad
- Partnership advertising of region with MASCT in TBD publications.
- Carolina Field Trips – (partnership on full page ads and advertorial) with areas attractions Harbison Theatre, Riverbanks Zoo, Saluda Theatre, Newberry Opera, etc.
- Student Group Tour Magazine, Full Page ad, 4 county area attractions
- Group Tour Media, Leisure Group Tour ad, four quarters
- Adventure Outdoors Magazine, Summer 2019
- M2M Golf – ads in various Publications/Newspapers, Virginia Golfer, Lets Golf, Carolina Golf Magazine, Tri-State, Pennsylvania, USA Today, London Free Press, Toronto Sun, Ottawa Sun, Golf AGP and Flagstick Golf.

MORE TO COME BASED ON APPROVED FINAL BUDGET

Digital Advertising – Web –

FLW Outdoors.com (24x)
 TripAdvisor.com (12x)
 Discoversouthcarolina (12x)
 Eregulations/schuntingfishing (12x)
 SCATR.com (12x)
 BusToursMagazine.com (6x)
 USAToday.Travel.com (6x)

Travel 50&Beyond (6x)
 GroupTravelLeader (12x)
 CarolinaLiving.com (12x)
 BigBassTour (12x)
 SCNatureAdventures.com (12x)
 USABASS.com (12x)
 MORE TO COME

Digital Advertising – Boards

Digital boards running for Taste of Lake Murray and July 4th Fireworks on Lake Murray on I-26 from January till July 2020.

Digital boards for promotions: Some boards purchased through Experience Columbia SC's partnership program. Locations – all running for 3 months

Locations:

<i>Charlotte I-77 at Tyvola Road</i>	<i>COLD 105 – 1.1</i>
<i>Augusta I-20</i>	<i>GVLD1-1-1</i>
<i>Augusta/Washington</i>	<i>GLD1-2.1</i>
<i>COLD94-2.1</i>	<i>GVLD2-1.1</i>
<i>COLD79-1.1</i>	<i>GVLD-2-1</i>
<i>COLD109-1.1</i>	<i>CHSD1-1.1</i>
<i>COLD 110-2.1</i>	<i>CHSD1-2.1</i>
<i>COLD 118-1.1</i>	<i>MEMD1-2.1</i>

Radio Advertising

640 Sports – WTCB/B106 FM, WJMJ/TheLake, WARQ/93.5, WOMG 98.5 running May –June 2020 for July 4th at Lake Murray.

Radio promotion of STAYcation Week on IHeart Radio (97.5, 104.7, 560 WVOC 100.1) 46 per week March - June and Pandora Radio schedule under discussion. A special geo-targeted promotion with IHeart running in conjunction with radio promotions.

Direct Mail

Direct mail four color event brochure mailed to 5,000+ entries from previous year campaign.

Motorcoach Marketplace Advertising

Travel South, March 2020

National Tour Association - February 2020

American Bus Association, - January 2020

South Central Show, (Ga, Ala, Louisiana, Mississippi, Texas) Texas, TBD - Summer 2019

GA/ALA Central Show, August/September, Virginia

Special Event Advertising

- STAYcation Week – January - June 2020
- Big Bass Tour – September 2019
- South Carolina State Bass Fishing Championship - April 2019
- National Collegiate Championship – January 2019 - April 2020
- Lake Murray's July 4th Celebration – May - June 30th, 2018

Capital City/Lake Murray Country Regional Tourism Board

12/12/18

Balance Sheet

Accrual Basis

As of December 12, 2018

	Dec 12, 18
ASSETS	
Current Assets	
Checking/Savings	
First Community Bank	20,007.85
Regions Business Savings	500.37
Regions Checking Account	3,725.30
Total Checking/Savings	24,233.52
Accounts Receivable	
Accounts Receivable	49,318.60
Total Accounts Receivable	49,318.60
Other Current Assets	
*Inventory Asset	4,956.25
Prepaid Expenses	1,599.95
Total Other Current Assets	6,556.20
Total Current Assets	80,108.32
Fixed Assets	
Accumulated Depreciation	-247,193.55
Building Structure	487,868.00
Computers	920.92
Historic Structure	52,000.00
Property, Plant, Equipment	134,264.00
Total Fixed Assets	427,859.37
Other Assets	
Petty Cash Drawer	65.00
Total Other Assets	65.00
TOTAL ASSETS	508,032.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Regions Business Visa Card	36,784.12
Total Credit Cards	36,784.12
Other Current Liabilities	
FCB Line of Credit	14,820.91
Payroll Liabilities	16,045.18
Sales Tax Payable	336.50
Total Other Current Liabilities	31,202.59
Total Current Liabilities	67,986.71
Long Term Liabilities	
Regions Bank Mortgage	141,009.12
Regions Line of Credit	97,618.90
Total Long Term Liabilities	238,628.02
Total Liabilities	306,614.73
Equity	
Opening Bal Equity	6,138.00
Retained Earnings	319,687.64
Net Income	-124,407.68
Total Equity	201,417.96
TOTAL LIABILITIES & EQUITY	508,032.69

Profit & Loss

July 1 through December 12, 2018

	<u>Jul 1 - Dec 12, 18</u>
Ordinary Income/Expense	
Income	
Advertising Income	6,735.48
Lake Murray Souvenir Shoppe	8,509.25
Partnership Income	16,400.00
QtlyAtax/Hospitality Grants	305,536.58
Reimbursement Income	14.00
State Grants	282,831.86
Taste of Lake Murray	53,630.00
Total Income	673,657.17
Cost of Goods Sold	
Cost of Goods Sold	1,081.75
Total COGS	1,081.75
Gross Profit	672,575.42
Expense	
Bank Fees	3,742.82
Computer Repair/Maintenance	942.70
Contract Services	2,765.00
Dues & Subscriptions	911.85
Equipment/Leasing	730.32
Insurance	17,397.29
Interest Expense	9,633.00
Marketing & Advertising	462,413.48
Materials For Resale	11,810.65
Meetings	6,928.69
Office Supplies	2,480.53
Payroll Expenses	227,960.32
Petty Cash	40.00
Postage	6,955.48
Printing	2,114.47
Telephone	5,326.27
Travel	9,998.17
Visitors Center Expenses	24,832.06
Total Expense	796,983.10
Net Ordinary Income	-124,407.68
Net Income	-124,407.68



**County of Lexington
Accommodations Tax Fund
FY 2019/20 FINAL REPORT**
(SUBMIT BY END OF FISCAL YEAR WITH FINAL INVOICE)

I. PROJECT INFORMATION:

Organization Name: _____

Project/Event Name: _____

Contact Name: _____ Phone: _____

II. PROJECT COMPLETION:

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.): _____

IV. PROJECT ATTENDANCE:

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Event/Project		
Amount Funded by the Lexington County Accommodations Tax Fund		
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance		
Total Tourists*		

Tourists are generally defined as those who travel 50 miles or more to attend.*V. METHODS:**

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.): _____

VI. PROJECT BUDGET:

Attach a report indicating what project expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

Print Name_____
Title_____
Signature_____
Date



Ann K. Lang, CPA, LLC
CERTIFIED PUBLIC ACCOUNTANTS

Tax Services & Planning
Small Business Services
Consulting

107 Oak Park Drive, Suite A
Irmo, South Carolina 29063
(803)732-2713 FAX (803)732-2714

To the Board Members
Capital City/Lake Murray Country RTB

Management is responsible for the accompanying financial statements of Capital City Lake Murray Country RTB which comprise the statement of financial position as of June 30, 2018 and the related statement of activities, change in net assets, and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Irmo, South Carolina
September 28, 2018

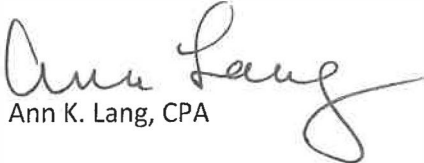

Ann K. Lang, CPA

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June 30, 2018

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COMPILED FINANCIAL STATEMENTS
CAPITAL CITY/LAKE MURRAY COUNTRY RTB
June 30, 2018

STATEMENT OF FINANCIAL POSITION
CAPITAL CITY/ LAKE MURRAY COUNTRY RTB
 June 30, 2018

ASSETS

Current Assets

Cash in bank and on hand	\$	8,631
Accounts Receivable		188,373
Prepaid Expenses		<u>1,627</u>

Total Current Assets 198,631

Fixed Assets, net of accumulated depreciation 427,859

TOTAL ASSETS \$ 626,490

LIABILITIES & NET ASSETS

Liabilities

Current Liabilities

Credit card payables	\$	45,846
Current portion of long-term debt		17,350
Other current liabilities		<u>19,847</u>

Total Current Liabilities 83,043

Long Term Liabilities

Notes Payable		123,660
Line of Credit		<u>100,000</u>

Total Long Term Liabilities 223,660

Net Assets

Unrestricted		<u>319,787</u>
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TOTAL LIABILITIES & NET ASSETS \$ 626,490

See Accountant's Compilation Report.

STATEMENT OF ACTIVITIES
CAPITAL CITY/ LAKE MURRAY COUNTRY RTB
For the Twelve Months Ending June 30, 2018

REVENUES

State and fundsharing grants	\$	362,400
Partnership income		33,075
Fundraising events		105,143
Accommodation tax funds		719,198
Hospitality grants		106,000
Corporate sponsors		5,000
Advertising income		57,445
Souvenir Shoppe		24,143
Special event donation		464

Total Revenue		<u>1,412,868</u>
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EXPENSES

Advertising and promotion		834,028
Wages and salaries		390,732
Payroll taxes		30,608
Professional fees		8,545
Office expense		12,755
Visitors Center expense		50,323
Materials for resale		13,738
Information technology		1,474
Travel		22,881
Meetings		10,774
Interest		20,598
Depreciation		13,971
Insurance		26,804
Telephone		9,261
Equipment leasing		1,382
Bad debts		375
Dues and subscriptions		3,397

Total Expenses		<u>1,451,646</u>
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CHANGE IN NET ASSETS		(38,778)
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Net Assets at beginning of year		<u>358,565</u>
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NET ASSETS AT END OF YEAR	\$	<u><u>319,787</u></u>
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See Accountant's Compilation Report.

STATEMENT OF FUNCTIONAL EXPENSES
CAPITAL CITY/ LAKE MURRAY COUNTRY RTB
For the Twelve Months Ending June 30, 2018

	Event Production And Promotion	Visitor's Center	Management	Total
Advertising and promotion	834,028			834,028
Wages and salaries	307,168	31,013	52,551	390,732
Payroll taxes	24,050	2,577	3,981	30,608
Professional fees			8,545	8,545
Office expense	12,755			12,755
Visitors Center expense		50,323		50,323
Materials for resale	13,738			13,738
Information technology	1,474			1,474
Travel	22,881			22,881
Meetings	8,648		2,126	10,774
Interest		20,598		20,598
Depreciation		13,971		13,971
Insurance	22,614		4,190	26,804
Telephone	9,261			9,261
Equipment leasing	1,382			1,382
Bad debts	375			375
Dues and subscriptions	3,397			3,397
Total Functional Expenses	\$ 1,261,771	\$ 118,482	\$ 71,393	\$ 1,451,646

See Accountant's Compilation Report.

STATEMENT OF CASH FLOW
CAPITAL CITY/ LAKE MURRAY COUNTRY RTB
 For the Twelve Months Ending June 30, 2018

Operating Activities:

Decrease in net assets	\$ (38,778)
Adjustments to reconcile decrease in net assets to net cash provided by operating activities:	
Depreciation	13,971
(Increase) decrease in operating assets	
Accounts Receivable	(34,450)
Prepaid Expenses	33,894
Increase (decrease) in operating liabilities	
Accounts payable and accrued expenses	(15,000)
Net cash used by operating activities	<u>(40,363)</u>

Investing activities:

Additions to building structure	<u>(81,150)</u>
Net Cash used by investing activities	<u>(81,150)</u>

Financing activities:

Proceeds from line of credit, net	100,000
Net increase in short-term debt	20,183
Net decrease in long-term debt	<u>(18,500)</u>
Net cash provided by financing activities	<u>101,683</u>

Increase (Decrease) in Cash (19,830)

Beginning Cash Balance 28,461

Ending Cash Balance \$ 8,631

See Accountant's Compilation Report.



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION



1. Name of Project/Event: Marketing Lexington County Tourists and Convention Groups
2. Sponsoring Organization: Columbia Metropolitan Convention & Visitors Bureau (dba Experience Columbia SC)
- Mailing Address: 1101 Lincoln St. Columbia SC 29201
3. Event/Project Director:
- Name Kelly Barbrey Title VP of Marketing & Communications
- Telephone 803-545-0018 Alternate Telephone 803-569-7583
- Fax Number 803-545-0013
- Email kbarbrey@experiencecolumbiasc.com
4. Event Website: www.experiencecolumbiasc.com
5. Event/Project Category (Check One):
- ☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*
- ☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 7/1/2019 End date 6/30/2020
7. Location of Project/Event: Lexington County and the entire Columbia SC region
8. Number of employees: #Full-time 18 #Part-time 3
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
- ☐ Rack Cards - # distributed _____
- ☒ Brochures - # distributed 125,000
- ☐ Posters - # distributed _____
- ☒ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)
- ☒ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)
- ☒ Television Ads - # ads _____ (list stations and viewing range on separate sheet)
- ☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)
- ☒ Billboards - # ads _____ (list number and location of billboards on separate sheet)
- ☐ Websites - # web pages other than primary website # _____ (list on separate sheet with target audience)
- ☐ Other than listed above: _____ (list on separate sheet with target audience)

11. How many people do you expect to attend? Overall, we expect to welcome 14.7 million tourists, 5.5 million of which spend the night
12. Of this number, how many are tourists? 14.7 million (5.5mil overnight) (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 16 6000 inquires per month
 - ☐ Phone call inquiries - estimated phone calls per month _____
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☒ Hotel sales - estimated sales per event/per month 308 hotel rooms per month from conventions
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: Economic impact study on travel to the Columbia region by Tourism Economics
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- A total of 2500 convention hotel rooms are anticipated in FY19-20 in Doubletree, Aloft Columbia Harbison, Baymont Inn & Suites
Northwest, Residence Inn by Marriott Columbia West/Lexington, Best Wester Executive Inn & Suites, Country Inn & Suites Harbison
Clarion Inn Airport, Courtyard by Marriott Cayce
The loss of the Jehovah's Witness Watchtower event will result in less rooms for FY 19-20 than 18-19.
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☐ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ \$5,314,168
 - b. Amount of Accommodations Funds requested for this Project: \$ \$50,000
 - c. This request equals what percent of the total Project/Event Budget: Less than 1percent %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. \$20,000 print advertising; \$150,000 billboard advertising; \$5,000 media outreach, \$10,000 TV advertising
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year FY 18-19, amount \$3 5000, source Lexington County A-Tax, and purpose: tourism marketing
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Non-Profit Destination Marketing Organization DMO/CVB

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Kelly Barbrey

Print Name

VP of marketing & Communications

Title

Kelly Barbrey

Signature

12/13/18

Date



County of Lexington

Accommodations Tax Fund

FY 2019/20

FUNDING SOURCES

Organization Name:

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
City of Columbia A-Tax (902)	2,055,023	2,075,700	2,000,000
Richland County A-Tax (902)	190,000	203,375	200,000
City of Cayce A-Tax (902)	18,213	8,000	10,000
Lexington County A-Tax (902)	35,000	35,000	50,000
Richland County H-Tax (902)	116,091	132,107	125,000
Town of Lexington A-Tax (902)	7,000	6,000	7,000
West Columbia A-Tax (902)	10,000	5,000	5,000
Visitor Center Merchandise Sales (902)	6,471	3,000	3,000
Interest (902 + 905)	8,210	5,226	5,000
Destination Marketing Fee (Private hotel contributions) (905)	1,613,253	1,500,000	1,600,000
Co-op Marketing Revenue (905)	55,642	75,000	75,000
aRes Commission and Ticket Sales (905)	7,710	9,500	9,500
SCPRT Destination Specific Grant (905)	648,647	800,000	800,000
SCPRT Governor's Carolighting (905)	10,185	13,000	13,000
Visitor Center Relocation/Construction (902)	300,261	0	0
Special Projects-Wayfinding (902)	334,000	0	0
Solar Eclipse Project (902)	39,213	0	0
Meeting and Visitors Guide Sales (905)	0	125,000	125,000
Appropriation PY Unassigned Net Position	0	1,205,217	195,843
TOTAL	5,454,919	6,195,999	5,223,343

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington **Accommodations Tax Fund** **FY 2019/20**

EXPENDITURES

Organization Name:

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Salaries, Benefits, Labor (902)	624,156	760,828	760,828
Operating (902)	119,139	110,423	110,423
Midlands Authority Support (902)	436,879	487,025	487,025
Collateral (902)	106,491	100,391	100,391
Tradeshows/Sponsorship/Client & Convention Recruitment (902)	205,574	262,600	250,000
Travel (902)	46,083	43,000	43,000
Promotional Materials (902)	24,154	22,500	22,500
Postage (902)	23,907	25,000	25,000
Marketing and Advertising (902)	818,472	1,114,500	1,000,000
Printing (902)	12,452	14,750	14,750
Partner/Community Relations (902)	27,513	30,000	30,000
Visitor Center Merchandise (902)	2,999	5,000	3,000
Employee Training (902)	7,890	6,335	6,335
Website Enhancements (902)	134,591	167,494	165,000
Solar Eclipse Marketing (902)	39,216	0	0
Special Projects-Wayfinding (902)	20,029	429,000	0
Salaries & Benefits (905)	307,734	395,091	395,091
Marketing & Advertising (905)	1,425,969	1,859,399	1,500,000
Sports Marketing (905)	150,000	150,000	150,000
Client & Convention Recruitment (905)	51,007	110,000	110,000
Website Enhancements (905)	18,787	50,000	50,000
Visitor Center Relocation/Construction (905)	2,330	52,663	0
TOTAL	4,605,372	6,195,999	5,223,343

Lexington County
Accommodations Tax Fund Grant Application
FY 2019-2020
Application Attachment

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

a. General description

As an official destination marketing organization for our region, the Columbia Metropolitan Convention & Visitors Bureau (dba Experience Columbia SC) actively markets the entire midlands region of South Carolina as a destination for meetings, conventions and leisure travel. According to a study of travel in our region by Tourism Economics, a total of 14.7 million out-of-town travelers visited the Columbia region (which includes Lexington County, Richland County and the City of Columbia) in 2016, and 5.5 million of those visitors stayed overnight. These numbers are up significantly from roughly 14.5 million out-of-town travelers (5.4 million overnight) in 2014. We currently conduct the study every other year and will have 2018 numbers to share in next year's application.

The brand refresh we launched in March 2017 has been well-received, and numbers show that it's working to educate meeting planners, sports planners and leisure travelers about our region. A recent report shows that over 60% of leisure travelers indicated that they were more likely to take a trip to our region within the next 12 months after seeing our marketing materials.

A bold print campaign earned Experience Columbia SC an ADDY award in January 2018. Three impactful TV commercials are airing nation-wide, and intensified media outreach and a host of "influencers" buzzing about our region in publications like Garden & Gun and on Instagram continues to showcase our region to new audiences. We continue to market our CoolPass, the region's family-focused multi-attraction discount ticket and the CulturePass, a multi-attractions ticket focused on arts and history.

We also continue traditional advertorial and advertising methods. We worked to feature our region in Delta SKY, the premiere in-flight magazine, with a 16-page profile on our region appearing on every Delta flight in February 2018. Our print ads continue to run in Southern Living, Garden & Gun, The Local Palate, Palmetto magazine and more. We also have a meeting insert, which runs in seven meeting industry publications.

Our 2019 Official Visitors Guide will be available in January 2019. The 125,000 copies are mailed to potential travelers upon request but can also be found at Columbia area hotels and major attractions. Lexington County hotels and attractions receive a complimentary listing in the guide, as well as on the ECSC website, which generated nearly over 2 million impressions last year.

It has been a banner year for positive editorial coverage of our region resulting from ECSC pitches. The communications team hosted 21 press visits, garnered 74 editorial stories and mentions about our region and continued to pitch new and exciting media outlets that could potentially cover our area in the future.

b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community Specific to Lexington County

While our team's mission is to drive business throughout the region in Lexington County, Richland County and the City of Columbia, we do drive significant business specifically to Lexington County in the form of meetings, conventions and leisure travel. We booked 3,705 hotel rooms in Lexington County representing 4,437 conventioners in FY 17-18. Those figures do not include additional leisure travel hotel room nights secured as a result of our marketing and advertising efforts. We are working for you to put heads in beds.

c. Total attendance to the event/project versus the number of total tourists in attendance

According to an economic impact study of the Columbia region conducted by Tourism Economics, 14.7 million visitors came to the Columbia region in 2016. Of those, 5.5 million stayed overnight. These numbers are up from 14.5 million out-of-town travelers in 2014, with 5.4 million of those staying overnight. In addition to pumping leisure tourism and general overnight visitation to the region, the CVB booked 25,706 convention room nights from 119 different conventions. Of those room nights, 3,705 were booked into Lexington County hotels.

d. Economic impact generated by tourism to the event/project

Economic impact from tourism in 2016 was approximately \$2.1 billion. The CVB generated over \$14 million from conventions alone. Over \$775,000 in convention impact was seen in Lexington County specifically from the 3,705 room nights and 4,437 convention attendees.

e. Overall description of how the event/project attracts and promotes tourists to the area and specifically, how the Accommodations Tax Funds were used to accomplish this

We are grateful for our partnership with Lexington County. The \$35,000 grant provided for FY 18-19 helps the CVB execute marketing in the form of billboards in key target markets such as Augusta, Charlotte, Greenville, Charleston and Asheville. We can also work with your team to specifically promote Lexington County ads for festivals and events on our out-of-market billboards, in addition to our general tourism messages. Funds will also help us place national print and digital ad exposure in publications like Southern Living, Garden & Gun and The Local Palate magazines. Without your partnership, we could not have executed our CoolPass digital marketing campaign across the Southeast or secured editorial coverage promoting Lexington County's attributes and assets to readers across the country. If additional funding is granted during FY 18-19, it will be used to further enhance our print, television, digital and billboard marketing presence. We look forward to promoting Lexington County in FY 2019-2 and for years to come.

Publication	Number of Insertions FY 18-19	Details	Distribution Range
RCMA "Aspire"	3	Fall, Winter, and Tradeshow Special Issue, as well as insert in Emerge Conference issue	National
Associations Now	1 insert	December and March	National
Successful Meetings	1 insert		National
PCMA Convene	1 insert		National
SCSAE (SC Society of Association Executives)	1 ad	Annual Directory	Regional
GSAE (Georgia Society of Association Executives)	1 insert	Annual Directory	Regional
M&C (Meetings & Conventions)	1 insert		
The Meeting Professional (MPI)	1 insert		National
Connect Association	1 insert		National
Connect Corporate	1 insert		National
Connect Faith	1 insert		National
Charleston City Paper	18+	Annual Agreement	Charleston, SC
Augusta Metro Spirit	18	Annual Agreement	Augusta, GA
Creative Loafing Charlotte	18	Annual Agreement	Charlotte, NC
Atlanta Magazine	Digital only		Atlanta, GA
Local Palate	1	Dec/January gift guide and Visitors Guide insert	National
Southern Living	3	April, May, June	Regional (SC, NC, GA)
Garden & Gun	2	Oct. Nov, Feb/March,	National
SCPRT Vacation Guide	1*	Annual Guide	National
Palmetto Magazine	1	Back cover	Regional

Columbia CVB Print Advertising Schedule

Gray – Meeting Magazine, Blue- Leisure Newspaper, Green- Leisure Magazine

*Advertising in each of these publications is multi-page and/or special section/insert

Advertising Schedule Proposed FY 19-20

Meetings/Conventions (Print and Digital)*

ASAE: 12-page insert

MPI The Meeting Professional: 12-page insert

Connect Association: 12 page insert

Connect Faith: 12-page insert

Connect Corporate: 12-page insert

PCMA Convene: 12-page insert

M&C: 12-page insert in February

Successful Meetings: 12-page insert

Meetings Today: 12-page insert

SCSAE (South Carolina Society of Association Executives): Full page ad in directory

GSAE (Georgia Society of Association Executives): 12- page insert in directory

*Digital added value negotiated with Connect, M&C and Successful Meetings print buy

Leisure and General Interest (Print and Digital)

Greenville Today: Sponsored content and digital banners (12 months) + print

Asheville Today: Sponsored content and digital banners (12 months) + print

Charleston Today: sponsored content and digital banners (12 months) + print

Atlanta Journal Constitution: Digital Banners and Native Article

Atlanta Magazine Digital

Palmetto Magazine: Back Cover 1-2x

TripAdvisor: Digital Banners and Native External: 11 months

Free Times: Digital Targeting 50 miles outside Columbia 11 months with added value in-market advertising in Free Times and Spurs & Feathers at no cost

Garden & Gun: advertorial and full page display ad Oct/Nov issue, The Skillet e-newsletter October, run of site digital banners and home page takeover (fall). Print influencer page and display ad page in Feb/ March along with digital banners.

Southern Living: National display print + advertorial page – month TBD; GA/NC display print and advertorial page month TBD

The Local Palate: Holiday issue and spring 2019 placement

Search Engine Marketing for general/leisure

SCPRT Vacation Guide: 4-page Columbia gatefold with partners

Leisure and General Interest (Billboards)

Augusta (12 months, July-June)
1-20 at Tower Road – Augusta (digital)
Washington Road Downtown – Augusta (digital)

Charlotte (12 months, July-June)
I-77 at Tyvola Road – Charlotte (digital)
Epi-Center Downtown – Charlotte (digital)

Asheville (12 months, July-June)
Biltmore Village – Downtown Asheville (digital)

Greenville (12 Months, July-June)
Downtown Church Street

Charleston (12 months, July-June)
Interstate I-26

I-95 at I-20 (static – double stack) – 12 months, July-June

I-95 at I-26 (static – double stack) – 12 months, July - June

Television :30 Spot


Dates TBD

Networks Included -Cooking Channel, Food Network, Hallmark Channel, OWN Network, Travel Channel

Total Reach -12,283,000

COLUMBIA SC

the
INSIDER'S
GUIDE
2018



EXPLORE page
23
COLUMBIA'S
NEIGHBORHOODS

DARN GOOD EATIN' PG 8 GLORIOUS GREEN SPACES PG 16 MUST-TRY MULTICULTURAL EXPERIENCES PG 20



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: Greater Cayce West Columbia Visitors Center

2. Sponsoring Organization: Greater Cayce West Columbia Chamber of Commerce & Visitors Center

Mailing Address: 1006 12th Street, Cayce, SC 29033

3. Event/Project Director:

Name John R. Banks Title Director of Tourism

Telephone 803-794-6504 Alternate Telephone 803-665-7620

Fax Number no Fax Number

Email johnbanks@columbiaspeedway.com

4. Event Website: visitcaycewestcolumbia.com

5. Event/Project Category (*Check One*):

☐ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☒ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date July 1, 2019 End date June 30, 2020

7. Location of Project/Event: 1006 12th Street, Cayce, SC 29033

8. Number of employees: #Full-time _____ #Part-time 2

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☒ Rack Cards - # distributed 3,450

☒ Brochures - # distributed 2,645

☐ Posters - # distributed _____

☒ Magazine Ads - # ads 4 (list ads and distribution range on separate sheet)

☒ Newspaper Ads - # ads 2 (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # Multiple (list on separate sheet with target audience)

☒ Other than listed above: 30 Minute TV Special (list on separate sheet with target audience)

11. How many people do you expect to attend? N/A
12. Of this number, how many are tourists? All (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 3,676
 - ☒ Phone call inquiries - estimated phone calls per month 46
 - ☒ Brochure mailings - estimated brochures mailed per month 61 Via Mail and Email
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: We collect and Track Zip Codes at Tartan Day South
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
We are a marketing wing and servicing group and do not actually book rooms. We do assist our local festivals in negotiating rooms for attendees vendors, and judges. Through Tartan Day South we booked 62 room nights in unincorporated area hotels.
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 94,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 20,000
 - c. This request equals what percent of the total Project/Event Budget: 21 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Web Ads, Magazine Ads, Operations of Visitors Center
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year All, amount \$ _____, source _____, and purpose: Accommodations Tax funds from Lexington County, Cayce, and West Columbia are our sole source of Funding.
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☐ Yes ☒ No
 - c. If no, please explain: A small portion is always Carried over for Operations in July and August.

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: Attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

John R. Banks

Director of Tourism

Print Name

Title

Signature

January 2, 2019

Date



FUNDING SOURCES

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
City of Cayce	33,915.00	9,680.00	25,000.00
City of West Columbia	51,000.00	17,773.00	40,000.00
Lexington County	14,500.00	8,750.00	20,000.00
Prior Year Carryover	10,196.00	16,386.00	10,000.00
TOTAL	109,611.00	52,589.00	95,000.00

429



County of Lexington
Accommodations Tax Fund
FY 2019/20

EXPENDITURES

Organization Name: **Greater Cayce West Columbia Visitor's Center**

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Internet Advertising	14,500.00	7,000.00	26,000.00
Print Advertising	2,649.00	987.00	8,000.00
Printing			5,000.00
Web Hosting and Updating	435.00	250.00	500.00
Video Production	15,000.00	15,000.00	10,000.00
TV Advertising	22,000.00		
Continuing Education	660.00	622.00	700.00
Rent	600.00	600.00	800.00
Visitor Center Renovations	1,246.00		
Payroll and Admin Assistant Fees and Taxes	35,619.00	17,580.00	33,000.00
Carryover	16,386.00		10,000.00
Postage, Office Supplies, Misc.	516.00	123.00	1,000.00
TOTAL	109,611.00	42,162.00	95,000.00

Question 10 Distribution Information:

Newspaper Ads: 2

Charlotte Observer

1 Ad Supporting the Cayce Soiree on State

Friday April 13th 2018

1 Ad Supporting the Kinetic Derby Days

Friday April 20th 2018

The Charlotte Observer quotes 275,000 readers per day

Magazine Ads: 4

Charlotte Observer Living Here Annual Magazine ¼ page Ad July 2018

Supporting "Got to get out of this town, Pack light and Enjoy"

400,000 Magazines Produced 150,00 distributed to subscribers (1 Year Shelf Life)

Celtic Life Magazine (2) Full Page ad in January issue 2018

Full Page ad in March Issue 2018

In support of Tartan Day South Festival 790,000 North American Subscribers

Sports Destination Magazine 3/4 page Ad November/December 2018

Supporting Cayce and Lexington Tennis Centers

30,000 Magazines Produced and Distributed to 30,000 Tournament Organizers all over the United States

Television Half Hour Special:

The Southern Weekend Television Broadcast

Half Hour Special aired on 43 TV Markets on January 13th, 2018, April 21st, 2018, June 2nd, 2018 and August 12th, 2018

Ran in Over 15 Million Households across the Southern and Eastern United States

Alabama, Idaho, Texas, Louisiana, Mississippi, Georgia, North Carolina, Tennessee, Missouri, Arkansas, Kentucky, Ohio, Florida, Virginia, South Carolina, Indiana, Oklahoma, Iowa, Kansas
(Full Map Attached)

Website Ads: (Multiple)

Extensive Raycom Package included:

Thesouthernweekend.com

Featured Travel Destination on front Page week of March 4th four minute Video Segment including Fishing and Spring activities.

Over 1,000,000 Visitors Per Month

Charlotteobserver.com 30,000 Impressions run of site for Festivals mentioned above

Two Weeks 4/8/2018 – 04/21/2018

540,000 page views per day

Targeted Digital Ad Campaigns:

From Nature to Nightlife

May 31st through September 30th 2018

645,987 Display Impressions across multiple platforms

280,678 Video Impressions across multiple platforms

Memphis, TN, Louisville, KY, Columbus, OH, Montgomery AL

1,969,000 Targeted Display and Video Impressions on Facebook and Instagram in Same Markets

Greater Cayce West Columbia Visitors Center Answers to Question 19

A. General Description

The Greater Cayce West Columbia Visitors Center (GCWCVS) is a full time Visitors Center providing information to travelers about the Cities of Cayce and West Columbia. We also promote the attractions in our area regionally and nationally. We promote activities and festivities that draw tourists in an attempt to promote overnight stays from visitors outside our area. We work with the municipalities on their events to create additional days to again promote longer stays. We try to package our attractions with our central location for a great place to stay as a destination or a stop through.

B. State the benefit that this project will serve toward promoting tourism and the Lexington County Community

The GCWCVS works in many ways to promote tourism in our County. We act as an on the ground service office close to the airport and downtown. We provide information, maps, and brochures to newly arriving visitors with our central location.

We also act as an advertising wing for the areas we serve. We reach out through our web, newspaper, and magazine advertising telling the benefits of a stay in our area. We promote pooling the attractions and our natural resources as well as specific festival and event ads to sell a broader environment for their stay. We attempt to create a destination by pooling our attractions and create a picture the traveler may not know is available.

We work exclusively outside the 50 mile radius to draw in visitors for overnight stays stating a wide variety of activities available within minutes of our Center. We provide full information about hotels, dining, and shopping as well as our attractions.

C. Total attendance to the event/project versus the number of total tourists in attendance

This is very difficult to answer because we are not a specific event or project. We provide out of state newspaper advertising (Charlotte Observer) for Cayce's Soiree on State and West Columbia's Kinetic Derby Day and to a smaller extent Tartan Day South. Those events pulled in over 17,000 attendees with an estimated 2,300 patrons from 29 states, and another 4,000 coming from 85 cities and Towns in South Carolina outside of 50 miles of Lexington County. We worked this year with Tartan Day South that drew visitors from 28 states.

Much of our advertising is for a complete visit to our area. We have added a few new products in 2018 that drove significant traffic to our Web Site. This is our major tool to collect data from our efforts. We do not book rooms through our site, but do pass travelers through to our local hotels sites for booking. Those numbers are hard to quantify. We did have over 11.6 % of the visitors to our web site click through to one of our hotel reservation pages.

D. Economic impact generated by tourism to the event/project

Our goal at GCWCVS is to serve and promote. It is very difficult gather the numbers to measure our impact. With over 3,000 unique visitors to our web site each month, we know we have upped our visibility through our efforts.

Through our growth over the past few years we are currently executing our largest project to date. We are rolling out a video campaign "Southern Time, You Pick your Pace".

E. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this

Accommodations Tax Funds are the basis of our funding to provide the services and advertising that we create. The funds we receive from the county and the municipalities are all of our operating funds. We use all of those funds to accomplish the task of promoting tourism in our area through hands on servicing and placing advertisements in areas that would promote distance travel. We attempt to promote enough activities to require a visitor to stay multiple days.

We accomplish this with a number of tools and advertising opportunities. We believe our web tools and presence lead the way in our efforts to educate outsiders of the benefits of a visit to our area. Our advertising reaches a wide variety of travelers outside 50 miles.

2017- 2018 Final Report

Our goal at the center is to service our visitors by providing information on options for lodging, entertainment, and dining. Our second goal is to present new ideas to attract visitors to our area via advertising in media that our other area partners are not. We try to pitch our area as a great weekend get-a-way in the large drive time markets near us like Raleigh, Atlanta, and northern cities like Louisville and Columbus. We also target certain types of tourists who fit our resources like the river sports enthusiasts, fisherman, and the tournament directors for Tennis and softball.

We accomplish this with a number of tools and advertising opportunities. We believe our web tools are our biggest aide in our efforts to educate outsiders of the benefits of a visit to our area.

Our unique visitors to our site are solidly over 3,676 Unique Visitors per month. We had our largest increase in Unique Visitors over the year before in 2018. Our most visited page this year was our Riverwalk page with over 14,000 visitors followed by restaurants and river sports. Our accommodations page is our main portal to service our hotels. So far this year we have had 12% visitors click through to a local hotels site. Our goal is to provide much more detailed information about our hotels with links to their main sites for reservations. We have a small write up about each of our restaurants describing the type of menu, décor, and links to menus, as well as maps for directions. We promote a constantly updated “things to do” area which highlights local theater, concerts, and events which can be reached within 15 minutes from our area.

We produced our largest program in 2018 working with “The Southern Weekend” and Raycom communications. We produced a 30 minute Television Segment as a part of the “The South Weekend Travel Series”. The hour long show was split with 5 segments from our area and another then another 5 from Myrtle Beach. The Show ran in 43 television markets 6 times during 2018. The program was available in over 15 million households in Alabama, Idaho, Texas, Louisiana, Mississippi, Georgia, North Carolina, Tennessee, Missouri, Arkansas, Kentucky, Ohio, Florida, Virginia, South Carolina, Indiana, Oklahoma, Iowa and Kansas.

The complete show is now available on our web site. All the segments were then run separately as a highlighted destination featured for ten days on the front page of thesouthernweekend.com. Those cut video segments had over 6,000 views during the month of August. We received over 16,723 web hits from that page in 2018. We also targeted Travelers in four selected markets, Memphis, TN, Cincinnati, OH, Toledo, OH, and Montgomery, AL with over 2.1 million targeted impressions on their site and Facebook ads and other mobile aps.

We also continued work with Raycom by running a targeted digital campaign "From Nature to Nightlife" in three major drive time markets within hours of Lexington County. From June through September we targeted the active 25 – 54 age group in Louisville, KY, Columbus, OH and Birmingham, AL with over 1.5 million mobile and Facebook display ads and video impressions. This produced over 3,300 unique visitor web views.

We worked with the Southern Weekend to produce a video highlighting the Fishing opportunities as the major spring attraction along with Tartan Day South. The video was narrated by Mayor Partin of Cayce. This 2 minute video was viewed over 4,000 times and led to another 2,100 hits on our site from that Video

We continued an area of success in 2017-2018 by helping in promote local festivals outside our area. We also ran a full page ad in Celtic Life Magazine in February and March of 2018 with nearly half a million North American subscribers. We worked this year with Tartan Day South that drew visitors from 28 states and an estimated 3,640 from outside 50 miles. The Visitor's Center volunteers man the main gate and collect Zip Codes at the main event.

We continued a simple ad campaign that we continued to run in the Charlotte markets. The "Got to get out of this town" campaign was meant to promote stays in our area that are a short drive time from those two cities. We ran an ad in an annual magazine produced by the Charlotte Observer "Living Here". These are ways we reach out uniquely to bring in new visitors.

We started our largest project to date in June of 2018. We are producing a set of videos that we will push out mimicking a campaign produced by Iceland. These videos will be completed in the Fall of 2018 and will be our major marketing campaign for the next year. This project is being produced by Genesis Studios of Cayce.

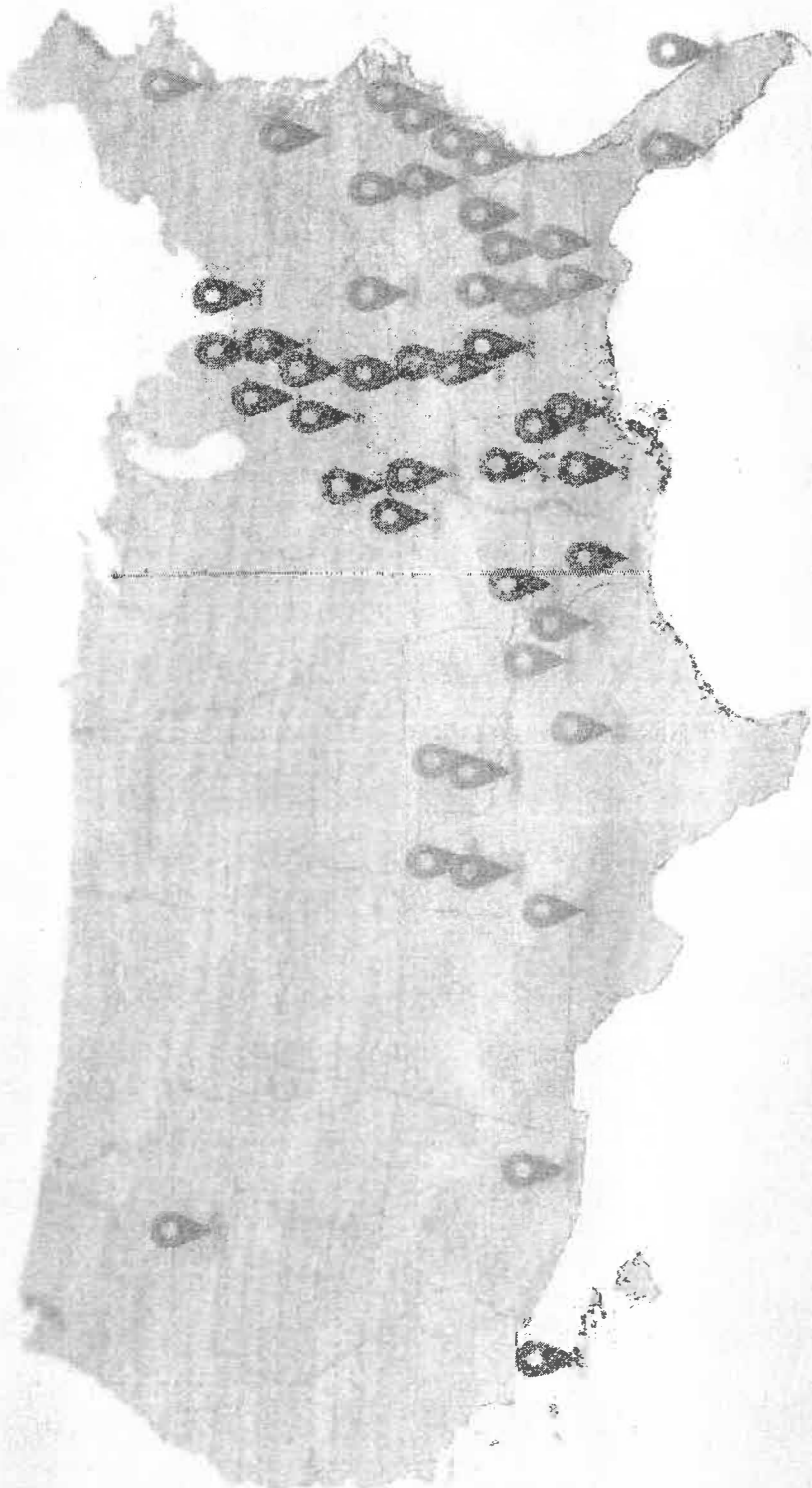
We are also working on a new joint project with the Cities of Cayce and West Columbia and the Chamber of Commerce to produce "Weekend West of the River". The weekend of events include Cayce's Soiree on State and West Columbia's Kinetic Derby Days along with a special Friday Night Rhythm on the River performance. We are working with all parties to extend into Sunday to make a full weekend experience. We will work with all groups to extend out of state advertising to this unique weekend.

Raycom TV Markets

43 TV Markets

WHERE WE ARE

📍 Hover over a marker to view more information





County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: Lexington Visitors Center Operations & Marketing

2. Sponsoring Organization: Greater Lexington Chamber & Visitors Center

Mailing Address: PO Box 44 Lexington, SC 29071

3. Event/Project Director:

Name Otis Rawl Title President/CEO

Telephone 803-359-6113 Alternate Telephone 803-920-7378

Fax Number 803-359-0634

Email otis@lexingtonsc.org

4. Event Website: http://www.lexingtonsc.org/visit-lexington

5. Event/Project Category (*Check One*):

☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☒ Tourism Related Expenditures: visitors center operations

6. Project Timeline: Beginning date May 2019 End date June 2020

7. Location of Project/Event: 311 West Main Street Lexington SC 29072

8. Number of employees: #Full-time 6 #Part-time _____

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☐ Rack Cards - # distributed _____

☐ Brochures - # distributed _____

☐ Posters - # distributed _____

☐ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 7 (list on separate sheet with target audience)

☒ Other than listed above: social media (list on separate sheet with target audience)

11. How many people do you expect to attend? Not an event- Visitor Center Website, Marketing & Operations
12. Of this number, how many are tourists? N/A (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month approximately 18,000 monthly
 - ☒ Phone call inquiries - estimated phone calls per month approximately 32 calls and walk-ins a month
 - ☒ Brochure mailings - estimated brochures mailed per month approximately 11 relocation packages a month
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☐ Other than listed: _____
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- Not an event- Visitor Center Website, Marketing & Operations
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 12,861⁸
 - b. Amount of Accommodations Funds requested for this Project: \$ 35,000
 - c. This request equals what percent of the total Project/Event Budget: 27 % %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Digital Media = \$14,000 Visitors Center Operating Costs = \$16,000 Blowfish Stadium Banner = \$5,000
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018-2019, amount \$ 20,000, source Lexington County, and purpose: Lexington Visitors Center Operations & Website Expense
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: 501 (c) 6

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments:

See Attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Otis Rawl

Print Name

Signature

President/CEO

Title

Date

12/17/18

County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: GLC&VC

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Membership	296,411	345,000	355,000
Non Dues Revenue	26,501	4,000	4,000
Accommodations Tax - County	13,785	20,000	30,000
Accommodations Tax - Town	63,263	69,000	69,000
Monthly Events	59,768	70,500	70,000
Special Events	214,299	294,732	300,000
Membership Services	28,106	27,000	25,000
Miscellaneous	260	2,150	2,000
TOTAL	702,393	832,382	855,000

FY 2019/20 Lexington County Accommodations Tax Funding

Lexington Visitors Center Operations

19 (a) General Description of Project

The Greater Lexington Chamber and Visitors Center (GLC&VC) is the first stop for Lexington County visitors and tourists because it is located in the heart of the county. This is generally where visitors and those interested in relocating to our county get information about area hotels, restaurants, events, and attractions. Located about three miles from I-20 and close to I-26, the Visitors Center is convenient to travelers/tourists coming to Lexington County.

The Visitors Center, as part of the Greater Lexington Chamber, is located on Main Street. The Visitors Center is almost 1,000 square feet. The building includes a 600-square-foot Board Room and 1,800 square-foot Community Room, providing opportunities for gatherings (family reunions, corporate events) for out-of-towners. Our highly visible location, large parking lot and plentiful interior space has created opportunities to help out-of-town families and companies host parties and events. Photos of Lexington County attractions and landmarks are displayed to showcase its diversity and heritage.

The Greater Lexington Chamber and Visitors Center's website, www.lexingtonsc.org, continues to increase its influence as a major resource for the community and its visitors with more than 217,000 page views this year. Through the marketing of attractions to the coverage of local elections and news, lexingtonsc.org has cemented itself as a gate keeper of information in the community. The Visitors Center calendar of events included on the website provides current information on festivals and community events that will attract local residents and visitors outside of Lexington.

In addition, the staff is working with Chernoff Newman, an integrated marketing communications firm located in Columbia, to create a digital media campaign to reach audiences looking to relocate or visit Lexington County. The project will place media to direct traffic to the Visit Lexington section of our website. See the attached plan.

The Chamber will also continue to support the Lexington County Baseball Stadium and Blowfish by sponsoring a welcome sign behind home plate. See attached photo.

19 (b) Benefit to Tourism and Community and (c) Number of Visitors

The Greater Lexington Chamber & Visitors Center helps promote tourism every day by providing individual attention to each visitor, telephone and electronic request.

- The current Visitors Center has brochures about Lexington County hotels, attractions, restaurants, maps and up-to-date details about festivals, parades and sporting events.
- This year, over 130 relocation packages have been mailed covering the U.S. including Massachusetts, Texas, Pennsylvania, Michigan, Washington and Iowa to highlight a few. A list of hotels and hotel brochures are included in the visitor and relocation packets. Potential new residents need hotel information for their visits to Lexington County while they decide where to relocate.
- Walk-in visitors are helped with directions to local places of interest. More than 200 visitor bags were provided to walk in guests in 2018. Telephone calls and email inquiries come from people across the United States looking for information on Lexington County.

Each year, the GLC&VC prepares “Welcome to Lexington” bags to inform teachers attending the Lexington District One Recruitment Fair about the benefits of visiting and relocating in Lexington County. These 350 bags contain maps, brochures, coupons, and promotional items from local businesses.

19 (d) Economic Impact

Without the Greater Lexington Chamber and Visitors Center and lexingtonsc.org, visitors and residents of both Lexington and the surrounding areas may not be aware of the attractions, events and business that this community has to offer. The Chamber and Visitors Center’s sphere of influence helps in creating prosperity and a thriving community with its website, programs and services.

19 (e) Use of Accommodations Tax Funds

This year, the Greater Lexington Chamber and Visitors Center is respectfully requesting \$35,000 to fund our digital media campaign with Chernoff Newman, Lexington County Baseball Stadium banner and support operating costs of our Visitors Center including the website www.lexingtonsc.org.

The GLC&VC continues its commitment to **Lexington County**. With help from the Accommodations Tax Fund, we can expand our outreach to show others the many intriguing experiences and surprising attractions Lexington County offers.

In order to reach potential visitors to eat, play, stay, shop, move and attend events in Lexington, we recommend utilizing the \$15,000 media budget to place media designed to direct traffic to the Visit Lexington section of the website where they can learn more.

We will look to the Lexington Chamber and Visitors Center to provide direction on which markets to prioritize outside of a 50-mile radius.

Audiences:

- Potential visitors
- Those who may want to move to Lexington

RECOMMENDED TACTICS

PAID SOCIAL - \$10,000

In order to raise awareness among prospective visitors and relocators, we recommend paid social including Facebook and Instagram as the platforms with the highest penetrations and use among our target audiences. These platforms allow us to reach and engage with targeted audiences very cost-efficiently. We recommend targeting audiences based on specific likes and interests that indicate that they are more likely to be interested in what Lexington has to offer. Once we have developed a detailed timeline of which messages and promotions we may want to feature, we'll tailor audience profiles to match.

Examples of social targeting we recommend:

- Current followers and friends of current followers
- Audiences can be tailored by relevant interest based on upcoming events
- Interest in activities such as paddle boarding, water skiing, fishing and boating
- Those that dine out frequently and stay in hotels often

PAID SEARCH - \$4,000

Paid search is recommended to capture audiences that are lower in the sales funnel and already have Lexington in their consideration set. SEM reaches a highly qualified audience right at the point that they are ready to take action and is generally the most efficient way to drive leads. It is a natural fit for reaching those who are actively seeking information about Lexington, including those that may have job prospects in the area, as well as those who may be planning a visit for recreation or to visit family.

Search terms would include things like "things to do in Lexington," "Lexington cost of living," "Lexington schools," etc. We can expect low competition on these very specific search terms and therefor low costs per click in order to drive traffic.



THE LEXINGTON CHAMBER AND VISITORS CENTER WELCOMES YOU

THE LEXINGTON CHAMBER AND VISITORS CE



County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: Visitor's Information Center

2. Sponsoring Organization: Batesburg-Leesville Chamber of Commerce & Visitor's Center

Mailing Address: P.O. Box 2178, 350 E. Columbia Avenue, Batesburg-Leesville, SC 29070

3. Event/Project Director:

Name Robert M. Taylor Title President

Telephone 803-532-4339 Alternate Telephone 803-622-9980

Fax Number 803-532-3978

Email mike@batesburg-leesvillechamber.org

4. Event Website: www.batesburg-leesvillechamber.org

5. Event/Project Category (*Check One*):

☐ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☒ Tourism Related Expenditures: Visitor's Information Center

6. Project Timeline: Beginning date 01/01/2019 End date 01/01/2020

7. Location of Project/Event: 350 E. Columbia Avenue, Batesburg-Leesville, SC 29070

8. Number of employees: #Full-time 1 #Part-time _____

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☒ Rack Cards - # distributed 276

☒ Brochures - # distributed 187

☒ Posters - # distributed 225

☒ Magazine Ads - # ads 1 (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 1 (list on separate sheet with target audience)

☒ Other than listed above: Facebook (list on separate sheet with target audience)

11. How many people do you expect to attend? 117,000
12. Of this number, how many are tourists? 85,500 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 10,282 Visits, 146,875 Hits
 - ☒ Phone call inquiries - estimated phone calls per month 70
 - ☒ Brochure mailings - estimated brochures mailed per month 14
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: Lexington County Sheriff's Dept., B-L Police Dept., SCDOT, attendance along parade route
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- ✓ Lake Murray Resort & Marina 20
- Hampton Inn, Lexington 15
- Comfort Inn, Lexington 18
- Leesville Lodge 5
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 118,524
 - b. Amount of Accommodations Funds requested for this Project: \$ 20,000
 - c. This request equals what percent of the total Project/Event Budget: 17 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Event Flyers, Posters, Advertising, Brochures, Postage, Visitor's Center, Web Design
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018/2019, amount \$ 20,000, source Lexington County, and purpose: Visitor's Center, SC Poultry Festival, Arts on the Ridge, Peach Tree 23 Yard Sale
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☐ Yes ☒ No
 - c. If no, please explain: We will use remaining funds on a new chamber brochure with events listed

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (Use separate sheet for Project Description if needed):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Robert M. Taylor

President

Print Name

Title

Signature

1/4/19

Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: **Batesburg-Leesville Chamber of Commerce**

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Membership	27,265	25,319	28,000
Membership Opportunities	1,175	1,000	1,200
Membership Meeting Sponsorship	648	600	600
Accommodation Tax	9,780	16,250	20,000
Special Events	30,051	37,773	39,000
Affinity Programs	8,592	7,535	6,800
Miscellaneous	521	1,695	1,000
112 E. Columbia Ave.	13,845	7,924	7,924
Dream Catchers	7,355	10,119	8,000
Arts on the Ridge	3,132	9,803	6,000
TOTAL	102,364	118,018	118,524

FY 2019/20 Lexington County Accommodations Tax Funding

County of Lexington

Accommodations Tax Fund

FY 2019/2020

Batesburg-Leesville Chamber of Commerce & Visitor's Center

Item #10 Websites: www.batesburg-leesvillechamber.org

Facebook: Batesburg-Leesville Chamber of Commerce & Visitor's Center

Target: Local and worldwide residents interested in the activities of the chamber and community.

Item #19 Project Description

General Project Description: Visitor Information Center Operations

The Batesburg-Leesville Chamber of Commerce & Visitor's Center is and has been "Information Central" for Batesburg-Leesville and its surrounding area. The center is the first stop for visitors to this area to pick up information on local businesses, restaurants, hotels, and upcoming events. The office is located on Highway 1 near the Leesville Business District. The Chamber Office is adjacent to Shealy's Bar-B-Que which attracts hundreds of visitors to our town on a daily basis. This gives the visitor's center the unique opportunity to market additional businesses in town and provide information on upcoming events in the community.

For potential visitors, the Chamber's website is filled with information about the town and businesses in the surrounding area. Our web page promotes our community in a professional manner and provides more information on events, businesses, and weekly news. A monthly calendar for the year with chamber events as well as community events is listed. Each member has a page to promote their business and can be updated at their convenience.

Benefit to Tourism and Community

The Batesburg-Leesville Chamber of Commerce & Visitor's Center helps promote tourism to the area daily by providing individual attention to each visitor and each telephone request. The Chamber office offers an abundance of space to provide visitors and tourists with a wealth of information about Batesburg-Leesville and the surrounding area. Hotel brochures, maps of the area, and up-to-date details of festivals, parades, and sporting events are always available. The Chamber of Commerce Office & Visitor's center serves as an informational highway for one of Lexington County's largest annual events, the South Carolina Poultry Festival. The 800 number for the SC Poultry Festival comes directly to the chamber. All request for food and commercial vendors, car show, parade, and etc. are directed to the appropriate person. In addition, the Chamber also supplies applications for participating in the road run and cooking contest and provides information regarding accommodations for those attending. The Chamber assists the

Batesburg Business Association and the Leesville Merchants Association to supply information regarding their events held during the year. This office also partners with the Lexington County Sheriff's Department and Town of Batesburg-Leesville in organizing, advertising, and assisting with an annual National Night Out. Walk-in visitors are helped with directions to places of interest in the community. Telephone calls come from across the country with inquiries on the local area businesses, attractions, and information regarding relocation packages. Inquiries are handled personally and immediate information is provided. The Chamber offers "Welcome Home" packages to people purchasing homes in the area. These packets are put together by the Chamber and include business and school information as well as local area maps and other items of interest.

Total attendance

The knowledgeable and friendly staff provides information to hundreds of visitors each year who either come in the office or request information via telephone or email. Batesburg-Leesville welcomes over 115,000 attendees for the three day annual poultry festival, Peach Tree 23 Yard Sale, and other events with approximately 85,000 of those living outside the community.

Economic Impact

Without the Batesburg-Leesville Chamber of Commerce & Visitor's Center and its website, there would be a void in the information available regarding Batesburg-Leesville and its surrounding areas. Not only do we promote this area but we also participate in a Joint Chamber Group that consists of four other Lexington County Chambers. This provides an opportunity to promote the entire county of Lexington along with its businesses. The Chamber office plays a vital role in supplying information to newcomers and prospects for the area. The chamber's Economic Development Committee continues to promote the area for potential businesses, industry, and home owners. Two of our newer committees, Arts on the Ridge and Dream Catchers, promote the arts in our community and creates resources to help our youth become leaders and responsible citizens.

Use of Accommodations Tax Funds

The SC Poultry Festival, Batesburg Business Association and Leesville Merchants Association Events, Peach Tree 23 Yard Sale, Community Christmas Tree Lighting, Christmas Parade, and other yearly chamber events continue to attract visitors to our area. The past two years we have requested additional funding to promote the arts. The funding request this year will provide funding for our Visitor's Center and to promote the arts and events in our three existing parks. Our office promotes tourism for these events by continued advertising via newspapers, e-mail blasts, website postings as well as handbill, newsletter and poster distribution. Batesburg-Leesville experiences positive economic impact from visitors to all of the events, both from their spending while visiting as well as possible relocation to this area. The \$20,000 requested by the Batesburg-Leesville Chamber of Commerce & Visitor's Center will help offset a portion of the cost involved with the Visitor's Center operation. Last year postage, paper, printing, and advertising for events and materials used in the distribution of packets was over \$7,100. The extra money would also be used to create a new web site. Our current web site is outdated and not functioning properly. With the help from the Accommodations Tax Fund, the Batesburg-

Leesville Chamber of Commerce & Visitor's Center will be able to provide broader promotion of the Batesburg-Leesville area.

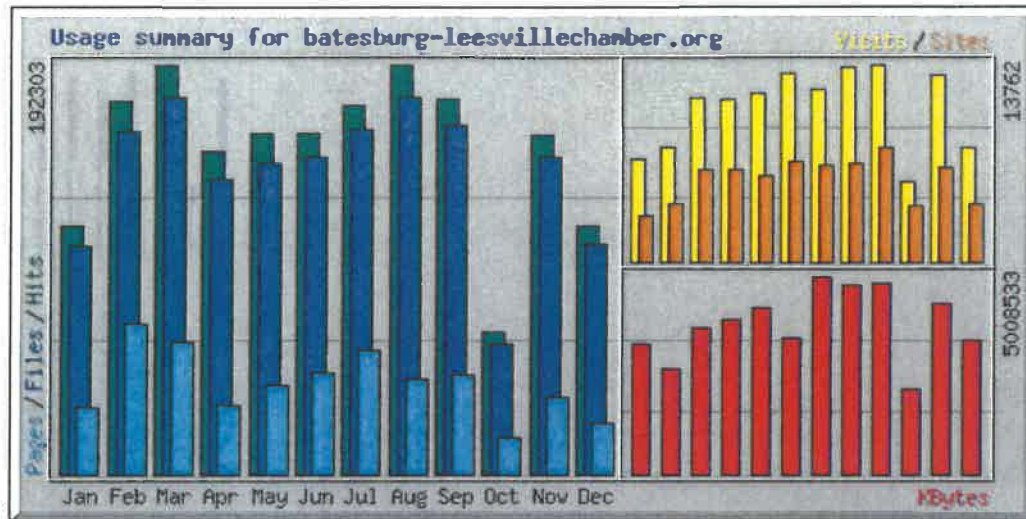


Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	
Dec 2018	2625	2450	601	203	2427	1888431	4690	13830	56359	60387
Totals						1888431	4690	13830	56359	60387

Usage Statistics for batesburg-leesvillechamber.org

Summary by Month

Generated 31-Dec-2017 07:12 EST



Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Dec 2017	3729	3480	768	256	4012	3394796	7964	23828	107889	115608
Nov 2017	5286	4930	1208	433	6588	4340087	12994	36262	147911	158602
Oct 2017	2159	1975	579	178	3835	2174070	5548	17979	61236	66940
Sep 2017	5846	5455	1564	458	7952	4813712	13762	46937	163677	175386
Aug 2017	6186	5693	1464	435	6768	4788131	13507	45391	176503	191787
Jul 2017	5587	5207	1878	389	6689	5008533	12068	58236	161447	173224
Jun 2017	5317	4947	1601	437	6914	3468585	13136	48045	148410	159535
May 2017	5154	4704	1356	376	6009	4203305	11685	42048	145834	159792
Apr 2017	5050	4594	1076	377	6351	3928909	11310	32285	137849	151520
Mar 2017	6203	5706	2007	371	6425	3706929	11508	62246	176894	192303
Feb 2017	6241	5748	2525	281	4048	2687248	7888	70708	160946	174754
Jan 2017	3757	3442	1030	230	3145	3294719	7159	31935	106730	116487
Totals						45809024	128529	515900	1695326	1835938

Batesburg-Leesville Chamber of Commerce

01/03/19

Profit & Loss

Accrual Basis

January through December 2018

	Jan - Dec 18
Income	
112 E Columbia Ave.	7,924.32
Accommodation Tax	16,250.00
Annual Auction	16,773.02
Annual Banquet	3,585.00
Annual Christmas Parade	50.00
Arts on the Ridge	9,803.05
B-L Night at Lexington Blowfish	800.00
Blue Cross Blue Shield	7,535.44
Community Christmas Tree Light	225.00
Dancing with the Stars of Hope	6,058.00
Directory Sponsorship	1,000.00
Dream Catchers Income	10,118.53
Dues	25,318.70
Fall Fashion Show	1,755.00
Gift Certificate Income	240.00
Golf Tournament	8,285.00
Interest Income	2.01
Membership Meeting Sponsorship	600.00
Miscellaneous Income	1,695.06
Total Income	118,018.13
Expense	
Advertising	625.91
Annual Auction Expense	3,371.47
Annual Banquet Expense	2,438.20
Arts on the Ridge Expense	6,173.45
B-L Night at Blowfish	870.00
Bank Charges	1,084.58
Bank Transfer	1,440.00
Christmas Parade	229.53
Contributions Expense	1,189.00
Dancing with the Stars of Hope2	5,608.45
Directory Expenses	1,183.90
Dream Catchers	9,326.19
Fashion Show Expense	1,229.37
Gas & Electric	1,905.77
Golf Tournament Expense	3,573.65
Insurance	1,173.88
Marketing	320.00
Meals	253.44
Membership Decals	432.24
Membership Meeting Expenses	3,906.50
Misc Expense/Monthly Printing	1,262.45
National Night Out Expenses	103.73
Office & Yard Maintenance	165.00
Office Equipment Repair/Mainten	2,283.85
Office Supplies	2,260.76
Organizational Dues	315.00
P.O. Box Rental	90.00
Payroll Expenses	32,054.53
Postage	439.59
Rent Expense	7,200.00
Ribbon Cuttings	81.55
Salary Benefits	6,000.00
Tax Expense	
Unemployment Tax Expense	8.40
Tax Expense - Other	9,181.56
Total Tax Expense	9,189.96
Telephone Expenses	1,959.65

9:30 AM

01/03/19

Accrual Basis

Batesburg-Leesville Chamber of Commerce

Profit & Loss

January through December 2018

	Jan - Dec 18
Water	314.90
Total Expense	110,056.50
Net Income	7,961.63



County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: Lexington County Softball Tournaments

2. Sponsoring Organization: Lexington County Recreation and Aging Commission

Mailing Address: 563 South Lake Drive, Lexington, SC 29072

3. Event/Project Director:

Name Randy Gibson Title Executive Director

Telephone (803) 359-9961 Alternate Telephone _____

Fax Number (803) 359-9092

Email rgibson@lcrac.com

4. Event Website: www.lcrac.com

5. Event/Project Category (Check One):

☐ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☒ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date 07/01/2019 End date 06/30/2020

7. Location of Project/Event: 701 Barnwell Road

8. Number of employees: #Full-time 7 #Part-time 11

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☐ Rack Cards - # distributed _____

☐ Brochures - # distributed _____

☐ Posters - # distributed _____

☐ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 4 (list on separate sheet with target audience)

☒ Other than listed above: see attached (list on separate sheet with target audience)

11. How many people do you expect to attend? 32,335
12. Of this number, how many are tourists? 25,870 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☐ Web page inquires - estimated inquires per month _____
 - ☐ Phone call inquiries - estimated phone calls per month _____
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☒ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: see attached _____
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- see attached
15. Please indicate you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976? ☒ Yes ☐ No
16. Project Budget - Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.
- a. Estimated total cost of Project: \$ 130,435.00
 - b. Amount of Accommodations Funds requested for this Project: \$ 30,000.00
 - c. This request equals what percent of the total Project/Event Budget: 23.00 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. _____
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year 2019, amount \$ 35,000.00, source Lexington County, and purpose: Host regional and national softball/baseball tournaments.
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Special Purpose District

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

see attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

RANDY H. GIBSON

Print Name

EXEC DIR

Title

Randy H. Gibson

Signature

01-03-19

Date

County of Lexington
Accommodations Tax Fund
FY 2019/2020 Application

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

Websites:

We advertise our Preferred Hotels on the following websites.

USSSA – <http://gamedayusssa.isinprodution.com/Where-to-Stay>

ISA - www.scisafast.com and <http://carolinaslowpitch.com/smf/index.php?topic=314.0>

NSA – www.palmettosoftball.org

ASA – www.palmettosoftball.org

Each association promotes their tournament in North Carolina, Georgia, Florida, Kentucky, Tennessee, Ohio, Delaware, South Carolina and other states.

Visit Lexington County Recreation and Aging Commission (LCRAC) www.lcrac.com website, where we average approximately 9,950 hits a month.


At the end of the calendar year, the Lexington County Recreation and Aging Commission meet with the USSSA, ISA, NSA, and ASA association directors to assign tournaments to our fields for the year. Each director submits an agreement, which estimates the number of teams that he expects to participate. We also travel outside a 50-mile radius to attend their conferences to secure larger tournaments.

13. List the methods used to track tourists:

LCRAC has implemented a tracking process with our Preferred Hotels. The Director of Sales submits a monthly room night pick up form. We are not capturing all of the room nights that our tournaments produce, so we base our numbers on the reports that the hotels submit to us.

14. Hotels:

Unincorporated:



Wingate	301
Hampton-West Columbia	169



County of Lexington
Accommodations Tax Fund
FY 2019/20 FINAL REPORT
(SUBMIT BY END OF FISCAL YEAR WITH FINAL INVOICE)

I. PROJECT INFORMATION:

Organization Name: Lexington County Recreation and Aging Commission
Project/Event Name: Lexington County Softball Tournaments
Contact Name: Randy Gibson Phone: (803) 359-9961

II. PROJECT COMPLETION:

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.):

Please see "Benefits to Tourism and Community" in Application

IV. PROJECT ATTENDANCE:

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Event/Project	\$130,435.00	\$126,800.00
Amount Funded by the Lexington County Accommodations Tax Fund	\$30,000.00	\$35,000.00
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance	32,335	30,550
Total Tourists*	25,870	24,440

*Tourists are generally defined as those who travel 50 miles or more to attend.

V. METHODS:

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.): _____

Estimates based on tournament registrations and hotel rooms booked.

VI. PROJECT BUDGET:

Attach a report indicating what project expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

RANDY H. GIBSON
Print Name

EXEC DIR
Title

Randy H. Gibson
Signature

01-03-19
Date

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: Lexington County Recreation and Aging Commission

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Accommodations Tax Request			\$30,000.00
Gates and T-Shirt Sales			\$71,115.00
Concessions - Other Revenue			\$29,320.00
TOTAL			\$130,435.00

FY 2019/20 Lexington County Accommodations Tax Funding

A. General Description:

Lexington County Recreation and Aging Commission strives to provide clean, safe, and attractive facilities for county residents and tourists alike. In coordination with the accommodations tax our efforts have attracted nationwide teams as well as their followers to the tournaments previously hosted. This season's schedule perpetuates the goals of the commission.

Through the combined efforts of the Lexington County Recreation and Aging Commission and the Lexington County Council, recreation continues to draw revenue and people to Lexington County. Therefore, we believe the committee will again find it favorable to extend the funds requested.

B. Benefit to Tourism and Community:

As previously disclosed, Lexington County Recreation and Aging Commission has and continues to contribute to the growth of tourism in Lexington County. Softball/Baseball tournaments hosted previously have drawn teams from across the United States.

The 2019 softball season is expected to be another exceptional year, as we have secured several major tournaments. These tournaments include: USSSA Baseball State Directors Challenge, USSSA Baseball NIT (8 total throughout the year), USSSA Men's State (All Divisions), USSSA Baseball Spring Super NIT, NSA Men's State Championship (All Divisions), USSSA Fastpitch State Championship, USSSA Fastpitch Spring Into Summer Classic, USSSA Baseball Tournament of Champions, NSA 40 & Over/Coed World Series, ISA State Championship (All Divisions), USSSA Baseball Jay Criscione Super NIT, USSSA Fastpitch Summer Series Championship and USSSA Fastpitch Mid Atlantic Championship .

Each year Lexington County Recreation hosts several high school fast-pitch teams from Michigan who visit us during their spring break. Currently we are expecting one team to visit Lexington County from up North. They stay approximately one week while practicing at the Oak Grove and Pine Grove Sports Complexes.

NOTE: They visit us in the off-season and, therefore, do not conflict with any of our locally scheduled programs. We provide this service to promote our county and state and for the economic impact it brings to our county.

In addition to tourism, the Recreation Commission facilities provide a direct benefit to county residents throughout the year youth and adult recreational sports are offered to all citizens. Special events such as Senior Sports Games, where Lexington County citizens who are 55 or better participate in friendly competition and social interaction as well as several youth fun days also are offered by the Recreation Commission. The hope is to attract the County's youth into sporting and local events and reduce the possibilities of negative influences of our society.

C. Attendance Numbers:

Below is a partial list of some of the larger tournaments held in 2018.

TOURNAMENT	# of Teams	# of States	# of Participants
USSSA Baseball Spring Super NIT	106	5	1,400
USSSA Fastpitch State Championships	46	2	660
NSA Slowpitch Super State Tournament	60	2	975
USSSA Baseball State Director Challenge	45	4	675
USSSA Fastpitch Mid Atlantic Championship	36	3	570
USSSA Slowpitch State Tournament	45	1	700
USSSA Baseball Super NIT Warmup	60	2	985
USSSA Summer Series Fastpitch Championship	46	3	680
USSSA Fastpitch Spring Into Summer Classic	40	4	595
USSSA Baseball Tournament of Champions	70	3	1,050
USSSA Baseball Jay Criscione Fall Super NIT	115	5	1,430

D. Economic Impact:

Players, their families, and supporters spend an average of three days participating in tournaments. We had over 30,000 participants with a direct economic impact of \$4,943,500 to Lexington County. Based on the accepted multiplier rate of 3 – 5 and in an effort to be conservative in our estimates we have chosen the multiplier rate of 3 for the calculation of the economic impact to Lexington County of \$14,830,500.

These totals do not reflect the participation by spectators nor does it include any participation in other areas such as: Unorganized use of sporting facilities, playgrounds, parks, tennis courts, wellness programs, day camps, after school programs, summer camps for mentally handicapped children, numerous civic groups, aging, etc...

E. Use of Accommodation Tax Funds:

In conclusion, the Lexington County Recreation and Aging Commission requests the Accommodation Tax Funds so that it may continue to enhance the programs currently established and to expand into other fields. It is the goal of the commission to offer facilities that provide a positive influence on today's youth and the institution of the family while benefiting the County of Lexington and the State of South Carolina in the area of commerce. Tourism also allows the Commission to introduce visitors to its home in Lexington County.



**LEXINGTON COUNTY
ACCOMMODATIONS TAX FUND
REQUEST
2019-2020**

Riverbanks Park Commission
500 Wildlife Parkway
Columbia, SC 29210
Federal Tax ID: 56-0946437

Contact:
Lochlan Wooten
Chief Marketing Officer
Phone: 803.602.0837
Fax: 803.771.8722
Email: lwooten@riverbanks.org

Funding request: \$80,000

January 2, 2019



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: Riverbanks Zoo and Garden Outer Market Advertising

2. Sponsoring Organization: Riverbanks Zoo and Garden

Mailing Address: 500 Wildlife Parkway

3. Event/Project Director:

Name Lochlan Wooten Title Chief MARKeting Officer

Telephone 803-602-0837 Alternate Telephone _____

Fax Number _____

Email lwooten@riverbanks.org

4. Event Website: www.riverbanks.org

5. Event/Project Category (*Check One*):

☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date 7/1/2019 End date 6/30/2020

7. Location of Project/Event: Riverbanks Zoo and Garden

8. Number of employees: #Full-time 165 #Part-time 280

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☒ Rack Cards - # distributed 50,000

☐ Brochures - # distributed _____

☐ Posters - # distributed _____

☒ Magazine Ads - # ads 20 (list ads and distribution range on separate sheet)

☒ Newspaper Ads - # ads 20 (list newspapers and distribution range on separate sheet)

☒ Television Ads - # ads 4800 (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☒ Billboards - # ads 70 (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 10,000 (list on separate sheet with target audience)

☐ Other than listed above: 6 Self published magazinesw targeting members (list on separate sheet with target audience)

11. How many people do you expect to attend? 1,300,000
12. Of this number, how many are tourists? 900,000 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 509,000
 - ☐ Phone call inquiries - estimated phone calls per month 3000
 - ☐ Brochure mailings - estimated brochures mailed per month 2000
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: Zip codes are collected with every online and onsite purchase.
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
✓ Wingate by Wyndham, DoubleTree by Hilton, Holiday Inn Express and Suites, Hampton Inn-Airport, Holiday Inn-Airport, Holiday Inn Express and a number of other Lexington County hotels take part in our discounted ticket program which allows us to directly track some of the room nights booked in conjunction with a zoo visit.
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 540,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 80,000
 - c. This request equals what percent of the total Project/Event Budget: 15 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. television, out-of-home and digital ads targeting tourists.
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018, amount \$ 50,000, source Lexington County A Tax and
purpose: General advertising
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Special Purpose District

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments:

Riverbanks Zoo and Garden is proud to be an economic driver in the midlands, not only by
generating tourism dollars but also but creating jobs and adding to the vibrant social offerings
and beautiful places in our community.

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Lochlan Wooten

Print Name



Signature

Chief Marketing Officer

Title

1/2/2019

Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name:

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Lexington County Accomodations Tax	56,844	50,000	80,000
Richland County Accomodations Tax	67,500	57,500	80,000
West Columbia Accomodations Tax	10,000	12,000	15,000
City of Columbia Hospitality Tax	43,000	43,000	55,000
SC PRT TAG	19,240	18,320	20,000
Riverbanks Park Commission	313,416	359,180	290,000
TOTAL	520,000	540,000	540,000

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington **Accommodations Tax Fund** **FY 2019/20**

EXPENDITURES

Organization Name:

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Television	250,000	220,000	220,000
Outdoor	140,000	140,000	140,000
Digital	100,000	140,000	140,000
Print	20,000	30,000	30,000
Radio	10,000	10,000	10,000
TOTAL	520,000	540,000	540,000

Riverbanks Zoo and Garden General Advertising 2019-2020
Question 10: Advertising Sources Outside of Lexington County

Magazine Ads

1 ad – Columbia Visitors Guide Ad for 2019 distributed upon inquiries nationwide
1 ad – Lake Murray Country Visitors Guide Ad for 2019 distributed upon inquiries nationwide
1 ad – USA Today Go Travel SouthEast
2 ads – Road Trip Magazine distributed in Charlotte Observer (NC) in May and June
3 ads – Carolina Field Trip Magazine distributed in NC, SC and VA
3 ads – Columbia Business Monthly distributed throughout the Midlands
4 ads – Free Times distributed throughout the Columbia Metro area
6 ads – Palmetto Parent distributed throughout Columbia and Lexington areas
Additional Mom/kid centered magazines TBD

Newspaper Ads

Charlotte Observer – 2 ads for day trips May & June
Greenville News – 2 ads for day trips June & July
Augusta Chronicle – 2 ads for day trips May – June
Charleston Post & Courier – 2 ads for day trips May & June
Myrtle Beach Sun – 2 ads for day trips June – July

TV Ads

Augusta Market Stations: EAGT, WAGT, WFXG, WJBF, WRDW, Cable
Total Augusta, GA Commercials = 1300

Charlotte Market Station Spots: Time Warner Cable and local stations TBD
Total Charlotte, NC Commercials = 1000

Greenville/Spartanburg/Asheville Market Station Spots:
WHNS, WLOS, WMYA, WSPA, WYCW, WYFF, Cable
Total G/S/A Commercials = 1300

Columbia Market Station Spots:
WACH, WIS, WLTX, WOLO, WZRB, Time Warner Cable
Total Columbia, SC Commercials = 1200

Total Commercials all TV Markets = 4800

Outdoor Board Ads

Annual interstate boards including:
I-20 .2mi from Broad River Rd.
I-77 North or Hardscrabble
I-20 West of Bush River Rd
I-77 North of Coltharp Rd. (Charlotte)
I-26 at 385 (Greenville)
63 poster boards rotated quarterly throughout the state on secondary roads

Website Ads

WCOS – Charlotte, NC website banner runs July & August targeted to viewers 25 – 54
WBTV – Charlotte, NC 60 days of summer promotional website banner targeted to viewers 25 - 54
Free Times – web banner – targeted to young families ages 25– 49
Radio Disney – Charlotte, NC website banner targeted to young families ages 25– 49
The State – weddings web banner – targeted to singles ages 25–34
Search Engine Marketing—Keywords targeted to mothers, families and tourists across the southeast

Social Media ads- pre-roll videos and banner ads on a variety of social media platforms targeting not only young families but also specific zip codes

Riverbanks Magazine Distribution

Riverbanks distributes six magazine issues to more than 40,000 member households in Southeast and beyond. The magazine is sent bi-monthly to mail and email subscribers.

Riverbanks Email Updates

Riverbanks sends up to 10 email blast updates to all email users that are registered in the database. Currently, the email database has more than 30,000 records.

Website

The Riverbanks website attracts more than 900,000 unique visitors and boasts more than 6 million page views annually. The top 5 cities from which Riverbanks website visitors originate include Columbia, Charlotte, Atlanta, Lexington and Raleigh. The top 5 countries include U.S., U.K., Canada, Russia and India.

Press Releases

Riverbanks sends an average of one press release a week to media outlets throughout the Southeast.

Social Media

Riverbanks utilizes Facebook, Instagram, Twitter and YouTube to announce events and what is happening at the Zoo and Garden. Currently, Riverbanks has more than 150,000 Facebook followers who receive these weekly updates and engage with staff.

Guest Appearances in Outer Markets

Riverbanks staff does weekly radio segments with WKSX Aiken/Augusta

Riverbanks also partners with WAGT-TV in Augusta with regular bi-weekly segments filmed at the Zoo and then broadcast to the station's viewers.

In March, July and October Riverbanks has [seasonal appearances with WBTV in Charlotte.](#)

Riverbanks Zoo and Garden General Advertising 2019-2020

Question 19: Project Description

PROJECT NAME Riverbanks Zoo and Garden
Advertising Campaign 2019-2020

SPONSOR Riverbanks Park Commission
500 Wildlife Parkway
Columbia, SC 29210
Contact: Lochlan Wooten
Chief Marketing Officer
803.602.0837

A. GENERAL DESCRIPTION

Riverbanks Park Commission is applying for a grant in the amount of \$80,000 from the Lexington County Accommodations Tax Fund for the purpose of advertising and promoting the state's premier gated attraction to visitors living outside the Midlands' SMSA (standard metropolitan statistical area).

Twice awarded Governors Cup for Most Outstanding Tourist Attraction, Riverbanks Zoo and Garden is consistently named one of the 10 best zoos in the US by major websites such as TripAdvisor and USA Today's 10Best. For more than 40 years, Riverbanks has connected individuals, families and groups with wildlife and wild places.

Thanks to the prior investments of the Lexington County Accommodations Tax Fund, Riverbanks has maximized its general advertising efforts. Continued support from the Lexington County Accommodations Tax Fund in 2019-2020 will be vital as we promote the Zoo and Garden as a world-class tourist attraction by promoting the zoo and garden as well as a wide variety of events including a brand-new animatronic dinosaur exhibit.

B. BENEFIT: PROMOTING TOURISM AND THE LEXINGTON COUNTY COMMUNITY

As a primary tourism draw in the midlands, a visit to Riverbanks serve as a springboard for area restaurant visits, shopping and overnight stays benefiting tourism and the Lexington County community. According to the 2018 economic impact study visits the Zoo and Garden generated more than \$51 million in offsite spending in the local area. More than \$25 million of that was spent of accommodations and food and beverage.

C. TOTAL ATTENDANCE VS. NUMBER OF TOURISTS

Riverbanks Zoo and Garden is South Carolina's leading gated attraction, drawing more than 1.2 million visitors annually. In fiscal year 2018, Riverbanks welcomed 1,287,114 visitors. Based on zip code analysis of every online and onsite sale 650,000 of those visitors were tourists from outside a 50-mile radius.

D. ECONOMIC IMPACT – TOURISM AND EMPLOYMENT

Riverbanks Zoo and Garden employs more than 450 full time and part time employees each year. According to the 2018 economic impact study conducted by ConsultEcon, Inc Riverbanks is a powerful economic driver within the Midlands, pumping more than \$148 million in the local economy and creating more than 1800 additional jobs throughout the community. This impact is felt across our community. Riverbanks' visitors spent nearly \$40 million before or after their visit offsite food, beverage, retail and accommodations. Additionally, on and offsite sales generated nearly \$1 million in new sales and occupancy taxes.

TOURISM

More than 75% of Riverbanks' paid visitors originate from outside a 50-mile radius, and more than 35% of members originate from outside a 50-mile radius.

In 2018 it is estimated that Riverbanks generated over \$11,000,000 in accommodations spending, nearly \$16 million in offsite food and beverage spending.

Riverbanks partnered with 10 hotels in Lexington County to offer discount ticket packages in 2018. These packages alone generated over 400 room nights and \$44,000 in room revenue. This is a mere snapshot of the impact that Riverbanks has on the local community. Private and special events booked in the Garden (such as weddings, corporate banquets, Wine Tasting, Rhythm and Blooms, etc.) resulted in additional overnight stays in the Lexington County area that were not tracked. Not only do Riverbanks' visitors occupy hotel rooms, but they also buy gasoline, eat meals and shop in area stores—clearly boosting tourism in the region.

EMPLOYMENT

The economic contributions of Riverbanks Zoo and Garden are not limited to tourism:

- Riverbanks and Service Systems Associates (the Zoo and Garden's food/gift concessionaire) employ more than 580 Midlands' citizens
- Riverbanks payroll expenses total nearly \$10 million each year

E. HOW ADVERTISING WILL ATTRACT AND PROMOTE TOURISTS TO THE AREA

The 2019-2020 advertising campaign will feature the not only favorites like Waterfall Junction and signature animal exhibits but also new additions like the traveling animatronic dinosaur exhibit.

GOAL/OBJECTIVES

The goal of the 2019-2020 advertising campaign is to continue to draw tourists from across the country to Riverbanks. We intend to achieve this goal by building on the successes of previous campaigns and continuing to target those people living and traveling within a two to three-hour drive of the Midlands.

Target markets will continue to include the Upstate, Charleston/Low Country area, Charlotte, NC, and Augusta, GA. In addition, travelers along interstates I-77, I-26, I-95 and I-20 will be targeted for potential visitation. Purchases of TV and cable airtime, billboard space and print

inches will be clustered in order to gain frequency of exposure in the target markets. The bulk of the advertising budget will be spent during the second and third calendar quarters when people are more likely to travel.

STRATEGY

With the support of the Lexington County Accommodations Tax Fund, Riverbanks Zoo and Garden's marketing strategies will focus on advertising Waterfall Junction, animal exhibits and the all-new dinosaur exhibit. Promoting these new attractions as well as other after-hours events in the Botanical Garden will not only drive incremental attendance but also serve as a springboard for area restaurant visits and overnight stays in Lexington County.

Additional marketing efforts—promoting the opportunity for brides to book weddings in the Garden; staging yearly plant sales and festivals; building exposure through weekly TV and radio segments with a horticulture expert from Riverbanks; and publicizing the growing number of Garden education classes, workshops and camps for all ages—will serve to further pique interest in and reinforce the expertise of Lexington County's Riverbanks Botanical Garden.

IMPLEMENTATION

Riverbanks Zoo and Garden's marketing staff will execute the campaign with the assistance of the Chernoff Newman advertising agency. The staff will be cost-conscious through the campaign, utilizing internal expertise when possible and seeking additional resources from sponsors when necessary.

Corporate sponsors will also provide creative resources and dollars in support of these marketing efforts. Partners for 2019 include Coke, Mast General Store, Farm Bureau, Aflac, WIS, WACH, WLTX and SSA.

RICHLAND-LEXINGTON RIVERBANKS PARK DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2018

	Major Funds			Total Governmental Funds
	General Fund	Debt Service	Capital Projects	
REVENUES				
Property taxes	\$ 3,561,173	\$ 2,914,046	\$ -	\$ 6,475,219
Accommodations and hospitality taxes	196,584	-	-	196,584
General admission fees	6,088,113	-	-	6,088,113
Concession and retail commissions	1,895,094	-	-	1,895,094
Riverbanks Society support	2,088,414	-	400,000	2,488,414
Rides, attractions and events	2,695,302	-	-	2,695,302
Classes and program fees	525,225	-	-	525,225
Facility rental and group admission fees	257,761	-	-	257,761
Sponsorships	256,620	-	-	256,620
Non-federal grants and contributions	17,745	-	178,767	196,512
Interest revenue	65,873	7,706	-	73,579
Miscellaneous revenues	75,498	-	-	75,498
Total revenues	17,723,402	2,921,752	578,767	21,223,921
EXPENDITURES				
Administrative	2,232,748	538	-	2,233,286
Animal care	3,900,791	-	3,217	3,904,008
Botanical, zoo and garden	1,160,207	-	-	1,160,207
Education	115,453	-	-	115,453
Facility management	2,127,786	-	18,066	2,145,852
Guest services	2,589,963	-	18,316	2,608,279
Marketing and public relations	1,206,497	-	1,351	1,207,848
Utilities	1,695,946	-	-	1,695,946
Rides, attractions and events	1,004,081	-	-	1,004,081
Classes and programs	409,145	-	-	409,145
Debt service				
Principal	195,998	1,495,000	-	1,690,998
Interest	41,530	1,413,005	-	1,454,535
Capital outlay				
Land, building, equipment, & improvements	64,744	-	1,486,836	1,551,580
Rides, Shows, and Promotions	-	-	-	-
Total expenditures	16,744,889	2,908,543	1,527,786	21,181,218
Excess of revenues over (under) expenditures	978,513	13,209	(949,019)	42,703
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	170,291	170,291
Transfers out	(170,291)	-	-	(170,291)
Total other financing (uses) sources	(170,291)	-	170,291	-
Net change in fund balances	808,222	13,209	(778,728)	42,703
Fund balance, beginning of year	2,883,670	1,390,584	1,177,378	5,451,632
Fund balance, end of year	\$ 3,691,892	\$ 1,403,793	\$ 398,650	\$ 5,494,335

The accompanying notes are an integral part of these financial statements.



County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: EdVenture Children's Museum Tourism Marketing FY20
2. Sponsoring Organization: EdVenture

Mailing Address: PO Box 1638, Columbia, SC 29202
3. Event/Project Director:

Name Erin McDonald Title Marketing Manager


Telephone 804-922-3947 Alternate Telephone 803-400-1156

Fax Number _____

Email emcdonald@edventure.org
4. Event Website: www.edventure.org
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 7/1/2019 End date 6/30/20
7. Location of Project/Event: 211 Gervais Street, Columbia, SC 29201
8. Number of employees: #Full-time 30 #Part-time 85
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
☒ Rack Cards - # distributed 5,000+
☐ Brochures - # distributed _____
☐ Posters - # distributed _____
☒ Magazine Ads - # ads 10+ (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 10+ (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 50+ (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 25+ (list stations and listener range on separate sheet)
☒ Billboards - # ads 15+ (list number and location of billboards on separate sheet)
☒ Websites - # web pages other than primary website # 20+ (list on separate sheet with target audience)
☒ Other than listed above: Social media sites, Google AdWords, Community Calendars (list on separate sheet with target audience)

FY 2019/20 Lexington County Accommodations Tax Funding

11. How many people do you expect to attend? 210,000
12. Of this number, how many are tourists? 63,000 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☐ Web page inquires - estimated inquires per month _____
 - ☐ Phone call inquiries - estimated phone calls per month _____
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☒ Event ticket sales - estimated tickets sold per event 210,000 (track zip codes in admission ticketing system) _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☐ Other than listed: _____
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
 Various hotels throughout Richland and Lexington Counties. It is estimated that EdVenture will generate an estimated 11,500 room nights in FY20.

15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 75,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 10, 00
 - c. This request equals what percent of the total Project/Event Budget: 13 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Billboards \$1,500, Digital/web \$2,500, TV \$5,000, Rack cards/brochures \$1,000
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018-19, amount \$ 7500, source ATax, and purpose: tourism marketing
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: N/A

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☒ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (Use separate sheet for Project Description if needed):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

Since 2003, EdVenture Children's Museum has been a vital resource for residents of Lexington County and throughout South Carolina with museum exhibits and programs. We are also an important part of many children's lives through school field trips, community programs and family visits.

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Erin McDonald

Print Name

Signature

Marketing Manager

Title

Date






County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: **EdVenture, Inc.**

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Lexington County	5000	7500	10000
SCPRT	19000	19000	20000
City of West Columbia	2500	2500	2500
Richland County	23500	21000	17500
City of Columbia	25000	25000	25000
TOTAL	75000	75000	75000

FY 2019/20 Lexington County Accommodations Tax Funding

EdVenture Tourism Marketing Plan 2019-2020

Magazine/Newspaper ads:

Low Country Parent – 2 issues (Charleston region)
Palmetto Parent – 1-3 issues
Southern Living – 1-3 issues
Columbia CVB annual tourism guide
Lake Murray annual tourism guide
Free Times – 4 issues
Go Columbia/State Newspaper – 5 issues

TV ads:

Cable TV Advertising via Spectrum/Comcast in the Columbia, Sumter, Orangeburg, Florence, Rock Hill, Augusta and Greenwood markets
Broadcast TV Advertising in the midlands via WISTV
EdVenture will work with WISTV, WLTX, WOLO and WACH to support promotions and PR efforts.

Radio ads:

Stations: Alpha Media and Cumulus Stations such as WWDM, WLTY, WXBT, WARQ

Billboards:

17 Digital Billboards in Augusta
Locations such as: W/S Belair Rd N/O Columbia Rd
15th St at Broad River
Hwy 25 N/O Harold Rd

Various locations in Richland County including the Gervais Street Bridge

EdVenture is partnering with CVB on digital billboard shares in Augusta, Greenville, and 25+Charlotte markets.

Websites: The majority of our marketing covered the markets of Columbia, Charleston, Florence/Myrtle Beach, Greenville/Spartanburg, Aiken/Augusta and South Charlotte. Our primary demographic targeted was moms with children under 9 with a secondary target of grandparents. Websites include: EdVenture.org, Pandora, Facebook, WISTV, Weather.com.

Other:

Rack Cards: Rack cards will be distributed to SC Welcome Centers and area hotels

Digital: Targeted to Midlands, Greenville, Spartanburg, Aiken, Augusta, Charlotte, Florence, and Myrtle Beach area. Static, animated and expandable units delivered.

E-newsletter – 11,000 receive monthly newsletter in addition to exhibit and event updates

Facebook: 23,500 likes

Instagram: 2,032 followers

Twitter: 5,305 followers

Community Calendars: Midlands Region

Google AdWords

A. General Description

EdVenture, South Carolina's premier children's museum, draws visitors from all 46 counties of South Carolina, all 50 states, and 18 foreign countries. Our mission is to inspire children to experience the joy of learning through innovative and hands-on exhibits, educational programs and outreach. Since opening in 2003, EdVenture has established itself as a fiscally sound and well managed organization that consistently brings in more than 200,000 visitors annually, through effective marketing and advertising, collaborations and strategic partnerships.

EdVenture requests \$10,000 to assist with FY2019-2020 out of market tourism marketing promoting EdVenture's exhibits, programs and events. The objectives for EdVenture's 2019-20 tourism advertising:

1. Promoting EdVenture's exhibits to include EDDIE, World of Work (fire truck, farm, and grocery store), Snowville, Tire Climb, Bio Lab, Cooking Lab, My Back Yard, Flight and MakerWorks as well as annual programs such as StoryBook Ball, Youth Summit, Summertime Series, Countdown to Kindergarten, Diced Cooking Competition and Gingerbread Jamboree.
2. Build awareness with out-of-market audiences that EdVenture is the Southeast's largest children's museum and a unique attraction for individuals/families with children planning a trip to the Midlands region of South Carolina or looking for a memorable, rewarding day trip for kids. EdVenture will also cross promote all EdVenture locations including EdVenture Myrtle Beach and EdVenture Hartsville.

EdVenture's overall advertising campaign for out-of-market visitors is heavily weighted toward the late fall, to capture travelers to fall sporting events and to position EdVenture as an attraction for the "winter break" season from schools; early spring, to capture "spring break" travelers; and to reach those making summer travel plans. These time frames depict peak attendance trends for out-of-area visitors.

The out-of-market media mix we plan to use this year to reach our primary and secondary target audiences will include print, digital outdoor (out-of-home), and a major emphasis on television advertising supported by targeted online advertising, social media, and PR strategies to increase the reach and frequency of our messaging.

EdVenture will measure the viability and effectiveness of its 2019-20 marketing campaign through a variety of tracking methods that encompass different visitor details and habit patterns such as zip codes, website usage, and visitor surveys.

B. Benefit to Promote Tourism

EdVenture Children's Museum continues to be one of the most exciting attractions of its kind statewide, and it draws significant crowds of our target demographic which includes children ages 12 and younger, parents, families, school groups and other organized groups from across the state. We are the only children's museum in the Midlands and the largest (in terms of size and educational/outreach impact) in the state.

C. Total Attendance vs Total Tourists (projected)

Edventure anticipates total attendance to be over 210,000 with 63,000 tourists in FY20 that travel 50 miles and more to visit the Museum.

When analyzing audience numbers for FY2018, EdVenture's 210,627 visitors included 42,125 (20%) tourists travelling 50 miles or more and 168,502 (80%) residents within a 50-mile radius of Columbia. Visitors from Lexington County totaled 26,539 and 45,546 were from Richland County. Over 66% of EdVenture's audience lives outside of Lexington and Richland Counties.

D. Economic Impact of Tourism

EdVenture serves as a catalyst for economic vitality and growth, with a projected overall economic impact of over \$14.8 million. Quality of life indicators for growing cities continually reveal that children's museums are an important factor in attracting intellectual capital development. Since 2003, EdVenture Children's Museum has been a vital resource for residents of Lexington County and throughout South Carolina with museum exhibits and programs. We are also an important part of many children's lives through school field trips, after school programs, and/or family visits.

EdVenture's annual 11,250 hotel/motel room nights will be added as a result of this project. EdVenture is able to configure our Economic Impact Analysis from data collected through our reservation and admissions software program that allows us to track the origin of all visitors. This system is fully integrated and we use it to input each visitor's zip code as well as how they learned about EdVenture. Attendance data is tracked daily, reported monthly, and reviewed by our managers and trustees. This information serves as a critical guide when making decisions regarding marketing strategies.

EdVenture's economic impact will increase in 2019 with the opening of a new and improved satellite museum in Myrtle Beach, SC.

E. Overall Description of How the Event Attracts and Promotes Tourism

EdVenture's Marketing/Public Relations Department will work closely with the Experience Columbia and SC PRT ments to develop strategies to promote out-of-state tourists to Lexington County, including listings on the "Discover South Carolina" website. EdVenture's PR strategies also include submitting press releases and announcements for listings in monthly community calendars, and online newspaper and television station websites.

The multimedia campaign plan for FY20 for out of market tourism is anticipated to include print, television, digital, billboard and radio placements. Use of social media, blogs, www.edventure.org and cross promotions with EdVenture Hartsville and EdVenture Myrtle Beach will also be included in our marketing plan.

Accommodations Tax Funds will be used to market EdVenture throughout the state and region as noted above as well as other tourism marketing ads highlighting EdVenture as an area attraction in these same markets.

F. Additional Comments

Thank you for the opportunity to apply for Accommodations funds that will assist EdVenture in promoting museum to tourists outside the 50 mile radius from EdVenture.



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: Museum Advertising and Restoration
2. Sponsoring Organization: Lexington County Museum
Mailing Address: PO Box 637 Lexington SC 29071
3. Event/Project Director:
Name J.R. Fennell Title Museum Director
Telephone 803-359-8369 Alternate Telephone _____
Fax Number 803-808-2160
Email jrfennell@lex-co.com
4. Event Website: https://lex-co.sc.gov/lexington-county-museum
5. Event/Project Category (*Check One*):
☐ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*
☒ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 9/9/2019 End date 6/26/2020
7. Location of Project/Event: Lexington County Museum 231 Fox Street Lexington, SC 29072
8. Number of employees: #Full-time 2 #Part-time 6
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
☐ Rack Cards - # distributed _____
☒ Brochures - # distributed 4,000
☐ Posters - # distributed _____
☒ Magazine Ads - # ads 2 (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 2 (list newspapers and distribution range on separate sheet)
☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)
☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)
☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)
☒ Websites - # web pages other than primary website # 12 (list on separate sheet with target audience)
☐ Other than listed above: _____ (list on separate sheet with target audience)

11. How many people do you expect to attend? 17,000
12. Of this number, how many are tourists? 4,000 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☐ Web page inquires - estimated inquires per month _____
 - ☒ Phone call inquiries - estimated phone calls per month 150
 - ☒ Brochure mailings - estimated brochures mailed per month 125
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☒ Event registration - estimated registrants per event 300
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☒ License plates - estimated count per event 200
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: Visitor log
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
The Lexington County Museum has no way of tracking this unfortunately.
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 25,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 15,000
 - c. This request equals what percent of the total Project/Event Budget: 60 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. See attached sheet
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year FY2018-19, amount \$ 15,000, source County, and purpose: advertising and restoration
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☒ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: See attached sheet

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

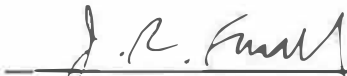
Signature of Event/Project Director:

J.R. Fennell

Museum Director

Print Name

Title



1/3/2019

Signature

Date



FUNDING SOURCES

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
County of Lexington General Fund	493407	255309	256300
Friends of the Lexington County Museum	23309	14000	20010
County of Lexington Accommodations Tax	25500	15000	15000
Town of Lexington Accommodations Tax	8000	8000	8000
TOTAL	550216	292309	299310

Lexington County Museum Accommodations Tax Application

10. Magazine – Free Times Guide to Lexington

Newspaper – Free Times (Columbia Metropolitan Area Distribution) State Newspaper (Statewide Distribution)

Websites – Listings on Tripadvisor, Yelp, Google, Yahoo, Bing, Columbia CVB, Columbia4kids.com, discoversouthcarolina.com, museumusa.com, Facebook, Instagram, State Newspaper's website, various other tourist websites. The museum has a page with information on Greater Lexington Chamber of Commerce's website and the website for Lake Murray Country. The target audience is potential visitors to Lexington as well as residents of the Midlands.

16. Budget for Proposed Accommodations Tax Usage FY 2019-2020

Item	Cost
Exhibit Supplies/Printing	\$2,000.00
Museum Promotion	\$3,000.00
Christmas and Spring Open House Expenses (Supplies, Advertising)	\$3,000.00
Cotton Gin House Restoration	\$7,000.00

19.

A. This fiscal year, the Lexington County Museum would again like to request \$15,000 from the Lexington County's accommodation tax fund to help pay for several different projects. The museum is requesting funds again this year to help pay for and advertise its Christmas Open House and Spring Open House. The Christmas open house is an annual tradition that currently attracts over 600 people (on average) to the museum the second Sunday of every December. This event allows visitors to experience the traditions of Christmas past and features live music and refreshments. A sizeable portion of those that have attended the Open House in the past are from more than fifty miles away. The 2018 Open House was not quite as successful as in previous years as rain and cold kept people away. Despite the inclement weather, more than 175 people attended last year's open house. Many of those traveling from fifty miles away or more will sleep and eat in Lexington County. We are also hoping to continue to expand the spring open house and add more living history events to that day. As in the previous year, last year's event featured a blacksmith, soap-makers, and a wheelwright and brought in about the same number of people as the year before. Funds are needed again this fiscal year to not only pay for advertising but to also pay for a program entitled "Inalienable Rights." This program features living historians who portray the enslaved. This program helps educate the public about the African-American history of Lexington County and the state. Funds are needed to pay for travel costs for these living historians as well as supplies for the "Inalienable Rights" program.

The museum would also use accommodations tax money to pay for exhibits. Currently the museum is trying to attract new visitors by changing out some of the exhibits on display in our exhibit hall. Funds are needed to pay for exhibit supplies and the printing of labels.

Funds are also needed to help with repairs to the Cotton Gin Building. This structure, built in the antebellum period, is instrumental in helping the museum interpret agriculture in Lexington County in the 19th century and is in need of roof repair. Funds from the Lexington County accommodations tax fund will help supplement funds provided by the Friends of the Lexington County Museum to help with this repair.

B. The projects will attract and promote tourism by further tapping into the heritage tourism market and making tourists more aware of the museum and the events happening there. Visitors traveling along the interstate will be much more likely to eat and stay in the county if there are worthwhile attractions such as the Lexington County Museum. It will also make the County a more attractive place to visit by strengthening the County's identity and promoting a sense of community.

Accommodations tax funds will be used as a supplement to the funds provided by the Friends of the Lexington County Museum and from the general fund of Lexington County. Because of the amount of money involved in the aforementioned projects and advertising, the Friends and county general fund cannot cover everything.

C. In FY 2017-18, the Lexington County Museum saw more than 16,000 visitors. Over the past fiscal year, the museum was visited by tourists from thirty-seven states (not including Washington, DC and Puerto Rico) and twenty-four foreign countries. The number of visitors not affiliated with a school group continues to be high as the museum hosts more events and advertises more. On average, at least seventy-six percent of the visitors to the Museum not affiliated with school groups are tourists who eat at restaurants in the county and stay in hotels in the county. Since the museum began putting an emphasis on advertising and creating events in 2007, the museum has seen a 52% increase in the number of people taking guided tours and 44% increase in the overall number of visitors (almost 10,000 last year) not associated with a school group. Museum staff members expect that the number of tourists attracted to the events and exhibits at the museum will increase in the upcoming fiscal year, generating more revenue for local restaurants and hotels with continued focus on advertising.

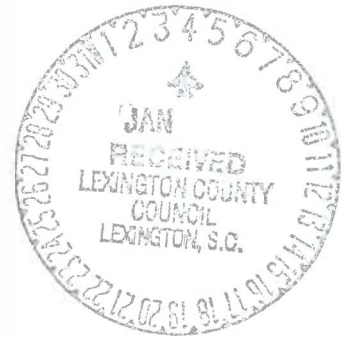
D. Although the museum does not have the resources to measure the exact economic impact of the museum's visitors on the county, we believe that since so many of the visitors to the Museum are tourists, the impact is substantial. Through surveys given to visitors over the last three months of 2011, the staff members of the museum have discovered that ninety four percent of out of state visitors to the museum eat in the Lexington area and thirty-one percent stay at least one night in a hotel/motel within the county.

Furthermore, museums and historic sites in general contribute greatly to local economies according to a national study completed in October 2009 by the Cultural Heritage Tourism organization. This study found that 78% of all U.S. leisure travelers participate in cultural and/or heritage activities while traveling and that cultural and heritage travelers travel more frequently, reporting an average of 5.01 leisure trips in the past 12 months versus non- cultural/heritage travelers with 3.98 trips. This study indicates that historic sites and museums like the Lexington County Museum are important to tourists and help add revenue to the local economy. Museum staff members feel that these national trends are reflected here locally.

E. These projects will promote tourism by drawing tourists to visit the museum and the events being held there. By making them aware of the museum and showcasing what Lexington County has to offer in terms of cultural organizations, tourists will be more likely to visit and buy food, lodging, etc. in the county. Lexington County will become a more attractive place to tourists if they know that they can attend fun, educational events. This will make them more inclined to visit the museum and the county. The community will be enhanced by the visibility of the museum, making the community a more attractive place to visit. Accommodations tax money was and will be used to create new and exciting events and exhibits at the museum. This ensures that the museum is always offering something new to attract tourists as well as locals. Moreover, creating a driving tour of historic sites in the county will help draw attention to the rich history of the county and provide another family- friendly free option for visitors looking for something to do while in the county.



**GREATER
CHAPIN**
CHAMBER of COMMERCE
And Visitors Center



January 3, 2019

Judy Busbee, Assistant Clerk to Council
Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Dear Ms. Busbee and Council Members,

Please find enclosed the Greater Chapin Chamber of Commerce & Visitors Center's request for Accommodations Tax Funds for 2019-2020. Thank you for the opportunity to submit this application. We are focusing our request of \$21,600.00 to support the ongoing refurbishment and upkeep of the Chapin Chamber House so we can continue to draw more visitors to Chapin for our events and activities throughout the year. Our request also includes additional funding for advertising and promotion of our events and activities, as well as the publication of our popular relocation guide with an updated street map of the Chapin area.

As our community grows, it continues to be an exciting time in Chapin. With the support we receive from the Accommodations Tax Grant, we know that we will be able to encourage tourism and commerce during our town's expansion. Past support from the Accommodations Tax Fund has truly helped the Greater Chapin Chamber of Commerce & Visitor's Center to effectively operate and to promote and produce better events which attract visitors.

As always, we appreciate the consideration of the Lexington County Council for continued financial support of our ongoing efforts with a grant from the Accommodations Tax Fund to help us to continue enhancing our outreach to our tourists.

I have also included a copy of our 2018 Directory & Relocation Guide and invite you to check out our website at www.chapinchamber.com to view our enhanced online capacity.

Please contact me at 803-345-1100 if you have any questions or concerns regarding our 2019-2020 request.

Sincerely,

Rebecca Blackburn Hines
Executive Director
Greater Chapin Chamber of Commerce & Visitors Center



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: The Greater Chapin Chamber of Commerce & Visitor's Center

2. Sponsoring Organization: The Greater Chapin Chamber of Commerce & Visitor's Center

Mailing Address: P.O. Box 577 Chapin, SC 29036

3. Event/Project Director:

Name Rebecca Blackburn Hines Title Executive Director

Telephone (803) 345-1100 Alternate Telephone (843) 817-8803

Fax Number (803) 345-0266

Email director@chapinchamber.com

4. Event Website: www.chapinchamber.com

5. Event/Project Category (*Check One*):

☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date July 1, 2019 End date June 20, 2020

7. Location of Project/Event: 302 Columbia Avenue, Chapin, SC 29036

8. Number of employees: #Full-time 2 #Part-time _____

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☒ Rack Cards - # distributed 3,000

☒ Brochures - # distributed 4,000

☐ Posters - # distributed _____

☐ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☒ Television Ads - # ads Please See Attached (list stations and viewing range on separate sheet)

☒ Radios Ads - # ads Please See Attached (list stations and listener range on separate sheet)

☒ Billboards - # ads Please See Attached (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 2 (list on separate sheet with target audience)

☐ Other than listed above: _____ (list on separate sheet with target audience)

11. How many people do you expect to attend? 45,000

12. Of this number, how many are tourists? 23,000 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].

13. List the methods used to track tourists:

- ☒ Web page inquires - estimated inquires per month 50-55
- ☒ Phone call inquiries - estimated phone calls per month 275-350
- ☒ Brochure mailings - estimated brochures mailed per month 30-35
- ☒ Event ticket sales - estimated tickets sold per event 175-225
- ☐ Event registration - estimated registrants per event _____
- ☐ Hotel sales - estimated sales per event/per month _____
- ☐ License plates - estimated count per event _____
- ☐ Surveys - estimated number of responses per survey _____
- ☐ Other than listed: _____

14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:

The majority of our larger Chamber Members, including GIS, Ellett Brothers, Lexington Medical Center, Palmetto Health, and FiServe, regularly book rooms for business related visits at the following hotels: Hyatt Place, Doubletree, Extended Stay Deluxe, and the Hampton Inn Express. An estimated 13,000 hotel rooms will be booked for our business partners, visitors, family and newly hired employees that will visit Lexington and Richland Counties.

15. Please indicate you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976? ☒ Yes ☐ No

16. Project Budget - Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.

- a. Estimated total cost of Project: \$ 45,000
- b. Amount of Accommodations Funds requested for this Project: \$ 21,600
- c. This request equals what percent of the total Project/Event Budget: 48 %
- d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Please see attached.

17. Has your project or organization previously received Accommodations Tax Funds?

☒ Yes ☐ No

a. If yes, state year 2018/2019, amount \$ 20, 00, source Lexington County Accommodations Tax Fund, and purpose: Upkeep & Repairs of Visitors Center, Advertising & Production for Special Events, and Directory Production and Mailings.

b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No

c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
- ☐ Municipal
- ☒ Non-profit Organization
- ☐ Community service club, church, etc.
- ☐ 501(c) 3
- ☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
- b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the event/project versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the event/project
- e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
- f. Additional comments: Please see attached.

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Rebecca Blackburn Hines

Executive Director

Print Name

Title



1/3/2019

Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: **Greater Chapin Chamber of Commerce**

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Events (Comedy, Golf, Silent Auction, Taste)	\$41,864	\$34,476	\$37,900
House Rental	\$185	\$525	\$500
Lexington County Accommodations Tax Grant	\$15,000	\$18,750	\$20,000
Membership Dues & Premier Sponsorships	\$79,387	\$79,753	\$80,000
Membership Meetings	\$3,445	\$2,540	\$2,500
Sign Rental	\$8,700	\$9,700	\$9,500
TOTAL	\$148,581	\$145,744	\$150,400

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2019/20

EXPENDITURES

Organization Name: **Greater Chapin Chamber of Commerce**

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Accountant	\$1,190	\$1,100	\$1,190
Advertising & Marketing (outside of Events)	\$471	\$73	\$500
Annie Epting Scholarship	\$2,000	\$2,000	\$2,000
Conferences & Meetings	\$211	\$1,822	\$3,425
Credit Card Processing Fees	\$2,567	\$2,316	\$2,567
Dues & Subscriptions	\$3,906	\$3,313	\$3,906
Events (Comedy, Gala, Golf, Silent Auction)	\$22,032	\$24,574	\$25,500
Insurance	\$1,592	\$1,961	\$1,905
Member Services Expenses	\$4,920	\$4,474	\$4,920
Office Equipment	\$229	\$224	\$229
Office Supplies	\$750	\$698	\$750
Payroll Expenses	\$72,306	\$66,617	\$72,306
Postage	\$2,940	\$1,180	\$3,000
Repairs/Building Maintenance	\$5,343	\$3,960	\$10,000
Staff Expenses	\$164	\$1,712	\$1,440
Telephone Internet	\$2,895	\$3,038	\$3,024
Utilities	\$7,490	\$5,780	\$7,490
TOTAL	\$131,006	\$124,484	\$144,152



**County of Lexington
Accommodations Tax Fund
FY 2019/20 FINAL REPORT**
(SUBMIT BY END OF FISCAL YEAR WITH FINAL INVOICE)

I. PROJECT INFORMATION:

Organization Name: _____

Project/Event Name: _____

Contact Name: _____ Phone: _____

II. PROJECT COMPLETION:

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.):

_____**IV. PROJECT ATTENDANCE:**

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Event/Project		
Amount Funded by the Lexington County Accommodations Tax Fund		
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance		
Total Tourists*		

Tourists are generally defined as those who travel 50 miles or more to attend.*V. METHODS:**Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.): _____
_____**VI. PROJECT BUDGET:**

Attach a report indicating what project expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

Print Name_____
Title_____
Signature_____
Date

FY 2019/20 Lexington County Accommodations Tax Funding

**County of Lexington Accommodations Tax Fund
FY2019/2020**

APPLICATION ATTACHMENT

#10 – Advertising Sources Outside Lexington County

- **Radio Ads – 93.1 The Lake & 94.3 The Dude**
 - We have partnered with 93.1 The Lake and 94.3 The Dude to promote our events throughout the year. We will use approximately \$1,000 - \$3,000 in advertising with The Lake, The Dude and ColaDaily to reach an audience outside of Chapin to attend our events, primarily our Night of Comedy, Taste Event and/or the Holiday Open House.
- **Television Ads – WACH Fox**
 - In 2018, we partnered with WACH Fox for their Friday Night Lights program which produced a thirty second ad that aired several times during a local Chapin High School football game. We intend to partner with this program again and will use approximately \$1,000 for this advertising expense.
- **Billboards – Holiday Open House**
 - In 2018, we partnered with the Town of Chapin to utilize a billboard on Dutch Fork Road in Richland County to promote the Greater Chapin Holiday Open House.
- **Website - Greater Chapin Chamber of Commerce Website**
 - Our updated website has been extremely helpful getting information to people in other counties around South Carolina and throughout the United States. We have had many inquiries from multiple states about relocation and vacationing; majority are from Georgia, Ohio, New Jersey, New York, Virginia, Michigan, Connecticut, Florida and California.
- **Social Media Websites/pages - Greater Chapin Chamber of Commerce, Buy into Chapin, and Greater Chapin Area Open House Facebook pages**
 - The chamber promotes community events, points/places of interest and chamber business members on both of these pages and has many followers outside of Lexington County and even the State of South Carolina.
 - These pages are valuable tools and are dedicated to providing current, interesting and relevant information for those interested in visiting or moving to Chapin or surrounding Lexington County Areas.
- **Greater Chapin Chamber of Commerce Directory & Relocation Guide**
 - These directories are our strongest advertising tools for Chapin. Not only do we have them for anyone stopping into the Chamber House (new to the area or traveling through), we also supply other SC Visitor Centers with these directories, and mail them to anyone inquiring via email, website or over the phone.

#16 – Project Budget

- **Greater Chapin Chamber of Commerce & Visitor's Center**

<u>Activity/Program</u>	<u>Estimated Cost</u>	<u>Funds Requested</u>
Ongoing Building Refurbishment & Upkeep	\$20,000.00	\$7,600.00
Advertising and production of special events	\$16,000.00	\$9,000.00
Directory Map Production & Mailings	\$9,000.00	\$5,000.00

19 – Project Description (A-F)

Our 2019-2020 project description is as follows:

- To continue updating the Greater Chapin Chamber House, while maintaining its charm. Our Visitors' Center is a beautiful Victorian house that is over a century old which was donated to the Chamber in 1996. This historic home is warm, inviting and serves as a comfortable place for those visiting our small town to come in, wander through and ask questions. As part of the thousands of recreational visitors annually, we experience a higher volume of foot traffic from Chapin locals and those in neighboring towns seeking information about Chapin events and news, to view local artwork displayed by the Crooked Creek Art League, and to pick up local publications. Being able to implement these updates will allow us to continue to stay operational and safe so that we may provide key services to those visiting or inquiring about the area. Additionally, the esthetic updates will allow the Chamber to continue to provide a beautiful and welcoming location for all who visit.

The updates needed, in addition to ongoing maintenance and upkeep, include:

- OUTSIDE
 - Gutters – need to be cleaned, replaced and expanded to prevent eliminate drainage and standing water issues that are impacting the grounds and Chamber House exteriors;
 - Siding – flashing needs to be installed where the siding meets the brick foundation wall to prevent further damage to the wall sheathing.
- INSIDE
 - Wood Floor Refurbishment in the upstairs conference rooms;

Organization: Greater Chapin Chamber of Commerce & Visitor's Center

- Staircase – needs to be expanded, with updated railings, for safety issues;
Hallway – needs to be opened for better utilization of space in the Visitors Center.
- To have an increased advertising budget for our ongoing large events as well as for some new projects in this period of growth in Chapin.
 - The Chamber hosts annually several large public events. One of the most popular is the Night of Comedy on Beaufort Street. This event is unique to Lexington County, no other Chamber in the state currently hosts such an event. Our Comedy on Beaufort Street event has grown significantly since the first year, from 85 attendees to well over 200 attendees, many coming from all over the state. This exciting night of comedy encourages people from all over to come to Chapin, not only for a one of a kind event, but to stay, shop and dine in Lexington County.
 - Our Golf Tournament, held annually at Timberlake Golf Course, again attracted new sponsors last year. With an increased advertising budget, we feel we can continue to grow this great tournament that is attended by many residing outside of Chapin.
 - The Chamber will host the first annual Bridal Expo for the Chapin and Lake Murray Area in May. With the addition of several new event venues, specialty caterers, gift vendors, along with our existing event-centered businesses, we believe a Bridal Expo will showcase our Chapin and bring thousands of visitors to our area.
 - The Chamber will host a new Taste event in Chapin during the Labor Day weekend to increase awareness of local restaurants and food vendors in our community and hope to use some of these funds to promote and plan this event.
 - Additionally, an increased advertising budget is desired for the following events: Holiday Open House (which encourages visitors to shop and dine at our local shops and restaurants) and the Annual Silent Auction & Awards Gala, which we recently combined to increase turnout. These events are well attended and encourage tourism and promote commerce in Chapin and surrounding areas.
 - We also assist the Town of Chapin in promoting and providing information about our Annual Labor Day Festival, which is one of the largest and most attended events in the Town of Chapin.
- To facilitate the procurement and distribution of our relocation packages to include a newly produced street map of Chapin. These relocation packages provide information on area attractions, activities, restaurants, schools, healthcare facilities and accommodations. These relocation packages encourage people from all over the country to make Chapin and Lexington County a favorite vacation destination and/or home.
We are committed to providing the following printed materials and services:

Organization: Greater Chapin Chamber of Commerce & Visitor's Center

- In addition to visitors who stop by the Chamber House, we receive numerous calls, emails, website inquiries and are continuously sending out relocation packages via USPS. The provision of these printed materials gives those located a bit further away a glimpse of what Chapin and Lexington County have to offer.
- Our front room serves as a Resource Room for tourists and visitors. We house informational brochures, maps, directions, mailing lists, directories, business cards, local newspapers and other materials to help enhance visitor's experiences while visiting our area, Lexington County and South Carolina overall. We have visitors from all over South Carolina, but also from many surrounding and Northern states.
- We provide our Visitor Guide/Relocation Directory to the nine South Carolina Welcome Centers located on South Carolina's borders.
- We serve as the Welcome/Visitor's Center for not only Chapin, but also for Dreher Island State Park, the North Side of Lake Murray, White Rock, Little Mountain and Prosperity. We promote tourism for Lake Murray, which draws thousands of visitors daily, and we serve as the communications hub and information center for the Chapin Community.

CHAPIN

SOUTH CAROLINA



GREATER
CHAPIN
CHAMBER of COMMERCE
And Visitors Center

2018/19 Relocation Guide
and Membership Directory



County of Lexington

Accommodations Tax Fund

FY 2019/2020

APPLICATION



1. Name of Project/Event: 2019-2020 Regional Sports Marketing Campaign
2. Sponsoring Organization: Experience Columbia SC Sports
Mailing Address: 1010 Lincoln Street, Columbia, SC 29201
3. Event/Project Director:
Name S. Scott Powers Title Executive Director
Telephone 803-545-0009 Alternate Telephone 803-467-2344
Fax Number 803-545-0102
Email spowers@experiencecolumbiasc.com
4. Event Website: www.columbiascsports.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*
☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date July 1, 2019 End date June 30, 2020
7. Location of Project/Event: Columbia region (all of Lexington & Richland Counties)
8. Number of employees: #Full-time 2 #Part-time 0
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
☐ Rack Cards - # distributed _____
☐ Brochures - # distributed _____
☐ Posters - # distributed _____
☒ Magazine Ads - # ads 14 (list ads and distribution range on separate sheet)
☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 16 (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 130 (list stations and listener range on separate sheet)
☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)
☐ Websites - # web pages other than primary website # 4 (list on separate sheet with target audience)
☒ Other than listed above: Social media, Google Adwords, Trade Show sponsorships (list on separate sheet with target audience)

11. How many people do you expect to attend? 140,000 in FY19-20
12. Of this number, how many are tourists? 56,000 (40%) (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☐ Web page inquires - estimated inquires per month _____
 - ☒ Phone call inquiries - estimated phone calls per month 50 sales calls to clients per month
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☒ Event ticket sales - estimated tickets sold per event 6,500 sold per ticketed event (15 events)
 - ☒ Event registration - estimated registrants per event over 1,186 registrants per event (46 events)
 - ☒ Hotel sales - estimated sales per event/per month 833 contracted rooms per month (10,000/yr)
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: We survey at select sporting events depending on the event owner's needs.
We estimate another 55,500 in non-ticketed event attendance.
- ✓ 14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
In FY17-18, 14 of our events contracted rooms in unincorporated Lexington County hotels. Those events contracted 1,449 room nights in unincorporated Lexington County hotels. Hotels include: Doubletree, Aloft Harbison, Clarion Inn Airport, Courtyard by Marriott, and Tru by Hilton Harbison. We are projecting 2,000 room nights in FY18-19.
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project \$ 413,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 20,000
 - c. This request equals what percent of the total Project/Event Budget? 4.8 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Print ads - \$8,000; website - \$2,000; trade-shows - \$8,000; promotional materials - \$2,000
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year FY18-19, amount \$21,024, source Lexington County, and purpose: 2018-19 Regional Sports Marketing Campaign
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
- b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the event/project versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the event/project
- e. Overall description of how the event/project attracts and promotes tourists to the area and specifically, how the Accommodations Tax Funds were used to accomplish this
- f. Additional comments: Please see the attached documentation for project description.

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Scott Powers

Print Name

Scott Powers

Signature

Executive Director

Title

1-3-19

Date

EXPERIENCE COLUMBIA SC SPORTS ATTACHMENT

10. ADVERTISING SOURCES

- **Magazine ads** – We plan to purchase full-page, four-color ads in the following travel industry publications: four (4) in SportsEvents magazine, four (4) in Sports Destinations Management magazine, one (1) in The Sports Planning Guide and five (5) in Rowing Magazine. Fourteen (14) total ads. All magazines are nationally distributed in the sports travel community except for Rowing magazine, which is the leading rowing publication in the nation and is distributed to all US Rowing members.
- **Websites** – In addition to our main website (www.columbiascsports.com), we plan to advertise on the following websites: www.sportsdestinations.com, www.sportseventsmagazine.com, www.sportsplanningguide.com, www.rowingnews.com. The target audience for Sports Destinations Management, Sports Planning Guide and SportsEvents is sports event-owners / decision makers. The target audience for Rowing News is collegiate and scholastic rowing coaches who determine sites for winter or spring training.
- **Other** – We purchase TV commercials during the high school football and basketball state championship which are played in Columbia. Those ads reach a statewide audience on Sinclair Broadcasting stations. We purchase a weekly sports radio segment on WGCV that is broadcast live across Columbia as well as on the Internet. We also selectively sponsor sports travel industry trades shows such as the NASC Symposium, SPORTS: The Relationship Conference, the AAU Convention, US Rowing National Convention, US Sports Congress and the TEAMS Conference where we are guaranteed to meet face-to-face with over 40 sports-event owners/directors.

19. PROJECT DESCRIPTION

A. GENERAL DESCRIPTION:

Experience Columbia SC Sports is committed to serving as the central clearinghouse for information regarding the sponsorship, promotion and hosting of sporting events, facilities and associations in Lexington and Richland Counties as well as the City of Columbia.

The mission of the Experience Columbia SC Sports is to strengthen the area's economy by marketing and selling the Columbia, SC region (City of Columbia, Lexington County, Richland County) as a premier destination for sporting events, partnering with local sports organizations to grow and develop existing events, and by recruiting new events which provide an economic benefit to the region by generating room nights, food and beverage sales, and associated tax revenues.

We have been successful in attracting new and unique sporting events to the region since our inception in 2002 using limited funds. Added funding is needed to enhance our current sales and marketing efforts used to recruit regional and national sports events to our community. The 2018-2019 Regional Sports Marketing Campaign supports our goal by directly marketing to events rights holders and sports governing bodies through tradeshow participation, direct mail of collateral pieces and advertising in several national trade publications. This direct marketing effort creates awareness and communicates the advantages of our community's sports products and facilities; allowing us to recruit more events, resulting in increased room nights for our area hotel properties and economic benefit for our entire region.

B. STATE THE BENEFIT THAT THIS PROJECT WILL SERVE TOWARD PROMOTING TOURISM AND THE LEXINGTON COUNTY COMMUNITY:

Spectators, athletes and their support groups all utilize the same services used by other kinds of tourists: accommodations, transport services, food and beverage services, retail businesses and attractions. However, sports events have the ability to spread the use of these services into off-peak periods, such as the summer and winter months, when occupancy rates and consumer consumptions tend to go down. Since Experience Columbia SC Sports was established and started receiving funding

from Lexington County, Richland County and the City of Columbia; we have discovered new events that had never considered our community for their activities or events. Events like recruiting collegiate rowing teams to train during the winter and spring at the rowing facility on the Broad River or convincing NXT Events to host their 2016 and 2018 South Carolina Shootout Lacrosse Championships at the Fields at Saluda Shoals Complex or winning bids to host events like the 2016 US Quidditch National Cup or the 2017 US Boomerang Nationals. We are also looking to host a Flag Football Tournament at the Swansea Sports Complex and a new International Slow Pitch Softball tournament at Oak Grove, Pine Grove and Howard Park complexes in 2020.

The staging of sports events has the potential to raise the profile of the community through the coverage of the event. The marketing of these events also presents many opportunities for the community to showcase its assets and attractions on a regional & national level to other potential visitors and investors. Events enhance the quality of life for local residents by providing year-round recreational alternatives, but can also be used as a tool for economic and other development purposes. As events attract more visitors to the community, the market demand for lodging, restaurants, retail stores and entertainment venues also increases. The economic impact of playing host to these sporting events is endless and benefits the community by showing our region as a destination for hosting successful regional and nation events.

C. TOTAL ATTENDANCE TO THE PROJECT VS. TOTAL TOURISTS IN ATTENDANCE:

Experience Columbia SC Sports tracks the number of hotel room nights for each of our events. Our goal is to book or assist with booking 10,000 contracted hotel room nights to the region during FY 2019-20 from sporting events. $10,000 \text{ room nights} / 2.0 \text{ nights} \times 3.0 \text{ tourists per room} = \underline{15,000}$ overnight tourists in FY2019-20. Based on research (ticket sales, event owner surveys, event registrations) with our events, an additional estimated 40,000 out-of-town tourists drive in and do not stay in hotels rooms. We are projecting 140,000 total attendance for FY2019-2020, of which 56,000 (40%) are tourists.

D. ECONOMIC IMPACT GENERATED BY TOURISM TO THE EVENT/PROJECT:

With our goals to 10,000 contracted room nights along with our projection of 40,000 non-overnight tourists, we estimate we will generate an estimated economic impact of **\$10,000,000** in 2019-20. Our direct economic impact in FY17-18 was \$8,634,614 and in FY16-17 it was \$9,932,380.

E. OVERALL DESCRIPTION OF HOW THE EVENT/PROJECT ATTRACTS AND PROMOTES TOURISTS TO THE AREA AND SPECIFICALLY HOW THE ACCOMMODATIONS TAX FUNDS WERE USED TO ACCOMPLISH THIS:

We use Lexington County Accommodations Tax funds to specifically market directly to national, regional or state-wide sporting event owners or national governing bodies that control where certain major sporting events are held. We promote the region and our sports facilities as potential hosts to these decision makers. We target them with attractive ads in sports-travel industry publications, we meet with them in person at national trade shows and we send out promotional materials, visitor guides and facilities guides that showcase our hotels, sports facilities, restaurants, attractions, etc. We use the accommodations tax funds to purchase advertising space, create promotional materials and travel to national trade shows.

F. ADDITIONAL COMMENTS:

In **FY2017-18**, we estimate our sales efforts booked or assisted sports events in unincorporated Lexington County that contracted 1,119 hotel room nights, attracting **6,597 tourists** and generating an estimated economic impact of **\$1,027,519**. A great return on Lexington County's investment!

Experience Columbia SC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
903 - Experience Columbia SC (Sports)
From 12/1/2018 Through 12/31/2018

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% Remain</u>
Revenue						
Grant Revenue						
4001 Richland County - Accom Tax	0.00	0.00	36,250.00	25,000.00	(25,000.00)	(100.00)%
4005 Town of Lexington - Accom Tax	0.00	3,000.00	3,000.00	3,000.00	0.00	0.00%
4006 Lexington County - Accom Tax	0.00	15,768.00	21,024.00	20,000.00	(4,232.00)	(21.16)%
4020 City of Columbia - Hospitality Tax	0.00	20,000.00	80,000.00	78,000.00	(58,000.00)	(74.36)%
4021 Richland County - Hospitality Tax	0.00	9,062.50	23,000.00	42,000.00	(32,937.50)	(78.42)%
Total Grant Revenue	0.00	47,830.50	163,274.00	168,000.00	(120,169.50)	(71.53)%
Program Revenue						
4101 Miss SC Pageant	0.00	0.00	75,000.00	75,000.00	(75,000.00)	(100.00)%
Total Program Revenue	0.00	0.00	75,000.00	75,000.00	(75,000.00)	(100.00)%
Other Income						
4425 National Collegiate Marching Band Revenue	0.00	64,850.00	0.00	0.00	64,850.00	0.00%
4430 Special Event Marketing	0.00	46,900.00	0.00	0.00	46,900.00	0.00%
Total Other Income	0.00	111,750.00	0.00	0.00	111,750.00	0.00%
Total Revenue	0.00	159,580.50	238,274.00	243,000.00	(83,419.50)	(34.33)%
Total Revenue	0.00	159,580.50	238,274.00	243,000.00	(83,419.50)	(34.33)%
Transfers In						
4602 Transferred in from DM	0.00	50,000.00	150,000.00	150,000.00	(100,000.00)	(66.67)%
Total Transfers In	0.00	50,000.00	150,000.00	150,000.00	(100,000.00)	(66.67)%
Expenditures						
Personnel Expenses						
5002 Salaries - FT Sales & Marketing	0.00	42,303.87	121,569.00	115,151.00	72,847.13	63.26%
5040 Personnel Contingency	0.00	0.00	3,647.00	3,455.00	3,455.00	100.00%
5050 Payroll Tax Expense	0.00	3,683.61	9,725.00	9,488.00	5,804.39	61.18%
5055 Retirement - 401k	376.06	2,438.82	4,863.00	4,744.00	2,305.18	48.59%
5060 Health Insurance	1,253.64	8,768.24	16,488.00	14,966.00	6,197.76	41.41%
5061 Dental Insurance	0.00	499.68	1,099.00	1,064.00	564.32	53.04%
5062 Life & Disability Insurance	151.95	898.35	1,932.00	1,664.00	765.65	46.01%
5070 Workers Compensation	0.00	492.75	1,140.00	1,140.00	647.25	56.78%
5071 Unemployment Insurance	0.00	0.00	200.00	200.00	200.00	100.00%
5075 Incentives	0.00	4,655.00	17,600.00	17,600.00	12,945.00	73.55%
5076 Auto Allowance	0.00	1,661.58	4,800.00	4,800.00	3,138.42	65.38%
Total Personnel Expenses	1,781.65	65,401.90	183,063.00	174,272.00	108,870.10	62.47%
Professional Fees						
5086 Professional Service Fees	0.00	0.00	0.00	678.00	678.00	100.00%
Total Professional Fees	0.00	0.00	0.00	678.00	678.00	100.00%
Program Expenses						
5100 Client Recruitment & Entertainment	7,336.25	8,584.22	20,000.00	25,000.00	16,415.78	65.66%
5111 Convention Recruitment Fund	2,500.00	10,938.02	25,318.00	35,000.00	24,061.98	68.75%
5112 Partner & Community Relations	0.00	1,607.30	4,000.00	7,500.00	5,892.70	78.57%
Total Program Expenses	9,836.25	21,129.54	49,318.00	67,500.00	46,370.46	68.70%
Marketing, Advertising & Publications						
5200 Marketing & Advertising	4,705.00	55,729.88	60,024.00	73,395.00	17,665.12	24.07%
Total Marketing, Advertising & Publications	4,705.00	55,729.88	60,024.00	73,395.00	17,665.12	24.07%
Occupancy Expense						
5300 Office Space Rental	669.38	4,016.28	8,033.00	6,426.00	2,409.72	37.50%
Total Occupancy Expense	669.38	4,016.28	8,033.00	6,426.00	2,409.72	37.50%
Operating Expenses						
5313 Telephone	0.00	241.44	920.00	920.00	678.56	73.76%
5327 Website Enhancements	170.00	33,720.00	17,250.00	8,400.00	(25,320.00)	(301.43)%
5334 Tradeshows	0.00	9,348.41	14,075.00	17,024.00	7,675.59	45.09%
5335 Tradeshow/Event Sponsorship	0.00	12,595.00	14,695.00	0.00	(12,595.00)	0.00%
5342 Office Supplies	0.00	0.00	1,011.00	1,256.00	1,256.00	100.00%
Total Operating Expenses	170.00	55,904.85	47,951.00	27,600.00	(28,304.85)	(102.55)%

Experience Columbia SC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
903 - Experience Columbia SC (Sports)
From 12/1/2018 Through 12/31/2018

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% Remain</u>
Other Operating Expenses						
5415 Parking	100.00	600.00	1,200.00	1,200.00	600.00	50.00%
5416 Membership Dues & Subscriptions	795.00	2,295.00	2,300.00	3,000.00	705.00	23.50%
5425 Promotional Materials	1,203.19	4,739.33	8,000.00	12,500.00	7,760.67	62.09%
5426 Collateral Materials	0.00	0.00	3,500.00	3,529.00	3,529.00	100.00%
5427 Employee Travel, Meals & Accomodations	0.00	5,762.93	21,385.00	20,500.00	14,737.07	71.89%
5430 Employee Training	0.00	499.00	3,500.00	2,400.00	1,901.00	79.21%
5450 Miscellaneous Expense	0.00	9.00	0.00	0.00	(9.00)	0.00%
5525 National Collegiate Marching Band Expense	1,028.85	150,836.04	0.00	0.00	(150,836.04)	0.00%
Total Other Operating Expenses	<u>3,127.04</u>	<u>164,741.30</u>	<u>39,885.00</u>	<u>43,129.00</u>	<u>(121,612.30)</u>	<u>(281.97)%</u>
Total Expenditures	<u>20,289.32</u>	<u>366,923.75</u>	<u>388,274.00</u>	<u>393,000.00</u>	<u>26,076.25</u>	<u>6.64%</u>
Total Expenditures	<u>20,289.32</u>	<u>366,923.75</u>	<u>388,274.00</u>	<u>393,000.00</u>	<u>26,076.25</u>	<u>6.64%</u>
Net Revenue Over Expenditures	<u>(20,289.32)</u>	<u>(207,343.25)</u>	<u>(150,000.00)</u>	<u>(150,000.00)</u>	<u>(57,343.25)</u>	<u>38.23%</u>
Net Revenue Over Expenditures (After Transfers)	<u>(20,289.32)</u>	<u>(157,343.25)</u>	<u>0.00</u>	<u>0.00</u>	<u>(157,343.25)</u>	<u>0.00%</u>



Commissioners

William H. Harmon, Chairman
Bruce P. Loveless, Vice-Chairman
Timothy W. Stewart, Secretary
John A. Sowards
Gary A. Boyd

Executive Director

Mark A. Smyers

ICRC Administration

5605 Bush River Road
Columbia, SC 29212
(803) 772-1228

Crooked Creek Park

1098 Old Lexington Hwy.
Chapin, SC 29036
(803) 345-6181

Melvin Park

370A Eptings Camp Rd
Chapin, SC 29036
(803) 345-8113

Michael J. and

Mary Meech Mungo Park

2121 Lake Murray Boulevard
Columbia, SC 29212
(803) 772-3336

Saluda Shoals Park

5605 Bush River Road
Columbia, SC 29212
(803) 772-1228

Seven Oaks Park

200 Leisure Lane
Columbia, SC 29210
(803) 772-3336

January 3, 2019

Ms. Judy Busbee
Assistant Clerk to Council
Lexington County Council
212 South Lake Dr., Ste.601
Lexington, SC 29072

Dear Ms. Busbee,

On behalf of the Irmo Chapin Recreation Commission, we would like to submit this application for the 2019-2020 Accommodations Tax Fund. This submission requests funding for tourism related expenditures for the **ICRC Sports Tourism** program.

We are very grateful for the past support we have received and appreciate your consideration of this request. Please contact me at (803) 213-2006 or msmyers@icrc.net if you have any questions or need additional information.

Sincerely,

Mark A. Smyers
Executive Director



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: ICRC Sports Tourism

2. Sponsoring Organization: Irmo Chapin Recreation Commission

Mailing Address: 5605 Bush River Road, Columbia, SC 29212

3. Event/Project Director:

Name Mark A. Smyers Title Executive Director

Telephone 803-772-1228 Alternate Telephone 803- 213-2006

Fax Number 803-772-6865

Email msmyers@icrc.net

4. Event Website: www.icrc.net

5. Event/Project Category (*Check One*):

☐ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☒ Tourism Related Expenditures: Marketing, Advertising, and Tournament Packages

6. Project Timeline: Beginning date 07/01/2019 End date 06/30/2020

7. Location of Project/Event: Crooked Creek Park, Melvin Park, Michael J. & Mary Meech Mungo Park, Saluda Shoals Park, Seven Oaks Park

8. Number of employees: #Full-time 65 #Part-time 300

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☐ Rack Cards - # distributed _____

☒ Brochures - # distributed 1,000

☐ Posters - # distributed _____

☒ Magazine Ads - # ads 4 (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 3 (list on separate sheet with target audience)

☒ Other than listed above: Trade Shows (3) for sports tournament organizations (list on separate sheet with target audience)

11. How many people do you expect to attend? 174,111

12. Of this number, how many are tourists? 36,564 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].

13. List the methods used to track tourists:

- ☒ Web page inquires - estimated inquires per month 10
- ☒ Phone call inquiries - estimated phone calls per month 20
- ☒ Brochure mailings - estimated brochures mailed per month 10
- ☐ Event ticket sales - estimated tickets sold per event _____
- ☒ Event registration - estimated registrants per event 660
- ☐ Hotel sales - estimated sales per event/per month _____
- ☐ License plates - estimated count per event _____
- ☒ Surveys - estimated number of responses per survey 260
- ☐ Other than listed: _____

✓ 14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:

A housing bureau will track hotel bookings for events and ICRC receives reports from hotels for tournament. ICRC estimates 2,000 bookings for the fiscal year 2019-2020 fiscal year. Unincorporated hotels in proximity to facilities include: Baymont by Windham Northwest, DoubleTree by Hilton, Wingate by Windham, and Country Inn & Suites.

15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No

16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

- a. Estimated total cost of Project: \$ 270,355
- b. Amount of Accommodations Funds requested for this Project: \$ 30,000
- c. This request equals what percent of the total Project/Event Budget: 11 %
- d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Tournament Rights Fees \$15,000, Print Advertising \$7,500, Digital Advertising \$6,000, Trade Show Advertising \$1,500

17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No

a. If yes, state year 2018-2019, amount \$ 20,000, source Lexington Co. A Tax, and purpose: ICRC Sports Tourism

b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No

c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Special Purpose District

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
c. Total attendance to the event/project versus the number of total tourists in attendance
d. Economic impact generated by tourism to the event/project
e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
f. Additional comments: _____

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Mark Smyers
Print Name

[Signature]
Signature

Executive Director
Title

1/2/2019
Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: Irmo Chapin Recreation Commission

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Accommodations Tax	\$20,000	\$20,000	\$30,000
Admissions	\$60,237	\$26,748	\$61,500
Facility Rental/Registration	\$64,902	\$13,610	\$77,455
Concessions	\$66,633	\$23,099	\$76,400
Special Events	\$24,555	\$15,620	\$25,000
TOTAL	\$236,327	\$99,077	\$270,355

FY 2019/20 Lexington County Accommodations Tax Funding



**County of Lexington
Accommodations Tax Fund
FY 2019/20 FINAL REPORT**
(SUBMIT BY END OF FISCAL YEAR WITH FINAL INVOICE)

I. PROJECT INFORMATION:

Organization Name: _____

Project/Event Name: _____

Contact Name: _____ Phone: _____

II. PROJECT COMPLETION:

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.):

_____**IV. PROJECT ATTENDANCE:**

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Event/Project		
Amount Funded by the Lexington County Accommodations Tax Fund		
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance		
Total Tourists*		

Tourists are generally defined as those who travel 50 miles or more to attend.*V. METHODS:**Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.): _____
_____**VI. PROJECT BUDGET:**

Attach a report indicating what project expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

Print Name_____
Title_____
Signature_____
Date

FY 2019/20 Lexington County Accommodations Tax Funding

ICRC Sports Tourism

#10. Advertising Sources

Magazines:

- Sports Travel Magazine (national monthly publication) – Two (2) ads per year
- Sports Events Magazine (national monthly publication) – Two (2) ads per year
- Sports Destination Management Magazine (national monthly publication) – Two (2) ads per year

Websites:

- Gameday Sports – www.gamedayusssa.com (regional audience – NC, GA, SC)
- Sports Planning Guide – www.sportsplanningguide.com (national audience)
- Sports Destination Management - www.sportsdestinations.com (national audience)
- Discover SC/ SC Sports Alliance – www.discoversouthcarolina.com/sports-alliance (national audience)

Trade Shows:

- Connect Sports Marketplace – Tournament Event Owners/Right Holders
- SPORTS “The Relationship Conference” – Tournament Event Owners/Right Holders
- TEAMS Conference – Tournament Event Owners/Right Holders

ICRC Sports Tourism Narrative Report

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Law:

a. General description.

Funding from the Lexington County Accommodations Tax Fund will be used to support efforts to secure a minimum of 55 sporting events and/or tournaments in the 2019-20 year.

The Irmo Chapin Recreation Commission (ICRC), established in 1969, exists to enhance the quality of life for people in the Midlands through the development of recreation programs that promote a lifestyle of wellness, physical activities and cultural experiences for all ages. ICRC has earned a reputation for program and facility excellence that has attracted participants from throughout the Midlands and across the State. Our well-maintained, five-park system is built to support modern competition and rewards fans with a fun, memorable getaway in an amenity-packed area.

With athletic venues at Crooked Creek Park (Chapin), Melvin Park (Chapin), Mungo Park (Irmo-St. Andrews area), Saluda Shoals Park (St. Andrews area), and Seven Oaks Park (St. Andrews area). ICRC will be able to host a minimum of 55 sporting events in the 2019-20 year. Tournaments and events include:

- Travel Baseball/Softball Tournaments (35 tournaments)
- 20 additional sporting events (races, runs, lacrosse, rugby, soccer, quidditch)

Crooked Creek Park

Crooked Creek is a thriving park in the heart of Lake Murray country. Its six baseball diamonds and four multi-use fields make it well suited for baseball, soccer, lacrosse and rugby tournaments. The park also includes six tennis courts for competition play or clinics.

Melvin Park

Melvin Park is located less than one mile from Crooked Creek Park and features six baseball diamonds, two multi-use fields, and eight tennis courts. Guests can explore the 70-acre park, which includes a refreshing splash pad.

Michael J. & Mary Meech Mungo Park

Michael J. & Mary Meech Mungo Park is the former Rawls Creek Golf opened in May 2018. The park features miles of trails and greenspace that makes it a great site for cross country races.

Seven Oaks Park

Seven Oaks is one of the Midlands' premier baseball venues. The park features six baseball diamonds, three multi-use fields and two gymnasiums, which allows for indoor competitions including cheerleading, karate, and basketball.

Saluda Shoals Park

With six multi-use fields (football, soccer, lacrosse) as well as a 10- court tennis complex, Saluda Shoals Park is ideal for both tournaments and run/walk events. The athletic complex has easy access to 10-miles of paved and unpaved trails, canoeing, kayaking, tubing, Saluda Splash and more at this 480-acre riverfront park.

b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community.

“Estimated visitor spending associated with sports events was \$10.47 billion in 2016”- NASC Sports Tourism -2017 State of the Industry Report

In 2019-2020, ICRC plans to host a minimum of 55 sporting events at ICRC facilities in Lexington County. These events will bring an estimated 174,111 people to Lexington County from throughout SC and the United States. The events planned through June 2020 are 35 baseball/softball events and 20 events that include lacrosse, runs, and non-traditional sporting events.

These sporting events also impact Lexington County by building community commitment, creating jobs and promoting other tourist attractions in the Midlands including Lake Murray, Riverbanks Zoo, area museums and historic sites. Clusters of recreational facilities and attractions offer a critical mass that is not present when facilities are widely scattered. As this critical mass becomes greater, people will travel from a wider geographical area to visit them, visitors will stay longer in the area, and they will spend more dollars.

c. Total attendance at the event/project vs. the number of total tourists in attendance.

Total Attendance:	174,111
Overnight Tourist:	22,634 (13%)
Day Tourist:	13,930 (8%)

(Based on 21% from outside the 50 miles radius 36,564.)

d. Economic impact generated by tourism to the event/project

Total Economic Impact:	\$6,840,882
Overnight & Day Tourist Economic Impact:	\$1,436,585

(Note: Information was determined using the DMAI Event Impact Calendar in partnership with the Columbia Regional Sports Council.)

e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this.

Funds will be used to market, advertise and create tournament packages including Rights Fees promoting ICRC tournament facilities and Lexington County amenities. Ads will be placed in national sports publications and on websites. Staff will promote facilities at national trade show events and in one-on-one meetings. A brochure highlighting the region and ICRC sports facilities will be distributed at trade shows. Tournament packages will be developed targeting national, regional and statewide sporting event planners.

f. Additional comments:

ICRC is excited to expand into the sports tourism market and further contribute to the growth of tourism in Lexington County. Funding from the Lexington County Accommodations Tax will help us develop new markets, engage new partners and bring exciting new events to the Lake Murray area.



County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: Lexington County Tennis Tournaments

2. Sponsoring Organization: Lexington County Recreation and Aging Commission

Mailing Address: 563 South Lake Drive, Lexington, SC 29072

3. Event/Project Director:

Name Randy Gibson Title Executive Director

Telephone (803) 359-9961 Alternate Telephone _____

Fax Number (803) 359-9092

Email rgibson@lcrac.com

4. Event Website: www.lcrac.com

5. Event/Project Category (Check One):

☐ Tourism, Advertising/Promotion - see #10 for advertising/promotion sources

☒ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date 07/01/2019 End date 06/30/2020

7. Location of Project/Event: see attached

8. Number of employees: #Full-time 9 #Part-time 16

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☐ Rack Cards - # distributed _____

☐ Brochures - # distributed _____

☐ Posters - # distributed _____

☐ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)

☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)

☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)

☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)

☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 2 (list on separate sheet with target audience)

☒ Other than listed above: see attached (list on separate sheet with target audience)

11. How many people do you expect to attend? 12,700

12. Of this number, how many are tourists? 6,830 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].

13. List the methods used to track tourists:

- ☐ Web page inquires - estimated inquires per month _____
- ☐ Phone call inquiries - estimated phone calls per month _____
- ☐ Brochure mailings - estimated brochures mailed per month _____
- ☐ Event ticket sales - estimated tickets sold per event _____
- ☐ Event registration - estimated registrants per event _____
- ☐ Hotel sales - estimated sales per event/per month _____
- ☐ License plates - estimated count per event _____
- ☐ Surveys - estimated number of responses per survey _____
- ☒ Other than listed: see attached

✓ 14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:

see attached

15. Please indicate you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976? ☒ Yes ☐ No

16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**

- a. Estimated total cost of Project: \$ 78,500.00
- b. Amount of Accommodations Funds requested for this Project: \$ 20,000.00
- c. This request equals what percent of the total Project/Event Budget: 25.48 %
- d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. _____

17. Has your project or organization previously received Accommodations Tax Funds?

☒ Yes ☐ No

a. If yes, state year 2019, amount \$ 25,000.00, source Lexington County, and purpose: Host regional and national tennis tournaments.

b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?

☒ Yes ☐ No

c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☒ Other: Special Purpose District

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

see attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

BANDY H. GIBSON

Print Name

EXEC DIR

Title

Bandy H. Gibson

Signature

01-03-19

Date

County of Lexington
Accommodations Tax Fund
FY 2019/2020 Application

7. Locations of Project are 425 Oak Drive, Lexington, SC 29072 and 1120 Fort Congaree Trail, Cayce, SC 29033.

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

We advertise our Preferred Hotels on the following websites.

LCTC – www.lexingtoncountytennis.com

USTA – www.usta.com when a tournament is scheduled hotels are posted.

International Tennis Federation (ITF) – www.itftennis.com when a tournament is scheduled hotels are posted.

United States Tennis Association (USTA) – It is mandatory that all players entering in to a sanctioned tennis tournament most go through the USTA website to enter. General information about the tournament and accommodations are posted. The USTA covers 17 sections which is the United States.

Visit Lexington County Recreation and Aging Commission (LCRAC) www.lcrac.com website, where we average approximately 9,950 hits a month.

For special tournaments the national office of the United States Tennis Association (USTA) sends tournament information to the Southern Section which includes South Carolina, North Carolina, Georgia, Alabama, Arkansas, Kentucky, Louisiana, Mississippi and Tennessee. The Southern Section sends out the information to the State League Coordinators and the State League Coordinators then send to all Community Tennis Associations (CTA) such as the Lexington Area Tennis Association (LATA). Each CTA has local leagues in which teams play for a chance to compete in the State playoffs. The winners from Sectionals will go to the National Championships in the fall. Through this network thousands are reached outside the state of South Carolina.

13. List the methods used to track tourists:

LCRAC has implemented a tracking process with our Preferred Hotels. The Director of Sales submits a monthly room night pick up form. We are not capturing all of the room nights that our tournaments produce, so we base our numbers on the reports that the hotels submit to us.

14. Hotels:

Unincorporated:

Wingate	108
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County of Lexington
Accommodations Tax Fund
FY 2019/20 FINAL REPORT
(SUBMIT BY END OF FISCAL YEAR WITH FINAL INVOICE)

I. PROJECT INFORMATION:Organization Name: Lexington County Recreation and Aging CommissionProject/Event Name: Lexington County Tennis TournamentsContact Name: Randy Gibson Phone: (803) 359-9961**II. PROJECT COMPLETION:**

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.):

Please see "Benefits to Tourism and Community" in Application**IV. PROJECT ATTENDANCE:**

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Event/Project	\$78,500.00	\$89,700.00
Amount Funded by the Lexington County Accommodations Tax Fund	\$20,000.00	\$25,000.00
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance	12,700	14,500
Total Tourists*	6,830	7,800

Tourists are generally defined as those who travel 50 miles or more to attend.*V. METHODS:**

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.):

Estimates based on tournament registrations and hotel rooms booked.**VI. PROJECT BUDGET:**

Attach a report indicating what project expenses were paid for using the Lexington County Accommodations Tax Funds for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

RANDY H. GIBSON

Print Name

Randy H. Gibson

Signature

EXEC DIR

Title

01-03-19

Date

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: Lexington County Recreation and Aging Commission

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Accommodations Tax Request			\$20,000.00
Corporate Sponsors			\$15,000.00
Merchandise & Concession			\$5,100.00
Entry Fee			\$38,400.00
TOTAL			\$78,500.00

FY 2019/20 Lexington County Accommodations Tax Funding

A. General Description:

The Lexington County Recreation and Aging Commission's two tennis facilities, the Lexington County Tennis Complex and the Cayce Tennis and Fitness Center, include forty-four lighted seventy-eight foot hard courts and seven thirty-six foot courts designed to provide first class tennis opportunities for county residents of all ages and tourists generating events.

The Lexington County Tennis Complex has been named and awarded the 2004 Municipal Facility of the year by "Racquet Sports Industry Magazine", along with formally being named the Professional Tennis Registry Facility of the year 2002, the United States Tennis Association Southern Section: USA League Tennis Facility of the Year 2003, and United States Tennis Association: Outstanding National Public Facility of the Year 2003.

The Cayce Tennis and Fitness Center has been awarded the 2013 Featured Facility Award for Outstanding Public Facility and Southern Member Facility of the Year by the USTA along with being named the 2013 Professional Tennis Registry Public Facility of the Year. The Lexington County Recreation and Aging Commission has also been named the Parks and Recreation Agency of the Year by the "Tennis Industry Magazine".

The Lexington County Tennis facilities will be hosting over 28 major tennis events that will draw revenue and people to Lexington County and the midlands.

B. Benefit to Tourism and Community:

The Lexington County Recreation and Aging Commission feels the Lexington County Tennis Complexes have the potential to generate growth of tourism in Lexington County even greater than its softball tournaments have experienced.

The 2019 calendar of tournaments and events scheduled for the Lexington County Tennis facilities include: USTA South Carolina Officials Clinic, Lexington County Junior Open, Rising Star Junior Tournaments, Youth Progression 10U Tournaments, City of Cayce Serves Charity Tournament, PTR 10U, 11-7 and Adult Workshops and Certifications, LATA Spring City Playoffs, South Atlantic Championships, the Big East Conference Championships, "Love For A Cure" Adult Championships, South Carolina Junior Open UTR Hard Courts Championships, South Carolina Boys JV Championships, South Carolina High School Boys' Singles and Team Championships, Boys and Girls Southern 10's, Cayce Tennis and Fitness Center Junior Challenger, Palmetto Tennis Classic, Lexington County Junior Challenger, USTA/ITF South Carolina Junior Championships, Airport High School Foundation Tournament, South Carolina Girls JV Championships, and the South Carolina High School Girls' Singles and Team Championships.

C. Attendance Numbers:

Some of the major tennis tournaments projected to generate the most economic impact for Lexington County are the Big East Conference Championships, the new South Atlantic Conference Championships, USTA Tennis Boys and Girls Southern 10's East, the International Tennis Federation (ITF) South Carolina Junior Championships, the South Carolina Junior Open UTR Hard Courts Championships, and the Youth 10U Progression Tournaments.

The Big East Conference Championships will have 10 women teams and 8 men teams, each team has 8 to 10 players plus coaches and trainer. All these teams are from the North East. We are expecting over 200 participants.

The USTA Tennis Boys and Girls Southern 10's East will feature 64 boys and 64 girls tennis players ages 10 and under from South Carolina, North Carolina and Georgia. Cayce Tennis and Fitness Center hosted the tournament in 2018 with 114 of the 128 participants traveling from outside the state of South Carolina.

The International Tennis Federation South Carolina Junior Championships will feature the top 64 boys' and 64 girls' tennis players' ages 13 to 18 in the world, including but not limited to South America, Australia, Asia and Europe, competing for world rankings. The tournament also requires a qualifying tournament with an estimated 128 players worldwide.

The combined impact from the ITF Sanctioned South Carolina Tournament will generate approximately 400 to 500 room nights in Lexington County. An estimated of 240 participants along with their coaches, academies members, families, college coaches and spectators will visit the Lexington County Tennis Complex facility

The 2019 South Carolina Junior Open UTR Hard Courts Championships will have approximately 280 participants from the Southern states. This is a new tournament that will attract players from the Southern States with the new regional UTR Southern Verify format.

D. Economic Impact:

The Cayce Tennis and Fitness Center and the Lexington County Tennis Complex provides recreational opportunities for Lexington County residents along with promoting the sport of tennis locally by providing tennis after school programs, summer camps, Paydays, Junior Team Tennis, adult socials and adult leagues for all levels. The combined scheduled events at the tennis facilities drawing an estimated 3,800-4,000 participants and spectators requiring over 2,200 room nights will provide a direct economic impact to Lexington County of \$475,000. Based on the accepted multiplier rate of 3 – 5 and in an effort to be conservative in our estimates we have chosen the multiplier rate of 3 for the calculation of the economic impact to Lexington County of \$1,425,000.

E. Use of Accommodation Tax Funds:

The Lexington County Recreation and Aging Commission requests accommodation tax funding to host quality tennis tournaments and events that highlight the quality of life in Lexington County along with providing economic benefits to the tax payers of Lexington County.



1235 Columbia Avenue, Irmo, South Carolina 29063 | T: (803) 749 9355 | CEO@GreaterIrmoChamber.com

January 2, 2019

Lexington County Council
212 South Lake Drive, Suite 601
Lexington, South Carolina 29072

RE: Accommodations Tax Request from the Greater Irmo Chamber of Commerce

Thank you for the opportunity once again to request Accommodations Tax funding for the fiscal year 2019-2020. The Greater Irmo Chamber of Commerce is pleased to operate the Greater Irmo Welcome and Visitor's Center to promote the Greater Irmo area and Lexington County. We have greatly enhanced our Visitor's Center with a new building and location. Additionally, we have rebranded the Chamber and we have enhanced our website with countywide content, enhanced our social media and our staff is dedicated to continuing the promotion of the Greater Irmo area and Lexington County as an attractive place to visit, raise families and do business.

Enclosed you will find our completed application with all the necessary documentation as requested. I look forward to meeting with you soon and I thank you for your continued support for our Accommodations Tax funding request. I hope each and every one of you has a prosperous New Year!

Sincerely,

Kerry Powers
President & CEO
Greater Irmo Chamber of Commerce

Growing a Stronger Business Community

GreaterIrmoChamber.com



County of Lexington
Accommodations Tax Fund
FY 2019/20

APPLICATION

1. Name of Project/Event: Greater irmo Chamber of Commerce-Shop Local Stay Local
2. Sponsoring Organization: Greater irmo Chamber of Commerce Welcome Center
Mailing Address: 1235 Columbia Ave., Irmo, SC 29063
3. Event/Project Director:
Name Kerry Powers Title President/CEO
Telephone 803-749-9355 Alternate Telephone 803-361-2212
Fax Number 803-732-7986
Email ceo@greaterirmochamber.com
4. Event Website: www.greaterirmochamber.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*
☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date July 1, 2019 End date June 30, 2020
7. Location of Project/Event: 1235 Columbia Ave., Irmo, SC 29063
8. Number of employees: #Full-time 2 #Part-time 2
9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No
10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:
☐ Rack Cards - # distributed _____
☒ Brochures - # distributed 5000
☐ Posters - # distributed _____
☐ Magazine Ads - # ads _____ (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 52 (list newspapers and distribution range on separate sheet)
☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)
☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)
☐ Billboards - # ads _____ (list number and location of billboards on separate sheet)
☒ Websites - # web pages other than primary website # 13 (list on separate sheet with target audience)
☒ Other than listed above: _____ (list on separate sheet with target audience)

10. Web pages on www.greaterirmochamber.com which target people outside of Lexington County

<u>Page Name</u>	<u>Target Audience</u>	<u>URL</u>
Contact Us	Visitors, Residents, Members	http://www.greaterirmochamber.com/contact-us
Events	Visitors, Residents, Members	http://www.greaterirmochamber.com/events
Festivals and Events	Visitors, Residents, Members	http://www.greaterirmochamber.com/festivals-and-events
Hotels	Visitors, Residents, Members	http://www.greaterirmochamber.com/hotels
Members	Visitors, Residents, Members	http://www.greaterirmochamber.com/members
Recreation	Visitors, Residents, Members	http://www.greaterirmochamber.com/recreation
Relocation Information	Visitors, Future Residents	http://www.greaterirmochamber.com/relocation-information
Restaurants	Visitors, Residents, Members	http://www.greaterirmochamber.com/restaurants
Visitor Information	Visitors	http://www.greaterirmochamber.com/visitor-information

Web sites referring to www.greaterirmochamber.com which target people outside of Lexington County

<u>Site Name</u>	<u>Target Audience</u>	<u>URL</u>
Coldwell Banker	Future Residents	http://www.coldwellbanker.com/real-estate/lexington-sc
Irmo Okra Strut	Visitors and Residents	http://www.irmochamber.com/irma-strut
Joan Lucius on Twitter	Personal Followers	http://twitter.com/joanlucius/status/2386116431888000
Joseph Strenk on LinkedIn	Regional Business Owners	http://www.linkedin.com/in/josephstrenk
Lake Murray Times	Visitors and Residents	http://www.lakemurraytimes.com/index.html
Lexington County Chronicle	Visitors and Residents	http://lexingtonchronicle.com/news/lexington-county-sc
Lexington County, SC	Visitors and Residents	http://www.lexingtonsc.gov/development-information/development
Midstate Chambers Coalition	Regional Business Owners	http://www.midstatechamberscoalition.com/lexington
Miss Greater Irmo Scholarship Pageant on Facebook	Regional Business Owners and Residents	http://www.facebook.com/missgreaterirmoscholarship
The State	Visitors and Residents	http://www.thestate.com/stories/sc/lexington-sc/2012/03/15/lexington-sc/2012/03/15
Welcome to Lake Murray	Visitors	http://www.lakemurray.com/lexington-sc

11. How many people do you expect to attend? N/A
12. Of this number, how many are tourists? N/A (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.") [SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 10,000
 - ☒ Phone call inquiries - estimated phone calls per month 200
 - ☒ Brochure mailings - estimated brochures mailed per month 30
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month 10 March 10 Sept
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☐ Other than listed: _____
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- see attached
15. Please indicate you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976? ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 32800
 - b. Amount of Accommodations Funds requested for this Project: \$ 20800
 - c. This request equals what percent of the total Project/Event Budget: 63.14 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. 4000 for tourisma d/maga z8800 for onli ne, 8800 for top ten web set
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year 18/19, amount \$ 20,000, source Lex County, and purpose: Shop Local Sta Local
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

✓ **Question 14:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:

From February through November of 2018, we put 30 visitors in hotels in our area.

The list of hotels included is as follows:

Courtyard by Marriott, 347 Zimalcrest Drive. Columbia, SC 29210

DoubleTree by the Hilton, 2100 Bush River Road, Columbia, SC 29210

Aloft Harbison Columbia, 217 Lanneau Court, Columbia, SC 29212

18. Type of Organization:

Please check one:

- ☐ County
- ☐ Municipal
- ☐ Non-profit Organization
- ☐ Community service club, church, etc.
- ☐ 501(c) 3
- ☒ Other: 501C6

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
- b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the event/project versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the event/project
- e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
- f. Additional comments:

see attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Kerry Powers

Print Name

Signature

President/CEO

Title

Date

Question 19: Project Description

a. General Description

The Greater Irmo Chamber Welcome and Visitor's Center is located conveniently off 1-26 approximately one half mile from the interstate and is just off the main route to the Lake Murray Dam. In July 2015, The Greater Irmo Chamber purchased a new facility on Columbia Avenue in the heart of Irmo, right across from Irmo Town Park. Our project for 2019/2020 is to continue to enhance the functionality of our Welcome Center, which will include a continuation of our campaign to encourage visitors to shop, stay and eat locally.

b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community

The Greater Irmo Chamber Welcome and Visitor's Center will continue to assist in promoting tourism to our area by maintaining the Welcome Center, employing a Welcome Center Coordinator, maintaining up to date content on our website and social media for tourists and visitor's to access. We are available by phone and email to assist visitors to the area.

c. Total attendance to the event/project versus the number of total tourists in attendance

We receive approximately 200 phone calls per month from potential visitors to the area. We maintain a close relationship with the Town of Irmo and we field most of their calls from potential visitors. We receive approximately 10,000 hits to our website each month and we mail out an average of 30 relocation packages each month.

d. Economic impact generated by tourism to the event/project:

The Greater Irmo Chamber is one of the first places visitors/tourists contact when coming to visit the Irmo area and Lake Murray. We are able to direct them to our hotels, restaurants and other activities here in our area and throughout Lexington County to keep those tourist dollars in our County.

e. Overall description of how event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Fund were used to accomplish this.

The \$20,800 requested by the Greater Irmo Chamber Welcome and Visitor's Center will be used to continue our campaign to encourage people visiting the area to shop, stay and eat in Lexington County.



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: Greater Irmo Chamber of Commerce

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Lexington County	15000	10000	20000
Membership Dues	124898	49150	125000
Project Income	100858	41580	100000
Other Income	16526	16527	40000
Town of Irmo	16658	0	0
TOTAL	273940	117257	285000

FY 2019/20 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2019/20

EXPENDITURES

Organization Name: Greater Irmo Chamber of Commerce

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Accounting Fees	7330	3080	7000
Advertising	15885	1019	16000
Bank Charges	3594	807	2500
Compensation	121380	50150	122300
Chamber Dues	1621	558	1700
Copier	7830	2816	6760
Donations	250	0	250
IT	3210	570	3300
Janitorial	1720	575	1720
Maintenance/Repairs	4968	610	2500
Meeting Expense	2471	877	2400
Project Expense	40261	10215	40000
Mortgage Payment	11617	4672	12000
Office Supplies/Postage/Utilities	10887	4105	10200
TOTAL	233024	80054	228630

FY 2019/20 Lexington County Accommodations Tax Funding

Project Budget Report

Lexington County Accommodations Tax

FY 2018-2019

- \$20000 Receiving

Greater Irmo Chamber of Commerce Visitor's Center

Expenditures:

- \$32800 to staff and maintain Welcome Center, online presence

Less Accommodations Tax Received:

- Lexington County: \$20000

Balance of Expenses: \$12800

FEB 18 2004

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

FILED

FEB 18 2004

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT

Mark Hammond
SECRETARY OF STATE
TYPE OR PRINT CLEARLY WITH BLACK INK

Mark Hammond
SECRETARY OF STATE

Pursuant to the provisions of Section 33-31-1005 of the 1976 South Carolina Code of Laws, as amended, the applicant delivers to the Secretary of State these articles of amendment.

1. The name of the nonprofit corporation is Irmo Chamber of Commerce
2. Date incorporated September 2, 1988
3. Specify (a) the text of every amendment adopted, and (b) list when each amendment was adopted.
Amendment adopted to change the name of the organization to
Greater Irmo Chamber of Commerce, Incorporated
4. ☒ By checking this paragraph #4 the applicant represents that (a) approval of the amendment by the members was not required, (b) the amendment was approved by a sufficient vote of the board of directors or the incorporators. (Do not check this paragraph #4 if member vote was required or if the required vote of directors or incorporators was not obtained.)
5. If the approval of the members was required to adopt the amendment(s), provide the following information:
 - (a) Designation (Classes of Membership)

 - (b) Number of memberships outstanding

 - (c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment

 - (d) Number of votes of each class indisputably voting on the amendment

 - (e) Complete one of the following as appropriate
 - (i) Total number of votes cast for and against the amendment by each class entitled to vote separately

 - (ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class

6. ☐ By checking this paragraph #6 the applicant represents that approval of the amendment by some person or persons other than the members, the board, or the incorporators is required pursuant to Section 33-31-1030 of the 1976 South Carolina Code of Laws, as amended, and that the approval was obtained. (Do not mark paragraph #6 if either of these statements is not true.)
7. If the amendment provides for an exchange, reclassification, or cancellation of memberships, provisions for implementing the amendment must be set forth here if provisions are not contained in the amendment itself _____
8. ☐ If this corporation is converting from either a public benefit or religious corporation into a mutual benefit corporation, mark this paragraph #8 which certifies that a notice, including a copy of the proposed amendment, was delivered to the South Carolina Attorney General at least twenty days before the consummation of the amendment.

Date February 17, 2004

Greater Irmo Chamber of Commerce, Incorporated

Name of Corporation



Signature of Officer

Charles L. Larsen Sr. President/CEO

Type or Print Name and Office

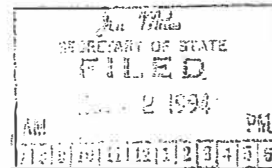
FILING INSTRUCTIONS

1. Two copies of this form, the original and either a duplicate original or a conformed copy, must be filed.
2. If the space in this form is insufficient, please attach additional sheets containing a reference to the appropriate paragraph in this form, or prepare this using a computer disk which will allow for expansion of space on the form.
3. This form must be accompanied by the filing fee of \$10.00 payable to the Secretary of State.

Return to: Secretary of State
P.O. Box 11350
Columbia, SC 29211

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT



Pursuant to the provisions of § 33-31-1005 of the 1976 South Carolina Code, as amended, the applicant delivers to the Secretary of State these articles of amendment.

1. The name of the nonprofit corporation is Irmo Business Association
2. Specify (a) the text of every amendment adopted, and (b) list when each amendment was adopted:
Amendment Adopted to Change the Organization
name to Irmo Chamber of Commerce.
3. ☐ By checking this paragraph #3 the applicant represents that (a) approval of the amendment by the members was not required, and (b) that the amendment was approved by a sufficient vote of the board or directors or the incorporators. (Do not check this paragraph #3 if member vote was required or if the required vote of directors or incorporators was not obtained.)
4. If the approval of the members was required to adopt the amendment(s), provide the following information:
 - (a) Designation (Classes of Membership)
Dues paying Members
 - (b) Number of memberships outstanding
24
 - (c) Number of votes entitled to be cast by each class entitled to vote separately on the amendment:
1 vote per member - only one class of members.
 - (d) Number of votes of each class indisputably voting on the amendment:
30
 - (e) Complete one of the following as appropriate:
 - (i) Total number of votes cast for and against the amendment by each class entitled to vote separately: 30 for - 0 against
 - (ii) Total number of undisputed votes cast for the amendment by each class which was sufficient for approval for that class:
30 for - 0 Against
5. ☐ By checking this paragraph #5 the applicant represents that approval of the amendment by some person or persons other than the members, the board, or the incorporators is required pursuant to Section 33-31-1030 of the 1976 South Carolina Code, as amended, and that the approval was obtained. (Do not mark paragraph #5 if either of these statements is not true.)

6. If the amendment provides for an exchange, reclassification, or cancellation of memberships, provisions for implementing the amendment must be set forth here if provisions are not contained in the amendment itself: Not Applicable
-
7. ☐ If this corporation is converting from either a public benefit or religious corporation into a mutual benefit corporation, mark this paragraph #7 which certifies that a notice, including a copy of the proposed amendment, was delivered to the South Carolina Attorney General at least twenty days before the consummation of the amendment.

Date: 11/01/94

By: [Signature]
(Signature of Officer)

DON SNIDZ PRESIDENT
(Type or Print Name & Office)

FILING INSTRUCTIONS

1. Two copies of this form, the original and either a duplicate original or a conformed copy, must be filed.
2. If space in this form is insufficient, please attach additional sheets containing a reference to the appropriate paragraph in this form, or prepare this using a computer disk which will allow for expansion of space on the form.
3. This form must be accompanied by the filing fee of \$10.00 payable to the Secretary of State.

Form Approved by South Carolina
Secretary of State Jim Miles
June, 1994

The State of South Carolina



Office of Secretary of State Mark Hammond **Certificate of Existence, Non-Profit Corporation**

I, Mark Hammond, Secretary of State of South Carolina Hereby certify that:

GREATER IRMO CHAMBER OF COMMERCE, INCORPORATED, A Non-Profit Corporation duly organized under the laws of the State of South Carolina on September 2nd, 1988, has as of the date hereof filed as a non-profit corporation for religious, educational, social, fraternal, charitable or other eleemosynary purpose, and has paid all fees, taxes and penalties owed to the Secretary of State, that the Secretary of State has not mailed notice to the company that it is subject to being dissolved by administrative action pursuant to section 33-31-1404 of the South Carolina code and that the non-profit corporation has not filed articles of dissolution as of the date hereof.

Given under my Hand and the Great Seal of
the State of South Carolina this 18th day of
February, 2004.

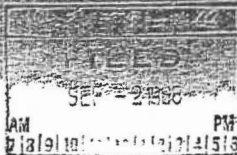
A handwritten signature of Mark Hammond in dark ink, written over a horizontal line.

Mark Hammond, Secretary of State

CERTIFIED TO BE A TRUE AND CORRECT COPY
AS TAKEN FROM AND COMPARED WITH THE
ORIGINAL ON FILE IN THIS OFFICE

DECLARATION AND PETITION FOR INCORPORATION
APPLICATION MUST BE TYPED, WHEN
MAKING FIVE COPIATES

FEB 1 2 400



800 81/82 4773
88-413871/88-413871 15 19 88 406
88-42-28 107:115 88
DEPT OF STATE OF SOUTH CAROLINA

SECRETARY OF STATE OF SOUTH CAROLINA

The undersigned declarants and petitioners,

NAME	STREET ADDRESS AND CITY
Robert F. Garrison, DMD	PO Box 1246, Irmo
Ashley R. Whetsell, MD	PO Box 1246, Irmo
Stanley S. Sessler, III, CPA	PO Box 1246, Irmo

being two or more of the officers or agents appointed to supervise or manage the affairs of Irmo Business Association

Corporation which has been duly and regularly organized for the purposes hereinafter to be set forth, do affirm and declare
That at a meeting of the aforesaid organization, held pursuant to the by-laws or regulations of the said organization, they were authorized and
directed to apply for incorporation.

That the said organization holds, or desires to hold, property in common for a religious, educational, social, fraternal, charitable or other
democratic purpose, or any two or more of said purposes, and is not organized for the purpose of profit or gain to the members, otherwise than as
above stated, or for the insurance of life, health, accident or property; and that the three days' notice in the Independent

News of Irmo newspaper published in the County of Lexington
South Carolina has been given that the aforesaid Declaration would be filed.

The said Declarants and Petitioners further declare and affirm:

FIRST. Their names and residences are as above given.

SECOND. The name of the proposed Corporation is Irmo Business Association

THIRD. The place at which it proposes to have its headquarters or to be located is

PO Box 1246 in the City of Irmo, SC

(GIVEN AND RECEIVED)

FOURTH. The purpose of the said proposed Corporation is Community business and civic organization

FIFTH. The names and residences of all Managers, Trustees, Directors or other officers, are as follows:

NAMES	TITLE	ADDRESS
Robert F. Garrison, DMD	President	PO Box 1246
Ashley R. Whetsell, MD	Vice-President	PO Box 1246
Stanley S. Sessler, III, CPA	Secretary/Treasurer	PO Box 1246

SIXTH. That they desire to be incorporated in perpetuity (or number of years 30).

Wherefore your petitioners pray that the Secretary of State do issue to the aforesaid

Irmo Business Association

(Repeat Name of Association)

A Certificate of Incorporation, with all rights, powers, privileges and immunities, and subject to all the limitations and liabilities conferred by Title
11, Chapter 31, 1976 Code, and Acts amendatory thereof, to provide for the incorporation of Religious, Education, Social, Fraternal or Charitable
Churches, Lodges, Societies, Associations, or Companies, and for amending the Charters of those already formed and to be formed.

(Sign here)

Robert F. Garrison
Ashley R. Whetsell
Stanley S. Sessler

Date 3/10/88 19

(Affixed on other side)

INSTRUCTIONS

FILING FEES - Churches, Religious Organizations, Religious Societies, Religious Institutions and Volunteer Fire Departments

\$3.00

Other Non-profit Corporations

\$15.00

All fees are payable to the Secretary of State.

Two petitioners are all that is required.

State the purpose of your organization tersely in general terms. Do not attempt to include therein matter that should go into your by-laws, or specifically ask for certain powers granted under the law to all corporations such as the right to buy and hold property, to have a common seal, etc.

SHOULD ASSOCIATION BE OTHER THAN A CHURCH, HAVE THE SHERIFF ENDORSE THE PETITION.

THE AFFIDAVIT BELOW MUST BE COMPLETED BEFORE THE CHARTER WILL BE ISSUED.

AFFIDAVIT EXECUTED AS PART OF THE DECLARATION AND PETITION FOR INCORPORATION OF A PROPOSED CORPORATION

PETITION NAME Jim Business Association

STATE OF SOUTH CAROLINA)

COUNTY OF Lexington)

The undersigned Robert F. Garrison, DMD
Ashley R. Whetsell, MD
Stanley S. Sessler, III, CPA

do hereby certify that they are the officers or persons signing the petition for incorporation of a non-profit corporation having no capital stock, that all the facts in the petition are true and correct and that the corporation will not operate for a profit for itself or any of its members.

Robert Garrison
Ashley R. Whetsell
Stanley S. Sessler

Sworn to before this _____

day of _____, 19____

Notary Public for South Carolina

My commission expires _____

NOTICE: IF IT IS FOUND THAT THE CORPORATION IS OPERATED FOR PROFIT, THIS MAY BE GROUNDS FOR REVOCATION OF CHARTER.

Charles Boyd CHIEF OF POLICE IRMO, S.C.
SHERIFF'S SIGNATURE

PLEASE MAIL THIS APPLICATION WITH CORRECT REMITTANCE TO: SECRETARY OF STATE
P. O. BOX 11350, COLUMBIA, SOUTH CAROLINA 29211

12:24 PM
01/02/19
Accrual Basis

Greater Irmo Chamber of Commerce
Profit & Loss
July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Grants/Funding	
County of Lexington	15,000.00
Town of Irmo	16,758.00
Total Grants/Funding	31,758.00
Membership	
Membership Dues	124,898.25
Non Renewals	(1,613.50)
Total Membership	123,284.75
Non Dues Revenue	
Admin Fee - Blue Cross	5,950.95
Total Non Dues Revenue	5,950.95
Other Income	
Families Helping Families	750.00
Leaderboard	2,000.00
Meeting Room Rental	3,105.00
Promotional	767.50
Total Other Income	6,622.50
Projects Income	
Auction	36,005.92
Business After Hours	350.00
Business Expo	4,369.00
Cornhole Tournament	2,089.00
Gala	23,820.00
Golf	20,760.00
Lunch & Learn.	420.00
Monthly Breakfast	5,100.00
Monthly Luncheon	10,575.83
Oyster Roast	1,125.00
Red, White & Blues	6,820.00
Total Projects Income	111,434.75
Interest Earned	2.77
Total Income	279,053.72
Expense	
Accounting Fees	7,330.00
Advertising	15,885.00
Bank Charges & C/C Discounts	3,594.93
Chamber Dues	1,621.00
Compensation	

12:24 PM

01/02/19

Accrual Basis

Greater Irmo Chamber of Commerce

Profit & Loss

July 2017 through June 2018

	Jul '17 - Jun 18
Bonuses	1,828.00
CEO	65,000.00
Events Planner	25,000.04
Hourly Employees	6,275.00
Sales Commissions	6,808.00
Web/Social Coordinator	8,300.00
Payroll Taxes	8,169.61
Total Compensation	121,380.65
Copier Expense	7,830.46
Donations & Contributions	250.00
Information Technology	3,210.50
Insurance	3,221.72
Janitorial Service	1,720.00
Maintenance & Repairs	5,043.13
Meetings Expense	2,471.79
Mortgage Payment	11,617.35
Office Supplies & Expense	1,647.88
Postage	761.55
Project Expenses	
Auction	8,066.57
Business After Hours	195.78
Business Expo	760.97
Cornhole Tournament	590.09
Families Helping Families	759.63
Gala	14,378.32
Golf Tournament	4,956.64
Lunch & Learn	442.68
Monthly Breakfast	2,541.25
Monthly Luncheon	3,981.89
Oyster Roast	737.72
Red, White & Blues	2,850.13
Total Project Expenses	40,261.67
Property Tax	4,682.55
Utilities and Telephone	8,440.78
Total Expense	240,970.96
Net Ordinary Income	38,082.76
Other Income/Expense	
Other Income	
Restricted Income	
Capital Campaign Income	
Write-Off - Capital Campaign	(2,500.00)
Total Capital Campaign Income	(2,500.00)

12:24 PM
01/02/19
Accrual Basis

Greater Irmo Chamber of Commerce
Profit & Loss
July 2017 through June 2018

	Jul '17 - Jun 18
Donations	1,881.55
Total Restricted Income	(618.45)
Total Other Income	(618.45)
Net Other Income	(618.45)
Net Income	<u>37,464.31</u>

RONNIE CROMER
SENATORIAL DISTRICT NO. 18

HOME ADDRESS:
P.O. BOX 378
PROSPERITY, SC 29127
TELEPHONE: (803) 364-3950



OFFICE ADDRESS:
P. O. BOX 142
311 GRESSETTE BUILDING
COLUMBIA, SC 29202
TELEPHONE (803) 212-6330
FAX (803) 212-6299
EMAIL: RONNIECROMER@SCSENATE.GOV

I support the Greater Irmo Chamber of Commerce's application for the fiscal year 2019-2020 County of Lexington Accommodations Tax Fund request. The funds will help as the Greater Irmo Chamber of Commerce continues to enhance their Welcome and Visitor's Center to elevate the community's status and develop better networking opportunities for small and minority owned businesses. This funding source will go a long way in helping the Chamber continue to promote and encourage tourism in the Greater Irmo area and Lexington County.

The Greater Irmo Chamber of Commerce is a viable group of business and professional men and women who are committed to making this area the best that it can be. The Chamber has a proactive program in place that would help them with the goal to attract tourism. All of Lexington County would benefit from this project. The program will generate overnight stays in Lexington County's lodging facilities. The county's historical and cultural venues, recreational facilities and events, and the uniqueness and flavor of the local community and Lexington County will be promoted and highlighted. I believe that the Accommodations Tax Fund will be a wise investment in this community. Your support of their effort would be greatly appreciated.

I am honored to represent a large part of the the Greater Irmo area in the South Carolina Senate, and I thank you for your past support of the Greater Irmo Chamber. If I can provide additional information or whenever I may be of assistance, please feel free to contact me.

With Warm Regards,

A handwritten signature in black ink that reads "Ronnie". The signature is stylized with a large, flowing 'R' and a cursive 'Cromer'.

Ronnie Cromer
Senate District Eighteen

Chip Huggins
District No. 85 - Lexington County
308 Wayworth Court
Columbia, SC 29212

Committees:
Regulations and Administrative
Procedures, **Chairman**
Ways and Means

Subcommittees:
Transportation and Regulatory
License, Fees, Insurance Tax and
Other Charges



House of Representatives

State of South Carolina

202 Blatt Building
Columbia, SC 29201

Tel. (803) 212-6812

January 2, 2019

Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Dear Council:

I am writing on behalf of The Greater Irmo Chamber of Commerce that has recently applied for County of Lexington Accommodations Tax Fund for fiscal year 2019-2020. Those funds will be used for the Welcome and Visitor's Center designed to advance the status of the community and Lexington County for tourism. The Greater Irmo Chamber of Commerce has my support in their effort to market the Greater Irmo community as a tourist destination.

The Greater Irmo Chamber of Commerce has a positive program in place that would greatly enhance its ability to attract tourism to the community, and this would benefit Lexington County as a whole. The use of County of Lexington Accommodations Tax Fund for this program would be a responsible investment in the community, and I support the use of these funds for the Greater Irmo Chamber of Commerce and Visitor's Center. I would greatly appreciate it if you would give this application your careful and thoughtful consideration.

If I can ever be of assistance, please call me.

Sincerely,

Chip Huggins

e-mail: chiphuggins@schouse.gov
24-Hour Hotline (803) 331-8468

Nathan Ballentine
District No. 71 - Lexington &
Richland Counties
324 Sienna Drive
Chapin, SC 29036

Committee:
Ways and Means



320-B Blatt Building
Columbia, SC 29201

Tel. (803) 734-2969

House of Representatives
State of South Carolina

January 2, 2019

Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Dear Council:

I am writing on behalf of The Greater Irmo Chamber of Commerce that has recently applied for County of Lexington Accommodations Tax Fund for fiscal year 2019-2020. Those funds will be used for the Welcome and Visitor's Center designed to advance the status of the community and Lexington County for tourism. The Greater Irmo Chamber of Commerce has my support in their effort to market the Greater Irmo community as a tourist destination.

The Greater Irmo Chamber of Commerce has a positive program in place that would greatly enhance its ability to attract tourism to the community, and this would benefit Lexington County as a whole. The use of County of Lexington Accommodations Tax Fund for this program would be a responsible investment in the community, and I support the use of these funds for the Greater Irmo Chamber of Commerce and Visitor's Center. I would greatly appreciate it if you would give this application your careful and thoughtful consideration.

If I can ever be of assistance, please call me.

Sincerely,

A handwritten signature in black ink that reads "Nathan Ballentine". The signature is written in a cursive style.

Nathan Ballentine

NB/vhr/2019jan3-1



County of Lexington
Accommodations Tax Fund
FY 2019/20



Page 1 of 6

APPLICATION

1. Name of Project/Event: Mktg Support for 19-20 Season of Harbison Theatre at MTC
2. Sponsoring Organization: MTC Foundation on behalf of Harbison Theatre at MTC

Mailing Address: 7300 College Street, Irmo, SC 29063

3. Event/Project Director:

Name Kristin Cobb Title Executive Director

Telephone 803-407-5003 Alternate Telephone 803-427-0345

Fax Number 803-407-5004

Email cobbk@midlandstech.edu

4. Event Website: www.harbisontheatre.org

5. Event/Project Category (*Check One*):

☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____

6. Project Timeline: Beginning date 7/1/19 End date 6/30/20

7. Location of Project/Event: Harbison Theatre at Midlands Technical College (MTC)

8. Number of employees: #Full-time 3 #Part-time 2

9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

- ☒ Rack Cards - # distributed 6000
- ☒ Brochures - # distributed 70000
- ☒ Posters - # distributed 175 locations
- ☒ Magazine Ads - # ads 4 (list ads and distribution range on separate sheet)
- ☒ Newspaper Ads - # ads 9 (list newspapers and distribution range on separate sheet)
- ☒ Television Ads - # ads 706 (list stations and viewing range on separate sheet)
- ☒ Radios Ads - # ads 222,460 impressions (list stations and listener range on separate sheet)
- ☒ Billboards - # ads 12 (list number and location of billboards on separate sheet)
- ☒ Websites - # web pages other than primary website # 15 (list on separate sheet with target audience)
- ☐ Other than listed above: _____ (list on separate sheet with target audience)

11. How many people do you expect to attend? 29000
12. Of this number, how many are tourists? 16095 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 10 inquiries per month / 2600 site visits per month (on average)
 - ☒ Phone call inquiries - estimated phone calls per month 50
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☒ Event ticket sales - estimated tickets sold per event 350
 - ☐ Event registration - estimated registrants per event _____
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: raise your hand polls
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
N/A
15. Please indicate you have read: **Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976?** ☒ Yes ☐ No
16. Project Budget - **Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.**
- a. Estimated total cost of Project: \$ 440000
 - b. Amount of Accommodations Funds requested for this Project: \$ 25000
 - c. This request equals what percent of the total Project/Event Budget: 5.7 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Advertising with media outlets including television and radio
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018-19, amount \$ 20000, source Lex County Accommodations Tax Grant, and purpose: Mktg Support for 18-19 Season of Harbison Theatre at MTC
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: _____

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: _____

See attached.

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Kristin Cobb

Print Name

Kristin Cobb

Signature

Executive Director

Title

12/21/2018

Date



County of Lexington
Accommodations Tax Fund
FY 2019/20

FUNDING SOURCES

Organization Name: MTC Foundation on behalf of Harbison Theatre at MTC

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Richland County H-Tax	30500	10500	15500
State, Federal, Local Grants	34484	20000	34100
Sponsorships	10000	15000	25000
Rental Income	43593	23221	46442
Ticket Revenue	101699	24722	122000
MTC Operations Fund	173092	229475	196958
TOTAL	393368	322918	440000

2019-20 Lexington Accommodations Tax Project Description for Harbison Theatre at Midlands Technical College

A. General description:

Harbison Theatre at Midlands Technical College (HT@MTC) offers programs and productions that provide entertainment, education, and opportunity to the entire community in all stages of life. The theatre encourages reflection, examination, and discovery; to further build on the power of the arts to connect us all. The theatre is a state-of-the-art, 400-seat performing arts center located on the Harbison Campus of Midlands Technical College. It is home to a Signature Series with over 20 shows featuring performing artists and groups from across the country, offering residents and visitors the best in theatre, dance, music, and film. Performing legends such as The Steep Canyon Rangers, *The Voice* finalist Tonya Boyd-Cannon, Damien Sneed's MLK tribute "We Shall Overcome," and dance troupe MOMIX have graced our stage this past season, in addition to a touring Broadway Musical Review, and an amazing Tom Petty tribute band. New this season were two series featuring local Columbia artists, a partnership with Columbia Children's Theatre as well as the CAROLINA SHOUT series featuring blues and jazz musicians from the area. The goal of these series were to bring more people in to the Irmo area that are accustomed to only seeing performances downtown Columbia. Both were very well received and brought in new visitors and patrons to the theatre. In addition, HT@MTC also continues to annually present the sold-out Pops Series featuring the South Carolina Philharmonic, which is an additional performance opportunity for the professional musicians in the Midlands. This past season, we added a second holiday performance to give guests a chance to hear the wonderful seasonal sounds. Adding the second show also kept more people out and about, to shop, eat, and patronize local businesses. The upcoming 2019-20 season promises to be even more jam-packed with exceptional talent. A couple of new programming notes will include a singer/songwriter performance with Charleston standout Edwin McCain and Nashville artist Patrick Davis. Also appearing will be a David Bowie dance extravaganza, and the NYC touring show *Harlem 100*. In collaboration with the National Jazz Museum in Harlem, *Harlem 100* is a multi-media show that captures the sights and sounds of Harlem when legendary artists such as Fats Waller, Duke Ellington, Langston Hughes, and Billy Holiday made the iconic NYC neighborhood the cultural center of the country. Harbison Theatre is also home to numerous yearly performances by young people in Lexington/Richland School District Five, and serves as a performance space available for rent by community arts organizations such as the Chapin Community Theatre, Irmo-Chapin Recreation Commission, the Lake Murray Symphony Orchestra, and several regional dance schools. Between HT@MTC's presenting activities and rentals, the theatre is in use almost every weekend of the year, as well as many weekdays! This grant application concerns advertising support for the Signature Series. The 2019-20 Season promises to be another spectacular one as we continue to add performances and events that showcase the best of performing arts, both home-grown and internationally.

B. Benefit to promoting tourism and Lexington County Community:

Harbison Theatre at Midlands Technical College is a wonderful entity for attracting tourists. The Irmo/Lexington area continues to grow, and the theatre provides a cultural hub for the community, as well as a tourism engine to excite visitors about a stay. With the vast choices of restaurants and hotels, and the friendly faces to greet you, we know that HT@MTC provides an anchor for a thriving tourism initiative. Until its construction, the community and the surrounding area lacked a space that could technically sustain nationally touring performing acts. Based on ticketing information, we know that approximately 65% of the season's audience visited from beyond Lexington County. Harbison Theatre at Midlands Technical College increases the draw of an evening/dinner and overnight audience to both Irmo and Lexington.

In addition to featuring nationally recognized companies and performers, HT@MTC serves as a showplace for the best in local, Lexington county-based performing arts. The theatre is a second home to Chapin Theatre Company and the Lake Murray Symphony Orchestra, in addition to several dance academies that perform in the space throughout the year. Additionally, the theatre hosts performances by performing arts students in District Five of Richland and Lexington Counties. Visiting artists regularly lead master classes and Harbison Theatre is becoming home to many other organizations and arts groups looking to perform and hold events at such a first-class theatre. The demand for rental space has risen dramatically in the last few years; just this year, groups from Atlanta, Augusta, and Greenville hosted their events here, bringing in more overnight stays and visitors.

C. Total attendance to project vs. number of tourists:

Total attendance to our 2017-18 Season was 21,606 and 14,044 of those attendees were tourists. Thus far this year, we have seen an increase during this 18-19 season, and expect that number to continue to climb for 2019-20.

D. Economic impact generated by tourism to the project:

Based on information gathered in our ticketing system, during our 2017-18 Season tourists comprised about 65% of our audience (14,044).

- If half of our tourists eat in restaurants, that would equal 7,022 meals.
- In the 2017-18 Season, 5% of our audience traveled two hours or more to attend shows = 1,080; if 1/3 of those audience members stay in hotels, and we add the number of hotel rooms that the theatre books for visiting performers which equals 431 rooms.

E. Overall description of how the event/project attracts and promotes tourists to the area and how the Accommodations Tax Funds were used to accomplish this:

Spring 2019 - Season performances finalized; graphic design for print and digital pieces created; season and performance sponsorships finalized

Early Summer 2019 - Season brochure and postcard mailed to 70,000 residents; rack cards distributed to hotels and visitor centers around the state; print and digital advertisement of season packages; season tickets on sale

Early Fall 2019 - Television and radio advertising for individual shows begins; tickets go on sale; season billboard go up

Per-show advertising throughout the season (September through May): Appropriate print ad placement; large social media presence with Facebook advertising and others; press releases; expanded website and page features; Harbison Theatre E-newsletter; billboards; radio and television; magazines; advertising partnerships with local businesses; direct mail reinforcement

The Accommodations Tax Funds will assist us in accomplishing these tasks by helping fund the paid advertising efforts we have planned for our 2019-20 Season. Our marketing and advertising budget is key to promoting the shows and engaging the entire area, as well as reaching out-of-state patrons. We greatly appreciate the committee's support over the past years as it is critical to the growth and success of our programming.

2019-2020 Lexington Accommodations Tax Advertising Source Information for Harbison Theatre at Midlands Technical College

Newspaper Ads (combined circulation 490,000):

- Free Times
- Carolina Panorama
- The State

Television Ads (1,700,000 impressions)*:

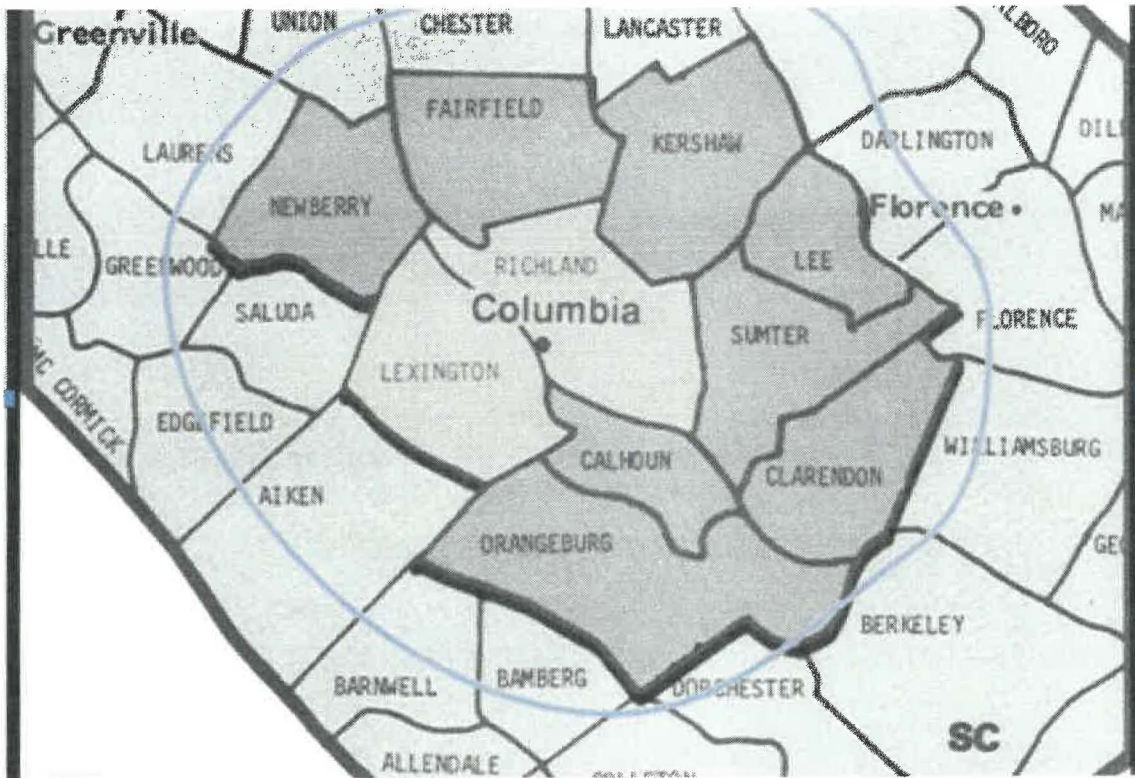
- WLTX
- Spectrum Reach (Cable)
- WOLO
- WACH
- WISTV

Digital (480,000 impressions):

- Target: Central SC residents
 - Facebook Ads
 - Digital Display Ads

Radio Ads (950,000 impressions)*:

- | | |
|--------|-----------|
| • WWDM | • WOMG |
| • WARQ | • WCOS |
| • WTCB | • WWNU |
| • WLXC | • Pandora |
| • WFMV | |



BOBBY E. HORTON
Mayor

BRIAN E. CARTER, ICMA-CM, AICP
City Administrator

MICHELLE M. DICKERSON, ESQ.
Deputy City Administrator

JUSTIN R. BLACK, CPA
City Treasurer/Assistant City Administrator

CRYSTAL BOUKNIGHT
City Clerk



City of West Columbia

Bridging Past, Present and Future

TEMUS C. "TEM" MILES
Mayor Pro-Tem

Council Members

R. TREVOR BEDELL

JIMMY BROOKS

MIKE GREEN

CASEY JORDAN HALLMAN

ERIN PARNELL PORTER

MICKEY PRINGLE

TEDDY WINGARD

January 2, 2019

FY 2019/2020 Accommodations Tax Fund
Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Dear Honorable City Council:

The City of West Columbia is delighted to host the 3rd annual Kinetic Derby Day event on April 25, 2020. Building on the success of Kinetic Derby Day in 2018, the city is striving to make this unique celebration a "must" for participants and attendees from all over the region. The event features a parade with literary-themed kinetic sculptures (human-powered, handmade floats) and an afternoon of adult and kid soapbox derby racing down Meeting Street.

The event goes and participants are invited to build a float, create a costume, or just come by to cheer on participants as they speed down Meeting Street into a giant, messy grits finish line. All attendees will be able to browse the booths featuring local artists and vendors selling and displaying arts and crafts. Live music, food trucks, face painting, a kids' area with hands-on demonstrations to teach children about the science behind derby car racing, and art will be part of the Kinetic Derby Day experience. The city strives to provide an engaging, creative, family-friendly event that is free to attend, and will draw people from all over the region to participate in the festivities.

The city will compile demographic information with zip codes from attendees, and registration entries. We anticipate a large draw from surrounding states since the closest similar events are in Pennsylvania and Florida. The city is requesting \$15,000 in Lexington County Accommodation Tax Funds to help market the event regionally.

The City of West Columbia has a population of approximately 17,500 people and provides a full range of municipal services including police and fire protection, street and sanitation services, recreational activities, planning and zoning and water and sewer services.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Kelli Ricard". The signature is fluid and cursive.

Kelli Ricard
Events Manager
kricard@westcolumbiasc.gov
803-939-8623 office 803-521-7765 cell

Rec'd 1-4-19

**County of Lexington****Accommodations Tax Fund****FY 2019/20****APPLICATION**1. Name of Project/Event: Kinetic Derby Day2. Sponsoring Organization: City of West ColumbiaMailing Address: PO Box 4044, West Columbia, SC 29171

3. Event/Project Director:

Name Kelli Ricard Title Events ManagerTelephone 803-939-8623 Alternate Telephone 803-521-7765Fax Number 803-939-8607Email kricard@westcolumbiasc.gov4. Event Website: www.kineticderbyday.com https://www.facebook.com/events/906429826217478/5. Event/Project Category (*Check One*):☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*☐ Tourism Related Expenditures: _____6. Project Timeline: Beginning date 4/27/19 End date 4/25/207. Location of Project/Event: Meeting and State Streets in West Columbia8. Number of employees: #Full-time 3 #Part-time We will have around 50 volunteers.9. Do you advertise outside a 50-mile radius? ☒ Yes ☐ No

10. If yes to #9, please check all that apply to advertising sources outside of Lexington County:

☒ Rack Cards - # distributed 30,000☒ Brochures - # distributed 20,000☒ Posters - # distributed 250☒ Magazine Ads - # ads 2 (list ads and distribution range on separate sheet)☒ Newspaper Ads - # ads 3 (list newspapers and distribution range on separate sheet)☐ Television Ads - # ads _____ (list stations and viewing range on separate sheet)☐ Radios Ads - # ads _____ (list stations and listener range on separate sheet)☒ Billboards - # ads 5 (list number and location of billboards on separate sheet)☒ Websites - # web pages other than primary website # 9 (list on separate sheet with target audience)☐ Other than listed above: _____ (list on separate sheet with target audience)

11. How many people do you expect to attend? 2500-3000
12. Of this number, how many are tourists? 500 (Tourists: "People taking trips outside of their home communities for any purpose, except daily commuting to and from work.")
[SC Code of Laws, Chapter 6, Section 6-4-5 (4)].
13. List the methods used to track tourists:
- ☒ Web page inquires - estimated inquires per month 165 hits per month on the website
 - ☐ Phone call inquiries - estimated phone calls per month _____
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☐ Event ticket sales - estimated tickets sold per event _____
 - ☒ Event registration - estimated registrants per event 50- Soap Box and 30-Kinetic Sculptures
 - ☐ Hotel sales - estimated sales per event/per month _____
 - ☐ License plates - estimated count per event _____
 - ☐ Surveys - estimated number of responses per survey _____
 - ☒ Other than listed: Social Media Hits and zip codes at the event
So far, we have had over 50,000 reached on Facebook alone - Survey of Zip Codes will be taken on event day
14. **Must complete:** County accommodations funds are generated from the hotels in the unincorporated areas of the County. Please list the hotels and number of room nights you have used or plan to use for your event/project located in the unincorporated areas of Lexington County only:
- Wingate by Wyndham - 108 Saluda Point Court
- Days Inn Lexington - 1015 South Lake Drive
- Woodspring Suites Columbia/Lexington - 4920 Augusta Road
- We have added an accommodations page to our website, and have a link of each hotel listed above.
15. Please indicate you have read: Chapter 6, Sections 6-4-5 (4) and 6-4-10, SC Code of Laws, 1976? ☒ Yes ☐ No
16. Project Budget - Request for funds must meet the requirements of Chapter 6, Section 6-4-10, SC Code of Laws, 1976, as amended.
- a. Estimated total cost of Project: \$ 106,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 15,000
 - c. This request equals what percent of the total Project/Event Budget: 14.15 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. printing promo cards, brochures, social media ads, google ads, billboards
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year 2018/2019, amount \$ 10,000, source Lexington County, and purpose: printing, billboards, and social media/internet ads
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☒ Yes ☐ No
 - c. If no, please explain: The event will be held on April 27, 2019, we intend on spending all of the funding on billboards, magazine ads, and social media and Internet ads.

18. Type of Organization:

Please check one:

- ☐ County
☒ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

Note: For-profit organizations are not eligible for Accommodations Tax Funds

19. Project description - please attach a report with the following information needed by the Tourism Expenditure Review Committee to be sure that the event/project was in accordance to Section 6-4-10 of the S.C. Code of Laws (*Use separate sheet for Project Description if needed*):

- a. General description
 b. State the benefit that this project will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the event/project versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the event/project
 e. Overall description of how the event/project attracts and promotes tourists to the area and specifically how the Accommodations Tax Funds were used to accomplish this
 f. Additional comments: Please see attached

PLEASE NOTE: Applicant and/or representatives must be present during review process by the Accommodations Tax Advisory Board in order to be considered for funding.

Signature of Event/Project Director:

Kelli Ricard

Print Name

Kelli Ricard

Signature

Events Manager

Title

1/2/18

Date



County of Lexington **Accommodations Tax Fund** **FY 2019/20**

FUNDING SOURCES

Organization Name: City of West Columbia

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
City of West Columbia Hospitality Funds		55,000	60,000
Lexington County Accommodations Tax Funds		10,000	15,000
West Columbia Accommodations Tax Funds		13,000	15,000
Sponsorship		12,500	15,000
Registrations		500	500
Food Truck Fees		500	750
TOTAL		91,500	106,250



County of Lexington
Accommodations Tax Fund
FY 2019/20

EXPENDITURES

Organization Name: City of West Columbia

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Event Production		35,000	35,000
Regional Marketing		23,000	32,500
Local Marketing		9,500	13,350
Community Workshops		1,500	1,500
Aid for School Participation		2,500	2,500
Kinetic Sculptures & Sculpture Village		2,500	4,000
Artist Village on State Street		5,000	3,550
Soap Box Racing Area		6,000	6,779
Kids' Zone		1,500	1,690
Kinetic Derby Day Logistics		5,000	5,150
Please see attached sheet			
TOTAL		91,500	106,019

10. Advertising Sources outside of Lexington County

Magazines – 1- South Carolina Living - 573,000 subscribers

1- Jasper Magazine (digital magazine)

Billboards - 3 Digital Billboards Charlotte, Greenville, and Ashville

Free Times – Full page ads, digital ads – 100,500 readers each week in print and online
(Columbia 43% readers and Northeast 20%)

The Lexington Chronicle - 2-1/4 page ads with 22,000 in distribution

The Charlotte Observer - 1-1/4 page ad with 1.1 million in distribution

Social Media boosts and Google ads

Websites-

Boys & Girls Club

City of West Columbia

ColaDaily.com

Free Times

Greater Cayce West Columbia Chamber

Jasper

Kinetic Derby Day

OneColumbia

WestMetroNews.com

ARTIST VILLAGE ON STATE STREET

Artist Stipends	\$	1,500
Tents & Chairs	\$	1,250
Stage	\$	-
Bands	\$	-
Audio	\$	500
Signage	\$	300

SOAP BOX RACING AREA

Sandwich Board Signage	\$	200
Race Announcer Tent	\$	150
Start Ramp	\$	600
Racing Video & Software	\$	800
Participant Awards	\$	800
Judge's Gifts	\$	150
Signage	\$	700

Finish Line Tent/Chairs	\$	279
Race Ops Tent/Chairs	\$	650
Audio System	\$	650
Pit Crew Staging Area	\$	-
Finish Line Signage	\$	650
Finish Vinyl	\$	500
Start Line Signage	\$	350
Start Line Sponsor Banner	\$	300

KIDS' ZONE

Car Sponsor Vinyls	\$	40
Inflatables	\$	750
Activity Tents/Chairs	\$	250
Signage	\$	150
Miscellaneous Supplies	\$	500

KDD LOGISTICS

Bleachers	\$	-
Sanitation	\$	-
Police	\$	-
Event Staff	\$	2,500
Restrooms	\$	750
Volunteer Meals	\$	600
Volunteer T-Shirts	\$	800
Radios	\$	500

\$ -

COUNTY OF LEXINGTON
TOURISM DEVELOPMENT FEE
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Tourism Development Fee 2130:								
Revenues:								
435300	Tourism Development Fees	1,413,668	744,735	1,400,000	1,400,000	1,400,000		
435302	TDF - Discount Travel Websites	112,088	72,100	100,000	100,000	120,000		
Other Revenue:								
461000	Investment Interest	1,560	1,260	1,000	1,000	1,250		
** Total Revenue		<u>1,527,316</u>	<u>818,095</u>	<u>1,501,000</u>	<u>1,501,000</u>	<u>1,521,250</u>	<u>0</u>	<u>0</u>
***Appropriation Total					1,501,000	1,521,250	0	0
FUND BALANCE								
Beginning of Year					135,199	135,199	135,199	135,199
FUND BALANCE - Projected								
End of Year					<u>135,199</u>	<u>135,199</u>	<u>135,199</u>	<u>135,199</u>

Fund 2130
Division: General Administrative
Organization: 101100 - County Council

					<i>BUDGET</i>	
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520500 Legal Services	0	0	0	<u>0</u>		
521000 Office Supplies	0	0	0	<u>0</u>		
521100 Duplicating	0	0	0	<u>0</u>		
525100 Postage	0	0	0	<u>0</u>		
534400 Convention Center Facility	1,520,544	702,891	1,501,000	<u>1,521,250</u>		
* Total Operating	1,520,544	702,891	1,501,000	1,521,250	0	0
** Total Personnel & Operating	1,520,544	702,891	1,501,000	1,521,250	0	0
*** Total Budget Appropriation	1,520,544	702,891	1,501,000	1,521,250	0	0

COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
Annual Budget
Fiscal Year 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Temporary Alcohol Beverage License Fee 2140:								
Revenues:								
435400	Temp. Alcohol Beverage Permit Fee	67,100	6,780	80,000	80,000	<u>80,000</u>		
461000	Investment Interest	2,148	1,287	1,000	1,000	<u>2,000</u>		
** Total Revenue		<u>69,248</u>	<u>8,067</u>	<u>81,000</u>	<u>81,000</u>	<u>82,000</u>	0	0
***Appropriation Total					67,000	34,000 <u>76,000</u>	0	0
FUND BALANCE								
Beginning of Year					124,892	138,892	138,892	138,892
FUND BALANCE - Projected								
End of Year					138,892	<u>144,892</u> 104,892	138,892	138,892

Fund 2140
Division: Non-departmental
Organization: 999900 Non-departmental

				BUDGET		
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
529903 Contingency	0	0	0			
534070 Gaston Collard Festival	2,500	2,500	2,500	2,500		
534071 Lexington County Peach Festival	2,500	5,000	5,000	5,000		
534072 SC Poultry Festival	2,500	0	2,500	10,000		
534073 Pelion Peanut Festival	2,500	0	2,500	2,500		
534074 Chapin Labor Day Festival	2,500	2,500	2,500	3,000		
534075 Irmo Okra Strut	2,500	2,500	2,500	2,500		
534081 Pine Ridge Festival: Fun on the Run 60th Anniv.	0	2,500	2,500	0		
534098 Tartan Day South - The River Alliance	2,500	0	2,500	5,000		
534285 Fall Back Fest: City of W. Columbia	0	0	2,500	3,500		
* Total Operating	17,500	15,000	25,000	34,000	0	0
** Total Personnel & Operating	17,500	15,000	25,000	34,000	0	0
Other Financing Uses						
812501 Op Trn to Community Juvenile Arbitration	105,412	21,000	42,000	42,000		
**Total Other Financing Uses	105,412	21,000	42,000	42,000	0	0
*** Total Budget Appropriation	122,912	36,000	67,000	76,000 34,000	0	0

TEMPORARY ALCOHOL BEVERAGE LICENSE FEE

FUND REQUESTS

FESTIVALS

Fiscal Year 2019-20

**Requested
2019-20**

1. Town of Gaston Collard Festival - 534070	\$2,500
2. Lexington County Peach Festival - 534071	5,000
3. South Carolina Poultry Festival - 534072.....	10,000
4. South Carolina Pelion Peanut Party - 534073	2,500
5. Chapin Labor Day Festival - 534074	3,000
6. Irmo Okra Strut - 534075.....	2,500
7. Tartan Day South - River Alliance - 534098	5,000
8. Fall Back Fest: City of West Columbia	3,500

TOTAL FUNDS REQUESTED **\$34,000**



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2018/19



APPLICATION

1. Name of Festival: Gaston Collard + Barbeque Festival
2. Sponsoring Organization: Town of Gaston
 Mailing Address: P.O. Box 429, Gaston, SC 29053
3. Festival Director:
 Name Jennifer Hoyt Title Town Clerk
 Telephone 803-796-7725 Alternate Telephone _____
 Fax Number 803-739-5793
 Email jghoyt7085@gmail.com
4. Festival Website: gastonsc.org
5. Event Category (Check One):
☒ Festival: Gaston Collard + Barbeque Festival
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): 10/5/18 - 10/6/18
7. Location of Festival: 131 N. Carlisle Street, Gaston, SC 29053
8. How many people do you expect to attend? 2,600
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 10,000
 - b. Amount of funds requested for this project: \$ 2500
 - c. This request equals what percent of the total Festival Budget? 25 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2017/2018, amount \$ 2,500, source Lexington County, and purpose: Help with cost of festival
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

11. Type of Organization:

Please check one:

☐ County Government☒ Municipal☐ Non-profit Organization☐ Community service club, church, etc.☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
- b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the festival versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the festival
- e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
- f. Additional comments:

(see attachment)

Signature of Festival Director:

Name Jennifer HoytTitle Town ClerkSignature Jen HoytDate 11/1/18**ORIGINAL APPLICATION DUE BY:****FRIDAY, JANUARY 5, 2018**

FY 2018/19 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072

12a. The Gaston Collard & Barbeque Festival is held every year in the early to late Fall. This year it was held October 5 & 6, 2018. Next year it will be held on October 4 & 5, 2019. The festival consists of barbeque, collard greens, along with a variety of other food, games, rides or inflatable's vendors and crafters from different areas and entertainment for the community. The Town of Gaston was founded in 1894. The Town was incorporated into Lexington county in 1974. Population is approximately 1800.

12b. The festival promotes tourism for the town and Lexington county. People come from miles away just to taste the collard greens and enjoy fellowship with our community.

12c. Attendance this year was approximately 2600. Almost half were tourists.

12d. The tourism brings income to local businesses and possibly interest from tourist wanting to move to Gaston, which would provide more income to all businesses.

12e. The festival attracts and promotes tourists to the area with entertainment, many vendors from all areas come together. Funds from the Temporary Alcohol Beverage License Fee were used as income for advertisement, supplies and entertainment.



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2018/19

FUNDING SOURCES

Organization: Town of Gaston

List of Funding Sources	Actual FY 2016/17	Current FY 2017/18	Estimated FY 2018/19
Temporary Alcohol Beverage License Fee	2500	2500	2500
Sponsors + Vendors	3980	3860	3600
Gaston Pageant	2049	11097	2000
Barbeque Plates	3558	3999	3700
Collards Contest	50	275	200
Barbeque Contest	2120	2875	2650
TOTAL	14,257. ⁰⁰	15,206. ⁰⁰	14,1650



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2018/19

EXPENDITURES

Organization: Town of Gaston

List of Expenditures	Actual FY 2016/17	Current FY 2017/18	Estimated FY 2018/19
Kirby Parade Float	350. ⁰⁰	375. ⁰⁰	375. ⁰⁰
Entertainment - Band	1200. ⁰⁰	600. ⁰⁰	800. ⁰⁰
Karaoke	350. ⁰⁰	300. ⁰⁰	350. ⁰⁰
Ad / Banners / Picket Signs / Supplies	571. ²⁷	2129. ¹³	850. ⁰⁰
Trophy Shop /	139. ¹³	173. ⁸⁰	180. ⁰⁰
TGA	336. ⁰⁰	400. ⁰⁰	425. ⁰⁰
Air Fun Rentals / Fun For All	3990. ⁰⁰	3990. ⁰⁰	3990. ⁰⁰
Crowns for Pageant / Supplies	61. ²⁵	126. ⁸⁰	235. ⁰⁰
Tony's Trophies / Wholesale Crowns	418. ⁰⁰	416. ⁹⁵	420. ⁰⁰
ASCAP	100. ⁰⁰	100. ⁰⁰	100. ⁰⁰
USPS - Mail Flyers / Stamps	801. ²⁸	742. ²⁵	755. ⁰⁰
Corbitts Meat Market	1540. ⁰⁶	1417. ⁷⁴	1500. ⁰⁰
Lizards Thicket	695. ³⁹	845. ¹⁹	850. ⁰⁰
Pageant Director, Judges, Auditor, Emcee	175. ⁰⁰	175. ⁰⁰	175. ⁰⁰
Barbecue Contest Winners	1500. ⁰⁰	1900. ⁰⁰	1900. ⁰⁰
K+K Printing	895. ⁵⁹	1270. ⁰⁹	1000. ⁰⁰
Magic Show - Ray Hardee	175. ⁰⁰	175. ⁰⁰	175. ⁰⁰
TOTAL	13,297. ⁹⁷	15,136. ⁹⁵	14,080. ⁰⁰



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FINAL REPORT
CURRENT FY 2017/18
(SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

I. FESTIVAL INFORMATION:

Organization Name: Gaston Collard + Barbeque Festival
 Festival Name: Town of Gaston
 Contact Name: Jennifer Hoyt Phone: 803-796-1725

II. FESTIVAL COMPLETION:

Were you able to complete the festival as stated in your original application?
 If no, state any problems you encountered: Yes

III. FESTIVAL SUCCESS:

Please share any additional comments regarding the festival (e.g., lessons learned, successes, problems encountered, etc.):
Making festival better every year. Learn how to make everything run more smoothly.

IV. FESTIVAL ATTENDANCE:

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for festivals for current and previous year.

	FY 2017/18 Current Year	FY 2016/17 Previous Year
Total Budget of Festival	10,000	10,000
Amount Funded by the Temporary Alcohol Beverage License Fee	2,500	2,500
Amount Funded by the Temporary Alcohol Beverage License Fee from all Sources	2,500	2,500
Total Attendance	2,600	2,350
Total Tourists*	2,200	1,850

*Tourists are generally defined as those who travel 50 miles or more to attend.

V. METHODS:

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.):
Committee did head count and sale of plates.

VI. FESTIVAL BUDGET:

Attach a report indicating what festival expenses were paid for using Temporary Alcohol Beverage License Fee for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

Name: Jennifer Hoyt Title: Town Clerk
 Signature: [Signature] Date: 11/1/18



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2018/19

EXPENDITURES

Organization: Town of Gaston

List of Expenditures	Actual FY 2016/17	Current FY 2017/18	Estimated FY 2018/19
Kirby Parade Float	350. ⁰⁰	375. ⁰⁰	375. ⁰⁰
Entertainment - Band	1200. ⁰⁰	600. ⁰⁰	800. ⁰⁰
Karaoke	350. ⁰⁰	300. ⁰⁰	350. ⁰⁰
* Ad / Banners / Picket Signs / Supplies	571. ²⁷	2129. ¹³	850. ⁰⁰
Trophy Shop /	139. ¹³	173. ⁸⁰	180. ⁰⁰
IGA	336. ⁰⁰	400. ⁰⁰	425. ⁰⁰
Air Fun Rentals / Fun For All	3990. ⁰⁰	3990. ⁰⁰	3990. ⁰⁰
Crowns for Pageant / Supplies	61. ²⁵	126. ⁸⁰	235. ⁰⁰
Tony's Trophies / Wholesale Crowns	418. ⁰⁰	416. ⁹⁵	420. ⁰⁰
ASCAP	100. ⁰⁰	100. ⁰⁰	100. ⁰⁰
* USPS - Mail Flyers / Stamps	801. ²⁸	742. ²⁵	755. ⁰⁰
Corbitt's Meat Market	1540. ⁰⁶	1417. ⁷⁴	1500. ⁰⁰
Lizards Thicket	695. ³⁹	845. ¹⁹	850. ⁰⁰
Pageant Director, Judges, Auditor, Emcee	175. ⁰⁰	175. ⁰⁰	175. ⁰⁰
Barbeque Contest Winners	1500. ⁰⁰	1900. ⁰⁰	1900. ⁰⁰
K+K Printing	895. ⁵⁹	1270. ⁰⁹	1000. ⁰⁰
Magic Show - Ray Hardee	175. ⁰⁰	175. ⁰⁰	175. ⁰⁰
* SCBA Advertisement		800. ⁰⁰	800. ⁰⁰
* LINC Advertisement		278. ⁰⁰	300. ⁰⁰
TOTAL	13,297.⁹⁷	16,214.⁹⁵	15,180

Temporary Alcohol Beverage License Fee Funding Application FY2018/19



Gilbert Community Club

Lexington County Peach Festival • Gilbert Community Park

Gilbert Community Club
c/o Lexington County Peach Festival
PO Box 103
713 Juniper Springs Road
Gilbert, South Carolina 29054
January 2, 2019



Ms. Judy Busbee
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Dear Ms. Busbee:

Thank you for the opportunity again to submit a funding request on behalf of the Gilbert Community Club for the Lexington County Peach Festival that will be held July 4, 2019.

For the first time last year we received a \$5,000 grant which we greatly appreciated. We would appreciate being considered for the full amount of \$5,000 for 2019. We currently use the \$5,000 grant to offset our advertising costs which this year exceeded \$10,788.81. If additional documentation is required in order to receive this grant, please let me know.

Again, we thank you for your approval of these funds in the past and look forward to hearing from you and working with you in the future. Should you need additional information or clarification on the enclosed documents, please contact me at (803) 920-9904. Also, notices for re-application should be sent to me at shelba_howard@yahoo.com and not to semmsease@aol.com (Robin McCartha).

Sincerely,

Shelba D. Howard

Shelba D. Howard, Coordinator/Treasurer
Enclosures



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: Lexington County Peach Festival
2. Sponsoring Organization: Gilbert Community Club
Mailing Address: PO Box 103, Gilbert, SC 29054
3. Festival Director:
Name Shelba D. Howard Title Coordinator/Treasurer
Telephone 803-920-9904 Alternate Telephone _____
Fax Number N/A
Email lcpf@comporium.net
4. Festival Website: www.lexingtoncountypeachfestival.com
5. Event Category (*Check One*):
☒ Festival: Lexington County Peach Festival
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (*Actual Dates of Festival*): Jul 4, 2019
7. Location of Festival: Gilbert Community Park and surrounding areas
8. How many people do you expect to attend? 30,000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 90,000
 - b. Amount of funds requested for this project: \$ 5,000.00
 - c. This request equals what percent of the total Festival Budget? 5.56 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2018, amount \$ 5,000.00, source Lexington County, and purpose: Lexington County Peach Festival
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

FUNDING SOURCES

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
See Attached!	132,397.30	129,005.82	109.910.40
TOTAL	132,397.30	129,005.82	109.910.40



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FINAL REPORT
CURRENT FY 2019/20
(SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

I. FESTIVAL INFORMATION:Organization Name: Lexington County Peach Festival (Gilbert Community Club)Festival Name: Lexington County Peach FestivalContact Name: Shelba D. HowardPhone: 803-920-9904**II. FESTIVAL COMPLETION:**Were you able to complete the festival as stated in your original application? Yes

If no, state any problems you encountered: _____

III. FESTIVAL SUCCESS:

Please share any additional comments regarding the festival (e.g., lessons learned, successes, problems encountered, etc.): _____

The great weather and our volunteers continue to contribute to our success**IV. FESTIVAL ATTENDANCE:**

Record numbers in table below as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for festivals for current and previous year.

	FY 2019/20 Current Year	FY 2018/19 Previous Year
Total Budget of Festival	108,159.91	74,870.00
Amount Funded by the Temporary Alcohol Beverage License Fee	5,000.00	5,000.00
Amount Funded by the Temporary Alcohol Beverage License Fee from all Sources		
Total Attendance	40,000	40,000
Total Tourists*	25,000	25,000

*Tourists are generally defined as those who travel 50 miles or more to attend.

V. METHODS:Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.): media, registration, informal surveys, web page response/applications, and law enforcement**VI. FESTIVAL BUDGET:**

Attach a report indicating what festival expenses were paid for using Temporary Alcohol Beverage License Fee for the fiscal year.

VII. ORGANIZATION SIGNATURE:

Provide signature of official with the organization verifying accuracy of above statements.

Shelba D. Howard

Name

Shelba D. Howard

Signature

Coordinator/Treasurer

Title

Jan 3, 2019

Date

Financial Accounting: 2018 GCC Lexington County Peach Festival Annual Report

Revenue

Michelin (Arts and Crafts)	1,700.00
Arts & Crafts	12,087.00
Pageants	4,468.00
Revenue from Sponsors & Ads	29,915.00
Fireworks	4,220.00
Concessions (<i>less Welcome Tent</i>)	68,663.82
Grant (<i>awarded - increased from \$2,500</i>)	5,000.00
Ice Cream Sales	876.00
T-Shirts, Souvenirs	2,076.00
Total Revenue to LCPF Account	129,005.82

Operating Expenses

Amazon (two-way radios)	80.46
Arts & Crafts	523.30
Carolina Screen Printers	1,886.09
Chef's Store	1,067.91
Columbia Flag & Banner (US Flag)	39.54
Comporium	423.85
Concessions	31,900.69
Dollar Tree (soap, cups, etc.)	43.59
Domino's Pizza, Drinks	27.10
E&D Enterprises (port-a-jons)	1,157.12
Ed Smith Lumber	280.19
Entertainment	11,330.00
Fireworks	6,613.46
Gilbert Community Park (usage)	5,000.00
Hobby Lobby (decorations)	114.48
Home Depot (cords, lights, extinguisher, etc.)	243.69
Insurance	1,332.42
Lexington Printing, LLC (2018 Programs)	10,788.81
Michelin-Sponsored Art Contest	1,732.85
Office Supplies (cartridges, etc.)	1,285.92
Pageants	2,962.46
Palmetto Propane	1,890.00
Paper Pro	645.70
Parade Float Driver	70.00
Party Reflections (rental)	1,862.35
Postage, Box Rental	473.74
Quick Serve	183.97
Recipe Contest	387.51
Sam's Club (supplies, hose, etc.)	71.65
Sanitation & Kitchen Staff	1,212.50
Shealy's BBQ (pre-festival)	2,755.31
Software Renewal (Microsoft/QB)	259.42
Tuesday Morning (Welcome)	25.67
Wreaths for Parade	280.00

Expenses for LCPF	88,951.75
Expenses to Schlorships/Memorials	6,025.00
2018 LCPF (Ending Balance)	34,029.07

Financial Accounting: 2018 LCPF Concessions Annual Report

	2018	2017	2016
Revenue			
Revenue Deposits			
Taylor Ladies (ice cream)	2,426.00	4,724.00	2,228.00
Shelley Lindler (cobbler)	4,506.00	3,271.00	2,806.00
Icenhour/Asbill (BBQ Plates)	4,056.91	5,176.00	4,085.00
Wade & Barbara Sox (ice cream)	7,667.00	6,584.50	5,925.10
Betty & Ed Crout (hotdogs & sandwiches)	8,823.00	10,355.00	9,204.00
Jennifer & Amy (parfaits)	5,488.00	5,948.00	6,159.00
Billy & Susan (hotdogs & sandwiches)	12,876.46	7,369.00	6,283.00
Ruritans (billed \$3,018.69 for 93 ice creams, etc.)	0.00	0.00	
Peyton Miller (sno cones)	789.00	1,151.00	1,281.75
Diane Mosher (lemonade)	1,135.50	1,115.00	1,030.00
Tammy & Guys (peach slush)	6,956.00	6,310.00	7,271.00
Jean Fallaw (sandwiches)	1,560.00		2,429.05
Lisa & Doug (sandwiches)	1,640.00	2,791.00	1,992.00
Fred & Louise (sandwiches)	4,272.95	4,199.80	4,344.00
Welcome Center	1,614.00	1,972.00	2,659.00
<i>Juli Watts & Amanda Rust (N/A 2018)</i>	*	4,657.00	3,481.00
Whiteheads (sandwiches)	2,675.00	3,399.00	3,023.00
Roy & Lisa McIntosh (cobbler & ice cream)	3,792.00	5,252.00	5,022.00
Noon Luncheon - (N/A 2018)	*	0.00	172.00
Total Revenue	**	70,277.82	74,446.30
			69,222.90

*Revenue not realized for 2018 (Noon luncheon & waffle stand) (\$4,829)

**Difference from PY (\$4,168.48)

Financial Accounting: 2018 LCPF Michelin-Sponsored Art Contest Annual Report

Revenue

Revenue Deposits

Michelin-Sponsored Donation	1,700.00
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Total Revenue

Expenses

Operating Expenses

Karyss Stegall	45.00
Alayna Headon	35.00
Emerson Harrell	25.00
Raven Howell	45.00
Ayden Bowers	35.00
Jade Sanchez	25.00
Bishop Sims	45.00
Wyatt Mozley	35.00
Jocelyn Evangelista-Ramas	25.00
Cooper Davis	45.00
Ashlynnne Spires	35.00
Kadyn Greenhill	25.00
Sophia Pariott	45.00
Reese Ward	35.00
Emily Jaynes	25.00
Julianne Wooten	45.00
Brendin Koipers	35.00
Shane Wise	25.00
Mikey Buchanan	45.00
Sam Kyzer	35.00
MacKenzie Head	25.00
Leah Browning	45.00
Lizzy Lang	35.00
Olivia Smith	25.00
Austin Lily	45.00
Savanna Spires	35.00
Leah Myrick	25.00
Sophie Ngo	100.00
Lydia Roxburgh	75.00
Marena Fleming	50.00
Bath & Body Works Gift Cards (Judges)	75.00
Blake Amick (Hodge Badge Co. - ribbons)	187.85
Hobby Lobby Gift Cards (Teachers)	300.00

Total Expenditures	1,732.85
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Ending Balance

598

(32.85)

Financial Accounting: 2018 Peach Festival Queen Pageant Annual Report

Revenue

Revenue Deposits

Pageant Registration Fees	195.00
Pageant Registration Fees	1,960.00
Pageant Registration Fees	1,105.00
Ticket Sales	1,208.00
Total Revenue	4,468.00

Expenses

Operating Expenses

3803 Mackenzie Taylor - Emcee	50.00
3807 Arielle Riposta - Emcee	50.00
3800 Judy Fox - Judge	50.00
3801 Haley Stokes - Judge	50.00
3802 Paula Wells - Judge	50.00
3804 Megan Armstrong - Judge	50.00
3805 Nikki Barthelemy - Judge	50.00
3806 LaChandra Hilliard - Judge	50.00
3789 Edwards Signs & Graphics	175.00
3855 Miriam Matthews - pageant expenses (i.e., food, etc.)	102.13
3854 The Sash Company (queen sashes)	231.94
3814 Lindsay Grace Holley (Miss Teen Peach)	100.00
3813 Emily Ryan Garris (Miss Young Peach)	100.00
3812 Sarah Elizabeth Adkins (Miss Petite)	100.00
3811 Abigail Grace Cooper (Miss Little Peach)	100.00
3810 Dani Rayne Stidham (Miss Wee Peach)	100.00
Trophy & Awards Center	936.09
Kathy Hoffman (pageant supplies)	302.30
3850 Buddy Taylor Farms (peaches)	165.00
3809 Nicole Amick (Auditor)	75.00
3808 Jackie Shealy (Auditor)	75.00

Total Expenditures	2,962.46
---------------------------	-----------------

Ending Balance	1,505.54
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Chairpersons: Miriam Matthews & Kathy Hoffman

GILBERT COMMUNITY CLUB for LEXINGTON COUNTY PEACH FESTIVAL – 2018

A. Description of Festival and History

The Festival is a one-day event consisting of a parade, a local aviation business that provides an exciting air show before the parade, a peach recipe contest, beauty contest, many art and craft vendors, and a program with parade awards, peachy recipe awards, and recognition of visiting dignitaries. There is also entertainment on three stages that begins around 9:30 AM and continues until around 6:00 PM. At that time music continues on one stage until around 10:30 PM after the fireworks show ends. There is also a Peach Festival Auto Show, an Antique Tractor and Farm Equipment Show, a volleyball tournament, and a Revolutionary War Camp which all draws a large crowd.

With the exception of this year, a luncheon is usually held in the Gilbert Primary School cafeteria immediately following the morning program. This is for invited guests and in recent years has also been a venue for honoring our soldiers and veterans. It is also when awards are presented for the Peachy Recipe Contest, and Parade, and the oldest and youngest in attendance.

The Gilbert Community Club is responsible for food vending all day. Numerous booths provide peach ice cream, hot dogs, hamburgers, chicken sandwiches, barbeque sandwiches, sno cones, peach cobbler, peach sundaes, peach tea, peach punch, peach slush, and peach-berry split (peaches and blueberries on ice cream). Barbeque chicken and pork plates are also available on the grounds.

The Festival is a family event which prohibits alcohol on the premises. We feel that this is a very important aspect of our Festival. We have many people who express appreciation for our stand on this issue. We also ask that our arts and crafts vendors not sell items that promote drugs, alcohol, tobacco or profanity, and they are asked to leave if they refuse to cooperate.

The Festival began in 1958 as a small community projects to raise money for various community projects. The three goals were to promote the community, to promote the peach industry, and to promote our county. The peach industry was huge in Gilbert, South Carolina in 1958 and celebrating our country's independence and our local peach industry on July 4th seemed a natural thing to do. While the peach industry in Gilbert is not as large as in 1958, the support of the festival and what it stands for is still a huge factor in this community.

Over the years the Festival has grown from a small local event to a huge event drawing crowds from all over. The addition of a web page seven years ago has put the Festival into a position to be nationally recognized.

B. Benefit Festival Will Serve Toward Promoting Tourism and the Lexington County Community

The Peach Festival brings in people from all over the state as well as many from out of state. The name Gilbert and Lexington County are synonymous with the Peach Festival to many people. It is one of the largest, oldest, and best-known events sponsored in the county. Many people come to Lexington County to attend this festival each July 4th making it a part of their Independence Day tradition.

As stated previously, when we added a web page to our promotional events, we began to get inquiries nationwide about the Festival. We also had people from several states who made the Festival a part of their travel plans for the summer. In 2010 one family from Pennsylvania planned their trip to Disney World so that they could be in Gilbert on the 3rd for the Festival. Each year we get inquiries from more and more out-of-state people.

C. Festival Attendance

The estimated attendance for the Festival is around 40,000 with approximately 25,000 of those considered tourists.

D. Economic Impact Generated by Tourism

We have no records to indicate actual figures for economic impact. We do know that many of our attendees come from out of town spending the night in neighboring towns with hotel accommodations. We also have reports from our local businesses that business booms for them on the day of the Festival. In addition, several restaurants in nearby towns as well as in Gilbert are swamped with visitors who enjoy a meal with them before leaving the area. Several of our local stores express to us that there are a large number of people that stop in to shop. One local sandwich shop has added breakfast to their menu on the day of the festival and has had great success with it.

E. Description of How Festival Attracts and Promotes Tourists and How Funds are Used

The Festival at this point attracts a large number just by our reputation acquired over the last 60 years. We have good promotions sponsored by WISTV and other local TV, newspaper, and magazine producers. For several years Southern Living has done a story about the Festival, and we were featured on the TODAY Show in New York on July

4, 2008! We are members of the SC Festival Association and have a website linked to the PRT site, WISTV, the Festival Association site, as well as several others.

Last year we spent more than \$11,000 on entertainment and approximately \$500 to drive and maintain a float for the Festival queens that represents us in many parades. These expenses alone would more than take care of the \$5,000 grant that we receive.

As evident by the receipt in the amount of \$10,788.81 that was submitted to the County of Lexington for 2018 promotion expenses, the \$5,000 grant that we received was used to offset the costs of printing and advertising for the Festival.

F. Additional Comments

We have enjoyed a highly successful festival for 60 years and look forward to continuing this tradition into the next century. We have set up an advisory board to ensure that we are preparing leaders for the festival as years pass and our present generation who have worked with the Festival for the past 60 years are no longer able to carry out their duties.

We receive many comments of appreciation from the attendees of the Festival about our 'no alcohol' policy. Law enforcement also has expressed appreciation for this as it makes their job a much easier one on the day of the Festival.

The Festival serves as a unifying factor in our community bringing people together from all walks of life. It is also a source of pride for our community as it is the major thing that has 'put Gilbert on the map' so to speak!

In 1983, the Gilbert Community Club, along with the Peach Festival, began giving scholarships to seniors who have worked for at least three years with the Festival, and to date have given over 300 scholarships. Today many of our festival workers, committee chairpersons, and several of the advisory members, are former scholarship recipients.

We are proud of our reputation and the quality of our Festival and hope to be able to continue to promote Lexington County with a Festival of integrity and class for many years to come.

2019 Gilbert Community Club (GCC)

President	Ed Crout 1210 Juniper Springs Road, Gilbert, SC 29054
VP	Lisa McIntosh 1120 Juniper Springs Road, Gilbert, SC 29054
Secretary	Lisa Smith 917 Misty Lane, Gilbert, SC 29054
Treasurer	Monica Motes 1445 Perry Taylor Road, Leesville, SC 29070

Lexington County Peach Festival Committee Members

Coordinator	Shelba D. Howard 325 Shady Branch Road, Leesville, SC 29070
Member	Jean Fallaw 1011 Peach Festival Road, Gilbert, SC 29054
Member	Craig Finley 121 Switch Grass Drive, Leesville, SC 29070
Member	Blake Amick 203 Rapala Way, Lexington, SC 29072
Member	Jessica Fallaw 118 Hampton Street, Gilbert, SC 29054
Member	Mindy Smith 361 Schofield Road, Gilbert, SC 29054
Member	Kelli Frost 105 Peachtree Street, Gilbert, SC 29054
Member	Monica Motes 1445 Perry Taylor Road, Leesville, SC 29070
Member	Jennifer Stalvey 1160 Windy Road, Gilbert, SC 29054

2019 Gilbert Community Club (GCC) Board of Directors

Chairperson	TBD
V-Chairperson	Fred Taylor (1 year) 111 Juniper Springs Road, PO Box 294, Gilbert, SC 29054
Secretary	Billy Crout (2 years) 141 Bridgewood Court, Gilbert, SC 29054
Officer	Tim Kyzer (3 years) 904 Goldie Road, Leesville, SC 29070
Officer	Kelli Frost (4 years) 105 Peachtree Street, Gilbert, SC 29054
Officer	Craig Finley (5 years) 121 Switch Grass Drive, Leesville, SC 29070
Treasurer, GCC	Monica Motes 1445 Perry Taylor Road, Leesville, SC 29070



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: The South Carolina Poultry Festival
2. Sponsoring Organization: Leesville Merchants Association
Mailing Address: PO Box 4067, Leesville, SC 29070
3. Festival Director:
Name *Brent Shealy, Daphyne Ridgell, Randy Taylor Title Co-chair
Telephone 803.532.9273 Alternate Telephone 803.429.5196
Fax Number 803.332.1940
Email brent.shealy@economyfurniture.com
4. Festival Website: SCPoultryFestival.com
5. Event Category (Check One):
☒ Festival: 100,000 (estimated)
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): May 9-11, 2019
7. Location of Festival: Leesville Business District
8. How many people do you expect to attend? 80,000 - 100,000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 125,000
 - b. Amount of funds requested for this project: \$ 10,000
 - c. This request equals what percent of the total Festival Budget? 8 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2018, amount \$ 2500, source Lex. County, and purpose: advertising, publicity, & festival book
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

11. Type of Organization:

Please check one:

- ☐ County Government
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
 b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the festival versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the festival
 e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
 f. Additional comments: See Attached

Signature of Festival Director:

Brent Shealy
Name

Co-Chair
Title

Brent Shealy
Signature

01/24/19
Date

ORIGINAL APPLICATION DUE BY:**FRIDAY, JANUARY 4, 2019**

FY 2019/20 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



POST OFFICE BOX 4067
BATESBURG-LEESVILLE, SC 29070

TOLL FREE: 1-888-427-7273
VISIT US AT WWW.SCPoultryFESTIVAL.COM

County of Lexington
Temporary Alcohol Beverage License Fee
FY 2019/20

Started in 1987, our annual festival has grown from a regional event attracting 20,000 visitors to one that now boasts crowds of 100,000 people plus. With poultry giants like Columbia Farms, Amick Farms, and Gentry's Poultry Company calling the region home, the greater Batesburg-Leesville area contributes significantly to the poultry industry in South Carolina each year.

The South Carolina Poultry Festival is held the 2nd Saturday in May every year. Our three-day festival includes something literally for everyone! Festivities begin Thursday night with a one priced ride night and musical entertainment. Friday night continues with more rides, musical entertainment complete with a street dance, and a corn-toss tournament in the park. Saturday starts early with a 5K road race, volleyball tournament in the park, a great parade, a variety of feel good diet busting foods, that perfect craft to buy from a variety of crafters, a fantastic classic car show, rides, rides, and more rides! With three stages of entertainment, festival goers can put their dancing skills to the test with the musical talents of the bands at the street dance. And of course, no Poultry Festival would be complete without the #1 World's Best Chicken Cooking Contest *and* the largest fireworks display in the Midlands.

A festival of this magnitude comes with a great price tag and would not be possible without the countless volunteers who give generously of their time, the sponsors, and all the unsung heroes working in unison to create a family-oriented festival. Monies received from this funding will better allow us the privilege to advertise and market our growing festival. With something for everyone, our festival brings folks from all over the state (and beyond) together in fun and fellowship to share in and experience the sweet charm and hospitality of Batesburg-Leesville, SC.



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2019/20

FUNDING SOURCES

Organization: South Carolina Poultry Festival

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Events	54,991	55,000	55,200
Vendors	13,564	14,000	14,250
Sponsorships	39,975	40,000	40,000
Advertising	7600	7800	7700
Grants	2500	2500	10,000
Other (souvenir)	12,372	11,800	6,000
TOTAL	131,002	131,100	133,150

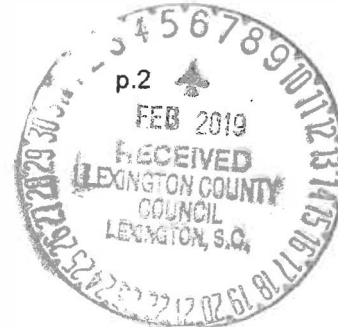


County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

EXPENDITURES

Organization:

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Advertising	14,752.56	15,200	15,175
Events	71,156.56	73,300	75,500
Souvenirs	8910.75	9180	9500
Bank	226.80	235	240
Misc	5259.70	5420	5580
Contributions.	1750.00	1800	1850
Equipment / facilities	7478.25	7700	7940
Maintenance	947.50	1020.	1050
Insurance	1903.16	1960	2020
Licenses	600	600	600
Office / Printing	619.24	650	675
Website / Phone	358.00	370	380
Rentals	5413.41	5575	5750
Scholarships	1000	1000	1000
Utilities	915.42	945	975
Professional	910	940.	965
TOTAL	122,442.06	125,015	130,000



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE
FEE FY20 (A)

APPLICATION

1. Name of Festival: South Carolina Pelion Peanut Party
2. Sponsoring Organization: South Carolina Pelion Peanut Party
 Mailing Address: P.O. Box 386 Pelion, SC 29123
3. Festival Director:
 Name Amy McDonald Title SC PPP - Co-Coordinator
 Telephone 803 724-9631 Alternate Telephone 803 894-9537
 Fax Number 803 894-9538
 Email Craftythingspelionsc@gmail.com
4. Festival Website: _____
5. Event Category (Check One):
☒ Festival: _____
☐ Other - Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): Nov 1st + 2nd 2019
7. Location of Festival: 951 Pine St Pelion, SC 29123
8. How many people do you expect to attend? 10,000
9. Festival Budget: Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.
 a. Estimated cost for this project: \$ 3800.00
 b. Amount of funds requested for this project: \$ 2500.00
 c. This request equals what percent of the total Festival Budget? 66% %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 a. If yes, state year 2015, amount \$ 2500.00, source LC TABLF Funds, and purpose: Subsidized advertising expenses for SC PPP.
 b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 c. If no, please explain: _____



EXPENDITURES

[illegible]

611



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY20: 13

FUNDING SOURCES

Organization: South Carolina Pelion Peanut Party

[illegible]

11. Type of Organization:

Please check one:

- ☐ County Government
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
c. Total attendance to the festival versus the number of total tourists in attendance
d. Economic impact generated by tourism to the festival
e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
f. Additional comments: _____

See attached. ✓

Signature of Festival Director:

Amy McDonald
Name

SC PPP - Co-Coordiators

Title

Signature

2-5-19
Date**ORIGINAL APPLICATION DUE BY:****FRIEDAY, JANUARY**

Festival Application

Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

Temporary Alcohol Beverage License Fee Funding Application FY2016/17



157 NW Columbia Avenue • P.O. Box 183 • Chapin, SC 29036

January 25, 2019

Judy Busbee, Assistant Clerk to Council
Lexington County Council
212 South Lake Drive, Suite 601

RE: FY19/20 Festival Application Form

Dear Judy,

The Chapin Labor Day Festival and Parade provides an amazing festival experience for locals and tourists visiting our beautiful community. In its 40th year, this beloved tradition has continued to grow year after year. Attached please find our application form for the 2019 Labor Day Festival.

We fully believe the Labor Day Festival brings positive exposure not only to Chapin, but also Lexington County. It adds to our quality of life and the Town of Chapin appreciates the County's continuing support.

Please let me know if you have any additional questions.

Best regards,

Nicholle Burroughs
Director of Public Affairs



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: Chapin Labor Day Festival
2. Sponsoring Organization: Town of Chapin
 Mailing Address: 157 NW Columbia Ave.
3. Festival Director:
 Name Nicholle Burroughs Title Director of Public Affairs
 Telephone 704 778 6235 Alternate Telephone 803 575 8039
 Fax Number _____
 Email communications@chapinisc.com
4. Festival Website: http://www.chapinisc.com/269/Chapin-Labor-Dav-Festival-Parade
5. Event Category (*Check One*):
☒ Festival: _____
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (*Actual Dates of Festival*): Aug. 31- Sept. 2
7. Location of Festival: Chapin Road- Chapin. SC
8. How many people do you expect to attend? 25,000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 19,950
 - b. Amount of funds requested for this project: \$ 3000
 - c. This request equals what percent of the total Festival Budget? 15%
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 a. If yes, state year 2018, amount \$ 2500, source Lexington County, and
 purpose: to assist with advertising for the festival. attracting tourists.
 b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee
 funds you received? ☒ Yes ☐ No
 c. If no, please explain: _____

11. Type of Organization:

Please check one:

- ☐ County Government
☒ Municipal
☐ Non-profit Organization
☐ Community service club, church, etc.
☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
 b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the festival versus the number of total tourists in attendance
 d. Economic impact generated by tourism to the festival
 e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
 f. Additional comments: _____

Signature of Festival Director:

Nicholle Burroughs

Name

Director of Public Affairs

Title

Nicholle Burroughs

Signature

1/24/19

Date

ORIGINAL APPLICATION DUE BY:**FRIDAY, JANUARY 4, 2019**

FY 2019/20 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072

12. Chapin Labor Day Parade and Festival Overview and Description

a. The Chapin Labor Day Parade and Festival will enter its **40th** year in 2019, and continues to serve as Chapin's signature public event that brings thousands of residents and visitors to this lakeside community for an extended weekend of activities. The weekend kicks off on Saturday morning with a **5K Race** (Walk, Run or Ruck) coordinated by the Justin Pepper Foundation to benefit its youth volunteerism programs. Saturday evening the Town will host a benefit concert featuring area favorite Tokyo Jo with funds going to local Chapin charity We Care.

On Sunday evening, we will once again host a free community concert featuring an up and coming country band that will bring individuals and families to the Beaufort Street area for fun, enjoyable entertainment. We will have a couple food vendors and a few market vendors tailored toward the evening crowd.

On Monday, the festival goes full throttle with 100+ street vendors lining historic Beaufort, Lexington and Clark Streets selling food, arts and crafts, and other novelties; a Children's Play area with games and activities for younger families; a Classic Car Show featuring a variety of late model automobiles; an annual book sale by the Chapin Branch library; model train display at the old Fire Station/American Legion Post; musical concerts by local artists; and the 100+ entry annual parade that has welcomed local, state and national figures over the years.

As part of the 40th annual Labor Day festivities the Town has partnered with the Crooked Creek Arts league to feature a community art installation project. The project will feature twelve large art installations around the Chapin community. Each installation will feature a local artist and be located at a sponsored business. The sculptures will be made from 3/16" thick aluminum and mounted on a wooden base, it will measure 5' high by 4' wide and will be viewable from all sides. This project will attract visitors and art enthusiasts to our area. An auction will be held over Labor Day weekend for those interested in owning the pieces permanently.

b. This long-time annual festival is a popular destination for people throughout the Midlands, South Carolina and beyond, much like its fellow Lexington County festivals (Peach, Poultry, Collard, Okra Strut, etc.). An estimated 20,000+ people come out to participate each year in this end-of-summer send off, which generates a huge impact on local restaurants, shops, and the participating vendors. Several of Chapin's local non-profit organizations and schools also raise vital funds that support their causes by serving as food vendors or providing essential festival services such as parking, festival set up and clean up, and public safety. With 60 % of the vendors coming from outside of the Midlands we pre-negotiate rates with nearby hotels the night preceding the festival.

c. Attendance estimates for 2018 were 25,000, with approximately 40% of attendees coming from outside the area. Based on an increase in vendor participation, car show entries, parade contestants and festival attendees that number increased by more than a thousand people from previous years.

d. Vendors do not provide the Town with their sales information but a conservative estimate of minimum spending by individuals in attendance of \$7 a person, would generate a minimum of \$168,000 in revenues and additional sales generated after the festival is not tracked either. Whatever is generated, the impact is far greater than the money spent to put the festival on, because it creates community pride, encourages a diverse group of people to work together for a common cause, generates new visitors to our community as well as positive publicity for our town.

e. The money (\$3000) received from Lexington County through its Temporary Alcohol Beverage License Fee funds will be used to support advertising and promotions as follows:

1,000	Radio advertising with Midlands Media Group
750	of the \$2500 for printing 1200 program books that were distributed in advance and at festival
750	for online advertising with EC Publishing (Carolinas Festival Magazine), Facebook and Gardner Publications (Top 10 Things To Do eblast)
500	Billboard signage attracting out of town visitors

f. We were fortunate to once again partner with Lake Murray Country Tourism Board to cross promote our Labor Day Festival with their activities to promote lake tourism through the provision of **24** two-sided street banners that were on display on the two main Chapin transportation corridors, Columbia Avenue and Chapin Road (Hwy **76**) beginning in early June. This partnership helped save the festival more than **\$2500** in promotional expenses. We plan to partner with them again in **2019**.



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2019/20

FUNDING SOURCES

Organization: Town of Chapin

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Sponsors/ Advertisers	8375	10210	11250
Lexington County Temporary Alcohol Grant	2500	2500	3000
Vendors	5195	8470	9350
Parade Floats	2910	2380	2625
T-shirt Sales	795	n/a	n/a
Car Show	230	1150	1265
TOTAL	20005	24710	27490



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

EXPENDITURES

Organization: Town of Chapin

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Advertising & Promotions	4296.66	3907.71	4725
Custodial (Clean up & Porta Johns)	3080	2930	3375
Entertainment & Awards	1874.55	2397.06	2750
Program Design & Printing	2081.65	2459.24	2600
Parade & Equipment Rentals/ Purchases	896.99	2694.74	2750
Miscellaneous Supplies & Expenses	2470.68	3686.01	3750
TOTAL	14700.53	18074.76	19950



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: 46th Annual Okra Stew Festival
2. Sponsoring Organization: TOWN of IRMO
 Mailing Address: PO BOX 406, IRMO, SC 29063
3. Festival Director:
 Name Bob Brown Title Town Administrator
 Telephone (803) 781-7050 Alternate Telephone _____
 Fax Number (803) 749-2743
 Email rbrown@townofirmo.com
4. Festival Website: www.okrastew.com
5. Event Category (Check One):
☒ Festival: Festival and Parade
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): September 27 & 28, 2019
7. Location of Festival: IRMO, SC 29063
8. How many people do you expect to attend? between 12,000 - 17,000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 106,050.00
 - b. Amount of funds requested for this project: \$ 3,500.00
 - c. This request equals what percent of the total Festival Budget? 2 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2018, amount \$ 3,500, source Lexington County, and purpose: 2018 OKRA STEW Festival
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

11. Type of Organization:

Please check one:

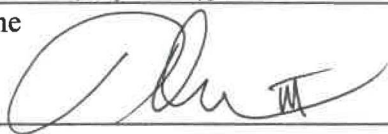
☐ County Government☒ Municipal☐ Non-profit Organization☐ Community service club, church, etc.☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
- b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the festival versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the festival
- e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
- f. Additional comments: _____

Signature of Festival Director:

Name Robert BrownTitle Town AdministratorSignature Date 12/12/18**ORIGINAL APPLICATION DUE BY:****FRIDAY, JANUARY 4, 2019**

FY 2019/20 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2019/20

FUNDING SOURCES

Organization: TOWN OF IRMO (OKRA STUNT FESTIVAL)

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Lexington County (ABC funds)	2,500		2,500
Richland County (Hospitality)	5,000		6,000
Corporate Sponsors	42,035		40,000
Parade Entries	3,300		3,000
Booth Rentals	14,310		13,000
Sales	6,468		6,250
TOWN OF IRMO (ACCOMMODATIONS)	26,000		20,000
TOTAL	99,613		90,750



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

EXPENDITURES

Organization: TOWN of IRMO (Okra Gas Festival)

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Staff (overtime)	10,395		12,000
Misc.	6,270		6,000
Marketing Media	14,044		9,000
Entertainment	39,193		40,000
Scholarships	4,700		5,000
Lexington County Deputy Support	3,870		3,500
Technical Support	6,460		7,000
Buses Trolleys	7,238		7,000
TOTAL	93,170		89,500



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: Tartan Day South Highland Games & Celtic Festival
2. Sponsoring Organization: The River Alliance
Mailing Address: 300 Candi Ln, Columbia, SC 29201
3. Festival Director:
Name John Banks Title Festival Coordinator
Telephone 803-665-7620 Alternate Telephone 803-765-2200
Fax Number N/A
Email johnbanks@columbiaspeedway.com
4. Festival Website: tartandaysouth.com
5. Event Category (*Check One*):
☒ Festival: _____
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (*Actual Dates of Festival*): April 4 - April 7 2020
7. Location of Festival: Historic Columbia Speedway & Icehouse Amphitheater Lexington
8. How many people do you expect to attend? 20,000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 117,800.00
 - b. Amount of funds requested for this project: \$ 5,000
 - c. This request equals what percent of the total Festival Budget? 4.24 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 2,500.00, source Lexington County, and purpose: Marketing
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☒ Yes ☐ No
 - c. If no, please explain: _____

11. Type of Organization:

Please check one:

- ☐ County Government
- ☐ Municipal
- ☒ Non-profit Organization
- ☐ Community service club, church, etc.
- ☐ Other: _____

Note: For-profit organizations are not eligible for funding.

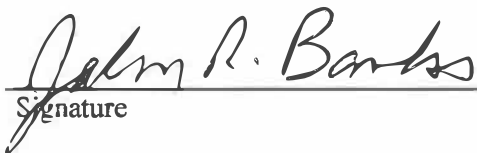
12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
- b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the festival versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the festival
- e. Overall description of how the festival attracts and promotes tourists to the area and **specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this**, i.e. brochures - \$300, etc.
- f. Additional comments: Attached

Signature of Festival Director:

John R. Banks

Name



Signature

Festival Coordinator

Title

January 2, 2019

Date

ORIGINAL APPLICATION DUE BY:

FRIDAY, JANUARY 4, 2019

FY 2019/20 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072

County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2019/20

FUNDING SOURCES

Organization: The River Alliance

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
West Columbia A-Tax	7,000.00	10,000.00	10,000.00
Cayce A-Tax	8,000.00	8,000.00	8,000.00
Lexington Temp ABLF	2,500.00	2,500.00	4,000.00
Cayce H-Tax	24,000.00	25,000.00	25,000.00
Town of Lexington A-Tax	5,000.00	8,000.00	8,000.00
Sponsors	8,050.00	8,000.00	10,000.00
Vendor Fees	7,880.00	8,000.00	8,000.00
Bev Sales and Car Club Fees	6,830.00	6,000.00	4,500.00
Ticket Sales	51,720.00	40,000.00	40,000.00
Program Sales and Merchandise	2,327.00	2,300.00	2,300.00
TOTAL	123,307.00	117,800.00	117,800.00



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

EXPENDITURES

Organization: The River Alliance

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Event Insurance	2,382.00	2,500	2,500
Printed Marketing Materials	1,894.00	2,000	2,000
Entertainment Athletics and Sound The Celtic Force	22,069.00	24,000	24,000
Tents and Tent Rentals	15,500.00	16,000	16,000
Restroom and Logistical Rentals	14,418.00	16,000	16,000
Advertising and Marketing	30,731.00	35,000	35,000
Facility Rentals	10,000.00	10,000.00	10,000.00
Misc Labor	4,300.00	4,000.00	4,000.00
SC Amusement Taxes	2,463.00	1,500.00	1,500.00
Lodging for Judges and Bands	3,684.00	3,000.00	3,000.00
Security Fire and EMS	1,655.00	1,500	1,500
Awards	225.00	300.00	300.00
Contribution to charity	7,105.00		
Misc Entertainers and Fees	6,881.00	2,000	2,000
TOTAL	123,307.00	117,800.00	117,800.00

Tartan Day South Answers to Question 12:

a. General description of the festival and brief history of the organization

Tartan Day South is a multifaceted multiday festival celebrating Celtic Heritage. We have stretched the festival to four days to encourage overnight stays from our visitors. We celebrate national Tartan Day, a holiday created by the US Congress to celebrate the contributions of Americans of Scottish and Irish decent.

The four days include:

Thursday night is the "Celtic Kickoff Party"

Friday's Celtic Commotion is a concert with three bands, bagpipe performances, Traditional Dancing, and other exhibits. This year the Friday night Concert will be hosted at the Lexington Icehouse Amphitheater.

Saturday is the Main event with 10 hours of festival covering 9 acres. The event includes Highland Athletics, Traditional Dancing Exhibitions, Great Celtic Music, Mass Pipe Bands, Sheep Dog Herding Exhibitions, Birds of Prey Exhibitions, Traditional Foods & Drink, Genealogy, Classic British Car Show, Celtic Clans & Societies, Ax Tossing & Archery, Celtic Marketplace and Kids Rides and Play Area.

The Festival Concludes on Sunday morning with a Kirkin' of the Tartans service.

Brief history of The River Alliance:

The River Alliance mission is the creation of community benefit from the region's rivers. We receive some support from our member governments but also rely on our private sector partners. We can affirm this support has a direct impact on our ability to continue operations and develop projects. We have been successful in creating a regional public policy of river access. We have then followed through with defining and resourcing projects. We have formed successful teams to design, engineer and permit these projects and we have managed their creation. Our success is measured in the thousands of people who routinely visit. Our web site, www.riveralliance.org has more details. For those who have not seen the Three Rivers Greenway, I suggest a weekend visit. A map can be downloaded from the site. The busiest portions routinely see 400-500 users per hour.

b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community

This themed festival draws a genre of people who follow these events around the country. The bands we bring in have international and regional followings that also brings tourists. We have had a tremendous success in drawing from outside our area. By collecting Zip Code at last year's event

we captured visitors from 122 Cities from 28 states outside of South Carolina. We also captured zip codes from 84 South Carolina cities that are located outside 50 miles from Lexington County. This festival opens new eyes to what Lexington County has to offer.

c. Total attendance to the festival versus the number of total tourists in attendance

Our tourists attendance has grown each year. The total attendance grew to 12,734 in 2018. The event celebrated the Eighth year in April of 2018. Through the data collected we estimate that over 2,100 visitors were from out of state and another 3,120 South Carolina visitors were from outside of 50 miles from Lexington. This indicates over 40% of the attendees would be considered tourists.

d. Economic impact generated by tourism to the festival

The economic impact for the festival is far reaching from restaurants, hotels, pubs, and gas stations. Based on figures provided by SCPRT for estimating economic impact the festival conservatively provides over \$1.61 million dollars on the main event day alone. A local business right down the road from the speedway states that it is their busiest day of the year over the last four years.

e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.

We purchase billboards in Charlotte and Augusta at around \$1,000. We purchase over \$3,000 dollars in state wide radio ads through 97.5 FM which reaches 75% of South Carolina's population. We receive \$2,500 last year and that is where it was targeted.

BOBBY E. HORTON
Mayor

BRIAN E. CARTER, ICMA-CM, AICP
City Administrator

MICHELLE M. DICKERSON, ESQ.
Deputy City Administrator

JUSTIN R. BLACK, CPA
City Treasurer/Assistant City Administrator

CRYSTAL BOUKNIGHT
City Clerk



City of West Columbia

Bridging Past, Present and Future

November 13, 2018

TEMUS C. "TEM" MILES
Mayor Pro-Tem

Council Members

R. TREVOR BEDELL

JIMMY BROOKS

MIKE GREEN

CASEY JORDAN HALLMAN

ERIN PARNELL PORTER

MICKEY PRINGLE

TEDDY WINGARD

**FY 2019/2020 Festival Application
Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072**



Dear Honorable City Council:

The City of West Columbia is delighted to host "Fall Back Fest", on Friday, November 1, 2019 from 6-9 p.m. There is something magical about the City of West Columbia's Fall Back Fest, a simple celebration of the time change, the entrance of fall, friends, Friday, and amazing local artists. It is an experience where attendees can come to relax, enjoy the music in the air, the food and beverages of local restaurants, and the live mural painting in the street by local artists. The city installs café lights on State Street for the event which creates a unique ambiance and attracts residents as well as tourists from surrounding cities and counties.

This will be the 4th annual Fall Back Fest. The city strives to provide a creative, family and pet friendly event, that is free to attend. Our goal is to attract people from surrounding cities and counties, making the State Street area the place to come for delicious food, great shopping, and amazing art. The local restaurants and a food truck that were open for previous Fall Back Fests reported record sales and created new customers in the process.

The 2017 Fall Back Fest brought in around 1200 people, and due to inclement weather, 2018 Fall Back Fest had fewer in attendance, but the sales for at least one merchant were the best to date. Based on demographic information compiled from attendees, the city determined that 8.5% of the attendees were from outside a 50-mile radius. In 2019, the city will compile the demographic information with zip codes from attendees to determine the attendance. The additional funding for marketing allowed us to reach over 66,000 people on Facebook alone, and were able to place a full-page ad in the Cultural Guide for the Free Times, which is a yearly guide. The city purchased two online and regular ads in Free Times and used ColaDaily online and Lexington Chronicle to broaden the market.

For the 2019 Fall Back Fest, the city is requesting \$3500.00 in Temporary Alcohol Beverage License Fee funds. The funds will be used to increase the marketing opportunities for the event promoting tourism and our Lexington County Community, increase the options for musical entertainment, and the activities in the kids' area.

The City of West Columbia has a population of approximately 17,600 people. The City of West Columbia provides a full range of municipal services including police and fire protection, street and sanitation services, recreational activities, planning and zoning and water and sewer services.

Thank you for your consideration.

Sincerely,



Kelli Ricard
Events Manager

kricard@westcolumbiasc.gov
803-939-8623 office
803-521-7765 cell



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

APPLICATION

1. Name of Festival: Fall Back Fest
2. Sponsoring Organization: City of West Columbia
Mailing Address: PO Box 4044, West Columbia a, SC 29171
3. Festival Director:
Name Kelli Ricard Title Events Manager
Telephone 803-939-8623 Alternate Telephone 803-521-7765
Fax Number 803-939-8607
Email kricard@westcolumbiasc.gov
4. Festival Website: westcolumbiasc.gov www.facebook.com City of West Columbia Fall Back Fest
5. Event Category (*Check One*):
☒ Festival: _____
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (*Actual Dates of Festival*): November 1, 2019
7. Location of Festival: State Street in West Columbia
8. How many people do you expect to attend? 2000
9. Festival Budget: **Request for funds must meet the requirements of Chapter 61, Section 61-6-2010, SC Code of Laws, 1976, as amended.**
 - a. Estimated cost for this project: \$ 8500.00
 - b. Amount of funds requested for this project: \$ 3500.00
 - c. This request equals what percent of the total Festival Budget? 41.18 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2018, amount \$ 2500, source Lexington County, and purpose: increased marketing and addition of kids' area
 - b. For each award year, did you expend 100% of the Temporary Alcohol Beverage License Fee funds you received? ☐ Yes ☐ No
 - c. If no, please explain: _____

11. Type of Organization:

Please check one:

- ☐ County Government
- ☒ Municipal
- ☐ Non-profit Organization
- ☐ Community service club, church, etc.
- ☐ Other: _____

Note: For-profit organizations are not eligible for funding.

12. Festival description - please attach a report with the following information:

- a. General description of the festival and brief history of the organization
- b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
- c. Total attendance to the festival versus the number of total tourists in attendance
- d. Economic impact generated by tourism to the festival
- e. Overall description of how the festival attracts and promotes tourists to the area and specifically how the Temporary Alcohol Beverage License Fee funds were used to accomplish this, i.e. brochures - \$300, etc.
- f. Additional comments: _____
- _____
- _____
- _____

Signature of Festival Director:

Kelli Ricard

Name



Signature

Events Manager

Title

11/13/18

Date

ORIGINAL APPLICATION DUE BY:

FRIDAY, JANUARY 4, 2019

FY 2019/20 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY2019/20

FUNDING SOURCES

Organization: City of West Columbia

List of Funding Sources	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
City of West Columbia Hospitality Funds	4255.55	4501.00	5000.00
County of Lexington - Temporary Alcohol Beverage. License Fee Fund	0	2500.00	3500.00
TOTAL	4255.55	7001.00	8500.00



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2019/20

EXPENDITURES

Organization: City of West Columbia

List of Expenditures	Actual FY 2017/18	Current FY 2018/19	Estimated FY 2019/20
Free Times	1800.00	1230.00	1500.00
Discount School Supplies	101.49	130.00	150.00
Grainger	435.02	220.00	450.00
Adobe Creative Cloud	9.99	0	0
Lowe's	9.05	0	250.00
10 Mural Artists	1100.00	900.00	1000.00
Band	800.00	1200.00	2000.00
Aiken Audio - sound	0	550.00	550.00
Signs2Go	0	377.00	200.00
Facebook ads	0	500.00	1000.00
Barnhill's Services	0	350.00	350.00
Facepainter	0	405.00	450.00
ColaDaily	0	250.00	250.00
Lexington Chronicle	0	250.00	250.00
Something Borrowed - bar top & linen	0	0	100.00
Displays2Go	0	369.00	0
TOTAL	4255.55	4501.00	8500.00

CITY OF WEST COLUMBIA'S FALL BACK FEST

November 2, 2018 • 6-9 PM

Live Mural Art: Alicia Leeke, Laura Day, Dylan Fousté,
Amanda Ladymon, Michael Cassidy,
Herman Keith, Karl Larsen, Tony Lewis,
and Michael Dantzler

Food & Beverages: Cha Cha's Food Truck
Cafe Strudel, State Street Pub,
116 Espresso + Wine Bar, Terra

Live Music: Rian Adkinson

*Corner of State and
Meeting Streets*
(in conjunction with the
State Street Art Crawl)

*Presented by the City of West Columbia
Supported by Hospitality Revenues*



City of West Columbia
Bridging Past, Present and Future

**COUNTY OF LEXINGTON
MINIBOTTLE TAX FUND
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Minibottle Tax Fund 2141:								
Revenues:								
420700	Minibottle Tax	549,829	350,514	516,024	516,024	<u>530,000</u>		
** Total Revenue		<u>549,829</u>	<u>350,514</u>	<u>516,024</u>	<u>516,024</u>	<u>530,000</u>	<u>0</u>	<u>0</u>
***Total Appropriation					516,024	530,000	0	0
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Fund: 2141
Division: Health & Human Services
Organization: 171600 - Minibottle Contributions

					BUDGET	
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
534000 Contributions (LRADAC)	549,829	99,657	516,024	<u>530,000</u>		
* Total Operating	549,829	99,657	516,024	530,000	0	0
** Total Personnel & Operating	549,829	99,657	516,024	530,000	0	0
Capital						
** Total Capital	0	0	0	0	0	0

*** Total Budget Appropriation	549,829	99,657	516,024	530,000	0	0
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COUNTY OF LEXINGTON
INDIGENT CARE
Annual Budget
Fiscal Year - 2019-20

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2017-18	Thru Dec 2018-19	Budget Thru Dec 2018-19	Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Indigent Care 2200:								
	Revenues:	<u>0.500 Mills</u>		<u>0.500 Mills</u>	<u>0.500 Mills</u>	<u>0.500 Mills</u>	<u>0.500 Mills</u>	<u>0.500 Mills</u>
410000	Current Property Taxes	475,152	267,765	474,986	474,986	474,986		
410500	Homestead Exemption Reimbursements	23,126	0	39,000	39,000	39,000		
410520	Manufacturer's Tax Exemption	2,084	0	3,600	3,600	3,600		
410530	State Sales and Use Tax Credit	3,372	1,407	4,798	4,798	4,798		
411000	Current Vehicle Taxes	104,425	36,101	74,627	74,627	74,627		
412000	Current Tax Penalties	715	0	1,300	1,300	1,300		
413000	Delinquent Taxes	20,037	7,422	25,000	25,000	25,000		
414000	Delinquent Tax Penalties	3,168	1,113	3,800	3,800	3,800		
417100	Fee in Lieu of Taxes	74,531	0	74,400	74,400	74,400		
417120	FILOT - Prior Year	282	0	0	0	0		
417130	FILOT - Manufacturer's Tax Exemption	3,940	0	3,700	3,700	3,700		
417150	FILOT - Fee for Services	232	0	350	350	350		
418000	Motor Carrier Payments	1,900	985	2,000	2,000	2,000		
418100	Heavy Equip. Rental Surcharge Fees	0	439	0	0	0		
419000	Merchants Exemptions	23,800	11,900	23,800	23,800	23,800		
461000	Investment Interest	5,456	3,815	2,500	2,500	2,500		
** Total Revenue		742,220	330,947	733,861	733,861	733,861	0	0

*****Total Appropriation** 651,676 651,676 0 0

FUND BALANCE
Beginning of Year 498,657 580,842 580,842 580,842

FUND BALANCE - Projected
End of Year 580,842 663,027 580,842 580,842

Fund 2200
Division: Health & Human Services
Organization: 171200 - Social Services

					BUDGET		
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification		Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
534000	Contributions	651,676	485,835	651,676	651,676		
* Total Operating		651,676	485,835	651,676	651,676	0	0
** Total Personnel & Operating		651,676	485,835	651,676	651,676	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		651,676	485,835	651,676	651,676	0	0

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue

Fund: 2600
Division: Professional Bond Fees
Organization: 141100 Clerk of Court

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
Revenues:							
431100	Clerk of Court Account	13,900	8,420	12,500	12,500		
461000	Investment Interest	833	1,361	300	300		
** Total Revenue (Section II)		14,733	9,781	12,800	12,800		
*** Total Appropriation (Section III)					91,890		

SECTION II

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Fund #: 2600

Fund Name: Professional Bond Fees

Organ. #: 141100

Organ. Name: Clerk of Court

[illegible]

COUNTY OF LEXINGTON
CLERK OF COURT / PROFESSIONAL BOND FEES
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Clerk of Court / Professional Bond Fee 2600:								
Revenues:								
431100	Clerk of Court Fees	8,420	5,940	12,500	12,500	12,500		
461000	Investment Interest	1,361	1,097	300	300	300		
** Total Revenue		<u>9,781</u>	<u>7,037</u>	<u>12,800</u>	<u>12,800</u>	<u>12,800</u>	<u>0</u>	<u>0</u>
***Total Appropriation					107,838	91,890	0	0
Contingency: Unused								
FUND BALANCE								
Beginning of Year					<u>107,656</u>	<u>12,618</u>	<u>12,618</u>	<u>12,618</u>
FUND BALANCE - Projected								
End of Year					<u>12,618</u>	<u>(66,472)</u>	<u>12,618</u>	<u>12,618</u>

Fund: 2600

Division: Judicial

Organization: 141100 - Clerk of Court

						BUDGET	
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521000	Office Supplies	0	0	3,000	3,000		
529903	Contingency	0	0	87,390	87,390		
* Total Operating		0	0	90,390	90,390	0	0
** Total Personnel & Operating		0	0	90,390	90,390	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	1,500	1,500		
540010	Minor Software	0	0	0	0		
	All Other Equipment	6,829	0	15,948			
** Total Capital		6,829	0	17,448	1,500	0	0
*** Total Budget Appropriation		6,829	0	107,838	91,890	0	0

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2019-20**

BUDGET

643

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	2600	Fund Title: Professional Bond Fees
Organization #	141100	Organization Title: Clerk of Court
Program #		Program Title:

BUDGET
2019-20
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	1,500
	Minor Software	0
** Total Capital (Transfer Total to Section III)		1,500

SECTION V. - PROGRAM OVERVIEW

Program: Professional Bond Fees - General Sessions

Objectives:

To achieve and maintain a high standard of accuracy and efficiency regarding all arrest warrants, bonds, indictments and sentences for the county. To insure all records are received and processed for County Magistrates and Municipalities; to report this information to various other entities such as Solicitor, Public Defender, Probation Department and Attorneys; to report any/all "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state; to provide adequate assistance and advise Circuit Court Judges, Solicitors, Attorneys and the general public upon request. To appoint legal counsel to all qualified, including but not limited to those declared indigent; to properly maintain and manage General Sessions and Transfer Court on a daily basis. To maintain and collect fines imposed by Judges in both courts. To organize and maintain all evidence submitted in criminal trials and coordinate availability to Supreme Court for appeals process. To maintain all bonding company license and provide current information for those companies to all Magistrates. To compose, prepare and mail all Jury duty summons for Circuit and Criminal Court in an efficient and timely manner. To assist all persons on Jury duty as well as maintaining all Juror information for Civil, Criminal and Transfer Courts. Provide all Jury support services as well as the compilation of all Jury information for trial while Coordinating Jury selection.

Service Standards:

The goal of this department is to assure accurately transmitted information pertaining to criminal offenses occurring in Lexington County, produced revenue for the County by timely collection of fines and continued services to the citizens.

Service Level Indicators:	SERVICE LEVELS			
	Actual FY 16/17	Actual FY 17/18	Estimated FY 18/19	Projected FY 19/20

N/A

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A - SUMMARY OF REVENUES

431100 – CLERK OF COURT ACCOUNT **\$ 12,500.00**

Collecting the professional bondsman fees generates the Clerk of Court Account. 100% of the fee is remitted to the County Treasurer to be put back into the Clerk of Courts discretionary account. A professional or surety bondsman, doing business in a county other than the bondsman's principal place of business, is required to pay to the Clerk of Court in the county in which such foreign business is conducted, \$100.00 annually. When the professional bondsman is doing business in his principal place of business the annual fee is \$150.00. The monies paid by professional bondsmen are to be retained by the Clerk of Court. These funds are used to help defray the ordinary expenses of operating the Clerk of Courts office (estimated).

461000 – INVESTMENT INTEREST **\$ 300.00**

Interest earned (estimated).

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
N/A					

All of these positions require insurance.

Display organization flowchart:

SECTION VI. C - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES	\$ 3,000.00
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This account is used for pens, pencils, printing, paper, case folders, toner (\$250.00 each) and misc. supplies

529903 - CONTINGENCY	\$ 87,390.00
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SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$ 1,500.00
---	--------------------

This account is used for calculators, telephone replacement and time stamps and seals.

**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Department of Emergency Services / Emergency Telephone System E-911 2605:								
Revenues:								
435100	911 Tariff	481,812	214,851	600,000	600,000	600,000		
435101	911 CMRS Cell Phone Surcharge	1,170,394	558,599	750,000	750,000	750,000		
435103	911 CMRS Capital Reimbursements	541,163	154,959	360,000	360,000	360,000		
435110	E911 & CMRS Municipal Disburseme	(213,790)	30,530	0	0	0		
437550	911 Tape Sales	3,937	2,053	2,000	2,000	2,000		
Other Revenues:								
461000	Investment Interest	64,801	57,294	20,000	20,000	20,000		
469900	Miscellaneous Revenues	0	150	0	0	0		
** Total Revenue		<u>2,048,317</u>	<u>1,018,436</u>	<u>1,732,000</u>	<u>1,732,000</u>	<u>1,732,000</u>	<u>0</u>	<u>0</u>
***Total Appropriation					2,865,235	3,129,435	0	0
FUND BALANCE								
Beginning of Year					<u>5,368,093</u>	<u>4,234,858</u>	<u>4,234,858</u>	<u>4,234,858</u>
FUND BALANCE - Projected								
End of Year					<u>4,234,858</u>	<u>2,824,423</u>	<u>4,234,858</u>	<u>4,234,858</u>

COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2019-20

Fund: 2605

Division: Department of Emergency Services

Organization: 131300 - Communications

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	BUDGET	
						2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 6	256,600	135,793	290,898	298,705		
511112	FICA - Employer's Portion	18,017	9,601	22,254	22,851		
511113	State Retirement - Employer's Portion	31,839	17,434	42,355	46,479		
511120	Employee Insurance - 6	39,000	23,400	46,800	46,800		
511130	Workers Compensation	2,296	1,205	1,402	1,441		
519999	Personnel Contingency	0	0	9,562	0		
* Total Personnel		347,752	187,433	413,271	416,276	0	0
Operating Expenses							
520100	Contracted Maintenance	308,663	236,664	496,081	371,052		
520200	Contracted Services (Log Recorder Maint.)	272,178	123,460	394,209	344,385		
520300	Professional Services	6,435	0	7,000	8,800		
520400	Advertising & Publicity	0	0	1,500	2,000		
520510	Interpreting Services	5,538	2,823	7,935	8,090		
520702	Technical Currency & Support	63,619	69,925	74,922	74,922		
521000	Office Supplies	7,996	5,816	10,000	10,000		
521100	Duplicating	481	395	500	500		
521200	Operating Supplies	1,079	83	1,000	1,000		
521213	Public Education Supplies	2,493	1,697	2,500	4,000		
522050	Generator Repairs & Maintenance	0	113	3,725	3,725		
522100	Heavy Equipment Repairs & Maint.	0	0	1,000	1,000		
522200	Small Equip Repairs & Maintenance	1,596	0	3,000	3,000		
524201	General Tort Liability Insurance	115	130	158	103		
524202	Surety Bonds - 6	26	0	10	0		
525000	Telephone	20,936	11,849	27,120	27,120		
525002	Telephone (800 Service)	96	48	125	125		
525004	WAN Service Charges	1,675	761	2,054	1,027		
525021	Smart Phone Charges	4,673	1,974	5,021	5,110		5,804
525030	800 MHz Radio Service Charges - 47	28,226	9,991	35,352	35,352		
525031	800 MHz Radio Maintenance Contracts - 47	213,752	214,385	223,667	219,578		
525041	E-mail Service Charges - 6	0	0	774	903		
525042	Share Point Service Charges - 3	0	0	86	0		
525100	Postage	488	85	600	600		
525210	Conference, Meeting & Training Expense	57,426	23,552	80,248	77,335		
525230	Subscriptions, Dues, & Books	2,646	2,275	3,450	3,450		
525240	Personal Mileage Reimbursement	20	0	500	500		
525250	Motor Pool Reimbursement	861	1,006	1,700	1,700		
525430	Emergency Generator Fuel	0	169	3,705	3,705		
525500	Laundry & Linen	364	0	800	800		
525600	Uniforms & Clothing	965	0	1,493	2,793		
525700	Employee Service Awards	937	527	3,510	4,605		
529903	Contingency	0	0	942,823	942,823		
* Total Operating		1,003,284	707,728	2,336,568	2,160,105	0	0
797							
** Total Personnel & Operating		1,351,036	895,161	2,749,839	2,576,379	0	0
7,073							

Fund: 2605
Division: Department of Emergency Services
Organization: 131300 - Communications

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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	2605	Fund Title:	E911	
Organization #	131300	Organization Title:	DES Communications	
Program #		Program Title:		
				BUDGET
				2019-20
				Requested
Qty	Item Description			Amount
540000	Small Tools & Minor Equipment			22,830
	New and Replacement Monitors			4,000
	Replacement Computers			46,490
	Replacement Dispatch Chairs			4,244
	Work Station (Consoles) Node 2			116,610
	Recording System Replacement			180,000
	ASAP to PSAP Interface			35,260
	Text 2 9-1-1			25,435
	Viper Upgrade			128,455
	Interactive Projector w/Wall Mount			2,732

COUNTY OF LEXINGTON
NEW PROGRAM
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Organ. Name: IS/Communications

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SECTION V. – PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Training Division is responsible for the recruitment, selection, initial training and continuing education of all Lexington County Consolidated 911 Telecommunicators, along with coordinating the mandated 911 Telecommunicator Certification through the South Carolina Criminal Justice Academy for all Public Safety Answering Point (PSAP) Telecommunicators countywide. Additionally, all Lexington County Consolidated 911 Telecommunicators are trained and or certified in the following: Cardio-Pulmonary Resuscitation (CPR), Association of Public Safety Communications Officials (APCO) Basic Telecommunicator, Pro-QA Emergency Medical Dispatch (EMD), National Crime Information Center (NCIC) and National Incident Management System (NIMS). The 911 Training Division is also responsible for establishing and maintaining written directives and standard operating procedures for the Lexington County Communications Center; designing and implementing a career development program; ensuring accreditation compliance by adhering to strict training guidelines and maintaining accurate documentation of all 911 emergency communications training completed by Telecommunicators.

PROGRAM 2 - 911 PUBLIC EDUCATION

The Public Education Team was created to promote a greater understanding of 911 and emergency response services available to the citizens of Lexington County. The public education program has designed presentations for schools, child/adult care facilities, businesses, churches and community groups. These presentations were specifically designed to reinforce the proper use of 911 through demonstrations by the Department of Emergency Services personnel, digital presentations, posters and informational handouts. The 911 Public Education Team also collects pertinent information from the residents of Lexington County relating to medical, fire service and or law enforcement concerns, such as hearing or speech impaired occupants, which is then entered into a computer aided database to assist the 911 Telecommunicator and emergency responders.

PROGRAM 3 - 911 SYSTEM MANAGEMENT

There have been a number of technological advances in communications, to include voice, data, and video communications services. Information Services currently manages and supports the maintenance of the database operations along with the 911 related telephone equipment and other required services for all Lexington County Public Safety Answering Points (PSAP's), to include the overall financial support. Additionally the Information Services is dedicated to the research and development of identifying new technologies designed to improve emergency communications.

PERFORMANCE INDICATORS

911 Communications 2018

Total Telephone Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County	35,235	33,893	37,692	36,652	39,350	39,516	37,952	39,290	36,646	38,095	34,347	36,021	444,689
Batesburg/Leesville	334	284	258	308	345	323	245	279	287	301	306	78	3,382
Cayce	481	526	557	545	570	615	591	579	545	577	528	449	6,563
West Columbia	1,111	939	1,054	1,142	1,157	1,244	1,258	1,337	1,221	1,116	1,143	1,032	13,754
Total Telephone Calls	37,161	35,642	39,561	38,647	41,422	41,688	40,046	41,529	38,699	40,099	36,324	37,580	468,388
Cell Phone Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County	32,686	31,819	35,247	34,410	33,917	37,249	27,121	28,320	25,361	26,395	23,646	25,123	361,294
Batesburg/Leesville	241	165	198	220	250	234	172	240	203	219	234	55	2,431
Cayce	359	362	426	396	429	436	402	439	395	430	375	340	4,789
West Columbia	887	780	902	975	951	1,020	1,055	1,121	1,126	934	952	859	11,562
Total Cell Phone Calls	34,173	33,126	36,773	36,001	35,547	38,939	28,750	30,120	27,085	27,978	25,207	26,377	380,076
VOIP Phone Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County									810	858	854	826	3,348
Batesburg/Leesville									41	33	45	12	131
Cayce									64	76	79	67	286
West Columbia									No Data	98	103	91	292
Total VOIP Phone Calls	0	0	0	0	0	0	0	0	915	1,065	1,081	996	4,057
Law Enforcement CAD Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Airport PD	10	10	16	16	14	23	21	24	15	20	18	14	201
Chapin PD	365	317	307	331	442	344	360	323	281	292	292	260	3,914
Gibson PD	389	372	360	366	418	441	424	403	342	405	317	377	4,614
Irmo PD	1,438	1,505	1,477	1,492	1,356	1,443	1,422	1,809	1,315	1,403	1,148	1,174	16,982
Lexington PD	2,459	2,462	2,618	2,693	2,653	2,715	2,465	2,852	2,486	2,656	2,447	2,892	31,398
Pelion PD	129	129	168	161	195	206	156	161	173	201	132	153	1,964
Pineridge PD	239	186	159	93	113	268	333	400	212	218	148	122	2,491
South Congaree PD	446	446	503	505	519	512	471	504	459	517	463	390	5,735
Springdale PD	429	503	591	499	592	566	479	512	548	579	578	487	6,363
Swansea PD	264	286	240	211	277	204	227	182	192	191	143	198	2,615
Total Municipal LE CAD Events	6,168	6,216	6,439	6,367	6,579	6,722	6,358	7,170	6,023	6,482	5,686	6,067	76,277
Sheriff's Department	17,696	15,108	16,583	16,288	17,297	17,142	17,534	17,328	16,252	17,280	15,699	15,944	200,151
Total Law Enforcement CAD Events	23,864	21,324	23,022	22,655	23,876	23,864	23,892	24,498	22,275	23,762	21,385	22,011	276,428
EMS CAD Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County EMS	4,283	3,898	3,935	3,960	4,459	4,246	4,325	4,514	4,315	4,390	4,304	4,576	51,205
Fire Service CAD Events	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County Fire	1,530	1,230	1,311	1,277	1,336	1,357	1,367	1,373	1,385	1,363	1,243	1,382	16,154
Irmo Fire	446	324	339	395	385	362	343	332	311	347	349	342	4,275
Airport Fire	2	5	3	3	0	1	0	1	1	2	0	1	19
Batesburg Fire	87	82	93	82	64	71	85	91	77	83	91	93	999
West Columbia Fire	195	164	168	180	188	199	182	207	203	166	208	193	2,253
Total Fire CAD Events	2,260	1,805	1,914	1,937	1,973	1,990	1,977	2,004	1,977	1,961	1,891	2,011	21,447
Miscellaneous Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Animal Control	38	30	32	54	46	56	46	38	60	72	46	81	599

Coroner	79	70	76	70	73	78	65	59	62	63	56	81	842
Total Events Processed In CAD	117	100	108	124	119	134	111	97	122	135	112	162	1,441
Miscellaneous Activity													
Complaints	0	8	4	2	1	0	1	0	0	0	0	1	17
Attorneys	0	0	0	2	1	0	0	1	2	2	1	0	9
NCIC Entries/Deletions/CCH	392	361	354	535	413	386	402	364	282	344	320	288	4,441
Tape Request Completed	102	215	183	180	162	177	158	207	128	160	107	140	1,919
Vacancies/Apps in Progress	711	832	82	1188	650	966	1824	1337	012	1541	16112	1222	
Dispatch Times													
FIRE - A/O Calls - % under 4 min	82%	81%	83%	87%	90%	88%	82%	84%	88%	91%	91%	90%	86%
B/C Calls - % under 3 min	65%	70%	74%	62%	76%	77%	70%	72%	73%	74%	77%	80%	73%
D Calls - % under 2 min	86%	84%	88%	89%	92%	91%	88%	91%	89%	93%	93%	93%	90%
E Calls - under 1 min	55%	39%	39%	51%	51%	49%	45%	40%	51%	53%	56%	45%	48%
EMS - A/O Calls - % under 4 min	75%	72%	72%	77%	76%	76%	69%	73%	77%	81%	76%	82%	75%
B/C Calls - % under 3 min	61%	61%	64%	66%	66%	65%	61%	63%	64%	69%	66%	70%	65%
D Calls - % under 2 min	40%	41%	43%	42%	44%	40%	41%	42%	43%	49%	46%	48%	43%
E Calls - % under 1 min	46%	50%	52%	55%	59%	58%	59%	59%	57%	50%	45%	62%	55%
LAW - A/O Calls - % under 4 min	56%	52%	59%	53%	58%	54%	52%	57%	63%	65%	62%	61%	58%
B/C Calls - % under 3 min	25%	21%	24%	21%	25%	23%	20%	22%	29%	32%	31%	36%	26%
D Calls - % under 2 min	16%	13%	14%	11%	13%	13%	10%	13%	16%	19%	21%	22%	15%
E Calls - % under 1 min	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
911 Calls Answered													
Within 10 Seconds	87.46%	87.82%	80.76%	78.92%	79.57%	79.91%	83.41%	80.61%	81.69%	79.92%	82.67%	84.85%	82.17
Within 20 Seconds	99.07%	98.87%	94.62%	95.27%	97.02%	96.78%	97.24%	97.13%	97.72%	96.63%	97.26%	97.68%	97.08
Within 30 Seconds	99.83%	99.76%	95.88%	97.74%	99.21%	99.01%	99.19%	99.20%	99.41%	98.55%	99.29%	99.34%	98.86
Shift Comparison % of 911 Calls Answered													
A Shift within 10 Seconds	92.68%	90.97%	82.81%	82.04%	85.22%	81.80%	89.03%	83.81%	88.69%	82.71%	81.71%	85.43%	85.25
B Shift within 10 Seconds	92.66%	92.41%	83.15%	83.96%	83.50%	89.41%	90.00%	88.77%	89.83%	87.09%	87.07%	92.84%	88.91
C Shift within 10 Seconds	84.94%	72.24%	63.98%	69.35%	70.22%	75.93%	79.96%	74.23%	71.84%	73.52%	77.04%	77.69%	79.17
D Shift within 10 Seconds	88.40%	86.56%	76.47%	80.44%	79.22%	73.32%	76.68%	77.81%	71.68%	75.00%	86.68%	79.70%	76.88
Shift Of the Quarter													
Stages Information													
Lexington CMRS	\$		89,594.31										\$ 89,594.31
Quarterly Wires Funds (ALL)	\$		364,883.53	\$	307,681.68	\$		285,297.91					\$ 957,863.12
CMRS - Cayce	\$		6,307.70	\$	6,307.70	\$		6,307.70					\$ 18,923.10
CMRS - West Columbia	\$		5,066.74	\$	5,066.74	\$		5,025.66					\$ 15,762.58
CMRS - Batesburg	\$		4,317.11	\$	3,343.17	\$		1,711.94					\$ 9,372.22
Tape Fees Collected	\$	87.92	\$ 687.30	\$ 322.30	\$ 244.38	\$ 399.38	\$ 252.92	\$ 546.46	\$ 285.94	\$ 439.38	\$ 481.46	\$ 146.46	\$ 4,269.86
Customer Service Initiatives													
Special Projects													
Public Education Events	0	0	0	3	1	3	1	1	2	9	10	2	35
												STATRPT	

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

435100 – 911 Tariff **\$600,000**

This is the 911 fees collected from phone companies for all Landline telephones in the Lexington County service area. Landline usage is decreasing. Projection based on the revenues received through Dec 2018.

435101 – 911 CMRS Cell Phone Surcharges **\$750,000**

This is the revenues received quarterly from the state 911 funds for the number of cell phone calls processed in Lexington County. Projection based on the revenues received through Dec 2018.

435103 – 911 Cost Recovery Reimbursements **\$360,000**

This is the revenues received quarterly from the state 911 funds for items or charges incurred by Lexington County 911 that are eligible for reimbursement. Projection based on quarterly reports, (Not including special Projects).

437550 – 911 Tape Sales **\$2,000**

This is revenues collected for the processing of 911 recording request.

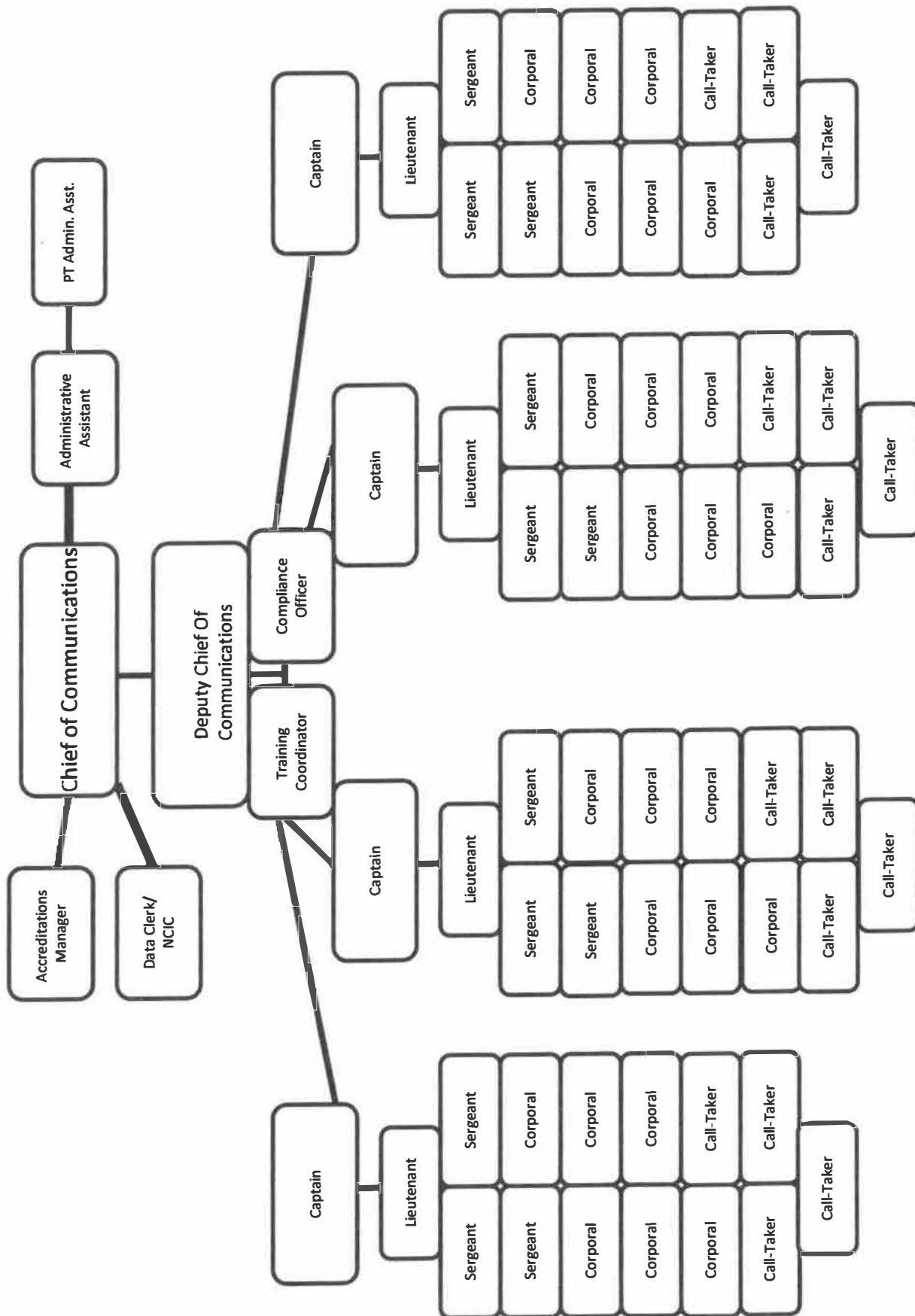
FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General</u>	<u>Other</u>		
		<u>Fund</u>	<u>Fund</u>		
Deputy Chief of Communications	1		1	1	213
Training Coordinator	1		1	1	212
PC LAN	1		1	1	212
Accreditation Manager	1		1	1	209
Administrative Assistant	1		1	1	108
Document Processing Clerk	1		1	1	106
IS Place Holder	1		1	1	
 TOTAL POSITIONS	 7		 7	 7	

**7 Positions require insurance



Created 9/24/2018

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 371,052**

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$ 371,051.93**

This account will cover the cost of maintaining 911 equipment at Lexington backup center and Ball Park Road.

AT&T

Lexington(Backup)	6,885/mo x 12 = \$82,620 + tax = \$88,403.40
Ball Park Road	5,424/mo x 12 = \$65,088 + tax = \$69,644.16

This account will also cover cost of maintaining uninterrupted power source (UPS) at the Lexington backup facility.
UPS Total = \$5,800

This account will cover the cost of maintaining uninterrupted power source (UPS) at the Ball Park Road Facility.
UPS Total = \$42,875

This account will cover the 24x7 maintenance for the National Academy Emergency Medical Dispatch (NAEMD) Priority Dispatch software.
Priority Dispatch = \$64,800 + tax = \$69,336

This account will cover the maintenance of PowerDMS Software for Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation to include the PowerDMS Policy and PowerDMS Standards.
(CALEA Requirement)
PowerDMS Policy = \$5,800

This account will cover the annual maintenance for the Scheduling software, Ragnasoft/Planit.
PLANIT Total =2,550

This account will cover the annual maintenance for the Guardian Tracking Employee Performance Documentation/Early Intervention & Recognition Software.
Guardian Tracking Total = \$2,705

This account will cover the annual System version upgrade from Motorola API on Audiolog TLR Dongle #17380.
Annual Motorola upgrade Total = \$20,000.00

PageGate Version Upgrade = \$250.00

This account will count the annual maintenance for recording equipment at PSAPS.
Lexington (Backup) \$18,964.44 + tax = \$20,291.95
Ball Park Road \$40,557.40 + tax = \$43,396.42

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

520200 - CONTRACTED SERVICES

\$344,385

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT

\$344,384.84

This account will also cover the cost of E-911 network service charges. Does NOT include Late Fees.

AT&T Subscriber Billing (Est.) $\$15,375 \times 12/\text{mo} = \$184,500 + \text{tax} = \$197,415$

Covers the cost of pre employment testing. Communications on Accreditation for Law Enforcement Agency (CALEA) standards require all 911 Operators must be physically capable of performing their duties and requires a physician to certify the person is capable of performing their duties.

Work Key Testing $\$49 \times 20 \text{ employees} = \980

Hearing Screening $\$45 \times 20 \text{ employees} = \900

Psychological testing = $20 \text{ employees} \times \$225 = \$4,500$

Vision Screening $\$15 \times 20 \text{ employees} = \300.00

This account will provide 24 hours a day 7 days a week including holidays for:

Admin Building to Pal 800

2-T-1 Lines to include line card $\$714.00 \times 2 \times 12/\text{mo} + \text{tax} = \$18,335.52$

Radio Loop for Radio Infrastructure - $\$25 \times 12/\text{mo} + \text{tax} = \321.00

P25 Core Connection (T1 or Ethernet) Ball Park Road - $\$500.00 \text{ per month} \times 12 + \text{tax} = \$6,420.00$

P25 Core Connection (T1 or Ethernet) South Lake Drive - $\$500.00 \text{ per month} \times 12 + \text{tax} = \$6,420.00$

ECC Ball Park Road

11-4 Wire Circuits for UHF/VHF Radios & Conventional Paging

$\$1,010.00 \text{ per month} \times 12/\text{mo} + \text{tax} = \$12,968.40$

ECC to Pal 800

2 Metro-E Lines for 800 MHz Radio's $\$824 \times 12/\text{mo} + \text{tax} = \$10,580.16$

Phase II Wireless $\$210 \times 2 \text{ PSAPS} \times 12/\text{mo} + \text{tax} = \$5,392.80$

Sonnet Ring $\$4000 \times 12/\text{mo} + \text{tax} = \$51,360$

Fire Alarm Monitoring - $\$378.00 + \text{tax} = \404.46 annually

Survey Monkey (creating surveys for communications department employees) - $\$300.00$

ACE (Accredited Center of Excellence) Accreditation (Priority Dispatch/International Academies for Priority Dispatch)

Initial Application Fee - $\$2,250 + \text{tax} = \$2,407.50$

This account will provide AT&T Interface services.

Text 2 9-1-1 $\$2,115 \times 12 = \$25,380$

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

520300 – PROFESSIONAL SERVICES **\$8,800**

PROGRAM 3 – 911 SYSTEM MANAGEMENT & PROGRAM 1 - TRAINING **\$8,000**

This account will provide the cost for developing and analyzing a comprehensive survey for the 911 center. This will provide vital information to the Leadership team to focus on the strengths and weaknesses of the 911 Communications Center. Additionally, this account will provide contractor to facilitate the annual Department of Emergency Services Staff retreat.

911 Comprehensive Survey - \$3,500

Contractor for Department of Emergency Services Staff Retreat - \$4,500

Funds are requested for interventions by mental health professional where PEER Team referrals are not enough. This can be the result of a high stress call or stressors that accumulate over time. Intervention is required in order to assist affected employees either on or off site. Current cost is \$100 per hour.

Estimated 8 hours @ \$100/hour = \$800

520400 – ADVERTISING AND PUBLICITY **\$2,000**

PROGRAM 2 – PUBLIC EDUCATION **\$2,000**

This account provides fees for advertising Job Vacancies at the local, state and national level.

520510 – INTERPRETER SERVICE **\$8,090**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$8,089.20**

This account will also provide service to allow Lexington County Communication to have access to an interpreter during 9-1-1 operations. 911-call history indicates increasing numbers of 9-1-1 calls from non-English speaking persons. In the recent FY 18/19 the monthly cost has increased due to call volume for non-English speaking citizens.

Language Line Monthly Fees - \$630/mo (average of July 2018-December 2018) x 12 mo + tax = \$8,089.20

520702 – TECHNICAL CURRENCY & SUPPORT **\$74,922**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$74,921.40**

Cover cost of technical support for:

Arch view ESRI = \$428

This account will cover 24 x 7 maintenance for the OSSI CAD (Computer Aided Dispatch).

OSSI CAD (Contract Required)

Total = \$69,620.00 + tax = \$74,493.40

521000 - OFFICE SUPPLIES **\$10,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$10,000**

Cover expenses, such as toner cartridges for 4 printers that are used 24/7 as well as 2 fax machines that also need to be operation ready 24/7, pens, paper and any other office supplies used in the course of normal 911 operations.

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

521100 – DUPLICATING **\$500**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$500**

This account is used to make copies of reports for Law Enforcement, Fire Service, Emergency Medical Service, SLED NCIC entries, Quality Assurance reports and training document such as policy and procedure manuals. This will also be used for Duplicating cost associated with printing copies for the Quarterly Department of Emergency Services Leadership Training.

521200 - OPERATING SUPPLIES **\$1,000**

PROGRAM 3 – 911 MANAGEMENT **\$1,000**

Covers the cost of office related items that are non-expendable items used in the course of normal 911 operations. Also included would be the cost for supplies for the Quarterly Department of Emergency Services Leadership Training.

521213 – PUBLIC EDUCATION SUPPLIES **\$4,000**

PROGRAM 2 - 911 PUBLIC EDUCATION **\$4,000**

This account will be used to cover costs of CD's, flyers, pencils, and other materials required for presentations and special events using the Red E. Fox mascot to bring education into the local schools and other Department of Emergency Services events.

522050 – GENERATOR REPAIRS & MAINTENANCE **\$3,725**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$3,724.65**

Covers the cost of generator repairs or maintenance at Ball Park Road tower generator and 2 units at ECC. Cost Coordinated with Building Services.

Maintenance - $\$773.20 \times 2 \text{ units} + \text{tax} = \$1,654.65$

Repairs - $\$500.00 \times 2 \text{ units} + \text{tax} = \$1,070$

Repairs – unit at Tower = \$1000

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$1,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$1,000**

This account will be used to cover the cost of repairing and maintaining the radio tower, and equipment not covered under contracted maintenance.

Tower Lights $\$500 \times 2 = \$1,000$

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

522200 - SMALL EQUIPMENT REPAIR & MAINTENANCE **\$3,000**

PROGRAM 3- 911 SYSTEM MANAGEMENT **\$3,000**

This account will be used to cover the cost of repairing computers, fax machines, paging system, console equipment, Audio Visual, Camera Equipment, printers and equipment not covered under contracted maintenance. It also covers the Alarm at the Ball Park Road Tower.

524201 – GENERAL TORT LIABILITY INSURANCE **\$103**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$ 102.50**

This account will cover cost of general tort liability for Training Coordinator, ECC System Controller, and 911 Administrative Assistant.

524202 – SURETY BONDS **\$0**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$0**

This account will cover cost of Surety Bonds for the Deputy Chief of Communications, Training Coordinator, ECC System Controller, Accreditation Manager and 911 Administrative Assistant.

525000 - TELEPHONE **\$27,120**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$27,120**

This account covers monthly charges for 47 telephone lines emergency, non-emergency, ringdowns and administrative to include, (16 transferable lines at the Lexington Backup facility).

47 PBT Telephone Lines \$1,060 x 12/mo = \$12,720
2 Fax Lines \$100 per month x 12/mo = \$1,200
Radio Loops (7) along with 9 cable pairs = \$10,800
Tornado Alarm Loop with 6 cable pairs = \$1,800
Court House Elevator = \$600

525002 – TELEPHONE (800 SERVICE) **\$125**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$125**

This account covers the cost of providing 800-telephone service to citizens living outside the Lexington telephone service area.

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

525004 – WAN SERVICE CHARGES **\$1,027**

PROGRAM 3 – 911 SYSTEM MANAGEMENT

\$1,027.20

This account covers the cost of providing WAN Service Charges for the Chief of Communications and Accreditation Manager.

2 WAN Devices x 40.00 per month x 12 months + tax = \$1,027.20

525021 – SMART PHONES PHONE

~~\$5,110~~ **5,804**

PROGRAM 3 – 911 SYSTEM MANAGEMENT

~~\$5,110.32~~ **5,804**

Smart Phones for 7 (On Call Personnel), Chief of Communications, Deputy Chief of Communications, Training Coordinator, Accreditation Manager, Compliance Officer and Dispatch Supervisors (supervisor phone rotates between shifts) for after hour duties - (2 x \$64/mo x 12 mo + tax) = \$1,643.52

(6 x ~~\$54~~ mo x 12 mo + tax) = ~~\$3,466.80~~ **4,160**

525030 - 800 MHZ RADIO SERVICE CHARGES

\$35,352

PROGRAM 3 – 911 SYSTEM MANAGEMENT

\$35,351.86

This account covers the cost of operating consoles and radios in Central Dispatch operations.

47 Radios 6 Sites Secure x \$58.58/mo x 12 months + tax = \$35,351.86

525031 - 800 MHZ MAINTENANCE

\$219,578

PROGRAM 3 – 911 SYSTEM MANAGEMENT

\$219,577.14

This account covers the cost of annual maintenance for the radio equipment used in the daily operations of the 911 center 24 hours a day 7 days a week for the Lexington backup and Ball Park Road.

Infrastructure Repair with Advanced Replacement for MCC7500 Operator Positions, 1 Dispatch Site:

\$2,925.62 x 12 months + tax = \$37,564.92

Network Monitoring, Dispatch and Security Update Service:

\$970.73 x 12 months + tax = \$12,464.19

Onsite Infrastructure response for 18 MCC7500 Operator positions, 1 Dispatch Center/Site:

\$2,589.39 x 12 months + tax = \$33,247.90

Service Update – SUA to include hardware and software: 6,504.38 x 12 months + tax = \$83,516.37

Infrastructure repair with Advanced Replacement for 1 ENH Dispatch Site, 3 Quantar VHF Back-up radios and Ball Park Road Tower, 4 MTR2000 800MHz Receiver Back-up Radio's on Admin Building Rooftop and Ball Park Road

Tower: \$943.51 x 12 months + tax = \$12,114.69

Radio Repair Service, VHF Back-up Radio at Ball Park Radio Tower: \$12.46 x 12 months + tax = \$160.20

1 AVL User Support Management Network: MARVLIS: \$2,900.18 x 12 months + tax = \$37,238.37

Local Radio Support for 3 Quantar VHF Back-Up Radios at Ball Park Road Radio Tower, 4MTR2000 800MHz

Receiver Back-Up Radio's on Admin Building Rooftop and Ball Park Road Radio Tower, 2 CDM750:

\$254.71 x 12 months + tax = \$3,270.50

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

525041 – EMAIL SERVICE CHARGES **\$903**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$903**

7 Full Time Employee Email accounts x \$10.75 x 12 months = \$903

525100 – POSTAGE **\$600**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$600**

The Communications division is required to correspond with numerous agencies as well as attorney's office. This account will also be used to send correspondence to MY 911 participants and to comply with the CALEA standards regarding community surveys.

525210 – CONFERENCE, MEETINGS & TRAINING EXPENSES **\$77,335**

PROGRAM 1 - 911 TRAINING **\$77,335**

This account will be used to cover cost of state mandated 911 certification courses at SC Criminal Justice Academy and training/continuing education courses required for renewal of all certifications to include Basic 911, Priority Dispatch - (EMD) Emergency Medical Dispatch, Emergency Fire Dispatch (EFD), Emergency Police Dispatch (EPD), NCIC (National Crime Information Center, (NIMS) National Incident Management, Cardiopulmonary Resuscitation (CPR).

Emergency Medical Dispatch \$365/class x 15 employee = \$5,475
(Required for Emergency Medical Dispatch Certification for Priority Dispatch)

Emergency Fire Dispatch \$365/class x 15 employees = \$5,475
(Required for Emergency Fire Dispatch Certification for Priority Dispatch)

Emergency Police Dispatch \$365/class x 15 employees = \$5,475
(Required for Emergency Police Dispatch Certification for Priority Dispatch)

Re-certification for Priority Dispatch to include EMD, EFD, and EPD
(Required for Continued Certification) \$110 x 47 employees = \$5,170

911 State Mandated Certification through South Carolina Criminal Justice Academy (SCCJA)
\$700/class x 10 = \$7,000 **(Required by State 911 Certification)**

Bi-Monthly In-Service Training = 6 classes = \$3,000
(Required Continuing Education Credits for Various Training Certifications)

Including:

- Cardiopulmonary resuscitation (CPR), National Crime Information Center (NCIC), National Academy for Emergency Medical Dispatch (NAEMD), Emergency Medical Dispatch (EMD), Advanced Vehicle Locating device (AVL), Computer Aided Dispatch (CAD), Mapping, Stress Debriefing
- Dispatching-- Fire, EMS and Law Enforcement Protocols, Helicopters, K-9, Traffic stops, Chases, Entrapments, Active Shooters, Multiple Agency Coordination,
- Call Taking—Suicidal, In-Progress/Active, Domestic Violence, Children, Elderly, TRU, Barricaded Subjects, 911 Hang-ups,
- Professional Development

South Carolina National Crime Information Center (SC NCIC) Conference - \$1,000 x 1 person

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

Terminal Agency Coordinator (TAC) - \$1,000

(Below are all required for CALEA Reaccreditation)

Commission on Accreditation for Law Enforcement Agencies (CALEA)

Conference 1 person Training \$3,000 = \$3,000 (Award Year)

CALEA Annual Continuation Fee = \$3,500

NENA The 911 Association Annual Conference and Expo. Registration & Lodging = \$4,000

CAD Maintenance Training = \$1,500 x 2 employees = \$3,000

Crystal Report Training = \$1,500 x 2 employees = \$3,000

Department of Emergency Services Leadership Staff Retreat = \$180 x 13 employees = \$2,340

Sergeant Leadership Training = \$150 per person x 15 people = \$2,250

Department of Emergency Services Quarterly Leadership Training Lunch & Learn
(Communications will be responsible for one (1) session.) \$750.00

National Public Educator Forum (NPEF) Conference designated specifically for the Department of
Emergency Services educators. Registration & Lodging = \$3,000

National Training Forum – 1 employee = \$1,200

NAVIGATOR – Priority Dispatch, Training for Accredited Center of Excellence (ACE)
Accreditation, CEO Training, & Continuing education for Training Coordinator – 3 employee =
\$6,000

NENA Best Standards and Practices Conference = 1 employee = \$2,000

Leadership Lexington County - \$500.00 (1employee)

APCO Train the Trainer Course (online class) - \$600 x 4 employees = \$2,400

The Peer Team is a peer led support group that offers stress management, critical incident peer support and facilitates access to support resources to all Department of Emergency Services employees. This committee endeavors to help protect and promote the mental integrity and resiliency for all emergency services. These funds will be utilized to hire speakers, trainers, onsite programs and workshops to better educate emergency services employees on maintaining mental and emotional wellbeing and peer to peer support.

PEER Team Training = 3 x \$500 = \$1,500

To cover the cost of attending developmental workshops and state continuing education training sessions for telecommunications operators.

Association of Public Safety Communications Officials/National Emergency Number Association
(APCO/NENA) State 911 Training Conference = \$800.00 x 6 employees = \$4,800.00

Telecommunicators Emergency Response Team (T.E.R.T) Training - \$500.00 (**specialized training, required for CALEA Accreditation**)

FUND 2605
DES/911 (131300)

FY '19-20' BUDGET REQUESTS

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$3,450**

PROGRAM 2 – 911 TRAINING **\$3,450**

This will allow for NENA (National Emergency Number Association), SCPAC (Police Accreditation Coalition) and CPAC (Communications Accreditation Coalition) memberships and training materials for the Communications Coordinator and the 911 Training officers.

DUES- South Carolina Police Accreditation Coalition (SCPAC) = \$150
National Emergency Number Association (NENA) = \$675
Association of Public Safety Communication Officials (APCO) = \$1,575
Commission on Accreditation for Law Enforcement Agencies (CALEA PAC) = \$500
Public Safety Communications Accreditation Network (PSCAN) = \$50
Leadership and Team building personality books = \$500.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$500**

PROGRAM 2 – 911 TRAINING **\$500**

This will allow for the use of mileage reimbursement by employees to attend training courses or meetings when motor pool vehicles are not available.

525250 – MOTOR POOL REIMBURSEMENT **\$1,700**

PROGRAM 1 – 911 TRAINING **\$1,700**

Combined this line item from budget 1000 to 2605 in FY16/17. This will allow for the use of motor pool vehicles by employees to attend the increased mandatory training courses

525430 – EMERGENCY GENERATOR FUEL **\$3,705**

PROGRAM 3 – 911 MANAGEMENT **\$3,705**

Covers the cost of Fuel for the backup generators located at Ball Park Road ECC.

2 Units @ 12.5 gallons (1/2 hour run time) each x 52weeks x \$2.85 per gallon = \$3,705

525500 – LAUNDRY & LINEN **\$800**

PROGRAM 3 – 911 MANAGEMENT **\$800**

This account will be used to dry clean uniforms for the purpose of reusing them after an employee has terminated employment. Also the Cleaning of the Red E. Fox mascot to be cleaned twice annually.

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

525600 – UNIFORMS & CLOTHING **\$2,793**

PROGRAM 3 – SYSTEM MANAGEMENT **\$2,792.70**

This will cover uniforms and clothing for the Deputy Chief of Communications, 911 Training Coordinator, Accreditations Manager, Administrative Assistant, Document Processing Clerk, and ECC System Controller.

4 Short Sleeve Polo Shirts = \$120
4 Uniform Pant = \$160
1 T-Shirt/Undershirt = \$18
1 Long Sleeve Fleece Shirt = \$25
1 Pullover = \$35
1 Jacket = \$55
1 Knit Beanie = \$10
1 Ball Hat = \$12

TOTAL per employee = \$435.00 x 6 employees + tax = \$2,792.70

525700 – EMPLOYEE SERVICE AWARDS **\$4,605**

Communications has in place an employee recognition program that recognized Employee of the Year, Employee of the Quarter, Shift of the Quarter, and Shift of the Year. This is based upon attendance, performance, Dispatch Times, and Call Answer Times and other measurements of productivity.

4 Dispatcher of the Quarter = \$60.00 ea + tax = \$256.80
4 Call Taker of the Quarter = \$60.00 ea + tax = \$256.80
1 Dispatcher of the Year = \$100.00 + tax = \$107.00
1 Call Taker of the Year = \$100.00 + tax = \$107.00
4 Shift of the Quarter = \$40.00 x 15 employees per shift + tax x 4 quarters = \$2,568
1 Shift of the Year = \$50.00 x 15 employees + tax = \$802.50
Public Education Team Member of the Year = \$100.00 + tax = \$107.00

These funds will be used for Divisional Annual Emergency Services Awards and Recognition Ceremony, which will include the divisions of EMS, Fire Services, Emergency Management and Communications.

Appetizers, drinks, Hors d'oeuvres and venues expenses = \$200
Emergency Services plaques and awards for 4 awards x \$50 per award = \$200

529903 - CONTINGENCY **\$942.823**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$942.823**

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

SECTION V.D. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$22,830**

This account will be used to replace small tools and equipment that become damaged or are no longer covered under maintenance.

1 Smart Phone replacement $\$199.99 + \text{Tax} = \214.00
Wireless Headsets $\$150.00 \times 30 + \text{Tax} = \$4,815$
Base stations for Wireless Headsets at ECC = $\$400 \times 8 + \text{tax} = \$3,424$
Batteries for Wireless Headsets at ECC = $\$200 \times 30 + \text{tax} = \$6,420$
Wellness Equipment = $\$2,000$
Back-up KVM switches needed for dispatch positions = $\$695.93 \times 8 + \text{tax} = \$5,957$

NEW AND REPLACEMENT MONITORS **\$4,000**

Monitors are needed for the 911 center and/or as replacements for monitors that become inoperative. Continuous use shortens the life span and frequent replacement is required. Repair is not an option, according to the manufacturer.

REPLACEMENT COMPUTERS **\$46,490**

IT Replacement recommendations for primary communications center.

11 Standard Computers $\times \$889 = \$9,779$
25 Advanced Computers $\times \$1,338 = \$33,450$
3 Standard Laptops $\times \$1,087 = \$3,261$

REPLACEMENT DISPATCH CHAIRS **\$4,244**

This will be used to replace chairs in the Primary PSAP. Chairs purchased will be Intensive use High Backs with Adjustable arms.

3 Intensive use chairs $\times \$1,322 + \text{tax} = \$4,243.62$

WORK STATIONS (CONSOLES) FOR NODE 2 **\$116,610**

Reconfiguration of the back-up center taking us from 9 positions to 14 positions. This will accommodate both dispatchers and call takers in the event of evacuation to our back up center. This reconfiguration will incorporate the 3(three) work stations recently added.

11 Consoles - $\$108,981.50 + \text{tax} = \$116,610.20$

RECORDING SYSTEM REPLACEMENT **\$180,000**

Recording software has reached its end of life cycle. Upgrading Node 1 and Node 2 recording software is necessary to ensure redundancy at both dispatch centers as well as support the NexGen 911 infrastructure, ie text, video, photo and voice.

FUND 2605
DES/911 (131300)
FY '19-20' BUDGET REQUESTS

ASAP TO PSAP **\$35,260**

This upgrade will connect our Computer Aided Dispatch (CAD) to the Automated Secure Alarm Protocol (ASAP) and the Public Safety Answering Points (PSAP) Service to receive alarm calls for service from central stations electronically. This connection will improve accuracy and speed between an alarm company and the serving PSAP.

ONESolution Automated Secure Alarm Protocol Interface \$26,760
ASAP Professional Services \$8,500

VIPER UPGRADE **\$128,455**

This upgrade to the telephone system will provide the necessary infrastructure capabilities for NexGen 911 to interface with other NexGen 911 systems, ie text, video, photo and voice.

TEXT 2 9-1-1 **\$25,435**

Text to 911 service enables the call taker to receive and respond to emergency service request using SMS text message. This service provides a messaging gateway, routing service and communication interface for the NexGen 911 infrastructure.

INTERACTIVE PROJECTOR W/WALL MOUNT **\$2,732**

EPSON BrightLink Pro Interactive Projector to establish a fixed training area for Node 2 for new hire training classes.

EPSON BrightLink Pro 140li Interactive Projector w/Wall Mount WUXGA 4400 Lumens, V11H726520W
\$2,553.02 + tax = \$2,731.73

COMMUNICATIONS 911 BUDGET SUMMARY

E911
2605 = GENERAL FUNDS

FY 2018/2019	\$2,865,235	
FY 2019/2020 Proposed	\$3,142,435 <i>3,129</i>	(9.67% Increase)
Personnel	\$416,276	
Operating	\$2,160,103 <i>797</i>	
Capital	\$566,056	
TOTAL	\$3,142,435 <i>3,129</i>	

CARRYOVERS

None \$ 0

CAPITAL LINE ITEM

	<u>COST</u>	<u>CMRS \$</u>
Small Tools	\$22,830	\$1,787
Monitors	\$4,000	\$3,200
Replacement Dispatch Chairs	\$4,244	\$3,395
Replacement Computers	\$46,490	\$37,192
Work Station for Node 2	\$116,610	\$92,288
Recording System Replacement	\$180,000	\$144,000
ASAP to PSAP Service and Interface	\$35,260	\$28,208
Viper Upgrade	\$128,455	\$102,764
Text 2 9-1-1	\$25,435	\$20,348
Interactive Projector w/Wall Mount	\$2,732	\$0

OPERATING INCREASES/(DECREASES)

520100	Contracted Maintenance	decrease \$3,533	budget rollover not included
520200	Contracted Services	increase \$377,461	budget rollover not included
520300	Professional Services	increase \$1,800	contractor increase
520400	Advertising and Publicity	increase \$1,500	additional recruitment
520510	Interpreter Services	increase \$155	increase in call volume
521213	Public Education Supplies	increase \$1,500	increase in events
524201	General Tort Liability	increase \$21	rate increase
524202	Surety Bonds	decrease \$50	bonds due every three years
525004	WAN Service Charges	decrease \$1,027	reduced devices
525031	800 MHz Radio Maintenance	increase \$2,175	maintenance increase
525041	Email Services	increase \$258	additional employees
525210	Conference Meetings and Training	increase \$13,796	budget rollover not included
525600	Uniforms and Clothing	increase \$1,310	additional personnel
525700	Employee Service Awards	increase \$1,095	additional personnel

COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
FY 2019-20 Estimated Revenues

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*SCE & G Support Fund 2606:								
Revenues:								
461000	Investment Interest	400	298	0	0			
466000	SCE & G Support Funds	20,158	20,722	20,722	20,722	<u>20,722</u>		
** Total Revenue		<u>20,558</u>	<u>21,020</u>	<u>20,722</u>	<u>20,722</u>	<u>20,722</u>	0	0
***Total Appropriation					39,267	20,722	0	0
Contingency: Unused								
FUND BALANCE								
Beginning of Year					<u>6,745</u>	<u>(11,800)</u>	<u>(11,800)</u>	<u>(11,800)</u>
FUND BALANCE - Projected								
End of Year					<u>(11,800)</u>	<u>(11,800)</u>	<u>(11,800)</u>	<u>(11,800)</u>

COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
Fiscal Year - 2019-20

Fund: 2606
Division: Public Safety
Organization: 131101 - Emergency Preparedness

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages	0	-397	0	0		
510199	Special Overtime	0	564	0	0		
510200	Overtime	0	10	0	0		
510300	Part Time - 1 (0.625 - FTE)	9,636	11178	13,156	0		
511112	FICA - Employer's Portion	737	872	1,006	0		
511113	State Retirement - Employer's Portion	1,138	1573	1,916	0		
511130	Workers Compensation	30	35	408	0		
519999	Personnel Contingency	0	0	397	0		
* Total Personnel		11,541	13,835	16,883	0	0	
Operating Expenses							
520200	Contracted Services	0	0	0	8,000		
524015	Drone Insurance	1,028	0	0	2,624		
525210	Conference, Meeting & Training Expense	1,042	0	2,057	5,826		
529903	Contingency	0	0	19,327	0		
* Total Operating		2,070	0	21,384	16,450	0	
** Total Personnel & Operating		13,611	13,835	38,267	16,450	0	
Capital							
540000	Small Tools & Minor Equipment	0	0	1,000	0		
540010	Minor Software	0	0	0	4,272		
	All Other Equipment	8,169	0	0	0		
** Total Capital		8,169	0	1,000	4,272	0	
*** Total Budget Appropriation		21,780	13,835	39,267	20,722	0	

SECTION V – PROGRAM OVERVIEW

PS/SCE&G SUPPORT FUND

Summary of Programs:

PROGRAM II – EMERGENCY MANAGEMENT

Objectives:

This program provides for services required to support Emergency Management for the V.C. Summer Nuclear Station operations. Lexington County is required by FEMA to plan for evacuation and emergency measures within a ten-mile radius of the plant. Portions of Lexington County to include Chapin, nearly 3,000 county residents, fall within this area.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI.A. – LISTING OF REVENUES

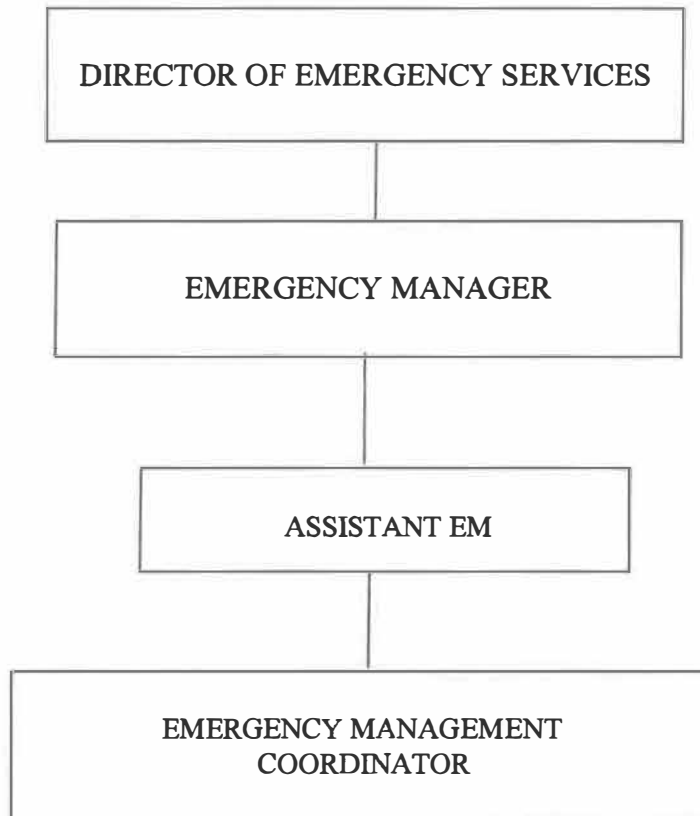
466000 SCE&G SUPPORT FUNDS	\$20,722
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This funding is used to meet the County's responsibility established by the Federal Emergency Management Agency (FEMA) and the Nuclear Regulatory Commission (NRC) for Radiological Emergency Planning (REP) for the V.C. Summer Nuclear Station

SECTION VI.B. – PERSONNEL

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Emergency Manager	1.00	0.00	1.00	213
Assistant Emergency Mgr	1.00	0.00	1.00	208
Emergency Commo Coord	0.00	0.00	0.00	
 TOTAL POSITIONS	<u>2.00</u>	<u>0.00</u>	<u>0.00</u>	



VI.C. - OPERATING LINE ITEM NARRATIVES

520200 CONTRACTED SERVICES **\$8,000**

PROGRAM 2- EMERGENCY MANAGEMENT **\$8,000**

This account will be used to cover the cost of conducting an annual multi-agency exercise. The purpose of exercises is to ensure preparedness and readiness in the event of an emergency by clarifying roles and responsibilities, evaluating plans and procedures, developing effective agency relationships, assessing resources and capabilities, and identifying needs and solutions

524015 DRONE INSURANCE **\$2,624**

PROGRAM 2 – EMERGENCY MANAGEMENT **\$2,624**

This account will be used to cover the annual insurance premium for (2) County owned drones that are utilized to enhance emergency response capabilities such as search and rescue operations, VC Summer evacuation route reconnaissance and monitoring , HAZMAT response and GIS capabilities.

\$1,312 per drone x 2 drones = \$2,624

525210 – CONFERENCES AND MEETING EXPENSES **\$5,826**

PROGRAM 2 – EMERGENCY MANAGEMENT **\$5,826**

This account will be used for Emergency Operations Center personnel for the purpose of training, meetings, and meal expenses associated with training or activations. The funds will also cover (2) EOC Emergency Awareness Seminars and/or Tabletop Exercises annually, SCEMA Conference expenses for the Emergency Manager, Assistant Emergency Manager and Emergency Services Director and the FEMA Advanced Academy for the Emergency Manager.

FEMA Advanced Academy

EM = \$4000

SCEMA (SC Emergency Management Association)

EM, Asst EM and ES Director = \$1,826

VI.D. – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE

\$4,272

PROGRAM 2 – EMERGENCY MANAGEMENT

\$4,272

Per GIS – this account is needed to purchase ESRI maintenance on 2 ArcView licenses for the upcoming year. ESRI is a GIS mapping software which is useful in planning and response phases of Emergency Management.

Rhodium Incident Management software will provide a complete command and control solution allowing Emergency Management to quickly consolidate information, coordinate assets, and respond. From day-to-day incidents to large scale, multi-agency responses, this software is scalable to any situation. Use of this system will allow our EOC to function more efficiently.

(2) ArcView licenses @ \$300/ea = \$600

(9) Rhodium Incident Management Licenses = \$3672

EMERGENCY MANAGEMENT
2606 SCE&G FUND
EXECUTIVE SUMMARY

Y 2018/2019

\$20,722

FY 2019/2020 Proposed

Personnel	\$	0	<i>*No personnel will be paid from 2606 Fund during FY 2019-20.</i>
Operating	\$	0	
Capital	\$	0	
New Programs	\$	0	
TOTAL	\$	0	

NEW PROGRAMS

Non-applicable

TOTAL \$ 0

PRIORITIES

PROBABLE CARRYOVERS

Non-applicable

TOTAL \$ 0

OPERATING INCREASES/DECREASES

520200	Contracted Services	\$8,000	- Annual Complex Exercise
524015	Drone Insurance	\$2,614	- coverage for 2 drones
525210	Conference, Mtg, Training	\$5,827	- moved from 2480

CAPITAL ITEMS

540000	Small Tools & Minor Equip	\$1,000	- moved to 1000 and 2480
540010	Minor Software	\$4,272	- moved from 2480

*Current Contingency balance: \$19,327 as of February 5, 2019.

**COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
Fiscal Year 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* P/D (Indigent Criminal Defense) 2618:								
Revenues:								
451610	State Revenue (Lexington)	273,491	131,868	190,000	190,000	<u>200,000</u>		
** Total Revenue		<u>273,491</u>	<u>131,868</u>	<u>190,000</u>	<u>190,000</u>	<u>200,000</u>	0	0
***Total Appropriation					190,000	200,000	0	0
FUND BALANCE								
Beginning of Year					<u>(1,428)</u>	<u>(1,428)</u>	<u>(1,428)</u>	<u>(1,428)</u>
FUND BALANCE - Projected								
End of Year					<u>(1,428)</u>	<u>(1,428)</u>	<u>(1,428)</u>	<u>(1,428)</u>

Fund: 2618
Division: Judicial
Organization: 141400 - Public Defender

						BUDGET	
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
520300	Professional Services	273,491	94,944	190,000	<u>200,000</u>		
* Total Operating		<u>273,491</u>	<u>94,944</u>	<u>190,000</u>	<u>200,000</u>	0	0
** Total Personnel & Operating		<u>273,491</u>	<u>94,944</u>	<u>190,000</u>	<u>200,000</u>	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		<u>273,491</u>	<u>94,944</u>	<u>190,000</u>	<u>200,000</u>	0	0

OFFICE OF THE PUBLIC DEFENDER

ELEVENTH JUDICIAL CIRCUIT
LEXINGTON, SALUDA,
EDGEFIELD,
AND MCCORMICK COUNTIES

ROBERT M. MADSEN
CIRCUIT PUBLIC DEFENDER

ELIZABETH FULLWOOD
LEXINGTON PUBLIC DEFENDER
202 E. MAIN ST.
LEXINGTON, SC 29072
TELEPHONE (803) 785-8873
FAX (803) 957-1443

BENNETT E. CASTO
TRI-COUNTY PUBLIC DEFENDER
POST OFFICE BOX 1852
MCCORMICK, SC 29835
TELEPHONE (864) 852-9555
FAX (864) 852-9554

February 14, 2019

Joe Mergo
Administrator
Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

RE: Eleventh Circuit Public Defender Budget

DELIVERED BY HAND

Dear Joe:

Attached is the proposed Eleventh Circuit Public Defender budget for FY 19/20. The Eleventh Circuit Public Defenders Office requests Lexington County increase their contribution this year to \$1,024,531. Lexington County has historically underfunded its Public Defenders Office. Statistically, we represent close to 70% of all adults charged with General Sessions' crimes. Yet, we only receive 19% of the funding earmarked for prosecution. Additioanlly, our request is still less than the contributions similarly populated counties provide their public defender offices. As you are aware, the South Carolina legislature mandated a 1% increase in employer retirement contributions for the past several years. We are unable to continue to absorb this increase without additional funding. Furthermore, to maintain a competent level of representation with ever increasing caseloads we intend to use the money to create three new attorney positions, an additional paralegal, an administrative assistant and an in-house investigator. Finally, I ask for the approval of an additional Tri-County public defender position. Obviously, this position will need to be funded by contributions from those counties.

I request an audience with either County Council as a whole or the appropriate judicial committee to answer any questions they may have about the Eleventh Circuit Public Defenders Office, our budget, or our funding request.

With my warm personal regards, I remain,

Sincerely,

Robert M. Madsen

Enclosure

**COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Public Defender 2619:								
Revenues:								
451610	State Revenue (Lexington)	697,823	348,911	697,823	697,823	697,823		
451611	State Revenue (Tri-Counties)	151,838	75,919	151,838	151,838	151,838		
415615	Carry Forward Revenues	113,257	33,011	0	0	0		
451620	State Supplemental (Lexington)	115,966	43,175	95,753	95,753	88,409		
451621	State Supplemental (Tri-Counties)	25,233	9,394	20,835	20,835	19,237		
451632	Probation Fees (Lexington County)	71,275	41,995	39,017	39,017	59,490		
451633	Civil Fees (Lexington County)	47,032	17,742	36,171	36,171	36,574		
451634	CDV Fees (Lexington County)	78,126	39,063	78,126	78,126	78,126		
451635	DUI Fees (Lexington County)	55,401	27,700	55,401	55,401	55,401		
451636	Probation Fees (Tri-Counties)	15,508	9,138	8,490	8,490	12,944		
451637	Civil Fees (Tri-Counties)	10,234	3,861	7,867	7,867	7,958		
451638	CDV Fees (Tri-Counties)	16,999	8,500	16,999	16,999	16,999		
451639	DUI Fees (Tri-Counties)	12,055	6,027	12,055	12,055	12,055		
455004	Contribution from Tri-Counties	66,000	26,333	66,000	66,000	66,000		
455012	Contributions from Municipalities	0	0	400	400	400		
461000	Investment Interest	10,963	9,776	100	100	100		
469900	Miscellaneous Revenues	77	26	0	0	0		
801000	Op Trn from General Fund	543,932	271,966	543,932	543,932	1,024,531		
** Total Revenue		2,031,719	972,537	1,830,807	1,830,807	2,327,880	0	0
***Total Appropriation					2,152,560	1,994,468	0	0
FUND BALANCE								
	Beginning of Year				947,349	625,596	625,596	625,596
FUND BALANCE - Projected								
	End of Year				625,596	959,014	625,596	625,596

COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
Fiscal Year - 2019-20

Fund: 2619

Division: Judicial

Organization: 141400 - Public Defender

		BUDGET				
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 23	1,215,491	617,436	1,247,542	1,255,880		
511112 FICA Cost	87,871	44,726	95,437	96,075		
511113 SCRS - Employer's Portion	141,894	78,444	181,642	195,415		
511120 Employee Insurance - 23	179,400	89,700	179,400	179,400		
511130 Workers Compensation	4,443	2,267	4,601	4,632		
511213 SCRS - Employer Portion (Retiree)	12,533	0	0	0		
519999 Personnel Contingency	0	0	45,738	0		
* Total Personnel	1,641,632	832,573	1,754,360	1,731,402	0	0
Operating Expenses						
520200 Contracted Service	999	0	300	300		
520219 Water & Other Beverage Service	494	207	450	500		
520400 Advertising & Publicity	0	0	0	100		
521000 Office Supplies	7,268	3,725	10,000	10,000		
521100 Duplicating	7,053	2,369	5,500	5,500		
522200 Small Equip Repairs & Maintenance	0	286	750	750		
522300 Vehicle Repairs & Maintenance	0	34	700	700		
523100 Building Rental	74,296	42,697	74,000	74,000		
524000 Building Insurance	139	156	156	180		
524100 Vehicle Insurance - 2	0	0	1,114	1,393		
524101 Comprehensive Insurance - 2	0	0	284	355		
524201 General Tort Liability Insurance	1,598	1,798	1,804	2,255		
524202 Surety Bonds	127	0	0			
525000 Telephone	8,866	5,153	10,000	10,000		
525004 WAN Service Charges	8,749	4,759	8,148	8,749		
525020 Pagers and Cell Phones - 2	424	176	420	420		
525041 E-mail Service Charges - 25	3,515	1,387	3,225	3,225		
525100 Postage	1,633	496	1,700	1,700		
525210 Conference, Meeting & Training Expense	15,038	14,164	17,000	20,000		
525230 Subscriptions, Dues & Books	18,453	12,924	16,000	17,000		
525240 Personal Mileage Reimbursement	32,917	14,210	17,500	17,500		
525328 Util / Public Defenders Offices	8,876	3,536	7,500	7,500		
525400 Gas, Fuel & Oil	0	0	3,180	3,200		
527040 Outside Personnel (Temporary)	2,877	0	0			
529903 Contingency	0	0	52,782			
529907 Rental Contingency	0	0	70,189	70,189		
* Total Operating	193,322	108,077	302,702	255,516	0	0
** Total Personnel & Operating	1,834,954	940,650	2,057,062	1,986,918	0	0

Fund: 2619
Division: Judicial
Organization: 141400 - Public Defender

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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund #	2619	Fund Title:	
Organization #	141400	Organization Title:	Public Defender
Program #		Program Title:	

BUDGET

2019-20
Requested

Qty	Item Description	Amount
8	M 11 22" Flat Panel Monitor	1,480
5	Advanced Scanner Fujitsu fi-7160	4,980
2	M3 Dell Latitude 5590 External USB DVD Drive	90
** Total Capital (Transfer Total to Section III)		6,550

SECTION V – PROGRAM OVERVIEW

Summary of Programs

Background
Program 1-Adult General Sessions
Program 2-Juvenile Family Court
Program 3-Magistrates Court

Background:

The Eleventh Circuit Public Defenders Office represents indigent individuals charged with misdemeanors, felonies, and probation violations in the Eleventh Judicial Circuit. The Eleventh Judicial Circuit is composed of Lexington, Saluda, Edgefield, and McCormick counties. The Public Defenders Office benefits clients and the judicial system by fostering efficient administration of cases through the courts. Clients and the community as a whole benefit when the rights of individual defendants are protected.

Program 1: Adult General Sessions

Objectives:

The primary goal of the Eleventh Circuit Public Defenders Office is to provide the best possible representation to each client and to guarantee the protection of the individual client's rights. The existence of this office guarantees that an individual's right to counsel is meaningfully provided. Our attorneys and support staff are dedicated to protecting the rights of the accused and to the integrity of the justice system. The Eleventh Circuit Public Defenders Office is dedicated to the full and fair representation of all persons in our community who cannot afford legal counsel and are in danger of being deprived a liberty interest due to a criminal accusation. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards. By doing so, the integrity of the system as a whole is upheld as a secondary goal, to the benefit of the community at large.

We will continue to focus on alternatives to incarceration, both during pretrial and during the dispositional phase, with a particular emphasis on treatment alternatives. To further this end, we will continue to explore better methods for the system as a whole to identify low risk offenders (both current risk to the community and risk of recidivism) who would be appropriate for alternatives to incarceration.

Program 2: Juvenile Family Court

Objectives:

The primary goal of the Eleventh Circuit Public Defenders office in juvenile cases is the same as that for adult clients: to vigorously defend each client. The attorneys who defend juvenile clients strive to protect each client's constitutional rights while guarding against discrimination and disproportionate treatment.

In the Family Court setting, where the Court's goal is to act in the best interests of the child, we collaborate with other professionals from local schools, the Department of Mental Health, and the Department of Juvenile Justice to find the best resolutions in our clients' cases. With rehabilitation in mind, we look for alternatives to incarceration, whether in the community or in facilities where juveniles may receive treatment for drug or alcohol abuse or mental health problems.

It is our goal to educate our juvenile clients and their parents about their criminal cases by explaining the court process and the possible consequences of their charges, but also to provide our clients with tools they need to become productive citizens in order to reduce recidivism and ultimately keep them from becoming adult offenders.

Program 3: Magistrate Court

Objectives:

The primary goal of the Eleventh Circuit Public Defenders office in Magistrate court is the same as all other courts. We strive to provide diligent, but cost effective representation of clients charged with criminal cases in Magistrates Court. While we will vigorously defend all of our client's constitutional rights, we will also look for alternative programs available in lieu of incarceration. Such programs will not only help reduce recidivism, but also help our clients to become productive members of society.

SERVICE LEVELS

Service Level Indicators:	Actual <u>2015</u>	Actual <u>2016</u>	Actual <u>2017</u>	Actual <u>2018</u>	Project <u>2019</u>
Program 1:					
Warrants seen in Bond Court	4347	4468	4626	5052	5400
Warrants Appointed PD	2930	3050	3033	3465	3700
Appointed to Private Bar	104	121	136	114	120
Percentage of Adult Case Load	67.4%	68.2%	65.6%	68.6%	68.5%

Program 2:

Juvenile Cases in Court	261	382	346	311	340
Private Bar	10	11	19	23	20
Juveniles Appointed PD	251	371	327	288	320
Percentage of Juvenile Case Load	96.1%	97.1%	94.5%	92.6%	94.1%

We believe that the percentage of Juveniles represented by the Public Defender's Office will increase the next calendar year.

Program 3:

Individuals appointed in Magistrate Court	2015: 425	CASES CLOSED 2018: 387
	2016: 388	
	2017: 373	CURRENT # CLIENTS: 297
	2018: 432	

Total General Sessions and Family Court cases:

Total Warrants/Petitions	4608	4850	4972	5363
Appointed PD	3108	3421	3360	3753
Percentage of Entire Case Load	69.0%	70.5%	67.6%	70.0%

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. LISTING OF REVENUES

451610 – State Revenue (Lexington) \$697,823

This is our state appropriated monies for Lexington County. These funds are distributed quarterly on a per capita basis and are based on the 2010 census.

451611 – State Revenue (Tri-Counties) \$151,838

This is our state appropriated monies for the Tri-Counties. These funds are distributed quarterly on a per capita basis and are based on the 2010 census.

415615 - Carry Forward \$0

These are carry forward funds distributed by the Office of Indigent Defense on a per capita basis. We received \$33,011 in FY18 for the entire circuit.

451620 – State Supplemental (Lexington) \$88,409

These are additional monies distributed by the Office of Indigent Defense from surplus left over from other funds. They are distributed quarterly based on the 2010 census. This is not a static amount and can change from year to year.

451621 – State Supplemental (Tri-Counties) \$19,237

These are additional monies distributed by the Office of Indigent Defense from surplus left over from other funds. They are distributed quarterly based on the 2010 census. This is not a static amount and can change from year to year.

451632– Probation Fees (Lexington) \$59,490

Anyone placed on probation and represented by appointed counsel must pay a \$500 fee as a part of their sentence. These fees are then distributed on a per capita basis based on the 2010 census.

451633 – Civil Fees (Lexington) \$36,574

Anyone filing a civil lawsuit must pay a surcharge. This surcharge is then divided among its recipients. The Office of Indigent Defense distributes this money on a per capita basis based on the 2010 census.

451634 – Domestic Violence Fees (Lexington) \$78,126

This is a surcharge assessed on all DV cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

451635 – DUI Fees (Lexington) \$55,401

This is a surcharge assessed on all DUI cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

451636 – Probation (Tri-Counties) \$12,944

Anyone placed on probation and represented by appointed counsel must pay a \$500 fee as a part of that sentence. These fees are then distributed on a per capita basis based on the 2010 census.

451637 – Civil Fees (Tri-Counties) \$7,958

Anyone filing a civil lawsuit must pay a surcharge. This surcharge is then divided among its recipients. The Office of Indigent Defense distributes this money on a per capita basis based on the 2010 census.

451638 – Domestic Violence Fees (Tri-Counties) \$16,999

This is surcharge assessed on all DV cases. It is distributed on a per capita basis. The distribution is based on the 2010 census.

4516639 – DUI (Tri-Counties) \$12,055

This is a surcharge assessed on all DUI cases. It is distributed on a per capita basis. The distribution is based on the 2010 census. This funding has been drastically reduced over the last few years by the legislature.

455004 – Tri-Counties Contribution Funding \$66,000

The Tri-Counties contributed \$66,000 to the operational costs of the Eleventh Circuit Public Defender's Office for FY 18

455012 – Contributions from Municipalities \$400

Our office represents Pelion Municipality at the rate of \$400 per case.

461000 – Investment Interest

\$100

We expect a de minimis amount of interest from the amounts deposited in our special revenue account.

801000 – Op Trn from General Fund

\$1,024,531

We are requesting that Lexington County contribute \$1,024,531 for this upcoming budget year. We arrived at this number by adding what it will take in order to balance our budget this year based on the past three years of one percent increases to employer retirement contributions and funding for six of the seven requested new positions (funding for the seventh position needs to come from Tri-County contributions). Additionally, this request is still a lower than the funding received by counties of a similar size Horry County which is the fifth largest county and York County which is the seventh largest county.

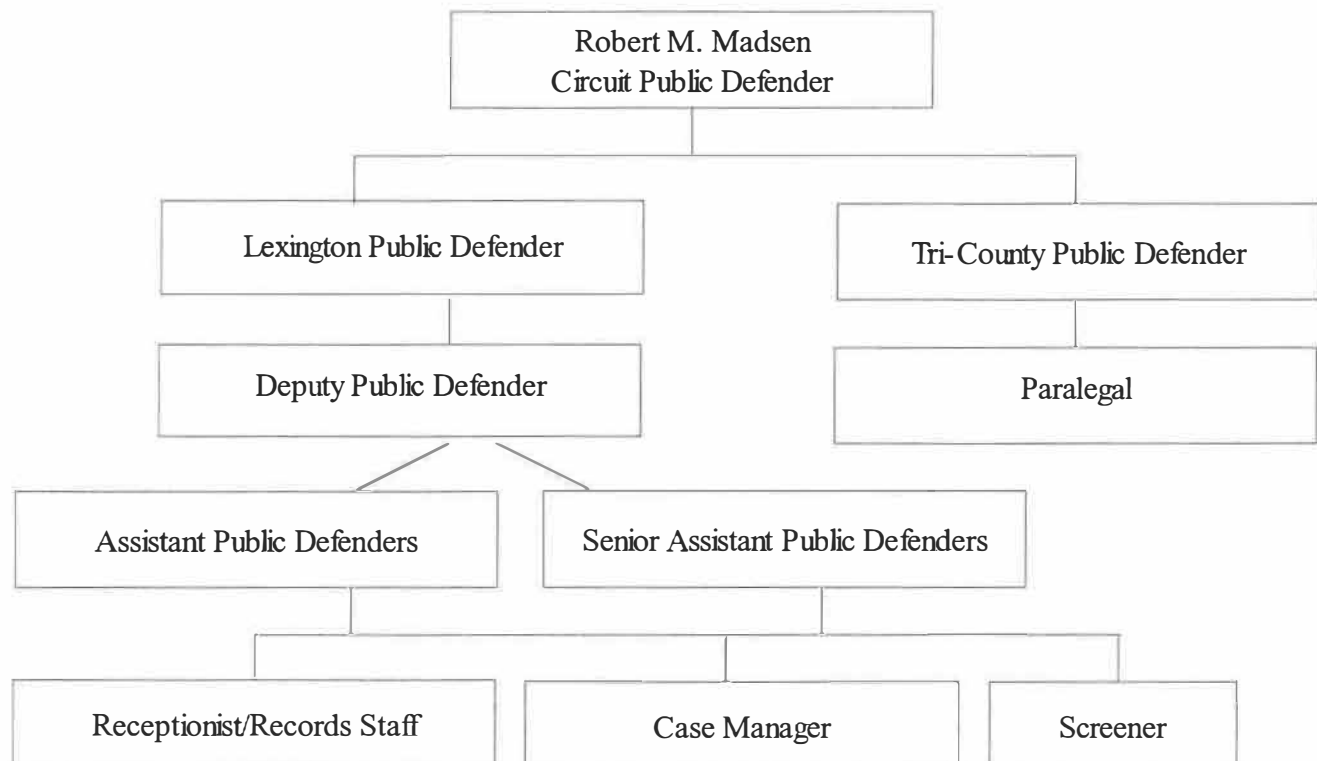
SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Levels:

<u>Job Title</u>	<u>Full Time Equivalent</u>			<u>Total</u>	<u>Grade</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>		
County Public Defender	2	2		2	
Deputy Public Defender	1	1		1	
Senior Public Defender	2	2		2	
Assistant Public Defender	11	11		11	
Case Manager	4	4		4	
Receptionist/Records	1	1		1	
Paralegal	1	1		1	
Screeners/File Clerk	1	1		1	
Total Positions	23	23		23	

All of these positions require insurance.

Display organization flowchart:



SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$1,255,880**

Salaries for twenty-three full-time positions

51112-FICA COST **\$96,075**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$195,415**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$179,400**

Employer's portion @ \$7800 per employee (23)

511130-WORKERS COMPENSATION **\$4,632**

Based on last year's premiums

520200-CONTRACTED SERVICES **\$300**

Last year we expended \$0

520219-WATER SERVICE **\$500**

Through Lexington County, we have contracted with a company that provides us with bottled water for the office.

520400-ADVERTISING & PUBLICITY **\$100**

We must advertise before shredding old files.

521000-OFFICE SUPPLIES **\$10,000**

In FY18, we expended \$7,268 office supplies. A majority portion is printer ink. Our printer ink purchases will decrease as we continue to use our copier for printing.

521100-DUPLICATING **\$5,500**

Currently, the office leases a copier through Cannon, Inc. We average about 23,000 copies per month. Last year our duplicating costs were \$7,186.

522200-SMALL EQUIPMENT REPAIRS	\$750
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We have two printers within the office. Annually, we purchase printer maintenance kits that IT installs them to keep our printers running efficiently.

522300-VEHICLE REPAIRS & MAINTENANCE	\$700
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We have two county cars in the office that need periodic servicing.

523100-BUILDING RENTAL	\$74,000
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We rent an office building at 202 East Main Street at \$6,000 per month. This office serves as our base of operations for the entire office. Mini-Warehouses provides one storage facility for old case storage. Currently, the two storage facilities run \$120 per month. We have been able to negotiate free County provided office space with each county in the Tri-Counties. This gives us a base of operation in each county.

524000-BUILDING INSURANCE	\$180
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This is the expected premium for contents insurance on our office.

524100-VEHICLE INSURANCE	\$1,393
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This is the expected premium for our two vehicles.

524101-COMPREHENSIVE INSURANCE	\$355
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This is the expected comprehensive premium for our two vehicles.

524201-GENERAL TORT LIABILITY INSURANCE	\$2,255
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We are covered under the insurance reserve.

525000-TELEPHONE	\$10,000
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We utilize two separate phone service providers, PBT for the Lexington office and Western Carolina Rural Tel Coop. for our Tri-County office. We are going to add automated answering to our phones and will be adding additional phone lines. Our expense in FY 18 was \$8,866.

525004-WAN SERVICE CHARGE	\$8,749
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Our WAN expenses increased with the move to our new facility.

525020-PAGER AND CELL PHONES	\$420
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Our two attorneys in the Tri-Counties both have office cell phones.

525041-E-MAIL SERVICE CHARGE	\$3,225
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Our email service charges are \$10.75 per account per month.

525100-POSTAGE	\$1,700
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We limit postage costs in areas where letters can be hand delivered such as the Clerk of Court, Solicitor's Office, Judge's Office, and Jail.

525210-CONFERENCE & MEETING EXPENSES	\$20,000
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There is an annual Public Defender's conference in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and the PD 101, 102, and 103 are scheduled throughout the year. Additionally, there are other seminars in the area that our attorneys attend to stay up on changes in the law.

525230-SUBSCRIPTIONS, DUES, & BOOKS	\$17,000
--	-----------------

This amount encompasses our legal research. We use Westlaw Next for our legal research. Additionally for 2018, South Carolina Bar dues for our attorneys were approximately \$5,100. Finally, this item includes updates to our law library.

525240-PERSONAL MILEAGE REIMBURSEMENT	\$17,500
--	-----------------

In FY 18 we expended \$32,917 for mileage reimbursement.

525328-UTIL/PUBLIC DEFENDERS OFFICES	\$ 7,500
---	-----------------

In FY 18 we expended \$8,876 for utilities which encompasses electrical service provided by SCE&G. We have a larger facility this year.

525400-GAS, FUEL & OIL	\$3,200
-----------------------------------	----------------

This is the fuel and oil for our two county cars.

529907-RENTAL CONTINGENCY	\$70,189
----------------------------------	-----------------

This covers the amount we would have to pay if we broke our current lease.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-M 11 22" Flat Panel Monitors **\$1,480**

This is for eight (8) 22" Flat Panel Monitors. Some of the staff and/or attorney do not have monitors or are using small out dated ones.

540000-Advanced Scanner Fujitsu fi-7160 **\$4,980**

This is for the purchase of five (5) scanners. It is our intent to start scanning closed files into a digital format thereby alleviating the need for physical storage of files.

540000-M3 Dell Latitude 5590 External USB DVD Drive **\$90**

This is for two (2) USB DVD drives. We need one extra and we have had one go bad for one of our attorneys.

SECTION III

COUNTY OF LEXINGTON New Program Request Fiscal Year – 2019-2020

Fund # 2619	Fund Title: Special Revenue Fund	
Organization # 141400	Organization Title: Public Defense	
Program # General Sessions	Program Title: Attorney II (Senior Assistant)	
Object Expenditure Code Classification		Total 2019 – 2020 Requested
Personnel		
510100 Salaries # 1		55,666
510300 Part Time #		
511112 FICA Cost		4,258
511113 State Retirement		8,662
511120 Insurance Fund Contribution # 1		7,800
511130 Workers Compensation		192
511131 S.C. Unemployment		
* Total Personnel		76,578
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
521000 Office Supplies		200
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
524000 Building Insurance		
524100 Vehicle Insurance # ____		
524101 Comprehensive Insurance # ____		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525041 Email Service Charges – 1		129
525000 Telephone		432
525100 Postage		
525210 Conference & Meeting Expenses		1,500
525230 Subscriptions, Dues, & Books		700
525240 Personal Mileage Reimbursement		1,000
525 ____ Utilities - ____		
525400 Gas, Fuel, & Oil		
526500 Licenses & Permits		
* Total Operating		3961
** Total Personnel & Operating		80539
** Total Capital (From Section IV)		1935
*** Total Budget Appropriation		82474

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Senior Assistant Public Defender

This position creates an additional senior assistant public defender position. This attorney's primary responsibility is to represent indigent clients in General Sessions Court. This position will handle complex serious cases. Last year, General Sessions appointments to the Public Defenders Office increased by 426 additional cases. This is more than twice the American Bar Association criminal caseload standard of no more than 150 felony cases per year per attorney.

Program 1: Senior Assistant Public Defender (Attorney II)

Objectives:

To provide legal representation to all clients that is individualized, free of racial, ethnic, gender, social, and economic bias. To recognize that all clients have strengths and the potential to become productive members of society and that each has the right to constitutional and statutory protections. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$55,666**

Salaries for one full-time position

51112-FICA COST **\$4,258**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$8,662**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee

511130-WORKERS COMPENSATION **\$192**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

525210-CONFERENCE & MEETING EXPENSES **\$1,500**

There is an annual Public Defender's conference in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and the Best Practices seminar is in February of every year. Additionally, there are other seminars in the area that our attorneys attend to stay up on changes in the law.

525230-SUBSCRIPTIONS, DUES, & BOOKS **\$700**

This amount encompasses Bar dues and any increase in legal research subscriptions.

525240-PERSONAL MILEAGE REIMBURSEMENT

\$1,000

This position will require some travel.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD LAPTOP	\$1,087
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This line item request is for a laptop.

540000-E5500 (docking station)	\$206
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These are a docking station for the standard laptop.

540000-External USB DVD Drive	\$45
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This DVD drive is needed to correspond to the laptop.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
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This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new laptop.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year – 2019-2020

Fund # 2619	Fund Title: Special Revenue Fund	
Organization # 141400	Organization Title: Public Defender	
Program # Family Court	Program Title: Attorney I	
Object Expenditure Code Classification		Total 2019 – 2020 Requested
Personnel		
510100 Salaries #1		52,024
510300 Part Time #		
511112 FICA Cost		3,980
511113 State Retirement		8,095
511120 Insurance Fund Contribution # 1		7,800
511130 Workers Compensation		192
511131 S.C. Unemployment		
* Total Personnel		72,091
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
521000 Office Supplies		200
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
524000 Building Insurance		
524100 Vehicle Insurance #		
524101 Comprehensive Insurance #		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525041 Email Service Charges – 1		129
525000 Telephone		432
525100 Postage		
525210 Conference & Meeting Expenses		1,500
525230 Subscriptions, Dues, & Books		700
525240 Personal Mileage Reimbursement		1,000
525 Utilities -		
525400 Gas, Fuel, & Oil		
526500 Licenses & Permits		
* Total Operating		3961
** Total Personnel & Operating		76052
** Total Capital (From Section IV)		1935
*** Total Budget Appropriation		77987

COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020

BUDGET
2019-2020
Requested

707

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Assistant Public Defender

This position will create an entry level assistant public defender whose primary responsibility is to represent indigent juvenile clients in Family Court.

Program 1: Family Court Attorney

Objectives:

To provide legal representation to all children that is individualized, developmentally appropriate, age appropriate, and free of racial, ethnic, gender, social, and economic bias. To recognize that all children have strengths and the potential to become productive members of society and that each has the right to constitutional and statutory protections.

This position will create a full-time attorney to defend juvenile clients in Family Court. Currently, we have two attorneys handling juvenile cases along with General Sessions and Magistrates Court cases. Because these attorneys handle a multitude of cases in a variety of courts scheduling conflicts often arise. A dedicated Family Court attorney will not only increase the efficiency of the courts, but also increase the quality of representation.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$52,024**

Salaries for one full-time position

51112-FICA COST **\$3,980**

Employer's portion 7.65%

51113-STATE RETIREMENT **\$8,095**

Employer's portion 15.56%

51120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee

51130-WORKERS COMPENSATION **\$192**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

525210-CONFERENCE & MEETING EXPENSES **\$1,500**

There is an annual Public Defender's conference in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and the Best Practices seminar is in February of every year. Additionally, there are other seminars in the area that our attorneys attend to stay up on changes in the law.

525230-SUBSCRIPTIONS, DUES, & BOOKS **\$700**

This amount encompasses Bar dues and any increase in legal research subscriptions.

525240-PERSONAL MILEAGE REIMBURSEMENT

\$1,000

This position will require some travel.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD LAPTOP	\$1,087
-------------------------------	----------------

This line item request is for a laptop.

540000-E5500 (docking station)	\$206
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These are a docking station for the standard laptop.

540000-External USB DVD Drive	\$45
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This DVD drive is needed to correspond to the laptop.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
--------------------------------	--------------

This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new laptop.

COUNTY OF LEXINGTON
New Program Request
Fiscal Year – 2019-2020

Fund # 2619

Fund Title: Special Revenue Fund

Organization # 141400

Organization Title: Public Defender

Program # Magistrate

Program Title: Attorney I

Object Expenditure

Total
2019 – 2020
Requested

Code Classification

Personnel

510100 Salaries #1	52,024
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510300 Part Time # _____

511112 FICA Cost	3,980
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511113 State Retirement	8,095
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511120 Insurance Fund Contribution # 1	7,800
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511130 Workers Compensation	192
-----------------------------	-----

511131 S.C. Unemployment

* Total Personnel	72,091
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Operating Expenses

520100 Contracted maintenance

520200 Contracted Services	
----------------------------	--

520300 Professional Services	
------------------------------	--

521000 Office Supplies	200
------------------------	-----

521100 Duplicating

521200 Operating Supplies	
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522100 Equipment Repairs & Maintenance

522200 Small Equipment Repairs & Maint.

522300 Vehicle Repairs & Maintenance

524000 Building Insurance

524100 Vehicle Insurance # _____

524101 Comprehensive Insurance # _____

524201 General Tort Liability Insurance

524202 Surety Bonds

525041 Email Service Charges – 1	129
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525000 Telephone 432

525100 Postage

525210 Conference & Meeting Expenses	1,500
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525230 Subscriptions, Dues, & Books	700
-------------------------------------	-----

525240 Personal Mileage Reimbursement	1,000
---------------------------------------	-------

525 Utilities - _____

525400 Gas, Fuel, & Oil

526500 Licenses & Permits

* Total Operating	3961
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** Total Personnel & Operating	76052
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** Total Capital (From Section IV)	1935
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*** Total Budget Appropriation 77987

COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020

BUDGET
2019-2020
Requested

713

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Assistant Public Defender

This position will create an entry level assistant public defender whose primary responsibility is to represent indigent clients in Magistrates Court.

Program 1: Magistrate's Court

Objectives:

In the landmark ruling of Alabama v. Shelton, 535 U.S. 654, 122 S.Ct. 1764 (2002), the United States Supreme court ruled that (1) a defendant may not be sentenced to a term of imprisonment absent providing counsel; and (2) for purposes of this rule, a suspended sentence constitutes a "term of imprisonment," even though incarceration is not immediate or inevitable. Ultimately, this means that individuals accused of Magistrate Court level offenses (less than thirty days incarceration) are entitled to legal representation if they are indigent. In Lexington County, because of lack of funding, Magistrates traditionally appoint private counsel from a Rule 608 appointment list to handle such cases. This year Rule 608 criminal appointments will change to contract positions set up by the Office of Indigent Defense and this current practice will end. In nearly all circuits throughout the state, the responsibility for representing these defendants falls on the Public Defenders Offices. With the emphasis on jail overcrowding and the fact that a significant number of individuals are incarcerated solely for Magistrates court offenses, this position will attempt to address these problems while helping to alleviate overcrowding by providing these individuals competent representation.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$52,024**

Salaries for one full-time position

51112-FICA COST **\$3,980**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$8,095**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee

511130-WORKERS COMPENSATION **\$192**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

525210-CONFERENCE & MEETING EXPENSES **\$1,500**

There is an annual Public Defender's conference in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and the Best Practices seminar is in February of every year. Additionally, there are other seminars in the area that our attorneys attend to stay up on changes in the law.

525230-SUBSCRIPTIONS, DUES, & BOOKS **\$700**

This amount encompasses Bar dues and any increase in legal research subscriptions.

525240-PERSONAL MILEAGE REIMBURSEMENT

\$1,000

This position will require some travel.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD LAPTOP	\$1,087
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This line item request is for a laptop.

540000-E5500 (docking station)	\$206
---------------------------------------	--------------

These are a docking station for the standard laptop.

540000-External USB DVD Drive	\$45
--------------------------------------	-------------

This DVD drive is needed to correspond to the laptop.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
--------------------------------	--------------

This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new laptop.

**COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020**

BUDGET
2019-2020
Requested

**** Total Capital (Transfer Total to Section III)**

719

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Paralegal

Under occasional supervision, performs specialized legal research and clerical duties in the Public Defenders Office. Interviews and screens new clients in the office. Prepares and files motions and orders. Prepares correspondence and makes telephone calls and schedules appointments. Organizes and tracks files in support of the assigned public defender(s).

Program 1: Paralegal

Objectives:

To provide support to specifically assigned public defender(s) and administrative support for the office as a whole in order to help the office provide legal representation to all clients that is individualized, free of racial, ethnic, gender, social, and economic bias. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$34,478**

Salaries for one full-time position

51112-FICA COST **\$2,638**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$5,365**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee (1)

511130-WORKERS COMPENSATION **\$128**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD DESKTOP	\$889
--------------------------------	--------------

This line item request is to purchase desktop computer for the position.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
--------------------------------	--------------

This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new desktop.

SECTION III

COUNTY OF LEXINGTON New Program Request Fiscal Year – 2019-2020

Fund # 2619	Fund Title: Special Revenue Fund	
Organization # 141400	Organization Title: Public Defender	
Program #	Program Title: Administrative Assistant II	
Object Expenditure Code Classification		Total 2019 – 2020 Requested
Personnel		
510100 Salaries #1		28,144
510300 Part Time #		
511112 FICA Cost		2,153
511113 State Retirement		4,379
511120 Insurance Fund Contribution # 1		7,800
511130 Workers Compensation		128
511131 S.C. Unemployment		
* Total Personnel		42,604
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
521000 Office Supplies		200
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
524000 Building Insurance		
524100 Vehicle Insurance #		
524101 Comprehensive Insurance #		
524201 General Tort Liability Insurance		
524202 Surety Bonds		
525041 Email Service Charges – 1		129
525000 Telephone		432
525100 Postage		
525210 Conference & Meeting Expenses		
525230 Subscriptions, Dues, & Books		
525240 Personal Mileage Reimbursement		
525 Utilities -		
525400 Gas, Fuel, & Oil		
526500 Licenses & Permits		
* Total Operating		761
** Total Personnel & Operating		43365
** Total Capital (From Section IV)		1486
*** Total Budget Appropriation		44851

COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020

BUDGET
2019-2020
Requested

1,486

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Administrative Assistant II

Under occasional supervision, performs a variety of clerical duties in the Public Defenders Office. Creates, organizes and tracks new and old case files. Opens new files and digitally closes files. Is responsible for maintenance of the file room. Prepares correspondence, makes telephone calls and schedules appointments.

Program 1: Administrative Assistant II

Objectives:

To provide administrative support for the office as a whole in order to help the office provide legal representation to all clients that is individualized, free of racial, ethnic, gender, social, and economic bias. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$28,144**

Salaries for one full-time position

51112-FICA COST **\$2,153**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$4,379**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee (1)

511130-WORKERS COMPENSATION **\$128**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD DESKTOP	\$889
--------------------------------	--------------

This line item request is to purchase desktop computer for the position.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
--------------------------------	--------------

This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new desktop.

**COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020**

BUDGET
2019-2020
Requested

729

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Investigator

The investigator will support the attorneys in this office by interviewing witnesses, serving subpoenas, and investigating cases under the supervision of the public defender assigned to a particular case. The investigator may also conduct interviews with witnesses, bystanders, and individuals who know the defendant, witnesses, or victim. Background checks and surveillance are common activities for an investigator. Beyond searching for and gathering evidence, an investigator will help the attorney organize it. The investigator also must carefully document whatever evidence he finds, allowing an attorney to effectively use it in court.

Program 1: Investigator

Objectives:

To search out and examine the particulars of a case in an attempt to learn the facts about something hidden, unique, or complex, especially in an attempt to find a motive, cause, or culprit. A public defender investigator looks for facts that the attorney can use to help defend an accused in trial in order to help the office provide legal representation to all clients that is individualized, free of racial, ethnic, gender, social, and economic bias. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$42,237**

Salary for one full-time position

51112-FICA COST **\$3,231**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$6,572**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee (1)

511130-WORKERS COMPENSATION **\$156**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525210-CONFERENCE & MEETING EXPENSES **\$750**

This line item will cover the annual investigator conference in Myrtle Beach.

525020-PAGER AND CELL PHONES **\$210**

This will cover the cost of one flip phone for our investigator.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

525240-PERSONAL MILEAGE REIMBURSEMENT **\$4,000**

This position will require a significant amount of travel.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD LAPTOP **\$1,087**

This line item request is for a laptop.

540000-E5500 (docking station) **\$206**

These are a docking station for the standard laptop.

540000-External USB DVD Drive **\$45**

This DVD drive is needed to correspond to the laptop.

540000-22" Flat Panel Monitor **\$185**

This line item request is for a corresponding monitor

540010-Microsoft Office **\$381**

This is for the new laptop.

540010-Antivirus Software **\$31**

This is for the new laptop.

COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2019 - 2020

BUDGET
2019-2020
Requested

734

SECTION V – PROGRAM OVERVIEW

Summary of Programs-Tri-County Assistant Public Defender

This position will create an entry level assistant public defender whose primary responsibility is to represent indigent clients in the Tri-Counties (Saluda, Edgefield, McCormick).

Program 1: Tri-County Court

Objectives:

The primary goal of the Eleventh Circuit Public Defenders Office in the Tri-Counties is to provide the best possible representation to each client and to guarantee the protection of the individual client's rights. The existence of this office guarantees that an individual's right to counsel is meaningfully provided. Our attorneys and support staff are dedicated to protecting the rights of the accused and to the integrity of the justice system. The Eleventh Circuit Public Defenders Office is dedicated to the full and fair representation of all persons in our community who cannot afford legal counsel and are in danger of being deprived a liberty interest due to a criminal accusation. Our office seeks to protect each client's constitutional rights, to defend against discriminatory treatment and disproportionate punishment, and to ensure that no one who is innocent is ever wrongfully convicted. We are committed to providing all mandated legal services in an efficient and cost-effective manner while holding ourselves to the highest professional and ethical standards. By doing so, the integrity of the system as a whole is upheld as a secondary goal, to the benefit of the community at large.

We will continue to focus on alternatives to incarceration, both during pretrial and during the dispositional phase, with a particular emphasis on treatment alternatives. To further this end, we will continue to explore better methods for the system as a whole to identify low risk offenders (both current risk to the community and risk of recidivism) who would be appropriate for alternatives to incarceration.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$52,024**

Salaries for one full-time position

51112-FICA COST **\$3,980**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$8,095**

Employer's portion 15.56%

511120-INSURANCE FUND CONTRIBUTION **\$7,800**

Employer's portion @ \$7800 per employee

511130-WORKERS COMPENSATION **\$192**

Based on last year's premiums

521000-OFFICE SUPPLIES **\$200**

This line item will cover an office supplies, pens, paper, etc. needed by this position.

525000-TELEPHONE **\$432**

Based on our current phone system provided by Comporium, we would expect \$432 per year to cover the phone charges for this position.

525041-E-MAIL SERVICE CHARGE **\$129**

Our email service charges are \$10.75 per account per month.

525210-CONFERENCE & MEETING EXPENSES **\$1,500**

There is an annual Public Defender's conference in late September of every year. The criminal law update for the annual South Carolina Bar Convention is in late January and the Best Practices seminar is in February of every year. Additionally, there are other seminars in the area that our attorneys attend to stay up on changes in the law.

525230-SUBSCRIPTIONS, DUES, & BOOKS **\$700**

This amount encompasses Bar dues and any increase in legal research subscriptions.

525240-PERSONAL MILEAGE REIMBURSEMENT	\$1,000
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This position will require some travel.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-STANDARD LAPTOP	\$1,087
-------------------------------	----------------

This line item request is for a laptop.

540000-E5500 (docking station)	\$206
---------------------------------------	--------------

These are a docking station for the standard laptop.

540000-External USB DVD Drive	\$45
--------------------------------------	-------------

This DVD drive is needed to correspond to the laptop.

540000-22" Flat Panel Monitor	\$185
--------------------------------------	--------------

This line item request is for a corresponding monitor

540010-Microsoft Office	\$381
--------------------------------	--------------

This is for the new laptop.

540010-Antivirus Software	\$31
----------------------------------	-------------

This is for the new laptop.

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Victims' Bill of Rights 2620:								
Revenues:								
443002	Clerk of Crt Conviction Surcharges (\$100)	68,591	34,419	74,200	74,200	72,000		
443003	Clk of Crt Gen Sessions - 38% Assessment	24,878	10,624	32,550	32,550	28,000		
443507	Solicitor Traffic Education Program - 9.17%	1,002	411	720	720	800		
444011	Traffic Court Conviction Surcharge (\$25)	5,193	1,988	8,900	8,900	5,300		
444012	Traffic Court - 11.16% Assessment	70,483	29,747	88,500	88,500	70,000		
444050	CDV Court - 11.16% Assessment	169	48	850	850	380		
444051	CDV Court - Conviction Surcharge	1,115	240	1,420	1,420	1,000		
444111	Mag. Dist. 1 Conviction Surcharge (\$25)	4,496	2,300	6,425	6,425	5,250		
444112	Mag. Dist. 1 - 11.16% Assessment	13,598	5,802	12,000	12,000	13,200		
444211	Mag. Dist. 2 Conviction Surcharge (\$25)	4,926	1,707	7,200	7,200	4,850		
444212	Mag. Dist. 2 - 11.16% Assessment	7,817	2,725	9,000	9,000	8,730		
444311	Mag. Dist. 3 Conviction Surcharge (\$25)	4,835	2,508	7,850	7,850	5,600		
444312	Mag. Dist. 3 - 11.16% Assessment	2,246	960	3,250	3,250	2,500		
444411	Mag. Dist. 4 Conviction Surcharge (\$25)	5,278	1,711	6,650	6,650	6,000		
444412	Mag. Dist. 4 - 11.16% Assessment	7,628	2,936	8,200	8,200	7,560		
444511	Mag. Dist. 5 Conviction Surcharge (\$25)	3,375	878	3,150	3,150	2,800		
444512	Mag. Dist. 5 - 11.16% Assessment	5,057	1,213	4,320	4,320	4,000		
444611	Mag. Dist. 6 Conviction Surcharge (\$25)	1,406	586	1,725	1,725	1,400		
444612	Mag. Dist. 6 - 11.16% Assessment	934	394	1,580	1,580	1,080		
444711	Mag. Worthless Ck - Conviction Surcharge	922	369	2,275	2,275	1,020		
444712	Mag. Worthless Ck - 11.16% Assessment	238	91	580	580	282		
444911	DUI Court - Conviction Surcharge	5,115	1,932	6,450	6,450	5,250		
444912	DUI Court - 11.16% Assessment	13,666	5,458	16,750	16,750	13,500		
455008	Contribution from Town of Gaston	15,473	6,975	11,772	11,772	14,736		
455009	Contribution from Town of Swansea	1,548	75,445	3,096	3,096	8,676		
455013	Contribution from Town of Pelion	0	948	0	0	288		
Other Revenues:								
461000	Investment Interest	2,693	2,175	1,800	1,800	3,000		
801000	Op Trn from General Fund/ Cty Ord - Sheriff -	30,000	0	0	0	0		
		302,682	194,590	321,213	321,213	287,202	0	0

EXISTING BUDGET:

Appropriations:

- Solicitor	109,594	113,057	0	0
- Magistrate Court Services	119,981	126,794	0	0
- LE/Major Crimes	143,993	146,742	0	0
***Total Appropriations	373,568	386,593	0	0

FUND BALANCE

Beginning of Year	262,855	210,500	210,500	210,500
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FUND BALANCE - Projected

End of Year	210,500	111,109	210,500	210,500
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SECTION II

COUNTY OF LEXINGTON

Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-20

Fund #: 2620

Fund Name: Victims' Bill of Rights

Organ #: 141200, 142000, 151260

Organ Name: Solicitor, Magistrate, Law Enforcement

Revenue Code	Fee Title	Actual Fees FY 2016-17	Actual Fees FY 2017-18	12/31/18 Year-to-Date FY 2018-19	Anticipated Fiscal Year Total FY 2018-19	Budget				
						Units of Service	Current Fee	Current Total Estimated Fees FY 2019-20	Proposed Fee Change	Total Proposed Estimated Fees FY 2019-20
443002	Clerk of Crt Conviction Surcharges (\$100)	\$72,362	\$68,591	\$34,419	\$74,200			\$72,000		\$72,000
443003	Clk of Crt Gen Sessions - 38% Assessment	\$24,193	\$24,878	\$10,624	\$32,550			\$28,000		\$28,000
443507	Solicitor Traffic Education Program - 9.17%	\$886	\$1,002	\$411	\$720			\$800		\$800
444005	Central Traffic Court - SCDHPT	(\$100)	\$0	\$0	\$0			\$0		\$0
444011	Traffic Court Conviction Surcharge (\$25)	\$5,890	\$5,193	\$1,988	\$8,900			\$5,300		\$5,300
444012	Traffic Court - 11.16% Assessment	\$79,525	\$70,483	\$29,747	\$88,500			\$70,000		\$70,000
444050	CDV Court - 11.16% Assessment	\$585	\$169	\$48	\$850			\$380		\$380
444051	CDV Court - Conviction Surcharge	\$1,371	\$1,115	\$240	\$1,420			\$1,000		\$1,000
444111	Mag. Dist. 1 Conviction Surcharge (\$25)	\$6,642	\$4,496	\$2,300	\$6,425			\$5,250		\$5,250
444112	Mag. Dist. 1 - 11.16% Assessment	\$16,130	\$13,598	\$5,802	\$12,000			\$13,200		\$13,200
444211	Mag. Dist. 2 Conviction Surcharge (\$25)	\$6,163	\$4,926	\$1,707	\$7,200			\$4,850		\$4,850
444212	Mag. Dist. 2 - 11.16% Assessment	\$12,925	\$7,817	\$2,725	\$9,000			\$8,730		\$8,730
444311	Mag. Dist. 3 Conviction Surcharge (\$25)	\$6,899	\$4,835	\$2,508	\$7,850			\$5,600		\$5,600
444312	Mag. Dist. 3 - 11.16% Assessment	\$3,295	\$2,246	\$960	\$3,250			\$2,500		\$2,500
444411	Mag. Dist. 4 Conviction Surcharge (\$25)	\$6,232	\$5,278	\$1,711	\$6,650			\$6,000		\$6,000
444412	Mag. Dist. 4 - 11.16% Assessment	\$8,952	\$7,628	\$2,936	\$8,200			\$7,560		\$7,560
444511	Mag. Dist. 5 Conviction Surcharge (\$25)	\$3,330	\$3,375	\$878	\$3,150			\$2,800		\$2,800
444512	Mag. Dist. 5 - 11.16% Assessment	\$6,615	\$5,057	\$1,213	\$4,320			\$4,000		\$4,000
444611	Mag. Dist. 6 Conviction Surcharge (\$25)	\$1,450	\$1,406	\$586	\$1,725			\$1,400		\$1,400
444612	Mag. Dist. 6 - 11.16% Assessment	\$1,547	\$934	\$394	\$1,580			\$1,080		\$1,080
444711	Mag. Worthless Ck - Conviction Surcharge	\$1,400	\$922	\$369	\$2,275			\$1,020		\$1,020
444712	Mag. Worthless Ck - 11.16% Assessment	\$367	\$238	\$91	\$580			\$282		\$282
444911	DUI Court - Conviction Surcharge	\$7,176	\$5,115	\$1,932	\$6,450			\$5,250		\$5,250
444912	DUI Court - 11.16% Assessment	\$17,174	\$13,666	\$5,458	\$16,750			\$13,500		\$13,500
455008	Contribution from Town of Gaston	\$13,901	\$15,473	\$6,975	\$11,772			\$14,736		\$14,736
455009	Contribution from Town of Swansea	\$0	\$1,548	\$75,445	\$3,096			\$8,676		\$8,676
455013	Contribution from Town of Pelion	\$0	\$0	\$948	\$0			\$288		\$288
461000	Investment Interest	\$1,649	\$2,693	\$2,175	\$1,800			\$3,000		\$3,000
801000	Op Trn from General Fund/Sheriff	\$0	\$30,000	\$0	\$0			\$0		\$0

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2019-20**

Fund 2620
Division: Judicial
Organization: 141200 - Solicitor

Object Expenditure		BUDGET					
Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 1.5	70,866	36,086	70,866	72,486		
511112	FICA - Employer's Portion	4,917	2,508	5,421	5,545		
511113	State Retirement - Employer's Portion	8,964	4,596	10,318	11,279		
511120	Employee Insurance - 1.5	15,600	7,800	15,600	15,600		
511130	Workers Compensation	262	134	262	268		
511213	SCRS - Retiree	0	0	0	0		
519999	Personnel Contingency	0	0	2,599	2,687		
* Total Personnel		100,609	51,124	105,066	107,865		
Operating Expenses							
521000	Office Supplies	443	198	995	884		
521100	Duplicating	0	5	546	574		
522200	Small Equipment Repairs & Maint.	307	0	325	415		
524201	General Tort Liability Insurance	112	129	129	148		
524202	Surety Bonds - 2	8	0	0	0		
525041	E-mail Service Charges - 2	129	107	258	258		
525210	Conference, Meeting & Training Expense	1,737	1,179	2,200	2,838		
* Total Operating		2,736	1,618	4,453	5,117		
** Total Personnel & Operating		103,345	52,742	109,519	112,982		
Capital							
540000	Small Tools & Minor Equipment	255	0	75	75		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		255	0	75	75		
*** Total Budget Appropriation		103,600	52,742	109,594	113,057		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year – 2019-20

Fund #	<u>2620</u>	Fund Title:	<u>Victims' Bill of Rights</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Victims' Bill of Rights</u>

		BUDGET 2019-20 Requested
Qty	Item Description	Amount
	Small Tools & Minor Equipment	75
** Total Capital (Transfer Total to Section III)		75

SECTION V. - PROGRAM OVERVIEW

Summary of Program:

Victims' Bill of Rights

Program:

Objective:

Our mission is to fully comply with South Carolina's constitutional and statutory laws governing provision of rights and services to crime victims in the Eleventh Judicial Circuit. These rights include, but are not limited to, the right to be treated with dignity and respect, input and consultation with the Solicitor's Office regarding disposition, notification of court hearings, court escort, explanation of options and services available, referrals to appropriate agencies, and reimbursement of certain expenses. The Victims' Bill of Rights Program seeks to provide these services in a comprehensive, yet cost effective, manner.

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - SUMMARY OF REVENUES

443002 ... 455013 – VICTIMS' BILL OF RIGHTS

~~\$ 93,580~~ 94,734

Fines and Assessments collected in General Sessions and Magistrates Courts allocated to the Lexington County Solicitor's Office.

461000 – INVESTMENT INTEREST

~~\$ 833~~ 3,000

Earned investment interest.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Full Time Equivalent</u>					
<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Victim Service Provider	<u>1.5</u>		<u>1.5</u>	<u>1.5</u>	109
Total Positions	<u>1.5</u>		<u>1.5</u>	<u>1.5</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2019-20 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES \$ 884

To cover the cost of office supplies such as toner, pens, paper, etc.

One HP CC364X toners for LaserJet P4515 printer.....\$ 197.92

One HP CE390X toners for LaserJet M602 printer.....\$ 185.83

Office Supplies\$ 500.00

Printer paper, pens, markers, highlighters, staples, binders, paper clips, file folders,
calendars, tissues, etc.

521100 – DUPLICATING \$ 574

This account is used to cover the cost of duplicating case files and reports.

Copy Machine Usage cost (.030495) x 15,000 copies\$ 457.43

Copy Machine Paper - 30 Reams @ \$3.89.....\$ 116.70

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 415

To cover the cost of one (1) HP LaserJet Maintenance Kit.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 148

To cover the cost of general tort liability insurance coverage, per Risk Management.

524202 – SURETY BONDS – 2 \$ 0

Per Risk Management, no surety bonds are required for FY 2019-20.

525041 – E-MAIL SERVICE CHARGES – 2 \$ 258

The cost of e-mail services is \$10.75 per month per account. 2 accounts @ \$10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE \$ 2,838

State law requires Victim Service Providers to be certified by completing a set number of hours of annual training. The requested amount is to cover the cost of this training to include, the S.C. Solicitors' Association Annual Conference and the S.C. Victims' Rights Week Conference.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

Capital Request:

540000 – SMALL TOOLS & MINOR EQUIPMENT	\$ 75
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This request is to cover the normal replacement or purchase of items like calculators, staplers, office phones, ergonomic keyboards/mice, etc.

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2019-20**

Fund 2620
Division: Judicial
Organization: 142000 - Magistrate Court Services

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 2	64,272	29,250	66,492	59,658		
510200	Overtime	5	499	0	0		
510300	Part Time - 2 (0.25; .50)	0	0	14,072	21,461		
511112	FICA - Employer's Portion	4,633	2,108	6,164	6,206		
511113	State Retirement - Employer's Portion	8,067	3,714	11,730	12,624		
511120	Employee Insurance - 2	15,600	7,800	15,600	17,550		
511130	Workers Compensation	232	109	285	295		
511131	SC Unemployment	0	66	0	0		
519999	Personnel Contingency	0	0	2,438	2,434		
* Total Personnel		92,809	43,546	116,781	120,228	0	0
Operating Expenses							
521000	Office Supplies	1,451	954	1,000	2,000		
524201	General Tort Liability Insurance	150	172	173	179		
524202	Surety Bonds - 2	12	0	0	0		
525041	E-mail Service Charges	140	43	387	387		
525210	Conference, Meeting & Training Expense	3,366	0	1,640	4,000		
* Total Operating		5,119	1,169	3,200	6,566	0	0
** Total Personnel & Operating		97,928	44,715	119,981	126,794	0	0
Capital							
** Total Capital		0	0	0	0	0	0

*** Total Budget Appropriation	97,928	44,715	119,981	126,794	0	0
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FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2019-20 BUDGET REQUEST

SECTION V – PROGRAM OVERVIEW

Summary of Program:

Victim Assistance Coordinator

Objectives:

The Magistrate Court Services has two full time Victim Assistance Coordinator positions and two part time Victim Assistance Coordinator position. These positions are located at the Lexington County Bond Court and Central Traffic Court to assist the Magistrate with victim related issues. The VAC positions as related to the courts provide notification to victims regarding bond hearings, conditions of bond, information regarding a defendants bail, defendants release from detention, future court hearings and provide information to victims regarding law enforcement when necessary. These positions are certified through the Office of the Crime Victims' Ombudsman and receive the mandatory certification annually as Victim Notifiers.

Service Levels: Number of Victim Related Cases Served Annually

Victim Related Cases 2014	Victim Related Cases 2015	Victim Related Cases 2016	Victim Related Cases 2017	Victim Related Cases 2018
2980	3766	3701	3444	3908

FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2019-20 BUDGET REQUEST

SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVE

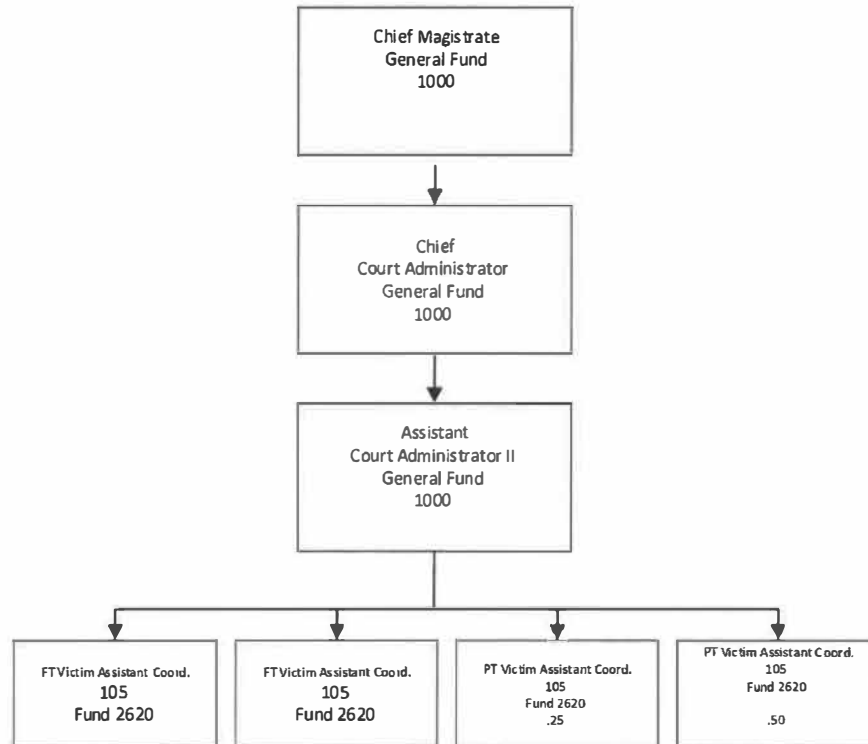
LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title:</u>	<u>Full Time Positions:</u>	<u>Part Time Positions:</u>	<u>Grade:</u>
Victim Asst. Coordinator	2	2	105
Total Positions:	<u>2</u>	<u>2</u>	

*All Full Time Positions Require Insurance.

Display Organizational Flow Chart



FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2019-20 BUDGET REQUEST

SECTION VI - PERSONNEL

510100 SALARIES & WAGES \$ 59,658

This will cover the current salaries of two full time Victim's Assistance Coordinator positions at a pay band 105.

510300 SALARIES & WAGES PART TIME \$ 21,461

This will cover the current salaries of two part time Victim's Assistance Coordinator positions at a pay band 105. One employee is at .25 and one is at .50 (intern)

511112 FICA-EMPLOYER'S PORTION \$ 6,206

This will cover the FICA cost for the two full time employees. The rate is 7.65% of each salary.

511113 SCRS-EMPLOYER'S PORTION \$ 12,624

This will cover the State Retirement cost for the two full time and two part time employees. The rate is 15.56% of each salary.

511120 INSURANCE FUND CONTRIBUTION \$ 17,550

This will cover the employer's portion of the insurance contribution for the two full time positions. The figure is provided by HR.

511130 WORKER'S COMPENSATION \$ 295

This will cover Workers' Compensation cost for the two full time and two part employees. The rate is .31% of each salary.

519999 PERSONNEL CONTINGENCY \$ 2,434

Personnel Contingency cost provided by Lexington County Finance Department.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

521000 OFFICE SUPPLIES \$ 2,000

Paper, pens, envelopes, scotch tape, folders, storage boxes, household supplies, rubber bands, disks, print cartridges, calculators, business cards, etc.

Printer Cartridge HP CE390X \$235ea x 6 = \$1410

524201 GENERAL TORT LIABILITY INSURANCE \$ 179

Figure provided by Risk Management to cover the cost of General Tort Liability Insurance for each employee.

524202 SURETY BONDS \$ 0

Figures for general tort liability insurance are provided by Risk Management.

525041 EMAIL SERVICE CHARGE \$387

These funds will be used for the email accounts provided to the victims' assistance coordinators.

3 email accounts @ \$10.75 a month x 12 months = \$387

FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2019-20 BUDGET REQUEST

525210 **CONFERENCE & MEETING EXPENSE** **\$4,000**

State law requires that Magistrate Court staff that work with victims attend mandatory training each year. Magistrate staff members are considered Victim Notifiers and must attend a minimum of 2 hours training annually.

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2019-20**

Fund 2620
Division: Law Enforcement
Organization: 151260 - LE/ Major Crimes

		BUDGET				
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code Classification		Expend	Expend	Amended	Requested	Recommend Approved
			(Dec)	(Dec)		
Personnel						
510100	Salaries & Wages - 2	36,391	18,616	89,082	91,389	
510199	Special Overtime	0	0	2,756	1,500	
510200	Overtime	59	358	0	800	
511112	FICA - Employer's Portion 7.65%	2,577	1,347	7,026	7,168	
511113	State Retirement - Employer's Portion 15.56%	4,738	2,415	5,304	5,823	
511114	Police Retirement - Employer's Portion 18.24%	(286)	0	9,552	10,347	
511120	Employee Insurance - 2	15,600	7,800	15,600	15,600	
511130	Workers Compensation 3.46%/0.31%	113	59	1,935	2,038	
515600	Clothing Allowance	0	0	800	800	
519999	Personnel Contingency - 4%	0	0	3,412	3,656	
* Total Personnel		59,192	30,595	135,467	139,121	0 0
Operating Expenses						
520233	Towing Service	0	0	75	75	
522300	Vehicles Repairs & Maintenance	768	34	2,000	2,000	
524100	Vehicle Insurance - 1	530	530	557	641	
524201	General Tort Liability Insurance	746	857	858	1,072	
524202	Surety Bonds - 2	14	0	0	0	
525000	Telephone	483	281	485	482	
525030	800 MHz Radio Service Charges - 1	0	277	708	708	
525031	800 MHz Radio Maintenance Contract - 1	75	0	85	85	
525041	E-mail Service Charges - 2	258	107	258	258	
525400	Gas, Fuel, & Oil	1,236	403	2,000	2,000	
525600	Uniforms & Clothing	0	0	1,500	300	
* Total Operating		4,110	2,489	8,526	7,621	0 0
** Total Personnel & Operating		63,302	33,084	143,993	146,742	0 0
Capital						
All Other Equipment		0	0	0	0	
** Total Capital		0	0	0	0	0 0
*** Total Budget Appropriation		63,302	33,084	143,993	146,742	0 0

SECTION V. – PROGRAM OVERVIEW

Being victimized by crime can be a traumatic experience often causing the victim to feel they have nowhere to turn. However, it is a goal of the Lexington County Sheriff's Department to provide crime victims with resources and services to move forward with their lives.

The Sheriff's Department is staffed with Victim Assistance Officers and coordinators tasked with the responsibility of providing crisis intervention, advocacy, and support services to crime victims. On a daily basis, incident reports are reviewed and victims are contacted by either phone or mail. Assistance offered to victims includes emotional support, referral to specific agencies for focused follow-up services, assistance with court proceedings, guidance through the criminal justice process, and help with receiving compensation for violent crimes. When requested, Victim Assistance personnel also work with the Lexington County Coroner's Office to assist in making death notifications and to provide counseling to family members.

Victims have rights, and it is important for any crime victim to be aware of those rights. Victims and witnesses of crime have the RIGHT to:

- The right to be treated with fairness, respect, and dignity;
- The right to be informed of their constitutional rights as a victim;
- The right to be reasonably informed when the accused is arrested, released from custody, or has escaped;
- The right to be informed of, and be present at, all criminal proceedings which may result in a possible disposition of the charges where the defendant has the right to be present;
- The right to be allowed to submit either a written or oral statement at all hearings that affect bond or bail;
- The right to be heard at any proceeding involving a post-arrest decision, a plea, or sentencing;
- The right to be protected through reasonable measures from the accused or persons acting on behalf of the accused throughout the criminal justice process;
- The right to confer with the prosecution, after the suspect has been charged, before the trial, or before any disposition, and to be informed of the disposition of the case;
- The right to have reasonable access, after the conclusion of the criminal investigation, to review or obtain case documents relating to the crime against the victim unless such information is protected by law;
- The right to receive prompt and full restitution from the convicted person or persons;
- The right to be informed of any proceedings when any post-conviction action or hearing is being conducted and the right to be present at any hearing; and
- Victims have the right to a reasonable disposition, and a prompt and final conclusion of the case.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Victims Assistance Officer	1		1	1	112
Victims Assistance Coordinator	1		1	1	105
Totals	2	0.000	2	2.000	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE \$ 75

Wrecker services must be paid for the towing of County Vehicles and seized vehicles. The cost for a County Vehicle is \$75. The amount budgeted is based on the one vehicle assigned to this organization being towed once this fiscal year.

522300 - VEHICLE REPAIR & MAINTENANCE \$ 2,000

The amount budgeted is based on projected expenses for the current fiscal year plus 30% for extraordinary maintenance. The extraordinary maintenance includes transmission overhauls and rear end replacements.

524100 - VEHICLE INSURANCE \$ 641

The budget amount is the estimate based on current fiscal year expenditures plus 15% as recommended by the County's Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 1,072

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is 25% more than the current fiscal year's expenditure, as recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 0

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2021.

525000 -TELEPHONE \$ 482

This account will be used to pay telephone line charges, fax line charges, telephone extension relocations, directory assistance charges, and telephone book listing charges.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

The 800 MHz radios are required for communication. The annual service cost per radio is \$708.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS \$ 85

The 800 MHz radios are covered under a maintenance contract that covers some repairs that are required due to age and excessive use. Please see the 800 MHz radio detail schedule in the appendixes for cost allocation. The estimated maintenance cost per radio is \$85.

525041 – E-MAIL SERVICE CHARGES \$ 258

E-mail service is a vital tool for communication among all individuals not just within Lexington County.

2 users * \$10.75 per month * 12 months = \$ 258

525400 - GAS, FUEL & OIL \$ 2,000

The amount budgeted is based on the estimated expenditures for the current fiscal year plus a 15% increase for next fiscal year. The 15% increase is due to the unstable fuel market.

525600 - UNIFORMS & CLOTHING \$ 300

Uniforms are required under Section 23-13-30 of the SC Code of Laws. Each officer receives replacement uniforms once a year. Investigators receive 2 replacement uniforms each year and 1 replacement jacket if needed. The total estimated cost is \$300.

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Schedule "C" Funds 2700:								
Revenues:								
452200	C Fund SCDOT Proportionment	2,984,751	1,230,165	3,319,087	3,319,087	3,733,973		
452202	C Fund Donor County Settlement	1,905,245	1,905,245	1,782,290	1,782,290	1,817,325		
452204	C Fund Non-Recurring State Appor.	0	0	0	0	0		
Other Revenues:								
461000	Investment Interest	91,796	91,983	73,020	73,020	75,000		
491002	Project Refund	0	0	0	0	0		
** Total Revenue		<u>4,981,792</u>	<u>3,227,393</u>	<u>5,174,397</u>	<u>5,174,397</u>	<u>5,626,298</u>	<u>0</u>	<u>0</u>
***Total Appropriation					15,178,305	5,626,298	0	0
Unused Contingency					9,483,112			
FUND BALANCE								
Beginning of Year					<u>10,754,990</u>	<u>10,234,194</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year					<u>10,234,194</u>	<u>10,234,194</u>	<u>0</u>	<u>0</u>

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY 2019-20

Organ. Name: PW / Transportation

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Schedule "C" Funds 2700:								
Revenues:								
452200	C Fund SCDOT Proportionment	2,984,751	1,230,165	3,319,087	3,319,087	3,733,973		
452202	C Fund Donor County Settlement	1,905,245	1,905,245	1,782,290	1,782,290	1,817,325		
452204	C Fund Non-Recurring State Appor.	0	0	0	0	0		
Other Revenues:								
461000	Investment Interest	91,796	91,983	73,020	73,020	75,000		
491002	Project Refund	0	0	0	0	0		
** Total Revenue		<u>4,981,792</u>	<u>3,227,393</u>	<u>5,174,397</u>	<u>5,174,397</u>	<u>5,626,298</u>	<u>0</u>	<u>0</u>
***Total Appropriation					15,178,305	5,626,298	0	0
Contingency					9,483,112			
FUND BALANCE								
Beginning of Year					<u>10,754,990</u>	<u>10,234,194</u>	<u>10,234,194</u>	<u>10,234,194</u>
FUND BALANCE - Projected								
End of Year					<u>10,234,194</u>	<u>10,234,194</u>	<u>10,234,194</u>	<u>10,234,194</u>

Fund 2700
Division: Public Works
Organization: 121100 - PW / Administration & Engineering

This organization will be used by the Public Works Engineering department to charge any time worked that is associated with a "C" Fund Project.

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121301 - PW / Maintenance / Economic Development

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Operating Expenses							
539900	Unclassified	0	0	654,155	125,000		
* Total Operating		0	0	654,155	125,000	0	0
Economic Development Projects							
** Total Economic Development Projects							
		0	0	0	0	0	0

This department is to account for expenditures for economic development projects as approved by the County Transportation Committee.

*** Total Budget Appropriation	0	0	654,155	125,000	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121302 - PW / Maintenance / Municipal Grants & Sidewalks

						BUDGET	
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
539900	Unclassified	0	0	941,943	235,000		
539904	Unclassified - Municipal Projects	0	0	100,000	100,000		
* Total Operating		0	0	1,041,943	335,000	0	0
Capital							
** Total Capital		0	0	0	0	0	0
Road & Infrastructure Improvements							
5R0128	Railroad Avenue - Pelion RAP/Chipseal	0	0	7,500	0		
5R0148	Bush River Road Sidewalk - Enhcmnt Grant	1,500	0	139,567	0		
5R0153	W. Columbia Enhancement # 26-12 (Sunset/Jarvis)	0	0	36,250	0		
5R0205	Buck Corley Sidewalk TAP Grant	2,145	1,560	162,982	0		
5R0218	Town of B-L Sidewalk Repairs	0	40,000	40,000	0		
5R0220	Town of Chapin NW Columbia Ave Side	0	0	82,300	0		
5R0229	Swansea SC6 CDBG Match	14,900	0	0	0		
5R0233	Irmo - SC 60 Fire Signal	0	0	120,000	0		
5R0236	City of Cayce - Knox Abbott Dr.	0	0	40,000	0		
5R0250	Town of Lex Sidewalk Repairs	0	0	43,725	0		
5R0251	City of W. Columbia - Terrace View	0	0	36,275	0		
*** Total Road & Infrastructure Improvements		18,545	41,560	708,599	0	0	0
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> This department is to account for expenditures including sidewalk projects, grant matches, municipal projects, and school road projects. Organization - 121302. </div>							
*** Total Budget Appropriation		18,545	41,560	1,750,542	335,000	0	0

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121303 - PW / Maintenance / Sub-Division Bond Supplements

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
* Total Operating		0	0	0	0	0	0
Road & Infrastructure Improvements							
5R0082	Wood Moor Subdivision	0	0	22,340	0		
5R0135	The Reserve at Lake Murray	0	0	16,419	0		
5R0141	Cherokee Shores Phase I	0	0	8,719	0		
5R0142	Kaminer Subdivision	0	0	3,352	0		
5R0143	Woodland Pond Subdivision	0	0	6,305	0		
5R0144	Whispering Glen Subdivision	0	0	33,981	0		
5R0145	Hope Springs Subdivision Ph. I & II	33,435	3,344	33,435	0		
** Total Road & Infrastructure Improvements		33,435	3,344	124,551	0	0	0

This department is to account for expenditures needed to supplement sub-division bonds. Organization - 121303.

*** Total Budget Appropriation	33,435	3,344	124,551	0	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121304 - PW / Maintenance / Dirt to Pave Projects

Object Expenditure		2017-18	2018-19	2018-19	2019-20	BUDGET	
Code	Classification	Expend	Expend	Amended	Requested	2019-20	2019-20
			(Dec)	(Dec)		Recommend	Approved
Operating Expenses							
539900	Unclassified	0	0	5,426,703	<u>2,534,039</u>		
* Total Operating		0	0	5,426,703	2,534,039	0	0
Road Construction (Dirt to Pave Projects)							
539885	Pine Plain Road	4,200	3,900	41,150	<u>0</u>		
5R0066	Old Charleston Road	3,501	0	533,240	<u>0</u>		
5R0170	Foremost Dr.	202	0	0	<u>0</u>		
5R0172	Limestone Road	0	0	22,600	<u>0</u>		
5R0191	Ruth Vista Road	36,575	17,513	100,631	<u>0</u>		
5R0192	Water Tank Road	22,815	0	0	<u>0</u>		
5R0206	Bub Shumpert Rd #13	11,750	0	50,850	<u>0</u>		
5R0207	John's Creek Rd	14,115	0	38,299	<u>0</u>		
5R0226	Bub Shumpert Rd #7	62,500	16,350	37,500	<u>0</u>		
5R0227	Backman Avenue	22,310	0	40,850	<u>0</u>		
5R0244	Alice Drive & Phaeton Drive	36,177	1,295	44,149	<u>0</u>		
** Total Road Construction (Dirt to Pave Project		214,145	39,058	909,269	0	0	0

This department is to account for expenditures for petitions dirt road paving projects as approved by the County Transportation Committee. Organization - 121304.

*** Total Budget Appropriation	214,145	39,058	6,335,972	2,534,039	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700
Division: Public Works
Organization: 121305 - PW / Maintenance / Drainage Projects

						BUDGET	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved	
Operating Expenses							
539900 Unclassified - Drainage Projects	0	0	777,978	250,000			
* Total Operating	0	0	777,978	250,000	0	0	
Drainage Projects							
5R0212 Stirlington Road Drainage	299,076	0	0	0			
5R0246 Olde Saluda Storm Sewer Rehab	35,684	9,536	12,316	0			
* Total Drainage Projects	334,760	9,536	12,316	0	0	0	

This department is to account for expenditures on various storm drainage improvements. Organization - 121305.

*** Total Budget Appropriation	334,760	9,536	790,294	250,000	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121306 - PW / Maintenance / SCDOT 25% Fund

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
<hr/>							
Operating Expenses							
539900	Unclassified - SCDOT 25%	150,000	0	1,400,000	<u>550,000</u>		
* Total Operating		150,000	0	1,400,000	550,000	0	0
State Road Projects							
5R0138	Zion Church Road Extension - Chapin	0	0	150,000	<u>0</u>		
5R0216	SC302/Landfill Ln Intersection	1,660	0	0	<u>0</u>		
** Total State Road Projects		1,660	0	150,000	0	0	0

This department is to account for expenditures on the state highway system required in the "C" Fund Law. Organization - 121306.

*** Total Budget Appropriation	151,660	0	1,550,000	550,000	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121307 - PW / Maintenance / Asphalt Maintenance

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Operating Expenses							
539900	Unclassified - Pavement	0	0	2,117,437	<u>1,500,000</u>		
	* Total Operating	0	0	2,117,437	1,500,000	0	0
Capital							
5AI608	Rehabilitation Weed DR	0	0	10,000	<u>0</u>		
	** Total Capital	0	0	10,000	0	0	0
Pavement Maintenance Projects							
5R0235	2017 Asphalt Maint Project	743,204	107,762	403,375	<u>0</u>		
5R0245	2018 Road Striping	76,679	6,612	45,989	<u>0</u>		
	Total Pavement Maintenance Projects	819,883	114,374	449,364	0	0	0

This department is to account for expenditures for resurfacing, patching, reclamation, line stripping, etc. for existing County paved roads. Organization - 121307.

*** Total Budget Appropriation	819,883	114,374	2,576,801	1,500,000	0	0
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Fund 2700

Division: Public Works

Organization: 121308 - PW / Maintenance / Dirt Road Maintenance & Safety

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
539900	Unclassified - Road Maintenance	0	0	484,896	200,000		
* Total Operating		0	0	484,896	200,000	0	0
Maintenance Projects							
5R0028	Martin Neese Road	6,326	0	0	0		
5R0112	Porth Circle	0	0	20,000	0		
5R0113	Ashby Drive	10,404	229,421	494,041	0		
5R0115	Oak Hill Road	27,032	31,829	82,272	0		
5R0116	Hyman Road	0	0	59,268	0		
5R0117	Darby Ambross Road	0	0	59,304	0		
5R0118	Sweet Pea Lane	0	0	50,000	0		
5R0120	Green Hills Drive	0	0	15,000	0		
5R0239	Countywide Bridge Evaluation	69,631	0	0	0		
** Total Maintenance Projects		113,393	261,250	779,885	0	0	0

This department is to account for expenditures on improvements to portions of unpaved roads with continuous maintenance or safety deficiencies. Organization - 121308.

*** Total Budget Appropriation	113,393	261,250	1,264,781	200,000	0	0
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SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019-20

Fund #	<u>2700</u>	Fund Title:	<u>GENERAL</u>	
Organization #	<u>121100</u>	Organization Title:	<u>PUBLIC WORKS/ADMIN</u>	BUDGET
Program #	<u>1</u>	Program Title:	<u>Public Works</u>	0
				Requested

Qty	Item Description	Amount
		0
		0

NOTE: All Capital Items for Fund 2700 are now included under 121100 - Admin/Engineering.

**** Total Capital (Transfer Total to Section I and IA)**

\$0

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

C-Fund Program - Design and Construction Road and Drainage projects per the C-Fund Program

Program Objectives:

1) Administration of the C-Fund Program per the County Transportation Committee (CTC)

The Lexington Legislative Delegation is required by State law to appoint a County Transportation Committee (CTC). County Council has been appointed by the Delegation as the CTC for Lexington County. The CTC is responsible for establishing the various policies and procedures for the C Fund Program, which includes budget approval and all associated C Fund activities. The Public Works Department administers the program, evaluates all projects, and makes recommendations to the CTC.

2) Assist CTC appropriate C-Fund Program Revenues per State C-Fund laws

"C" Fund SCDOT Apportionment - 2.9925 cents of the State's 18-cent gasoline tax, earmarked for "C" Funds; based on a statewide formula of population, land area of the counties, and number of miles of rural roads.

"C" Fund Donor County Settlement - Lexington County is a Donor County which means that Lexington County contributes to the statewide "C" Fund Program in an amount in excess of what it receives under the allocation formula. Thus, Lexington County receives a "Donor" portion back from the state (SCDOT). The total statewide donor amount is estimated at \$20,500,000.00 annually and is dispersed to the receiving counties accordingly.

Investment Interest – Interest earned by investments through Treasurer's Office until funds are expended.

3) Manage Expenditures of C-Fund through an Annual Infrastructure Improvement Program

1. Personnel & Operating (121100) – A full time "C" Fund Manager oversees day to day operations of the C Fund Program, including: correspondence between engineering consulting firms, contractors, SCDOT, the general public, etc.; design, bidding, construction management and program management, etc. Engineering Associate III's assist in project management as well as execute the right of way process, including: obtaining right of way consent forms, negotiating with property owners to obtain right of way, and acquiring easements for the design and construction of projects. Additional professional services are acquired through the Lexington County "on call" engineering contract as needed.

2. "C" Funds Economic Development (121301) – \$125,000 of annual revenues is set aside for Economic Development projects as needed and approved by the CTC.

3. Grants & Sidewalks - (121302) - \$335,000 of annual revenues is set aside for special projects, such as SCDOT enhancement grant matches, sidewalks, school road projects, and similar municipal projects. As part of the \$335,000 set aside, \$100,000 annually is designated for municipal project requests. Municipalities receive notification from the Public Works Department to submit project requests and, upon review, a recommendation is provided for the distribution of municipal funds. Lexington County school districts can apply for funding to improve access to schools from a publicly maintained road. All recommendations are subject to CTC approval.

4. Sub-Division Bond Supplements (121303) – These funds are programmed as needed and used to supplement funds obtained from a surety bond related to sub-division road and drainage construction.

5. Dirt To Pave Program (121304) - These funds are utilized for the paving of existing dirt roads as approved by the County Transportation Committee (CTC). The CTC approves these projects based on a recommendation provided by the Public Works Department, which includes a ranked and prioritized list of petitioned county maintained roads. FY19-20 programmed amount is expected to be \$2.2M.

6. Drainage Projects (121305) - \$250,000 is set aside to fund storm drainage improvements directly related to public roads and transportation.

7. SCDOT 25% Fund (121306) - These funds are set aside to meet the "C" Fund requirement that 25% of the annual proportionment (non donor funds) are expended on the state highway system. This requirement is based on a biennial average. These funds can also be expended through the State Match Program by providing matching funds to SCDOT projects when offered.

8. Pavement Maintenance Program (121307) - \$1.5M is set aside for the maintenance associated with existing paved roads in an effort to protect the existing infrastructure and extend the life of the pavement; includes asphalt resurfacing, patching, full depth reclamation, curb repair, line striping, and surface treatments deemed necessary.

FUND 1000 **2700**
PUBLIC WORKS (121100) ADMIN. / ENGINEERING
FY 2019-20 BUDGET REQUEST

9. Road Maintenance Paving Projects (121308) - \$200,000 is set aside for various maintenance paving projects described as high maintenance, limited scope, and/or not approved for paving from the petition list. Paving from this subsection is a maintenance activity that corrects drainage, provides stabilization, improves safety, or addresses other deficiencies on an existing dirt road.

Service Standards:

Complete Design and Construction of Top 25 C-Fund Project List

Service Level Indicators:

CURRENT RANK	Top 25 C-Fund Project Road Names	COUNCIL DISTRICT	STATUS
1	BITTERNUT CT - From Irvin Jumper St to Silver Oak Ln	1	Completed 2011
2	WINDYWOOD RD, #1 - From Calks Ferry Rd to Ben Franklin Rd	2	Completed 2015
3	JIM SPENCE RD - From SC 6 to SC 302	1	Completed 2013
4	FOX BRANCH RD - From Calks Ferry Rd to Smith Pond Rd	3	Completed 2012
5	D.E. CLARK RD - From US 178 to Water Tank Rd	1	Completed 2016
6	FIRST CREEK RD - From Busbee Rd to Dead End	9	Completed 2013
7	BUB SHUMPERT RD - From Hartley Quarter Rd to SC Rt. 302	1	Design is 65% complete
8	HARVESTVIEW RD - From East Boundary St to John Lindler Rd	6	Completed 2016
9	WATER TANK RD, #1 - Fr D.E. Clark Rd to Harvey Berry Rd	1	Completed 2017
10	PHAETON DR - From US 321 to Leland Dr	1	Design is 25% complete
11	RUTH VISTA RD - From Sherwood Rd to Pepper Rd	5	Completed 2017
12	A.C. BOUKNIGHT RD - From Exist. Pave. To Crout Pond Way	2	Project delayed indefinitely - utility conflicts
13	BUB SHUMPERT RD - From Hartley Quarter Rd to US 178	1	Design is 65% complete
14	COOL WATER CT - From Ridge Rd to Dead End	2	Completed 2014
15	HARVESTVIEW RD - Fr Crooked Creek Rd to John Lindler Rd	6	Completed 2016
16	ALICE DR, #1 - From US 321 to Pound Rd	9	Design is 25% complete
17	OLD CHARLESTON RD, #2 - Fr Pond Branch Rd to Calks Ferry	2	Design is 95% complete
18	HOLLY TREE ST - From Emanuel Church Rd to Dead End	4	Completed 2014
19	PINE PLAIN RD, #5 - From Redmond Mill Rd to SC 6	1	Design is 95% complete
20	GOLDEN JUBILEE RD - From/To Existing Pavement	2	Completed 2015
21	CHERRY LN, #1 - From Misty Cir to Belle Lindler Rd	2	Completed 2012
22	ROLAND DR - From Old Bamwell Rd to Dead End	5	Completed 2014
23	JOHNS CREEK RD - From Wessinger Rd to Mallard Dr	6	Under Construction 2019
24	FOREMOST DR - From Nazareth Rd to Freida Rd	5	Completed 2017
25	BACKMAN AVE - From Platt Springs Rd to Central St	5	Design is 65% complete

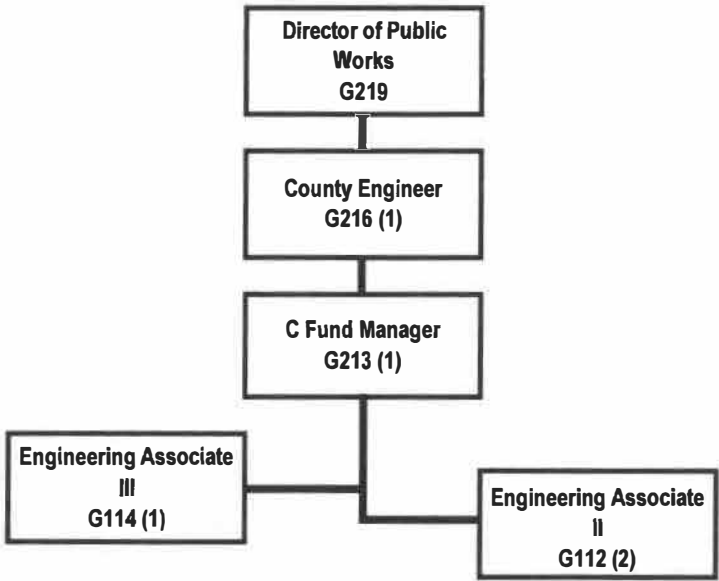
SECTION VI. - LINE ITEM NARRATIVES

SECTION VI.B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full-time equivalent</u>	
	<u>General Fund</u>	<u>Grade</u>
C Fund Manager	1	213
Engineering Associate III	1	114
Engineering Associate II	1	112
Total Positions	3	

NOTE: Positions are shown here and in 121100 and charge to both accounts.



FUND ~~1000~~ 2700
PUBLIC WORKS (121100) ADMIN. / ENGINEERING
FY 2019-20 BUDGET REQUEST

SECTION VI.C. - OPERATING LINE ITEM NARRATIVES

NOTE: All Operating Costs for Fund 2700 are now included under 121100 - Admin/Engineering.

FUND ~~1000~~ **2700**
PUBLIC WORKS (121100) ADMIN. / ENGINEERING
FY 2019-20 BUDGET REQUEST

SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

NOTE: All Capital Items for Fund 2700 are now included under 121100 - Admin/Engineering.

SECTION I

**COUNTY OF LEXINGTON
COUNTYWIDE STORMWATER CONSORTIUM
Annual Budget
Fiscal Year 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-2020	Recommend 2019-2020	Approved 2019-2020
* PW - Lex Cty Stormwater Consortium/MS4 2720:								
Revenues:								
452151	MS4 Municipal Portions	0	0	24,150	24,150	16,905		
801000	Op Trn from General Fund/Cty Ord.	25,850	25,850	25,850	25,850	18,095		
** Total Revenue		25,850	25,850	50,000	50,000	35,000	0	0
***Total Appropriation					99,775	35,000	0	0
FUND BALANCE								
Beginning of Year					25,624	(24,151)	(24,151)	(24,151)
FUND BALANCE - Projected								
End of Year					(24,151)	(24,151)	(24,151)	(24,151)

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Fund #: 2720

Fund Name: General

Organ. #: 121400

Organ. Name: Lexington Countywide Stormwater Consortium

[illegible]

SECTION III

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2019-2020**

Fund: 2720
Division: Public Works
Organization: 121400 - Lexington Countywide Stormwater Consortium

Object Code	Expenditure Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-2020 Requested	2019-2020 Recommend	2019-2020 Approved
Personnel							
510100	Salaries & Wages - 0				0		
510300	Part Time - 1 (FTE .5)	14,648	7,518	15,330	15,764		
511112	FICA Cost	1,122	577	1,173	1,206		
511113	State Retirement	1,705	961	2,232	2,453		
511120	Insurance Fund Contribution -	0	0	0	0		
511130	Workers Compensation	44	23	48	49		
519999	Personnel Contingency	0	0	562	0		
* Total Personnel		17,519	9,079	19,345	19,472		
Operating Expenses							
520200	Contracted Services	7,469	7,500	27,381	15,000		
520400	Advertising	2,497	165	12,409	0		
521000	Office Supplies	301	1	323	0		
521100	Duplicating	0	0	472	0		
521200	Operating Supplies	5,973	2,101	25,993	0		
524201	General Tort Liability Insurance	11	13	13	17		
524202	Surety Bonds	3	0	0	0		
525000	Telephone	241	141	267	267		
525041	Email Service Charges - 1	129	54	133	144		
525100	Postage	0	0	125	0		
525250	Motor Pool Reimbursement	0	0	769	0		
525600	Uniforms & Clothing	113	0	150	100		
529903	Contingency	0	0	5,395	0		
* Total Operating		16,737	9,975	73,430	15,528		
** Total Personnel & Operating		34,256	19,054	92,775	35,000		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year 2019-2020**

Fund: 2720
Division: Public Works
Organization: 121400 - Lexington Countywide Stormwater Consortium

						BUDGET	
Object Code	Expenditure Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	2019-2020 Requested	2019-2020 Recommend	2019-2020 Approved
	Capital						
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment				0		
	** Total Capital				<u>0</u>		
	*** Total Budget Appropriation	34,256	19,054	92,775	<u>35,000</u>		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2019-2020

Fund #	<u>2720</u>	Fund Title:	<u>GENERAL</u>	<i>BUDGET</i> 2019-2020 Requested
Organization #	<u>121400</u>	Organization Title:	<u>Stormwater Consortium</u>	
Program #	<u>1</u>	Program Title:	<u></u>	

Qty	Item Description	Amount
	Small Tools and Minor Equipment	0
	Minor Software	0
** Total Capital (Transfer Total to Section III)		0

SECTION V - PROGRAM OVERVIEW

Lexington Countywide Stormwater Consortium (LCSC) Minimum Control Measures 1 and 2

The staff of the Stormwater Division of the Public Works Department implements the NPDES (National Pollution Discharge Elimination System) Phase II program which is a USEPA/SCDHEC unfunded mandate. Our first permit for the NPDES Phase II program went into effect December 1, 2007; we are currently working under an expired permit as of December 31, 2018. A new application has been submitted by Lexington County waiting for reissuance by DHEC. Lexington County assists seven municipalities with several components of their NPDES Phase II program under the purview of the Lexington Countywide Stormwater Consortium. Two of the permit requirements, Minimum Measure 1 (Public Education and Outreach) and Minimum Measure 2 (Public Involvement/Participation), are implemented through shared funds which includes employing a part-time Public Outreach Assistant. From the creation of the consortium it was agreed to pay a consultant \$50,000 for MM1 and MM2. The Consortium decided not to use a consultant several years ago and continued contributing \$50,000 and do the work among the members of the consortium. The Consortium has efficiently managed previous years expenditures to meet permit requirements and ask for the remaining 2018-2019 budget be applied to the line items designated as zero in the 2019-2020 budget.

Staffing Level

Personnel		Grade
1 Part Time Position	without insurance	105

SECTION VI. – LINE ITEM NARRATIVES

SECTION VIA - LISTING OF REVENUES

Explanation of Revenue Code 452151 MS4 Municipality Portion

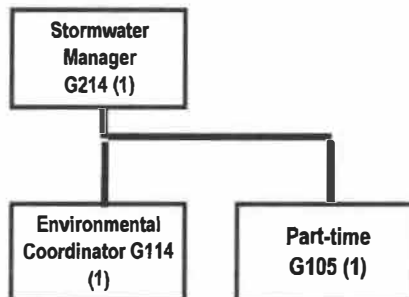
Lexington County currently assists seven (7) municipalities with their MS4 program with the understanding that each municipality pays into the cost to hire a part time employee, Outreach Assistance, to administer public education and outreach, and public involvement/participation to maintain compliance with permit requirements. Each municipality pays a portion of the costs determined by the population of each municipality based on the 2010 census. Lexington County portion 51.7% with the 7 municipalities paying the other 48.3%. The following is a breakdown of the revenue reimbursed by the municipalities:

Lexington County $\$35,000 \times .517 = \$18,095$
 (7) Municipalities $\$35,000 \times .483 = \$16,905$ (Revenue Code 452151)
\$35,000

SECTION VI.B. – LISTING OF POSITIONS

One part time position without insurance

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>
Part Time Position	1	1		1
Total Positions	1	1	0	1



SECTION VI.C – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **\$15,000**

Household Hazardous Waste Event Cost shared with Solid Waste Department. Lexington County Stormwater Consortium partners with Solid Waste to conduct two Household Hazardous Waste events per year. Residents are allowed to bring in hazardous wastes and electronics to these events to be recycled. The Solid Waste Department contracts vendors to handle these wastes that can't normally be dropped off at collection centers or the landfill.

2 cost shared events with Solid Waste Department @ \$7,500 per event = \$15,000

520400 - ADVERTISING **\$0**

Advertising for planned events. Expenditures to be covered by remaining 2018-2019 budget.

521000 - OFFICE SUPPLIES **\$0**

Minor supplies needed for public education and outreach, and public involvement and participation. Expenditures to be covered by remaining 2018-2019 budget.

521100 - DUPLICATING **\$0**

Cost for duplication of documents. Expenditures to be covered by remaining 2018-2019 budget.

521200 - OPERATING SUPPLIES **\$0**

Operating supplies for educational component of the NPDES permit. Expenditures to be covered by remaining 2018-2019 budget.

Rain Barrel Workshops	3	@	\$600	=	\$1,800
Pet waste station construction and placement	7	@	\$100	=	\$700
Blowfish/Fireflies Events	6	@	\$350	=	\$2,100
Rain Garden Workshop	1	@	\$600	=	\$600
Miscellaneous events and workshop supplies	4	@	\$400	=	\$1,600
			Total	=	\$6,800

524201 - GENERAL TORT LIABILITY INSURANCE **\$17**

20% over 2018 expenditure 1.20 @ 14 = 17

524202 - SURETY BONDS **\$0**

525000 – TELEPHONE **\$267**

Basic service charges on 1 land lines

1 land lines each @	\$20.00	per month for 12 months =	\$240.00
1 voice mails each @	\$2.25	per month for 12 months =	\$27.00
		Total =	\$267.00

525041 – EMAIL SERVICE CHARGES **\$144**

LCSWC has 1 email account @ \$12.00 per month for 12 months = \$144.00

525100 - POSTAGE **\$0**

Anticipated postage costs. Expenditures to be covered by remaining 2018-2019 budget.

525250 – MOTOR POOL REIMBURSEMENT **\$0**

Estimate of miles to be driven by one (1) Outreach Assistant and the Environmental Coordinator. Expenditures to be covered by remaining 2018-2019 budget.

525600 - UNIFORMS & CLOTHING **\$100**

Clothing (with County seals) to identify employee to citizens, contractors, engineers and developers.

SECTION VI.D. – CAPITAL LINE ITEM NARRATIVES


CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT	\$0
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540010 – MINOR SOFTWARE	\$0
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**Lexington County Stormwater Consortium
Equipment Justification
Communications Equipment**

1 Landline Telephone with Voicemail:

**COUNTY OF LEXINGTON
CAMPUS PARKING FUND
Annual Budget
FY 2019-20 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Campus Parking Fund 2920:								
Revenues:								
430600	Employee Parking Fees	14,052	6,810	15,350	15,350	13,620		
430601	Public Parking Fees	1,369	1,368	2,500	2,500	2,800		
Other Revenues:								
461000	Investment Interest	1,250	1,010	800	800	2,000		
** Total Revenue		16,671	9,188	18,650	18,650	18,420	0	0
***Total Appropriation					191,373	191,373	0	0
FUND BALANCE								
Beginning of Year					184,012	11,289	11,289	11,289
FUND BALANCE - Projected								
End of Year					11,289	(161,664)	11,289	11,289

**COUNTY OF LEXINGTON
CAMPUS PARKING FUND
Annual Budget
Fiscal Year - 2019-20**

Fund 2920

Organization: 101500 - Human Resource

Organization: 111300 - Building Services

Organization: 999900 - Non-departmental

		BUDGET					
Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses (Organization - 101500)							
521000	Office Supplies	0	0	0	0		
521200	Operating Supplies	325	0	0	0		
	* Total Operating (101500)	325	0	0	0	0	0
Personnel (Organization - 111300)							
510100	Salaries & Wages	46	249	0	0		
511112	FICA - Employer's Portion	4	17	0	0		
511113	SCRS - Employer's Portion	4	36	0	0		
511130	Workers Compensation - Employer Cost	3	15	0	0		
	* Total Personnel (111300)	57	317	0	0	0	0
Operating Expenses (Organization - 111300)							
520100	Contract Maintenance	0	0	0	0		
521200	Operating Supplies	0	0	0	0		
522000	Building Repairs & Maintenance	0	0	10,000	10,000		
	* Total Operating (111300)	0	0	10,000	10,000	0	0
	** Total Personnel & Operating	382	317	10,000	10,000	0	0
Capital: (Organization - 111300)							
5AG251 (2)	Security Drop Arms	0	0	0	0		
5AG521 (3)	Service Counter Hearing Loop	0	0	62,917	62,917		
	** Total Capital (111300)	0	0	62,917	62,917	0	0
Capital: (Organization - 999900)							
549904	Capital Contingency	0	0	118,456	118,456		
	** Total Capital (999900)	0	0	118,456	118,456	0	0
	*** Total Budget Appropriation	382	317	191,373	191,373	0	0

COUNTY OF LEXINGTON
PERSONNEL / EMPLOYEE COMMITTEE
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Personnel/Employee Committee 2930:								
Revenues:								
438300	Vending Machine Sales	2,869	1,763	5,000	5,000	5,000		
439900	Misc Fees, Permits, and Sales	150	0	1,000	1,000	1,000		
Other Revenues:								
461000	Investment Interest	99	50	100	100	100		
469100	Gifts & Donations	0	0	0	0	0		
** Total Revenue		3,118	1,813	6,100	6,100	6,100	0	0
***Total Appropriation					9,667	8,873	0	0
FUND BALANCE								
Beginning of Year					6,340	2,773	2,773	2,773
FUND BALANCE - Projected								
End of Year					2,773	0	2,773	2,773

Fund 2930
Division: General Administrative
Organization: 101500 - Human Resources

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	<i>BUDGET</i>		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521100	Duplicating	0	0	0	0		
539900	Unclassified	5,028	4,977	9,667	8,873		
* Total Operating		5,028	4,977	9,667	8,873	0	0
** Total Personnel & Operating		5,028	4,977	9,667	8,873	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		5,028	4,977	9,667	8,873	0	0

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
FY 2019-20 Estimated Revenue

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Treasurer / Delinquent Tax Collections 2950:								
Revenues:								
416000	Delinquent Tax Costs	784,818	508,150	925,000	925,000	800,000		
439900	Misc Fees, Permits, and Sales	15,881	405	15,000	15,000	15,000		
450000	Rental Income	520	0	1,500	1,500	1,500		
461000	Investment Interest	5,009	4,198	3,000	3,000	6,000		
461020	Delinquent Tax Account Interest	2,488	0	0	0	0		
** Total Revenue		808,716	512,753	944,500	944,500	822,500	0	0
***Total Appropriation					1,144,500	883,297	0	0
Contingency:								
Unused					(218,693)	0		
Frozen Position: Tax Clerk II - Bd. 106					(44,394)	0		
FUND BALANCE								
Beginning of Year					370,038	433,125	433,125	433,125
FUND BALANCE - Projected								
End of Year					433,125	372,828	433,125	433,125

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
Fiscal Year - 2019-20

Fund: 2950
Division: General Administration
Organization: 101700 Treasurer

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	BUDGET	
						2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 8.2/7.2 (1-Frozen)	229,980	126,540	275,941	254,954		
510200	Overtime	1,342	1,946	6,000	6,000		
511112	FICA - Employer's Portion	16,941	9,410	21,568	19,963		
511113	State Retirement - Employer's Portion	29,118	16,570	41,051	40,604		
511120	Employee Insurance - 8.2/6.2	50,700	24,180	56,160	48,360		
511130	Workers Compensation	1,466	784	1,617	1,572		
519999	Personnel Contingency	0	0	8,531	0		
* Total Personnel		329,547	179,430	410,868	371,453	0	0
Operating Expenses							
520200	Contracted Services	74,568	65,547	97,100	92,100		
520244	Moving Services - Buildings	0	0	2,000	2,000		
520300	Professional Services	8,384	9,025	15,400	15,400		
520400	Advertising & Publicity	46,464	46,828	61,000	61,000		
520500	Legal Services	140,000	67,750	140,000	140,000		
520700	Technical Services	0	0	7,500	9,000		
520702	Technical Currency & Support	17,091	0	17,893	18,671		
521000	Office Supplies	2,662	592	6,000	6,000		
521100	Duplicating	1,066	265	1,200	1,200		
522200	Small Equipment Repairs & Maint	298	0	300	300		
524000	Building Insurance	109	128	122	140		
524001	Burglary Insurance	0	0	105	121		
524201	General Tort Liability Insurance	161	182	185	228		
524202	Surety Bonds - 2	40	0	0	0		
525000	Telephone	1,617	866	2,056	2,056		
525041	E-mail Service Charges - 6	753	322	774	774		
525100	Postage	120,049	19,554	150,000	150,000		
525210	Conference, Meeting & Training Expense	846	673	3,190	3,190 3,390		
525230	Subscriptions, Dues, & Books	614	535	840	890		
525250	Motor Pool Reimbursement	321	189	400	450		
525300	Utilities	5,007	1,949	5,802	5,976		
526900	DMV Title & License Fee	0	0	100	100		
529900	Miscellaneous Operating Expense	0	0	100	100		
529903	Contingency	0	0	218,693	0		
* Total Operating		420,050	214,405	730,760	509,696	0	0
** Total Personnel & Operating		749,597	393,835	1,141,628	881,149	0	0
Capital							
540000	Small Tools & Minor Equipment	269	0	2,000	2,000		
540010	Minor Software	0	0	0	148		
	All Other Equipment	4,032	871	872			
** Total Capital		4,301	871	2,872	2,148	0	0
*** Total Budget Appropriation		753,898	394,706	1,144,500	883,297	0	0

SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

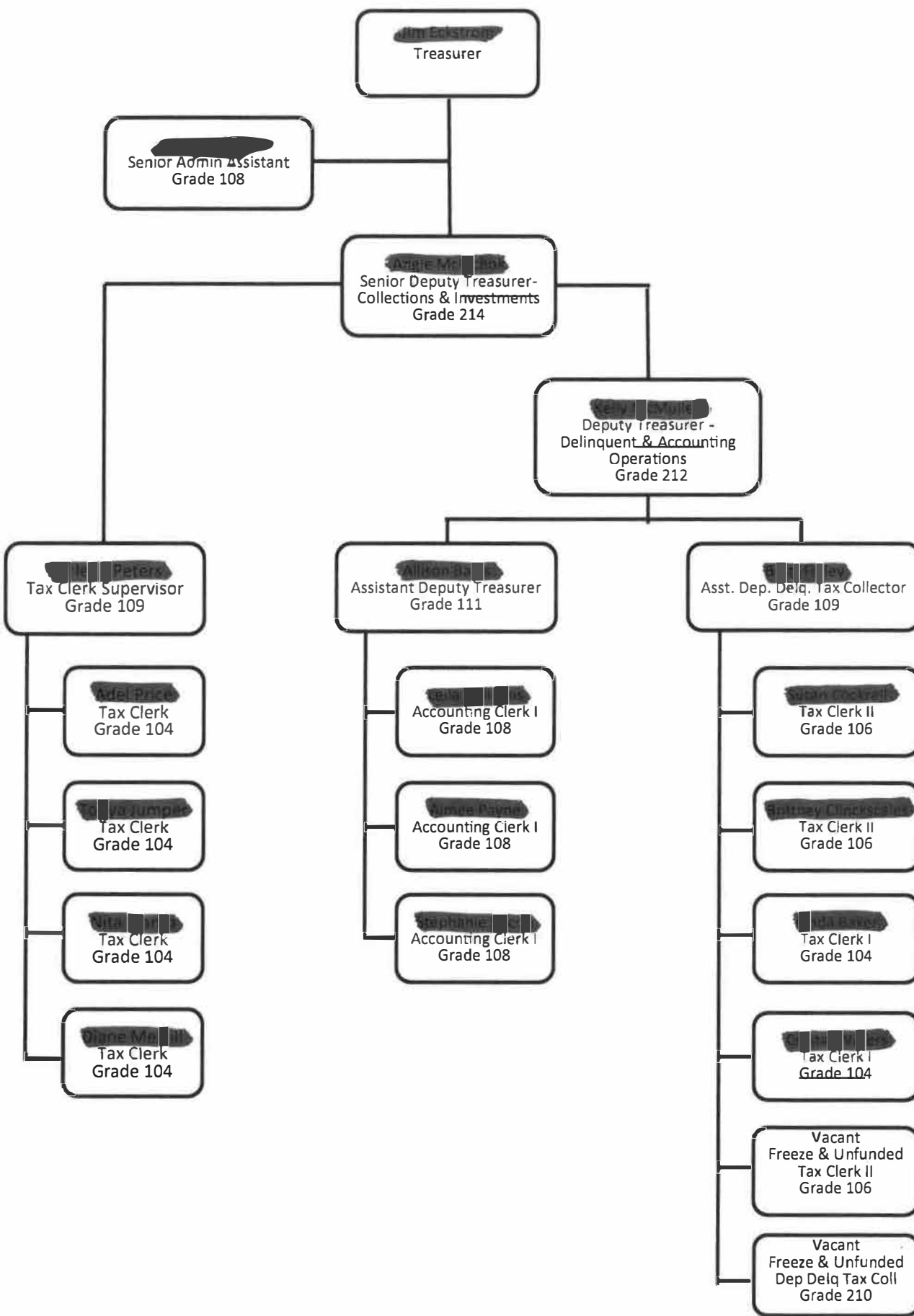
Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Deputy Tax Collector	1		1	1	210
Assist. Deputy Tax Collector	1		1	1	109
Tax Clerk I	2		2	2	104
Tax Clerk II	3	1 position frozen unfunded	3	3	106
 Total Positions	 7		 7	 7	

Note: We requested the Deputy Tax Collector position to be frozen and unfunded in the FY19 budget through a new program request. We are not sure of the status of this position.

(SEE ORGANIZATION CHART ON NEXT PAGE)

Treasurer's Office
19-20
Organizational Chart



FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2019-20 BUDGET REQUEST

SECTION VI. C. - PERSONNEL LINE ITEM NARRATIVES

<u>510200 - OVERTIME</u>	<u>\$6,000</u>
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This is for overtime worked by office staff during busy times and in preparation for tax sale.

FUND 2950
 DELINQUENT TAX DEPARTMENT (101700)
FY 2019-20 BUDGET REQUEST

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

<u>520200 - CONTRACTED SERVICES</u>		<u>\$92,100</u>
SI Solutions	15,000.00	
Pacer on line Bankruptcy Court	300.00	
Accurint (online people search)	1,800.00	
Palmetto Postings	75,000.00	
<u>520244 – MOVING SERVICES – BUILDINGS</u>		<u>\$2,000</u>
Cover moving expenses of moving mobile homes acquired by the FLC		
<u>520300 - PROFESSIONAL SERVICES</u>		<u>\$15,400</u>
Auctioneer fees	15,000.00	
Definitely Taking Request (Deaf interpreter for tax sale)	400.00	
<u>520400 - ADVERTISING</u>		<u>\$61,000</u>
Tax Sale		
Lexington County Publishing Network	60,000.00	
FLC Advertising	1,000.00	
<u>520500 – LEGAL SERVICES</u>		<u>\$140,000</u>
Attorney fees, title searches, deed preparation, & consultations		
<u>520700 – TECHNICAL SERVICES</u>		<u>\$9,000</u>
Modifications to Tyler/IasWorld per IS recommendation @ \$225/hour		
<u>520702 – TECHNICAL CURRENCY & SUPPORT</u>		<u>\$18,671</u>
Tyler Cashiering 1/3 of maintenance cost		
<u>521000 - OFFICE SUPPLIES</u>		<u>\$6,000</u>
Paper, Pencils, Ribbons, Staples, Tape, etc	1,500.00	
Envelopes	2,000.00	
Tax bill forms	1,000.00	
Toner for laser printer	1,500.00	
<u>521100 - DUPLICATING</u>		<u>\$1,200</u>
This account is used for copier machine duplicating of correspondence to employees and customers, packet copies for lawyers, etc.		
<u>522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE</u>		<u>\$300</u>
Repair of computers, printers, kard-veyer file and validators.		
<u>524000 - BUILDING INSURANCE</u>		<u>\$140</u>
1,157 square footage of Treasurers office. Per Risk Management		
<u>524001 - BURGLARY INSURANCE</u>		<u>\$121</u>
1,157 square footage of Treasurers office. Per Risk Management		

FUND 2950
 DELINQUENT TAX DEPARTMENT (101700)
FY 2019-20 BUDGET REQUEST

524201 - GENERAL TORT LIABILITY INSURANCE **\$228**

Per Risk Management

524202 - SURETY BONDS **\$00**

Per Risk Management

525000 - TELEPHONE (8 phones lines and 4 voice mail) **\$2,056**

4 Phone lines no voice mail @\$19.00 per month x 12 months = \$912.

4 phone lines with voice mail @ \$20.70 per month x 12 months = \$994.

Charges for directory assistance \$150.00

525041 E-MAIL SERVICE CHARGE **\$774**

6 Accounts x \$10.75 per Account x 12 Months = \$774.00

525100 - POSTAGE **\$150,000**

We are required by Statute to notify by certified mail, old and new owners with separate letters sent to each individual owner and each person listed on a deed; and certified letters to lienholders.

525210 - CONFERENCE & MEETING EXPENSE **\$3,390**

SCATT Legislative Conf. (3 employees)	\$ 150.00
Meals for workers on overtime at tax sale	\$ 300.00
SCATT Spring (Treasurer)	\$ 800.00
SCATT Fall (Treasurer)	\$ 800.00
TAPS Workshop (3 employees)	\$ 120.00
TAPS Meeting (3 employees)	\$ 120.00
SCATT Academy (3 employees)	\$ 900.00
GFOASC Spring Conf (2 employees)	\$ 200.00
(Needed for accreditation)	

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$890**

TAPS	3 employees	\$ 90.00
SCACEE	1 employee	\$ 75.00
SCATT	3 employees	\$ 150.00
Lexington County Chronicle		\$ 50.00
The State Newspaper		\$ 270.00
Chapin Times		\$ 30.00
Supplement to Title 12 Tax Book		\$ 25.00
Misc.		\$ 200.00

525250 - MOTOR POOL REIMBURSEMENT **\$450**

775 Miles @ 58 Cents per mile

525300 - UTILITIES **\$5,976**

1,157 square footage of Treasurers office.

526900 - DMV TITLE & LICENSE FEES **\$100**

FLC title transfers for sold mobile homes.

529900 - MISCELLANEOUS OPERATION EXPENSES **\$100**

FLC operating expenses.

529903 - CONTINGENCY **\$0**

Per Finance

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>540000 - SMALL TOOLS & MINOR EQUIPMENT</u>	<u>\$2,000</u>
To cover costs for replacements of minor equipment	

<u>540010 – MINOR SOFTWARE</u>	<u>\$148</u>
I.S. recommended for SharePoint license fees	

ALL OTHER EQUIPMENT

<u>NO EQUIPMENT FY20</u>	<u>\$ 0</u>
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**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Finance / Grants Administration 2990:								
Revenues:								
461000	Investment Interest	1,304	699	900	900	960		
801000	Op Trn from General Fund/Cty Ord.	50,000	70,000	70,000	70,000	50,000		
** Total Revenue		51,304	70,699	70,900	70,900	50,960	0	0
***Total Appropriation					147,613	113,413	0	0
Contingency:								
Unused					60,514			
Carryforward								
FUND BALANCE								
Beginning of Year					78,652	62,453	62,453	62,453
FUND BALANCE - Projected								
End of Year					62,453	0	62,453	62,453

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2019-20**

Fund: 2990
Division: General Administration
Organization: 101400 Finance

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	BUDGET		
					2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
510100	Salaries & Wages - 1	58,537	30,267	58,537	60,533		
511112	FICA - Employer's Portion	4,197	2,194	4,478	4,631		
511113	State Retirement - Employer's Portion	7,403	3,863	8,523	9,419		
511120	Employee Insurance - 1	7,800	3,900	7,800	7,800		
511130	Workers Compensation	181	94	181	188		
519999	Personnel Contingency	0	0	2,146	0		
* Total Personnel		78,118	40,318	81,665	82,571	0	0
Operating Expenses							
521000	Office Supplies	465	68	733	739		
521100	Duplicating	6	24	51	51		
524201	General Tort Liability Insurance	23	26	26	30		
524202	Surety Bonds - 1	5	0	0	0		
525000	Telephone	241	141	241	241		
525041	E-mail Service Charge - 1	129	54	129	129		
525210	Conference, Meeting & Training Expense	1,055	835	2,770	2,770		
525230	Subscriptions, Dues, & Books	329	329	330	330		
525240	Personal Mileage Reimbursement	0	0	82	70		
529903	Contingency	0	0	60,514	26,282		
* Total Operating		2,253	1,477	64,876	30,642	0	0
** Total Personnel & Operating		80,371	41,795	146,541	113,213	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	200	200		
540010	Minor Software	377	0	0	0		
	All Other Equipment	0	871	872			
** Total Capital		377	871	1,072	200	0	0
*** Total Budget Appropriation							
		80,748	42,666	147,613	113,413	0	0

SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II -
Program III -

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's grants and special revenue funds. To assist and advise County Council, County Administrator, other department heads and program managers on any grant or special revenue issues. To maintain the official grant records of the County. To develop and maintain county-wide systems and internal controls for the grants and special revenue funds. To provide a friendly and efficient service when gathering and processing information needed by other departments and the public.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	Actual <u>FY 2017-18</u>	Estimated <u>FY 2018-19</u>	Projected <u>FY 2019-20</u>
Solicitor Grants	2	2	2
Solicitor Special Revenue	7	7	7
Law Enforcement Grants	8	10	11
LE Special Revenue	31	29	29
Public Safety Grants	3	3	3
PS Special Revenue	3	3	3
Other Grants	17	17	17
Other Special Revenue	44	45	45

SECTION VI. A. - SUMMARY OF REVENUES

461000 - INVESTMENT INTEREST **\$ 960**

Interest is earned on the Fund Balance in the account.

801000 - OPERATING TRANSFER FROM GENERAL FUND **\$ 50.000**

Transfer from the General Fund to help cover the operating costs of grant administration.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Manager	0.00	1.00	1.00	211
Total Positions	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 739**

Funds are used to purchase special 4-part file folders for the grants and special revenue funds and other miscellaneous supplies as needed.

File folders (9 boxes @ \$31.00 + tax)	\$298.53
Toner Cartridge (2 @ \$137.00)	\$274.00
Paper for Printer (3 cases @ \$31.89)	\$95.67
Pens, pencils, & other office products	\$40.80
Storage boxes	\$30.00

521100 - DUPLICATING **\$ 51**

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

Copier Machine Usage cost (\$0.03) x 1,700 copies	\$51.00
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524201 - GENERAL TORT LIABILITY INSURANCE **\$ 30**

To cover the cost of general tort liability insurance.

Manager of Grants	1.00 position	\$28
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524202 - SURETY BONDS **\$ 0**

To cover the cost of surety bonds.

Manager of Grants	1.00 position	\$0
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525000 - TELEPHONE **\$ 241**

To cover the cost of telephone service and voicemail.

Cost per line	\$18.00	
Voicemail Cost	\$1.00	
6% sales tax	\$0.92	
1% local tax	<u>\$0.15</u>	
	\$20.07	
Existing line	\$20.07 x 12 months	\$240.84

525041 – E-MAIL SERVICE CHARGES **\$ 129**

To cover monthly e-mail services charges.

12 months x 1 e-mail account @ \$10.75 = \$129.00

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 2,770**

To cover the costs of attending the National and South Carolina GFOA conferences to keep up-to-date in the ever changing accounting field and reporting changes. There might also be the need to attend workshops, seminars or conferences to gain information on grants or special revenue programs.

Conference & Meetings:

GFOA (National Finance Officer Annual Conference)	\$1,650
GFOASC Fall Conference in Myrtle Beach (October 2019)	\$780
GFOASC Spring Conference in Columbia (May 2020)	\$95
Other Training Sessions	\$245

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$ 330**

Funds are used for membership dues to the following professional organizations.

National GFOA annual membership	\$230
GFOASC annual membership (1)	\$100

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 70**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc.

120 miles @ \$0.58 = \$69.60

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 200**

Funds will be used to purchase minor equipment as needed.

**COUNTY OF LEXINGTON
PASS-THRU GRANTS
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Pass-Thru-Grants 2999:								
Revenues:								
452100	Town Recorders Fees	130,585	77,226	133,478	133,478	158,262		
461000	Investment Interest	2,130	1,693	0	0			
** Total Revenue		132,715	78,919	133,478	133,478	158,262	0	0
***Total Appropriation					252,821	158,262	0	0
FUND BALANCE								
Beginning of Year					139,427	20,084	20,084	20,084
FUND BALANCE - Projected								
End of Year					20,084	20,084	20,084	20,084

Fund: 2999

Organization: 142000 - Magistrate Court Services (Personnel Costs)

Organization: 999900 - Non-departmental (Special Projects)

Object Code	Expenditure Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	BUDGET	
						2019-20 Recommend	2019-20 Approved
Personnel: (Organization - 142000)							
510100	Salaries & Wages	106,384	61,425	106,351	124,751		
511112	FICA - Employer's Portion	8,058	4,607	8,136	9,544		
511114	PORS - Employer's Portion	610	(402)	18,702	22,755		
511130	Workers Compensation	1,679	921	289	1,212		
511214	PORS - Emplr. Port. (Retiree)	15,699	10,000	0	0	0	
* Total Personnel		132,430	76,551	133,478	158,262	0	0
Operating Expenses: (Organization - 999900)							
5R0141	Cherokee Shores Phase I	0	0	3,090			
5R0142	Kaminer Subdivision	0	0	6,733			
5R0143	Woodland Pond Subdivision	0	0	6,780			
5R0144	Whispering Glen Subdivision	0	0	18,311			
5R0182	Buena Vista Subdivision	0	0	1,796			
5R0184	Park West, Phase I	0	0	30,072			
5R0185	Sweetgrass Courtyard	0	0	23,000			
5R0186	Wild Meadows, Phase I	0	0	26,432			
5R0197	Hope Springs Phase II A	31,285	3,129	3,129			
* Total Operating		31,285	3,129	119,343	0	0	0
** Total Personnel & Operating		163,715	79,680	252,821	158,262	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		163,715	79,680	252,821	158,262	0	0

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2019-20 Estimated Revenue

Fund: 5601

Division: Non-Departmental

Organization: 999900 - Non-Departmental

Object Code	Revenue Account Title	Actual 2016-17	Actual 2017-18	Anticipated 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
	Revenues:						
450000	Redbank Rental Income	97,815	104,518	105,765	<u>105,765</u>		
	** Total Revenue (Section II)	<u>97,815</u>	<u>104,518</u>	<u>105,765</u>	<u>105,765</u>		
	*** Total Appropriation (Section III)				<u>105,765</u>		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Fund Name: General Fund

Organ. Name: Non-Departmental

805

COUNTY OF LEXINGTON
RED BANK CROSSING RENTAL PROPERTIES
Combined Annual Budget
Fiscal Year 2019-20

Fund: 5601
Division: Non-Departmental

	2017-18	2018-19	2018-19	2019-20	<i>BUDGET</i>	
Summary Page	Actual	Actual (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Activity From Operations:						
Revenues:						
450000 Rental Income	104,518	50,732	105,765	105,765		
461000 Investment Interest	5,127	4,134	2,500			
Total Revenue	109,645	54,866	108,265	105,765	0	0
Expenses:						
Total Personnel & Operating	31,049	28,077	94,265	91,765		
Depreciation	20,987	0	14,000	14,000		
Capital Outlay	0	0	0	0		
*Total Expense	52,036	28,077	108,265	105,765	0	0
Noncash Expenses:						
Depreciation: Add Back In	20,987	0	14,000	14,000		
Net Cash	78,596	26,789	14,000	14,000	0	0
Income Calculation:						
Capital Outlay: Add Back In	0	0	0	0	0	0
Net Income (Loss)	57,609	26,789	0	0	0	0
FUND BALANCE						
Beginning - Cash/Fund Balance			435,821	449,821	449,821	449,821
FUND BALANCE						
End of Year - Projected - Cash/Fund Balance			449,821			

COUNTY OF LEXINGTON
RED BANK CROSSING RENTAL PROPERTIES
Annual Budget
Fiscal Year 2019-20

Fund: 5601
Division: Non-Departmental
Organization: 999900 - Non-Departmental

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
	* Total Personnel	0	0	0	0	0	0
Operating Expenses							
520103	Landscape/Ground Maintenance	3,862	1,861	13,078	20,826		
520231	Garbage Pickup Service	2,244	1,870	4,596	2,370		
520232	Parking Lot Sweeping	689	297	2,132	7,020		
520500	Legal Services	0	0	2,500	2,500		
522000	Building Repairs & Maintenance	838	34	5,000	5,000		
524000	Building Insurance	968	1,183	998	1,219		
525391	Util/Red Bank Crossing	0	0	1,200	1,200		
529903	Contingency	0	0	41,929	28,113		
530100	Depreciation	20,987	0	14,000	14,000		
538500	Property Taxes	22,449	22,832	22,832	23,517		
	* Total Operating	52,037	28,077	108,265	105,765	0	0
	** Total Personnel & Operating	52,037	28,077	108,265	105,765	0	0
Capital							
599999	Capital Clearing	0	0	0	0	0	0
	All Other Equipment	0	0	0	0	0	0
	** Total Capital	0	0	0	0	0	0
*** Total Expenses							
	*** Total Expenses	52,037	28,077	108,265	105,765	0	0

SECTION IV

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019-20**

Fund # 5601 Fund Title: Rental Properties - Red Bank Crossing
 Organization # 999900 Organization Title: Rental Properties - Red Bank Non-Departmental - RBC
 Program # 999 Program Title: Rental Properties - Red Bank Capital Item

		<i>BUDGET</i> 2019-20 Requested
<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
	No Items This FY	
** Total Capital (Transfer Total to Section III)		<u><u>0</u></u>

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program I – Red Bank Crossing / Rental Property

Objectives:

- Collect rent from seven (7) tenants
- House state agencies (DSS & H&HS), no rent received
- Keep building/property area clean and properly maintained
- Provide prompt and friendly customer service to all the tenants

Program I: Red Bank Crossing /Rental Property

Property, formerly a Winn-Dixie store and eight (8) additional store front spaces, were purchased in December 2007 for the purpose of having additional office space and to maintain the lease agreements with current tenants. The former Winn Dixie and CVS tenant spaces were renovated to provide space for the two (2) state agencies. Operations in this renovated space began in June 2010 and were completed in July 2011.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

450000 – RENTAL INCOME

\$105,765

This is the rent paid by tenants in the seven (7) spaces available at Red Bank Crossing.

Ivy League Barber & Beauty	12 months @ \$1,800.00 = \$21,600.00
Palmetto Kempo Karate	12 months @ \$1,700.00 = \$20,400.00
Defender Shooting/Tego Tactical	12 months @ \$1,025.00 = \$12,300.00
Cut-N-Up Hair Salon	12 months @ \$ 825.00 = \$ 9,900.00
Palmetto Café	12 months @ \$1,025.00 = \$12,300.00
State Farm Insurance	12 months @ \$1,100.00 = \$13,200.00
MBAJ Architecture	12 months @ \$1,338.75 = \$16,065.00

Total annual rental income \$ 105,765.00

SECTION VI. B. - OPERATING LINE ITEM NARRATIVES

520103 – LANDSCAPING/GROUND MAINTENANCE	\$20,826
Landscaping, cutting grass, trim bushes, edging curbs, sign posts, herbicide, pesticide, pick up trash on grounds and mulch application and removal.	
520231 - GARBAGE PICKUP SERVICE	\$2,370
Garbage pickup – one (1) eight cubic yard container and service three days per week 12 mos. x \$197.45/month = \$2,370.00	
520232 – PARKING LOT SWEEPING	\$7,020
Parking lot sweeping: once a week (\$40.00.each) 52 x \$135.00 = \$7,020 annual cost	
520500 – LEGAL SERVICES	\$2,500
Legal fees from County Attorney costs	
522000 – BUILDING REPAIRS & MAINTENANCE	\$5,000
Small repairs and maintenance of building	
524000 - BUILDING INSURANCE	\$1219
12 months coverage (\$1183.31 + 3% = \$1218.81)	
525300 - UTILITIES	\$1,200
Covers electrical from SCE&G Old Winn Dixie Building and CVS (Utilities paid by state agencies) Parking lot lighting for 12 mos. @ \$100/month = \$1,200.00 Total SCE&G = \$1,200.00	
529903 - CONTINGENCY	\$28,113
Funds are used for unexpected expenses not budgeted.	
538500 – PROPERTY TAXES	\$23,517
Funds are used for property taxes assessed on the rental space. All units are being rented and assessed property taxes this year. FY 18-19 expense \$22,832 + 3% = \$ 23,517	

SOLID WASTE MANAGEMENT
Combined Annual Budget
Fiscal Year 2019-20

Fund: 5700
Division: Public Works

	2017-18 Actual	2018-19 Actual (Dec)	2018-19 Amended (Dec)	2019-20 Requested	<i>BUDGET</i> 2019-20 Recommend	2019-20 Approved
Summary Page						
Activity From Operations:						
Revenues:						
Property Taxes	9,983,536	4,948,226	10,405,038	10,405,870		
Landfill Revenue Fees	3,535,611	1,723,512	3,774,276	3,552,320		
Other Revenues	402,569	213,168	232,000	506,000		
Total Revenues	13,921,716	6,884,906	14,411,314	14,464,190		
Expenses:						
Total Personnel & Operating	11,308,002	4,174,086	14,878,307	12,472,040	0	0
Depreciation	1,007,379	0	875,400	1,156,800	0	0
Capital Outlay	27,257	1,150,867	10,284,033	2,548,120	0	0
Operating Transfers	86,040	485,768	485,768	105,758	0	0
Total Expenses	12,428,678	5,810,721	26,523,508	16,282,718	0	0
Sub-Total (Existing Programs)	1,493,038	1,074,185	(12,112,194)	(1,818,528)	0	0
Noncash Expenses:						
Depreciation: Add Back In	1,007,379	0	875,400	1,156,800		
Total Expenses (Cash Basis)	11,421,299	5,810,721	25,648,108	15,125,918	0	0
Net Cash	2,500,417	1,074,185	(11,236,794)	(661,728)	0	0
Income Calculation:						
Capital Outlay: Existing	27,257	1,150,867	10,284,033	2,548,120	0	0
Total Expenses (Income Basis)	12,401,421	4,659,854	16,239,475	13,734,598	0	0
Net Income (Loss)	1,520,295	2,225,052	(1,828,161)	729,592	0	0
Contingency			2,104,838			
FUND BALANCE						
Beginning - Fund Balance - Cash			16,272,273	7,140,317	7,140,317	7,140,317
FUND BALANCE						
End of Year - Projected - Cash			7,140,317	6,478,589		

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2019-20

Fund 5700
Division: Public Works-Solid Waste
Organization: Solid Waste - All Departments

Object Expenditure Code Classification	2018-19 Amended (Dec)	2019-20 Approved (Total)	BUDGET							Litter Control	Code Enforcement	Non- Departmental
			Admin.	Acctg. & Collections	Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling			
Personnel												
510100 Salaries & Wages	945,086	961,921	221,010	91,767	72,949	366,424	0	99,088	26,209	0	84,474	0
510200 Overtime	41,700	41,200	0	1,200	2,000	22,000	0	14,000	0	0	2,000	0
510300 Part Time	528,933	560,105	0	44,775	262,619	0	0	0	174,977	77,734	0	0
511112 FICA Cost	122,132	123,179	16,908	10,538	25,824	29,715	0	8,652	15,391	5,947	6,616	3,588
511113 Sate Retirement	219,464	236,680	34,390	21,433	52,526	60,439	0	17,597	31,305	12,096	0	6,894
511114 Police Retirement	14,909	16,246	0	0	0	0	0	0	0	0	15,773	473
511120 Insurance Fund Contribution	171,600	171,600	23,400	23,400	11,700	74,100	0	19,500	3,900	0	15,600	0
511130 Workers Compensation	98,651	100,428	4,748	427	19,774	32,775	0	9,879	18,674	7,976	2,993	3,182
519901 Salaries & Wages Adjustment Account	179,938	46,897	0	0	0	0	0	0	0	0	0	46,897
* Total Personnel	2,322,413	2,258,256	300,456	193,540	447,392	585,453	0	168,716	270,456	103,753	127,456	61,034
Operating Expenses												
520100 Contracted Maintenance	277,858	271,450	0	0	615	235,219	0	35,616	0	0	0	0
520103 Landscaping/Ground Maintenance	3,400	5,000	0	0	5,000	0	0	0	0	0	0	0
520200 Contracted Services	7,854,299	7,223,744	33,990	0	2,013,092	112,645	59,000	4,823,486	181,531	0	0	0
520219 Water & Other Beverage Service	4,004	4,004	0	0	2,904	0	0	1,100	0	0	0	0
520233 Towing Service	1,365	2,495	75	0	390	870	0	0	580	290	290	0
520239 E-Waste Recycling	117,000	148,524	0	0	0	0	0	0	148,524	0	0	0
520300 Professional Services	327,920	314,445	30,000	825	0	93,725	181,760	8,135	0	0	0	0
520302 Drug Testing Services	2,206	1,856	0	0	150	967	0	489	250	0	0	0
520303 Accounting/Auditing Services	2,500	2,500	0	2,500	0	0	0	0	0	0	0	0
520305 Infectious Disease Services	3,390	3,720	310	310	620	930	0	310	310	930	0	0
520400 Advertising & Publicity	5,500	5,930	3,930	0	2,000	0	0	0	0	0	0	0
520500 Legal Services	25,000	4,000	4,000	0	0	0	0	0	0	0	0	0
520601 Landfill Monitoring - Batesburg	0	0	0	0	0	0	0	0	0	0	0	0
520602 Landfill Monitoring - Edmund	16,100	20,500	0	0	0	20,500	0	0	0	0	0	0
520603 Landfill Monitoring - Chapin	0	0	0	0	0	0	0	0	0	0	0	0
520620 EPA Cost	43,062	45,000	0	0	0	0	45,000	0	0	0	0	0
520702 Technical Currency & Support	17,485	17,669	13,869	1,600	0	0	0	0	0	0	2,200	0
520800 Outside Printing	0	5,900	5,900	0	0	0	0	0	0	0	0	0
521000 Office Supplies	4,450	5,226	1,900	2,176	400	0	0	500	250	0	0	0
521100 Duplicating	1,310	1,328	557	271	285	86	11	46	72	0	0	0
521200 Operating Supplies	175,859	191,749	4,950	3,000	19,960	152,390	0	4,849	4,000	2,100	500	0
521208 Police Supplies	750	750	0	0	0	0	0	0	0	0	750	0
521214 Safety Supplies	3,500	3,819	500	3,319	0	0	0	0	0	0	0	0
521220 Closure Operating Supplies	0	0	0	0	0	0	0	0	0	0	0	0
521402 Occupational Health Supplies	500	500	0	200	100	0	0	0	200	0	0	0
521601 Sign Materials	750	1,000	1,000	0	0	0	0	0	0	0	0	0
522000 Building Repairs & Maintenance	90,190	88,390	0	0	33,000	10,390	0	45,000	0	0	0	0
522050 Generator Repairs & Maintenance	1,659	1,659	0	0	0	1,659	0	0	0	0	0	0
522100 Heavy Equipment Repairs & Maintenance	322,100	380,739	0	0	42,000	221,946	0	114,293	2,500	0	0	0
522200 Small Equipment Repairs & Maintenance	32,280	30,000	0	0	500	4,500	0	0	25,000	0	0	0
522201 Fuel Site Repairs & Maintenance	1,550	1,350	0	0	0	0	0	0	0	0	0	0
522300 Vehicle Repairs & Maintenance	34,886	35,190	1,500	0	4,000	18,190	0	0	9,000	500	2,000	0
523200 Equipment Rental	105,894	114,074	0	0	0	112,000	0	2,074	0	0	0	0

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2019-20

Fund 5700													
Division: Public Works-Solid Waste													
Organization: Solid Waste - All Departments													
Object Expenditure Code Classification	2018-19 Amended (Dec)	2019-20 Approved (Total)	BUDGET							Litter Control	Code Enforcement	Non- Departmental	
			Admin.	Acctg. & Collections	Collection Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling				
Con't:													
524000 Building Insurance	4,037	5,393	306	0	2,773	0	2,314	0	0	0	0	0	0
524100 Vehicle Insurance	8,190	11,240	628	0	2,512	4,306	0	0	1,884	628	1,282	0	0
524101 Comprehensive Insurance	49,496	54,957	0	0	268	50,648	0	2,437	802	0	802	0	0
524201 General Tort Liability Insurance	8,203	12,118	874	98	2,779	4,492	0	1,040	648	324	1,863	0	0
524202 Surety Bonds	0	0	0	0	0	0	0	0	0	0	0	0	0
524900 Data Processing Equipment Insurance	123	142	0	142	0	0	0	0	0	0	0	0	0
525000 Telephone	10,022	8,763	3,720	0	5,043	0	0	0	0	0	0	0	0
525004 WAN Service Charges	7,320	7,320	6,360	0	0	0	0	0	0	0	960	0	0
525006 GPS Monitoring Charges	6,716	6,105	204	0	407	4,272	0	204	814	204	0	0	0
525020 Pagers and Cell Phones	228	0	0	0	0	0	0	0	0	0	0	0	0
525021 Smart Phone Charges	5,544	6,192	2,304	648	1,296	0	648	0	0	0	1,296	0	0
525030 800 MHz Radio Service Charges	15,898	15,648	1,248	1,248	1,416	5,616	0	1,872	2,124	708	1,416	0	0
525031 800 MHz Radio Maintenance	1,969	410	118	0	204	44	0	44	0	44	0	0	0
525041 E-mail Service Charges	1,291	1,291	387	129	65	0	65	0	0	0	258	0	0
525100 Postage	9,780	12,468	11,718	750	0	0	0	0	0	0	0	0	0
525210 Conference, Meeting & Training Expenses	8,374	8,019	4,193	0	300	1,363	0	1,163	0	0	1,000	0	0
525230 Subscriptions, Dues, & Books	2,184	2,218	1,028	0	950	0	110	0	0	0	130	0	0
525240 Personal Mileage Reimbursement	2,386	2,530	2,280	150	100	0	0	0	0	0	0	0	0
525250 Motor Pool Reimbursement	200	200	200	0	0	0	0	0	0	0	0	0	0
525315 Utilities - Landfill (Cayce 321)	28,000	24,000	0	0	0	0	24,000	0	0	0	0	0	0
525317 Utilities - Landfill (Edmund)	43,686	46,900	14,400	0	0	14,500	0	18,000	0	0	0	0	0
525318 Utilities - Convenience Stations	85,200	88,200	0	0	88,200	0	0	0	0	0	0	0	0
525400 Gas, Fuel, & Oil	171,409	199,814	964	0	11,002	138,101	0	18,848	22,559	2,340	6,000	0	0
525405 Small Equipment Fuel	1,600	1,600	0	0	600	1,000	0	0	0	0	0	0	0
525600 Uniforms & Clothing	28,432	28,222	855	880	5,536	6,984	0	2,409	5,383	2,175	4,000	0	0
526500 Licenses & Permits	6,150	3,900	0	0	250	750	2,000	900	0	0	0	0	0
527040 Outside Personnel (Temporary)	570,001	692,723	0	0	692,723	0	0	0	0	0	0	0	0
529903 Contingency	1,966,938	0	0	0	0	0	0	0	0	0	0	0	0
530100 Depreciation	875,400	1,156,800	2,000	1,500	380,000	600,000	5,300	100,000	60,000	3,000	5,000	0	0
534027 Keep America Beautiful Program	27,500	27,500	27,500	0	0	0	0	0	0	0	0	0	0
538000 Claims & Judgments (Litigation)	1,050	1,300	0	0	1,000	100	0	100	100	0	0	0	0
538500 Property Taxes	2,200	2,100	0	0	0	0	2,100	0	0	0	0	0	0
538600 SCDHEC - Administrative Order	5,000	10,000	0	0	0	10,000	0	0	0	0	0	0	0
* Total Operating													
** Total Personnel & Operating													
Capital Items	10,284,033	2,548,120	9,312	4,800	311,966	1,374,412	0	834,930	11,200	500	1,000	0	0
*** Total Capital													
815701 Op Trm to Solid Waste Post Closure	485,768	105,758	0	0	0	105,758	0	0	0	0	0	0	0
****Total Budget Appropriation													
	26,523,508	16,282,718	493,418	218,462	4,080,708	3,896,341	319,171	6,189,698	748,187	117,496	158,203	61,034	0

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
FY 2018-19 Estimated Revenues & Other Funding Sources

Fund: 5700	Actual	Actual	Actual	Actual	Actual	Received	Amended	Projected			
Division: Public Works	Receipts	Receipts	Receipts	Receipts	Receipts	Thru Dec	Budget	Revenue	Requested	Recommend	Approved
Revenue Account Title	2012-13	2013-14	2014-15	2015-16	2017-18	2018-19	Thru Dec	Thru Jun	2019-20	2019-20	2019-20
* Undesignated Revenues 5700 :											
Property Taxes:	<u>8.217 Mills</u>	<u>8.217 Mills</u>	<u>8.217 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>7.877 Mills</u>	<u>Mills</u>
410000 Current Property Taxes	6,894,995	7,016,004	7,197,196	7,182,292	7,473,175	4,209,189	7,887,098	7,887,098	7,884,098		
410500 Homestead Exemption Reimburse.	319,687	338,191	346,993	346,849	359,480	0	345,000	345,000	360,000		
410520 Manufacturer's Exempt. Reimburse.	32,682	32,788	32,695	32,170	32,821	0	32,100	32,100	32,100		
410530 State Sales & Use Tax Credit	170,249	162,386	76,406	79,742	51,036	22,080	79,668	79,668	51,000		
410540 Lease Purchase Tax Credit	1	1	0	0	0	0	0	0	0		
411000 Current Vehicle Taxes	1,045,106	1,136,502	1,194,646	1,148,142	1,153,516	561,217	1,175,672	1,175,672	1,175,672		
412000 Current Tax Penalties	12,922	13,439	13,619	11,997	11,277	(5)	12,000	12,000	12,000		
413000 Delinquent Taxes	333,930	327,005	275,288	258,376	263,048	115,924	255,000	255,000	260,000		
414000 Delinquent Tax Penalties	46,162	45,360	40,893	35,085	35,525	17,387	35,000	35,000	35,000		
417100 Fee in Lieu of Taxes	403,751	493,824	477,265	540,653	554,535	0	540,000	540,000	550,000		
417120 FILOT - Prior Year	0	20,220	0	0	2,567	0	0	0	0		
417130 FILOT - Manufacturer's Tax Exemp	20,747	21,146	20,477	22,090	23,372	0	22,000	22,000	23,000		
417150 FILOT - Fee for Services	4,166	4,166	3,304	3,183	3,661	0	3,000	3,000	3,500		
418000 Motor Carrier Payments	12,962	14,191	17,136	18,515	19,523	15,513	18,500	18,500	19,500		
418100 Heavy Equip Rental Surcharge Fees	0	0	0	0	0	6,921	0	6,921	0		
Total Property Taxes	9,297,360	9,625,223	9,695,918	9,679,094	9,983,536	4,948,226	10,405,038	10,411,959	10,405,870		
Landfill Revenue Sources:											
430850 Credit Report Fees	200	300	325	225	425	150	325	325	350		
434000 Landfill Fees	1,625,151	1,900,162	2,360,789	2,800,320	2,947,861	1,460,019	3,309,829	3,309,829	3,024,266		
434100 Landfill Permit Fees	2,420	2,570	2,860	3,965	3,870	2,050	3,900	3,900	4,300		
434200 Garbage Franchise Fees	117,044	119,476	125,823	136,395	145,064	76,911	153,222	153,222	153,419		
434400 Paper Recycling Fees	5,951	4,843	4,546	4,209	3,068	800	3,900	3,900	1,500		
434401 Battery Recycling Fees	13,299	15,948	16,162	18,590	15,406	7,628	17,000	17,000	15,000		
434402 Aluminum Recycling Fees	32,191	39,489	26,006	29,977	36,796	22,703	36,000	36,000	36,000		
434403 Plastic Recycling Fees	11,708	9,133	5,410	0	0	0	0	0	0		
434405 White Goods Recycling Fees	125,810	29,954	37,434	64,378	199,738	80,092	89,000	89,000	170,000		
434406 Waste Tire Fees	31,570	32,512	34,751	40,199	52,134	24,768	42,000	42,000	48,000		
434407 Textile Recycling Fees	1,335	2,067	1,747	480	642	244	400	400	400		
434408 Cardboard Recycling Fees	27,370	14,965	18,768	23,692	26,734	13,428	30,000	30,000	28,000		
434409 Glass Recycling Fees	4,978	5,509	6,587	7,536	7,455	2,591	7,000	7,000	7,000		
434411 Oil Filter Recycling Fees	1,901	2,896	691	750	2,300	225	2,500	2,500	1,400		
434414 Refrigerant Recycling Fees	4,890	3,765	6,255	8,820	9,420	5,160	9,000	9,000	10,400		
434416 Motor Oil Recycling Fees	80,936	45,839	5,341	0	0	0	0	0	0		
434417 Safety Vest Recycling Fees	38	25	90	100	65	40	100	100	85		
434419 Electronics Recycling Fees	1,672	1,665	1,956	9,098	9,114	2,925	8,500	8,500	6,200		
434420 Mattress Recycling Fees	0	0	21,715	19,262	12,043	6,229	12,000	12,000	14,000		
438800 Mulch Sales	1,804	2,710	2,624	3,266	5,533	5,481	2,600	2,600	10,000		
438801 Compost Sales	3,056	10,535	28,491	12,469	57,943	12,068	23,000	23,000	22,000		
438804 Boiler Fuel Sales	0	0	0	0	0	0	24,000	24,000	0		
438905 Cell Phone Sales	535	0	0	0	0	0	0	0	0		
Total Revenue Sources	2,093,859	2,244,363	2,708,371	3,183,731	3,535,611	1,723,512	3,774,276	3,774,276	3,552,320		
Other Revenues:											
450100 Ground Lease Agreement	4,800	10,800	12,000	12,000	12,000	5,000	12,000	12,000	12,000		
451201 FEMA Disaster Reimbursement	0	0	39,836	0	5,430	0	0	0	0		
451205 State Disaster Reimbursement	0	0	0	0	9,402	0	0	0	0		
461000 Investment Interest	56,634	43,341	97,850	120,031	206,221	158,323	175,000	175,000	299,000		
463200 Insurance Claims Reimbursement	0	912	2,555	0	3,265	795	0	0	0		
467000 Cash Over/Short	0	0	1	(20)	11	0	0	0	0		
469900 Miscellaneous Revenues	145	1,059	0	31,564	6,240	0	0	0	0		
490100 Sale of General Fixed Assets	15,472	0	0	0	0	49,050	45,000	45,000	195,000		
490200 Trade-in Allowance on FA	0	0	0	0	160,000	0	0	0	0		
590300 Loss on Disposal of Fixed Assets	0	0	0	(525,542)	0	0	0	0	0		
Total Other Revenue	77,051	56,112	152,242	(361,967)	402,569	213,168	232,000	232,000	506,000		
** Total Undesignated Landfill Revenues											
	11,468,270	11,925,698	12,556,531	12,500,858	13,921,716	6,884,906	14,411,314	14,418,235	14,464,190		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121201 - Solid Waste / Administration

		BUDGET				
Object Expenditure Code Classification	2017-18 Expenses	2018-19 Expenses (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
510100 Salaries & Wages - 3	204,414	110,505	214,417	221,010		
511112 FICA Cost	14,392	8,001	16,403	16,908		
511113 State Retirement	44,984	14,225	31,219	34,390		
511120 Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130 Workers Compensation	4,567	2,374	4,603	4,748		
* Total Personnel	291,757	146,805	290,042	300,456		
Operating Expenses						
520200 Contracted Services	14,996	13,591	31,890	33,990		
520233 Towing Services	0	0	85	75		
520300 Professional Services	0	0	15,000	30,000		
520305 Infectious Disease Services	81	0	310	310		
520400 Advertising & Publicity	2,458	375	3,500	3,930		
520500 Legal Services	3,090	880	15,000	4,000		
520702 Technical Currency & Support	13,286	0	13,685	13,869		
520800 Outside Printing	0	0	0	5,900		
521000 Office Supplies	686	448	1,100	1,900		
521100 Duplicating	509	139	530	557		
521200 Operating Supplies	3,605	19	3,600	4,950		
521214 Safety Supplies	0	0	500	500		
521601 Sign Materials	491	0	750	1,000		
522300 Vehicle Repairs & Maintenance	95	96	1,500	1,500		
524000 Building Insurance	238	1,710	266	306		
524100 Vehicle Insurance - 1	530	530	546	628		
524201 General Tort Liability Insurance	608	699	699	874		
524202 Surety Bonds	16	0	0	0		
525000 Telephone	3,538	1,975	3,960	3,720		
525004 WAN Service Charges	6,359	3,710	6,360	6,360		
525006 GPS Monitoring Charges - 1	207	85	204	204		
525021 Smart Phone Charges - 3	2,204	903	2,304	2,304		
525030 800 MHz Radio Service Charges - 2	1,185	490	1,249	1,248		
525031 800 MHz Radio Maintenance - 2	228	0	232	0		
525041 E-mail Service Charges - 3	430	161	387	387		
525100 Postage	1,004	0	9,180	11,718		
525210 Conference, Meeting & Training Expenses	1,246	359	3,898	4,193		
525230 Subscriptions, Dues, & Books	896	681	994	1,028		
525240 Personal Mileage Reimbursement	1,097	411	2,136	2,280		
525250 Motor Pool Reimbursement	78	0	200	200		
525317 Utilities / Landfill / Edmund	13,589	6,614	15,186	14,400		
525400 Gas, Fuel, & Oil	746	529	1,112	964		
525600 Uniforms & Clothing	214	260	810	855		
530100 Depreciation	1,794	0	2,100	2,000		
534027 Keep America Beautiful Program	27,500	13,750	27,500	27,500		
* Total Operating	103,004	48,415	166,773	183,650		
** Total Personnel & Operating	394,761	195,220	456,815	484,106		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121201 - Solid Waste / Administration

Object Expenditure Code Classification		BUDGET				
		2017-18 Expenses	2018-19 Expenses (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend Approved
Capital						
540000	Small Tools & Minor Equipment	2,217	0	500	500	
540010	Minor Software	0	0	0	300	
599999	Capital Clearing	(2,183)	0	0	0	
	All Other Equipment	2,183	0	2,337	8,512	
** Total Capital		2,217	0	2,837	9,312	

*** Total Expenses	396,978	195,220	459,652	493,418
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SECTION IV

COUNTY OF LEXINGTON Capital Item Summary Fiscal Year - 2019 - 2020

Fund # 5700 Fund Title: Solid Waste Management
Organization # 121201 Organization Title: Solid Waste / Administration
Program # Program Title: Administration

BUDGET
2019-2020
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	\$500
	Minor Software	\$300.00
2	800 MHZ Mobile Radios RPL	\$6,600
1	F7 Laptop RPL	\$1,912
** Total Capital (Transfer Total to Section III)		\$9,312

SECTION V – PROGRAM OVERVIEW

Summary of Program:

Objectives:

To achieve and maintain a high standard of accuracy, completeness, timeliness and environmental efficiency in carrying out the duties of Solid Waste Management to the general public, County Council, County Administration, management and external entities. The responsibilities of this office include the supervision, coordination and administration of accounting/collections, collection & recycling centers (11), franchise garbage collection (unincorporated areas), monitoring of closed landfills (4), operation of a construction & demolition landfill, operation of wood grinding and compost facility, operation of a recycled materials processing facility, operation of a municipal solid waste transfer station, and recycling education, collection & processing.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

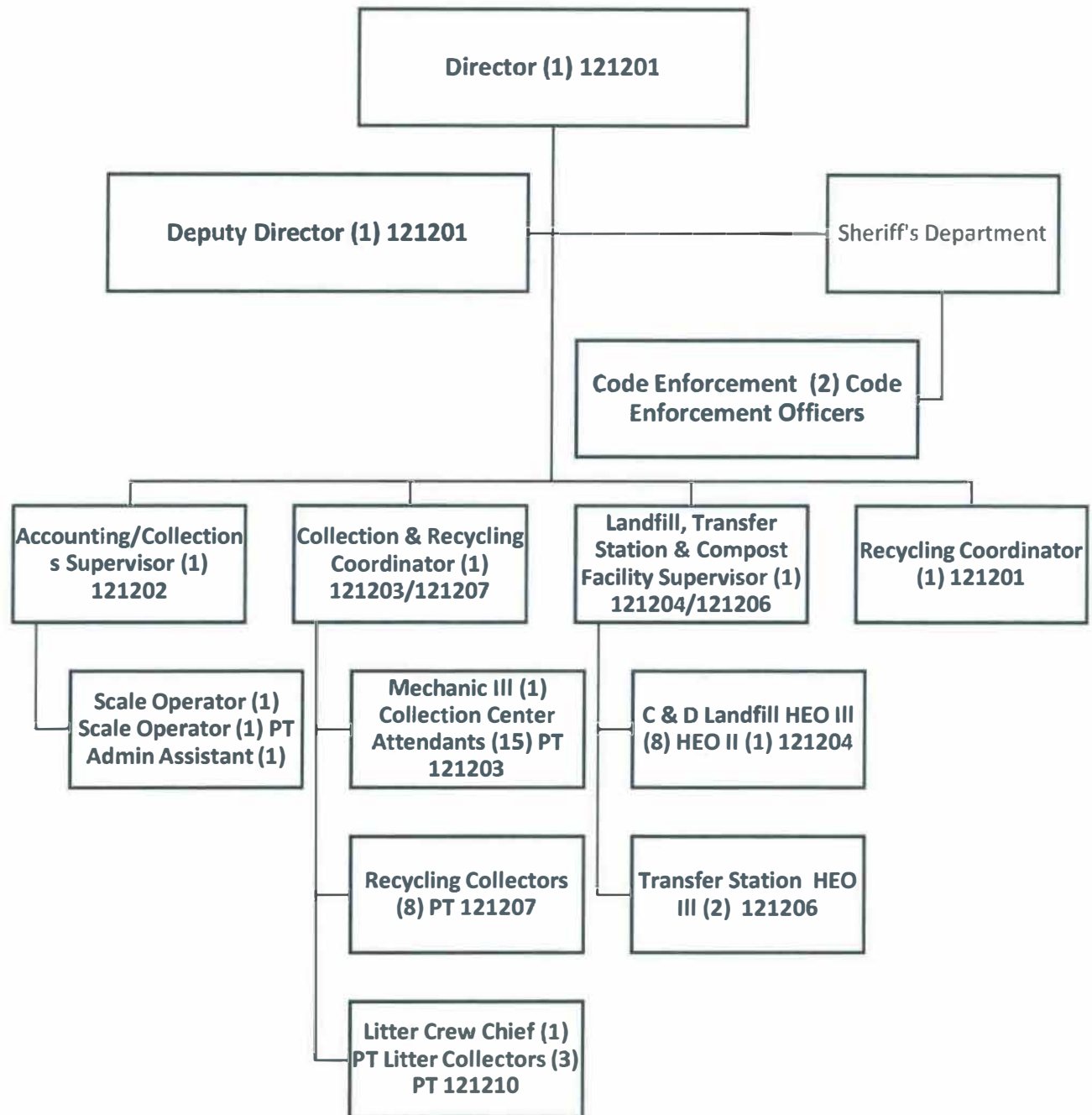
Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>	<u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay Band</u>
*Director		1	1		1	218
*Deputy Director		1	1		1	214
*Recycling Coordinator		1	1		1	210
Total Positions		<u>3</u>	<u>3</u>		<u>3</u>	

(*) Denotes positions requiring insurance.

Attached organization flowchart:

Department of Solid Waste Management Organization FY 2019-2020



SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **\$33,990**

Program 2: Recycle Education

To cover the contractor costs for the planning, setup, collection and recycling of Household Hazardous Waste (HHW) at Recycling Drop-Off Events. Examples of HHW include paint, pesticides, herbicides, cleaners and mercury.

It is anticipated that in FY2019-20, HHW will be collected at four of the six Recycling Drop-Off events; an increase from three HHW collections in FY2017-18 and FY2018-19. In FY2017-18 a total of 14.66 tons of HHW was collected at three events and in FY2018-19, 29.99 tons of HHW has been collected at two of the three events held to date.

Solid Waste Management and the Lexington County Stormwater Consortium will continue to share the cost of HHW collection events – Solid Waste Management portion - \$32,000.

Cost of renting portable restrooms (porta-johns) for volunteers, staff and residents to use at Recycling Drop-off events. 6 events x \$115.00 = \$690.

Contractor costs for providing address labeling and handling of bulk mailings to Lexington County Residents - \$1,300.

Total Contracted Service - \$33,990

520233 - TOWING SERVICES **\$75**

To cover the cost for towing of Admin vehicle, (#34884) if required - \$75

520300 – PROFESSIONAL SERVICES **\$30,000**

To cover the cost for Consulting Services to evaluate existing services and update the County's Solid Waste Management Plan.

520305 – INFECTIOUS DISEASE SERVICES **\$310**

To cover the cost for any necessary vaccination for administrative staff.

HepB shot series - \$250

Hep B Titre - 60

Total \$310

520400 - ADVERTISING **\$3,930**

Program 1: Administration

To cover the cost of a newspaper publication for the Full Cost Disclosure of Solid Waste Management as required by state legislation, DHEC permit updates and advertisement of Public Hearings for Solid Waste/Processing Facility Applications. This account will also cover the cost of newspaper ads for soliciting applicants for employment - \$800.

Program 2: Recycling Education

To cover the cost of newspaper and radio advertising to promote the County's recycling program, Recycling Drop-Off Events, compost, mulch and backyard compost bins and to educate residents on how and why to recycle correctly and reduce roadside litter.

- Lexington Chronicle & Lake Murray Fish Wrapper, printed ads, \$90 x 4 + \$270 =	\$ 630
- Lexington Life, 1 half page ad with 2020 event schedule =	\$ 1,000
- IHeart MEDIA radio ads \$5 per 30 sec ad x 300 spots =	<u>\$ 1,500</u>
Total	\$ 3,130

Total Advertising Account - \$3,390

520500 - LEGAL FEES

\$4,000

To cover the cost of the County Attorney to draw up contracts, review agreements or contracts prior to signing, update SWM Plan, review or draw up other legal documents for department.

520702 - TECHNICAL CURRENCY & SUPPORT

\$13,869

To cover the cost of maintenance and support agreements with ReCollect, our solid waste mobile application software program provider – FY 2018-2019 charge \$13,538 x 1.0244 CPI = \$13,868.33

520800 – OUTSIDE PRINTING

\$5,900

Program 2: Recycling Education

To cover the cost of educational materials printed in bulk to be distributed to curbside customers by franchise companies and to residents who bring materials to Collection and Recycling Centers by site attendants.

- Cart Tags, 6 different educational tags delivered to 31,000 curbside customers =	\$5,000
- Promotional postcard to be mailed to all 31,000 curbside customers =	<u>\$ 900</u>
Total	\$5,900

521000 - OFFICE SUPPLIES

\$1,900

Program 1: Admin

To cover routine office supplies (paper, pens, pencils, file folders, business cards, printer cartridges set, etc.) - \$900.

Program 2: Recycling Education

To cover routine office supplies (paper, pens, pencils, file folders, laminating pockets, business cards, 1 set of Printer cartridges, etc.) - \$1,000.

521100 - DUPLICATING

\$557

Program 1: Admin

To cover the cost of document printing (to biz hub) and making copies of invoices, budget forms, and internal control work papers. Based on 14,500 copies @ \$.0285/each = \$ 413.25 or \$414

Program 2: Recycling Education

To cover the cost of making copies of recycling information, reports and grant requests. Based on 5,000 copies @ \$.0285/each = \$ 142.50 or \$143

521200 - OPERATING SUPPLIES **\$4,950**

Program 1: Admin

To cover the cost of 800MHz radio battery @ \$85 and \$115 for misc. items = \$200.

Program 2: Recycling Education

To cover the cost of supplies for the recycling program to include certificates, plaques, and education materials.

- Recycled content supplies, education supplies and promotional items
such as cups, pens, pencils, metal straws, notebooks, and plastic bag holders = \$ 3,500
 - Quarterly Green Business Meetings 2 x \$400 = 800
 - Recycling Event volunteer supplies 6 x \$75 = 450
- Total \$ 4,750

521214 - SAFETY SUPPLIES **\$500**

These funds will be used to cover the costs for safety supplies, safety videos, safety awards and other supplies necessary to maintain and enhance our safety program.

521601 - SIGN MATERIALS **\$1,000**

Program 2: Recycling Education

To cover the cost of signs, professional and consistent in appearance, to help direct traffic at Recycling Drop-Off Events and at compost and mulch sales. As the size of events continues to grow and additional types of materials are collected at events, the number of signs required continues to grow.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$1,500**

To cover the cost of repairs and maintenance for 2010 Ford Explorer, (#34884) for the Director of SWM - Service and maintenance every 3,000 miles and additional repairs, tires, etc.

524000 - BUILDING INSURANCE **\$306**

To cover the cost of allocated building insurance per HR/Risk Management schedule. FY 2018-2019 amended Dec. budget actual \$266 + 15% = \$305.90

524100 - VEHICLE INSURANCE (1) **\$628**

To cover the cost of allocated vehicle insurance per HR/Risk Management schedule. FY2018-2019 Amended \$546 plus 15% = 627.90.

524201 - GENERAL TORT LIABILITY INSURANCE **\$874**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule. FY 2018-2019 amended budget \$699 + 25% = \$873.75

524202 - SURETY BONDS **\$ 0**

To cover the cost of surety bonds \$0 x 3 FTE's = \$0. This is a non-surety bond year.

525000 - TELEPHONE **\$3,720**

To cover all of the telephone service (Edmund Facility) for communicating with internal departments as well as Lexington County citizens. Includes additional \$30 per month for the phone system upgrade service cost being implemented in FY 2018-2019.

\$310 per month X 12 months = \$3,720

525004 - WAN SERVICE CHARGES **\$6,360**

To cover the cost of Metro"E" data connection for E-mail and Internet access for Solid Waste Dept.

6Mbps @ \$530 per month x 12 months = \$6,360

525006 - GPS MONITORING CHARGES **\$204**

To cover the cost of vehicle GPS monitoring charges for the 2010 Ford Explorer.

\$16.95 per month x 12 months = \$203.40

525021 - SMART PHONE CHARGES **\$2,304**

Program 1: Admin

To cover the cost of Smart Phones for the Director and Deputy Director for the period of July 1, 2019 through June 30, 2020. (\$64.00 per month)

Verizon Wireless Director @ \$64/month x (1) x 12	= \$	768
Deputy Director @ \$64/mo x (1) x 12	=	768
Total	=	\$1,536

Program 2: Recycling Education

To cover the cost of Smart Phone for Recycling Coordinator for the period of July 1, 2019 through June 30, 2020.

Verizon Wireless @ \$64/month x 12 = \$768

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,248**

800 MHz radio service for Director and Deputy Director @ \$52 (5 site rate +airtime & tax)/month x 2 x 12 months = \$1,248.00.

525031 - 800 MHZ RADIO MAINTENANCE **\$0**

800 MHz annual radio maintenance for Director and Deputy Director. Due to change in radio support, \$0.00 maintenance cost this year per finance department.

525041 - E-MAIL SERVICE CHARGES **\$387**

Program 1: Admin

E-mail charges \$10.75/computer/month x 12 months x 2 computers = \$ 258

Program 2: Recycling Education

E-mail charges \$10.75/computer/month x 12 months x 1 computer = \$ 129

525100 - POSTAGE **\$11,718**

Program 2: Recycling Education

To cover the cost of postage to mail one piece of recycling education to all County curbside customers. This mailing will focus on increasing recycling volumes and decreasing contamination in the recyclables collected. An increase in funding is being requested to account for an increase of approximately 2,000 curbside customers and an increase in postage.

31,000 pieces x 0.378/piece (bulk rate mailing) = \$11,718

525210 - CONFERENCE & MEETING EXPENSES **\$4,193**

Program 1: SC SWANA conference

SWANA Registration & Special Courses =	\$400
3 nights lodging \$138/night x 3 =	414
Per Diem (3 nights x \$33) =	99
 Mileage 250 miles x \$0.58 =	<u>145</u>
Total	\$1,058

SWANA Webinars \$99/ online class x 15 classes =	\$1,485
Spill Prevention Course =	<u>150</u>
Total	\$1,635

Program 2: Recycling Education

2 Green Business Seminars x \$750 each =	Total	\$1,500
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Total conferences and meeting Expenses \$4,193

525230 - SUBSCRIPTIONS, DUES AND BOOKS **\$1,028**

Program 1: Admin

Membership to South Carolina Chapter SWANA for Director	\$270
Subscription – Lexington Chronicle	58
Subscription - The State Newspaper	<u>280</u>
Total	\$608

Program 2: Recycling Education

Environmental Education Assoc. of SC	\$ 20
Membership to Carolina Recycling Association (CRA) for Recycling Coordinator	<u>400</u>
Total	\$ 420

Account Total \$1,028

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$2,280**

Program 1: Admin

To cover the cost associated with the use of a personal vehicle by the Director to attend meetings. \$19/month x 12 months = \$ 228

To cover the cost associated with the use of a personal vehicle by the Deputy Director to attend meetings. \$11/month x 12 months = \$ 132

Program 2: Recycling Education

To cover the cost associated with the use of a personal vehicle by the Recycling Coordinator to attend meetings, educational speaking engagements and events in the performance of job duties. \$160/month x 12 = \$1,920

525250 - MOTOR POOL REIMBURSEMENT **\$200**

To cover the cost associated with the use of Motor Pool Vehicles when assigned vehicle is out of service for repair.

525317 - UTILITIES - EDMUND **\$14,400**

To cover the cost of electric utilities for Edmund Landfill Administration office based on current monthly charges \$1,200/month x 12 months = \$ 14,400

525400 - GAS FUEL & OIL **\$964**

To cover the cost of fuel for one vehicle for the Director. The cost is based on fuel usage reports obtained from the Fleet Services Department. Ford Explorer (#34884) - 480 gallons per year @ \$1.80/gal = \$864.00.
Two oil changes during the year - 2 x \$50 = \$100

525600 - UNIFORMS & CLOTHING **\$855**

To cover the cost of (3) pairs of boots and (9) shirts for the Director, Deputy Director and Recycling Coordinator.

(3) Pairs of boots x \$135/each = \$405

(9) Shirts x \$50= \$450

Total Uniforms and Clothing \$ 855

530100 - DEPRECIATION **\$2,000**

To cover the cost of allocated depreciation.

534027 - KEEP THE MIDLANDS BEAUTIFUL PROGRAM **\$27,500**

To cover the cost of funding the non-profit organization Keep the Midlands Beautiful. This is a contract agreement between Lexington County and Keep the Midlands Beautiful.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT	\$500
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Program 1: Admin

To cover the cost of items that may need to be replaced under this category - \$500

540010 – MINOR SOFTWARE	\$300
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Program 1: Admin

To cover the cost of minor software items that may need to be replaced under this category - \$300

5AK000 - (2) 800 MHZ MOBILE RADIO- RPL	\$6,600
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Program 1: Administration

To cover the cost of purchasing two (2) mobile radios - replacing older models that will not be covered by Motorola maintenance after December 2019.

5AK000 - (1) COMPUTER F7 LAPTOP - RPL	\$1,912
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Program 2: Recycling

To cover the cost of purchasing one (1) computer F7 Laptop - replacing an older model based on IS replacement schedule.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700 Fund Title: Solid Waste Management
 Organization # 12 1201 Organization Title: Solid Waste/ Administration
 Program # 1 Program Title: Solid Waste Operations Manager

Object Expenditure Code Classification	Total 2019-2020 Requested
Personnel	
510100 Salaries # 1	59,563
510300 Part Time #	0
511112 FICA Cost	4,557
511113 State Retirement	9,268
511114 Police Retirement	0
511120 Insurance Fund Contribution # 1	7,800
511130 Workers Compensation	1,638
511131 S.C. Unemployment	0
* Total Personnel	82,826
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520300 Professional Services	0
520305 Infectious Disease Services	310
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	300
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance #	0
524101 Comprehensive Insurance # 1	0
524201 General Tort Liability Insurance	292
524202 Surety Bonds	0
525000 Telephone	0
525021 Smart Phone Charges	768
525030 800 MHZ Radio Service Charges	623
525041 E-mail Service Charges	129
525230 Subscriptions, Dues, & Books	0
525 Utilities -	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	353
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
	0
* Total Operating	2,775
** Total Personnel & Operating	85,601
** Total Capital (From Section IV)	4,851
*** Total Budget Appropriation	90,452

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5700		Fund Title: Solid Waste Management	
Organization # 121201		Organization Title: Solid Waste / Administration	
Program # 1		Program Title: Solid Waste Operations Manager	
			BUDGET
			2019-2020
			Requested
Qty	Item Description	Amount	
	Small Tools and Equipment	200	
1	800 MHZ Portable Radio (ADDNL)	3300	
1	F1A PC ADDNL	851	
1	Desk ADDNL	500	
** Total Capital (Transfer Total to Section III)			4,851

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Solid Waste Operations Manager (1)

Program 1: Solid Waste Operations Manager (1)

Objectives:

A Solid Waste Operations Manager is being requested to supervise the overall solid waste field operations.

History: Since at least FY 1990, Solid Waste Management has operated with the following administrative/management staff –

- (1) Director
- (1) Deputy Director
- (1) Superintendent of Solid Waste
- (1) Collection & Recycling Center Coordinator
- (1) Landfill Supervisor
- (1) Project Coordinator (Recycling Coordinator)
- (1) Accounting & Collection Supervisor/Clerk

During the early 2000's the Department was reorganized and the Deputy Director position remained unfilled. In FY 2011-12 a reorganization of the Department took place and the Deputy Director position was reinstated. Also, the Superintendent of Solid Waste (Field operation) was changed to a Maintenance Mechanic to handle all of the compactor maintenance at the Collection and Recycling Centers. Prior to this last change, the Landfill Supervisor assumed all of the administrative duties of the Superintendent of Solid Waste, as well as, the field supervision duties of the Transfer Station and C&D Landfill.

The added administrative duties to the Landfill Supervisor included, accounting functions, budget preparation for the Transfer Station, Landfill and Tire Recycling operations, inventory ordering and control, implementation of DHEC regulations in the field, project planning (implementation) and interaction with consultants, equipment specification & bidding. Basically, doubling the duties of the landfill supervisor and reducing the effectiveness of the primary duty of this position to supervise crews on the landfill and transfer station. This situation has been exacerbated by the addition of the grinding and compost operations and the Recovered Material Recycling Facility. The Landfill Supervisor is a working supervisor, operating equipment as well as supervising. In addition, the landfill supervisor works Monday – Friday, leaving the Saturday and Sunday operations without supervision.

The request for a new Solid Waste Operations Manager is to replace the position of Superintendent of Solid Waste which was utilized in the past and improve the overall supervision of the field operations. The benefits that the addition of this position provides are:

- The Solid Waste Operations Manager would be responsible to manage and coordinate all solid waste field operations - including the expanded transfer station, landfill, grinding and compost operations, recovery material recycling facility, maintenance of four closed MSW landfills, collection and recycling centers and special recycling events.
- Provide for the efficient administration of field projects, surveys, etc. and most of the administrative duties that the existing Landfill Supervisor is currently handling.

- The Landfill Supervisor would be in a position to more effectively supervise landfill, transfer station and compost crews, while still managing equipment repair and maintenance, daily scheduling of crews and in the field projects.
- The Solid Waste Operations Manager, Landfill Supervisor and Collection and Recycling Coordinator would cover the Department's seven day operation, working different rotating schedules.
- Addition of this position provides an improved and experienced succession potential for the Department.

SERVICE LEVELS

Service Level Indicators:
Program 1:

Service Levels C&D Yard Waste Processed	Actual FY 16/17	Actual FY 17/18	Estimated FY 18/19	Projected FY 19/20
Tons C&D Land-filled	65,773	75,337	76,070	77,443
Tons Yard Waste Ground/Compost	13,716	11,030	8,556	9,297
Tons MSW Transferred	131,270	126,459	124,539	130,767
Tons Recovered Material	1,442	1,442	1,948	2,014
# of Solid Waste Field Staff	44	48	50	56
# of major projects	3	4	5	5
# of TM&R Contracts	10	11	12	13
Number of closed MSW Landfills	4	4	4	4
Number of Collection and Recycling Centers	11	11	11	11

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
SW Operations Manager*	<u>1</u>		<u>1</u>	<u>1</u>	<u>213</u>
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

*These positions require insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES (4.0) **\$59,563**

(1) Solid Waste Operations Manager (Band 213) - Salary per year = \$ 59,563

511112 - FICA COSTS **\$4,557**

FICA 7.65 % x \$59,563 = \$ 4,557

511113 - STATE RETIREMENT **\$9,268**

Retirement 15.56 % x \$59,563 = \$ 9,268

511120 – HEALTH INSURANCE **\$7,800**

(1) Solid Waste Operations Manager x \$7,800 cost per year = \$ 7,800

511130 - WORKERS COMPENSATION (3.0 FTE) **\$1,638**

Workers Compensation \$59,563 x 0.0275 (9410) = \$1,637.98

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$310**

This account will cover the cost for tetanus and hepatitis “B” inoculations available to employees. 29CFR 1910.1030

Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x (1) employees = \$310

521200 - OPERATING SUPPLIES **\$300**

This account covers the cost for operating supplies used daily. The supplies include, safety glasses, gloves, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **\$292**

This account covers cost for the FY 19-20. \$233.00 + 25% = \$291.25

525021 - SMART PHONE CHARGES **\$768**

To cover the cost of Smart Phones for the Solid Waste Operations Manager for the period of July1, 2018 through June 30, 2019. (\$64.00 per month)

Verizon Wireless Director @ \$64/month x (1) x 12 = \$ 768

525030 - 800 MHZ RADIO SERVICE CHARGES **\$623**

This account covers cost for (2) 800 MHz Radios.

Service for (1) 800 MHz Radio x \$51.85/each	\$ 51.85
Month	x 12
Total	<u>\$ 622.20</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$0**

This account covers cost for needed maintenance for (1) 800 MHz Radios x \$0/year – on warranty.

525041 - E-MAIL SERVICE CHARGES **\$129**

E-mail charges \$10.75/computer/month x 12 months = \$129

525400 - UNIFORMS & CLOTHING **\$353**

This account covers cost for the Solid Waste Operations Manager. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed.

Safety Boots	(2 @ \$135.00)	\$ 270.00
Winter Safety Jacket	(1 @ \$ 59.56)	<u>\$ 59.56</u>
	Sub-total	<u>\$ 329.56</u>
	S.C. Sale tax @ 7%	<u>\$ 23.07</u>
	Total	<u>\$ 352.63</u>

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND EQUIPMENT	\$200
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This account will cover the cost for small equipment, including a smart phone to enable the Solid Waste Operations Manager to communicate with vendors, personnel and send and receive e-mails.

5AK000 - (1) 800 MHZ MOBILE RADIO	\$3,300
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This account will cover the cost for One (1) 800 MHz radio for the requested positions to provide continuous communication with the department or other agencies.

5AK000 - (1) F1A COMPUTER ADDNL	\$851
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This account will cover the cost for One (1) desktop computer to enable the Solid Waste Operations Manager to make work schedules, order supplies, parts, work on budgets, communicate with vendors and send e-mails.

5AK000 - (1) DESK ADDNL	\$500
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This account will cover the cost for One (1) desk for the new Solid Waste Operations Manager.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121202 - Solid Waste / Accounting & Collections

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 2	90,776	46,471	88,870	91,767		
510200	Overtime	1,151	359	1,000	1,200		
510300	Part Time - 2 (1.488 - FTE)	37,861	22,780	43,964	44,775		
511112	FICA Cost	9,073	4,933	10,238	10,538		
511113	State Retirement	28,796	8,942	19,486	21,433		
511120	Insurance Fund Contribution - 3	23,400	11,700	23,400	23,400		
511130	Workers Compensation	399	216	412	427		
* Total Personnel		191,456	95,401	187,370	193,540		
Operating Expenses							
520300	Professional Services	632	31	800	825		
520303	Accounting/Auditing Services	2,500	2,500	2,500	2,500		
520305	Infectious Disease Services	0	0	300	310		
520702	Technical Currency & Support	1,600	800	1,600	1,600		
521000	Office Supplies	1,933	790	2,000	2,176		
521100	Duplicating	271	81	263	271		
521200	Operating Supplies	2,113	1,363	2,500	3,000		
521214	Safety Supplies	2,788	0	3,000	3,319		
521402	Occupational Health Supplies	0	0	200	200		
524201	General Tort Liability Insurance	69	78	79	98		
524202	Surety Bonds	18	0	0	0		
524900	Data Processing Equipment Insurance	108	121	123	142		
525021	Smart Phone Charges - 1	665	268	648	648		
525030	800 MHz Radio Service Charges - 2	1,219	560	1,249	1,248		
525031	800 MHz Radio Maintenance - 2	114	0	116	118		
525041	E-mail Service Charges - 3	591	269	387	387		
525100	Postage	471	381	600	750		
525240	Personal Mileage Reimbursement	0	0	150	150		
525600	Uniforms & Clothing	155	0	520	880		
530100	Depreciation	1,398	0	1,500	1,500		
* Total Operating		16,645	7,242	18,535	20,122		
** Total Personnel & Operating		208,101	102,643	205,905	213,662		
Capital							
540000	Small Tools & Minor Equipment	2,615	0	750	1,000		
599999	Capital Clearing	(2,614)	0	0	0		
	All Other Equipment	2,614	0	5,600	3,800		
** Total Capital		2,615	0	6,350	4,800		
*** Total Expenses		210,716	102,643	212,255	218,462		

SECTION IV

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # <u>5700</u>	Fund Title: <u>Solid Waste Management</u>
Organization # <u>121202</u>	Organization Title: <u>Solid Waste / Accounting & Collections</u>
Program # _____	Program Title: <u>Accounting & Collections</u>

BUDGET
2019-2020
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	1,000
1	800 MHZ Radio Base Station RPL	3,800
** Total Capital (Transfer Total to Section III)		4,800

SECTION V – PROGRAM OVERVIEW

Summary of Program:

Objectives:

To achieve and maintain a high standard of accuracy, completeness and timeliness in carrying out the duties of accounting and collections. The priority functions of this cost center are to weigh incoming solid waste, record the results and insure payment as required. The weighing/billing operation is computerized and tickets are generated on a daily basis. The accounting and collection staff generates invoices on a monthly basis and mails to customer for payment. As payment on accounts are received, accounts are credited, receipts generated and monies are deposited in appropriate accounts. This department also oversees the County Franchise Solid Waste Collection Customer Service Program.

SERVICE LEVELS

Service Level Indicators:

Service Levels	FY 15/16 (Actual)	FY 16/17 (Actual)	FY17/18 (Actual)	FY 18-19 (Dec.)	FY 18-19 (Est. June)	FY 19/20 (Projected)
Landfill Permits Issued	707	676	810	443	875	900
Landfill Tickets Issued	58,881	64,783	66,045	32,715	67,000	67,500
Commercial Accounts	280	302	323	332	345	355
Landfill Invoices Issued	749	848	906	463	925	975
Accounting Deposits (Includes Credit Cards Deposits)	307	461	493	236	475	525
Accounting documents posted/ processed	2,133	2,310	2,460	1,588	3,200	3,500
Written franchise complaints only (does not include those handled by phone or email)	321	1,545	709	412	950	800

*Call volume is generally 50-150 calls per day but increases to as many as 300 calls during inclement weather, holidays, and franchise curbside collection issues.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Full Time Equivalent Positions	Enterprise Fund	Other Fund	Total	Pay Band
*Acct. & Collection Supervisor	1	1		1	209
*Scale Master	1	1		1	106
*PT Scale Master	1	.75		.75	106
PT Clerk	1	.7		.7	104
Total Positions	<u>4</u>	<u>3.45</u>		<u>3.45</u>	

(*) Denotes positions requiring insurance.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **\$825**

To cover the cost of a credit report service for screening potential new landfill customers - \$525. This includes the cost of credit report fees and membership dues of \$300.00.

520303 - ACCOUNTING/AUDITING SERVICES **\$2,500**

To cover the cost of the annual financial audit performed by an independent firm. - \$2,500.

520305 – INFECTIOUS DISEASE SERVICES **\$310**

To cover the cost for any necessary vaccination for accounting and collection staff.

Hep B shot series - \$250
Hep B Titre - 60
Total \$310

520702 - TECHNICAL CURRENCY & SUPPORT **\$1,600**

To cover the cost of maintenance and support agreements with WasteWorks, our solid waste software program provider.

521000 - OFFICE SUPPLIES **\$2,176**

To cover routine office supplies - paper, pens, binders, file folders, internal control forms, color paper for flyers, and printing of envelopes - \$638 + HP LaserJet Print Cartridges - \$1,537.29 = \$2,175.29

4 @ \$137.18 ea. plus tax = \$ 587.13
6 @ \$117.00 ea. plus tax = \$ 751.14
2 @ 93.00 ea. plus tax = \$ 199.02
Total 1,537.29

521100 - DUPLICATING **\$271**

To cover the cost of making copies of landfill tickets, recycling records, various reports for finance, invoices for payable activity and internal control paperwork. Based on 9,500 copies @ \$.0285/each = \$270.75

521200 - OPERATING SUPPLIES **\$3,000**

To cover the cost of landfill permits, decals, scale tickets, invoices, statements and other misc supplies such as batteries, mats, etc.

20 boxes scale tickets @ \$75.00 ea. plus tax and shipping = \$ 1,990.20
2 boxes invoices @ \$65.00 ea. plus tax and shipping = \$ 184.00
1000 landfill permit decals \$ 500.00
Misc. items \$ 325.80
Total \$3,000.00

521214 - SAFETY SUPPLIES **\$3,319**

To cover the cost of safety vests (including disposable) for the public that uses the Edmund Landfill. The public may also purchase the vests from which the revenues generated may offset part of the cost of this line item.

20 cases disposable vests @ \$85.00 ea. plus tax and shipping = \$1,969.00
300 vest (Central Stores) x \$4.50 ea. = 1,350.00
Total= \$3,319.00

521402 - OCCUPATIONAL HEALTH SUPPLIES **\$200**

To cover the cost of first aid supplies, eye wash, sanitizers, gloves, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **\$98**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule. FY 2018-2019 \$79 + 25% = \$97.50

524202 - SURETY BONDS **\$0**

To cover the cost of surety bonds \$0 x 3.45 FTE's = \$0. This is a non-surety bond year.

524900 - DATA PROCESSING EQUIPMENT INSURANCE **\$142**

To cover the cost of allocated data processing equipment insurance. Cost provided by County Risk Management.
\$123 + 15% = 141.45

525021 - SMART PHONE CHARGES **\$648**

To cover the cost of Smart Phone for the Accounting and Collections Supervisor for the period of July 1, 2019 through June 30, 2020. (\$54.00 per month)

\$54/month x (1) x 12 = \$ 648

525030 - 800 MHZ RADIO SERVICE CHARGES (2) **\$1,248**

800 MHz radio for office use @ \$52.00 (5 site rate + airtime & tax) /month for 12 months = \$624.00
800 MHz radio for scale house @ \$52.00 (5 site rate + airtime & tax) /month for 12 months = 624.00
Total \$1,248.00

525031 - 800 MHZ RADIO MAINTENANCE **\$118**

800 MHz office radio maintenance - \$ 0.00/ year Per Communications
800 MHz scale house radio maintenance - 117.60/year
Total \$ 117.60

525041 - E-MAIL SERVICE CHARGES

\$387

E-mail charges \$10.75/computer/month x 12 months x 3 computers = \$ 387

525100 - POSTAGE

\$750

To cover the cost to mail monthly billing and assorted correspondence.

525240 - PERSONAL MILEAGE REIMBURSEMENT

\$150

These funds are for reimbursement to cover the cost to the Accounting and Collections staff when it is appropriate to use her/his personal vehicle for the conduct of county business. Examples of this may occur when it is necessary to attend Administrative Staff meetings during the Directors absence, to make deposits at Treasurer's Office, and attend committee meetings.

525600 – UNIFORMS AND CLOTHING

\$880

These funds are for the purchase of high visibility safety green apparel and safety toe shoes for the scale operators. This includes the purchase of shirts, sweatshirts and jackets. These are required to be worn by the staff to ensure their safety.

Safety shoes- \$135/pair x 3 pair = \$405.00

Shirt, Jacket, Sweatshirt, - \$75.00 each x 6 employees =\$ 450.00

Shirt - \$25.00 for supervisor

530100 - DEPRECIATION

\$1,500

To cover the cost of allocated depreciation.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$1,000**

To cover cost of items that may need to be replaced under this category to include a pneumatic scale house chair

5AK000 – (1) 800 MHZ RADIO BASE STATION - (REPLACEMENT) **\$3,800**

To cover cost for purchase of a replacement radio base station for the accounting and collection office.

SECTION IIIA

COUNTY OF LEXINGTON New Departmental Program Request Summary Fiscal Year - 2019 - 2020

Fund # 5700		Fund Title: Solid Waste Management			
Organization # 121202		Organization Title: Solid Waste / Accounting/Collection			
Object Expenditure Code Classification	Program # 1	Program # 2	Program #3	Program #4	Total 2019-2020 Requested
	Program Title: Scale Master & PT Scale Master	Reclassification Adm. Asst. PT to FT			
Personnel					
510100 Salaries #	30,114	6,904	0	0	37,018
510300 Part Time #	22,464	0	0	0	22,464
511112 FICA Cost	4,023	529	0	0	4,552
511113 State Retirement	8,182	1,074.5	0	0	9,256.5
511114 Police Retirement	0	0	0	0	0
511120 Insurance Fund Contribution #	15,600	7,800	0	0	23,400
511130 Workers Compensation	163	21	0	0	184
511131 S.C. Unemployment	0	0	0	0	0
* Total Personnel	80,546	16,329	0	0	96,875
Operating Expenses					
520100 Contracted maintenance	0	0			0
520200 Contracted Services	0	0	0	0	0
520300 Professional Services	0	0	0	0	0
520302 Drug Testing Service	0	0	0	0	0
520305 Infectious Disease Services	620	0	0	0	620
521000 Office Supplies	0	0	0	0	0
521100 Duplicating	0	0	0	0	0
521200 Operating Supplies	300	0	0	0	300
522100 Heavy Equipm. Repairs & Maint.	0	0	0	0	0
522200 Small Equipment Repairs & Maint.	0	0	0	0	0
522300 Vehicle Repairs & Maintenance	0	0	0	0	0
523000 Land Rental	0	0	0	0	0
524000 Building Insurance	0	0	0	0	0
524100 Vehicle Insurance #	0	0	0	0	0
524101 Comprehensive Insurance #_1_	0	0	0	0	0
524201 General Tort Liability Insurance	219	0	0	0	219
524202 Surety Bonds	0	0	0	0	0
525000 Telephone	0	0	0	0	0
525030 800 Radio Service Charge	0	0	0	0	0
525031 800 Radio Maintenance	0	0	0	0	0
525041 E-mail Service Charges	258	0	0	0	258
525230 Subscriptions, Dues, & Books	0	0	0	0	0
525317 Utilities - Edmund	0	0	0	0	0
525400 Gas, Fuel, & Oil	0	0	0	0	0
525600 Uniforms & Clothing	150	0	0	0	150
526500 Licenses & Permits	0	0	0	0	0
530100 Depreciation	0	0			0
* Total Operating	1,547	0	0	0	1,547
** Total Personnel & Operating	82,093	16,329	0	0	98,422
** Total Capital (From Section IV)	0	0	0	0	0
*** Total Budget Appropriation	82,093	16,329	0	0	98,422

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700	Fund Title: Solid Waste Management	
Organization # 121202	Organization Title: Solid Waste/ Accounting/Collection	
Program # 1	Program Title: {1} Scale Master and {1} PT Scale Master	
Object Expenditure		Total
Code Classification		2019-2020
		Requested
Personnel		
510100 Salaries # 1		30,114
510300 Part Time # 1		22,464
511112 FICA Cost		4,023
511113 State Retirement		8,182
511114 Police Retirement		0
511120 Insurance Fund Contribution # 1		15,600
511130 Workers Compensation		163
511131 S.C. Unemployment		0
* Total Personnel		80,546
Operating Expenses		
520100 Contracted maintenance		0
		0
520200 Contracted Services		0
		0
520300 Professional Services		0
520305 Infectious Disease Services		620
521000 Office Supplies		0
521100 Duplicating		0
521200 Operating Supplies		300
		0
		0
522100 Equipment Repairs & Maintenance		0
522200 Small Equipment Repairs & Maint.		0
522300 Vehicle Repairs & Maintenance		0
523000 Land Rental		0
		0
524000 Building Insurance		0
524100 Vehicle Insurance #		0
524101 Comprehensive Insurance # 1		0
524201 General Tort Liability Insurance		219
524202 Surety Bonds		0
525000 Telephone		0
525021 Smart Phone Charges		0
525030 800 MHZ Radio Service Charges		0
525041 E-mail Service Charges		258
525230 Subscriptions, Dues, & Books		0
525 Utilities -		0
525400 Gas, Fuel, & Oil		0
525600 Uniforms & Clothing		150
526500 Licenses & Permits		0
		0
		0
		0
		0
		0
		0
* Total Operating		1,547
** Total Personnel & Operating		82,093
** Total Capital (From Section IV)		0
*** Total Budget Appropriation		82,093

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Scale Master (1) and PT Scale Master (1)

Program 1: Scale Master (1) and PT Scale Master (1)

Objectives:

During FY2018-2019, the construction of a new scale facility was approved in the budget. This facility will include two (2) scales (inbound and outbound) versus the current operation of one scale to more efficiently process the increasing disposal traffic going to the C&D Landfill and the expanded Transfer Station. In order to operate the additional scale, one (1) full time Scale Master and one (1) Part time (30 hour) Scale Master will need to be added to the Department. The scales are operated 6 days per week and therefore require the two Scale Masters to cover the operation..

SERVICE LEVELS

Service Level Indicators:

Program 1:

SERVICE LEVELS	Actual <u>FY 16/17</u>	Actual <u>FY 17/18</u>	Estimated <u>FY 18/19</u>	Projected <u>FY 19/20</u>
Tons Land filled	65,773	75,337	74,032	77,443
Tons Transferred	131,270	126,459	124,539	130,767
Landfill Permits Issued	676	810	875	950
Landfill Tickets Issued	64,783	66,045	67,000	67,500
Commercial Accounts	302	323	332	355

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Scale Master*	<u>1</u>		<u>1</u>	<u>1</u>	<u>106</u>
Scale Master (PT)*	<u>.75</u>		<u>.75</u>	<u>.75</u>	<u>106-P/T</u>
Total Positions	<u>1.75</u>		<u>1.75</u>	<u>1.75</u>	

*These positions require insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES (1.0) **\$30,114**

(1) Scale Master (Band 106) - Salary per year = \$ 30,114

510100 - PT (1.0) **\$22,464**

(1) Scale Master PT (Band 106) - Salary per year = \$ 22,464

511112 - FICA COSTS **\$4,023**

FICA 7.65 % x \$52,578 = \$ 4,023

511113 - STATE RETIREMENT **\$8,182**

Retirement 15.56 % x \$52,578 = \$ 8,182

51112 – HEALTH INSURANCE **\$15,600**

(2) Scale Masters x \$7,800 cost per year = \$ 15,600

511130 - WORKERS COMPENSATION (1.75 FTE) **\$163**

Workers Compensation \$52,578 x 0.0031 (8810) = \$163

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$620**

This account will cover the cost for tetanus and hepatitis “B” inoculations available to employees. 29CFR 1910.1030

Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x (2) employees = \$620

521200 - OPERATING SUPPLIES **\$300**

This account covers the cost for operating supplies used daily. The supplies include, safety glasses, gloves, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **\$219**

This account covers cost for the FY 19-20

525041 - E-MAIL SERVICE CHARGES **\$258**

E-mail charges \$10.75/computer/month x 2 positions x 12 months = \$258

525400 - UNIFORMS & CLOTHING **\$150**

These funds are for the purchase of high visibility safety green apparel and safety toe shoes for the scale operators. This includes the purchase of shirts, sweatshirts and jackets. These are required to be worn by the staff to ensure their safety.

Shirt, Jacket, Sweatshirt, - \$75.00 each x 2 employees =\$ 150

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST (None)

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700

Organization # 12 02

Program # 2

Fund Title: Solid Waste Management

Organization Title: Solid Waste/ Accounting/Collection

Program Title: (1) Reclass PT Admin Assistant to
FT Admin Assistant

Total
2019-2020
Requested

Object Expenditure
Code Classification

Personnel

510100 Salaries # 1	6,904
510300 Part Time #	0
511112 FICA Cost	529
511113 State Retirement	1,074
511114 Police Retirement	0
511120 Insurance Fund Contribution # 1	7,800
511130 Workers Compensation	21
511131 S.C. Unemployment	0
* Total Personnel	16,328

Operating Expenses

520100 Contracted maintenance	0
520200 Contracted Services	0
520300 Professional Services	0
520305 Infectious Disease Services	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	0
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance #	0
524101 Comprehensive Insurance # 1	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525021 Smart Phone Charges	0
525030 800 MHZ Radio Service Charges	0
525041 E-mail Service Charges	0
525230 Subscriptions, Dues, & Books	0
525 Utilities -	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
	0
* Total Operating	0
** Total Personnel & Operating	16,328
** Total Capital (From Section IV)	0
*** Total Budget Appropriation	16,328

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 2 – Reclassification PT Administrative Assistant to FT Administrative Assistant

Program 2: Reclassification PT Administrative Assistant to FT Administrative Assistant

Objectives:

This is a request to reclassify the existing part time (29 hours) Administrative Assistant to a full time (40 hour) Administrative Assistant. With the growth that the Accounting and Collection Division has experienced, this position can no longer adequately assist the Accounting and Collection Supervisor at a part time level. Service levels, including management of the county franchise customer service program, commercial landfill billing, processing accounts payable/receivables, preparation of requisitions, auditing purchase orders, invoicing and all of the department's accounting paperwork has increased significantly in the last 10 years.

These two positions answer as many as 50-150 calls daily from residents with an array of inquiries ranging from disposal questions, recycling information, franchise information and/or complaints, to landfill operations and procedures. Call volume increases to as many as 300 calls during inclement weather, holidays, and franchise curbside area changes. Currently, only the Accounting and Collection Supervisor is available full time to answer calls, while supervising the scale operations, franchise operations and completing accounting paperwork and landfill billing for the entire department.

The Accounting and Collection Supervisor began the task of managing the County Franchise Solid Waste Collection Customer Service Program approximately 11 years ago. With the growth of the County Franchise Program during those years, the current staff has been doing their best to keep up with the demand but are now in need of help to meet the county's high expectation of delivering outstanding customer service and satisfaction.

Additionally, the completion of the new scale complex will further divide the Accounting and Collection Supervisor's time between two facilities. Upgrading the part time Assistant to full time will provide the needed assistance to complete the department's assignments while fulfilling the county mission of providing quality service to our residents and businesses

SERVICE LEVELS

Service Level Indicators:

Program 2:

Service Levels	FY 15/16 (Actual)	FY 16/17 (Actual)	FY17/18 (Actual)	FY 18-19 (Dec.)	FY 18-19 (Est. June)	FY 19/20 (Projected)
Landfill Permits Issued	707	676	810	443	875	900
Landfill Tickets Issued	58,881	64,783	66,045	32,715	67,000	67,500
Commercial Accounts	280	302	323	332	345	355
Landfill Invoices Issued	749	848	906	463	925	975
Accounting Deposits (Includes Credit Cards Deposits)	307	461	493	236	475	525
Accounting documents posted/ processed	2,133	2,310	2,460	1,588	3,200	3,500
Written franchise complaints only (does not include those handled by phone or email)	321	1,545	709	412	950	800

*Call volume is generally 50-150 calls per day but increases to as many as 300 calls during inclement weather, holidays, and franchise curbside collection issues.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Admin Assistant*	<u>1</u>		<u>1</u>	<u>1</u>	<u>104</u>
Admin Assistant (PT)	<u>0</u>		<u>0</u>	<u>0</u>	<u>104-P/T</u>
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

*These positions require insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES (1.0) **\$6,904**

(1) PT Admin Asst. \$19,399 (Band 104) per year – FT Admin Asst. \$26,303 (Band 104) = Difference in Salary per year = \$ 6,904

511112 - FICA COSTS **\$529**

FICA 7.65 % x difference in salary \$6,904 = \$ 529

511113 - STATE RETIREMENT **\$1,074⁵**

Retirement 15.56 % x difference in salary \$6,904 = \$ 1,074⁵

511120 – HEALTH INSURANCE **\$7,800**

(1) Full Time Admin Asst. x \$7,800 cost per year = \$ 7,800

511130 - WORKERS COMPENSATION (3.0 FTE) **\$21**

Workers Compensation \$6,904 x 0.0031 (8810) = \$21

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

Current PT Admin Assistant position – operating accounts existing

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

None

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20

Fund: 5700

Division: Public Works

Organization: 121203 - Solid Waste / Collection Stations

		BUDGET				
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code Classification		Expenses	Expenses	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 1.5	73,425	36,722	155,394	72,949	
510200	Overtime	1,563	253	4,700	2,000	
510300	Part Time - LS (11.05 - FTE)	181,064	88,393	254,114	262,619	
511112	FICA Cost	18,965	9,371	31,688	25,824	
511113	State Retirement	49,904	13,084	47,718	52,526	
511114	Police Retirement	0	0	14,909	0	
511120	Insurance Fund Contribution - 1.5	11,700	13,650	27,300	11,700	
511130	Workers Compensation	23,563	11,079	21,945	19,774	
511213	State Retirement - Retiree	6,769	2,820	0	0	
* Total Personnel		366,953	175,372	557,768	447,392	
Operating Expenses						
520100	Contracted Maintenance	500	0	775	615	
520103	Landscaping/Ground Maintenance	0	0	3,400	5,000	
520200	Contracted Services	1,927,263	618,778	1,901,621	2,013,092	
520219	Water & Other Beverage Service	1,725	745	2,904	2,904	
520233	Towing Service	0	100	205	390	
520302	Drug Testing Services	0	0	150	150	
520305	Infectious Disease Services	0	0	310	620	
520400	Advertising & Publicity	0	0	2,000	2,000	
520702	Technical Currency & Support	0	0	2,200	0	
521000	Office Supplies	373	38	600	400	
521100	Duplicating	282	49	271	285	
521200	Operating Supplies	18,419	9,461	16,910	19,960	
521208	Police Supplies	0	0	750	0	
521402	Occupational Health Supplies	0	0	100	100	
522000	Building Repairs & Maintenance	122,607	5,836	30,000	33,000	
522100	Heavy Equipment Repairs & Maintenance	46,466	5,954	40,000	42,000	
522200	Small Equipment Repairs & Maintenance	0	0	500	500	
522300	Vehicle Repairs & Maintenance	2,542	612	5,000	4,000	
524000	Building Insurance	2,153	2,623	2,411	2,773	
524100	Vehicle Insurance - 2	1,060	1,174	2,184	2,512	
524101	Comprehensive Insurance	123	770	214	268	
524201	General Tort Liability Insurance	638	731	2,223	2,779	
524202	Surety Bonds	69	0	0	0	
525000	Telephone	4,296	2,499	5,462	5,043	
525004	WAN Service Charges	0	0	960	0	
525006	GPS Monitoring Charges - 2	415	170	815	407	
525020	Pagers and Cell Phones	381	90	228	0	
525021	Smart Phone Charges - 2	694	268	1,944	1,296	
525030	800 MHz Radio Service Charges - 2	1,330	586	2,812	1,416	
525031	800 MHz Radio Maintenance - 2	228	0	232	0	
525041	E-mail Service Charges - 1	129	54	387	129	
525210	Conference & Meeting Expenses	0	0	1,300	300	
525230	Subscriptions, Dues, & Books	0	0	130	0	
525240	Personal Mileage Reimbursement	0	0	100	100	
525217	Utilities / Landfill / Edmund	0	366	0	0	
525318	Utilities / Landfill / Convenience Stations	84,067	39,459	85,200	88,200	

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121203 - Solid Waste / Collection Stations

Object Expenditure Code Classification						BUDGET	
		2017-18 Expenses	2018-19 Expenses (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses - con't							
525400	Gas, Fuel, & Oil	6,533	4,494	14,255	11,002		
525405	Small Equipment Fuel	394	275	600	600		
525600	Uniforms & Clothing	2,399	2,718	8,289	5,536		
526500	Licenses & Permits	0	0	250	250		
527040	Outside Personnel	561,306	232,897	570,001	692,723		
530100	Depreciation	359,411	0	275,000	380,000		
538000	Claims & Judgments (Litigation)	640	0	750	1,000		
* Total Operating		3,146,443	930,747	2,983,443	3,321,350		
** Total Personnel & Operating		3,513,396	1,106,119	3,541,211	3,768,742		
Capital							
540000	Small Tools & Minor Equipment	11,327	0	1,700	1,000		
549904	Capital Contingency	0	0	108,129	0		
599999	Capital Clearing	(327,305)	0	0	0		
	All Other Equipment	327,305	260,739	563,506	310,966		
** Total Capital		11,327	260,739	673,335	311,966		

***** Total Expenses**

3,524,723 1,366,858 4,214,546 4,080,708

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

<u>Fund # 5700</u>	<u>Fund Title: Solid Waste Management</u>
<u>Organization # 12 1203</u>	<u>Organization Title: Solid Waste / Collection and Recycling Centers</u>
<u>Program # 1</u>	<u>Program Title: Collection and Recycling Centers</u>

BUDGET
2019-2020
Requested

[illegible]**** Total Capital (Transfer Total to Section II)**

311,966

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 –Collection and Recycling Centers

Program 1: Collection and Recycling Centers

Objectives:

This program requires the effort of a full time Collection and Recycling Center Coordinator, one full time maintenance mechanic, approximately 15 County employed part-time Collection and Recycling Center Attendants and an additional 40 to 60 contracted personnel from Babcock Center. The function of this cost center is to ensure the proper disposal of all materials brought by Lexington County residents to the various Collection and Recycling Centers in a safe and efficient manner. The attendants keep records of all contracted waste container pulls, contracted and SWM recyclable materials pulls and vehicle traffic counts in the centers. The attendants are also responsible for housekeeping activity in the attendants building and on the grounds at the centers. Currently, there are eleven (11) Collection and Recycling Centers throughout the county with Babcock Center personnel staffing nine (9) of these centers.

The Collection and Recycling Coordinator is housed at the SWM offices at the Lexington County Landfill.

SERVICE LEVELS

Service Level Indicators:

Program 1:

Collection and Recycling Centers

<u>Services Provided</u>	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
MSW Collected (Tons)	28,355	29,793	29,734	30,031
Yard Trash Collected (Tons)	28,036	30,110	30,179	30,480
Total # of Resident Deliveries	1,736,364	1,768,771	1,885,098	1,903,948

SECTION V. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay Band</u>
Coordinator	.5		.5	.5	210
Equipment Mechanic	1		1	1	111
* Collection Center Attendants	9.0		9.0	9.0	101
Total Positions	10.5		10.5	10.5	

Only two of these positions, the Collection and Recycling Coordinator and the Equipment Mechanic have benefits.

* These positions are part-time, without benefits.

15 attendants @ 24 hours per week = 360 hours, divided by 40 hour (FTE Hours) =	9.0 FTE positions
.5 Coordinator @ 40 hours per week = 20 hours, divided by 40 hour =	.5 FTE positions
1 Equipment Mechanic =	1 FTE positions
Total FTE for 121203	10.5 FTE positions

Other half of Coordinator is charged to 5700-121207

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE

\$615

These funds are for the annual inspection and replacement of the portable fire extinguishers at the eleven (11) Collection & Recycling Centers.

11 Centers x \$5 per inspection	\$ 55.00
5 Replacements per year (as needed) x \$90	\$ 450.00
5 Recharges per year x \$22 per recharge	\$ 110.00
Total:	\$ 615.00

520103 – LANDSCAPING/GROUND MAINTENANCE

\$5,000

These funds are for the mowing and/or cutting of the 2 detention ponds located at the Edmund CRC and the Southeast CRC. The ponds will be cut two times per year to keep an aesthetic appearance and safe environment at the Collection & Recycling Centers. Cost to cut the Edmund detention pond is estimated at \$1,000 per service and the Southeast detention pond is estimated at \$1,500 per service.

- Edmund CRC \$1,000 x 2 mowing services per year	= \$ 2,000.00
- S.E. CRC \$1,500 x 2 mowing services per year	= \$ 3,000.00
	\$ 5,000.00

520200 - CONTRACTED SERVICES

\$2,013,092

These funds are for the transportation of solid waste from the eleven (11) Collection and Recycling Centers, Edmund Landfill and community projects that we support during the year. The list below represents the estimated number of pulls and the total cost of those pulls based on the recent service history. These are anticipated costs based on current recognizable trends and conditions. Efforts have been made to forecast the waste stream through these centers for the coming year, however continued growth in the county, changes in participation in the Franchise Residential Collection program, changes in numbers and locations of Collection & Recycling Centers, changes in citizens involvement in Recycling efforts, inefficiency of waste compaction equipment and other unknowns can have a tremendous impact on the number of required pulls from the centers and the respective costs associated with those pulls. Additionally, an increase in the number of compactors can result in increased efficiency, thereby reducing the costs associated with waste transportation. The current contract with our hauler was renewed on July 1, 2017 and the new contracted costs are \$238.30 per pull and \$75.00 per container rental throughout the fiscal year.

Estimated Pulls July 1, 2019 – June 30, 2020

Ball Park	1,120 pulls/yr. @ \$238.30	\$266,896.00 +	\$5,400.00 rent:	Period Total =	\$272,296.00
Bush River	1,180 pulls/yr. @ \$238.30	\$281,194.00 +	\$5,400.00 rent:	Period Total =	\$286,594.00
Chapin	710 pulls/yr. @ \$238.30	\$169,193.00 +	\$5,400.00 rent:	Period Total =	\$174,593.00
Edmund	850 pulls/yr. @ \$238.30	\$202,555.00 +	\$5,400.00 rent:	Period Total =	\$207,955.00
Edmund Landfill	75 pulls/yr. @ \$238.30	\$17,872.50 +	\$900.00 rent:	Period Total =	\$18,772.50
Hollow Creek	550 pulls/yr. @ \$238.30	\$131,065.00 +	\$3,600.00 rent:	Period Total =	\$134,665.00
Leesville	360 pulls/yr. @ \$238.30	\$85,788.00 +	\$2,700.00 rent:	Period Total =	\$88,488.00
Pelion	475 pulls/yr. @ \$238.30	\$113,192.50 +	\$2,700.00 rent:	Period Total =	\$115,892.50
River Chase	1125 pulls/yr. @ \$238.30	\$268,087.50 +	\$3,600.00 rent:	Period Total =	\$271,687.50
Sandhills	950 pulls/yr @ \$238.30	\$226,385.00 +	\$5,400.00 rent:	Period Total =	\$231,785.00

Southeast	425 Pulls/yr.@	\$238.30	\$101,277.50 +	\$4,500.00 rent	Period Total =	\$105,777.50
Summit	420 Pulls/yr.@	\$238.30	\$100,086.00 +	\$4,500.00 rent	Period Total =	\$104,586.00
Total	8,240 Pulls/yr.@	\$238.30	\$1,963,592.00 +	\$49,500.00 Rent	Period Total =	\$2,013,092.00

520219 – WATER AND OTHER BEVERAGES

\$2,904

These funds provide clean (bottled) drinking water to each of the eleven (11) Collection and Recycling Centers. Due to the nature of the Babcock staff and the contamination of some of the centers drinking water, it is necessary that we provide safe, clean water to consume during their shifts.

- 11 centers x 4 bottles/month = 44 bottles/month
- 44 bottles x 12 months = 528 bottles
- 528 bottles x \$5.50 per bottle = \$2904.00

520233 – TOWING

\$390

These funds cover any towing charges on the two (2) County vehicles assigned to this program. The vehicles are the coordinator pick-up, and the service truck.

520302 - DRUG TESTING SERVICES

\$150

These funds are for testing of employees as necessary in response to specific, non-random, situations.

520305 – INFECTIOUS DISEASE SERVICES

\$620

This account will cover the cost for hepatitis “B” inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x 2 employees = \$620

520400 - ADVERTISING

\$2,000

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. to be used for SWM Collection & Recycling Centers and County recycling education and promotional materials. Handouts would include information regarding the operations of the Collection & Recycling Centers. This cost also includes production and distribution of flyers concerning holiday schedules and/or changes to the operations of Collection & Recycling Centers.

521000 - OFFICE SUPPLIES

\$400

Office Supplies include: Business cards, printer cartridges, file folders, bulletin board, pens, pencils, laminates, etc., as needed.

521100 - DUPLICATING

\$285

These funds are necessary for copying work reports, time sheets, time cards, training sheets, work schedules etc. related to the Collection & Recycling Centers.

Copies	10,000
Cost	<u>x 0.0285</u>
Total	\$285.00

521200 - OPERATING SUPPLIES

\$19,960

These funds are necessary to provide such items as cleaning supplies, disinfectants, brooms, rakes, shovels, water hoses, work gloves and other necessary operating supplies for the eleven (11) Collection and Recycling Centers, Coordinator and Maintenance Mechanic. First Aid supplies, employee personal protective equipment (safety glasses, safety vests, rubber gloves, etc), temporary signage, locks and keys are also included in this line item. These supplies are necessary to maintain an efficient, clean and safe environment for employees and residents. Operating Supplies are stored at the SWM offices and distributed to the centers as needed. This figure represents approximately \$150.00 per center per month in operating supplies, and \$160.00 per year for the Coordinator/Mechanic.

$\$150.00 \times 11 \text{ Collection \& Recycling Centers} = \$1,650/\text{mo.}$
 $\$1,650.00 \times 12 \text{ mo.} = \$19,800.00$
 $\$19,800.00 + \$160.00 = \underline{\$19,960}$

521402 - OCCUPATIONAL HEALTH SUPPLIES

\$100

This account will cover the cost of health supplies to protect the employees from hazardous materials. Items included but not limited to: face masks, latex gloves, chemical gloves, etc.

522000 - BUILDING REPAIRS & MAINTENANCE

\$33,000

These funds are for normal maintenance, repairs and upkeep of the eleven (11) Collection & Recycling Centers attendant's building's, asphalt, concrete, fences, and gates to allow for appropriate security and safety of the Center's. It also covers the maintenance and repair of any electrical, plumbing, minor damage or any other on-going maintenance needs. Due to the age and high usage of the facilities, maintenance costs continue to increase each year.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE

\$42,000

These funds are necessary for the repairs and maintenance of the solid waste compactors at the eleven (11) Collection & Recycling Centers. Currently, there are 57 compactors in operation. Due to the nature of the equipment, the cost of parts are very expensive. The funds in this account allows for an average of \$3,800 per collection center, throughout the year, for parts and repairs.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE

\$500

These funds are for the repairs of lawnmowers, weed eaters and other small equipment needed to maintain environmental safety and aesthetic appearance of the Collection & Recycling Centers.

522300 - VEHICLE REPAIRS AND MAINTENANCE

\$4,000

These funds are for normal maintenance costs associated with the operation of the 1500 Pickup Truck #41304, the Service vehicle F-550 #32421, and the two code enforcement vehicles assigned to this account.

1500 Pickup Truck Co # 41304	\$ 1,500
F-550 Service Vehicle Co # 32421	<u>\$ 2,500</u>
Total	\$ 4,000

524000 - BUILDING AND CONTENTS INSURANCE **\$2,773**

These funds are for insurance of the buildings at the eleven (11) Collection & Recycling Centers. This figure provided by Risk Management.

2018-2019 Insurance estimate \$2,411 + 15% increase estimated by Risk Management = \$ 2,772.65.

524100 - VEHICLE INSURANCE **\$2,512**

These funds are for insurance of the 1500 pickup #41304, and the service vehicle F-550 Ford #32421. This figure provided by Risk Management. \$2,184 FY 2018-2019 amended budget + 15% = \$2,511.60.

524101 - COMPREHENSIVE INSURANCE **\$268**

These funds are for comprehensive insurance for the service vehicle F-550 Ford #32421 assigned to the Maintenance Mechanic. This figure provided by Risk Management. \$214 FY 2018-2019 amended +25%= \$267.50.

524201 - GENERAL TORT LIABILITY INSURANCE **\$2,779**

These funds are for General Tort Liability Insurance for the Collection & Recycling Centers Coordinator, Maintenance Mechanic and County employed station attendants.

2018-2019 Insurance Estimate \$2,223 + 25% estimated by Risk Management = \$ 2,778.75.

524202 - SURETY BOND **\$0**

To cover the cost of surety bonds for full-time equivalent employees 10.5 FTE's x \$0 per FTE = \$0. This is a non-surety bond year as provided by HR/Risk Management.

525000 - TELEPHONE **\$5,043**

These funds are for telephone service for 11 Collection & Recycling Centers.

11 Phones @ \$35.70/ea (average) = \$392.70 per month

12 months @ \$392.70 = \$4,712.4 + sales tax \$329.86 = \$5,042.26

525006 - GPS MONITORING CHARGES **\$407**

To cover the cost of monthly vehicle GPS monitoring charges for the 1500 pickup Co #41304 and the service vehicle F-550 Ford Co #32421.

2 @ \$16.95/month = \$33.90

12 months @ \$33.90 = \$406.8

525021 - SMART PHONE CHARGES **\$1,296**

This account covers the cost for smart phone charges for the Collection and Recycling Coordinator and the maintenance mechanic. This account include an addition of a smart phone. The maintenance mechanic's phone is being upgraded from a standard flip phone to a smart phone.

Verizon Smart Phone (\$54.00 per month x 2)	\$	108
Months	X	12
Total	\$	1,296

525030 - 800 MHZ RADIO SERVICE CHARGES (2) \$1,416

This account covers cost for four (2) 800 MHz Radios, \$59 (6 site rate + airtime & tax) /mo.

Monthly service charge for two 800 MHZ radio 2 x \$59	\$ 118.00
Months	<u>x 12</u>
Total Service Charges	\$ 1,416.00

525031 - 800 MHZ RADIO MAINTENANCE CONTRACTS (2) \$0

This account covers cost for two (2) 800 MHz Radios maintenance contracts. The cost per radio includes tax. For the 2019-2020 fiscal year, all radios in this program will not require a maintenance fee this FY.

525041- E-MAIL SERVICE CHARGES \$129

These funds are for the Collection & Recycling Center Coordinator's E-mail account. \$10.75/mo x 12 months = \$129.00.

525210 - CONFERENCE & MEETING EXPENSES \$300

This account covers the class for Chemical Spill Response certification for two employees. 2 x \$150 = \$300.

525240 - PERSONAL MILEAGE REIMBURSEMENT \$100

These funds are for reimbursement to cover the cost to the Coordinator when it is appropriate to use his/her personal vehicle for the conduct of county business. Examples of this may occur when it is necessary to visit the Collection & Recycling Centers on weekends, or in the early mornings or late afternoon, or when the county vehicle is not available.

525318 – UTILITIES \$88,200

These funds are for utility expenses at the 11 Collection & Recycling Centers. The increase in this line item accounts for SCE&G rate increases, addition of compactor equipment and lighting upgrades to be made during the new fiscal year.

Average cost per month =	\$7,350
Number of months=	<u>x 12</u>
Total=	\$88,200

525400 - GAS, FUEL & OIL \$11,002

These funds are for gas, oil and other fluids and lubricants necessary for the operation of the Coordinator's F-150 pickup truck (#41304) and the Maintenance Mechanic's F-550 service vehicle (#32421) assigned to this account. These funds will also cover the cost of hydraulic fluid needed to operate the compactors at the Collection and Recycling Centers. (Fuel estimates set by Fleet Services Manager: \$1.80/gal. gas; \$2.45/gal diesel)

1500 Pickup	20 gallons per week @ \$1.80 per gallon	\$1,872.00
F-550 Service Truck	45 gallons per week @ \$2.45 per gallon	\$5,733.00
Diesel Exhaust Fluid(For F-550)	30 gallons @ \$1.25 per gallon	\$ 37.50
Hydraulic Fluid for Equipment	8 drums @ \$419.86 per drum	<u>\$3,358.88</u>
	Total	11,001.38

525405 - SMALL EQUIPMENT FUEL

\$600

This account covers the cost of fuel for all small equipment.

525600 - UNIFORMS & CLOTHING

\$5,536

These funds are for uniforms and clothing for the 15 Recycling Center attendants and maintenance mechanic. Attendants receive a new pair of safety shoes every other year which is around 8 pair per year and the maintenance mechanic receives a new pair every year

Safety Shoes	10 Pair @ \$135.00	\$ 1,350.00
Shirt – Short Sleeve	65 @ \$14.50	\$ 942.50
Shirt – Long Sleeve	65 @ \$14.50	\$ 942.50
Sweatshirt Hood w/zipper	39 @ \$15.00	\$ 585.00
Winter Jackets	15 @ \$57.20	\$ 858.00
Summer Caps	30 @ \$7.50	\$ 225.00
Winter Hats	30 @ \$9.00	\$ 270.00
S.C. Sales tax @ 7%		\$ 362.11
Total		\$ 5,535.11

526500 - LICENSE & PERMITS

\$250

These funds will cover any unforeseen cost of water testing by SC DHEC (based on current permit fees) at the 4 Collection & Recycling Centers with wells.

527040 - OUTSIDE PERSONNEL

\$692,723

These funds cover the payment for Babcock Center personnel at nine (9) of the Collection & Recycling Centers under contract (IAW C07022-12/01/06B), which expires on June 30, 2022. The current contract includes one (1) crew chief and two (2) staff members for each center. The increase in this line item is due to an increase in personnel. The need for additional personnel was identified by the Solid Waste Management Department and The Babcock Center. The increase will add an additional employee at 6 sites, denoted by a "*", during the peak hours of the day. The peak hours of the day are from 10am to 5pm. The increase for each additional employee is \$13,955.17 per center. The sites will utilize the additional employee to operate the clean wood container which currently has to be operated by the site supervisor. The additional employee will also help maintain the appearance of the site, while the site supervisor is monitoring the overall operation of the site. There is also an increase of \$4,332.28 per site for the addition of a program supervisor. The current program supervisor oversees the collection personnel during all 52 hours of operation every week and then performs administrative duties on most Tuesdays and Thursdays. The addition of another supervisor will provide better supervision to the center's staff throughout the week and week-ends.

Ball Park Collection & Recycling Centers*	\$ 79,398.65
Bush River Collection & Recycling Centers*	79,398.65
Chapin Collection & Recycling Centers*	79,398.65
Edmund Collection & Recycling Centers*	79,398.65
Hollow Creek Collection & Recycling Centers	65,443.48
Pelion Collection & Recycling Centers	65,443.48
River Chase Collection & Recycling Centers*	79,398.65
Sandhills Collection & Recycling Centers*	79,398.65
Southeast Collection & Recycling Centers	65,443.48

Maintenance work -- all sites	20,000.00
Total	\$692,722.34

530100 - DEPRECIATION	\$380,000
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This cost will cover the depreciation of our equipment.

538000 - CLAIMS & JUDGMENTS	\$1,000
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This account will cover any cost that may occur that are lower than the deductible of our insurance.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$1,000**

This account will cover the cost for any small tools and/or minor equipment which falls below the \$500 capital cost limit, especially items not stocked at Central Warehouse. Among the items to be purchased are lawn mower(s), weed trimmer(s), leaf blower(s), small hand tools etc. for use at the eleven (11) Collection & Recycling Centers.

5AK000 - SIGNS **\$4,000**

This amount represents the funds necessary to obtain new and/or replacement directional, informational and educational signs at each of the Collection & Recycling Centers. This amount also includes costs for signposts, brackets and other hardware necessary for the installation of new and or existing signs. In some cases the signs are needed to solve a safety issue (i.e. traffic direction/control). In other instances, the signs will direct the types of recycle products accepted in a given container, reducing the chance of contaminated containers and insuring the optimum revenue for the container when delivered to the processor. The increase results from recent cost increases from the supplier(s), especially related to the increase in steel costs for acceptable signposts. Average cost per sign will vary based on the size, color and message.

5AK000 - CONCRETE PADS/ASPHALT (REPLACEMENT) **\$45,000**

This account will cover the cost to repair or replace existing black top or concrete pads at various Collection and Recycling Centers. The black top gets cracked and broken due to the heavy containers being set down on it over time. To ensure the safety and integrity of our Collection & Recycling Centers, we need to repair or replace the black top with concrete or asphalt. In some cases, we need to replace the existing broken concrete.

5AK000 - COLLECTION AND RECYCLING CENTER STRIPING **\$4,500**

These funds will be used to provide direction and safety striping at the eleven (11) Collection and Recycling Centers. The striping provides increased visibility at night, a safety barrier for the staff and efficiency of traffic flow.

5AK000 – (3) COMPACTORS (REPLACEMENT) **\$148,933**

These funds will be used to purchase three (3) new Wastequip Accurate Model 645XHD-7, to replace existing compactors that are 15-20 years old. Replacement parts for these units are getting very difficult to find. Based on the age of the compactors and a maintenance analysis performed, a replacement schedule has been established.

645XHD-7 (single phase)	1 @ \$	43,727.40	\$	43,727.40
645XHD-7 (three phase)	2 @ \$	45,880.62	\$	91,761.24
Installation Charges	3@ \$	1,320.00	\$	3,960.00
SC Sales Tax			\$	9,484.20
	Total		\$	<u>148,932.84</u>

5AK000 – (1) SERVICE TRUCK CHASSIS (REPLACEMENT) \$55,000

This account will cover the cost of replacing the chassis on the service truck and accessories. The service truck is almost ten years old and has reached the end of its use, based on mileage. The body of the truck is still in good condition and will be remounted onto the new chassis. Fleet has recommended the replacement of this vehicle's engine but due to other mechanical issues, fleet and the SWM Department have agreed that replacement of the whole chassis will be the best option.

5AK000 – (3) OFFICE FLOORING (REPLACEMENT) \$4,800

This account will cover the cost of replacing flooring in three of the offices at the Collection and Recycling Centers. Some of the flooring at a few locations have excessive wear and are beginning to crack. By replacing the flooring in three offices this year and next year, every site will have new flooring.

5AK000 – AUTOMATED VEHICLE COUNTER \$16,823

These funds will be used to cover the cost of purchasing automated vehicle counting systems for three of the Collection and Recycling Centers. Currently, Collection Center Staff have to manually count vehicles using a handheld counter. Manual counts are not always accurate because staff members have numerous tasks to perform which includes assisting citizens, helping change compactor containers, and several other daily assignments. Accurate vehicle counts are imperative in monitoring trends in Collection Center usage and forecasting operational needs in each year's budget request. The addition of automated vehicle counters will ensure accuracy and allow staff members to focus more of their time on managing the Collection Center.

Single Loop Vehicle Counter (4x8)	1 @ \$1,045	\$ 1,045.00
Single Loop Vehicle Counter (8x12)	1 @ \$1,125	\$ 1,125.00
Dual Loop Vehicle Counter (8x12)	1 @ \$1,630	\$ 1,630.00
Installation		12,500.00
Shipping		240.00
SC Sales Tax		282.80
Total		\$ 16,822.80

5AK000–(2) COMPACTOR ELECTRIC UNIT (REPLACEMENT) \$24,459

These funds will be used to cover the cost of replacing the electrical power units on some of the older compactors. Replacement parts for these units are getting very difficult to find. Based on the age of the compactors, it is imperative that we start refurbishing a couple each year. These replacement units will virtually turn a 15 year old compactor into a new compactor for about a third of the cost of a new compactor. A new compactor costs about \$45,880. Once these units are replaced, there is very little maintenance that is required to the compactor.

Three Phase Power Unit (1)	\$ 12,726.00
Single Phase Power Unit (1)	10,132.50
S.C. State Sales Tax	1,600.09
	<u>\$ 24,458.59</u>

5AK000 – (2) 800 MHZ MOBILE RADIOS (REPLACEMENT) \$6,600

This account will cover the cost of replacing two (2) mobile radios which will not be supported beginning January 2020.

5AK000 – F1A PC (REPLACEMENT) \$851

This account will cover the cost of replacing the desktop computer for the Collection Center Coordinator. This replacement is recommended by Information Services.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries & Wages - 9.5	306,992	149,988	357,201	366,424		
510200	Overtime	21,275	2,317	20,000	22,000		
511112	FICA Cost	23,244	10,753	28,856	29,715		
511113	State Retirement	64,339	19,076	54,920	60,439		
511120	Insurance Fund Contribution - 9.5	74,100	37,050	74,100	74,100		
511130	Workers Compensation	28,576	13,039	30,303	32,775		
511213	State Retirement - Retiree	8,925	0	0	0		
* Total Personnel		527,451	232,223	565,380	585,453		
Operating Expenses							
520100	Contracted Maintenance	152,238	88,602	245,067	235,219		
520200	Contracted Services	230,888	14,417	302,615	112,645		
520233	Towing Service	225	0	500	870		
520300	Professional Services	58,900	62,500	112,725	93,725		
520302	Drug Testing Services	0	0	1,467	967		
520305	Infectious Disease Services	0	0	930	930		
520500	Legal Services	0	0	10,000	0		
520602	Landfill Monitoring - Edmund	13,500	8,000	16,100	20,500		
521100	Duplicating	55	43	86	86		
521200	Operating Supplies	79,137	69,249	141,000	152,390		
522000	Building Repairs & Maintenance	204,193	1,173	9,390	10,390		
522050	Generator Repairs & Maintenance	1,265	105	1,659	1,659		
522100	Heavy Equipment Repairs & Maintenance	119,308	36,222	180,000	221,946		
522200	Small Equipment Repairs & Maintenance	0	0	0	4,500		
522201	Fuel Site Repairs & Maintenance	908	60	1,325	1,350		
522300	Vehicle Repairs & Maintenance	17,785	2,311	18,886	18,190		
523200	Equipment Rental	125,747	34,334	103,820	112,000		
524100	Vehicle Insurance - 8	3,180	3,180	3,276	4,306		
524101	Comprehensive Insurance - Inland Marine	36,547	48,460	46,334	50,648		
524201	General Tort Liability Insurance	3,125	3,589	3,593	4,492		
524202	Surety Bonds	50	0	0	0		
525006	GPS Monitoring Charges - 21	3,154	1,458	4,272	4,272		
525030	800 MHz Radio Service Charges - 9	5,379	2,220	5,832	5,616		
525031	800 MHz Radio Maintenance - 9	798	0	810	204		
525041	E-mail Service Charges - 6	64	11	65	65		
525210	Conference, Meeting & Training Expenses	250	0	1,342	1,363		
525230	Subscriptions, Dues & Books	563	750	950	950		
525317	Utilities - Landfill (Edmund)	12,308	5,845	13,500	14,500		
525400	Gas, Fuel, & Oil	113,671	59,321	116,151	138,101		
525405	Small Equipment Fuel	491	226	1,000	1,000		
525600	Uniforms & Clothing	3,761	4,308	8,186	6,984		
526500	Licenses & Permits	250	500	3,200	750		
530100	Depreciation Expense	491,478	0	450,000	600,000		
538000	Claims & Judgments	0	0	100	100		
538600	SCDHEC Fines - Administrative Order	0	0	5,000	10,000		
* Total Operating		1,679,218	446,884	1,809,181	1,830,718		
** Total Personnel & Operating		2,206,669	679,107	2,374,561	2,416,171		

Fund: 5700
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

*** Total Expenses	2,302,169	1,921,570	4,876,406	3,896,341
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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020Fund # 5700

Fund Title: Solid Waste Management

Organization # 121204

Organization Title: Solid Waste/ Landfill Operations

Program # 1

Program Title: Landfill Operations

BUDGET

2019-2020

Requested

Qty	Item Description	Amount
1	Small Tools and Minor Equipment	\$2,500.00
3	800 MHZ Mobile Radios RPL	\$9,900.00
1	F1A PC RPL	\$851.00
1	Used Pick-up Truck (Addition)	\$11,500.00
1	500 Gallon Fuel Truck (Addition)	\$140,000.00
1	Landfill Compactor (Replacement)	\$834,661.00
	Engineering Design - Bear Creek Improvements	\$110,000.00
	Construction - Bear Creek Improvements	\$265,000.00
** Total Capital (Transfer Total to Section III)		\$1,374,412.00

SECTION V-PROGRAM OVERVIEW

Summary of program:

Program 1: Landfill Operations

Objectives:

This program requires the efforts of nine (9) Heavy Equipment Operators and one (1) Supervisor. This program oversees the Construction Demolition and Yard Waste Landfill Operations, the Wood Waste Grinding/Compost Operations, and Recycling Materials Recovery Facility, while enforcing Lexington County Ordinances, South Carolina Department of Health and Environmental Control (SCDHEC) rules and regulations. The Supervisor is responsible for this department and the Transfer Station (121206); therefore his salaries and all operational items are split accordingly.

SERVICE LEVELS

Service Level Indicators:

Program 1:

Service Levels C&D Yard Waste Processed	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
Tons Land filled	65,773	75,337	76,070	77,443
Tons Yard Waste Compost	13,716	11,030	8,556	9,297
Tons Carpet & Pad	29	22	0	0
Tons Asphalt/ Concrete/	1,432	1,923	2,450	2,500
Porcelain	10	13	13	14
Tons Appliance/ Metals	281	324	324	324
Pro Tanks	2	3	3	3
Tons Mattress	154	150	150	150
Total Recycled	15,624	13,465	11,496	12,288
Total Disposed/ Recycled	81,397	88,802	87,566	89,731

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Levels:

<u>Job Title</u>	<u>Full Time Equivalent</u>				<u>Pay</u>
	<u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Supervisor of Landfill Operations	<u>0.5*</u>	<u>0.5</u>		<u>0.5</u>	<u>113</u>
Heavy Equipment Operators III	<u>8</u>	<u>8</u>		<u>8.0</u>	<u>108</u>
Heavy Equipment Operators II	<u>1</u>	<u>1</u>		<u>1</u>	<u>107</u>
Total Positions	<u>9.5</u>	<u>9.5</u>		<u>9.5</u>	

All of these positions require benefits/insurance.

*This position is funded 50% in 121204 and 50% in 121206

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE

\$235,219

Estimated replacement parts for fire protection systems on Heavy Equipment \$ 4,000.00

Forty (40) portable fire extinguishers are inspected once a year and recharged

Inspections Each	\$ 5.00
	x 40
Total	<u>\$ 200.00</u>
Recharging Each	\$ 15.40
	x 40
Total	<u>\$ 616.00</u>
Estimated replacement parts	<u>\$ 1,000.00</u>
Total	<u>\$ 1,816.00</u>

Co # 35530 (2011 Model) Caterpillar 826-H Landfill Compactor.

Total Maintenance & Repair (TM&R) per month (TM&R expires 10/6/19)	\$ 2,339.00
	x 3
Total	<u>\$ 7,017.00</u>
Total Maintenance & Repair (TM&R) per month	\$ 3,000.00
	X 6
Total	<u>\$ 18,000.00</u>
Fire protection inspection (quarterly)	\$ 187.25
	x 3
Sub-total	<u>\$ 561.75</u>
S.C. sale tax @7%	<u>\$ 39.32</u>
Total	<u>\$ 601.07</u>
Total	<u>\$ 25,618.07</u>

Co # 00000 (NEW) Caterpillar 826-K Landfill Compactor

Total Maintenance & Repair (TM&R) per month	\$ 2,500.00
	X 4
Total	<u>\$ 10,000.00</u>

Co # 41167 Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$ 2,457.00
	x 12
Total	<u>\$ 29,484.00</u>

Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 30,285.43

Co # 41094 VOLVO Hydraulic Excavator

Total Maintenance & Repair (TM&R) per month	\$ 975.00
	x 12
Total	\$ 11,700.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 12,501.43

Co # 40323-Caterpillar D-7-E Dozer.

Total Maintenance & Repair (TM&R) per month	\$ 1,838.00
	x 12
Total	\$ 22,056.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 22,857.43

Co # 26019 (2004 Model) Caterpillar 623-G Scraper Pan

Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43

Co # 37205 Cat 329 Hydraulic Excavator

Total Maintenance & Repair (TM&R) per month	\$ 2,595.00
	x 5
Total	\$ 12,975.00

Total Maintenance & Repair (TM&R) per month	\$ 3,860.00
	x 7

Total	\$ 27,020.00
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Fire protection inspection (quarterly)	\$ 187.25
	x 4

Sub-total	\$ 749.00
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S.C. sale tax @7%	\$ 52.43
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Total	\$ 801.43
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Total	\$ 40,796.43
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Co # 40906 Edge 622 Trommel Screener

Total Maintenance & Repair (TM&R) per month	\$ 2,097.08
	x 9

Total	\$ 18,873.72
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Total Maintenance & Repair (TM&R) per month	\$ 2,733.33
	x 3

Total	\$ 8,199.99
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Fire protection inspection (quarterly)	\$ 187.25
	x 4

Sub-total	\$ 749.00
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S.C. sale tax @7%	\$ 52.43
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Total	\$ 801.43
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Total	\$ 27,875.14
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Co # 37801 Volvo 30 Ton off Road Truck

Total Maintenance & Repair (TM&R) per month	\$ 1,608.33
	x 12

Total	\$ 19,299.96
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Fire protection inspection (quarterly)	\$ 187.25
	x 4

Sub-total	\$ 749.00
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S.C. sale tax @7%	\$ 52.43
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Total	\$ 801.43
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Total	\$ 20,101.39
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Co # 37980 Volvo 30 Ton off Road Truck

Total Maintenance & Repair (TM&R) per month (3 months)	\$ 1,608.33
	x 12
Total	\$ 19,299.96
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 20,101.39

Co # 36827 Cat 287-C Skid Steer

Total Maintenance & Repair (TM&R) per month	\$ 544.00
	x 1
Total	\$ 544.00
Total Maintenance & Repair (TM&R) per month	\$ 576.00
	x 11
Total	\$ 6,336.00
Total	\$ 6,880.00

Co # 35427(2011 Model) Caterpillar 430 Backhoe.

Total Maintenance & Repair (TM&R) per month	\$ 620.00
	x 11
Total	\$ 6,820.00
Total Maintenance & Repair (TM&R) per month	\$ 920.00
	x 1
Total	\$ 920.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 8,541.43

Co # 41308 Peterson 2710D Horizontal Grinder

Extended Warranty per month	\$ 186.83
	x 12

	\$ 2,241.96
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 3,043.39
TOTAL CONTRACTED MAINTENANCE	\$ 235,218.96

520200 - CONTRACTED SERVICES

\$112,645

This account is for landfill contracted services for the wood grinding program, recovery facility concrete crushing, fire hood testing, janitorial services for the administration office and delivery of crushed stone.

Janitorial Services for landfill office

Total	\$ 8,000.00
Contract cost (Wood Waste Grinding)	\$ 18.00
Tons	x 3,000
Total	\$ 54,000.00

Contract cost (Concrete crushing)	\$ 12.00
Tons	x 2,000
Total	\$ 24,000.00

Crushed Concrete	\$ 10.00
Tons	x 1,000
Total	\$ 10,000.00

Contract cost (Rip-Rap) – delivery per ton	\$ 7.50
Tons	x 500
Total	\$ 3,750.00

Fire hood testing training building (every six months) –	90.00
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Repair parts	\$ 55.00
Total	\$ 145.00
Contract cost (Crushed Concrete) – delivery per ton	\$ 7.50
Tons	x 500
Total	\$ 3,750.00
Contract cost (Mowing Silt Pond Side slopes)	\$ 9,000.00
TOTAL CONTRACTED SERVICES	\$ 112,645.00

520233 – TOWING SERVICES

\$870

This account covers cost associated with towing Landfill vehicles as needed for repairs.

520300 - PROFESSIONAL SERVICES

\$93,725

This account covers cost associated with several type services. These services include: Engineering observations & surveying, annual volume calculation, compost testing and sampling, providing technical assistance and overview of construction activities for the Edmund Class 2 Landfill at Edmund.

Class II Landfill Compliance (Edmund)	\$ 30,000.00
Survey Services for Landfill Compliance (Edmund)	\$ 30,000.00
Topographic survey/Landfill volume calculation (Annual) Edmund	\$ 6,000.00
Bi-monthly Compost Testing & Sampling	\$ 15,000.00
Storm Water Pollution Prevention Plan (SWPPP) Update	\$ 7,500.00
Spill Prevention, Control & Countermeasures Plan (SPCC) Update	\$ 5,000.00
Total	\$ 93,500.00

A mandatory fee is required to cover cost of SCDHEC Drinking Water annual fee for public wells located on the landfill site.

Water Fee	\$ 225.00
Total Professional Services	\$ 93,725.00

520302 - DRUG TESTING SERVICES

\$967

The required Random Drug/Alcohol Testing is for nine (9) employees if an accident/incident were to occur to any employee while operating County equip/vehicle, a Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required of their position, are on a random drug-screening program.

Random Drug Testing (9 employees x \$40/test)	\$ 360.00
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After hours drug & alcohol (4 employees x \$100/test)	\$ 400.00
Random Driver History Check (9 employees x \$8/report)	\$ 72.00
Random Alcohol Testing	\$ 15.00
Employees	x 9
Total	\$ 135.00
Total Estimated Test	\$ 967.00

520305 – INFECTIOUS DISEASE SERVICES

\$930

This account will cover the cost for tetanus and hepatitis “B” inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x (3) employees = \$930.00

520602 - L/F WELL MONITORING - EDMUND

\$20,500

The proposed engineering fee is to perform bi-annual sampling and laboratories analysis of groundwater, quarterly NPDES sampling/reporting and cover inspection at the Edmund (Class 2, Cell 2) Landfill. Engineering consultants oversee and handle all laboratory reports as required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum Contaminant levels and reporting of results to SCDHEC.

521100 - DUPLICATING

\$86

This account covers the cost of duplicating the following: Daily fuel sheets, vehicle & equipment service reports Notification of needed repairs, inter-office and SCDHEC correspondence for Landfill Supervisor.

Copies	\$ 0.0285
	x 3000
Total	\$ 85.50

521200 - OPERATING SUPPLIES

\$152,390

This account covers the cost for operating supplies used daily in the Landfill operations. Erosion control Maintenance for approx. 142 acres requiring vegetation to include sediment pond dams/trench slopes & closed MSW. Portions of Property will require seed, fertilizer, mulch, and stone for road maintenance. General operating supplies are to include: rake, shovels, work & safety gloves, equipment cleaning supplies, trash bags for litter control throughout Landfill facility, etc. This also covers cost of supplies not carried at Central Warehouse.

- Rip Rap Stone x \$28.00/ton x 500 tons	\$ 14,000.00
- Polymer Material (Floc) for basin cleaning	\$101,920.00
- Grassing Materials (MSW Lf repairs, barrow area & other general maint.) =	5,000.00
- Erosion Reinforcement Materials	2,500.00

-	General Operating Supplies	5,000.00
-	Mulch Dye	<u>14,000.00</u>
	Sub-total	\$ 142,420.00
	S.C. Sale tax @ 7%	<u>\$ 9,969.40</u>
Total		<u>\$ 152,389.40</u>

522000 - BUILDING REPAIRS & MAINTENANCE

\$10,390

This account covers needed repairs to all structural buildings at the Edmund facility, with the exception of the Transfer Station Facility. Generator maintenance, well & septic tank maintenance, paving asphalt to repair entrance of scales, Sandblast and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds and office building

Estimated repairs	<u>\$ 5,000.00</u>
Annual inspection for garage doors (twice a year @ \$95)	\$ 190.00
	x <u>11</u>
Total Annual	<u>\$ 2,090.00</u>
Estimated cost for repairs to garage doors	<u>\$ 1,500.00</u>
Re-striping of entrance road and parking lot.	<u>\$ 1,800.00</u>
Total	<u>\$ 10,390.00</u>

522050 - GENERATOR REPAIRS & MAINTENANCE

\$1,659

Annual inspection and repairs for Generator	<u>\$ 1,658.15</u>
Total	<u>\$ 1,658.15</u>

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE

\$221,946

This account is for landfill heavy equipment repairs not covered by contracted maintenance (TM&R) and include items as follows: tires, cutting blades, elevator chains, compactor cleats, pan tires, etc.

Estimated cost for off road truck tires (4)	\$ 24,000.00
Replacement cleats for compactor	\$ 20,000.00
Exchange set of tires for 938M	\$ 33,426.12
623 Pan. Co# 26019	\$ 10,000.00
D-7-E Dozer Co# 40323	\$ 10,000.00
622 Edge Trommel Screen CO. # 40906	\$ 5,000.00
826-H Compactor Co# 35530	\$ 10,000.00
826-K Compactor Co# 41167	\$ 10,000.00
Utility Tractor Co # 35963	\$ 500.00
Motor Grader Co # 28298	\$ 1,800.00
430 Cat Backhoe Co # 35427	\$ 3,000.00

329-E Cat Track hoe CO# 37205	\$ 10,000.00
Cat 938 M Front-End Loader Co. # 40942	\$ 15,000.00
Challenger CO. # 33386	\$ 2,000.00
Hydro Seeder CO # 35070	\$ 700.00
287-C Cat Skid Steer CO# 36827	\$ 2,000.00
30 Ton off Road Truck CO # 37801	\$ 10,000.00
30 Ton off Road Truck CO # 37980	\$ 10,000.00
30 Ton off Road Water Truck CO # 38138	\$ 14,000.00
VOLVO Hydraulic Excavator CO # 41094	\$ 3,000.00
Heli Forklift CO# 41093	\$ 500.00
SCARAB Turner CO. # 40207	\$ 5,000.00
Rotochopper CO #40460	\$ 500.00
Primax water pump CO. # 41091	\$ 1,500.00
Godwin water pump CO. # 38156	\$ 1,500.00
Peterson Grinder CO. #41038	\$ 4,000.00
Sub-total	\$ 207,426.12
S.C. Sale tax @ 7%	\$ 14,519.83
Total	\$ 221,945.95

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$4,500**

This account is to cover cost of any small equipment used in the landfill operations for maintenance & repair of the following: Air compressor, lawn mower, welder, grease guns, air hammer, etc.

Estimated Repairs	\$ 4,500.00
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522201 - FUEL SITE REPAIRS & MAINTENANCE **\$1,350**

This account is for cost associated with the repairs and maintenance of the fuel system at the Edmund Landfill.
Estimate provided by Fleet Maintenance.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$18,190**

This account is for cost associated with the service maintenance and repairs for the following vehicles:

Chevy Dump Truck Co# 00000	\$ 4,000.00
Ford Tractor Low Boy Co# 14962	\$ 800.00
Ford 3/4 Truck Co# 31876	\$ 800.00
Ford 250 Truck Co# 31875	\$ 800.00
Kenworth Boom Truck Co # 41163	\$ 2,000.00
Chevy 1500 Truck Co. # 28364	\$ 800.00
Chevy Dump Truck Co# 25839	\$ 2,000.00
New Used Pickup Truck Co# 00000	\$ 800.00
Estimated cost for the above vehicles parts	\$ 5,000.00
Sub-total	\$ 17,000.00
S.C. Sale tax @ 7%	\$ 1,190.00
Total	\$ 18,190.00

523200 – EQUIPMENT RENTAL **\$112,000**

This account is for cost associated with the rental of equipment to clean out the basin ponds in the landfill, screening of material on the Wood Waste Grinding/Compost Facility to increase sale of material and reconstruction of the entrance (dirt portion) road in the landfill.

Road Vibrator Roller (Road Maintenance)	\$ 3,500.00
Months	x 8
Sub-total	\$ 28,000.00
S.C. Sale tax @ 7%	\$ 1,960.00
Total	\$ 29,960.00
D-6 Dozer	\$ 6,000.00
Months	x 12
Sub-total	\$ 72,000.00
S.C. Sale tax @ 7%	\$ 5,040.00
Total	\$ 77,040.00
Miscellaneous Equipment	\$ 5,000.00

524100 - VEHICLE INSURANCE **\$4,306**

This account will cover the cost for liability insurance for eight (8) vehicles \$538.14 each = \$4,305.12 (FY 2018-2019 amended + 15% = 4,305.12)

Pickup Truck Co # 31876
Pickup Truck Co. # 28364
Pickup Truck Co # 31875
Dump Truck Co # 00000
Low Boy Co # 14962
Boom Truck Co # 41163
Chevy Dump Truck #25839
Used Pickup Truck #00000

524101 - COMPREHENSIVE INSURANCE/LANDFILL EQUIP. **\$50,648**

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the landfill operations. Costs based on projections provided by Risk Management.

524201 - GENERAL TORT LIABILITY INSURANCE **\$4,492**

This account fee covers the cost for the FY 19/20 for the current number of employees. FY 2018-2019 budget amended \$3,593+ 25 % estimated by Risk Management = \$ 4,491.25

524202 – SURETY BONDS **\$0**

This account fee covers the cost for Surety Bonds for FY 19/20. NON BOND YEAR

525006 – GPS MONITORING CHARGES **\$4,272**

This account covers cost for GPS monitoring and activation.

Monitoring of 21 Units x \$16.95/unit	\$ 355.95
Months	x 12
Total	\$ 4,271.40

525030 - 800 MHZ RADIO SERVICE CHARGES **\$5,616**

This account covers cost for nine (9) 800 MHz Radios and are assigned to the following:

Service for (9) Radios x \$52.00 (5 site rate + airtime & tax)/ month =	\$ 468.00
Month	x 12
Total	\$ 5,616.00

525031 - 800 MHZ RADIO MAINTENANCE **\$204**

This account covers cost for required maintenance of three (3) 800 MHz Radios
(1)Radio at \$117.60, and (2) Radios at \$43.20 x 2 = \$86.40 = Total \$204
(The remaining 6 radios are scheduled to be replaced this fiscal year)

525041 - E-MAIL SERVICE CHARGES **\$65**

This account covers the cost for E-Mail Services.

Services	\$ 10.75
Months	x 6
Total	\$ 64.50

525210 - CONFERENCE & MEETING EXPENSES **\$1,363**

This account will cover cost for the Landfill Supervisor to attend the Solid Waste Association of North America (SWANA) Regional conference. The conference is an educational program to update those in the field of Solid Waste Management on Federal and State regulations and Landfill Operational Applications. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC landfill management re-certifications.

Spill Prevention Course (2) staff members x \$150 each =	\$ 300.00
USCC – Compost Training Course	\$ 550.00
3 nights lodging	\$ 414.00
Per Diem	\$ 99.00
Total	\$ 1,363.00

525230 - SUBSCRIPTIONS, DUES & BOOK **\$950**

This account is to cover the cost for United States Composting Council's, Seal of Testing Assurance yearly dues.

United States Composting Council's, Seal of Testing Assurance	\$ 950.00
Total	\$ 950.00

525317 - UTILITIES - EDMUND LANDFILL

\$14,500

This account covers the cost of utilities at the Edmund Facility, with the exception of the Transfer Station.

525400 - GAS FUEL & OIL

\$138,101

This account will cover the cost for daily gas, diesel, DEF fluid, transmission, hydraulic, antifreeze and other lubricants required for vehicles, and heavy equipment's services for one year. We anticipate using more fuel this fiscal year due to scheduled jobs such as capping cell 1, expanding cell 3, cleaning out sediment ponds, mulch coloring, wood grinding, erosion control on the entire Edmund landfill, and the addition of the approximate 5% increase per gallon set by fleet service. Fleet services has proposed a budget cost for diesel of \$ 2.45 a gal. For FY 2019/2020.

Pickup Truck Co # 31876	\$ 2,377.02
Pickup Truck Co. # 28364	\$ 1,075.00
Pickup Truck Co. # 31875	\$ 1,196.44
New used pickup truck Co. #00000	\$ 1,100.00
D-7-E Dozer Co # 40323	\$ 12,241.30
Chevy Dump Truck Co# 00000	\$ 315.00
623 Pan Co # 26019	\$ 939.65
Dump Truck Co # 25839	\$ 486.35
Low Boy Co # 14962	\$ 339.20
430-E Backhoe Co # 35427	\$ 1,861.71
826-K Compactor Co # 41167	\$ 18,284.67
826-H Compactor Co # 34291	\$ 9,757.88
287-C Skid Steer Co# 36827	\$ 1,633.51
329 Track hoe CO# 37205	\$ 8,282.89
Challenger CO. # 33386	\$ 662.85
Primax water pump CO. # 41091	\$ 11,625.00
Rotochopper CO #40460	\$ 266.97
Heli Forklift CO# 41093	\$ 525.00
Kenworth Boom Truck Co # 41163	\$ 2,500.00
VOLVO Hydraulic Excavator CO # 41094	\$ 10,626.00
622 Edge Trommel Screen CO. # 40906	\$ 1,750.00
938 M Cat Front-End Loader Co. # 40942	\$ 1,625.00
John Deer Tractor Co # 35963	\$ 105.00
Motor Grader Co # 28298	\$ 1,150.03
Hydro Seeder CO. # 35070	\$ 1,250.00
30 Ton off Road Water Truck CO# 38138	\$ 1,167.38
30 Ton off Road Truck CO# 37801	\$ 9,056.76
30 Ton off Road Truck CO# 37980	\$ 9,056.76
Godwin Water Pump CO. # 38156	\$ 625.00
SCARAB Turner CO. #40207	\$ 1,360.88
Peterson Grinder CO. #41038	\$ 1,000.00
Replacement 826-K Co # 00000	\$ 4,878.94
Miscellaneous Rental, Small Equipment, and DEF Fluid	\$ 18,978.80
Total	\$ 138,100.99

525405 - SMALL EQUIPMENT FUEL

\$1,000

This account covers the cost of gas for all small equipment.

525600 - UNIFORMS & CLOTHING

\$6,984

This account covers cost for (9) employees on staff and are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn due to some of the hazardous conditions the employees are exposed.

Safety Boots	(18 @ \$135.00)	\$	2,430.00
Jackets	(5 @ \$ 59.56)	\$	297.80
Work Pants	(36 @ \$ 23.38)	\$	841.68
Tee Shirts	(36 @ \$ 14.50)	\$	522.00
Long Sleeve Tee Shirt	(36 @ \$ 14.50)	\$	522.00
Sweatshirt hood w/zipper	(36 @ \$ 15.00)	\$	540.00
Summer Caps	(56 @ \$ 9.00)	\$	504.00
County Emblem	(8 @ \$ 0.76)	\$	6.08
Sewing on Emblem	(8 @ \$ 0.80)	\$	6.40
Insulated Coveralls	(4 @ \$ 39.15)	\$	156.60
Parka	(4 @ \$ 175.00)	\$	700.00
Sub-total		\$	6,526.56
S.C. Sale tax @ 7%		\$	456.86
Total		\$	6,983.42

526500 - LICENSE AND PERMITS

\$750

This account will cover the cost for the following required permits

Underground Fuel Tank	\$	500.00
Landfill NPDES Permit	\$	75.00
Drinking water – annual bill	\$	175.00
Total	\$	750.00

530100 - DEPRECIATION

\$600,000

This cost will cover the Depreciation for FY 19/20.

538000 - CLAIMS & JUDGMENTS

\$100

This account will cover any cost, which may occur that are lower than the deductible of our insurance.

538600 – SCDHEC FINES – ADMIN ORDER

\$10,000

This account will cover potential landfill fines issued by DHEC.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$2,500**

This account will cover costs for any small tools and minor equipment, which falls below the \$500 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, lawn mowers, etc.

5AK000 – (3) 800 MHZ MOBILE RADIO (REPLACEMENT) **\$9,900**

This account will cover the cost to replace three (3) mobile radios. The existing mobile radios will not be supported by Motorola beginning January 1, 2019.

5AK000 – (1) F7 LAPTOP (REPLACEMENT) **\$851**

This account will cover the cost to replace one (1) PC based on the IS replacement schedule.

5AK000 – (1) USED PICK-UP TRUCK (ADDITION) **\$11,500**

This account will cover the cost to add an additional pick-up truck for landfill operations. Due to employee's working in various locations on the landfill, an additional truck is necessary to get the staff to and from their work areas. Currently, heavy equipment is being used to drive from one location to another on the property. Adding another pick-up truck would reduce the wear on the heavy equipment, along with saving fuel. The Sheriff's Department has a used pick-up truck that would provide the necessary transportation at a much lower cost.

5AK000 – (1) 500 GALLON FUEL TRUCK (ADDITION) **\$140,000**

This account will cover the cost to add (1) 500 Gallon Fuel Truck for landfill operations. With the increase in the number of pieces of heavy equipment that must be fueled in the field, this vehicle is necessary to provide adequate capacity to efficiently fuel the equipment. Currently, only two (2) 100 gallon fuel tanks on pickup trucks are available to fuel equipment.

5AK000 – LANDFILL COMPACTOR (REPLACEMENT) **\$834,661**

This account will cover the cost to purchase a new Landfill Compactor, which is on the County Replacement Schedule. We are required to maintain two compactors for operation of the landfill. This equipment will replace the compactor originally purchased in 2010 with the current hours of 6173. At the time of replacement this compactor will have approximately 7,500 – 8,000 hours and will have reached its life expectancy.

5AK000 – ENGINEERING DESIGN - BEAR CREEK IMPROVEMENTS **\$110,000**

This account will cover the cost of engineering and design for the Bear Creek Project Improvements. Includes implementation (engineering and design) of the Corp of Engineers approval for the restoration of the bear creek water shed to its natural state.

5AK000 – CONSTRUCTION - BEAR CREEK IMPROVEMENTS **\$265,000**

This account will cover the cost for construction for the Bear Creek Project Improvements. Includes implementation (construction) of the Corp of Engineers approval for the restoration of the bear creek water shed to its natural state.

TRANSFERS

815701 – OP TRN TO SOLID WASTE POST CLOSURE CARE COST **\$105,758**

This is our annual portion of the Financial Assurance, as required by SCDHEC. These funds cover the Closure/Post Closure costs of the Edmund C&D Landfill, Cell 2.

SECTION IIIA

COUNTY OF LEXINGTON
New Departmental Program Request Summary
Fiscal Year - 2019 - 2020

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121204

Organization Title: Solid Waste / Landfill Operations

Object Expenditure Code Classification	Program # 1	Program # 2	Program #3	Program #4	Total 2018-2019 Requested
	Program Title: Wide Track D-6 Dozer	Maintenance Assistant I (1)			
Personnel					
510100 Salaries # 1	0	28,144	0	0	28,144
510300 Part Time #	0	0	0	0	0
511112 FICA Cost	0	2,154	0	0	2,154
511113 State Retirement	0	4,380	0	0	4,380
511114 Police Retirement	0	0	0	0	0
511120 Insurance Fund Contribution # 1	0	7,800	0	0	7,800
511130 Workers Compensation	0	2,342	0	0	2,342
511131 S.C. Unemployment	0	0	0	0	0
* Total Personnel	0	44,820	0	0	44,820
Operating Expenses					
520100 Contracted maintenance	7,128	0			7,128
520200 Contracted Services	0	0	0	0	0
520300 Professional Services	0	0	0	0	0
520302 Drug Testing Service	0	0	0	0	0
520305 Infectious Disease Services	0	310	0	0	310
520500 Legal Service	0	0	0	0	0
521100 Duplicating	0	0	0	0	0
521200 Operating Supplies	0	300	0	0	300
522100 Heavy Equipm. Repairs & Maint.	3,000	0	0	0	3,000
522200 Small Equipment Repairs & Maint.	0	0	0	0	0
522300 Vehicle Repairs & Maintenance	0	0	0	0	0
523000 Land Rental	0	0	0	0	0
524000 Building Insurance	0	0	0	0	0
524100 Vehicle Insurance #	0	0	0	0	0
524101 Comprehensive Insurance# 1	2,148	0	0	0	2,148
524201 General Tort Liability Insurance	0	473	0	0	473
524202 Surety Bonds	0	0	0	0	0
525000 Telephone	0	0	0	0	0
525006 GPS Monitoring Charges	204	0	0	0	204
525030 800 Radio Service Charge	0	623	0	0	623
525031 800 Radio Maintenance	0	0	0	0	0
525210 Conference & Meeting Expenses	0	0	0	0	0
525230 Subscriptions, Dues, & Books	0	0	0	0	0
525 Utilities -	0	0	0	0	0
525400 Gas, Fuel, & Oil	6,000	0	0	0	6,000
525600 Uniforms & Clothing	0	600	0	0	600
526500 Licenses & Permits	0	0	0	0	0
530100 Depreciation	30,857	0			
* Total Operating	49,337	2,306	0	0	51,643
** Total Personnel & Operating	49,337	47,126	0	0	96,463
** Total Capital (From Section IV)	216,000	3,300	0	0	219,300
*** Total Budget Appropriation	265,337	50,426	0	0	315,763

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700	Fund Title: <u>Solid Waste Management</u>	
Organization # 121204	Organization Title: <u>Solid Waste/ Landfill Operations</u>	
Program # 1	Program Title: <u>Wide Track D-6 Dozer</u>	
Object Expenditure		Total
Code Classification		2019-2020
		Requested
Personnel		
510100 Salaries #_1_		0
510300 Part Time #___		0
511112 FICA Cost		0
511113 State Retirement		0
511114 Police Retirement		0
511120 Insurance Fund Contribution #_1__		0
511130 Workers Compensation		0
511131 S.C. Unemployment		0
* Total Personnel		0
Operating Expenses		
520100 Contracted maintenance		7,128
		0
520200 Contracted Services		0
		0
520305 Infectious Disease Services		0
520400 Advertising		0
521000 Office Supplies		0
521100 Duplicating		0
521200 Operating Supplies		0
		0
		0
522100 Heavy Equipment Repairs & Maintenance		3,000
522200 Small Equipment Repairs & Maint.		0
522300 Vehicle Repairs & Maintenance		0
523000 Land Rental		0
		0
524000 Building Insurance		0
524100 Vehicle Insurance #___		0
524101 Comprehensive Insurance #_1__		2,148
524201 General Tort Liability Insurance		0
525006 GPS Monitoring Charges		204
525030 800 MHZ Radio Service Charges		0
525031 800 MHZ Radio Maintenance		0
525100 Postage		0
525210 Conference & Meeting Expenses		0
525230 Subscriptions, Dues, & Books		0
525___ Utilities - _____		0
525400 Gas, Fuel, & Oil		6,000
525600 Uniforms & Clothing		0
526500 Licenses & Permits		0
530100 Depreciation		30,857
		0
		0
		0
		0
		0
		0
* Total Operating		49,337
** Total Personnel & Operating		49,337
** Total Capital (From Section IV)		216,000
*** Total Budget Appropriation		265,337

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019 - 2020

BUDGET
2019-2020
Requested

887

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Wide Track D6 Dozer

Program 1: Wide Track D6 Dozer

Objectives:

A wide track D6K dozer is being requested to assist with the grading on the landfill slopes, maintenance of the landfill roads and support in the wood grinding area.

The operating portion of the Edmund Landfill now covers approximately 250 acres. This includes a closed MSW landfill, cell 1 in the C&D landfill that is in the process of final closure, an active cell 2 for daily C&D material, a materials recovery facility for concrete, asphalt and porcelain and a wood waste compost facility. All of these areas require daily and weekly maintenance. The closed MSW requires regular maintenance to maintain the integrity of the landfill cap. Lifts 4 & 5 in Cell 1 have not been closed and need final cover, grading, seeding and drainage piping installed before SCDHEC will sign off on the closure. The first lifts in Cell 2 are getting to the point where coverage, grading, seeding and drainage are necessary. Each day the materials recovery facility needs to be pushed up and the material dropped off in the wood waste facility must be pushed and stacked. Once a month the wood waste material will be ground and either windrowed for composting or screened for colored mulch.

The landfill currently has a larger D7 dozer that is used to push trash, dirt and compost. However, due to the size and weight of the machine, it cannot be used on the 3 to 1 slopes of the C&D landfill or for final grading on the landfill roads. A smaller wide track dozer would be used for preparation, grading and repairs of the C&D landfill side slopes and benches. Currently, the department has to rent a smaller dozer and over the past 2 ½ years, the department has spent in excess of \$150,000 renting one. Therefore, 75% of the purchase price has already been spent and the need to continue renting a dozer still exists. The new dozer would also assist the D7 dozer in pushing trash, dirt and compost, therefore, extending the life of the bigger and more expensive D7.

With growth in the County, the C&D landfill is nearing 90,000 tons per year (including C&D material and wood waste). At this rate, cell 2 has less than 7 years of available space before the start of cell 3.

SECTION VI. – LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE

\$7,128

This account will cover the expenditures for a Total Maintenance & Repair (TM&R) contract for the dozer to cover the mechanical and general maintenance, the fire protection system and auto lube system.

Co. #000000 New D6K Dozer Serviced by Blanchard.

Total Maintenance & Repair (TM&R) per months.	\$	891.00
	x	8
Total	\$	<u>7,128.00</u>

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$3,000**

This account would cover repairs to the dozer and includes items such as: hoses, pumps, lights, wear items not covered under the TM&R.

Estimated cost for repairs	\$ 3,000.00
----------------------------	-------------

524101 - COMPREHENSIVE INSURANCE/LANDFILL EQUIP. **\$2,148**

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the landfill operations $\$216,001 \times 0.994\% = \$2,147.05$

525006 - GPS MONITORING CHARGES **\$204**

This account covers cost for GPS monitoring and activation.

Monitoring of GPS unit	\$ 16.95
Months	x 12
Total	\$ 203.40

525400 - GAS, FUEL & OIL **\$6,000**

This account covers the cost for gas, diesel, transmission, hydraulic, anti-freeze and other lubricants required for equipment's services and daily fuel for one year. Fleet services has proposed a budget cost of \$ 2.45 a gal. This FY.

530100 - DEPRECIATION **\$30,857**

This cost will cover the Depreciation for FY 19/20. Total cost of equipment divided by 7 years. ($\$216,000/7 = \$30,857$).

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5AJ000 - D6 DOZER **\$216,000**

This account will cover the cost to purchase a D6K dozer. This unit is needed in the landfill to prepare and grade the landfill roads and side slopes. The dozer needs to be equipped with wide tracks, a six way push blade and the waste handler package. The wide tracks allow the dozer to work the 3 to 1 slopes without slipping and the waste package will protect the under carriage while working in trash.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700		Fund Title: Solid Waste Management	
Organization # 121204		Organization Title: Solid Waste Landfill Operations	
Program # 2		Program Title: Maintenance Assistant I's	
Object Expenditure			Total
Code Classification			2019-2020
			Requested
Personnel			
510100	Salaries #_1_		28,144
510300	Part Time #__		0
511112	FICA Cost		2,154
511113	State Retirement		4,380
511114	Police Retirement		0
511120	Insurance Fund Contribution #_1__		7,800
511130	Workers Compensation		2,342
511131	S.C. Unemployment		0
* Total Personnel			44,820
Operating Expenses			
520100	Contracted maintenance		0
			0
520200	Contracted Services		0
			0
520305	Infectious Disease Services		310
520400	Advertising		0
521000	Office Supplies		0
521100	Duplicating		0
521200	Operating Supplies		300
			0
			0
522100	Equipment Repairs & Maintenance		0
522200	Small Equipment Repairs & Maint.		0
522300	Vehicle Repairs & Maintenance		0
523000	Land Rental		0
			0
524000	Building Insurance		0
524100	Vehicle Insurance #__		0
524101	Comprehensive Insurance #_1__		0
524201	General Tort Liability Insurance		473
524202	Surety Bonds		0
525030	800 MHZ Radio Service Charges		623
525031	800 MHZ Radio Maintenance		0
525100	Postage		0
525210	Conference & Meeting Expenses		0
525230	Subscriptions, Dues, & Books		0
525__	Utilities - _____		0
525400	Gas, Fuel, & Oil		0
525600	Uniforms & Clothing		600
526500	Licenses & Permits		0
			0
			0
			0
			0
			0
			0
			0
* Total Operating			2,306
** Total Personnel & Operating			47,126
** Total Capital (From Section IV)			3,300
*** Total Budget Appropriation			50,426

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5700

Fund Title:Solid Waste Management

Organization # 1 21 20 4

Organization Title: Solid Waste / Landfill Operations

Program # 2

Program Title: Maintenance Assistant I (1)

BUDGET

2019-2020

Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

3,300

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 2 – Maintenance Assistant I (1)

Program 2: Maintenance Assistant I (1)

Objectives:

A Maintenance Assistant I position is being requested to assist with the overall daily solid waste facility operations, as well as labor required for maintenance duties.

The Department has experienced a significant reduction in the provision of Community Service personnel. In the past, the Community Service personnel assisted with the completion of a large number of the maintenance duties at the landfill. These included litter collection both on landfill lane and windblown litter on the landfill, additional debris cleanup around the transfer station chute area and waste water recovery system, heavy equipment cleaning, weekly grass cutting at the landfill and along both sides of landfill lane (1 mile long), etc.

In 2007, Community Service hours for the year equaled 5,526 or approximately 3.0 laborers per day (M – Sat). Since 2007 the number of hours of community service has diminished. In 2018, the number of service hours totaled 1,440 which is less than 1.0 laborer per day. The other problem of relying on Community Service personnel is that the staff never knows when one has been assigned by the courts to work at the landfill or when they will show up. This makes it very difficult to schedule maintenance using the Community Service personnel.

Year	Community Service Labor Hours
2007	5,526.00
2008	3,384.75
2009	2,352.70
2010	1,834.25
2011	3,081.75
2012	2,688.00
2013	3,175.25
2014	2,287.75
2015	1,284.00
2016	2,104.00
2017	1,686.00
2018	1,439.55

When a Community Service person does show up, the Heavy Equipment Operator working in the transfer station has to stop and supervise the activities of this person throughout the day. With a Maintenance Assistant, this position can perform maintenance duties and also supervise these individuals to ensure their safety and that they are being productive.

Additionally, the Maintenance Assistant will free up the Heavy Equipment Operators from the routine maintenance functions. The SC DHEC inspectors have become much more stringent on their inspections, citing litter, or area's that need mowing. Without the Community Service personnel or the Maintenance Assistant, a heavy equipment operator has to be pulled from their responsibility of operating equipment to pick up litter, or cut grass. With the increase in waste coming into the facility, the Heavy Equipment Operators are needed on the equipment.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u> <u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Maintenance Assistants I*	<u>1</u>		<u>1</u>	<u>1</u>	<u>105</u>
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

*Positions requires insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES **\$28,144**

(1) Maintenance Assistant I (Band 105) x \$28,144 Salary per year = \$ 28,144.00

511112 - FICA COSTS **\$2,154**

FICA 7.65 % x \$28,144 = \$ 2,153.02

511113 - STATE RETIREMENT **\$4,380**

Retirement 15.56 % x \$28,144 = \$ 4,379.21

511120 – HEALTH INSURANCE **\$7,800**

(1) Maintenance Assistant I – eligible for insurance = \$7,800.00

511130 - WORKERS COMPENSATION (1.0 FTE) **\$2,342**

Workers Compensation \$28,144 x 0.0832 (6217) = \$2,341.58

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$310**

This account will cover the cost for tetanus and hepatitis “B” inoculations available to employees. 29CFR 1910.1030

Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x (1) employee = \$310

521200 - OPERATING SUPPLIES **\$300**

This account covers the cost for operating supplies used daily, to include safety glasses, gloves, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **\$473**

This account covers cost for the FY 19-20

525030 - 800 MHZ RADIO SERVICE CHARGES **\$623**

This account covers cost for (1) 800 MHz Radios.

Service for (1) 800 MHz Radio x \$51.85/each	\$ 51.85
Month	x 12
Total	<u>\$ 622.20</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$0**

This account covers cost for needed maintenance for (1) 800 MHz Radios x \$0/year (under warranty).

525⁶400 - UNIFORMS & CLOTHING **\$600**

This account covers cost for one employee who is required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed. This includes but not limited to safety boots, pants, tee shirts, sweatshirt, etc.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>5AK000 - (1) 800 MHZ MOBILE RADIO (ADDNL)</u>	<u>\$3,300</u>
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This account will cover the cost for One (1) 800 MHz radio for the requested positions to provide continuous communication with the department or other agencies.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121205 - Solid Waste / 321 Reclamation/Close/Superfund

Object Expenditure Code Classification		BUDGET				
		2017-18 Expenses	2018-19 Expenses (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend 2019-20 Approved
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
520200	Contracted Services	54,360	11,894	59,000	59,000	
520300	Professional Services	177,047	61,261	181,760	181,760	
520620	EPA Cost	34,674	43,062	43,062	45,000	
521100	Duplicating	5	5	14	11	
525315	Utilities - Landfill/Cayce 321	21,251	8,225	28,000	24,000	
526500	Licenses & Permits	1,505	1,249	2,000	2,000	
530100	Depreciation	5,284	0	5,000	5,300	
538500	Property Taxes	1,911	1,938	2,200	2,100	
* Total Operating		296,037	127,634	321,036	319,171	
** Total Personnel & Operating		296,037	127,634	321,036	319,171	
Capital						
** Total Capital		0	0	0	0	

*** Total Expenses	296,037	127,634	321,036	319,171
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SECTION V. - PROGRAM OVERVIEW

Summary of Program:

321 Landfill

Objectives:

The 321 landfill was closed in 1988 and declared a superfund several years later. The basic reasons for being declared a superfund site by the EPA were: 1.) Groundwater contamination; 2.) Methane gas migration, and 3.) Sediment and erosion. At this time groundwater recovery wells have been installed, along with a methane recovery system, and the sediment and erosion issues are under control.

The groundwater and methane systems are high maintenance and will be ongoing costs for many years.

At this time no major issues are anticipated at this landfill. The methane and groundwater systems apparently are functioning to SCDHEC and USEPA's satisfaction. These are the two major areas of concern.

All costs related to this program are USEPA/SCDHEC mandated requirements.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – LISTING OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES **\$ 59,000**

This account includes the cost of Operation, maintenance and sampling/analysis of methane and groundwater systems.

520300 - PROFESSIONAL SERVICES **\$ 181,760**

The operation management, annual inspection and reporting fees, ground water/methane reports, remedial operations, and coordination with DHEC/EPA by our consultant for this project is included in this account.

520620 – EPA COST **\$ 45,000**

This account includes payment to the USEPA based on costs incurred for managing this site.

521100 – DUPLICATING **\$ 11**

This account includes cost of duplication for 321 Landfill account 400 copies x \$0.0285/ copy = \$11.40.

52315 – UTILITIES **\$ 24,000**

Estimated utility cost for groundwater recovery and methane recovery systems and based on historical information.

526500 – LICENSES AND PERMITS **\$ 2,000**

This covers the estimated SCDHEC fees for spray irrigation system and other permits.

530100 – DEPRECIATION **\$ 5,300**

To cover anticipated depreciation expense for equipment at the 321 Landfill.

538500 – PROPERTY TAXES **\$ 2,100**

To cover anticipated property taxes for leased buildings at the 321 Landfill.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121206 - Solid Waste / Transfer Station

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries & Wages - 2.5	101,440	42,047	103,671	99,088		
510200	Overtime	13,610	1,027	16,000	14,000		
511112	FICA Cost	8,323	3,115	9,155	8,652		
511113	State Retirement	5,372	2,250	17,424	17,597		
511120	Insurance Fund Contribution - 2.5	19,500	9,750	19,500	19,500		
511130	Workers Compensation	11,145	3,982	9,207	9,879		
511213	State Retirement - Retiree	20,126	2,965	0	0		
* Total Personnel		179,516	65,136	174,957	168,716		
Operating Expenses							
520100	Contracted Maintenance	27,581	8,560	32,016	35,616		
520200	Contracted Services	4,726,716	1,572,069	5,382,512	4,823,486		
520219	Water & Other Beverage Service	989	439	1,100	1,100		
520300	Professional Services	2,500	0	17,635	8,135		
520302	Drug Testing Services	0	0	339	489		
520305	Infectious Disease Services	0	0	300	310		
521000	Office Supplies	293	0	500	500		
521100	Duplicating	27	10	46	46		
521200	Operating Supplies	1,110	144	4,849	4,849		
522000	Building Repairs & Maintenance	23,778	813	50,800	45,000		
522100	Heavy Equipment Repairs & Maintenance	61,032	51,283	100,000	114,293		
522200	Small Equipment Repairs & Maintenance	3,092	1,497	6,780	0		
522201	Fuel Site Repairs & Maintenance	0	0	225	0		
523200	Equipment Rental	144	45	2,074	2,074		
524000	Building Insurance	896	1,222	1,360	2,314		
524101	Comprehensive Insurance	2,376	2,654	2,307	2,437		
524201	General Tort Liability Insurance	724	831	832	1,040		
524202	Surety Bonds	13	0	0	0		
525000	Telephone	0	0	600	0		
525006	GPS Monitoring Charges - 2	207	119	407	204		
525021	Smart Phone Charges - 1	660	268	648	648		
525030	800MHz Radio Service Charges - 3	1,797	741	1,944	1,872		
525031	800 MHz Radio Maintenance - 2	228	0	232	44		
525041	E-mail Service Charges - .5	65	0	65	65		
525210	Conference, Meeting & Training Expenses	76	0	1,834	1,163		
525230	Subscriptions, Dues, & Books	0	0	110	110		
525317	Utilities - County L/F Edmund	5,473	2,030	15,000	18,000		
525400	Gas, Fuel, & Oil	15,056	6,624	15,277	18,848		
525600	Uniforms & Clothing	1,117	1,011	3,069	2,409		
526500	Licenses & Permits	500	500	700	900		
530100	Depreciation	93,253	0	86,800	100,000		
538000	Claims & Judgments	0	0	100	100		
* Total Operating		4,969,703	1,650,860	5,730,461	5,186,052		
** Total Personnel & Operating							
		5,149,219	1,715,996	5,905,418	5,354,768		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121206 - Solid Waste / Transfer Station

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Capital							
540000	Small Tools & Minor Equipment	840	0	1,750	750		
599999	Capital Clearing	(399,375)	0	0	0		
	All Other Equipment	399,375	129,509	7,470,599	834,180		
** Total Capital		840	129,509	7,472,349	834,930		

***** Total Expenses**

5,150,059 1,845,505 13,377,767 6,189,698

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121206

Organization Title:Solid Waste/ Transfer Station

Program #

Program Title: Transfer Station

BUDGET

2019-2020

Requested

Qty

Item Description

Amount

1

Small Tools & Minor Equipment

750

Engineering - Old Transfer Station Repairs

193,000

Construction - Old Transfer Station Structural Repairs

97,000

800 MHz Mobile Radios (Replacement)

6,600

1

Remote Electric Stationary Crane

286,470

1

Front-end Loader - CAT 938M (Replacement)

251,110

**** Total Capital (Transfer Total to Section I and IA)**

834,930

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Transfer Station

Program 1; Transfer Station

Objectives:

This program requires the efforts of 2 (two) Heavy Equipment Operators, 1 (one) Landfill/Transfer Station Supervisor. This program processes all Municipal Solid Waste (MSW) entering the facility through the Transfer Station, while enforcing Lexington County Ordinance, South Carolina Department of Health and Environmental Controls, (SCDHEC) rules and regulations. The Supervisor is responsible for this department and the Landfill Operations (121204), therefore his salary and all operational items are split accordingly.

SERVICE LEVELS

Service Level Indicators:

Program 1:

<u>MSW Processed</u>	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
Landfilled Tons	132,630	129,546	130,782	137,322
Transferred Tons	131,270	126,459	124,539	130,767

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay Band</u>
Landfill/Transfer Station Supervisor	0.5*	0.5		0.5	113
Heavy Equipment Operators III	<u>2</u>	<u>2</u>		<u>2</u>	<u>108</u>
Total Positions	<u>2.5</u>	<u>2.5</u>	<u>0</u>	<u>2.5</u>	

All of these positions require insurance.

*This positions is funded ½ in 121206 and ½ in 121204

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE

\$35,616

This account will cover the expenditures of one (1) piece of heavy equipment to include: Total Maintenance & Repair (TM&R) for mechanical and general maintenance, a fire protection system on the equipment and the cost of maintenance for (2) scales.

The heavy equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. Also the equipment is covered by a separate contract for a fire protection system, based on four inspections per year.

Co. #40667 Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,297.00
	x 12
Total	<u>\$ 15,564.00</u>
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	<u>\$ 749.00</u>
S.C. sale tax @7%	<u>\$ 52.43</u>
Total inspection	<u>\$ 801.43</u>
Estimated cost for replacement part for the fire protection system	<u>\$ 3,000.00</u>
Total	<u>\$ 19,365.43</u>

A maintenance contract for inspecting and testing one (1) scale monthly, a second scale at the new scale complex (estimate 9 months next fiscal year) and re-calibrate if necessary. The scale is located at the entrance and required by the Department of Agriculture for monthly inspections, due to all incoming and outbound customers being charged tipping fees based on their weights.

Estimated replacement parts	<u>\$ 8,000.00</u>
Inspections per month (6 x \$375 = \$2,250.00)	\$ 2,250.00
Inspections per month (6 x \$400 = \$2,400.00)	\$ 2,400.00
Inspections (2 nd scale new complex) (9 x \$400 = \$3,600.00)	<u>\$ 3,600.00</u>
Total	<u>\$ 8,250.00</u>
Total estimated scale maintenance contract	<u>\$ 16,250.00</u>
TOTAL CONTRACTED MAINTENANCE	<u>\$ 35,615.43</u>

520200 - CONTRACTED SERVICES

\$4,823,486

This account covers the cost of contracts for the transport and disposal of Municipal Solid Waste (MSW) from the Transfer Station and direct hauled waste to the Waste Management (WM) Landfill located in Richland County. This account also covers the cost for the hauling and disposing of wash down leachate water generated from the Transfer Station floor. The leachate is delivered to a wastewater treatment plant for disposal. Leachate water is collected in an

underground storage tank (UST). This account also covers the cost for removal of solid sedimentation from the (UST) as required.

The Transport, by NW White, of MSW tonnage to (WM) Landfill is estimated for FY 19/20, and based on the first six months of the current year plus the actual tonnage for the next 6 months of the previous year plus growth. Estimated transfer station tonnage for FY 18/19 is 124,539 tons. Projected increase for FY 19/20 is an estimated tonnage of 130,767 tons. Current FY 18/19 base rate for transporting is \$ 8.99/ton. The estimated rate per ton for FY 2019-2020 based on a new contract effective July 1, 2019 is \$12.70/ton an increase of 41.3 percent.

Cost per ton	\$ 12.70
First quarter estimated tonnage	x 32,021
Total	<u>\$ 406,666.70</u>
Cost per ton	\$ 12.70
Second quarter tonnage	x 33,349
Total	<u>\$ 423,532.30</u>
Cost per ton	\$ 12.70
Third quarter tonnage	x 31,448
Total	<u>\$ 399,389.60</u>
Cost per ton	\$ 12.70
Fourth quarter tonnage	x 33,949
Total	<u>\$ 431,152.30</u>
Total Transporting Cost	<u>\$ 1,660,740.90</u>

The Disposal of MSW at Richland Landfill is estimated and based on the first six months of the current year plus the actual tonnage for the next 6 months of the previous year plus estimated growth. Estimated tonnage (Transfer Station + Direct Delivery to the Landfill) for FY 18/19 is 130,782 tons. Projected increase for FY 19/20 is an estimated tonnage of 137,322 tons. The contract rate for disposal is changing for FY 19/20 based on a new contract effective July 1, 2019. The estimated rate is \$22.50 per ton, a decrease of 19.6 percent over the current rate of \$28.00 per ton.

Cost per ton	\$ 22.50
Total estimated tonnage	x 137,322
Total Disposal Cost	<u>\$ 3,089,745.00</u>

The contract for hauling and disposal of the two (UST's) water is estimated:

Cost per gallon (new contract price)	\$ 0.30
Gallons of wastewater (Increased for second tank in new transfer station for 6 months)	x 200,000
Total	<u>\$ 60,000.00</u>
Potential analysis if required by Waste Treatment Plant	<u>\$ 5,000.00</u>
Cleaning out of UST	<u>\$ 8,000.00</u>

Total Haul & Disposal Cost \$ 73,000.00

TOTAL CONTRACTED SERVICES \$ 4,823,485.90

520219 – WATER & OTHER BEVERAGES \$1,100

This account covers cost associated with providing clean drinking (bottled -5 gallon) water for the landfill and transfer station staff. 200 bottles of water per year x \$5.50 per bottle = \$1,100

520300 - PROFESSIONAL SERVICES \$8,135

This account covers cost associated with several types' services: South Carolina Department of Health & Environmental Control (SCDHEC)

Annual drinking water fee \$ 135

Laboratory analysis for Transfer Station (UST) Leachate for random samples

Each Test Sample \$1,000 x 1 sample = \$ 1,000

Semi-annual Structural Steel inspection Transfer Station Hopper \$ 7,000
(Inspection \$3,500 x 2 per year = \$7,000)

Total Professional Services \$ 8,135

520302 - DRUG TESTING SERVICES \$489

The required Random Drug/Alcohol Testing is for three (3) employees if an accident/incident were to occur to any employee while operating County equip/vehicle, a Drug/Alcohol testing is mandatory. For employees holding CDL licenses, as required in their position, are on a random drug screening.

Random Drug Testing (3 employees x \$40/test) \$ 120.00

After hours drug & alcohol Testing (3 employees x \$100/test) \$ 300.00

Random Alcohol Testing \$ 15.00
Employees x 3
Total \$ 45.00

Random Driver History Check (3 employees x \$8/report) \$ 24.00

Total Estimated Testing \$ 489.00

520305 – INFECTIOUS DISEASE SERVICES \$310

This account will cover the cost for hepatitis "B" inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis "B".

Shot Series cost/ employee \$310 x 1 employees = \$310.

521000 - OFFICE SUPPLIES **\$500**

This account is to cover supplies used in this program. Office Supplies include: Business cards, printer ribbons, file folders, bulletin board, pens, pencils, etc., as needed.

521100 - DUPLICATING **\$46**

This account is to cover all duplicating. Daily fuel sheets, vehicle & equipment service reports, insurance forms, workers compensation forms, notices of needed repairs, purchase requisitions, PAF'S, random inspection reports, etc.

Copies	1600
Cost per copy	x 0.0285
Total	<u>\$ 45.60</u>

521200 - OPERATING SUPPLIES **\$4,849**

This account covers the cost for operating supplies used daily in the Transfer Station operations. Stakes to barricade, barricade tape, pH test kits, and chemical resistant Rubber gloves if hazardous loads are disposed of improperly.

Operating Supplies	\$ 2,000.00
Safety glasses	\$ 25.00
Pairs	x 6
Total	<u>\$ 150.00</u>
Work gloves - operators and community service workers	\$ 0.74
Pairs	x 300
Total	<u>\$ 222.00</u>
General operating supplies, ground & building supplies	\$ 1,000.00
Steam cleaning chemicals per drum	\$ 230.00
Total drums	x 6
Sub-total	<u>\$ 1,380.00</u>
Total with tax	<u>\$ 1,476.60</u>
Total	<u>\$ 4,848.60</u>

522000 - BUILDING REPAIRS & MAINTENANCE **\$45,000**

This account covers cost for needed repairs to all structures and grounds maintenance pertaining to the Transfer Station. Water well and (UST) drainage systems are also included.

Estimated building repairs	\$ 20,000.00
Pressure Wash/Clean inside and front of building	\$ 25,000.00
Total	<u>\$ 45,000.00</u>

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE

\$114,293

This account is for heavy equipment and covers repairs to equipment not covered by contracted maintenance (TM&R), such as tires, loader wear pads, sweep broom, etc.

Estimated repair cost for parts	\$ 30,000.00
Misc. Equipment (including the cranes)	\$ 2,000.00
Rubberized wear pad for 938M loader	\$ 1,268.11
Total pads per year	x 12
Sub-total	\$ 15,217.32
S.C. SALE TAX @ 7%	\$ 1,065.22
Total	\$ 16,282.54
Exchange set of tires for 938M	\$ 30,051.97
Sets per year	x 2
Sub-total	\$ 60,103.94
S.C. SALE TAX @ 7%	\$ 4,207.28
Total	\$ 64,311.22
Bolt peg. For wear pads	\$ 7.00
Total bolt peg.	x 120
Sub-total	\$ 840.00
S.C. SALE TAX @ 7%	\$ 58.80
Total	\$ 898.80
Freight for tires, wear pads, and bolts	\$ 800.00
Total	\$ 114,292.56

523200 - EQUIPMENT RENTAL

\$2,074

This account covers the cost for welding gases, i.e., Oxygen, Acetylene tank rental and motorized lift rental for transfer station light and light cover replacement and maintenance.

- Tank rental - \$27.50/mo x 12 months + SC Sales Tax @7%	\$ 353.10
- Lift rental - \$580/day + Delivery/Pickup \$280 = \$860/day x 2 days	\$ 1,720.00
Total	\$ 2,073.10

524000 - BUILDING AND CONTENTS INSURANCE

\$2,314

This account is for insurance to cover Transfer Station and its contents. FY 2019-2020 amended Dec. budget \$1,360 x 15% = \$1,564. New transfer station for 6 months \$750.00. \$750 + \$1,564 = \$2,314

524101 - COMPREHENSIVE INSURANCE **\$2,437**

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Transfer Station operations

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,040**

This account covers cost for the FY 19/20 and is for the current number of employees. FY 2018-2019 Amended Dec budget \$832 + 25% = \$1,040

524201 - SURETY BONDS **\$0**

This account fee covers the cost for Surety Bonds 2.5 FTE's x \$0 = \$ for FY 19/20. Non bond year.

525006 - GPS MONITORING CHARGES **\$204**

This account covers cost for GPS monitoring and activation.

Monitoring For Units x \$16.95/mo.	\$ 16.95
Month	x 12
Total	<u>\$ 203.40</u>

525021 - SMART PHONE CHARGES **\$648**

To cover the cost of Smart Phone for the Landfill Supervisor for the period of July1, 2019 through June 30, 2020. (\$54.00 a month)

$$\text{\$54.00/month} \times 12 = 648.00$$

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,872**

This account covers cost for (3) 800 MHz Radios.

Service for (3) Radios x \$52.00 (5 site rate + airtime & tax)/month=	\$ 156.00
Month	x 12
Total	<u>\$ 1,872.00</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$44**

This account covers the maintenance cost for:

(1) 800 MHz Radios x \$43.20/year = \$43.20. Maintenance for the remaining (2) radios is not being charged in the New Fiscal Year.

525041 - E-MAIL SERVICE CHARGES **\$65**

This account covers the cost for E-Mail Services for the Landfill Supervisor (6 months).

Services	\$ 10.75
Months	x 6
Total	<u>\$ 64.50</u>

525210 - CONFERENCE & MEETING

\$1,163

This account will cover the cost for the Landfill Supervisor to attend the Solid Waste Association of North America (SWANA) Regional Conference, to be held in South Carolina. This conference is an educational program to update those in the field of Solid Waste Management on Federal and State Regulations, Landfill Operational Applications and Recycling. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC management re-certifications.

SWANA Registration & Special Courses	\$ 550.00
3 nights lodging (\$138/day x 3)	\$ 414.00
Per Diem (\$33/day x 3 days)	\$ 99.00
Total	<u>\$ 1,063.00</u>

This account will also cover the cost for the Supervisor to attend quarterly SWANA meetings for education of solid waste regulations and updated procedures.

Meeting Expense	\$ 25.00
Quarters	x 4
Total	<u>\$ 100.00</u>
Total Conferences & Meetings	<u>\$ 1,163.00</u>

525230 - SUBSCRIPTIONS, DUES & BOOKS

\$110

This account is to cover the cost for Supervisor's re-certification application.

Landfill Manager Re-Certification	\$ 110.00
Total	<u>\$ 110.00</u>

525317 - UTILITIES

\$18,000

This account covers the cost of all utilities associated with the Transfer Station, and the transfer station expansion for 6 months.

525400 - GAS, FUEL & OIL

\$18,848

This account covers the cost for gas, diesel, DEF Fluid, transmission fluid, hydraulic oil, anti-freeze and other lubricants required for equipment's services and daily fuel for the fiscal year. **Fleet services has proposed a budget cost of \$ 2.45 per gal. for FY 2019-2020.**

938H Loader CO #40667 (7,050 gallons x \$2.45/gallon)	\$ 17,272.50
Misc. equipment, and DEF Fluid	\$ 1,575.00
Total	<u>\$ 18,847.50</u>

525400 - UNIFORMS & CLOTHING

\$2,409

This account covers cost for three employees and is required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed

Belts	(3 @ \$15.48)	\$	46.44
Safety Boots	(6 @ \$135.00)	\$	810.00
Work Pants	(13 @ \$23.38)	\$	303.94
Work Shirts	(13 @ \$12.00)	\$	156.00
Work Coats	(3 @ \$59.56)	\$	178.68
Rubber Boots	(3 @ \$25.00)	\$	75.00
Summer Caps	(10 @ \$7.50)	\$	75.00
Co. emblems	(22 @ \$0.76)	\$	16.72
Sew on emblems	(22 @ \$0.80)	\$	17.60
T-shirts L/S	(13 @ \$14.50)	\$	188.50
T-shirts S/S	(13 @ 14.50)	\$	188.50
Sweatshirt hood w/zipper	(13 @ 15.00)	\$	195.00
Sub-total		\$	<u>2,251.38</u>
S.C. Sale tax @ 7%		\$	<u>157.60</u>
Total		\$	<u>2,408.98</u>

526500 - LICENSE & PERMITS

\$900

This account will cover required permits as follows:

Transfer Station (UST) permits (2 tanks x \$200 = \$400)	\$	400.00
Drinking Water well license	\$	250.00
Transfer Station permits	\$	<u>250.00</u>
Total	\$	<u>900.00</u>

530100 - DEPRECIATION

\$100,000

This cost will cover the depreciation of our heavy equipment.

538000 - CLAIMS & JUDGMENTS

\$100

This account will cover any cost that may occur that are lower than the deductible of our insurance.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$750**

This account will cover the cost for any small tools and minor equipment that falls below the \$500 capital cost limit. This also includes replacement items not stocked at Central Warehouse such as wrenches, ratchets, sockets, floor jacks, dollies, Nextel, cell phone replacement and batteries, Smart Phone for the HEO'S and Landfill Supervisor etc

5AK000 - ENGINEERING – OLD TRANSFER STATION REPAIRS **\$193,000**

This account will cover the cost of engineering design to repair the old transfer station building. Once the construction on the new transfer station is completed, major repairs to the old building can be completed. The repairs will include replacing damaged support columns, roof supports and any damaged siding panels during FY 2019-2020 and replacing a large portion of the concrete floor. The re-construction of the concrete floor will take place during FY 2020-2021, however the engineering design will be completed in this budget plan.

These repairs could not be done prior without shutting down the transfer station for an extended period of time. With the completion of the new transfer station, the old building can be shut down without any disruption of service to our citizens and customers.

5AK000 – CONSTRUCTION – OLD TRANSFER STATION STRUCTUAL REPAIRS **\$97,000**

This account will cover the construction cost for structural repairs to the old transfer station building. Once the construction on the new transfer station is completed (estimated to be January 2020), major structural repairs to the old building can be completed. The repairs will include replacing damaged support columns, roof supports and any damaged siding panels. As was noted above the construction cost for the reconstruction of a portion of the concrete floor will take place in FY 2020-2021.

These repairs could not be done prior without shutting down the transfer station for an extended period of time. With the completion of the new transfer station, the old building can be shut down without any disruption of service to our citizens and customers.

5AK000 - (2) 800 MHZ MOBILE RADIOS (REPLACEMENT) **\$6,600**

This account will cover the cost for replacement of two (2) mobile radios. The existing radios will not be supported by Motorola beginning January 1, 2019.

5AK000 – (1) REMOTE ELECTRIC STATIONARY CRANE **\$286,470**

This account will cover the cost of one (1) remote electric stationary crane and installation for the expanded transfer station. The new transfer station was designed to have two (2) cranes. The first crane was approved and is included in Bid #2019-IFB-24 to build the transfer station. This is the second crane for the second hopper hole and will complete the final phase of the transfer station expansion.

5AK000 – (1) FRONT-END LOADER (REPLACEMENT) \$251,110

This account will cover the cost of replacing one (1) front-end loader utilized in the transfer station operation based on Fleet Services replacement schedule.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2019-2020

Fund # 5700

Organization # 12 1206

Program # 1

Fund Title: Solid Waste Management

Organization Title: Solid Waste/Transfer Station

Program Title: (2)Heavy Equipment Operator III's

Object Expenditure Code Classification	Total 2019-2020 Requested
Personnel	
510100 Salaries # 2	68,956
510300 Part Time #	0
511112 FICA Cost	5,276
511113 State Retirement	10,730
511114 Police Retirement	0
511120 Insurance Fund Contribution # 2	15,600
511130 Workers Compensation	5,738
511131 S.C. Unemployment	0
* Total Personnel	106,300
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520305 Infectious Disease Services	620
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	100
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance #	0
524101 Comprehensive Insurance # 1	0
524201 General Tort Liability Insurance	856
524202 Surety Bonds	0
525030 800 MHZ Radio Service Charges	1,248
525031 800 MHZ Radio Maintenance	0
525100 Postage	0
525210 Conference & Meeting Expenses	0
525230 Subscriptions, Dues, & Books	0
525 Utilities -	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	1,200
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
* Total Operating	4,024
** Total Personnel & Operating	110,324
** Total Capital (From Section IV)	6,600
*** Total Budget Appropriation	116,924

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5700

Fund Title:Solid Waste Management

Organization # 121206

Organization Title: Solid Waste / Transfer Station

Program # 1

Program Title: Heavy Equipment Operator III (2)

BUDGET

2019-2020

Requested

Qty

Item Description

Amount

2

800 MHZ Mobile Radio

\$6,600

**** Total Capital (Transfer Total to Section II)**

6,600

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Heavy Equipment Operator III (2)

Program 1: Heavy Equipment Operator III (2)

Objectives:

Two (2) Heavy Equipment Operator III positions are being requested to operate the new transfer station pedestal cranes. These positions are outlined in the Solid Waste Management Departments 5 year strategic plan for the fiscal year 2019-20.

The construction of the new transfer station began on January 21, 2019 with an estimated completion date of January 20, 2020. The design of the new transfer station includes the use of two (2) remote pedestal cranes, one over each hopper. The operator will sit in an enclosed structure with a separate control unit for each crane. Because the transfer station operates 7 days a week, two positions are requested to ensure full coverage.

The current transfer station operates with just one loader operator. The operator pushes the waste material into the trailers with the loader bucket. Once the operator has partially filled the trailer, he has to drop the bucket (with a quick disconnect) and attach the tamper. The operator will tamp the load, replace the tamper with the bucket and repeat the procedure until the trailer is full.

The pedestal crane system allows the loader operator to push waste material into both hoppers without having to stop and tamp. The loader operator can load one hopper and once that has been completed, he can immediately start to push material into the second hopper. Meanwhile, the pedestal crane operator can be tamping the load in the first hopper.

The old operator/tamp system is very slow and limits an operator's ability to fill a maximum of only 28-31 trailers per day, during a 10 hour shift. Based on the average tonnage per trailer of 19.2 tons, the operator would only remove a third of the permitted 1,800 tons per day capacity. As the County continues to grow, the ability to load more trailers is imperative to meet the needs of the citizens and will ensure that all the waste material is removed within SCDHEC's 24 hour requirement.

Additionally, if the loader operator positions material near the hopper, the pedestal crane operator has the ability to load and tamp a trailer in either hopper. This will assist the loader operator during peak times.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Heavy Equipment Operator III	<u>2</u>			<u>2</u>	<u>108</u>
Total Positions	<u>2</u>			<u>2</u>	

Requested Personnel Budget:

510100 - SALARIES AND WAGES (2.0) **\$68,956**

(2) Heavy Equipment Operator III (Band 108) x \$34,478 Salary per year = \$ 68,956.00

511112 - FICA COSTS **\$5,276**

FICA 7.65 % x \$68,956 = \$ 5,275.14

511113 - STATE RETIREMENT **\$10,730**

Retirement 15.56 % x \$68,956 = \$ 10,729.55

511120 – HEALTH INSURANCE **\$15,600**

(2) Heavy Equipment Operator III – 2 x \$7,800 = \$15,600.00

511130 - WORKERS COMPENSATION (2.0 FTE) **\$5,738**

Workers Compensation \$68,956 x 0.0832 (6217) = \$5,737.14

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$620**

This account will cover the cost for tetanus and hepatitis “B” inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x (2) employee = \$620

521200 - OPERATING SUPPLIES **\$100**

This account covers the cost for operating supplies used daily, to include safety glasses, gloves, etc.

524201 - GENERAL TORT LIABILITY INSURANCE **\$856**

This account covers cost for the FY 19-20. Estimates provided by Risk Management.

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,248**

This account covers cost for (2) 800 MHz Radios.

Service for (2) 800 MHz Radio x \$52.00/each	\$	104.00
Month	x	12
Total	\$	<u>1,248.00</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$0**

This account covers cost for needed maintenance for (2) 800 MHz Radios x \$0/year (under warranty).

525400 - UNIFORMS & CLOTHING **\$1,200**

This account covers cost for both employees who are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety personal protective clothing must be worn at all times, due to some of the hazardous conditions the employees are exposed. This includes but not limited to safety boots, pants, tee shirts, sweatshirt, etc.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>5AK000 - (2) 800 MHZ MOBILE RADIOS (ADDNL)</u>	<u>\$6,600</u>
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This account will cover the cost for two (2) 800 MHz radio for the requested positions to provide continuous communication with the department or other agencies.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT**

**Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121207 - Solid Waste / Recycling

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries and Wages - 0.5	25,533	13,105	25,533	26,209		
510300	Part Time - 8 (5.80 - FTE)	150,869	64,856	165,221	174,977		
511112	FICA Cost	13,434	5,939	14,593	15,391		
511113	State Retirement	39,539	8,348	27,774	31,305		
511114	Police Retirement	(296)	0	0	0		
511120	Insurance Fund Contribution - 0.5	3,900	1,950	3,900	3,900		
511130	Workers Compensation	16,180	7,313	17,654	18,674		
511214	Police Retirement - Retiree	374	1,348	0	0		
* Total Personnel		249,533	102,859	254,675	270,456		
Operating Expenses							
520200	Contracted Services	44,196	35,301	176,661	181,531		
520233	Towing Service	225	290	500	580		
520239	E-Waste Recycling	107,357	55,394	117,000	148,524		
520302	Drug Testing Services	50	0	250	250		
520305	Infectious Disease Services	81	0	310	310		
521000	Office Supplies	42	0	250	250		
521100	Duplicating	40	28	100	72		
521200	Operating Supplies	9,528	1,054	4,000	4,000		
521402	Occupational Health Supplies	0	0	200	200		
522000	Building Repairs & Maintenance	4,370	0	0	0		
522100	Heavy Equipment Repairs & Maintenance	0	2,089	2,100	2,500		
522200	Small Equipment Repairs & Maintenance	15,864	5,070	25,000	25,000		
522300	Vehicle Repairs & Maintenance	9,810	2,744	9,000	9,000		
524100	Vehicle Insurance - 3	1,590	2,650	1,638	1,884		
524101	Comprehensive Insurance	490	988	641	802		
524201	General Tort Liability Insurance	450	516	518	648		
524202	Surety Bonds	34	0	0	0		
525006	GPS Monitoring Charges - 3	830	339	814	814		
525030	800 MHz Radio Service Charges - 3	1,993	879	2,109	2,124		
525031	800 MHz Radio Maintenance - 3	342	0	347	0		
525400	Gas, Fuel, & Oil	16,317	8,712	21,858	22,559		
525600	Uniforms & Clothing	2,977	3,201	5,383	5,383		
530100	Depreciation	52,246	0	50,000	60,000		
538000	Claims & Judgments	0	0	100	100		
* Total Operating		268,832	119,255	418,779	466,531		
** Total Personnel & Operating		518,365	222,114	673,454	736,987		
Capital							
540000	Small Tools & Minor Equipment	746	0	1,000	1,000		
599999	Capital Clearing	(135,557)	0	0	0		
	All Other Equipment	135,557	3,924	111,585	10,200		
** Total Capital		746	3,924	112,585	11,200		
*** Total Expenses		519,111	226,038	786,039	748,187		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-2020

Fund # 5700		Fund Title: Solid Waste
Organization # 121207		Organization Title: Solid Waste/Recycling
Program # 1		Program Title: Recycling
		BUDGET
		2019-2020
		Requested
Qty	Item Description	Amount
	Small Tools & Minor Equipment	1,000
	Signs	3,000
2	Vehicle Radios RPL	7,200
** Total Capital (Transfer Total to Section I and IA)		11,200

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Recycling

Program 1: Recycling

Objectives:

This program requires the efforts of eight (8) part-time Recycling Collectors and (1) full-time Supervisor (Collection Recycling Coordinator). The Recycling Collectors pick up, transport and process recycling materials collected at the 11 (eleven) County Collection & Recycling Centers, Administration Building, Court House and when requested from other County Agencies. Their duties also include: daily vehicle inspection reports, a daily activity log, picking up supplies for Solid Waste Management, delivering supplies to the Collection & Recycling Centers, maintaining the oil filters and bottles, E-waste trailer, mattress trailer and daily maintenance of Recycling Collections vehicles and equipment.

The Collection and Recycling Coordinator's duties include: supervision, scheduling and payroll approval of the Recycling Collectors, scheduling of Collection Centers recycling requests and daily collector's task assignments, oversees vehicle and equipment maintenance, formulates monthly reports for total recycling tonnages and total pulls reports for each recyclable commodity and for each Collection & Recycling Center, purchasing all equipment and supplies as approved in the yearly budget, deals directly with recycling vendors for all recycling occurring inside and outside of the Collection & Recycling Centers, holds the Recycling Coordinator responsible as required in the South Carolina Department of Health and Environmental Control (SCDHEC) Solid Waste Policy & Management Act of 1991. The Collection Recycling Coordinator is responsible for formulating and allocating the Recycling Budget.

Service Levels

	Actual Tons	Actual Tons	Projected Tons	Projected Tons
<u>Service Level Indicators:</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
Aluminum (UBC)	25.75	29.40	31.28	32.00
Antifreeze	37.76	30.40	25.00	26.00
Batteries – Lead Acid	59.86	55.11	53.47	55.00
Cardboard*	1117.72	1162.53	1217.59	1242.00
Carpet & Foam Pad*	133.08	102.37	129.22	115.00
Co-Mingled (Franchise)	5075.17	4679.72	4418.84	4197.00
Cooking Oil*	38.16	38.80	43.28	45.00
Electronics*	310.28	374.17	331.10	335.00
Glass - Brown	134.94	124.65	150.02	150.00
Glass - Clear	162.52	206.69	192.74	200.00
Glass – Green	91.37	75.13	141.43	100.00
Glass – Mix	0.00	0.00	0.00	0.00
Mattresses*	153.01	118.48	121.58	131.00
Metal	2502.01	2719.25	2853.72	2796.00
Newspaper/Magazines*	566.84	454.58	724.87	750.00
Office Paper	67.97	60.35	40.48	50.00
Oil Filters	13.58	21.92	21.79	21.00
Oil Liquid*	218.77	222.14	188.00	200.00
Plastic	223.21	250.31	309.86	275.00
Textiles	32.04	21.97	23.50	20.00
Tires	782.32	903.66	1131.99	1200.00

* Commodities are pulled and processed by outside vendors. (1) Beginning July 1, 2011, E-Waste Recycling became mandatory and is maintained by the Recycling Collectors.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay Band</u>
*Collection Recycling Coordinator	0.5	0.5		0.5	210
**Recycling Collectors	5.8	5.8		5.8	104
Total Positions	6.3	6.3		6.3	

* Only this position includes health insurance.

** These positions are part-time, 29 hour per week employees.

8 collectors @ 29 hours per week = 232 hours, divided by 40 hour (FTE Hours) =

1 Coordinator @ 40 hours per week, times 50% =

Total FTE for 121207

5.8 FTE positions

.5 FTE positions

6.3 positions

*This position is funded ½ in 121203 and ½ in 121207

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES

\$181,531

Hauling of Cardboard & Mixed Paper from the Collection & Recycling Centers

This account covers the cost of the monthly rental and hauling of the 40 yard cardboard compactor boxes and the mixed paper containers. The containers are hauled to Sonoco for recycling of the materials.

Container Rental = \$58 per container per month. $\$58 \times 26 \text{ containers} = \$1,508.00$ per month.
 $\$1,508 \text{ per month} \times 12 \text{ months} = \$18,096.00$

Haul cost per container = \$125/per haul.
Estimated hauls – Mixed Paper = 180
Estimated hauls – Cardboard = 340
Total hauls = $520 \times \$125 = \$65,000.00$

Rental - \$18,096 + Hauls \$65,000 = Total \$83,096

Mattress/Box Springs Recycling:

This account will cover the cost for contracting (contract C13018-4/24/13S) an outside vendor to provide and pull a 53' trailer that will be located at the Edmund Landfill to the recycling plant. The cost will cover the rental of the trailer, hauling fee, fuel service charge per trailer and a handling charge for each mattress/box spring. (Note: Charges include estimated cost increase for new contract 5/18)

Trailer Rental (2 per month @ \$300.00)	12 months	@ \$	600.00	\$	7,200
Transportation Fee	48 Loads	@ \$	312.50	\$	15,000
Fuel Surcharge	48 Loads	@ \$	85.00	\$	4,080
Processing Fee	5,000 mattresses	@ \$	10.00	\$	<u>50,000</u>
Total				\$	<u>76,280</u>

Plastic Recycling:

This account will cover the cost of recycling plastic at Sonoco. Cost per ton is \$15 per ton.
Estimated tonnage for fiscal year 2019-20 is 300 tons $\times \$15 = \underline{\$4,500}$.

Fluorescent Bulb Recycling:

This account will cover the cost for contracting an outside vendor to ship, process and swap drums of crushed CFL and fluorescent bulbs to be recycled from residents. The shipping and processing costs are based on a pallet load.

Shipping and Processing	10 pallets per year @ \$1,650.00	\$	16,500.00
S.C. Sales Tax		\$	<u>1,155.00</u>
Total		\$	<u>17,655.00</u>

520233 – TOWING **\$580**

These funds cover the cost of towing on any of the County vehicles assigned to this program (Ford F-450 flatbed #34895; F-450 flatbed #34896; F-450 flatbed #37004; Tilt trailer or any of the other recycling trailers)

520239 – E-WASTE RECYCLING **\$148,524**

Effective as of July 1, 2011, it is unlawful for any person to dispose of electronic waste (Computers, TVs, Monitors, etc.) in with their municipal solid waste. E-waste materials are required to be dropped-off at the landfill for recycling. The materials are palletized, loaded on a tractor trailer and hauled off for recycling by an R2/RJOS Certified e-waste recycling contractor. These funds will cover the cost of recycling e-waste dropped off at the Edmund Landfill and approximately (6) six E-Waste Recycling Special Events throughout the County during FY 19-20. (Average cost per trailer from the Edmund facility in the YTD 18-19 is \$3,659 per load).

Trailer Load	\$ 3,659.00 x 36 Loads	\$ 131,724.00
E-Waste Recycling Events	\$ 2,800.00 x 6 Events	\$ 16,800.00

520302 - DRUG TESTING SERVICES **\$250**

This account covers any potential need for drug testing of employees.

520305 – INFECTIOUS DISEASE SERVICES **\$310**

This account will cover the cost for hepatitis “B” inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Division in a pathogenic exposure program to vaccinate against hepatitis “B”.

Shot Series cost/ employee \$310 x 1 employees = \$310

521000 - OFFICE SUPPLIES **\$250**

This account covers any office supplies to include: file folders, pens, pencils, pads, calendars, etc.

521100 - DUPLICATING **\$72**

This account covers any duplication required for worksheets, time sheets, recycling reports, etc.

Number of Copies 2500 x \$0.0285 = \$71.25

521200 - OPERATING SUPPLIES **\$4,000**

This account covers the cost for general cleaning supplies, shrink wrap for palletizing electronic waste, first aid supplies, personal protective equipment and other safety devices.

521402 - OCCUPATIONAL HEALTH SUPPLIES **\$200**

This account will cover the cost of health supplies to protect the employees from hazardous materials. Items included but not limited to: face masks, latex gloves, chemical gloves, etc.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$2,500**

This account will cover the cost of repairs on the Yale forklift and the oil filter baler. These repairs would include tires, hydraulic hoses, motors, paint, metal work, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$25,000**

To cover repairs and maintenance of the recycling trailers and containers to include: lights, tires, roll carts, etc. There are approximately 70 trailers, with most of them over 20 years old. Each year, a number of trailers have been refurbished to ensure the safety of the staff and citizens and to project a professional appearance. The repairs generally include fixing loose mesh flooring, painting, replacing rusted bracing, wheel fenders, and dry rotted tires. The average cost per repair has been approximately \$1,500 per trailer.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$9,000**

These funds are for normal maintenance costs associated with the operation of the three (3) Flat Beds. Estimated costs:

4500 Flat Bed (Co# 41170)	\$ 2,000
4500 Flat Bed (Co# 41169)	2,000
F-450 Flat Bed (Co# 37004)	3,000
Sub-total	<u>\$ 7,000</u>
Misc. parts & repairs	<u>2,000</u>
Total	<u>\$ 9,000</u>

524100 - VEHICLE INSURANCE (3) **\$1,884**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management. (\$546 per vehicle FY 2018-2019 amended budget + 15% = \$627.90)
\$627.90 per vehicle x 3 vehicles = \$1,883.70

524101 - COMPREHENSIVE INSURANCE **\$802**

To cover the cost of Comprehensive Insurance (Inland Marine) for the following vehicles and equipment: F-450 #00000 (\$267.08), F-450 #00000 (\$267.08), and F-450 #37004 (\$267.08) estimated at a total of \$802 (\$641 FY2018-19 amended budget + 25% = \$801.25) per Risk Management.

524201 - GENERAL TORT LIABILITY INSURANCE (6.3) FTE'S **\$648**

To cover the cost of allocated general tort liability insurance for .50% of Collection and Recycling Center Coordinator and 8 part time recycling collectors. \$518 FY 2018-2019 amended budget + 25% increase = \$ 647.50. This figure provided by Risk Management.

524202 - SURETY BONDS **\$0**

Cover the cost of surety bonds for full-time equivalent employees. 6.3 FTE's x \$0 per FTE = \$0. This figure provided by Risk Management. This is a non-surety bond year.

5250006 – GPS MONITORING CHARGES

\$814

To cover the cost of monthly vehicle GPS monitoring charges for the F-450 #34895, F-450 #34896, F-450 #37004 and Yale Forklift #37206.

4 @ \$16.95/month = \$67.80 x 12 months @ \$67.80 = \$813.60

525030- -800 MHZ RADIO SERVICE CHARGE

\$2,124

This account covers the cost for three (3) 800 MHz Radios

Service for three (3) Radios @ \$59.00 (6 site rate + airtime & tax) each	\$	177.00
Month	x	12
Total	\$	2,124.00

525031 - 800 MHZ RADIO MAINTENANCE

\$0

This account covers the cost for yearly maintenance of three (3) 800 MHz Radios. The radios will be replaced this year, therefore, no maintenance cost is budgeted per finance department.

525400 - GAS, FUEL & OIL

\$22,559

This account covers the cost for gas/diesel fuel for vehicles and equipment assigned to this department. **Fleet Services has proposed a budget cost of \$ 2.45/gallon for diesel this FY.**

Ford Flat Bed (Co# 41170)	65gal/week @ \$2.45/gal=	\$159.25/week x 52 weeks =	\$ 8,281.00
Ford Flat Bed (Co# 41169)	40gal/week @ \$2.45/gal=	\$98.00/week x 52 weeks=	\$ 5,096.00
Ford Flat Bed Co #37004	65gal/week @ \$2.45/gal=	\$159.25/week x 52 weeks=	\$ 8,281.00
Yale Forklift Co #37206	10gal/month @ \$2.45/gal=	\$24.50/month x 12 months=	\$ 294.00
Diesel Exhaust Fluid	165 gallons @ 1.25/gal+	\$206.25	\$ 206.25
Misc Equip (compressor/welder)			\$ 400.00
Total			\$ 22,558.25

525600 - UNIFORMS & CLOTHING

\$5,383

This account covers the cost for eight employees that are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed. After the initial purchase for all employees, items such as winter jackets, rain coats, pants, and belts will only be purchased on an as needed basis each year. The increase in this line item is due to the recyclers needing more than one pair of boots each year.

Safety Shoes	16 Pair @ \$135.00	\$ 2,160.00
Winter Jacket	8 @ \$48.24	\$ 385.92
Raincoat	8 @ \$62.00	\$ 496.00
Shirt – Short Sleeve	32 @ \$14.50	\$ 464.00
Shirt – Long Sleeve	32 @ \$14.50	\$ 464.00
Sweatshirt Hood w/zipper	24 @ \$15.00	\$ 360.00
Work Pants	32 @ \$14.54	\$ 465.28
Belt	8 @ \$13.54	\$ 108.32
Summer Caps	12 @ \$7.50	\$ 90.00
County Patch	16 @ \$1.50	\$ 24.00
Sewing on Patch	16 @ \$0.80	\$ 12.80
S.C. Sales tax @ 7%		\$ 352.12

Total \$ 5,382.44

530100 - DEPRECIATION **\$60,000**

This cost will cover the depreciation of vehicles and equipment.

538000 - CLAIMS & JUDGMENTS (LITIGATION) **\$100**

This account will cover any cost that may occur that are lower than the deductible of our insurance.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT	\$1,000
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This account will cover the cost for any small tools and minor equipment that falls below the \$500 capital cost limit. This also includes replacement items not stocked at Central Warehouse such as wrenches, ratchets, sockets, battery packs, and portable air compressors.

5AK000 – SIGNS	\$3,000
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This account will cover the cost of signs, banners and sign materials for electronic recycling events and for the electronic waste building (directional and informational). This amount includes costs for signposts, brackets and other hardware necessary for the installation of signs and hanging of banners.

5AK000-(2) 800 MHZ VEHICLE RADIOS (REPLACEMENT)	\$7,200
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This account will cover the cost of replacing two (2) vehicle radios that will not be supported beginning January 1, 2019.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121210 - Solid Waste / Litter Control Operations

Object Expenditure Code Classification		2017-18 Expenses	2018-19 Expenses (Dec)	2018-19 Amended (Dec)	BUDGET	
					2019-20 Requested	2019-20 Recommend
Personnel						
510300	Part Time - 4 (2.96 FTE)	16,063	16,448	65,634	77,734	
511112	FICA Cost - Salary Adjustment	1,240	1,262	5,021	5,947	
511113	State Retirement - Sal. Adjustment	3,880	2,234	9,556	12,096	
511130	Workers Compensation - Sal. Adjustment	1,648	1,693	6,735	7,976	
* Total Personnel		22,831	21,637	86,946	103,753	
Operating Expenses						
520233	Towing	0	0	75	290	
520305	Infectious Disease Services	0	0	930	930	
521200	Operating Supplies	1,366	427	3,000	2,100	
522300	Vehicle Repairs & Maintenance	485	3	500	500	
524100	Vehicle Insurance - 1	0	530	546	628	
524201	General Tort Liability Insurance	225	258	259	324	
524202	Surety Bonds	16	0	0	0	
525006	GPS Monitoring Charges	0	34	204	204	
525030	800 MHz Radio Service Charge	304	244	703	708	
525031	800 Mhz Radio Maintenance	0	0	0	44	
525400	Gas, Fuel, & Oil	537	1,266	2,756	2,340	
525600	Uniforms & Clothing	554	854	2,175	2,175	
530101	Depreciation	2,515	0	5,000	3,000	
* Total Operating		6,002	3,616	16,148	13,243	
** Total Personnel & Operating		28,833	25,253	103,094	116,996	
Capital						
540000	Small Tools & Minor Equipment	52	0	500	500	
599999	Capital Clearing	(32,742)	0	0	0	
	All Other Equipment	32,742	0	0	0	
** Total Capital		52	0	500	500	
*** Total Expenses		28,885	25,253	103,594	117,496	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019 - 2020

Fund # 5700	Fund Title: Solid Waste Management
Organization # 121210	Organization Title: Solid Waste / Litter Control Operation
Program #	Program Title: Litter Control Operation

BUDGET
2019-2020
Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

500

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Litter Collection Crew

Program 1: Litter Collection Crew

Objectives:

The program provides weekly litter collection service (3 days per week) using four (4) part-time positions and accompanying equipment. The staff picks up litter along the roadside throughout the County.

SERVICE LEVELS

Service Level Indicators:

Program 1:

	<u>Actual</u> <u>FY 16/17</u>	<u>Actual</u> <u>FY 17/18*</u>	<u>Estimated</u> <u>FY 18/19</u>	<u>Projected</u> <u>FY 19/20</u>
Number of Bags Collected	0	1,000	4,000	5,000
Pounds of litter Collected	0	20,000	45,000	50,000

*Includes one half year total.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF NEW POSITIONS

Requested Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u> <u>Positions</u>	<u>Enterprise Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Pay</u> <u>Band</u>
**Litter Collection Crew Chief	0.738	0.738		0.738	103
**Litter Collectors	2.213	2.213		2.213	101
Total Positions	2.95	2.95		2.95	

** These positions are part-time, 29.5 hour per week employees.

(1) Litter Collection Crew Chief @ 29.5 hours per week = 29.5 hours, divided by 40 hour (FTE Hrs) = 0.738 FTE positions

(3) Litter Collectors @ 29.5 hours per week = 88.5 hours, divided by 40 (FTE Hours) = 2.213 FTE positions

Total FTE 2.95 positions

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING **\$290**

These funds cover the cost of towing the Litter Crew's vehicle if required.

520305 – INFECTIOUS DISEASE SERVICES **\$930**

This account will cover the cost for hepatitis "B" inoculations available to employees. 29CFR 1910.1030 Guidelines apply to any personnel considered at risk under OSHA 1970 General Data clause. There is considerable information available to support the inclusion of certain personnel in the Solid Waste Management Department in a pathogenic exposure program to vaccinate against hepatitis "B".

Shot Series cost/ employee \$310 per employee x 3 employees = \$930

521200 - OPERATING SUPPLIES **\$2,100**

This account covers the cost for collection bags, safety personal protective gear and other associated supplies.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$500**

These funds are for normal maintenance costs associated with the operation of one (1) Pickup truck

524100 - VEHICLE INSURANCE (1) **\$628**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management.

Insurance (1) pickup truck \$ 546 FY2018-2019 amended budget + 15% = 627.90

524201 - GENERAL TORT LIABILITY INSURANCE **\$324**

This account fee covers the cost for the FY 19/20 for (4) employees. \$259 FY 18-19 amended budget + 25% = \$323.75 per Risk Management estimate.

524202 – SURETY BONDS **\$0**

This account fee covers the cost for Surety Bonds for FY 19/20. This is a non-surety bond year. Cost \$0 per employee x 2.91 FTE's = \$0.

525006 – GPS MONITORING CHARGES **\$204**

This account covers cost for GPS monitoring and activation.

Monitoring cost of unit \$16.95 x 12 months = \$203.40

525030 - 800 MHZ RADIO SERVICE CHARGES **\$708**

This account covers cost for one (1) 800 MHz Radio.

Service for (1) 800 MHz Radio x \$59 (6 site rate + airtime & tax)/month x 12 = \$ 708.00

525031 - 800 MHZ RADIO MAINTENANCE **\$44**

This account covers cost for required maintenance of one (1) 800 MHz Radio. The radio maintenance for this year is \$43.20.

525400 - GAS FUEL & OIL **\$2,340**

This account will cover the cost for daily gas and other lubricants required for the assigned vehicle. **Fleet services has proposed a budget cost of \$ 1.80 per gal. for FY 2019/2020.**

Pickup truck – 25 gallons per week x 52 weeks = 1,300 gal. x \$1.80/gallon = \$ 2.340

525600 - UNIFORMS & CLOTHING **\$2,175**

This account covers the cost for four employees that are required to wear uniforms to identify themselves as County employees, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees are exposed. After the initial purchase for all employees, items such as winter jackets, rain coats, pants, and belts will only be purchased on an as needed basis each year.

Safety Shoes	4 Pair @ \$135.00	\$ 540.00
Winter Jacket	4 @ \$59.56	\$ 238.24
Raincoat	4 @ \$62.00	\$ 248.00
Shirt – Short Sleeve	16 @ \$14.50	\$ 232.00
Shirt – Long Sleeve	16 @ \$14.50	\$ 232.00
Sweatshirt Hood w/zipper	12 @ \$14.25	\$ 171.00
Work Pants	16 @ \$17.14	\$ 274.24
Belt	4 @ \$13.54	\$ 54.16
Summer Caps	4 @ \$7.50	\$ 30.00
County Patch	8 @ \$0.76	\$ 6.08
Sewing on Patch	8 @ \$0.80	\$ 6.40
	Subtotal	\$ 2,032.12
SC Sales Tax @ 7%		142.25
Total		<u>\$ 2,174.37</u>

530100 - DEPRECIATION

\$3,000

This cost will cover the depreciation of vehicles and equipment.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT

\$500

This account will cover the cost to purchase small tools.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-20**

Fund: 5700

Division: Public Works

Organization: 121220 - Solid Waste / Code Enforcement

						BUDGET	
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 2	0	0	84,474	84,474		
510200	Overtime	0	0	2,000	2,000		
511112	FICA Cost - Salary Adjustment	0	0	6,616	6,616		
511114	Police State Retirement	0	0	14,909	15,773		
511120	Insurance Fund Contribution - 2	0	0	15,600	15,600		
511130	Workers Compensation - Sal. Adjustm	0	0	2,992	2,993		
* Total Personnel		0	0	126,591	127,456		
Operating Expenses							
520233	Towing	0	0	75	290		
520702	Technical Currency & Support	0	0	2,200	2,200		
521200	Operating Supplies	0	0	250	500		
521208	Police Supplies	0	0	750	750		
522300	Vehicle Repairs & Maintenance	0	0	2,000	2,000		
524100	Vehicle Insurance - 1	0	0	1,114	1,282		
524101	Comprehensive Insurance	0	0	0	802		
524201	General Tort Liability Insurance	0	0	1,490	1,863		
525004	Wan Service Charges	0	0	960	960		
525006	GPS Monitoring Charges	0	0	408	0		
525021	Smart Phone Charges	0	0	1,296	1,296		
525030	800 MHz Radio Service Charge	0	0	1,406	1,416		
525031	800 MHZ Maintenance Charges	0	0	0	0		
525041	E-mail Service Charges	0	0	258	258		
525210	Conference & Meeting Expenses	0	0	1,000	1,000		
525230	Subscriptions, Dues and Books	0	0	130	130		
525400	Gas, Fuel, & Oil	0	0	6,000	6,000		
525600	Uniforms & Clothing	0	0	4,000	4,000		
530101	Depreciation	0	0	0	5,000		
* Total Operating		0	0	23,337	29,747		
** Total Personnel & Operating		0	0	149,928	157,203		

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2019-2020

Fund: 5700

Division: Public Works

Organization: 121220 - Solid Waste / Code Enforcement

Capital					
540000	Small Tools & Minor Equipment	0	0	700	<u>1,000</u>
599999	Capital Clearing	0	0	0	<u>0</u>
	All Other Equipment	0	0	107,100	<u>0</u>
** Total Capital		0	0	107,800	1,000
*** Total Expenses		0	0	257,728	158,203

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121220

Organization Title: Solid Waste / Code Enforcement

Program # 1

Program Title: Solid Waste Code Enforcement

BUDGET

2019-2020

Requested

Qty

Item Description	Quantity	Unit Price	Total Price
1. Laborer	1	100	100
2. Carpenter	1	150	150
3. Electrician	1	200	200
4. Plumber	1	180	180
5. Painter	1	120	120
6. Material (Cement)	1	300	300
7. Material (Brick)	1	250	250
8. Material (Sand)	1	150	150
9. Material (Gravel)	1	200	200
10. Material (Steel)	1	400	400
11. Material (Concrete)	1	350	350
12. Material (Insulation)	1	100	100
13. Material (Drywall)	1	120	120
14. Material (Flooring)	1	180	180
15. Material (Paint)	1	100	100
16. Material (Tools)	1	50	50
17. Material (Safety Gear)	1	50	50
18. Material (Transportation)	1	100	100
19. Material (Food/Drink)	1	50	50
20. Material (Accommodation)	1	100	100
21. Material (Utilities)	1	50	50
22. Material (Insurance)	1	100	100
23. Material (Permits)	1	50	50
24. Material (Miscellaneous)	1	50	50
25. Material (Total)	1	1000	1000

Amount

Small Tools and Minor Equipment

1,000

**** Total Capital (Transfer Total to Section III)**

1,000

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Solid Waste Code Enforcement

Program 1: Solid Waste Code Enforcement

Objectives:

This program is designed to eliminate commercial businesses and/or residents from outside of Lexington County from using the Collection & Recycling Centers and to enforce litter control throughout the County. The program consist of two (2) certified law enforcement officers, who report directly to the LCSD.

The officers randomly travel between the eleven (11) Collection & Recycling Centers checking ID's for out of county residents and follow up with commercial businesses. Additionally, the officers monitor for un-tarped loads, littering, illegal dumping, citizen conflicts and scavenging. The Officers also support the landfill operations, special recycling events and solid waste education.

The program supports the overall goal of eliminating out of county residents and businesses from using the Collection & Recycling Centers and reducing litter along County roads.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 - TOWING **\$290**

This account covers cost associated with towing the vehicle as needed for repairs

520702 – TECHNICAL CURRENCY & SUPPORT **\$2,200**

This account covers the cost of the software for the Code Enforcement Officers computer.

521200 - OPERATING SUPPLIES **\$500**

These funds are necessary to provide the required supplies for the code enforcement officer to include but not limited to: gloves, safety glasses, forms, etc.

521208 - POLICE SUPPLIES **\$750**

This account will cover the cost of supplies for the Code Enforcement Officer.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$2,000**

These funds are for normal maintenance costs associated with the operation of the police vehicle assigned to this account. Two (2) Police Vehicles Co. #00000 - \$2,000

524100 - VEHICLE INSURANCE **\$1,282**

These funds are for insurance of the two (2) police vehicles #00000. This figure provided by Risk Management \$1,114 FY2018-2019 amended + 15% = \$1281.10.

524101 - COMPREHENSIVE INSURANCE **\$802**

These funds are for insurance of the two (2) police vehicles #00000. This figure provided by Risk Management \$641 FY2018-2019 amended + 25% = \$801.25 or \$802.

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,863**

These funds are for General Tort Liability Insurance for the two (2) Code Enforcement Officer. This figure provided by Risk Management.

525004 - WAN SERVICE CHARGES **\$960**

To cover the cost of wifi and internet service

525021 - SMART PHONE CHARGES **\$1,296**

This account covers the cost for a smart phone for the Code Enforcement Officers.

Verizon Smart Phone (\$54.00 per month x 2 phones)	\$ 108.00
Months	X 12
Total	\$ 1,296.00

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,416**

This account covers cost for the 800 MHz Radios, \$58.58 (6 site rate + airtime & tax) /mo.

Monthly service charge for 800 MHZ radio (\$59 x 2 radios)	\$ 118.00
Months	x 12
Total Service Charges	\$1,416.00

525031 - 800 MHZ RADIO MAINTENANCE CONTRACTS **\$0**

This account covers cost for the 800 MHz Radios maintenance contracts. The cost per radio includes tax.
Code Enforcement Officers radios \$0.00/year x 2 radios = \$ 0 (New radio on warranty)

525041 - E-MAIL SERVICE CHARGES **\$258**

These funds are for the Code Enforcement Officers E-mail account. \$10.75/month x 2 officers = \$21.50 x 12 months = \$258.00

525210 - CONFERENCE & MEETING EXPENSES **\$1,000**

This account covers the cost for any certification classes the Code Enforcement Officers are required to attend.

525230 - SUBSCRIPTIONS, DUES AND BOOKS **\$130**

SC Law Enforcement Officers Association	\$80
Notary Public	<u>\$50</u>
Total	\$130

525400 - GAS, FUEL & OIL **\$6,000**

This account covers the cost for gas, transmission, hydraulic, chassis, anti-freeze and other lubricants required for equipment's services and daily fuel for one year. **Fleet services has proposed a budget cost of \$ 1.80 a gal. This**
FY.

525600 - UNIFORMS & CLOTHING **\$4,000**

These funds are for uniforms and clothing for the Code Enforcement Officers.

530100 - DEPRECIATION **\$5,000**

This cost will cover the depreciation of vehicles and equipment.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>540000 - SMALL TOOLS AND MINOR EQUIPMENT</u>	<u>\$1,000</u>
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This account will cover the cost for a smart phone and any small tools and/or minor equipment which falls below the \$500 capital cost limit, especially items not stocked at Central Warehouse.

Fund: 5700
Division: Public Works
Organization: 121299 - Solid Waste / Non-Departmental

*** Total Expenses	0	0	2,172,213	61,034
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SECTION V. - PROGRAM OVERVIEW

Summary of Programs:

Program – Non-Departmental

Program: Non-Departmental

Objectives:

This program is being requested to provide backup for potential salary adjustment and Department contingency.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. B. – LISTING OF POSITIONS

Requested Personnel Budget: (Estimated (3) percent increase on existing Salary, OT and Part Time - Total \$1,563,226)

511112 - FICA COSTS – SALARY ADJUSTMENT	\$3,588
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$\$46,897 \times .0765 (7.65\%) = \$3,588$

511113 - STATE RETIREMENT (L/S)	\$6,894
--	----------------

$\$44,303 \text{ State} \times .1556 (15.56\%) = \$6,894$

511113 - POLICE RETIREMENT (L/S)	\$473
---	--------------

$\$2,594 \text{ Police} \times .1824 (18.24\%) = \$7,297$

511130 - WORKERS COMPENSATION (1.0 FTE)	\$3,182
--	----------------

$\$46,897 \times 0.06785 (\text{average factor for Department}) = \$3,182$

519901–SALARIES&WAGESADJUSTMENTACCOUNT	\$46,897
---	-----------------

$\$1,563,226 \times 1.03 (3\%) = \$1,610,123 - \text{Increase } \$46,897$

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

529903 – CONTINGENCY	\$0
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COUNTY OF LEXINGTON
SW POST CLOSURE SINKING FUND
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* SW Post Closure Sinking Fund 5701:								
Revenues:								
461000	Investment Interest	34,782	56,370	65,000	65,000	107,000		
805700	Op Trn from Solid Waste	86,040	485,768	485,768	485,768	105,758		
** Total Revenue		120,822	542,138	550,768	550,768	212,758		
***Total Appropriation					1,464,152	448,000		
Contingency					1,086,463			
FUND BALANCE								
Beginning of Year - cash					5,608,322	5,781,401	5,781,401	5,781,401
FUND BALANCE - Projected								
End of Year - cash					5,781,401	5,546,159	5,781,401	5,781,401

Fund: 5701
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

					<i>BUDGET</i>	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520200 Contractual Service	0	0	20,000	30,000		
520300 Professional Services	64,500	26,450	122,000	30,000		
520601 L/F Well Monitoring - Batesburg/Leesville	55,500	28,500	57,500	59,500		
520602 L/F Well Monitoring - Edmund	32,000	20,000	41,000	41,000		
520603 L/F Well Monitoring - Chapin	36,000	19,000	38,000	40,000		
520612 Closure/PostClosure Care Cost	(906,896)	0	0	0		
521220 Closure/PostClosure Operating Supplies	42,968	18,218	99,189	100,000		
529903 Contingency	0	0	1,086,463	0		
* Total Operating	(675,928)	112,168	1,464,152	300,500		
**Total Personnel & Operating	(675,928)	112,168	1,464,152	300,500		
Capital						
**Total Capital	0	0	0	147,500		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5701

Fund Title: Solid Waste Management

Organization # 1 2104

Organization Title: Solid Waste / Landfill Operations

Program # 1

Program Title: Landfill Closure/Post Closure

BUDGET

2019-2020

Requested

Qty

Item Description

Amount

1

Engineering - Chapin Landfill Corrective Measures

\$57,500

1

Construction - Chapin Landfill Corrective Measures

\$90,000

**** Total Capital (Transfer Total to Section III)**

147,500

SECTION V-PROGRAM OVERVIEW

Summary of program:

Program 1: Landfill Closure/Post Closure Operations

Objectives:

This program accounts for the closure and post closure expenditures required for the three closed Class 3 municipal solid waste landfills (MSW) including the Batesburg/Leesville, Chapin and Edmund landfills and completed portions of the Class 2, Edmund C&D Landfill. Expenditures include engineering, construction and material costs for closure and ongoing post closure maintenance and groundwater/methane gas monitoring activities.

SERVICE LEVELS

Service Level Indicators:

Program 1:

	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
# of Class 3 Landfills Closed	3	3	3	3
# of Class 2 Cells Closed	1	1	1	1

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **\$30,000**

To cover contractor costs for mowing and tree removal at the Batesburg/Leesville, Hwy. 321, and Chapin closed Class 3 Landfills. Mowing/tree removal services once per year \$10,000 per service x (3) sites = \$30,000.

520300 - PROFESSIONAL SERVICES **\$30,000**

This account covers cost associated with several types of services. These services include: Engineering observations & surveying, preparation of final Closure report/certification to DHEC, technical assistance Edmund Class 2 Landfill and services for the closed Class 3 Landfills at Edmund, Batesburg/Leesville and Chapin.

Corrective Measures & Compliance (Batesburg/Leesville LF)	\$ 15,000
Corrective Measures & Compliance (Chapin Landfill)	15,000
Total Professional Services	<u>\$ 30,000</u>

520601 - L/F WELL MONITORING - BATESBURG/LEESVILLE **\$59,500**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Batesburg/Leesville Landfill. Engineering consultants oversee and handle all laboratory reports, as required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum contaminant levels and reporting of results to SCDHEC.

520602 - L/F WELL MONITORING - EDMUND **\$41,000**

The proposed engineering fee is to perform bi-annual sampling and laboratories analysis of groundwater, monthly methane gas monitoring, GHG reporting to EPA and cover inspection at the closed Edmund (Class 3) Landfill. Engineering consultants oversee and handle all laboratory reports as required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum Contaminant levels and reporting of results to SCDHEC. This fee also includes an annual statistical analysis report for methane sent to SCDHEC.

520603 - L/F WELL MONITORING - CHAPIN **\$40,000**

The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater and annual cover inspection at the Chapin Landfill. Engineering consultants oversee and handle all laboratory reports as required by SCDHEC. This fee includes: Laboratory analysis of sampling for indicator parameters, review of results in relation to maximum contaminant levels and reporting of results to SCDHEC.

521220 - CLOSURE OPERATING SUPPLIES **\$100,000**

These funds will be used to purchase supplies to include drainage piping, seeding, fertilizer, rip-rap material, and erosion control materials for the closure of the Edmund C&D landfill, and post-closure repairs at the Edmund, Chapin and Batesburg/Leesville Class Three Landfills.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5AK000 – ENGINEERING – CHAPIN LANDFILL CORRECTIVE MEASURES	\$57,500
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To cover the cost of system design, permitting and implementation planning for corrective measures to be approved by DHEC for the Chapin Landfill.

5AK000 – CONSTRUCTION – CHAPIN LANDFILL CORRECTIVE MEASURES	\$90,000
--	-----------------

To cover the cost for construction/installation of the corrective measures for the Chapin Landfill to be approved by DHEC.

**Solid Waste Closure/Post Closure Sinking Fund
Summary – FY 2019-2020 Cell 2**

	<u>FY2019-20</u>
- Closure (Cell Two)	\$ 35,474
- Post Closure (Cell Two)	<u>70,284</u>
Total	\$105,758

LEXINGTON COUNTY - Solid Waste Management

CAPACITY PROJECTION - EDMUND C&D LANDFILL CELL 2

Budget Estimate for Closure/PostClosure

Fiscal Year	Edmund C&D Landfill Tonnage	Landfill Life In Years	
Available Capacity - Tons(1)	634,050	8.00	
Disposed FY 2016/2017 (2)	31,088		Actual
Capacity as of 7/01/17	602,962	7.54	
Disposed FY 2017/2018	75,336		Actual
Capacity as of 7/01/18	527,626	6.60	
Disposed FY 2018/2019	74,032		Estimate
Capacity as of 7/01/19	453,594	5.67	
Disposed FY 2019/2020	77,733		Estimate
Capacity as of 7/01/20	375,861	4.70	
Disposed FY 2020/2021	0		
Capacity as of 7/01/21	375,861	4.70	
Disposed FY 2021/2022	0		
Capacity as of 7/01/22	375,861	4.70	
Disposed FY 2022/2023	0		
Capacity as of 7/01/23	375,861	4.70	
Disposed FY 2023/2024	0		
Capacity as of 7/01/24	375,861	4.70	
Disposed FY 2024/2025	0		
Capacity as of 7/01/25	375,861	4.70	
Disposed FY 2025/2026	0		
Capacity as of 7/01/26	375,861	4.70	
Disposed FY 2026/2027	0		
Capacity as of 7/01/27	375,861	4.70	
Disposed FY 2027/2028	0		
Capacity as of 7/01/28	375,861	4.70	
Disposed FY 2028/2029	0		
Capacity as of 7/01/29	375,861	4.70	
Disposed FY 2029/2030	0		
Capacity as of 7/01/30	375,861	4.70	
Disposed FY 2030/2031	0		
Capacity as of 7/01/31	375,861	4.70	
Disposed FY 2031/2032	0		
Capacity as of 7/01/32	375,861	4.70	

As of 1/8/18

(1) Capacity based on Engineering Topo - Alliance Engineering

based on 828,800 cubic yards and avg. solid waste density of 1,204 lbs/cubic yard

(2) Tonnage is for the remaining portion of the year - February 2017 to June 2017

SOLID WASTE MANAGEMENT POST CLOSURE - CELL 2

	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
ESTIMATED CLOSURE COSTS						
Less Current Expenditures	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
Balance Closure Costs	\$0	\$0	\$0	\$0	\$0	\$0
	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
BEGINNING LIFE IN YRS						
	8	8	8	8	8	8
COST PER YEAR						
	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00	\$60,125.00
NUMBER OF LIFE YEARS REMAINING						
	6.60	5.67	4.70	0.00	0.00	0.00
MONTH						
	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
NUMBER OF YEARS OF LANDFILL LIFE USED						
	1.4	2.33	3.3	8	8	8
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND						
	\$84,175	\$140,091	\$198,413	\$481,000	\$481,000	\$481,000
ORIGINAL ALLOCATION FROM GENERAL FUND						
	\$0	\$0	\$0	\$0	\$0	\$0
BALANCE REQUIRED						
	\$84,175	\$140,091	\$198,413	\$481,000	\$481,000	\$481,000
LESS PREVIOUS ADDITION TO FUND 5701						
	\$0	(\$28,860)	(\$162,939)	\$0	\$0	\$0
		(1)	(2)	(3)	(4)	(4)
AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR						
	\$0	\$111,231	\$35,474	\$481,000	\$481,000	\$481,000

(1) Addition based on Budget estimate 2/02/17

Note: FY17-18 includes FY16-17 half year of landfilling and FY 17-18 full year.

SOLID WASTE MANAGEMENT CLOSURE - CELL 2

	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023
ESTIMATED CLOSURE COSTS						
Less Current Expenditures	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
Balance Closure Costs	\$0	\$0	\$0	\$0	\$0	\$0
	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
BEGINNING LIFE IN YRS						
	8	8	8	8	8	8
COST PER YEAR						
	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00	\$119,125.00
NUMBER OF LIFE YEARS REMAINING						
	6.60	5.67	4.70	0.00	0.00	0.00
MONTH						
	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022	June 30, 2023
NUMBER OF YEARS OF LANDFILL LIFE USED						
	1.4	2.33	3.3	8	8	8
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701 SINKING FUND						
	\$166,775	\$277,561	\$393,113	\$953,000	\$953,000	\$953,000
ORIGINAL ALLOCATION FROM GENERAL FUND						
	\$0	\$0	\$0	\$0	\$0	\$0
BALANCE REQUIRED						
	\$166,775	\$277,561	\$393,113	\$953,000	\$953,000	\$953,000
LESS PREVIOUS ADDITION TO FUND 5701						
	\$0	(\$57,180)	(\$322,829)	\$0	\$0	\$0
		(1)	(2)	(3)	(4)	(4)
AMOUNT ADDED TO FUND 5701 CURRENT FISCAL YEAR						
	\$0	\$220,381	\$70,284	\$953,000	\$953,000	\$953,000

(1) Addition based on Budget estimate 2/02/17

COUNTY OF LEXINGTON
SOLID WASTE TIRES
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solid Waste Tire 5710:								
Revenues:								
422000	Landfill - Tires	125,853	71,923	120,000	120,000	137,000		
461000	Investment Interest	3,662	2,952	2,800	2,952	5,000		
** Total Revenue		129,515	74,875	122,800	122,952	142,000		
***Total Appropriation					249,522	148,844		
Noncash Expenses:								
Depreciation					5,000	8,500		
FUND BALANCE								
Beginning of Year (Fund Bal. minus F/A)					325,481	203,911		
FUND BALANCE - Projected								
End of Year					203,911	205,567		

Fund: 5710
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
520100	Contracted Maintenance	6,857	5,507	13,193	14,147		
520200	Contracted Services	0	0	5,000	5,000		
520240	Tire Disposal	89,011	52,830	98,500	118,200		
524101	Comprehensive Insurance	0	0	2,329	2,497		
529903	Contingency	0	0	125,000	0		
530100	Depreciation Expense	8,470	0	5,000	8,500		
* Total Operating		104,338	58,337	249,022	148,344		
**Total Personnel & Operating		104,338	58,337	249,022	148,344		
Capital							
540000	Small Tools & Minor Equipment	0	0	500	500		
599999	Capital Clearing	(34,561)	0	0	0		
	All Other Equipment	34,561	0	0	0		
**Total Capital		0	0	500	500		

**** Total Budget Appropriation** **104,338** **58,337** **249,522** **148,844**

SECTION V – PROGRAM OVERVIEW

Summary of Programs:

Program 1 – State Tire Fund

Program 1: Waste Tire Disposal

Objectives:

This program is for the disposal of all waste tires. The State Tire Fund revenue is received on a quarterly basis and provides the funds for this account. Whole tires are banned from Landfills, per South Carolina Department of Health and Environmental Control, Solid Waste Policy and Management Act. In order to properly dispose of tires an outside vendor is contracted with to pick-up and recycle the waste tire collected at the Edmund Landfill. In addition to contractual service, the State Tire Fund also allows for the purchase of all tools and equipment necessary for this operation.

SERVICE LEVELS

Service Level Indicators

Service Levels Tire Disposal	Actual FY 16/17	Actual FY 17/18	Estimated FY 18/19	Projected FY 19/20
Tons	783	904	1,000	1,200

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE

\$14,147

This account will cover the expenditures for one (1) Front-end Loader to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance and fire protection system. This piece of equipment is serviced every 250 operating hours and the monthly cost (TM&R) is a set price to cover all maintenance, except for ground engaging equipment parts.

Co. # 40942 Cat 938 M Front-End Loader Serviced by Blanchard Machinery.

Total Maintenance & Repair (TM&R) per month.	\$ 965.00
	x 6
Total	\$ 5,790.00
Fire protection inspection (quarterly)	\$187.25
	x 2
Sub-total	\$ 374.50
S.C. sale tax @7%	\$ 26.22
Total inspection	\$ 400.72
Total	\$ 6,190.72

Co. #000000 New Cat 938 M Front-End Loader Serviced by Blanchard.

Total Maintenance & Repair (TM&R) per months.	\$ 1,326.00
(Fire protection is covered in the TM&R for the first year)	x 6
	\$ 7,956.00
Total	\$ 14,146.72

520200 - CONTRACTED SERVICES \$5,000

This account is for contracted services for the cleanup and disposal of stock piles of used tires throughout the County.

520240 - TIRE DISPOSAL SERVICES \$118,200

This account is to cover the disposal cost of waste tires. Whole tires are banned from Landfills, per SCDHEC. In order to dispose of tires the only alternative is to ship them to a local vendor for recycling.

Total Estimated: 1,200 tons x \$98.50/ton = \$118,200

524101 - COMPREHENSIVE INSURANCE \$2,497

This account is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Tire disposal operations. Costs based on projections provided by Risk Management.

530100 - DEPRECIATION \$8,500

This cost will cover the depreciation of our equipment, as provided by the Finance Department

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$500

These funds will be used to purchase small tools and minor equipment to maintain the Loader.

COUNTY OF LEXINGTON
SOLID WASTE DHEC MANAGEMENT GRANT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Solid Waste DHEC Management Grant 5720:								
- Reimbursement Grant -								
Revenues:								
458000	State Grant Income	8,657	3,200	50,000	50,000	35,000		
** Total Revenue		8,657	3,200	50,000	50,000	35,000		
***Total Appropriation					50,000	35,000		
FUND BALANCE								
Beginning of Year					1,443	1,443		
FUND BALANCE - Projected								
End of Year					1,443	1,443		

Fund: 5720
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

					BUDGET		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520200	Contracted Services				5,000		
520400	Advertising & Publicity	2,339	13,930	23,240	8,330		
521200	Operating Supplies				0		
525100	Postage	6,318	0	0	0		
* Total Operating		8,657	13,930	23,240	13,330		
**Total Personnel & Operating		8,657	13,930	23,240	13,330		
Capital							
5AJ414	Construction - Glass Bunkers/Sorting Area	0	0	25,000	0		
5AJ415	Platforms	0	0	1,760	0		
5AJ000	Trash and Recycling Bins	0	0	0	21,670		
**Total Capital		0	0	26,760	21,670		
** Total Budget Appropriation		8,657	13,930	50,000	35,000		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5720

Fund Title: SW/Solid Waste Grant

Organization # 121207

Organization Title: Recycling

Program #

Program Title: Solid Waste DHEC Management Grant

BUDGET

2019-2020

Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

21,670

SECTION V. – PROGRAM OVERVIEW

Summary of Program

DHEC Solid Waste Management Grant

Objective:

This program is a proposed grant application with the South Carolina Department of Health and Environmental Control (DHEC). DHEC is offering grant funds to help local governments increase recycling rates, decrease the amount of Municipal Solid Waste (MSW) disposed of per person per day and/or to educate the public on how to decrease contamination of residential recyclables and how to decrease food waste. The proposed grant funding request would continue to educate residents on why, where and how to recycle in Lexington County, it would make it possible for residents and visitors to recycle at recreational facilities and it would allow Lexington County Solid Waste Management to determine the actual rate of contamination in the recyclable material collected specifically from Lexington County and then sent to Sonoco Recycling in Columbia.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

458000 – STATE GRANT INCOME	\$35,000
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SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES	\$5,000
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Funds will be used to conduct a contamination study at Sonoco Recycling in order to determine the exact rate of contamination in recyclable materials collected specifically from Lexington County residents and businesses. This study will be repeated at a later time and the information will be used to evaluate the effectiveness of communication and marketing methods used to educate Lexington County residents. It is anticipated that the data will also be used by groups and organizations such as DHEC, the Carolina Recycling Association and the Recycling Partnership for training purposes. = \$5,000

520400 – ADVERTISING AND PUBLICITY	\$8,330
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Funds will be used to design and install 20” x 12” signs above gas pumps at gas stations located around Lexington County. The signs will be designed to educate residents about the types of materials that should and should not be recycled using the slogan, “Recycle More. Recycle Right.”
- 6 locations x 3 months (612,900 impressions) = \$5,000

Funds will be used to design and display two 30-second advertisements at the Department of Motor Vehicle (DMV) offices in Lexington and Batesburg-Leesville. The signs will be designed to educate residents on why, where and how to recycle in Lexington County and will be displayed from October 1, 2019 to March 31, 2020.

- 2 locations x 6 months = \$3,330

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

5AJ000 – GARBAGE AND RECYCLING CONTAINERS

\$21,670

(61) Clear-view outdoor containers with covered openings and three separated, color-coded, labeled sections to collect trash and two types of recyclables (plastic bottles and aluminum cans). Containers will be placed at various recreational facilities around Lexington County and will be emptied by the Department of Aging and Recreation staff.

(58) Containers x \$ 373.62 each (with tax and shipping) = \$21,670

**COUNTY OF LEXINGTON
SOLID WASTE TIRE GRANT
Annual Budget
Fiscal Year - 2019-20**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Waste Tire Grant 5721:								
- Reimbursement Grant -								
Revenues:								
458000	State Grant Income	8,511	10,111	4,750	8,810	30,650		
** Total Revenue		8,511	10,111	4,750	8,810	30,650		
***Total Appropriation					4,750	30,650		
FUND BALANCE								
Beginning of Year					224	4,284		
FUND BALANCE - Projected								
End of Year					4,284	4,284		

Fund: 5721
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

					<i>BUDGET</i>	
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses						
520200 Contracted Services				25,900		
520400 Advertising & Publicity	1,415	1,600	1,600	1,000		
521213 Public Education Supplies	3,353	0	2,400	3,000		
522000 Building Repairs & Maintenance	3,060	0	0			
525210 Conference, Meeting & Training Expenses	683	0	750	750		
* Total Operating	8,511	1,600	4,750	30,650		
**Total Personnel & Operating	8,511	1,600	4,750	30,650		
Capital						
Capital Clearing	(3,060)	0	0			
All Other Equipment	3,060	0	0			
**Total Capital	0	0	0	0		

**** Total Budget Appropriation** **8,511** **1,600** **4,750** **30,650**

SECTION V – PROGRAM OVERVIEW

Summary of Program

DHEC Waste Tire Grant

Objective:

This program is a proposed grant application with the South Carolina Department of Health and Environmental Control (DHEC).

Grant funds will be used to educate the public about proper tire disposal with educational materials and advertising. Funds will also be used to send County staff to the Carolina Recycling Association Annual Conference or other professional development to obtain information on new initiatives and practices.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

458000 – STATE GRANT INCOME	\$30,650
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SECTION VI. B – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES	\$25,900
-------------------------------------	-----------------

Funds will be used to hire a contractor to clean up, haul and recycle stockpiled tires after other remediation efforts have been exhausted and the clean-up has been approved by DHEC.

520400 - ADVERTISING AND PUBLICITY	\$1,000
---	----------------

Funds will be used to advertise and promote the County's Tire Recycling Program.

521213 - PUBLIC EDUCATION SUPPLIES	\$3,000
---	----------------

Funds will be used to purchase magnets promoting the recycling of tires and providing information on the locations at which tires are accepted for recycling.

525210 - CONFERENCE AND MEETING EXPENSES	\$750
---	--------------

Funds will be used to for the County Recycling Coordinator to attend the Carolina Recycling Association's annual conference or other professional development.

COUNTY OF LEXINGTON
DHEC USED OIL GRANT
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*DHEC Used Oil Grant 5722:								
- Reimbursement Grant -								
Revenues:								
458000	State Grant Income	40,583	12,914	41,863	41,863	15,824		
	** Total Revenue	40,583	12,914	41,863	41,863	15,824		
	***Total Appropriation				21,826	15,824		
FUND BALANCE								
	Beginning of Year				210	20,247		
FUND BALANCE - Projected								
	End of Year				20,247	20,247		

Fund: 5722
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Operating Expenses							
520400	Advertising and Publicity	844	1,000	1,156	1,000		
521200	Operating Supplies	35,942	4,792	8,670	7,074		
521213	Public Education Supplies	3,446	0	3,053	3,000		
525210	Conference, Meeting & Training Expense	352	0	1,147	750		
* Total Operating		40,584	5,792	14,026	11,824		
**Total Personnel & Operating		40,584	5,792	14,026	11,824		
Capital							
599999	Capital Clearing	(17,004)	0	0	0		
	All Other Equipment	17,004	0	7,800	4,000		
**Total Capital		0	0	7,800	4,000		

**** Total Budget Appropriation** **40,584** **5,792** **21,826** **15,824**

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5722

Fund Title:Solid Waste/ DHEC Used Oil Grant

Organization # 121207

Organization Title: Recycling

Program # _____

Program Title: DHEC Used Oil Grant

BUDGET

2019-2020

Requested

[illegible]

**** Total Capital (Transfer Total to Section III)**

4,000

SECTION V – PROGRAM OVERVIEW

Summary of Programs

DHEC Used Oil Recycling Grant

Objective:

This program is a proposed grant application with the South Carolina Department of Health and Environmental Control (DHEC). Funding is being requested to purchase oil collection metal funnels, used oil bottle bags, oil dry, spill absorbent socks, spill absorbent pads and one replacement carport cover. Funding is also being requested to promote the used oil collection recycling program by educating residents through newsprint, social media, and with reusable promotional items. Finally, funding will be used to send staff to the Carolina Recycling Association Conference or other professional development sessions.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

458000 – State Grant Income	\$15,824
------------------------------------	-----------------

SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520400 - ADVERTISING AND PUBLICITY	\$1,000
---	----------------

Funds will be used to advertise and promote the county's used motor oil recycling program.

521200 - OPERATING SUPPLIES	\$7,074
------------------------------------	----------------

(6) Funnels x \$220 each = \$1,320

Funnels will be used at Collection and Recycling Centers for collection of used oil mixture and antifreeze into tanks.

(22) Boxes of Oil Bottle Bags (box of 50 bags) x \$140/box = \$3,080

These bags are used to line oil bottle recycling containers used for the collection and recycling of oil bottles from the County's 11 Collection and Recycling Centers and Edmund C&D Landfill.

(240) Bags of Oil Dry x \$7.35/Bag = \$1,764

Oil Dry is used at each of the County's 11 Collection and Recycling Centers and the Edmund C&D Landfill to absorb both aggressive and non-aggressive fluids including oil, acid, paint, ink and water, while reducing slipping accidents by keeping floors dry.

(2) Cases of Oil-Only Absorbent Socks x \$80 = \$160

Absorbent socks will be kept on recycle center service vehicles and at Collection and Recycling Centers as a spill containment measure.

(10) Boxes of Oil-Absorbent Pads (100 pads per box) x \$75 = \$750

Absorbent pads will be used as part of oil-spill kits to be kept on hand at each of the Collection and Recycling Centers to be used as needed by employees for unexpected oil spills or leaks.

521213 – PUBLIC EDUCATION SUPPLIES **\$3,000**

Funds will be used to purchase branded, reusable, recycling stack and carry bins.

525210 CONFERENCE AND MEETING EXPENSE **\$750**

Funds will be used to send the County Recycling Coordinator to the annual Carolina Recycling Association Annual Conference and to other professional development training.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

5AJ000 – (1) METAL CARPORT COVER (REPLACEMENT) **\$4,000**

(1) Replacement metal carport cover (20' x 20') with partial sides x \$4,000 = \$4,000

Carport cover will be installed at the Pelion Collection and Recycling Center to more adequately cover and protect the oil collection containers and area.

COUNTY OF LEXINGTON
SW/DHEC Compost Bin Grant
Annual Budget
Fiscal Year - 2019-20

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*DHEC Compost Bin Grant 5726:								
Revenues:								
438803	Compost Bin Sales	1,560	480	4,000	4,000	4, 50		
** Total Revenue		1,560	480	4,000	4,000	4,500		
***Total Appropriation					4,622	5,136		
FUND BALANCE								
Beginning of Year					7,145	6,523		
FUND BALANCE - Projected								
End of Year					6,523	5,887		

Fund: 5726
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

						BUDGET	
Object Expenditure Code	Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
* Total Operating		0	0	0	0		
**Total Personnel & Operating		0	0	0	0		
Capital							
All Other Equipment		0	4,557	4,622	5,136		
**Total Capital		0	4,557	4,622	5,136		
** Total Budget Appropriation							
		0	4,557	4,622	5,136		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019 - 2020

Fund # 5726

Fund Title: Solid Waste Management

Organization # 121207

Organization Title: Solid Waste / Compost Bin Sales

Program # 1

Program Title: Compost Bin Sales

BUDGET

2019-2020

Requested

[illegible]

SECTION V – PROGRAM OVERVIEW

Summary of Programs

Compost Bin Sales

Objective:

This program was initially funded by DHEC Grant in which 250 compost bins were purchased and provided to Lexington County Solid Waste for the purpose of promoting backyard composting of generated organic household waste. The program is intended to sustain itself through compost bin sales.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

438803 – Compost Bin Sales	\$4,500
Sale of 100 compost bins at \$45 each.	

SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5AK000 – (120) COMPOST BIN “EARTH MACHINE”	\$5,136
---	----------------

(120) Compost bin “Earth Machine”

Compost bins will be used to replenish existing stock of compost bins that are available for sale to residents for backyard composting.

Compost Bin 120 x \$40 (with delivery) + tax = \$5,136

**COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT
Annual Budget
FY 19-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2018-19	Amended Budget Thru Dec 2018-19	Projected Revenues Thru Jun 2018-19	Requested 2019-20	Recommend 2019-20	Approved 2019-20
* Lexington County Airport 5800:								
Revenues:								
438430	Aviation Fuel Sales	55,955	56,919	65,118	65,118	113,838		
438431	Aviation Fuel Cost	(52,525)	(54,588)	(53,129)	(53,129)	(109,176)		
462001	Sales Tax Payable	0	(3,702)	0	0	(7,404)		
439900	Misc. Fees, Permits & Sales	10	0	0	0	0		
450000	Rental Income	30,774	18,569	57,150	57,150	57,150		
461000	Investment Interest	7,818	4,858	1,200	1,200	1,200		
801000	Op Trm from General Fund	50,000	25,000	25,000	25,000	25,000		
Total Revenue		92,032	47,056	95,339	95,339	80,608	0	0
Expenses:								
	Total Personnel & Operating	22,692	24,232	395,233	395,233	45,180		
	Total Capital	3,817	0	0	0	0		
	Depreciation	0	0	55,000	55,000	82,206		
	Operating Transfer	231,450	0	0	0	0		
*Total Expense		257,959	24,232	450,233	450,233	127,386	0	0
Noncash Expenses:								
	Depreciation: Add Back In		0	55,000	55,000	82,206		
Net Cash		22,824	(299,894)	(299,894)	35,428	0	0	0
Add back Contingency					335,000	0	0	0
FUND BALANCE								
	Beginning				581,313	561,419	561,419	561,419
FUND BALANCE								
	End of Year - Projected				561,419	514,641		
CASH BASIS:								
CASH FUND BALANCE								
	Beginning of Year - cash				506,843	541,949	541,949	541,949
CASH FUND BALANCE - Projected								
	End of Year - cash				541,949	577,377		

**COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT
Annual Budget
Fiscal Year - 2019-20**

Fund: 5800
Division: Airport
Organization: 580010 - Airport Administration

		BUDGET				
Object Expenditure Code Classification	2017-18 Expend	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520100 Contracted Maintenance	0	0	4,560	4,560		
520200 Contracted Services	4,450	10,438	20,000	5,000		
520400 Advertising & Publicity	0	0	100	100		
520500 Legal Services	300	0	300	300		
520702 Technical Currency and Support	0	452	1,374	0		
520703 Computer Hardware Maintenance	0	0	0	576		
521000 Office Supplies	0	0	500	500		
521100 Duplicating	0	0	75	75		
521200 Operating Supplies	0	0	540	995		
522000 Building Repairs & Maintenance	2,374	3,983	10,000	10,000		
522200 Small Equipment Repair & Maintenance	1,342	644	7,000	7,000		
522201 Fuel Site Repair & Maintenance	665	150	1,000	0		
524000 Building Insurance	3,152	3,682	3,530	4,234		
525000 Telephone	228	133	300	300		
525004 WAN Service Charges	730	700	1,500	1,500		
525210 Conference, Meeting & Training Expense	1,522	0	1,800	1,800		
525230 Subscriptions, Dues, & Books	40	0	40	40		
525240 Personal Mileage Reimbursement	0	0	200	200		
525390 Utilities - Pelion Airport	7,389	3,550	6,914	8,000		
526500 Licenses & Permits	500	500	500	0		
529903 Contingency	0	0	335,000	0		
530100 Depreciation Expense	0	0	55,000	82,206		
* Total Operating	22,692	24,232	450,233	127,386	0	0
** Total Personnel & Operating	22,692	24,232	450,233	127,386	0	0
Capital						
540000 Small Tools & Minor Equipment	3,817	0	0	0		
** Total Capital	3,817	0	0	0	0	0
Other Financing Uses						
815801 Op Trm to Lex Cty Airport Capital Projects	231,450	0	0	0		
**Total Other Financing Uses	231,450	0	0	0	0	0
*** Total Expenses	257,959	24,232	450,233	127,386	0	0

SECTION V. - PROGRAM OVERVIEW

Program: **Lexington County Airport**

Mission Statement and Objectives:

The mission of the airport is to provide a functional airstrip for use by recreational pilots as well as corporate and/or commercial pilots. The existing facilities include hangars and self-service aviation fuel (100LL) along with a terminal building. The fuel is set at a competitive rate and the terminal building is currently unmanned.

Improvements to the runway make it more attractive to recreational pilots and could potentially draw commercial development or corporate businesses into the area. The widening and strengthening of the runway project was bid out in the Summer of 2017 and the newly constructed concrete runway is 75 feet wide and 4,335 feet long. The construction of the runway was completed in late December 2017 and project closeout will be in the Summer of 2019.

SECTION VI – LINE ITEM NARRATIVES

SECTION VI.A - LISTING OF REVENUES

438430 – AVIATION FUEL SALES	\$113,838
Estimated fuel sales for FY 2019-20	
438431 – AVIATION OPERATIONS FUEL EXPENSES	(\$109,176)
Estimated fuel costs for FY 2019-20	
462001 – SALES TAX PAYABLE	(\$7,404)
Estimated sales tax for FY 2019-20	
439900 – MISCELLANEOUS FEE, PERMITS AND SALES	\$0
Estimated Fee, Permits and Sales for FY 2019-20	
450000 – RENTAL INCOME	\$57,150
<p>Ten (10) 42' x 32' T-Hangar leases @ \$208.50/month x 12 months = \$25,020</p> <p>Ten (10) 42' x 33' Hangar leases @ \$186.50/month x 12 months = \$22,380</p> <p>One (1) 36' x 44' Hangar lease @ \$212.50/month x 12 months = \$2,550</p> <p>One (1) 60' x 60' Hangar lease @ \$600/month x 12 months = <u>\$7,200</u></p> <p>Total Hangar/Rental Revenue = \$57,150</p>	
461000 – INTEREST INCOME	\$1,200
Interest Income = \$1,200	
801000 – OP TRN FROM GENERAL FUND	\$25,000
General Fund amount required = \$25,000	

SECTION VI.C. OPERATING LINE ITEM NARRATIVES

5202100 – CONTRACTED MAINTENANCE	\$4,560
Maintenance agreement covering overhead hangar doors for biannual inspection: 22 Electronic bifold doors @ \$95 each x 2 visits = \$4,180.00 2 Manual Roll up doors @ \$95 each x 2 visits = \$380.00	
520200 – CONTRACTED SERVICES	\$5,000
Covers tree removal costs on an as-needed basis and for miscellaneous testing for compaction, etc on Airport projects.	
520400 - ADVERTISING & PUBLICITY	\$100
This appropriation covers the cost of advertising for T-Hangar rental and upcoming events at the Airport.	
520500 – LEGAL SERVICES	\$300
County Attorney services for assistance with items such as hangar contract advice, grant acceptance document review and assisting with legal procedures.	
520702 – TECHNICAL CURRENCY & SUPPORT	\$0
To cover the annual support cost for the processing terminal used with self-service 100 LL fuel pump.	
520703 – COMPUTER HARDWARE MAINTENANCE	\$576
To cover the annual maintenance cost for the WeatherHawk Firewall Service Contract.	
521000 - OFFICE SUPPLIES	\$500
To cover routine office supplies (i.e. paper, pens, file folders, etc.).	
521100 - DUPLICATING	\$75
This appropriation covers the cost of making copies of invoices, forms, grant applications, etc.	
521200 – OPERATING SUPPLIES	\$995
To cover the cost of general operating supplies such as beacon bulbs (\$30/ea), glass lenses for runway and taxiway lights (\$20/ea), replacement lamps for runway/taxiway lights (\$12.50/ea), and breakaway couplings (\$8.25/ea).	
522000 – BUILDING REPAIRS & MAINTENANCE	\$10,000
To cover the cost of general building repairs and routine maintenance of the terminal building and hangars.	
522200 – SMALL EQUIPMENT REPAIR & MAINTENANCE	\$7,000
To cover the cost of repairs and/or maintenance of the light vault, wind sock, and segmented circle.	
522201 – FUEL SITE REPAIR & MAINTENANCE	\$0
Fleet has budgeted to cover the cost of repairs or maintenance to the 100 LL fuel pump and storage tank.	
524000 – BUILDING INSURANCE	\$4,234
To cover the cost of allocated building insurance per Risk Management. FY 17-18 was \$3152. FY 18-19 is \$3682 through December 2018.	
525000 – TELEPHONE	\$300
This appropriation is to cover the telephone service located in the terminal building for the tenants and other pilots to make calls or log flight plans.	

FUND 5800
PUBLIC WORKS (580010) AIRPORT ADMIN.
FY2019-20 BUDGET REQUEST

525004 – WAN SERVICE CHARGES **\$1,500**

This appropriation is to cover the cost of WIFI for the Weather Hawk Weather system located on the terminal building and for providing WIFI the pilots to log flight plans.

525210 – CONFERENCE & MEETING EXPENSE **\$1,800**

To cover the cost of attending the South Carolina Aviation Association Annual Conference (SCAA) and Federal Aviation Administration (FAA) Southern Region Conference.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$40**

To cover the annual membership dues for the South Carolina Aviation Association (SCAA)

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$200**

To cover reimbursement for use of personal vehicle by the Airport Manager on County business.

525390 – UTILITIES LEXINGTON COUNTY AIRPORT **\$8,000**

To cover the cost of electricity, and water for the terminal building and hangars.

FY 16-17 \$6,526

FY 17-18 \$7,389

FY 18-19 \$3,550 through December 2018

526500 – LICENCES & PERMITS **\$0**

This cost is to cover the DHEC permit for the in-ground fuel tank is in Fleet Budget.

530100 – DEPRECIATION EXPENSE **\$82,206**

**COUNTY OF LEXINGTON
AIRPORT CAPITAL PROJECTS
Annual Budget
FY 2019-20 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Received Thru Dec 2017-18	Amended Budget Thru Dec 2017-18	Projected Revenues Thru Jun 2017-18	Requested 2019-20	Recommend 2019-20	Approved 2019-20
*Airport Capital Projects 5801:								
Revenues:								
457001	FAA Funding (AIP)	2,962,192	0	103,500	103,500	768,600		
458003	State Aeronautics Funds	0	0	56,157	56,157	42,700		
805800	Op Trm from Airport	231,450	0	0	0	0		
821000	RET form General Fund	0	0	0	0	50,000		
** Total Revenue		<u>3,193,642</u>	<u>0</u>	<u>159,657</u>	<u>159,657</u>	<u>861,300</u>	<u>0</u>	<u>0</u>
***Total Appropriation					292,261	1,036,058		
FUND BALANCE								
Beginning of Year					<u>4,703,570</u>	<u>4,570,966</u>	<u>4,570,966</u>	<u>4,570,966</u>
FUND BALANCE - Projected								
End of Year					<u>4,570,966</u>	<u>4,396,208</u>		
CASH BASIS:								
CASH FUND BALANCE								
Beginning of Year					<u>76,549</u>	<u>(56,055)</u>	<u>(56,055)</u>	<u>(56,055)</u>
CASH FUND BALANCE - Projected								
End of Year					<u>(56,055)</u>	<u>(230,813)</u>		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2019-2020

Fund Name: Lexington County Airport

Organ. Name: Enterprise

978

COUNTY OF LEXINGTON
AIRPORT CAPITAL PROJECTS
Annual Budget
Fiscal Year - 2019-20

Fund: 5801
Division: Airport
Organization: 580020 - Airport Projects
Organization: 580021 - Airport General Projects

Object Code	Expenditure Classification						BUDGET	
		2017-18 Expend	2017-18 Expend (Dec)	2017-18 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved	
Personnel (Organization - 580020)								
	* Total Personnel	0	0	0	0	0	0	
Operating Expenses (Organization - 580020)								
530100	Depreciation Expense	182,058	0	0	<u>182,058</u>			
	* Total Operating	182,058	0	0	182,058	0	0	
	** Total Personnel & Operating	182,058	0	0	182,058	0	0	
Capital (Organization - 580020)								
599999	Capital Clearing	(3,736,665)	0	0	<u>0</u>			
	All Other Equipment	0	0	0	<u>0</u>			
5AE600	Runway Widening & Strengthening	3,736,665	18,297	66,266	<u>0</u>			
5AJ421	North Apron Reconstruction	0	2,981	115,000	<u>854,000</u>			
5AJ422	Taxiway System Rejuvenation	0	0	53,060	<u>0</u>			
	** Total Capital	0	21,278	234,326	854,000	0	0	
Capital (Organization - 580021)								
522000	Building Repairs & Maintenance	0	0	0	<u>0</u>			
599999	Capital Clearing	0	0	0	<u>0</u>			
5AH429	Hangar 101 Upfit	0	0	57,935	<u>0</u>			
	All Other Equipment	0	0	0				
	** Total Capital	0	0	57,935	0	0	0	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2019-20

Fund #	<u>5801</u>	Fund Title:	<u>Lexington County Airport</u>	
Organization #	<u>580020</u>	Organization Title:	<u>Airport General Projects</u>	BUDGET
Program #	<u></u>	Program Title:	<u></u>	2019-20
				Requested

Qty	Item Description	Amount
1	EA North Apron Reconstruction	\$ 854,000.00

** Total Capital (Transfer Total to Section I and IA)

\$854,000

SECTION V. - PROGRAM OVERVIEW

Program: Lexington County Airport

Mission Statement and Objectives:

The mission of the airport is to provide a functional airstrip for use by recreational pilots as well as corporate and/or commercial pilots. The existing facilities include hangars and self-service aviation fuel (100LL) along with a terminal building. The fuel is set at a competitive rate and the terminal building is currently unmanned.

Improvements to the runway make it more attractive to recreational pilots and could potentially draw commercial development or corporate businesses into the area. The widening and strengthening of the runway project was bid out in the Summer of 2017 and the newly constructed concrete runway is 75 feet wide and 4,335 feet long. The construction of the runway was completed in late December 2017 and project closeout will be in the Summer of 2019.

SECTION VI – LINE ITEM NARRATIVES

SECTION VI.A – REVENUE LINE ITEM NARRATIVES

821000 - RET FROM GENERAL FUND	\$50,000
To cover the Lexington County (Local Match) portion of future Grants from the FAA or South Carolina Aeronautics Commission (SCAC). This request for funding is for the construction and inspection of the North Apron Reconstruction Project. It is anticipated that funding for construction will be in FY 2020.	

SECTION VI.B – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

North Apron Reconstruction **\$854,000**

This portion of the apron pavement was originally constructed in 1987 and has had no major rehabilitation efforts since then. There has been some crack sealing and rejuvenation, but that is now in dis-repair. The apron pavement is in POOR condition and is exhibiting severe oxidation, longitudinal and transverse cracking, block cracking and weathering. These distresses have begun to cause moderate Foreign Object Debris (FOD) issues. By visual inspection, there does not appear to be any subgrade failure issues. According to the 2016 South Carolina Aeronautics Commission (SCAC) Pavement Study, the Pavement Condition Index (PCI) for this portion of the Apron is 50.

Estimated Construction cost is \$854,000.
FAA Share (90%) is \$768,600
State Aeronautics share (5%) is \$42,700
Lexington County share (5%) is \$42,700

SECTION 1

**COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2019-20**

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

	2017-18	2018-19	2018-19	2019-20	<i>BUDGET</i>	
Summary Page	Actual	Actual	Amended	Requested	2019-20	2019-20
		(Dec)	(Dec)		Recommend	Approved
Activity From Operations:						
Revenues:						
438700 Motor Pool Service Charges	35,979	13,694	42,510	37,700		
461000 Investment Interest	10,230	6,689	2,000	2,000		
490100 Sale of Fixed Assets	0	0	10,000	2,500		
490300 Gain on Sale of Fixed Assets	10,000	0	0			
Total Revenues	56,209	20,383	54,510	42,200		
Expenditures:						
Operations	18,060	11,786	84,706	40,183		
Depreciation	42,775	0	15,000	15,000		
Capital Outlay	105	0	200	27,700		
Total Expenditures	60,940	11,786	99,906	82,883		
Noncash Expenses:						
Depreciation: Add Back In	42,775	0	15,000	15,000		
Net Cash	38,044	8,597	(30,396)	(25,683)		
Income Calculation:						
Capital Outlay: Add Back In	105	0	200	27,700		
Net Income (Loss)	(4,626)	8,597	(45,196)	(12,983)		
FUND BALANCE						
Beginning of Year - Cash			833,631	803,235		
FUND BALANCE						
End of Year - Cash			803,235	777,552		

SECTION II

COUNTY OF LEXINGTON Proposed Revenues Fines, Fees, and Other Budget FY - 2019-2020

Fund #: 6590

Fund Name: Motor Pool

Organ. #: 111500

Organ. Name: Motor Pool

Revenue Code	Fee Title	Actual Fees FY 2016-17	Actual Fees FY 2017-18	12/31/2018 Year-to-Date FY 2018-19	Anticipated Fiscal Year Total FY 2018-19	Budget			
						Units of Service	Current Fee	Total Estimated Fees FY 2019-20	Proposed Fee Change
438700	Service Charge	\$44,419	\$35,979	\$13,694	\$42,510	65,000	0.545	35,425	0.58
461000	Investment Interest	\$6,264	\$10,230	\$8,246	\$2,000			\$ 2,000	
490100	Sale of Fixed Assets	0	\$0	\$0	\$0	1	1	\$ 2,500	\$ -
490300	Gain on Sale of Fixed Assets	\$16,328	\$10,000	\$ -	\$ 10,000				

SECTION III

COUNTY OF LEXINGTON MOTOR POOL Annual Budget Fiscal Year - 2019-20

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

						<i>BUDGET</i>
Object Expenditure Code Classification	2017-18 Expenditure	2018-19 Expend (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel						
* Total Personnel	0	0	0			
Operating Expenses						
520233 Towing Service	0	0	150	150		
522300 Vehicle Repairs & Maintenance	3,049	817	4,200	3,700		
524100 Vehicle Insurance - 14	6,360	6,890	7,798	7,241		
525006 GPS Monitoring Charges - 14	2,387	1,068	2,848	2,645		
525400 Gas, Fuel, & Oil	6,264	3,011	9,710	6,447		
529903 Contingency	0	0	60,000	20,000		
530100 Depreciation	42,775	0	15,000	15,000		
* Total Operating	60,835	11,786	99,706	55,183		
** Total Personnel & Operating	60,835	11,786	99,706	55,183		
Capital						
540000 Small Tools & Minor Equipment	105	0	200	200		
599999 Capital Clearing	(51,630)	0	0			
All Other Equipment	51,630	0	0	27,500		
** Total Capital	105	0	200	27,700		
*** Total Budget Appropriation	60,940	11,786	99,906	82,883		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2019-2020

Fund # 6590
 Organization 111500 Organization Title: Motorpool

BUDGET
2019 - 2020
Requested

Qty	Item Description	Amount
540000	Small Tools and Minor Equipment	200
540010	Minor Software	0

ALL OTHER EQUIPMENT

[illegible]

**** Total Capital (Transfer Total to Section III)**

27,500

SECTION V. – PROGRAM OVERVIEW

Summary of Programs:

To provide clean, well maintained, safe vehicles to support our other county departments in their day-to-day operations and to provide adequate transportation for special requests out of town.

SECTION V. – SERVICE LEVELS

Service Levels Indicators:

	<u>Actual FY 2016-17</u>	<u>Actual FY 2017-18</u>	<u>Estimated FY 2018-19</u>	<u>Projected FY 2019-20</u>
Miles Driven	82,352	66,596	73,350	65,000

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

Service Charge

The rental rate is currently \$0.54 per mile for each vehicle in the motor pool.
The proposed new rate is \$0.58 as per federal mileage rates

SECTION VI. B. – LISTING OF POSITIONS

There are no positions dedicated to the management and operation of the Motor Pool. Fleet Services oversees the management and operation using existing personnel on an as needed basis.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520233 – TOWING SERVICE **150**

This account will fund the cost of towing expenses incurred for the thirty (14) vehicles operated in the motor pool.

522300 – VEHICLE REPAIRS & MAINTENANCE **3,700**

This account will fund the cost of repairs and routine maintenance on the thirty (13) vehicles operated in the motor pool. This request is based on the actual expenditures in this year's budget, and projections for future maintenance costs.

524100 – VEHICLE INSURANCE **7,241**

This account will fund the cost of liability on thirty (14) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is $\$557.00 \times 13 = \$7,241.00$

525006 – GPS MONITORING CHARGES **2,645**

This account will fund the cost of monitoring for 13 GPS monitoring devices. These devices are installed in each Motor Pool vehicle for monitoring of vehicle location and collection of historic usage data.

Cost to operate is \$16.95 per unit for monitoring per month. $(13 \times \$16.95 \times 12 \text{ months}) = \$2,644.20$

525400 – GAS, FUEL, & OIL **6,447**

This account will fund the cost of gasoline and oils used by the fourteen (13) vehicles assigned to the motor pool. This request is based on actual usage this year.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – Small Tools and Minor equipment **200**

This account is for the purchase of relatively low cost tools and equipment used in the Motor Pool that has a useful life of less than 2 years. This account also will fund the addition and replacement of any GPS units that may be required.

ALL OTHER EQUIPMENT

- 1) REPLACEMENT AWD Intermediate SUV to replace a 2006 Trailblazer that has reached its useful life \$27,500

Appendix 8:
Motor Pool Replacement Schedule

Asset #	Description	In Service Date	Original Cost	Replacement Interval	Usage Last FY	Current Meter	Notes	ASSIGNED	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
DEPARTMENT: 659011500 - FLEET SERVICES / MOTOR POOL																
28368	2006 CHEVROLET Trailblazer	12/07/2005	19,644.56	130,000/8 years	1,527	93,433		Pool Auxiliary Bldg								
31890	2009 FORD Escape BLUE	10/23/2008	18,610.00	125,000/8 years	1,888	82,682	4WD	Emer Preparedness		27,500.00						
34827	2010 Ford Explorer 2WD	10/28/2010	19,728.00	140,000/8 years	4,741	57,841	2wd	Pool					29,500.00			
34896	2011 Ford Crown Vic	12/20/2010	19,210.00	140,000/8 years	4,536	67,289		Pool						30,000.00		
37209	2013 Dodge Durango 4x4	12/18/2012	24,882.00	150,000/10	3,714	48,482	4WD	Pool							30,000.00	
39773	2015 FORD ESCAPE AWD	12/5/2014	23,984.00	150,000/10	4,989	26,409	AWD	POOL							30,000.00	
39841	2015 FORD ESCAPE AWD	12/5/2014	23,984.00	150,000/10	5,378	24,474	AWD	POOL							3,000.00	
40111	2015 CHEVY EQUINOX AWD	3/17/2015	22,704.00	150,000/10YEAR	5,938	30,324	AWD	POOL							30,000.00	
40321	2015 CHEVY EQUINOX AWD	8/7/2015	22,704.00	150,000/10YEAR	6,745	23,676	AWD	POOL							30,000.00	
40455	2015 CHEVY EQUINOX AWD	1/6/2016	22,704.00	150,000/10YEAR	7,018	21,530	AWD	POOL								30,000.00
40457	2015 CHEVY EQUINOX AWD	1/6/2016	22,704.00	150,000/10YEAR	4,850	23,308	AWD	POOL								30,000.00
41001	2017 Dodge Durango AWD	8/30/2017	25,815.00	150,000	9,357	11,161	AWD	POOL								
41002	2017 Dodge Durango AWD	8/30/2017	25,815.00	150,000	6,699	7,555	AWD	POOL								
Department Totals:									0.00	0.00	27,500.00	0.00	0.00	29,500.00	30,000.00	93,000.00
																90,000.00

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

	2017-18	2018-19	2018-19	2019-20	<i>BUDGET</i>	
Summary Page	Actual	Actual (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	2,744,094	1,208,714	2,808,406	3,180,835		
439630 TPA Insurance Reimbursements	69,050	14,882	0	25,000		
461000 Investment Interest	53,422	51,142	37,450	50,000		
Total Revenues	2,866,566	1,274,738	2,845,856	3,255,835		
Expenditures:						
Operations	2,210,127	397,199	2,992,962	3,074,494		
Operating Transfer to Risk Management	160,844	172,894	172,894	181,341		
Total Expenditures	2,370,971	570,093	3,165,856	3,255,835		
Noncash Expenses:						
Net Cash	495,595	704,645	(320,000)	0		
Income Calculation						
Net Income (Loss)	495,595	704,645	(320,000)	0		
FUND BALANCE - Estimated						
Beginning of Year			6,943,117	6,623,117		
FUND BALANCE - Projected						
End of Year			6,623,117	6,623,117		

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

					<i>BUDGET</i>	
Object Expenditure	2017-18	2018-19	2018-19	2019-20	2019-20	2019-20
Code Classification	Expend	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
* Total Personnel	0	0	0	0	0	
Operating Expenses						
520206 Background History Screening	13,126	6,668	23,375	23,375		
520209 Driver History Screening	2,094	740	3,400	3,400		
520301 Safety Management Services	0	0	6,000	6,000		
520302 Drug Testing Services	17,052	4,201	27,590	27,590		
521214 Safety Supplies	918	0	1,202	1,202		
525210 Conference & Meeting Expense	4,019	1,289	5,685	5,825		
525710 Safety Awards	0	0	1,000	1,000		
527307 SC Workers Compensation Taxes	32,106	0	44,000	44,000		
527308 WC Second Injury Assessments	57,030	0	65,000	65,000		
527309 Workers Compensation Ins. Premiums	722,739	346,268	727,888	749,725		
527351 WC - Medical Expense	703,484	23,530	623,111	623,000		
527352 WC - Legal Expense	42,352	1,756	56,646	56,000		
527353 WC - Indemnity Expense	647,997	10,507	725,075	725,000		
527358 WC - Recoveries	(35,733)	(335)	(31,991)	(31,991)		
527359 WC - Miscellaneous Expense	2,943	2,575	11,329	11,000		
529903 Contingency	0	0	703,652	764,368		
* Total Operating	2,210,127	397,199	2,992,962	3,074,494		
** Total Personnel & Operating	2,210,127	397,199	2,992,962	3,074,494		
Transfers:						
816790 Operating Transfer to Risk Management	160,844	172,894	172,894	181,341		
Capital						
** Total Capital	0	0	0	0		
*** Total Budget Appropriation						
	2,370,971	570,093	3,165,856	3,255,835		

SECTION VI. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions	<u>\$3,180,835</u>
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This figure reflects the adjusted budget as of 12/31/2017. Workers' compensation rates are payroll driven and this figure is subject to adjustment prior to releasing the Recommended Budget.

461000 – Investment Interest	<u>\$50,000</u>
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Projection based on current budget status.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520206 – Background History Screening **\$23,375**

To cover the cost new-hire background screenings.

(425 annually x \$55.00 National Check = \$5,500)

520209 – Driver History Screening **\$3,400**

A driving history will be performed for all conditionally hired employees in accordance with County policy.

(425 annually @ \$8.00 per history)

520301 – Safety Management Services **\$6,000**

This appropriation is to cover the cost for Risk Management consultation. The consultation services (80 hours x \$75.00 per hour = \$6,000) will include periodic advisory meetings with the County's Risk Management Team. Staff will interview providers and make the appropriate recommendation.

520302 – Drug Testing Services **\$27,590**

Pre-employment Drug Screen (10 Panel Screens)

425 x \$40/test = \$11,600

Monthly Random Drug Tests – Safety Sensitive positions, excluding SCDOT positions

16 standard @ average cost of \$40/ x 12 months = \$7,680

2 standard Breath Alcohol Test @ \$15 x 12 = \$360

Particular suspicion test in accordance with County Policy—estimate

10 x \$55 = \$550 (includes alcohol test)

Post accident drug and alcohol testing –estimate

8 x \$250 = \$2,000

521214 – Safety Supplies

\$1,202

This account would allow the Safety Manager to have a limited amount of safety supplies on hand (safety glasses, ear plugs, signage, etc.) to assist departments with a particular need immediately if discovered during safety inspections.

Item	Qty		Unit Cost		Total
Safety Glasses	10	X	1.34	=	13.40
Gloves (Oil Resistant)	6	X	4.37	=	26.22
First Aid Kits	12	X	18.08	=	216.96
Puncture Protect Glove	20	X	41.99	=	839.80
Flashlight	3	X	8.11	=	24.33
Lantern - Heavy Duty	1	X	25.99	=	25.99
Cooler 2 Gallon	1	X	14.93	=	14.93
Cooler 5 Gallon	1	X	29.66	=	29.66
Gator Aid Packets	10	X	1.06	=	10.60

525210 – Conference, Meeting & Training Expense

\$5,825

Safety Video Exchange and Streaming Program – This provides access to a library of safety training DVD's. This program allows up to five videos to be checked out at one time for unlimited use.

Annual Cost = \$500.00

Yearly Access Fee = \$150

Four Course Titles @ \$175 = \$700.00

(2) SC Workers Comp Edu Assoc (Registration + Room) Hilton Head SC
\$1,800

RM E Salyer/ HRC W Groscost

(2) SC Counties Workers Comp Trust (Registration) Columbia SC
\$800

RM E Salyer/ HRC W Groscost

Certified Workers' Compensation Counselor Program (Lodging, Per Diem, Registration/Materials)
\$1,875.00

RM E Salyer

525710 – Safety Awards **\$1,000**

During the course of the year the Risk Management Division will be on the look-out for daily examples of safe work behavior within the County's various service areas. Employees "caught in the act" of safety will be recognized and will have an opportunity to win prizes.

When possible we will take a photo and forward the safe PARTNER's safe act picture to their supervisor for recognition and will attempt to feature them in the County Scoop Newsletter.

527307 – SC Workers Compensation Tax **\$44,000**

According to the SC Counties Workers' Compensation Trust (SCCWCT) Large Deductible Contract, counties operating under the Large Deductible Option must be responsible for their own WC Tax. Based upon previous claims history, SCCWCT to invoice for the taxes based on claims occurring after July 1, 1997 for the plan year 2018-19.

527308 – WC Second Injury Fund Assessment **\$65,000**

The SIF assessment is based a percent of gross losses paid for a plan year the rate as set by the SC Second Injury Fund based on claims that occurred after 7/01/97 and paid for the calendar year 2017. This is an estimate is based on pro-rata billing history from the SCCWCT. Under the plan each insurer or self-insurer would pay their pro-rata share based on the current statutory formula. The Trust provides a detailed worksheet for the Lexington County prorated amount of the assessment. The Second Injury Fund (SIF) ceased operations on July 1, 2013, and transferred all remaining liabilities to the South Carolina Budget and Control Board (*State Fiscal Accountability Authority*). The Trust will continue to pay statutory defined assessments until the remaining liabilities are paid in full. On May 9, 2013, the South Carolina Budget and Control Board approved a plan to pay off the remaining liabilities by assessments of \$60 million each year for the following five years.

527309 – Workers Compensation Insurance Premium **\$749,725**

Recommend continuing the Large Deductible option of a \$300,000 Self Insured Retention (SIR) per occurrence. The current Self-Insured Retention Premium is .278 of the Estimated Premium. This Estimated Premium is based on the SC Counties Workers' Compensation Trust (SCCWCT) Board approved rates by WC Code. This option was utilized for the FY 2018 projected rate calculation. The projection also factors estimated payroll of \$74,912,931. Payroll includes exposure for Reserve Deputies, Inmate Labor, and any Sub-contractors who may not have insurance. WC Code rates have been consistent, the increases in premium can largely be attributed to a growing payroll.

This estimate factors in the 15% SCCWCT multiplier for the SIR Premium as stated by the SCCWCT Board in May of 2015 for the current fiscal year. The SCCWCT board will meet again by May 2018.

Total Estimated Premium (\$300,000) Large Deductible Program **\$749,725**

Lexington County Workers' Compensation Self Insured Premium

Plan Year	SIR Premium
2018-2019	\$727,888
2017-2018	\$699,814
2016-2017	\$645,355
2015-2016	\$562,201

527351 – Workers Compensation Medical Expense **\$623,000**

527352 – Workers Compensation Legal Expense **\$56,000**

527353 – Workers Compensation Indemnity Expense **\$725,000**

527358 – Workers Compensation Recoveries **\$(31,991)**

527359 – Workers Compensation Miscellaneous Expense **\$11,000**

529903 – Contingency **\$703,652**

This contingency line item will act as an additional funded loss-control measure.

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20**

Fund 6730
Division: Non-departmental
Organization: 999900 - Non-departmental

	2017-18	2018-19	2018-19	2019-20	BUDGET	
Summary Page	Actual	Actual (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Activity From Operations:						
Revenues:						
439601 Employer Medical Insurance Contr.	11,138,779	5,091,889	11,484,000	10,812,357		
439602 Employee Health Ins Premiums (P/D)	3,377,838	1,405,801	3,746,479	3,746,479		
439604 Post-Employment Insurance Premiums	524,447	223,607	540,215	540,215		
439606 Cobra Payments	43,120	9,699	66,752	66,752		
439607 Employer Subsidy - Post Employment	265,812	127,356	277,870	277,870		
439608 Employee Life Insurance Premiums (P/D)	184,438	77,329	183,080	183,080		
439609 Employee Dental Ins Premiums (P/D)	244,004	97,927	232,036	232,036		
439610 Insurance Co-pay Fees	0	0	900	900		
439611 Employee Dental Insurance Contr.	0	613,584	0	1,227,168		
439630 TPA Insurance Reimbursements	80,722	70,445	93,128	93,128		
439632 Stop-Loss Insurance	321,858	0	482,785	482,785		
461000 Investment Interest	113,909	92,649	68,000	68,000		
Total Revenues	16,294,927	7,810,286	17,175,245	17,730,770		
Expenditures:						
Non-Departmental - Operations	14,630,021	6,801,148	17,926,406	16,288,757		
Wellness Center - Operations	1,244,011	641,711	1,306,129	1,442,013		
Wellness Center - Capital	917	0	1,000	1,000		
Total Expenditures	15,874,949	7,442,859	19,233,535	17,731,770		
Net Cash	419,978	367,427	(2,058,290)	(1,000)		
Income Calculation:						
Capital Outlay: Add Back In	917	0	1,000	1,000		
Net Income (Loss)	420,895	367,427	(2,057,290)	0	0	0
FUND BALANCE						
Beginning of Year			12,457,666	10,399,376		
FUND BALANCE - Projected						
End of Year			10,399,376	10,398,376		

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20**

Fund 6730
Division: Non-departmental
Organization: 999900 - Non-departmental

Object Expenditure		2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	BUDGET	
Code	Classification				2019-20 Requested	2019-20 Recommend
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
520201	Physical Fitness Program	7,145	850	0	0	
520308	Health Screening Services	21,761	23,027	31,740	31,740	
520313	Actuarial Services	8,000	3,500	9,000	4,500	
520314	Employee Benefit Consulting Services	0	0	2,500	2,500	
520800	Outside Printing	0	0	1,500	1,500	
525210	Conference, Meeting & Training Exp.	1,519	0	4,900	3,800	
527303	Life Insurance Premiums	336,658	141,936	381,492	381,492	
527304	Stop-Loss Insurance Premiums	588,577	241,008	589,476	639,631	
527310	Pharmacy Claims	2,819,059	1,272,931	3,124,523	3,146,684	
527312	Health Care Reform Fees	14,745	1,683	63,620	63,620	
527313	Medical Insurance Claims	9,765,041	4,724,664	12,172,240	10,449,865	
527314	Dental Insurance Claims	596,049	239,144	509,788	509,788	
527315	Medical Administrative Costs	297,187	105,048	537,614	537,614	
527316	Dental Administrative Costs	27,690	13,702	38,401	38,401	
527317	HRA/HSA Administrative Costs	22,379	13,542	41,197	41,197	
3rd Party Administrator Costs (HSA)						
3rd Party Administrator Costs (HRA)						
3rd Party Administrator Costs (FSA,DCA)						
527318	Cobra Administrative Costs	12,221	5,073	13,773	13,773	
527319	Compliance Testing	1,990	2,040	2,040	2,500	
527320	Online Benefits System	0	13,000	28,692	28,692	
527330	Wellness Program Incentives	110,000	0	137,950	155,500	
529903	Contingency	0	0	235,960	235,960	
* Total Operating		14,630,021	6,801,148	17,926,406	16,288,757	
** Total Personnel & Operating		14,630,021	6,801,148	17,926,406	16,288,757	
Capital						
** Total Capital		0	0	0	0	

***** Total Budget Appropriation** **14,630,021 6,801,148 17,926,406 16,288,757**

SECTION VI – OPERATING LINE ITEM NARRATIVES
6730 Health Plan FY 19-20

520308 – Health Screening Services **\$31,740**

Employee Health & Wellness initiative biometric screening fees for Lexington Medical Center's services.
FY 19-20 screenings projected 529 @ \$60.00 = \$31,740 per screening

520313 – Actuarial Services **\$4,500**

Based on current budget for GASB 45 Actuarial Study and plan design change impact review.

520314 – Employee Benefit Consulting Service **\$2,500**

Employee Benefits Consulting Services will be required to assist with communicating benefit plan and rate changes, if applicable.

520800 – Outside Printing **\$1,500**

Printing of benefit related items, including open enrollment materials.

525210 – Conferences, Meeting & Training **\$3,800**

State and Local Government Benefit Association membership (\$200), SALGBA Conference Registration (\$300), travel expenses (\$1400).

527303 – Life Insurance Premiums **\$381,492**

Basic Life Plan based on total eligible employees.

527304 – Stop Loss Premiums **\$639,631**

Based on stop-loss coverage levels and claims experience.

527310 – Advance PCS Claims **\$3,146,684**

Based on average monthly Prescription Drug cost and review of claims experience and projected trends.

527312 – Health Care Reform Fees **\$63,620**

Reinsurance Fee = \$27* 2181 = \$58,887

Patient-Centered Outcomes Research Institute Fee = \$2.17 *2181 = \$4,732.77

527313 – Medical Insurance Claims **\$10,449,865**

Claims funding based upon PAI projections, trend analysis less anticipated stop-loss reimbursements reconciled to PAI paid claims and average claims spend over past 5 years. . Based on 1594 full time, benefits eligible employees.

527314 – Dental Insurance Claims **\$509,788**

Claims funding based on actual claims plus trend including buy up plan option introduced 010119.

527315 – Third Party Administrator Costs (Medical) **\$537,614**

Fixed cost Administrative Fees paid to PAI for claims adjudication.

527316 – Third Party Administrator Costs (Dental) **\$38,401**

Fixed cost Administrative Fees paid to Delta Dental for claims adjudication.

527317 – HRA/HSA/FSA/DCA Administrative Costs **\$41,197**

Administration fee for each card holder.

527318 – COBRA Administrative **\$13,773**

1594 Benefit eligible employees at .72 a month = $1550 * 12 = \$13,426.56$

527319 – Compliance Testing **\$2,500**

Mandated nondiscrimination testing for Cafeteria plan, FSA, DCA.

527320 – Online Benefit System **\$28,692**

1594 Benefit eligible employees * \$1.50 per employee per month * 12 = \$28,692

527330 – Wellness Program Incentives **\$155,500**

Estimated participation of 552 * \$250 screenings incentive = \$138,000. 350 * \$50 dental cleaning incentive = \$17,500.

529903- Contingency **\$235,960**

This contingency line item will act as an additional funded loss-control measure. Amount above only reflects new funding request. Previous FY's unused amount will carry over.

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
WELLNESS CENTER
Annual Budget
Fiscal Year - 2019-20**

Fund 6730
Division: Non-departmental
Organization: 999901 - Wellness Center

Object Expenditure Code Classification		2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	BUDGET	
					2019-20 Requested	2019-20 Recommend 2019-20 Approved
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
520248	Alarm Monitoring and Maintenance	0	0	378	378	
520309	Medical Services	1,180,480	617,101	1,237,152	1,371,228	
521000	Office Supplies	0	0	200	200	
521405	Pharmaceuticals	55,663	18,754	56,143	57,265	
524000	Building Insurance	303	364	303	364	
525000	Telephone	1,001	1,846	994	1,491	
525004	WAN Service Charges	1,217	705	1,264	1,410	
525210	Conference, Meeting & Training Exp.	11	535	1,600	1,600	
525385	Utilities - Auxiliary Admin. Bldg.	5,336	2,406	7,177	7,177	
529903	Contingency	0	0	918	900	
* Total Operating		1,244,011	641,711	1,306,129	1,442,013	
** Total Personnel & Operating		1,244,011	641,711	1,306,129	1,442,013	
Capital						
540000	Small Tools & Minor Equipment	917	0	1,000	1,000	
	All Other Equipment	0	0	0		
** Total Capital		917	0	1,000	1,000	
*** Total Budget Appropriation		1,244,928	641,711	1,307,129	1,443,013	

SECTION VI – OPERATING LINE ITEM NARRATIVES
6730 Wellness Center

<u>520248 – Alarm Monitor and Maintenance</u>	<u>\$378</u>
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<u>520309 – Medical Services</u>	<u>\$1,371,228</u>
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Employee Health & Wellness Center Administrative costs per contractual agreement. This amount also includes \$80,000 for the addition of a licensed behavioral health professional.

<u>521000 – Office Supplies</u>	<u>\$200</u>
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<u>521405 – Pharmaceuticals</u>	<u>\$57,265</u>
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Prescription Drugs dispensed at the Employee Health and Wellness Center.

<u>524000 – Building Insurance</u>	<u>\$364</u>
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Printing of benefit related items, including open enrollment materials.

<u>525000 – Telephone</u>	<u>\$1491</u>
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This includes \$19.00 per month x 12 mo fee for the addition for a fax line.

<u>525004 – WAN Line Services</u>	<u>\$1410</u>
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<u>525210 – Conferences, Meeting & Training</u>	<u>\$1600</u>
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Marathon Health Customer Forum travel and lodging expenses.

<u>525385 – Utilities Auxiliary Administration Building</u>	<u>\$7,177</u>
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<u>529903 – Contingency</u>	<u>\$53,000</u>
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<u>540000- Small Tools</u>	<u>\$1,000</u>
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This is to purchase any small tools pursuant to any employee ADA accommodation requests.

COUNTY OF LEXINGTON
POST-EMPLOYMENT INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20

Fund 6731
Division: Non-departmental
Organization: 999900 - Non-departmental

	2017-18 Actual	2018-19 Actual (Dec)	2018-19 Amended (Dec)	2019-20 Requested	<i>BUDGET</i> 2019-20 Recommend	2019-20 Approved
Summary Page						
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	1,098,121	562,476	957,000	824,625		
461000 Investment Interest	130,616	148,014	150,000	200,000		
Total Revenues	1,228,737	710,490	1,107,000	1,024,625		
Expenditures:						
Operations	378,262	200,788	1,107,000	1,024,625		
Total Expenditures	378,262	200,788	1,107,000	1,024,625		
Noncash Expenses:						
Net Cash	850,475	509,702	0	0		
Income Calculation:						
Net Income (Loss)	850,475	509,702	0	0		
FUND BALANCE						
Beginning of Year			18,307,173	18,307,173		
FUND BALANCE - Projected						
End of Year			18,307,173	18,307,173		

**COUNTY OF LEXINGTON
POST-EMPLOYMENT INSURANCE FUND
Annual Budget
Fiscal Year - 2019-20**

Fund 6731

Division: Non-departmental

Organization: 999900 - Non-departmental

					<i>BUDGET</i>		
Object Expenditure Code	Classification	2017-18 Expenditure	2018-19 Expend. (Dec)	2018-19 Amended (Dec)	2019-20 Requested	2019-20 Recommend	2019-20 Approved
Personnel							
* Total Personnel		0	0	0			
Operating Expenses							
527311	Ins. Premium Reimb. to Employee	378,262	200,788	1,107,000	<u>1,024,625</u>		
* Total Operating		378,262	200,788	1,107,000	1,024,625		
** Total Personnel & Operating		378,262	200,788	1,107,000	1,024,625		
Capital							
** Total Capital		0	0	0	0		

*** Total Budget Appropriation	378,262	200,788	1,107,000	1,024,625
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COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2019-20

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

	2017-18	2018-19	2018-19	2019-20	BUDGET	
Summary Page	Actual	Actual (Dec)	Amended (Dec)	Requested	2019-20 Recommend	2019-20 Approved
Activity From Operations:						
Revenues:						
461000 Investment Interest	1,839	894	850	850		
806710 Op Trn from Workers Comp Ins.	160,844	172,894	172,894	181,341		
Total Revenues	162,683	173,788	173,744	182,191		
Expenditures:						
Personnel & Operations	165,383	77,288	171,075	179,932		
Depreciation	0	0	350	350		
Capital Outlay	0	0	2,000	2,259		
Total Expenditures	165,383	77,288	173,425	182,541		
Noncash Expenses:						
Depreciation: Add Back In	0	0	350	350		
Net Cash	(2,700)	96,500	669	0		
Income Calculation:						
Capital Outlay: Add Back In	0	0	2,000	2,259		
Net Income (Loss)	(2,700)	96,500	2,319	1,909		
 FUND BALANCE - Estimated						
Beginning of Year			(188,054)	122,445		
Add Back - Net Pension Liability deduction			309,830	309,830		
FUND BALANCE - Projected			122,445	432,275		
End of Year						

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2019-20

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

						BUDGET
Object Expenditure		2017-18	2018-19	2018-19	2019-20	2019-20
Code	Classification	Expenditure	Expend.	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 2	108,144	55,637	108,939	111,775	111,775
510200	Overtime	216	0	0	0	0
511112	FICA - Employer Portion	7,373	3,729	8,334	8,551	8,551
511113	State Retirement - Employer Portion	24,038	7,102	15,861	17,392	17,392
511120	Employee Insurance - 2	15,600	7,800	15,600	15,600	15,600
511130	Workers Compensation	2,054	1,055	2,053	2,110	2,110
* Total Personnel		157,425	75,323	150,787	155,428	155,428
Operating Expenses						
521000	Office Supplies	383	0	500	518	
521100	Duplicating	5	50	375	628	
521200	Operating Supplies	58	0	120	500	
522200	Small Equipment Repairs and Maintenance	0	0	0	500	
524000	Building Insurance	28	33	32	76	
524201	General Tort Liability Insurance	98	112	116	280	
524202	Surety Bonds	11	0	0	0	
525000	Telephone	482	281	482	482	
525021	Smartphone Charges	702	268	696	648	
525041	E-mail Service Charges - 2	258	86	258	258	
525100	Postage	7	0	200	200	
525110	Other Parcel Delivery Service	0	0	50	50	
525210	Conference, Meeting & Training Expense	2,068	650	2,375	4,900	
525230	Subscriptions, Dues, & Books	1,990	0	1,134	2,323	
525240	Personal Mileage Reimbursement	0	0	50	100	
525250	Motor Pool Reimbursement	393	0	300	500	
525300	Utilities / Administration Building	1,246	485	1,500	1,500	
529903	Contingency	0	0	11,600	10,541	
530100	Depreciation	0	0	350	350	
538000	Claims & Judgements (Litigation)	229	0	500	500	
* Total Operating		7,958	1,965	20,638	24,854	
** Total Personnel & Operating		165,383	77,288	171,425	180,282	
Capital						
540000	Small Tools & Minor Equipment	0	0	500	759	
540010	Minor Software	0	0	1,500	1,500	
** Total Capital		0	0	2,000	2,259	
*** Total Budget Appropriation		165,383	77,288	173,425	182,541	

Section V - PROGRAM OVERVIEW

Summary:

Human Resources Risk Management Administration

Human Resources (HR) Risk Management Administration is responsible for the identification, maintenance, and measurement of exposure to accidental loss within the County. These programs include general tort liability, vehicle liability, buildings and content insurance, workers' compensation, and the recovery for damages to County property. The Risk Manager may assist with employee benefits as needed.

HR Risk Management Administration is responsible for managing occupational health and safety strategies, state and federal regulatory compliance (OSHA), administering loss prevention programs, and maintaining adequate coverage levels for the property & casualty, and workers' compensation insurance programs. Risk management administration would include preparing any necessary requests for proposal drafts for insurance related matters.

The County of Lexington participates in the South Carolina Counties Workers' Compensation Trust and maintains a self-insured retention of \$300,000 per occurrence for job related injuries. Generally, retaining some risk through deductibles or self-insured retention results in lower premiums than those associated with insurance that pays the first dollar of any covered claim.

The County's Property & Casualty Program is currently provided through the South Carolina Insurance Reserve Fund, a Division of the South Carolina State Fiscal Accountability Authority. The Insurance Reserve Fund functions as a governmental insurance operation with the mission to provide insurance specifically designed to meet the needs of governmental entities at the lowest possible cost. The Insurance Reserve Fund operates like an insurance company, by issuing policies, collecting premiums (based in consultation with actuaries), and by paying claims from the accumulated premiums in accordance with the terms and conditions of the insurance policies it has issued.

The Insurance Reserve Fund Lines of Insurance carried by the County include:

- Liability Insurance: Automobile Liability
- General Tort Liability
- Medical Professional Liability
- Property Insurance: "All Risk" Coverage on Buildings and Contents
- Builders' Risk
- Data Processing Equipment and Media (Computer Network Systems)
- Inland Marine (Heavy and Mobile Equipment)
- Business Interruption and Extra Expense

There are two elements to risk management: (1) Loss Prevention measures are developed to keep accidents and other incidents from happening; and (2) Loss Reduction methods are implemented to properly manage claims in effort to decrease the severity of losses when they occur. These elements are critical for managing all risks, rather than just paying claims.

Service Standards:

- a. Responsible for assigned initiatives and activities of the Risk Management Program and would advise departments and County Administration on various insurance and budget related matters.
- b. Conduct trend analysis on various insurance and benefits offered by the County.
- c. To maintain a working knowledge of Human Resources/Risk Management legal requirements, reduce legal risks and ensures regulatory compliance.
- d. Assists senior management in developing county risk management standards, and certain employee benefits; advises management on other issues that would relate to the ADA, FMLA, and workers' compensation.
- e. Provides guidance on employee relation issues.
- f. To incorporate occupational safety and wellness initiatives within the County.
- g. Provides or coordinates training for certain job duties as mandated by State and Federal laws.
- h. To maintain Occupational Safety and Health Administration (OSHA) standards.
- i. Manages the County's Alcohol and Drug Testing Program.
- j. Establishes services standards for reporting and investigating accidents/incidents involving employees, vehicles and equipment, and liability issues.
- k. Coordinates safety training & inspections.
- l. To develop departmental safety contacts and initiatives.

SERVICE LEVELS

Service Level Indicators:	<u>Actual FY 16/17</u>	<u>Actual FY 17/18</u>	<u>Estimated FY 18/19</u>	<u>Projected FY 19/20</u>
Workers' Compensation Claims (WC)	138	137	133	135
OSHA-300 (Recordable injuries)	38	45	41	43
WC Lost Time (LT) Claims	27	26	21	43
WC Incident Rate *	9.45	9.47	9.02	8.56
OSHA Recordable Incident Rate *	2.60	3.04	2.82	2.56
WC LT Incident Rate *	1.85	1.77	1.43	1.33
Total Auto Insurance Claims	53	41	40	50
General Tort Liability Claims	91	136	159	179
OSHA Countywide Self-Assessment	1	1	1	1
Large Deductible Claims Report	12	12	12	12
WC Claims Reimbursement Invoices	12	12	12	12

** Incident Rates are per 100 Employee*

SECTION VI - LINE ITEM NARRATIVES

SECTION VI. A - LISTING OF REVENUES

806710 – Operations Transfer from Workers Compensation Insurance **\$181,341**

A transfer of funds to cover the salaries and operations of two employees for the Risk Management Program.

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	
Risk Manager	1		1	1	212
HR Coordinator	1		1	1	109
Total Positions	2		2	2	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES **\$ 0**

520702 - TECHNICAL CURRENCY & SUPPORT **\$ 0**

521000 - OFFICE SUPPLIES **\$518**

To cover routine office supplies (paper, pencils, file folders, etc.). This line item will include form printing costs and computer supplies.

File folders (12 boxes x \$7.80) = \$93.60
Toner Cartridges - color printer (2 x \$162.00) = \$324.00
Pens, pencils, & other office products = \$40.00
Hanging file folders (legal) (3 boxes x \$9.68) = \$29.04
Hanging file folders (letter) (4 boxes x \$7.69) = \$30.76

521100 - DUPLICATING **\$628**

Copier Machine Usage cost (\$0.033705) x 15,100 copies = \$508.94
4 cases paper = (\$2.96 x 40 reams) = \$118.40

521200 - OPERATING SUPPLIES **\$500**

This account is needed for specific supplies such as training materials, operations manual material, etc.

522200 - Small Equipment Repairs and Maintenance **\$500**

Maintenance on printers, computers, etc.

524000 - BUILDING INSURANCE **\$76**

Building and Personal Property Insurance for division.

524201 - GENERAL TORT LIABILITY INSURANCE **\$280**

Tort Liability Premium 2 Positions

524202 – SURETY BONDS	\$0
Premium 2 Positions	

525000 - TELEPHONE	\$482
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Two lines for Risk Management Administration with voice mail @ \$20.07/mo.

(2 x \$20.07= \$40.14 x 12 mo. = \$481.68)

525021 – SMART PHONE CHARGES	\$648
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1 iPhone Plan - \$54 per month x 12 = \$648

525041 – E-MAIL SERVICE CHARGES	\$258
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\$10.75 per month x 2 = \$21.50 x 12 mo. = \$258

525100 - POSTAGE	\$200
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Postage expense for office correspondence.

525100 – OTHER POSTAL DELIVERY	\$ 50
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525210 – CONFERENCE, MEETING & TRAINING EXPENSE	\$4,900
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(2) SC Public Risk Mngmt Asoc (Registration + Room) Charleston SC RM E Salyer/ HRC W Groscost	\$1600
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(2) Public Risk Mngmt Asoc Natl (Registration + Room) Orlando FL RM E Salyer/ HRC W Groscost	\$3300
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525230 - SUBSCRIPTIONS, DUES & BOOKS **\$2,323**

This account will cover costs for membership dues, publications, and services.

(3)SC Public Risk Managers Association (One Government, two associates)	\$165
(2)Columbia Society for Human Resource Management	\$250
(2)National Society for Human Resource Management	\$418
(2)National PRIMA Membership (2 @ \$395)	\$790
(2)National Safety Council	\$700

525240 – Personal Mileage **\$100**

525250 – Motor Pool Reimbursement **\$500**

525300 - UTILITIES - **\$1500**

Based on current average monthly activity.

529903 - Contingency **\$11,600**

530100 - Depreciation **\$350**

5380000 - Claims & Judgements **\$500**

Tort Claim Deductible (2)

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$759
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(4) Guest Chairs x150.

(1) Monitor x159

540010 – Minor Software	\$1,500
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Claims Tracking Software

Lexington County Recreation & Aging Commission

563 South Lake Drive, Lexington, South Carolina 29072

803-359-4048

Randy H. Gibson
Executive Director

February 11, 2019

Joe G. Mergo, III
County Administrator
212 South Lake Drive
Lexington, SC 29072

Dear Mr. Mergo:

Please find enclosed, our preliminary General Fund Budget for the fiscal year 2019-20. We are not asking for a millage increase other than any CPI increase that County Council may approve and the estimated population growth.

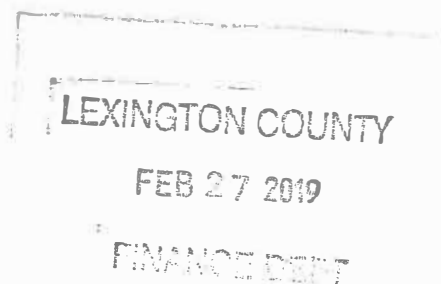
We have always enjoyed our relationship with Council in past years and look forward to working with you and your staff in the future.

If we can be of any assistance to you please do not hesitate to let us know.

Sincerely,



Ransom (Randy) H. Gibson, CPA
Executive Director



LEXINGTON COUNTY RECREATION & AGING COMMISSION
PRELIMINARY GENERAL FUND BUDGET
FISCAL YEAR 2019-2020

Revenues:

Property Taxes	\$ 12,398,200
Fees & Registrations	1,996,400
Other	<u>40,000</u>
Total Revenues	<u>14,434,600</u>

Expenditures:

Personnel	6,535,200
Maintenance	3,411,000
Operations	463,500
Programs	946,200
Capital	<u>470,000</u>
Total Expenditures	<u>11,825,900</u>

Excess Revenue Over (Under) Expenditures	2,608,700
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Other Financing Sources (Uses)

Transfer To Aging Fund	<u>(2,808,700)</u>
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Excess Revenue And Other Financing Sources

Over (Under) Expenditures And Other Sources	(200,000)
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Estimated Fund Balance - Beginning

<u>19,294,974</u>

Projected Fund Balance - Ending

<u><u>\$ 19,094,974</u></u>

LEXINGTON COUNTY RECREATION AND AGING COMMISSION
PRELIMINARY GENERAL FUND
FISCAL YEAR 2019-2020 BUDGET

DESCRIPTION	FY 19-20 ANNUAL BUDGET
Property Taxes	\$ 12,398,200
Interest Earned	40,000
Special Projects Income	1,840,300
Rental Income	21,600
Miscellaneous	15,000
Special Events	4,500
Registration Fees	115,000
Total Revenues	<u>\$ 14,434,600</u>
Salaries	
Administration	\$ 895,600
Recreation	917,000
Part-Time	1,208,200
Maintenance	1,737,900
Fringes	1,776,500
Total Salaries	<u>\$ 6,535,200</u>
Maintenance	
Oil & Gasoline	\$ 235,000
Repairs	230,000
Utilities	1,282,300
Radio Service	12,000
Materials & Supplies	924,400
Landfill Fees	5,000
Garbage Service	51,000
Pest Control	15,000
Small Tools & Equipment	20,000
Sports Field Bulbs	15,000
Port-O-Johns	11,000
Contract Labor	520,300
Tennis Court Resurfacing	90,000
Total Maintenance	<u>\$ 3,411,000</u>
Operations	
Travel	\$ 8,650
Insurance	191,000
Office Operations	115,200
Conference Expense	17,000
Professional Training	10,900
Legal & Auditing	31,000
Medical Disbursements	1,250
Telephone	87,000
Facility Rent	1,500
Total Operations	<u>\$ 463,500</u>

LEXINGTON COUNTY RECREATION AND AGING COMMISSION
PRELIMINARY GENERAL FUND
FISCAL YEAR 2019-2020 BUDGET

DESCRIPTION	FY 19-20 ANNUAL BUDGET
Program Allowances	
Athletic Supplies	\$ 64,500
Officials	60,000
Grants	3,800
Commission Expenses	24,000
Special Events	2,000
Marketing & Promotions	8,000
Total Program Allowances	\$ 162,300
Capital Outlay	
Equipment	\$ 260,000
Furniture & Fixtures	10,000
Vehicles	160,000
Facility Improvements	40,000
Total Capital Outlay	\$ 470,000
Other Financing Uses	
Transfers - Aging Fund	\$ 2,808,700
Transfers - Other	
Total Other Financing Uses	\$ 2,808,700
Special Projects	
Batesburg-Leesville	\$ 36,000
Lexington Leisure	80,250
Spires	12,800
Tri-City	57,650
Gilbert	7,000
Oak Grove Tennis Complex	132,200
Cayce Tennis Complex	151,000
Baseball Stadium	20,000
Oak Grove/Pine Grove	287,000
	\$ 783,900
Total Expenditures	\$ 14,634,600



February 4, 2019

Mr. Joe Mergo
County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Re: FY 2019-2020 Budget

Dear Mr. Mergo,

Per your request, we are enclosing our preliminary FY 19-20 budget. Note that this is an estimated budget and it is likely that some changes will be made before the budget becomes final. Currently, our budget timetable calls for a public hearing on May 16th and final adoption by the Commission on May 22, 2019. Once the budget is final we will promptly submit it to you.

Our preliminary budget includes total funding sources anticipated and the estimated utilization of total funding as requested. Our request assumes a 1.0% increase in County tax revenue over the previously budgeted amount in 2018-19. This amount is reflective of both the growth rate in the assessed value of property in our District, and anticipated actual receipts. This amount is supported by figures provided to us by the Auditor's office. However, should County Council grant an additional amount for CPI we would like to reserve the option to amend our request accordingly.

In regards to your request on the service level indicators, we are enclosing our annual report which reflects clients served, number and types of programs, and other descriptive details of our operations.

I trust that the information we are submitting is adequate until the Commission's final approval of our budget in May. Please feel free to contact me if you need additional information.

Sincerely,


Mark Smyers
Executive Director

Enclosures

cc: Ms. Beth Carrigg
Ms. Erin Long Bergeson

Commissioners

Bill H. Harmon, *Chairman*
Bruce P. Loveless, *Vice-Chairman*
Timothy W. Stewart, *Secretary*
John A. Sowards
Gary A. Boyd

Executive Director

Mark Smyers

ICRC Administration

5605 Bush River Road
Columbia, SC 29212
(803) 772-1228

Crooked Creek Park

1098 Old Lexington Hwy.
Chapin, SC 29036
(803) 345-6181

Saluda Shoals Park

5605 Bush River Road
Columbia, SC 29212
(803) 772-1228

Seven Oaks Park

200 Leisure Lane
Columbia, SC 29210
(803) 772-3336

Melvin Park

370A Eptings Camp Road
Chapin, SC 29036
(803) 345-8113

**Irmo Chapin Recreation Commission
General Fund
Proposed Budget for Lexington County Council
Fiscal Year 2019-2020**

DESCRIPTION	FY 2019 Approved Budget	FY 2020 Requested	Increase (Decrease)	Increase (Decrease) %
REVENUE:				
Local Taxes	\$ 4,350,952	\$ 4,394,462	\$ 43,510	1.0%
Interest Earned	5,000	5,000	0	0.0%
Building Rentals	67,850	71,243	3,393	5.0%
Outdoor Rentals	32,875	34,519	1,644	5.0%
Fitness Fees	171,040	179,592	8,552	5.0%
Chapin Splash	30,000	34,500	4,500	15.0%
I.D. Card Fees	32,850	33,671	821	2.5%
Donations & Grant Related Income	52,500	55,125	2,625	5.0%
Appeal letter	30,000	33,000	3,000	10.0%
TR Programs & Camps	102,386	106,481	4,095	4.0%
Grants & Contracts	390,460	410,000	19,540	5.0%
CLTC Income	8,000	8,400	400	5.0%
Loan Closet	500	525	25	5.0%
Gift Shop	13,200	13,873	673	5.1%
Food Co-OP	7,500	7,875	375	5.0%
Special Events	9,950	10,945	995	10.0%
Miscellaneous	5,000	5,500	500	10.0%
Transfer from SS Foundation	5,000	5,000	0	0.0%
Employee Insurance Withholdings	239,000	239,000	0	0.0%
Concessions	1,700	1,785	85	5.0%
Transfer from Special Revenue	983,996	1,023,356	39,360	4.0%
Transfer from Previous year FB	0	0	0	0.0%
	6,539,759	6,673,852	134,093	2.1%
EXPENDITURES:				
Salaries	\$ 2,585,040	\$ 2,649,660	\$ 64,626	2.5%
Part Time Wages	526,184	552,493	26,309	5.0%
Fringe Benefits	652,439	713,269	60,830	9.3%
Health Insurance Costs	619,520	644,000	24,480	4.0%
Professional Development	53,453	54,522	1,069	2.0%
Staff Travel	550	600	50	9.1%
Appeal Letter Expenses	1,100	1,155	55	5.0%
Office Operations	16,600	18,000	1,400	8.4%
I.D System Operations	4,040	4,242	202	5.0%
Data Processing Operations	147,990	170,058	22,068	14.9%
Office Equipment Maintenance	22,100	26,500	4,400	19.9%
Printing/Advertising	16,300	17,115	815	5.0%
Marketing	200,850	200,000	(850)	-0.4%
Telephone & Cable	146,612	150,000	3,388	2.3%
Concessions	850	893	43	5.0%
Professional Services	51,167	53,725	2,558	5.0%
Splash Chapin	600	630	30	5.0%
Facility Maintenance	316,400	335,384	18,984	6.0%
Fitness Equipment Maintenance	8,700	9,266	566	6.5%
Fuel And Lubricants	41,400	43,470	2,070	5.0%
Vehicle Maintenance	26,500	27,825	1,325	5.0%
Park Equipment Maintenance	29,800	31,290	1,490	5.0%
Utilities	397,000	416,850	19,850	5.0%
Insurance	90,000	90,000	0	0.0%
Employee Relations	9,950	10,000	50	0.5%
Gift Shop	5,220	5,481	261	5.0%
Special Events	6,050	6,353	303	5.0%
Sundry Supplies	12,980	13,629	649	5.0%
Intergenerational Programs	1,300	1,365	65	5.0%
Meal Costs	60,000	63,000	3,000	5.0%
Senior Center Operations	9,000	9,450	450	5.0%
Food Co-Op Expenses	5,500	5,775	275	5.0%
TR Related Expenditures	16,997	17,847	850	5.0%
Foundation Expenses	5,000	5,000	0	0.0%
Miscellaneous Expenditures	60,000	63,000	3,000	5.0%
Transfers to other Funds	100,000	0	(100,000)	100.0%
Capital Outlay	192,567	162,000	(30,567)	
Contingency	100,000	100,000	0	0.0%
TOTAL EXPENDITURES	6,539,759	6,673,852	134,093	2.1%
Net	0	0	0	0

February 11, 2019

Mr. Joe G. Mergo, III
Lexington County Administrator
212 South Lake Drive
Lexington, SC 29072

Dear Mr. Mergo:

Enclosed please find Midlands Technical College's 2019-2020 Budget Request for Lexington County. Also enclosed is a report of funding sources and service level indicators. Please note that the College will utilize 100 percent of the requested budget during 2019-2020.

We would appreciate an advance notice if the College is expected to present its budget. However, Dr. Rhames and I would welcome the opportunity to provide Council a college update at some point during the budget process.

As always, thank you for your support and please call if you have questions.

Sincerely,



Ms. Debbie M. Walker
Vice President for Business Affairs

DMW:sn
Enclosures

C: Mr. Randy Poston, Finance Director, Lexington County
Dr. Ronald L. Rhames, President
Ms. Sheila Smith, Associate VP for Business Affairs
Ms. Teresa Cook, Interim Director of Operations
Ms. Jessica Booth, Director of Finance and Financial Reporting

Walker/J. Mergo 2019

MIDLANDS TECHNICAL COLLEGE
Budget Request
Fiscal Year 2019-20
Richland-Lexington Counties, South Carolina

Midlands Technical College (MTC) is pleased to submit its budget request for fiscal year 2019-20. In developing this budget request, the college is keenly aware of the pressures on local governments to provide quality services for citizens, while minimizing the effect on taxes. Midlands Technical College has a history of keeping its requests to County Councils at a minimum. The college does this by controlling personnel costs, deferring maintenance and limiting essential equipment purchases. Despite making these sacrifices, the college has been able to maintain high level, quality educational services and facilities for the citizens of the Midlands. This budget is developed with the same level of commitment the college has to providing quality services to the citizenry, while minimizing the effect on taxpayers.

Midlands Technical College receives funding from Richland and Lexington Counties for facilities and operations under South Carolina Article 1730 to Chapter 53, Title 59, of the Code of Law, 1989. Facilities and Operations funding consists of funds for utilities, security, housekeeping, transportation, non-personnel insurance, maintenance, and repair of buildings and grounds, building alterations and modifications and construction of new facilities, as well as funds for college personnel associated with these activities. The funding responsibility is based on a population distribution and is split 40.56% Lexington County and 59.44% Richland County based on the census done in 2010. Pages 2-4 represent the college's 2019-20 operating budget request. Page 5 is the college's 10-year capital plan. Based on the population distribution outlined in Paragraph 2 above, the budget request for fiscal year 2019-20 is shown below.

<u>Lexington County</u>	<u>2019-20</u>
Operating Budget	\$4,228,738
Capital Budget	\$1,130,710 *
Debt Service	0.5 Mil **

* \$1,130,710 is for Capital Projects.

** For construction and debt service toward the Half Mil projects (Harbison Campus General Purpose Classroom/Auditorium, Batesburg/Leesville Education Facility, NE Campus Engineering Technology Project, NE Campus Accelerator, and Center for QuickJobs Training and Development).

MIDLANDS TECHNICAL COLLEGE

Plant Operations Budget FY 2019-2020

Facilities and Operations Funding Requirements: The College's total FY 2019-20 Facilities and Operations Budget is shown below (excluding capital):

	FY 18-19	FY 19-20
UTILITIES	3,038,405	3,159,941
HOUSEKEEPING/GROUNDS	2,086,070	2,169,513
GENERAL MAINTENANCE	1,892,842	1,968,555
SECURITY	1,431,474	1,488,732
MAJOR REPAIRS/CONSTRUCTION	686,400	713,856
ADMINISTRATION	596,042	619,884
INSURANCE	164,694	171,282
TRANSPORTATION	128,960	134,118
TOTAL	10,024,887	10,425,882

**FY 2019-20
COUNTY BUDGET**

	FY 18-19	FY 19-20
UTILITIES	3,038,405	3,159,941

HOUSEKEEPING/GROUNDS

Salaries - Permanent	502,772	522,883
Staff Benefits - Permanent	175,970	183,009
Salaries - Temporary	3,120	3,245
Contract Labor	1,028,768	1,069,919
Supplies (Housekeeping)	192,400	200,096
Supplies (Grounds)	166,400	173,056
Uniforms	1,560	1,622
Equipment	15,080	15,683

Total Housekeeping/Grounds	2,086,070	2,169,513
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GENERAL MAINTENANCE

Salaries - Permanent	580,736	603,965
Staff Benefits	203,258	211,388
Salaries - Temporary	5,200	5,408
Uniforms	2,600	2,704
General Repair/Maintenance	484,328	503,701
Professional Services	3,120	3,245
Supplies	613,600	638,144

Total General Maintenance	1,892,842	1,968,555
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SECURITY

Salaries - Permanent	302,433	314,530
Staff Benefits - Permanent	120,973	125,812
Salaries - Temporary	131,410	136,667
Contract Security	840,778	874,409
Supplies	15,704	16,332
Training & Equipment	20,176	20,982

Total Security	1,431,474	1,488,732
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MAJOR REPAIRS/CONSTRUCTION

General Alterations/Roof/Mechanical	686,400	713,856
Total Major Repairs/Construction	686,400	713,856

ADMINISTRATION

Salaries - Permanent	426,876	443,951
Staff Benefits	149,406	155,383
Training	3,120	3,245
Travel	1,040	1,082
Office Support	15,600	16,224
Total Administration	596,042	619,884

INSURANCE

Buildings and Contents	137,654	143,161
Motor Vehicles	27,040	28,122
Total Insurance	164,694	171,283

TRANSPORTATION

Motor Vehicle Supplies/Repair	72,800	75,712
Vehicle Replacement	56,160	58,406
Total Transportation	128,960	134,118

TOTAL	10,024,887	10,425,882
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MIDLANDS TECHNICAL COLLEGE CAPITAL NEEDS CASH FLOW BUDGET												
BY SOURCE OF FUNDS	thru 18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	TOTAL	PROJ. TOTAL
LEARNING RESOURCE CENTER RENOVATIONS (AIRPORT)												
LEXINGTON COUNTY	\$ 2,500,000										\$ 2,500,000	\$ 2,500,000
RICHMOND COUNTY												
RICHMOND COUNTY	\$ 8,004,235										\$ 8,004,235	\$ 8,004,235
LEXINGTON COUNTY	\$ 5,461,840										\$ 5,461,840	\$ 5,461,840
COLLEGE FUNDS (BONDS)	\$ 10,000,000										\$ 10,000,000	\$ 10,000,000
COLLEGE	\$ 6,533,925										\$ 6,533,925	\$ 6,533,925
INDUSTRIAL TECHNOLOGY EXPANSION												
RICHMOND COUNTY	\$ 594,400										\$ 594,400	\$ 594,400
LEXINGTON COUNTY	\$ 405,600										\$ 405,600	\$ 405,600
STATE FUNDS	\$ 3,500,000										\$ 3,500,000	\$ 3,500,000
BC WM RENOVATION												
STATE FUNDS					\$ 16,600,000						\$ 16,600,000	\$ 16,600,000
GRANBY RENOVATION												
LEXINGTON COUNTY	\$ 962,918										\$ 962,918	\$ 962,918
LEXINGTON COUNTY	\$ 657,082										\$ 657,082	\$ 657,082
STATE FUNDS	\$ 6,480,000										\$ 6,480,000	\$ 6,480,000
PLANT PROJECTS*												
COUNTY PLANT FUNDS	\$ 713,836				\$ 772,404	\$ 787,852	\$ 803,699	\$ 836,075	\$ 852,796	\$ 857,940	\$ 7,085,940	\$ 8,885,940
COLLEGE FUNDS	\$ 200,000				\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,800,000	\$ 1,800,000
MAJOR BUILDING RENOVATION												
LEXINGTON COUNTY	\$ 694,077			\$ 1,792,205	\$ 1,863,894	\$ 1,938,449	\$ 2,015,987	\$ 2,096,827	\$ 2,180,492	\$ 2,267,711	\$ 18,572,717	\$ 27,881,706
RICHMOND COUNTY	\$ 473,628		\$ 1,175,938	\$ 1,224,976	\$ 1,271,895	\$ 1,322,771	\$ 1,375,681	\$ 1,430,709	\$ 1,487,937	\$ 1,547,464	\$ 11,308,969	\$ 17,881,706
DEBT SERVICE												
COLLEGE FUNDS	\$ 826,107	\$ 759,151	\$ 826,107	\$ 826,107	\$ 689,517	\$ 617,098	\$ 541,782	\$ 463,453	\$ 381,981	\$ 297,371	\$ 4,468,856	\$ 4,468,856
RICH COUNTY HALF MIL - DEBT SERVICE	\$ 956,712	\$ 994,980	\$ 994,980	\$ 1,034,780	\$ 1,076,171	\$ 1,119,218	\$ 1,163,986	\$ 1,210,546	\$ 1,258,968	\$ 1,309,328	\$ 10,124,687	\$ 10,124,687
RICH COUNTY HALF MIL - DEBT SERVICE	\$ 956,712	\$ 994,980	\$ 994,980	\$ 1,034,780	\$ 1,076,171	\$ 1,119,218	\$ 1,163,986	\$ 1,210,546	\$ 1,258,968	\$ 1,309,328	\$ 10,124,687	\$ 10,124,687
LEX COUNTY HALF MIL - DEBT SERVICE	\$ 852,801	\$ 878,913	\$ 878,913	\$ 906,089	\$ 934,312	\$ 963,885	\$ 994,232	\$ 1,024,001	\$ 1,053,075	\$ 1,082,403	\$ 8,900,497	\$ 8,900,497
TOTAL ALL SOURCES	\$ 37,600,000	\$ 13,634,273	\$ 7,336,603	\$ 7,507,219	\$ 7,664,363	\$ 24,468,289	\$ 8,059,264	\$ 8,257,562	\$ 8,453,471	\$ 8,677,288	\$ 131,092,333	\$ 131,092,333
TOTAL BY SOURCE (PER YEAR)		19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	TOTAL	
RICHMOND COUNTY	\$ 6,598,635	\$ 1,723,374	\$ 1,723,374	\$ 1,792,205	\$ 1,863,894	\$ 1,938,449	\$ 2,015,987	\$ 2,096,827	\$ 2,180,492	\$ 2,267,711	\$ 26,134,270	\$ 26,134,270
LEXINGTON COUNTY	\$ 8,367,440	\$ 1,175,938	\$ 1,175,938	\$ 1,224,976	\$ 1,271,895	\$ 1,322,771	\$ 1,375,681	\$ 1,430,709	\$ 1,487,937	\$ 1,547,464	\$ 20,333,511	\$ 20,333,511
STATE FUNDS	\$ 3,500,000					\$ 16,600,000					\$ 20,100,000	\$ 20,100,000
COLLEGE FUNDS	\$ 6,533,925	\$ 1,028,107	\$ 1,028,107	\$ 959,151	\$ 889,517	\$ 817,098	\$ 741,782	\$ 663,453	\$ 591,991	\$ 497,271	\$ 13,860,781	\$ 13,860,781
COLLEGE (BONDS)	\$ 10,000,000										\$ 10,000,000	\$ 10,000,000
RICH COUNTY HALF MIL - DEBT SERVICE (NET)	\$ 956,712	\$ 994,980	\$ 994,980	\$ 1,034,780	\$ 1,076,171	\$ 1,119,218	\$ 1,163,986	\$ 1,210,546	\$ 1,258,968	\$ 1,309,328	\$ 10,124,687	\$ 10,124,687
RICH COUNTY HALF MIL - DEBT SERVICE (NET)	\$ 956,712	\$ 994,980	\$ 994,980	\$ 1,034,780	\$ 1,076,171	\$ 1,119,218	\$ 1,163,986	\$ 1,210,546	\$ 1,258,968	\$ 1,309,328	\$ 10,124,687	\$ 10,124,687
LEX COUNTY HALF MIL - DEBT SERVICE (NET)	\$ 852,801	\$ 878,913	\$ 878,913	\$ 906,089	\$ 934,312	\$ 963,885	\$ 994,232	\$ 1,024,001	\$ 1,053,075	\$ 1,082,403	\$ 8,900,497	\$ 8,900,497
COUNTY PLANT FUNDS	\$ 713,836	\$ 742,410	\$ 742,410	\$ 757,258	\$ 767,852	\$ 778,464	\$ 789,075	\$ 799,687	\$ 810,299	\$ 820,911	\$ 7,085,940	\$ 8,885,940
TOTAL ALL SOURCES	\$ 37,600,000	\$ 13,634,273	\$ 7,336,603	\$ 7,507,219	\$ 7,664,363	\$ 24,468,289	\$ 8,059,264	\$ 8,257,562	\$ 8,453,471	\$ 8,677,288	\$ 131,092,333	\$ 131,092,333
SUPPLEMENT PLANT FUNDS PARKING, PAVING, MECHANICAL SYSTEMS, ROOFING COLLEGE WIDE												

Midlands Technical College
Projected Budgeted Revenues, Disbursements and Transfers
Fiscal Year 2019-2020
Lexington County Council

REVENUES

Unrestricted		
Student Tuition and Fees	\$	51,125,645
Government		
State		15,375,098
County		
Lexington	\$	6,012,249
Richland	\$	9,767,563
Fairfield	\$	171,768
Auxiliary Enterprises	\$	998,885
Other	\$	1,973,850
TOTAL	\$	85,425,058
Restricted		
Federal Grants	\$	4,814,362
Student Financial Aid	\$	30,629,820
State Grants	\$	3,303,509
Other	\$	175,538
TOTAL*	\$	38,923,229
TOTAL REVENUES	\$	124,348,287

DISBURSEMENTS AND TRANSFERS

Disbursements

Unrestricted		
Instruction/Academic Support	\$	45,382,148
Student Support Services	\$	12,076,342
Plant Operations	\$	9,958,362
Institutional Support	\$	15,966,321
Auxiliary Enterprises	\$	351,001
TOTAL	\$	83,734,174
Restricted		
TOTAL*	\$	38,923,229
Transfers (Capital)		
TOTAL	\$	1,690,884
TOTAL DISBURSEMENTS AND TRANSFERS	\$	124,348,287

*Restricted revenues and disbursements are the same amount and must balance.

Estimated Fund Balance - Beginning of Fiscal Year \$5,943,543

Projected Fund Balance - End of Fiscal Year \$5,958,393

February 8, 2019

Mr. Joe Mergo
County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Dear Joe:

Enclosed please find a preliminary copy of the 2019-2020 operating budget for the Richland-Lexington Riverbanks Park Commission. Our preliminary budget includes no increase in County tax appropriations from both Lexington and Richland counties. The budget also reflects the utilization of the funds.

The 2019-2020 year promises to build on the incredible success made possible by the successful relationship afforded by our public-private partnership. For more than four decades Riverbanks has relied on funds from both of our county partners to help us deliver a world class recreation experience that adds to the livability and vibrancy in our community. From unique hands-on encounters to ensuring conservation of our waterways, Riverbanks is proud to be a partner in this community.

Riverbanks Zoo and Garden is proud to be a treasured resource in the midlands and a place that our citizens can come to connect with one another and nature. The Zoo and Garden's \$148 million annual economic impact is made possible through your investment and we look forward to continuing to work together to ensure a brighter, more vibrant community.

Please feel free to contact me if you need any additional information.

Sincerely,



Thomas K. Stringfellow
President & CEO
Riverbanks Zoo and Garden

Cc: Riverbanks Park Commission

Enclosure:

RIVERBANKS ZOO & GARDEN

columbia south carolina

STATEMENT OF REVENUES AND EXPENSES - GENERAL FUND

	<i>Proposed Budget FY2020</i>	<i>Approved Budget FY2019</i>	<i>Variance</i>
Total Attendance	1,250,000	1,250,000	0
Revenues			
Earned revenues			
General admission fees	\$7,383,400	\$7,383,400	\$0
Concessionaire commission	2,005,369	2,005,369	0
Society operating contribution	2,288,424	2,288,424	0
Classes and program fees	455,404	455,404	0
Rides & attractions	1,882,558	1,882,558	0
Events	775,900	775,900	0
Facility rental & group admission	247,510	247,510	0
Sponsorships	120,000	120,000	0
Miscellaneous revenues	45,000	45,000	0
Total earned revenues	15,203,565	15,203,565	0
Governmental support			
Lexington County	1,280,201	1,280,201	0
Richland County	2,300,241	2,300,241	0
Accom & Hosp Tax Rev & TMPP Grant	190,000	190,000	0
Total governmental support	3,770,442	3,770,442	0
Total revenues	18,974,007	18,974,007	0
Expenditures			
Administrative	2,955,412	2,955,412	0
Animal care	4,182,600	4,182,600	0
Education	165,555	165,555	0
Botanical, Zoo & Garden	1,211,355	1,211,355	0
Facility management	2,602,588	2,602,588	0
Marketing and public relations	1,372,866	1,372,866	0
Guest services	2,917,649	2,917,649	0
Utilities	1,730,000	1,730,000	0
Classes and program fees	428,920	428,920	0
Rides, shows & promotions	709,034	709,034	0
Events	434,874	434,874	0
Other	0	0	0
Debt service-Rivermont	188,424	188,424	0
Debt service-Ropes Course	49,116	49,116	0
Capital outlay	25,614	25,614	0
Total expenditures	18,974,007	18,974,007	0
Net change in fund balances	\$0	\$0	\$0

IRMO FIRE DISTRICT

Serving since 1963



February 4, 2019

Members of Lexington County Council
212 South Lake Drive
Lexington, SC. 29072

Re: Budget Request for FY 2019/20

Dear Council members:

Attached is the Irmo Fire District's budget request for fiscal year 2019/20. This budget is based on last year's revenue collections because it is too early in the year to get updated revenue projections from the auditor's office.

This budget now includes the operational cost for the new Childs St. fire station that will be operational during this budget cycle. We are looking to open that station in August of 2019.

The District would also ask Council to consider adding any millage increase based on the allowable growth/CPI table that has been used in previous budget requests by the District. This request is essential for the fire district in order to keep up with increases from fuel use and health care coverage.

Thank you for your consideration and we look forward to working with you to better serve our Lexington County citizens.

Sincerely,

Michael Sonefeld
Irmo Fire Chief

IRMO FIRE DISTRICT
FY 2020 BUDGET REQUEST

DRAFT 1

Revenue Projections

Lexington County	\$	2,765,000.00	
Town of Irmo	\$	550,000.00	
Rents	\$	16,800.00	
Columbia Water Dept. Fire Fees	\$	445,000.00	
IFD Reserve Funds	\$	820,477.00	
Lexington County "C" Funds Grant	\$	150,000.00	
Total for Stations 1, 2 and 3 and Capital Improvements			\$ 4,747,277.00

Personnel

520 Wages and Salaries	\$	2,068,067.00
522 Social Security & Medicare Taxes	\$	158,207.00
527 Workers Compensation	\$	85,000.00
Total Personnel Expenses	\$	2,311,274.00

Operating Expenses

504 Professional Services	\$	85,000.00
510 Conferences and Meetings	\$	8,000.00
511 Dues and Subscriptions	\$	6,200.00
512 Fire Prevention and Community Education	\$	2,000.00
513 Employee Education & Training	\$	4,000.00
514 Fitness	\$	15,000.00
515 Uniforms	\$	12,000.00
516 Personal Protective Equipment	\$	16,000.00
524 Health/Dental/Vision/LTD Insurance	\$	412,200.00
528 Retirement	\$	373,203.00
530 Small Tools and Equipment	\$	5,000.00
531 Capital Improvements	\$	1,182,500.00
New SCBA (\$225,000)		
Station 3 Constr & Project Mgmt (\$850,000)		
New Bunker Gear (\$25,000)		
Nozzle Replacement (\$6,000)		
Parking Lot Repairs (\$35,000)		
New Radios (\$15,000)		
HQ Security (\$10,000)		
Thermal Imaging Cameras (\$16,500)		
534 Replacement Radios	\$	14,000.00
534-1 Radio Parts and Repairs	\$	4,000.00
535 Computers and Electronics	\$	7,000.00
536 Office Machines and Furniture	\$	3,000.00
537 Office and Misc Operating Supplies	\$	15,000.00
538 Liability and Vehicle Insurance	\$	37,000.00
540 Software/security/email hosting	\$	7,000.00
541 Building and Grounds Maintenance	\$	20,000.00
542 Equipment Repairs	\$	8,000.00
543 Vehicle Maintenance	\$	70,000.00
544 Fuel	\$	45,000.00
545 Radio Service - Palmetto 800	\$	13,000.00
546 Mobile telephones	\$	7,000.00
547 Telephone and Internet Services	\$	12,000.00
549 Utilities	\$	52,200.00
552 Postage/Shipping	\$	700.00
Total Operating/Capital Expenses	\$	2,436,003.00
Total Expenses		\$ 4,747,277.00

**Total Requested from Lexington County
for Stations 1, 2 and 3**

\$2,765,000

GL Code Explanation

504 Professional Services	Bookkeeping, IT, HR Consulting, Payroll, Legal, Auditing
514 Fitness	Mandated Annual Fit Tests, Gym membership
516 Personal Protective Equipment	Helmets, Shields, Gloves, Boots, Gear repairs, SCBA parts, repairs and testing.
542 Equipment Repairs	Extrication tools, blowers, generators, annual ladder testing