

COUNTY OF LEXINGTON
ANNUAL BUDGET
NON-GENERAL FUND - BOOK TWO
FISCAL YEAR 2020-21

TABLE OF CONTENTS

	<u>Page #</u>
SPECIAL REVENUE FUNDS	
Library Funds:	
2300 Library Operations	1
2310 Library Escrow	70
2330 Library State Funds	77
2331 Library Lottery Funds	85
2340 Library Federal Funds	90
2341 Library Misc. Grants	94
Solicitor's Funds:	
2460 Drug Court	95
2500 Victim Witness Program	105
2501 Community Juvenile Arbitration	115
2610 Forfeiture (Narcotics)	126
2611 State Funds	135
2612 Pre-Trial Intervention	147
2613 Worthless Check Unit	157
2615 Alcohol Education Program	169
2616 Broker Disclosure Penalty	178
Law Enforcement Funds:	
2411 Title IV-D Process Server	187
2436 Multijurisdictional Narcotics Task Force	190
2437 SRO Grant - Beechwood Middle	193
2448 Victims of Crime Act	201
2456 Violence Against Women Act	211
2490 Crime Scene Investigation Grant	217
2630 Forfeiture Funds (Narcotics)	224
2632 Inmate Services	228
2633 School District # 1	237
2634 School District # 2	263
2635 SRO - Gray Collegiate Academy	274
2637 Federal Narcotics Forfeitures	280
2638 Civil Process Server	288
2639 School District # 3	294
2640 School District # 4	299
2641 School District # 5	310
2642 Alcohol Enforcement Team	326
2647 LE/Off Duty Program	328
New Violent Crime Reduction Inv. Grant	334
Other Miscellaneous Grants:	
2400 Urban Entitlement Community Development	343
2401 HOME Investment Partnerships	360
2402 Emergency Solutions Grant	367
2405 CDBG-DR	371
2410 Clerk of Court - Title IV-D Child Support	374
2480 LEMPG/Citizens Corp Grant	382
2520 DHEC - EMS Grant-in-Aid	390
Other Special Revenue Programs:	
2000 Economic Development	393
2001 Rural Development Act	409

**COUNTY OF LEXINGTON
ANNUAL BUDGET
NON-GENERAL FUND - BOOK TWO
FISCAL YEAR 2020-21**

TABLE OF CONTENTS

Other Special Revenue Programs: con't	<u>Page #</u>
2002 Farmer's Market Project	411
2003 Economic Development CCED Grants	412
2005 Economic Development Multi-Park 1%	413
2006 Economic Development Project Fund	414
2010 Economic Development Project Commerce	415
2120 Accommodations Tax	416
2130 Tourism Development Fee	672
2140 Temporary Alcohol Beverage License Fee	673
2141 Minibottle Tax Fund	813
2200 Indigent Care	814
2600 Clerk of Court - Professional Bonds Fee	815
2605 Emergency Telephone System E-911	822
2606 SCE&G Support Fund	855
2618 P/D (Indigent Criminal Defense)	867
2619 Public Defender	868
2620 Victims' Bill of Rights	888
Solicitor	889
Magistrate	896
Law Enforcement	901
2700 Schedule "C" Funds - Authorized by the CTC	905
2720 Lexington County Stormwater Consortium (MS4)	922
2920 Campus Parking Fund	931
2930 Personnel/Employee Committee	933
2950 Delinquent Tax Collections	934
2990 Finance/Grants Administration	945
2999 Pass-Thru Grants	953
 Enterprise Funds:	
5601 Red Bank Crossing Rental Properties	954
5700 Solid Waste	962
5701 Solid Waste Post Closure Sinking Fund	1086
5710 Solid Waste Tires	1094
5720 Solid Waste DHEC Management Grant	1099
5721 Solid Waste DHEC Tire Grant	1103
5722 Solid Waste DHEC Used Oil Grant	1105
5726 Solid Waste DHEC Compost Bin Grant	1109
5800 Lexington County Airport at Pelion	1112
5801 Airport Capital Projects	1118
 Internal Service Funds:	
6590 Motor Pool Fund	1125
6710 Workers' Compensation Insurance Fund	1134
6730 Employee Insurance Fund	1141
6731 Post-Employment Insurance Fund	1147
6790 Risk Management Administration	1149
 Millage Agencies:	
7620 Lexington County Recreation & Aging Commission	1159
7630 Irmo/Chapin Recreation Commission	1163
7650 Midlands Technical College Operations	1165
7652 Midlands Technical College Capital	1165
7660 Hollow Creek Watershed	N/A
7680 Riverbanks Zoological Park	N/A
7800/02 Irmo Fire District	1172



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

Chaplin Branch
129 NW Columbia Ave.
Chaplin, 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

Pellion Branch
206 Pine Street
Pellion, 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 13, 2020

Dear Mr. Mergo,

The Finance Committee of the Lexington County Library Board met on January 23, 2020, to review and approve the Library's requested FY 2020-21 Budget Request. The Budget Request was recommended to the full Library Board during their regular meeting on January 27. 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:

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

The total cost of the new programs is ~~\$520,346~~ ^{519,114}. At the time of this request, it is not possible to fully predict revenue. Therefore, the request is prioritized based on need. I request to use the Library's Fund Balance for the Mobile Library, a one-time capital item.

As you know the needs of each department continue to grow. The Library's current library operations staffing level is 107 FTEs. This is of great concern as it should be at least 132 FTEs (South Carolina Public Library Standards). This budget request will allow the Library to offer the best service for the current needs of citizens and businesses of Lexington County and prevent us from falling further behind in staffing and service levels.

Thank you for your continued support of library services.

Sincerely,

Kelly R. Poole
Kelly R. Poole
Library Director

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year 2020-21
Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*County Library Operations 2300:								
Revenues:		<u>6.180 Mills</u>		<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>6.180 Mills</u>	<u>6.180 Mills</u>
410000	Current Property Taxes	6,037,231	654,249	6,423,168	6,423,168	6,423,168		
410500	Homestead Exemption	290,604	0	270,000	270,000	270,000		
410520	Manufacturer's Tax Exemption	63,047	0	25,200	25,200	25,200		
410521	Manufacturer Partial Prop Tx Exempt	0	3,156	0	0	0		
410530	State Sales and Use Tax Credit	29,313	6,987	53,417	53,417	53,417		
411000	Current Vehicle Taxes	885,483	392,164	873,742	873,742	873,742		
412000	Current Tax Penalties	10,191	(3)	9,000	9,000	9,000		
413000	Delinquent Tax	190,242	69,415	180,000	180,000	180,000		
414000	Delinquent Tax Penalties	28,387	10,395	27,000	27,000	27,000		
417100	Fee in Lieu of Taxes	418,281	0	428,000	428,000	428,000		
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	20,322	0	16,000	16,000	16,000		
417150	Fee in Lieu of Taxes - Fee for Services	2,498	0	2,800	2,800	2,800		
418000	Motor Carrier Payments	17,870	2,655	15,000	15,000	15,000		
418100	Heavy Equip. Rental Surcharge	8,091	2,684	5,000	5,000	5,000		
419000	Merchants Exemptions	28,550	14,275	28,550	28,550	28,550		
Total Property Tax Revenue		8,030,110	1,155,977	8,356,877	8,356,877	8,356,877		
Other Revenues:								
437609	Copy Sales - Library	(2,227)	3,355	8,000	8,000	10,000		
437620	Fax Sales - Library	32,658	3,864	14,000	14,000	14,000		
438300	Vending Machine Sales	171	97	250	250	250		
438900	Auction Sales	0	0	0	0	0		
449000	Library Book Fines	192,599	76,756	235,000	235,000	225,000		
461000	Investment Interest	191,477	92,441	125,000	125,000	20,000		
469200	Donated Capital Items	0	0	500	500	500		
469900	Miscellaneous Revenues	1,104	0	1,000	1,000	1,000		
469906	Telephone Rebates	0	0	0	0	0		
Total Other Revenue		415,782	176,513	383,750	383,750	270,750		
** Total Revenue		8,445,892	1,332,490	8,740,627	8,740,627	8,627,627		
** Total Appropriations					10,343,671	8,404,733		
(10) New Positions						490,663		
(1) Position Change						28,451		
FUND BALANCE								
Beginning of Year					7,594,424	5,991,380		
FUND BALANCE - Projected								
End of Year					5,991,380	5,695,160		

Mobile Library

300,000

Adjusted Fund Balance

5,395,160

SECTION II

COUNTY OF LEXINGTON

Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Fund #: 2 300 _____

Fund Name: Library

Organ. #: 23 0000

Organ. Name: Library

[illegible]

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21**

Fund 2300

Division: Library

Organization: Recap

Object Expenditure Code Classification	2020-21 Requested	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
Personnel													
510100 Salaries & Wages	3,512,171	1,269,797	148,967	595,794	494,148	509,789	88,607	86,641	57,015	76,689	129,181	55,543	0
510200 Overtime	1,000												1,000
510300 Part Time	865,116	57,414	30,192	183,831	133,187	164,666	99,691	32,690	43,208	16,921	57,413	45,903	0
511112 FICA - Employer's Portion	341,304	101,533	13,706	59,641	47,991	51,596	14,405	9,129	7,667	7,161	14,274	7,761	6,440
511113 SCRS - Employer's Portion	701,402	208,747	28,156	122,739	98,590	105,995	29,592	18,754	15,751	14,712	29,325	15,943	13,098
511120 Employee Insurance - Employer's Portion	639,601	202,800	31,200	117,001	101,400	101,400	15,600	15,600	7,800	15,600	23,400	7,800	0
511130 Workers Compensation	38,096	24,086	556	3,980	3,137	3,135	839	369	311	289	808	315	271
519999 Personnel Contingency	84,247	0	0	0	0	0	0	0	0	0	0	0	84,247
* Total Personnel	6,182,937	1,864,377	252,777	1,082,986	878,453	936,581	248,734	163,183	131,752	131,372	254,401	133,265	105,056
Operating Expenses													
520100 Contracted Maintenance	20,081	0	0	0	0	0	0	0	0	0	0	0	20,081
520103 Landscape/Grounds Maintenance	54,987	0	5,816	7,331	5,816	5,688	5,056	5,056	5,056	5,056	5,056	5,056	0
520200 Contracted Services	97,470	0	3,673	5,625	36,632	2,170	4,244	2,664	2,664	2,664	3,360	2,424	31,350
520213 Contracted Literacy Programs	30,000	0	0	0	0	0	0	0	0	0	0	0	30,000
520220 Book Binding	100	0	0	0	0	0	0	0	0	0	0	0	100
520231 Garbage Pick-up Service	5,255	0	550	805	805	672	550	550	0	550	550	223	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	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
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	150,407	0	0	0	0	0	0	0	0	0	0	0	150,407
520703 Computer Hardware Maintenance	25,141	0	0	0	0	0	0	0	0	0	0	0	25,141
521000 Office Supplies	29,750	7,500	1,600	5,800	4,600	4,800	750	900	900	900	1,100	900	0
521100 Duplicating	3,641	1,200	120	850	200	550	201	70	100	150	150	50	0
521200 Operating Supplies	54,750	25,500	1,000	1,500	3,600	3,500	1,000	1,000	500	1,000	900	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	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
522200 Small Equipment Repairs & Maint.	1,500	0	0	0	0	0	0	0	0	0	0	0	1,500
522300 Vehicle Repairs & Maintenance	2,200	0	0	0	0	0	0	0	0	0	0	0	2,200
524000 Building Insurance	37,727	0	3,003	6,470	10,612	7,235	3,921	924	1,189	1,515	1,913	945	0
524100 Vehicle Insurance	3,690	0	0	0	0	0	0	0	0	0	0	0	3,690
524101 Comprehensive Vehicle Insurance	399	0	0	0	0	0	0	0	0	0	0	0	399
524201 General Tort Liability Insurance	5,161	1,801	220	860	740	800	180	120	80	100	180	80	0
524202 Surety Bonds	1,380	300	70	290	230	240	70	30	30	30	60	30	0
524900 Data Processing Equip. Insurance	1,900	0	0	0	0	0	0	0	0	0	0	0	1,900
525000 Telephone	38,445	8,693	3,162	6,290	4,113	4,550	2,582	2,639	1,622	1,966	1,890	938	0
525004 WAN Service Charges	0	0	0	0	0	0	0	0	0	0	0	0	0
525006 GPS Monitoring Charges	814	0	0	0	0	0	0	0	0	0	0	0	814
525020 Pagers and Cell Phones	700	0	0	0	0	0	0	0	0	0	0	0	700
525021 Smart Phone Charges	2,604	0	0	0	0	0	0	0	0	0	0	0	2,604
525041 E-mail Service Charges	17,415	3,741	903	3,612	2,838	2,967	903	516	387	387	774	387	0
525100 Postage	4,465	1,900	70	810	650	700	100	70	30	40	75	20	0

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization Recap

		BUDGET											
Object Expenditure Code Classification	2020-21 Requested	General Admin. 230005	Batesburg/ Leesville 230010	Lexington 230020	Cayce / W. Columbia 230030	Irmo 230040	Chapin 230050	South Congaree 230055	Swansea 230060	Gaston 230070	Pelton 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	205,406	0	0	0	0	0	0	0	0	0	0	0	205,406
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	334,257	0	14,300	142,982	48,945	70,143	14,173	8,908	8,182	8,624	11,500	6,500	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	5,230	0	0	0	0	0	0	0	0	0	0	0	5,230
529903 Contingency	1,400	0	0	0	0	0	0	0	0	0	0	0	1,400
537699 Cost of Copy Sales	11,520	0	0	0	0	0	0	0	0	0	0	0	11,520
* Total Operating	1,260,645	50,635	34,487	183,225	119,781	104,015	33,730	23,447	20,740	22,982	27,508	17,803	622,292
* Total Personnel & Operating	7,443,582	1,915,012	287,264	1,266,211	998,234	1,040,596	282,464	186,630	152,492	154,354	281,909	151,068	727,348
Capital													
540000 Small Tools & Minor Equipment	13,500	0	0	0	0	0	0	0	0	0	0	0	13,500
540002 Microforms	7,970	0	0	0	0	0	0	0	0	0	0	0	7,970
540004 CD-ROM/Subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0
540006 Library Materials (Books, Audio Visual)	832,200	0	0	0	0	0	0	0	0	0	0	0	832,200
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	0	0
549904 Capital Contingency	0	0	0	0	0	0	0	0	0	0	0	0	0
549914 Infrastructure Contingency	10,000	0	0	0	0	0	0	0	0	0	0	0	10,000
All other equipment	95,481	0	0	0	0	0	0	0	0	0	0	0	95,481
** Total Capital	961,151	0	0	0	0	0	0	0	0	0	0	0	961,151

*** Total Budget Appropriation 8,404,733 1,915,012 287,264 1,266,211 998,234 1,040,596 282,464 186,630 152,492 154,354 281,909 151,068 1,688,499

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300

Division: Library

Organization: 2300xx - Departmental Library Recap (Existing)

					<i>BUDGET</i>	
Object Expenditure	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel						
510100 Salaries & Wages	3,205,738	1,555,223	3,512,171	3,512,171		
510200 Overtime	74	0	1,000	1,000		
510300 Part Time	879,248	392,226	865,116	865,116		
511112 FICA - Employer's Portion	295,255	141,038	341,304	341,304		
511113 State Retirement - Employer's Portion	556,860	265,399	694,584	701,402		
511120 Insurance Fund Contribution	608,400	266,500	639,601	639,601		
511130 Workers Compensation	20,353	9,768	38,096	38,096		
519999 Personnel Contingency	0	0	83,173	84,247		
* Total Personnel	5,565,928	2,630,154	6,175,045	6,182,937		
Operating Expenses						
520100 Contracted Maintenance	18,045	13,631	20,529	20,081		
520103 Landscape/Grounds Maintenance	54,367	22,771	56,350	54,987		
520200 Contracted Services	91,113	45,865	86,731	97,470		
520213 Contracted Literacy Programs	32,150	23,655	36,950	30,000		
520220 Book Binding	0	0	2,500	100		
520231 Garbage Pickup Charges	4,845	2,460	5,289	5,255		
520233 Towing Service	75	0	75	65		
520242 Hazardous Materials Disposal	0	0	100	100		
520303 Accounting/Auditing Services	2,500	5,000	5,000	5,000		
520400 Advertising & Publicity	2,721	0	7,000	7,500		
520500 Legal Services	150	0	250	250		
520702 Technical Currency & Support	126,395	128,733	130,050	150,407		
520703 Computer Hardware Maintenance	20,429	21,312	21,846	25,141		
521000 Office Supplies	28,931	12,927	29,600	29,750		
521100 Duplicating	3,768	2,444	3,790	3,641		
521200 Operating Supplies	50,760	24,538	49,550	54,750		
522000 Building Repairs & Maintenance	19,873	25,508	60,000	60,000		
522001 Carpet/Floor Cleaning	3,250	0	5,500	7,500		
522200 Small Equipment Repairs & Maintenance	846	153	1,500	1,500		
522300 Vehicle Repairs & Maintenance	2,551	3,879	5,903	2,200		
524000 Building Insurance	31,802	33,332	36,581	37,727		
524100 Vehicle Insurance	2,650	3,075	2,730	3,690		
524101 Comprehensive Vehicle Insurance	266	337	308	399		
524201 General Tort Liability Insurance	3,369	4,314	4,054	5,161		
524202 Surety Bonds	0	0	0	1,380		
524900 Data Processing Equip. Insurance	1,396	1,843	1,606	1,900		
525000 Telephone	34,333	17,408	36,105	38,445		
525006 GPS Monitoring Charges	542	407	814	814		
525020 Pagers and Cell Phones	632	269	700	700		
525021 Smart Phones Charges	1,928	813	1,920	2,604		
525041 E-mail Service Charges	20,064	6,376	18,189	17,415		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300

Division: Library

Organization: 2300xx - Departmental Library Recap

					<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code Classification		Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Cont'd Operating Expenditures						
525100	Postage	3,794	1,404	4,959	4,465	
525210	Conference, Meeting & Training Expenses	3,833	2,268	9,771	7,500	
525211	Library Board Expenses	1,591	726	2,000	2,000	
525230	Subscriptions, Dues, & Books	189,507	173,403	197,643	205,406	
525240	Personal Mileage Reimbursement	11,327	4,537	11,000	12,000	
525250	Motor Pool Reimbursement	0	6	50	50	
525377	Utilities - County Branch Library	269,254	138,918	334,257	334,257	
525400	Gas, Fuel, & Oil	8,579	3,152	9,000	9,000	
525600	Uniforms & Clothing	2,289	382	935	935	
525700	Employee Service Awards	11	0	20	950	
526500	License & Permits	4,510	4,790	4,990	5,230	
529903	Contingency	0	0	1,064,940	1,400	
537699	Cost of Copy Sales	0	5,307	11,518	11,520	
538300	Retainage Payable Expense	650	0	0	0	
* Total Operating		1,055,096	735,943	2,282,603	1,260,645	
**Total Personnel & Operating		6,621,024	3,366,097	8,457,648	7,443,582	
Capital						
540000	Small Tools & Minor Equipment	11,334	3,179	13,500	13,500	
540002	Microforms	7,637	7,866	7,867	7,970	
540006	Library Materials (Book, Audio Visual)	947,923	236,534	1,274,117	832,200	
540010	Minor Software	1,111	0	1,000	2,000	
549902	R22 Unit A/C Contingency	0	0	4,810	0	
549904	Capital Contingency	0	0	0	0	
549914	Infrastructure Contingency	0	0	0	10,000	
	All Other Equipment	224,625	243,408	999,577	95,481	
Library Materials (Books, Audio Visual)		1,192,630	490,987	2,300,871	961,151	
*** Total Budget Appropriation		7,813,654	3,857,084	10,758,519	8,404,733	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230005 - Administration

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 26	1,044,885	532,617	1,269,797	1,269,797	
510200	Overtime	74	12	0	0	
510300	Part Time - 4 (2 - FTE)	53,560	26,032	57,414	57,414	
511112	FICA - Employer's Portion	78,710	40,016	101,533	101,533	
511113	State Retirement - Employer's Portion	149,907	76,975	206,680	208,747	
511120	Insurance Fund Contribution - 26	171,600	84,500	202,800	202,800	
511130	Workers Compensation	7,227	3,729	24,086	24,086	
519999	Personnel Contingency	0	0	1,254	0	
* Total Personnel		1,505,963	763,881	1,863,564	1,864,377	
Operating Expenses						
521000	Office Supplies	6,320	3,559	7,200	7,500	
521100	Duplicating	1,210	511	1,100	1,200	
521200	Operating Supplies	21,819	13,334	25,000	25,500	
524201	General Tort Liability Insurance	1,185	1,493	1,482	1,801	
524202	Surety Bonds	0	0	0	300	
525000	Telephone	7,254	3,519	8,693	8,693	
525021	Smart Phone Charges	0	0	644	0	
525041	E-mail Service Charges - 30	3,472	1,378	3,870	3,741	
525100	Postage	1,477	554	2,016	1,900	
525240	Personal Mileage Reimbursement	0	0	0	0	
* Total Operating		42,737	24,348	50,005	50,635	
**Total Personnel & Operating		1,548,700	788,229	1,913,569	1,915,012	
Capital						
**Total Capital		0	0	0	0	
*** Total Budget Appropriation						
		1,548,700	788,229	1,913,569	1,915,012	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

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

						<i>BUDGET</i>
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 4	137,067	70,152	148,967	148,967	
510300	Part Time - 3 (1.5 - FTE)	44,310	20,590	30,192	30,192	
511112	FICA - Employer's Portion	13,283	6,643	13,706	13,706	
511113	State Retirement - Employer's Portion	24,579	12,488	27,877	28,156	
511120	Insurance Fund Contribution - 4	31,200	13,000	31,200	31,200	
511130	Workers Compensation	2,115	884	556	556	
* Total Personnel		252,554	123,757	252,498	252,777	
Operating Expenses						
520103	Landscape/Grounds Maintenance	5,711	2,408	5,976	5,816	
520200	Contracted Services	3,610	1,504	3,694	3,673	
520231	Garbage Pickup Service	509	270	554	550	
521000	Office Supplies	1,572	402	1,800	1,600	
521100	Duplicating	277	96	250	120	
521200	Operating Supplies	1,010	575	1,000	1,000	
524000	Building Insurance	2,531	2,914	2,911	3,003	
524201	General Tort Liability Insurance	143	182	165	220	
524202	Surety Bonds	0	0	0	70	
525000	Telephone	1,973	987	1,974	3,162	
525041	E-mail Service Charges - 7	1,086	301	903	903	
525100	Postage	116	41	100	70	
525377	Utilities - County Branch Library	9,437	4,823	14,300	14,300	
537699	Cost of Copy Sales	0	43	0	0	
* Total Operating		27,975	14,546	33,627	34,487	
**Total Personnel & Operating		280,529	138,303	286,125	287,264	
Capital						
**Total Capital		0	0	0	0	
*** Total Budget Appropriation						
		280,529	138,303	286,125	287,264	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230020 - Lexington Branch

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 15	551,965	264,455	595,794	595,794	
510300	Part Time - 14 (6.75 - FTE)	181,088	84,367	183,831	183,831	
511112	FICA - Employer's Portion	52,519	25,148	59,641	59,641	
511113	State Retirement - Employer's Portion	99,240	47,301	121,524	122,739	
511120	Insurance Fund Contribution - 15	117,000	48,750	117,001	117,001	
511130	Workers Compensation	2,274	1,084	3,980	3,980	
	* Total Personnel	1,004,086	471,105	1,081,771	1,082,986	
Operating Expenses						
520103	Landscape/Grounds Maintenance	7,199	3,036	7,534	7,331	
520200	Contracted Services	5,458	5,250	5,625	5,625	
520231	Garbage Pickup Service	769	395	809	805	
521000	Office Supplies	5,836	2,332	5,850	5,800	
521100	Duplicating	879	668	890	850	
521200	Operating Supplies	1,443	569	1,500	1,500	
522000	Building Repairs & Maintenance	14	0	0	0	
524000	Building Insurance	5,460	6,273	6,281	6,470	
524201	General Tort Liability Insurance	559	709	699	860	
524202	Surety Bonds	0	0	0	290	
525000	Telephone	6,012	3,055	6,050	6,290	
525041	E-mail Service Charges - 29	5,085	1,161	3,741	3,612	
525100	Postage	608	187	1,014	810	
525377	Utilities - County Branch Library	107,819	46,935	142,982	142,982	
537699	Cost of Copy Sales	0	97	0	0	
	* Total Operating	147,141	70,667	182,975	183,225	
	**Total Personnel & Operating	1,151,227	541,772	1,264,746	1,266,211	
Capital						
	**Total Capital	0	0	0	0	
*** Total Budget Appropriation						
		1,151,227	541,772	1,264,746	1,266,211	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

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

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code Classification	Expenditure	Expend	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100	Salaries & Wages - 13	484,730	239,586	494,148	494,148	
510200	Overtime	0	0	0		
510300	Part Time - 10 (5.0 - FTE)	137,692	72,567	133,187	133,187	
511112	FICA - Employer's Portion	45,800	22,075	47,991	47,991	
511113	State Retirement - Employer's Portion	84,759	42,415	97,613	98,590	
511120	Insurance Fund Contribution - 13	101,400	42,250	101,400	101,400	
511130	Workers Compensation	3,125	1,491	3,137	3,137	
* Total Personnel		857,506	420,384	877,476	878,453	
Operating Expenses						
520103	Landscape/Grounds Maintenance	5,711	2,355	5,976	5,816	
520200	Contracted Services	37,729	1,855	37,091	36,632	
520231	Garbage Pickup Service	769	330	809	805	
521000	Office Supplies	4,696	2,549	4,500	4,600	
521100	Duplicating	248	371	200	200	
521200	Operating Supplies	3,595	2,400	3,600	3,600	
524000	Building Insurance	8,949	7,024	10,292	10,612	
524201	General Tort Liability Insurance	481	660	553	740	
524202	Surety Bonds	0	0	0	230	
525000	Telephone	4,116	2,278	4,113	4,113	
525041	E-mail Service Charges - 25	3,515	978	3,225	2,838	
525100	Postage	570	234	700	650	
525377	Utilities - County Branch Library	39,457	28,783	48,945	48,945	
537699	Cost of Copy Sales	0	82	0		
* Total Operating		109,836	49,899	120,004	119,781	
**Total Personnel & Operating		967,342	470,283	997,480	998,234	
Capital						
**Total Capital		0	0	0	0	
*** Total Budget Appropriation						
		967,342	470,283	997,480	998,234	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230040 - Irmo Branch

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries & Wages - 13	502,470	233,637	509,789	509,789		
510200	Overtime	0	6	0	0		
510300	Part Time - 12 (6.0 - FTE)	165,539	57,282	164,666	164,666		
511112	FICA - Employer's Portion	47,163	21,438	51,596	51,596		
511113	State Retirement - Employer's Portion	91,226	39,641	104,945	105,995		
511120	Insurance Fund Contribution - 13	101,400	42,250	101,400	101,400		
511130	Workers Compensation	3,168	1,470	3,135	3,135		
* Total Personnel		910,966	395,724	935,531	936,581		
Operating Expenses							
520103	Landscape/Grounds Maintenance	5,585	2,408	5,688	5,688		
520200	Contracted Services	2,139	16,589	2,170	2,170		
520231	Garbage Pickup Service	559	385	678	672		
521000	Office Supplies	4,768	2,549	4,700	4,800		
521100	Duplicating	517	371	500	550		
521200	Operating Supplies	3,500	2,400	3,500	3,500		
524000	Building Insurance	6,103	7,024	7,020	7,235		
524201	General Tort Liability Insurance	520	660	600	800		
524202	Surety Bonds	0	0	0	240		
525000	Telephone	4,550	2,277	4,550	4,550		
525041	E-mail Service Charges - 24	3,462	1,473	3,096	2,967		
525100	Postage	733	234	747	700		
525377	Utilities - County Branch Library	57,443	28,734	70,143	70,143		
537699	Cost of Copy Sales	0	82	0	0		
* Total Operating		89,879	65,186	103,392	104,015		
**Total Personnel & Operating		1,000,845	460,910	1,038,923	1,040,596		
Capital							
**Total Capital		0	0	0	0		
*** Total Budget Appropriation							
		1,000,845	460,910	1,038,923	1,040,596		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230050 - Chapin Branch

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code Classification		Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend Approved
Personnel						
510100	Salaries & Wages - 2	84,920	32,270	88,607	88,607	
510300	Part Time - 5 (2.75 - FTE)	97,178	49,232	99,691	99,691	
511112	FICA - Employer's Portion	13,443	6,074	14,405	14,405	
511113	State Retirement - Employer's Portion	24,999	11,022	29,299	29,592	
511120	Insurance Fund Contribution - 2	15,600	6,500	15,600	15,600	
511130	Workers Compensation	565	262	839	839	
* Total Personnel		236,705	105,360	248,441	248,734	
Operating Expenses						
520103	Landscape/Grounds Maintenance	4,966	2,094	5,196	5,056	
520200	Contracted Services	4,177	1,782	4,300	4,244	
520231	Garbage Pickup Service	494	270	554	550	
521000	Office Supplies	780	486	750	750	
521100	Duplicating	68	54	300	201	
521200	Operating Supplies	935	722	1,200	1,000	
524000	Building Insurance	3,303	3,805	3,799	3,921	
524201	General Tort Liability Insurance	117	149	135	180	
524202	Surety Bonds	0	0	0	70	
525000	Telephone	2,366	1,291	2,582	2,582	
525041	E-mail Service Charges - 7	1,043	301	903	903	
525100	Postage	84	22	97	100	
525377	Utilities - County Branch Library	11,194	5,242	14,173	14,173	
537699	Cost of Copy Sales	0	24	0		
* Total Operating		29,527	16,242	33,989	33,730	
**Total Personnel & Operating		266,232	121,602	282,430	282,464	
Capital						
**Total Capital		0	0	0	0	
*** Total Budget Appropriation						
		266,232	121,602	282,430	282,464	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

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

				BUDGET		
Object Expenditure	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel						
510100 Salaries & Wages - 2	83,339	40,145	86,641	86,641		
510300 Part Time - 2 (1.0 - FTE)	35,486	14,965	32,690	32,690		
511112 FICA - Employer's Portion	8,886	4,114	9,129	9,129		
511113 State Retirement - Employer's Portion	16,238	7,497	18,568	18,754		
511120 Insurance Fund Contribution - 2	16,250	6,500	15,600	15,600		
511130 Workers Compensation	383	178	369	369		
* Total Personnel	160,582	73,399	162,997	163,183		
Operating Expenses						
520103 Landscape/Grounds Maintenance	5,331	2,094	5,196	5,056		
520200 Contracted Services	2,625	1,094	2,678	2,664		
520231 Garbage Pickup Service	508	270	554	550		
521000 Office Supplies	994	151	1,000	900		
521100 Duplicating	87	47	100	70		
521200 Operating Supplies	1,011	549	1,100	1,000		
524000 Building Insurance	750	897	864	924		
524201 General Tort Liability Insurance	78	99	90	120		
524202 Surety Bonds	0	0	0	30		
525000 Telephone	2,626	1,313	2,627	2,639		
525041 E-mail Service Charges - 4	677	161	516	516		
525100 Postage	56	38	93	70		
525377 Utilities - County Branch Library	10,489	5,023	8,908	8,908		
537699 Cost of Copy Sales	0	29	0	0		
* Total Operating	25,232	11,765	23,726	23,447		
**Total Personnel & Operating	185,814	85,164	186,723	186,630		
Capital						
**Total Capital	0	0	0	0		
*** Total Budget Appropriation	185,814	85,164	186,723	186,630		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230060 - Swansea Branch

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510100	Salaries & Wages - 1	57,040	20,770	57,015	57,015		
510300	Part Time - 2 (1.25 - FTE)	46,469	21,816	43,208	43,208		
511112	FICA - Employer's Portion	7,792	3,214	7,667	7,667		
511113	State Retirement - Employer's Portion	14,174	5,686	15,595	15,751		
511120	Insurance Fund Contribution - 1	7,150	3,250	7,800	7,800		
511130	Workers Compensation	321	132	311	311		
* Total Personnel		132,946	54,868	131,596	131,752		
Operating Expenses							
520103	Landscape/Grounds Maintenance	4,966	2,094	5,196	5,056		
520200	Contracted Services	2,625	1,094	2,678	2,664		
521000	Office Supplies	854	80	1,000	900		
521100	Duplicating	106	60	100	100		
521200	Operating Supplies	495	151	450	500		
524000	Building Insurance	1,003	1,153	1,154	1,189		
524201	General Tort Liability Insurance	52	66	60	80		
524202	Surety Bonds	0	0	0	30		
525000	Telephone	1,670	805	1,610	1,622		
525041	E-mail Service Charges - 3	392	129	387	387		
525100	Postage	19	9	32	30		
525377	Utilities - County Branch Library	7,270	4,590	8,182	8,182		
537699	Cost of Copy Sales	0	18	0	0		
* Total Operating		19,452	10,249	20,849	20,740		
**Total Personnel & Operating		152,398	65,117	152,445	152,492		
Capital							
**Total Capital		0	0	0	0		
*** Total Budget Appropriation							
		152,398	65,117	152,445	152,492		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230070 - Gaston Branch

						<i>BUDGET</i>
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 2	73,390	37,437	76,689	76,689	
510300	Part Time - 1 (0.5 - FTE)	20,183	5,364	16,921	16,921	
511112	FICA - Employer's Portion	7,004	3,207	7,161	7,161	
511113	State Retirement - Employer's Portion	12,860	5,668	14,566	14,712	
511120	Insurance Fund Contribution - 2	15,600	6,500	15,600	15,600	
511130	Workers Compensation	295	147	289	289	
	* Total Personnel	129,332	58,323	131,226	131,372	
Operating Expenses						
520103	Landscape/Grounds Maintenance	4,966	2,094	5,196	5,056	
520200	Contracted Services	2,625	1,094	2,678	2,664	
520231	Garbage Pickup Service	505	270	554	550	
521000	Office Supplies	967	254	800	900	
521100	Duplicating	164	76	150	150	
521200	Operating Supplies	945	219	1,000	1,000	
524000	Building Insurance	1,276	1,469	1,468	1,515	
524201	General Tort Liability Insurance	65	82	75	100	
524202	Surety Bonds	0	0	0	30	
525000	Telephone	1,942	971	1,942	1,966	
525041	E-mail Service Charges - 3	193	129	387	387	
525100	Postage	13	6	45	40	
525377	Utilities - County Branch Library	7,539	3,203	8,624	8,624	
537699	Cost of Copy Sales	0	28	0	0	
	* Total Operating	21,200	9,895	22,919	22,982	
	**Total Personnel & Operating	150,532	68,218	154,145	154,354	
Capital						
	**Total Capital	0	0	0	0	
*** Total Budget Appropriation						
		150,532	68,218	154,145	154,354	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300
Division: Library
Organization: 230080 - Pelion Branch

						<i>BUDGET</i>
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 3	127,367	57,788	129,181	129,181	
510300	Part Time - 3 (1.5 - FTE)	53,706	20,501	57,413	57,413	
511112	FICA - Employer's Portion	12,993	5,664	14,274	14,274	
511113	State Retirement - Employer's Portion	24,809	10,535	29,034	29,325	
511120	Insurance Fund Contribution - 3	23,400	9,750	23,400	23,400	
511130	Workers Compensation	562	243	808	808	
	* Total Personnel	242,837	104,481	254,110	254,401	
Operating Expenses						
520103	Landscape/Grounds Maintenance	4,966	2,094	5,196	5,056	
520200	Contracted Services	3,304	1,377	3,379	3,360	
520231	Garbage Pickup Service	509	270	554	550	
521000	Office Supplies	1,154	526	1,200	1,100	
521100	Duplicating	163	144	150	150	
521200	Operating Supplies	893	230	1,000	900	
524000	Building Insurance	1,613	1,857	1,855	1,913	
524201	General Tort Liability Insurance	117	148	135	180	
524202	Surety Bonds	0	0	0	60	
525000	Telephone	912	456	1,050	1,890	
525041	E-mail Service Charges - 6	763	236	774	774	
525100	Postage	99	69	95	75	
525377	Utilities - County Branch Library	11,851	7,063	11,500	11,500	
537699	Cost of Copy Sales	0	28	0		
	* Total Operating	26,344	14,498	26,888	27,508	
	**Total Personnel & Operating	269,181	118,979	280,998	281,909	
Capital						
	**Total Capital	0	0	0	0	
	*** Total Budget Appropriation	269,181	118,979	280,998	281,909	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

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

						<i>BUDGET</i>
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries & Wages - 1	58,565	26,366	55,543	55,543	
510300	Part Time - 2 (1.25 - FTE)	44,037	19,510	45,903	45,903	
511112	FICA - Employer's Portion	7,662	3,445	7,761	7,761	
511113	State Retirement - Employer's Portion	14,069	6,171	15,785	15,943	
511120	Insurance Fund Contribution - 1	7,800	3,250	7,800	7,800	
511130	Workers Compensation	318	148	315	315	
	* Total Personnel	132,451	58,890	133,107	133,265	
Operating Expenses						
520103	Landscape/Grounds Maintenance	4,966	2,094	5,196	5,056	
520200	Contracted Services	2,365	1,014	2,438	2,424	
520231	Garbage Pickup Service	223	0	223	223	
521000	Office Supplies	990	39	800	900	
521100	Duplicating	49	46	50	50	
521200	Operating Supplies	142	137	200	250	
524000	Building Insurance	814	916	937	945	
524201	General Tort Liability Insurance	52	66	60	80	
524202	Surety Bonds	0	0	0	30	
525000	Telephone	912	456	914	938	
525041	E-mail Service Charges - 3	376	129	387	387	
525100	Postage	19	10	20	20	
525377	Utilities - County Branch Library	6,755	4,522	6,500	6,500	
537699	Cost of Copy Sales	0	12	0	0	
	* Total Operating	17,663	9,441	17,725	17,803	
	**Total Personnel & Operating	150,114	68,331	150,832	151,068	
Capital						
	**Total Capital	0	0	0	0	
*** Total Budget Appropriation						
		150,114	68,331	150,832	151,068	

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300

Division: Library

Organization: 230099 - Non-departmental Library Operations

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenditure	Expend (Dec)	Amended (Dec)	Requested	Recommend	Approved
Personnel							
510200	Overtime	0	0	1,000	1,000		
511112	FICA - Employer's Portion	0	0	6,440	6,440		
511113	SCRS - Employer's Portion	0	0	13,098	13,098		
511130	Workers Compensation	0	0	271	271		
519999	Personnel Contingency	0	0	83,173	84,247		
* Total Personnel		0	0	103,982	105,056		
Operating Expenses							
520100	Contracted Maintenance	18,045	13,631	20,529	20,081		
520200	Contracted Services	24,456	13,212	20,000	31,350		
520213	Contracted Literacy Programs	32,150	23,655	36,950	30,000		
520220	Book Binding	0	0	2,500	100		
520233	Towing Service	75	0	75	65		
520242	Hazardous Materials Disposal	0	0	100	100		
520303	Accounting/Auditing Services	2,500	5,000	5,000	5,000		
520400	Advertising & Publicity	2,721	0	7,000	7,500		
520500	Legal Services	150	0	250	250		
520702	Technical Currency & Support	126,395	128,733	130,050	150,407		
520703	Computer Hardware Maintenance	20,429	21,312	21,846	25,141		
521200	Operating Supplies	14,972	3,252	10,000	15,000		
522000	Building Repairs & Maintenance	19,859	25,508	60,000	60,000		
522001	Carpet/Floor Cleaning	3,250	0	5,500	7,500		
522200	Small Equipment Repairs & Maintenance	846	153	1,500	1,500		
522300	Vehicle Repairs & Maintenance	2,551	3,879	5,903	2,200		
524100	Vehicle Insurance - 5	2,650	3,075	2,730	3,690		
524101	Comprehensive Vehicle Insurance	266	337	308	399		
524900	Data Processing Equip. Insurance	1,396	1,843	1,606	1,900		
525006	GPS Monitoring Charges - 4	542	407	814	814		
525020	Pagers and Cell Phones - 3	632	269	700	700		
525021	Smart Phone Charges - 3	1,928	813	1,920	2,604		
525210	Conference, Meeting & Training Expenses	3,833	2,268	9,771	7,500		
525211	Library Board Expenses	1,591	726	2,000	2,000		
525230	Subscriptions, Dues, & Books	189,507	173,403	197,643	205,406		
525240	Personal Mileage Reimbursement	11,327	4,537	11,000	12,000		
525250	Motor Pool Reimbursement	0	6	50	50		
525400	Gas, Fuel, & Oil	8,579	3,152	9,000	9,000		
525600	Uniforms & Clothing	2,289	382	935	935		
525700	Employee Service Awards	11	0	20	950		
526500	License & Permits	4,510	4,790	4,990	5,230		
529903	Contingency	0	0	1,064,940	1,400		
537699	Cost of Copy Sales	0	4,864	11,518	11,520		
538300	Retainage Payable Expense	650	0	0	0		
* Total Operating		498,110	439,207	1,647,148	622,292		
**Total Personnel & Operating		498,110	439,207	1,751,130	727,348		

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2020-21

Fund 2300

Division: Library

Organization: 230099 - Non-departmental Library Operations

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Capital						
540000	Small Tools & Minor Equipment	11,334	3,179	13,500	13,500	
540002	Microforms	7,637	7,866	7,867	7,970	
540006	Library Materials (Book, Audio Visual)	947,923	236,534	1,274,117	832,200	
540010	Minor Software	1,111	0	1,000	2,000	
549902	R22 Unit A/C Contingency	0	0	4,810	0	
549914	Infrastructure Contingency	0	0	154,074	10,000	
	All Other Equipment	224,625	243,408	999,577	95,481	
**Total Capital		1,192,630	490,987	2,454,945	961,151	

*** Total Budget Appropriation	1,690,740	930,194	4,206,075	1,688,499
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COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund #	2300	Fund Title:	Library Local Funds
Organization #	230099	Organization Title:	Library Non-Departmental
Program #		Program Title:	

BUDGET
2020-21
Requested

Qty	Item Description	Amount
540000	Small Tools & Minor Equipment	13,500
540002	Microforms	7,970
540006	Library Materials (Books, Audiovisual)	832,200
540010	Minor Software	2,000
549914	Infrastructure Contingency	10,000
1	Dell Latitude - new	1,216
1	HVAC for Pelion Library - replacement 10 ton	18,150
2	HVAC for Gaston Library - replacement 1 - 4 ton & 1 - 3 ton	18,260
2	HVAC for South Congaree Library - replacement 1 - 4 ton & 1 - 3 ton	18,260
2	HVAC for Swansea Library - replacement 1 - 4 ton & 1 - 3 ton	18,260
1	Painting Accent Walls - Gaston Library - replacement	4,900
1	(4) Security Cameras - Swansea Library - new	2,864
1	(4) Security Cameras - South Congaree Pine Ridge Library - new	2,864
1	(8) Security Cameras - Batesburg-Leesville Library - new	4,765
1	(4) Security Cameras - Gilbert-Summit Library - new	2,971
1	(4) Security Cameras - Gaston Library - new	2,971

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

961,151

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 136 library service staff, including 78 full time and 58 part-time for a total of 107 library FTEs. Knowledgeable and well trained staff are the library's most vital asset.

In FY 2020-21 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 20 circulation of downloadable materials (eBooks) increased over 13%.

Each year the overall use of our library increases. Last year alone, 116,368 patrons attended library programs, including workshops. This is a 7% 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 141,000, a 3% increase from before and Library staff have met with 531 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. The Library's website was updated in 2019 to 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 (162,551). In addition, the Library provides a multitude of programs and training workshops for individuals and businesses. In FY 2020-21, 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 17/18	Actual FY 18/19	YTD Dec FY 19/20	Estimated FY 20/21	Projected FY 21/20
Library Card Holders	160,336	156,483	162,551	165,000	175,000
Reference Services					
Research Assistance	114,434	99,743	51,891	110,000	115,000
Job-Related Assistance	5,235	3,386	2,017	4,200	4,300
Technology Assistance	17,839	15,118	8,602	16,000	18,000
Downloads Assistance	3,633	3,322	1,907	4,200	4,800
Public Programs and Training					
Literacy and Learning Programs	3,539	3,895	2,094	4,500	4,800
Literacy and Learning Programs Attendance	108,481	116,368	43,767	13,2000	145,000
Patron Training and Workshops	89	79	23	85	95
Patron Training and Workshop Attendance	957	439	129	350	400
1 on 1 Appointment Attendance	313	531	125	300	350
Outreach Programs	893	1,079	621	1,500	1,700
Materials and Resources					
Downloadable books and databases	624,116	678,586	686,103	695,000	715,000
Downloads (checked out)	187,997	246,314	140,054	236,000	306,800
Database retrievals	431,979	363,727	97,963	200,000	210,000
Hard copy materials (owned)	679,828	679,636	664,636	680,000	685,000
Hard copy circulation	1,746,621	1,749,170	890,391	1,790,000	1,840,000
Interlibrary Loan requests	765	746	504	1,100	1,200
Computer usage	111,715	96,369	43,365	80,000	80,000
Wifi usage	25,965	40,968	51,234	110,000	125,000
Mobile Printing	n/a	1,645	1,117	2,750	3,500
Meeting and Study Room usage	5,371	23,721	12,267	30,000	35,000
Door Count	731,753	737,791	374,627	755,000	765,000
Staff Training					
Training attendance	1,361	1,427	701	1,500	,1600
Training hours	2,923	3,325	1,717	3,500	3,800

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

437609 – PHOTOCOPY SALES	\$10,000
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	\$20,000
Revenue based on estimate of FY 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	\$3,512,171
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	\$865,116
Salaries for 57 regular part-time employees plus 1 Student Intern.	
511112 - FICA – EMPLOYER’S PORTION	\$341,304
511113 – SCRS – EMPLOYER’S PORTION	\$701,402
511120 – EMPLOYEE INSURANCE – EMPLOYER’S PORTION	\$639,601
511130 – WORKER’S COMPENSATION	\$38,096
511131 - SC UNEMPLOYMENT	\$0
511213 – STATE RETIREMENT - RETIREE	\$0
511214 – POLICE RETIREMENT – RETIREE	\$0
519901 – SALARY & WAGES ADJUSTMENT ACCOUNT	\$0
519999 – PERSONNEL CONTINGENCY	\$84,247

SECTION VI. B - LISTING OF POSITIONS

Current Staffing Level: 139 Total – 81 full time and 58 part time

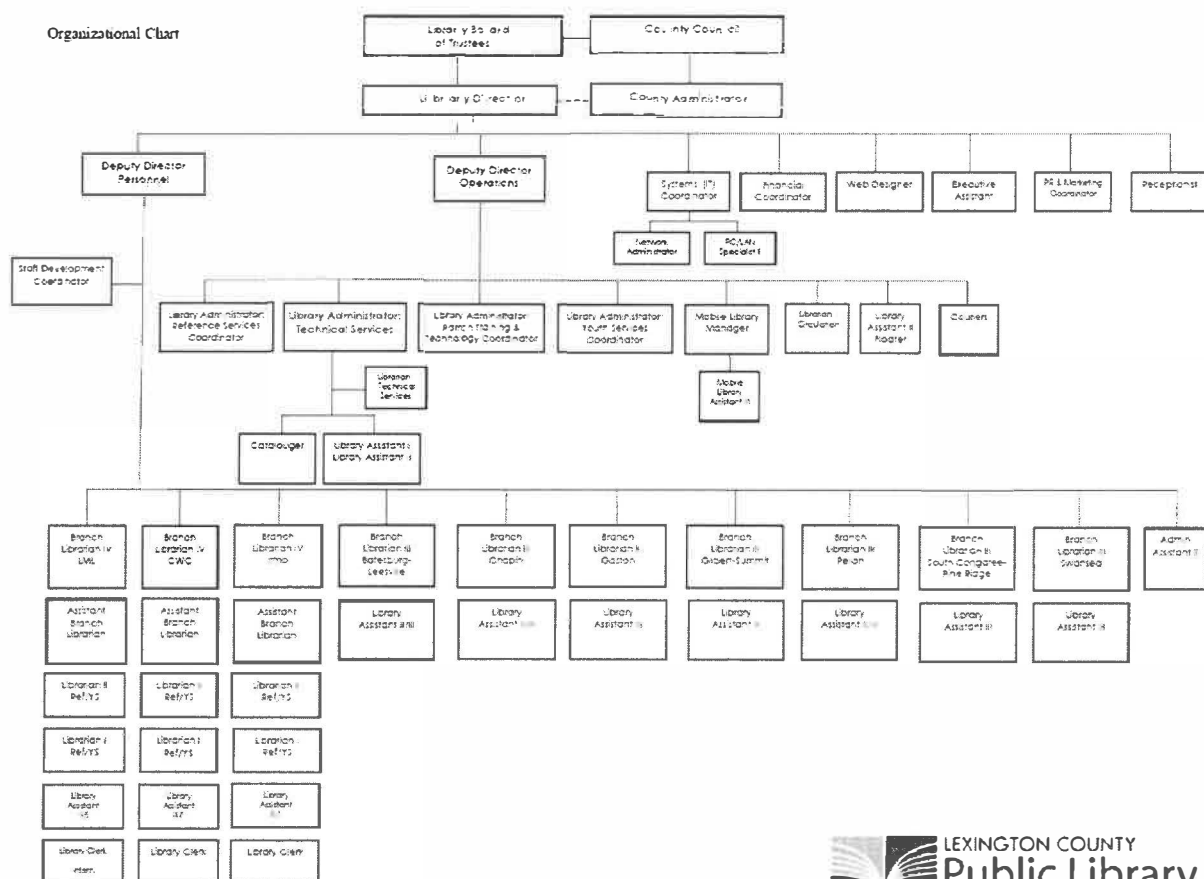
<u>Location</u>	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
Administration				
	Director	1	1	217
	Deputy Director	2	2	215
	Systems Librarian	1	1	213
	System Training Coordinator	1	1	212
	Library Administrator	4	4	211
	Network Administrator	1	1	209
	Web Developer	1	1	209
	Librarian I	2	2	206
	Executive Assistant	1	1	
	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	2	1	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>30</u>	<u>27.5</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	7	5.5	107
	Library Assistant I	10	6.5	103
	Clerk	3	2	101
	Student Intern	1	0.5	101
	Total	<u>29</u>	<u>22.5</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 3 2

<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>139</u>	<u>110</u>	

ORGANIZATIONAL CHART



Jls 1/16/2020



SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

ORGANIZATION 230099 – LIBRARY/NON-DEPARTMENTAL

520100 – CONTRACTED MAINTENANCE **\$20,081**

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

(3) Microfilm Reader/Printers – \$3,100
(10) Security System maintenance for 10 buildings and panic button testing – \$9,000
(1) Elevator (3) Lifts (2) Dumbwaiters - \$4,800
(1) Photocopiers at Lexington Main – \$880
Fire Extinguishers – \$1,000
Garage Doors – \$376
Pest control special treatment - \$525
Ant treatment - \$400

520200 – CONTRACTED SERVICES **\$31,350**

Consulting services for library computer network – \$1,000
Ingram content services - \$2,100
Lightbulb recycling - \$250
Collection agency services to retrieve long overdue materials and unpaid fines – \$28,000
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 **\$0**

Background screening for personnel.

520213 – CONTRACTED LITERACY PROGRAMS **\$30,000**

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. (Additional funds in SC State Aid)

Children's Programs: \$12,000
Tween Programs: \$3,000
Teen Programs: \$6,000
Adult Programs: \$9,000

520220 – BOOK BINDING **\$100**

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 **\$5,000**

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 **\$150,407**

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) – \$108,140
Business Oriented Software (BOSS) – \$1,855
Software House Intl (Ghost) – \$241
LPTI Print Management/PC Reservation – \$2,229
Software House Intl (Deepfreeze) – \$1,283
Software House Intl (Solarwinds Dameware) - \$302
Software House Intl (2) (Adobe Creative Suite) – \$1,920
Dell VMware Support - \$1,124
ThreatTrack Antivirus – VIPRE Business Premium - \$6,825
Mobile Printing (10) - \$7,500
Thinkstock - \$2,000
Advanced Video Channel Player - \$236
Team Software - \$0 (every other year)
Envisionware online payment maintenance - \$1,600
Dell Extended Warranty (10) - \$15,152

520703 – COMPUTER HARDWARE MAINTENANCE **\$25,141**

Maintenance of library computer hardware, including switches, firewall, wifi, 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 \$7,500

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. Increase reflects cleaning all public restroom floors in 10 branches.

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.

522300 – VEHICLE REPAIRS & MAINTENANCE \$2,200

The library has 6 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. Increase based on 4 year trend analysis.

524100 – VEHICLE INSURANCE \$3,690

This amount will cover 6 vehicles: 2 mobile libraries, 2 vans, and 2 utility vehicles. Amount based on information provided by Risk Manager.

524101 – COMPREHENSIVE INSURANCE \$399

Amount based on information provided by Risk Manager.

524900 – DATA PROCESSING EQUIPMENT INSURANCE \$1,900

Insures computers, servers, and network devices. Amount based on information provided by Risk Manager.

525006 – GPS MONITORING CHARGES \$814

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 \$2,604

Smart phone (4) service for the Director and Deputy Directors 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 \$205,406

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 - \$110,451

Dues - \$3,157

Electronic Platform/Subscriptions - \$19,200

Periodicals (print and online) - \$72,598

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. \$.575/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 6 vehicles utilized to provide consistent library services and programs. Cost estimate based on \$1.97 (gas) and \$2.40 (diesel) per gallon from Fleet Services Manager.

525600 – UNIFORMS & CLOTHING \$935

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

525700– EMPLOYEE SERVICE AWARDS \$950

As outlined in the Strategic Plan for FY 17-20, Library employee recognition program was established in 2019. This is the cost of related awards and incentives. (Library Goal 4)

526500 – LICENSES & PERMITS \$5,230

Movie Licensing and Labor - \$4,980

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 \$50

(1) elevator at Lexington Main \$50

(3) chairlift at CWC Branch \$150

529903 – CONTINGENCY **\$1,400**

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 **\$54,987**

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

230005 – \$0	230055 – \$5,056
230010 – \$5,816	230060 – \$5,056
230020 – \$7,331	230070 – \$5,056
230030 – \$5,816	230080 – \$5,056
230040 – \$5,688	230090 – \$5,056
230050 – \$5,056	

520200 – CONTRACTED SERVICES **\$66,120**

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 – \$3,673
Cleaning service – \$3,433
Pest control – \$240

230020 – \$5,625
Pest control – \$500
Elevator inspections – \$125
Recycling - \$5,000

230030 – \$36,632
Security guard – \$35,462
Pest control – \$420
Sprinkler System Test - \$0
Chair lift inspections - \$0 (every 3 years)
Recycling - \$750

230040 – \$2,170
Pest control – \$420
Recycling - \$1,750

230050 – \$4,244
Cleaning service – \$3,744
Pest control – \$500

520200 – CONTRACTED SERVICES

Continued:

230055 – \$2,664
 Cleaning service – \$2,184
 Pest control – \$480

230060 – \$2,664
 Cleaning service – \$2,184
 Pest control – \$480

230070 – \$2,664
 Cleaning service – \$2,184
 Pest control – \$480

230080 – \$3,360
 Cleaning service – \$3,120
 Pest control – \$240

230090 – \$2,424
 Cleaning service – \$2,184
 Pest Control – \$240

520231 – GARBAGE PICKUP SERVICE

\$5,255

Contracted weekly garbage service pick up for 10 branches.

230005	\$0	230055	\$550
230010	\$550	230060	\$0
230020	\$805	230070	\$550
230030	\$805	230080	\$550
230040	\$672	230090	\$223
230050	\$550		

521000 – OFFICE SUPPLIES

\$29,750

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. Shifts in amounts allocated to each account reflect 4 year trend analysis and 3 new staff in 230005.

230005	\$7,500	230055	\$900
230010	\$1,600	230060	\$900
230020	\$5,800	230070	\$900
230030	\$4,600	230080	\$1,100
230040	\$4,800	230090	\$900
230050	\$750		

521100 – DUPLICATING **\$3,641**

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

230005	\$1,200	230055	\$70
230010	\$120	230060	\$100
230020	\$850	230070	\$150
230030	\$200	230080	\$150
230040	\$550	230090	\$50
230050	\$201		

521200 – OPERATING SUPPLIES **\$39,750**

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	\$25,500	230055	\$1,000
230010	\$1,000	230060	\$500
230020	\$1,500	230070	\$1,000
230030	\$3,600	230080	\$900
230040	\$3,500	230090	\$250
230050	\$1,000		

524000 – BUILDING INSURANCE **\$37,727**

Premiums for 10 facilities based on information from Risk Management. (3% increase)

230005	\$0	230055	\$924
230010	\$3,003	230060	\$1,189
230020	\$6,470	230070	\$1,515
230030	\$10,612	230080	\$1,913
230040	\$7,235	230090	\$945
230050	\$3,921		

524201 – GENERAL TORT LIABILITY INSURANCE **\$5,161**

Premiums based on information from Risk Management.

230005	\$1,801	230055	\$120
230010	\$220	230060	\$80
230020	\$860	230070	\$100
230030	\$740	230080	\$180
230040	\$800	230090	\$80
230050	\$180		

524202 – SURETY BONDS **\$1,380**

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

230005	\$300	230055	\$30
230010	\$70	230060	\$30
230020	\$290	230070	\$30
230030	\$230	230080	\$60
230040	\$240	230090	\$30
230050	\$70		

525000 – TELEPHONE **\$38,445**

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

230005	\$8,693	230055	\$2,639
230010	\$3,162	230060	\$1,622
230020	\$6,290	230070	\$1,966
230030	\$4,113	230080	\$1,890
230040	\$4,550	230090	\$938
230050	\$2,582		

525041 – EMAIL SERVICE CHARGES **\$17,415**

Cost based on \$10.75 per account each month.

230005	\$3,741	230055	\$516
230010	\$903	230060	\$387
230020	\$3,612	230070	\$387
230030	\$2,838	230080	\$774
230040	\$2,967	230090	\$387
230050	\$903		

525100 - POSTAGE **\$4,465**

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	\$1,900	230055	\$70
230010	\$70	230060	\$30
230020	\$810	230070	\$40
230030	\$650	230080	\$75
230040	\$700	230090	\$20
230050	\$100		

525377 - UTILITIES **\$334,257**

Cost of utilities at 10 library branches.

230005	\$0	230055	\$8,908
230010	\$14,300	230060	\$8,182
230020	\$142,982	230070	\$8,624
230030	\$48,945	230080	\$11,500
230040	\$70,143	230090	\$6,500
230050	\$14,173		

529903 - CONTINGENCY **\$1,400**

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 **\$7,970**

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) **\$832,200**

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 **\$10,000**

5A SECURITY CAMERAS – BATESBURG-LEESVILLE BRANCH **\$4,765**

(8) Security cameras and DVR unit need to be installed especially near entrances/exits.

5A SECURITY CAMERAS – GASTON BRANCH **\$2,971**

(4) Security cameras and DVR unit need to be installed especially near entrances/exits.

5A SECURITY CAMERAS – GILBERT-SUMMIT BRANCH **\$2,971**

(4) Security cameras and DVR unit need to be installed especially near entrances/exits.

5A SECURITY CAMERAS – SWANSEA BRANCH **\$2,864**

(4) Security cameras and DVR unit need to be installed especially near entrances/exits.

5A SECURITY CAMERAS – SC-PR BRANCH **\$2,864**

(4) Security cameras and DVR unit need to be installed especially near entrances/exits.

5A DELL LATITUDE **\$1,216**

5A HVAC REPLACEMENT (1) – PELION BRANCH **\$18,150**
Remove and replace (1) 10 ton HVACs. Recommended and quoted by Building Services

5A HVAC REPLACEMENT (2) –GASTON BRANCH **\$18,260**
Remove and replace (1) 4 ton HVAC and (1) 3 ton HVAC. Recommended and quoted by Building

5A HVAC REPLACEMENT (2) – SC-PR BRANCH **\$18,260**
Remove and replace (1) 4 ton HVAC and (1) 3 ton HVAC. Recommended and quoted by Building

5A HVAC REPLACEMENT (2) – SWANSEA BRANCH **\$18,260**
Remove and replace (1) 4 ton HVAC and (1) 3 ton HVAC. Recommended and quoted by Building

5A PAINT – GASTON BRANCH **\$4,900**
Remove and replace (1) 4 ton HVAC and (1) 3 ton HVAC. Recommended and quoted by Building

**** Total Capital** **\$961,151**

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM - Mobile Library (2) and (2) Library Assistant III - Band 107
2300
Annual Budget
Fiscal Year - 2020-21

Fund: 2300
Division: Library
Organization: 230005 (Admin)

		<i>BUDGET</i>		
Object Expenditure		2020-21	2020-21	2020-21
Code	Classification	Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	64,444		
510200	Overtime			
511112	FICA Cost	9,860		
511113	State Retirement	21,344		
511120	Insurance Fund Contribution -	15,600		
511130	Workers Compensation	1,998		
511213	State Retirement - Retiree			
* Total Personnel		113,246		
Operating Expenses				
520209	Drivers History	16		
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 -	20		
525000	Telephone			
525021	Smart Phone Charges			
525041	E-mail Service Charges -	258		
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		294		
** Total Personnel & Operating		113,540		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment (Fund Balance)	300,000		
** Total Capital		300,000		
*** Total Budget Appropriation		413,540		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library ~~to~~ from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230005 - New Program
(2) Library Assistant III - Mobile Library
Pay Band 107
New Program
230099 Mobile Library

Over the past twenty-five years, outreach services have changed drastically. Services have expanded beyond just books, thus the transition to the Bookmobile's new name, Mobile Library. The Mobile Library visits both childcare and senior centers, as well as rural neighborhood stops. In the last 4 years, services have expanded to include participation in community events as well as partnerships with schools to provide summer services to students in reading programs. The Mobile Library department has also expanded its circulation services to include Homebound Visits and Materials by Mail. Circulation of materials through this department also known as Outreach Services have tripled over the past five years. It currently accounts for over 8% of the entire Library System Circulation. Evaluation of demographics and a trend analysis of service levels indicates there will be continued demand to increase this program.

Not only is community participation in Mobile Library services rapidly increasing, there are multiple demands to add service points. There is a huge need for additional community stops to underserved areas such as Gaston, Red Bank, Pelion and Hollow Creek and to add stops at child care centers which have requested library services but have been placed on a waiting list. Currently, there are only two staff members for this entire program. At this time the department is unable to meet all requests for service stops. With the addition of a second mobile library, two routes can run simultaneously in conjunction with Homebound services. Each mobile library (bus) requires two staff members to operate safely and efficiently; therefore, a personnel increase is also included as part of this new program.

The cost based on quotes from the manufacturer is \$300,000. The Library requests to use part of its Fund Balance for the purchase of this one-time capital item.

230005 (2) Library Assistant III

With the addition of a second mobile library, two routes can run simultaneously and in conjunction with Homebound services. In order to do so, each mobile library requires two staff members to operate safely and efficiently.

As noted in the vehicle request, (2) Library Assistant IIIs are necessary additions to the Outreach Services program. Responsibilities will include staffing the new Mobile Library and assisting with Homebound Services, Materials by Mail and Community Outreach events. Staff would be trained to drive and operate the mobile library and to provide services and programs to underserved areas. They would provide library service out in the community utilizing the Mobile Library including Reader's Advisory, Circulation, Reference/Research, technology assistance and literacy based programming.

These (2) positions (Band 107) would report to the Mobile Library Manager.

The total cost of these (2) positions is \$113,540.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - Librarian III Band 208
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230005 (Admin)

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	43,681		
510200	Overtime			
511112	FICA Cost	3,342		
511113	State Retirement	7,234		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	1,354		
511213	State Retirement - Retiree			
	* Total Personnel	63,411		
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 -	10		
525000	Telephone			
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	783		
	** Total Personnel & Operating	64,193		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	** Total Capital	0		
	*** Total Budget Appropriation	64,193		

230005 - New Program
Librarian III
Band 208

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. To provide easier access to Library resources, the Library offers Mobile Library, Homebound, and Materials by Mail services. Participation in Homebound Services has increased and the Library has completed a successful year of Materials by Mail, a new program introduced March 2018. An additional Mobile Library is being added to the fleet Fiscal Year 20 and the plan is to add additional routes to underserved areas such as Gaston and to add additional stops at child care centers who have requested library services. Currently the Mobile Library is unable to meet all requests for a stop. We have increased our attendance at community events such as Countdown to Kindergarten, the Collard Festival, the Market at Ice House, Girls on the Run, Soiree on State, and the Chapin Downtown Farmers Market to increase community awareness. We would like to participate in more of these events as it affords us the opportunity to market the resources the library offers and to promote literacy resources and programs in Lexington County.

The Librarian III would oversee Outreach and Mobile Library services. They would coordinate the workflow and staffing for Mobile Library, Homebound, Materials by Mail, and Outreach services. They would conduct community analysis to determine needs and assist in the formulation of schedules, routes, and policies related to these services. This level of assessment is needed to perform collection development (book selection) duties to build the core collection of youth materials which is widely expanding. The Librarian III would ensure quality customer service and manage day-to-day duties such as the circulation of materials, customer account issues, and customer registrations. They would be responsible for making sure both Mobile Libraries were kept operational. They would create and maintain reports in regards to statistics, requests and internal operations. They would represent the Library on community boards and committees related to literacy and continuing education.

The Librarian III (Band 208) would report to the Deputy Director of Operations.

The cost to add this position is \$64,192.⁴

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM Librarian I - Band 206
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 2300020 (Lexington)

		<i>BUDGET</i>		
Object Expenditure		2019-20	2019-20	2019-20
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	39,246		
510200	Overtime			
511112	FICA Cost	3,002		
511113	State Retirement	6,499		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	1,217		
511213	State Retirement - Retiree			
* Total Personnel		57,764		
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 -	10		
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		139		
** Total Personnel & Operating		57,903		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		57,903		

SECTION V. – NEW PROGRAMS PROGRAM OVERVIEW

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As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

2300020 – New Program
Librarian I
Pay Band 206

The Library has evaluated the developing needs within the Lexington area and determined that it is necessary to add professional personnel in the Youth Services Department in order to meet the needs of the growing population. The Youth Services Department of the Lexington Main Library is a well-used and thriving venue for families. This past year they offered 749 programs both internally and as part of outreach efforts. Programming spans from early literacy programs to programs for children and teens. In addition to literature based programming, they have incorporated STEAM, coding, art, and exercise into several unique programs being offered: Babywearing Dance Party, Foamnasmium, Escape Rooms and Art of the Picture Book.

The Lexington Main Youth Services Departments circulation accounts for 40% of all system Youth Services checkouts. The collection supports area schools' curriculums as well as homeschool curriculums and recreational reading. Each year there are additional schools being built as population increases. It is important that the collection be curated and kept up to date. Currently only two staff oversee and select for the collection.

When able, YS staff attend career days, school literacy nights and parent nights as well as promote library programs and resources such as Summer Reading to classes and student groups. With the ever expanding Lexington School District 1, it has been difficult to fulfill every request and opportunities have been lost to market the resources the Library offers and to promote literacy in Lexington County. There have also been missed opportunities for establishing new and broader partnerships in the County both within and outside of the schools.

The Librarian I would work in conjunction with the existing Librarian I and Librarian II. They would assist patrons with Reference and Technology assistance and offer Reader's Advisory. They would conduct community analysis to determine needs and assist in the formulation of programming and outreach. They would evaluate existing programs and participate in planning for new programs (Goal 1) as well as assist in the training of support staff in programming skills. They would perform collection development duties building the core collection to support patron needs and local school curriculums. They would keep abreast of new literature and trends and assist support staff in developing Reader's Advisory skills. They would insure quality customer service and manage day-to-day duties such as coverage of the Youth Services Desk, programming, and outreach. They would create and maintain reports in regards to statistics, requests, and internal operations. They would represent the Library in school partnerships and at community events.

This position (Band 206) would report to the Youth Services Librarian II.

The total cost of this position is \$57,903.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - Library Assistant III - Band 107
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230020 (Lexington)

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	16,111		
510200	Overtime			
511112	FICA Cost	1,232		
511113	State Retirement	2,668		
511120	Insurance Fund Contribution -			
511130	Workers Compensation	499		
511213	State Retirement - Retiree			
* Total Personnel		20,511 ⁹		
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 -	10		
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		139		
** Total Personnel & Operating		20,650 ⁴⁹		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		20,650 ⁴⁹		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230020 - New Program
Library Assistant III – Part Time
Pay 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 needs of the community. The Library's focus is to offer more literacy and continuing education programs both within and outside of the Library; to offer technology and job searching assistance; 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 Reference Department to meet the needs of the growing population.

The Main Library is open 67 hours per week and is a central location that not only represents a growing population but also serves as the primary location for multiple advanced resources and services that the branches may not be able to have due to facility resources and schedules. The Reference Department of the Main Library is responsible for curating the non-fiction, biography, Reference, and local history collections of the Library System. They offer research guidance and Reader's Advisory to patrons. They offer programming in the Library on a variety of topics and provide technology and job searching assistance. They also offer programming and technology training at the Shepherd Center and area senior centers. They have sought opportunities to promote the Library and its services at community events such as the Market at Ice House and the Lexington Chamber of Commerce.

The Reference Department encompasses the entire lower level of the Library including the Reference Desk, the Computer Lab, and South Carolina Room. Meeting Room 2 and multiple Conference Rooms are located on this floor and the staff maintain these reservation schedules and assist those who have reserved with entering rooms and setting up equipment and furnishings. They assist patrons with the copier and microfilm reader. At times, there are only two staff available for this service desk. This is inadequate as it affects the quality and timeliness of services. In addition, requests for programming and outreach initiatives have been denied due to lack of staffing. Current services within the library as well as the expanding requests for programming, community partnerships, and outreach have been adversely affected by inadequate staffing levels.

This position (Band 107) reports to the Reference Librarian II.

The total cost of this position is \$20,6⁴⁹~~50~~.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM Librarian I - Band 206
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 2300030 (Cayce - West Columbia)

		<i>BUDGET</i>		
Object Expenditure		2019-20	2019-20	2019-20
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	39,246		
510200	Overtime			
511112	FICA Cost	3,002		
511113	State Retirement	6,499		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	1,217		
511213	State Retirement - Retiree			
* Total Personnel		57,764		
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 -	10		
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		139		
** Total Personnel & Operating		57,903		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		57,903		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

2300030 – New Program
Librarian I
Pay Band 206

The Library has evaluated the developing needs within the Lexington area and determined that it is necessary to add professional personnel in the Cayce-West Columbia Branch in order to meet the needs of the growing population. The Reference Department of the Cayce-West Columbia Branch is a busy and thriving department. This past year they offered 158 programs and technology trainings both internally and as part of outreach efforts. They had 14,808 Reference Transactions. Over 8,500 patrons (the highest of any branch) utilized the internet stations, many taking advantage of the technology assistance offered by staff. They provided 61 One on One training sessions helping patrons with Microsoft Office, eReaders, downloading, photo transfers, document and resume creation. Without a nearby office store, this branch has the highest use of printing, photocopying, faxing, and scanning of documents.

The Librarian I would be responsible for curating assigned parts of the non-fiction, biography, Reference, and local history collections at the branch. They would provide professional research guidance and workforce development assistance to patrons. They would develop related adult programs and training for the public. They would be responsible for community analysis and strategic planning for the department. The Branch is open 67 hours a week, but patron access to a professional Reference Librarian is limited to 40 hours a week and is limited to one night a week and every third weekend affecting the quality of service level a patron may expect.

Adding an additional professional librarian to the department will increase patron access to a trained professional. (Library Goal 4) It will improve the timeliness and quality of professional tasks such as Collection Development and program assessment and planning. It will enable the department to meet community requests for outreach at area senior and retirement centers and schools. It will allow for an expansion of community partnerships with a focus on adult literacy, financial literacy, and technology assistance. It will allow the library to look at ways it can expand its assistance to small businesses and entrepreneurs in the county. (Library Goal 1)

This position (Band 206) reports to the Reference Librarian II.

The total cost of this position is \$57,903.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM Librarian I - Band
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 2300040 (Irmo)

		BUDGET		
Object Expenditure		2019-20	2019-20	2019-20
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	39,246		
510200	Overtime			
511112	FICA Cost	3,002		
511113	State Retirement	6,499		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	1,217		
511213	State Retirement - Retiree			
* Total Personnel		57,764		
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 -	10		
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		139		
** Total Personnel & Operating		57,903		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		57,903		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

2300040 – New Program
Librarian I
Pay Band 206

The Library has evaluated the developing needs within the Lexington area and determined that it is necessary to add professional personnel in the Irmo Branch in order to meet the needs of the growing population. The Reference Department of the Irmo Branch offers a variety of services. This past year they offered 179 programs and technology trainings both internally and as part of outreach efforts. They had 16,110 Reference Transactions. 7,490 patrons utilized the internet stations, many taking advantage of the technology assistance offered by staff. They provided 30 One on One training sessions helping patrons with Microsoft, eReaders, downloading, photo transfers, document and resume creation. They offered technology classes at the Shepherd's Center of Saint Andrews.

One staff member is responsible for curating the non-fiction, biography, Reference, and local history collections at the Branch. They coordinate all adult programming and training as well as staffing for the Reference Desk. They are responsible for community analysis and strategic planning for the department. They are responsible for training and coaching department staff. They provide professional research assistance to patrons. The branch is open 67 hours a week, but patron access to a professional Reference Librarian is limited to 40 hours a week and is limited to one night a week and every third weekend affecting the quality of service level a patron may expect.

Adding an additional professional librarian to the department will increase patron access to a trained professional. (Library Goal 4) It will improve the timeliness and quality of professional responsibilities such as Collection Development and program assessment and planning. It will enable the department to meet community requests for outreach at area senior and retirement centers and schools. It will allow for an expansion of community partnerships with a focus on adult literacy, financial literacy, and technology assistance. It will allow the library to further develop its resources for small businesses and entrepreneurs in the County. (Library Goal 1)

This position (Band 206) reports to the Reference Librarian II.

The total cost of this position is \$57,903.

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM - Library Assistant III Full Time- Band 107
2300
Annual Budget
Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230055 (South Congaree - Pine Ridge)

		BUDGET			
		Delete (1)	Add (1)		
		Part-Time	Full Time		
		Admin	Admin		
		Assist II	Assist II		
Object Expenditure		Band 105	Band 105	2020-21	2020-21
Code Classification				Requested	Recommend
					Approved
	Personnel				
510100	Salaries & Wages -	16,111	32,222	16,111	
510200	Overtime				
511112	FICA Cost	1,232	2,465	2,465	1,233
511113	State Retirement	2,668	5,336	2,668	
511120	Insurance Fund Contribution -		7,800	7,800	
511130	Workers Compensation	499	999	499	500
511213	State Retirement - Retiree				
	* Total Personnel			29,543	28,312
	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 -			10	
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			139	
	** Total Personnel & Operating			29,682	28,451
	Capital				
540000	Small Tools & Minor Equipment				
540010	Minor Software				
	All Other Equipment				
	** Total Capital			0	
	*** Total Budget Appropriation			29,682	28,451

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 **81** full time staff and **58** part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230055 – New Program
Full Time – Library Assistant III
POSN 000000 Band 107
Delete (1) Library Assistant III Part Time

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 South Congaree-Pine Ridge Branch has long standing partnerships with local schools including summer literacy programs. Congaree Elementary School walks students over weekly to utilize the Branch during the school year. As an award recipient of the Beyond the Table grant, the Branch is recognized for its community outreach programs including On the Table and the Summer Feeding Program. Throughout the year the Branch offers early literacy programs as well as programs for children, teens, and adults. The Branch offers technology assistance and job searching and resume writing assistance. The Branch would like to expand outreach efforts to the Middle and High Schools and participate in more community events.

The Branch is the 7 busiest operating with only two full time staff member and two part-time staff. There has been no adjustment to staffing, despite a substantial increase in services over the last 5 years. Additional hours of operation, expanded programming, increased technology assistance and additional outreach to meet the community's needs cannot be considered until staffing is increased.

This position (Band 107) would continue to report to the Branch Librarian.

The cost to add this position is \$48,961; however, the Library would delete a part-time position and so the actual cost would be ~~\$29,682~~ **28,451**

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - Library Assistant III - Band 107
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230060 (Swansea)

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	32,222		
510200	Overtime			
511112	FICA Cost	2,465		
511113	State Retirement	5,336		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	999		
511213	State Retirement - Retiree			
* Total Personnel		48,822		
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 -	10		
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		139		
** Total Personnel & Operating		48,961		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		48,961		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230060 - New Program
Library Assistant III
Pay 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 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 Swansea Branch has long standing partnerships with local schools, local child care centers, and the Swansea Senior Center. The Branch would like to build on this and expand their presence in the community. The Branch provides literacy programs for children, teens, and adults. They provide Summer Reading programming for all ages. The branch offers technology assistance and job searching and resume writing assistance. Programming has included health and financial literacy as well as legal information. Family programs and events are exceedingly popular and provide free educational and literacy based opportunities to the community.

A new standalone Branch was built in 2007 with one full time staff member and two part-time staff. There has been no adjustment to staffing since, despite an increase in services. With only 3 staff, there's a staffing deficit and the inability to provide quality technology and reference assistance. Consistent adult programming, increased technology assistance, and additional outreach to meet the community's needs cannot be considered until staffing is increased.

This position (Band 107) would report to the Branch Librarian.

The total cost of this position is \$48,961.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - Library Assistant III Part Time- Band 107
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230070 (Gaston)

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	16,111		
510200	Overtime			
511112	FICA Cost	1,232		
511113	State Retirement	2,668		
511120	Insurance Fund Contribution -			
511130	Workers Compensation	499		
511213	State Retirement - Retiree			
* Total Personnel		20,510		
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 -	10		
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		139		
** Total Personnel & Operating		20,650		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
** Total Capital		0		
*** Total Budget Appropriation		20,650		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230070 - New Program
Library Assistant III -PT
Pay 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 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 Gaston Branch is working to establish partnerships in the community and to focus on adult and early literacy needs. They have begun to build relationships with DHEC, USC, and other community partners to access and address the needs of the community. They offer early literacy programs as well as programs for children, teens, and adults. The Branch offers technology assistance and job searching and resume writing assistance.

The branch operates with two fulltime staff members and one part-time staff member. Circulation increased 8% last year. There has been no adjustment to staffing, despite an increase in services in 15 years. The demand for technology assistance and early literacy programs have grown exponentially in this time. In order to meet the literacy and workforce needs of this community, additional staff is necessary.

This position (Band 107) would report to the Branch Librarian.

The total cost of this position is \$20,650.

SECTION III

COUNTY OF LEXINGTON
 NEW PROGRAM - Library Assistant III - Band 107
 2300
 Annual Budget
 Fiscal Year - 2020-21

Fund: 2300
 Division: Library
 Organization: 230090 (Gilbert - Summit)

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	32,222		
510200	Overtime			
511112	FICA Cost	2,465		
511113	State Retirement	5,336		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	999		
511213	State Retirement - Retiree			
	* Total Personnel	48,822		
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 -	10		
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	139		
	** Total Personnel & Operating	48,961		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	** Total Capital	0		
	*** Total Budget Appropriation	48,961		

SECTION V. – NEW PROGRAMS 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 approximately 13% in Lexington County. The Library System has added the South Congaree-Pine Ridge Branch Library and has 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 additional staff.

In the 10 last years, library card holders have increased 37%. In the last 5 years, Library programs have increased 38% and attendance has almost doubled with an increase of 48%. 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 requests for research and technology assistance. From 2008-2018, technology training programs increased 332% and attendance 70%. Last year alone marked a 7 % increase in attendance.

In order to maintain current service levels and meet expectations regarding needed services, 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 81 full time staff and 58 part-time staff. This reflects a total of 110 FTEs; however, only 107 are library service FTEs. Based on the 2010 Census figure for a population of 262,391, the Library should have a minimum of 131 FTEs with a target of 196 FTEs. This leaves the Library with a deficit of 24 FTEs.

As library programs, resources, and technology continue to expand, so do the responsibilities of library personnel. The Library is instituting 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.

- (2) Library Assistant III (FT) Mobile Library
- Mobile Library (Fund Balance request)
- Librarian III (FT) Outreach Services
- Library Assistant III (FT) Gilbert-Summit
- Library Assistant III (FT) Swansea
- Library Assistant III (PT) Gaston
- Librarian I (FT) Lexington Main
- Library Assistant III (FT) South Congaree-Pine Ridge
- Librarian I (FT) Irmo
- Librarian I (FT) Cayce-West Columbia
- Library Assistant III (PT) Lexington Main

This is a total of 10 FTEs bringing the Library to from 107 to 117 FTEs and closer to the minimum recommendation of 132. The total cost of the personnel request is \$520,346.

230090 - New Program
Library Assistant III
Pay 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 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 Gilbert-Summit Branch has long standing partnerships with local schools and have participated in initiatives including summer literacy programs, ESOL and the School Mentoring Program. They also offer programming to local child care centers and the Gilbert-Summit Senior Center. The Branch would like to build on this and expand their presence in the community. The Branch provides literacy programs for children, teens, and adults. The Branch offers technology assistance and job searching and resume writing assistance. The branch hosts community events such as On the Table and provides meeting space for veteran assistance, tutoring, and community meetings.

The Branch has operated with one full time staff member and two part-time staff since 1994. There has been no adjustment to staffing, despite an increase in services. There is a customer service deficit and workload and safety concern with staff manning a branch solo, which sometimes occurs with only 3 staff. Additional hours of operation, expanded programming, increased technology assistance, and additional outreach to meet the community's needs cannot be considered until staffing is increased.

This position (Band 107) would report to the Branch Librarian.

The total cost of this position is \$48,961.

COUNTY OF LEXINGTON
LIBRARY ESCROW
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Library Escrow 2310:								
Revenues:								
417100	Fee in Lieu of Taxes	926	0	900	900	900		
417130	FILOT - Manufacturers Tax Exemption	125	0	125	125	125		
Total Property Tax Revenue		1,051	0	1,025	1,025	1,025		
Other Revenues:								
434900	Library Non-Resident User Fee	15,365	5,919	14,000	14,000	14,000		
461000	Investment Interest	585	231	600	600	75		
469100	Gifts & Donations	755	45	500	500	500		
Total Other Revenue		16,705	6,195	15,100	15,100	14,575		
** Total Revenue		17,756	6,195	16,125	16,125	15,600		
***Total Appropriation					44,967	19,000		
Capital Contingency - Add-Back					30,276			
FUND BALANCE								
Beginning of Year					36,846	38,280		
FUND BALANCE - Projected								
End of Year					38,280	34,880		

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

				<i>BUDGET</i>			
Object Expenditure Code	Classification	2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
520103	Landscaping/Ground Maintenance	3,020	2,970	5,000	<u>5,000</u>		
* Total Operating		3,020	2,970	5,000	<u>5,000</u>		
Capital							
540000	Small Tools & Minor Equipment	12,306	2,874	11,125	<u>14,000</u>		
549904	Capital Contingency	0	0	28,842	<u>0</u>		
** Total Capital		12,306	2,874	39,967	<u>14,000</u>		
Transfers							
812340	Op Trn to Library Federal Funds	0	0	0	<u>0</u>		
*** Total Budget Appropriation		15,326	5,844	44,967	19,000		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Fund Name: Library

Organ. Name: _____ Library _____

71

**COUNTY OF LEXINGTON
LIBRARY ESCROW
Capital Item Summary
Fiscal Year - 2020-21**

BUDGET
2020-21
Requested

** Total Capital (Transfer Total to Section III)	14,000
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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
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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
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469100 – GIFTS AND DONATIONS	\$500
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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 - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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***Library State Funds 2330:**

Revenues:

429000	State Aid	459,184	131,196	524,782	524,782	524,782		
461000	Investment Interest	73	91	0	0	0		

** Total Revenue		<u>459,257</u>	<u>131,287</u>	<u>524,782</u>	<u>524,782</u>	<u>524,782</u>		
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***Appropriation Total					<u>549,034</u>	<u>524,782</u>		
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FUND BALANCE

Beginning of Year					<u>26,111</u>	<u>1,859</u>		
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FUND BALANCE - Projected

End of Year					<u>1,859</u>	<u>1,859</u>		
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**COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2020-21**

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

Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>		
				2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses						
520213 Contracted Literacy Programs	0	0	15,000	<u>15,000</u>		
520300 Professional Services	750	0	12,000	<u>15,000</u>		
520400 Advertising & Publicity	40,911	4,586	15,750	<u>15,750</u>		
520702 Technical Currency & Support	0	9,624	21,153	<u>0</u>		
522300 Vehicle Repairs & Maintenance	0	0	0	<u>0</u>		
521200 Operating Supplies	5,913	0	16,000	<u>20,000</u>		
525000 Telephone	2,087	1,064	2,078	<u>2,078</u>		
525210 Conference, Meeting & Training Expenses	18,786	7,943	35,588	<u>35,217</u>		
525211 Library Board Expenses	231	155	2,000	<u>1,000</u>		
525230 Subscriptions, Dues, & Books	0	0	0	<u>1,000</u>		
529903 Contingency	0	0	105,801	<u>168,512</u>		
** Total Operating Expenses	68,678	23,372	225,370	273,557		
Capital						
540000 Small Tools & Minor Equipment	0	0	0	<u></u>		
540006 Library Materials (Books, Audio Mat.)	211,948	202,872	210,000	<u>200,000</u>		
540010 Minor Software	0	17,883	18,359	<u>0</u>		
All Other Equipment	177,869	51,198	95,305	<u>51,225</u>		
** Total Capital	389,817	271,953	323,664	251,225		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2020-21
Requested

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

251,225

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 21, 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 20-21 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 \$2.00 per capita (the FY 19-20) 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	\$524,782
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This amount of state aid is based on the Legislature's estimated approval of \$2.00 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	\$15,000
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	\$0
Online survey and debit card system for patrons. Costs obtained from quotes provided by maintenance/service vendors.	
521200 – OPERATING COSTS	\$20,000
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	\$35,217
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	\$1,000
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	\$1,000
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

\$168,512

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	\$200,000
	Books and audio/visual materials requested and used by the public. Print or electronic.	
5A	COMPUTERS-REPLACEMENTS (25)	\$22,225
	Replacing 25 computers with expired warranties.	
5A	VAN (1) Replacement	\$29,000
** Total Capital (Transfer Total to Section III)		<u>\$251,225</u>

**COUNTY OF LEXINGTON
LIBRARY LOTTERY FUNDS
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Library Lottery Funds 2331:								
Revenues:								
429100	State Lottery Funds	21,739	0	0	0	0		
461000	Investment Interest	4	7	0	0	0		
** Total Revenue		21,743	7	0	0	0		
***Appropriation Total					0	0		
FUND BALANCE								
Beginning of Year					21	0		
FUND BALANCE - Projected								
End of Year					21	0		

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

				BUDGET		
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses						
520213 Contracted Literacy Programs	0	0	0	<u>0</u>		
520702 Technical Currency & Support	0	0	0	<u>0</u>		
529903 Contingency	0	0	0	<u>0</u>		
* Total Operating	0	0	0	0		
** Total Personnel & Operating	0	0	0	0		
Capital						
540006 Library Materials (Books, Audio Mat.)	16,003	0	0	<u>0</u>		
All other Equipment	5,736	0	0	<u>0</u>		
** Total Capital	21,739	0	0	0		
*** Total Budget Appropriation	21,739	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 - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Library Federal Funds 2340:								
Revenues:								
457000	Federal Grant Income	1,985	985	4,487	4,487	0		
461000	Investment Interest	1	1	0	0	0		
469100	Gifts & Donations	0	0	0	0	0		
** Total Revenue		<u>1,986</u>	<u>986</u>	<u>4,487</u>	<u>4,487</u>	<u>0</u>		
***Appropriation Total					4,487	0		
FUND BALANCE								
Beginning of Year					<u>1,592</u>	<u>0</u>		
FUND BALANCE - Projected								
End of Year					<u><u>1,592</u></u>	<u><u>0</u></u>		

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

					BUDGET		
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved	
Operating Expenses							
520213 Contracted Literacy Programs	1,000	0	0	0			
520400 Advertising & Publicity	0	0	0	0			
521200 Operating Supplies	997	0	0	0			
525210 Conference, Meeting, & Training Expense	0	2,624	4,487	0			
* Total Operating	1,997	2,624	4,487	0			
** Total Personnel & Operating	1,997	2,624	4,487	0			
Capital							
540000 Small Tools & Minor Equipment	0	0	0	0			
540006 Library Materials (Books, Audio Mat.)	0	0	0	0			
All other Equipment	0	0	0	0			
** Total Capital	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			
*** Total Budget Appropriation	1,997	2,624	4,487	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
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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

**COUNTY OF LEXINGTON
LIBRARY MISC GRANTS
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Library Misc Grants 2341:								
Revenues:								
459900	Miscellaneous Payments & Grants	2,361	0	0	0	0		
461000	Investment Interest	0	1	0	0	0		
469100	Gifts & Donations	7	0	0	0	0		
** Total Revenue		2,368	1	0	0	0		
***Appropriation Total					0	0		
FUND BALANCE								
Beginning of Year					15	0		
FUND BALANCE - Projected								
End of Year					15	0		

Fund 2341
Division: Library Division
Organization: 230099 - Non-departmental

				BUDGET		
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses						
521200 Operating Supplies	325	0	0	<u>0</u>		
* Total Operating	325	0	0	<u>0</u>		
** Total Personnel & Operating	325	0	0	0		
Capital						
540000 Small Tools & Minor Equipment	1,906	0	0	<u>0</u>		
540006 Library Materials (Books, Audio Mat.)	0	0	0	<u>0</u>		
All other Equipment	0	0	0	<u>0</u>		
** Total Capital	1,906	0	0	0		

*** Total Budget Appropriation	2,231	0	0
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SECTION I

**COUNTY OF LEXINGTON
SOL / DRUG COURT
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21
Estimated Revenue**

Fund: 2460
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
431002	Drug Court Application Fee	800	1,000	1,000	1,300		
461000	Investment Interest	0	0	3	0		
801000	Op Trn from General Fund	27,000	0	0	0		
802611	Op Trn from Solicitor State Funds	37,816	67,901	219,614	126,894		
** Total Revenue (Section II)		65,616	68,901	220,617	128,194		
*** Total Appropriation (Section III)				224,925	128,194		
FUND BALANCE							
Beginning of Year				4,308	0		
FUND BALANCE - Projected							
End of Year				0	0		

SECTION III

COUNTY OF LEXINGTON
DRUG COURT
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Drug Court 2460:								
Revenues:								
431002	Drug Court Application Fee	1,000	200	1,000	1,000	1,300		
461000	Investment Interest	0	3	0	3	0		
802611	Op Trn from Sol/State Fund	67,901	0	223,925	219,614	126,894		
**Total Revenue		<u>68,901</u>	<u>203</u>	<u>224,925</u>	<u>220,617</u>	<u>128,194</u>		
***Total Appropriations					<u>224,925</u>	<u>128,194</u>		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					<u>4,308</u>	<u>0</u>		
FUND BALANCE - Projected					<u>0</u>	<u>0</u>		
End of Year					<u>0</u>	<u>0</u>		

Fund 2460

Division: Judicial

Organization: 141200 - Solicitor

					BUDGET	
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
510100 Salaries & Wages - 1	49,973	23,374	49,973	50,643		
511112 FICA - Employer's Portion	3,661	1,715	3,823	3,874		
511113 State Retirement - Employer's Portion	6,832	3,183	7,776	8,386		
511120 Employee Insurance - 1	7,800	3,250	7,800	7,800		
511130 Workers Compensation	185	87	185	187		
519999 Personnel Contingency	0	0	1,853	1,893		
* Total Personnel	68,451	31,609	71,410	72,783		
Operating Expenses						
520702 Technical Currency & Support	0	0	0	50,000		
521000 Office Supplies	117	44	250	300		
521100 Duplicating	23	7	172	114		
524201 General Tort Liability Insurance	86	108	108	130		
524202 Surety Bonds - 1	0	0	0	10		
524302 Court Ref Volunteer Liability Insurance	117	0	155	155		
525041 E-mail Service Charges -1	129	43	129	129		
525210 Conference, Meeting & Training Expense	0	863	2,551	4,423		
525230 Subscriptions, Dues & Books	0	0	75	75		
* Total Operating	472	1,065	3,440	55,336		
** Total Personnel & Operating	68,923	32,674	74,850	128,119		
Capital						
540000 Small Tools & Minor Equipment	0	0	75	75		
All Other Equipment	0	0	150,000	0		
** Total Capital	0	0	150,075	75		
*** Total Budget Appropriation	68,923	32,674	224,925	128,194		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

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

BUDGET
2020-21
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	75

**** Total Capital (Transfer Total to Section III)** 75

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 17/18	Actual FY 18/19	Actual July - Dec FY 19/20	Estimated FY 19/20	Projected FY 20/21
Referred	58	31	13	30	36
Applied	6	11	6	12	13
Failed to Apply/Rejected	36	49	11	32	38
Active Cases	11	11	12	15	20
- Diversion	7	5	6	8	12
- Probation	4	6	6	7	8
- Transfer-In Cases	0	0	1	2	1
- Pending Start Date	0	4	5	6	4
Terminated	3	4	1	2	3
Graduated	5	1	3	3	4

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	\$ 1,300
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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 36 referrals with 13 applicants completing the pre-screen eligibility process, thus paying the fee within the fiscal year. Thirteen (13) applicants x \$100 application fee = \$1,300.

802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS	\$ 126,894
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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 2020-21 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520702 – TECHNICAL CURRENCY & SUPPORT \$ 50,000

In January 2020, the Solicitor's Office submitted a Request For Proposals (RFP) for a new Drug Court case management system. This request is to cover the estimated cost of maintenance and support for the new Drug Court case management system.

521000 – OFFICE SUPPLIES \$ 300

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

521100 – DUPLICATING \$ 114

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

Copy machine estimated usage cost - (.030495) x 3,000 copies\$ 91
Copy machine estimated paper cost - 6 reams @ \$3.90\$ 23

524201 – GENERAL TORT LIABILITY INSURANCE \$ 130

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

524202 – SURETY BONDS - 1 \$ 10

To cover the cost of one (1) surety bond, per Risk Management.

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 2020-21 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 \$ 4,423

To cover the cost of conferences and training. Estimated Fiscal Year 2020-21 costs to attend conferences and trainings are as follows:

SC Solicitors' Association Annual Conference.....\$ 1,023
Drug Court Conference\$ 3,337
PTI Statewide Conference.....\$ 63

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

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
VICTIM WITNESS PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Fund: 2500
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
456100	Program Income	48,919	48,919	48,919	48,919		
461000	Investment Interest	0	1	4	0		
801000	Op Trn from General Fund	24,000	51,000	61,000	61,000		
802611	Op Trn from Solicitor State Funds	78,071	46,641	60,871	49,030		
** Total Revenue (Section II)		150,990	146,561	170,794	158,949		
*** Total Appropriation (Section III)				236,531	158,949		
Contingency:							
	Frozen Position - Director w/fringes			(68,453)			
	Unused Frozen Position Personnel Contingency			(1,820)			
FUND BALANCE							
	Beginning of Year			(4,536)	0		
FUND BALANCE - Projected							
	End of Year			0	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-21

Fund Name: Victim Witness Program

Organ. Name: Solicitor

106

SECTION III

COUNTY OF LEXINGTON
VICTIM WITNESS PROGRAM
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Victim Witness Program 2500:								
Revenues:								
456100	Program Income	48,919	28,606	48,919	48,919	48,919		
461000	Investment Interest	1	4	0	4	0		
801000	Op Trn from General Fund	51,000	61,000	61,000	61,000	61,000		
802611	Op Trn from Solicitor State Fund	46,641	0	56,339	60,871	49,030		
** Total Revenue		<u>146,561</u>	<u>89,610</u>	<u>166,258</u>	<u>170,794</u>	<u>158,949</u>		
** Total Appropriation					236,531	<u>158,949</u>		
Contingency:								
	Frozen Position - Director's w/fringes				(68,453)			
	Unused Personnel Contingency				(1,820)			
FUND BALANCE								
	Beginning of Year				(4,536)	0		
FUND BALANCE - Projected								
	End of Year				<u>0</u>	<u>0</u>		

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

Fund: 2500
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 2.5	110,145	40,106	164,539	<u>108,773</u>	
511112	FICA - Employer's Portion	7,365	2,633	12,587	<u>8,321</u>	
511113	State Retirement - Employer's Portion	15,018	5,244	25,602	<u>18,013</u>	
511120	Employee Insurance - 2	14,950	3,900	23,400	<u>15,600</u>	
511130	Workers Compensation	408	149	609	<u>402</u>	
519999	Personnel Contingency	0	0	6,100	<u>4,065</u>	
* Total Personnel		147,886	52,032	232,837	<u>155,174</u>	
Operating Expenses						
524201	General Tort Liability Insurance	198	270	248	<u>324</u>	
524202	Surety Bonds - 2	0	0	0	<u>20</u>	
525041	E-mail Service Charges - 2	247	54	258	<u>258</u>	
525210	Conference, Meeting & Training Expense	1,249	844	2,838	<u>2,754</u>	
525230	Subscriptions, Dues, & Books	320	319	350	<u>369</u>	
* Total Operating		2,014	1,487	3,694	<u>3,725</u>	
** Total Personnel & Operating		149,900	53,519	236,531	<u>158,899</u>	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	<u>50</u>	
540010	Minor Software	0	0	0	<u>0</u>	
	All Other Equipment	0	0	0	<u>0</u>	
** Total Capital		0	0	0	<u>50</u>	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	<u>2500</u>	Fund Title:	<u>Victim Witness Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Victim Witness Program</u>

BUDGET
2020-21
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	\$ 50

**** Total Capital (Transfer Total to Section III)** \$ 50

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**

Since Fiscal Year 2004-05, Lexington County Council has authorized operational transfers from the General Fund to help support mandated Victim Services within the County due to the lack of sufficient funds from other sources. For Fiscal Year 2020-21, the General Fund operating fund transfer request is the same amount appropriated by County Council for the current fiscal year.

802611 – OP TRN FROM SOLICITOR STATE FUNDS **\$ 49,030**

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>
Victim Service Provider	<u>2.5</u>		<u>2.5</u>	<u>2.5</u>	109
Total Positions	<u>2.5</u>		<u>2.5</u>	<u>2.5</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2020-21 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 324**

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

524202 – SURETY BONDS **\$ 20**

To cover the cost of surety bonds, per Risk Management.

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 **\$ 2,754**

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 **\$ 369**

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

540000 – SMALL TOOLS & MINOR EQUIPMENT	\$ 50
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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.

SECTION I

**COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Fund: 2501
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
458000	State Grant Income	60,000	60,000	60,000	60,000		
461000	Investment Interest	55	414	148	0		
469100	Gifts & Donations	0	0	1,000	0		
801000	Op Trn from General Fund	0	63,412	43,412	43,412		
802140	Op Trn from Temporary Alcohol Bev	105,412	42,000	52,000	57,002		
** Total Revenue (Section II)		165,467	165,826	156,560	160,414		
*** Total Appropriation (Section III)				183,678	180,660		
FUND BALANCE							
Beginning of Year				47,364	20,246		
FUND BALANCE - Projected							
End of Year				20,246	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-21

[illegible]

SECTION III

COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Juvenile Arbitration 2501:								
Revenues:								
458000	State Grant Income	60,000	30,000	60,000	60,000	60,000		
461000	Investment Interest	414	148	0	148	0		
469100	Gifts & Donations	0	1,000	0	1,000	0		
801000	Op Trn from General Fund	63,412	43,412	43,412	43,412	43,412		
802140	Op Trn from Temporary Alcohol Bev	42,000	0	52,000	52,000	57,002		
** Total Revenue		<u>165,826</u>	<u>74,560</u>	<u>155,412</u>	<u>156,560</u>	<u>160,414</u>		
***Total Appropriation					<u>183,678</u>	<u>180,660</u>		
 FUND BALANCE								
Beginning of Year					<u>47,364</u>	<u>20,246</u>		
 FUND BALANCE - Projected								
End of Year					<u>20,246</u>	<u>0</u>		

**COUNTY OF LEXINGTON
JUVENILE ARBITRATION PROGRAM
Annual Budget
Fiscal Year - 2020-21**

Fund: 2501
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 2	104,386	48,288	104,492	106,350	
510300	Part-time - 1 (0.5 - FTE)	11,365	3,268	13,156	13,156	
511112	FICA - Employer's Portion	8,241	3,666	9,000	9,142	
511113	State Retirement - Employer's Portion	5,851	2,059	18,306	19,790	
511120	Employee Insurance - 2	15,600	6,500	15,600	15,600	
511130	Workers Compensation	399	178	427	442	
511213	State Retirement - Employer's Portion (Retiree)	10,051	4,907	0	0	
519999	Personnel Contingency	0	0	4,362	4,466	
* Total Personnel		155,893	68,866	165,343	168,946	
Operating Expenses						
521000	Office Supplies	903	742	1,690	996	
521100	Duplicating	713	165	2,890	957	
522200	Small Equipment Repairs & Maintenance	306	0	396	0	
524201	General Tort Liability Insurance	185	233	231	280	
524202	Surety Bonds - 3	0	0	0	30	
524302	Court Ref Volunteer Liab Ins	819	0	1,085	1,085	
525000	Telephone	800	355	1,025	823	
525021	Smart Phone Charges	0	0	0	665	
525041	E-mail Service Charges - 3	376	107	387	387	
525100	Postage	1,637	469	2,816	1,750	
525210	Conference, Meeting & Training Expense	1,577	1,398	2,950	2,548	
525230	Subscriptions, Dues, & Books	165	40	216	251	
525240	Personal Mileage Reimbursement	1,417	237	1,950	667	
529903	Contingency	0	0	497	0	
* Total Operating		8,898	3,746	16,133	10,439	
** Total Personnel & Operating		164,791	72,612	181,476	179,385	
Capital						
540000	Small Tools & Minor Equipment	17	177	275	75	
540010	Minor Software	0	0	225	1,200	
	All Other Equipment	0	1,701	1,702	0	
** Total Capital		17	1,878	2,202	1,275	
*** Total Budget Appropriation		164,808	74,490	183,678	180,660	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

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
2020-21
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	\$ 75
	Minor Software	\$ 1,200

**** Total Capital (Transfer Total to Section III)** **\$ 1,275**

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 2020, the Lexington County Juvenile Arbitration Program will reach its 37th 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.

In the last statewide evaluation of Arbitration Programs completed by the Department of Juvenile Justice, 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. In 2019, "Raise the Age" took affect which raised the age of a juvenile from under the age of 17 to under the age of 18. These changes in the law have increased the case referrals to the Juvenile Arbitration program.

Service Standards:

Service Level Indicators:	SERVICE LEVELS				
	Actual FY 17/18	Actual FY 18/19	Actual July - Dec. FY 19/20	Estimated FY 19/20	Projected FY 20/21
Cases referred	364	278	162	350	380
# Of arbitration hearings	192	181	83	200	225
# Of community service hours completed	1,164	940	309	650	1,200
Amount of victim restitution	\$ 3,635	\$ 3,434	\$ 1,892	\$ 3,784	\$ 3,600
Charitable donations to local charities	\$ 600	\$ 0	\$ 0	\$ 100	\$ 100

* Statistics reflect closed cases.

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.

801000 – OP TRN FROM GENERAL FUND

\$ 43,412

In Fiscal Year 2009-10, County Council agreed to fund the Juvenile Arbitration Program if the Solicitor's Office kept a key position vacant in their General Fund Budget. The cost savings of this vacant position, estimated at that time to be \$63,412, was to be applied to the Juvenile Arbitration Program. The position remained vacant under this agreement until it was eliminated from the General Fund Budget in Fiscal Year 2012-13. In Fiscal Year 2016-17, County Council began to fluctuate the amount provided by the Temporary Alcohol Beverage Fee based on the monies available in the fund in order to reduce the operating transfer from the General Fund to Juvenile Arbitration. When revenues decreased in the Temporary Alcohol Beverage Fee, County Council increased the General Fund operating transfer to Juvenile Arbitration and reduced the Temporary Alcohol Beverage Fee operating transfer for Juvenile Arbitration. For Fiscal Year 2020-21, the General Fund operating fund transfer request is the same amount appropriated by County Council for the current fiscal year.

802140 – OP TRN FROM TEMPORARY ALCOHOL BEVERAGE FEE

\$ 57,002

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 2016-17, County Council began to fluctuate the amount provided by the Temporary Alcohol Beverage Fee based on the monies available in the fund in order to reduce the operating transfer from the General Fund to Juvenile Arbitration. When revenues decreased in the Temporary Alcohol Beverage Fee, County Council increased the General Fund operating transfer to Juvenile Arbitration and reduced the Temporary Alcohol Beverage Fee operating transfer for Juvenile Arbitration.

SECTION VI. B. – LISTING OF POSITIONS

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>
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 2020-21 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES \$ 996

To cover the cost of office supplies and toners:

Office supplies (printer paper, pens, staples, file folders, etc.).....\$ 600
Two HP CC364X toners for LaserJet P4515 printer\$ 396

521100 – DUPLICATING \$ 957

This account is used to cover the cost of duplicating newsletters, incident reports, and files for volunteer Arbitrators, law enforcement and victims.

Copy machine estimated usage cost - (.030495) x 25,000 copies\$ 762
Copy machine estimated paper cost – 50 reams @ \$3.90 \$ 195

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 0

None.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 280

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

524202 – SURETY BONDS – 3 \$ 30

To cover the cost of three (3) surety bonds, per Risk Management.

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 2020-21 premium is \$3,100.00.

525000 – TELEPHONE \$ 823

This account will cover the cost of telephone service.

525021 – SMART PHONE CHARGES \$ 665

The Juvenile Arbitration Program has off site events (e.g. arbitration hearings, community service, tours, etc.) for juvenile participants that occur after hours and on weekends. The requested service allows the Juvenile Arbitration staff to contact guardians of the juveniles, if issues occur, during off site events (e.g. juvenile gets sick). Additionally, the smart phone provides volunteer arbitrators, community service sites, juveniles, and guardians to communicate after-hours with the Arbitration Program.

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 **\$ 1,750**

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 **\$ 2,548**

The Director and Case Manager attend conferences and training in the areas of PTI, volunteer management, victim services, and social work. In fiscal year 2019-20, the Gilbert House of Terror donated \$500 for training additional facilitators to conduct Anger Management and Life Skills Classes for juveniles and Susan Quinn donated \$500 for the refreshments used in juvenile training. Estimated FY 2020-21 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....	\$ 998
Anger Management and Life Skills classes (Amount based on FY 2019-20 donation).....	\$ 500
Refreshments for classes (Amount based on FY 2019-20 donation)	\$ 500
Annual Social Work Conference	\$ 400
PreTrial Workshop	\$ 100
Annual Volunteer Awards Ceremony	\$ 50

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 251**

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

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 667**

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.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$ 75**

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

540010 – MINOR SOFTWARE **\$ 1,200**

Support for Microsoft Office 2013 is ending, which is the version of Microsoft Office currently being used by the Solicitor's Office. The key programs included in Office 2013 are Word, Excel, Outlook, Access, and Publisher. When support for Office 2013 ends, Microsoft will not allow the Outlook 2013 application (emails, calendars, contacts, etc.) to connect to its Office365 Exchange Server which controls Lexington County emails and calendar system. Furthermore, Microsoft will not provide any new security updates and patches for Office 2013. This request is to purchase three user licenses for the current version of Microsoft Office.

SECTION I

**COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Fund: 2610
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
456400	Narcotics Confiscation	10,942	13,926	12,500	10,000		
461000	Investment Interest	486	1,016	875	450		
** Total Revenue (Section II)		11,428	14,942	13,375	10,450		
*** Total Appropriation (Section III)				82,649	97,311		
Contingency:							
Unused				(82,649)			
FUND BALANCE							
Beginning of Year				73,486	86,861		
FUND BALANCE - Projected							
End of Year				86,861	0		

SECTION III

COUNTY OF LEXINGTON
SOLICITOR / FORFEITURE (NARCOTICS) FUND
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Forfeiture (Narcotics) Fund 2610:								
Revenues:								
456400	Narcotics Confiscation	13,926	974	12,500	12,500	10,000		
461000	Investment Interest	1,016	408	875	875	450		
** Total Revenue		14,942	1,382	13,375	13,375	10,450		
***Appropriation Total					82,649	97,311		
Contingency: Unused					(82,649)			
FUND BALANCE Beginning of Year					73,486	86,861		
FUND BALANCE - Projected End of Year					86,861	0		

Fund: 2610
Division: Judicial
Organization: 141200 - Solicitor

						BUDGET	
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
529903	Contingency	0	0	82,649	97,311		
* Total Operating		0	0	82,649	97,311		
** Total Personnel & Operating		0	0	82,649	97,311		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		0	0	82,649	97,311		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	2610	Fund Title:	Sol / Forfeiture (Narcotics) Fund
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Sol / Forfeiture (Narcotics) Fund

BUDGET
2020-21
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	\$ 10,000
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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	\$ 450
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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

\$ 97,311

To cover the cost of any unanticipated expenditures.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

No capital items are requested.

SECTION I

**COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Fund: 2611
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
443500	Bond Estreatments	48,061	20,072	25,000	25,000		
451500	Circuit Solicitor - State Supplement	304,329	416,071	650,024	820,314		
** Total Revenue (Section II)		352,390	436,143	675,024	845,314		
*** Total Appropriation (Section III)				890,407	845,314		
Contingency							
	Vacant Positions -3/FT 1/PT w/fringes			(208,655)			
	Unused Personnel Contingency			(6,728)			
FUND BALANCE							
	Beginning of Year			0	0		
FUND BALANCE - Projected							
	End of Year			0	0		

SECTION III

COUNTY OF LEXINGTON
SOLICITOR STATE FUNDS
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / State Funds 2611:								
Revenues:								
443500	Bond Estreatments	20,072	10,578	25,000	25,000	25,000		
451500	Circuit Solicitor - State Supplement	416,071	206,505	650,024	650,024	820,314		
** Total Revenue		<u>436,143</u>	<u>217,083</u>	<u>675,024</u>	<u>675,024</u>	<u>845,314</u>		
***Appropriation Total					<u>890,407</u>	<u>845,314</u>		
Contingency:								
	Vacant Positions - 3/FT 1/PT w/ fringes				(208,655)			
	Unused Personnel Contingency				(6,728)			
FUND BALANCE								
	Beginning of Year				<u>0</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 - 2020-21**

Fund: 2611
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend 2020-21 Approved
Personnel						
510100	Salaries & Wages - 8	223,167	120,980	392,339	397,107	
510300	Part Time - 1 (0.50 - FTE)	0	0	14,072	0	
511112	FICA - Employer's Portion	16,394	9,069	31,090	30,379	
511113	State Retirement - Employer's Portion	31,118	16,539	63,238	65,761	
511120	Employee Insurance - 8	32,500	16,250	62,400	62,400	
511130	Workers Compensation	826	448	1,503	1,469	
519999	Personnel Contingency	0	0	15,022	14,841	
* Total Personnel		304,005	163,286	579,664	571,957	
Operating Expenses						
520233	Towing	0	0	100	100	
521000	Office Supplies	292	79	800	800	
522300	Vehicle Repairs & Maintenance - 3	1,168	18	1,475	1,250	
524100	Vehicle Insurance - 3	1,081	1,230	2,413	1,845	
524101	Comprehensive Insurance - 2	0	152	0	458	
524201	General Tort Liability Insurance	585	697	731	836	
524202	Surety Bonds - 8	0	0	0	80	
525021	Smart Phone Charges	643	271	665	665	
525041	E-mail Service Charges - 31	2,838	1,053	3,999	3,999	
525210	Conference, Meeting & Training Expense	4,798	4,395	8,788	10,806	
525230	Subscriptions, Dues, & Books	3,534	1,660	5,070	5,119	
525400	Gas, Fuel, & Oil	2,757	811	6,100	5,400	
* Total Operating		17,696	10,366	30,141	31,358	
** Total Personnel & Operating		321,701	173,652	609,805	603,315	
Capital						
540000	Small Tools & Minor Equipment	55	63	150	300	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	0	0	
** Total Capital		55	63	150	300	
Other Financing Uses						
812440	Op Trn to Truancy Alternative Prog.	188	0	188	0	
812460	Op Trn to Drug Court	67,901	0	223,925	126,894	
812500	Op Trn to Sol/Victim Witness	46,641	0	56,339	49,030	
812613	Op Trn to Worthless Check Unit	0	0	0	65,775	
***Total Other Financing Uses		114,730	0	280,452	241,699	
*** Total Budget Appropriation		436,486	173,715	890,407	845,314	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	2611	Fund Title:	Solicitor State Funds
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Solicitor State Funds

BUDGET
2020-21
Requested

Qty	Item Description	Amount
	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

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 2020-21 will be approximately \$25,000.

451500 – CIRCUIT SOLICITOR – STATE SUPPLEMENT

\$ 820,314

State appropriation to provide supplemental funding for the Eleventh Judicial Circuit Solicitor's Office.

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>
Attorney II	2		2	2	212
Attorney I	4		4	4	211
Paralegal	1		1	1	108
Administrative Assistant II	1		1	1	105
Total	<u>8</u>		<u>8</u>	<u>8</u>	

The above positions require health insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2020-21 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 **\$ 1,250**

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 **\$ 1,845**

To cover the cost of insurance on three Solicitor's Office vehicles.

524101 – COMPREHENSIVE INSURANCE – 2 **\$ 458**

To cover the cost of comprehensive insurance on the Solicitor's Office 2011 Ford Crown Victoria and 2020 Chevrolet Tahoe.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 836**

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

524202 – SURETY BONDS - 8 **\$ 80**

To cover the cost of eight (8) surety bonds, per Risk Management.

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 **\$ 10,806**

To cover the cost of conferences and training for attorneys to maintain their licenses and for other staff. Estimated FY 2020-21 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....\$ 7,423
Other conferences and training, such as
Prosecutor Bootcamp and S.C. Bar CLE's.....\$ 3,383

525230 – SUBSCRIPTIONS, DUES & BOOKS

\$ 5,119

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.

525400 – GAS, FUEL, & OIL

\$ 5,400

To cover the cost of gas, fuel, and oil for three Solicitor's Office vehicles, based on Fleet Services estimated costs for FY 2020-21.

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 DRUG COURT	\$ 126,894
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The Solicitor's State funding for the Drug Court Program.

812500 – OP TRN TO SOL/VICTIM WITNESS	\$ 49,030
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The Solicitor's State Funds contribution to assist with State required services to victims of crimes.

812613 – OP TRN TO WORTHLESS CHECK UNIT	\$ 65,775
--	------------------

The Solicitor's State Funds for the Worthless Check Unit.

**COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
	Revenues:						
456100	Program Income	296,911	254,908	239,415	295,684		
	** Total Revenue (Section II)	296,911	254,908	239,415	295,684		
	*** Total Appropriation (Section III)			352,663	295,684		
	Contingency:						
	Vacant Positions - 2/FT w/fringes			(110,404)			
	Unused Vacant Position Personnel Contingency			(2,844)			
	FUND BALANCE						
	Beginning of Year			0	0		
	FUND BALANCE - Projected						
	End of Year			0	0		

SECTION III

COUNTY OF LEXINGTON
PRE-TRIAL INTERVENTION GRANT
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Pre-Trial Intervention Fund 2612:								
Revenue:								
456100	Program Income	254,908	108,995	239,415	239,415	295,684		
** Total Revenue		<u>254,908</u>	<u>108,995</u>	<u>239,415</u>	<u>239,415</u>	<u>295,684</u>		
***Total Appropriation					<u>352,663</u>	<u>295,684</u>		
Contingency:								
	Vacant Position - 2/FT w/ fringes				(110,404)			
	Unused Personnel Contingency				(2,844)			
FUND BALANCE								
	Beginning of Year				<u>0</u>	<u>0</u>		
FUND BALANCE - Projected								
	End of Year				<u><u>0</u></u>	<u><u>0</u></u>		

Fund: 2612

Division: Judicial

Organization: 141200 - Pre-Trial Intervention

						BUDGET	
Object Expenditure Code Classification		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 4	186,001	75,833	238,119	198,782		
511112	FICA - Employer's Portion	12,952	5,264	18,216	15,207		
511113	State Retirement - Employer's Portion	25,133	10,131	37,051	32,918		
511120	Employee Insurance - 4	26,000	9,750	39,000	31,200		
511130	Workers Compensation	688	281	881	735		
519999	Personnel Contingency	0	0	8,828	7,429		
* Total Personnel		<u>250,774</u>	<u>101,259</u>	<u>342,095</u>	<u>286,271</u>		
Operating Expenses							
520219	Water & Other Beverage Service	276	123	420	348		
521000	Office Supplies	622	256	1,201	996		
521100	Duplicating	1,116	396	2,082	1,781		
522200	Small Equipment Repairs & Maint.	0	336	430	375		
524201	General Tort Liability Insurance	190	357	238	428		
524202	Surety Bonds - 4	0	0	0	40		
524302	Court Ref Volunteer Liab Ins	1,170	0	1,550	1,550		
525041	E-mail Service Charges - 4	559	172	645	516		
525210	Conference, Meeting & Training Expense	0	1,014	3,652	3,079		
525230	Subscription, Dues & Book	0	0	250	200		
* Total Operating		<u>3,933</u>	<u>2,654</u>	<u>10,468</u>	<u>9,313</u>		
** Total Personnel & Operating		<u>254,707</u>	<u>103,913</u>	<u>352,563</u>	<u>295,584</u>		
Capital							
540000	Small Tools & Minor Equipment	21	0	100	100		
	All Other Equipment	180	0	0	0		
** Total Capital		<u>201</u>	<u>0</u>	<u>100</u>	<u>100</u>		
*** Total Budget Appropriation		<u>254,908</u>	<u>103,913</u>	<u>352,663</u>	<u>295,684</u>		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	<u>2612</u>	Fund Title:	<u>Pre-Trial Intervention Program</u>
Organization #	<u>141200</u>	Organization Title:	<u>Solicitor</u>
Program #	<u></u>	Program Title:	<u>Pre-Trial Intervention Program</u>

BUDGET
2020-21
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 17/18</u>	<u>Actual FY 18/19</u>	<u>Actual July - Dec. FY 19/20</u>	<u>Estimated FY 19/20</u>	<u>Projected FY 20/21</u>
Applications	761	664	299	598	566
Accepted	678	570	266	532	500
Rejected	288	263	126	252	244
Terminated	168	131	45	90	87
Completed	560	493	260	400	389

SECTION VI. LINE ITEM NARRATIVES

SECTION VI. A. - LISTING OF REVENUES

456100 – PROGRAM INCOME

\$ 295,684

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 \$56,600 (566 applicants x \$100) and the participation fees are estimated at \$124,000 (500 participants x \$250 - \$1,000 waived fees). The remaining \$ 115,084 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	1		1	1	210
Case Manager II	1		1	1	113
Case Manager I	1		1	1	111
Sr. Administrative Assistant	<u>1</u>		<u>1</u>	<u>1</u>	108
Total Positions	<u>4</u>		<u>4</u>	<u>4</u>	

All of the above positions require insurance.

Organization chart is displayed in Fund 1000 of the Solicitor's (141200) FY 2020-21 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520219 – WATER & OTHER BEVERAGE SERVICE \$ 348

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 monthly cost for water is approximately \$29. The requested amount is \$29 x 12 months = \$348.

521000 – OFFICE SUPPLIES \$ 996

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

HP LaserJet P4515 CC364X toner (2)\$ 396
Office Supplies, to include\$ 600

- 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 \$ 1,781

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 estimated usage cost – (.030495) x 46,500 copies\$ 1,418
Copy machine estimated paper cost – 93 reams @ \$3.90\$ 363

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 375

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

524201 – GENERAL TORT LIABILITY INSURANCE \$ 428

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

524202 – SURETY BONDS - 4 \$ 40

To cover the cost of four (4) surety bonds, per Risk Management.

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 2020-21 premium is \$3,100.00.

525041 – E-MAIL SERVICE CHARGES – 4

\$ 516

The cost of e-mail services is \$10.75 per month per account. 4 accounts @ \$10.75 per account times 12 months.

525210 – CONFERENCE, MEETING & TRAINING EXPENSE

\$ 3,079

To cover the cost of conferences and training for diversion program personnel. Estimated FY 2020-21 costs to attend conferences and training are as follows:

S.C. Solicitors' Association Annual Conference.....\$ 2,829
Other conferences, such as the PTI statewide conference\$ 250

525230 – SUBSCRIPTIONS, DUES, & BOOKS

\$ 200

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 2020-21 Estimated Revenue**

Fund: 2613
Division: JUDICIAL
Organization: 141200 - SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
431004	Worthless Check Fees	69,360	43,992	43,271	40,005		
438905	Cell Phone Sales	0	35	0	0		
455004	Tri-County WCU Contribution	69,103	46,644	64,382	0		
802611	Op Trm from Solicitor State Funds	0	0	0	65,775		
** Total Revenue (Section II)		138,463	90,671	107,653	105,780		
*** Total Appropriation (Section III)				125,565	105,780		
Contingency:							
	Vacant Position - 1/PT			(17,390)			
	Unused Vacant Position(s) Personnel Contingency			(522)			
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 - 2020-21

Organ. Name: Solicitor

158

SECTION III

COUNTY OF LEXINGTON
 WORTHLESS CHECK UNIT
 Annual Budget
 FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Worthless Check Unit 2613:								
Revenues:								
431004	Worthless Check Fees	43,992	17,050	43,271	43,271	40,005		
438905	Cell Phone Sales	35	0	0	0	0		
455004	Tri-County WCU Contribution	46,644	0	64,382	64,382	0		
802611	Op Trn from Solicitor State Fund	0	0	0	0	65,775		
** Total Revenue		90,671	17,050	107,653	107,653	105,780		
***Total Appropriation					125,565	105,780		
Contingency:								
	Vacant Positions - 1/PT				(17,390)			
	Unused Personnel Contingency				(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 - 2020-21**

Fund: 2613
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 1	60,472	28,536	60,472	61,827	
510300	Part Time - 1 (0.5 FTE)	0	0	14,072	0	
511112	FICA - Employer's Portion	4,243	2,008	5,703	4,730	
511113	State Retirement - Employer's Portion	8,303	3,889	11,599	10,239	
511120	Employee Insurance - 1	7,800	3,250	7,800	7,800	
511130	Workers Compensation	224	106	276	229	
519999	Personnel Contingency	0	0	2,755	2,311	
* Total Personnel		81,042	37,789	102,677	87,136	
Operating Expenses						
520200	Contracted Services	2,124	803	2,144	2,015	
521000	Office Supplies	176	61	525	430	
521100	Duplicating	139	53	651	268	
524201	General Tort Liability Insurance	99	124	124	149	
524202	Surety Bonds - 1	0	0	0	10	
525000	Telephone	469	166	580	300	
525021	Smart Phone Charges	421	0	665	0	
525041	E-mail Service Charges - 1	129	43	129	129	
525100	Postage	3,261	1,242	4,960	3,970	
525210	Conference, Meeting & Training Expense	305	0	425	435	
525240	Personal Mileage Reimbursement	1,318	0	2,610	863	
527040	Outside Personnel (Temporary)	1,188	0	10,000	10,000	
* Total Operating		9,629	2,492	22,813	18,569	
** Total Personnel & Operating		90,671	40,281	125,490	105,705	
Capital						
540000	Small Tools & Minor Equipment	0	0	75	75	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	0	0	
** Total Capital		0	0	75	75	
*** Total Budget Appropriation		90,671	40,281	125,565	105,780	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	2613	Fund Title:	Worthless Check Unit
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Worthless Check Unit

BUDGET
2020-21
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:

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 LEVELS

Service Level Indicators:	Actual FY 17/18	Actual FY 18/19	Actual July - Dec. FY 19/20	Anticipated FY 19/20	Estimated FY 20/21
Traditional Check Cases	1,226	945	414	775	750
Dormant Check Warrant Cases	0	0	0	0	0
Total	1,226	945	414	775	750

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 2016	Calendar Year 2017	Calendar Year 2018	Calendar Year 2019
<u>Traditional Check Cases</u>				
- Received	1,881	1,426	1,072	848
- Collected	1,467	1,191	833	711
- Overall Collection Rate	78 %	84 %	78%	84%
- Avg. Solicitor Fee for Calendar Year	\$ 57.91	\$ 59.61	\$ 61.64	\$ 63.50
<u>Dormant Check Warrant Cases</u>				
- Received	1,176	1	--	--
- Collected Checks:				
Received in Same Calendar Year	254	1	--	--
Received in Prior Calendar Year(s)	99	0	--	--
- Collection Rate:				
Received in Same Calendar Year	22 %	100 %	--	--
Received in Prior Calendar Year(s)*	8 %	0 %	--	--
- Overall Collection Rate	30 %	100 %	--	--
- Avg. Solicitor Fee for Calendar Year	\$ 56.54	\$50.00	--	--
<u>Merchant Restitution/Service Fees</u>	\$ 463,371.09	\$ 406,059.87	\$ 338,035.09	335,479.39

* 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 **\$ 40,005**

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 2020-21 estimate of checks received		750
Calendar year 2019 collection rate summary	x	84 %
FY 2020-21 estimate of checks collected		630
Calendar year 2019 average Solicitor fee	x	\$ 63.50
Traditional Check Cases estimated revenue		\$ 40,005

455004 – TRI-COUNTY WCU CONTRIBUTION **\$ 0**

None.

802611 – OP TRANSFER FROM SOLICITOR STATE FUNDS **\$ 65,775**

The Solicitor's State funding for the Worthless Check Unit.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>		<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
	<u>Positions</u>	<u>General Fund</u>			
Director	1		1	1	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 2020-21 Budget Request.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES **\$ 2,015**

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 **\$ 430**

To cover the cost of office supplies and toners:

Office supplies (paper, envelopes, pens, staples, file folders, etc.)\$ 250
One toner for LaserJet printer.....\$ 180

521100 – DUPLICATING **\$ 268**

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

Copy machine estimated usage cost - (.030495) x 7,000 copies\$ 213
Copy machine estimated paper cost - 14 reams @ \$3.90 \$ 55

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 149**

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

524202 - SURETY BONDS **\$ 10**

To cover the cost of one (1) surety bond, per Risk Management.

525000 – TELEPHONE **\$ 300**

To cover the cost of one telephone line with voice mail and any Comporium service charges related to the maintenance of the telephone system.

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 **\$ 3,970**

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

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 435**

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

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 863**

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:

540000 – SMALL TOOLS & MINOR EQUIPMENT

\$ 75

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

**COUNTY OF LEXINGTON
ALCOHOL EDUCATION PROGRAM
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
	Revenues:						
456100	Program Income	254	514	914	677		
	** Total Revenue (Section II)	254	514	914	677		
	*** Total Appropriation (Section III)			71,188	677		
	Contingency						
	Unused Salary - 1/FT w/fringes			(68,454)			
	Unused Personnel Contingency			(1,820)			
	FUND BALANCE						
	Beginning Year			0	0		
	FUND BALANCE - Projected						
	End of Year			0	0		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-21

Organ. Name: Solicitor

170

SECTION III

COUNTY OF LEXINGTON
ALCOHOL EDUCATION PROGRAM
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Alcohol Education Program 2615:								
Revenues:								
456100	Program Income	514	315	914	914	677		
** Total Revenue		<u>514</u>	<u>315</u>	<u>914</u>	<u>914</u>	<u>677</u>		
***Total Appropriation					71,188	<u>677</u>		
Contingency:								
	Vacant Position - 1/FT w/fringes				(68,454)			
	Unused Personnel Contingency				(1,820)			
FUND BALANCE								
	Beginning of Year				<u>0</u>	<u>0</u>		
FUND BALANCE - Projected								
	End of Year				<u><u>0</u></u>	<u><u>0</u></u>		

Fund: 2615

Division: Judicial

Organization: 141200 - Solicitor

					BUDGET	
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
510100 Salaries & Wages - 1	0	0	49,080	<u>0</u>		
511112 FICA - Employer's Portion	0	0	3,755	<u>0</u>		
511113 State Retirement - Employer's Portion	0	0	7,637	<u>0</u>		
511120 Insurance Fund Contribution - 1	0	0	7,800	<u>0</u>		
511130 Workers Compensation	0	0	182	<u>0</u>		
519999 Personnel Contingency	0	0	1,820	<u>0</u>		
* Total Personnel	0	0	70,274	<u>0</u>		
Operating Expenses						
521000 Office Supplies	132	64	255	<u>255</u>		
521100 Duplicating	62	15	112	<u>112</u>		
524201 General Tort Liability Insurance	86	108	108	<u>0</u>		
524302 Court Referred Volunteer Liability Ins	234	0	310	<u>310</u>		
525041 E-mail Service Charges	129	0	129	<u>0</u>		
* Total Operating	643	187	914	<u>677</u>		
** Total Personnel & Operating	643	187	71,188	<u>677</u>		
Capital						
** Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	643	187	71,188	<u>677</u>		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

BUDGET
2020-21
Requested

**** Total Capital (Transfer Total to Section III)** 0

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 17/18	Actual FY 18/19	Actual July -Dec. FY 19/20	Estimated FY 19/20	Projected FY 20/21
Enrolled	33	36	14	31	30
Successful	38	31	14	32	33
Terminated	4	4	1	4	4

*** 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

\$ 677

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 2020-21 is estimated to be 30. The Alcohol Education Program is a reimbursement program and the revenues received by Lexington County are based on expenditures occurred within the program. Therefore, the projected program income requested matches the anticipated operating expenditures.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

This fund does not have any personnel.

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 estimated usage cost - (.030495) x 2,900 copies\$ 89
Copy machine estimated paper cost - 6 reams @ \$3.90\$ 23

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 2020-21 premium is \$3,100.00.

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 2020-21 Estimated Revenue**

Fund: 2616
Division: JUDICIAL
Organization: 141200-SOLICITOR

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:							
461000	Investment Interest	3,086	5,088	3,800	2,500		
** Total Revenue (Section II)		3,086	5,088	3,800	2,500		
*** Total Appropriation (Section III)				211,730	179,157		
Contingency:							
	Unused			(174,547)			
FUND BALANCE							
	Beginning of Year			210,040	176,657		
FUND BALANCE - Projected							
	End of Year			176,657	0		

SECTION III

COUNTY OF LEXINGTON
BROKER DISCLOSURE PENALTY
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solicitor / Broker Disclosure Penalty 2616:								
Revenues:								
461000	Investment Interest	5,088	1,918	3,050	3,800	2,500		
** Total Revenue		5,088	1,918	3,050	3,800	2,500		
***Total Appropriation					211,730	179,157		
Contingency:								
	Unused				(174,547)			
FUND BALANCE								
	Beginning of Year				210,040	176,657		
FUND BALANCE - Projected								
	End of Year				176,657	0		

Fund: 2616
Division: Judicial
Organization: 141200 - Solicitor

					BUDGET		
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved	
Personnel							
* Total Personnel	0	0	0	0			
Operating Expenses							
529903 Contingency	0	0	170,230	179,157			
* Total Operating	0	0	170,230	179,157			
** Total Personnel & Operating	0	0	170,230	179,157			
Capital							
All Other Equipment	0	37,183	41,500	0			
** Total Capital	0	37,183	41,500	0			
*** Total Budget Appropriation	0	37,183	211,730	179,157			

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

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
2020-21
Requested

Qty	Item Description	Amount

**** Total Capital (Transfer Total to Section III)** 0

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

\$ 2,500

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

\$ 179,157

To cover the cost of any unanticipated expenditures.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

None.

**COUNTY OF LEXINGTON
LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Title IV-D Process Server 2411:								
Revenues:								
451803	IV-D Service of Process Pmts	16,978	6,864	18,372	18,372	15,684		
461000	Investment Interest	6,285	2,441	0	0	0		
** Total Revenue		23,263	9,305	18,372	18,372	15,684		
***Total Appropriation					304,739	0		
Contingency: Unused					302,339			
FUND BALANCE Beginning of Year					352,515	368,487		
FUND BALANCE - Projected End of Year					368,487	384,171		

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

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
	* Total Personnel	0	0	0	<u>0</u>		
Operating Expenses							
520300	Professional Services	0	0	2,400	<u>0</u>		
529903	Contingency	0	0	302,339	<u>0</u>		
	* Total Operating	0	0	304,739	<u>0</u>		
	** Total Personnel & Operating	0	0	304,739	<u>0</u>		
Capital							
	All Other Equipment	0	0	0	<u>0</u>		
	** Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation							
		0	0	304,739	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 **\$ 15,684**

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.

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL NARCOTICS TASK FORCE
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Multijurisdictional Narcotics Task Force 2436:								
Revenues:								
456400	Narcotics Confiscation	4,439	0	5,785	5,785	3,792		
461000	Investment Interest	838	336	0	0	0		
** Total Revenue		<u>5,277</u>	<u>336</u>	<u>5,785</u>	<u>5,785</u>	<u>3,792</u>		
***Total Appropriation					59,256	0		
Contingency:								
Unused					59,256			
FUND BALANCE								
Beginning of Year					59,257	65,042		
FUND BALANCE - Projected								
End of Year					<u>65,042</u>	<u>68,834</u>		

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

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Budgeted (Dec)	2020-21 Requested	BUDGET 2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
529903	Contingency	0	0	56,690	0		
* Total Operating		0	0	56,690	0		
** Total Personnel & Operating		0	0	56,690	0		
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
	All Other Equipment	0	0	2,566	0		
** Total Capital		0	0	2,566	0		
*** Total Budget Appropriation		0	0	59,256	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

\$ 3,792

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
SCHOOL RESOURCE OFFICER GRANT (BEECHWOOD MIDDLE SCHOOL)
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru June 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* L/E - School Resource Officers 2437:								
Revenues:								
457000	Federal Grant Income	0	0	133,570	133,570	86,211		
461000	Investment Interest	18	24	0	0			
801000	Op Trn from General Fund/LE	0	0	16,567	16,567	9,579		
** Total Revenue		18	24	150,137	150,137	95,790		
***Total Appropriation					150,137	95,790		
 FUND BALANCE								
	Beginning of Year				22,826	22,826		
 FUND BALANCE - Projected								
	End of Year				22,826	22,826		

Fiscal Year - 2020-21

Organization: 151202 - LE/SRO

Object Expenditure		2019-20	2019-20	2019-20	2020-21	BUDGET	
Code	Classification	Expend	Expend (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 1	0	5,821	46,630	50,515		
510199	Special Overtime	0	441	0			
510200	Overtime	0	0	3,000	3,000		
511112	FICA - Employer's Portion	0	480	3,567	4,094		
511114	Police Retirement - Employer's Portion	0	0	8,505	10,296		
511120	Insurance Fund Contribution - 1	0	0	7,800	7,800		
511130	Workers Compensation	0	218	1,613	1,852		
511214	PORS - Emplr. Port. (Retiree)	0	1,142	0	0		
519999	Personnel Contingency	0	0	0	1,070		
* Total Personnel		0	8,102	71,115	78,627		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	3,000		
520233	Towing Service	0	0	75	75		
520702	Technical Currency and Support	0	0	500	0		
521000	Office Supplies	0	0	300	300		
521200	Operating Supplies	0	0	5,380	300		
521208	Police Supplies	0	0	500	500		
522300	Vehicle Repairs & Maintenance - 1	0	0	520	1,000		
524100	Vehicle Insurance - 1	0	615	698	615		
524101	Comprehensive Insurance	0	0	375	225		
524201	General Tort Liability Insurance	0	1,039	931	1,559		
524202	Surety Bonds	0	0	0	12		
525004	WAN Service Charges	0	0	480	480		
525021	Smart Phone Charges	0	0	540	540		
525030	800 MHz Radio Service Charges - 1	0	0	672	788		
525041	E-mail Service Charges - 1	0	11	129	129		
525210	Conference, Meeting & Training Expense	0	0	2,500	2,500		
525230	Subscriptions, Dues & Books	0	0	40	40		
525400	Gas, Fuel and Oil	0	0	5,300	4,000		
525600	Uniforms & Clothing	0	0	1,132	600		
* Total Operating		0	1,665	20,072	16,663		
** Total Personnel & Operating		0	9,767	91,187	95,290		
Capital							
540000	Small Tools & Minor Equipment	0	0	500	500		
	All Other Equipment	0	0	58,450	0		
** Total Capital		0	0	58,950	500		

0	9,767	150,137	95,790
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COUNTY OF LEXINGTON

Fiscal Year - 2020-2021

BUDGET
2020-21
Requested

** Grand Total Capital (Transfer Total to Section I and II)	500
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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, opened August of 2019 with an enrollment of 936 students. The new Lexington School District One middle school is located on highway U.S. 378 west of Lexington.

The School Resource Officer was hired November, 2019 and along with the Lexington County Sheriff's Department and the school officials, they are working together to provide a safe learning environment for the students. The main functions of the School Resource Officer are: 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. The School Resource Officer 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 addressing their concerns seriously; maintain a relationship with the students' parents by attending PTO 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

520110 – OFFICER SAFETY EQUIPMENT \$3,000

The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purpose and the electronic control devices for safety of the officers.

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.

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 \$ 300

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

521208 – POLICE SUPPLIES \$ 500

Officers must be supplied with items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties. 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 \$ 615

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

524101 – COMPREHENSIVE INSURANCE \$ 225

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

524201 – GENERAL TORT LIABILITY INSURANCE \$ 1,559

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 \$12

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.

525004 – WAN SERVICE CHARGES \$ 480

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~~.

480

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 **\$ 788**

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 \$ 788

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. **\$ 2,500**

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. \$ ⁵2,700

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 **\$ 4,000**

The average estimated cost of gas, fuel and oil for a deputy's vehicle is \$5,300 per year.

525600 - UNIFORMS & CLOTHING **\$ 600**

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 (2 Duty @ \$90/each)	\$ 180
Belt Components – Various (\$270/Deputy)	\$ 320

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
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**COUNTY OF LEXINGTON
VICTIMS OF CRIME ACT
Annual Budget
FY - 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Victims of Crime Act 2448:								
Revenues:								
457000	Federal Grant Income	246,820	158,611	422,067	422,067	218,848		
801000	Op Trn from General Fund/LE	61,775	0	31,964	31,964	84,178		
** Total Revenue		<u>308,595</u>	<u>158,611</u>	<u>454,031</u>	<u>454,031</u>	<u>303,026</u>		
***Total Appropriation					509,173	303,026		
Unused Contingency								
FUND BALANCE								
	Beginning of Year				90,565	35,423		
FUND BALANCE - Projected								
	End of Year				<u>35,423</u>	<u>35,423</u>		

**COUNTY OF LEXINGTON
VICTIMS OF CRIME ACT
Annual Budget
Fiscal Year - 2020-21**

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

Object Expenditure		2018-19	2019-20	2019-20	2020-21	BUDGET	
Code	Classification	Expend	Expend (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 3	138,857	75,957	203,095	161,620		
510199	Special Overtime	13,460	5,559	6,000	6,000		
510200	Overtime	(284)	0	0			
511112	FICA - Employer's Portion	11,110	5,975	16,712	12,823		
511114	Police Retirement - Employer's Portion	19,712	8,913	42,923	32,250		
511120	Insurance Fund Contribution - 3	20,150	9,750	30,550	23,400		
511130	Workers Compensation	5,318	2,851	6,756	5,800		
511214	PORS - Employer Portion (Retiree)	5,791	4,736	0	0		
515600	Clothing Allowance	1,600	800	4,000	2,400		
519999	Personnel Contingency	0	0	8,271	3,352		
* Total Personnel		215,714	114,541	318,307	247,645		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	9,000		
520223	Towing Service	0	0	0	225		
520510	Interpreting Services	0	0	10,000	0		
520702	Technical Currency & Support	0	0	2,880	0		
520800	Outside Printing	787	0	3,762	0		
521000	Office Supplies	200	179	7,169	1,500		
521200	Operating Supplies	531	0	2,169	500		
521208	Police Supplies	0	0	1,800	250		
522300	Vehicle Repairs & Maintenance	454	529	8,081	3,000		
524100	Vehicle Insurance	1,060	2,030	4,169	1,845		
524201	General Tort Liability Insurance	1,662	3,117	3,681	4,677		
524202	Surety Bonds	0	0	0	36		
525021	Smart Phone Charges	3,102	2,238	12,492	4,560		
525030	800 MHz Radio Service Changes	1,727	996	5,594	2,124		
525031	800 MHz Radio Maintenance Fee	127	0	298	240		
525041	E-mail Service Charges	602	215	688	774		
525210	Conference, Meeting & Training Expense	6,131	3,272	22,082	9,000		
525230	Subscriptions, Dues & Books	60	60	1,140	120		
525400	Gas, Fuel and Oil	5,601	2,682	29,894	15,830		
525600	Uniforms & Clothing	540	115	4,558	1,200		
529903	Contingency	0	0	8,768	0		
529950	Indirect Costs	0	0	23,972	0		
* Total Operating		22,584	15,433	153,197	54,881		
** Total Personnel & Operating		238,298	129,974	471,504	302,526		

**COUNTY OF LEXINGTON
VICTIMS OF CRIME ACT
Annual Budget
Fiscal Year - 2020-21**

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

					BUDGET	
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Capital						
540000 Small Tools & Minor Equipment	201	516	2,629	500		
540010 Minor Software	0	0	440	0		
All Other Equipment	27,108	5,089	34,600	0		
** Total Capital	27,309	5,605	37,669	500		

*** Total Budget Appropriation	265,607	135,579	509,173	303,026
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COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

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

BUDGET
2020-21
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, and others) 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 Spanish speaking bi-lingual LEVA works 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 offers 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 LCSO 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. B. – LISTING OF POSITIONS

Current Staffing Level:

	Full Time Equivalent			
	Positions	General Fund	Other Fund	Total Grade
Victim's Bill of Rights Fund (141):				
Victim Asst. Officer/Law Enforcement	1		1	1 112
Victim Assistance Coordinator	<u>1</u>	<u></u>	<u>1</u>	<u>1</u> 105
Totals:	2	0.000	2.000	2.000

	Full Time Equivalent			
	Positions	General Fund	Other Fund	Total Grade
Victim's Bill of Rights Fund (141):				
VAWA Investigator	1		1	1 112
VAWA Program Coordinator	1		1	1 109
VOCA Law Enforcement Victim Advocate (LEVA)	3		3	3 112
P-T VA Coordinator	2	2		2 105
Victim Assistant Officers	<u>3</u>	<u>3</u>	<u></u>	<u>3</u> 112
Totals:	10	5	5	10

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 9,000

This account is for an add-on purchase of the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

520233 – TOWING SERVICE \$ 225

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating for each vehicle that will be towed this year.

521000 - OFFICE SUPPLIES \$ 1,500

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 \$ 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.

521208 - POLICE SUPPLIES \$ 250

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 \$ 1,845

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

524201 - GENERAL TORT LIABILITY INSURANCE \$ 4,677

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 \$ 36

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2024.

525021 – SMART PHONE CHARGES \$ 4,560

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: 6 phones @ \$45 per month and 2 phones @ \$55 per month.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 2,124

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 radios.

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS \$ 240

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 **\$ 774**

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. **\$ 9,000**

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 **\$ 120**

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 **\$ 15,830**

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 **\$ 1,200**

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 \$ 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
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COUNTY OF LEXINGTON
VIOLENCE AGAINST WOMEN ACT
Annual Budget
FY - 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Violence Against Women Act 2456:								
Revenues:								
457000	Federal Grant Income	122,503	32,186	169,565	169,565	133,063		
801000	Op Trn from General Fund/LE	36,260	0	39,946	39,946	44,516		
** Total Revenue		<u>158,763</u>	<u>32,186</u>	<u>209,511</u>	<u>209,511</u>	<u>177,579</u>		
***Total Appropriation					<u>220,093</u>	<u>177,579</u>		
FUND BALANCE								
	Beginning of Year				<u>96,110</u>	<u>85,528</u>		
FUND BALANCE - Projected								
	End of Year				<u>85,528</u>	<u>85,528</u>		

COUNTY OF LEXINGTON
VIOLENCE AGAINST WOMEN ACT
Annual Budget
Fiscal Year - 2020-21

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

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 2	106,670	50,977	124,175	108,882		
510199	Special Overtime	4,123	2,045	3,500	3,500		
510200	Overtime	80	172	0			
511112	FICA - Employer's Portion	8,221	3,952	11,311	8,597		
511113	State Retirement - Employer's Portion	6,763	3,170	8,954	8,325		
511114	Police Retirement - Employer's Portion	10,181	4,988	10,834	11,276		
511120	Insurance Fund Contribution - 2	15,600	6,500	15,600	15,600		
511130	Workers Compensation	2,310	1,123	2,229	2,184		
515600	Clothing Allowance	800	400	1,136	800		
519999	Personnel Contingency	0	0	4,275	2,248		
* Total Personnel		154,748	73,327	182,014	161,412		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	3,000		
520233	Towing Service	0	0	0	75		
521000	Office Supplies	411	0	6,093	1,000		
521200	Operating Supplies	0	0	4,973	1,000		
522300	Vehicle Repairs & Maintenance	58	87	4,939	1,100		
524100	Vehicle Insurance	530	615	691	615		
524201	General Tort Liability Insurance	917	1,147	1,146	1,599		
524202	Surety Bonds	0	0	0	22		
525020	Pagers & Cell Phones	0	0	81	0		
525021	Smart Phone Charges	849	445	1,451	1,080		
525030	800 MHz Radio Service Charges	668	279	902	708		
525031	800 MHz Radio Maintenance Fee	42	53	210	80		
525041	E-mail Service Charges	258	86	278	258		
525210	Conference, Meeting & Training Expense	707	801	8,293	2,400		
525230	Subscriptions, Dues & Books	30	30	130	130		
525240	Personal Mileage Reimbursement	657	260	1,302	600		
525400	Gas, Fuel and Oil	1,656	655	7,590	2,500		
529903	Contingency	0	0	0	0		
* Total Operating		6,783	4,458	38,079	16,167		
** Total Personnel & Operating		161,531	77,785	220,093	177,579		
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		
*** Total Budget Appropriation		161,531	77,785	220,093	177,579		

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	2	2	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 3,000

The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purposes and the electronic control devices for safety of the officers.

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 \$ 1,000

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 \$ 1,000

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 \$ 1,100

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 \$ 615

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

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,599

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 \$ 22

Surety bonds are paid every 3 fiscal years and will be paid again in fiscal year 2024.

525021 – SMART PHONES \$ 1,080

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 and program coordinator is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

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 \$ 80

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 \$88.0

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. **\$ 2,400**

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 **\$ 130**

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 **\$ 600**

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 **\$ 2,500**

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 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru May 2019-20	Projected Revenues Thru June 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Crime Scene Investigation Grant 2490:								
Revenues:								
457000	Federal Grant Income	119,655	92,295	185,569	185,569	96,079		
801000	Op Trn from General Fund/LE	42,304	0	20,413	20,413	10,675		
** Total Revenue		161,959	92,295	205,982	205,982	106,754		
***Total Appropriation					164,800	106,754		
FUND BALANCE								
	Beginning of Year				29,789	70,971		
FUND BALANCE - Projected								
	End of Year				70,971	70,971		

COUNTY OF LEXINGTON
CRIME SCENE INVESTIGATION GRANT
Annual Budget
Fiscal Year - 2020-21

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

		BUDGET					
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 1	32,898	25,901	76,594	54,241		
510199	Special Overtime	3,568	3,129	3,000	3,000		
511112	FICA Cost	2,429	2,130	6,407	4,379		
511114	Police Retirement	6,313	4,957	13,004	11,013		
511120	Insurance Fund Contribution - 1	4,550	3,250	11,050	7,800		
511130	Workers Compensation	1,263	1,005	2,733	1,981		
519999	Personnel Contingency	0	0	0	1,145		
* Total Personnel		51,021	40,372	112,788	83,558		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	3,000		
520223	Towing Service	0	0	0	75		
521000	Office Supplies	134	0	266	200		
521200	Operating Supplies	749	0	2,251	2,000		
521208	Police Supplies	0	0	700	200		
522300	Vehicle Repairs & Maintenance - 1	0	405	1,000	1,500		
524100	Vehicle Insurance - 1	0	763	1,242	615		
524101	Comprehensive Insurance	0	0	375	225		
524201	General Tort Liability Insurance	0	0	2,568	1,559		
524202	Surety Bonds	0	0	0	12		
525021	Smart Phone Charges - 1	221	268	1,279	540		
525030	800 MHz Radio Service Charges - 2	335	388	2,735	1,416		
525030	800 MHz Radio Maintenance Charges - 2	0	0	0	160		
525041	E-mail Service Charges - 1	54	43	204	129		
525210	Conference, Meeting & Training Expense	1,063	425	3,937	3,000		
525230	Subscriptions, Dues & Books	0	0	80	40		
525400	Gas, Fuel & Oil	0	467	10,882	6,335		
525600	Uniforms & Clothing	1,112	0	953	690		
529903	Contingency	0	0	22,140	0		
* Total Operating		3,668	2,759	50,612	21,696		
** Total Personnel & Operating		54,689	43,131	163,400	105,254		
Capital							
540000	Small Tools & Minor Equipment	2,202	0	0	1,500		
540010	Minor Software	0	0	400	0		
	All Other Equipment	75,279	0	1,000	0		
** Total Capital		77,481	0	1,400	1,500		
*** Total Budget Appropriation		132,170	43,131	164,800	106,754		

COUNTY OF LEXINGTON
CRIME SCENE INVESTIGATION GRANT
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2020-21
Requested

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

1,500

SECTION VI. B. – LISTING OF POSITIONS

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>		
Investigator	1		1	1	112

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT **\$ 3,000**

The body camera and the electronic control device are now being combined into an annual service for the two devices to work simultaneously to store information continually. It is a requirement of law enforcement to use the body cameras for recording purposes and the electronic control devices for safety of the officers.

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 **\$ 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.

521200 - OPERATING SUPPLIES **\$ 2,000**

This account is the purchase of evidence bags, disposable gloves, crime scene tape, dusting powder, and forensic supplies as required for investigating crime scenes. The amount budgeted is an estimate.

521208 - POLICE SUPPLIES **\$ 200**

Officers must be supplied with items such as flashlights, batteries, 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 2500 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 **\$ 615**

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

524101 - COMPREHENSIVE INSURANCE **\$ 225**

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

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,559**

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 **\$12**

Surety bonds will be paid again this fiscal year 2024.

525021 – SMART PHONE CHARGES **\$ 540**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response and communication via voice and email. 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/mo.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 1,416**

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.

In-Car 800 MHz Radio Charges (1)	\$ 708
800 MHz Radio Charges (1)	\$ 708

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$ 160**

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 **\$ 129**

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. **\$ 3,000**

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 **\$ 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.

525400 – GAS, FUEL & OIL **\$ 6,335**

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 **\$ 690**

Officer job duties require uniforms annually. The wear and tear of uniforms worn daily require replacement. CSI Officers must have additional outer clothing for hazardous situations and for daily operations. The cost is estimated.

Tactical Pants (6@ \$40.00/each)	\$ 240
Polo Shirts (6 @ \$20.00/each)	\$ 120
Duty Uniforms (2 @ \$90.00/each per deputy)	\$ 180
Belt Components (estimated cost)	\$ 150

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

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

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

COUNTY OF LEXINGTON
LE / FORFEITURE FUNDS (NARCOTICS)
Annual Budget
FY 2020-21 - Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Forfeiture Funds (Narcotics) 2630:								
Revenues:								
456400	Narcotics Confiscation	16,967	1,129	22,615	22,615	19,284		
461000	Investment Interest	1,827	743	0	0	0		
** Total Revenue		18,794	1,872	22,615	22,615	19,284		
***Total Appropriations					109,849	0		
Contingency:								
Unused					109,849			
FUND BALANCE								
Beginning of Year					143,587	166,202		
FUND BALANCE - Projected								
End of Year					166,202	185,486		

COUNTY OF LEXINGTON
LE / FORFEITURE FUNDS (NARCOTICS)
Annual Budget
Fiscal Year - 2020-21

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

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
	Personnel					
	* Total Personnel	0	0	0	0	
	Operating Expenses					
529903	Contingency	0	0	109,849	0	
	* Total Operating	0	0	109,849	0	
	** Total Personnel & Operating	0	0	109,849	0	
	Capital					
	** Total Capital	0	0	0	0	

*** Total Budget Appropriation	0	0	109,849	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

\$ 19,284

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 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Inmate Services 2632:								
Revenues:								
438201	Inmate Phone System	596,067	242,102	500,000	500,000	586,080		
438203	LE Canteen Proceeds	259,752	95,051	298,037	298,037	270,300		
438208	LE Inmate Medical Services Fees	5,829	1,988	7,427	7,427	1,956		
461000	Investment Interest	22,545	8,998	0	0	0		
** Total Revenue		<u>884,193</u>	<u>348,139</u>	<u>805,464</u>	<u>805,464</u>	<u>858,336</u>		
***Total Appropriation					1,031,783	<u>834,937</u>		
Contingency:								
Unused					158,636			
FUND BALANCE								
Beginning of Year					<u>1,073,425</u>	<u>1,005,742</u>		
FUND BALANCE - Projected								
End of Year					<u>1,005,742</u>	<u>1,029,141</u>		

**COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2020-21**

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

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 2 (1-Frozen)	59,099	29,027	59,098	59,944	
510199	Special Overtime	15,105	13,411	10,000	26,520	
511112	FICA - Employer's Portion	5,106	3,025	5,286	6,614	
511114	Police Retirement - Employer Portion	12,339	7,080	12,604	16,636	
511120	Employee Insurance - 1	7,800	3,250	7,800	7,800	
511130	Workers Compensation	2,568	1,469	2,391	2,992	
519999	Personnel Contingency	0	0	2,364	1,729	
* Total Personnel		102,017	57,262	99,543	122,235	
Operating Expenses						
520200	Contracted Services	2,592	2,115	3,600	3,600	
520300	Professional Services	581,308	254,040	619,696	664,012	
520318	Drug & Alcohol Abuse Counseling	24,500	10,208	25,000	25,000	
521000	Office Supplies	0	0	120	120	
521200	Operating Supplies	863	0	15,000	5,000	
521208	Police Supplies	0	0	800	200	
524201	General Tort Liability Insurance	831	1,039	1,039	1,559	
524202	Surety Bonds	0	0	0	12	
525021	Smart Phone Charges	398	268	660	540	
525041	E-mail Service Charges	129	43	129	129	
525210	Conference, Meeting & Training Expenses	5	483	1,000	1,000	
525230	Subscriptions, Dues, & Books	0	0	100	30	
525600	Uniforms & Clothing	373	0	2,500	500	
529903	Contingency	0	0	158,636	0	
* Total Operating		610,999	268,196	828,280	701,702	
** Total Personnel & Operating		713,016	325,458	927,823	823,937	
Capital						
540000	Small Tools & Minor Equipment	0	771	1,000	1,000	
540010	Minor Software	0	0	0	0	
	All Other Equipment	31,263	55,349	102,960		
	(1) Dental Chair w/Acc	0	0	0	10,000	
** Total Capital		31,263	56,120	103,960	11,000	
*** Total Budget Appropriation		744,279	381,578	1,031,783	834,937	

COUNTY OF LEXINGTON
INMATE SERVICES
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2020-21
Requested

11,000

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 **\$ 586,080**

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

438203 LE CANTEEN PROCEEDS **\$ 270,300**

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 **\$ 1,956**

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:

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

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 \$ 664,012

This account has been established to provide mental health services for inmates. The year 4 contract price is \$640,560 plus a potential for consumer price index increase of \$13,452. 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 \$ 5,000

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 \$ 200

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 \$200 per year.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,559

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 12

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525020 – SMART PHONE CHARGES \$ 540

A smart phone is needed for the training officer assigned to this fund. The estimated annual cost \$540.

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

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 \$ 30

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

\$ 500

Each officer receives replacement uniforms and the estimated annual cost is \$500.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND 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.

(1) DENTAL CHAIR W/ ACC **\$ 10,000**

This dental chair is needed for the medical service provider to provide dental services to inmates.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #1 2633:								
Revenues:								
452010	School Crossing Guards	55,190	0	56,124	56,124	57,924		
456100	Program Income	927,392	0	1,361,284	1,361,284	1,297,025		
458006	SC Dept of Education School Safety	0	0	277,244	277,244	277,244		
461000	Investment Interest	2,502	833	0	0	0		
801000	Op Trn from General Fund/LE	342,809	0	453,762	453,762	418,520		
** Total Revenue		<u>1,327,893</u>	<u>833</u>	<u>2,148,414</u>	<u>2,148,414</u>	<u>2,050,713</u>		
***Total Appropriation					2,256,489	<u>2,050,713</u>		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					<u>317,718</u>	<u>209,643</u>		
FUND BALANCE - Projected								
End of Year					<u>209,643</u>	<u>209,643</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 - 2020-21**

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

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 18 POSN 01-31-2020	724,178	381,836	841,112	892,621	
510199	Special Overtime	43,209	22,948	27,000	45,896	
510200	Overtime	0	0	3,000	0	
511112	FICA - Employer's Portion	54,055	28,384	64,574	71,797	
511114	Police Retirement - Employer's Portion	118,615	63,743	153,544	180,571	
511120	Employee Insurance - 18	124,800	58,500	140,400	140,400	
511130	Workers Compensation	26,566	14,021	29,208	32,473	
511214	PORS - Employer Portion (Retiree)	8,287	3,321	0	0	
519999	Personnel Contingency - 2%	0	0	30,130	18,770	
* Total Personnel		1,099,710	572,753	1,288,968	1,382,528	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	54,000	
520233	Towing Service	0	0	300	150	
521000	Office Supplies	0	0	440	100	
521200	Operating Supplies	0	0	600	100	
521208	Police Supplies	0	0	1,050	200	
522300	Vehicle Repairs & Maintenance	7,760	3,283	18,950	19,800	
524100	Vehicle Insurance - 18	6,360	9,596	11,650	11,070	
524101	Comprehensive Insurance - 12/0	0	0	4,500	0	
524201	General Tort Liability Insurance	13,296	16,624	18,482	28,062	
524202	Surety Bonds - 18	0	0	0	216	
525000	Telephone	0	0	120	0	
525004	WAN Service Charges	6,238	2,725	9,408	8,424	
525021	Smart Phone Charges	0	0	0	9,720	
525030	800 MHz Radio Service Charges - 18	10,684	5,017	12,744	12,744	
525031	800 MHz Radio Maintenance Contracts	678	903	1,445	1,440	
525041	E-mail Service Charges - 18	2,043	742	2,322	2,322	
525210	Conference, Meeting & Training Expense	1,308	0	2,000	2,520	
525230	Subscriptions, Dues, and Books	480	480	720	540	
525400	Gas, Fuel, & Oil	19,072	7,795	31,927	27,000	
525600	Uniforms & Clothing	3,544	1,662	10,916	10,916	
529903	Contingency	0	0	120,975	0	
* Total Operating		71,463	48,827	248,549	189,324	

**** Total Personnel & Operating** 1,171,173 621,580 1,537,517 1,571,852

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

						BUDGET	
Object	Expenditure	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Capital							
540000	Small Tools & Minor Equipment	0	0	500	0		
	All Other Equipment	39,459	5,316	103,400			
	(2) Rpl. Marked Vehicles w/Equipment				86,000		
	** Total Capital	39,459	5,316	103,900	86,000		

***** Total Budget Appropriation**

1,210,632 626,896 1,641,417 1,657,852
239

COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2633
Division: Law Enforcement
Organization: 151203 - LE/SC Dept of Education SRO

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 4	0	0	189,940	189,940	
510200	Overtime	0	0	12,000	12,000	
511112	FICA - Employer's Portion	0	0	15,448	15,448	
511114	Police Retirement - Employer's Portion	0	0	36,832	38,853	
511120	Employee Insurance - 4	0	0	31,200	31,200	
511130	Workers Compensation	0	0	6,988	6,987	
519999	Personnel Contingency - 2%	0	0	0	4,039	
* Total Personnel		0	0	292,408	298,467	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	12,000	
521208	Police Supplies	0	0	800	800	
522300	Vehicle Repairs & Maintenance	0	0	2,400	2,400	
524100	Vehicle Insurance - 4	0	0	2,788	2,460	
524101	Comprehensive Insurance - 4	0	0	1,500	0	
524201	General Tort Liability Insurance	0	0	3,724	6,236	
524202	Surety Bonds - 4	0	0	0	48	
525004	WAN Service Charges	0	0	1,920	1,920	
525021	Smart Phone Charges	0	0	2,400	2,400	
525030	800 MHz Radio Service Charges - 4	0	0	2,832	2,832	
525041	E-mail Service Charges - 4	0	0	516	516	
525210	Conference, Meeting & Training Expense	0	0	800	560	
525230	Subscriptions, Dues, and Books	0	0	160	120	
525400	Gas, Fuel, & Oil	0	0	6,000	12,000	
525600	Uniforms & Clothing	0	0	6,000	6,000	
* Total Operating		0	0	31,840	50,292	
** Total Personnel & Operating		0	0	324,248	348,759	
Capital						
540000	Small Tools & Minor Equipment	0	0	2,000	0	
	All Other Equipment	0	0	245,600	0	
** Total Capital		0	0	247,600	0	
*** Total Budget Appropriation		0	0	571,848	348,759	

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #1 RESOURCE OFFICERS**

**Annual Budget
Fiscal Year - 2019-20**

Fund 2633

Division: Law Enforcement

Organization: 151250 - School Crossing Guards

					<i>BUDGET</i>		
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510300	Part Time - (LS)	31,816	13,195	32,580	32,580		
511112	FICA - Employer's Portion	2,453	1,025	2,493	2,493		
511113	State Retirement - Employer's Portion	4,338	1,765	5,069	5,395		
511130	Workers Compensation	1,043	428	964	964		
* Total Personnel		39,650	16,413	41,106	41,432		
Operating Expenses							
521209	School Patrol Supplies	0	0	900	900		
524201	General Tort Liability Insurance	215	1,080	1,128	1,620		
524202	Surety Bonds	0	0	0	60		
525100	Postage	84	18	90	90		
* Total Operating		299	1,098	2,118	2,670		
** Total Personnel & Operating		39,949	17,511	43,224	44,102		
Capital							
** Total Capital		0	0	0	0		

***** Total Budget Appropriation**

39,949 17,511 43,224 44,102

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

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
2020-21
Requested

[illegible]

**** Grand Total Capital (Transfer Total to Section I and II) 86,000**

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 V. – PROGRAM OVERVIEW

The South Carolina General Assembly has appropriated approximately \$12 million to the South Carolina Department of Education (SCDE) for 2019-20 to support Proviso 1.86. (SDE: School Safety Program). Funds appropriated for the School Safety program and School Resource Officers shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the district's indicator of ability to pay, with districts of the lowest index of taxpaying ability receiving priority consideration. Districts must apply for funding through the department and no districts shall receive an award of more than four certified school resource officer positions. In making awards, the department shall provide funding directly to the local law enforcement agency to pay for the cost of the law enforcement officer that will serve as a full-time school resource officer. SCDE has established a maximum amount for each officer per school district.

The SCDE will provide \$69,311 per officer for total funding of \$277,244. The Lexington County Sheriff's Department and the School District have collaborated on the issue and determined that any funds in excess of the amount provided by SCDE will be split 75% / 25%, the same as the existing contractual positions. The school district will pay 75% of the cost in excess of the amount provided by SCDE. The Lexington County Sheriff's Department will pay 25% of the cost in excess of the amount provided by SCDE.

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. 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>18</u>	<u>18</u>	<u>18</u>	<u>18</u>	111
Totals	<u>18</u>	<u>0</u>	<u>18</u>	<u>18.000</u>	

SECTION VI. B. – LISTING OF POSITIONS**Current Staffing Level:**

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Senior Deputy	4		4	4	111
Totals	4	0	4	4.000	

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	13		3.25	3.25	101 L/S
Totals	13	0	3.25	3.25	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 54,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

520233 – TOWING SERVICE \$ 150

Wrecker services must be paid for the towing of County Vehicles. The budget estimates two (2) vehicles at \$75 each.

521000 - OFFICE SUPPLIES \$ 100

School Resource Officers need minimal amounts of office supplies.

521200 - OPERATING SUPPLIES \$ 100

School Resource Officers need minimal amounts of operating supplies.

521208 – POLICE SUPPLIES \$ 200

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 19,800

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,100. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 11,070

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 28,062

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 216

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 8,424

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468. There are 18 SROs in this cost center.

525021 – SMART PHONE CHARGES \$ 9,720

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 12,744**

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 **\$ 1,440**

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

525041 – E-MAIL SERVICE CHARGES **\$ 2,322**

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual charge is \$129 per account.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 2,520**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 540**

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 \$30.

525400 - GAS, FUEL, AND OIL **\$ 27,000**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% 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 **\$ 10,916**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 12,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521208 – POLICE SUPPLIES \$ 800

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 2,400

These vehicles will be new and minimum maintenance is required. The amount budgeted for each vehicle is \$600. The budget will cover ordinary oil and filter changes and tire rotation and replacements if required.

524100 - VEHICLE INSURANCE \$ 2,460

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 6,236

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 48

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 1,920

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468. There are 18 SROs in this cost center.

525021 – SMART PHONE CHARGES \$ 2,400

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The monthly cost per smart phone is \$45.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 2,832

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

525041 – E-MAIL SERVICE CHARGES \$ 516

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The monthly charge is \$10.75 per account.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 560

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

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 \$30.

525400 - GAS, FUEL, AND OIL **\$ 12,000**

The budget amount is an estimate as these positions are new and have not been filled. Once the positions are filled we will have a better idea of the budget needed for gas, fuel, and oil.

525600 – UNIFORMS AND CLOTHING **\$ 6,000**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes body armor for new hires and uniforms.

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 **\$ 1,620**

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 BONDS **\$ 60**

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.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

(2) RPL. MARKED VEHICLES W/EQUIPMENT **\$ 86,000**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$43,000.

SECTION I

COUNTY OF LEXINGTON
 NEW PROGRAM - (2) ADDTL SENIOR DEPUTY
 SCHOOL DISTRICT 1
 Annual Budget
 Fiscal Year - 2020-21

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

Object Code	Revenue Account Title	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #1 2633:				
Revenues:				
456100	Program Income	204,487		
801000	Op Trn from General Fund/LE	<u>68,162</u>		
** Total Revenue		<u>272,650</u>		
***Total Appropriation		<u>272,650</u>		
Contingency:				
Unused				
FUND BALANCE				
Beginning of Year		<u>0</u>		
FUND BALANCE - Projected				
End of Year		<u><u>0</u></u>		

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 - (2) ADDTL SENIOR DEPUTY
 SCHOOL DISTRICT 1
 Annual Budget
 Fiscal Year - 2020-21

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

Object Expenditure		Senior Deputy		BUDGET		
Code	Classification	Pay Band 111		2020-21 Requested	2020-21 Recommend	2020-21 Approved
	Personnel	Quantity				
510100	Salaries & Wages	2	42,237	84,474		
511112	FICA Cost			6,462		
511113	State Retirement			0		
511114	Police Retirement			16,253		
511120	Insurance Fund Contribution -			15,600		
511130	Workers Compensation			2,923		
515600	Clothing Allowance			0		
	* Total Personnel			125,712		
	Operating Expenses					
520110	Officer Safety Equipment	3,000		6,000		
521000	Office Supplies	120		240		
521200	Operating Supplies	200		400		
521208	Police Supplies	410		820		
522300	Vehicle Repairs & Maintenance	1,000		2,000		
524100	Vehicle Insurance	615		1,230		
524101	Comprehensive Insurance	225		450		
524201	General Tort Liability Insurance	1,559		3,118		
524202	Surety Bonds -	12		24		
525004	WAN Service Charges	480		960		
525021	Smart Phone Charges	540		1,080		
525030	800 MHz Radio Service Charges	708		1,416		
525041	E-mail Service Charges	129		258		
525210	Conference & Meeting Expense	200		400		
525230	Subscriptions, Dues, & Books	40		80		
525400	Gas, Fuel & Oil	2,381		4,762		
525600	Uniforms & Clothing	2,350		4,700		
	* Total Operating			27,938		
	** Total Personnel & Operating			153,650		
	Capital					
540000	Small Tools & Minor Equipment	500		1,000		
540010	Minor Software			0		
	All Other Equipment					
2	Personal Protection Equip Kit	600		1,200		
2	Ruggedized Laptop w/ Acc	5,500		11,000		
2	Vehicle Printer w/ Acc	500		1,000		
2	800 MHz Radio w/ Acc	5,500		11,000		
2	Gun w/ Acc	600		1,200		
2	MCT/MFR Licensing	3,300		6,600		
2	Marked SUV w/ Equip	43,000		86,000		
	** Total Capital			119,000		
	*** Total Budget Appropriation			272,650		

**COUNTY OF LEXINGTON
NEW PROGRAM - (2) ADDTL SENIOR DEPUTY
SCHOOL DISTRICT 1
Capital Item Summary
Fiscal Year - 2020-21**

BUDGET
2020-21
Requested

257

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 two SROs in School District 1. These additional SROs 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 SROs will enable the patrol deputies to maintain their primary focus of answering calls for service.

SECTION VI. B - 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>		
Deputy	2	0	2	2	110

SECTION VI. C - OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 6,000

This account is for an add-on purchase of the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521000 - OFFICE SUPPLIES \$ 240

Office supplies needed to perform daily job duties. Examples of items purchased from this account include toner cartridges for printers, pens, notebooks, calendars, etc. The amount budgeted is based on the expenditure projection for this fiscal year.

521200 - OPERATING SUPPLIES \$ 400

Operating supplies needed to perform daily job duties. Examples of items purchased from this account include items needed to reconstruct and work traffic accidents along with janitorial supplies needed for their office. The amount budgeted is based on the expenditure projection for this fiscal year.

521208 - POLICE SUPPLIES \$ 820

Police supplies needed to perform daily job duties. Examples of items purchased from this account include pepper gel, flashlights, handcuffs, and batons. The amount budgeted is based on the expenditure projection for this fiscal year.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 2,000

The amount budgeted is based on the projected expenditures for the fiscal year.

524100 - VEHICLE INSURANCE \$ 1,230

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

524101 - COMPREHENSIVE INSURANCE \$ 450

The budget amount per vehicle is the estimate provided by the County's Risk Manager which includes a 18% increase over last fiscal year.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 3,118

General tort liability insurance needed for all personnel. There are several liability classifications for the personnel and the amount budgeted is determined by the County's Risk Manager.

524202 – SURETY BONDS \$ 24

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 960

This account is used to pay connection charges for wide area networks. This includes the Aircard to connect officers in the field with critical law enforcement networks.

525021 – SMART PHONE CHARGES \$ 1,080

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables officers to upload photos of evidence to case files to make documentation more efficient.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 1,416**

The 800 MHz radios are required for communication. This communication enables the Communication Center to convey to officers vital information regarding the call for service.

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

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

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 400**

Conferences, meetings, and training are needed to ensure the officers are proficient in industry trends, encourage networking and collaboration with other law enforcement officers. Training is also required to maintain various specialized certifications needed for the area of expertise.

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.

525400 – GAS, FUEL & OIL **\$ 4,762**

The budget amount is based on the projected expenditures for the current fiscal.

525600 – UNIFORMS & CLOTHING **\$ 4,700**

Uniforms and specialized clothing is worn for safety and quick identification. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes the estimated cost for body armor and equipment holders.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$ 1,000**

This includes miscellaneous items are needed by each deputy to perform the duties assigned.

(2) PERSONAL PROTECTIVE EQUIPMENT KITS **\$ 1,200**

This personal protective equipment kit is used in the event of a hazardous chemical or substance spill. This kit is needed for our road patrol units to keep them OSHA compliant.

(2) RUGGEDIZED LAPTOP W/ ACC **\$ 11,000**

This computer is transported in the deputy's vehicles and is required for records management.

(2) VEHICLE PRINTER W/ ACC **\$ 1,000**

Vehicle printers are needed to print an incident report on-scene, traffic tickets, warning tickets, and accident reports.

(2) 800 MHz RADIO W/ ACC **\$ 11,000**

This radio is needed for officer safety. They enable the deputy to communicate with County Communication and the reverse.

(2) GUN W/ ACC **\$ 1,200**

Handguns are required to perform the duties of a law enforcement officer.

(2) MCT/MFR LICENSING **\$6,600**

This licensing is required for our field reporting and records management system.

(2) MARKED SUV W/ EQUIP **\$ 86,000**

A marked vehicle is required to perform the duties of a deputy.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #2 RESOURCE OFFICERS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #2 2634:								
Revenues:								
456100	Program Income	172,268	0	196,779	196,779	161,426		
458006	SC Dept of Education School Safety	0	0	55,440	55,440	55,440		
461000	Investment Interest	93	115	0	0	0		
801000	Op Trn from General Fund/LE	65,011	0	65,592	65,592	53,808		
** Total Revenue		<u>237,372</u>	<u>115</u>	<u>317,811</u>	<u>317,811</u>	<u>270,674</u>		
***Total Appropriation					447,791	<u>270,674</u>		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					132,682	<u>2,702</u>		
FUND BALANCE - Projected								
End of Year					<u>2,702</u>	<u>2,702</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 - 2020-21

Fund 2634
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
					2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 2	128,360	65,726	98,604	95,474		
510199	Special Overtime	5,944	5,015	5,400	10,000		
511112	FICA - Employer's Portion	9,989	5,302	7,956	8,069		
511114	Police Retirement - Employer's Portion	21,390	11,759	19,392	20,293		
511120	Employee Insurance - 2	23,400	6,500	15,600	15,600		
511130	Workers Compensation	4,993	2,450	3,594	3,649		
519999	Personnel Contingency	0	0	5,634	2,109		
* Total Personnel		194,076	96,752	156,180	155,194		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	6,000		
521000	Office Supplies	0	0	100	50		
521200	Operating Supplies	0	0	100	50		
521208	Police Supplies	0	0	100	100		
522300	Vehicle Repairs & Maintenance	680	471	1,525	2,200		
524100	Vehicle Insurance - 2	3,180	1,845	1,226	1,230		
524101	Comprehensive Insurance - 2	0	0	750	0		
524201	General Tort Liability Insurance	2,493	3,117	2,186	3,118		
524202	Surety Bonds - 2	0	0	0	24		
525004	WAN Service Charges - 2	1,902	1,140	1,104	936		
525021	Smart Phone Charges - 2	0	0	0	1,080		
525030	800 MHz Radio Service Charges - 2	2,003	558	1,416	1,416		
525031	800 MHz Radio Maintenance Contracts	127	106	170	160		
525041	E-mail Service Charges - 2	387	140	258	258		
525210	Conference, Meeting & Training Expense	310	0	100	280		
525230	Subscriptions, Dues, and Books	90	90	80	60		
525400	Gas, Fuel, & Oil	6,722	2,528	7,919	8,000		
525600	Uniforms & Clothing	229	0	1,635	4,000		
529903	Contingency	0	0	129,980	0		
* Total Operating		18,123	9,995	148,649	28,962		
** Total Personnel & Operating		212,199	106,747	304,829	184,156		
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		
*** Total Budget Appropriation		212,199	106,747	304,829	184,156		

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2634

Division: Law Enforcement

Organization: 151203 - LE/SC Dept of Education SRO

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
					2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 1	0	0	47,485	47,485		
510200	Overtime	0	0	3,000	3,000		
511112	FICA - Employer's Portion	0	0	3,862	3,862		
511114	Police Retirement - Employer's Portion	0	0	9,208	9,713		
511120	Employee Insurance - 1	0	0	7,800	7,800		
511130	Workers Compensation	0	0	1,747	1,747		
519999	Personnel Contingency - 2%	0	0	0	1,010		
* Total Personnel		0	0	73,102	74,617		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	3,000		
521208	Police Supplies	0	0	200	100		
522300	Vehicle Repairs & Maintenance	0	0	600	600		
524100	Vehicle Insurance - 1	0	0	697	615		
524101	Comprehensive Insurance - 1	0	0	375	0		
524201	General Tort Liability Insurance	0	0	931	1,559		
524202	Surety Bonds - 1	0	0	0	12		
525004	WAN Service Charges - 1	0	0	480	468		
525021	Smart Phone Charges	0	0	600	540		
525030	800 MHz Radio Service Charges - 1	0	0	708	708		
525041	E-mail Service Charges - 1	0	0	129	129		
525210	Conference, Meeting & Training Expense	0	0	200	140		
525230	Subscriptions, Dues, and Books	0	0	40	30		
525400	Gas, Fuel, & Oil	0	0	1,500	3,000		
525600	Uniforms & Clothing	0	0	1,500	1,000		
* Total Operating		0	0	7,960	11,901		
** Total Personnel & Operating		0	0	81,062	86,518		
Capital							
540000	Small Tools & Minor Equipment	0	0	500	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	61,400	0		
** Total Capital		0	0	61,900	0		
*** Total Budget Appropriation		0	0	142,962	86,518		

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 V. – PROGRAM OVERVIEW

The South Carolina General Assembly has appropriated approximately \$12 million to the South Carolina Department of Education (SCDE) for 2019-20 to support Proviso 1.86. (SDE: School Safety Program). Funds appropriated for the School Safety program and School Resource Officers shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the district's indicator of ability to pay, with districts of the lowest index of taxpaying ability receiving priority consideration. Districts must apply for funding through the department and no districts shall receive an award of more than four certified school resource officer positions. In making awards, the department shall provide funding directly to the local law enforcement agency to pay for the cost of the law enforcement officer that will serve as a full-time school resource officer. SCDE has established a maximum amount for each officer per school district.

SCDE has approved one (1) SRO position in School District 2. The Lexington County Sheriff's Department and the School District have collaborated on the issue and determined that any funds in excess of the amount provided by SCDE will be split 75% / 25%, the same as the existing contractual positions. The school district will pay 75% of the cost in excess of the amount provided by SCDE. The Lexington County Sheriff's Department will pay 25% of the cost in excess of the amount provided by SCDE. The SCDE will provide \$55,440 per officer.

SECTION VI. B. – LISTING OF POSITIONS

Current Staffing Level:

		Full Time Equivalent		Total	Grade
Positions	General Fund	Other Fund			
Law Enforcement/Administration:					
Senior Deputy	<u>2</u>	<u>2</u>	<u>2</u>	111	
Totals	<u>2</u>	<u>0</u>	<u>2</u>	<u>2.000</u>	

SECTION VI. B. – LISTING OF POSITIONS**INCREASE IN STAFFING LEVEL**

		<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>		
	School Resource Officer (Senior Deputy)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	111
Totals		<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT 6,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521000 - OFFICE SUPPLIES \$ 50

School Resource Officers need minimal amounts of office supplies.

521200 - OPERATING SUPPLIES \$ 50

School Resource Officers need minimal amounts of operating supplies.

521208 – POLICE SUPPLIES \$ 100

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 2,200

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,100. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 1,230

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 3,118

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 24

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 936

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

525021 – SMART PHONE CHARGES \$ 1,080

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The monthly cost per smart phone is \$45.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 1,416

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 **\$ 160**

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

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

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The monthly charge is \$10.75 per account.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 280**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 60**

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 \$30.

525400 - GAS, FUEL, AND OIL **\$ 8,000**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% 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 **\$ 4,000**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT 3,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521208 – POLICE SUPPLIES \$ 100

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 600

These vehicles will be new and minimum maintenance is required. The amount budgeted for each vehicle is \$600. The budget will cover ordinary oil and filter changes and tire rotation and replacements if required.

524100 - VEHICLE INSURANCE \$ 615

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,559

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 12

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 468

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

525021 – SMART PHONE CHARGES \$ 540

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

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

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

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual cost per deputy is \$129.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 140**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 30**

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 \$30.

525400 - GAS, FUEL, AND OIL **\$ 3,000**

The budget amount is an estimate as these positions are new and have not been filled. Once the positions are filled we will have a better idea of the budget needed for gas, fuel, and oil.

525600 – UNIFORMS AND CLOTHING **\$ 1,000**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

COUNTY OF LEXINGTON
SCHOOL RESOURCE OFFICER (GRAY COLLEGIATE ACADEMY)
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru June 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* L/E - Gray Collegiate SRO 2635:								
Revenues:								
456100	Program Income	0	0	48,632	48,632	68,700		
801000	Op Trn from General Fund/LE	0	0	14,478	14,478	22,900		
** Total Revenue		0	0	63,110	63,110	91,600		
***Total Appropriation		0	0	16,054	63,110	91,600	519	
FUND BALANCE								
Beginning of Year					0	0		
FUND BALANCE - Projected								
End of Year					0	0		

**COUNTY OF LEXINGTON
SCHOOL RESOURCE OFFICER (GRAY COLLEGIATE ACADEMY)**

**Annual Budget
Fiscal Year - 2020-21**

Fund: 2635
Division: Law Enforcement
Organization: 151202 - LE/SRO

		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	11,113	38,439	51,984		
510199	Special Overtime	0	131	700	3,000		
511112	FICA - Employer's Portion	0	777	2,994	4,206		
511114	Police Retirement - Employer's Portion	0	2,051	7,139	10,579		
511120	Insurance Fund Contribution - 1	0	1,300	5,850	7,800		
511130	Workers Compensation	0	390	1,354	1,902		
* Total Personnel		0	15,762	56,476	79,472		
Operating Expenses							
520110	Officer Safety Equipment	0	0	0	3,000		
520223	Towing Service	0	0	0	75		
521000	Office Supplies	0	0	100	100		
521200	Operating Supplies	0	0	100	100		
522300	Vehicle Repairs & Maintenance - 1	0	0	1,000	1,100		
524100	Vehicle Insurance - 1	0	0	697	615		
524201	General Tort Liability Insurance	0	0	931	1,559		
524202	Surety Bond - 1	0	0	0	12		
525004	WAN Service Charges	0	170	360	480		
525021	Smart Phone Charges	0	0	0	540		
525030	800 MHz Radio Service Charges - 1	0	111	531	708		
525030	800 MHz Radio Maintenance Charges - 1	0	0	0	80		
525041	E-mail Service Charges - 1	0	11	97	129		
525210	Conference, Meeting & Training Expense	0	0	500	500		
525230	Subscriptions, Dues & Books	0	0	30	30		
525400	Gas, Fuel and Oil	0	0	1,688	2,500		
525600	Uniforms & Clothing	0	0	600	600		
* Total Operating		0	292	6,634	12,128		
** Total Personnel & Operating		0	16,054	63,110	91,600		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation							
		0	16,054	63,110	91,600		

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. Gray Collegiate Academy is authorized by the South Carolina Public Charter School District and is located in Lexington County. Gray Collegiate Academy is a 9-12th grade Public Charter High School offering an accelerated collegiate academy curriculum. 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. 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>1</u>		<u>1</u>	<u>1</u>	111
Totals	<u>1</u>	<u>0</u>	<u>1</u>	<u>1.000</u>	

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 3,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

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 \$ 100

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.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 1,100

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% 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 \$ 615

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 \$ 1,559

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 12

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

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.

525021 – SMART PHONE CHARGES \$ 540

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

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 **\$ 80**

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.

1 users * \$10.75 per month * 12 months = \$129.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 500**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 30**

The certified law enforcement officer dues for the South Carolina Law Enforcement Association are paid from this account.

525400 - GAS, FUEL, AND OIL **\$ 2,500**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% 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 **\$ 600**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job. The budget includes replacement body armor and boots.

COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
FY 2020-21 - Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Federal Narcotic Forfeitures 2637:								
Revenues:								
456400	Narcotics Confiscation	92,022	7,526	240,343	240,343	15,048		
461000	Investment Interest	10,462	3,454	0	0	0		
490110	Sale of General Fixed Assets - LE	0	0	0	0	0		
** Total Revenue		<u>102,484</u>	<u>10,980</u>	<u>240,343</u>	<u>240,343</u>	<u>15,048</u>		
***Total Appropriations					636,691	<u>243,936</u>		
Contingency:								
Unused					283,531			
FUND BALANCE								
Beginning of Year					<u>396,349</u>	<u>283,532</u>		
FUND BALANCE - Projected								
End of Year					<u>283,532</u>	<u>54,644</u>		

COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
Fiscal Year - 2020-21

Fund 2637
Division: Law Enforcement
Organization: 151280 - LE/Narcotics

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Operating Expenses						
520100	Contracted Maintenance	9,205	9,339	10,725	10,725	
520200	Contracted Service	0	0	1,056	1,056	
520702	Technical Currency & Support	0	0	0	3,465	
521000	Office Supplies	0	0	900	900	
521200	Operating Supplies	6,286	230	12,900	12,900	
521208	Police Supplies	0	0	5,500	5,500	
522200	Small Equipment Repairs & Maint.	3,819	0	5,000	5,000	
525004	WAN Service Charges	1,704	981	2,100	7,152	
525210	Conference, Meeting & Training Expense	3,124	1,864	5,000	5,000	
525230	Subscriptions, Dues, & Books	0	0	200	200	
525240	Personal Mileage Reimbursement	707	268	1,000	1,200	
525386	Utilities - Investigation Substation	6,179	2,812	9,643	9,643	
525600	Uniforms & Clothing	1,390	321	11,900	6,855	
529000	Unclassified	0	0	0	50,000	
529903	Contingency	0	0	323,531	0	
* Total Operating		32,414	15,815	389,455	119,596	
** Total Operating		32,414	15,815	389,455	119,596	
Capital						
540000	Small Tools & Minor Equipment	1,835	655	1,000	1,660	
	All Other Equipment	218,701	8,500	246,236		
	(4) Vehicle Rims				6,000	
	(4) SWAT Level IV Ballistic Vests				14,880	
	(11) Ruggedized Laptops w/Acc				60,500	
	(11) MCT/MFR Licensing				36,300	
	(5) Hand Guns w/Acc				5,000	
** Total Capital		220,536	9,155	247,236	124,340	
*** Total Budget Appropriation		252,950	24,970	636,691	243,936	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund #	2637	Fund Title:	Federal Narcotic Forfeitures
Organization #	151280	Organization Title:	Narcotics
Program:	150	Program Title:	Law Enforcement

BUDGET
2020-21
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	1,660
4	Vehicle Rims	6,000
4	SWAT Level IV Ballistic Vests	14,880
11	Ruggedized Laptops w/Accessories	60,500
11	MCT/MFR Licensing	36,300
5	Hand Guns W/Acc	5,000
** Total Capital (Transfer Total to Section III)		124,340

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 **\$ 15,048**

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.

520702 – TECHNICAL CURRENCY & SUPPORT \$ 3,465

Computer software maintenance agreements allow us to remain updated with any upgrades and receive technical assistance on an as needed basis.

Netmotion Mobile VPN Licenses - 11 (Provides access to RMS- Newcom)	\$ 2,750
Token for Adv Authentication – 11 Licenses (Provides access to network)	\$ 715

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, Pipettes, Glassware, Etc. (VWR)	\$ 1,000
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 with an estimated cost of \$5,500 .

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.

525004 – WAN SERVICE CHARGES \$ 7,152

Networking the substation to headquarters is crucial for communication. This account will also fund mi-fi for the ruggedized tablets the officers will be issued next fiscal year. Network line to RMS is \$1,872 annually and the annual cost for the mi-fi for 11 officers is \$5,280.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 5,000

Specialized training is required for this specialized field of law enforcement. There are certifications that must be maintained along with conferences relating to current trends in illegal substance abuse. 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 **\$ 1,200**

Reimbursement for mileage incurred from use of a personal vehicle is required. Travel to peer-reviews of drug lab cases is required. The amount budgeted is based on \$100 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 **\$ 6,855**

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.

529000 - UNCLASSIFIED **\$ 50,000**

Informants are used in the area of criminal investigations due to the increase in drug related operations; monies must be readily available to aid in the process of capturing the drug dealers.

SECTION VI. D. –CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT \$ 1,660

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. In addition, this year the advanced authentication tokens will be purchased for the new ruggedized tablets at \$660.

(4) VEHICLE RIMS \$ 6,000

These rims allow police vehicles to blend in with civilian vehicles during surveillance and intelligence gathering activities. The estimated cost is \$1,500 per set.

(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.

(11) RUGGEDIZED LAPTOPS W/ACC \$ 60,500

Due to the nature of work, it has been tested and decided that ruggedized laptops are the best option for the narcotics officers. The estimated cost per laptop is \$5,500.

(11) MCT/MFR LICENSING \$ 36,300

This licensing is required for our field reporting and records management system. The estimated cost per license is \$3,300.

(5) HAND GUNS W/ ACC \$ 5,000

Hand guns for SWAT with optics and holsters are needed. These hand guns have been tested and evaluated and are a good solution for a backup to the tactical long guns currently issued to the team. The estimated cost per weapon is \$1,000.

**COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
FY 2020-21 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - Civil Process Server 2638:								
Revenues:								
441000	Sheriff's Fees & Fines	26,174	10,265	24,847	24,847	26,290		
461000	Investment Interest	3	7	0	0	0		
801000	Op Trn from General Fund	54,728	74,433	74,433	74,433	29,736		
** Total Revenue		80,905	84,705	99,280	99,280	56,026		
***Total Appropriation					96,142	56,026		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					(3,138)	0		
FUND BALANCE - Projected								
End of Year					0	0		

**COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
Fiscal Year - 2020-21**

Fund 2638
Division: Law Enforcement
Organization: 151400 - LE/Judicial Services

Object Code	Expenditure Classification	2018-19 Expenditure	2019-20 Expenditure (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510300	Part Time - 2 (1.25 - FTE)	43,916	20,633	62,437	44,706	
511112	FICA - Employers Portion	3,364	1,582	4,776	3,420	
511113	State Retirement - Employers Portion	6,018	2,811	9,715	7,403	
511130	Workers Compensation	136	64	193	139	
* Total Personnel		53,434	25,090	77,121	55,668	
Operating Expenses						
524201	General Tort Liability Insurance	52	66	65	80	
524202	Surety Bonds - 2	0	0	0	20	
525041	E-mail Service Charges - 2	258	86	387	258	
529903	Contingency	0	0	18,569	0	
* Total Operating		310	152	19,021	358	
** Total Personnel & Operating		53,744	25,242	96,142	56,026	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
	All Other Equipment	0	0	0	0	
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		53,744	25,242	96,142	56,026	

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 \$ 26,290

This revenue is generated from the service of all common pleas 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:

		<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:					
Records Technician	<u>2</u>		<u>1.250</u>	<u>1.250</u>	106
Totals	<u>2</u>	<u>0</u>	<u>1.250</u>	<u>1.250</u>	

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 80**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BOND **\$ 20**

Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

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

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual cost is \$129 per user.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3 RESOURCE OFFICERS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #3 2639:								
Revenues:								
452010	School Crossing Guards	24,528	0	24,774	24,774	18,737		
461000	Investment Interest	475	1	0	0	0		
** Total Revenue		<u>25,003</u>	<u>1</u>	<u>24,774</u>	<u>24,774</u>	<u>18,737</u>		
***Total Appropriation					18,042	<u>18,737</u>		
CONTINGENCY								
Unused								
FUND BALANCE								
Beginning of Year					<u>1,612</u>	<u>8,344</u>		
FUND BALANCE - Projected								
End of Year					<u>8,344</u>	<u>8,344</u>		

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 #3 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2639
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officer

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
					2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages	0	0	0	0		
510199	Special Overtime	0	0	0	0		
511112	FICA - Employer's Portion	0	0	0	0		
511114	Police Retirement - Employer's Portion	(336)	0	0	0		
511120	Employee Insurance	0	0	0	0		
511130	Workers Compensation	0	0	0	0		
519999	Personnel Contingency	0	0	0	0		
* Total Personnel		(336)	0	0	0		
Operating Expenses							
522300	Vehicle Repairs & Maintenance	0	0	0	0		
524100	Vehicle Insurance	0	0	0	0		
524201	General Tort Liability Insurance	0	0	0	0		
524202	Surety Bonds	0	0	0	0		
525004	WAN Service Charges	0	0	0	0		
525030	800 MHz Radio Service Charges	0	0	0	0		
525031	800 MHz Radio Maintenance Contracts	0	0	0	0		
525041	E-mail Service Charges	0	0	0	0		
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		0	0	0	0		
** Total Personnel & Operating		(336)	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		
Other Financing Uses							
811000	Op Trn to General Fund/LE	144,921	0	0	0		
**Total Other Financing Uses		144,921	0	0	0		
*** Total Budget Appropriation		144,585	0	0	0		

COUNTY OF LEXINGTON
SCHOOL DISTRICT #3 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2639
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
					2020-21 Requested	2020-21 Recommend
Personnel						
510300	Part Time - (LS)	13,691	6,234	13,684	<u>13,684</u>	
511112	FICA - Employer's Portion	1,053	483	1,047	<u>1,047</u>	
511113	State Retirement - Employer's Portion	1,861	846	2,129	<u>2,266</u>	
511130	Workers Compensation	455	208	405	<u>405</u>	
* Total Personnel		17,060	7,771	17,265	<u>17,402</u>	
Operating Expenses						
521209	School Patrol Supplies	0	0	450	<u>450</u>	
524201	General Tort Liability Insurance	86	324	282	<u>810</u>	
524202	Surety Bonds	0	0	0	<u>30</u>	
525100	Postage	38	7	45	<u>45</u>	
* Total Operating		124	331	777	<u>1,335</u>	
** Total Personnel & Operating		17,184	8,102	18,042	<u>18,737</u>	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	<u>0</u>	
** Total Capital		0	0	0	<u>0</u>	

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 **\$ 810**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS **\$ 30**

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2024.

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 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #4 2640:								
Revenues:								
456100	Program Income	162,971	0	270,568	270,568	225,322		
458006	SC Dept of Education School Safety	0	0	50,000	50,000	50,000		
461000	Investment Interest	788	216	0	0	0		
801000	Op Trm from General Fund/LE	58,796	0	90,189	90,189	75,107		
** Total Revenue		<u>222,555</u>	<u>216</u>	<u>410,757</u>	<u>410,757</u>	<u>350,429</u>		
***Total Appropriation					388,279	<u>350,429</u>		
CONTINGENCY								
Unused								
FUND BALANCE								
Beginning of Year					90,354	112,832		
FUND BALANCE - Projected								
End of Year					<u>112,832</u>	<u>112,832</u>		

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 - 2020-21**

Fund 2640
Division: Law Enforcement
Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 3	131,562	65,934	135,160	140,989	
510199	Special Overtime	11,421	6,387	1,700	12,000	
511112	FICA - Employer's Portion	9,685	5,052	10,470	11,704	
511114	Police Retirement - Employer's Portion	14,339	7,290	24,963	29,435	
511120	Employee Insurance - 3	23,400	9,750	23,400	23,400	
511130	Workers Compensation	4,950	2,505	4,733	5,293	
511214	Police Retirement - Emplr. Port. (Retiree)	9,231	4,640	0	0	
519999	Personnel Contingency - 2%	0	0	30,130	2,820	
* Total Personnel		204,588	101,558	230,556	225,641	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	9,000	
520233	Towing Service	0	0	75	75	
521000	Office Supplies	0	0	100	50	
521200	Operating Supplies	0	0	300	50	
521208	Police Supplies	0	0	300	100	
522300	Vehicle Repairs & Maintenance	1,191	1,695	3,360	4,500	
524100	Vehicle Insurance - 3	1,590	1,845	1,923	1,845	
524101	Comprehensive Insurance - 3	0	0	1,125	0	
524201	General Tort Liability Insurance	2,493	3,117	3,117	4,677	
524202	Surety Bonds - 3	0	0	0	36	
525004	WAN Service Charges	1,407	722	1,584	1,404	
525021	Smart Phone Charges - 3	0	0	0	1,620	
525030	800 MHz Radio Service Charges - 3	2,003	836	2,124	2,124	
525031	800 MHz Radio Maintenance Contracts - 3	127	159	255	240	
525041	E-mail Service Charges - 3	398	129	387	387	
525210	Conference, Meeting & Training Expense	0	0	300	420	
525230	Subscriptions, Dues, & Books	90	90	120	90	
525400	Gas, Fuel, & Oil	6,388	3,173	7,380	9,000	
525600	Uniforms & Clothing	269	0	3,419	4,000	
529903	Contingency	0	0	90,354	0	
* Total Operating		15,956	11,766	116,223	39,618	
** Total Personnel & Operating		220,544	113,324	346,779	265,259	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
	All Other Equipment	0	0	41,500	0	
** Total Capital		0	0	41,500	0	
*** Total Budget Appropriation		220,544	113,324	388,279	265,259	

COUNTY OF LEXINGTON
SCHOOL DISTRICT #4 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2640

Division: Law Enforcement

Organization: 151203 - LE/SC Dept of Education SRO

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 1	0	0	47,485	46,467	
510200	Overtime	0	0	3,000	3,000	
511112	FICA - Employer's Portion	0	0	3,862	3,784	
511114	Police Retirement - Employer's Portion	0	0	9,208	9,517	
511120	Employee Insurance - 1	0	0	7,800	7,800	
511130	Workers Compensation	0	0	1,747	1,712	
519999	Personnel Contingency - 2%	0	0	0	989	
* Total Personnel		0	0	73,102	73,269	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	3,000	
521208	Police Supplies	0	0	200	100	
522300	Vehicle Repairs & Maintenance	0	0	600	600	
524100	Vehicle Insurance - 1	0	0	697	615	
524101	Comprehensive Insurance - 1	0	0	375	0	
524201	General Tort Liability Insurance	0	0	931	1,559	
524202	Surety Bonds - 1	0	0	0	12	
525004	WAN Service Charges - 1	0	0	480	468	
525021	Smart Phone Charges	0	0	600	540	
525030	800 MHz Radio Service Charges - 1	0	0	708	708	
525041	E-mail Service Charges - 1	0	0	129	129	
525210	Conference, Meeting & Training Expense	0	0	200	140	
525230	Subscriptions, Dues, and Books	0	0	40	30	
525400	Gas, Fuel, & Oil	0	0	1,500	3,000	
525600	Uniforms & Clothing	0	0	1,500	1,000	
* Total Operating		0	0	7,960	11,901	
** Total Personnel & Operating		0	0	81,062	85,170	
Capital						
540000	Small Tools & Minor Equipment	0	0	500	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	61,400	0	
** Total Capital		0	0	61,900	0	
*** Total Budget Appropriation		0	0	142,962	85,170	

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 V. – PROGRAM OVERVIEW

The South Carolina General Assembly has appropriated approximately \$12 million to the South Carolina Department of Education (SCDE) for 2019-20 to support Proviso 1.86. (SDE: School Safety Program). Funds appropriated for the School Safety program and School Resource Officers shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the district's indicator of ability to pay, with districts of the lowest index of taxpaying ability receiving priority consideration. Districts must apply for funding through the department and no districts shall receive an award of more than four certified school resource officer positions. In making awards, the department shall provide funding directly to the local law enforcement agency to pay for the cost of the law enforcement officer that will serve as a full-time school resource officer. SCDE has established a maximum amount for each officer per school district.

SCDE has approved one (1) SRO position in School District 4. The SCDE will provide \$50,000 per officer. The Lexington County Sheriff's Department and the School District have collaborated on the issue and determined that any funds in excess of the amount provided by SCDE will be split 75% / 25%, the same as the existing contractual positions. The school district will pay 75% of the cost in excess of the amount provided by SCDE. The Lexington County Sheriff's Department will pay 25% of the cost in excess of the amount provided by SCDE.

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>	

FUND 2640

LE/SC DEPARTMENT OF EDUCATION SRO (151203)

FY 2020-21 BUDGET REQUEST

Page 1

SECTION VI. B. – LISTING OF POSITIONS

INCREASE IN STAFFING LEVEL

			<u>Full Time Equivalent</u>		
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
	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

520110 – OFFICER SAFETY EQUIPMENT **\$ 9,000**

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

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 **\$ 50**

School Resource Officers need minimal amounts of office supplies.

521200 - OPERATING SUPPLIES **\$ 50**

School Resource Officers need minimal amounts of operating supplies.

521208 – POLICE SUPPLIES **\$ 100**

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$ 4,500**

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,100. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE **\$ 1,845**

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 **\$ 0**

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 4,677**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS **\$ 36**

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES **\$ 1,404**

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

525021 – SMART PHONE CHARGES **\$ 1,620**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

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 **\$ 240**

The 800 MHz radios are required for communication. 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. The annual charge is \$129 per account.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 420**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 90**

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 \$30.

525400 - GAS, FUEL, AND OIL **\$ 9,000**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% 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 **\$ 4,000**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 3,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521208 – POLICE SUPPLIES \$ 100

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 600

These vehicles will be new and minimum maintenance is required. The amount budgeted for each vehicle is \$600. The budget will cover ordinary oil and filter changes and tire rotation and replacements if required.

524100 - VEHICLE INSURANCE \$ 615

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,559

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 12

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 468

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$468.

525021 – SMART PHONE CHARGES \$ 540

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

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

525041 – E-MAIL SERVICE CHARGES \$ 129

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual cost per deputy is \$129.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 140

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS

\$ 30

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 \$30.

525400 - GAS, FUEL, AND OIL

\$ 3,000

The budget amount is an estimate as these positions are new and have not been filled. Once the positions are filled we will have a better idea of the budget needed for gas, fuel, and oil.

525600 – UNIFORMS AND CLOTHING

\$ 1,000

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #5 RESOURCE OFFICERS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*L/E - School District #5 2641:								
Revenues:								
452010	School Crossing Guards	115,398	0	141,844	141,844	145,678		
456100	Program Income	680,694	0	802,149	802,149	888,445		
458006	SC Dept of Education School Safety	0	0	63,355	63,355	63,355		
461000	Investment Interest	4,105	1,443	0	0	0		
463002	LE - Ins Recovery Claims	22,901	0	0	0	0		
801000	Op Trn from General Fund/LE	248,350	0	267,383	267,383	268,505		
** Total Revenue		<u>1,071,448</u>	<u>1,443</u>	<u>1,274,731</u>	<u>1,274,731</u>	<u>1,365,983</u>		
***Total Appropriation					1,483,973	1,365,983		
CONTINGENCY								
Unused								
FUND BALANCE								
Beginning of Year					<u>379,252</u>	<u>170,010</u>		
FUND BALANCE - Projected								
End of Year					<u><u>170,010</u></u>	<u><u>170,010</u></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 RESOURCE OFFICERS**

**Annual Budget
Fiscal Year - 2020-21**

Fund 2641

Division: Law Enforcement

Organization: 151202 - LE/School Resource Officers

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 12	561,624	245,538	565,951	567,295	
510199	Special Overtime	28,616	22,519	16,100	40,716	
511112	FICA - Employer's Portion	43,846	20,016	44,527	46,513	
511114	Police Retirement - Employer's Portion	96,329	43,744	106,166	116,981	
511120	Employee Insurance -12	93,600	39,000	93,600	140,400	
511130	Workers Compensation	20,433	9,286	20,122	21,037	
519999	Personnel Contingency	0	0	22,638	12,160	
* Total Personnel		844,448	380,103	869,104	945,102	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	36,000	
520233	Towing Service	0	75	150	150	
521000	Office Supplies	0	0	360	150	
521200	Operating Supplies	0	0	520	300	
521208	Police Supplies	0	0	600	600	
522300	Vehicle Repairs & Maintenance	4,905	2,588	12,000	12,000	
524100	Vehicle Insurance - 12	5,830	6,765	7,051	7,380	
524201	General Tort Liability Insurance	9,972	12,468	12,465	18,708	
524202	Surety Bonds - 12	0	0	0	144	
525004	WAN Service Charges	4,829	2,150	5,760	5,760	
525021	Smart Phone Charges	0	0	0	6,480	
525030	800 MHz Radio Service Charges - 12	8,013	3,345	8,496	8,496	
525031	800 MHz Radio Maintenance Contracts	509	638	1,020	960	
525041	E-mail Service Charges - 12	1,548	473	1,548	1,548	
525210	Conference, Meeting & Training Expense	630	280	1,200	1,680	
525230	Subscriptions, Dues, & Books	390	390	480	360	
525400	Gas, Fuel, & Oil	16,593	8,375	20,075	21,600	
525600	Uniforms & Clothing	3,632	886	7,596	8,000	
529903	Contingency	0	0	337,631	0	
* Total Operating		56,851	38,433	416,952	130,316	
** Total Personnel & Operating		901,299	418,536	1,286,056	1,075,418	
Capital						
540000	Small Tools & Minor Equipment	0	0	0	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	83,000		
	(2) Rpl Marked Vehicles w/Equip	0	0	0	86,000	
** Total Capital		0	0	83,000	86,000	
*** Total Budget Appropriation		901,299	418,536	1,369,056	1,161,418	

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5 RESOURCE OFFICERS
Annual Budget
Fiscal Year - 2020-21

Fund 2641

Division: Law Enforcement

Organization: 151203 - LE/SC Dept of Education SRO

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 1	0	0	47,485	47,485	
510200	Overtime	0	0	3,000	3,000	
511112	FICA - Employer's Portion	0	0	3,862	3,862	
511114	Police Retirement - Employer's Portion	0	0	9,208	9,713	
511120	Employee Insurance - 1	0	0	7,800	7,800	
511130	Workers Compensation	0	0	1,747	1,747	
519999	Personnel Contingency - 2%	0	0	0	1,010	
* Total Personnel		0	0	73,102	74,617	
Operating Expenses						
520110	Officer Safety Equipment	0	0	0	3,000	
521208	Police Supplies	0	0	200	100	
522300	Vehicle Repairs & Maintenance	0	0	600	600	
524100	Vehicle Insurance - 1	0	0	697	615	
524101	Comprehensive Insurance - 1	0	0	375	0	
524201	General Tort Liability Insurance	0	0	931	1,559	
524202	Surety Bonds - 1	0	0	0	12	
525004	WAN Service Charges - 1	0	0	480	480	
525021	Smart Phone Charges	0	0	600	540	
525030	800 MHz Radio Service Charges - 1	0	0	708	708	
525041	E-mail Service Charges - 1	0	0	129	129	
525210	Conference, Meeting & Training Expense	0	0	200	140	
525230	Subscriptions, Dues, and Books	0	0	40	30	
525400	Gas, Fuel, & Oil	0	0	1,500	3,000	
525600	Uniforms & Clothing	0	0	1,500	1,000	
* Total Operating		0	0	7,960	11,913	
** Total Personnel & Operating		0	0	81,062	86,530	
Capital						
540000	Small Tools & Minor Equipment	0	0	500	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	0	0	61,400	0	
** Total Capital		0	0	61,900	0	
*** Total Budget Appropriation		0	0	0	86,530	

Fund 2641
Division: Law Enforcement
Organization: 151250 - School Crossing Guards

*** Total Budget Appropriation	80,559	36,479	114,917	118,035
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COUNTY OF LEXINGTON

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

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
2020-21
Requested

[illegible]

** Grand Total Capital (Transfer Total to Section I and II)	86,000
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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 V. – PROGRAM OVERVIEW

The South Carolina General Assembly has appropriated approximately \$12 million to the South Carolina Department of Education (SCDE) for 2019-20 to support Proviso 1.86. (SDE: School Safety Program). Funds appropriated for the School Safety program and School Resource Officers shall be utilized by the department for the purpose of hiring certified law enforcement officers to serve as a school resource officer for school districts that otherwise would lack the adequate resources to hire their own school resource officers. In making determinations of eligibility, the department shall use the most recent index of taxpaying ability as the district's indicator of ability to pay, with districts of the lowest index of taxpaying ability receiving priority consideration. Districts must apply for funding through the department and no districts shall receive an award of more than four certified school resource officer positions. In making awards, the department shall provide funding directly to the local law enforcement agency to pay for the cost of the law enforcement officer that will serve as a full-time school resource officer. SCDE has established a maximum amount for each officer per school district.

SCDE has approved one (1) SRO position in School District 5. The SCDE will provide \$63,355 per officer. The Lexington County Sheriff's Department and the School District have collaborated on the issue and determined that any funds in excess of the amount provided by SCDE will be split 75% / 25%, the same as the existing contractual positions. The school district will pay 75% of the cost in excess of the amount provided by SCDE. The Lexington County Sheriff's Department will pay 25% of the cost in excess of the amount provided by SCDE.

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. 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	<u>3</u>	<u>0</u>	<u>3</u>	<u>3.000</u>	

FUND 2641

LE/SC DEPARTMENT OF EDUCATION SRO (151203)

FY 2020-21 BUDGET REQUEST

Page 1

SECTION VI. B. – LISTING OF POSITIONS

INCREASE IN STAFFING LEVEL

		<u>Full Time Equivalent</u>			
	<u>Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Grade</u>
	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

520110 – OFFICER SAFETY EQUIPMENT \$ 36,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

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 \$ 150

School Resource Officers need minimal amounts of office supplies.

521200 - OPERATING SUPPLIES \$ 300

School Resource Officers need minimal amounts of operating supplies.

521208 – POLICE SUPPLIES \$ 600

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 12,000

The amount budgeted is based estimated expenditures for the current fiscal year plus an additional 10% for extraordinary maintenance; however, the minimum budget per vehicle is \$1,000. The extraordinary maintenance includes transmission overhauls, rear end replacements, and deer collisions. The budget amount is prorated equally among all vehicles assigned to the organization.

524100 - VEHICLE INSURANCE \$ 7,380

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 18,708

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BOND \$ 144

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 5,760

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$480.

525021 – SMART PHONE CHARGES \$ 6,480

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 8,496**

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 **\$ 960**

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

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 annual charge is \$129 per account.

525210 – CONFERENCE, MEETING & TRAINING EXP. **\$ 1,680**

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 360**

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 \$30.

525400 – GAS, FUEL, AND OIL **\$ 21,600**

The budget amount is based on the projected expenditures for the current fiscal year plus an additional 10% 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 **\$ 8,000**

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT \$ 3,000

This account is for the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

521208 – POLICE SUPPLIES \$ 100

Police supplies are not replaced on a regular basis and include items such as handcuffs, pepper spray, and batons. The amount budgeted is an estimated.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 600

These vehicles will be new and minimum maintenance is required. The amount budgeted for each vehicle is \$600. The budget will cover ordinary oil and filter changes and tire rotation and replacements if required.

524100 - VEHICLE INSURANCE \$ 615

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 \$ 0

Comprehensive insurance was not placed on the school resource officer vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,559

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 12

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES \$ 480

This account is used to pay connection charges for wide area networks. This enables connections to the Records Management System. The annual cost per deputy is \$480.

525021 – SMART PHONE CHARGES \$ 540

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables data transmissions in addition to the other services available with our current cell phone plan and can will replace the point and shoot camera currently issued to deputies. The annual cost per smart phone is \$540.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 708

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

525041 – E-MAIL SERVICE CHARGES \$ 129

E-mail service is a vital tool for communication among all individuals not just within Lexington County. The annual cost per deputy is \$129.

525210 – CONFERENCE, MEETING & TRAINING EXP. \$ 140

School Resource officers must be sent for training so that they may maintain their certification and acquire advancement in technical fields. The certification class is \$140 per officer through SCCJA. The budget amount per officer is \$140.

525230 – SUBSCRIPTIONS, DUES, & BOOKS \$ 30

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 \$30.

525400 - GAS, FUEL, AND OIL \$ 3,000

The budget amount is an estimate as these positions are new and have not been filled. Once the positions are filled we will have a better idea of the budget needed for gas, fuel, and oil.

525600 – UNIFORMS AND CLOTHING \$ 1,000

Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes replacement body armor, body armor for new hires, and boots for officers.

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 **\$ 3,240**

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is Recommended by the County's Risk Manager.

524202 – SURETY BONDS **\$ 120**

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2024.

525100 – POSTAGE **\$ 180**

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

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

(2) RPL MARKED VEHICLES W/ EQUIP **\$ 86,000**

The requested replacement is in accordance with our capital replacement plan as recommended by the County Fleet Manager. The cost per unit is \$43,000.

COUNTY OF LEXINGTON
LAW ENFORCEMENT/ALCOHOL ENFORCEMENT TEAM
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21

***L/E - Alcohol Enforcement Team 2642:**

Revenues:

438206	LE/Alcohol Enforce Team Fees	0	0	0	0	0		
461000	Investment Interest	1,165	445	0	0	0		

** Total Revenue		<u>1,165</u>	<u>445</u>	<u>0</u>	<u>0</u>	<u>0</u>		
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***Total Appropriation					<u>54,738</u>	<u>0</u>		
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Contingency:

Unused					54,738			
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FUND BALANCE

Beginning of Year					<u>55,902</u>	<u>55,902</u>		
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FUND BALANCE - Projected

End of Year					<u>55,902</u>	<u>55,902</u>		
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COUNTY OF LEXINGTON
LAW ENFORCEMENT/ALCOHOL ENFORCEMENT TEAM
Annual Budget
Fiscal Year - 2020-21

Fund 2642
Division: Law Enforcement
Organization: 151200 - LE/Operations

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
					2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
525600	Uniforms & Clothing	0	0	0	0		
529000	Unclassified	0	0	0	0		
529903	Contingency	0	0	54,738	0		
* Total Operating		0	0	54,738	0		
** Total Personnel & Operating		0	0	54,738	0		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation		0	0	54,738	0		

COUNTY OF LEXINGTON
LAW ENFORCEMENT OFF DUTY PROGRAM
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec	Budget	Revenues	Requested	Recommend	Approved
		2018-19	2019-20	2019-20	Thru June	2020-21	2020-21	2020-21
* L/E - Off Duty Program 2647:								
Revenues:								
438730	Administration Fee	123,715	48,143	99,653	99,653	98,823		
438731	Vehicle Use Fee	0	0	24,914	24,914	16,470		
461000	Investment Interest	80	118	0	0			
** Total Revenue		<u>123,795</u>	<u>48,261</u>	<u>124,567</u>	<u>124,567</u>	<u>115,293</u>		
***Total Appropriation					101,273	<u>65,262</u>		
FUND BALANCE								
Beginning of Year					<u>108,572</u>	<u>131,866</u>		
FUND BALANCE - Projected								
End of Year					<u>131,866</u>	<u>181,897</u>		

COUNTY OF LEXINGTON
LAW ENFORCEMENT OFF DUTY PROGRAM
Annual Budget
Fiscal Year - 2020-21

Fund: 2647
Division: Law Enforcement
Organization: 151105 - LE/Support Services

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 1	19,164	21,710	43,097	44,966	
510200	Overtime	1,541	1,516	0		
511112	FICA - Employer's Portion	1,513	1,700	3,297	3,440	
511113	State Retirement - Employer's Portion	3,033	3,413	6,706	7,446	
511120	Insurance Fund Contribution - 1	3,250	3,250	7,800	7,800	
511130	Workers Compensation	64	72	134	139	
* Total Personnel		28,565	31,661	61,034	63,791	
Operating Expenses						
521000	Office Supplies	0	0	500	500	
524201	General Tort Liability Insurance	26	33	33	40	
524202	Surety Bonds - 1	0	0	0	10	
525000	Telephone	0	0	252	252	
525021	Smart Phone Charges	434	278	660	540	
525041	E-mail Service Charges - 1	129	43	129	129	
525210	Conference, Meeting & Training Expense	0	0	1,000	0	
529903	Contingency	0	0	37,665	0	
* Total Operating		589	354	40,239	1,471	
** Total Personnel & Operating		29,154	32,015	101,273	65,262	
Capital						
540000	Small Tools & Minor Equipment	441	0	0	0	
540010	Minor Software	0	0	0	0	
	All Other Equipment	1,958	0	0	0	
** Total Capital		2,399	0	0	0	
*** Total Budget Appropriation		31,553	32,015	101,273	65,262	

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 VIA. - LISTING OF REVENUE

438730 – ADMINISTRATION FEE **\$ 98,823**

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 **\$ 16,470**

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>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 \$ 40

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 \$ 10

Surety bonds are renewed every 3 years and this is the year to pay these bonds. The next surety bond will be paid in FYE 2024.

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 \$ 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.

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.

SECTION I

COUNTY OF LEXINGTON

NEW PROGRAM - (2) ADDITIONAL INVESTIGATORS - CRIME REDUCTION INVESTIGATORS

NEW PROGRAM

Annual Budget

FY 2020-21 Estimated Revenue

Fund: NEW
 Division: Law Enforcement
 Organization: 151280 - Narcotics

Object Code	Revenue Account Title	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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Revenues:

457000	Federal Grant Income	310,434		
801000	Op Trn from General Fund/LE	34,493		

** Total Revenue (Section II)		344,927		
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*** Total Appropriation (Section III)		344,927		
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Unused Contingency

FUND BALANCE

Beginning of Year	0	0
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FUND BALANCE - Projected

End of Year	0	0
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SECTION III

COUNTY OF LEXINGTON

NEW PROGRAM - (2) ADDITIONAL INVESTIGATORS - CRIME REDUCTION INVESTIGATORS

NEW PROGRAM

Annual Budget

FY 2020-21 Estimated Revenue

Fund: NEW
 Division: Law Enforcement
 Organization: 151280 - Narcotics

Object Expenditure Code Classification		INVESTIGATOR PAY BAND 112		BUDGET		
				2020-21 Requested	2020-21 Recommend	2020-21 Approved
	Personnel	Quantity				
510100	Salaries & Wages - (8%)	2	48,808	97,617		
510199	Overtime		3,000	6,000		
511112	FICA Cost - 7.65%		3,963	7,927		
511114	Police Retirement (PORS) - 19.24%		9,968	19,936		
511120	Insurance Fund Contribution - \$7,800		7,800	15,600		
511130	Workers Compensation - .0346		1,793	3,585		
515600	Clothing Allowance - \$800		800	1,600		
	* Total Personnel			152,265		
	Operating Expenses					
520110	Officer Safety Equipment		3,000	6,000		
520233	Towing Service		75	150		
521000	Office Supplies		200	400		
521200	Operating Supplies		800	1,600		
521208	Police Supplies		500	1,000		
522300	Vehicle Repairs & Maintenance		1,000	2,000		
524100	Vehicle Insurance		615	1,230		
524201	General Tort Liability Insurance		1,559	3,118		
524202	Surety Bonds -		12	24		
525004	WAN Service Charges		480	960		
525021	Smart Phone Charges		540	1,320		
525030	800MHz Radio Service Charges		1,416	2,832		
525041	E-mail Service Charges -		129	258		
525210	Conference & Meeting Expense		3,000	6,000		
525230	Subscriptions, Dues, & Books		40	80		
525400	Gas, Fuel & Oil		6,000	12,000		
525600	Uniforms & Clothing		1,500	3,000		
	* Total Operating			41,972		
	** Total Personnel & Operating			194,237		
	Capital					
540000	Small Tools & Minor Equipment		1,000	2,000		
	(2) Unmarked SUVs w/ Equipment		38,000	76,000		
	(2) Personal Protection Equipment Kits		900	1,800		
	(2) Vehicle Printers w/ Mounts & Acc		450	900		
	(2) 800 MHz Radios w/ Acc		5,500	11,000		
	(2) 800 MHz Mobile Radios w/ Acc		5,500	11,000		
	(2) Handguns w/ Acc		600	1,200		
	(2) Long Guns w/ Acc		1,500	3,000		
	(2) MCT/MFR Licensing		3,300	6,600		
	(2) Ruggedized Laptops w/ Acc		5,500	11,000		
	(2) Monitors w/ Acc		185	370		
	(2) Level IV Body Armors		3,300	6,600		
	(2) High-Powered Monoculars w/ Acc		4,500	9,000		
	(2) SLR Camera Systems w/ Acc		4,800	9,600		
	(1) Lateral File Cabinet		620	620		
	** Total Capital			150,690		
	*** Total Budget Appropriation			344,927		

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

Fund #	NEW	Fund Title:	NEW PROGRAM	BUDGET 2020-21 Requested
Organization #	151280	Organization Title:	LE/Narcotics	
Program #	150	Program Title:		
Qty	Item Description			Amount
	Small Tools and Minor Equipment			2,000
2	Unmarked SUVs w/ Equipment			76,000
2	Personal Protection Equipment Kits			1,800
2	Vehicle Printers w/ Mounts & Acc			900
2	800 MHz Radios w/ Acc			11,000
2	800 MHz Mobile Radios w/ Acc			11,000
2	Handguns w/ Acc			1,200
2	Long Guns w/ Acc			3,000
2	MCT/MFR Licensing			6,600
2	Ruggedized Laptops w/ Acc			11,000
2	Monitors w/ Acc			370
2	Level IV Body Armors			6,600
2	High-Powered Monoculars w/ Acc			9,000
2	SLR Camera Systems w/ Acc			9,600
1	Lateral 5 Drawer, Lockable File			620
** Sub Total Capital - Page 1				150,690
** Grand Total Capital (Transfer Total to Section I and II)				150,690

SECTION V. – PROGRAM OVERVIEW

Lexington County has noticed a marked increase in gangs and gang related precursor activities. There has been a wide variety of gang related crimes such as murder, drive by shootings, criminal sexual assaults, human trafficking, vandalism, assaults, illegal drugs, truancy, and habitual juvenile delinquency. Lexington County had eight murders committed by validated gang members in the past three years with four of those murders taking place in one year. There are 39 known gangs operating in Lexington County. These gangs are coming into the county from other countries and they think nothing of committing crimes. In 2016, there were 83 crimes committed by gang members, in 2017 there were 127, in 2018, there were 151 and in 2019, there were 150 cases logged with 309 contacts. There are eight motorcycle gangs operating in Lexington County with Hells Angels Motorcycle Gang nomad chapter based here. The Thunder Guards Motorcycle Gang is also based in Lexington County. The founder of the Warlocks Motorcycle Gang is from Lexington County and the national president and national vice-president of the Warlocks live in Lexington County. Their leadership brings an influx of varied gangs and nationalities from all over the country, which increases gang activity in our county.

Many of the gangs being investigated and that are actively committing crimes in Lexington County are large traditional national gangs. This means that the gangs have multiple subgroups within the county and are connected nationally with the gang. This creates a more complex issue for law enforcement due to these gangs having the resources and manpower to move members from one state to the next and exploit jurisdictional restrictions. Gangs commit crimes that reduce the quality of life for communities and prey off future generations when recruiting members.

SECTION VI. B. – LISTING OF POSITIONS

Current 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>		
Law Enforcement/Narcotics:					
Investigators	2		2	2	112

SECTION VI. C - OPERATING LINE ITEM NARRATIVES

520110 – OFFICER SAFETY EQUIPMENT **\$ 6,000**

This account is for an add-on purchase of the department's maintenance plan for an electronic control device and body camera. These devices are critical to the officer by providing an accurate account of incidents and a non-lethal weapon during incidents.

520233 – TOWING SERVICE **\$ 150**

Wrecker services must be paid for the towing of County Vehicles. The cost for a County Vehicle is \$75 estimating cost per vehicle that may be towed.

521000 - OFFICE SUPPLIES **\$ 400**

Office supplies are needed to perform daily job duties. Examples of items purchased from this account include toner cartridges for printers, pens, notebooks, calendars, etc. The amount budgeted is based on the expenditure projection for this fiscal year.

521200 - OPERATING SUPPLIES **\$ 1,600**

Operating supplies needed to perform daily job duties. Items to be purchased from this account include batteries, disks, video tapes, investigative supplies and OSHA supplies. The amount budgeted is based on the expenditure projection for this fiscal year.

521208 - POLICE SUPPLIES **\$ 1,000**

Police supplies needed to perform daily job duties. Examples of items purchased from this account include pepper gel, flashlights, handcuffs, and batons. The amount budgeted is based on the expenditure projection for this fiscal year.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$2,000**

The amount budgeted is based on the projected expenditures for the fiscal year.

524100 - VEHICLE INSURANCE **\$ 1,230**

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

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 3,118**

General tort liability insurance needed for all personnel. There are several liability classifications for the personnel and the amount budgeted is determined by the County's Risk Manager.

524202 – SURETY BONDS **\$ 24**

Surety bonds will be paid in FY 2020-2021. Surety bonds are paid every 3 fiscal years and the next payment will be due fiscal year 2024.

525004 – WAN SERVICE CHARGES **\$ 960**

This account is used to pay connection charges for wide area networks. This includes the Aircard to connect officers in the field with critical law enforcement networks.

525021 – SMART PHONE CHARGES **\$ 1,320**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones are required for immediate response when required. The Smart Phone enables officers to upload photos of evidence to case files to make documentation more efficient.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 2,832**

The 800 MHz radios are required for communication. This communication enables the Communication Center to convey to officers vital information regarding the call for service. This service will allow coverage for the portable and for the in-car radios.

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

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

525210 – CONFERENCE, MEETING & TRAINING EXPENSE **\$ 6,000**

Conferences, meetings, and training are needed to ensure the officers are proficient in industry trends, encourage networking and collaboration with other law enforcement officers. Training is also required to maintain various specialized certifications needed for the area of expertise.

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.

525400 – GAS, FUEL & OIL **\$ 12,000**

The budget amount is based on the projected expenditures for the current fiscal.

525600 – UNIFORMS & CLOTHING **\$ 3,000**

Uniforms and specialized clothing are worn for safety and quick identification. Each officer receives replacement uniforms once a year. The number of uniforms ordered each replacement cycle depends on the job function. The budget includes the estimated cost for body armor and equipment holders.

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$ 2,000

These items are needed by each officer to perform the duties assigned.

(2) UNMARKED SUVS WITH EQUIPMENT \$ 76,000

Unmarked SUV's with emergency equipment are necessary for the officers to perform their investigations. These SUV's will need storage boxes for the surveillance equipment necessary to do undercover operations and to safely store the equipment for use.

(2) PERSONAL PROTECTIVE EQUIPMENT KITS \$ 1,800

These personal protective equipment kits are used in the event of a hazardous chemical or substance spill. These kits are needed to prevent drugs and powder substances from getting on the officers to comply with OSHA regulations.

(2) VEHICLE PRINTERS WITH MOUNT AND ACCESSORIES \$ 900

Vehicle printers are needed to print an incident report on-scene, warrants, flyers and other pertinent data.

(2) 800 MHZ RADIOS W/ ACCESSORIES \$ 11,000

These radios are needed for officer safety. They enable the officer to communicate with law enforcement agencies and County Communication for immediate response.

(2) 800 MHZ MOBILE RADIOS W/ ACCESSORIES \$ 11,000

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 for immediate communication should batteries die or there are other hand held issues.

(2) HANDGUNS W/ ACCESSORIES \$ 1,200

Handguns are required to perform the duties of a law enforcement officer.

(2) LONG GUNS W/ ACCESSORIES \$ 3,000

Long guns are required to perform the undercover duties of a law enforcement officer.

(2) MCT/MFR LICENSING \$ 6,600

This licensing is required for our field reporting and records management system.

(2) RUGGEDIZED LAPTOPS W/ACCESSORIES \$ 11,000

These ruggedized laptops are needed for the officers to carry in the field and to mount in the vehicles. These laptops will allow the immediate retrieval of data from headquarters, state and federal agencies, and will enable the officer to evaluate the person or persons they are investigating. Pertinent information and data will be stored on the laptops and will be used for records management. The total estimated cost is \$ 5,500 per ruggedized laptop.

(2) MONITORS W/ACCESSORIES \$ 370

Monitors are required for the ruggedized laptops for viewing of spreadsheets and to use the Gang Net software required by law enforcement agencies to log gangs.

(2) LEVEL IV BALLISTIC VESTS \$6,600

The level IV ballistic vests offer greater protection for our investigator while working undercover surveillance when deployed to dangerous situations. The total estimated cost is \$3,300 each.

(2) HIGH-POWERED MONOCULARS W/ ACCESSORIES **\$ 9,000**

These monoculars are required for surveillance from long distances. They will enable investigators to be able to surveil violent crimes from safe distances. The total estimated cost is \$ 4,500 each.

(2) SLR CAMERA SYSTEMS W/ ACCESSORIES **\$ 9,600**

The camera system is necessary to photograph pertinent information necessary to produce evidence in court. The camera must have lens with different magnification for identifying purposes for photographing images clearly from long distances.

(1) LATERAL FIVE DRAWER FILE **\$ 620**

A lateral five drawer cabinet that is lockable will store the confidential files for the gang investigators. The file cabinet will allow the storage of pertinent data and will used for court cases and for grant purposes.

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Community Development Block Grant 2400:								
Revenues:								
456100	Program Income	32,077	14,658	33,978	33,978	33,978		
456101	Program Income (Note Receivable)	(32,077)	0	0	0	0		
457000	Federal Grant Income	1,847,342	368,561	1,792,871	1,792,871	1,791,000		
461150	Interest Income - Notes	1,901	0	0	0	0		
801000	Op Trn from General Fund	49,387	49,378	49,378	49,378	53,387		
**Total Revenue		<u>1,898,630</u>	<u>432,597</u>	<u>1,876,227</u>	<u>1,876,227</u>	<u>1,878,365</u>		
***Total Appropriation					3,573,345	<u>1,791,000</u>		
FUND BALANCE								
Beginning of Year					471,009	(1,226,109)		
FUND BALANCE - Projected								
End of Year					(1,226,109)	(1,138,744)		

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2020-21

Fund 2400

Division: : Community Development

Organization: 181200 - Community Development Administration

Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET 2020-21 Recommend		2020-21 Approved
Personnel							
510100 Salaries & Wages - 4	150,411	93,949	185,438	145,516			
510200 Overtime	573	0	0	0			
511112 FICA - Employer's Portion	10,893	6,723	14,186	11,132			
511113 State Retirement - Employer's Portion	20,595	13,251	28,854	24,010			
511120 Employee Insurance - 4	14,300	9,750	31,200	19,500			
511130 Workers Compensation	468	291	481	0			
519999 Personnel Contingency	0	0	0	0			
* Total Personnel	197,240	123,964	260,159	200,158			
Operating Expenses							
520300 Professional Services	0	0	5,000	100,000			
520400 Advertising & Publicity	3,048	135	3,000	3,000			
520500 Legal Services	885	2,205	4,000	4,000			
520510 Interpreting Services	0	0	500	250			
520800 Outside Printing	1,213	0	1,500	1,000			
521000 Office Supplies	2,408	2,056	3,500	3,500			
521100 Duplicating	2,042	860	3,000	2,110			
524000 Building Insurance	50	64	57	68			
524201 General Tort Liability Insurance	164	207	205	278			
524202 Surety Bonds	0	0	0	141			
525000 Telephone	1,205	602	1,446	964			
525020 Pagers and Cell Phones - 1	134	0	0	0			
525021 Smart Phone Charges - 3	1,449	858	2,124	1,620			
525041 E-mail Service Charges - 4	548	258	516	516			
525100 Postage	1,090	189	1,500	900			
525110 Other Parcel Delivery Services	0	0	100	500			
525210 Conference, Meeting & Training Expense	4,350	2,255	12,250	9,902			
525230 Subscriptions, Dues, & Books	2,279	2,281	3,243	3,030			
525240 Personal Mileage Reimbursement	0	0	1,072	1,088			
525250 Motor Pool Reimbursement	83	0	1,545	500			
525300 Util / Administration Building	1,541	767	2,256	2,100			
529903 Contingency	0	0	49,587	2,000			
529950 Indirect Costs	16,244	5,242	20,000	20,000			
* Total Operating	38,733	17,979	116,401	157,467			
** Total Personnel & Operating	235,973	141,943	376,560	357,625			
Capital							
540000 Small Tools & Minor Equipment	211	136	250	575			
All Other Equipment	1,956	0	0	0			
** Total Capital	2,167	136	250	575			
*** Total Budget Appropriation	238,140	142,079	376,810	358,200			

COUNTY OF LEXINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2020-21

Fund 2400
Division: Community Development
Organization - 181201 Community Development Projects

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
Code	Classification				2020-21 Requested	2020-21 Recommend
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
529903	Contingency	0	0	375,278		
534404	Midlands Housing Alliance, Inc.	50,000	23,162	50,000	55,000	
537119	Minor Housing Repair Program	48,649	28,139	81,620	72,080	
537150	Sistercare Facility Improvements	0	0	37,070	0	
537180	HOME Program Project Delivery	400	510	52,803	6,700	
537192	Acquisition/Affordable Housing	(2,913)	196	2,913	0	
537194	State Street Sewer Line	0	0	217,459	0	
537209	BLEC Roof Replacement	0	0	302,481	0	
537213	ICRC Afternoon Adventures	66,460	23,240	69,300	78,412	
537214	ICRC Van Purchase	0	0	36,196	0	
537216	Central SC Habitat for Humanity	78,360	0	67,728	150,000	
537217	Joint Municipal Water and Sewer	0	0	826,000	0	
537223	ICRC Athletic Equipment	0	8,820	18,000	0	
537230	Red Bank Elem Afterschool Program	17,004	15,599	16,016	0	
537232	ICRC Athletic Scholarship	0	20,000	20,000	20,000	
537235	Eau Claire Coop - Cayce/West Cola	13,102	0	2,594	0	
537241	Arc of the Midlands Job Training	40,522	718	718	12,000	
537242	Dickerson Children's Advocacy	47,850	16,013	16,013	0	
537243	Harvest Hope Diabetic Food Pantry	19,377	0	30,623	30,000	
537245	Lexington County Fire Services	912,942	0	0	0	
537246	Town of Batesburg-Leesville Pump Station	335,100	0	4,046	0	
537248	Babcock Center Fire System Upgrades	5,833	0	0	0	
537249	West Columbia Sewer Upgrades	0	0	404,475	154,608	
537250	Boys & Girls Club of America	45,162	24,395	53,338	54,000	
537255	Town of Batesburg-Leesville Chemical Feed	0	0	395,634	0	
537256	CMRTA Bus Shelters	0	0	81,000	0	
537257	CMRTA Half Priced Day Bus Pass	0	0	19,000	0	
	City of Cayce - Fire Ladder Truck				600,000	
	BLEC Bathroom Renovations				200,000	
* Total Operating		1,677,848	160,792	3,180,305	1,432,800	
** Total Personnel & Operating		1,677,848	160,792	3,180,305	1,432,800	
Capital						
540010	Minor Software	0	0	16,230	0	
	All Other Equipment	0	0	0	0	
** Total Capital		0	0	16,230	0	
*** Total Budget Appropriation		1,677,848	160,792	3,196,535	1,432,800	

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 Grants Manager, Grants Administrator, Housing Program Coordinator and DPA/Grant Assistant 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. 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

\$1,791,000

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 \$1,790,054 for planning purposes. The CDBG Program has approximately \$135,000 in uncommitted funds that will be included when making project awards for the FY 2020-20 budgets. The uncommitted funds are from awarded projects that were completed under budget. No other revenues are anticipated.

801000 – GENERAL FUND

\$53,387

The Title VI, Grants & Administrative 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, Grant & Administrative Manager is provided by the general fund.

SECTION VI. B

LISTING OF POSITIONS

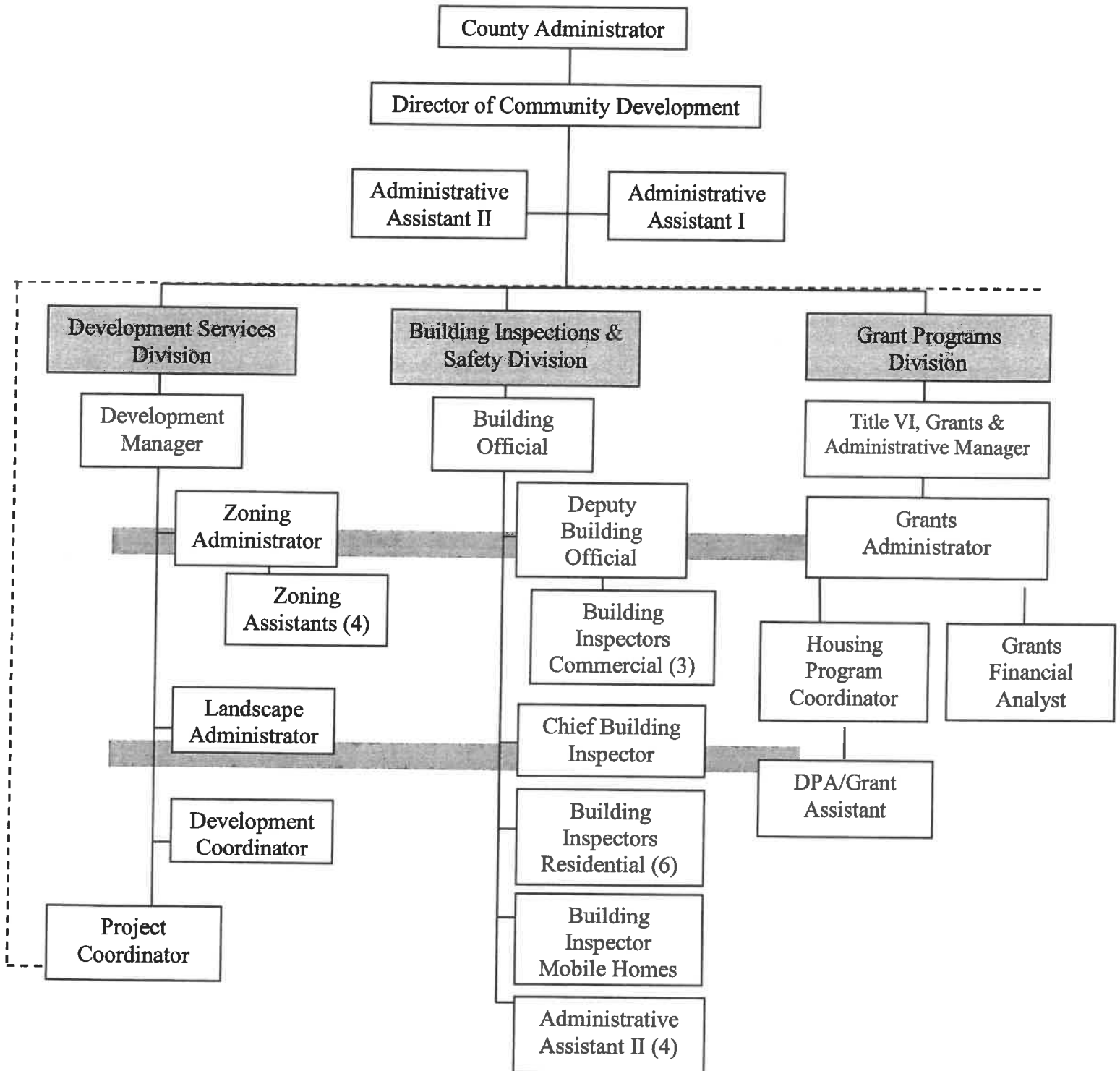
The Community Development Block Grant Division consists of five (5) employees with insurance.

Position	Band
Title VI, Grants & Administrative Manager	213*
Grants Administrator	211**
Housing Program Coordinator	109
DPA/Grants Assistant	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 **\$100,000**

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 **\$250**

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): \$150

Program 2 (Title VI Compliance): \$100

520800 – OUTSIDE PRINTING

\$1,000

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): \$800

Program 2 (Title VI Compliance): \$200

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

\$2,110

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 \$.0285 a copy = \$1,710

Program 1 (CDBG Program): \$1,710

Program 2 (Title VI Compliance): \$400

524000 – BUILDING INSURANCE

\$68

The amount requested is based on an estimate provided by the County Risk Manager for the CDBG and HOME Programs.

524201 – GENERAL TORT LIABILITY

\$278

The amount requested is based on an estimate provided by the County for the CDBG (\$154), HOME (\$94), and Title VI (\$30) Programs.

Program 1 (CDBG Program): \$248

Program 2 (Title VI Compliance): \$30

524202 – SURETY BONDS

\$141

This line item is requested to cover the cost of Surety Bond Renewals.

Program 1 (CDBG Program): \$105.00

524202 – SURETY BONDS

\$141

This line item is requested to cover the cost of Surety Bond Renewals.

Program 1 (CDBG Program): \$105.00

Program 2 (Title VI Compliance and Financial Analyst): \$ 36.00

**(50% of Program 2 costs will be funded by General Fund)*

525000 – TELEPHONE

\$964

The amount requested covers basic phone and fax lines for department staff.

Program 1 (CDBG Program): \$722.52

- 3 lines x \$19.00/month x 12 months \$684.00
- 3 lines with voice mail x \$1.07/month x12 months \$ 38.52
- Total \$722.52

Program 2 (Title VI Compliance and Financial Analyst): \$240.84*

- 2 lines x \$19.00/month x 12 months ÷ 2 \$228.00
- 2 lines with voice mail x \$1.07/month x12 months ÷ 2 \$ 12.84
- Total \$240.84

**(50% of Program 2 cost will be funded through General Fund)*

525020 – PAGERS AND CELL PHONES

\$0

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.

525021 – SMART PHONE CHARGES

\$1,620

Smart phones are assigned to the CDBG Grant Administrator, HOME Grant Administrator and the Title VI, Grants & Administrative Manager to maintain communication when out of the office conducting inspections, site visits, meetings, attending events, etc.

Program 1 (CDBG Program): \$1,296.00

- 2 smart phones x \$54/month x12 months \$1,296.00

Program 2 (Title VI Compliance): \$324.00*

- 1 smart phones x \$54/month x12 months ÷ 2 \$ 324.00
- Total \$1,620.00

**(50% of Program 2 cost will be funded through General Fund)*

525041 – E-MAIL SERVICE

\$516

The amount requested covers basic e-mail service for department staff.

Program 1 (CDBG Program): \$ 387.00

- 3 accounts x \$10.75/month x 12 months = \$387.00

Program 2 (Title VI Compliance and Financial Analyst): \$129* \$ 129.00

- 2 account x \$10.75/month x 12 months ÷ 2 = \$129.00

Total \$ 516.00

**(50% of Program 2 cost will be funded through General Fund)*

525100 - POSTAGE

\$900

This line item covers the cost of mailing office correspondence, notices, reports, newsletters, and planning materials.

Program 1 (CDBG Program): \$700

Program 2 (Title VI Compliance): \$200

525110 – OTHER PARCEL DELIVERY SERVICES

\$500

This line item covers the cost of mailing UPS and FedEx packages and notices as is required.

Program 1 (CDBG Program): \$450

Program 2 (Title VI Compliance): \$50

525210 – CONFERENCE, MEETING & TRAINING EXPENSE

\$9,902

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

- HUD Training (estimate) \$ 1,500
- National Comm. Dev. Assoc. Legislative Policy Conference \$ 4,000
- National Comm. Dev. Assoc. Spring Training \$ 1,250

• SC Comm. Dev. Assoc. Spring Meeting	\$ 750
• Misc. Training	\$ 1,152
• Palmetto Affordable Housing Forum	<u>\$ 1,250</u>
TOTAL	\$ 9,902

525230 - SUBSCRIPTIONS, DUES, & BOOKS

\$3,030

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~~ **2,955**

Dues:

• National Community Development Association (Agency membership – 1 year)	\$2000
• SC Association of Community Development Corporation (Agency membership – 1 year)	\$ 750
• Midlands Area Consortium for the Homeless (Agency membership – 1 year)	<u>\$ 100</u>
TOTAL	\$2850

Subscriptions and Books:

• The Lexington Chronical Newspaper (1 year subscription)	\$ 45.00
• Other subscriptions, Books and Training Manuals (estimate)	<u>\$ 60.00</u>
TOTAL	\$ 105.00

Program 2 (Title VI Compliance) \$75

• <u>Subscriptions and Books</u> Subscriptions, Books and Training Manuals (estimate)	<u>\$75.00</u>
TOTAL	\$75.00

525240 - PERSONAL MILEAGE REIMBURSEMENT

\$1,088

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): \$737

• 105 miles/month x 12 months x \$.585	TOTAL	\$ 737
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Program 2 (Title VI Compliance): \$351

• 50 miles/month x 12 months x \$.585	TOTAL	<u>\$ 351</u>
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525250 - MOTOR POOL REIMBURSEMENT

\$500

This charge is for use of fleet vehicles and is based on historic usage.

Program 1 (CDBG Program): \$500

• 71.2 miles/month x 12 months x \$.585	TOTAL	\$500
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525300 – UTILITIES / ADMINISTRATION BUILDING

\$2,100

The requested amount is an estimate based on historical data.

Program 1 (CDBG Program):	\$1,856
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Program 2 (Title VI Compliance):	\$ 244
TOTAL	\$2,100

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 **\$575**

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): \$575

- Office Chair (1 desk chair x ¹⁵⁰~~125~~ each = \$150)
- Digital Camera (1 digital camera x \$200 each - \$200)
- Distance Laser (1 Laser Distance Measurer x \$175)
- Rechargeable Work Light (1 rechargeable work light x 50)

540010 - MINOR SOFTWARE **\$0**

This line item is requested to provide software to be used for grant programs materials and marketing needs.

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 Housing Program Coordinator. 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 **\$6,700**

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.

537119 – MINOR HOUSING REPAIR PROGRAM **\$72,080**

This project will continue an existing Lexington County program to assist low- and moderate-income homeowners with minor repairs to their homes. Through the above allocation, we anticipate assisting approximately 16 homeowners.

PUBLIC FACILITY AND INFRASTRUCTURE PROJECTS

537194 CITY OF CAYCE – FIRE LADDER TRUCK **\$600,000**

CDBG funds will be used to purchase a Fire Ladder Truck for the City of Cayce. Their current ladder truck is 18 years old and with the City of Cayce's exponential growth and expanding boundary lines and increased populations has resulted in higher incidents of calls for first responders. A newly integrated ladder truck technology will provide clear measurements of standardized processes while improving response times and comprehensive rescue missions. A 100' Fire Ladder extension will reach a 7-8" story building the bucket unit on the ladders will provide for recovery missions with safer/faster response times.

537249 – CITY OF WEST COLUMBIA SEWER LINE UPGRADE **\$154,608**

CDBG funds will be used to upgrade approximately 5,320 LF, of existing 8" gravity sewer line to portions of Lacy Street, Arlington Street, Lexington Street, North Street and Batchelor Street. This job would also create or maintain jobs for engineers, contractors and laborers.

**5—BROOKLAND CENTER FOR COMMUNITY ECONOMIC CHANGE-BLEC
BATHROOM REHAB**

\$200,000

CDBG funds will be used to replace the renovate three (3) restroom facilities in the Brookland Lakeview Empowerment Center (BLEC), a community facility used to support the health, education and economic well-being of low and moderate income residents in West Columbia.

PUBLIC SERVICE PROJECTS

537250 BOYS AND GIRLS CLUB BE GREAT ACADEMY

\$54,000

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 continue providing needed diabetic food pantry services for people at or below poverty level within Lexington County. Each pantry with the exception of Mission of Lexington will serve approximately thirty (30) 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

\$78,412

CDBG funds will be used to continue the therapeutic afterschool care program for children with special needs, and to continue full-day services at both sites for students with special needs. Afternoon Adventures is currently the only affordable afterschool resource in Chapin for students with disabilities.

537232 IRMO CHAPIN RECREATION COMMISSION ATHLETIC SCHOLARSHIP

\$20,000

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.

537241 ARC OF THE MIDLANDS – A TASTE OF HOME ARC KITCHEN AND DELIVERY

\$12,000

CDBG funds will be used for the Taste of Home and Meal Delivery Program. This program will provide training and employment for I/DD individuals. The individuals will prepare and deliver meals to seniors and disabled adults within Lexington County.

534404 MIDLANDS HOUSING ALLIANCE, INC.

\$55,000

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

\$150,000

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 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* HOME Program 2401:								
Revenues:								
456100	Program Income	13,986	7,919	19,005	19,005	19,005		
456101	Program Income (Note Receivable)	(13,986)	0	0	0	0		
457000	Federal Grant Income	363,440	333,901	711,436	711,436	644,944		
461150	Interest Income - Notes	5,019	0	0	0	0		
801000	Op Trn from General Fund	0	39,000	39,000	39,000	39,000		
**Total Revenue		<u>368,459</u>	<u>380,820</u>	<u>769,441</u>	<u>769,441</u>	<u>702,949</u>		
***Total Appropriation					1,471,112	57,387 644,944		
FUND BALANCE								
Beginning of Year					<u>505,121</u>	(196,550)		
FUND BALANCE - Projected								
End of Year					<u>(196,550)</u>	645,562 (138,545)		

**COUNTY OF LEXINGTON
HOME PROGRAM
Annual Budget
Fiscal Year - 2020-21**

Fund 2401

Division: : Community Development

Organization: 181200 - Community Development Administration

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET	
Code	Classification					2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 1	39,008	19,494	52,573	39,922		
511112	FICA - Employer's Portion	2,872	1,410	4,022	3,054		
511113	State Retirement - Employer's Portion	5,243	2,685	8,180	6,611		
511120	Employee Insurance - 1	6,500	3,250	7,800	7,800		
511130	Workers Compensation	121	60	163	0		
519999	Personnel Contingency	0	0	0	0		
* Total Personnel		53,744	26,899	72,738	57,387		
Operating Expenses							
524201	General Tort Liability Insurance	86	108	108	0		
524202	Surety Bonds	0	0	0	0		
529903	Contingency	0	0	0	0		
* Total Operating		86	108	108	0		
** Total Personnel & Operating		53,830	27,007	72,846	57,387		
Capital							
** Total Capital		0	0	0	0		

*** Total Budget Appropriation	53,830	27,007	72,846	57,387
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**COUNTY OF LEXINGTON
HOME PROGRAM
Annual Budget
Fiscal Year - 2020-21**

Fund 2401

Division: Community Development

Organization - 181201 Community Development Projects

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
Code	Classification				2020-21 Requested	2020-21 Recommend
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
529903	Contingency	0	0	267,579	39,000	
537138	Community Housing Develop Organization	0	122,547	213,515	170,000	
537139	Homeownership Assistance Program	29,226	15,000	161,815	40,000	
537140	Housing Rehabilitation Program	181,887	90,837	197,843	145,000	
537192	Acquisition/Affordable Housing	122,228	0	557,514	193,557	
* Total Operating		333,341	228,384	1,398,266	587,557	
** Total Personnel & Operating		333,341	228,384	1,398,266	587,557	
Capital						
** Total Capital		0	0	0	0	

*** Total Budget Appropriation	333,341	228,384	1,398,266	
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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

\$644,944

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 2020-21 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)

\$170,000

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

\$40,000

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

\$145,000

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

\$193,557

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).

**COUNTY OF LEXINGTON
EMERGENCY SOLUTIONS GRANT
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Emergency Solutions Grant 2402:								
Revenues:								
457000	Federal Grant Income	28,755	45,085	152,129	152,129	152,129		
	** Total Revenue	<u>28,755</u>	<u>45,085</u>	<u>152,129</u>	<u>152,129</u>	<u>152,129</u>		
	Total Appropriation:				267,085	<u>152,129</u>		
 FUND BALANCE								
	Beginning of Year				<u>0</u>	<u>0</u>		
 FUND BALANCE - Projected								
	End of Year				<u>(114,956)</u>	<u>0</u>		

**COUNTY OF LEXINGTON
EMERGENCY SOLUTIONS GRANT
Annual Budget
Fiscal Year - 2020-21**

Fund: 2402
Division: Community Development
Organization: 181201 - Community Development Projects

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
Code	Classification				2020-21 Requested	2020-21 Recommend
Personnel						
* Total Personnel		0	0	0	0	
Operating Expenses						
537253	Sistercare	13,005	16,698	227,835	112,000	
537254	United Way	15,750	12,196	29,250	25,000	
537259	Transitions	0	0	10,000	15,129	
* Total Operating		28,755	28,894	267,085	152,129	
** Total Personnel & Operating		28,755	28,894	267,085	152,129	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		28,755	28,894	267,085	152,129	

SECTION V – PROGRAM OVERVIEW

Program Overview:

Program: Emergency Solutions Grants (ESG)

The Emergency Solutions Grants (ESG) Program is authorized by subtitle B of Title IV – Housing Assistance Act as amended by S.896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The ESG interim rule 24 CFR Part 576, published in the Federal Register on December 5, 2011, establishes the regulations for the Emergency Solutions Grant Program. The program focus is to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The program authorizes the U.S. Department of Housing and Urban Development (HUD) to make grants to states, units of general purpose local government, and territories for rapid rehousing and homeless prevention assistance, street outreach, the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, and for the payment of certain expenses related to operating emergency shelters. The intent of ESG assistance is to rapidly transition homeless individuals and families to permanent stability through their own means or through public assistance, as appropriate.

The following funding priorities have been established for the 2020-21 ESG allocation:

HMIS Reporting - A Homeless Management Information System (HMIS) is the information system designated by a local Continuum of Care (CoC) to comply with the requirements of CoC Program interim rule 24 CFR 578. It is a locally-administered data system used to record and analyze client, service, and housing data for individuals and families who are homeless or at risk of homelessness.

Emergency Shelter - The ESG Program provides funding to: (1) improve/rehab the number and quality of emergency shelters for homeless individuals and families; (2) help operate these shelters; (3) provide essential social services to shelter residents; and (4) prevent families and individuals from becoming homeless. The Emergency Shelter Grants Program is designed to assist homeless individuals and families, and subpopulations within this group, such as victims of domestic violence, youth, people with mental illness, families with children and veterans. Emergency Shelter Grants Program funds can also be used to aid people who are at imminent risk of becoming homeless.

ESG funding requires no administrative costs within Lexington County. All ESG funds are sub-granted to nonprofit organizations which are required to match 100 percent of their grant request and subsequent award.

2402-181201

EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM PROJECTS

Proposed projects for FY 2020-21 are identified below. Organizations that receive ESG funding are required to provide 100% match of total funds awarded. The total costs are based on preliminary estimates.

537253 – SISTERCARE, INC.

\$112,000

ESG funds will be used for the Emergency Shelter and HMIS Reporting. Emergency Shelter funding will use ESG funds for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelters for homeless families and individuals, transportation and operating emergency shelters. The HMIS component will use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care (CoC) for the area.

537254 - UNITED WAY OF THE MIDLANDS

\$25,000

ESG funds will be used for HMIS Reporting. The HMIS component will use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care (CoC) for the area.

537259 – MIDLANDS HOUSING ALLIANCE, INC/TRANSITIONS

\$15,129

ESG funds will be used for HMIS Reporting. The HMIS component will use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care (CoC) for the area.

COUNTY OF LEXINGTON
CDBG-DR
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*CDBG-DR 2405:								
Revenues:								
457000	Federal Grant Income	6,511,103	2,777,309	0	0	0		
461000	Investment Interest	1	0	0	0	0		
801000	Op Trn from General Fund	249,000	0	0	0	0		
** Total Revenue		<u>6,760,104</u>	<u>2,777,309</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Total Appropriation:					1,155,016	105,000		
 FUND BALANCE								
Beginning of Year					1	(1,155,015)		
 FUND BALANCE - Projected								
End of Year					<u>(1,155,015)</u>	<u>(1,260,015)</u>		

COUNTY OF LEXINGTON
CDBG-DR
Annual Budget
Fiscal Year - 2020-21

Fund: 2405

Division: Community Development

Organization: 181200 - Community Development Administration

				BUDGET		
Object Expenditure	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code Classification	Expend	Expend	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages - 1	20,579	23,863	76,751	0		
511112 FICA - Employer's Portion	1,500	1,700	5,947	0		
511113 State Retirement - Employer's Portion	2,706	3,533	12,069	0		
511120 Employee Insurance - 1	1,950	3,250	3,250	0		
511130 Workers Compensation	64	74	1,130	0		
519999 Personnel Contingency	0	0	2,434	0		
* Total Personnel	26,799	32,420	101,581	0		
Operating Expenses						
520300 Professional Services	0	0	762,000	105,000		
520400 Advertising & Publicity	140	0	1,635	0		
520500 Legal Services	7,171	1,335	31,725	0		
520702 Technical Currency & Support	0	0	15,500	0		
520800 Outside Printing	364	0	636	0		
521000 Office Supplies	1,107	1,593	11,883	0		
521100 Duplicating	0	0	1,000	0		
521200 Operating Supplies	42	0	2,751	0		
524201 General Tort Liability Insurance	86	108	208	0		
524202 Surety Bonds	0	0	720	0		
525000 Telephone	241	232	1,129	0		
525021 Smart Phone Charges	171	217	760	0		
525041 E-mail Service Charges	86	65	140	0		
525042 Sharepoint Service Charges	0	0	86	0		
525100 Postage	30	128	565	0		
525110 Other Parcel Delivery Service	0	0	400	0		
525210 Conference, Meeting & Training Exp	6,849	6,358	13,997	0		
525230 Subscriptions, Dues & Books	0	0	1,000	0		
525240 Personal Mileage Reimbursement	186	248	480	0		
525600 Uniforms & Clothing	0	0	800	0		
529903 Contingency	0	0	172,972	0		
529950 Indirect Costs	0	0	12,826	0		
539540 Grant Funds Returned to Grantor	144,000	0	0	0		
* Total Operating	160,473	10,284	1,033,213	105,000		
** Total Personnel & Operating	187,272	42,704	1,134,794	105,000		
Capital						
540000 Small Tools & Minor Equipment	190	120	17,304	0		
540010 Minor Software	0	0	2,918	0		
** Total Capital	190	120	20,222	0		
*** Total Budget Appropriation	187,462	42,824	1,155,016	105,000		

COUNTY OF LEXINGTON
CDBG-DR
Annual Budget
Fiscal Year - 2020-21

Fund: 2405
Division: Community Development
Organization: 181201 - Community Development Projects

					BUDGET	
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	0	_____	
Operating Expenses						
520510 Interpreting Services	0	0	5,000	0	_____	
Housing Buyout	6,182,630	2,642,518	6,695,875	0	_____	
Housing Rehab	281,337	229,943	474,338	0	_____	
Infrastructure Improvements	0	0	1,134,081	0	_____	
* Total Operating	6,463,967	2,872,461	8,309,294	0	_____	
** Total Personnel & Operating	6,463,967	2,872,461	8,309,294	0	_____	
Capital						
** Total Capital	0	0	0	0	_____	
*** Total Budget Appropriation	6,463,967	2,872,461	8,309,294	0	_____	

**COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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***Clerk of Court Title IV-D DSS Child Support 2410:**

Revenues:

451800	IV-D Transaction Reimbursement	461,673	199,047	500,000	500,000	500,000		
451801	IV-D Incentive Payments	29,923	12,777	21,000	21,000	21,000		
451804	IV-D Prior Year Audit Incentive	44,825	10,885	55,000	55,000	55,000		

Other Revenues:

461000	Investment Interest	24,707	10,776	7,500	7,500	7,500		
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** Total Revenue		<u>561,128</u>	<u>233,485</u>	<u>583,500</u>	<u>583,500</u>	<u>583,500</u>		
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Total Appropriation:					<u>324,416</u>	<u>423,424</u>		
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FUND BALANCE

Beginning of Year					<u>1,306,350</u>	<u>1,306,350</u>		
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FUND BALANCE - Projected

End of Year					<u>1,565,434</u>	<u>1,466,426</u>		
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COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
Fiscal Year - 2020-21

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Expenditure						BUDGET	
Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 10	212,235	99,414	101,707	229,697		
510199	Special Overtime	556	0	0	0		
510200	Overtime	10	5	0	0		
510300	Part Time - 4 (2.0 - FTE)	8,532	13,687	47,772	64,219		
511112	FICA - Employer's Portion	15,711	8,227	11,435	22,485		
511113	State Retirement - Employer's Portion	30,561	15,379	23,259	48,672		
511114	Police Retirement - Employer's Portion	113	(6)	0	0		
511120	Employee Insurance - 6	54,600	9,750	23,400	46,800		
511130	Workers Compensation	707	351	463	911		
519999	Personnel Contingency	0	0	0	0		
* Total Personnel		323,025	146,807	208,036	412,784		
Operating Expenses							
520200	Contracted Services	0	3,426	0	0		
521000	Office Supplies	425	0	600	600		
522200	Small Equipment Repair & Maint.	0	0	150	150		
524201	General Tort Liability Insurance	234	231	165	198		
524202	Surety Bonds - 5	0	0	0	50		
525000	Telephone	1,674	837	1,690	1,690		
525041	E-mail Service Charges - 5	516	172	387	645		
529903	Contingency	0	0	7,307	7,307		
* Total Operating		2,849	4,666	10,299	10,640		
** Total Personnel & Operating		325,874	151,473	218,335	423,424		
Capital							
540000	Small Tools & Minor Equipment	0	0	0	0		
540010	Minor Software	0	0	0	0		
	All Other Equipment	126,225	104,165	106,081	0		
** Total Capital		126,225	104,165	106,081	0		
*** Total Budget Appropriation							
		452,099	255,638	324,416	423,424		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2020-21
Requested

376

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Organ. Name: Clerk of Court

377

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 17/18	Actual FY 18/19	Estimated FY 19/20	Projected FY 20/21
Rule To Show Cause (RTSC)	900	720	720	720
Bench Warrants	700	300	250	250
Order of Discharge	450	252	252	252
Orders	1400	1400	1620	1620
Audits & Reviews	100	150	120	120
Payment History	10000/8pg	15,000/5pg	15,000/5pg	15,000/5pg
Transport Orders	180	180	185	185
Files Pulled	150	150	320	320
Aff of Service/Non-Service	720	720	720	720
Correspondence	400	450	650	700
Telephone	70,000	10,400	10,400	15,000
Bank Deposit	4000	1,113	1,100	1,100
Monthly AFDC Report	12/55pg	12/60pg	12/60pg	12/60pg
Monthly Non-AFDC Report	12/93pg	12/120pg	12/120pg	12/120pg
Monthly URESA Report	12/33pg	12/5pg	12/5pg	12/5pg
Court Orders	1480/5pg	1600/5pg	1650/5pg	1650/5pg
Certified Letters	10	10	10	10
File Returned Certified Letters	3	3	3	3

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 the Clerk of Court of 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 2019 is \$ 241,607.97.

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 2019 is \$7,944.95.

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. The amount received thus far for July thru December 2019 is \$27,854.60

461000 – INVESTMENT INTEREST **\$ 7,500.00**

Amended budget through 12-31-19

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>		
Child Support Supervisor	1		1	1	210
Enforcement Clerk	1		1	1	208
Caseworker	2		2	2	106
Admin Assistant I	2		2	2	104
Admin Assistant I - PT	2		1	1	104
Intern	<u>2</u>		<u>1</u>	<u>1</u>	101
	10		8	8	

Six 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 Court's office.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 198.00**

This is based on the fee schedule provided by Human Resources

524202 – SURETY BONDS (5) **\$ 50.00**

525000 - TELEPHONE **\$ 1,690.00**

This account is used to pay for telephone services for 6 phones with voice mail for employees.

525041 – E-MAIL SERVICE CHARGE – 5 @ \$10.75 **\$ 645.00**

Six at \$10.75 for monthly charge of \$53.75 and annual fee of \$774.00.

529903 – CONTINGENCY **\$ 7,307.00**

COUNTY OF LEXINGTON
LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG)/CERT
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Local Emergency Management Performance Grant/CERT 2480:								
Revenues:								
457000	Federal Grant Income	74,994	52,362	84,977	84,977	83,018		
	** Total Revenue	<u>74,994</u>	<u>52,362</u>	<u>84,977</u>	<u>84,977</u>	<u>83,018</u>		
	***Total Appropriation				84,977	<u>83,018</u>		
FUND BALANCE								
	Beginning of Year				30,814			
FUND BALANCE - Projected								
	End of Year				<u>30,814</u>			

COUNTY OF LEXINGTON
LOCAL EMERGENCY MANAGEMENT PERFORMANCE GRANT (LEMPG)/CERT
Annual Budget
Fiscal Year - 2019-20

Fund: 2480

Division: Department of Emergency Services

Organization: 131101 Emergency Preparedness

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries and Wages - 1	0	5,509	55,793	46,595	
511112	FICA - Employer's Portion	0	409	3,213	3,277	
511113	State Retirement - Employer's Portion	0	857	6,536	7,095	
511120	Employee Insurance - Employer's Portion	0	0	7,800	7,800	
511130	Workers Compensation	0	17	1,302	1,328	
* Total Personnel		0	6,792	74,644	66,095	
Operating Expenses						
520206	Background History Screening-50	0	0	0	2,500	
520800	Outside Printing	1,329	843	1,000	1,000	
521200	Operating Supplies	4,156	269	1,105	1,000	
524201	General Tort Liability Insurance	0	108	269	323	
524202	Surety Bond-1	0	0	0	10	
525210	Conference, Meeting & Training Expense	5,461	150	3,000	1,300	
525600	Uniforms & Clothing	781	0	1,000	1,000	
* Total Operating		11,727	1,370	6,374	7,133	
** Total Personnel & Operating		11,727	8,162	81,018	76,329	
Capital						
540000	Small Tools & Minor Equipment	6,221	0	2,000	1,500	
	All Other Equipment	23,227	1,719	1,959	0	
	EOC LED Projector-1	0	0	0	8,290	
** Total Capital		29,448	1,719	3,959	9,790	
*** Total Budget Appropriation						
		41,175	9,881	84,977	83,018	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund # 2480 Fund Title: EMPG
 Organization # 131101 Organization Title: DES-Emergency Management
 Program # Program Title: Emergency Services

BUDGET
 2020-21
 Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	1,500
1	EOC LED Projector w/ Installation	8,290
** Total Capital (Transfer Total to Section III)		9,790

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 manmade 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 evidence 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.

Program III: DES Emergency Communication Coordinator (ECC)

The Emergency Communications Coordinator maintains 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 oversees radio communication projects to include budgeting and identifying resources needed. Additional duties include conducting and/or assisting with communications training curriculum to ensure county staff are trained on the operation of available communication systems. The ECC monitors/reports system performance indicators; maintains operational efficiency of systems and makes recommendations for improvements as needed.

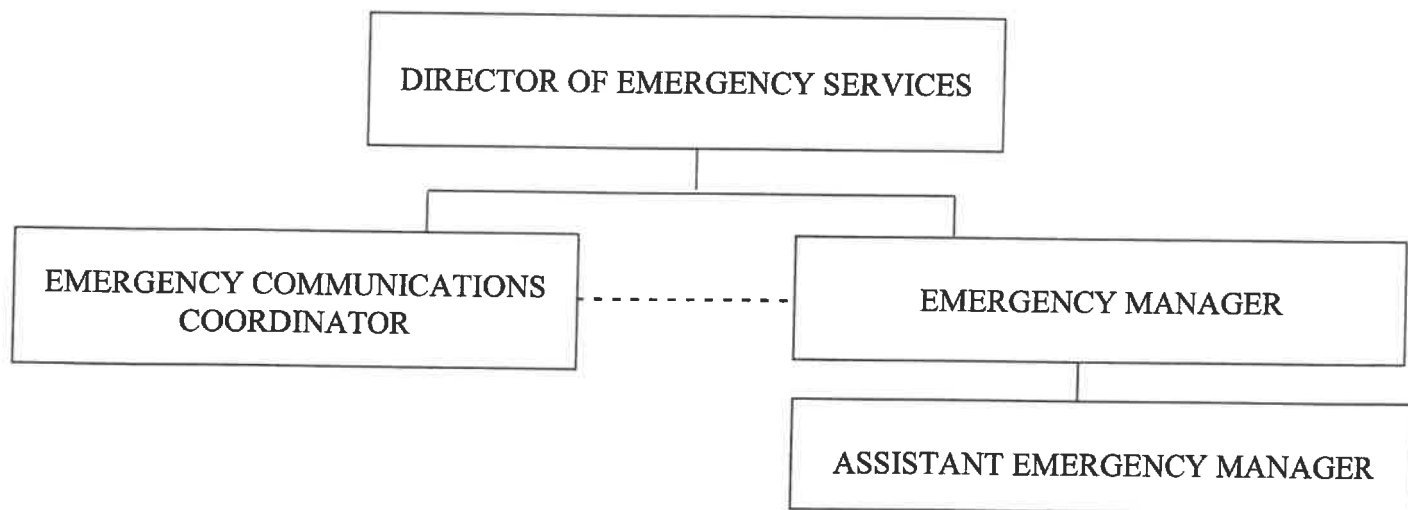
SECTION VI. - LINE ITEM NARRATIVES

SECTION VI.A. - LISTING OF REVENUES

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
Communications Coordinator		1.00	1.00	111
TOTAL POSITIONS	2.00	1.00	3.00	



SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

520206 – BACKGROUND HISTORY SCREENING **\$2,500**

PROGRAM 1 – SARA Title III/Citizen Corps Council & CERT

\$2,500

For citizens to join the Community Emergency Response Team (CERT) it is a requirement to obtain a background check. In prior years, Human Resources covered the cost. Emergency Management will now cover the cost. This budgeted amount will cover (50) background checks at a cost of \$50/each.

(50) Background Checks x \$50 = \$2,500

520800 – OUTSIDE PRINTING **\$1,000**

PROGRAM 2 – EMERGENCY MANAGEMENT

\$1,000

This account will allow for the printing of emergency preparedness public education brochures and guides for distribution to the citizens of Lexington County. CERT members participate in numerous festivals and events throughout Lexington County. These events offer an opportunity to distribute preparedness information to a significant number of event attendees throughout the county.

521200 – OPERATING SUPPLIES **\$1,000**

PROGRAM 1 – SARA Title III/Citizen Corps Council & CERT

\$1,000

This account will be used to purchase operating supplies to support the Community Emergency Response volunteer program. This account will be utilized to purchase items such as backpacks, reflective vests, first aid supplies, etc. which equip the volunteers to adequately serve in the community.

524201 – GENERAL TORT LIABILITY INSURANCE **\$323**

PROGRAM 3 – EMERGENCY COMMUNICATIONS

\$323

This account is utilized to provide tort liability for the Emergency Communication Coordinator.

524202- SURETY BOND **\$10**

PROGRAM 3 – EMERGENCY COMMUNICATIONS

\$10

Surety Bond year.

525210 – CONFERENCES AND MEETING EXPENSES **\$1,300**

PROGRAM 1 – SARA Title III/Citizen Corps Council/CERT

\$1,300

Emergency Management conducts monthly specialty team meetings, quarterly update meetings, one annual meeting for Community Emergency Response Team (CERT) volunteers each year. This account will cover the costs for supplies, training materials and refreshments for the CERT program.

525600 – UNIFORMS & CLOTHING **\$1,000**

PROGRAM 1 – SARA Title III/Citizen Corps Council/CERT

\$1,000

This account will allow Emergency Management to purchase uniform items such as CERT embroidered/printed shirts, jackets and hats for members to ensure consistency in appearance and community branding/identification.

SECTION VLD. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$1,500**

PROGRAM 1 – SARA Title III/Citizen Corps Council/CERT **\$1,500**

This account will be utilized to purchase small tools & minor equipment needed to assist the CERT program with the coordination of activation, operation, and training documents for the division.

xxxxxx- EOC LED PROJECTOR **\$8,290**

PROGRAM 2 – EMERGENCY MANAGEMENT

There are (2) projectors in the EOC that need to be replaced as they have exceeded their 5 year life cycle. Replacement needs to occur to reduce the labor and supply cost of bulb replacement and maintenance. The current projector bulbs have a life cycle of approximately 2,300 hours at a cost of \$900/each. These projectors will be replaced with laser projectors. Laser projector bulbs have an approximate life cycle of 20,000 hours. The replacement will not only save on costly replacement and repairs, but will also ensure constant operability in the EOC without interruption.

One projector will be purchased in FY '20-21. The remaining projector will be funded in the '21-22 Emergency Management Performance Grant (EMPG).

COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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***DHEC - EMS Grant-In-Aid 2520:**

Revenues:

459100	DHEC - EMS Grant-In-Aid	0	0	21,044	21,044	21,044		
801000	Op Trn from General Fund	0	0	1,158	1,158	1,158		

**Total Revenue		0	0	22,202	22,202	22,202		
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***Total Appropriation					22,202	22,202		
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FUND BALANCE

Beginning of Year					1,986	1,986		
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**FUND BALANCE - Estimated
End of Year**

					1,986	1,986		
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Fund: 2520

Division: Department of Emergency Services

Organization: 131400 - Emergency Medical Services

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET 2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
525210	Conference, Meeting & Training Expense	0	0	19,954	22,202		
529903	Contingency	0	0	0	0		
* Total Operating		0	0	19,954	22,202		
** Total Personnel & Operating		0	0	19,954	22,202		
Capital							
540010	Minor Software	0	0	498	0		
	All Other Equipment	0	0	1,750	0		
** Total Capital		0	0	2,248	0		

***Total Budget Appropriation		0	0	22,202	22,202		
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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 **\$22,202**

Funds are needed to train Paramedics to implement full staffing.

4 Students @ \$5,550.50 = \$22,202

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenue Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Economic Development 2000:								
Revenues:								
417100	Fee In Lieu of Taxes	621	0	605	605	605		
417120	Fee In Lieu of Taxes - Prior Year	0	0	0	0	0		
438905	Cell Phone Sales	45	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	18,500	4,177	10,500	10,500	10,500		
469900	Miscellaneous Revenues	0	113	0	0	0		
821000	R.E.T. from General Fund	1,074,121	0	731,571	731,571	1,059,741		
**Total Revenue		<u>1,093,287</u>	<u>4,290</u>	<u>742,676</u>	<u>742,676</u>	<u>1,070,846</u>		
** Total Appropriation					<u>2,489,786</u>	<u>1,059,741</u>		
Unused Appropriations								
FUND BALANCE								
	Beginning of Year				<u>710,451</u>	<u>(1,036,659)</u>		
FUND BALANCE - Projected								
	End of Year				<u>(1,036,659)</u>	<u>(1,261,102)</u>		

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2020-21**

Fund 2000

Division: Economic Development

Organization: 181100 - Economic Development Projects

Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
				2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
520103 Landscaping/Ground Maintenance	122,878	48,240	363,095	143,428		
520200 Contracted Services	3,250	216,386	354,800	64,350		
525302 Util/Saxe Gotha Industrial Park	74,163	36,341	292,327	80,562		
525303 Util/Chapin Technology Park	142,080	90,238	214,854	150,182		
525324 Util/Batesburg-Leesville Industrial Park	6,628	13,810	83,372	52,574		
529903 Contingency	0	0	891	0		
537010 Certified Sites Program	18,000	0	326,750	103,500		
* Total Operating	366,999	405,015	1,636,089	594,595		
** Total Personnel & Operating	366,999	405,015	1,636,089	594,595		
Capital						
5AH647 Revised Master Plan & Final Plat	6,271	0	0	0		
5AJ549 Roadwork on Kricklewood Court	0	12,739	0	0		
5AK405 CTP Infrast. Repair - Utility Prov	0	5,000	125,000	0		
**Total Capital	6,271	17,739	125,000	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		
*** Total Budget Appropriation						
	373,270	422,754	1,761,089	594,595		

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2020-21**

Fund 2000

Division: Economic Development

Organization: 181101 - Economic Development Administration

Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
				2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
510100 Salaries & Wages - 3	172,143	51,123	161,575	161,575		
510200 Overtime	56	11	0	0		
511112 FICA - Employer's Portion	12,722	3,750	13,603	13,603		
511113 State Retirement - Employer's Portion	23,542	6,394	27,668	27,668		
511120 Employee Insurance - 3	23,400	9,750	23,400	23,400		
511130 Workers Compensation	3,005	540	2,932	2,932		
519999 Personnel Contingency	0	0	6,336	6,336		
* Total Personnel	234,868	71,568	235,514	235,514		
Operating Expenses						
520221 Website Service	16	81	44,240	9,321		
520300 Professional Services	0	16,238	16,238	0		
520319 Engineering Services	57,900	11,000	100,000	100,000		
520400 Advertising & Publicity	64,735	5,656	68,500	74,000		
520500 Legal Services	31,225	11,817	20,175	29,544		
520700 Technical Services	928	0	714	0		
520702 Technical Currency & Support	0	641	0	630		
521000 Office Supplies	466	239	746	890		
521100 Duplicating	196	54	283	243	276	
521200 Operating Supplies	0	32	500	500		
522300 Vehicle Repairs & Maintenance	14	123	200	400		
524000 Building Insurance	96	122	96	126		
524100 Vehicle Insurance	530	615	557	616		
524101 Comprehensive Insurance	114	143	142	169		
524201 General Tort Liability Insurance	699	875	699	1,050		
524202 Surety Bonds	0	0	0	30		
525000 Telephone	951	475	955	951		
525006 GPS Monitoring Charges	203	102	204	204		
525021 Smart Phone Charges	1,525	289	1,536	1,536		
525041 E-mail Service Charges - 3	452	129	387	387		
525100 Postage	234	38	400	200		
525110 Other Parcel Delivery Service	0	0	100	100		
525210 Conference, Meeting & Training Expense	9,892	1,625	13,379	11,935		
525230 Subscriptions, Dues, & Books	2,265	1,455	1,995	1,980		
525240 Personal Mileage Reimbursement	359	437	600	1,747		
525300 Utilities - Administration	5,516	2,743	8,080	8,080		
525400 Gas, Fuel & Oil	879	32	2,000	2,400		
529903 Contingency	0	0	0	0		
534301 Central Carolina Econ. Develop Alliance	105,000	52,500	105,000	105,000		
534303 Riverfront Alliance	55,000	27,500	55,000	55,000		
537006 USC Incubator Project	25,000	6,250	25,000	25,000		
537190 Engenuity SC	25,000	12,500	25,000	30,000		
* Total Operating	389,195	153,711	492,726	462,039	72	
** Total Personnel & Operating	624,063	225,279	728,240	697,586	462,039	

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
Fiscal Year - 2020-21**

Fund 2000

Division: Economic Development

Organization: 181101 - Economic Development Administration

				BUDGET		
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Capital						
540000 Small Tools & Minor Equipment	50	0	250	140		
540010 Minor Software	753	0	207	0		
All Other Equipment	0	0	0	2,967		
**Total Capital	803	0	457	3,107		

***** Total Budget Appropriation**

624,866	225,279	728,697	<u>465,146</u>
			700,693

COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2019-20
Requested

**** Total Capital (Transfer Total to Section III) 3,107**

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Economic Development Real Estate Operating Expenses

Objectives:

To provide for on-going operating expenses associated with the maintenance of Lexington County's three (3) business parks. To achieve and maintain status as South Carolina Department of Commerce's Palmetto Sites.

The goal is to maintain the grounds and accoutrements in Lexington County's three (3) business parks in a highly presentable fashion in order to keep the appearance attractive to new and existing occupants.

Service Standards:

- a. To assist and advise Lexington County Council and the Lexington County Administrator on County-owned economic development real estate.
- b. To coordinate the economic development real estate matters with the County's Chief Legal Counsel.
- c. To coordinate with other County Departments on maintenance and other related needs in our parks.
- d. To ensure that the appearance of our industrial parks are properly maintained.
- e. To achieve and maintain designation as South Carolina Palmetto Sites for our three (3) business parks.

SECTION VI. C - OPERATING LINE ITEM NARRATIVES

520103 – LANDSCAPING / GROUND MAINTENANCE / INDUSTRIAL PARKS **\$143,428**

Cost to cover the estimated expense of maintaining the landscaping and streets at the following business parks:

- Saxe Gotha Industrial Park Phase I and Phase II
 - Landscaping (to include Litter Control):
 - Cost for 12 months = \$32,867.00
 - Street Sweeping / Cleaning:
 - \$1,200 annual
- Chapin Business & Technology Park at Brighton
 - Landscaping (to include Litter Control):
 - Cost for 12 months = \$63,580.00
 - Fountain Maintenance
 - \$2,466.75 Monthly
 - \$2,466.75 x 12 = \$29,601.00
 - Street Sweeping / Cleaning:
 - \$1,200 each x 1 = \$1,200.00
- Batesburg-Leesville Industrial Park
 - Landscaping (to include Litter Control):
 - Cost for 12 months = \$13,780.00
 - Street Sweeping / Cleaning:
 - 1,200 annual = \$1,200

520200 – CONTRACTED SERVICES **\$64,350**

Cost to cover the estimated expense of completing annual herbicide treatments at Chapin Business & Technology Park at Brighton, Saxe Gotha Industrial Park Phase I and Phase II and the Batesburg-Leesville Industrial Park:

- Chapin Business & Technology Park – approx. 120 acres of timbered property
 - 120 x \$150 (estimated cost of herbicide treatment) = \$18,000.00
- Saxe Gotha Industrial Park Phase I – approx. 131 acres of timbered property
 - 131 x \$150 (estimated cost of herbicide treatment) = \$19,650.00
- Saxe Gotha Industrial Park Phase II – approx. 140 acres of timbered property
 - 140 x \$150 (estimated cost of herbicide treatment) = \$21,000.00
- Batesburg-Leesville Industrial Park – approx. 38 acres of timbered property
 - 38 x \$150 (estimated cost of herbicide treatment) = \$5,700.00

525302 – UTILITIES / SAXE GOTHA INDUSTRIAL PARK **\$80,562**

Cost to cover the estimated expense for Saxe Gotha Industrial Park Phase I and Phase II:

- Lighting
 - Total Monthly Lighting Charges - \$6,196.16 *plus* \$434 (sales tax)
= \$6,630.16 x 12 = \$79,561.92
- Electrical
 - Sign - \$1,000.00/year

525303 – UTILITIES / CHAPIN BUSINESS & TECHNOLOGY PARK at BRIGHTON **\$150,182**

Cost to cover the estimated expense for Chapin Business & Technology Park at Brighton:

- Lighting
 - Total Monthly Lighting Charges - \$8,500.15 *plus* \$595 (sales tax)
= \$9,095.15 x 12 = \$109,141.80
- Electrical
 - Sign(s) - \$540.00/year

- Fountain - \$12,000.00/year
- Water - \$28,500.00/year

525324 – UTILITIES – BATESBURG-LEESVILLE INDUSTRIAL PARK **\$52,574**

- Batesburg-Leesville Industrial Park
 - Lighting
 - Total Monthly Lighting Charges – \$3,145.60 *plus* \$220.20 (sales tax)
= \$3,365.80 x 12 = \$40,389.60
 - Electrical - \$400/year
 - Water - \$11,784.00/year

537010 – CERTIFIED SITES PROGRAM **\$103,500**

Under the South Carolina Department of Commerce's Palmetto Sites Program, the Site and Community Readiness Evaluation Phase cost is covered by SCDOC for publically-owned or controlled sites. Grants to assist for the cost of the remainder of the program (Due Diligence Phase) are available through a competitive process.

- Saxe Gotha Industrial Park Phase I, Parcel 1 - \$25,000.00
- Standalone sites (to be determined) - \$78,500 (est. budget based on 400 acre site = Boundary Survey: \$20,000; Geotechnical Explorations: \$25,000; Wetlands Delineation and Verification: \$12,500; Wetlands Survey: \$6,000; Protected Species: \$7,500; Cultural Survey: \$7,500)

*Economic Development staff will apply for grant monies from SCDOC; however, there is no guarantee that the grant will be awarded. Each county is only allowed to submit one property per calendar year when applying for grant monies through this program.

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 there within. 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 (SCDOC), the Central South Carolina Alliance, and the various utilities that serve the County and many other entities. 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" and ensure that all real estate options that meet the criteria set forth by 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 in pursuing certification
- h. To provide economic development educational opportunities to staff, to increase the awareness of market trends and update web appearance and information 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 (BRE) 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
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Based on discussions with the Finance Department

461000 – Investment Interest	\$10,500
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Based on discussions with the Finance Department

821000 – Residual Equity Transfer from General Fund	\$1,059,741
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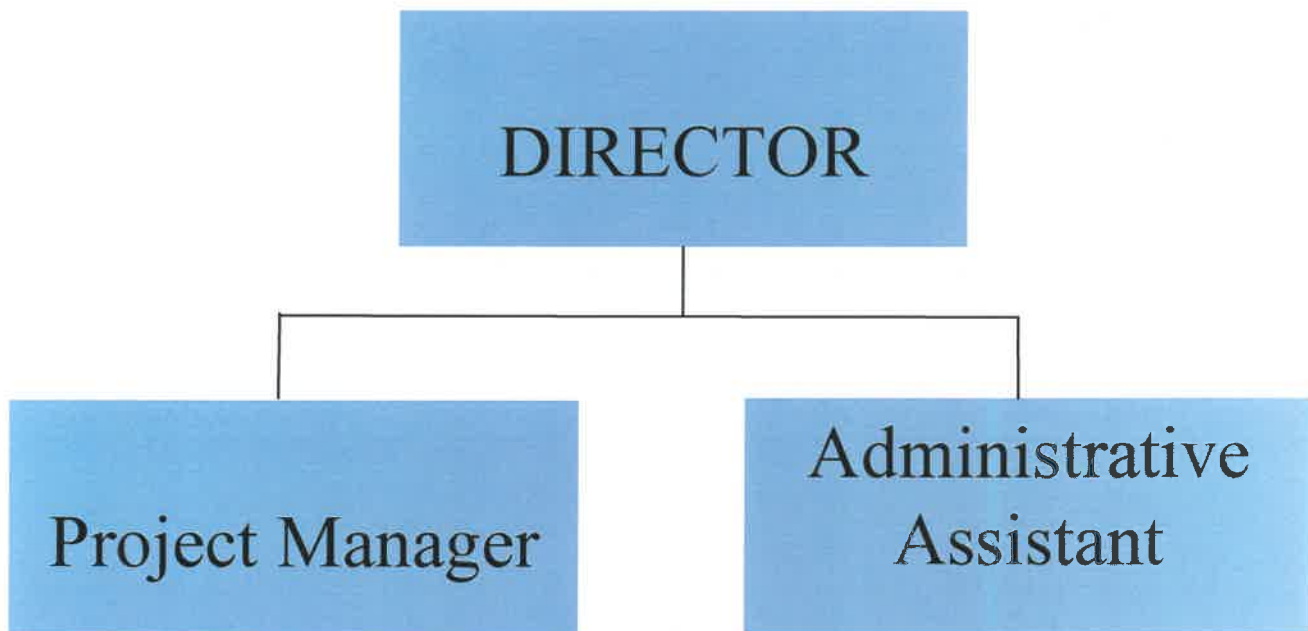
Based on current year needs.

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 **\$9,320.60**

Costs to cover the necessary expenses for routine updates on the economic development website.
Website Monthly Maintenance - $\$750.00 \times 12 = \$9,000.00$
Website Hosting - $\$240.00/\text{annually}$
Domain Name - $\$80.60$

520319 - ENGINEERING SERVICES **\$100,000**

Cost to cover site improvement management; general marketing material associated with Lexington County's three (3) business parks (Windshield Tour Updates, Park Summary Sheets, Drone Footage); assistance with the preparation of bid documents; project management and direct oversight of construction/development work in progress; site specific renderings and drone videography (when applicable based on specific Request for Information [RFI] requests)

520400 – ADVERTISING & PUBLICITY **\$74,000**

Cost to cover targeted marketing to promote Lexington County's three (3) business parks; quarterly newsletters for existing industry and allies; print and digital advertisements promoting Lexington County; subscription for advertising all three (3)-business parks on a national platform:

- Airport Advertisement – 2 - 8 foot wall-wrap in concourse = $\$7,200$
- Quarterly Newsletter – 4 newsletters @ $\$1,000$ each = $\$4,000$
- Digital 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 @ $\$195/\text{month}$ (3 parks) = $\$7,020$
- Customized materials for Request for Information (RFI) responses, prospect visits, etc.
= $\$10,780$

520500 – LEGAL SERVICES **\$29,544**

Cost to cover legal advice and document preparation on all economic development projects; based on YTD and historic activity:

$$\begin{aligned} \$11,817.50 / 6 &= \$1,969.58 \\ \$1,969.58 \times 12 &= \$23,635.00 \\ \$23,635 + 25\% &= \$5,908.75 \\ \$23,635 + \$5,908.75 &= \$29,543.75 \end{aligned}$$

520702 - TECHNICAL CURRENCY & SUPPORT **\$630**

Subscription to maintain Constant Contact for easy access to contacts for emailing newsletters, event invitations, etc.

- Constant Contact - $\$52.43/\text{month}$
 $\$52.43 \times 12 = \629.16

521000 - OFFICE SUPPLIES **\$890**

Costs to cover routine office supplies (paper, ink cartridges, pens, file folders, notebooks, binders, dividers, envelopes, business cards, stationary, forms, etc.)

$$\begin{aligned} \text{Toner bundle (black): } &\$76.87 \\ &\$76.87 \times 2 = \$153.74 \\ \text{Toner bundle (color): } &\$51.45 \\ &\$51.45 \times 3 = \$154.35 \\ \text{Miscellaneous office supplies based on three (3) employees} &= \$581.15 \\ \$581.15 + \$153.74 + \$154.35 &= \$889.24 \end{aligned}$$

521100 - DUPLICATING **\$276**

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 (3.24/ream) X 25 = \$81.25

521200 - OPERATING SUPPLIES **\$500**

Cost to cover miscellaneous operating supplies for the department (ribbon for Grand Openings, address marker replacements for parcels within the three (3) business parks, plastic boot covers for rainy day prospect visits to the sites etc.)

522300 - VEHICLE REPAIRS & MAINTENANCE **\$400**

Cost to cover vehicle repairs and maintenance per Fleet Services

524000 - BUILDING INSURANCE **\$126**

Cost to cover allocated building insurance per schedule.

524100 - VEHICLE INSURANCE **\$616**

Cost to cover allocated vehicle insurance per schedule.

524101 - COMPREHENSIVE INSURANCE **\$169**

Cost to cover the allocated comprehensive insurance per schedule.

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,050**

Cost to cover general tort liability insurance per schedule.

524202 - SURETY BOND **\$30**

\$10.00/FTE

$\$10.00 \times 3 = \30.00

525000 - TELEPHONE **\$951**

Cost to cover all of the telephone services for the Economic Development Department. Total of four (4) lines in the department:

(3) Existing lines with voicemail = \$20.08

$\$20.08 \times 3 = \60.24

(1) Existing line without voicemail = \$19.01

$\$19.01 + \$60.24 = \$79.25$

$\$79.25 \times 12 = \951

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 \times 12 = \387

525100 - POSTAGE **\$200**

Cost to cover routine mailings, to include 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 **\$11,935**

Cost to cover attendance at national and South Carolina economic development conferences/meetings, training workshops, local development workshops and targeted marketing trips.

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 Meet the Consultants

(1 @ \$1,375) = \$1,375

Oklahoma University Economic Development Institute (OU EDI Daniel Beaty)

(1 @ \$3,400) = \$3,400

Leadership Lexington County (Sarah Johnson)

(1 @ \$475) = \$475

Miscellaneous local events (i.e. Power Breakfasts, etc.)

(2 @ \$200) = \$400

SCEDA Institute (Alicia Spires)

(2 @ 478.00) = \$956

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1,980**

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) = \$1,005

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$1,747**

Cost to cover reimbursement for use of personal vehicles by the Economic Development Department staff for Lexington County business, economic development trips, etc.

1 employees @ 6 months of travel = \$436.74

$\$436.74 \times 2 = \873.48

$\$873.48 \times 2 \text{ employees} = \$1,747.00$

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 **\$2,400**

Cost to cover Economic Development travel, to include: meetings hosted around Lexington County and the Midlands, site visits, existing industry appointments, business park tours, marketing trips, etc.
\$1,200 (6 Months)
 $\$1,200 \times 2 = \$2,400$ (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 with The River Alliance in February of 1995.

537006 – USC INCUBATOR **\$25,000**

Cost to cover a portion of the cost to operate the USC Incubator.

537190 – ENGENUITY SC **\$30,000**

Cost to support regional economic development and competitiveness work in Lexington County, to include: Midlands Regional Competitiveness Report, Livability Research Micro-Study, Regional Entrepreneurial Hub and the Midlands Mayors Forum,

SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **\$140**

To replace an office chair, cell phone equipment and iPad case

- Office Chair: \$60
 - Office Bookshelf: \$40
 - iPad case: \$40
- $\$60.00 + \$40.00 = \$100.00$

540010 – Minor Software **\$0**

All Other Equipment **\$2,967**

- Desktop All – in – One Computer and Monitor: \$851.00
- Standard Laptop: \$944.00
- Dell Precision 3540 Laptop Dell Dock: \$206.00
- Standard Color Network Printer: \$779.00
- 3-Yr NBD Warranty w/ Defective Media Retention: \$187.00

$$\$851.00 + \$944.00 + \$206.00 + \$779.00 + \$187.00 = \$2,967.00$$

**COUNTY OF LEXINGTON
RURAL DEVELOPMENT ACT
Annual Budget
FY 2020-21 Estimated Revenues**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Rural Development Act 2001:								
Revenues:								
461000	Investment Interest	37,416	10,978	0	0	0		
470100	Electric Coop Infrastructure Pmts	436,167	0	0	0	0		
** Total Revenue		<u>473,583</u>	<u>10,978</u>	<u>0</u>	<u>0</u>	<u>0</u>		
*** Total Appropriation					<u>1,739,290</u>	<u>0</u>		
Contingency:								
Unused								
Carryforward								
FUND BALANCE								
Beginning of Year					<u>1,359,299</u>			
FUND BALANCE - Projected								
End of Year					<u>(379,991)</u>			

**COUNTY OF LEXINGTON
RURAL DEVELOPMENT ACT
Annual Budget
Fiscal Year - 2020-21**

Fund 2001
Division: Economic Development
Organization: 181100 - Economic Development Projects

		BUDGET				
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses						
529903 Contingency	0	0	361,115	0		
* Total Operating	0	0	361,115	0		
** Total Personnel & Operating	0	0	361,115	0		
Capital						
549904 Capital Contingency	0	0	454,495	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	0	0		
5AF362 Baseline Data Collection	0	0	0	0		
5AF364 Construction	0	0	98,200	0		
5AF366 Post Construction Monitoring	10,000	0	0	0		
5AF368 Annual Maintenance Activities	22,500	0	875	0		
5AF369 Long Term Monitoring	0	0	65,000	0		
5AJ523 Project Horizon	0	0	436,167	0		
**Total Capital	32,500	0	1,055,237			
Other Financing Uses						
814506 Op Trn to Saxe Gotha Industrial Park	486,676	74,263	322,938	0		
814516 Op Trn to Chapin Technology Park	0	0	0	0		
**Total Other Financing Uses	486,676	74,263	322,938	0		
*** Total Budget Appropriation	519,176	74,263	1,739,290	0		

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT CCED GRANTS
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Economic Development CCED Grants 2003:								
Revenues:								
452255	CCED # C172779 - CMC Steel/Owen	100,000	0	0	0	0		
452257	CCED # C172818 - Tidewater Boats	100,000	0	0	0	0		
452258	CCED # C172869 - Nucor	0	350,000	350,000	350,000			
** Total Revenue		<u>200,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>0</u>		
*** Total Appropriation					<u>350,000</u>	<u>0</u>		
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>		
FUND BALANCE - Projected								
End of Year					<u>0</u>	<u>0</u>		

Fund 2003
Division: Economic Development
Organization: 181100 - Economic Development Projects

						BUDGET	
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved	
Non-Operating Expenses							
537251 CCED # C172779 - CMC Steel/Owen Ind	100,000	0	0	0			
537252 CCED # C172818 - Tidewater Boats	100,000	0	0	0			
537258 CCED # C172869 - Nucor	0	350,000	350,000				
* Total Non-Operating		<u>200,000</u>	<u>350,000</u>	<u>350,000</u>	<u>0</u>		
Capital							
**Total Capital		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Other Financing Uses							
814506 Op Trm 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>		

***** Total Budget Appropriation** **200,000 350,000 350,000 0**

**COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT MULTI-PARK 1%
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Economic Development Multi-Park 1% 2005:								
Revenues:								
417100	Fee in Lieu of Taxes	10,179	0	0	0	0		
417102	Newberry County FILOT Received	9,090	0	0	0	0		
417103	Calhoun County FILOT Received	58,315	0	0	0	0		
461000	Investment Interest	22,173	8,469	0	0	0		
** Total Revenue		<u>99,757</u>	<u>8,469</u>	<u>0</u>	<u>0</u>	<u>0</u>		
*** Total Appropriation					358,814	<u>0</u>		
FUND BALANCE								
Beginning of Year					<u>1,053,378</u>			
FUND BALANCE - Projected								
End of Year					<u>694,564</u>			

Fund 2005

Division: Economic Development

Organization: 181100 - Economic Development Projects

					BUDGET		
Object Expenditure Code	Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
<hr/>							
	Operating Expenses						
529903	Contingency	0	0	358,814	<u>0</u>		
	* Total Operating	0	0	358,814	<u>0</u>		
	** Total Personnel & Operating	0	0	358,814	<u>0</u>		
	Capital						
	**Total Capital	0	0	0	<u>0</u>		

*** Total Budget Appropriation	0	0	358,814	0
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COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT PROJECT FUND
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Economic Development Project Fund 2006:								
Revenues:								
461000	Investment Interest	94,931	40,845	0	0	0		0
469416	Sale of Land - B/L Industrial Park	500	4,600	0	0	0		0
804514	Tranfer from Saxe Gotha Ind. Park II	4,007,698	0	0	0	0		0
** Total Revenue		<u>4,103,129</u>	<u>45,445</u>	<u>0</u>	<u>0</u>	<u>0</u>		
*** Total Appropriation					4,100,454		<u>0</u>	
FUND BALANCE								
Beginning of Year					<u>4,102,070</u>		<u>0</u>	
FUND BALANCE - Projected								
End of Year					<u>1,616</u>		<u>0</u>	

Fund 2006

Division: Economic Development

Organization: 181100 - Economic Development Projects

					BUDGET		
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved	
Operating Expenses							
520500 Legal Services	3,255	350	0	0		0	
529903 Contingency	0	0	4,100,454	0		0	
539517 Project Refund	0	500	0	0		0	
* Total Operating		<u>3,255</u>	<u>850</u>	<u>4,100,454</u>		<u>0</u>	
** Total Personnel & Operating		<u>3,255</u>	<u>850</u>	<u>4,100,454</u>		<u>0</u>	
Capital							
**Total Capital		<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	

***** Total Budget Appropriation** 3,255 850 4,100,454 0

Fiscal Year - 2020-21

FUND BALANCE - Projected
End of Year

Organization: 181100 - Economic Development Projects

**Total Capital	0	0	0	0
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415

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Accommodations Tax 2120:								
Revenues:								
420800	Accommodations Tax	375,684	216,776	350,692	350,692	375,684	375,684	
461000	Investment Interest	2,458	350	1,750	1,750	1,000	1,000	
** Total Revenue		<u>378,142</u>	<u>217,126</u>	<u>352,442</u>	<u>352,442</u>	<u>376,684</u>	<u>376,684</u>	
*** Total Appropriation					350,692	471,927	<u>375,684</u>	
FUND BALANCE								
Beginning of Year					31,461	33,211	33,211	
FUND BALANCE - Projected								
End of Year					<u>33,211</u>	<u>(62,032)</u>	<u>34,211</u>	

Estimated Total Accommodations Tax Funds:	420,457
--- Minus General Fund Portion ---	<u>25,000</u>
Sub-Total	395,457
--- Minus General Fund 5% Portion ---	<u>19,773</u>
*** Total Estimated Revenue	<u><u>375,684</u></u>

Appropriation	375,684
** Additional Appropriations (One Time - Fund Bal.)	<u>0</u>
*** Total Appropriations	<u><u>375,684</u></u>
--- Minus 30% Fund Portion ---	112,705
Available for Appropriation (65% Funding)	<u><u>262,979</u></u>

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2020-21**

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Expenditure		2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET	
Code	Classification					2020-21 Recommend	2020-21 Approved
Operating Expenses							
Advertising and Promotion (30% Fund)							
534212	Capital City Lake Murray Country	118,637	26,088	110,745	118,627	112,705	
Tourism Related Exp. (65% Fund)							
534201	Columbia Metro Convention/Visitor Bureau	35,000	8,749	34,996	50,000	41,979	
534204	West Metro Chamber of Commerce	20,000	4,999	19,996	20,000	15,000	
534205	Lexington Chamber of Commerce	20,000	4,999	19,996	20,000	15,000	
534206	Batesburg/Leesville Cham. of Comm.	20,000	1,749	6,996	10,000	10,000	
534209	Lex. Cty. Recreation Softball Tournament	35,000	0	19,996	30,000	30,000	
534220	Riverbanks Zoo	50,000	7,499	29,996	40,000	30,000	
534223	EdVenture Children's Museum	7,500	1,749	6,997	10,000	2,000	
534228	Lexington County Museum	15,000	1,999	7,997	15,000	5,000	
534231	Chapin Chamber of Commerce	20,000	1,749	6,997	17,500	10,000	
534233	Columbia Regional Sports Council	21,024	3,999	15,996	25,000	22,500	
534242	Irmo/Chapin Recreation Commission	20,000	4,999	19,996	30,000	30,000	
534244	Lex. Cty. Recreation & Aging - Tennis	25,000	0	19,996	20,000	20,000	
534252	Greater Irmo Chamber of Commerce	20,000	4,999	19,996	20,800	20,000	
534280	Columbia Museum of Art	0	0	0	10,000	2,000	
534282	Harbison Theatre at Midlands Tech	20,000	2,499	9,996	25,000	9,500	
534284	City of West Columbia - Kinetic Derby Day	10,000	0	0	10,000	0	
* Total Operating		457,161	76,076	350,692	471,927	375,684	
** Total Personnel & Operating		457,161	76,076	350,692	471,927	375,684	

*** Recommendations are made from the Accommodations Tax Board.**

*** Total Budget Appropriation	457,161	76,076	350,692	471,927	375,684
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County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: CCLMC Leisure Marketing Promotion/Visitors Center
2. Sponsoring Organization: Capital City/Lake Murray Country Regional Tourism Board (CCLMC)

Mailing Address: P. O. Box 1783, Irmo, SC 29063
3. Event/Project Director:

Name Miriam Atria Title President/CEO

Telephone 803-781-5940 ext 4 Alternate Telephone 803-781-2105

Fax Number n/a

Email miriam@lakemurraycountry.com
4. Event Website: LakeMurrayCountry.com and/or SCJewel.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 07/01/2020 End date 06/30/2021
7. Location of Project/Event: Lexington County - 4 County Region
8. Number of employees: #Full-time 4 #Part-time 4
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 517,250
☒ Brochures - # distributed 630,280
☒ Posters - # distributed 425
☒ Magazine Ads - # ads 42 (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 18 (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 1689+ (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 1025 (list stations and listener range on separate sheet)
☒ Billboards - # ads 87 (list number and location of billboards on separate sheet)
☒ Websites - # web pages other than primary website # 143 (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? 475,000+
12. Of this number, how many are tourists? 175,000+ (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 41,000+ average
 - ☒ Phone call inquiries - estimated phone calls per month 4,652
 - ☒ Brochure mailings - estimated brochures mailed per month 79,675
 - ☒ Event ticket sales - estimated tickets sold per event 2,175
 - ☒ Event registration - estimated registrants per event 800+
 - ☒ Hotel sales - estimated sales per event/per month 549 rooms using \$99 ARR \$54,351
 - ☒ License plates - estimated count per event 6,580
 - ☒ Surveys - estimated number of responses per survey 819
 - ☒ Other than listed: Ares Hotel Booking service
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:
Doubletree by Hilton (3,925), Wingate by Wyndham (218), Holiday Inn Express (225),
Comfort Suite (129), Woodspring (87), Red Roof Inn (55),
Days Inn (127), Quality Inn (45), Hampton Inn (221), Residence Inn (65) - Most of these were 2 night stays come 1 night
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: \$823,750
 - b. Amount of Accommodations Funds requested for this Project: \$ 118,627
 - c. This request equals what percent of the total Project/Event Budget: 14 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Marketing and Advertising and some exhibits at Visitor's Center
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2019/2020, amount \$18,637.06, source Lexington, and purpose: Marketing & 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: _____

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:

Miriam Atria

President/CEO

Print Name

Title




Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: Capital City/Lake Murray Country RTB (CCLMC)

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
City of Columbia ATAX	418,092	418,092	418,092
Lexington County ATAX	118,637	118,637	118,637
Richland County ATAX	86,250	30,000	60,000
Newberry County ATAX	7,232	5,000	5,000
Saluda County ATAX	0	0	2,000
West Columbia ATAX	0	7,000	7,000
Town of Irmo ATAX	5,350	0	10,000
Town of Lexington ATAX	5,000	5,000	5,000
SC PRT Marketing Grant	96,000	98,600	98,031
SC ATAX	38,699	31,250	100,000
TOTAL	775,260	713,579	823,760

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: Capital City/Lake Murray Country RTB (CCLMC)

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Ad Production (Creation of 4 county TV ad/STAYcationAd/Special Event Ads)	40,130	12,500	20,500
Brochures	49,264	50,500	50,500
National/Regional Fishing Events	59,250	90,000	185,500
Television	53,940	58,629	65,000
Radio	15,209	18,500	19,500
Web Marketing	72,179	55,750	55,760
State Welcome Center Advertising	3,657	4,200	4,500
Golf Promotion	12,000	5,000	12,000
SCATR Promotion - REV WAR Trail	5,000	10,000	10,000
Special Events - Reggaeonics, Cody Webb, STAYcation, etc.	84,502	75,000	75,000
Motorcoach - Group Tour - Travel Shows	14,899	18,500	18,500
Promotion - July 4th & Christmas Light	141,163	140,000	132,000
Print Media Ads - Advertorials	177,832	125,000	125,000
Visitors Center	46,235	50,000	50,000
TOTAL	775,260	713,579	823,750

A. General Description: CCLMC continues our mission and goal to promote tourism and our great outdoors in this four-county region which also encompasses the small towns and communities within those four counties. Funding requested from Lexington County's ATAX goes directly towards marketing and promotion of the region to leisure visitors for tourism. The specifics of the marketing plan are outlined within this document. Lexington County's funding is matched with funding from other counties in the region, as well as local municipalities of City of Columbia and Towns of Lexington, Irmo and West Columbia reflecting 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 events. Our advertising message in our key markets has never been more robust, or reached so far across the United States. Our continued promotion brings visitors into the region while promoting the region and increasing 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).

Lexington County's Benefits:

- ✓ \$656,624 (from last year) in regional funding going to tourism promotion of Lexington County;
- ✓ \$12 million in TV media value from combined TV shows from tournaments and tourism ads. This amount will also increase in new year;
- ✓ We should break last year's 57 Million media impressions as well;
- ✓ 161 articles published on attractions, lake, etc. provided 440 million media impressions – a \$4.1 million advertising value, this program will continue into next year;
- ✓ Digital billboards across 3 states for STAYcation Campaign provided 5,080,750 media impressions, this campaign was new last year and will grow more in 2021;
- ✓ 42 Magazine ads on area attractions, Lake Murray, golf, history and STAYcation week (we delivered 10 million impressions from these ads last year);
- ✓ \$105 K raised in one night to pay for the fireworks on Lake Murray in July (\$80,000 for new year as of this application) July 4th is drawing significant numbers of tourists;
- ✓ \$20 million in tourism revenues generated for the region due to CCLMC's efforts in 2019;
- ✓ 30 Minute TV show Erik *The Travel Guy* filmed in county for PBS airs Spring 2020 to air across 161 markets across 48 states;
- ✓ Lexington County featured in *Rescue* a movie filmed in the county and on Lake Murray.
- ✓ Lexington County continues on tour with *Duck Dynasty* as our region was the only tourism entity featured in their tour publication nationwide.

C. Total attendance to the event/project versus the number of total tourists in attendance: 443,880 total attendance with 167,104 total tourists. (No Eclipse this year).

D. Economic Impact generated by tourism to the event/project: Capital City/Lake Murray Country's (CCLMC) 2019-2020 budget of over \$1.4 million, dedicated over \$775,261+ dollars to promote tourism in Lexington, Richland Newberry & Saluda counties. The economic impact generated through CCLMC's marketing efforts and events amounted to \$32 million. (\$12 million specifically from TV Media and \$20 million in other media and visitors spending).

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. The region continues to be marketed through radio, print media ads, 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, as well are stopping in to check out the region

Foreign Visitors Stopping by Visitor Center in 2018-2019

Australia
Brazil
Canada
England
France
Germany
Ireland
Japan
Scotland
South Africa
Spain
Switzerland
Taiwan
Thailand

**Foreign Visitors Stopping by
Visitor Center July 2019 – December 2019**

China
England
France
Germany
Holland
Japan
New Zealand
Russia
Ukraine

F. Additional Comments:

Audience – Leisure visitors for golf, boating, fishing fans and families, vacationing families, retirement, relocation visitors, etc).

Social Media Impact – Facebook - One special event reached 158,218 people in a four week period - Instagram 1,831 and 306 monthly viewers from Pinterest.

2020-2021 Marketing Plan

CCLMC's marketing plan brings even larger and NEW events to the region.

- (November 2020) USA Bass Team 30+ foreign country fishing teams come to Lake Murray. Promotion through national and world TV PLUS fishing families will be in region for 9 days.
- (June 2020) Bass Pro Shops Collegiate Bass Fishing Series presented by Boat US supported by and digital platforms Outdoor Action, Apple TV Amazon Fire TV over 400 participants for 7 days PLUS pre-visits for practice.
- (April – August 2020) ABC Columbia and Amperstand Network will sponsor our STAY/PLAYcation Campaign. CCLMC will utilize these two outlets in the promotional efforts of the STAY/PLAYcation Campaign. Both digital and TV spots will run across SC/NC from January till June 2020.
- (April 22-25, 2021) FLW Pro Circuit – 150 pros – (Contract Pending based on Funding).
- (May 2021) Careco TV ACA Championship Tournament
- NC/SC/GA Motorcoach MarketPlace – over 275+ group and bus tour marketing professional and operators will be in this region for 4-day conference.
- (June 2021) Arts & Ag – Now an annual event in the region produced through Clemson University with CCLMC taking the lead. First one will be held in June 2020. Arts & Ag is a statewide event program and Lexington County was one of the last counties to come onboard.
- February 2020 – the South Carolina Association of Tourism Regions in partnership with South Carolina Department of Parks, Recreation & Tourism, The American Battlefield Trust, the SC Battleground Preservation Trust and the SC American Revolution Sestercentennial Commission will unveil the Liberty Trail (Rev War) of SC. A potential of over 1Million+ visitors could be heading our way – STAY TUNED for major announcements in February.

Television

Television Ads – 1,689+ Total Ads

USA Bass Team - TV 1,100 Ad Spots of our commercial spot. (Sheet Attached)

Bass Pro Shops Collegiate- CBS Sports Network, Pursuit Channel, World Fishing Network, AT&T SportsNet Southwest. 48 Ad Spots airings.

NCC now Ampersand - 30 sec 42 Ad spots for STAYcation/PLAYcation Campaign running in NC, SC, GA markets - proposal in progress.

ABC- WOLO – STAYcation/PLAYcation Campaign running across region and OUTSIDE of region - 491 Ad Spots 577,091 to view commercial an average of 8.6 times. Digital support campaign to provide 75,000 monthly impressions on Website and App.

The Travel Guy – PBS – Beyond Your Backyard Show was filmed in region - the 26-minute episode to air in Spring 2020 to approximately 3 million viewers in every major market and in 48 states nationwide. The estimated EMV on Tac Media metrics will be between \$25,000 & \$51,000 reaching more than 90% of U.S. households. Our 30 second tourism ad is inserted into the show. **# of spots – uncalculatable!**

FLW Pro Circuit - Outdoor Channel-45M HH – 8 ad Spots will be rebroadcast on Sportsman's' Channel 50M HH

Magazine Advertising

Magazine Ads 42 Ads

- Parent, Better Homes & Garden & Women's Day Campaign – *The Best Family Destination* – Apr/May2020 & June/July– 630,500 HH per issue – (6 ads)
- 2020 USA Today Travel, Digital copy 1. 9 million, 5 million circulations, half page (1 ad)
- Where to Retire -Print & Digital - 200,000 circulations (6 ads)
- SC Hunting & Fishing Regulations, 500,000 circulations - Full Page (1 ad)
- SC Visitors Guide–500,000 circulations - Full Page – (1)
- ExperienceColumbiaSC Visitor Guide – Full Page – Complimentary Ad – (1)
- Carolina Field Trips –25,000 members - Quarterly (4 ads)
- Student Group Tour Magazine, Full Page ad – 75,000 circulations (4)
- Group Tour Media, Leisure Group Tour ad – 100,000 circulations, (4)
- Adventure Outdoors Magazine, Full Page Ad - 500,000 circulations and Digital - Summer 2020 (1)
- 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. (13 ads)
- MORE TO COME BASED ON FINAL BUDGET APPROVAL

Digital Web Advertising

143 Websites running Digital ads referring back to LakeMurrayCountry.com (Times ads will run during the year).

Leisure/Vacationing Families

TripAdvisor.com (12x)
Discoversouthcarolina (12x)
SCATR.com (12x)
USAToday.Travel.com (6x)
SouthCarolinaParks.com

Motorcoach

BusToursMagazine.com (6x)
GroupTravelLeader (12x)
ABA
NTA

Motorcoach of SC

Fishing/Outdoor

BigBassTour (12x)
Eregulations/schuntingfishing (12x)
SCNatureAdventures.com (12x)
USABASS.com (12x)
US Angling.com (12x)
Outdoor Action (6)
Amazon Fire (6)

YouTube (12)

Collegiatebasschampionship.com (6)

Golf

Moutains2Midlands (12)

History/General Visitors

Rev War Trail (12)

Retirement/Relo

Where To Retire
Travel 50&Beyond (6x)

Others for Special Events

WIS
WOLO
Cumulus
IHeart
THE Lake
ORE TO COME

Digital Board Advertising

Billboards - 87 Ads (list number and location of billboards)

Digital boards running for July 4th Fireworks

COLD103-2 Inbound to Lexington 38,500 – March – June (4 ads)

COLD94-2 Columbia East 208.0K March-June (4 ads)

COLD109-1 Columbia East 29.3K March-June (4 ads)

COLD107-1 Columbia North LHR 48.5K March-June (4 ads)

Digital boards running for STAYcation/PLAYcation Campaign

FLO27-1 Florence – 208K – March- June (4 ads)

GLV1 -2 – Greenville E. McBee S – 84.2K March-June (4 ads)

GLVD1-1 – Greenville -74.5K – March-June (4 ads)

CLTD1-1 – Charlotte – 145.5K – March-June (4 ads)

CLTD1-2 - Charlotte 198,755 – March-June (4 ads)

CHSD1-1 – Charleston 128K – March-June (4 ads)

To be purchased through ExperienceColumbiaSC

Augusta - I-20 – 39,751 Wkly - March-June (4 ads)

Augusta- Washington Road – 207K Wkly– March-June (4 ads)

To be purchased through SCPRT through TAG Program

Boards running for 13 weeks (approx. - March 15th through June 30th)

Lamar	Augusta	9505	W/S I-520 .25 S/O WHEELER RD	37,922
Lamar	Augusta	21337	N/S I-20 @ TOWER RD	28,649
Adams	Charleston	1995A	I-526 0.3 mi E/O Leeds Ave SS	52,534
Adams	Charleston	51837	I-26 0.1 mi E/O Remount Rd NS	83,265
Renfro	Charleston	ROA-21	I-26 .5 miles east of Cosgrove Ave Exit 216	68,070
Adams	Charlotte	9227	I-77 0.9 mi N/O Carowinds Blvd WS	62,144
Kegerris Outdoor	Charlotte	C-85-1S	1-85 near exit 40, Charlotte	100,364
Lamar	Columbia	902	W/S I-126 N/O Greystone Blvd	58,710
Lamar	Columbia	802	N/S I-20 1000' E/O 215	98,128
Grace Outdoor	Greenville	GVLD2-1	E/ I-385 at I-85	96,964
Lamar	Myrtle Beach	2408	US HWY 501 N/S 1.30 MI W/O Forrestbrook Rd	40,330
Adams	Savannah	GA160A	I-95 0.3 mi N/O US-80 ES	29,646
Adams	Savannah	GA161A	I-95 0.3 mi N/O US-80 ES	39,428
(39 Ads) Impressions Total:				796,154

Boards highlighted in yellow above only shown to provide promotional value for the region.

Radio Advertising

Radios Ads -1025 radio spot ads

180 Spots –WCOS/IHeart – July 4th on Lake Murray

- 275 million listeners on-air every month
- 130 million registered users through digital and mobile
- 124 million monthly downloads, #1 commercial podcaster
- 250+ platforms and thousands of connected devices
- 20+ thousand events across markets and formats
- 146 million fans through social media

125 Spots – TheLake – Christmas Light Boat Parade 2020 - 100,000 listeners

720 Spots – WCOS/IHeart – STAYcation/PLAYcation -

Radio promotion of STAYcation Week on IHeart Radio (97.5, 104.7, 560 WVOC 100.1) from March through June includes an extensive geo-targeted campaign running in conjunction with radio ad spots.

Other Special Event Advertising

Newspaper Ads - 18 ads

- **18** newspaper quality ads will be placed to promote various portions of the marketing plan - The State (123,064) circulation and Charlotte Observer 212,218 (SUNDAY ONLY ADS).
- Reggaetronics - Summer 2020
- Big Bass Tour – April 2020 – over 800 fishing participants
- South Carolina State Bass Fishing Championship - April 2020
- Lake Murray's July 4th Celebration
- Lake Murray's Christmas Light Boat Parade

Motorcoach Marketplace Advertising

Travel South, March 2021

National Tour Association - February 2021

American Bus Association, - January 2021

South Central Show, (GA, AL LA, MS, TX - TBD - Summer 2020

GA/AL Central Show, August/September 2020 – Location TBD

2020 Airtimes for Cabela's Deer Gear™ TV

** Networks, broadcast periods, and air day/time, are subject to change, but equal or greater household delivery is guaranteed.*

Pursuit Channel – Q3

Mondays @ 11:00pm ET

Tuesdays @ 2:00pm ET

Sundays @ 8:30am ET

Also Available On Demand

OutdoorAction.com

OutdoorAction Roku Channel

GoneTV

YouTube

PursuitUp

AT&T SportsNet Southwest – Q1-Q2

Thursdays @ 8:00am CT

Saturdays @ 6:30am CT

Sundays @ 5:00am CT

2020 Airtimes for Fishing & Hunting Texas®

** Networks, broadcast periods, and air day/time, are subject to change, but equal or greater household delivery is guaranteed.*

Pursuit Channel – Q2

Tuesdays @ 10:30pm ET

Wednesdays @ 1:30am ET

Saturdays @ 10:30am ET

Also Available On Demand

Outdooraction.com

Outdooraction Roku Channel

GoneTV

YouTube

PursuitUp

AT&T SportsNet Southwest – Q1-Q2

Mondays @ 8:30am CT

Sundays @ 5:00pm CT

Mondays @ 3:30am CT

2020 Airtimes for Cabela's Fisherman's Handbook™

** Networks, broadcast periods, and air day/time, are subject to change, but equal or greater household delivery is guaranteed.*

Pursuit Channel – Q1-Q2

Tuesdays @ 10:00pm ET

Wednesdays @ 1:00am ET

Fridays @ 8:00am ET

Saturdays @ 10:00am ET

Also Available On Demand

OutdoorAction.com

OutdoorAction Roku Channel

GoneTV

YouTube

PursuitUP

Amazon SVOD

WFN – Q1-Q3

Wednesdays @ 8:00pm ET

Thursdays @ 2:00am ET

Thursdays @ 11:00am ET

Saturdays @ 7:30am ET

Saturdays @ 2:30pm ET

FOX Sports Net Southwest – Q1-Q2

Sundays @ 6:30am Local

AT&T SportsNet Southwest – Q1-Q4

Mondays @ 8:00am CT

Saturdays @ 5:00pm CT

Sundays @ 3:30am CT

Comcast Chicago – Q1-Q2

Fridays @ 12:30pm CT

TUFF TV – Q1-Q2

Saturdays @ 12:30pm CT

2020 Airtimes for Yamaha's Whitetail Diaries™

** Networks, broadcast periods, and air day/time, are subject to change, but equal or greater household delivery is guaranteed.*

Pursuit Channel – Q3-Q4

Tuesdays @ 10:00pm ET
Fridays @ 8 :30pm ET
Saturdays @ 11 :30am ET
4th Airing TBD

WildTV Canada – Q1-Q4

Mondays @ 4:00pm CT
Wednesdays @ 10:00pm CT
Fridays @ 2:00am CT
Saturdays @ 2:00am CT

FOX Sports Net North – Q3-Q4

Sundays @ 6:00am Local

FOX Sports Net Midwest – Q3-Q4

Saturdays @ 6:30am Local

FOX Sports Net South – Q3-Q4

Saturdays @ 5:30am Local

FOX Sports Net Southwest – Q3-Q4

Saturdays @ 5:30am Local

AT&T SportsNet Southwest – Q3-Q4

Mondays @ 8:30am CT
Sundays @ 5:00pm CT
Mondays @ 3:30am CT

Comcast Chicago SportsNet – Q3-Q4

Fridays @ 12:00pm CT

TUFF TV – Q1-Q4

Sundays @ 1:30pm CT

The Action Channel – Q1-Q4

Sundays @ 4:30pm ET

Also Available On Demand

OutdoorAction.com
OutdoorAction Roku
GoneTV
PursuitUP
WayPointTV
YouTube
Amazon Prime

Additional regional networks as feasible.

Capital City/Lake Murray Country Regional Tourism Board

12/17/19

Balance Sheet

Accrual Basis

As of December 17, 2019

	Dec 17, 19
ASSETS	
Current Assets	
Checking/Savings	
First Community Bank	162,528.58
Regions Business Savings	500.38
Regions Checking Account	2,644.60
Total Checking/Savings	165,673.56
Accounts Receivable	
Accounts Receivable	50,130.32
Total Accounts Receivable	50,130.32
Other Current Assets	
*Inventory Asset	4,537.65
Prepaid Expenses	2,799.81
Total Other Current Assets	7,337.46
Total Current Assets	223,141.34
Fixed Assets	
Accumulated Depreciation	-262,239.05
Building Structure	487,868.00
Computers	920.92
Historic Structure	52,000.00
Property, Plant, Equipment	134,264.00
Total Fixed Assets	412,813.87
Other Assets	
Petty Cash Drawer	65.00
Total Other Assets	65.00
TOTAL ASSETS	636,020.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
FCB Line of Credit	12,829.23
Payroll Liabilities	15,209.36
Sales Tax Payable	847.19
Total Other Current Liabilities	28,885.78
Total Current Liabilities	28,885.78
Long Term Liabilities	
Regions Bank Mortgage	123,626.19
Regions Line of Credit	95,980.14
Total Long Term Liabilities	219,606.33
Total Liabilities	248,492.11
Equity	
Opening Bal Equity	7,045.25
Retained Earnings	305,474.37
Net Income	75,008.48
Total Equity	387,528.10
TOTAL LIABILITIES & EQUITY	636,020.21

Capital City/Lake Murray Country Regional Tourism Board

12/17/19

Profit & Loss

Accrual Basis

July 1 through December 17, 2019

	Jul 1 - Dec 17, 19
Ordinary Income/Expense	
Income	
Advertising Income	7,686.22
Corporate Sponsors	25,000.00
Lake Murray Souvenir Shoppe	15,636.46
Partnership Income	18,950.00
QtlyAtax/Hospitality Grants	316,800.33
Reimbursement Income	48.45
State Grants	363,580.52
Taste of Lake Murray	81,580.00
Total Income	829,281.98
Cost of Goods Sold	
Cost of Goods Sold	5,516.10
Total COGS	5,516.10
Gross Profit	823,765.88
Expense	
Bad Debts	615.00
Bank Fees	5,054.50
Computer Repair/Maintenance	492.75
Contract Services	2,500.00
Dues & Subscriptions	541.25
Equipment/Leasing	1,275.28
Insurance	21,540.80
Interest Expense	11,559.60
Marketing & Advertising	379,872.06
Materials For Resale	9,693.16
Meetings	7,910.45
Office Supplies	1,524.16
Payroll Expenses	245,401.50
Postage	6,883.83
Printing	2,227.38
Reclass Expenses	
Telephone	5,232.37
Travel	11,972.18
Visitors Center Expenses	34,461.13
Total Expense	748,757.40
Net Ordinary Income	75,008.48
Net Income	75,008.48

***CAPITAL CITY/LAKE MURRAY COUNTRY
REGIONAL TOURISM BOARD***

Financial Statements

For the Year-ended June 30, 2019

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
For the Year-ended June 30, 2019
TABLE OF CONTENTS

FINANCIAL SECTION

Independent Auditor's Report.....	1
Statement of Net Position.....	3
Statement of Governmental Fund Revenues, expenditures, and Changes in Fund Balances and Statement of Activities.....	4
Balance Sheet-Governmental Funds.....	5
Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances	6
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of the Governmental Funds to the Statement of Activities.....	7
Notes to Financial Statements.....	8

REQUIRED SUPPLEMENTARY INFORMATION

Budgetary Comparison Schedule-General Fund.....	17
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial statements performed in accordance with Government Auditing Standards.....	18

FINANCIAL SECTION

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Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Capital City/Lake Murray Country Regional Tourism Board
Irmo, South Carolina

Report on the Financial Statements

We have audited the accompanying financial statements of the major fund which is the general fund of the governmental activities of the Capital City/Lake Murray Country Regional Tourism Board ("the Board"), as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting

policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities as of June 30, 2019, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. However, the Budgetary Comparison-General Fund is presented on page 17. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2019, on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.

Irmo, South Carolina
December 20, 2019



CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
STATEMENT OF NET POSITION
June 30, 2019

Assets	Governmental Activities
Current Assets	
Cash and investments	\$ 14,840
Due from governmental agencies	155,224
Inventory	2,441
Prepaid expenses	2,800
Total Current Assets	175,305
Noncurrent Assets	
Capital assets, net of accumulated depreciation	412,814
Total Noncurrent Assets	412,814
Total Assets	588,119
<i>PLUS</i>	
Deferred Outflows of Resources	-
Total Assets and Deferred Outflows of Resources	\$ 588,119
<i>EQUALS</i>	
Liabilities	
Current Liabilities	
Payroll taxes	\$ 10
Accounts payable	46,388
Note payable - current portion	131,415
Total Current Liabilities	177,813
Noncurrent Liabilities	
Note payable - noncurrent portion	104,731
Total Noncurrent Liabilities	104,731
Total Liabilities	282,544
<i>PLUS</i>	
Deferred Inflows of Resources	-
Total Deferred Inflows of Resources	-
<i>PLUS</i>	
Net Position:	
Net Investment in capital assets	289,188
Unrestricted	16,387
Total Net Position	305,575
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 588,119

See accompanying notes to financial statements.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
STATEMENT OF ACTIVITIES
June 30, 2019

	<u>Program Revenues</u>		<u>Net (Expense) Revenue and Change in Net Position</u>	
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Governmental Activities</u>	<u>Total</u>
Functions/Programs				
PRIMARY GOVERNMENT:				
Expenses:				
Taste of Lake Murray	\$ 33,761	111,630	77,869	77,869
General Fund	1,384,301	82,007	(1,302,294)	(1,302,294)
Visitors Center	46,235	18,476	(27,759)	(27,759)
Total Governmental Activities	1,464,297	212,113	(1,252,184)	(1,252,184)
Total Government				
General Revenue:				
Corporate Sponsorships			5,000	5,000
Partnership Income			40,625	40,625
County/City Accommodations			640,560	640,560
Hospitality Tax			95,000	95,000
State Grants			321,000	321,000
State Accommodations Tax			135,788	135,788
Total General Revenue			1,237,973	1,237,973
Change in Net Position			(14,211)	(14,211)
Net position- beginning			319,786	319,786
Net position- ending			\$ 305,575	\$ 305,575

The notes to the financial statements are an integral part of this statement.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD**BALANCE SHEET-GOVERNMENTAL FUNDS**

June 30, 2019

	General	Total Governmental Funds
Assets		
Cash and cash equivalents	\$ 14,840	\$ 14,840
Accounts receivable	155,224	155,224
Inventory	2,441	2,441
Prepaid expenses	2,800	2,800
Total Assets	175,305	175,305
<i>PLUS</i>		
Deferred Outflows of Resources	-	-
Total Deferred Outflows of Resources	-	-
Total Assets and Deferred Outflows of Resources	\$ 175,305	\$ 175,305
<i>EQUALS</i>		
Liabilities		
Payroll taxes	10	10
Accounts payable	46,388	46,388
Total Liabilities	46,398	46,398
<i>PLUS</i>		
Deferred Inflows of Resources	-	-
<i>PLUS</i>		
Unassigned Fund Balance	128,907	128,907
Total Liabilities, Deferred Inflows of Resources and Fund Balance	\$ 175,305	
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in government activities are not financial resources and therefore are not reported in the funds, net of accumulated depreciation of \$262,239.		412,814
Long-term liabilities applicable to the Board's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities, both current, and long-term are reported in the Statement of Net Position.		
Balances at June 30, 2019 are:		(236,146)
Total Net Position		\$ 305,575

The notes to the financial statements are an integral part of this statement.

CAPITAL CITY/LAKE MARRAY COUNTRY REGIONAL TOURISM BOARD**STATEMENT OF GOVERNMENTAL FUND REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES**

For the Year Ended June 30, 2019

REVENUES	General Fund
Advertising Income	\$ 82,007
Corporate Sponsorships	5,000
Partnership Income	40,625
County/City Accomodations Tax	640,560
Hospitality Grants	95,000
State Grants	321,000
State Accomodations Tax	135,788
Taste of Lake Murray	111,630
Other Financing Sources	12,520
Visitors Center	18,476
	<u>1,462,606</u>
EXPENDITURES	
Operating:	
Personnel	473,863
Travel	21,423
Insurance	28,530
Marketing and Advertising	741,499
Contract Services	8,364
Bank Fees	11,134
Office Supplies	11,357
Printing	9,995
Telephone	11,485
Postage	13,466
Materials	12,004
Meetings	11,138
Taste of Lake Murray	33,757
Visitors Center	46,235
Total Operating Expenditures	<u>1,434,250</u>
Capital Outlay	
Debt Service:	
Principal	17,383
Interest	15,002
Total Debt Service	<u>32,385</u>
Total Expenditures	<u>1,466,635</u>
Excess (Deficit) of Revenues Over Expenditures	(4,029)
Fund Balances/Net Position:	
Beginning of the year	132,936
End of the year	<u>\$ 128,907</u>

See accompanying notes to financial statements.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD

Reconciliation of the Statement of Revenues, Expenditures, and

Changes in Fund Balances of Governmental Funds to the

Statement of Activities

For the Year Ended June 30, 2019

Net change in fund balances-Total Governmental Funds	\$ (4,029)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	(15,045)
Loan proceeds are recorded as revenue in the Governmental Funds and not in the Statement of Activities.	(12,520)
Repayment of the principal portion of notes payable are recorded as an expense in the governmental funds, but the repayment reduces the long-term liabilities in the statement of net position.	<u>17,383</u>
Change in net position of governmental activities	<u>\$ (14,211)</u>

The accompanying notes are an integral part of this statement.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note A – Organization

General Statement

The Capital City/Lake Murray Country Regional Tourism Board (the Board) was created in 1981 for the purpose of promoting economic development through a formal program of tourism promotion in the four counties surrounding Lake Murray. This includes Richland, Lexington, Newberry, and Saluda. The basic operations of the Board are funded by membership and annual appropriations by the state legislature through the South Carolina Department of Parks, Recreation, and Tourism, by funding through the South Carolina Department of Natural Resources, and by state and local accommodations tax and hospitality tax. Additional sources of funds are from advertising sold to local businesses and contributions by local businesses. All board members are elected through membership of the organization.

Summary of Significant Accounting Policies

GASB 63 requires that certain defined transactions that do not qualify for treatment as either assets or liabilities be accounted for and reported as either deferred outflows of resources or deferred inflows of resources.

Government-wide Statement of Financial Position

The government-wide financial statements (i.e., the statement of net position is reported as the difference between assets plus deferred outflows and resources and liabilities plus deferred inflows of resources).

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. All expenses are considered to be direct to the operation of the Board. All other revenues are considered to be general revenues and unrestricted.

Governmental Fund Balance Sheet

Governmental funds should present financial position in a balance sheet format that displays assets plus deferred outflows of resources equal to liabilities plus deferred inflows of resources plus fund balance.

Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note A – Organization

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within thirty-one days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Grants and entitlements and interest associated with the current fiscal period are all considered susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the Board receives cash.

Fund Accounting

The Board uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Board only uses governmental funds.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. All expendable assets and liabilities are considered to be used in the general fund. The difference between governmental fund assets and liabilities is reported as fund balance.

General Fund

The General Fund is used to account for all financial resources of the Board except those required to be accounted for in another fund. The general fund balance is available to the Board for any purpose provided it is expended or transferred according to the general laws and bylaws of the Board.

Classification of Fund Balances

Nonspendable-these are amounts that cannot be spent because (1) not in spendable form (e.g., inventories, prepaids, long-term loans/ notes receivable, property acquired for resale) or (2) legally or contractually required to be maintained intact (e.g., corpus of a permanent fund).

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note A – Organization

Restricted-these are resources that are constrained either by (a) external impositions by creditors, grantors, contributor, or laws or regulations of other governments or (b) impositions by law through constitutional provisions or enabling legislation.

Committed-these are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority; same high level must be used to remove or change the specified used.

Assigned-these are amounts constrained by government's intent to be used for specific purposes-intent to be expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts.

Unassigned – this classification is the residual classification for the general fund.

Stabilization Arrangements

The Town has not made stabilization arrangements for the fund balances nor have they adopted a minimum fund balance policy.

Reporting Entity

The Board's general purpose financial statements include the accounts of all Board operations. The criteria for including organizations within the Board's reporting entity, as set forth in GASB No. 14, "The Financial Reporting Entity", is financial accountability. Financial accountability is defined as appointment of a voting majority of the component unit's board and either the ability to impose will by the primary government or the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government. The Board is an independent Board of the South Carolina Department of Parks, Recreation, and Tourism. The Board's general purpose financial statements do not include the operations of the five county governments and various local municipal governments that make up its Board because none of the criteria for inclusion as set forth in GASB No. 14 have been met.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note A – Organization

The sources of revenues are appropriations by the state legislature through the South Carolina Department of Parks, Recreation, and Tourism, funding through the South Carolina Department of Wildlife and Marine Resources, the state accommodations tax, and local advertising revenues. The sources of revenues are discussed below.

- a). South Carolina Department of Parks, Recreation, and Tourism
Funding from SCPRT has no restrictions and the Board can use the funds in the way it determines best to meet its purpose as set forth by state legislature.
- b). South Carolina Department of Natural Resources
The Board requests of each county's legislative delegation funding through the South Carolina Department of Natural Resources. This funding is not restricted and is available for the Board to use the funds as determined by the legislature and for the purposes set forth in the specific funding request to the state legislative delegations in the four county region.
- c). State Accommodation Tax
The Board receives the state accommodation tax collected by the South Carolina Department of Revenue. These funds are unrestricted.
- d). Local Advertising
The Organization sells advertising to local businesses in some of its various publications.
- e). The Organization receives Accommodation and Hospitality tax grants from municipalities and four counties.

Budgets and Budgeting Accounting

The Board's annual budget is a management tool that assists its users in analyzing financial activity for its fiscal year ending June 30, 2019.

Because of the Board's dependency on state and local budgeting decisions and the uncertainty of the amount of accommodations tax collected, revenue estimates are based upon the best available information as to potential amounts of funding. The Board of Directors formally approves the annual budget.

Fixed Assets

Fixed assets are recorded at historical cost. The Board has no public domain assets. Fixed assets are depreciated over their estimated useful life. The Board's capitalization policy is to capitalize assets \$5,000 or greater that have a useful life of greater than one year.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note A – Organization

Total Columns on Combined Statements

Total columns on the Combined Statements are captioned “memorandum only” to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial positions or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts on the financial statements. Actual results could differ from those estimates.

Subsequent Events

In preparing these financial statements, the Board has evaluated events and transactions for potential recognition or disclosure through audit report date which is the date the financial statements were available to be issued.

Government-wide Financial Statements

In accordance with the requirements of Statement 34 for a single-program government, the government-wide financial statements of the Board consist of a statement of net assets presented in combination with the governmental funds balance sheet and a statement of activities presented in combination with the statement of revenues, expenditures, and changes in fund balances. These statements report information about the overall government without displaying individual funds or fund types and exclude information about fiduciary activities (if applicable), including component units that are fiduciary in nature.

Measurement Focus and Basis of Accounting

The statement of net assets and the statement of activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of Statement 33.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note B – Summary of Significant Accounting Policies

Cash and Cash Equivalents

Cash and cash equivalents consists of highly liquid investments with maturities of less than a year from purchase. The Board's policy is to ensure all cash accounts are protected by the Federal Deposit Insurance Corporation.

Capital Assets and Depreciation

Capital assets are depreciated and are reported net of accumulated depreciation in the statement of net assets. Land and other non-depreciable assets are reported using the modified approach and are reported separately if the Board has a significant amount of these assets.

Capital assets are depreciated over their estimated useful lives unless they are inexhaustible, i.e. land and land improvements. Depreciation expense is reported in the statement of activities and is measured by allocating the net cost of depreciable assets over their estimated useful lives in a systematic and rational manner.

Budgets and Budgetary Accounting

Prior to July 1 of each year, a cash receipts and disbursements budget is proposed and adopted by the Board of Directors. Formal budgetary integration is employed as a management control device during the year for the General Fund. The Executive Director is authorized to transfer budgeted amounts between accounts within the general fund and report such transfers to the Board of Directors; however, any revisions that alter the total expenditures of the general fund must be approved by the Board of Directors.

Classification of Fund Balances

Nonspendable-these are amounts that cannot be spent because (1) not in spendable form (e.g., inventories, prepaids, long-term loans/ notes receivable, property acquired for resale) or (2) legally or contractually required to be maintained intact (e.g., corpus of a permanent fund).

Restricted-these are resources that are constrained either by (a) external impositions by creditors, grantors, contributor, or laws or regulations of other governments or (b) impositions by law through constitutional provisions or enabling legislation.

Committed-these are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority; same high level must be used to remove or change the specified used.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note B – Summary of Significant Accounting Policies

Assigned-these are amounts constrained by government's intent to be used for specific purposes-intent to be expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts.

Unassigned – this classification is the residual classification for the general fund.

Stabilization Arrangements

The Board has not made stabilization arrangements for the fund balances nor have they adopted a minimum fund balance policy.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note C – Cash and Cash Equivalents

Depository Account

Bank Balance

Insured	\$ 14,840
Collateralized:	
Collateral held by the Organization's agent in the Organization's name	
Collateral held by pledging bank's trust department in Organization's name	
Collateral held by pledging bank's trust department not in the Organization's name	
Uninsured and uncollateralized	<u>-</u>
Total Deposits	\$ 14,840

Deposits are carried at cost, which approximates market value. The carrying amount of deposits is separately on the balance sheet as "Cash". At June 30, 2019 the bank balance was \$14,840. The Board has no investments. All cash was covered by FDIC insurance.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Note D – Management’s Review

The date through which management evaluated subsequent events is the same date of the audit report. This is the same date that the financial statements were available to be issued.

Note E – Note Payable

The Board received a loan from Regions Bank in the amount of \$237,883 for capital additions. The loan date was December 6, 2010 for a period of fifteen years with an interest rate of 5.8% with monthly payments of \$1,982 beginning on January 6, 2011. The balance as of June 30, 2019 was \$123,626 and is collateralized by the building.

The Board obtained a line of credit from First Community Bank in the amount of \$20,000 to pay for operating expenses. The line renews every year and has an interest rate of 18.0%. Regular payments are not required and are made when the Board has cash available. The balance as of June 30, 2019 was \$12,520 and is collateralized by all inventory, equipment, fixtures, and real estate.

The Board received a line of credit from Regions Bank in the amount of \$100,000 for capital additions. The line date was October 11, 2017 with an annual maturity date of October 11, 2019 with an interest rate of 8.2%. Regular payments are not required and are made when the Board has cash available. The balance as of June 30, 2019 was \$100,000 and is collateralized by all inventory, equipment, fixtures, and real estate.

	<u>Beginning</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending</u>
Line of credit		\$ 12,520		\$ 12,520
Line of credit	\$ 100,000			100,000
Note payable	141,009		\$ 17,383	123,626
	<u>\$ 241,009</u>	<u>\$ 12,520</u>	<u>\$ 17,383</u>	<u>\$ 236,146</u>

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 131,415	\$ 4,889	\$ 136,304
2021	19,714	4,070	23,784
2022	20,568	3,216	23,784
2023	21,460	2,324	23,784
2024	22,390	1,394	23,784
2025-2029	20,599	422	21,021
Total	<u>\$ 236,146</u>	<u>\$ 16,315</u>	<u>\$ 252,461</u>

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
NOTES TO FINANCIAL STATEMENTS
June 30, 2019

Note F - Receivables from Governmental Agencies

As of June 30, 2019 the Board had receivables from governmental agencies as follows:

Lexington County Accommodations Tax	\$ 42,368
City of Columbia Accommodations Tax	51,792
State Parks, Recreation, and Tourism	37,493
Other	<u>23,571</u>

Total Due from Governmental Agencies	<u>\$ 155,224</u>
--------------------------------------	-------------------

Note G - Changes in Capital Assets, Net of Accumulated Depreciation

Capital asset activity for the year ending June 30, 2019 is as follows:

<u>Historical Cost</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Assets not depreciated				
Land	\$ 52,000			\$ 52,000
Assets being depreciated				
Buildings	487,868			487,868
Furniture and Equipment	<u>135,185</u>	<u>-</u>	<u>-</u>	<u>135,185</u>
	623,053	-	-	623,053
<u>Accumulated Depreciation</u>				
Buildings	112,062	13,866		125,928
Furniture Fixtures & Equipment	<u>135,132</u>	<u>1,179</u>	<u>\$ -</u>	<u>136,311</u>
Total Accumulated Depreciation	<u>247,194</u>	<u>15,045</u>	<u>-</u>	<u>262,239</u>
Net Book Value of Depreciated Assets	<u>375,859</u>	<u>(15,045)</u>	<u>-</u>	<u>360,814</u>
Net Capital Assets	<u>\$ 427,859</u>	<u>\$ (15,045)</u>	<u>\$ -</u>	<u>\$ 412,814</u>

Depreciation expense of \$15,045 was charged to the general fund of the Board for the year June 30, 2019.

CAPITAL CITY/LAKE MURRAY COUNTRY REGIONAL TOURISM BOARD
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the year ended June 30, 2019

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues			
Advertising Income	\$ 70,544	\$ 82,007	\$ 11,463
Corporate Sponsorships	15,000	5,000	(10,000)
Partnership Income	30,000	40,625	10,625
County/City Accomodations Tax	663,176	640,560	(22,616)
Hospitality Tax	95,000	95,000	-
State Grants	336,030	321,000	(15,030)
State Accommodations Tax	125,767	135,788	10,021
Taste of Lake Murray	104,744	111,630	6,886
Other Financing Sources		12,520	12,520
Visitors Center	24,996	18,476	(6,520)
Total Reveunues	\$ 1,465,257	\$ 1,462,606	\$ (2,651)
Expenditures			
Personnel	467,622	\$ 473,863	\$ (6,241)
Travel	19,690	21,423	(1,733)
Insurance	38,296	28,530	9,766
Marketing and Advertising	703,022	741,499	(38,477)
Contract Fees	8,750	8,364	386
Bank Fees	9,364	11,134	(1,770)
Office Supplies	9,931	11,357	(1,426)
Printing	5,220	9,995	(4,775)
Telephone	10,560	11,485	(925)
Postage	8,000	13,466	(5,466)
Debt Service	23,119	32,385	(9,266)
Materials	16,000	12,004	3,996
Meetings	11,500	11,138	362
Taste of Lake Murray	23,795	33,757	(9,962)
Capital Outlay	13,018		13,018
Visitors Center	50,463	46,235	4,228
Total Expenditures	1,418,350	1,466,635	(48,285)
Excess (Deficit) of Revenues Over Expenditures	\$ 46,907	\$ (4,029)	\$ (50,936)

See accompanying notes to financial statements.

TIMOTHY C. CORNELISON, CPA, LLC

Tim Cornelison, CPA

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Certified Public Accountants
South Carolina Association of
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Capital City/Lake Murray Country Regional Tourism Board
Irmo, South Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, for each major fund, and the aggregate remaining fund information of Capital City/Lake Murray Country Regional Tourism Board ("the Board"), as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise Board's basic financial statements, and have issued our report thereon dated December 20, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Irmo, South Carolina
December 20, 2019





County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Marketing Lexington County to 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 803-545-0008
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 7/1/2020 End date 6/30/2021
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 14.8 million tourists, 5.5 million of which spend night
12. Of this number, how many are tourists? 14.8 million (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 120,000 sessions 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 324 rooms/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 SC 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:
- 2,392 hotel rooms and 7,100 convention attendees are expected in FY 2020-2021 based on contracts with Doubletree Hotel,
An additional 1,500 room are expected to be contracted for FY 20-21 at Aloft Columbia Harbison, Residence Inn by Marriott Columbia
West /Lexington, Best Western Executive Inn & Suites, Country Inn & Suites Harbison, Clarion Inn Airport and Courtyard by Marriott Cayce.
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: \$ 6,234,509
 - 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 1% %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures -
\$1,500, etc. \$20,000 Print Advertising, \$15,000 billboard advertising, \$5,000 media outreach, \$10,000 television advertising
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year FY2019-2020, amount \$ \$34,996, 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

12/9/19

Date

Lexington County
Accommodations Tax Fund Grant Application
FY 20-21
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 to our region by Tourism Economics, a total of 14.8 million out-of-town travelers visited the Columbia region (which includes Lexington County, Richland County and the City of Columbia) in 2018, and 5.5 million of those visitors stayed overnight. These numbers are up from 14.7 million visitors in 2016. We currently engage a study every other year.

We drive travel inspiration to the region through social media, advertising, influencer marketing, website content (which includes our popular blog and calendar of events), media outreach and more. Our sales teams work to drive meeting and convention bookings through participation at tradeshow, special events (like our Six in the City barbecue event in Washington DC), site visits for meeting planners to tour Columbia SC hotels and meeting venues, and continuously make sales calls and reach out to prospective planners to share the benefits of holding a meeting in our region.

We also publish an annual Insider's Guide to Columbia SC (formerly known as the Columbia SC Official Visitors Guide) each year which provides travel inspiration but also connects visitors directly to our partners through listings, features and photography. Our 2020 Insider's Guide will be available in January 2020. Some of the 125,000 copies are mailed to potential travelers upon request but guides can also be found at Columbia area hotels, the Columbia Metropolitan Airport and major attractions as well as the Columbia SC Visitors Center. 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.

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 have secured 2,392 hotel room nights from 7,100 convention attendees in the Doubletree Hotel alone, and anticipate approximately 1,500 additional room nights in other Lexington County hotels. Those numbers are for conventions alone with additional travel from leisure visitors from our CoolPass and CulturePass multi-attractions tickets and other leisure activities. 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, 14.8 million visitors came to the Columbia region in 2018. Of those, 5.5 million stayed overnight. These numbers are up from 14.7 million out-of-town travelers in 2016. In addition to pumping leisure tourism and general overnight visitation to the region, the CVB booked 23,343 convention room nights in FY 18-19 representing 155 different conventions.

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 \$34,996 grant provided for FY 19-20 helped the CVB execute marketing in the form of billboards in key target markets such as Augusta, Charlotte, Greenville, Charleston, Asheville and Myrtle Beach. 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. We look forward to promoting Lexington County in FY 2020-21 and for years to come.

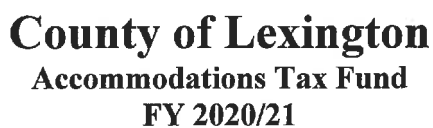


County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name:

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
City of Columbia A-tax (902)	2,503,186.45	2,075,700	2,075,700
Richland County A-tax (902)	230,375	250,000	250,000
City of Cayce A-tax (902)	15,507.10	12,000	15,000
Lexington County A-tax (902)	35,000	34,996	50,000
Richland County H-tax (902)	132,106.75	119,091	120,000
Town of Lexington A-tax (902)	6,000	6,000	6,000
West Columbia A-tax (902)	5,000	3,000	3,000
Visitor Center Merchandise Sales (902)	4,507.94	3,000	4,000
Interest (902+905)	21,189.94	100	100
Town of Irmo	0	13,300	13,300
Destination Marketing Fee (Private hotel contributions) (905)	1,774,671.35	1,900,000	1,900,000
Co-op Marketing Revenue (905)	53,589	60,000	60,000
aRes Commission and Ticket Sales (905)	5,988.05	3,000	3,000
SCPRT Destination Specific Grant (905)	814,166.83	800,000	800,000
SCPRT Governor's Carolighting (905)	11,472.47	13,000	13,000
Appropriation PY Unassigned Net Position (902+905)	156,475.39	941,322	921,409
TOTAL	5,769,236.27	6,234,509	6,234,509



Organization Name:	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
List of Expenditures			
Personnel Expenses (902+905)	1,026,458.70	1,160,489	1,160,489
Contract Labor (902)	2,159.28	1,800	1,800
Program Expenses (902+905)	307,117.60	256,000	256,000
Marketing, Advertising, & Publications (902+905)	2,473,112.49	3,309,900	3,309,900
Occupancy Expense (902)	24,097.44	25,704	25,704
Operating Expense (902+905)	399,758.28	408,911	408,911
Other Operating Expense (902+905)	922,764.22	387,783	387,783
Midlands Authority Support (902)	461,392.67	483,922	483,922
Sports Marketing (902+905)	152,375.56	200,000	200,000
TOTAL	5,769,236.27	6,234,509	6,234,509

Advertising Schedule Proposed FY 20-21

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

Successful Meetings: 12-page insert

Meetings Today: 12-page insert

RCMA Aspire: 12-page insert

SCSAE (South Carolina Society of Association Executives): Full page ad in directory

*Digital advertising with meeting planner targeting will be negotiated select outlets above

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

Raleigh 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

Charleston City Paper – 38 weeks

Charlotte Magazine – 28 weeks

Augusta Chronicle – 21 weeks

Atlanta Magazine – 24 weeks

Raleigh Magazine – 28 weeks

Greenville Journal – 26 weeks

Grand Strand Magazine- 25 weeks

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 in fall. Print influencer page and display ad page in spring. Digital add-ons.

Southern Living: National display print + advertorial page – month TBD; GA/NC display print and advertorial page month TBD

The Local Palate: winter and spring 2021 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

Myrtle Beach – 6 months
Hwy 17

Raleigh – 4 months

Television :30 Spot

Dates TBD

Networks Included -Cooking Channel, Food Network, Hallmark Channel, OWN Network, Travel Channel

Total Reach -12,283,000

Experience Columbia SC
Statement of Revenues and Expenditures
902 - Experience Columbia SC (CVB)
From 10/1/2019 Through 10/31/2019

	Current Period Actual	YTD Actual	FY 19-20 Budget	Budget Variance YTD	% Remains
Revenue					
Grant Revenue					
4000 City of Columbia - Accom Tax	0.00	0.00	2,075,700.00	(2,075,700.00)	(100.00)%
4001 Richland County - Accom Tax	62,500.00	62,500.00	250,000.00	(187,500.00)	(75.00)%
4002 City of West Columbia - Accom Tax	0.00	3,000.00	3,000.00	0.00	0.00%
4004 Cayce - Accom Tax	0.00	0.00	12,000.00	(12,000.00)	(100.00)%
4005 Town of Lexington - Accom Tax	0.00	6,000.00	6,000.00	0.00	0.00%
4006 Lexington County - Accom Tax	0.00	0.00	34,996.00	(34,996.00)	(100.00)%
4008 Town of Irmo	0.00	0.00	13,300.00	(13,300.00)	(100.00)%
4021 Richland County - Hospitality Tax	96,818.25	96,818.25	119,091.00	(22,272.75)	(18.70)%
Total Grant Revenue	159,318.25	168,318.25	2,514,087.00	(2,345,768.75)	(93.30)%
Investment Income					
4207 Interest Earned	14.11	55.99	100.00	(44.01)	(44.01)%
Total Investment Income	14.11	55.99	100.00	(44.01)	(44.01)%
Other Income					
4205 Visitor Center Merchandise	414.45	1,463.74	3,000.00	(1,536.26)	(51.21)%
4400 Appropriation FY Unassigned Net Position	0.00	0.00	499,792.00	(499,792.00)	(100.00)%
Total Other Income	414.45	1,463.74	502,792.00	(501,328.26)	(99.71)%
Total Revenue	159,746.81	169,837.98	3,016,979.00	(2,847,141.02)	(94.37)%
Total Revenue	159,746.81	169,837.98	3,016,979.00	(2,847,141.02)	(94.37)%
Expenditures					
Personnel Expenses					
5002 Salaries - FT Sales & Marketing	34,133.20	145,934.43	493,499.00	347,564.57	70.43%
5021 Salaries - PT Sales & Marketing	1,765.94	6,854.54	33,176.00	26,321.46	79.34%
5040 Personnel Contingency	0.00	0.00	15,801.00	15,801.00	100.00%
5050 Payroll Tax Expense	3,940.40	12,809.27	42,134.00	29,324.73	69.60%
5055 Retirement - 401k	1,047.50	4,575.52	19,739.00	15,163.48	76.82%
5060 Health Insurance	5,014.56	19,289.12	67,697.00	48,407.88	71.51%
5061 Dental Insurance	358.32	1,408.08	4,752.00	3,343.92	70.37%
5062 Life & Disability Insurance	613.13	2,423.82	7,131.00	4,707.18	66.01%
5070 Workers Compensation	651.03	2,411.56	3,176.00	764.44	24.07%
5071 Unemployment Insurance	1.06	4.11	75.00	70.89	94.52%
5075 Incentives	16,435.80	16,435.80	72,440.00	56,004.20	77.31%
5076 Auto Allowance	369.24	1,476.96	4,800.00	3,323.04	69.23%
Total Personnel Expenses	64,330.18	213,623.21	764,420.00	550,796.79	72.05%
Contract Labor					
5080 Contract Labor	0.00	2,126.00	800.00	(1,326.00)	(165.75)%
Total Contract Labor	0.00	2,126.00	800.00	(1,326.00)	(165.75)%
Program Expenses					
5100 Client Recruitment & Entertainment	204.69	2,763.84	20,000.00	17,236.16	86.18%
5112 Partner & Community Relations	250.90	703.88	36,000.00	35,296.12	98.04%
Total Program Expenses	455.59	3,467.72	56,000.00	52,532.28	93.81%
Marketing, Advertising & Publications					
5200 Marketing & Advertising	31,506.80	417,334.63	1,039,000.00	621,665.37	59.83%
5211 Ares Marketing	0.00	4,500.00	38,500.00	34,000.00	88.31%
Total Marketing, Advertising & Publications	31,506.80	421,834.63	1,077,500.00	655,665.37	60.85%
Occupancy Expense					
5300 Office Space Rental	2,008.12	8,142.46	25,704.00	17,561.54	68.32%
Total Occupancy Expense	2,008.12	8,142.46	25,704.00	17,561.54	68.32%
Operating Expenses					
5310 Utilities	677.24	2,045.34	7,260.00	5,214.66	71.83%
5313 Telephone	639.31	1,930.44	3,792.00	1,861.56	49.09%
5320 Repairs & Maintenance	0.00	0.00	2,500.00	2,500.00	100.00%
5321 Maintenance Supplies	83.11	512.64	2,800.00	2,287.36	81.69%
5322 Office Equipment Lease	275.00	2,592.76	6,500.00	3,907.24	60.11%
5325 Computer Expense & Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%
5327 Website Enhancements	12,028.95	37,345.58	118,394.00	81,048.42	68.46%
5334 Tradeshows	5,259.41	79,683.23	100,975.00	21,291.77	21.09%
5340 Postage	2,148.73	7,774.07	25,600.00	17,825.93	69.63%
5341 Printing	508.34	2,448.26	12,590.00	10,141.74	80.55%

Experience Columbia SC
Statement of Revenues and Expenditures
902 - Experience Columbia SC (CVB)
From 10/1/2019 Through 10/31/2019

	Current Period Actual	YTD Actual	FY 19-20 Budget	Budget Variance YTD	% Remains
5342 Office Supplies	498.77	1,355.14	4,000.00	2,644.86	66.12%
Total Operating Expenses	22,118.86	135,687.46	285,411.00	149,723.54	52.46%
Other Operating Expenses					
5400 Contract Building Service	9,209.39	24,063.84	61,244.00	37,180.16	60.71%
5405 Depreciation	2,754.38	11,017.52	31,200.00	20,182.48	64.69%
5415 Parking	400.00	1,600.00	4,800.00	3,200.00	66.67%
5416 Membership Dues & Subscriptions	855.00	16,460.00	22,880.00	6,420.00	28.06%
5420 Sales & Use Tax	71.63	71.63	1,000.00	928.37	92.84%
5424 Visitors Center Merchandise	415.30	771.50	10,000.00	9,228.50	92.28%
5425 Promotional Materials	287.39	4,574.76	25,000.00	20,425.24	81.70%
5426 Collateral Materials	0.00	564.60	109,748.00	109,183.40	99.49%
5427 Employee Travel, Meals & Accommodations	3,717.36	15,513.29	43,000.00	27,486.71	63.92%
5429 Uniforms	763.58	824.23	2,950.00	2,125.77	72.06%
5430 Employee Training & Development	0.00	3,990.00	11,175.00	7,185.00	64.30%
5436 Banking & Merchant Fees	1.80	38.38	225.00	186.62	82.94%
Total Other Operating Expenses	18,475.83	79,489.75	323,222.00	243,732.25	75.41%
Total Expenditures	138,895.38	864,371.23	2,533,057.00	1,668,685.77	65.88%
Total Expenditures	138,895.38	864,371.23	2,533,057.00	1,668,685.77	65.88%
Net Revenue Over Expenditures	20,851.43	(694,533.25)	483,922.00	(1,178,455.25)	(243.52)%
Transfers Out					
5700 Transferred out to Authority	38,266.30	147,177.91	483,922.00	336,744.09	69.59%
Total Transfers Out	38,266.30	147,177.91	483,922.00	336,744.09	69.59%
Net Revenue Over Expenditures (After Transfers)	(17,414.87)	(841,711.16)	0.00	(841,711.16)	0.00%

Experience Columbia SC
Statement of Revenues and Expenditures
905 - Destination Marketing
From 10/1/2019 Through 10/31/2019

		Current Period Actual	YTD Actual	FY 19-20 Budget	Budget Variance YTD	% Remains
Revenue						
Program Revenue						
4100	Desination Marketing Fee - (Hotel Rooms)	159,734.48	621,262.82	1,900,000.00	(1,278,737.18)	(67.30)%
4103	SC Parks, Recreation, & Tourism	0.00	800,000.00	800,000.00	0.00	0.00%
4104	Co-op Special Project	3,400.00	3,400.00	60,000.00	(56,600.00)	(94.33)%
4105	Governor's Carol Lighting	0.00	0.00	13,000.00	(13,000.00)	(100.00)%
4220	Ares Commission	57.16	210.88	500.00	(289.12)	(57.82)%
4221	Ares Marketing	0.00	1,670.40	2,500.00	(829.60)	(33.18)%
	Total Program Revenue	163,191.64	1,426,544.10	2,776,000.00	(1,349,455.90)	(48.61)%
Investment Income						
4207	Interest Earned	2,126.67	8,444.59	0.00	8,444.59	0.00%
	Total Investment Income	2,126.67	8,444.59	0.00	8,444.59	0.00%
Other Income						
4400	Appropriation PY Unassigned Net Position	0.00	0.00	441,530.00	(441,530.00)	(100.00)%
	Total Other Income	0.00	0.00	441,530.00	(441,530.00)	(100.00)%
	Total Revenue	165,318.31	1,434,988.69	3,217,530.00	(1,782,541.31)	(55.40)%
	Total Revenue	165,318.31	1,434,988.69	3,217,530.00	(1,782,541.31)	(55.40)%
Expenditures						
Personnel Expenses						
5002	Salaries - FT Sales & Marketing	21,448.70	84,743.94	271,286.00	186,542.06	68.76%
5040	Personnel Contingency	0.00	0.00	7,613.00	7,613.00	100.00%
5050	Payroll Tax Expense	1,865.08	6,630.66	21,703.00	15,072.34	69.45%
5055	Retirement - 401k	63.71	252.95	10,851.00	10,598.05	97.67%
5060	Health Insurance	1,253.64	5,014.56	37,609.00	32,594.44	86.67%
5061	Dental Insurance	44.79	176.01	2,640.00	2,463.99	93.33%
5062	Life & Disability Insurance	115.54	462.16	3,919.00	3,456.84	88.21%
5070	Workers Compensation	91.69	366.76	1,233.00	866.24	70.25%
5071	Unemployment Insurance	1.09	4.28	25.00	20.72	82.88%
5075	Incentives	3,520.00	3,520.00	36,790.00	33,270.00	90.43%
5076	Auto Allowance	184.62	738.48	2,400.00	1,661.52	69.23%
	Total Personnel Expenses	28,588.86	101,909.80	396,069.00	294,159.20	74.27%
Contract Labor						
5080	Contract Labor	0.00	72.00	1,000.00	928.00	92.80%
	Total Contract Labor	0.00	72.00	1,000.00	928.00	92.80%
Program Expenses						
5111	Convention Recruitment Fund	(32.40)	0.00	200,000.00	200,000.00	100.00%
	Total Program Expenses	(32.40)	0.00	200,000.00	200,000.00	100.00%
Marketing, Advertising & Publications						
5200	Marketing & Advertising	125,112.98	354,551.36	1,165,000.00	810,448.64	69.57%
5211	Ares Marketing	2,306.80	4,010.80	2,500.00	(1,510.80)	(60.43)%
5212	Governor's Carol Lighting	1,358.74	1,358.74	13,000.00	11,641.26	89.55%
5214	Cooperative Advertising	0.00	61,987.50	100,000.00	38,012.50	38.01%
5215	Hotel DMF Partner Ads	54,295.72	157,462.27	640,000.00	482,537.73	75.40%
5216	Special Events	83.31	17,654.61	100,000.00	82,345.39	82.35%
5218	Market Research	5,000.00	53,500.00	211,900.00	158,400.00	74.75%
	Total Marketing, Advertising & Publications	188,157.55	650,525.28	2,232,400.00	1,581,874.72	70.86%
Operating Expenses						
5315	General Insurance	676.00	2,611.50	5,500.00	2,888.50	52.52%
5327	Website Enhancements	0.00	2,788.00	68,000.00	65,212.00	95.90%
5335	Tradeshaw/Event Sponsorship	10,000.00	21,500.00	50,000.00	28,500.00	57.00%
	Total Operating Expenses	10,676.00	26,899.50	123,500.00	96,600.50	78.22%
Other Operating Expenses						
5400	Contract Building Service	1,645.82	28,353.82	52,500.00	24,146.18	45.99%
5438	Vehicle Maintenance	0.00	891.49	12,061.00	11,169.51	92.61%
	Total Other Operating Expenses	1,645.82	29,245.31	64,561.00	35,315.69	54.70%
	Total Expenditures	229,035.83	808,651.89	3,017,530.00	2,208,878.11	73.20%
	Total Expenditures	229,035.83	808,651.89	3,017,530.00	2,208,878.11	73.20%
	Net Revenue Over Expenditures	(63,717.52)	626,336.80	200,000.00	426,336.80	213.17%

Experience Columbia SC
Statement of Revenues and Expenditures
905 - Destination Marketing
From 10/1/2019 Through 10/31/2019

	<u>Current Period Actual</u>	<u>YTD Actual</u>	<u>FY 19-20 Budget</u>	<u>Budget Variance YTD</u>	<u>% Remains</u>
Transfers Out					
5701 Transferred out Sports	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>	0.00%
Total Transfers Out	<u>0.00</u>	<u>200,000.00</u>	<u>200,000.00</u>	<u>0.00</u>	0.00%
Net Revenue Over Expenditures (After Transfers)	<u>(63,717.52)</u>	<u>426,336.80</u>	<u>0.00</u>	<u>426,336.80</u>	0.00%



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Greater Cayce West Columbia Visitor Center
2. Sponsoring Organization: Same

Mailing Address: 1006 12th Street Cayce, SC 29033
3. Event/Project Director:

Name John Banks Title Director of Tourism

Telephone 803-794-6504 Alternate Telephone 803-665-7620

Fax Number none

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, 2020 End date June 30, 2021
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 3245
☒ Brochures - # distributed 2156
☒ Posters - # distributed 125
☒ 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 2 (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 # 5 (list on separate sheet with target audience)
☒ Other than listed above: Major Program through Facebook and Instagram (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 3,554
 - ☒ Phone call inquiries - estimated phone calls per month 31
 - ☒ Brochure mailings - estimated brochures mailed per month 49 Via 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 Track Zip Codes at Tartan Day South. We track locations of web hit origins.
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 and servicing Visitors Center and do not actually book rooms. We do assist our local festivals.
Through working with Tartan Day South, we booked 56 room nights in 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: \$95,000
 - b. Amount of Accommodations Funds requested for this Project: \$20,000
 - c. This request equals what percent of the total Project/Event Budget: 21.05 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Targeted web Advertising, Printing.
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
 - b. For each award year, did you expend 100% of the Accommodations Tax Funds you received?
☐ Yes ☒ No
 - c. If no, please explain: We hold over an amount each year to fund 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



January 2, 2020

Signature

Date

FUNDING SOURCES

List of Funding Sources

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: **Greater Cayce West Columbia Visitor's Cen**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Internet Advertising	22,500	6,000	33,000
Print Ads	1,600	695	2,000
Printing			1,000
Web Hosting	762		1,000
Web Update		2,852	
Video Production	20,590		10,000
TV Advertising			
Continuing Education	916	873	1,000
Rent	600	600	1,000
New Signage	285	301	
Payroll Director & Admin Asst. Fees and Tax	34,776	18903	35,000
Carryover	9,920		10,000
Postage Office Supplies and Misc	1,640	347	
Printer & Design Software		669	1,000
TOTAL	93,589	31,240	95,000

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, and Lexington County. 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 web advertising (Charlotte Observer) for Cayce's Soiree on State and West Columbia's Kinetic Derby Day though West of the River Weekend promotion. We also provide national marketing for Tartan Day South with national ads in Celtic Life Magazine for the four-day event. Those events pulled in over 17,000 attendees with an estimated 3,500 patrons from 35 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 2019 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 12.3 % 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.

We work with Tartan Day South through data collection and advertising. In 2019 Tartan Day South had a \$1.51 million impact on our local economy.

Through our growth over the past few years we are currently executing our largest project to date. We rolled out a video campaign "Southern Time, You Pick your Pace" in 2019. This generated significant new traffic from the 5 states around us.

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.

2018- 2019 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 in Florida, Georgia, North Carolina, Tennessee, and Virginia. 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 and most recently History based travel.

We accomplish this with a number of tools and advertising opportunities. Through focus group studies we have learned that education about our assets and location are most needed. We have learned that targeted approach is more effective than the shotgun approach.

Our unique visitors to our site are solidly over 3,554 Unique Visitors per month. We had our largest increase in page views by Unique Visitors over the year before in 2019. Our most visited page this year was our River Sports page 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 are currently working with Flying Compass Design on a complete redesign of our web site. Flying Compass is a company that specializes in tourism and works with area like St. Petersburg, FL, Winston-Salem, NC, and Clearwater Beach, FL to name a few. This is exciting opportunity to work with a destination specific group who understands our industry.

We ran our most ambitious program to date in the summer of 2019. In the “You pick YOUR pace” campaign, we produced a set of 5 videos that run around 2 minutes long. These videos were meant to educate tourists not only about our attractions but to educate them on our location. These humorous videos were built to highlight a central activity like the Zoo, Fishing, Kayaking, and the 12,000 year history park. But they also share the many other activities to round out a balanced stay in our area. Many different activities for all paces of life.

These were target marketed through Facebook and Instagram in the 5 states around us. They were specifically chasing people with interests that would fit our area. Through over 2 million targeted impressions we had just under 200,000 engagements. We had over 42,100 videos viewed from start to finish. This produced over 21,000 unique web visitors in the run of the campaign.

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 2 times during 2019. 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.

We worked with the Southern Weekend to produce a video highlighting the Fishing opportunities as the major spring attraction along with Tartan Day South. It ran for one week on that sites main page. The video was narrated by Mayor Partin of Cayce. This 2 minute video was viewed over 2,300 times and led to another 900 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 two full page ads in Celtic Life Magazine in January/February and March/April of 2019 with nearly three quarters of a million North American subscribers. We worked this year with Tartan Day South that drew visitors from 35 states and an estimated 4,300 from outside 50 miles. The Visitor's Center volunteers man the main gate and collect Zip Codes at the main event. We also man an information booth at the event.

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" for a second year. 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.

Print Magazine Ads

Celtic Life Magazine (2) Full Page ads in January/February and March/April issue 2019

In support of Tartan Day South Festival

790,000 North American Subscribers

Southern Travel & Lifestyle (3) Full Page Ads

May/June, July/August and September/October 2019 Editions

These ads support the introduction of the "You pick your pace" Campaign

250,000 Subscribers and 105,000 online readers

Television Half Hour Special:

The Southern Weekend Television Broadcast

Half Hour Special aired on 43 TV Markets June 2nd, 2019 and August 25th, 2019

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

Website Ads: (Multiple)

Charlotte Observer Main Page

24,000 Impressions for West of the River Weekend

“You pick YOUR Pace” Campaign

May 31st through September 30th 2019

530,000 Video Targeted Video Impression on Facebook and Instagram per month

2,126,532 Total Impressions

Targeting very specific users by interests in Florida, Georgia, North Carolina, Tennessee, and Virginia.

Greater Cayce West Columbia Visitor's Center 2018-2019 Final

Expenses		Revenues	
	Expenses		
Building Improvements			
	\$ 285.00		
Advertising Print			
Print Advertising	\$ 1,600.00	Actual Revenues	
Advertising Web		Carry Over 17-18	\$ 16,386.28
Web Advertising	\$ 22,500.00	02/28/2019	\$ 6,000.00 Cayce
		12/07/2018	\$ 7,000.00 Cayce
		12/07/2018	\$ 5,000.00 LC
Marketing Production		08/30/2018	\$ 2,680.01 Cayce
Video Production	\$ 20,590.00	08/16/2018	\$ 3,750.00 LC
		10/10/2018	\$ 17,773.79 WC
Website		04/12/2019	\$ 5,000.00 LC
Hosting Fees	\$ 761.52	05/14/2019	\$ 5,000.00 Cayce
		5/30/2019	\$ 5,000.00 LC
Postage		5/30/2019	\$ 20,000.00 WC
Postage			
		Total Revenues	\$ 93,590.08
Aministration			
Directors Pay	\$ 21,108.15		
Payroll Taxes and Fees	\$ 9,730.28	Totals From Each Source	
Assistants Pay	\$ 3,080.00	Lexington County	\$ 18,750.00
		City of Cayce	\$ 20,680.01
		City of West Columbia	\$ 37,773.79
Personel Cost			
401 K personel cost	\$ 858.00		
Office Supplies			
Office Supplies	\$ 1,640.47		
Advertising Production			
Continuing Educational	\$ 915.74		
Rent			
Rent	\$ 600.00		
Total Expenses	\$ 83,669.16		
Carryover to 2019-2020	\$ 9,920.92		



Tartan Day South 2019 by the Numbers

12,129 Total Attendees over 4 Days

**3,762 Zip Codes were collected
over 2 days (April 5th and 6th)**

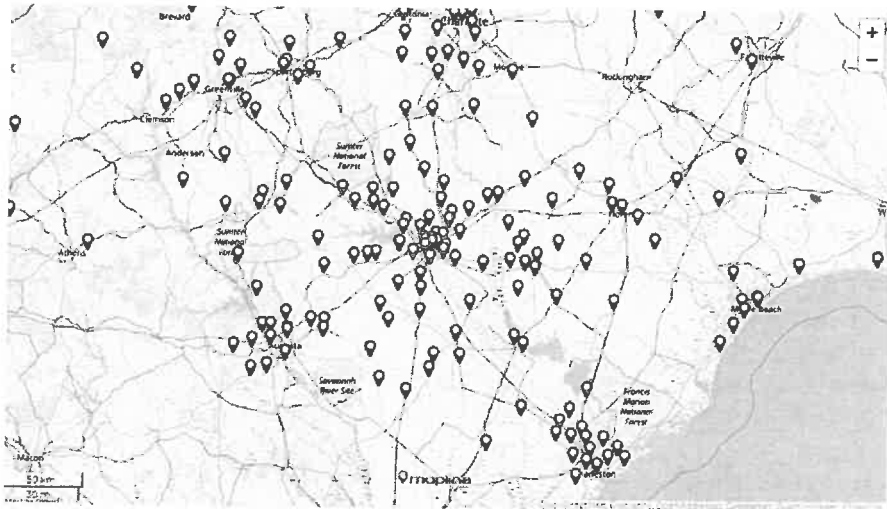
**Attendees from 162 Unique Zip Codes from
34 states outside of South Carolina**

**An estimated 1,700 visitors were from outside
of South Carolina**

**Zip Codes were collected from 158 Unique
Zip Code Areas in South Carolina**

**Over 2,600 Patrons were from 114 Unique
Zip Codes in South Carolina outside
of 50 Miles of Lexington County**

**Tartan Day South 2019 Economic Impact
\$1.51 Million dollar on the local Economy**



158 South Carolina Unique Zip Codes



United States Unique Zip Codes



Patrons from 35 States Visited TDS in 2019

Tartan Day South 2019 Visitors From Outside South Carolina Over 1,700 Patrons from 162 Unique Zip Codes in 34 States

Massachusetts		Maryland		North Carolina	
2151	Revere, MA	20610	Barstow, MD	27073	Yadkinville, NC
		20910	Silver Spring, MD	27107	Winston Salem, NC
	Rhode Island	20953	Silver Spring, MD	27330	Sandord, NC
		21666	Stevensville, MD	27376	West End, NC
2918	Providence, RI	21713	Boonsboro, MD	27513	Cary, NC
2920	Cranston, RI			27604	Raleigh, NC
		Virginia		27707	Durham, NC
	New Hampshire			28027	Concord, NC
		20176	Leesburg, VA	28031	Cornelius, NC
3062	Nashua, NH	22153	Springfield, VA	28036	Davidson, NC
		22401	Fredericksburg, VA	28052	Gastonia, NC
	New Jersey	23111	Mechanicsville, VA	28063	Gastonia, NC
		23168	Toano, VA	28078	Huntersville, NC
8753	Toms River, NH	23233	Henrico, VA	28112	Monroe, NC
8759	Manchester Township, NH	23462	Virginia Beach, VA	28173	Waxhaw, NC
		23507	Norfolk, VA	28202	Charlotte, NC
	US Overseas Base	23608	Newport News, VA	28203	Charlotte, NC
		24018	Roanoke, VA	28205	Charlotte, NC
9063	APO	24073	Christiansburg, VA	28208	Charlotte, NC
				28211	Charlotte, NC
	New York	West Virginia		28216	Charlotte, NC
				28262	Charlotte, NC
13309	Boonville NY	26045	Moundsville, WV	28270	Charlotte, NC
13440	Rome, NY	26169	Rockport, WV	28278	Charlotte, NC
13480	Waterville, NY	26757	Romney, WV	28314	Fayetteville, NC
13603	Watertown, NY			28348	Hope Mills, NC
13612	Black River, NY		Florida	28369	Orrum, NC
13676	Potsdam, NY			28409	Wilmington, NC
14150	Tonawanda, NY	32003	Fleming Island, FL	28465	Oak Island, NC
14221	Buffalo, NY	32210	Jacksonville, FL	28602	Hickory, NC
		32309	Tallahassee, FL	28636	Hiddenite, NC
	Pennsylvania	32724	Deland, FL	28643	Lansing, NC
		33603	Tampa, FL	28658	Newton, NC
15228	Pittsburgh, PA	33952	Port Charlotte, FL	28741	Highlands, NC
		34219	Parrish, FL	28756	Mill Spring, NC
	District of Columbia	34983	Port Saint Lucie, FL	28766	Penrose, NC
				28779	Sylva, NC
20070	Washington, DC		Indiana	28804	Asheville, NC
20210	Washington, DC				
		46530	Granger, IN	2	Ohio
	Kentucky				
			Michigan	43130	Lancaster, OH
40031	La Grange, KY			44134	Cleveland, OH
41141	Garrison, KY	48092	Warren, MI	44319	Akron, OH
				45140	Loveland, OH

Tartan Day South 2019 Visitors From Outside South Carolina Over 1,700 Patrons from 162 Unique Zip Codes in 34 States

	Alabama		Iowa		Colorado
35801	Huntsville, AL	52001	Dubuque, IA	80906	Colorado Springs, CO
	Wisconsin		Georgia		Utah
53027	Hartford, WI	30014	Covington, GA	84074	Tooele, UT
53558	McFarland, WI	30062	Marietta, GA		
53704	Madison, WI	30076	Roswell, GA		Arizona
		30080	Smyrna, GA		
	Minnesota	30092	Norcross, GA	86004	Flagstaff, AZ
		30152	Kennesaw, GA		
56308	Alexandria, MN	30188	Woodstock, GA		California
		30189	Woodstock, GA		
	South Dakota	30224	Griffin, GA	91709	Chino Hills, CA
		30281	Stockbridge, GA	91724	Covina, CA
57701	Rapid City, SD	30290	Tyrone, GA	92081	Vista, CA
57718	Black Hawk, SD	30512	Blairsville, GA	95630	Folsom, CA
		30517	Braselton, GA		
	Illinois	30519	Buford, GA		Alaska
		30528	Cleveland, GA		
60035	Highland Park, IL	30683	Winterville, GA	209205	Ketchikan, AK
61705	Bloomington, IL	30805	Blythe, GA	223666	Ketchikan, AK
		30809	Evans, GA	230683	Ketchikan, AK
	Missouri	30813	Grovetown, GA	292236	Ketchikan, AK
		30814	Harlem, GA	308809	Ketchikan, AK
65202	Columbia, MO	30815	Hephzibah, GA	309607	Ketchikan, AK
		30906	Augusta, GA		
	Louisiana	30907	Augusta, GA		Basingsoke, England
		30909	Augusta, GA		
71105	Shreveport, LA	31316	Ludowici, GA		Waterford, Ireland
		31324	Richmond Hill, GA		
	Arkansas	31401	Savannah, GA		
		31410	Savannah, GA		
72007	Austin, AR	31513	Baxley, GA		
		31820	Midland, GA		
	Texas				
			Tennessee		
75652	Henderson, TX				
77962	Ganado, TX	37090	Lebanon, TN		
		37801	Maryville, TN		
		37804	Maryville, TN		
		37862	Sevierville, TN		
			Mississippi		
		39130	Madison, MS		

Tartan Day South 2019 South Carolina Visitor Groups by Zip Code

158 Unique Zip Codes for 2,595 Groups

29003	Bamberg	3	29169	West Columbia	137	29579	Myrtle Beach	1
29006	Batesburg	5	29170	West Columbia	151	29581	Nichols	1
29010	Bishopville	1	29172	West Columbia	34	29583	Pamplico	1
29014	Blackstock	7	29173	West Columbia	1	29585	Pawleys Island	2
29015	Blair	2	29180	Winnsboro	9	29588	Myrtle Beach	9
29016	Blythewood	59	29201	Columbia	52	29606	Greenville	1
29020	Camden	39	29202	Columbia	4	29607	Greenville	4
29023	Camden	1	29203	Columbia	24	29620	Abbeville	3
29032	Cassatt	1	29204	Columbia	23	29630	Central	1
29033	Cayce	134	29205	Columbia	96	29640	Easley	2
29036	Chapin	89	29209	Columbia	74	29640	Easley	1
29038	Cope	2	29210	Columbia	75	29642	Easley	1
29040	Dalzell	7	29211	Columbia	1	29644	Fountain Inn	2
29044	Eastover	13	29212	Columbia	171	29646	Greenwood	4
29045	Elgin	41	29216	Columbia	102	29646	Greenwood	1
29053	Gaston	46	29223	Columbia	65	29649	Greenwood	1
29054	Gilbert	41	29229	Columbia	83	29654	Honea Path	1
29061	Hopkins	10	29271	Columbia	11	29655	Iva	4
29063	Irmo	164	29290	Columbia	3	29657	Liberty	3
29065	Jenkinsville	1	29301	Spartanburg	2	29666	Ninety Six	1
29070	Leesville	63	29302	Spartanburg	3	29676	Salem	2
29071	Lexington	2	29306	Spartanburg	2	29680	Simpsonville	1
29072	Lexington	316	29316	Boiling Springs	5	29681	Simpsonville	4
29073	Lexington	221	29320	Arcadia	5	29687	Taylors	4
29075	Little Mountain	11	29332	Cross Hill	3	29688	Tigerville	2
29078	Lugoff	24	29340	Gaffney	1	29690	Travelers Rest	1
29083	Lodge	1	29401	Charleston	1	29706	Chester	1
29102	Manning	7	29405	North Charleston	1	29707	Fort Mill	5
29104	Mayesville	2	29407	Charleston	3	29708	Fort Mill	6
29108	Newberry	13	29410	Hanahan	1	29710	Clover	1
29112	North	2	29414	Charleston	13	29715	Fort Mill	3
29115	Orangeburg	14	29420	North Charleston	1	29718	Jefferson	3
29123	Pelion	26	29437	Dorchester	1	29720	Lancaster	6
29125	Pinewood	1	29445	Goose Creek	2	29730	Rock Hill	4
29126	Pomaria	1	29451	Isle Of Palms	3	29732	Rock Hill	8
29127	Prosperity	12	29455	Johns Island	2	29745	York	1
29128	Rembert	2	29461	Moncks Corner	3	29801	Aiken	8
29130	Ridgeway	9	29483	Summerville	3	29803	Aiken	38
29133	Rowesville	1	29485	Summerville	4	29805	Aiken	2
29135	Saint Matthews	6	29486	Summerville	16	29812	Barnwell	2
29137	Salley	9	29488	Walterboro	2	29829	Graniteville	12
29138	Saluda	9	29492	Charleston	3	29835	Mc Cormick	4
29142	Santee	7	29501	Florence	4	29838	Modoc	2
29150	Sumter	16	29505	Florence	5	29841	North Augusta	20
29152	Shaw A F B	2	29526	Conway	1	29843	Olar	2
29153	Sumter	4	29532	Darlington	5	29853	Williston	2
29154	Sumter	16	29550	Hartsville	4	29860	North Augusta	9
29160	Swansea	36	29556	Kingstree	1	29861	North Augusta	3
29162	Turbeville	1	29565	Latta	3	29902	Beaufort	3
29163	Vance	1	29566	Little River	9	29910	Bluffton	12
29164	Wagener	6	29575	Myrtle Beach	1	29920	Saint Helena Island	1
29166	Ward	1	29576	Murrells Inlet	2			
29168	Wedgefield	1	29576	Murrells Inlet	1			
			29577	Myrtle Beach	2			

Greater Cayce West Columbia Visitor's Center 2018-2019 Final

Expenses		Revenues	
	Expenses		
Building Improvements			
	\$ 285.00		
Advertising Print			
Print Advertising	\$ 1,600.00	Actual Revenues	
Advertising Web		Carry Over 17-18	\$ 16,386.28
Web Advertising	\$ 22,500.00	02/28/2019	\$ 6,000.00 Cayce
		12/07/2018	\$ 7,000.00 Cayce
		12/07/2018	\$ 5,000.00 LC
Marketing Production		08/30/2018	\$ 2,680.01 Cayce
Video Production	\$ 20,590.00	08/16/2018	\$ 3,750.00 LC
		10/10/2018	\$ 17,773.79 WC
Website		04/12/2019	\$ 5,000.00 LC
Hosting Fees	\$ 761.52	05/14/2019	\$ 5,000.00 Cayce
		5/30/2019	\$ 5,000.00 LC
Postage		5/30/2019	\$ 20,000.00 WC
Postage			
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Aministration			
Directors Pay	\$ 21,108.15		
Payroll Taxes and Fees	\$ 9,730.28	Totals From Each Source	
Assistants Pay	\$ 3,080.00	Lexington County	\$ 18,750.00
		City of Cayce	\$ 20,680.01
		City of West Columbia	\$ 37,773.79
Personel Cost			
401 K personel cost	\$ 858.00		
Office Supplies			
Office Supplies	\$ 1,640.47		
Advertising Production			
Continuing Educational	\$ 915.74		
Rent			
Rent	\$ 600.00		
Total Expenses	\$ 83,669.16		
Carryover to 2019-2020	\$ 9,920.92		

Greater Cayce West Columbia Visitor's Center 2018-2019 Final

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Total Expenses	\$ 83,669.16		
Carryover to 2019-2020	\$ 9,920.92		



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION



1. Name of Project/Event: Lexington Visitors Center Marketing & Operations

2. Sponsoring Organization: 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: www.lexingtonsc.org

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 January 2020 End date December 2020

7. Location of Project/Event: 311 West Main St. Lexington, SC

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 8,000 Visitors Guide

☐ 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: social media (list on separate sheet with target audience)

11. How many people do you expect to attend? Not an event - visitors center marketing and 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 18,970
- ☒ Phone call inquiries - estimated phone calls per month 32
- ☒ Brochure mailings - estimated brochures mailed per month 20 Relocation Packet/Visitor Welcome Bags
- ☐ 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 - visitors center marketing and 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: \$ 135,564
- b. Amount of Accommodations Funds requested for this Project: \$ 20,000
- 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. \$11,600 = printed visitors guide; \$2,000 = tourism conference; \$6,400 = visitors ctr operations

17. Has your project or organization previously received Accommodations Tax Funds?

☒ Yes ☐ No

a. If yes, state year 2019-2020, amount \$ 19,996, source Lexington County, and purpose: Lexington Visitors Center Operations and 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 - Visitors Center

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:

Otis Rawl

Print Name

Signature

President / CEO

Title

12/19/19

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: Lexington Chamber & Visitors Center

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Membership	334,394	345,000	350,000
Non Dues Revenue	5,137	3,000	3,000
Accommodations Tax - County	18,750	19,000	20,000
Accommodations Tax - Town	67,232	70,000	75,000
Monthly Events	83,956	70,000	70,000
Special Events	385,695	421,240	425,000
Membership Services	24,055	23,000	24,000
Miscellaneous	2,925	1,550	2,000
TOTAL	922,144	952,790	969,000

FY 2020/21 Lexington County Accommodations Tax Funding

19 - Project Description

The Lexington Chamber and Visitors Center remains a primary destination for visitors and tourists who need information about Lexington County and the surrounding area. Our location in the heart of Lexington County on Main Street and just minutes from I-20 provides travelers a convenient proximity to major points of interests.

The Visitors Center hosts a variety of resources for tourists in its nearly 1,000 square-foot space that hosts welcoming furniture, shelves of literature that are easily accessible and our helpful Visitors Center Coordinator, Sonja Sharpe. The facilities also include a 600 square-foot Board Room and 1,800 square-foot Community Room that give residents, visitors and companies the opportunity to host events.

The Lexington Chamber and Visitors Center's website lexingtonsc.org received 10,000 more page views in 2019 totaling nearly 228,000. The website continues to be a valuable resource for the community and its visitors with an updated calendar of festivals and events, directory of accommodations and restaurants as well as recreation and shopping opportunities.

The visitors center staff is working with Free Times to produce the **2020 Lexington Visitors Guide** (cover page included). This 44-page guide will provide visitors with available accommodations, restaurants and other businesses along with suggested itineraries for their stay, features of Lake Murray and recreational activities and details of the area's history.

8,000 copies of this guide will be distributed to area hotels, visitors centers, chambers of commerce and other tourism-based entities as well as welcome centers. By also providing this guide to all potential visitors and relocators who enter their contact information on lexingtonsc.org – name, email address and the city and state where they currently reside – the visitors center will be able to collect valuable data that will help increase tourism efforts.

The visitors center is also participating as a sponsor of the **2020 Governor's Conference on Tourism and Travel**, the largest annual gathering of the South Carolina tourism industry. Hosted in Myrtle Beach, this conference offers sessions on emerging consumer trends and tourism marketing strategy to help SC Department of Parks, Recreation and Tourism and the industry grow tourism. Its sessions are often led by top economists, marketers, social media practitioners and public relations professionals. At least one session gives an update on the state of tourism in South Carolina.

Sponsoring this conference allows for the visitors center to be represented by a member of its staff as well as place the 2020 Lexington Visitors Guide in tote bags given to the conference's 500 attendees.

A major event hosted by the Lexington Chamber and Visitors Center that brings 1,300 guests to dine on one of Lexington County's most recognized landmarks is **Dining on The Dam**. In 2019, this event brought attendees from surrounding areas like Gilbert, Chapin and Columbia and beyond – Charlotte, NC; Orangeburg, SC; Concord, NC and more. The event's digital presence alone has reached over 260,000 users on Facebook. Dining on The Dam will continue to draw attention to Lexington County and further bolster the tourism efforts done by the Lexington Chamber and Visitors Center.

Without the resources provided by The Lexington Chamber and Visitors Center, visitors on a daily basis both online and in person would not receive the information they need to invest their time and money into our area's attractions, events and businesses.

Noteworthy Numbers for January 1, 2019 thru December 12, 2019)

Google Data:

Listing views on Google Search or Maps	73,701
Customers who found listing by search of business name or address on Google Search or Maps	25,775
Customer calls from listing	379

Website Data:

Total Page Views	227,636
------------------	---------

Web User Geography (Top Five States)

South Carolina	35,143
North Carolina	13,097
Illinois	10,221
Georgia	4,539
Virginia	1,075

LEXINGTON

SOUTH CAROLINA

HOW TO:

Spend a Day in Lexington

- Top Stops for Foodies
- Life On The Lake
- Best Sports + Park Spots



LEXINGTON
CHAMBER & VISITORS CENTER



County of Lexington
Accommodations Tax Fund
FY 2020/21

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 Ave., Batesburg-Leesville, SC 29070
3. Event/Project Director:
Name Robert M. Taylor Title President
Telephone 803-532-4339 Alternate Telephone 803-622-9980 (Cell)
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 01/01/2020 End date 12/31/2020
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 334
☒ Brochures - # distributed 218
☒ Posters - # distributed 300
☒ Magazine Ads - # ads 1 (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 # (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? 115,000
12. Of this number, how many are tourists? 86,000 (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 57
 - ☒ Brochure mailings - estimated brochures mailed per month 11
 - ☐ 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 at events and parade
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:
- Quality Inn, Lexington 16
- Comfort Inn, Lexington 19
- Leesville Lodge 3
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: \$ 105,650
 - b. Amount of Accommodations Funds requested for this Project: \$ 10,000
 - c. This request equals what percent of the total Project/Event Budget: 9.5 %
 - 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, Website
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year 2019/2020, amount \$ 6,996, 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: Will use remaining balance to promote events with town(Hospitality Tax)

18. Type of Organization:

Please check one:

- ☐ County
☐ Municipal
☒ Non-profit Organization
☐ Community service club, church, etc.
☐ 501(c) 3
☐ Other: _____

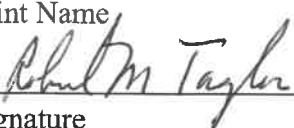
Note: For-profit organizations are not eligible for Accommodations Tax Funds

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
	12/27/19
Signature	Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: **Batesburg-Leesville Chamber of Commerce**

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
112 E. Columbia Ave.	7,924	23,252	NA
Membership	25,319	23,738	27,700
Membership Opportunities	1,000	1,138	2,200
Membership Meeting Sponsorship	600	600	900
Accommodation Tax	16,250	16,749	10,000
Special Events	37,773	35,397	37,650
Affinity Programs	7,535	6,128	7,400
Miscellaneous	1,698	741	800
Dream Catchers	10,119	16,719	10,000
Arts on the Ridge	9,800	9,754	9,000
TOTAL	118,018	134,215	105,650

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: **Batesburg-Leesville Chamber of Commerce**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Personnel	38,055	39,169	40,125
Facilities	6,145	2,905	3,400
Dues	315	300	325
Postage, Printing, Office Supplies, Advertising	7,116	4,942	5,200
Telephone	1,960	1,892	2,000
Special Events	17,710	17,081	15,500
Monthly Membership Meetings	4,160	3,828	4,200
Membership Services	432	1,845	1,900
Taxes/Insurance	10,364	10,406	10,900
Rent Expense	7,200	7,200	7,200
Arts on the Ridge	7,273	6,083	6,500
Dream Catchers	9,326	15,251	7,000
Website		6,188	1,400
TOTAL	110,056	117,090	105,650

Batesburg-Leesville Chamber of Commerce

Profit & Loss

January through December 2019

	Jan - Dec 19
Income	
112 E Columbia Ave.	23,252.36
2015 Christmas Parade	230.00
Accomodation Tax	16,749.00
Annual Auction	14,755.55
Annual Banquet	4,063.26
Annual Christmas Parade	10.00
Arts on the Ridge	9,752.94
B-L Night at Lexington Blowfish	300.00
Blessing Boxes	320.00
Blue Cross Blue Shield	6,128.22
Dancing with the Stars of Hope	5,026.99
Directory Sponsorship	1,137.50
Dream Catchers Income	16,719.32
Dues	23,678.35
Fall Fashion Show	1,901.80
Golf Tournament	7,540.00
Interest Income	0.03
Kelly Miller Circus	1,309.50
Membership Meeting Sponsorship	600.00
Miscellaneous Income	141.03
Website	600.00
Total Income	134,215.85
Expense	
Advertising	1,802.90
Annual Auction Expense	3,347.46
Annual Banquet Expense	2,450.23
Arts on the Ridge Expense	6,082.54
B-L Night at Blowfish	360.00
Bank Charges	688.59
Christmas Parade	498.95
Contributions Expense	565.00
Dancing with the Stars of Hope2	5,150.09
Dream Catchers	15,251.09
Egg Hunt	75.00
Fashion Show Expense	1,471.30
Gas & Electric	1,712.91
Golf Tournament Expense	3,120.47
Heart Health Screening	43.14
Insurance	1,185.25
Membership Decals	511.59
Membership Directory	1,279.48
Membership Meeting Expenses	3,828.24
Misc Expense/Monthly Printing	745.58
Office & Yard Maintenance	165.00
Office Supplies	2,110.79
Organizational Dues	200.00
Payroll Expenses	33,169.13
Postage	283.18
Rent Expense	7,200.00
Ribbon Cuttings	23.68
Salary Benefits	6,000.00
Subscriptions and Dues	100.00
Tax Expense	
Unemployment Tax Expense	8.40
Tax Expense - Other	9,213.23
Total Tax Expense	9,221.63
Telephone Expenses	1,892.43

9:40 AM

Batesburg-Leesville Chamber of Commerce

12/23/19

Profit & Loss

Accrual Basis

January through December 2019

	Jan - Dec 19
Water	367.28
Web Site	6,187.04
Total Expense	117,089.97
Net Income	17,125.88

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 Town and Lexington County Sheriff's Department 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 100,000 attendees for the three day annual poultry festival, with approximately 84,000 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. As in the past 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 \$10,000 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, website, and advertising for events and materials used in the distribution of packets was over \$11,000. With the help from the Accommodations Tax Fund, the Batesburg-Leesville Chamber of Commerce & Visitor's Center can provide broader promotion of the Batesburg-Leesville area.



County of Lexington
Accommodations Tax Fund
FY 2020/21

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 07/01/2020 End date 06/30/2021
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? 30,578
12. Of this number, how many are tourists? 24,462 (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: \$ 128,650.00
 - b. Amount of Accommodations Funds requested for this Project: \$ 30,000.00
 - c. This request equals what percent of the total Project/Event Budget: 23.32 %
 - 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 2020, amount \$ 19,996.00, 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



Signature

EXECUTIVE DIRECTOR

Title

12-31-19

Date

County of Lexington
Accommodations Tax Fund
FY 2020/2021 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.isinproduction.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 11,504 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: DoubleTree - 120 room nights

Hampton Inn West Columbia - 180 room nights



County of Lexington
Accommodations Tax Fund
FY 2020/21 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 2020/21 Current Year	FY 2019/20 Previous Year
Total Budget of Event/Project	\$128,650.00	\$130,435.00
Amount Funded by the Lexington County Accommodations Tax Fund	\$30,000.00	\$19,996.00
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance	30,578	32,335
Total Tourists*	24,462	25,870

**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 EXECUTIVE DIRECTOR
Print Name Title
Randy H. Gibson 12-31-19
Signature Date

FY 2020/21 Lexington County Accommodations Tax Funding

FUNDING SOURCES

[illegible]

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 2020 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 National Invitational Tournaments (6 total throughout the year), USSSA Baseball Spring Super NIT, NSA USSSA & ISA Men's & Women's State Championships (All Divisions), USSSA Fastpitch State Championship, USSSA Fastpitch Mid Atlantic Championship, USSSA Baseball Tournament of Champions, NSA 40 & Over/Coed World Series, USA Softball 16U Qualifier, USSSA Baseball Jay Criscione Super NIT, USSSA Fastpitch Summer Series Championship, USSSA Slowpitch Conference Championships and USSSA Toys for Kids benefiting the Prisma Health Childrens Hospital.

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 2019.

TOURNAMENT	# of Teams	# of States	# of Participants
USSSA Baseball Spring Super NIT	133	5	1,596
NSA Slowpitch Super State Tournament	60	2	975
USSSA Baseball State Director Challenge	60	4	985
USSSA Fastpitch Toys for Kids	46	3	690
USSSABaseball NIT	45	2	675
USSSA Baseball NIT	60	2	985
USSSA Summer Series Fastpitch Championship	40	3	600
USSSA Baseball Jay Criscione Fall Super NIT	120	5	1,800

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 \$5,417,470 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 \$16,252,410.

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.



County of Lexington
Accommodations Tax Fund
FY 2020/21

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 07/01/2020 End date 06/30/2021
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? 12,402
12. Of this number, how many are tourists? 6,670 (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: \$ 75,900.00
 - b. Amount of Accommodations Funds requested for this Project: \$ 20,000.00
 - c. This request equals what percent of the total Project/Event Budget: 26.35 %
 - 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 2020, amount \$ \$19,996.00, 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:

RANDY H. GIBSON

Print Name

EXECUTIVE DIRECTOR

Title



Signature

Date

12-31-19

County of Lexington
Accommodations Tax Fund
FY 2020/2021 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 11,504 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: Hampton Inn West Columbia - 89 room nights



County of Lexington
Accommodations Tax Fund
FY 2020/21 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 Tennis 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 2020/21 Current Year	FY 2019/20 Previous Year
Total Budget of Event/Project	\$75,900.00	\$78,500.00
Amount Funded by the Lexington County Accommodations Tax Fund	\$20,000.00	\$19,996.00
Amount Funded by the Lexington County Accommodations Tax Funds from all Sources		
Total Attendance	12,402	12,700
Total Tourists*	6,670	6,830

**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 EXECUTIVE DIRECTOR
Print Name Title
Randy H. Gibson 12-31-19
Signature Date

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: Lexington County Recreation and Aging Commission

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Accommodations Tax Request			\$20,000.00
Corporate Sponsors			\$15,000.00
Merchandise & Concession			\$3,400.00
Entry Fee			\$37,500.00
TOTAL			\$75,900.00

FY 2020/21 Lexington County Accommodations Tax Funding

County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: Lexington County Recreation and Aging Commission

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Participation Meals & Budget			\$15,000.00
Participant Housing			\$10,000.00
Officials			\$25,000.00
Tennis Supplies			\$4,900.00
Utilities			\$4,800.00
Supplies, Concessions, Awards			\$5,700.00
Advertising & Promotions			\$3,400.00
Labor			\$7,100.00
TOTAL			\$75,900.00

A. General Description:

The Lexington County Recreation and Aging Commission's two tennis facilities, the Cayce Tennis and Fitness Center and the Lexington County Tennis Complex include forty-four lighted seventy-eight foot hard courts, seven thirty-six foot courts and four permanent and four painted Pickle ball courts designed to provide first class tennis opportunities for county residents of all ages and tourists generating events.

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 Complex has been named and awarded the 2003 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 Lexington County Tennis facilities will be hosting over 35 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 2020 calendar of tournaments and events scheduled for the Lexington County Tennis facilities includes three new big tournaments: The South Carolina Junior Team Tennis State Championships, the U14 Team USA road to Paris and the Tri-Level Adult Championships. Other tournaments that continue bringing players and fans to Lexington County are: Levels 3, 4, 5 and 6 Junior Tournaments, City of Cayce Serves Charity Tournament, PTR 10U, 11-7 and Adult Workshops and Certifications, LATA Spring City Playoffs, the Big East Conference Championships, "Love For A Cure" Pickle ball Championships, Cayce Junior UTR Verify Event, South Carolina High School Boys' Singles and Team Championships, Palmetto Tennis Classic, Lexington, USTA/ITF South Carolina Junior 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 SC JTT Championships, the International Tennis Federation (ITF) South Carolina Junior Championships, the Cayce Junior Championships UTR Verify Event, and the Tri-Level Adults Championship

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 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 South Carolina Junior Team Tennis Championships will bring more than 400 players plus parents family members and expectators.

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, Team Challenge, Team Tournaments , 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 2,000 room nights will provide a direct economic impact to Lexington County of \$400,400. 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 \$1,201,200.

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.



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Riverbanks Zoo and Garden Out of 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 678-644-2063

Fax Number 803-771-8722

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 July 1, 2020 End date June 20, 2021

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 10 (list newspapers and distribution range on separate sheet)

☒ Television Ads - # ads 4800 (list stations and viewing range on separate sheet)

☒ Radios Ads - # ads 200 (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 magazines delivered to 40,000 houses across the state (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 510,000
 - ☒ 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 ticket and membership 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 Express and a number of other hotels take part in Riverbanks discounted ticket program which allows all hoteliers access to discounted tickets for resale. This allows us to track a portion of the room-nights booked in conjunction with a Riverbanks 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: \$ 40,000
 - c. This request equals what percent of the total Project/Event Budget: 7 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Digital advertising targeting tourists primary in Charlotte, the Upstate and the Lowcountry.
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year 2018, amount \$ 29,996, source Lexington County, and purpose: Outer market 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:

Your support of Riverbanks Zoo and Garden has built a world class facility in the Midlands that not only draws tourists from around the nation but also leads the way in connecting our community to ideas that will protect and save the natural resources that make this community great. thank you for your continued support.

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

12/31/19

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: **Riverbanks Zoo and Garden**

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Lexington County Accom Tax	50,000	29,996	40,000
Richland County Accom Tax	57,500	53,875	70,000
City of Columbia Hospitality Tax	43,000	44,550	45,000
SC PRT TAG	18,320	18,720	20,000
City of West Columbia Accom Tax	12,000	-	12,000
Riverbanks Park Commission	359,180	372,859	353,000
TOTAL	540,000	520,000	540,000

FY 2020/21 Lexington County Accommodations Tax Funding

**RIVERBANKS
ZOO & GARDEN**
columbia south carolina

**LEXINGTON COUNTY
ACCOMMODATIONS TAX FUND
REQUEST**

ADDITIONAL INFORMATION

2020-2021

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: \$40,000

December 31, 2019

Riverbanks Zoo and Garden General Advertising 2020-2021

Question 10: Advertising Detail

ADVERTISING SOURCES OUTSIDE LEXINGTON COUNTY

Magazine Ads

1 ad – Columbia Visitors Guide Ad for 2020 distributed upon inquiries nationwide
1 ad – Lake Murray Country Visitors Guide Ad for 2020 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
4 ads – Free Times distributed throughout the Columbia Metro area
6 ads – LowCountry Parent distributed throughout the low country
Additional Mom/kid centered magazines TBD

Newspaper Ads

TBD

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 of 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 2020-2021

Question 19: Project Description

A. GENERAL DESCRIPTION

Riverbanks Park Commission is applying for a grant in the amount of \$40,000 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 targeted at tourists living outside the region. Continued support from the Lexington County Accommodations Tax Fund 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 special events.

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 on 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 1.3 million visitors annually. In fiscal year 2019, Riverbanks welcomed 1,300,681 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 2019. 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 new white rhino habitat.

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 a wide variety of events. Promoting these 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.

RIVERBANKS ZOO & GARDEN

columbia south carolina

STATEMENT OF REVENUES AND EXPENSES - GENERAL FUND

	YTD Actual November 30, 2019	% of Rev	YTD Budget November 30, 2019	% of Rev	Variance
Total Attendance	495,511		485,900		9,611
Revenues					
Earned revenues					
General admission fees	\$2,468,962	37.4%	\$2,322,300	39.2%	\$146,662
Concession and retail commissions	784,768	11.9%	757,900	12.8%	26,868
Society operating contribution	1,100,000	16.6%	1,100,000	18.6%	0
Rides and attractions, net	451,545	6.8%	344,000	5.8%	107,545
Classes and programs, net	87,465	1.3%	50,100	0.8%	37,365
Events, net	565,202	8.6%	440,000	7.4%	125,202
Facility rental & group admission fees, net	153,997	2.3%	111,700	1.9%	42,297
Sponsorships	11,000	0.2%	11,000	0.2%	0
Miscellaneous revenues	118,831	1.8%	71,700	1.2%	47,131
Total earned revenues	5,741,770	86.9%	5,208,700	87.9%	533,070
Governmental support					
Lexington County	747,916	11.3%	600,000	10.1%	147,916
Richland County	109,937	1.7%	109,900	1.9%	37
Accom, hosp & other government payments	7,499	0.1%	7,500	0.1%	(1)
Total Governmental support	865,352	13.1%	717,400	12.1%	147,952
Total revenues	6,607,122	100.0%	5,926,100	100.0%	681,022
Departmental expenditures					
Administration	1,402,382	21.2%	1,467,200	24.8%	64,818
Animal care	1,681,856	25.5%	1,816,500	30.7%	134,644
Botanical, zoo & garden	468,074	7.1%	487,200	8.2%	19,126
Education	51,821	0.8%	55,200	0.9%	3,379
Facility & life support management	887,564	13.4%	909,000	15.3%	21,436
Guest services	1,016,262	15.4%	1,095,600	18.5%	79,338
Marketing and public relations	386,042	5.8%	553,600	9.3%	167,558
Utilities	797,972	12.1%	796,900	13.4%	(1,072)
Total departmental expenditures	6,691,973	101.3%	7,181,200	121.2%	489,227
Revenues over (under) dept expenditures	(84,851)	-1.3%	(1,255,100)	-21.2%	1,170,249
Net operating transfers	(6,844)	-0.1%	(4,700)	-0.1%	(2,144)
Revenues over (under) departmental expenditures and transfers	(\$91,695)	-1.4%	(\$1,259,800)	-21.3%	\$1,168,105



County of Lexington
Accommodations Tax Fund
FY 2020/21

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 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 9/1/2020 End date 6/25/2021
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 1 (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? 16,500
12. Of this number, how many are tourists? 3,500 (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 _____
 - ☒ Phone call inquiries - estimated phone calls per month 150
 - ☒ Brochure mailings - estimated brochures mailed per month 100
 - ☐ 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 logs, speaking with visitors
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 2019-20, amount \$ 7997, 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

Director

Print Name

Title

Signature

1/2/2020

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: Lexington County Museum

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
County of Lexington General Fund	255309	275242	255000
Friends of the Lexington County Museum	0	56000	9500
County of Lexington Accommodations Tax	15000	7997	10000
Town of Lexington Accommodations Tax	8000	10000	8000
Midlands Gives	2000	2000	2000
TOTAL	280309	351239	284500

FY 2020/21 Lexington County Accommodations Tax Funding

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 and Visitors Center. The target audience is potential visitors to Lexington as well as residents of the Midlands.

16. Budget for Proposed Accommodations Tax Usage FY 2020-2021

Item	Cost
Exhibit Supplies/Printing	\$2,000.00
Museum Promotion	\$3,000.00
Christmas and Spring Open House Expenses (Supplies, Advertising)	\$3,000.00
Koon 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 500 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 2019 Open House was successful despite the fact that the town's Christmas parade occurred at the same time. More than 475 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. That program has been quite a success and allows us to provide a better interpretation of life in the first half of the 19th century in Lexington County.

The museum would also use accommodations tax money to pay for exhibits. Currently the museum is attracting 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 Daniel Koon House. This structure, built around 1810, is instrumental in helping the museum interpret the history of the Dutch Fork. Money is needed to repair some of the clapboards that have rotted due to moisture and repaint the structure. 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 2018-19, the Lexington County Museum saw more than 16,000 visitors. Over the past fiscal year, the museum was visited by tourists from thirty-eight states (not including Washington, DC and Puerto Rico) and twenty 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.



**GREATER
CHAPIN**
CHAMBER of COMMERCE
And Visitors Center

January 2, 2020

Lexington County Council
Attn: Magell Caldwell
212 South Lake Drive, Suite 601
Lexington, SC 29072

Re: FY 20/21 Accommodations Tax Fund Application
Greater Chapin Chamber of Commerce & Visitors Center

Dear Ms. Caldwell and Council Members,

Please find enclosed our request for Accommodations Tax Funds for 2020-2021. Thank you for the opportunity to submit this application. We are focusing our request of \$17,500.00 to support the overhaul of our organization's website with a focus on our Visitors Center to encourage more visitors to Chapin for our events and ongoing activities, as well as additional funds for advertising and promoting said events and our area, as well as the promotion and distribution of a new Chapin street map set to be distributed in mid-2020.

It is an exciting time here in Chapin, as we are growing, and 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 operate effectively and to promote and produce better events which attract visitors.

As always we truly 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 2019 Directory & Relocation Guide and invite you to view our website at www.chapinchamber.com that we plan to upgrade in the next year.

Please contact me at 803-345-1100 if you have any questions or concerns regarding our this application.

Sincerely,

Rebecca Blackburn Hines
President & CEO
Greater Chapin Chamber of
Commerce & Visitors Center

Enclosures



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: The Greater Chapin Chamber of Commerce & Visitors Center
2. Sponsoring Organization: The Greater Chapin Chamber of Commerce & Visitors Center

Mailing Address: P.O. Box 577, Chapin, South Carolina 29036
3. Event/Project Director:

Name Rebecca Blackburn Hines Title President & CEO

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, 2020 End date June 30, 2021
7. Location of Project/Event: 302 Columbia Avenue, Chapin, South Carolina 29036
8. Number of employees: #Full-time 1 #Part-time 1
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 _____ (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 HireRight, Lexington Medical Center, and Prisma Health, 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 and vacation rentals 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: \$ 37,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 17,500
 - c. This request equals what percent of the total Project/Event Budget: 47 %
 - 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 2019/2020, amount \$ 6,997.00, source Lexington County Accommodations Tax Fund, and purpose: Upkeep & Repairs of Visitor's Center, Advertising & Production for Special Events, and Directory Production & 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

President & CEO

Print Name

Title



1/2/2020

Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: **Greater Chapin Chamber of Commerce**

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Events (Comedy, Sip & Stroll, Golf, Business Expo, Silent Auction Etc.)	\$35,000	\$25,122	\$40,000
Visitors Center Rental	\$525	\$480	\$500
Lexington County Accommodations Tax Grant	\$20,000	\$1,749	\$17,500
Membership Dues & Premier Sponsorships	\$81,767	\$71,991	\$80,000
Membership Meetings	\$1,260	\$1,482	\$2,500
Sign Rental	\$9,700	\$5,100	\$9,500
TOTAL	\$148,252	\$105,924	\$150,000



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: **Greater Chapin Chamber of Commerce**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Accountant	\$1,590	\$1,362	\$1,500
Advertising & Marketing (outside of Events)	\$1,000	\$240	\$2,500
Annie Epting Scholarship	\$2,000	\$2,000	\$2,000
Conferences & Meetings	\$1,050	\$915	\$2,000
Credit Card Processing Fees	\$2,678	\$1,740	\$2,600
Dues & Subscriptions	\$3,988	\$1,722	\$4,000
Events (Comedy, Gala, Golf, Sip & Stroll, etc.)	\$25,000	\$17,736	\$30,000
Insurance	\$1,961	\$1,397	\$2,000
Member Services Expenses	\$4,500	\$2,124	\$4,500
Office Equipment / Supplies / Postage	\$3,306	\$1,662	\$3,400
Payroll Expenses	\$72,500	\$34,507	\$73,000
Repairs / Building Maintenance	\$8,000	\$1,265	\$1,000
Staff Expenses	\$3,008	\$1,935	\$3,200
Telephone / Internet / Utilities	\$11,659	\$4,681	\$12,000
TOTAL	\$142,240	\$73,286	\$143,700

**County of Lexington Accommodations Tax Fund
FY 2020/2021**

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, Sip & Stroll and/or the Holiday Open House.
- **Billboards – Holiday Open House**
 - In 2020, we plan to partner 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 website has been 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. We look forward to updating our website to assist with the logistics of travel to our area and to further showcase what Chapin has to offer to our visitors.
- **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 / Map**
 - 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. We have a new 2020/2021 map that will be published in late spring 2020.

#16 – Project Budget

- **Greater Chapin Chamber of Commerce & Visitor's Center**

<u>Activity/Program</u>	<u>Estimated Cost</u>	<u>Funds Requested</u>
Website	\$12,000.00	\$6,000.00
Advertising and production of special events	\$16,000.00	\$8,000.00
Directory Map Production & Mailings	\$9,000.00	\$3,500.00

19 – Project Description (A-F)

Our 2020-2021 project description is as follows:

- To update and overhaul a new website for the Greater Chapin Chamber of Commerce & Visitors Center. Our current website is several years old and, with the rapid change of technology, is very outdated. The proposed updated website will enable visitors to book hotel rooms or VBRO rentals, have an interactive map of our area and showcase Chapin & Lexington County. The goal is to enable visitors to get all the information they need in one place while researching our area.
- 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, this year at Mid Carolina Country Club, 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 a new "Sip & Stroll" event in Chapin during the spring to increase awareness of local restaurants, food vendors and retail locations 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 2020-2021 map of Chapin and the 29036 zip code. 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:

- 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

2019/20 RELOCATION GUIDE
AND MEMBERSHIP DIRECTORY



County of Lexington
Accommodations Tax Fund
FY 2020/2021

APPLICATION

1. Name of Project/Event: 2020-2021 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, 2020 End date June 30, 2021
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 12 (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? 120,000 in FY20-21
12. Of this number, how many are tourists? 48,000 (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 6,000 sold per ticketed event (12 events)
 - ☒ Event registration - estimated registrants per event over 1,200 registrants per event (40 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 25,000 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 FY18-19, 12 of our events contracted rooms in unincorporated Lexington County hotels. Those events contracted 889 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 FY20-21.
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 \$ 385,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 25,000
 - c. This request equals what percent of the total Project/Event Budget? 6.4 %
 - 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 - \$5,000; trade-shows - \$10,000; promotional materials - \$2,000
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year FY19-20, amount \$15,995, source Lexington County, and purpose: 2019-20 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:

Print Name <u>Scott Powers</u>	Title <u>Executive Director</u>
Signature <u>[Signature]</u>	Date <u>1/3/20</u>

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, two (2) in Sports Destinations Management magazine, one (1) in The Sports Planning Guide and five (5) in Rowing Magazine. Twelve (12) 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 two weekly sports radio segments on WGCV that is broadcast live across Columbia as well as on the Internet as well as SportsTalk that is broadcast around the state. 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 2020-2021 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 2020-2021.

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 2020-21 from sporting events. $10,000 \text{ room nights} / 2.0 \text{ nights} \times 3.0 \text{ tourists per room} = 15,000$ overnight tourists in FY2020-21. 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 120,000 total attendance for FY2020-2021, of which 48,000 (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 2020-21. Our direct economic impact in FY18-19 was \$19,237,816 (due in part to March Madness) and in FY17-18 it was \$8,024,599.

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 facility 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 FY2018-19, we estimate our sales efforts booked or assisted sports events in unincorporated Lexington County that contracted 1,532 hotel room nights (including 3 NCAA teams), attracting 9,528 tourists and generating an estimated economic impact of \$3,270,428. A great return on Lexington County's investment!



County of Lexington

Accommodations Tax Fund

FY 2020/21

FUNDING SOURCES

Organization Name: Experience Columbia SC Sports

List of Funding Sources	Actual 2018/19	Current 2019/20	Estimated 2020/21
Lexington County Accommodations Tax	\$21,024	\$15,996	\$20,000
Richland County Accommodations Tax	\$26,250	\$50,000	\$50,000
Town of Lexington Accommodations Tax	\$3,000	\$3,000	\$5,000
Richland County Hospitality Tax	\$25,500	\$10,000	\$10,000
City of Columbia Hospitality Tax	\$105,000	\$94,300	\$100,000
Destination Marketing Fund	\$150,000	\$200,000	\$200,000
NCAA – March Madness	\$195,000		
Marching Band Event	\$90,000		
Other	\$101,711		
	\$777,485	\$373,296	\$385,000



County of Lexington Accommodations Tax Fund FY 2019/20 FINAL REPORT

I. PROJECT INFORMATION:

Organization Name: Experience Columbia SC Sports

Project/Event Name: 2019-2020 Regional Sports Marketing Campaign

Contact Name: S. Scott Powers

Phone: 803-545-0009

II. PROJECT COMPLETION:

Were you able to complete the project/event as stated in your original application?

If no, state any problems you encountered: Yes.

III. PROJECT SUCCESS:

Please share any additional comments regarding the project (e.g., lessons learned, successes, problems encountered, etc.):

If we have additional funding, Experience Columbia SC Sports would be able to attract more large-scale sports events (Spartan Race with 15,000 participants for example) to Lexington County.

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.

	FY2019/20 Current Year	2018/19 Previous Year
Total Budget of Event/Project	\$373,296	\$779,860
Amount Funded by the Lexington County Accommodations Tax Fund	\$15,996	\$21,024
Amount Funded by Accommodations Tax Funds from all Sources	\$68,996	\$60,274
Total Attendance	61,061 (to date)	140,130
Total Tourists*	24,424 (to date)	56,052

*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.): Room pick-up reports obtained from contracted host hotels after each event, event tickets sales as well as surveys from event owners.

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.

Scott Powers

Print Name

[Signature]

Signature

Executive Director

Title

1-3-20

Date

Experience Columbia SC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
903 - Experience Columbia SC (Sports)
From 12/1/2019 Through 12/31/2019

	<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	12,500.00	24,999.98	50,000.00	(37,500.00)	(75.00)%
4005 Town of Lexington - Accom Tax	0.00	3,000.00	1,500.00	3,000.00	0.00	0.00%
4006 Lexington County - Accom Tax	0.00	3,999.00	7,998.00	15,996.00	(11,997.00)	(75.00)%
4020 City of Columbia - Hospitality Tax	0.00	17,325.00	34,650.00	69,300.00	(51,975.00)	(75.00)%
4021 Richland County - Hospitality Tax	0.00	3,750.00	5,000.02	10,000.00	(6,250.00)	(62.50)%
Total Grant Revenue	0.00	40,574.00	74,148.00	148,296.00	(107,722.00)	(72.64)%
Program Revenue						
4101 Miss SC Pageant	0.00	0.00	12,500.02	25,000.00	(25,000.00)	(100.00)%
Total Program Revenue	0.00	0.00	12,500.02	25,000.00	(25,000.00)	(100.00)%
Total Revenue	0.00	40,574.00	86,648.02	173,296.00	(132,722.00)	(76.59)%
Transfers In						
4602 Transferred in from DM	0.00	200,000.00	99,999.98	200,000.00	0.00	0.00%
Total Transfers In	0.00	200,000.00	99,999.98	200,000.00	0.00	0.00%
Expenditures						
Personnel Expenses						
5002 Salaries - FT Sales & Marketing	4,794.44	52,080.77	61,105.50	122,211.00	70,130.23	57.38%
5040 Personnel Contingency	0.00	0.00	1,833.00	3,666.00	3,666.00	100.00%
5050 Payroll Tax Expense	436.35	4,527.06	4,888.50	9,777.00	5,249.94	53.70%
5055 Retirement - 401k	0.00	1,507.98	2,444.02	4,888.00	3,380.02	69.15%
5060 Health Insurance	1,253.64	7,521.84	7,521.98	15,044.00	7,522.16	50.00%
5061 Dental Insurance	89.58	531.18	528.00	1,056.00	524.82	49.70%
5062 Life & Disability Insurance	0.00	761.94	882.98	1,766.00	1,004.06	56.86%
5070 Workers Compensation	0.00	366.76	470.48	941.00	574.24	61.02%
5071 Unemployment Insurance	0.00	0.00	38.02	76.00	76.00	100.00%
5075 Incentives	0.00	4,675.00	8,799.98	17,600.00	12,925.00	73.44%
5076 Auto Allowance	184.62	2,030.82	2,400.00	4,800.00	2,769.18	57.69%
Total Personnel Expenses	6,758.63	74,003.35	90,912.46	181,825.00	107,821.65	59.30%
Program Expenses						
5100 Client Recruitment & Entertainment	104.49	6,774.27	12,024.98	24,050.00	17,275.73	71.83%
5111 Convention Recruitment Fund	6,845.52	7,845.52	16,459.50	32,919.00	25,073.48	76.17%
5112 Partner & Community Relations	0.00	1,263.29	1,250.02	2,500.00	1,236.71	49.47%
Total Program Expenses	6,950.01	15,883.08	29,734.50	59,469.00	43,585.92	73.29%
Marketing, Advertising & Publications						
5200 Marketing & Advertising	750.00	22,000.00	22,392.52	44,785.00	22,785.00	50.88%
Total Marketing, Advertising & Publications	750.00	22,000.00	22,392.52	44,785.00	22,785.00	50.88%
Occupancy Expense						
5300 Office Space Rental	669.38	4,016.28	4,016.48	8,033.00	4,016.72	50.00%
Total Occupancy Expense	669.38	4,016.28	4,016.48	8,033.00	4,016.72	50.00%
Operating Expenses						
5313 Telephone	82.89	507.92	360.00	720.00	212.08	29.46%
5327 Website Enhancements	175.16	9,542.63	5,450.02	10,900.00	1,357.37	12.45%
5334 Tradeshows	(1,245.91)	9,886.71	6,874.96	13,750.00	3,863.29	28.10%
5335 Tradeshow/Event Sponsorship	0.00	4,250.00	9,297.52	18,595.00	14,345.00	77.14%
5341 Printing	263.69	466.72	0.00	0.00	(466.72)	0.00%
5342 Office Supplies	0.00	107.99	212.48	425.00	317.01	74.59%
Total Operating Expenses	(724.17)	24,761.97	22,194.98	44,390.00	19,628.03	44.22%
Other Operating Expenses						
5415 Parking	100.00	600.00	600.00	1,200.00	600.00	50.00%
5416 Membership Dues & Subscriptions	0.00	2,295.00	1,149.98	2,300.00	5.00	0.22%
5425 Promotional Materials	0.00	2,335.42	2,874.98	5,750.00	3,414.58	59.38%
5426 Collateral Materials	0.00	82.20	1,104.52	2,209.00	2,126.80	96.28%
5427 Employee Travel, Meals & Accomodations	0.00	12,587.45	9,267.46	18,535.00	5,947.55	32.09%
5430 Employee Training & Development	0.00	816.00	2,400.00	4,800.00	3,984.00	83.00%

Experience Columbia SC
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
903 - Experience Columbia SC (Sports)
From 12/1/2019 Through 12/31/2019

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% Remain</u>
Total Other Operating Expenses	<u>100.00</u>	<u>18,716.07</u>	<u>17,396.94</u>	<u>34,794.00</u>	<u>16,077.93</u>	<u>46.21%</u>
Total Expenditures	<u>14,503.85</u>	<u>159,380.75</u>	<u>186,647.88</u>	<u>373,296.00</u>	<u>213,915.25</u>	<u>57.30%</u>
Total Expenditures	<u>14,503.85</u>	<u>159,380.75</u>	<u>186,647.88</u>	<u>373,296.00</u>	<u>213,915.25</u>	<u>57.30%</u>
Net Revenue Over Expenditures	<u>(14,503.85)</u>	<u>(118,806.75)</u>	<u>(99,999.86)</u>	<u>(200,000.00)</u>	<u>81,193.25</u>	<u>(40.60)%</u>
Net Revenue Over Expenditures (After Transfers)	<u>(14,503.85)</u>	<u>81,193.25</u>	<u>0.12</u>	<u>0.00</u>	<u>81,193.25</u>	<u>0.00%</u>



County of Lexington
Accommodations Tax Fund
FY 2020/21

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: _____

6. Project Timeline: Beginning date 07/01/2020 End date 06/30/2021

7. Location of Project/Event: Crooked Creek Park, Melvin Park, Saluda Shoals Park, Seven Oaks Park

8. Number of employees: #Full-time 64 #Part-time 226

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 6 (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 2 (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)

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 A. Smyers

Print Name

[Signature]

Signature

Executive Director

Title

12/31/19

Date

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

Billboards:

- Nike Palmetto Cup – Two (2) billboards per year (Charlotte & Charleston)

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 60 sporting events and/or tournaments in the 2020-21 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), Saluda Shoals Park (St. Andrews area), and Seven Oaks Park (St. Andrews area). ICRC will be able to host a minimum of 60 sporting events in the 2020-21 year. Tournaments and events include:

- Travel Baseball/Softball Tournaments (40 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.

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 2020-2021, ICRC plans to host a minimum of 60 sporting events at ICRC facilities in Lexington County. These events will bring an estimated 164,007 people to Lexington County from throughout SC and the United States. The events planned through June 2021 are 40 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:	164,007
Overnight Tourist:	21,321 (13%)
Day Tourist:	13,121 (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:	\$6,152,033
Overnight & Day Tourist Economic Impact:	\$1,261,593

(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 Lexington County.



1235 Columbia Avenue, Irmo, South Carolina 29063 | T: (803) 749 9355 | CEO@GreaterIrmoChamber.com

December 31, 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 2020-2021. 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 launched a brand new website, 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 have a prosperous New Year!

Sincerely,

A handwritten signature in black ink, appearing to read "Kerry Powers", is written over a large, stylized, light-colored circular mark.

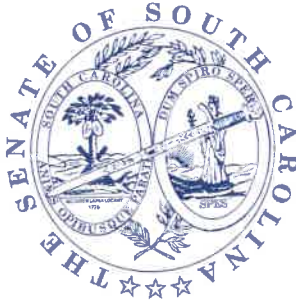
Kerry Powers
President & CEO
Greater Irmo Chamber of Commerce

Growing a Stronger Business Community

GreaterIrmoChamber.com

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
410 GRESSETTE BUILDING
COLUMBIA, SC 29202
TELEPHONE (803) 212-6240
FAX (803) 212-6299
EMAIL: RONNIECROMER@SCSENATE.GOV

December 17, 2019

Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072

I support the Greater Irmo Chamber of Commerce's application for the fiscal year 2020-2021 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 Warmest Regards,

A handwritten signature in black ink that reads "Ronnie".

Ronnie Cromer
SC State Senate District 18

Chip Huggins
District No. 85 - Lexington County
308 Wayworth Court
Columbia, SC 29212



202 Blatt Building
Columbia, SC 29201

Tel. (803) 212-6812

Committees:
Regulations and Administrative
Procedures, **Chairman**
Ways and Means

House of Representatives

State of South Carolina

Subcommittees:
Transportation and Regulatory
License, Fees, Insurance Tax and
Other Charges

December 17, 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 2020-2021. 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,

 *Thank you for all you do!*
Chip Huggins

CH/dkh/2019dec17-7



County of Lexington
Accommodations Tax Fund
FY 2020/21

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.funchamber.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 07/01/20 End date 06/30/21
7. Location of Project/Event: Greater Irmo Chamber
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)

Question 10: Other than listed above

The Greater Irmo Chamber of Commerce uses **The New Irmo News** to publish our monthly newsletter in print as well as advertise our Chamber and community events several times per month.

The Greater Irmo Chamber Visitor and Welcome Center contracts with Spring Hill Publications to produce our Greater Irmo map. We distribute the maps at all 9 South Carolina Welcome Centers, other Chambers in the Midlands and it is available online. Each relocation and visitor packet we mail or distribute here at the Welcome Center contains a map. We also distribute the maps at community events including the Irmo Okra Strut. Distribution is approximately 5,000 maps per year.

The Greater Irmo Chamber Visitor and Welcome Center contracts with SC Biz to produce the Irmo Visitor's Guide. We distribute the guides at all 9 South Carolina Welcome Centers, via mail in our relocation packages, in the Chamber lobby and it is available online. Distribution is approximately 5000 books per year.

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://greaterirmochamber.com/contact
Events	Visitors, Residents, Members	http://greaterirmochamber.com/events
Festivals and Events	Visitors, Residents, Members	http://greaterirmochamber.com/festivals-and-events
Hotels	Visitors, Residents, Members	http://greaterirmochamber.com/hotels
Members	Visitors, Residents, Members	http://greaterirmochamber.com/members
Recreation	Visitors, Residents, Members	http://greaterirmochamber.com/recreation
Relocation Information	Visitors, Future Residents	http://greaterirmochamber.com/relocation-information
Restaurants	Visitors, Residents, Members	http://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/lexington-agent/AgentDatabase.cfm
Irmo Okra Strut	Visitors and Residents	http://www.irmochamber.com/irmostrut
Joan Lucius on Twitter	Personal Followers	http://twitter.com/joanlucius/status/5166112855122113
Joseph Strenk on LinkedIn	Regional Business Owners	http://www.linkedin.com/in/josephstrenk
Lake Murray Times	Visitors and Residents	http://www.lakemurraytimes.com/irmorea-report-irmorea-2014-04-04
Lexington County Chronicle	Visitors and Residents	http://lexingtonchronicle.com/lexington-irmorea-2014-04-04
Lexington County, SC	Visitors and Residents	http://www.lexingtonsc.gov/lexington-irmorea-2014-04-04
Midstate Chambers Coalition	Regional Business Owners	http://www.midstatechamberscoalition.com/irmorea-2014-04-04
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/2014/04/04/irmorea-2014-04-04
Welcome to Lake Murray	Visitors	http://www.welcometolakemurray.com/irmorea-2014-04-04

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 12000
 - ☐ 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 20 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: 63.41 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. 4000 for tourism ad/magazine, 8000 online 8800 top ten website
17. Has your project or organization previously received Accommodations Tax Funds?
- ☒ Yes ☐ No
- a. If yes, state year 19/20, amount \$ 20000, source Lex County, and purpose: Shop Local Stay 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 Zimacrest 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:

_____	_____
Print Name	Title
_____	_____
Signature	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 2020/2021 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 2020/21

FUNDING SOURCES

Greater Irmo Chamber of Commerce

Organization Name:

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Lexington County	15000	10000	20000
Membership Dues	125000	50000	125000
Project Income	100000	42000	100000
Other Income	17000	17000	40000
TOTAL	257000	119000	285000

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name:

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Accounting Fees	7300	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 Expenses	10887	4105	10200
TOTAL	233024	80024	228630

FY 2020/21 Lexington County Accommodations Tax Funding

FEB 18 2004

STATE OF SOUTH CAROLINA
SECRETARY OF STATE

FILED

FEB 18 2004

NONPROFIT CORPORATION
ARTICLES OF AMENDMENT

Theresa H. [Signature]
SECRETARY OF STATE
TYPE OR PRINT CLEARLY WITH BLACK INK

Mark Hammond [Signature]
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 Immo 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 Immo 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 or 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 Immo Chamber of Commerce, Incorporated

Name of Corporation

Charles L. Larsen Sr.

Signature of Officer

Charles L. Larsen Sr. President/CEO

Type or Print Name and Office

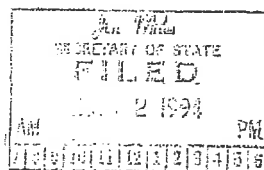
FILING INSTRUCTIONS

- Two copies of this form, the original and either a duplicate original or a conformed copy, must be filed.
- 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.
- 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 Iemo 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 Iemo 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
94
 - (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 SNIDES 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 in dark ink that reads "Mark Hammond". The signature is fluid and cursive, with a large, stylized "H" and "M".

Mark Hammond, Secretary of State

CERTIFICATE OF INCORPORATION AND CORRECT COPY
AS TAKEN FROM AND COMPARED WITH THE
ORIGINAL ON FILE IN THIS OFFICE

DECLARATION AND PETITION FOR INCORPORATION

APPLICATION MUST BE FILED WITH

DO NOT SIGN IN DUPLICATE

FEB 12 1990



28-015371/98-015371 15 04 1990
97-00-28 107-015 99
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 non-profit 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

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 for number of years 50

Wherefore your petitioners pray that the Secretary of State do issue to the aforesaid

Irmo Business Association

(Correct 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 13, Chapter 11, 1976 Code, and Acts amendatory thereof, to provide for the incorporation of Religious, Educational, 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, III

Date 3/10/90

Affidavit on oath

INSTRUCTIONS

1. This form is for use by Churches, Religious Organizations, and other Non-Profit Organizations and Voluntary Fire Departments.

2. For Non-Profit Corporations.

31500

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 ENFORCE 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 NAME ITMO Business Association

STATE OF SOUTH CAROLINA)

)

COUNTY OF Lexington)

The undersigned Robert F. Garrison, DMD

Ashley R. Whetsell, MD

Stanley S. Sessler, III, CPA

I 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 _____

NOTE: IF IT IS FOUND THAT THE CORPORATION IS OPERATED FOR PROFIT, THIS MAY BE GROUNDS FOR REVOCATION OF CHARTER.

Daunte Dyer, Chief of Police ITMO, I.C.

SHERIFF'S SIGNATURE

PLEASE MAIL THIS APPLICATION WITH CORRECT REMITTANCE TO: SECRETARY OF STATE
P. O. BOX 11350, COLUMBIA, SOUTH CAROLINA 29211



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: EdVenture Children's Museum Tourism Marketing FY21
2. Sponsoring Organization: EdVenture, Inc.

Mailing Address: P.O. Box 1638, Columbia, SC 29202
3. Event/Project Director:

Name Erin McDonald Title Marketing Manager

Telephone (803) 400-1147 Alternate Telephone (803) 400-1138

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 7/1/2020 End date 6/30/2021
7. Location of Project/Event: 211 Gervais Street, Columbia, SC 29201
8. Number of employees: #Full-time 32 #Part-time 40
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 _____ (list ads and distribution range on separate sheet)
☐ Newspaper Ads - # ads _____ (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 50+ (list stations and viewing range on separate sheet)
☐ Radios Ads - # ads _____ (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)

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 11,500 room
nights in FY21.
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: \$ 10,000
 - 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 2019-20, amount \$ 6997, 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: _____

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

12/30/2019

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: EdVenture, Inc.

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Lexington County	\$7,500	\$6,997	\$10,000
SCPRT	\$19,000	\$18,720	\$20,000
City of West Columbia	\$2,500	\$2,500	\$2,500
Richland County	\$21,000	\$15,000	\$20,000
City of Columbia	\$25,000	\$25,000	\$25,000
TOTAL	\$75,000	\$70,717	\$77,500

FY 2020/21 Lexington County Accommodations Tax Funding

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 FY2020-21 out-of-market tourism marketing promoting EdVenture's exhibits, programs, and events. The objectives for EdVenture's 2020-21 tourism advertising include the following:

1. Promoting EdVenture's exhibits such as EDDIE, World of Work, Flight, and many others as well as annual signature events such as StoryBook Ball, Summertime Series, and Countdown to Kindergarten.
2. Building 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.

Our marketing plan to target out of town visitors includes a yearlong plan emphasizing our signature events, in the spring, fall, winter, and summer seasons. 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 digital outdoor (out-of-home) and 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 2020-21 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--children birth to age 10, 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 the Southeast.

EdVenture anticipates total attendance to be over 210,000 at all 3 locations in FY21 with 63,000 tourists who travel 50 miles and more to visit the Museum.

In FY2019, EdVenture's 216,231 visitors included 153,288 (70%) who claim SC zip codes as home. Visitors from Lexington County totaled 42,452, 16% of Lexington County's total population. Over 50% of EdVenture's FY19 visitors lived 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 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.

Because of your investment in EdVenture, as many as 11,250 hotel/motel overnight stays will be added to our local economy. EdVenture can 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 daily, and reviewed regularly by our managers and trustees. This information serves as a critical guide when making decisions regarding marketing strategies.

E. Overall Description of How the Event Attracts and Promotes Tourism

EdVenture's Marketing/Public Relations Department will continue to work closely with the Experience Columbia and SC PRT to develop strategies to attract 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, online newspapers, and television station websites.

The multimedia campaign plan for FY20 for out of market tourism is anticipated to include television, digital, and billboard 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.

EdVenture, Inc. Statement of Activities For the period ending November 30, 2019						
	1	2	3	4	5	7
	Nov 2019 ACTUAL	Nov 2019 BUDGET	Nov 2018 ACTUAL	YTD FY20 ACTUAL	YTD BUDGET	YTD FY19 ACTUAL
REVENUE:						Variance 4 v 5
Earned Revenue						
Admissions	\$53,763	\$45,997	\$46,993	\$383,114	\$400,562	\$381,437 (\$17,448)
Memberships	\$29,744	\$37,370	\$33,004	\$114,528	\$127,130	\$107,201 (\$12,602)
Birthday parties	\$5,043	\$7,016	\$3,686	\$18,118	\$31,377	\$24,413 (\$13,260)
Facility rentals	\$9,275	\$5,764	\$5,057	\$38,132	\$30,929	\$28,407 \$7,203
Gift shop/Café sales	\$10,952	\$6,744	\$9,323	\$73,687	\$49,952	\$67,442 \$23,735
Vending/Misc	\$607	\$500	\$670	\$3,340	\$2,000	\$3,760 \$1,340
Field Trips	\$7,288	\$6,000	\$5,550	\$26,421	\$17,000	\$10,193 \$9,421
Educational programming	\$199	\$5,500	\$564	\$4,768	\$33,500	\$42,649 (\$28,732)
Outreach/Overnights/Other	(\$270)	\$6,250	\$3,481	\$1,174	\$12,750	\$8,649 (\$11,576)
Camps	\$2,023	\$5,000	\$1,713	\$18,439	\$64,000	\$98,073 (\$45,561)
Club EdVenture	(\$675)	\$0	\$73,569	\$66,925	\$80,000	\$263,306 (\$13,075)
Total Earned Revenue:	\$117,949	\$126,141	\$183,609	\$748,645	\$849,200	\$1,035,530 (\$100,555)
Contributed Revenue						
Individual contributions	\$4,662	\$10,000	\$9,012	\$14,990	\$21,600	\$28,757 (\$6,610)
Corporate contributions	\$5,676	\$30,000	\$72,500	\$12,767	\$118,500	\$111,846 (\$105,733)
Foundations	\$10,000	\$23,000	\$12,000	\$36,000	\$57,000	\$32,500 (\$21,000)
Special Events	\$0	\$0	\$0	\$0	\$0	\$22,675 \$0
City and County support	\$1,749	\$100,000	\$58,000	\$232,329	\$282,900	\$78,000 (\$50,571)
Federal grants	\$0	\$0	\$46,412	\$73,197	\$0	\$102,397 \$73,197
Other grants	\$0	\$0	\$700	\$40,000	\$0	\$8,500 \$40,000
Total Contributed Revenue:	\$22,088	\$163,000	\$198,624	\$409,283	\$480,000	\$384,674 (\$70,717)
TOTAL REVENUE:	\$140,037	\$289,141	\$382,233	\$1,157,928	\$1,329,200	\$1,420,204 (\$171,272)
EXPENSES:						
Salaries/Payroll/Taxes/Ben/Cont	\$174,360	\$192,500	\$194,529	\$1,051,800	\$1,044,782	\$1,117,832 (\$7,018)
Staff & Board support	\$5,849	\$4,200	\$33,221	\$37,128	\$30,901	\$71,008 (\$6,227)
General & Administrative	\$17,615	\$34,650	\$16,360	\$156,613	\$174,950	\$158,580 \$18,337
Facilities/Maintenance/Utilities	\$30,398	\$42,500	\$31,241	\$166,356	\$191,378	\$170,488 \$25,022
Marketing & Events	\$29,586	\$34,007	\$32,187	\$106,652	\$125,153	\$144,128 \$18,501
Educational services	\$8,265	\$12,693	\$15,170	\$35,342	\$78,649	\$46,192 \$43,307
Exhibits	\$5,709	\$5,000	\$1,510	\$25,815	\$24,850	\$16,933 (\$965)
Development	\$1,074	\$2,050	\$2,116	\$8,150	\$22,915	\$14,669 \$14,765
Guest services/Birthdays	\$940	\$667	\$484	\$3,695	\$2,817	\$1,798 (\$878)
Gift shop/Café	\$9,679	\$3,372	\$6,077	\$39,712	\$26,593	\$41,027 (\$13,119)
TOTAL EXPENSES:	\$283,475	\$331,639	\$332,894	\$1,631,264	\$1,722,988	\$1,782,654 \$91,724
NET PROFIT (LOSS)	(\$143,439)	(\$42,498)	\$49,339	(\$473,336)	(\$393,788)	(\$362,451) (\$79,548)



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Mktg Support for 20-21 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 7/1/20 End date 6/30/21

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 1500

☒ Brochures - # distributed 59863

☒ Posters - # distributed 200 locations

☒ Magazine Ads - # ads 2 (list ads and distribution range on separate sheet)

☒ Newspaper Ads - # ads 15 (list newspapers and distribution range on separate sheet)

☒ Television Ads - # ads 322 (list stations and viewing range on separate sheet)

☒ Radios Ads - # ads 200,000 impressions (list stations and listener range on separate sheet)

☒ Billboards - # ads 15 locations (list number and location of billboards on separate sheet)

☒ Websites - # web pages other than primary website # 19 (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? 29,500
12. Of this number, how many are tourists? 18290 (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 13 inquiries per month / 4288 site visits per month (on average)
 - ☒ Phone call inquiries - estimated phone calls per month 55
 - ☐ Brochure mailings - estimated brochures mailed per month _____
 - ☒ Event ticket sales - estimated tickets sold per event 283
 - ☐ 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: \$ 445,5000
 - b. Amount of Accommodations Funds requested for this Project: \$ 25,000
 - c. This request equals what percent of the total Project/Event Budget: 5.5 %
 - 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 2019-2020, amount \$ 9996, source Lexington County A-Tax Grant, and purpose: Marketing Support for the 19-20 Season
 - 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 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 N. Cobb

Executive Director

Print Name

Kristy W. Cobb

Title

12/21/19

Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: MTC Foundation on behalf of Harbison Theatre at MTC

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Richland County H-Tax	10000	6750	11000
State, Federal, Local Grants	20000	14996	15000
Sponsorships	17496	22500	25000
Rental Income	48730	24371	48742
Ticket Revenue	117422	11745	125000
MTC Operations Fund	231475	254382	220758
TOTAL	445123	334744	445500

FY 2020/21 Lexington County Accommodations Tax Funding

2020-21 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 25 shows featuring performing artists and groups from across the country, offering residents and visitors the best in theatre, dance, music, and film. This past season we had some amazing performances on our stage including: Motown legend Thelma Houston; the always sell out group *The Texas Tenors*; a touring jazz show entitled *Harlem 100* featuring the music of Fats Waller, Duke Ellington, and Billie Holiday; Charleston GRAMMY-nominated band Ranky Tanky; NYC dance troupe Complexions with their last tour of their Bach to Bowie piece; and a songwriter night featuring Edwin McCain and Patrick Davis. In addition, we had our first comedy show with Dove award-winning comedian Akintunde, and an amazing gospel concert bringing to the stage for the first time ever, all eight of the historically black colleges and universities in SC. With the success of new programming last year, we continued our family series with our partnership with Columbia Children's Theatre. This year, their holiday show *Santa Claus: The Musical* was a complete sell-out! The CAROLINA SHOUT series also continues to bring in a diverse mix of local and regional patrons to hear some of their favorite musicians in our intimate theatre. Both of these series are bringing more local faces to the Irmo/Lexington area that are people usually accustomed to attending performances in downtown Columbia. 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. Adding a second holiday performance to give guests a chance to hear the wonderful seasonal sounds has been very successful, and keeps people out and about shopping and eating. We have even partnered with a local restaurant to help support the "dinner and a show" concept. They have reported a notable uptick in their business before and after our shows. The upcoming 2020-2021 season will once again be full of exceptional talent, exciting new acts and collaborations. A couple of programming notes for 20-21 will include a Broadway Princess Party starring the original princesses from all of your favorite Broadway hits! The Purple XPerience, a five-piece group hailing from Prince's birthplace, Minneapolis, MN. The show has entertained over 300 thousand fans and has shared the bill with The Time, Gin Blossoms, Atlanta Rhythm Section, and Cheap Trick. *Last Out, Elegy of a Green Beret* is a new powerful play touring the country that we plan to bring in partnership with Fort Jackson. Written by former Green Beret, LTC Scott Mann and based on real events, *Last Out* is a story that has never been told in a voice that has never been heard. Performed by a professional cast of military veterans and military family members, this play is a white-knuckle ride that tells the real story of our soldiers and the families that fight alongside them. It's more than a play...it's Combat Storytelling. Also, with the success of our songwriter night with Edwin McCain and

Patrick Davis, there are plans to make that a yearly event featuring different Nashville standouts from bands like Lady Antebellum and Zac Brown. And this is just a sneak peek!

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! Also, a new business partnership with the Irmo Chamber has the theatre hosting the very popular Leadercast event for business leaders here in Lexington County. This grant application concerns advertising support for the Signature Series which includes all of our mainstage programming. The 2020-2021 Season will not disappoint as we will 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 62% 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. Another new partnership with Jasper Magazine has the theatre using its gallery space in the lobby for rotating artist exhibitions. This is another draw for visitors to the theatre, and also a way to be supportive of the visual arts community as well as the performing arts. Many other organizations and arts groups are looking to perform and hold events at our first-class theatre. The demand for rental space has risen dramatically in the last few years bringing in more overnight stays and visitors.

C. Total attendance to project vs. number of tourists:

Total attendance to our 2018-19 Season was 23,251 and 14,416 of those attendees were tourists. Thus far this year, we have seen an increase during this 19-20 season, and expect that number to continue to climb.

D. Economic impact generated by tourism to the project:

Based on information gathered in our ticketing system, during our 2018-19 Season tourists comprised about 62% of our audience (14,416).

- If half of our tourists eat in restaurants, that would equal 7,208 meals.
- In the 2018-19 Season, 6.6% of our audience traveled two hours or more to attend shows = 1535; 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 582.

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 2020 - Season performances finalized; graphic design for print and digital pieces created; season and performance sponsorships finalized

Mid-Summer 2020 - 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 2020 - 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 2020-2021 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 500,000): Total Newspaper (15 ads)

- Free Times – 9 times
- Lexington Chronicle – 2 times
- The State – 3 times (paid)
- The Daily Gamecock – 1 time

Television Ads (121,000 reach)*: Total 2 ads (322 runs)

- Spectrum Reach (Cable) – 2 ads

Digital (387,500 impressions): Total 24 ads

- Target: Central SC residents
 - Facebook Ads – 17 ads 61,200 each
 - Digital Display (1) and Video Ads (4) – total 5 times
 - Email Blast – 2 times

Magazine Ads: 2 ads

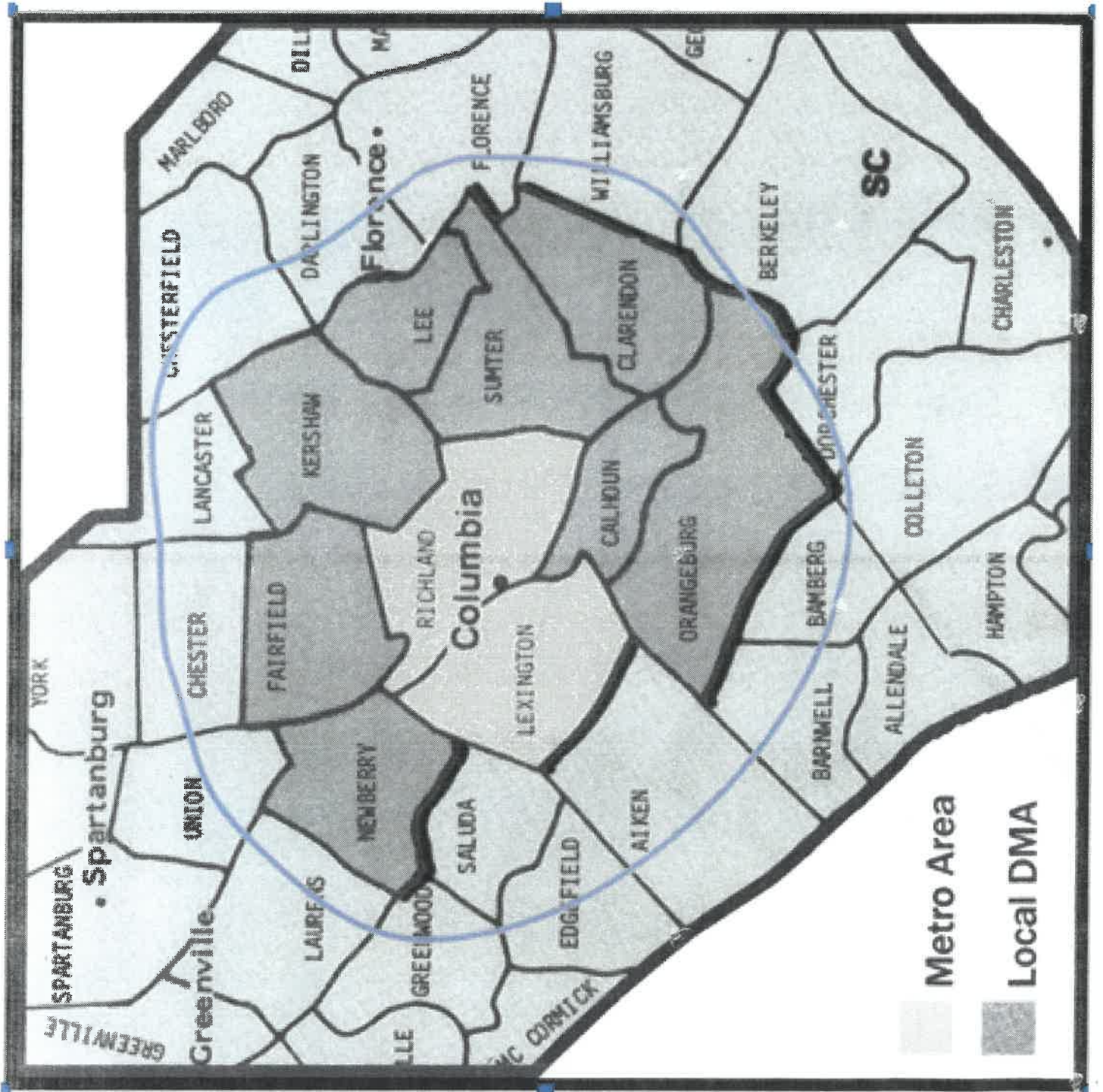
- Jasper Magazine

Radio Ads (200,000 impressions)*: 2 ads - 100 total spots

- WWDM
- WARQ

Outdoor Ads – 3 ads - 15 locations

- 4866 Sunset Blvd, Lexington, SC
- 1012 Gervais St, Columbia, SC
- 1247 Lake Murray Blvd, Irmo, SC
- I-26 MM 103.7 East of Harbison Blvd
- 1722 Sunset Blvd, West Columbia, SC
- 1678 Lake Murray Blvd Irmo, SC
- Hwy 378 at I-26
- 5236 Sunset facing Columbia f/e
- 600 Blossom St f/w
- I-126 n/o Greystone Blvd. Outbound f/ne
- I-77 s/o Garners Ferry f/s
- I-26 @ Jamil Temple f/s
- Greystone Blvd
- 9900 Two Notch Road, Columbia, SC
- 206 Jamil Rd, Columbia, SC





County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Kinetic Derby Day
2. Sponsoring Organization: City of West Columbia

Mailing Address: PO Box 4044
3. Event/Project Director:

Name Kelli Ricard Title Events Manager

Telephone 803-939-8623 Alternate Telephone 803-521-7765

Fax Number n/a

Email kricard@westcolumbiasc.gov
4. Event Website: kineticderbyday.com
5. Event/Project Category (*Check One*):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 4/24/2021 End date 4/24/2021
7. Location of Project/Event: Meeting and State Streets in West Columbia
8. Number of employees: #Full-time 3 #Part-time 100 volunteers/staff
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 5000
☐ Brochures - # distributed _____
☐ Posters - # distributed _____
☒ Magazine Ads - # ads 5 (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 3 (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 164 (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 350 (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 # _____ (list on separate sheet with target audience)
☐ Other than listed above: _____ (list on separate sheet with target audience)

10. Advertising Sources outside of Lexington County

Rack Cards – distributed to the welcome centers located on I-20, I-26, and I-95

Magazines —

South Carolina Living - 1- 1/3 page ad and a co-sponsorship with- - 573,000 subscribers

The co-sponsorship will be a full page ad and registration page in the travel section allowing them to register to win a free registration, and hotel stay for Kinetic Derby Day, along with other business owners in the area who wish to donate items for the package

Jasper Magazine — 1 full page ad in the printed and online version of this arts magazine to draw artists from all over the state.

Free Times –

- Four months of extended reach at \$500 each month - \$2,000
 - »» First recruiting participants, then promoting event
 - »» Includes geofencing and search retargeting
- • One custom email blasts promoting participation. 50,000 sends each targeting men and women in Richland, Lexington counties and Aiken/Augusta area with elementary or middle school children in the home. \$1,000
- Three sticky notes - \$2,400 total (4/15, 4/22, 4/29)
- One half page ad in Spurs and Feathers magazine reaching 25,000 statewide subscribers- one promoting participants and one promoting event - normally \$675.00 per insertion
- Two half page ads in Free Times - normally \$807.00 per insertion
- Full page in Annual Manual (January 30) - normally \$1297.00 per insertion
- Full page in Lexington Guide (March) - \$500

Billboards – 3 Digital/Static Billboards Charlotte and Augusta and additional boards on I-95, I-26, and I-20

Television ads – 164 -see attached similar for 2020 registration promotion.

Radio Ads – We partner with the City of Cayce and the Cayce West Columbia Chamber to promote West of the River weekend. We provide \$1500 to be applied to radio ads for West of the River Weekend which covers the state. West of the River weekend is Friday night, Rhythm on the River in West Columbia, and Saturday morning – Kinetic Derby Day in West Columbia, and Saturday evening Soiree on State in Cayce.



11/27/2019 9:44AM
Est # 1393302
Columbia, SC Dec18 DMA Nielsen Live+1

Kinetic Parade Christmas Pre-Sale Paid and MATCH 2019

Client: City of West Columbia
Buyer:
Advertiser:
Product:
Sched Dates: 12/09/19 - 12/29/19
Lengths: 30
Dayparts: ALL

AE: Tim Kersey
Asst: Cathie Crow
Phone: 803-705-4267
Fax: 803-705-4255
Email: tim.kersey@charter.com

All-Wks Avg

	Rate \$\$.00	Unit/ Wk	Unit Tot	Wk 1 - Wk 3 Households Prog Name	Wk 1 12/9 '19	Wk 2 12/16 '19	Wk 3 12/23 '19
Total	\$3500.00		164		21	86	57
Columbia, SC Dec18 DMA Nielsen Live+1	\$3500.00		164		21	86	57
9626, ICOL - Columbia Interconnect	\$3500.00		164		21	86	57
Su 4:30p-6:30p	\$32.50	0	1	»Ernest Saves Christmas		1	
W 5p-7p	\$32.50	0	1	»Elf			1
Tu 5p-7p	\$32.50	0	1	»The Polar Express			1
Sa 8p-10:15p	\$32.50	0	1	»National Lampoons Christmas Vacation		1	
W 7p-9:15p	\$32.50	0	1	»National Lampoons Christmas Vacation			1
W 9:15p-11:15p	\$32.50	0	1	»The Polar Express			1
M 8p-10:15p	\$32.50	0	1	»National Lampoons Christmas Vacation			1
Tu 7p-9p	\$32.50	0	1	»Elf			1
Tu 9p-11:15p	\$32.50	0	1	»National Lampoons Christmas Vacation			1
Su 6:30p-9p	\$32.50	0	1	»Fred Claus		1	
M 6p-8p	\$32.50	0	1	»Four Christmases			1

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Adjustments: Network Insertability and Network Carriage have been factored into calculations.
Columbia, SC Dec18 DMA Nielsen Live+1
Cable Zones: SPECTRUM REACH, ICOL - Columbia Interconnect

Columbia, SC Dec18 DMA Nielsen Live+1
FRCOLA003: AEN-TV, AMC-TV, APL-TV, BET-TV, BRVO-TV, CMDY-TV, CNBC-TV, CNN-TV, DISC-TV, ENT-TV, ESP2-TV, ESPN-TV, FOOD-TV, FRFM-TV, FS1-TV, FSSE-TV, FSSO-TV, FX-TV, FXNC-TV, GOLF-TV, HGTV-TV, HIST-TV, HLN-TV, LIF-TV, LMN-TV, MNBC-TV, MTV-TV, NBCS-TV, NFLN-TV, NICK-TV, PAR-TV, SECN-TV, SYFY-TV, TLC-TV, TNT-TV, TOON-TV, TRU-TV, TVL-TV, TWC-TV, USA-TV, VH1-TV [orbit, rand, dup]

	Rate \$\$.00	Unit/ Wk	Unit Tot	Wk 1 - Wk 3		Wk 1 12/9 '19	Wk 2 12/16 '19	Wk 3 12/23 '19
				Households				
				Prog Name				

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Adjustments: Network Insertability and Network Carriage have been factored into calculations.

Columbia, SC Dec18 DMA Nielsen Live+1

Cable Zones: SPECTRUM REACH, ICOL - Columbia Interconnect

Columbia, SC Dec18 DMA Nielsen Live+1

FRCOLA003: AEN-TV, AMC-TV, APL-TV, BET-TV, BRVO-TV, CMDY-TV, CNBC-TV, CNN-TV, DISC-TV, ENT-TV, ESP2-TV, ESPN-TV, FOOD-TV, FFSO-TV, FS1-TV, FSSE-TV, FRFM-TV, FS1-TV, FSSE-TV, FSSO-TV, FX-TV, FXNC-TV, GOLF-TV, HGTV-TV, HLN-TV, HLN-TV, LIF-TV, LMN-TV, MNBC-TV, MTV-TV, NBCS-TV, NFLN-TV, NICK-TV, PAR-TV, SEGN-TV, SYFY-TV, TRAV-TV, TNT-TV, TOON-TV, TRU-TV, TWC-TV, USA-TV, VH1-TV [orbit, rand. dup.]

	Rate \$\$.00	Unit/ Wk	Unit Tot	Wk 1 - Wk 3		Wk 1 12/9 '19	Wk 2 12/16 '19	Wk 3 12/23 '19
				Households	Prog Name			
W 5a-10a	\$8.50	1	2		»24 Hours of A Christmas Story			2
W 10a-6p	\$13.50	1	2		»24 Hours of A Christmas Story			2
W 12m-2a	\$8.50	0	1		»24 Hours of A Christmas Story			1
W 5a-10a	\$8.75	1	2		»24 Hours of A Christmas Story			2
W 10a-6p	\$13.50	1	2		»24 Hours of A Christmas Story			2
W 10p-12m	\$19.75	0	1		»The Polar Express		1	
W 8p-10p	\$19.75	0	1		»Four Christmases			1
Sa-Su 12n-12m	\$100.00	1	4		»25 Days of christmas		4	
M-Su 5a-12m	\$0.00	27	82		»MATCH	14	50	18

Broadcast Month Costs - Grand Total

Month	Gross Cost	Total Units
12/2019	\$3,500	164
Total	\$3,500	164

Market Summary	Wk 1 - Wk 3			
	Households			
	Tot \$	Unit	Tot CPM	GRP
Columbia, SC Dec18 DMA Nielsen Live+1	\$3500	164	\$30	116.0
Total	\$3500	164	\$30	116.0

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Adjustments: Network Insertability and Network Carriage have been factored into calculations.

Columbia, SC Dec18 DMA Nielsen Live+1

Cable Zones: SPECTRUM REACH, ICOL - Columbia Interconnect

Columbia, SC Dec18 DMA Nielsen Live+1

FRCOLA003: AEN-TV, AMC-TV, APL-TV, BET-TV, BRVO-TV, CMDY-TV, CNBC-TV, CNN-TV, DISC-TV, ENT-TV, ESP2-TV, ESPN-TV, FOOD-TV, FRFM-TV, FS1-TV, FSSE-TV, FSSO-TV, FX-TV, FXNC-TV, GOLF-TV, HGTV-TV, HIST-TV, HLN-TV, LIF-TV, LMN-TV, MNBC-TV, MTV-TV, NBCS-TV, NFLN-TV, NICK-TV, PAR-TV, SECN-TV, SYFY-TV, TBS-TV, TBSN-TV, TRU-TV, TNL-TV, TNC-TV, USA-TV, VH1-TV [orbit, rand. dup.]

11. How many people do you expect to attend? 2500-3000

12. Of this number, how many are tourists? 240 (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 150
- ☐ 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
- ☒ Hotel sales - estimated sales per event/per month 30
- ☐ License plates - estimated count per event _____
- ☐ Surveys - estimated number of responses per survey _____
- ☒ Other than listed: Zip Codes 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 - 10

Days Inn Lexington - 1015 South Lake Drive - 10

DoubleTree by Hilton - 2100 Bush River Road - 10

We will link these hotels to the Accommodations page on our website

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: \$ 112,800
- b. Amount of Accommodations Funds requested for this Project: \$ 10,000
- c. This request equals what percent of the total Project/Event Budget: 8.87 %
- d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. \$3000 - magazine ads / \$ 4000 - digital marketing / \$3000 - Billboards

17. Has your project or organization previously received Accommodations Tax Funds?

☒ Yes ☐ No

a. If yes, state year FY2018/19, amount \$ 10,000, source Lexington County, and purpose: To promote Kinetic Derby Day

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:

Kelli Ricard

Events Manager

Print Name

Title



12/17/19

Signature

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: City of West Columbia

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
City of West Columbia Hospitality Funds	\$55,000	\$55,000	\$55,000
Sponsors	\$13,950	\$16,000	\$16,500
Registrations	\$1094	\$1200	\$1300
Lexington County Accommodations Tax	\$10,000	\$0	\$10,000
West Columbia Accommodations Tax	\$13,000	\$30,000	\$30,000
TOTAL	\$93,044	\$102,200	\$112,800

FY 2020/21 Lexington County Accommodations Tax Funding



County of Lexington
Accommodations Tax Fund
FY 2020/21

EXPENDITURES

Organization Name: **City of West Columbia**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Production & Marketing Service	\$35,000	\$35,000	\$35,000
Community Workshops	\$1500	\$1500	\$1500
School Stipends	\$1000	\$1500	\$1500
Winner's Purse	\$2500	\$2500	\$2500
Kinetic Sculptures	\$1500	\$1000	\$1000
Arts Fairway on State Street	\$5180	\$6700	\$7000
Derby Day Logistics	\$10,632	\$16,000	\$16,000
Local Marketing	\$5800	\$5000	\$5000
Kinetic Sculpture Obstacles	0	\$1500	\$1800
Kids' Area	\$1540	\$1500	\$1500
Regional Marketing	\$16,900	\$23,900	\$29,900
Digital Marketing	\$6100	\$6100	\$10,100
TOTAL	\$87,652	\$102,000	\$112,800

TEMUS C. "TEMP" MILES, JR.
Mayor

BRIAN E. CARTER, ICMA-CM, AICP
City Administrator

MICHELLE M. DICKERSON, Esq.
Deputy City Administrator

JUSTIN BLACK, CPA
City Treasurer/Asst. City Admin.

CRYSTAL BOUKNIGHT
City Clerk



City of West Columbia

Bridging Past, Present and Future

Council Members
R. TREVOR BEDELL
JIMMY BROOKS
JOSEPH D. DICKEY, JR.
MIKE GREEN
CASEY JORDAN HALLMAN
DAVID B. MOYE
ERIN PARNELL PORTER
MICKEY PRINGLE

December 23, 2019

FY 2020/2021 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 an event unlike any other in the region on April 24, 2021. Kinetic Derby Day is a signature event for the city, and for Lexington County. This event will be a unique celebration - a tribute to gears, wheels, sculptures, and gravity. A parade featuring kinetic sculptures and obstacles (human-powered, handmade floats) and an afternoon of adult and kid soapbox derby racing. Everyone is invited to express their creativity and be a part of the festivities.

The event goes and participants are invited to build a float, create a costume, or just come by to cheer on participants as they careen 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 this very unique event.

The city will compile demographic information with zip codes from attendees, and registration entries. We anticipate a large draw from surrounding areas, since our 2019 records indicate 2500 people, and 26 of the total of 57 different zip codes were from outside a 50-mile radius. The city is requesting \$10,000 in Lexington County Accommodation Tax Funds to help market the event using billboards, magazine ads, and digital marketing, or possibly TV ads. We have used all of the previously stated markets for the two previous years and will for the 2020 Kinetic Derby Day as well. We will also create a Friday night event so eventgoers can show off their creations and stay the night in the hotels in Lexington County.

The City of West Columbia is situated along eight miles of the beautiful lower Saluda and Congaree Rivers. Known for being friendly, welcoming and affordable, the city also has top-level schools and a myriad of dining and shopping options, as well as exemplary health care options that are within a three-mile radius. The area is ideal for commerce, thanks to its business-friendly attitude, low taxes and utility rates. The City is concentrating on economic development and is eager to attract business start-ups and/or relocations. Additionally, major interstates, highways, the airport, and Columbia are just minutes away.

When it comes to recreation, West Columbia offers kayaking, canoeing, tubing, parks, waterfront concerts, 8.5 miles of walking and biking trails, and much more, including access to the renowned Riverbanks Zoo, Botanical Gardens, and Waterfall Junction.

Thank you for your consideration.

Sincerely,



Kelli Ricard
Events Manager

kricard@westcolumbiasc.gov

803-939-8623

803-521-7765

Kinetic Derby Day P&L 2020					
	Proposed	Actual		Proposed	Actual
Production & Marketing Service			Revenue Projections		
Gosnell & Company	\$35,000.00		HTAX	\$55,000.00	
			Sponsors	\$16,000.00	
			Registration	\$800.00	
Total	\$35,000.00	\$0.00			
			Total	\$71,800.00	\$0.00
Regional Marketing			ATAX Revenue		
Renaissart	\$2,000.00		West Columbia ATAX	\$30,000.00	
Professional Printers	\$3,500.00		Lexington ATAX	\$0.00	
Billboards	\$3,000.00				
SC Living	\$5,500.00				
West of the River Weekend	\$1,500.00				
Free Times	\$7,900.00				
NC Print Ads	\$0.00				
Jasper Project ad	\$800.00				
Charleston STEM Festival	\$200.00				
Total	\$24,400.00	\$0.00	Total	\$30,000.00	\$0.00
Local Marketing			Expense Summary		
Renaissart	\$1,000.00		Production & Marketing Service	\$35,000.00	\$0.00
Registration yard signs (PP)			Community Workshops	\$1,000.00	\$0.00
Street banners and signs (PP)	\$0.00		School Stipends	\$1,000.00	\$0.00
West Cola Billboards *Month of Nov-Dec *Week of the event.	\$2,000.00		Winners Purse	\$2,500.00	\$0.00
Columbia Billboards	\$2,000.00		Kinetic Sculptures	\$1,000.00	\$0.00
			Artist Area on State	\$7,000.00	\$0.00
			Derby Day Logistics	\$16,000.00	\$0.00
			Local Marketing	\$5,000.00	\$0.00
			Kinetic Sculpture Obstacle	\$1,800.00	
			Kids Area	\$1,500.00	\$0.00
Total	\$5,000.00	\$0.00	Total	\$71,800.00	\$0.00
Digital Marketing			ATAX Balance		
Image purchases	\$0.00		INCOME	\$30,000.00	\$23,000.00
website domain	\$100.00		Regional Marketing	\$24,400.00	\$0.00
Web Hosting	\$200.00		Digital Marketing	\$4,750.00	\$0.00
123 Form Builder	\$300.00				
Facebook Ads	\$250.00		Total	\$850.00	\$23,000.00
Instagram filter	\$100.00				
Google Ads	\$250.00		Event Balance		
Genesis Studios	\$3,550.00		Total Revenue	\$71,800.00	\$0.00
Total	\$4,750.00	\$0.00	Total Expenses	\$71,800.00	\$0.00
			Balance	\$0.00	\$0.00
Community Workshops					
KSP Supplies	\$250.00				
SBD Supplies	\$250.00				
KSP Instructors	\$0.00				
SBD Instructors	\$500.00				

Total	\$1,000.00	\$0.00
School Stipends		
(Ridgeview)	\$1,000.00	
Yarn Bombers	\$0.00	
Total	\$1,000.00	\$0.00
Winners Purse		
Total	\$2,500.00	\$0.00
Kinetic Sculptures		
Xmas Parade	\$500.00	
Decoration/ Supplies	\$500.00	
Total	\$1,000.00	\$0.00
Artist Village		
ent./ music/ PA	\$1,000.00	
literary	\$200.00	
visual arts - Luna Trix Arts	\$1,800.00	
decoration/ supplies	\$500.00	
artist stipends	\$3,500.00	
Total	\$7,000.00	\$0.00
Derby Day Logistics		
Finish line signage (PP)	\$500.00	
Bleachers	\$0.00	
Trash	\$0.00	
Security	\$0.00	
GoCo Staff + Hotel	\$3,500.00	
Misc. Supplies	\$500.00	
Tent, Chair & Table order	\$5,000.00	
Racing video & Software	\$500.00	
Participant Awards	\$800.00	
Judges Gifts	\$200.00	
Restrooms	\$1,000.00	
Vol Meals	\$0.00	
Videography	\$1,000.00	
Aiken Pro Audio	\$650.00	
Volunteer Attire	\$750.00	
radios	\$0.00	
Pit crew staging area	\$0.00	
Robot Costume	\$500.00	
Finish Vinyl	\$0.00	
Hay bails (1600 feet)	\$500.00	
Photographer	\$600.00	
Total	\$16,000.00	\$0.00
Kids Area		
Tent signage (PP)	\$0.00	
inflatables & Face painters	\$1,000.00	
Misc. Supplies	\$500.00	
Total	\$1,500.00	\$0.00

Sponsorship Breakdown		
Cards sent to schools	\$1,000.00	
House of Raeford	\$5,000.00	
Adulh	\$500.00	
Thompsons Funeral Home	\$500.00	
Mooneyhan's Auto	\$1,000.00	
Ricky's Auto	\$1,000.00	
First Community Bank	\$500.00	
Pope Flynn	\$500.00	
Nephron	\$1,000.00	
Aflac	\$1,000.00	
NAI avant	\$2,500.00	
Michelin Tire	\$250.00	
Home Concepts	in kind	
Moseley Funeral	\$500.00	
Lexington County	ATAX	
Security Federal	\$500.00	
Professional Printers	in-kind	
Something borrowed	in-kind	
Association	\$200.00	
Total	\$15,950.00	\$0.00
Kinetic Sculpture Obstacles		
Foam Machine	\$400.00	
Color Powder	\$200.00	
Water Color	\$100.00	
Barrels	\$100.00	
Bubble Wrap	\$200.00	
Bubble Machine	\$300.00	
Car Wash	\$500.00	
Total	\$1,800.00	\$0.00
NOTES:		



County of Lexington
Accommodations Tax Fund
FY 2020/21

APPLICATION

1. Name of Project/Event: Columbia Museum of Art FY 2020/21 Special Exhibition Advertising and Promotion
2. Sponsoring Organization: Columbia Museum of Art

Mailing Address: 1515 Main Street, Columbia, SC 29201
3. Event/Project Director:

Name Chris Scudder Title Grants Officer

Telephone (803) 343-2197 Alternate Telephone N/A

Fax Number N/A

Email cscudder@columbiamuseum.org
4. Event Website: www.columbiamuseum.org
5. Event/Project Category (Check One):
☒ Tourism, Advertising/Promotion - *see #10 for advertising/promotion sources*

☐ Tourism Related Expenditures: _____
6. Project Timeline: Beginning date 07/01/2020 End date 06/30/2021
7. Location of Project/Event: Columbia Museum of Art (1515 Main Street, Columbia, SC 29201)
8. Number of employees: #Full-time 33 #Part-time 41
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 480,000
☐ Posters - # distributed _____
☒ Magazine Ads - # ads 6 (list ads and distribution range on separate sheet)
☒ Newspaper Ads - # ads 216 (list newspapers and distribution range on separate sheet)
☒ Television Ads - # ads 45 (list stations and viewing range on separate sheet)
☒ Radios Ads - # ads 1,430 (list stations and listener range on separate sheet)
☒ Billboards - # ads 11 (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: Google Ads, Social Media. Please see attached separate sheet for details. (list on separate sheet with target audience)

11. How many people do you expect to attend? 135,000
12. Of this number, how many are tourists? 54,000 (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 _____
 - ☐ 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: The CMA tracks tourists by collecting and analyzing zip codes from guests who check-in through the welcome desk or have reserved a school/group tour.
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 Columbia Museum of Art partners with hotels throughout the region. The museum particularly supports Lexington County, and its unincorporated areas, through strong collaboration with the Capital City Lake Murray Country Regional Tourism Board. Additionally, the CMA's newly updated website features a "Visit" page that links to local hotels and restaurants. As a major tourist destination for our region, the CMA estimates it generates some 3,000 overnight stays per year, based on zip code data, surveys, and trends in cultural tourism.
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: \$ 250,000
 - b. Amount of Accommodations Funds requested for this Project: \$ 10,000
 - c. This request equals what percent of the total Project/Event Budget: 4 %
 - d. List specifically what the funds will be used for and the estimated amount i.e. brochures - \$1,500, etc. Brochures - \$10,000
17. Has your project or organization previously received Accommodations Tax Funds?
☒ Yes ☐ No
- a. If yes, state year FY 2011/12, amount \$ 1,500, source Lexington County, and purpose: Exhibition advertising and promotion.
 - 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: The Columbia Museum of Art is proud to serve residents of Lexington County, and to attract thousands of visitors annually to our shared community. Our board includes Lexington County representation, and the CMA is thankful for the past support it has received from Lexington County through the Accommodations Tax Fund. We hope the Advisory Board and County Council will consider renewing their support of our region's premier art museum. Thank you for your thoughtful consideration of our request. If you have any further questions, please feel free to contact us directly.

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:

Chris Scudder

Print Name

Chris Scudder

Signature

Grants Officer

Title

01/03/2020

Date



County of Lexington
Accommodations Tax Fund
FY 2020/21

FUNDING SOURCES

Organization Name: Columbia Museum of Art

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Federal	\$15,000	\$15,000	\$0
State	\$72,663	\$46,271	\$97,500
Richland County (H-Tax)	\$929,872	\$915,872	\$790,872
Richland County (A-Tax)	\$9,850	\$2,500	\$10,000
City of Columbia (H-Tax)	\$716,107	\$708,946	\$716,107
City of Forest Acres (H-Tax)	\$75,000	\$0	\$35,000
Town of Lexington (A-Tax)	\$0	\$2,867	\$10,000
Endowment	\$243,250	\$233,142	\$262,500
Foundations	\$127,000	\$119,500	\$220,000
Corporations	\$445,046	\$437,612	\$470,000
Individuals	\$1,173,972	\$1,580,319	\$1,412,500
Earned Revenue	\$476,200	\$1,049,200	\$835,000
TOTAL	\$4,283,960	\$5,111,229	\$4,859,479

FY 2020/21 Lexington County Accommodations Tax Funding

County of Lexington
Accommodations Tax Fund
FY 2020/21
Application

10. Advertising Sources

The Columbia Museum of Art (CMA) utilizes brochures, billboards, Google Ads, social media marketing, magazine ads, newspaper ads, television ads, and radio ads to promote its special exhibitions, programs, and events to tourists. Hundreds of thousands of brochures are distributed each year. Thousands of newspaper ads, radio ads, and billboards will also be targeted to respected publications and stations within a three-hour drive time, with an emphasis on targeting Greenville, Charleston, Hilton Head, Augusta, Aiken, Savannah, Asheville, and Charlotte. These areas are among the top drawing locations based on the museum's zip code tracking reports.

Google Ads and social media marketing play an increasingly significant role in the museum's advertising, as well, targeted at audiences who are most likely to visit the museum's special exhibitions, which rotate throughout the year. These digital platforms allow for ads to be targeted to specific demographics, using keywords, income levels, online behaviors, geographies, and more. Statistics and feedback from Google Analytics provide for agile targeting of unique audiences for each exhibition and program. Altogether, the CMA's comprehensive paid advertising strategy successfully attracts more than 50,000 tourists to our region, including Lexington County, each year.

- **Brochures:** 480,000 (distributed in major newspapers in Columbia, Asheville, Charleston, Aiken, Greenville, and in the *New York Times* throughout the Carolinas)
- **Magazine Ads:** 6 in Greenville County
- **Newspaper Ads:** 216 (Columbia weekly, 36 times a year in Charleston, Asheville, Greenville, and 20 times per year in Aiken)
- **Television Ads:** SCETV 45 per year statewide
- **Radio Ads:** SCETV/NPR Radio 700 ads statewide; WXYR radio 730 ads in central South Carolina
- **Billboards:** 11 boards; 23,234,649 impressions (Columbia 2 -3 boards a day on average through paid/sponsored campaigns; Charlotte, NC x3, Charleston, Greenville, Asheville, Augusta)
- **Websites:** digital marketing throughout a 3-4 drive time of Lexington County done through Google Ads and social media platforms. Active 45 weeks per year.

19. Project Description

- a) After more than a year and a half of intensive construction and transformation, the Columbia Museum of Art is bigger, bolder, and better. In 2018, the museum launched a dynamic new set of visitor experience promises, where every guest is assured a welcoming, community-centered, inspiring, vibrant, and playful experience. The CMA is committed to being a relevant and dynamic 21st-century museum. We believe in being inclusive and participatory. We believe that art is meant to be experienced, not just seen. The CMA is a treasured tourist destination and a place brimming with activity and new ideas, serving tens of thousands of residents and tourists each year.

The CMA's internationally renowned collection of art has grown to over 7,000 works, and has been newly reinstalled and organized in a thematic format throughout 20 galleries. Visitors can see a larger variety of artists, styles, subjects, and techniques across different eras and different continents focused on common ideas. Seeing

works together that examine common themes such as heroism, or vice and virtue, gives guests the opportunity to see 5,000 years of global history in a new and more relevant context.

The building renovation and reinstallation of art in the galleries provided the museum the rare opportunity to comprehensively transform programming and spaces. The development and implementation of school and adult tours, a strengthened docent corps, gallery interactive activities, visitor publications, family focused programs, community events, and education initiatives will serve as a point of welcome and access to better engage with the thematically reinstalled works of art.

We are rooted in and reflective of our own diverse communities. We see ourselves as champions of a thriving greater Columbia region. With the completion of a newly renovated Boyd Plaza in March 2019, the CMA has presented an inaugural year of programming with the goals of developing diverse and inclusive long-term programs serving residents and tourists alike. The CMA has implemented months of programming as a model for activating public spaces through the arts using funding provided by the Knight Foundation. Activities encompass many disciplines of art, as well as local history and culture in cooperation with over twenty long-time partners and collaborators from across the region.

The Boyd Plaza renovation project has expanded program capacity and created a user-friendly, safe outdoor environment with tables and chairs; a covered pavilion with seating for 150 visitors; a raised trellised structure for community gatherings and stage performances; and a grove of mature trees with shade, bench seating and picnic areas, all enhanced by state-of-the-art security monitoring, lighting, large fountains, and sound/music surrounded by magnificent sculptures from the CMA collection of art.

Boyd Plaza will offer programming designed to benefit thousands in our communities and tourists including youth, adults, individuals, and families, and historically marginalized individuals and groups. Programming will be developed with an emphasis on increased awareness of the potential of arts and cultural activities to contribute to community development and tourism.

In addition to our exciting physical and cultural transformation, the CMA will also host important traveling exhibitions and only-at-CMA shows to welcome the public, attract tens of thousands of tourists to the greater Columbia region, and offer dynamic arts education experiences. These exhibitions include:

***Visions from India* (October 17, 2020 – January 10, 2021)**

Visions from India presents a breathtaking sweep of 21st-century painting, sculpture, and multimedia works from India and its diaspora. Featuring some of the most sought-after international artists alongside younger rising stars, this opulent exhibition is drawn from the renowned Pizzuti Collection in Columbus, Ohio.

The CMA is excited to bring forth this exclusive opportunity to see ultra-contemporary Indian art, which represents an exciting trend in global art collecting. The variety of work is astounding, as is the scale at times, ranging from video and photography to teak sculptures carved from architectural castoffs—relics of urban upheaval and change. The exhibition showcases a remixing of traditional crafts with radical new applications. Cultural symbols such as bindis worn on the forehead or iconic metal lunch containers are appropriated for abstract “paintings” and motorized sculptures.

The most famous of the exhibition’s contemporary artists include Sudarshan Shetty, Bharti Kher, and Jitish Kallat. The entire exhibition is meant to surprise and delight, and the CMA is excited to expand its range of international presentations of contemporary art for our local and regional audiences. Based on private collectors Ron and Ann Pizzuti’s original 2017 presentation in Columbus, Ohio, this will be the only other opportunity to see *Visions from India* in the United States.

***The Impossible Art of M.C. Escher* (February 6 – May 2, 2021)**

The brilliant images by artist Maurits C. Escher (1898-1972) continue to fascinate audiences today for their extraordinarily imaginative design, their consummate draftsmanship, and the dreamy visions they evoke.

Born in Holland, the son of a civil engineer, Escher would become recognized as one of the greatest graphic artists of the 20th century. *The Impossible Art of M.C. Escher* brings to the Columbia Museum of Art one of the largest private collections of his work in the world, a collection spanning every decade of the artist's astonishing career. Escher's work was initially inspired by nature, and later became submerged in what he referred to as "mental imagery," a host of subjects influenced by Moorish architecture, mathematical equations, alchemy, and the concept of metamorphosis.

The art of M.C. Escher influenced the course of modern and contemporary art, but perhaps more importantly it stirred the imaginations of subsequent generations of writers, dancers and non-artists alike. Few other artists of his generation exercised such significant influence on our broader, shared culture. *The Impossible Art of M.C. Escher* is thus a signature event for the Columbia Museum of Art and for South Carolina, as it provides the rich and irreplaceable opportunity to see firsthand the fantastic visions that have inspired a world.

The Ironic Curtain: Art from the Soviet Underground (May 22 – August 29, 2021)

In 1932, Joseph Stalin's Soviet government decreed that Socialist Realism was the only artistic style permitted. Until the mid-1980s, Soviet artists had to promote the ideals of the socialist state through sunny, happy, naturalistic artworks, while abstract art in all its forms was outlawed. *The Ironic Curtain* features artists who worked under political repression, making "official" art by day and their own experimental art in secret for decades. The results are wild and darkly witty, with symbols of the Soviet government used to parody its power rather than to celebrate it.

Meanwhile, through small glimpses, Soviet artists were discovering their own country's hidden art history. Revelations included the avant-garde of Russia from the 1910s and '20s as well as Western contemporary movements such as Abstract Expressionism and Pop Art. The mix of styles incorporated into their own works, shown in friends' apartments or open fields, makes it impossible to define a single movement during this time. However, a version of Pop Art is well represented in this exhibition among paintings, sculptures, prints, and photography by nearly three dozen artists.

The CMA has organized this exhibition from one of the premier private collections and it is a rare opportunity for our region. The artwork sparks a conversation about art and freedom with a welcome sense of humor. Creating a laboratory for open thought and ideas, the museum plans to create critical conversation that welcomes multiple communities and local partnerships.

With the support and partnership of the County of Lexington, the CMA will continue to rise to the forefront of museums nationally, and contribute in a meaningful way to the county's growing reputation as a hub of innovative experiences, educational resources, community-centered assets, and thriving regional tourist destinations.

- b) We highlight our communities in Lexington and across the state through creative partnerships. The CMA welcome desk acts as a visitors center for the entire region. Inquiries about lodging, attractions, dining, and shopping are welcomed by a knowledgeable visitor experience team that can guide tourists to all there is to see and do in the County of Lexington. The CMA is committed to sharing information on first-class hotels and inns in Lexington County.

Ongoing marketing and promotions efforts play a critical role in helping to ensure that residents and visitors are aware of the impact that arts and culture play in economic and social prosperity of our area. As the cultural anchor in the region and largest art museum in our state, the CMA encourages visitors to our area who stimulate the local economy and benefit hotels, meeting facilities, attractions, restaurants, cultural institutions, tour companies, transportation providers, and countless other businesses.

The physical museum renovation has given the region a welcoming, hip, beautiful, and vibrant museum facility, and our marketing plans cohesively unified place and the new brand platform designed to connect with audiences on a fun and meaningful emotional level. Welcoming and inclusive statements and campaigns are paired with playful

statements that tap into the mindset of those seeking our unique museum experience. The CMA marketing strategy captures the inspiration visitors feel when they are in the building and on the plaza. We believe that art is an adventure, and we approach everything we do with a sense of open-minded exploration to position our entire region as a sought-after arts and culture destination.

- c) Total attendance and outreach figures for the Columbia Museum of Art's FY 2020/21 year are estimated at 135,000 visitors. Of that number, based on recent years, approximately 40% of visitors are tourists (traveling more than 50 miles). It is therefore estimated that the CMA's special exhibitions and related programs will attract 54,000 tourists over the fiscal year.

The Columbia Museum of Art collects and analyzes zip codes from guests who check in through our front desk during public hours or have reserved a school or adult group tour. These zip codes are tracked through a visitor and donor database program, Altru. Total attendance is estimated based on the zip code data that is collected and applied to the overall attendance number. The CMA's attendance tracking system has been well-honed over years of successful special exhibitions, programs, and events, providing detailed and accurate data for use by the institution and its contributors.

- d) The Columbia Museum of Art greatly impacts the economy of the entire metro area. The results of the museum's most recent economic impact analysis indicate:
- The CMA directly and indirectly supports more than 370 jobs in the Columbia area.
 - The CMA generates more than \$23 million in economic activity annually due to direct, indirect, and induced impacts of the museum.
 - The City of Columbia, Richland County, and the surrounding area—including Lexington County— receive a more than sixteen-fold return on the combined investment in the museum. This return is realized through increased tourism and retail sales, support of the local labor force, as well as accommodation and hospitality tax revenues.
 - The CMA serves an average of more than 10,700 people per month through its programs, events, and outreach activities.
 - CMA overnight visitors spend \$8.2 million per year directly on lodging, retail, and restaurant expenditures.
 - An average of more than 1,600 people per month attend meetings, receptions and other events at the museum—drawing many people to the region from other areas of the state.
 - The CMA's arts education programs reach over 28,000 area children per year.

The CMA projects its FY 2020/21 special exhibitions and programs will generate approximately 3,000 total overnight stays. These overnight stays generated by the CMA are based on the following assumptions and logic: This number is generated based on 20% of our public admission that come from out of state and are likely to stay at least one night in the greater Columbia region (double occupancy). We do not currently have a way to precisely track this information for each of our visitors, and this is our best assumption based on the logic and trends in cultural tourism.

- e) The Columbia Museum of Art is committed to promoting tourism throughout the region. Marketing and public relation strategies for the FY 2020/21 fiscal year will include paid media, earned media, and partnership components to promote and facilitate increased travel to and within Lexington County. Each year, the CMA is charged with setting and achieving goals that promote greater tourism to our area. This year, extensive search engine and digital display marketing will be essential to achieving our marketing goals, as well as traditional methods including brochures and rack cards.

With paid advertising on platforms such as Facebook, Instagram, and YouTube, the museum can reach new, younger, and more remote audiences who many never have considered visiting the CMA and Lexington County. The museum's multimedia capabilities have also been growing, with significant development in the quality and quantity of CMA videos published. As we invest in social media marketing, the CMA's digital content has been recognized along with some of the most innovative museums in the country.

The newly formatted and rebranded CMA website plays an essential role in the comprehensive marketing plan. The museum's website prominently features:

- A versatile home page that can be customized to guide visitors directly to the things they have seen in marketing materials.
- Dynamic pages with the flexibility to include graphics and videos for in-depth information and engagement.
- Clear, friendly language designed to convey information quickly and invitingly.
- A full listing of upcoming programs and events, plus information on exhibitions and the collection.
- A news room for follow-up on media releases.

The museum's website is currently attracting approximately 23,000 unique visitors per month, with nearly 900,000 page views. The CMA website receives dozens of media-requested downloads from the newsroom each month, features an expanded section for out-of-town visitors, detailed parking information and directions, attractions, dining, and hotel information. The website address will be prominently featured on all ads, press releases, social media posts, and brochures, many with direct links that will allow the museum to better track data to inform our marketing strategies.

Through our new website we hope to lead the industry in innovative and competitive methods that inspire travel to the County of Lexington.

As the museum has a proven history of successfully attracting cultural tourists within a three-hour drive time, marketing and public relations efforts will include extensive statewide and regional outreach, with an emphasis on targeting Greenville, Charleston, Hilton Head, Augusta, Aiken, Savannah, Asheville, and Charlotte. These areas are among the top drawing locations based on the museum's zip code tracking reports.

Over the last four years, the museum has seen a significant and sustained increase in attendance from these areas. The CMA spends about \$250,000 annually on paid marketing to attract visitors within a 3-to-4 hour drive time to Columbia. In addition to paid advertising, our public relations efforts and earned editorial coverage reach far beyond Columbia. Press releases, media kits, and exhibition highlights will be emailed to a national media, tourism, and education list consisting of over 900 outlets, with a concentration on North Carolina, South Carolina, and Georgia. The museum prioritizes editorial and calendar coverage in national art and in-flight magazines. Group sales will be solicited through targeted mailings to regional arts councils, museums and cultural institutions, group tour operators, and colleges and universities in the three state area. We also seek out media sponsorships and partnerships with tourist agencies, radio stations, newspapers, billboard companies, and cultural institutions to gain wider exposure and to encourage visitation to the region.

The museum will continue means of evaluation that include: 1) visitor feedback collected by comment cards, iPads, and participation surveys; 2) zip code analysis generated by a state-of-the-art visitor services program, Altru; 3) feedback from partnering organizations; 4) attendance numbers collected at programs and events; 5) audience feedback collected from programs and events; 6) visitor surveys; 7) focus group feedback; 8) student and educator feedback and participation; and 9) tracking of local, state, and national media coverage.

The CMA's marketing objectives are to grow tourism, maximize the impact of our partnerships, and champion the region, including Lexington County. Accommodations tax funds are critical sources of support to ensure the museum and its partners can continue to attract tens of thousands of tourists to our region each year, growing impact and return on investment for stakeholders throughout our shared community.

**Columbia Museum of Art Commission
and Columbia Museum of Art**

**Independent Auditor's Report on
Combined Audited Financial Statements
and
Supplementary Information**

as of and for the years ended June 30, 2019 and 2018



Contents

	<u>Pages</u>
Independent Auditor's Report	1-2
Audited Financial Statements	
Combined Statements of Financial Position	3
Combined Statements of Activities	4
Combined Statements of Functional Expenses	5-6
Combined Statements of Cash Flows	7
Notes to the Combined Financial Statements	8-25
Supplementary Information	
Combining Statement of Financial Position	26
Combining Statement of Activities	27
Statement of Activities – Columbia Museum of Art Commission	28
Statement of Activities – Columbia Museum of Art	29
Statement of Activities – Columbia Museum of Art Commission – Detailed by Net Asset Classification	30
Statement of Activities –Net Assets Without Donor Restrictions – Columbia Museum of Art Commission	31
Statement of Activities –Net Assets With Donor Restrictions, Purpose Restricted – Columbia Museum of Art Commission	32
Analysis of Net Assets With Donor Restrictions – Columbia Museum of Art Commission	33

Independent Auditor's Report

Board of Trustees
Columbia Museum of Art Commission
and Columbia Museum of Art
Columbia, South Carolina

We have audited the accompanying combined financial statements of Columbia Museum of Art Commission and Columbia Museum of Art (collectively, the "Museum"), which comprise the combined statements of financial position as of June 30, 2019 and 2018, and the related combined statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the combined financial statements.

Management's Responsibility for the Combined Financial Statements

Management is responsible for the preparation and fair presentation of the combined financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the Museum as of June 30, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Association adopted Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the combined financial statements as a whole. The supplementary information on pages 26-33 is presented for purposes of additional analysis and is not a required part of the combined financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audit of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the combined financial statements as a whole.

Columbia, South Carolina
September 25, 2019

Columbia Museum of Art Commission and Columbia Museum of Art
Combined Statements of Financial Position
June 30,

	<u>2019</u>	<u>2018</u>
Assets		
Current assets		
Cash and cash equivalents	\$ 729,154	\$ 2,074,755
Investments, at fair value (Note 3)	2,189,554	2,261,405
Accounts and programs receivable	421,858	65,667
Inventory, net (Note 4)	100,607	103,503
Prepaid expenses	132,212	91,470
Total current assets	<u>3,573,385</u>	<u>4,596,800</u>
Other assets		
Investments, at fair value (Note 3)	9,390,600	9,562,056
Property and equipment, net (Note 6)	12,297,176	9,734,598
Art collection (Note 8)	<u>—</u>	<u>—</u>
Total assets	<u>\$ 25,261,161</u>	<u>\$ 23,893,454</u>
Liabilities and net assets		
Current liabilities		
Line of credit (Note 9)	\$ 800,000	\$ 108,899
Accounts payable and accrued expenses	186,144	143,768
Deferred revenue	561,755	201,580
Accrued payroll liabilities	98,594	97,215
Total current liabilities	<u>1,646,493</u>	<u>551,462</u>
Total liabilities	<u>1,646,493</u>	<u>551,462</u>
Net assets		
Without donor restrictions (Note 11)	12,779,242	10,172,147
With donor restrictions (Note 11)	10,835,426	13,169,845
Total net assets	<u>23,614,668</u>	<u>23,341,992</u>
Total liabilities and net assets	<u>\$ 25,261,161</u>	<u>\$ 23,893,454</u>

The accompanying notes are an integral part of these combined financial statements.

Columbia Museum of Art Commission and Columbia Museum of Art
Combined Statements of Activities
for the years ended June 30,

	2019	2018
Changes in net assets without donor restrictions:		
Revenues and gains:		
Government appropriations (Note 13)	\$ 1,520,979	\$ 1,520,979
Contributions	1,103,388	722,996
Grants	424,513	137,142
Memberships	630,234	646,925
Admissions	220,760	184,614
Tuition/registration	54,079	17,375
Museum store sales, net of discounts	73,249	92,266
Rental income	123,530	86,490
Advertising income	3,700	3,875
Other income	135	402
Total revenues and gains without donor restrictions	4,154,567	3,413,064
Net assets released from restrictions	3,101,505	3,345,015
Total revenue, gains, and other support without donor restrictions	7,256,072	6,758,079
Expenses:		
Program services:		
Curatorial, conservation and exhibitions	928,428	798,340
Education and public programs	547,466	520,924
Museum shop - cost of goods sold and operations	112,637	143,044
External affairs	435,162	426,228
Printing, publications, and promotions	310,349	322,884
Total program services	2,334,042	2,211,420
Management/general	1,588,903	1,628,663
Fundraising	767,172	819,334
Total expenses	4,690,117	4,659,417
Operating income	2,565,955	2,098,662
Other income, gains, (expenses and losses):		
Investment income	66,639	64,827
Interest expense	(28,066)	(5,187)
Investment return, net	69,059	211,121
Art acquisitions	(66,492)	(53,592)
Increase in net assets without donor restrictions	2,607,095	2,315,831
Changes in net assets with donor restrictions (purpose restricted):		
Contributions	372,539	1,215,288
Grants	-	1,170
Memberships	2,294	1,605
Investment income	68,208	63,453
Investment return, net	123,385	406,027
Other income	-	16,039
Net assets released from restrictions	(3,101,505)	(3,345,015)
Decrease in net assets (purpose restricted)	(2,535,079)	(1,641,433)
Changes in net assets (perpetual in nature):		
Contributions and transfers	194,652	314,960
Investment income	2,848	2,704
Investment return, net	3,160	8,860
Increase in net assets (perpetual in nature)	200,660	326,524
Change in net assets	272,676	1,000,922
Net assets, beginning of year	23,341,992	22,341,070
Net assets, end of year	\$ 23,614,668	\$ 23,341,992

The accompanying notes are an integral part of these combined financial statements.

Columbia Museum of Art
Combined Statement of Functional Expenses
year ended June 30, 2019

	Program Services				Supporting Services		
	<u>Curatorial conservation and exhibitions</u>	<u>Education and public programs</u>	<u>Museum shop - cost of goods sold and operations</u>	<u>Printing, publications, and promotions</u>	<u>Management & General</u>	<u>Fundraising</u>	<u>Total</u>
Expenses							
Salaries and benefits	\$ 439,090	\$ 280,246	\$ 48,197	\$ 374,106	\$ 662,056	\$ 356,446	\$ 2,160,141
Professional fees and contract services	31,737	-	-	-	23,930	-	55,667
Program services	-	168,997	-	-	-	-	168,997
Professional development	1,484	3,168	66	1,172	8,650	4,964	19,504
Building maintenance	-	-	-	-	144,391	-	144,391
Occupancy, telephone, utilities	56,050	15,062	2,359	15,909	101,450	16,359	207,189
Office supplies	-	-	1,634	-	17,644	-	19,278
Exhibit supplies	91,574	-	-	-	-	-	91,574
Cost of goods sold	-	-	53,074	-	-	-	53,074
Postage/shipping	70,313	1,252	59	8,742	969	7,808	89,143
Depreciation	135,311	30,325	4,666	27,995	240,294	27,995	466,586
Scholarships	-	1,170	-	-	-	-	1,170
Repairs & maintenance	-	-	-	-	61,328	-	61,328
Security	-	-	-	-	105,391	-	105,391
Housekeeping	-	-	-	-	50,317	-	50,317
Participation fees	63,256	-	-	-	-	-	63,256
Promotions	-	-	198	-	-	43,558	354,105
Support & cultivation	-	-	-	-	-	302,154	302,154
Insurance	34,205	3,632	559	3,353	28,777	3,353	73,879
Travel	5,244	5,609	31	1,498	1,801	3,173	17,356
Other expenses	164	38,005	1,794	2,387	141,905	1,362	185,617
	\$ 928,428	\$ 547,466	\$ 112,637	\$ 435,162	\$ 1,588,903	\$ 767,172	\$ 4,690,117

The accompanying notes are an integral part of these financial statements.

Columbia Museum of Art
Combined Statement of Functional Expenses
year ended June 30, 2018

	Program Services				Supporting Services		
	Curatorial conservation and exhibitions	Education and public programs	Museum shop - cost of goods sold and operations	External Affairs	Printing, publications, and promotions	Management & General	Fundraising
Expenses							Total
Salaries and benefits	\$ 417,181	\$ 293,827	\$ 55,341	\$ 368,618	\$ -	\$ 727,165	\$ 337,808
Professional fees and contract services	29,677	-	-	-	-	64,791	-
Program services	-	175,246	-	-	-	-	-
Professional development	492	1,154	9	1,018	-	10,319	2,471
Building maintenance	-	-	-	-	-	108,184	-
Occupancy, telephone, utilities	74,814	19,287	2,989	20,042	-	136,419	19,860
Office supplies	-	-	659	-	-	11,891	-
Exhibit supplies	26,657	-	-	-	-	-	-
Cost of goods sold	-	-	77,090	-	-	-	-
Postage/shipping	37,289	384	184	6,927	-	845	6,229
Depreciation	104,737	23,475	3,612	21,670	-	185,997	21,670
Repairs & maintenance	-	-	-	-	-	48,566	-
Security	-	-	-	-	-	114,667	-
Housekeeping	-	-	-	-	-	13,642	-
Participation fees	67,500	-	-	-	-	-	-
Promotions	-	-	-	-	322,884	-	-
Support & cultivation	-	-	-	-	-	-	22,767
Insurance	37,371	4,342	668	4,008	-	34,400	400,066
Travel	2,542	2,949	-	1,661	-	2,751	84,797
Other expenses	80	260	2,492	2,284	-	169,026	13,424
	\$ 796,340	\$ 520,924	\$ 143,044	\$ 426,228	\$ 322,884	\$ 1,628,663	\$ 819,334
							\$ 4,659,417

The accompanying notes are an integral part of these financial statements.

Columbia Museum of Art Commission and Columbia Museum of Art
Combined Statements of Cash Flows
for the years ended June 30,

	2019	2018
Operating activities:	\$ 272,676	\$ 1,000,922
Change in net assets		
Less: contributions restricted for endowment and capital expansion	(222,500)	(949,594)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	466,589	361,161
Provision for bad debt	-	(27,485)
Net realized and unrealized gains on investments	(195,604)	(626,008)
Change in assets and liabilities:		
Accounts and program receivable	(356,191)	76,512
Inventory, net	2,896	39,870
Prepaid expenses	(40,742)	39,482
Accounts payable and accrued expenses	42,376	26,907
Deferred revenue	360,175	74,569
Accrued payroll liabilities	1,379	26,081
Net cash provided by operating activities	331,054	42,417
Investing activities:		
Purchase of investments	(6,390,269)	(2,208,665)
Reinvestment of earnings, principally dividends and interest, net of investment fees	(137,695)	(130,985)
Sales and maturities of investments	6,966,875	5,416,856
Purchase of property and equipment	(3,029,167)	(3,136,566)
Net cash used in investing activities	(2,590,256)	(59,360)
Financing activities:		
Borrowings (payments) on line of credit, net	691,101	(57,814)
Proceeds from contributions restricted for:		
Investment in endowment	35,000	50,500
Investment in capital expansion	187,500	899,094
Net cash provided by financing activities	913,601	891,780
(Decrease) increase in cash and cash equivalents	(1,345,601)	874,837
Cash and cash equivalents:		
Beginning of year	2,074,755	1,199,918
End of year	<u>\$ 729,154</u>	<u>\$ 2,074,755</u>

The accompanying notes are an integral part of these combined financial statements.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 1. Nature of Activities and Summary of Significant Accounting Policies

Nature of Activities – The Columbia Museum of Art Commission (the “Commission”) was created by the South Carolina State Legislature in 1949. The purpose of the Commission is to procure historical and artistic objects and to operate and maintain museum and art centers to display objects acquired. The Commission consists of seven members. The Mayor of the City of Columbia and the President of the Columbia Art Association serve ex-officio as members of the Commission. The other five members serve for terms of five years.

The Commission appointed the Columbia Museum of Art (the “CMA”) for the purpose of operating a public art exhibition known as the Columbia Museum of Art, subject to various operating terms. The CMA is a non-profit corporation organized in 1930 under the laws of the State of South Carolina.

Financial Statement Presentation – The accompanying financial statements combine the assets, liabilities, net assets, and activities of the Commission and the CMA (collectively, the “Museum”). The financial statements have been combined due to the financial interrelationship and common control of the Commission and the CMA, and thus all transactions between the Commission and the CMA have been eliminated on the combined statements of financial position and combined statements of activities. The Museum uses the accrual method of accounting, whereby revenues are recognized when earned and expenses are recorded when incurred. Since the main operating entity, the CMA, is a non-profit entity, the combined financial statement format of the Museum adheres to the presentation of a not-for-profit entity.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) Topic 958, *Not-for-Profit Entities*. The Association is required to report information regarding its financial position and activities according to the following net asset classifications:

- *Without donor restrictions* – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Museum. The Museum’s board of directors has discretionary control over these resources.
- *With donor restrictions* – Net assets subject to stipulations imposed by donors and grantors that will be satisfied by actions of the Museum or by the passage of time.

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America (“GAAP”) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. The most significant estimate affecting these combined financial statements is the fair value of investments. Actual results could differ from those estimates.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 1. Nature of Activities and Summary of Significant Accounting Policies (continued)

Concentrations of Risk – The Museum maintains its cash in bank deposit accounts at high-quality financial institutions and generally limits its exposure to credit risk from balances on deposit with the financial institutions in excess of the Federal Deposit Insurance Corporation (“FDIC”) insured limit. At times, such deposits may be in excess of FDIC insured limits. At June 30, 2019, there were no uninsured deposits in the Museum’s bank accounts.

The Museum derives a substantial portion of its unrestricted operating revenue from appropriations from the City of Columbia, South Carolina, and Richland County, South Carolina. These two donors accounted for approximately 48% and 45% of unrestricted operating revenue for each of the years ended June 30, 2019 and 2018, respectively.

Contributions – All contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions.

Cash and Cash Equivalents – For purposes of the combined statements of cash flows, the Museum considers all highly liquid investments purchased by the Museum with an original maturity of three months or less to be cash equivalents.

Investments – Investments in equity securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the combined statements of financial position. Investments classified as short-term are available for operations in the next fiscal year. Investment income or loss (including realized gains and losses on investments, interest, and dividends) is included in earned revenue unless the income or loss is restricted by donor or law. Investment earnings are reported net of related expenses, such as custodial, commission, and investment advisory fees.

Accounts and Programs Receivable – The Museum accounts for its accounts and programs receivable at their net realizable values. The Museum considers the accounts and programs receivable to be fully collectible. Accordingly, no allowance for doubtful accounts is required.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 1. Nature of Activities and Summary of Significant Accounting Policies (continued)

Unconditional Promises to Give – Unconditional promises to give, which are expected to be collected within one year, are recorded at net realizable value. Unconditional promises to give, which are expected to be collected in future years, are recorded at the present value of their estimated future cash flows. The discounts on future amounts are computed using the risk-free interest rate applicable to the years in which receipt is expected. Amortization of the discounts is included as contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met. Management is not aware of any uncollectible amounts, and accordingly, there is no provision for uncollectible amounts in these combined financial statements.

Inventory – Inventory is valued at the lower of cost or market using the first-in, first-out method and consists of items held for sale at the Museum's retail store.

Property and Equipment – Property and equipment are recorded at cost and include items purchased with a value greater than \$500 with a useful life of more than one year. Donated assets are recorded at fair value as of the date of donation. There were no donated capital assets for the years ending June 30, 2019 and 2018. Depreciation is computed using the straight-line method over the estimated useful lives of the assets, which range from 5 to 40 years.

When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounting records, and any resulting gain or loss is included in total revenues, gains, and support. The cost of maintenance and repairs is expensed as incurred and significant renewals and betterments are capitalized.

Gifts of long-lived assets such as land, buildings, or equipment are reported as contributions without donor restrictions at their estimated fair values at the date of donation, unless explicit donor stipulations specify how the donated assets must be used.

Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as contributions with donor restrictions. In the absence of explicit donor stipulations regarding how long the contributed assets must be maintained, gifts of long-lived assets are recorded as contributions without donor restrictions.

Art Collection – The Museum holds more than 7,000 art objects covering all periods of history from ancient through modern. The value of art objects purchased by the Museum or donated to the Museum is not included within its combined statements of financial position as they are held for public education and exhibition, are protected and preserved, and the proceeds from the sale of collection items are used to acquire other items for the collection.

Deferred Revenue – Deferred revenue consists of prepaid rental revenue and sponsorship revenue for exhibitions. The Museum recognizes the revenue upon completion of the rental or the exhibition. Deferred revenue increased at June 30, 2019 compared to June 30, 2018 due to the Van Gogh exhibit opening in October 2019.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 1. Nature of Activities and Summary of Significant Accounting Policies (continued)

Accrued Vacation – The Museum allows employees to accrue vacation leave during their employment. The liability recorded at year-end is based upon time earned at approved year-end salary levels, not to exceed 10 days.

Advertising, Marketing, and Promotion Costs – The Museum expenses all advertising, marketing, and promotion costs as incurred. Total advertising, marketing, and promotion costs were approximately \$310,000 and \$323,000 for 2019 and 2018, respectively.

Contributed Services – The Museum recognizes revenue for donated services if they: (a) create or enhance non-financial assets or require specialized skills, (b) are provided by individuals possessing those skills, and (c) would typically need to be purchased if not provided by donation. The amount of non-capitalized goods and services that were recognized as revenue was approximately \$103,000 and \$196,000 for the years ending June 30, 2019 and 2018, respectively. A substantial number of unpaid volunteers have made significant contributions of their time to develop the Museum's programs, principally in membership development and educational programs. The value of this contributed time is not reflected in these combined financial statements since it does not meet the revenue recognition criteria described above.

Income Tax Status – The Commission is a non-taxable governmental agency created by the South Carolina State Legislature. The CMA is exempt from federal and state income taxes as provided under the Internal Revenue Code Section 501(c)(3). Accordingly, no provision for income taxes has been recorded. Additionally, the CMA is not considered to be a private foundation as defined by Section 509(a) of the Internal Revenue Code. Management is not aware of any transactions or events that would disqualify its tax-exempt status.

The Museum files income tax returns in the U.S. federal jurisdiction and in the State of South Carolina. With few exceptions, the Museum is no longer subject to U.S. federal or state income tax examinations by tax authorities for years before 2015.

Recently Implemented Accounting Standard - In August 2016, FASB issued Accounting Standards Update (ASU) 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*, with the stated purpose of improving financial reporting by not-for-profit entities (NFP). The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Museum has adjusted the presentation of these statements accordingly.

Recently Issued Accounting Pronouncements Not Yet Adopted - In May 2014, the FASB issued ASU 2014-09, *Revenue from Contracts with Customers (Topic 606)*, which supersedes nearly all existing revenue recognition guidance under U.S. GAAP. The core principle of ASU 2014-09 is to recognize revenues when promised goods or services are transferred to customers in an amount that reflects the consideration to which an entity expects to be entitled for those goods or services. The standard is effective for annual periods beginning after December 15, 2018. The Museum is currently evaluating the impact of the pending adoption of ASU 2014-09 on its financial statements.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 1. Nature of Activities and Summary of Significant Accounting Policies (continued)

Recently Issued Accounting Pronouncements Not Yet Adopted (continued)

The FASB issued ASU 2016-02, *Leases (Topic 842)*, which will require lessees to recognize a lease liability, which is a lessee's obligation to make lease payments arising from a lease, measured on a discounted basis; and a right-of-use asset, which is an asset that represents the lessee's right to use, or control the use of, a specified asset for the lease term. The standard is effective for non-public business entities for fiscal years beginning after December 15, 2020 and the Museum is currently evaluating the impact of the pending adoption of ASU 2016-02.

In 2018, the FASB issued 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. This ASU provides guidance surrounding the categorization of certain transactions as contributions or exchange transactions. It further clarifies when contributions should be deemed conditional. The new standard is effective for the Museum in fiscal year 2021. The Museum is currently evaluating the impact of the adoption of this standard on its financial statements.

In 2019, the FASB issued 2019-03, *Not-for-Profit Entities (Topic 958): Updating the definition of Collections*. This ASU specifically addresses the use of proceeds from sales of collections and related disclosures. Collections include groupings of art, historical treasures or similar assets that are: held for the public; preserved and protected; and, when sold, the proceeds are reserved for specified uses. Under the clarified definition, proceeds from the sale of collection items can be used either to acquire new items or directly care for existing items already in possession. ASU 2019-03 further requires an entity to disclose: if collection sale proceeds can in fact be used to acquire new items and/or for the direct care of existing collections; and, if using those proceeds for direct care is allowed, the entity's definition of "direct care." The new standard is effective for the Museum in fiscal year 2021 and should be applied on a prospective basis. The Museum is currently evaluating the impact of the adoption of this standard on its financial statements.

Functional Expenses – The costs of providing program and other activities have been summarized on a functional basis in the combined statements of activities. Accordingly, certain costs have been allocated among program services and supporting services. Such allocations are determined by management on an equitable basis. Salaries and related expenses are allocated based on employee direct time spent on program or support activities or the best estimate of time spent. The Museum allocated insurance, utilities, and depreciation to program and support services reported in the accompanying combined statements of activities on a square foot basis. Expenses, other than salaries and related expense, which are not directly identifiable by program or support services, are allocated based on the best estimates of management.

Reclassifications – Certain reclassifications of expense amounts previously reported have been made to the accompanying combined financial statements to maintain consistency between periods presented. The reclassifications are as a result of implementation of ASU 2016-14 as previously described. The reclassifications had no impact on previously reported net assets.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 2. Fair Value Measurements

The Museum follows Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 820, *Fair Value Measurements*, for financial assets and liabilities measured on a recurring and non-recurring basis. ASC 820 applies to all financial assets and financial liabilities that are being measured and reported on a fair value basis. ASC 820 establishes a framework for measuring fair value and expands disclosure about fair value measurements.

ASC 820 requires fair value measurements to be classified and disclosed in one of the following three categories:

Level 1: unadjusted quoted prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities;

Level 2: quoted prices in markets that are not active, or inputs which are observable, either directly or indirectly, for substantially the full term of the asset or liability; or

Level 3: prices or valuation techniques that require inputs that are both significant to the fair value measurement and unobservable (i.e., supported by little or no market activity).

All of the Museum's investments in mutual funds are considered to be available for sale. They are also considered to be Level 1 inputs as defined in ASC 820. The fair value of these investments is based on quoted market prices in active markets for identical assets that the Museum has the ability to access on the measurement date.

Investments at fair value as of June 30, 2019

	Level 1	Level 2	Level 3	Total
Mutual funds:				
Equity funds	\$ 7,576,353	\$ —	\$ —	\$ 7,576,353
Fixed income funds	2,777,828	—	—	2,777,828
Hedge funds	1,225,973	—	—	1,225,973
Total assets at fair value	<u>\$ 11,580,154</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 11,580,154</u>

Investments at fair value as of June 30, 2018

	Level 1	Level 2	Level 3	Total
Mutual funds:				
Equity funds	\$ 7,126,145	\$ —	\$ —	\$ 7,126,145
Fixed income funds	3,519,944	—	—	3,519,944
Hedge funds	728,755	—	—	728,755
Tangible funds	448,617	—	—	448,617
Total assets at fair value	<u>\$ 11,823,461</u>	<u>\$ —</u>	<u>\$ —</u>	<u>\$ 11,823,461</u>

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 3. Investments

At June 30, investments consisted of the following:

	2019			2018		
	Cost	Fair Value	Unrealized Appreciation	Cost	Fair Value	Unrealized Appreciation
Investments	\$ 10,401,311	\$ 11,580,154	\$ 1,178,843	\$ 10,581,837	\$ 11,823,461	\$ 1,241,624
	10,401,311	11,580,154	1,178,843	10,581,837	11,823,461	1,241,624
Less long-term investments	(9,390,600)	(9,390,600)	—	(9,562,056)	(9,562,056)	—
Short-term investments	\$ 1,010,711	\$ 2,189,554	\$ 1,178,843	\$ 1,019,781	\$ 2,261,405	\$ 1,241,624

Note 4. Inventory

Inventory consisted of the following as of June 30:

	2019	2018
Inventory	\$ 103,413	\$ 106,309
Less: shrink allocation	(305)	(305)
Less: obsolescence reserve	(2,501)	(2,501)
Inventory, net	\$ 100,607	\$ 103,503

The inventory obsolescence reserve for slow-moving inventory was calculated based on inventory trends and activity.

Note 5. Unconditional Promises to Give

Pledges receivable, including irrevocable charitable remainder trusts with pledged values were \$0 for each of the years ended June 30, 2019 and 2018. The Museum has been named as beneficiary in several wills, life insurance policies, and revocable charitable remainder trusts. These amounts do not meet the criteria for recognition and, therefore, have not been reflected in these statements.

Note 6. Property and Equipment

Property and equipment consists of the following at June 30:

	2019	2018
Leasehold improvements	\$ 17,936,530	\$ 11,190,853
Furniture, fixtures, and equipment	2,274,340	2,219,747
Land improvements	522	522
Software	220,402	220,402
Automobiles	18,026	18,026
Construction in progress	—	3,771,103
	20,449,820	17,420,653
Less: accumulated depreciation	(8,152,644)	(7,686,055)
Property and equipment, net	\$ 12,297,176	\$ 9,734,598

Depreciation expense for the years ending June 30, 2019 and 2018 was approximately \$467,000 and \$361,000, respectively.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 7. Liquidity and Availability of Resources

The Museum's financial assets available within one year of the combined statements of financial position date for general expenditures are as follows:

Financial assets at year-end:	Commission	CMA	2019 Total
Cash and cash equivalents	\$ 352,372	\$ 376,782	\$ 729,154
Investments, at fair value	5,060,538	6,519,616	11,580,154
Accounts receivable	—	421,858	421,858
Prepaid expenses	—	132,212	132,212
Total financial assets	5,412,910	7,450,468	12,863,378
Less amounts not available to be used within one year:			
Portion of long-term investments not available for operations within one year:	(1,867,536)	(5,013,659)	(6,881,195)
Liquidity resources: Bank line of credit	—	633,057	633,057
Financial assets available to meet general expenditures over the next twelve months	\$ 3,545,374	\$ 3,069,866	\$ 6,615,240

As part of the Museum's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

Note 8. Art Collection

During the years ended June 30, 2019 and 2018, the Museum's purchases of art objects amounted to approximately \$51,000 and \$53,000, respectively. There were 375 and 43 items acquired by gift for the years ended June 30, 2019 and 2018, respectively. There were 0 and 4 pieces de-accessed during the years ended June 30, 2019 and 2018, respectively. De-accessed items not transferred to other public institutions have been sent to other Museums or to an auction house for sale at a future date.

Note 9. Financing Arrangements

During 2016, the Museum opened a \$250,000 line of credit with a financial institution to be used for operational purposes. In December 2018, the Museum increased their line of credit to \$500,000. The line of credit is unsecured, and interest accrues at one percent plus the prime rate as set by the financial institution (5.75 percent and 5.00 percent at June 30, 2019 and 2018, respectively). The line of credit matures on December 25, 2020. As of June 30, 2019 and 2018, the Museum owed approximately \$67,000 and \$109,000, respectively, and had approximately \$433,000 and \$141,000, respectively, available to be borrowed under the line of credit. The amount owed is included as a decrease in cash and functions as a sweep.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 9. Financing Arrangements (continued)

In July 2018, the Museum opened a \$1,000,000 line of credit with a financial institution to be used for their building fund. The line of credit is unsecured, and interest accrues at four percent as set by the financial institution. The line of credit matures on July 25, 2022. As of June 30, 2019, the Museum owed approximately \$800,000 and had approximately \$200,000 available to be borrowed under the line of credit.

Note 10. Endowment

The Commission's endowment consists of several individual funds established for a variety of purposes. Its endowment includes both donor-restricted endowment funds and funds designated by the Board of Trustees to function as endowments. As required by GAAP, net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Commission is subject to the Uniform Prudent Management of Institutional Funds Act ("UPMIFA") and, thus, classifies amounts in its donor-restricted endowment funds as net assets with donor restrictions until the Board of Trustees of the Commission appropriates amounts for expenditure and any purpose restrictions have been met. The Board of the Commission has interpreted the law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the Commission classifies as donor restricted net assets: (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in donor restricted net assets (perpetual in nature) is classified as with donor restrictions purpose restricted net assets until those amounts are appropriated for expenditure by the Commission in a manner consistent with the standard of prudence prescribed by UPMIFA. The Commission has interpreted UPMIFA to permit spending from underwater (unrealized loss position) funds in accordance with prudent measures required under the law. The fund is not currently underwater. In accordance with UPMIFA, the Commission considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the Commission and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the Commission; and
- (7) The investment policies of the Commission.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 10. Endowment (continued)

Spending Policy – It is the Commission’s policy that 4.0 percent of the average of trailing three years’ market value of the endowment’s without donor restricted funds over the three-year period ending on the preceding December 31 will be distributed to the CMA during that fiscal year at such times as the Commission may determine. The Commission performs an annual review of its spending policy to determine whether changes are advisable.

Investment Policy – The endowment funds of the Commission consist of funds whose use is limited to some specified purpose (acquisition or conservation – with donor restricted funds) and funds that may be used by the Commission for any purpose specified (without donor restricted funds). Both restricted donor and without donor restricted funds are co-mingled for purposes of investment. The income and realized and unrealized gains from the endowment are allocated among each of the funds in an equitable manner. Equitable refers to a percentage determined by dividing the fair market value of the equity securities held in the endowment by the total fair market value of the assets in the endowment at a particular time. The Commission’s investment is a balanced return where the objective focuses on capital appreciation with a secondary focus on current income through a higher allocation to equities than fixed income, and where appropriate, other asset classes.

Measuring performance and results – The Commission grants its investment manager(s), discretion concerning both: (1) determination of the relative proportions of equities and fixed-income securities held by the endowment fund, and (2) the selection of the particular equities and particular fixed-income securities to be held by the endowment fund. The Commission will measure the performance of the endowment and the investment manager(s) annually.

Investment, discretion, and general investment restrictions – The term “equity percentage” will refer to a percentage determined by dividing the fair market value of the equity securities held in the endowment by the total fair market value of the assets in the endowment at a particular time. The Commission believes that the strategic target is an asset mix of 48% equities, 27% fixed-income, 14% hedge funds, 5% real estate, and 6% tangible assets over the long term. The equity percentage is not to be more than 63% of the asset mix.

Specific restrictions – Investments in private equity securities are prohibited. The investment manager is not permitted to buy individual bonds below investment grade (BBB) but is given the flexibility to use sub-advised managers with exposure or focus to non-investment grade credit. These can be in the form of mutual funds, exchange traded funds and sub-advised accounts with diversified holdings.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 10. Endowment (continued)

Commission Endowment Net Asset Composition by Type of Fund as of June 30, 2019:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Donor-restricted endowment funds \$	—	\$ 1,003,448	\$ 803,245	\$ 1,806,693
Board designated endowment funds	2,541,927	—	1,064,291	3,606,218
Total	<u>\$ 2,541,927</u>	<u>\$ 1,003,448</u>	<u>\$ 1,867,536</u>	<u>\$ 5,412,911</u>

Commission Endowment Net Asset Composition by Type of Fund as of June 30, 2018:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Donor-restricted endowment funds \$	—	\$ 971,466	\$ 797,237	\$ 1,768,703
Board designated endowment funds	2,484,229	—	1,064,291	3,548,520
Total	<u>\$ 2,484,229</u>	<u>\$ 971,466</u>	<u>\$ 1,861,528</u>	<u>\$ 5,317,223</u>

Changes in Commission Endowment Net Assets for the Fiscal Year Ended June 30, 2019:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Endowment net assets, beginning of year	\$ 2,484,229	\$ 971,466	\$ 1,861,528	\$ 5,317,223
Investment return:				
Investment income	66,463	31,191	2,848	100,502
Interest on CMA loan	6,378	—	—	6,378
Net increase in value	69,059	34,259	3,160	106,478
Transfers out	(84,202)	(33,468)	—	(117,670)
Endowment net assets, end of year	<u>\$ 2,541,927</u>	<u>\$ 1,003,448</u>	<u>\$ 1,867,536</u>	<u>\$ 5,412,911</u>

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 10. Endowment (continued)

Changes in Commission Endowment Net Assets for the Fiscal Year Ended June 30, 2018:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Endowment net assets, beginning of year	\$ 2,289,280	\$ 873,552	\$ 1,849,964	\$ 5,012,796
Investment return:				
Investment income	64,762	30,227	2,704	97,693
Interest on CMA loan	—	—	—	—
Net increase in value	211,121	98,689	8,860	318,670
Transfers out	(80,934)	(31,002)	—	(111,936)
Endowment net assets, end of year	<u>\$ 2,484,229</u>	<u>\$ 971,466</u>	<u>\$ 1,861,528</u>	<u>\$ 5,317,223</u>

The following narrative is for the CMA's endowments, whereas the discussion previously has been with regards to the Commission's endowments:

An enacted version of UPMIFA became effective for the State of South Carolina. The Board of Trustees of the CMA has interpreted the new law as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds, absent explicit donor stipulations to the contrary. As a result of this interpretation, the CMA classifies as donor restricted net assets: (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in donor restricted net assets (perpetual in nature) is classified as with donor restrictions purpose restricted net assets until those amounts are appropriated for expenditure by the Commission in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the CMA considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the CMA and the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) The possible effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the CMA; and
- (7) The investment policies of the CMA.

Spending Policy – It is the CMA's policy that 4.0 percent of the average of trailing three years' market value of the endowment's unrestricted funds over the three-year period ending on the preceding June 30. The CMA performs an annual review of its spending policy to determine whether changes are advisable.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 10. Endowment (continued)

Investment Policy – The endowment funds of the CMA consist of funds whose use is limited to some specified purpose (acquisition or education – with donor restricted funds) and funds that may be used by the CMA for any purpose specified (without donor restrictions restricted funds). Both with donor restriction and without donor restrictions are co-mingled for purposes of investment. The income and realized and unrealized gains from the endowment are allocated among each of the funds in an equitable manner. Equitable refers to a percentage determined by dividing the fair market value of the equity securities held in the endowment by the total fair market value of the assets in the endowment at a particular time. The CMA’s investment is a balanced return where the objective focuses on capital appreciation with a secondary focus on current income through a higher allocation to equities than fixed income, and where appropriate, other asset classes.

Measuring performance and results – The CMA grants its investment manager(s), discretion concerning both: (1) determination of the relative proportions of equities and fixed-income securities held by the endowment fund, and (2) the selection of the particular equities and particular fixed-income securities to be held by the endowment fund. The CMA will measure the performance of the endowment and the investment manager(s) annually.

Investment, discretion, and general investment restrictions – The term “equity percentage” will refer to a percentage determined by dividing the fair market value of the equity securities held in the endowment by the total fair market value of the assets in the endowment at a particular time. The Commission believes that the strategic target is an asset mix of 47% equities, 24% fixed-income, 18% hedge funds, 5% real estate, and 6% tangible assets over the long term. The equity percentage is not to be more than 62 % of the asset mix.

Specific restrictions – The CMA’s policy states that accredited investor-only privately placed alternative investments will not be invested by the Investment Manager.

CMA Endowment Net Asset Composition by Type of Fund as of June 30, 2019:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Donor-restricted endowment funds	\$ 1,179,525	\$ 754,398	\$ 5,013,659	\$ 6,947,582
Total	\$ 1,179,525	\$ 754,398	\$ 5,013,659	\$ 6,947,582

CMA Endowment Net Asset Composition by Type of Fund as of June 30, 2018:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Donor-restricted endowment funds	\$ 169,172	\$ 649,706	\$ 4,978,659	\$ 5,797,537
Total	\$ 169,172	\$ 649,706	\$ 4,978,659	\$ 5,797,537

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 10. Endowment (continued)

Changes in CMA Endowment Net Assets for the Fiscal Year Ended June 30, 2019:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Endowment net assets, beginning of year	\$ 169,172	\$ 649,706	\$ 4,978,659	\$ 5,797,537
Investment return:				
Investment income	32,605	100,380	—	132,985
Net appreciation	22,355	68,814	—	91,169
Contributions	—	—	35,000	35,000
Transfers in (out)	955,393	(64,502)	—	890,891
Endowment net assets, end of year	<u>\$ 1,179,525</u>	<u>\$ 754,398</u>	<u>\$ 5,013,659</u>	<u>\$ 6,947,582</u>

Changes in CMA Endowment Net Assets for the Fiscal Year Ended June 30, 2018:

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual In Nature	Total
Endowment net assets, beginning of year	\$ 91,386	\$ 447,532	\$ 4,943,659	\$ 5,482,577
Investment return:				
Investment income	28,295	87,143	—	115,438
Net appreciation	83,451	257,025	—	340,476
Contributions	—	—	35,000	35,000
Transfers out	(33,960)	(141,994)	—	(175,954)
Endowment net assets, end of year	<u>\$ 169,172</u>	<u>\$ 649,706</u>	<u>\$ 4,978,659</u>	<u>\$ 5,797,537</u>

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 11. Net Asset Classifications

Without donor restricted net assets are comprised of the following at June 30:

	<u>2019</u>	<u>2018</u>
Commission:		
Operating	\$14,936,949	\$12,346,718
CMA:		
Without donor restricted net assets	(3,702,757)	(2,702,848)
Board designation for cash reserve fund	400,000	400,000
Board designation for affinity groups	189,657	128,277
Total without donor restricted net assets	<u>\$11,823,849</u>	<u>\$10,172,147</u>

With donor restricted (purpose restricted) net assets are comprised of the following at June 30:

	<u>2019</u>	<u>2018</u>
Commission:		
Acquisition endowment income	\$ 212,796	\$ 200,179
Program endowment income	790,652	771,287
CMA:		
Restricted for campaign and other	1,624,478	4,162,717
Restricted for art acquisitions	204,214	239,388
Restricted for education and outreach	127,236	120,449
Restricted for art conservation	15,090	15,525
Restricted for European art catalogue, volume 1	1,235	1,235
Total with donor restricted (purpose restricted) net assets	<u>\$ 2,975,701</u>	<u>\$ 5,510,780</u>

With donor restricted (perpetual in nature) net assets consist of permanent endowments, whose income are designated for general or specific purposes, and are comprised of the following at June 30:

	<u>2019</u>	<u>2018</u>
Commission:		
Endowment, income for general purposes	\$ 1,033,739	\$ 1,033,739
Endowment, income for programs	417,377	417,377
Endowment, income for art acquisitions	416,420	410,412
CMA:		
Endowment, income for general purposes	2,432,082	1,421,729
Endowment, income for programs	1,575,957	1,535,958
Endowment, income for art acquisitions	2,939,543	2,839,850
Total with donor restricted (perpetual in nature) net assets	<u>\$ 8,815,118</u>	<u>\$ 7,659,065</u>

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 11. Net Asset Classifications (continued)

CMA and Commission release of restrictions of with donor restricted net assets from the combined statements of activities are comprised of the following at June 30:

	2019	2018
Capital campaign	\$ 3,030,671	\$ 3,211,615
Conservation	3,758	27,259
Acquisition	51,492	53,592
Other	15,584	52,549
Total net assets released from restrictions	<u>\$ 3,101,505</u>	<u>\$ 3,345,015</u>

Note 12. Museum Store Sales

The Museum store sells merchandise that is related to the Museum's mission statement and programs. Accordingly, the cost of sales and operating expenses are included as program expenses. For the years ended June 30, 2019 and 2018, store sales revenue was approximately \$73,000 (net of discounts of \$11,509) and \$92,000 (net of discounts of \$23,488), respectively, and cost of goods sold was approximately \$106,000 and \$136,000, respectively.

Note 13. Government Appropriations

The Museum received various support from the City of Columbia and Richland County, consisting of the following at June 30:

	2019	2018
City of Columbia	\$ 716,107	\$ 716,107
Richland County	804,872	804,872
Total government appropriations	<u>\$ 1,520,979</u>	<u>\$ 1,520,979</u>

Note 14. Transfers and Related Party Transactions

In 2013, the Commission agreed to loan the CMA \$265,738 to replace the chillers and related HVAC system components. The loan states interest shall be accrued at 4% annually and is to be repaid in ten annual installments due and payable on December 1 of each year. In fiscal year 2018 with the Museum undergoing renovations, the Commission deferred the chiller loan installment and interest payment for one year. At June 30, 2019, the CMA owed \$26,574 in annual installments on the loan. The amounts related to this loan are reported in the supplementary information in the amounts Due from the CMA and Due to the Commission and are eliminated on the combined statements of financial position. The total amount owed on the loan at June 30, 2019 was approximately \$98,000.

During 2019 and 2018, the CMA received \$144,244 and \$111,936, respectively, of support from the Commission, the majority of which was designated to assist in paying operating expenses of the Museum. During 2019 and 2018, the CMA purchased operating capital assets on behalf of the Commission for approximately \$55,000 and \$9,000, respectively. For the years ended June 30, 2019 and 2018, the CMA purchased renovation capital assets on behalf of the Commission for approximately \$2,971,000 and \$3,137,000, respectively. The amounts related to these purchases are netted in the supplementary information in transfers between the Commission and the CMA and are eliminated on the combined statements of activities.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 15. Contingencies and Commitments

During the year, the Museum obtained funding under grant awards from certain governmental agencies. Under such awards, funding is subject to increases and decreases at the discretion of the awarding agencies. Expenses related to these grant awards are subject to further examination by these funding agencies. As a result of such examinations, questioned costs may be discovered for which reimbursement may be requested. No provision has been made in the accompanying financial statements for the liability, if any, that would result from any potential disallowance of expenses related to these grant awards, either in whole or in part, because the outcome of any such potential examinations cannot presently be determined. Management believes that adjustments resulting from examinations of awarding agencies, if any, would not be significant.

Note 16. Retirement Plan

The majority of employees of the Museum are covered by a retirement plan through the South Carolina Retirement System ("SCRS"), a cost-sharing multiple-employer defined benefit pension plan administered by the Retirement Division of the State Fiscal Accountability Authority, a public employee retirement system. Generally, all State employees are required to participate in and contribute to the SCRS as a condition of employment unless exempted by law as provided in section 9-1-480 of the South Carolina Code of Laws. This plan provides retirement annuity benefits as well as disability, cost of living adjustment, death, and group-life insurance benefits to eligible employees and retirees.

PEBA Retirement Benefits maintains four independent defined benefit plans and issues its own publicly available Comprehensive Annual Financial Report ("CAFR") which includes financial statements and required supplementary information. A copy of the separately issued CAFR may be obtained by writing to the Retirement Division, 202 Arbor Lake Drive, Columbia, South Carolina 29223. Furthermore, the Division and the four pension plans are included in the CAFR of the State of South Carolina.

The Museum's contribution to PEBA for the years ended June 30, 2019 and 2018 was approximately \$219,000 and \$197,000, respectively. These amounts represented 14.41% and 13.41% of compensation for the years ended June 30, 2019 and 2018, respectively. For each of the years ended June 30, 2019 and 2018, employees were required to contribute 9.00 percent of all compensation. Under Title 9 of the South Carolina Code of Laws, the Museum's liability under the plan is limited to the amount of contributions established by the State Fiscal Accountability Authority.

PEBA now makes separate measurements of assets and pension benefit obligations for individual employers. Accordingly, information regarding the excess, if any, applicable to the Museum of the actuarially computed value of vested benefits over the total of the applicable pension fund and any balance sheet accruals, less any pension prepayments or deferred charges, is now available. The Museum's portion of this excess was calculated by PEBA as approximately \$3,147,000 and \$3,296,000 as of June 30, 2019 and 2018, respectively.

Columbia Museum of Art Commission
And Columbia Museum of Art
Notes to the Combined Financial Statements

Note 17. Operating Leasing Arrangements

The City of Columbia owns the building and property that the Museum occupies, including the adjacent plaza. The City leases to the Museum only the property that the Museum occupies under a lease purchase agreement for \$10 per year for 99 years. The Museum can purchase the property from the City for \$10 when certain events take place. The property must continue to be used for a public not-for-profit art museum under the terms of the agreement.

The Museum leases a postage machine under an operating lease. The lease term is 60 months, commencing September 25, 2013 and expired August 25, 2018. The Museum extended their lease for 36 months expiring August 25, 2021. Monthly rental payments are \$138. Lease expense was approximately \$1,700 for each of the years ended June 30, 2019 and 2018.

The Museum also leases four copiers under an operating lease. The lease term was 60 months, commencing on June 10, 2013 and expired June 9, 2018. The Museum extended their lease for another 60 months expiring June 9, 2023. Monthly rental payments are \$598. Lease expense was approximately \$7,100 and \$6,000 for the years ended June 30, 2019 and 2018, respectively. The Museum also leased a copier under another operating lease. The lease term was 60 months, commencing on October 10, 2012 and expired October 9, 2017. Monthly rental payments were \$159. Lease expense was approximately \$600 for the year ended June 30, 2018.

The following is a summary of future minimum lease payments as of June 30, 2019:

2020	\$	8,700
2021		8,700
2022		7,300
2023		7,100
	\$	<u>31,800</u>

Note 18. Subsequent Events

The Museum has evaluated events and transactions occurring subsequent to the balance sheet date of June 30, 2019, for items that should potentially be recognized or disclosed in these financial statements. The evaluation was conducted through September 25, 2019, the date these financial statements were available to be issued, and there were no subsequent events that required disclosure in these financial statements.

Supplementary Information

Columbia Museum of Art Commission and Columbia Museum of Art
Combining Statement of Financial Position
June 30, 2019

	Columbia Museum of Art Commission	Columbia Art Museum	Eliminations	Combined
Assets				
Current assets				
Cash and cash equivalents	\$ 352,372	\$ 376,782	\$ —	\$ 729,154
Investments	2,189,554	—	—	2,189,554
Accounts and programs receivable	—	421,858	—	421,858
Due from the Museum	26,574	—	(26,574)	—
Inventory, net	—	100,607	—	100,607
Prepaid expenses	—	132,212	—	132,212
Total current assets	2,568,500	1,031,459	(26,574)	3,573,385
Other assets				
Investments	2,870,984	6,519,616	—	9,390,600
Property and equipment, net	12,297,176	—	—	12,297,176
Art collection (Note 7)	—	—	—	—
Due from the Museum, net of current portion	71,273	—	(71,273)	—
Total other assets	15,239,433	6,519,616	(71,273)	21,687,776
Total assets	\$ 17,807,933	\$ 7,551,075	\$ (97,847)	\$ 25,261,161
Liabilities and net assets				
Current liabilities				
Line of credit	\$ —	\$ 800,000	\$ —	\$ 800,000
Accounts payable and accrued expenses	—	186,144	—	186,144
Due to the Commission	—	26,574	(26,574)	—
Deferred revenue	—	561,755	—	561,755
Accrued payroll liabilities	—	98,594	—	98,594
Total current liabilities	—	1,673,067	(26,574)	1,646,493
Non-current liabilities				
Due to the Commission, net of current portion	—	71,273	(71,273)	—
Total non-current liabilities	—	71,273	(71,273)	—
Total liabilities	—	1,744,340	(97,847)	1,646,493
Net assets				
Without donor restrictions:				
Operating	14,936,949	(2,747,364)	—	12,189,585
Board designated	—	589,657	—	589,657
With donor restrictions:				
Purpose restricted	1,003,448	1,972,253	—	2,975,701
Perpetual in nature	1,867,536	5,992,189	—	7,859,725
Total net assets	17,807,933	5,806,735	—	23,614,668
Total liabilities and net assets	\$ 17,807,933	\$ 7,551,075	\$ (97,847)	\$ 25,261,161

See accompanying independent auditor's report.

Columbia Museum of Art Commission and Columbia Museum of Art
Combining Statement of Activities
for the year ended June 30, 2019

	Columbia Museum of Art Commission	Columbia Museum of Art	Eliminations	Combined
Changes in net assets without donor restrictions:				
Revenues and gains:				
Government appropriations	\$ —	\$ 1,520,979	\$ —	\$ 1,520,979
Contributions	—	1,103,388	—	1,103,388
Grants	—	424,513	—	424,513
Memberships	—	630,234	—	630,234
Admissions	—	220,760	—	220,760
Tuition/registration	—	54,079	—	54,079
Museum store sales, net of discounts	—	73,249	—	73,249
Rental income	—	123,530	—	123,530
Columbia Museum of Art Commission	—	110,776	(110,776)	—
Advertising income	—	3,700	—	3,700
Other income	—	135	—	135
Total revenues and gains without donor restrictions	—	4,265,343	(110,776)	4,154,567
 Net assets released from restrictions	 33,468	 3,101,505	 (33,468)	 3,101,505
Total revenue, gains, and other support without donor restrictions	33,468	7,366,848	(144,244)	7,256,072
 Expenses:				
Program services:				
Curatorial, conservation and exhibitions	135,311	793,117	—	928,428
Education and public programs	30,325	517,141	—	547,466
Museum shop - cost of goods sold and operations	4,666	107,971	—	112,637
External affairs	27,995	407,167	—	435,162
Printing, publications, and promotions	—	310,349	—	310,349
Total program services	198,297	2,135,745	—	2,334,042
Management/general	240,294	1,348,609	—	1,588,903
Fundraising	27,995	739,177	—	767,172
Total expenses	466,586	4,223,531	—	4,690,117
Operating (loss) income	(433,118)	3,143,317	(144,244)	2,565,955
Other income, gains, (expenses and losses):				
Investment income	66,463	176	—	66,639
Interest earned on CMA loans	6,378	—	—	6,378
Interest expense on CMA loans	—	(6,378)	—	(6,378)
Interest expense	—	(28,066)	—	(28,066)
Investment return, net	69,059	—	—	69,059
Art acquisitions	—	(66,492)	—	(66,492)
Total other income, (expenses and losses)	141,900	(100,760)	—	41,140
Change in net assets without donor restrictions, before transfers	(291,218)	3,042,557	(144,244)	2,607,095
 Changes in net assets with donor restriction (purpose restricted):				
Contributions	—	372,539	—	372,539
Membership	—	2,294	—	2,294
Columbia Museum of Art Commission	—	33,468	(33,468)	—
Investment income	31,191	37,017	—	68,208
Investment return, net	34,259	89,126	—	123,385
Net assets released from restrictions	(33,468)	(3,101,505)	33,468	(3,101,505)
Increase (decrease) in net assets with donor restriction (purpose restricted)	31,982	(2,567,061)	—	(2,535,079)
 Changes in net assets with donor restrictions (perpetual in nature):				
Contributions and transfers	—	194,652	—	194,652
Investment income	2,848	—	—	2,848
Investment return, net	3,160	—	—	3,160
Increase in net assets with donor restrictions (perpetual in nature)	6,008	194,652	—	200,660
 Change in net assets, before transfers	(253,228)	670,148	(144,244)	272,676
Transfers between Commission and CMA, net	2,881,452	(3,025,696)	144,244	—
Net increase in net assets	2,628,224	(2,355,548)	—	272,676
Net assets, beginning of year	15,179,712	8,162,280	—	23,341,992
Net assets, end of year	\$ 17,807,936	\$ 5,806,732	\$ —	\$ 23,614,668

See accompanying independent auditor's report.

Columbia Museum of Art Commission
Statement of Activities
for the year ended June 30, 2019

Changes in net assets without donor restrictions:

Net assets released from restrictions:	
Satisfaction of art acquisition, conservation restrictions	\$ 33,468
Total revenue, gains and other support without donor restrictions	<u>33,468</u>
Expenses:	
Management/general:	
Depreciation	466,586
Operating loss	<u>(433,118)</u>
Other income:	
Investment income	66,463
Interest earned on CMA loans	6,378
Investment return, net	69,059
Total other income	<u>141,900</u>
Decrease in net assets without donor restrictions	<u>(291,218)</u>

Changes in net assets with donor restrictions (purpose restricted):

Investment income	31,191
Investment return, net	34,259
Net assets released from restrictions	<u>(33,468)</u>
Increase in net assets with donor restrictions (purpose restricted)	<u>31,982</u>

Changes in net assets with donor restrictions (perpetual in nature):

Investment income	2,848
Investment return, net	<u>3,160</u>
Increase in net assets with donor restrictions (perpetual in nature)	<u>6,008</u>

Change in net assets, before transfers	(253,228)
Transfers between Commission and CMA, net	<u>2,881,452</u>
Net increase in net assets	2,628,224
Net assets, beginning of year	15,179,712
Net assets, end of year	<u>\$ 17,807,936</u>

See accompanying independent auditor's report.

Columbia Museum of Art
Statement of Activities
for the year ended June 30, 2019

	Without Donor Restrictions		With Donor Restrictions - Purpose Restricted			With Donor Restrictions Perpetual in Nature	
	Operating	Board Designated	Other Restricted	Acquisitions and Conservation	Restricted	Acquisitions & Other Restricted	Total
Contributed support and earned revenue							
Contributed support:							
Government appropriations	\$ 1,520,979	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 1,520,979
Contributions	1,006,973	96,415	362,436	10,103	194,652	194,652	1,670,579
Grants	424,513	—	—	—	—	—	424,513
Memberships	548,099	82,135	2,294	—	—	—	632,528
Operating transfers from the Commission	110,776	—	26,430	7,038	—	—	144,244
Earned revenues:							
Admissions	220,760	—	—	—	—	—	220,760
Tuition/registration	54,079	—	—	—	—	—	54,079
Museum store sales, net of discounts	73,249	—	—	—	—	—	73,249
Rental income	123,530	—	—	—	—	—	123,530
Advertising income	3,700	—	—	—	—	—	3,700
Other income	135	—	—	—	—	—	135
Total contributed support and earned revenue:	4,086,793	178,550	391,160	17,141	194,652	194,652	4,868,296
Net assets released from restrictions	3,101,505	—	(3,046,255)	(55,250)	—	—	—
Total contributed support and earned revenues	7,188,298	178,550	(2,655,095)	(38,109)	194,652	194,652	4,868,296
Expenses							
Program Services:							
Curatorial, conservation and exhibitions	724,044	—	—	—	—	—	724,044
Education and public programs	501,668	—	—	—	—	—	501,668
Maintenance and security	768,970	—	—	—	—	—	768,970
Museum shop - cost of goods sold and operations	105,590	—	—	—	—	—	105,590
External affairs	392,884	—	—	—	—	—	392,884
Printing publications and promotions	310,349	—	—	—	—	—	310,349
Total program service expenses	2,803,505	—	—	—	—	—	2,803,505
Management and general expenses: administration	695,129	—	—	—	—	—	695,129
Fundraising expenses	607,696	117,198	—	—	—	—	724,894
Total expenses	4,106,330	117,198	—	—	—	—	4,223,528
Other changes in net assets:							
Interest income	148	28	37,017	—	—	—	37,193
Investment return, net	—	—	89,126	—	—	—	89,126
Interest expense	(34,444)	—	—	—	—	—	(34,444)
Art acquisitions	(66,492)	—	—	—	—	—	(66,492)
Changes in net assets, before transfers	2,981,180	61,380	(2,528,952)	(38,109)	194,652	194,652	670,151
Transfers to Columbia Museum of Art Commission	(3,025,696)	—	—	—	—	—	(3,025,696)
Change in net assets	(44,516)	61,380	(2,528,952)	(38,109)	194,652	194,652	(2,355,545)
Net assets, beginning of year	(2,702,848)	528,277	4,499,978	39,336	5,797,537	5,797,537	8,162,280
Net assets, end of year	(2,747,364)	\$ 589,657	\$ 1,971,026	\$ 1,227	\$ 5,992,189	\$ 5,992,189	\$ 5,806,735

See accompanying independent auditor's report.

Columbia Museum of Art Commission
Statement of Activities - Detailed by Net Asset Classification
for the year ended June 30, 2019

	Without Donor Restrictions	With Donor Restrictions Purpose Restricted	With Donor Restrictions Perpetual in Nature	Total
Public support and other revenues:				
Investment income	\$ 66,463	\$ 31,191	\$ 2,848	\$ 100,502
Interest earned on CMA loans	6,378	—	—	6,378
Investment return, net	69,059	34,259	3,160	106,478
Satisfaction of acquisition and program restrictions	33,468	(33,468)	—	—
Total public support and other revenues	175,368	31,982	6,008	213,358
Expenses:				
Depreciation	466,589	—	—	466,589
Change in net assets, before transfers	(291,221)	31,982	6,008	(253,231)
Transfers:				
Transfer from CMA - equipment purchases	3,025,696	—	—	3,025,696
Transfer to the CMA - other	(144,244)	—	—	(144,244)
Total transfers	2,881,452	—	—	2,881,452
Change in net assets	2,590,231	31,982	6,008	2,628,221
Net assets, beginning of year	12,346,718	971,466	1,861,528	15,179,712
Net assets, end of year	\$ 14,936,949	\$ 1,003,448	\$ 1,867,536	\$ 17,807,933

See accompanying independent auditor's report.

Columbia Museum of Art Commission
Statement of Activities - Net Assets Without Donor Restrictions
for the year ended June 30, 2019

	Operating	Unrestricted Endowments	Total
Public support and other revenues:			
Investment income	\$ —	\$ 66,463	\$ 66,463
Interest earned on CMA loans	6,378	—	6,378
Investment return, net	—	69,059	69,059
	<u>—</u>	<u>—</u>	<u>—</u>
Satisfaction of acquisition and program restrictions	—	33,468	33,468
	<u>—</u>	<u>33,468</u>	<u>33,468</u>
Total public support and other revenues	6,378	168,990	175,368
	<u>6,378</u>	<u>168,990</u>	<u>175,368</u>
Expenses:			
Depreciation	466,589	—	466,589
	<u>466,589</u>	<u>—</u>	<u>466,589</u>
Change in net assets, before transfers	(460,211)	168,990	(291,221)
	<u>(460,211)</u>	<u>168,990</u>	<u>(291,221)</u>
Transfers:			
Transfer from CMA - equipment purchases	3,025,696	—	3,025,696
Transfer to the CMA - other	(144,244)	—	(144,244)
Total transfers	2,881,452	—	2,881,452
	<u>2,881,452</u>	<u>—</u>	<u>2,881,452</u>
Change in net assets	2,421,241	168,990	2,590,231
	<u>2,421,241</u>	<u>168,990</u>	<u>2,590,231</u>
Net assets, beginning of year	9,681,764	2,664,954	12,346,718
	<u>9,681,764</u>	<u>2,664,954</u>	<u>12,346,718</u>
Net assets, end of year	\$ 12,103,005	\$ 2,833,944	\$ 14,936,949
	<u>\$ 12,103,005</u>	<u>\$ 2,833,944</u>	<u>\$ 14,936,949</u>

See accompanying independent auditor's report.

Columbia Museum of Art Commission
Statement of Activities - Net Assets With Donor Restrictions, Purpose Restricted
for the year ended June 30, 2019

	Acquisition Endowments	Program Endowments	Total
Public support and other revenues:			
Investment income	\$ 8,955	\$ 22,236	\$ 31,191
Investment return, net	9,877	24,382	34,259
	<u>(6,215)</u>	<u>(27,253)</u>	<u>(33,468)</u>
Net assets released from restrictions	12,617	19,365	31,982
Change in net assets			
Net assets, beginning of year	200,179	771,287	971,466
Net assets, end of year	<u>\$ 212,796</u>	<u>\$ 790,652</u>	<u>\$ 1,003,448</u>

See accompanying independent auditor's report.

Columbia Museum of Art Commission
Analysis of Net Assets With Donor Restrictions
June 30, 2019

	Purpose Restricted	Perpetual in Nature
Operations related endowments	\$ —	\$ 1,033,739
Program related endowment funds:		
Conservation	27,236	30,552
Edward Timmons - Scholarships for Children	104,043	93,376
Baker and Baker - Concert Series	233,338	105,000
Lucy Hampton Bostick - Exhibitions	189,462	125,000
Lucy Hampton Bostick - Lecture Series	236,573	50,000
Total program related endowment funds	790,652	403,928
Acquisition related endowment funds:		
W. Bedford Moore, Jr.	8,384	13,449
Elizabeth F. Moore	6,333	10,941
Blondelle Malone	5,685	13,315
Anna Heyward Taylor	45,915	35,622
Ethel Brody	29,933	100,000
Carroll Heyward	—	156,542
R. Jenrette Decorative Arts	116,546	100,000
Total acquisition related endowment funds	212,796	429,869
Total net assets with donor restrictions	\$ 1,003,448	\$ 1,867,536

See accompanying independent auditor's report.

**COUNTY OF LEXINGTON
TOURISM DEVELOPMENT FEE
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Tourism Development Fee 2130:								
Revenues:								
435300	Tourism Development Fees	1,454,579	595,063	1,400,000	1,400,000	1,400,000		
435302	TDF - Discount Travel Websites	147,349	82,073	120,000	120,000	135,000		
Other Revenue:								
461000	Investment Interest	2,367	844	1,250	1,250	1,300		
** Total Revenue		<u>1,604,295</u>	<u>677,980</u>	<u>1,521,250</u>	<u>1,521,250</u>	<u>1,536,300</u>		
***Appropriation Total					1,521,250	1,536,300		
FUND BALANCE								
Beginning of Year					<u>138,944</u>	<u>138,944</u>		
FUND BALANCE - Projected								
End of Year					<u><u>138,944</u></u>	<u><u>138,944</u></u>		

Fund 2130
Division: General Administrative
Organization: 101100 - County Council

Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	<i>BUDGET</i>	
					2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	<u>0</u>		
Operating Expenses						
534400 Convention Center Facility	1,600,550	677,980	1,521,250	<u>1,536,300</u>		
* Total Operating	1,600,550	677,980	1,521,250	<u>1,536,300</u>		
** Total Personnel & Operating	1,600,550	677,980	1,521,250	<u>1,536,300</u>		

COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
Annual Budget
Fiscal Year 2019-20

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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***Temporary Alcohol Beverage License Fee 2140:**

Revenues:

435400	Temp. Alcohol Beverage Permit Fee	80,850	19,800	70,000	70,000	75,000		
461000	Investment Interest	2,419	856	2,000	2,000	1,500		

** Total Revenue		<u>83,269</u>	<u>20,656</u>	<u>72,000</u>	<u>72,000</u>	<u>76,500</u>		
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***Appropriation Total					<u>72,000</u>	<u>80,002</u>		
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FUND BALANCE

Beginning of Year				<u>141,162</u>	<u>141,162</u>			
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FUND BALANCE - Projected

End of Year				<u>141,162</u>	<u>137,660</u>			
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Fund 2140

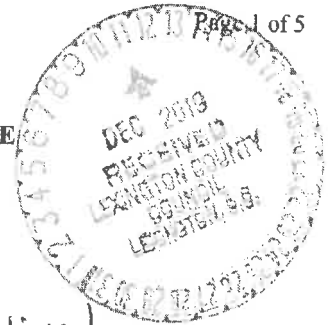
Division: Non-departmental

Organization: 999900 Non-departmental

						BUDGET	
Object Expenditure Code Classification		2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
534070	Gaston Collard Festival	2,500	0	2,500	2,500		
534071	Lexington County Peach Festival	5,000	2,500	2,500	2,500		
534072	SC Poultry Festival	2,500	0	2,500	5,000		
534073	Pelion Peanut Festival	2,500	0	2,500	0		
534074	Chapin Labor Day Festival	2,500	0	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.	2,500	0	0	0		
534098	Tartan Day South - The River Alliance	2,500	0	2,500	5,000		
534285	Fall Back Fest: City of W. Columbia	2,500	0	2,500	2,500		
* Total Operating		25,000	5,000	20,000	23,000		
** Total Personnel & Operating		25,000	5,000	20,000	23,000		
Other Financing Uses							
812501	Op Trn to Community Juvenile Arbitration	42,000	26,000	52,000	57,002		
**Total Other Financing Uses		42,000	26,000	52,000	57,002		
*** Total Budget Appropriation		67,000	31,000	72,000	80,002		



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21



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 jghoyt1085@gmail.com
4. Festival Website: gaston.sc.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): 10/4/19 - 10/5/19
7. Location of Festival: 131 N. Carlisle St., Gaston, SC 29053
8. How many people do you expect to attend? 2200
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 2018/2019 amount \$ 2500, 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 [Handwritten Signature]Date 10/28/19**ORIGINAL APPLICATION DUE BY:**

FRIDAY, JANUARY 3, 2020
 FY 2020/21 Festival Application
 Lexington County Council
 212 South Lake Drive, Suite 601
 Lexington, SC 29072

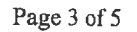
12a. The Gaston Collard & Barbeque Festival is held every year in the early to late Fall. This year it was held October 4 & 5, 2019. Next year it will be held on October 2 & 3, 2020. The festival consists of barbeque, collard greens, along with a variety of other food, games, rides or inflatable's vendors 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 2200. 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
FY 2020/21

EXPENDITURES

Organization: Town of Gaston

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Kirby Parade Float	375. ⁰⁰	375. ⁰⁰	375. ⁰⁰
Entertainment - Band	600. ⁰⁰	800. ⁰⁰	800. ⁰⁰
Karaoke / DJ	300. ⁰⁰	300. ⁰⁰	300. ⁰⁰
Ad / Supplies (Gardener; Food Lion; Sams)	2124. ¹³	852. ²⁸	900. ⁰⁰
Trophy Shop - Etsy	173. ⁸⁰	200. ⁰⁴	200. ⁰⁰
IGA	400. ⁰⁰	509. ¹⁵	500. ⁰⁰
Fun for All / Carolina Choo Choo	3990. ⁰⁰	4300. ⁰⁰	4300. ⁰⁰
Crowns for Pageant	126. ⁸⁰	220. ⁰⁰	200. ⁰⁰
Tonys Trophies / Wholesale Crowns	416. ⁹⁵	121. ⁰⁰	150. ⁰⁰
ASCAP	100. ⁰⁰	100. ⁰⁰	100. ⁰⁰
USPS - Mail Flyers	742. ²⁵	932. ⁵¹	930. ⁰⁰
Corbitts Meat Market	1417. ⁷⁴	1137. ⁸⁵	1140. ⁰⁰
Lizards Thicket	845. ¹⁹	1058. ¹⁹	1060. ⁰⁰
Pageant Director; Judges; Auditor; Emcee	175. ⁰⁰	375. ⁰⁰	375. ⁰⁰
Barbeque Contest Winners	1900. ⁰⁰	1900. ⁰⁰	1900. ⁰⁰
K&K Printing	1270. ⁰⁹	895. ⁵⁹	900. ⁰⁰
Magic Show - Ray Hardee	175. ⁰⁰	175. ⁰⁰	175. ⁰⁰
SCBA Advertisement	800. ⁰⁰	800. ⁰⁰	800. ⁰⁰
LINC Advertisement	278. ⁰⁰	128. ⁰⁰	130. ⁰⁰
TOTAL	16,214. ⁹⁵	15,179. ⁶⁷	15,235. ⁰⁰

United States Postal Service

Every Door Direct Mail (EDDM) Retail®

Mailer	Name and Address of Individual or Organization for Which Mailing Is Prepared 131 N CARLISLE ST GASTON, SC, 29053		Telephone (803) 796-7725	Name and Address of Mailing Agent (if other than mailer)		Telephone 803-796-7725															
	Customer Registration I.D. (CRID) 25704791			Customer Registration I.D. (CRID)																	
Mailing	Post Office of Mailing GASTON	Processing Category <input checked="" type="checkbox"/> EDDM First	Mailer's Mailing Date 09/13/2019		Total # of Bundles	Total # of Pieces per Bundle															
	Type of Postage <input type="checkbox"/> EDDM Retail Indicia <input type="checkbox"/> Metered <input type="checkbox"/> Meter Strip	Delivery Type Residential	Weight of a Single Piece ___ ounces Max Weight 3.3 ounces		Every Door Direct Mail Barcode																
		Route Type(s) Rural	Incentive/Discount Claimed		1100000000002570479100000067457910498706																
	<table border="1"> <thead> <tr> <th>Entry</th> <th>Price Category</th> <th>Price</th> <th>No. of Pieces</th> <th>Subtotal Postage</th> <th>Incentive/Discount Amount</th> <th>Total Postage</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>DDU</td> <td>Saturation</td> <td>0.187</td> <td>4,987</td> <td>\$932.57</td> <td></td> <td></td> <td>UNPAID</td> </tr> </tbody> </table>						Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status	DDU	Saturation	0.187	4,987	\$932.57		
Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status														
DDU	Saturation	0.187	4,987	\$932.57			UNPAID														
Certification	<p>The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.</p> <p>Privacy Notice: For information regarding our Privacy policy visit www.usps.com</p>																				
	Signature of Mailer or Agent <i>Jennifer A. Hoyt</i>		Printed Name of Mailer or Agent Signing Form Jennifer A. Hoyt		Telephone 803-796-7725																

Colandrea Post Service AC pd.

GASTON
220 S MAIN ST
GASTON, SC 29053-9331
453300-0053
(800)275-8777
09/13/2019 02:44 PM

Product	Qty	Unit Price	Price
Every Door Direct			\$932.57
(Trans Type:Online Paid at Retail)			
(Name:Gaston Town Hall)			
(CRID/Acct No:25704791)			
(Pieces:4987)			
(Mail Piece Weight(Oz):0.20)			
(Acceptance Date:2019-09-13)			
(Barcode			
No:10000000000257047910000006745791049			
8706)			
Total:			\$932.57

Credit Card Remitd \$932.57
(Card Name:VISA)
(Account #:XXXXXXXXXX5462)
(Approval #:42657G)
(Transaction #:713)
(AID:A0000000031010 Chip)
(AL:Visa)
(PIN:Not Required)

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840-5290-0028-002-00030-84425-02

or scan this code with
your mobile device:



or call 1-800-410-7420.

YOUR OPINION COUNTS

Receipt #: 840-52900028-2-3084425-2
Clerk: 03

K&K Printing Co., Inc.
 2562 FISH HATCHERY ROAD
 WEST COLUMBIA, SC 29172

Invoice

DATE	INVOICE #
8/13/2019	48538

BILL TO

TOWN OF GASTON
 PO BOX 429
 GASTON, SC 29053

SHIP TO

P.O. NUMBER	TERMS	REP	SHIP	VIA	VENDOR #	PROJECT
JENNIFER	NET 20	WRK	8/13/2019	OUR VAN		
QUANTITY	ITEM CODE	DESCRIPTION				AMOUNT
5,000	FLY	37TH ANNUAL COLLARD AND BBQ FESTIVAL FLYERS				837.00
		Sales Tax				58.59
					Total	\$895.59

A FINANCE CHARGE OF 1 1/2% PER MONTH WILL BE ADDED TO BALANCES AFTER 30 DAYS

The buyer promises to pay all cost or expenses incurred in the collection of the account including reasonable attorney fees and any cost incurred for collection

Phone #
 8037394850

TOWN OF GASTON COLLARD FESTIVAL

K & K Printing Company, Inc.

Date 8/13/2019 Type Reference
Bill 48538

806

Original Amt.	895.59	Balance Due	895.59	8/19/2019	Discount
					Check Amount

Payment
895.59
895.59

Collard Festival - BB& Flyers for 2019 Festival

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917

895.59

line, inc

Old Fashioned Community Newspapers

New Into News • Lake Murray News • Northeast News

Cayce West Columbia News • GPS Triangle News

P.O. Box 175 Irmo, SC 29063 Phone (803) 772-7506 Fax (803) 772-7795

INVOICE #: 1908TOG

INVOICE DATE: 8/20/19

To:

Town of Gaston
Gaston, SC 29053

For: Advertising

DESCRIPTION	
Advertising - Display GPS Triangle News Collard Festival and Beauty Pageant advertising 4 weeks 8/18 8/22 8/29 9/5 \$32 each	\$128.00
INVOICE TOTAL	\$128.00

Collard & BBQ Festival
applications now being taken
The Town of Gaston is now accepting applications for the October 5 Gaston Collard and BBQ Festival. Crafters, exhibitors and food vendors asked to get in their applications for the event early before the spaces are gone. Contact Jennifer at 803-796-7725 or stop by the Town of Gaston for an application.

2019 MISS GASTON PAGEANT

September 28 Gaston Civic Center
131 North Carlisle Street
Gaston, SC 29053

Now Taking Applications
803-796-7725

For more information or to place an invoice, contact Mr. Luther at 803-772-7506

TOWN OF GASTON COLLARD FESTIVAL

LINC, Inc.

Date 8/20/2019
Type Bill
Reference

Original Amt
128.00

Balance Due
128.00

8/27/2019
Discount
Check Amount

Payment
128.00
128.00

808

Collard Festival - BB& Ad for Beauty Pageant and Festival 2019

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917

128.00

TOWN OF GASTON COLLARD FESTIVAL

BB&T Financial, FSB

Date 9/30/2019 Type Bill Reference

Original Amt.
3,859.21

Balance Due
938.32

9/30/2019
Discount

Check Amount

820

Payment
938.32
938.32

Collard Festival - BB& 4046011191718936

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

938.32

Order # 095917

Total Credit Line \$ 10,000.00
Available Credit Line \$6,140.79
Available Cash \$0.00
Amount Over Credit Line 0.00
Amount Past Due 0.00
Disputed Amount 0.00

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

CF-938.32

PD-2612.65
TH-227.35

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
08/22	08/23	PPLN01	24137469235001050882560	USPS PO 4533000053 GASTON SC	TH \$ - 110.00 ✓
08/28	08/29	PPLN01	24692169240100217559727	AMZN Mktp US*MO3808581 Amzn.com/bill WA	PD \$ 695.24 ✓
08/29	08/29	PPLN01	24692169241100333131004	AMZN Mktp US*MO2OE2JZ0 Amzn.com/bill WA	PD \$ 673.93 ✓
08/29	08/30	PPLN01	24692169241100625337251	AMZN Mktp US*MO08L4HC1 Amzn.com/bill WA	PD \$ 427.98 ✓
09/04	09/05	PPLN01	24399009247503745014361	BESTBUYCOM805641203399 888-BESTBUY MN	PD \$ 299.56 ✓
09/04	09/05	PPLN01	24692169247100479012814	AMZN Mktp US*P18BC43W3 Amzn.com/bill WA	PD \$ 59.91 ✓
09/04	09/05	PPLN01	24137469248001007287405	USPS PO 4533000053 GASTON SC	CF \$ 5.75 ✓
09/05	09/06	PPLN01	24692169248100147363614	AMZN Mktp US*D00ZL07B3 Amzn.com/bill WA	PD \$ 212.29 ✓
09/10	09/10	PPLN01	24431069253083756428813	AMAZON.COM*NJ3OR8UQ3 AMZN AMZN.COM/BILL WA	PD \$ 90.88 ✓
09/13	09/15	PPLN01	24692169256100003836694	AMZN Mktp US*3A93W2Q93 Amzn.com/bill WA	PD \$ 14.96 ✓
09/13	09/15	PPLN01	24137469257001103539848	USPS PO 4533000053 GASTON SC	CF \$ 932.57 ✓
09/16	09/16	PPLN01	74046019259989259062001	LATE FEE	39.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR-MAIL DELIVERY 5790

GASTON
220 S MAIN ST
GASTON, SC 29053-9331
453300-0053
(800)275-8777
09/04/2019 12:21 PM

Product	Qty	Unit Price	Price
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First-Class Mail® Large Envelope	1	\$1.15	\$1.15
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(Domestic)
(GASTON, SC 29053)
(Weight:0 Lb 1.70 Oz)
(Estimated Delivery Date)
(Friday 09/06/2019)

First-Class Mail® Large Envelope	1	\$1.15	\$1.15
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(Domestic)
(GASTON, SC 29053)
(Weight:0 Lb 1.70 Oz)
(Estimated Delivery Date)
(Friday 09/06/2019)

First-Class Mail® Large Envelope	1	\$1.15	\$1.15
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(Domestic)
(GASTON, SC 29053)
(Weight:0 Lb 1.70 Oz)
(Estimated Delivery Date)
(Friday 09/06/2019)

First-Class Mail® Large Envelope	1	\$1.15	\$1.15
-------------------------------------	---	--------	--------

(Domestic)
(GASTON, SC 29053)
(Weight:0 Lb 1.70 Oz)
(Estimated Delivery Date)
(Friday 09/06/2019)

First-Class Mail® Large Envelope	1	\$1.15	\$1.15
-------------------------------------	---	--------	--------

(Domestic)
(GASTON, SC 29053)
(Weight:0 Lb 1.70 Oz)
(Estimated Delivery Date)
(Friday 09/06/2019)

Total:			\$5.75
--------	--	--	--------

Credit Card Remitd			\$5.75
--------------------	--	--	--------

(Card Name:VISA)
(Account #:XXXXXXXXXX5462)
(Approval #:10602G)
(Transaction #:679)
(AID:A0000000031010
(AL:Visa)
(PIN:Not Required)

Chip)

Preview your Mail
Track your Packages

Ref:

Receipt #: 840-52900028-2-3036945-1
Clerk: 03

Account Summary

Billing Cycle 08/22/2019
Days in Billing Cycle 31
Previous Balance \$ 2,921.20
Purchases + 2,632.12
Cash + 0.00
Special + 0.00
Credits - 0.00
Payments - 2,921.20 CR
Other Charges + 0.00
Finance Charges + 0.00

NEW BALANCE \$ 2,632.12 ✓

Credit Summary

Total Credit Line \$ 10,000.00
Available Credit Line \$7,367.88
Available Cash \$0.00
Amount Over Credit Line 0.00
Amount Past Due 0.00
Disputed Amount 0.00

Account Inquiries



Call us at: 1.800.397.1253



Go to www.BBT.com



Write us at PO BOX 698, WILSON, NC 27894-0698

Payment Summary

NEW BALANCE

\$2,632.12

MINIMUM PAYMENT

\$2,632.12

PAYMENT DUE DATE

09/16/2019

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

PD 960.03

TH 1298.64

CF 373.45

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/24	07/25	PPLN01	24204299205000229720631	Microsoft*Store msbill.info WA	TH \$ 249.99 ✓
07/25	07/26	PPLN01	24108479206900012800017	LASER PRINTER CHECKS CORP 845-7825837 NY	TH 77.31 ✓
08/01	08/04	PPLN01	24137469214001121379229	USPS PO 4533000053 GASTON SC	TH 117.00 ✓
08/02	08/05		06900872870	PAYMENT REC - THANK YOU	2,921.20 CR ✓
08/05	08/06	PPLN01	24492159217894529062618	WHOLESALECROWNS 205-622-3062 AL	CF 220.00 ✓
08/07	08/08	PPLN01	24492159219894602870570	WHOLESALECROWNS 205-622-3062 AL	CF 121.00 ✓
08/06	08/08	PPLN01	24540939219017034999828	RHINESTONE JEWELRY COR 718-336-6788 NY	CF 32.45 ✓
08/07	08/08	PPLN01	24431069219083748393573	AMAZON.COM*MA3MM1VM0 AMZN AMZN.COM/BILL WA	PT 235.39 ✓
08/08	08/09	PPLN01	24692169220100869820645	LOGMEIN*GoToMyPC logmein.com MA	TH 847.44 ✓
08/08	08/09	PPLN01	24692169220100992558575	Amazon.com*MA74I0DK1 Amzn.com/bill WA	PT 159.58 ✓
08/08	08/09	PPLN01	24692169220100063164097	AMZN Mktp US*MA5N60DO1 Amzn.com/bill WA	PD 421.03 ✓
08/13	08/14	PPLN01	24692169225100094471698	AMZN Mktp US*MO6HI0OC2 Amzn.com/bill WA	PD 85.50 ✓

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY 5790 5465

type=1&src=9&hlink=1&source=3&order=4912661236&platform=2)

Payment

Payment method

Town of Gaston ••5462 11/2020

entered ✓

TOWN OF GASTON COLLARD FESTIVAL

BB&T Financial, FSB

Date 8/22/2019 Type Bill Reference 5462

809

Payment
373.45
373.45

9/10/2019

Discount

Balance Due
373.45

Original Amt.
2,632.12

Check Amount

Collard Festival - BB& 4046011191718936

373.45

To re-order checks please call 1-877-586-5377 www.LaserPrinterChecks.com

Order # 095917

Invoice

Bill To: **The Town of Gaston**
 131 North Carlisle Street
 Gaston, SC 29053

Date: September 24, 2019

Re: **Ray Hardee – Magician for 2019 Festival**

<u>Description</u>	<u>Rate</u>
Magician	\$175

If you have any questions, please contact me.

Thank you,

Ray Hardee

Ray Hardee . . .

Payment made to: **Ray Hardee**
 785 Blackville Road
 Gaston, SC 29053

TOWN OF GASTON COLLARD FESTIVAL

814

Ray Hardee				9/25/2019	
Date	Type	Reference	Original Amt.	Discount	Payment
10/5/2019	Bill		175.00		175.00
				Check Amount	175.00
				Balance Due	
				175.00	

Collard Festival - BB&

175.00

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917

South Carolina Barbeque Association
PO Box 363
Irmo, SC 29063



INVOICE NO. 19033

DATE 2/21/2019

BILL TO	SHIP TO	INSTRUCTIONS
Gaston Collard Festival and BBQ Jennifer Belloitti PO Box 429 Gaston, SC 29053	Same as recipient	Due at Receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	SCBA judging fee for Gaston Collard Festival and BBQ on October 4 th & 5 th , 2019 in Gaston, SC	\$800.00	\$800.00

SUBTOTAL	\$800.00
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE BY DATE	\$800.00

Make all checks payable to South Carolina Barbeque Association
If you have any questions concerning this invoice contact, Don Adkins, donadkins@scbarbeque.com,
(803) 206-2488

THANK YOU FOR YOUR BUSINESS!

Town of Gaston
131 N. Carlisle Street
Gaston, SC 29053

Date	Ref. No.
01/02/2019	

Vendor
SCBA PO Box 363 Irmo, SC 29063

PAID

Bill Due	01/12/2019
Terms	
Memo	Festival Oct, 2019

Account	Memo	Amount	Customer:Job	Class
Prepaid Expenses	SCBA judging and participation in Sc State BBQ	800.00		Collard Festival

Bill Total : \$800.00

Ch #801

1/2/2019

SCBA

**800.00

Eight Hundred and 00/100*****

SCBA
PO Box 363
Irmo, SC 29063

Festival Oct, 2019

SCBA					1/2/2019	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/2/2019	Bill		800.00	800.00		800.00
					Check Amount	800.00

Collard Festival - BB& Festival Oct, 2019 800.00

SCBA					1/2/2019	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
1/2/2019	Bill		800.00	800.00		800.00
					Check Amount	800.00

Collard Festival - BB& Festival Oct, 2019 800.00

FOOD LION

Food Lion #2609 (803) 739-8734
5204 Hwy. 321 Gaston, SC

GROCERY

FL DESIGN LUNCH PLTE 4.99 B
FL PREM CRYSTL FORKS 4.38 B
2 @ 2.19
NBC PREMIUMS 3.58
3 @ 10.74 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
NO WHITE WHEAT 1 @ 2 FOR 5.98 2.99 A *
CHA-CHING NAPKIN2500 1.89 B

Savings

You saved:

NBC PREMIUMS -2.10
NO WHITE WHEAT -2.94

Tax Paid

0.00% Tax 1 23.64 0.00
7.00% Tax 2 1.26 0.79
TOTAL TAX 0.79

13 BALANCE DUE 35.69
VISA \$35.69

10/04/2019

Visa

Entry Method: Chip

CARD #:

XXXXXXXXXXXX5462

PURCHASE

- APPROVED

AUTH CODE:24690G

Mode:

Issuer

AID:

A0000000031010

TVR:

8080008000

IAD:

06010A03A00000

TSI:

6800

ARC:

00

TC:

6EB6F8B2A617AD87

MID: 262609

TID:

001 SEQ: 043615

Total:

USD\$ 35.69

CHANGE 0.00

You saved \$5.04!

* Year to Date
* Savings 0.00

We value your opinion!

Tell us about your visit for a chance
to win \$500 in free groceries.

Within the next 5 days please visit:

www.TalkToFoodLion.com

Tambien disponible en español.

10 winners each quarter

See website for complete rules.

PIN: 1004260980040005

Loyalty Customer 4699999999

STORE:02609 REGISTER:004 CASHIER:0101

TICKET#:0005 4OCT2019 8:22:49

www.foodlion.com

CUSTOMER SERVICE 1-800-210-9569

THANK YOU FOR SHOPPING AT FOOD LION

S A M ' S C L U B
CLUB MANAGER MICHAEL HAMMER
(803) 790 - 1581

09/27/19 10:44 1426 08283 003 3291

JENNIFER

E	980037523	CHOC UTY BAF	14.98	R
	980097830	ANT KILLER	23.98	T
E	980037523	CHOC UTY BAF	14.98	R
E	980169086	NESTLE MIXUF	14.84	R
E	980037526	MIXED MINISF	14.98	R
E	687711	MINIATURES F	13.54	R
E	980169086	NESTLE MIXUF	14.84	R
E	846321	FOOTSTEROLLF	7.98	R
E	846321	FOOTSTEROLLF	7.98	R
E	980183399	PLAYTHE WIF	9.98	R
E	980183399	PLAYTHE WIF	9.98	R
E	471579	MINI ASST F	13.54	R
E	471579	MINI ASST F	13.54	R
E	687711	MINIATURES F	13.54	R
E	980183399	PLAYTHE WIF	9.98	R
E	980037526	MIXED MINISF	14.98	R
E	687699	KISSES F	12.98	R
E	687699	KISSES F	12.98	R
E	687699	KISSES F	12.98	R
E	687711	MINIATURES F	13.54	R
E	687699	KISSES F	12.98	R
E	687711	MINIATURES F	13.54	R
E	839559	SWEETSTRIPF	9.13	R
E	839559	SWEETSTRIPF	9.13	R
E	839559	SWEETSTRIPF	9.13	R
		SUBTOTAL	320.00	

TAX 1 8.000 1.92

TAX 2 2.000 5.92

TOTAL 327.87

VISA TEND 327.87

VISA **** * 5462 1 24

APPROVAL # 626208

AID A0000000031010

TC F445F299A05EA49D

TERMINAL # 262775607

*NO SIGNATURE REQUIRED

CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 25

TC# 7436 9592 8953 7120 0702 9



*** MEMBER COPY ***

S.A.M.'S CLUB
 CLUB MANAGER MICHAEL HAMMER
 (803) 790-1581
 09/24/19 11:56 7405 08283 004 3533

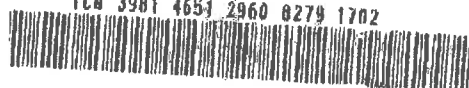
JENNIFER

980021751 MEMBERS HAR 6.98 T
 E 890535 SMT BAY RYSE 9.78 R
 624381 MM PICNICPA 18.28 T
 624381 MM PICNICPA 18.28 T
 E 789344 58 WMT OISTF 4.62 R
 980071276 ZPLC SNOWIC 11.58 T
 41494 DISINFECTAN 6.48 T
 980071276 ZPLC SNOWIC 17.58 T
 SUBTOTAL 87.58
 TAX 1 0.00 \$ 5.85
 TAX 2 2.00 \$ 0.29
 TOTAL 93.72
 CASH TEND 100.00
 CHANGE DUE 6.28

Visit samsclub.com to see your savings

ITEMS SOLD 8

TCN 3981 4651 2960 0279 1702



tilled White

delivery method \$4.62

Pick up only
 Columbia, SC
 (#6203)
 Change Club. Will
 open a dialog.

\$4.62

PETTY CASH

AMOUNT \$ 93.72	FOR Sams Club
NO.	Supplies for
DATE 9/24/19	2019 festival
ACCOUNT NO.	
APPROVED BY	
RECEIVED BY	

\$9.78

\$9.78

\$11.58

\$23.16

Save for later

Columbia, SC
 (#6203)
 Change Club. Will
 open a dialog.



Member's Mark White Plastic
 Cutlery Packets (200 ct.).
 Item # 624381
 Remove

delivery method \$18.28

Ship it
 Pick up

Columbia, SC
 (#6203)
 Change Club. Will
 open a dialog.

\$36.56

Save for later

85.77

Your Etsy Purchase from BBQTrophiesandMore (1477082082)

1 message

Etsy Transactions <transaction@etsy.com>
Reply-To: noreply@mail.etsy.com
To: jghoyt7085@gmail.com

Thu, Jul 18, 2019 at 4:40 PM

Etsy

We noticed you haven't confirmed your account.
Confirm your account now



BBQTrophiesandMore will start working on this right away. Your order number is 1477082082. We'll email you as soon as it ships.

Order details

Ships from

Athens, GA, United States

Shipping to

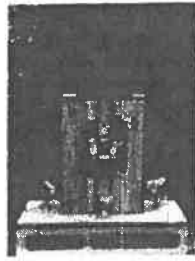
Jennifer Hoyt
131 N Carlisle St
GASTON, SC 29053
United States

Estimated delivery

Jul 25 - 27 More info

Paid with

Credit card



Rustic BBQ Trophy, Grand Champion, 1st Pla...

Transaction ID: 1663533310

TROPHY SIZE: 25" GRAND CHAMPION

FIGURE CHOICE: PIG

Personalization: 37th Annual Gaston Barbeque

Contest Winner 2019

Quantity: 1

Price: \$159.95

Order total

Item total \$159.95

Sales tax \$13.09

Shipping \$27.00

(USPS Priority Mail)

Total (1 item) \$200.04

Your note to the shop

I will send additional information by email. Need Town Festival Logo in center with grill at the top and pigs on base



Bill

Owner of BBQTrophiesandMore
Athens, GA, United States

Any questions?



Gaston IGA Foodliner

Gaston IGA
P.O. Box 247
185 N. Main Street
Gaston, SC 29053

Hometown Proud

Phone: 803-794-3920
Fax: 803-939-9613

9/23/2019

Town of Gaston Representatives,

For the purchase of 24 cases of Golden Pound Cake, please submit a payment of \$358.80 to the Gaston IGA in a timely manner.

As always, thank you for supporting your local businesses.

Chelsey Bivens

Entered

TOWN OF GASTON COLLARD FESTIVAL

Gaston IGA

Date 9/24/2019 Type Bill Reference

Original Amt
358.80

Balance Due
358.80

9/25/2019
Discount
Check Amount

Payment
358.80
358.80

812

Collard Festival - BB& pound cake for 2019 Festival

358.80

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917



Gaston IGA

Visit us online at www.igaguy.com
and sign up to receive
weekly ads by email.

Store:34

Cashier: 845 Jennifer

09/27/19

12:57:23

SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
SQUEEZE BTL MED	1.50 T
1 @ 2/ 3.00	
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
LEMONADE MIX	3.99
BBQ SAUCE	9.99
BBQ SAUCE	14.99
HOT SAUCE	16.69
BBQ SAUCE	12.69
BBQ SAUCE	7.49
BERTIE TEA	7.29
BERTIE TEA	7.29
BERTIE TEA	7.29
BERTIE TEA	7.29
BERTIE TEA	7.29
BERTIE TEA	7.29
Subtotal	149.51
7% Non Food Tax	.84
Total	150.35
Visa TENDER	150.35
Acct:xxxxxxxxxxx5462	
APPRVL CODE 947140	
CASH CHANGE	.00
NUMBER OF ITEMS	27
TPR Savings	.78
YOU SAVED A TOTAL OF	78
THAT IS A SAVINGS OF	0%

Trx:65 Term:3 Store:34 13:00:07

Thank you for shopping at IGA
185 Main St. North
Comments please call (803) 794-0920

Town of Gaston
131 N. Carlisle Street
Gaston, SC 29053

Date	Ref. No.
04/24/2019	

Vendor
Fun For All PO Box 2319 Lexington, SC 29071

WALL

Bill Due	05/04/2019
Terms	
Memo	

Account	Memo	Amount	Customer:Job	Class
Prepaid Expenses	Half Balance due for rides 2019 Gaston Festival	2,000.00		Collard Festival

Expense Total : 2,000.00

Bill Total : \$2,000.00

Town of Gaston
131 N. Carlisle Street
Gaston, SC 29053

Vendor
Fun For All PO Box 2319 Lexington, SC 29071

Memo

Expenses

Expense Total : 2,000.00

703

TOWN OF GASTON COLLARD FESTIVAL

Fun For All

Date 10/5/2019
Type Bill
Reference

811

Original Amt.	Balance Due	9/25/2019	Payment
2,000.00	2,000.00	Discount	2,000.00
		Check Amount	2,000.00

Collard Festival - BB&

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917

2,000.00

Invoice

Bill To: **The Town of Gaston**
 131 North Carlisle Street
 Gaston, SC 29053

Date: September 24, 2019

Re: **Rides for Festival**

Description

Rate

Fun for All

\$4000

Balance Due

- **\$2000 (down payment paid)**
 \$2000

If you have any questions, please contact me.

Thank you,

Bruce

Fun For All

Payment made to: Fun For All
 PO Box 2319
 Lexington, SC 29071

Invoice

Bill To: **The Town of Gaston**
 131 North Carlisle Street
 Gaston, SC 29053

Date: September 24, 2019

Re: **The Carolina Choo Choo – for 2019 Festival**

Description

Rate

The Carolina Choo Choo – Kids Ride

\$300

If you have any questions, please contact me.

Thank you,

Joe Fuller

Joe Fuller

Payment made to: **The Carolina Choo Choo, LLC**
 Joe Fuller
 452 Edgewood Drive
 Clinton, SC 29325

TOWN OF GASTON COLLARD FESTIVAL

816

The Carolina Choo-Choo Train LLC

Date 10/5/2019
Type Bill
Reference

Original Amt.
300.00

Balance Due
300.00

9/25/2019
Discount
Check Amount

Payment
300.00
300.00

Collard Festival - BB& 2019 Gaston Collard & BBQ Fest

300.00

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917



Gaston TownHall <townofgaston@gmail.com>

Order Confirmation Notice

1 message

noreply@fastshoppingcart.com <noreply@fastshoppingcart.com>

Mon, Aug 5, 2019 at 11:34 AM

To: townofgaston@gmail.com

Troy Bivens,

Thank you for shopping with Wholesale Crowns at <http://shop.wholesalecrowns1.com>.

This automated e-mail serves as your receipt. Please do not reply to this e-mail.

Order Summary

Invoice #: 0000023792

Order Date: Mon, Aug 5, 2019 08:34:47

Payment:

\$220.00 will be charged to your Visa card numbered xxxx-xxxx-xxxx-5462.

Order Contents:

Qty	Item #	Description	Price Each	Total Price
8	Mia 5 inches	Mia Collection 5 inches	\$14.00	\$112.00
2	Mia 8 inches	Mia Collection 8 inches	\$24.00	\$48.00
6	Mia 3 inches	Mia Collection 3 inches	\$10.00	\$60.00
Subtotal			\$220.00	
Tax			\$0.00	
Shipping			\$0.00	
Balance Due			\$220.00	

Special Instructions:

Need these no later than 9/1/19. Event date is 9/28/19.

Shipping Information:

Troy Bivens
Town of Gaston
131 North Carlisle Street
Gaston, SC 29053

You will receive a confirmation e-mail providing shipping details when your order is shipped.

View your order invoice online by visiting <http://shop.wholesalecrowns1.com/printinvoice.sc?enclId=Dh1wFguXI%2FrdEsbuYJCG6AYwx%2FQPKG7HBWAnGTuzy6g%3D> or check the status of your order by phone by calling 205-622-3062.

Thank you for shopping with us.

- Wholesale Crowns



Gaston TownHall <townofgaston@gmail.com>

Order Confirmation Notice

1 message

noreply@fastshoppingcart.com <noreply@fastshoppingcart.com>
To: townofgaston@gmail.com

Tue, Aug 6, 2019 at 2:52 PM

Town o Gaston,

Thank you for shopping with Wholesale Crowns at <http://shop.wholesalecrowns1.com>.

This automated e-mail serves as your receipt. Please do not reply to this e-mail.

Order Summary

Invoice #: 0000023814

Order Date: Tue, Aug 6, 2019 11:52:44

Payment:
\$121.00 will be charged to your Visa card numbered xxxx-xxxx-xxxx-5462.

Order Contents:

Qty	Item #	Description	Price Each	Total Price
4	Embr. With Trim/Shoulder Text	Embroidery Banner with Trim with Shoulder Text Wording down the sash.: MISS GASTON Standard Font: script Size: Small 54-60 inches (varies) Thread Color: Silver Trim Color of Sash: Silver Inside Color of Sash: Purple	\$11.00	\$44.00
5	Embr. With Trim/Shoulder Text	Embroidery Banner with Trim with Shoulder Text Wording down the sash.: MISS GASTON Standard Font: script Size: Medium 60-64 inches (varies) Thread Color: Silver Trim Color of Sash: Silver Inside Color of Sash: Purple	\$11.00	\$55.00
2	Embr. With Trim/Shoulder Text	Embroidery Banner with Trim with Shoulder Text Wording down the sash.: MISS GASTON Standard Font: script Size: Large 66-70 inches (varies) Thread Color: Silver Trim Color of Sash: Silver Inside Color of Sash: Purple	\$11.00	\$22.00
Subtotal			\$121.00	
Tax			\$0.00	
Shipping			\$0.00	

Balance Due \$121.00

Special Instructions:
Need by 9/10/19

Shipping Information:

Town o Gaston
Town of Gaston
131 North Carlisle Street
131 North Carlisle Street
Gaston, SC 29053

You will receive a confirmation e-mail providing shipping details when your order is shipped.

View your order invoice online by visiting <http://shop.wholesalecrowns1.com/printinvoice.sc?encId=mqS3kqeVD8CTqyuCT50cQuDvkZ%2F9kpMfSrMcFNLrUUs%3D> or check the status of your order by phone by calling 205-622-3062.

Thank you for shopping with us.

- Wholesale Crowns



Date: **October 04, 2019**

Ship To:

Project

711

821

TOWN OF GASTON COLLARD FESTIVAL
Corbitt's Brice Meat Market, Inc.
Date 10/4/2019
Type Reference
Bill

Original Amt. 1,137.85
Balance Due 1,137.85
10/4/2019 Discount
Check Amount

Payment
1,137.85
1,137.85

1,137.85

Collard Festival - BB& 2019 Festival butts for BBQ Comp.

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917



Lizard's Thicket, Inc.

2240 Airport Blvd. West Columbia, SC 29170

(803) 796-7821 Fax: (866) 373-4841

Catering@LizardsThicket.com

Michelle Walker, General Manager

To: Gaston Town Hall Office
131 North Carlisle St.
Gaston, SC 29053

Date: 10/5/19

Time: 10:30 A.M.

Payment Method: Check

Contact: Jennifer Hoyt

Phone: 803-796-7725

Email: townofgaston@gmail.com

Quantity	Description	Cost	Extended Cost
12.0	Full Pans of Cornbread (Sheet Pans)	12.00	\$144.00
12.0	Full Pans of Macaroni & Cheese	66.99	\$803.88
	IN CATERING PANS		
		Sub-Total	\$947.88
	9% Sales Tax		\$85.31
	Delivery Fee		\$25.00
		Non-Taxable Other Charges (Credits)	
		Total Price	\$1,058.19

mailed 9/27/19

818

TOWN OF GASTON COLLARD FESTIVAL

Lizards Thicket

Date 10/5/2019
Type Bill
Reference

9/25/2019
Discount
Check Amount

Original Amt.
1,058.19
Balance Due
1,058.19

Payment
1,058.19
1,058.19

1,058.19

Collard Festival - BB& 2019 Festival - Combread / Mac & Cheese

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917

Deduct

RECEIPT		DATE <u>9/28/19</u>	No. <u>572147</u>
RECEIVED FROM <u>Vicki</u>		\$ <u>50.00</u>	
		DOLLARS	
<input type="radio"/> FOR RENT		<u>Pageant Coordinator</u>	
<input type="radio"/> FOR			
ACCOUNT	<u>5000</u>	<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>5000</u>	<input type="radio"/> CHECK	
BAL. DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
		BY <u>[Signature]</u>	3-11

Deduct

RECEIPT		DATE <u>9/28/19</u>	No. <u>572148</u>
RECEIVED FROM <u>Judges (3)</u>		\$ <u>75.00</u>	
		DOLLARS	
<input type="radio"/> FOR RENT		<u>2019 Pageant</u>	
<input type="radio"/> FOR			
ACCOUNT	<u>7500</u>	<input checked="" type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<u>7500</u>	<input type="radio"/> CHECK	
BAL. DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
		BY <u>[Signature]</u>	3-11

Deduct

RECEIPT		DATE <u>9/28/19</u>	No. <u>572149</u>
RECEIVED FROM <u>Emilee</u>		\$ <u>25.00</u>	
		DOLLARS	
<input type="radio"/> FOR RENT		<u>2019 Pageant</u>	
<input type="radio"/> FOR			
ACCOUNT	<u>2500</u>	<input checked="" type="radio"/> CASH	FROM _____ TO _____ BY <u>[Signature]</u>
PAYMENT	<u>2500</u>	<input type="radio"/> CHECK	
BAL. DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
			3-11

Deduct

RECEIPT		DATE <u>9/28/19</u>	No. <u>572150</u>
RECEIVED FROM <u>Auditor</u>		\$ <u>25.00</u>	
		DOLLARS	
<input type="radio"/> FOR RENT		<u>2019 Pageant</u>	
<input type="radio"/> FOR			
ACCOUNT	<u>2500</u>	<input checked="" type="radio"/> CASH	FROM _____ TO _____ BY <u>[Signature]</u>
PAYMENT	<u>2500</u>	<input type="radio"/> CHECK	
BAL. DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
			3-11

Deduct

RECEIPT		DATE <u>9/28/19</u>	No. <u>572151</u>
RECEIVED FROM <u>(2) Overalls</u>		\$ <u>200.00</u>	
		DOLLARS	
<input type="radio"/> FOR RENT		<u>2019 Pageant</u>	
<input type="radio"/> FOR			
ACCOUNT	<u>2000</u>	<input checked="" type="radio"/> CASH	FROM _____ TO _____ BY <u>[Signature]</u>
PAYMENT	<u>2000</u>	<input type="radio"/> CHECK	
BAL. DUE	<u>0</u>	<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
			3-11

RECEIPT

DATE 10/5/19

No. 572160

RECEIVED FROM

2019 BBB (unimemo)

\$ 1900.00

1st Place - \$1100 ; 2nd Place - \$500

DOLLARS

FOR RENT 3rd Place \$200 ; Anything w/ Collards \$100

ACCOUNT	190000	<input checked="" type="radio"/> CASH	FROM	TO
PAYMENT	190000	<input type="radio"/> CHECK		
BAL. DUE	0	<input type="radio"/> MONEY ORDER	BY	
		<input type="radio"/> CREDIT CARD		

3-11

Invoice

Bill To: The Town of Gaston
131 North Carlisle Street
Gaston, SC 29053

Date: September 24, 2019

Re: DJ for 2019 Festival

Description

Rate

Jay Crawford - DJ

\$300

If you have any questions, please contact me.

Thank you,

Jay Crawford

Jay Crawford

Payment made to: Linda Crawford
90 Log Cabin Lane
St. Matthews, SC 29135

TOWN OF GASTON COLLARD FESTIVAL

817

Linda Crawford					
Date	Type	Reference	Original Amt.	Balance Due	9/25/2019
10/5/2019	Bill		300.00	300.00	Discount
					Check Amount
					Payment
					300.00
					300.00

Collard Festival - BB& DJ - Jay Crawford for 2019 Festival

300.00

To re-order checks please call 1-877-566-6377 www.LaserPrinterChecks.com

Order # 095917

Invoice

Bill To: **The Town of Gaston**
 131 North Carlisle Street
 Gaston, SC 29053

Date: September 24, 2019

Re: **Presley Aaron Band for 2019 Festival**

<u>Description</u>	<u>Rate</u>
Band	\$800

If you have any questions, please contact me.

Thank you,

Presley Aaron

Presley Aaron

Payment made to: **Presley Aaron**
 456 Riley Road
 Cordova, SC 29039

TOWN OF GASTON COLLARD FESTIVAL

813

Presley Aaron					
Date	Type	Reference	Original Amt.	Balance Due	9/25/2019 Discount
10/5/2019	Bill		800.00	800.00	Payment
					800.00
				Check Amount	800.00

Collard Festival - BB& Band for 2019 Festival

800.00

To re-order checks please call 1-877-586-6377 www.LaserPrinterChecks.com

Order # 095917



Gilbert Community Club

Lexington County Peach Festival • Gilbert Community Park



December 19, 2019

Ms. Judy Busbee
County of Lexington
212 South Lake Drive
Lexington, SC 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, 2020. Our request is in the amount of \$2,500.

We currently use this grant to offset our advertising costs which this year exceeded \$11,000. If additional documentation is required in order to receive this funding, 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. If you should need additional information or clarification on the enclosed documents, please contact me at (803) 920-9904 or lcpc@comporium.net.

Sincerely,

Shelba D. Howard, CFO

SDH

Enclosures

P.O. Box 62 • 713 Juniper Springs Road • Gilbert, South Carolina 29054



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

APPLICATION

1. Name of Festival: Lexington County Peach Festival
2. Sponsoring Organization: Gilbert Community Club
Mailing Address: POB 103, Gilbert, SC 29054
3. Festival Director:
Name Shelba D. Howard Title Coordinator/Treasurer
Telephone 803-920-9904 Alternate Telephone N/A
Fax Number N/A
Email shelba_howard@yahoo.com
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*): July 4, 2020
7. Location of Festival: Gilbert Community Park and surrounding area
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: \$ 92,450
 - b. Amount of funds requested for this project: \$ 2,500
 - c. This request equals what percent of the total Festival Budget? 2.7 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 2,500, 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: _____

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:

Shelba D. Howard

Name

Shelba D Howard

Signature

Treasurer

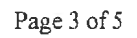
Title

December 19, 2019

Date

ORIGINAL APPLICATION DUE BY:

FRIDAY, JANUARY 3, 2020
FY 2020/21 Festival Application
Lexington County Council
212 South Lake Drive, Suite 601
Lexington, SC 29072



FUNDING SOURCES

Organization: Lexington County Peach Festival

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
See Attached	91,456.00	78,315.00	76,873.00
TOTAL	91,456.00	78,315.00	76,873.00

County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: Lexington County Peach Festival

[illegible]



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FINAL REPORT
CURRENT FY 2020/21
 (SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

I. FESTIVAL INFORMATION:Organization Name: Gilbert Community ClubFestival 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?

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.): We attribute our success to the continued support from the County of Lexington and our volunteers.**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 2020/21 Current Year	FY 2019/20 Previous Year
Total Budget of Festival	TBD	91,456.00
Amount Funded by the Temporary Alcohol Beverage License Fee	2,500.00	2,500.00
Amount Funded by the Temporary Alcohol Beverage License Fee from all Sources		
Total Attendance	TBD	25,000
Total Tourists*	TBD	15,000

*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 local 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.

Name

Treasurer

Title

December 18, 2019

Signature

Date

FY2019/20 Temporary Alcohol Beverage License Fee Funding Application

GILBERT COMMUNITY CLUB for LEXINGTON COUNTY PEACH FESTIVAL – 2019

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.

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 \$10,909.72 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.

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

Proposed Budget for Gilbert Community Club's Lexington County Peach Festival
Fiscal Year January 1, 2020 - December 31, 2020 (Lexington County 20/21 Budget) - FINAL

	Administration	Programs	Fireworks	Art Contest	Arts & Crafts	Pageant	Parade	Promotion	Entertainment	Banquets	Construction	Donations	Rentals	Labor	Recipe Contest	Concessions	Totals
2015 Anticipated Expenditures	6,100.00	13,500.00	6,520.00	1,400.00	1,200.00	4,500.00	300.00	3,000.00	14,000.00	7,000.00	1,000.00	10,250.00	4,000.00	500.00	250.00		73,520.00
2015 Actual Expenditures	5,569.28	12,954.29	6,529.60	1,250.00	1,188.77	4,838.63	118.00	1,865.73	14,050.00	5,125.70	4,830.49	86.25	3,450.56	100.00	250.00	4,942.17	66,969.49
2016 Anticipated Expenditures	6,230.00	13,500.00	6,520.00	1,400.00	1,200.00	4,500.00	550.00	3,000.00	14,000.00	7,000.00	1,500.00	10,250.00	4,100.00	600.00	250.00		74,600.00
2016 Actual Expenditures	8,065.61	11,426.53	6,530.64	1,640.00	560.00	6,014.93	348.20	1,869.70	11,100.00	13,145.91	0.00	0.00	3,307.28	740.00	338.86		64,887.66
2017 Anticipated Expenditures	6,230.00	13,500.00	6,520.00	1,400.00	1,200.00	4,500.00	550.00	3,000.00	14,000.00	7,000.00	1,500.00	10,250.00	4,100.00	600.00	250.00		74,600.00
2017 Actual Expenditures	3,330.00	10,788.81	6,613.41	1,700.54	421.22	3,716.45	348.20		11,350.00	5,668.83	0.00	0.00	3,390.64	1,100.00	250.00	24,926.81	73,604.71
2018 Anticipated Expenditures	6,500.00	13,500.00	6,520.00	1,400.00	1,200.00	4,500.00	550.00	3,000.00	14,000.00	7,000.00	1,500.00	10,250.00	4,100.00	600.00	250.00		74,870.00
2018 Actual Expenditures																	74,152.00
2019 Anticipated Expenditures	6,500.00	12,500.00	6,520.00	1,600.00	500.00	4,500.00	550.00	1,000.00	13,000.00	7,000.00	1,500.00	5,000.00	4,100.00	1,100.00	250.00	20,000.00	85,620.00
2019 Actual Expenditures	7,230.00	11,017.00	10,175.00	1,500.00	519.92	3,216.21	770.00	2,942.00	9,100.00	5,404.15	0.00	5,000.00	3,534.98	1,310.00	305.99	33,568.97	95,594.22
2020 Anticipated Expenditures	7,000.00	11,000.00	10,000.00	1,500.00	500.00	3,200.00	700.00	2,900.00	9,100.00	3,000.00	0.00	5,000.00	3,500.00	1,300.00	250.00	33,500.00	92,450.00
2020 Actual Expenditures																	
	Sponsors	Programs	Fireworks	Art Contest	Arts & Crafts	Pageant	Grants	Refunds	Volleyball								
2015 Anticipated Receipts	28,000.00	22,000.00	1,100.00	1,200.00	12,500.00	5,100.00	2,500.00		120.00								73,520.00
2015 Actual Receipts	29,005.00	17,094.00	975.00	1,250.00	13,079.00	4,865.00		5,032.17									71,280.17
2016 Anticipated Receipts	25,000.00	21,000.00	1,100.00	1,200.00	12,500.00	6,100.00	2,500.00		120.00								69,520.00
2016 Actual Receipts	28,850.00	12,475.00	1,945.00	1,300.00	12,600.00	3,703.15	2,500.00	1,358.70									64,731.85
2017 Anticipated Receipts	25,000.00	22,000.00	1,100.00	1,200.00	12,500.00	6,100.00	2,500.00		120.00								71,520.00
2017 Actual Receipts																	
2018 Anticipated Receipts	26,000.00	22,000.00	1,100.00	1,300.00	12,300.00	6,100.00	2,500.00		120.00								71,620.00
2018 Actual Receipts																	91,456.00
2019 Anticipated Receipts	27,000.00	24,000.00	5,000.00	1,300.00	12,040.00	5,033.00	2,500.00										76,873.00
2019 Actual Receipts	18,200.00	31,160.00	10,245.00	1,300.00	11,284.00	3,626.00	2,500.00										78,315.00
2020 Anticipated Receipts	27,000.00	24,000.00	5,000.00	1,300.00	12,040.00	5,033.00	2,500.00										76,873.00
2020 Actual Receipts																	



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

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 SHEAW, Title CO-CHAIR
Telephone 803-332-9273 Alternate Telephone 803-429-5198
Fax Number 803-332-1940
Email BRENT.SHEAW@ECONOMYFURNITURE.COM
4. Festival Website: SLPOULTRY FESTIVAL.COM
5. Event Category (Check One):
☒ Festival: 100,000 (ESTIMATE)
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): MAY 7-9, 2020
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: \$137,700.00
 - b. Amount of funds requested for this project: \$2,000.00
 - c. This request equals what percent of the total Festival Budget? 4 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 2500.00, source Lex County, and purpose: advertising, publicity, & festival books
 - 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 Smith
NameCO-CHAIR
TitleBrent Smith
Signature1-8-2020
Date**ORIGINAL APPLICATION DUE BY:**

FRIDAY, JANUARY 3, 2020

FY 2020/21 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 2020/2021

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.

FUNDING SOURCES

Organization: South Carolina Poultry Festival

FY2019-20 Temporary Alcohol Beverage License Fee Funding Application



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: *South Carolina Poultry Festival*

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Advertising	15200	15200	16000
Events	77300	75400	77000
Souvenirs	9180	9500	9800
Bank	235	240	150
MISC	5420	5900	5500
Contributions	1300	1340	20000
Equipment / facilities	720	4400	11540
Maintenance	1020	1020	1200
Insurance	1700	2000	2200
Licenses	600	600	600
Office / Printing	850	870	920
Website / Phone	370	380	390
Rentals	550	580	5900
Scholarships	1000	1000	2000
Utilities	940	975	1100
Professional	640	960	1000
		128405	
TOTAL	126095	130000	139700



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

APPLICATION

1. Name of Festival: Chapin Labor Day Festival
2. Sponsoring Organization: Town of Chapin
Mailing Address: 157 NW Columbia Ave. Chapin SC 29036
3. Festival Director:
Name Nicholle Burroughs Title Director of Public Affairs
Telephone 704-778-6235 Alternate Telephone 803-575-8039
Fax Number _____
Email communications@chapinsc.com
4. Festival Website: www.chapinsc.com
5. Event Category (Check One):
☒ Festival: Chapin Labor Day festival
☐ Other – Pursuant to State Statute Section 61-6-2010: _____
6. Festival Timeline (Actual Dates of Festival): Monday, Sept. 5-7
7. Location of Festival: 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: \$ 22000
 - b. Amount of funds requested for this project: \$ 3000
 - c. This request equals what percent of the total Festival Budget? 13 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 3000, source Lexington County, and purpose: fund advertising efforts for the 2019 Chapin Labor Day 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:

Nicholle Burroughs

Name

Director of Public Affairs

Title

Nicholle Burroughs

Signature

1/3/2020

Date

ORIGINAL APPLICATION DUE BY:**FRIDAY, JANUARY 3, 2020**

FY 2020/21 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072

County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

FUNDING SOURCES

Organization: Town of Chapin

[illegible]



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: **Town of Chapin**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Advertising/ Promotions	3907.71	2899	3000
Custodial (Clean Up and Portajohns)	2930	2095	2500
Entertainment & Awards	2397.06	3224.87	3250
Program Design & Printing	2459.24	1753	2000
Parade & Equipment Rentals	2694.74	1775.36	2200
Misc. Supplies	3686.01	461.11	2050
TOTAL	18074.76	14578.41	15000

12. Chapin Labor Day Parade and Festival Overview and Description

a. The Chapin Labor Day Parade and Festival will enter its **40th** year in 2020, 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. It will also feature our monthly Chapin Downtown Farmers Market on Saturday morning. Saturday evening will bring 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 will once again partner with the Crooked Creek Arts league to feature a community arts project. The event will partner with another non – profit GoodWorks in Chapin for a community project.

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 25,000+ 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 2019 were 25,500, 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 \$178,500 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 \$2000 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)
<u>500</u>	Billboard signage attracting out of town visitors

f. We were unable to partner with Lake Murray Country Tourism Board to cross promote our Labor Day Festival with their activities. For the 2020 event we intend to promote lake tourism as well as the event through the provision of **24** two-sided street banners that will be on display on the two main Chapin transportation corridors, Columbia Avenue and Chapin Road (Hwy **76**) beginning in early June. This partnership will help save the festival more than **\$2500** in promotional expenses.

ELECTRIC CONTROL & SUPPLY INC
P O BOX 3415
803 691-9600 FAX: 691-1120
COLUMBIA SC 29230

INVOICE

INVOICE NUMBER

INVOICE NUMBER

CHAPIN

1204956-01

1204956-01

BILL
TO:

CHAPIN, TOWN OF
UTILITIES DEPT
PO BOX 418
CHAPIN SC 29036
803 345-2444

SHIP
TO:

CHAPIN, TOWN OF
103 COLUMBIA AVE
CHAPIN SC 29036

CUSTOMER P.O.NO. 12/20/19 12:31:37

CUSTOMER P.O.NO. 12/20/19 12:31:37

INVOICE NUMBER		SLSMN	ORDER DATE	TAKER	CUSTOMER P.O. NUMBER		DATE	
1204956-01		196	12/20/19	156	12/20/19 12:31:37		01/03/20	
INSTRUCTIONS							FRT.	PAGE NO.
PICKED UP @ COUNTER							B	1
COA MATT 730-1874								
QUANTITY								
ORDERED	B.O./RET.	SHIPPED	DISP.	ITEM CODE AND DESCRIPTION		U/M	UNIT PRICE	AMOUNT
1		1	+	*T-MARK C264 3PH MONITOR		EA	256.00	256.00

CODE EXPLANATION
- STATES TAX APPLICABLE C - CONSIDER COMPLETE
FED./OTHER TAX APPLICABLE D - DIRECT SHIPMENT
- STATE & FEDERAL TAX F - FACTORY MINIMUM
B - BALANCE BACK ORDERED R - RETURNED CYL

*** THIS IS YOUR INVOICE ***

FREIGHT IN	FREIGHT OUT
15.96	0.00

NET TERMS: INV

30

DUE: 02/02/20

SUB TOTAL	256.00
MISC. CHARGE.	
TELE. CHARGE	
FREIGHT TOTAL	15.96
FED./OTHER TAX	2.72
STATE TAX	16.32
PAYMENT REC'D.	0.00

TOTAL AMT DUE
291.00



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

APPLICATION

1. Name of Festival: 47th Annual OKRA STREET FESTIVAL
2. Sponsoring Organization: TOWN OF IRMO
Mailing Address: PO BOX 406, IRMO, SC 29063
3. Festival Director:
Name BOB BROWN Title ADMINISTRATOR
Telephone (803) 781-7050 Alternate Telephone N/A
Fax Number (803) 749-2743
Email rbrown@townofirmo.com
4. Festival Website: www.okrastreet.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 25-26 2020
7. Location of Festival: 7507 Eastview Drive, Irmo, SC 29063
8. How many people do you expect to attend? Approximately 12,000 - 16,000
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: \$ 115,000
 - b. Amount of funds requested for this project: \$ 2,500
 - 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 2019, amount \$ 2,500, source Lex-Co ABC, and purpose: Marketing, promotion of 2019 OKRA STREET 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:

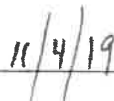
- a. General description of the festival and brief history of the organization
 b. State the benefit that this festival will serve toward promoting tourism and the Lexington County Community
 c. Total attendance to the festival versus the number of total tourists in attendance
 d. Economic impact generated 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


 Title


 Signature


 Date

ORIGINAL APPLICATION DUE BY:

FRIDAY, JANUARY 3, 2020

FY 2020/21 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

FUNDING SOURCES

Organization: TOWN of IRMO (OKRA STREET FESTIVAL)

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Lexington County (ABC FUNDS)	2,500	2,500	2,500
Richland County (Hospitality)	21,000	15,000	15,000
Corporate Sponsors	42,035	39,625	30,000
PARADE ENTERTAINERS	3,300	2,104	3,000
BOOTH RENTALS	11,300	10,625	10,500
Sales	10,103	17,282	15,000
TOWN of IRMO (ACCOMMODATIONS)	26,000	15,100	16,400
TOTAL	116,238	102,236	92,400

County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: Town of IRMO (OKRA STREET FESTIVAL)

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Staff (overtime)	10,395	13,352	12,000
Misc Expenses	6,270	3,864	4,500
Marketing / Media	14,044	11,697	13,000
Entertainment	39,193	45,473	42,500
Scholarships	4,700	7,000	7,000
Additional Police Support	3,870	4,227	4,200
Technical Support	6,460	6,930	7,000
Buses / Trolleys	7,238	7,645	7,500
TOTAL	92,170	100,188	97,700

FY2019/20 Temporary Alcohol Beverage License Fee Funding Application

Town of Irmo
Financial Statements
Year Ended June 30, 2018
(With Independent Auditor's Report Thereon)

Town of Irmo

Table of Contents

	<u>Page</u>
Independent Auditor's Report	1 - 2
Management's Discussion and Analysis	3 - 8
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position	9
Government-wide Financial Statements	
Statement of Activities	10
Fund Financial Statements	
Balance Sheet - Governmental Funds	11
Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position	12
Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds	13
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	14
Balance Sheet – Proprietary Fund	15
Statement of Revenues, Expenses and Changes in Net Position – Proprietary Fund	16
Statement of Cash Flows – Proprietary Fund	17
Statement of Fiduciary Net Position	18
Statement of Changes in Fiduciary Net Position	19
Notes to Financial Statements	20 – 39
Required Supplementary Information	
Budgetary Comparison Schedule	40
Schedule of Proportionate Share of the Net Pension Liability and Related Ratios	41
Schedule of Employer Contributions	42
Notes to Required Supplementary Information	43
Other Financial Information	
Schedule of Court Fines, Assessments and Surcharges	44



HIGHSMITH & HIGHSMITH, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Member
South Carolina Association of
Certified Public Accountants

329 S. Main Street
Travelers Rest, South Carolina 29690
(864) 834-3868

Member
American Institute of
Certified Public Accountants

Independent Auditor's Report

The Honorable Mayor and
Members of Town Council
Town of Irmo
Irmo, South Carolina

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Irmo, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Town of Irmo, as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other-Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of proportionate share of the net pension liability and schedule of related ratios and schedule of employer contributions as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Irmo's financial statements as a whole. The other financial information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. The schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Highsmith & Highsmith, LLC

Highsmith & Highsmith, LLC
Travelers Rest, South Carolina

October 17, 2018

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

This section of the Town of Irmo, South Carolina (the "Town") annual financial report presents our discussion and analysis of the Town's financial performance for the year ended June 30, 2018. Please read it in conjunction with the Town's financial statements, which follow this section.

Financial Highlights

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$6,889,449 (*net position*). Of this amount, \$774,995 (*unrestricted net position*) may be used to meet the government's ongoing obligations to citizens and creditors.
- The government's total net position decreased by \$735,060.
- As of the close of the current fiscal year, the Town's governmental fund reported combined ending fund balance of \$5,107,488, a decrease of \$434,246 from the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,881,396, or 76 percent of total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business. Financial information is presented in two statements – *statement of net position* and *statement of activities*.

The *statement of net position* presents information on all of the Town's assets and liabilities, with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all of a significant portion of their costs through user fees and charges (*business-*

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

type activities). The governmental activities of the Town include general government, highways and streets, human services, economic development, culture and recreation activities.

Fund financial statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and the other governmental funds. Only the general fund is considered to be a major fund. Data from the other three governmental funds are combined into a single, aggregated presentation.

The Town adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for the governmental funds.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

Government-wide Financial Analysis

As noted earlier, net position may service over time as a useful indicator of a government's financial position. In the case of the Town, assets exceeded liabilities by \$6,889,449 at the close of the most recent fiscal year. The largest portion of the Town's net position (88 percent) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

Net position of \$56,859 is restricted by state law for specific purposes. The remaining balance of unrestricted net position \$774,995 may be used to meet the government's ongoing obligations to citizens and creditors.

- During the current fiscal year, the government's net position decreased by \$735,060, primarily due to sanitation and non-departmental expenditures.

Statement of Net Position Information

The following information is a condensed version of the Statement of Net Position.

	Net Position					
	Governmental		Business-type		Totals	
	Activities		Activities			
	2018	2017	2018	2017	2018	2017
Assets						
Current and other assets	\$ 5,199,059	\$ 5,589,778	\$ 95,293	74,004	\$ 5,294,352	\$ 5,663,782
Capital assets, net of depreciation	6,057,595	6,145,852	-	-	6,057,595	6,145,852
Restricted assets	56,859	55,636	-	-	56,859	55,636
Total assets	11,313,513	11,791,266	95,293	74,004	11,408,806	11,865,270
Deferred outflows	1,258,722	1,184,913	-	-	1,258,722	1,184,913
Total assets and deferred outflows	12,572,235	12,976,179	95,293	74,004	12,667,528	13,050,183
Liabilities						
Long-term liabilities outstanding	4,663,416	4,744,741	-	-	4,663,416	4,744,741
Other liabilities	558,301	501,673	-	-	558,301	501,673
Total liabilities	5,221,717	5,246,414	-	-	5,221,717	5,246,414
Deferred inflows	556,362	179,260	-	-	556,362	179,260
Total liabilities and deferred inflows	5,778,079	5,425,674	-	-	5,778,079	5,425,674
Net Position						
Invested in capital assets, net of related debt	6,057,595	6,145,852	-	-	6,057,595	6,145,852
Restricted	56,859	55,636	-	-	56,859	55,636
Unrestricted	679,702	1,349,017	95,293	74,004	774,995	1,423,021
Total net position	\$ 6,794,156	\$ 7,550,505	\$ 95,293	\$ 74,004	\$ 6,889,449	\$ 7,624,509

The Town's Total Net Position decreased by \$735,060 during the fiscal year ended June 30, 2018.

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

Statement of Activities Information

The following information is a condensed version of the Statement of Activities.

Statement of Activities

	Governmental Activities		Business-type Activities		Totals	
	2018	2017	2018	2017	2018	2017
Revenue:						
Program revenue:						
Charges for services	\$ 1,037,416	\$ 924,570	\$ 81,465	\$ 86,960	\$ 1,118,881	\$ 1,011,530
Operating grants and contributions	-	-	-	-	-	-
General revenue:						
Local option sales and fire taxes	1,075,376	1,054,045	-	-	1,075,376	1,054,045
State shared and unallocated intergovernmental	321,738	316,726	-	-	321,738	316,726
Licenses and permits	2,841,976	2,747,377	-	-	2,841,976	2,747,377
Other and transfers	724,820	652,542	24,016	20,114	748,836	672,656
Total revenue	<u>6,001,326</u>	<u>5,695,260</u>	<u>105,481</u>	<u>107,074</u>	<u>6,106,807</u>	<u>5,802,334</u>
Expenses:						
Legislative	54,869	67,960	-	-	54,869	67,960
Administrative	487,254	489,146	-	-	487,254	489,146
Court	261,954	230,762	-	-	261,954	230,762
Public works	661,989	624,330	-	-	661,989	624,330
Sanitation	1,219,021	707,186	-	-	1,219,021	707,186
Police	2,692,308	2,535,496	-	-	2,692,308	2,535,496
Non-departmental and support services	1,380,280	1,140,592	-	-	1,380,280	1,140,592
Okra Strut Festival fund	-	-	84,192	67,508	84,192	67,508
Total expenses	<u>6,757,675</u>	<u>5,795,472</u>	<u>84,192</u>	<u>67,508</u>	<u>6,841,867</u>	<u>5,862,980</u>
Change in net position	(756,349)	(100,212)	21,289	39,566	(735,060)	(60,646)
Beginning net position	<u>7,550,505</u>	<u>7,650,717</u>	<u>74,004</u>	<u>34,438</u>	<u>7,624,509</u>	<u>7,685,155</u>
Ending net position	<u>\$ 6,794,156</u>	<u>\$ 7,550,505</u>	<u>\$ 95,293</u>	<u>\$ 74,004</u>	<u>\$ 6,889,449</u>	<u>\$ 7,624,509</u>

For governmental activities, 100% of the Town's expenses related to government and public activities.

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, unassigned fund balance of the general fund was \$4,881,396 and the restricted fund balance was \$56,859. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 76% of the total general fund expenditures.

During the current fiscal year, the Town's general fund balance decreased \$436,061.

- Total revenues increased by \$314,308 from the prior year.
- Total expenditures increased by \$1,061,083.

General Fund Budgetary Highlights

The Town adopted a budget with budgeted expenditures less than budgeted revenues for the fiscal year ended June 30, 2018. There were no changes between the original budget and the final budget.

Capital Asset Administration

Capital assets - The Town's investment in capital assets for its governmental activities as of June 30, 2018, amounts to \$6,057,595 (net of accumulated depreciation). This investment in capital assets includes land, buildings, machinery, equipment, and streets and sidewalks. Capital assets, net of accumulated depreciation are comprised of the following:

Town of Irmo
Management's Discussion and Analysis
June 30, 2018

	Balance June 30, 2017	Additions	Retirements	Transfers	Balance June 30, 2018
Capital assets not being depreciated					
Land and rights of way	\$ 1,492,883	\$ -	\$ -	\$ -	\$ 1,492,883
Total capital assets not being depreciated	1,492,883	-	-	-	1,492,883
Capital assets being depreciated					
Land improvements	4,831,481	251,614	-	-	5,083,095
Building and improvements	2,999,134	-	-	-	2,999,134
Furniture, vehicles, equipment	1,798,226	61,315	(104,015)	-	1,755,526
Total capital assets being depreciated	9,628,841	312,929	(104,015)	-	9,837,755
Less accumulated depreciation for:					
Land improvements	(1,922,490)	(119,788)	-		(2,042,278)
Building and improvements	(1,729,440)	(128,622)	-		(1,858,062)
Furniture, vehicles, equipment	(1,323,942)	(152,776)	104,015		(1,372,703)
Total accumulated depreciation	(4,975,872)	(401,186)	104,015	-	(5,273,043)
Total capital assets being depreciated, net	4,652,969	(88,257)	-	-	4,564,712
Net capital assets - Governmental Activities	\$ 6,145,852	\$ (88,257)	\$ -	\$ -	\$ 6,057,595

The total decrease of \$88,257 in net capital assets is the net of asset additions of \$312,929 and depreciation expense of \$401,186.

Economic Factors and Next Year's Budgets and Rates

Inflationary trends in the region compare favorably to national indices. This factor, among others, was considered in preparing the Town's budget for the 2019 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town of Irmo, South Carolina 29063.

Town of Irmo
Statement of Net Position
June 30, 2018

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Assets			
Cash and cash equivalents	\$ 4,191,814	\$ 94,161	\$ 4,285,975
Equity in pooled cash	585,792	1,132	586,924
Receivables, net	113,865	-	113,865
Due from other governments	243,424	-	243,424
Prepaid expenses	64,164	-	64,164
Restricted assets:			
Cash and cash equivalents	56,859	-	56,859
Capital assets, net of accumulated depreciation	6,057,595	-	6,057,595
Total assets	<u>11,313,513</u>	<u>95,293</u>	<u>11,408,806</u>
Deferred outflows			
Deferred outflows for pensions	1,258,722	-	1,258,722
Total assets and deferred outflows	<u>\$ 12,572,235</u>	<u>\$ 95,293</u>	<u>\$ 12,667,528</u>
Liabilities			
Accounts payable and accrued liabilities	\$ 85,324	\$ -	\$ 85,324
Due to state government	24,834	-	24,834
Deposit liabilities	10,662	-	10,662
Deferred revenue	437,481	-	437,481
Accrued compensated absences	333,001	-	333,001
Net pension liability	4,330,415	-	4,330,415
Total liabilities	<u>5,221,717</u>	<u>-</u>	<u>5,221,717</u>
Deferred inflows			
Deferred inflows for pensions	556,362	-	556,362
Total liabilities and deferred inflows	<u>5,778,079</u>	<u>-</u>	<u>5,778,079</u>
Net Position			
Invested in capital assets, net of related debt	6,057,595	-	6,057,595
Restricted	56,859	-	56,859
Unrestricted	679,702	95,293	774,995
Total net position	<u>\$ 6,794,156</u>	<u>\$ 95,293</u>	<u>\$ 6,889,449</u>

See accompanying notes to financial statements.

Town of Irmo
Statement of Activities
Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Totals
Governmental activities:							
Legislative	\$ (54,869)	\$ -	\$ -	\$ -	\$ (54,869)	\$ -	\$ (54,869)
Administrative	(487,254)	-	-	-	(487,254)	-	(487,254)
Court	(261,954)	-	-	-	(261,954)	-	(261,954)
Public works	(661,989)	-	-	-	(661,989)	-	(661,989)
Sanitation	(1,219,021)	799,988	-	-	(419,033)	-	(419,033)
Police	(2,692,308)	137,017	100,411	-	(2,454,880)	-	(2,454,880)
Non-departmental and support services	(1,380,280)	-	-	-	(1,380,280)	-	(1,380,280)
Total governmental activities	(6,757,675)	937,005	100,411	-	(5,720,259)	-	(5,720,259)
Business-type activities:							
Okra Strut fund	(84,192)	81,465	-	-	-	(2,727)	(2,727)
Total business-type activities	(84,192)	81,465	-	-	-	(2,727)	(2,727)
Total functions and programs	\$ (6,841,867)	\$ 1,018,470	\$ 100,411	\$ -	(5,720,259)	(2,727)	(5,722,986)
General revenues and transfers							
Local option sales tax					1,075,376	-	1,075,376
State shared and unallocated intergovernmental					321,738	-	321,738
Licenses, permits and franchise fees					2,841,976	-	2,841,976
Fire taxes					552,479	-	552,479
Unrestricted investment earnings					55,238	16	55,254
Miscellaneous					141,103	-	141,103
Transfers in (out)					(24,000)	24,000	-
Total general revenues and transfers					4,963,910	24,016	4,987,926
Change in net position					(756,349)	21,289	(735,060)
Net position, beginning					7,550,505	74,004	7,624,509
Net position, ending					\$ 6,794,156	\$ 95,293	\$ 6,889,449

See accompanying notes to financial statements.

Town of Irmo

**Balance Sheet
Governmental Funds
June 30, 2018**

	<u>General Fund</u>	<u>ABC Permit Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
Assets				
Cash and cash equivalents	\$ 4,190,780	\$ -	\$ 1,034	\$ 4,191,814
Equity in pooled cash	541,756	43,550	485	585,791
Receivables, net	26,256	-	60,000	86,256
Due from other governments	243,424	-	-	243,424
Prepaid items	64,164	-	-	64,164
Restricted assets:				
Cash and cash equivalents	56,859	-	-	56,859
Total assets	<u>\$ 5,123,239</u>	<u>\$ 43,550</u>	<u>\$ 61,519</u>	<u>\$ 5,228,308</u>
Liabilities and Fund Balances				
Liabilities:				
Accounts payable and accrued liabilities	\$ 85,324	\$ -	\$ -	\$ 85,324
Due to state government	24,834	-	-	24,834
Deposit liabilities	10,662	-	-	10,662
Total liabilities	<u>120,820</u>	<u>-</u>	<u>-</u>	<u>120,820</u>
Fund balances:				
Nonspendable - prepaid items	64,164	-	-	64,164
Restricted	56,859	-	-	56,859
Assigned	-	43,550	-	43,550
Unassigned	4,881,396	-	61,519	4,942,915
Total fund balances	<u>5,002,419</u>	<u>43,550</u>	<u>61,519</u>	<u>5,107,488</u>
Total liabilities and fund bal.	<u>\$ 5,123,239</u>	<u>\$ 43,550</u>	<u>\$ 61,519</u>	<u>\$ 5,228,308</u>

See accompanying notes to financial statements.

Town of Irmo

**Reconciliation of the Governmental Funds - Balance Sheet
to the Statement of Net Position
June 30, 2018**

Total fund balance - Governmental Funds	\$	5,107,488
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Amounts reported for governmental activities in the Statement of Net Position
are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported in these funds.	6,057,595
Other assets not available to pay current expenditures and therefore not reported in the fund statements.	27,610
Cash received in advance of period for which revenue is recognized as deferred in the statement of net position.	(437,481)
Long-term liabilities are not due and payable in the current period and therefore are not reported in these funds.	
Compensated absences	(333,001)
Net pension liability	(4,330,415)
Deferred outflows for pensions	1,258,722
Deferred inflows for pensions	(556,362)

Total net position of Governmental Activities	\$	<u>6,794,156</u>
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Town of Irmo

**Statement of Revenues, Expenditures and Changes in Fund Balance
Governmental Funds
Year Ended June 30, 2018**

	<u>General Fund</u>	<u>ABC Permit Fund</u>	<u>Capital Project Fund</u>	<u>Total Governmental Funds</u>
Revenues				
Local option sales tax	\$ 1,075,376	\$ -	\$ -	\$ 1,075,376
Licenses and permits	2,227,748	-	-	2,227,748
State shared revenue	307,938	13,800	-	321,738
Franchise fees	614,228	-	-	614,228
Fines and forfeitures	137,017	-	-	137,017
Fire taxes	552,479	-	-	552,479
Grants	100,411	-	-	100,411
Interest income	55,223	-	15	55,238
Sanitation fees	843,415	-	-	843,415
Other revenue	109,745	-	-	109,745
Total revenues	<u>6,023,580</u>	<u>13,800</u>	<u>15</u>	<u>6,037,395</u>
Expenditures				
General Government:				
Legislative	52,955	-	-	52,955
Administrative	464,562	-	-	464,562
Court	242,672	-	-	242,672
Public works:				
General public works	600,560	-	-	600,560
Sanitation	1,219,021	-	-	1,219,021
Police	2,501,917	-	-	2,501,917
Non-departmental and support services	1,365,954	-	-	1,365,954
Total expenditures	<u>6,447,641</u>	<u>-</u>	<u>-</u>	<u>6,447,641</u>
Excess (deficiency) of revenues over expen	<u>(424,061)</u>	<u>13,800</u>	<u>15</u>	<u>(410,246)</u>
Other Financing Sources (Uses)				
Transfers in (out)	(12,000)	-	(12,000)	(24,000)
Net change in fund balance	<u>(436,061)</u>	<u>13,800</u>	<u>(11,985)</u>	<u>(434,246)</u>
Fund balance, beginning of year	5,438,480	29,750	73,504	5,541,734
Fund balance, end of year	<u>\$ 5,002,419</u>	<u>\$ 43,550</u>	<u>\$ 61,519</u>	<u>\$ 5,107,488</u>

See accompanying notes to financial statements.

Town of Irmo

**Reconciliation of the Statement of Revenues,
Expenditures, and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
Year Ended June 30, 2018**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances-total governmental funds	\$ (434,246)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlay in the current period.	(88,257)
Net revenues and expenses in the statement of activities that do not provide or use current financial resources are not reported in these funds.	<u>(233,846)</u>
Change in net position of governmental activities	<u>\$ (756,349)</u>

Town of Irmo

**Balance Sheet
Proprietary Fund
June 30, 2018**

		Business-type Activities
		Okra Strut Fund
Assets		
Cash and cash equivalents	\$	94,161
Equity in pooled cash		1,132
Total assets	\$	<u>95,293</u>
Liabilities and Net Position		
Liabilities:		-
Total liabilities		<u>-</u>
Net Position:		
Unrestricted		95,293
Total net position		<u>95,293</u>
Total liabilities and net position	\$	<u>95,293</u>

See accompanying notes to financial statements.

Town of Irmo

**Statement of Revenues, Expenses and Changes in Net Position
Proprietary Fund
Year Ended June 30, 2018**

	<u>Business-type Activities Okra Strut Fund</u>
Operating Revenues	
Rental, concessions and sales	\$ 81,465
Total operating revenues	<u>81,465</u>
Operating Expenses	
Contract labor and volunteer expenses	14,569
Contractual services/rentals/marketing	65,375
Miscellaneous	4,248
Total operating expenses	<u>84,192</u>
Operating income	<u>(2,727)</u>
Non-Operating Revenue (Expenses)	
Interest income	16
Transfer in from other funds	24,000
Total Non-operating revenue (expenses)	<u>24,016</u>
Change in net position	21,289
Net position, beginning of year	74,004
Net position, end of year	<u>\$ 95,293</u>

See accompanying notes to financial statements.

Town of Irmo

**Statement of Cash Flows
Proprietary Fund
Year Ended June 30, 2018**

	Business-type Activities Okra Strut Fund
Cash Flows from Operating Activities	
Receipts from customers and others	\$ 81,465
Payments to suppliers	(84,192)
Net cash provided (used) by operating activities	<u>(2,727)</u>
Cash Flows from Capital and Related Financing Activities	
Net transfers from other funds	24,000
Net cash provided (used) by financing activities	<u>24,000</u>
Cash Flows from Investing Activities	
Interest income	16
Net cash provided (used) by investing activities	<u>16</u>
Net increase in cash and cash equivalents	21,289
Cash and cash equivalents, beginning of year	74,004
Cash and cash equivalents, end of year	<u>\$ 95,293</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income	\$ (2,727)
Net cash provided (used) by operating activities	<u>\$ (2,727)</u>

See accompanying notes to financial statements.

Town of Irmo

**Statement of Fiduciary Net Position
Fiduciary Fund
June 30, 2018**

	<u>Susan Rene Branham Memorial Fund</u>
Assets	
Equity in pooled cash	2,228
Total assets	<u>\$ 2,228</u>
Net Position	
Held in trust for substance abuse educational programs	2,228
Total net position	<u>\$ 2,228</u>

See accompanying notes to financial statements.

Town of Irmo

**Statement of Changes in Fiduciary Net Position
Fiduciary Fund
Year Ended June 30, 2018**

	<u>Susan Rene Branham Memorial Fund</u>
Additions	
Contributions	-
Total additions	<u>\$ -</u>
 Change in net position	 -
 Net position, beginning of year	 2,228
Net position, end of year	<u><u>\$ 2,228</u></u>

See accompanying notes to financial statements.

Town of Irmo

Notes to the Financial Statements Year Ended June 30, 2018

Note 1 – Description of Entity

The Town of Irmo, South Carolina (the “Town”) was incorporated in 1890. The Town operates under a Mayor-Council form of government and provides the following services as authorized by its charter: public safety (police), highways and streets, sanitation, public improvements, planning and zoning, general and administrative services. The accompanying financial statements conform to accounting principles generally accepted in the United States of America as applicable to governments.

Accounting principles generally accepted in the United States of America require that the reporting entity include (1) the primary government; (2) organizations for which the primary government is financially accountable; and (3) other organizations for which the nature and significance of their relationship with the primary government are such that the exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. Based on the application of these criteria, there were no organizations which met the criteria described above.

Note 2 – Summary of Significant Accounting Policies

The Town applies all Governmental Accounting Standards Board (GASB) pronouncements as well as Financial Accounting Standards Board (FASB) statements and interpretations, and the Accounting Principles Board (APB) of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the Town government. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major individual government funds are reported as separate columns in the fund financial statements.

Town of Irmo

Notes to the Financial Statements Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies, continued

Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted first, then unrestricted resources as they are needed.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes collected within this sixty day period is an example of such revenue. In determining when to recognize intergovernmental revenues (grants and entitlements), the legal and contractual requirements of the individual programs are used as guidance. Revenues are recognized when the eligibility requirements have been met. Expenditures generally are recorded when a liability is incurred, except for debt service expenditures, as well as expenditures related to compensated absences and claims and judgments which are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government, or specifically identified.

The government reports the following major governmental fund:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government.

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. The Town has established a special revenue fund for the ABC

Town of Irmo

Notes to the Financial Statements Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies, continued

Measurement focus, basis of accounting, and financial statement presentation

Permit revenues which are restricted to expenditures for tourism and development.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

The *proprietary fund (enterprise fund)* is used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through the user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The Okra Strut Annual Festival is accounted for as an Enterprise Fund operation.

The government reports the following funds separately that are not included in the government-wide financial statements:

The *fiduciary fund* consists of Trust and Agency Funds which are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. These include Expendable Trust and Agency Funds. Expendable Trust Funds are accounted for in essentially the same manner as government funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The resources of these funds are not available to support government programs and are therefore not reported in government funds.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

Cash and Cash Equivalents

The State of South Carolina General Statutes permits the Town to invest in certain types of financial instruments. In addition, the State has a Local Government Investment Pool (where fair value of the position in the pool is the same as the value of the pool shares) which invests in the types of instruments allowed under state laws.

Cash is maintained in demand deposits or savings accounts, certificates of deposits, repurchase agreements, or U.S. Government Securities. There were no deposit or investment transactions during the year that were in violation of either state statutes or the policy of the Town.

Town of Irmo

**Notes to the Financial Statements
Year Ended June 30, 2018**

Note 2 – Summary of Significant Accounting Policies, continued

Cash and Cash Equivalents, continued

As of June 30, 2018, the Town had deposits and investments as follows:

	<u>Fair Value</u>
Deposits with financial institutions	\$ 938,297
Investment with S.C. Local Government Investment Pool	<u>4,178,610</u>
	<u>\$ 5,116,907</u>

Interest rate risk. The Town manages its exposure to declines in fair values by limiting its investments to the State's investment pools which do not normally have maturity dates and can be withdrawn on demand.

Credit risk. As of June 30, 2018, the Town's investment with the S.C. Local Government Investment Pool is overseen by the State, which invests in instruments allowed under state laws.

Concentration of Credit Risk. The Town's investment policy currently does not involve investment in individual issuers.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the Town's deposits may not be returned to the Town. The Town's policy is that all deposits in excess of federal insurance amounts be collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name. As of June 30, 2018, the Town did not have any amounts exposed to custodial credit risk.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town's investment in the state investment pool is not subject to custodial credit risk.

Receivables and Payables

Outstanding balances between funds are reported as "due to/from other funds." Advances between funds, as reported in the funds financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

The Town did not levy a tax on personal and real property for its fiscal 2017 – 2018. Revenue and receivables reported as of and for the year ended June 30, 2018 are the result of collections of prior fiscal year levies.

Town of Irmo

Notes to the Financial Statements Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies, continued

Capital Assets

Capital assets, which include land, buildings, improvements, machinery and equipment are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment of the Town are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	20 - 30
Furniture and equipment	3 - 10
Infrastructure	10 - 25

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Compensated Absences

It is the Town's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. Upon termination of employment, unused vacation or sick leave is payable to the employee. All vacation and sick pay is accrued when incurred in the government-wide financial statements.

Town of Irmo

Notes to the Financial Statements Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies, continued

Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting, under which purchase orders, contracts or other commitments for expenditures are recorded to reserve a portion of an applicable appropriation, is utilized in governmental funds, primarily the General Fund. Encumbrances outstanding at year-end are reported as reservations of fund balance as they do not constitute expenditures or liabilities under accounting principles generally accepted.

Fund Equity

In the government-wide financial statements, net assets are classified in the following categories:

Invested in Capital Assets, Net of Related Debt – This category groups all capital assets, including infrastructure, into one component of net assets. Accumulated depreciation and the outstanding balances of debt are attributable to the acquisition, construction or improvement of these assets reduce this category.

Restricted Net Assets – The category presents external restrictions imposed by creditor, grantors, contributors or laws or regulation of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Assets – This category represents the net assets of the Town, which are not restricted for any project or other purpose.

In the fund financial statements, the Town implemented GASB No. 54 Fund Balance Reporting and Governmental Fund Type Definitions for the year ended June 30, 2013. GASB No. 54 established that fund balance for governmental funds should be reported in the classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purpose for which the amounts in these funds can be spent. These classifications may consist of the following:

Non-spendable – generally, amounts that are not expected to be converted to cash, such as inventories or prepaid amounts. This classification also includes some long-term amounts such as property acquired for resale or the long-term portion of loans receivable. However, if the eventual proceeds or collections from these would be restricted, committed, or assigned, these amounts would be included in that other classification.

Legally or Contractually Required to be Maintained Intact – amounts that are required to be maintained intact, such as the principal of a permanent fund.

Restricted – amounts that can be used only for specific purpose because of (a) constitutional provisions of enabling legislation of (b) externally imposed constraints. (External constraints might be imposed by creditors, grantors, contributors, or even the laws or regulations of other governments.

Town of Irmo

**Notes to the Financial Statements
Year Ended June 30, 2018**

Note 2 – Summary of Significant Accounting Policies, continued

Fund Equity, continued

Committed – amounts that can be used only for specific purposes because of a formal action by the government's highest level of decision-making authority. This classification might also include contractual obligation if existing resources have been committed for use in satisfying those contractual requirements. The formal action to establish constraints should be taken before year-end, even if the amount might not be determined until the subsequent period.

Assigned – amounts intended to be used for specific purposes but that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body, another body (such as a finance committee), or by an official to whom that authority has been given. This is the residual fund balance classification for all governmental funds except the general fund. Assigned fund balances should not be reported in the general fund if doing so causes the government to report a negative unassigned general fund balance.

Unassigned - this is the residual classification for the general fund (i.e., everything that is not in another classification or in another fund). The general fund is the only governmental fund that can report a positive unassigned fund balance. Other governmental funds might have a negative unassigned fund balance as a result of overspending for specific purposes for which amounts had been restricted, committed, or assigned.

Below are the fund balance classifications for the governmental funds at June 30, 2018:

	General Fund	Other Governmental Funds	Total Governmental Funds
Fund Balances			
Nonspendable - prepaid	\$ 64,164	\$ -	\$ 64,164
Restricted			
Victims Assistance	56,859	-	56,859
Assigned			
Tourism development	-	43,550	43,550
Unassigned	4,881,396	61,519	4,942,915
Total Fund Balances	\$ 5,002,419	\$ 105,069	\$ 5,107,488

Town of Irmo

**Notes to the Financial Statements
Year Ended June 30, 2018**

Note 2 – Summary of Significant Accounting Policies, continued

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

Note 3 – Stewardship, Compliance, and Accountability

The Town follows these procedures in establishing the budgetary data reflected in the financial statements:

1. The various departments meet with their respective Council Committees during the last quarter of the fiscal year to discuss their operating budget requests
2. The Council meets in a workshop to discuss all the department's budgets.
3. The proposed budget is enacted prior to July 1 in the form of an ordinance (with three readings and one public hearing) to raise revenue.
4. Department heads may transfer budget amounts (up to \$1,500) between line items in their department with the approval of the Town Administrator. Amounts over \$1,500 require Town Council approval.
5. Town Council must authorize budget transfers between departments and all transfers in/out of personnel line items.
6. Budgets for the General Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

For the year ended June 30, 2018, total budgets for the General Fund equaled \$5,574,922.

Town of Irmo
Notes to the Financial Statements
Year Ended June 30, 2018

Note 4 – Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows:

	Balance June 30, 2017	Additions	Retirements	Transfers	Balance June 30, 2018
Capital assets not being depreciated					
Land and rights of way	\$ 1,492,883	\$ -	\$ -	\$ -	\$ 1,492,883
Total capital assets not being depreciated	<u>1,492,883</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,492,883</u>
Capital assets being depreciated					
Land improvements	4,831,481	251,614	-	-	5,083,095
Building and improvements	2,999,134	-	-	-	2,999,134
Furniture, vehicles, equipment	1,798,226	61,315	(104,015)	-	1,755,526
Total capital assets being depreciated	<u>9,628,841</u>	<u>312,929</u>	<u>(104,015)</u>	<u>-</u>	<u>9,837,755</u>
Less accumulated depreciation for:					
Land improvements	(1,922,490)	(119,788)	-		(2,042,278)
Building and improvements	(1,729,440)	(128,622)	-		(1,858,062)
Furniture, vehicles, equipment	(1,323,942)	(152,776)	104,015		(1,372,703)
Total accumulated depreciation	<u>(4,975,872)</u>	<u>(401,186)</u>	<u>104,015</u>	<u>-</u>	<u>(5,273,043)</u>
Total capital assets being depreciated, net	<u>4,652,969</u>	<u>(88,257)</u>	<u>-</u>	<u>-</u>	<u>4,564,712</u>
Net capital assets - Governmental Activities	<u>\$ 6,145,852</u>	<u>\$ (88,257)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,057,595</u>

Depreciation expense for the year ended June 30, 2018 was charged to functions/programs of the primary government as follows:

Governmental Activities	
Non-departmental	\$ 266,981
Police	110,285
Public works	23,920
Total depreciation expense - governmental activities	<u>\$ 401,186</u>

Town of Irmo

Notes to Financial Statements Year Ended June 30, 2018

Note 5 – Long-Term Debt

Changes in long-term debt for the year ended June 30, 2018 was as follows:

	Balance at July 1, 2017	Increases	Decreases	Balance at June 30, 2018	Due Within One Year
Governmental activities:					
Compensated absences	\$ 280,279	52,722	-	\$ 333,001	\$ -
Governmental activities					
Long-term liabilities	\$ 280,279	\$ 52,722	\$ -	\$ 333,001	\$ -

Note 6 – Pension Plan

The South Carolina Public Employee Benefit Authority (PEBA), which was created July 1, 2012, administers the various retirement systems and retirement programs managed by its Retirement Division. PEBA has an 11-member Board of Directors, appointed by the Governor and General Assembly leadership, which serves as co-trustee and co-fiduciary of the systems and the trust funds. By law, the State Fiscal Accountability Authority (SFAA), which consists of five elected officials, also reviews certain PEBA Board decisions regarding the funding of the South Carolina Retirement Systems (Systems) and serves as co-trustee of the Systems in conducting that review.

For purposes of measuring the net pension liability, deferred outflows and inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Systems and additions to/deductions from the Systems fiduciary net position have been determined on the accrual basis of accounting as they are reported by the Systems in accordance with generally accepted accounting principles (GAAP). For this purpose, revenues are recognized when earned and expenses are recognized when incurred. Benefit and refund expenses are recognized when due and payable in accordance with the terms of the plan. Investments are reported at fair value.

PEBA issues a Comprehensive Annual Financial Report (CAFR) containing financial statements and required supplementary information for the South Carolina Retirement Systems' Pension Trust Funds. The CAFR is publicly available through the Retirement Benefits' link on PEBA's website at www.peba.sc.gov, or a copy may be obtained by submitting a request to PEBA, PO Box 11960, Columbia, SC 29211-1960.

PEBA is considered a division of the primary government of the state of South Carolina and therefore, retirement trust fund financial information is also included in the comprehensive annual financial report of the state.

The Town contributes to the South Carolina Retirement System (SCRS), a cost-sharing multiple-employer defined benefit pension plan. The plan was established effective July 1, 1945, pursuant to the provisions of Section 9-1-20 of the South Carolina Code of Laws for the purpose of providing retirement allowances and other benefits for employees of the state, its public school Towns, and political subdivisions.

Town of Irmo

Notes to Financial Statements Year Ended June 30, 2018

Note 6 – Pension Plan, continued

Plan Description

The State Optional Retirement Program (ORP) is a defined contribution plan that is offered as an alternative to certain newly hired state, public school, and higher education employees. State ORP participants direct the investment of their funds into a plan administered by one of four investment providers.

The South Carolina Police Officers Retirement System (PORS), a cost-sharing multiple-employer defined benefit pension plan, was established effective July 1, 1962, pursuant to the provisions of Section 9-11-20 of the South Carolina Code of Laws for the purpose of providing retirement allowances and other benefits for police officers and firemen of the state and its political subdivisions.

Membership

Membership requirements are prescribed in Title 9 of the South Carolina Code of Laws. A brief summary of the requirements under each system is presented below:

- **SCRS** – Generally, all employees of covered employers are required to participate in and contribute to the system as a condition of employment. This plan covers general employees and teachers and individuals newly elected to the South Carolina General Assembly beginning with the November 2012 general election. An employee member of the system with an effective date of membership prior to July 1, 2012, is a Class Two member. An employee member of the system with an effective date of membership on or after July 1, 2012, is a Class Three member.

State ORP – As an alternative to membership in SCRS, newly hired state, public school, and higher education employees and individuals newly elected to the S.C. General Assembly beginning with the November 2012 general election have the option to participate in the State Optional Retirement Program (State ORP), which is defined contribution plan. State ORP participants direct the investment of their funds into a plan administered by one of four investment providers. For this reason, State ORP programs are not considered part of the retirement systems for financial statement purposes. Employee and Employer contributions to the State ORP are at the same rates as SCRS. A direct remittance is required from the employers to the member's account with investment providers for the employee contribution (8 percent) and a portion of the employer contribution (5 percent). A direct remittance is also required to SCRS for the remaining portion of the employer contribution (5.75 percent) and an incidental death benefit contribution (.15 percent), if applicable, which is retained by SCRS.

Town of Irmo

Notes to Financial Statements Year Ended June 30, 2018

Note 6 – Pension Plan, continued

Membership, continued

- **PORS** – To be eligible for PORS membership, an employee must be required by the terms of his employment, by election or appointment, to preserve public order, protect life and property, and detect crimes in the state; to prevent and control property destruction by fire; or to serve as a peace officer employed by the Department of Corrections, the Department of Juvenile Justice, or the Department of Mental Health. Probate judges and coroners may elect membership in PORS. Magistrates are required to participate in PORS for service as a magistrate. PORS members, other than magistrates and probate judges, must also earn at least \$2,000 per year and devote at least 1,600 hours per year to this work, unless exempted by statute. An employee member of the system with an effective date of membership prior to July 1, 2012, is a Class Two member. An employee member of the system with an effective date of membership on or after July 1, 2012, is a Class Three member.

Benefits

Benefit terms are prescribed in Title 9 of the South Carolina Code of Laws. PEBA does not have the authority to establish or amend benefit terms without a legislative change in the code of laws. Key elements of the benefit calculation include the benefit multiplier, years of service, and average final compensation. A brief summary of benefit terms for each system is presented below.

SCRS – A Class Two member who has separated from service with at least five or more years of earned service is eligible for a monthly pension at age 65 or with 28 years credited service regardless of age. A member may elect early retirement with reduced pension benefits payable at age 55 with 25 years of service credit. A Class Three member who has separated from service with at least eight or more years of earned service is eligible for a monthly pension upon satisfying the Rule of 90 requirement that the total of the member's age and the member's creditable service equals at least 90 years. Both Class Two and Class Three members are eligible to receive a reduced deferred annuity at age 60 if they satisfy the five- or eight-year earned service requirement, respectively. An incidental death benefit is also available to beneficiaries of active and retired members of employers who participate in the death benefit program. The annual retirement allowance of eligible retirees or their surviving annuitants is increased by the lesser of one percent or five hundred dollars every July 1. Only those annuitants in receipt of a benefit on July 1 of the preceding year are eligible to receive the increase. Members who retire under the early retirement provisions at age 55 with 25 years of service are not eligible for the benefit adjustment until the second July 1 after reaching age 60 or the second July 1 after the date they would have had 28 years of service credit had they not retired.

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Benefits, continued

- **PORS** – A Class Two member who has separated from service with at least five or more years of earned service is eligible for a monthly pension at age 55 or with 25 years of service regardless of age. A Class Three member who has separated from service with at least eight or more years of earned service is eligible for a monthly pension at age 55 or with 27 years of service regardless of age. Both Class Two and Class Three members are eligible to receive a deferred annuity at age 55 with five or eight years of earned service, respectively. An incidental death benefit is also available to beneficiaries of active and retired members of employers who participate in the death benefit program. Accidental death benefits are also provided upon the death of an active member working for a covered employer whose death was a natural and proximate result of an injury incurred while in the performance of duty.

The retirement allowance of eligible retirees or their surviving annuitants is increased by the lesser of one percent or five hundred dollars every July 1. Only those annuitants in receipt of a benefit on July 1 of the preceding year are eligible to receive the increase.

Contributions

Contributions are prescribed in Title 9 of the South Carolina Code of Laws. The PEBA Board may increase the SCRS employer and employee contribution rates on the basis of the actuarial valuations, but any such increase may not result in a differential between the employee and employer contribution rate that exceeds 2.9 percent of earnable compensation for SCRS. An increase in the contribution rates adopted by the board may not provide for an increase of more than one-half of one percent in any one year. If the scheduled employee and employer contributions provided in statute or the rates last adopted by the board are insufficient to maintain a thirty-year amortization schedule of the unfunded liabilities of the plans, the board shall increase the contribution rates in equal percentage amounts for the employer and employee as necessary to maintain the thirty-year amortization period; and, this increase is not limited to one-half of one percent per year.

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Contributions, continued

Required employee contribution rates for fiscal year 2017-2018 are as follows:

	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2017</u>
SCRS		
Employee Class Two	9.00%	8.66%
Employee Class Three	9.00%	8.66%
State ORP		
Employee	9.00%	8.66%
PORS		
Employee Class Two	9.75%	9.24%
Employee Class Three	9.75%	9.24%

Required employer contributions for fiscal year 2017-2018 are as follows:

	<u>Fiscal Year 2018</u>	<u>Fiscal Year 2017</u>
SCRS		
Employer Class Two	13.41%	11.41%
Employer Class Three	13.41%	11.41%
Employer Incidental Death Benefit	0.15%	0.15%
State ORP		
Employer Contribution (2)	13.41%	11.41%
Employer Incidental Death Benefit	0.15%	0.15%
PORS		
Employer Class Two	15.84%	13.84%
Employer Class Three	15.84%	13.84%
Employer Incidental Death Benefit	0.20%	0.20%
Employer Accidental Death Program	0.20%	0.20%

Pension Plan Fiduciary Net Position

The net pension liability ("NPL") represents the system's total pension liability determined in accordance with GASB No. 67 less the System's fiduciary net position. For the year ended June 30, 2017, NPL amounts and the change in NPL amounts for SCRS and PORS are as follows:

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Pension Plan Fiduciary Net Position, continued

System	Total Pension Liability	Plan Fiduciary Net Position	Employers' Net Pension Liability (Asset)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
SCRS	\$ 48,244,437,494	\$ 25,732,829,268	\$ 22,511,608,226	53.3%
PORS	\$ 7,013,684,001	\$ 4,274,123,178	\$ 2,739,560,823	60.9%

The total pension liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net pension liability is disclosed in accordance with the requirements of GASB 67 in the System's notes to the financial statements and required supplementary information. Liability calculations performed by the Systems' actuary for the purpose of satisfying the requirements of GASB Nos. 67 and 68 are not applicable for other purposes, such as determining the plans' funding requirements.

Actuarial Assumptions

Actuarial valuations of the ongoing plan involve estimates of the reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and future salary increases. Amounts determined regarding the net pension liability are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. South Carolina state statute requires that an actuarial experience study be completed at least once in each five-year period. An experience report on the Systems was most recently issued as of July 1, 2015.

The June 30, 2017, total pension liability (TPL), net pension liability (NPL), and sensitivity information shown in this report were determined by our consulting actuary, Gabriel, Roeder, Smith and Company (GRS) and are based on an actuarial valuation performed as of July 1, 2016. The total pension liability was rolled-forward from the valuation date to the plans' fiscal year end, June 30, 2017, using generally accepted actuarial principles. The Retirement System Funding and Administration Act of 2017 was signed into law April 25, 2017, and included a provision to reduce the assumed rate of return from 7.50% to 7.25% effective July 1, 2017. As a result of this legislation, GRS made an adjustment to the calculation of the roll-forward total pension liability for this assumption change as of the measurement date of June 30, 2017.

The following table provides a summary of the actuarial assumptions and methods used to calculate the TPL as of June 30, 2017.

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Actuarial Assumptions, continued

	SCRS	PORS
Actuarial cost method	Entry age normal	Entry age normal
Actuarial assumptions:		
Investment rate of return (1)	7.25%	107.50%
Projected salary increases (1)	3.0% to 12.5% (varies by service)	3.5% to 12.5% (varies by service)
Benefit adjustments	Lesser of 1% or \$500 annually	Lesser of 1% or \$500 annually

(1) Includes inflation at 2.25%

The post-retiree mortality assumption is dependent upon the member's job category and gender. The base mortality assumptions, the 2016 Public Retirees of South Carolina Mortality table (2016 PRSC), was developed using the Systems' mortality experience. These base rates are adjusted for future improvement in mortality using published Scale AA projected from the year 2016.

Assumptions used in the determination of the June 30, 2017, TPL are as follows:

Former Job Class	Males	Females
Educators	2016 PRSC males multiplied by 92%	2016 PRSC Females multiplied by 98%
General Employees and Members of the General Assembly	2016 PRSC Males multiplied by 100%	2016 PRSC Females multiplied by 111%
Public Safety and Firefighters	2016 PRSC Males multiplied by 125%	2016 PRSC Females multiplied by 111%

Long-Term Expected Rate of Return

The long-term expected rate of return on pension plan investments is based upon 30-year capital market assumptions. The long-term expected rate of returns, represent assumptions developed using an arithmetic building block approach primarily based on consensus expectations and market based inputs. Expected returns are net of investment fees.

The expected returns, along with the expected inflation rate, form the basis for the target asset allocation adopted at the beginning of the 2017 fiscal year. The long-term expected rate of return is produced by weighting the expected future real rates of return by the target allocation percentage and adding expected inflation and is summarized in the table on the following page. For actuarial purposes, the 7.25 percent assumed annual investment rate of return used in the calculation of the TPL includes a 5.00 percent real rate of return and a 2.25 percent inflation component.

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Long-Term Expected Rate of Return, continued

Asset Class	Target Asset Allocation	Expected Arithmetic Real Rate of Return	Long-term Expected Portfolio Real Rate of Return
Global Equity	45.0%		
Global Public Equity	31.0%	6.72%	2.08%
Private Equity	9.0%	9.60%	0.86%
Equity Options Strategies	5.0%	5.91%	0.30%
Real Assets	8.0%		
Real estate (Private)	5.0%	4.32%	0.22%
Real estate (REITs)	2.0%	6.33%	0.13%
Infrastructure	1.0%	6.26%	0.06%
Opportunistic	17.0%		
GRAA/Risk Parity	10.0%	4.16%	0.42%
Hedge Funds (non-PA)	4.0%	3.82%	0.15%
Other Opportunistic Strategies	3.0%	4.16%	0.12%
Diversified Credit	18.0%		
Mixed Credit	6.0%	3.92%	0.24%
Emerging Markets Debt	5.0%	5.01%	0.25%
Private Debt	7.0%	4.37%	0.31%
Conservative Fixed Income	12.0%		
Core Fixed Income	10.0%	1.60%	0.16%
Cash and Short Duration (Net)	2.0%	0.92%	0.02%
Total Expected Real Return	100.0%		5.31%
Inflations for Actuarial Purposes			2.25%
Total Expected Nominal Return			7.56%

Discount Rate

The discount rate used to measure the TPL was 7.25 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers in SCRS and PORS will be made based on the actuarially determined rates based on provisions in the South Carolina Code of Laws. Based on those assumptions, the System's fiduciary net position was projected to be available to make all the projected future benefit payments of current plan members. Therefore, the long-term expected

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Discount Rate, continued

rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the TPL.

Sensitivity Analysis

The following table presents the collective NPL of the participating employers calculated using the discount rate of 7.25 percent, as well as what the employers' NPL would be if it were calculated using a discount rate that is 1.00 percent lower (6.25 percent) or 1.00 percent higher (8.25 percent) than the current rate.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate			
System	1.00% Decrease (6.25%)	Current Discount Rate (7.25%)	1.00% Increase (8.25%)
SCRS	\$ 2,200,740	\$ 1,707,505	\$ 1,408,228
PORS	\$ 3,541,428	\$ 2,622,910	\$ 1,899,406

Net Pension Liability

At June 30, 2018, the Town reported a net pension liability of \$1,707,505 and \$2,622,910 for its proportionate shares of the SCRS and PORS net pension liabilities, respectively. The net pension liability was measured as of July 1, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportionate shares of the net pension liabilities were based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2018, the Town's proportionate shares of the SCRS and PORS plans were .007585 percent and .09574 percent respectively, for June 30, 2018.

Pension Expense

For the year ended June 30, 2018, the Town recognized pension expense for the SCRS plan of \$186,320. For the year ended June 30, 2018, the Town recognized pension expense for the PORS plan of \$307,625.

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

Note 6 – Pension Plan, continued

Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions, continued

For the SCRS plan, there were total deferred outflows of resources of \$463,139 consisting of differences between expected and actual experience of \$7,612, the net difference between projected and actual earnings on pension plan investments of \$237,709, changes in proportion and differences between employer contributions and proportionate share of contributions of \$101,604, and Town contributions subsequent to the measurement date of \$116,214. There were deferred inflows of resources of \$230,703 for the SCRS plan consisting of differences between expected and actual experience.

For the PORS plan, there were total deferred outflows of resources of \$795,583 consisting of differences between expected and actual experience of \$23,389, the net difference between projected and actual earnings on pension plan investments of \$523,626, changes in proportion and differences between employer contributions and proportionate share of contributions of \$46,202, and Town contributions subsequent to the measurement date of \$202,366. There were deferred inflows of resources of \$325,659 for the PORS plan consisting of differences between expected and actual experience.

The \$116,214 and \$202,366 reported as deferred outflows of resources resulting from the Town's contributions subsequent to the measurement date for the SCRS and PORS plans, respectively, during the year ended June 30, 2018 will be recognized as a reduction of the net pension liabilities in the year ending June 30, 2018.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows for the SCRS and PORS plans, respectively:

For the SCRS plan, \$59,943 will be recognized for the fiscal years 2019. For fiscal year 2020 \$65,631 will be recognized. For fiscal year 2021 \$7,158 will be recognized and \$(16,510) will be recognized in 2022.

For the PORS plan, \$91,108 will be recognized for the fiscal years 2019. For fiscal year 2020 \$128,577 will be recognized. For fiscal year 2021 \$63,073 will be recognized and \$(15,199) will be recognized in 2022.

Covered Payroll and Contributions

The payroll for Town employees covered by the SCRS totaled \$866,621 and \$765,292 for the year ended June 30, 2018 and 2017, while the payroll for PORS covered employees totaled \$1,277,566 and \$1,289,328, respectively.

The Town's contributions to SCRS and PORS are summarized as follows:

Town of Irmo

**Notes to Financial Statements
Year Ended June 30, 2018**

**Note 6 – Pension Plan, continued
Covered Payroll and Contributions, continued**

Year Ended	Employer			Employee		
	Percent	SCRS	PORS	Percent	SCRS	PORS
June 30, 2018	100%	\$ 116,214	\$ 202,366	100%	\$ 77,996	\$ 124,563
June 30, 2017	100%	\$ 87,320	\$ 178,443	100%	\$ 66,274	\$ 119,134
June 30, 2016	100%	\$ 90,226	\$ 184,529	100%	\$ 67,457	\$ 120,898

Note 7 – Post-Employment Benefits

As of June 30, 2018, the Town does not offer any post-employment retirement benefits to its employees.

Note 8 – Commitments

The Town has contracted with a third-party company to provide residential garbage pick-up (sanitation) service for a five-year period ending December 31, 2018 with annual cost of living adjustments of not less than 3% nor more than 5%. The contract is paid in monthly installments equaling \$11.70 per residential dwelling.

Note 9 – Leases - Lessors

The Town, as lessor, renewed the lease agreement dated July 18, 2007 on June 19, 2008 with the South Carolina Department of Public Safety to lease the building located at 1239 Columbia Avenue, Irmo, South Carolina at a basic annual rental payment of \$5,168 for a term of 108 months with two five-year unconditional renewal options.

Note 10 – Risk Management

The Town is exposed to various risks of loss relating to liability, theft or impairment of assets, errors or omissions, injuries to employees and natural disasters. Commercial liability and property insurance coverage is purchased to protect against losses from these risks. The Town does not maintain a self-insurance fund.

During the fiscal year ended June 30, 2018, the Town did not experience any significant uninsured claims. Accordingly, there was no liability or expense recorded for actual claims, and management does not believe any provision for unasserted claims is necessary.

Note 11– Subsequent Events

Subsequent events were evaluated through October 17, 2018, which is the date the financial statements were available to be issued.

Town of Irmo

Schedule of Revenues, Expenditures and Changes in Fund Balances - General Fund
Budget and Actual

Year Ended June 30, 2018

(With comparative actual amounts for year ended June 30, 2017)

	2018				2017
	Budgeted Amounts		Actual Amounts	Variance With Final Budget	Actual
	Original	Final			
Revenues					
Local option sales tax	\$ 950,000	\$ 950,000	\$ 1,075,376	\$ 125,376	\$ 1,054,045
Licenses and permits	1,919,549	1,919,549	2,227,748	308,199	2,119,634
State shared revenue	298,000	298,000	307,938	9,938	299,126
Franchise fees	630,000	630,000	614,228	(15,772)	627,743
Fines and forfeitures	115,100	115,100	137,017	21,917	143,018
Fire taxes	430,200	430,200	552,479	122,279	530,650
Grants	-	-	100,411	100,411	-
Interest income	20,000	20,000	55,223	35,223	35,539
Sanitation fees	770,000	770,000	843,415	73,415	793,085
Other revenue and appropriation of fund balance	540,073	540,073	109,745	(430,328)	106,432
Total revenues	5,672,922	5,672,922	6,023,580	350,658	5,709,272
Expenditures					
General Government:					
Legislative	52,574	52,574	52,955	(381)	54,635
Administrative	482,911	482,911	464,562	18,349	433,611
Court	246,348	246,348	242,672	3,676	219,322
Public works:					
General public works	606,164	606,164	600,560	5,604	549,325
Sanitation	650,000	650,000	1,219,021	(569,021)	707,186
Police	2,785,601	2,785,601	2,501,917	283,684	2,448,140
Non-departmental	971,324	971,324	1,365,954	(394,630)	974,339
Total expenditures	5,794,922	5,794,922	6,447,641	(652,719)	5,386,558
Excess of revenues over expenditures	(122,000)	(122,000)	(424,061)	(302,061)	322,714
Other Financing Sources (Uses)					
Transfers in (out)	122,000	122,000	(12,000)	(134,000)	(8,088)
Net change in fund balances	-	-	(436,061)	(436,061)	314,626
Fund balance, beginning of year	5,438,480	5,438,480	5,438,480	-	4,973,171
Fund Balance, end of year	\$ 5,438,480	\$ 5,438,480	\$ 5,002,419	\$ (436,061)	5,287,797

See accompanying notes to Required Supplementary Information.

Town of Irmo

**Schedule of Proportionate Share of the Net Pension Liability
Employee Pension Plan
Year Ended June 30, 2018**

<u>System</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Actual Covered Member Payroll</u>	<u>Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Fiduciary Net Position as a Percentage of Total Pension Liability</u>
SCRS					
2015	0.007219%	\$ 1,242,872	\$ 727,834	170.76%	59.90%
2016	0.007763%	\$ 1,472,290	\$ 827,001	178.03%	57.00%
2017	0.008540%	\$ 1,824,131	\$ 765,292	238.36%	52.90%
2018	0.007585%	\$ 1,707,505	\$ 866,621	197.03%	53.30%
PORS					
2015	0.09850%	\$ 1,885,634	\$ 1,282,145	147.07%	67.50%
2016	0.10349%	\$ 2,255,648	\$ 1,383,276	163.07%	64.60%
2017	0.10410%	\$ 2,640,521	\$ 1,289,328	204.80%	60.40%
2018	0.09574%	\$ 2,622,910	\$ 1,277,566	205.31%	60.90%

*Schedule is intended to show information for 10 years.
Additional information will be displayed as they become available.*

Town of Irmo

**Schedule of Contributions to Employee Pension Plan
Year Ended June 30, 2018**

	2018	2017	2016	2015
SCRS				
Contractually required contribution	\$ 116,214	87,320	\$ 90,226	\$ 78,242
Contributions in relation to the contractually required contribution	116,214	87,320	90,226	78,242
Contribution deficiency (excess)	\$ -	-	\$ -	-
Covered payroll	\$ 866,621	765,292	\$ 827,001	\$ 727,834
Contributions as a percentage of covered payroll	13.41%	11.41%	10.91%	10.75%

PORS				
Contractually required contribution	\$ 202,366	178,443	\$ 184,529	\$ 166,807
Contributions in relation to the contractually required contribution	202,366	178,443	184,529	166,807
Contribution deficiency (excess)	\$ -	-	\$ -	-
Covered payroll	\$ 1,277,566	1,289,328	\$ 1,383,276	\$ 1,282,145
Contributions as a percentage of covered payroll	15.84%	13.84%	13.34%	13.01%

Schedule is intended to show information for 10 years.

Additional information will be displayed as they become available.

Town of Irmo
Notes to Required Supplementary Information
June 30, 2018

Budgets and Budgetary Accounting

The approved budget and amendments are legally enacted through passage of an ordinance authorizing the Town Administrator to administer the budget and to transfer necessary appropriations among departments. Additional budget appropriations must be approved by Council.

Formal budgetary integration is employed as a management control device during the year for the General, Special Revenue and Okra Strut Funds.

The legal level of budget is at the fund level for the Town of Irmo. The budgetary comparison schedule displays detail at the department level as additional information.

Net Pension Liability

	SCRS	PORS
Valuation date	July 1, 2015	July 1, 2015
Actuarial cost method	Entry age normal	Entry age normal
Amortization method	Level percent of payroll	Level percent of payroll
Remaining amortization period	30 years variable, not to exceed 30 years	30 years variable, not to exceed 30 years
Asset valuation method	20% difference recognition	20% difference recognition
Inflation rate	2.75%	2.75%
Projected salary increases	3.0% to 12.5% (varies by service)	3.5% to 12.5% (varies by service)
Investment rate of return	7.25%	7.25%
Retirement age	65 years	65 years
Mortality	2016 PRSC Males rates multiplied by 100% for non-educators and 92% for educators. Female rates multiplied by 11% for non-educators and 98% for educators.	2016 PRSC Males rate multiplied by 125% and Females rate are multiplied by 111%
Benefit adjustments	Lesser of 1% or \$500 annually	Lesser of 1% or \$500 annually

Town of Irmo

**Schedule of Court Fines, Assessments and Surcharges
Year Ended June 30, 2018**

Court fines and assessments

Court fines and assessments collected	\$	161,418
Court fines and assessments remitted to State Treasurer		(130,935)
Total court fines and assessments retained	\$	<u>30,483</u>

Surcharges and assessments retained for victims services

Surcharges collected and retained	\$	3,689
Assessments retained		11,553
Total surcharges and assessments retained for victim	\$	<u>15,242</u>

Funds allocated to victims services

Carryover funds from prior years	\$	55,636
Surcharges and assessments retained		15,242
Expenditures for victims services		(14,019)
Total unexpended victims rights assistance funds	\$	<u>56,859</u>



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

APPLICATION

1. Name of Festival: Tartan Day South Highland Games & Celtic Festival
2. Sponsoring Organization: The River Alliance
Mailing Address: 300 Candi Lane, Columbia, SC 29210
3. Festival Director:
Name John Banks Title Festival Coordinator
Telephone 803-665-7620 Alternate Telephone 803-765-2200
Fax Number 803-794-6504
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 2nd - 5th 2020
7. Location of Festival: Historic Columbia Speedway, Icehouse Amphitheater, and Riverwalk Amphitheater
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: \$ 125,000
 - b. Amount of funds requested for this project: \$ 5,000
 - c. This request equals what percent of the total Festival Budget? 4 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 2,500, source Lexington Cty., 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.

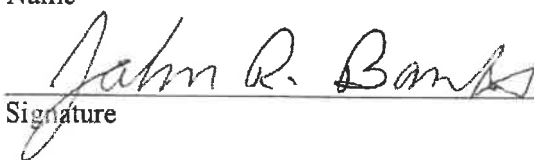
12. Festival description - please attach a report with the following information:

- 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 Banks

Name



Signature

Festival Coordinator

Title

January 2, 2020

Date

ORIGINAL APPLICATION DUE BY:**FRIDAY, JANUARY 3, 2020**

FY 2020/21 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072

County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

FUNDING SOURCES

Organization: The River Alliance

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
West Columbia A-Tax	10,000	12,000	12,000
Cayce A-Tax	10,000	12,000	12,000
Lexington Temp ABLF	2,500	2,500	5,000
Cayce H Tax	24,000	30,000	25,000
Town of Lexington A-Tax	8,000	10,000	10,000
Sponsors	13,705	12,000	12,000
Vendor Fees	8,625	8,000	8,000
Bev Sales and Car Club Fees	7,755	7,000	4,500
Ticket Sales	49,350	30,000	30,000
Program Sales and Merchandise	2,895	1500	1,500
TOTAL	136,830	125,000	125,000



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: **The River Alliance**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Event Insurance	1,595	2,000	2,000
Printed Marketing Materials	2,630	2,000	2,000
Entertainment Athletics and Sound, The Celtic Force	23,632	25,000	25,000
Tents and Tent Rentals	19,740	20,000	20,000
Restrooms and Logistical Rentals	8,330	8,000	8,000
Advertising and Marketing	38,845	40,000	40,000
Facility Rentals	10,000	10,000	10,000
Misc Labor	13,316	10,000	10,000
SC Amusement Taxes	2,350	2,000	2,000
Lodging for Judges and Bands	2,703	2000	2,000
Security Fire and EMS	935	1000	1,000
Awards	54		
Contribution to River Alliance	6,907		
Misc Entertainors and Fees	5,793	3000	3,000
TOTAL	136,830	125,000	125,000

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" April 2nd 2020

April 3rd 2020 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.

April 4th 2020 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.

April 5th 2020 The Festival Concludes on Sunday morning with a Kirkin' of the Tartans service. The event conclude with a Kayak race called the Ruff Water Regatta.

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 bring 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 162 unique Cities from 34 states outside of South Carolina. We also captured zip codes from 114 unique Zip Codes from 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 in 2019 was 12,129. The event celebrated the ninth year in April of 2019. Through the data collected we estimate that over 1,700 visitors were from out of state and another 2,600 South Carolina visitors were from outside of 50 miles from Lexington. This indicates almost 36% 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 \$1.51 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.

Tartan Day South

Marketing Expenses	
Blip Billboards	\$ 356.51
The Graphic Source	\$ 885.78
Amber Long Graphic Des	\$ 505.00
Spectrum	\$ 1,907.00
Field Signs	\$ 388.20
Printing	\$ 2,630.00
Celtic Life	\$ 695.00
102.3 Fox	\$ 3,530.00
98.5 Steve WVOG 560 AM	\$ 8,000.00
97.5 WCOS FM 104.7 fm	
WIS TV Full Market	
107.5 The Game	\$ 1,000.00
WIS TV Full Market	\$ 8,000.00
Peach Jar	\$ 1,170.00
Lamar Billboards	\$ 900.00
Billboard CVB	\$ 1,300.00
Irmo News, CWC News	\$ 600.00
Lexington Chronical	\$ 1,000.00
The State	\$ 826.00
Social Media Consultant	\$ 750.00
Free Times	\$ 3,300.00
Hometown radio	\$ 1,500.00
Facebook Ads	\$ 30.00
Grace Bill Boards	\$ 1,200.00
WXYR	\$ 350.00
Web Maintenance	\$ 652.50
Total Marketing	\$ 41,475.99
Operating Expenses	\$ 88,447.05

Total Expenses

\$ 129,923.04

Fairy
Highland Dancers
Quidditch
Operating Expenses

2019 Final Books

Operating Expenses

	\$ 356.51
	\$ 885.78
	\$ 505.00
	\$ 1,907.00
Misc. Costs	\$ 388.20
Tent Rentals	\$ 2,630.00
Vip Tent Expenses	\$ 695.00
Golf Carts	\$ 3,530.00
T Shirts Expense (Vol, Ath, Sales)	\$ 8,000.00
Restroom Services	
Trash Services	
Athletic Equipment	
Feeding Athletes	\$ 1,000.00
Credit Card Fees	\$ 8,000.00
Electrical and Logistics Rentals	\$ 1,170.00
Security	\$ 900.00
Music Artists, Pipe Bands, Sound	\$ 1,300.00
Dogs and Birds, Judges	\$ 600.00
Tasting Supplies	\$ 1,000.00
Pipe Band Coordinator	\$ 826.00
Fire	\$ 750.00
	\$ 3,300.00
Kirkin of Tartans	\$ 1,500.00
Tartan Project	\$ 30.00
Rooms for Bands & Judges	\$ 1,200.00
Event Insurance	\$ 350.00
Facility Rental	\$ 652.50
Awards	\$ 41,475.99
Miscellaneous Labor	\$ 88,447.05

Amusement Taxes

Grant Writers Fees

Fairy

Highland Dancers

Quidditch

Operating Expenses

Net Money Raised for The River Alliance

Revenues

	\$ 58.96
	\$ 16,882.74
Grants & Sponsors	\$ 1,771.12
	\$ 1,026.70
West Columbia A-Tax	\$ 2,967.23
Cayce A-Tax	\$ 1,995.38
Lexington Beverage Tax	\$ 500.00
Cayce H-Tax	\$ 915.00
Town of Lexington A-Tax	\$ 770.00
Grants	\$ 244.98
Guinness	\$ 5,833.95
Vital Chiropractic	\$ 850.00
McDaniels	\$ 21,735.00
Paradise Home Impro	
Bath Fitters	\$ 527.71
Mount Valley	\$ 600.00
Bakersview	\$ 85.00
McCray Meadows	
Leaf Filter	
Nephron	\$ 300.00
Mooneyhans auto	\$ 815.00
Oharas Pub	\$ 2,702.96
Culpepper	\$ 1,595.20
Security Federal	\$ 10,000.00
	\$ 54.00
Total G & S	\$ 5,025.00
	\$ 2,350.00
Vendor Income	\$ 8,291.12
Car Club Fees and Income	\$ 250.00
Program Sales, Shirt, Scotch	\$ 150.00
Ticket Sales	\$ 150.00
Beverage Income	\$ 88,447.05
Tasting	
Total Income	\$ 6,907.84
	\$ 136,830.88



Tartan Day South 2019 by the Numbers

12,129 Total Attendees over 4 Days

**3,762 Zip Codes were collected
over 2 days (April 5th and 6th)**

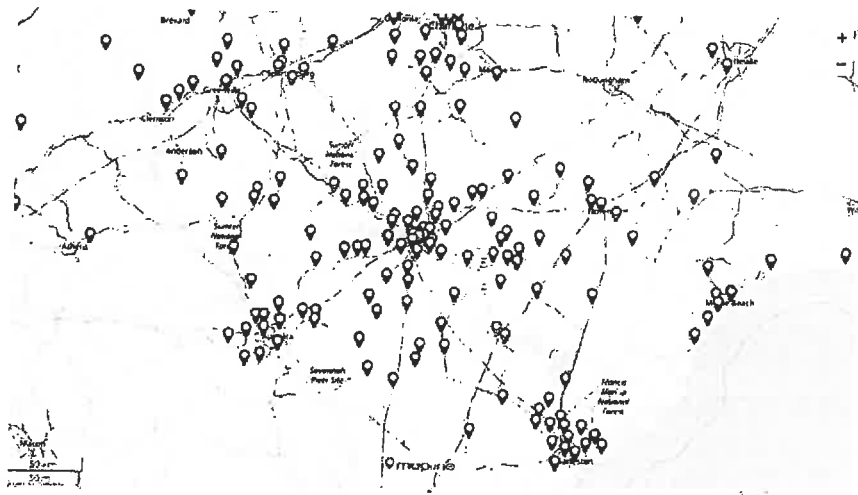
**Attendees from 162 Unique Zip Codes from
34 states outside of South Carolina**

**An estimated 1,700 visitors were from outside
of South Carolina**

**Zip Codes were collected from 158 Unique
Zip Code Areas in South Carolina**

**Over 2,600 Patrons were from 114 Unique
Zip Codes in South Carolina outside
of 50 Miles of Lexington County**

**Tartan Day South 2019 Economic Impact
\$1.51 Million dollar on the local Economy**



158 South Carolina Unique Zip Codes



United States Unique Zip Codes



Patrons from 35 States Visited TDS in 2019

Tartan Day South 2019 Visitors From Outside South Carolina Over 1,700 Patrons from 162 Unique Zip Codes in 34 States

Massachusetts		Maryland		North Carolina	
2151	Revere, MA	20610	Barstow, MD	27073	Yadkinville, NC
		20910	Silver Spring, MD	27107	Winston Salem, NC
	Rhode Island	20953	Silver Spring, MD	27330	Sandord, NC
		21666	Stevensville, MD	27376	West End, NC
2918	Providence, RI	21713	Boonsboro, MD	27513	Cary, NC
2920	Cranston, RI			27604	Raleigh, NC
			Virginia	27707	Durham, NC
	New Hampshire			28027	Concord, NC
		20176	Leesburg, VA	28031	Cornelius, NC
3062	Nashua, NH	22153	Springfield, VA	28036	Davidson, NC
		22401	Fredericksburg, VA	28052	Gastonia, NC
	New Jersey	23111	Mechanicsville, VA	28063	Gastonia, NC
		23168	Toano, VA	28078	Huntersville, NC
8753	Toms River, NH	23233	Henrico, VA	28112	Monroe, NC
8759	Manchester Township, NH	23462	Virginia Beach, VA	28173	Waxhaw, NC
		23507	Norfolk, VA	28202	Charlotte, NC
	US Overseas Base	23608	Newport News, VA	28203	Charlotte, NC
		24018	Roanoke, VA	28205	Charlotte, NC
9063	APO	24073	Christiansburg, VA	28208	Charlotte, NC
				28211	Charlotte, NC
	New York		West Virginia	28216	Charlotte, NC
				28262	Charlotte, NC
13309	Boonville NY	26045	Moundsville, WV	28270	Charlotte, NC
13440	Rome, NY	26169	Rockport, WV	28278	Charlotte, NC
13480	Waterville, NY	26757	Romney, WV	28314	Fayetteville, NC
13603	Watertown, NY			28348	Hope Mills, NC
13612	Black River, NY		Florida	28369	Orrum, NC
13676	Potsdam, NY			28409	Wilmington, NC
14150	Tonawanda, NY	32003	Fleming Island, FL	28465	Oak Island, NC
14221	Buffalo, NY	32210	Jacksonville, FL	28602	Hickory, NC
		32309	Tallahassee, FL	28636	Hiddenite, NC
	Pennsylvania	32724	Deland, FL	28643	Lansing, NC
		33603	Tampa, FL	28658	Newton, NC
15228	Pittsburgh, PA	33952	Port Charlotte, FL	28741	Highlands, NC
		34219	Parrish, FL	28756	Mill Spring, NC
	District of Columbia	34983	Port Saint Lucie, FL	28766	Penrose, NC
				28779	Sylva, NC
20070	Washington, DC		Indiana	28804	Asheville, NC
20210	Washington, DC				
		46530	Granger, IN	2	Ohio
	Kentucky				
			Michigan	43130	Lancaster, OH
40031	La Grange, KY			44134	Cleveland, OH
41141	Garrison, KY	48092	Warren, MI	44319	Akron, OH
				45140	Loveland, OH

Tartan Day South 2019 Visitors From Outside South Carolina Over 1,700 Patrons from 162 Unique Zip Codes in 34 States

	Alabama		Iowa		Colorado
35801	Huntsville, AL	52001	Dubuque, IA	80906	Colorado Springs, CO
	Wisconsin		Georgia		Utah
53027	Hartford, WI	30014	Covington, GA	84074	Tooele, UT
53558	McFarland, WI	30062	Marietta, GA		
53704	Madison, WI	30076	Roswell, GA		Arizona
		30080	Smyrna, GA		
	Minnesota	30092	Norcross, GA	86004	Flagstaff, AZ
		30152	Kennesaw, GA		
56308	Alexandria, MN	30188	Woodstock, GA		California
		30189	Woodstock, GA		
	South Dakota	30224	Griffin, GA	91709	Chino Hills, CA
		30281	Stockbridge, GA	91724	Covina, CA
57701	Rapid City, SD	30290	Tyrone, GA	92081	Vista, CA
57718	Black Hawk, SD	30512	Blairsville, GA	95630	Folsom, CA
		30517	Braselton, GA		
	Illinois	30519	Buford, GA		Alaska
		30528	Cleveland, GA		
60035	Highland Park, IL	30683	Winterville, GA	209205	Ketchikan, AK
61705	Bloomington, IL	30805	Blythe, GA	223666	Ketchikan, AK
		30809	Evans, GA	230683	Ketchikan, AK
	Missouri	30813	Grovetown, GA	292236	Ketchikan, AK
		30814	Harlem, GA	308809	Ketchikan, AK
65202	Columbia, MO	30815	Hephzibah, GA	309607	Ketchikan, AK
		30906	Augusta, GA		
	Louisiana	30907	Augusta, GA		Basingsoke, England
		30909	Augusta, GA		
71105	Shreveport, LA	31316	Ludowici, GA		Waterford, Ireland
		31324	Richmond Hill, GA		
	Arkansas	31401	Savannah, GA		
		31410	Savannah, GA		
72007	Austin, AR	31513	Baxley, GA		
		31820	Midland, GA		
	Texas				
			Tennessee		
75652	Henderson, TX				
77962	Ganado, TX	37090	Lebanon, TN		
		37801	Maryville, TN		
		37804	Maryville, TN		
		37862	Sevierville, TN		
			Mississippi		
		39130	Madison, MS		

Tartan Day South 2019 South Carolina Visitor Groups by Zip Code

158 Unique Zip Codes for 2,595 Groups

29003	Bamberg	3	29169	West Columbia	137	29579	Myrtle Beach	1
29006	Batesburg	5	29170	West Columbia	151	29581	Nichols	1
29010	Bishopville	1	29172	West Columbia	34	29583	Pamplico	1
29014	Blackstock	7	29173	West Columbia	1	29585	Pawleys Island	2
29015	Blair	2	29180	Winnsboro	9	29588	Myrtle Beach	9
29016	Blythewood	59	29201	Columbia	52	29606	Greenville	1
29020	Camden	39	29202	Columbia	4	29607	Greenville	4
29023	Camden	1	29203	Columbia	24	29620	Abbeville	3
29032	Cassatt	1	29204	Columbia	23	29630	Central	1
29033	Cayce	134	29205	Columbia	96	29640	Easley	2
29036	Chapin	89	29209	Columbia	74	29640	Easley	1
29038	Cope	2	29210	Columbia	75	29642	Easley	1
29040	Dalzell	7	29211	Columbia	1	29644	Fountain Inn	2
29044	Eastover	13	29212	Columbia	171	29646	Greenwood	4
29045	Elgin	41	29216	Columbia	102	29646	Greenwood	1
29053	Gaston	46	29223	Columbia	65	29649	Greenwood	1
29054	Gilbert	41	29229	Columbia	83	29654	Honea Path	1
29061	Hopkins	10	29271	Columbia	11	29655	Iva	4
29063	Irmo	164	29290	Columbia	3	29657	Liberty	3
29065	Jenkinsville	1	29301	Spartanburg	2	29666	Ninety Six	1
29070	Leesville	63	29302	Spartanburg	3	29676	Salem	2
29071	Lexington	2	29306	Spartanburg	2	29680	Simpsonville	1
29072	Lexington	316	29316	Boiling Springs	5	29681	Simpsonville	4
29073	Lexington	221	29320	Arcadia	5	29687	Taylors	4
29075	Little Mountain	11	29332	Cross Hill	3	29688	Tigerville	2
29078	Lugoff	24	29340	Gaffney	1	29690	Travelers Rest	1
29083	Lodge	1	29401	Charleston	1	29706	Chester	1
29102	Manning	7	29405	North Charleston	1	29707	Fort Mill	5
29104	Mayesville	2	29407	Charleston	3	29708	Fort Mill	6
29108	Newberry	13	29410	Hanahan	1	29710	Clover	1
29112	North	2	29414	Charleston	13	29715	Fort Mill	3
29115	Orangeburg	14	29420	North Charleston	1	29718	Jefferson	3
29123	Pelion	26	29437	Dorchester	1	29720	Lancaster	6
29125	Pinewood	1	29445	Goose Creek	2	29730	Rock Hill	4
29126	Pomaria	1	29451	Isle Of Palms	3	29732	Rock Hill	8
29127	Prosperity	12	29455	Johns Island	2	29745	York	1
29128	Rembert	2	29461	Moncks Corner	3	29801	Aiken	8
29130	Ridgeway	9	29483	Summerville	3	29803	Aiken	38
29133	Rowesville	1	29485	Summerville	4	29805	Aiken	2
29135	Saint Matthews	6	29486	Summerville	16	29812	Barnwell	2
29137	Salley	9	29488	Walterboro	2	29829	Graniteville	12
29138	Saluda	9	29492	Charleston	3	29835	Mc Cormick	4
29142	Santee	7	29501	Florence	4	29838	Modoc	2
29150	Sumter	16	29505	Florence	5	29841	North Augusta	20
29152	Shaw A F B	2	29526	Conway	1	29843	Olar	2
29153	Sumter	4	29532	Darlington	5	29853	Williston	2
29154	Sumter	16	29550	Hartsville	4	29860	North Augusta	9
29160	Swansea	36	29556	Kingstree	1	29861	North Augusta	3
29162	Turbeville	1	29565	Latta	3	29902	Beaufort	3
29163	Vance	1	29566	Little River	9	29910	Bluffton	12
29164	Wagener	6	29575	Myrtle Beach	1	29920	Saint Helena Island	1
29166	Ward	1	29576	Murrells Inlet	2			
29168	Wedgefield	1	29576	Murrells Inlet	1			
			29577	Myrtle Beach	2			

TEMUS C. "TEM" MILES, JR.
Mayor

BRIAN E. CARTER, ICMA-CM, AICP
City Administrator

MICHELLE M. DICKERSON, Esq.
Deputy City Administrator

JUSTIN BLACK, CPA
City Treasurer/Asst. City Admin.

CRYSTAL BOUKNIGHT
City Clerk



City of West Columbia

Bridging Past, Present and Future

Council Members
R. TREVOR BEDELL
JIMMY BROOKS
JOSEPH D. DICKEY, JR.
MIKE GREEN
CASEY JORDAN HALLMAN
DAVID B. MOYE
ERIN PARNELL PORTER
MICKEY PRINGLE

December 16, 2019

FY 2020/2021 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 6, 2020 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 5th 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 2019 Fall Back Fest brought in around 1750 people. The additional funding for marketing allowed us to reach over 75,000 people with Free Times Eblasts and were able to place a full-page ad in the Spurs & Feathers for the Free Times, which is a yearly guide mailed to paid USC Alumni. The city purchased three online and 1 regular full-page ad in Free Times and placed sticky notes on the front covers of the magazine for two weeks in a row.

For the 2020 Fall Back Fest, the city is requesting \$2500.00 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.

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,

A handwritten signature in cursive script that reads "Kelli Ricard".

Kelli Ricard
Events Manager

kricard@westcolumbiasc.gov
803-939-8623 office
803-521-7765 cell



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

APPLICATION

1. Name of Festival: Fall Back Fest
2. Sponsoring Organization: City of West Columbia
Mailing Address: PO Box 4044, West Columbia, SC 29171
3. Festival Director:
Name Kelli Ricard Title Events Manager
Telephone 803-939-8623 Alternate Telephone 803-521-7765
Fax Number n/a
Email kricard@westcolumbiasc.gov
4. Festival Website: westcolumbiasc.gov or 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 6, 2020
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: \$ 7500.00
 - b. Amount of funds requested for this project: \$ 2500.00
 - c. This request equals what percent of the total Festival Budget? 33.33 %
10. Has your festival previously received Temporary Alcohol Beverage License Fee funding?
☒ Yes ☐ No
 - a. If yes, state year 2019, amount \$ 2500.00, source Lexington County, and purpose: increased 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: _____
- _____
- _____
- _____

Signature of Festival Director:

Kelli Ricard

Name

Events Manager

Title

Kelli Ricard

Signature

12/17/19

Date

ORIGINAL APPLICATION DUE BY:

FRIDAY, JANUARY 3, 2020

FY 2020/21 Festival Application

Lexington County Council

212 South Lake Drive, Suite 601

Lexington, SC 29072



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

FUNDING SOURCES

Organization: City of West Columbia

List of Funding Sources	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
City of West Columbia - Hospitality Tax Funds	\$4500	\$5000	\$5000
Lexington County Temporary Alcohol Beverage License Fee Fund	\$2500	\$2500	\$2500
TOTAL	\$7000	\$7500	\$7500



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FY 2020/21

EXPENDITURES

Organization: **City of West Columbia**

List of Expenditures	Actual FY 2018/19	Current FY 2019/20	Estimated FY 2020/21
Free Times	\$1230	\$4300	\$2000
Midlands Media Group - Radio/Digital Ads	0	0	\$2000
Discount School Supplies	\$130	\$72	\$100
Grainger	\$220	\$94	\$100
Lowe's	\$0	\$50	\$50
Mural/Sculpture Artists	\$900	\$1000	\$1000
Caricaturist	\$0	\$200	\$200
Band	\$1200	\$800	\$800
Aiken Audio - Sound	\$550	\$0	\$0
Signs2Go	\$377	\$286	\$460
Facebook Ads	\$500	\$178	\$250
Barnhill Services	\$350	\$350	\$350
Facepainter	\$405	0	0
Cola Daily	\$250	0	0
Lexington Chronicle	\$250	0	0
Something Borrowed	\$100	\$137	\$140
Displays2Go	\$369	0	0
Uber/Lyft Coupon Codes	0	\$33	\$50
TOTAL	\$4501	\$7500	\$7500



County of Lexington
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
FINAL REPORT
CURRENT FY 2020/21
 (SUBMIT WITH FINAL EXPENDITURES FOR FUNDING)

I. FESTIVAL INFORMATION:

Organization Name: _____

Festival Name: _____

Contact Name: _____ Phone: _____

II. FESTIVAL COMPLETION:

Were you able to complete the festival as stated in your original application?

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.): _____

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 2020/21 Current Year	FY 2019/20 Previous Year
Total Budget of Festival		
Amount Funded by the Temporary Alcohol Beverage License Fee		
Amount Funded by the Temporary Alcohol Beverage License Fee 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. 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 _____ Title _____

Signature _____ Date _____

FY2019/20 Temporary Alcohol Beverage License Fee Funding Application

**COUNTY OF LEXINGTON
MINIBOTTLE TAX FUND
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Minibottle Tax Fund 2141:								
Revenues:								
420700	Minibottle Tax	598,976	399,661	530,000	530,000	530,000		
** Total Revenue		598,976	399,661	530,000	530,000	530,000		
***Total Appropriation					530,000	530,000		
FUND BALANCE								
	Beginning of Year				0	0		
FUND BALANCE - Projected								
	End of Year				0	0		

Fund: 2141
Division: Health & Human Services
Organization: 171600 - Minibottle Contributions

					<i>BUDGET</i>	
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
534000 Contributions (LRADAC)	598,976	99,657	530,000	530,000		
* Total Operating	598,976	99,657	530,000	530,000		
** Total Personnel & Operating	598,976	99,657	530,000	530,000		
Capital						
** Total Capital	0	0	0	0		

***** Total Budget Appropriation** 598,976 99,657 530,000 530,000

COUNTY OF LEXINGTON
INDIGENT CARE
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*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	489,523	53,160	493,268	493,268	493,268		
410500	Homestead Exemption Reimbursements	23,520	0	39,000	39,000	39,000		
410520	Manufacturer's Tax Exemption	5,101	0	2,500	2,500	2,500		
410521	Manufacturer Partial Prop Tx Exempt	0	256	0	0	0		
410530	State Sales and Use Tax Credit	2,380	567	3,400	3,400	3,400		
411000	Current Vehicle Taxes	72,561	32,106	71,950	71,950	71,950		
412000	Current Tax Penalties	825	0	1,000	1,000	1,000		
413000	Delinquent Taxes	15,592	5,719	20,000	20,000	20,000		
414000	Delinquent Tax Penalties	2,322	856	3,000	3,000	3,000		
417100	Fee in Lieu of Taxes	73,461	0	74,500	74,500	74,500		
417130	FILOT - Manufacturer's Tax Exemption	4,549	0	3,900	3,900	3,900		
417150	FILOT - Fee for Services	202	0	200	200	200		
418000	Motor Carrier Payments	1,446	215	2,000	2,000	2,000		
418100	Heavy Equip. Rental Surcharge Fees	655	217	400	400	400		
419000	Merchants Exemptions	23,800	11,900	23,800	23,800	23,800		
461000	Investment Interest	9,410	3,355	2,500	2,500	2,500		
** Total Revenue		<u>725,347</u>	<u>108,351</u>	<u>741,418</u>	<u>741,418</u>	<u>741,418</u>		
***Total Appropriation					<u>741,418</u>	<u>650,194</u>		
FUND BALANCE								
Beginning of Year					<u>576,226</u>	<u>576,226</u>		
FUND BALANCE - Projected								
End of Year					<u>576,226</u>	<u>667,450</u>		

Fund 2200

Division: Health & Human Services

Organization: 171200 - Social Services

					<i>BUDGET</i>	
Object Expenditure Code Classification	2018-19 Expenditure	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
534000 Contributions	647,778	325,098	650,194	650,194		
* Total Operating	647,778	325,098	650,194	650,194		
** Total Personnel & Operating	647,778	325,098	650,194	650,194		
Capital						
** Total Capital	0	0	0	0		
Other Financing Uses						
811000 Op Trn to General Fund	0	91,224	91,224	0		
***Total Other Financing Uses	0	91,224	91,224	0		
*** Total Budget Appropriation	647,778	416,322	741,418	650,194		

COUNTY OF LEXINGTON
CLERK OF COURT / PROFESSIONAL BOND FEES
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Clerk of Court / Professional Bond Fee 2600:								
Revenues:								
431100	Clerk of Court Fees	8,144	7,050	12,500	12,500	12,500		
461000	Investment Interest	2,261	873	300	300	300		
** Total Revenue		<u>10,405</u>	<u>7,923</u>	<u>12,800</u>	<u>12,800</u>	<u>12,800</u>		
***Total Appropriation					<u>91,890</u>	<u>91,890</u>		
Contingency: Unused								
FUND BALANCE Beginning of Year					<u>118,062</u>	<u>38,972</u> <u>148,062</u>		
FUND BALANCE - Projected End of Year					<u>38,972</u>			

Fund: 2600
Division: Judicial
Organization: 141100 - Clerk of Court

						BUDGET	
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		
Operating Expenses							
521000	Office Supplies	0	0	3,000	3,000		
529903	Contingency	0	0	87,390	87,390		
* Total Operating		<u>0</u>	<u>0</u>	<u>90,390</u>	<u>90,390</u>		
** Total Personnel & Operating		<u>0</u>	<u>0</u>	<u>90,390</u>	<u>90,390</u>		
Capital							
540000	Small Tools & Minor Equipment	0	0	1,500	1,500		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	0	0		
** Total Capital		<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>		
*** Total Budget Appropriation		<u>0</u>	<u>0</u>	<u>91,890</u>	<u>91,890</u>		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Organ. Name: Clerk of Court

816

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 trail 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 and to produce revenue for the County by timely collection of fines and continued services to the citizens.

Service Level Indicators:	SERVICE LEVELS			
	Actual <u>FY 17/18</u>	Actual <u>FY 18/19</u>	Estimated <u>FY 19/20</u>	Projected <u>FY 20/21</u>

N/A

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI. A - SUMMARY OF REVENUES

431100 – CLERK OF COURT ACCOUNT	\$ 12,500.00
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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 Court's 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 Court's 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
This account is used for pens, pencils, printing, paper, case folders, toner (\$250.00 each) and misc. supplies	
529903 – CONTINGENCY	\$ 87,390.00

SECTION VI. D - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>540000 - Small Tools & Minor Equipment</u>	<u>\$ 1,500.00</u>
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This account is used for calculators, telephone replacement, time stamps and seals.

**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
FY 2020-21 Estimated Revenue**

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21

***Public Safety / Emergency Telephone System E-911 2605:**

Revenues:

435100	911 Tariff	452,765	178,148	500,000	500,000	600,000		
435101	911 CMRS Cell Phone Surcharge	1,145,028	314,244	1,100,000	1,100,000	750,000		
435103	911 CMRS Capital Reimbursements	307,762	58,511	360,000	360,000	360,000		
435110	E911 & CMRS Municipal Disburseme	142,864	13,528	0	0	0		
437550	911 Tape Sales	3,946	2,119	2,000	2,000	2,500		

Other Revenues:

461000	Investment Interest	123,111	49,860	20,000	20,000	20,000		
469900	Miscellaneous Revenues	150	0	0	0	0		

** Total Revenue		<u>2,175,626</u>	<u>616,410</u>	<u>1,982,000</u>	<u>1,982,000</u>	<u>1,732,500</u>		
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***Total Appropriation					3,595,956	<u>3,465,257</u>		
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FUND BALANCE

Beginning of Year					<u>6,045,661</u>	<u>4,431,705</u>		
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FUND BALANCE - Projected

End of Year					<u>4,431,705</u>	<u>3,465,000</u>		
						<u>2,698,948</u>		

COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2020-21

Fund: 2605

Division: Department of Emergency Services

Organization: 131300 - Communications

		BUDGET					
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 7	268,113	139,926	340,942	340,942		
511112	FICA - Employer's Portion	18,534	9,395	26,082	26,082		
511113	State Retirement - Employer's Portion	36,815	19,329	53,051	53,051		
511120	Employee Insurance - 7	46,800	22,750	54,600	54,600		
511130	Workers Compensation	2,481	1,396	5,572	5,572		
* Total Personnel		372,743	192,796	480,247	480,247		
Operating Expenses							
520100	Contracted Maintenance	310,667	197,816	556,466	356,940		
520200	Contracted Services	300,331	120,766	438,263	461,816		
520300	Professional Services	6,435	0	8,800	7,040	7,740	
520400	Advertising & Publicity	1,150	0	2,000	2,000		
520510	Interpreting Services	6,625	3,301	8,090	8,218		
520702	Technical Currency & Support	69,925	70,889	74,922	75,514		
521000	Office Supplies	9,396	3,820	10,000	10,000		
521100	Duplicating	1,361	283	500	500		
521200	Operating Supplies	600	527	1,000	1,000		
521213	Public Education Supplies	1,697	3,046	4,000	4,000		
522000	Building Repairs & Maintenance	0	0	3,325	33,000		
522050	Generator Repairs & Maintenance	3,248	10,356	14,082	70,526		
522100	Heavy Equipment Repairs & Maint.	0	0	1,000	2,900		
522200	Small Equip Repairs & Maintenance	0	0	3,000	3,000		
524201	General Tort Liability Insurance	130	273	163	328		
524202	Surety Bonds - 7	0	0	0	70		
525000	Telephone	20,730	10,096	27,361	28,176		
525002	Telephone (800 Service)	96	48	125	125		
525004	WAN Service Charges	1,825	633	1,027	1,028		
525021	Smart Phone Charges	4,680	2,018	6,452	5,111		
525030	800 MHz Radio Service Charges - 47	27,522	12,522	35,352	31,635		
525031	800 MHz Radio Maintenance Contracts - 47	214,499	214,141	219,578	216,523		
525041	E-mail Service Charges - 7	0	0	903	903		
525090	Other Communication Equipment	0	0	0	410		
525100	Postage	203	99	600	400		
525210	Conference, Meeting & Training Expense	60,568	34,072	79,835	61,905		
525230	Subscriptions, Dues, & Books	2,475	2,313	3,450	4,313		
525240	Personal Mileage Reimbursement	419	85	500	1,000		
525250	Motor Pool Reimbursement	1,355	1,111	1,700	2,000		
525430	Emergency Generator Fuel	169	0	3,705	3,705		
525500	Laundry & Linen	241	33	800	1,000		
525600	Uniforms & Clothing	2,046	103	2,793	2,793		
525700	Employee Service Awards	2,871	157	4,605	1,684		
529903	Contingency	0	0	993,077	993,077		
* Total Operating		1,051,264	688,508	2,507,474	2,392,640	3,340	
** Total Personnel & Operating		1,424,007	881,304	2,987,721	2,872,887	3,587	

COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2020-21

Fund: 2605
Division: Department of Emergency Services
Organization: 131300 - Communications

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET	
						2020-21 Recommend	2020-21 Approved
	Capital						
540000	Small Tools and Minor Equipment	9,990	6,214	22,873	24,973		
540010	Minor Software	0	0	687	0		
	All Other Equipment	64,061	159,746	584,675			
	New and Replacement Monitors				5,000		
	Replacement Dispatch Chairs				4,697		
	AIS for Backup				7,000		
	CAD Server Upgrade				40,000		
	Viper Upgrade				500,000		
	Updated Security Camera System for Backup				10,000		
	** Total Capital	74,051	165,960	608,235	591,670		

***** Total Budget Appropriation**

1,498,058 1,047,264 3,595,956 3,464,557

5257

COUNTY OF LEXINGTON

NEW PROGRAM
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Fund #: 2605

Fund Name: 911 Funds

Organ. #: 131300

Organ. Name: 3/Communications

[illegible]

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund #	2605	Fund Title:	E911
Organization #	131300	Organization Title:	DES Communications
Program #		Program Title:	

BUDGET

2020-21

Requested

[illegible]

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

591,670

SECTION V. – PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Training Program 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. Additionally all Lexington County Consolidated 911 Telecommunicators are trained and or certified in the following: Cardio-Pulmonary Resuscitation (CPR), Pro-QA Emergency Medical Dispatch (EMD), Pro-QA Emergency Fire Dispatch (EFD), Pro-QA Emergency Police Dispatch (EPD), National Crime Information Center (NCIC) and National Incident Management System (NIMS). The 911 Training Program 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. Presentation design is to reinforce the proper use of 911 through demonstrations by Department of Emergency Service 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 coordination and maintenance of the database operations along with the 911 related telephone equipment. The System Management Program is dedicated to the research and development of identifying new technologies designed to improve emergency communications.

Landline Telephone Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Lexington County	969	930	1,111	1,051	1,168	1,028	1,041	1,009	887	1,045	981	992	12,212
Batesburg/Leesville	30	29	67	48	64	21	46	47	40	50	39	48	529
Cayce	74	64	57	75	75	60	55	57	43	49	63		672
West Columbia	170	155	99	129	156	104	123	91	110	139	127	130	1,533
Total Landline Calls	1,243	1,178	1,334	1,303	1,463	1,213	1,265	1,204	1,080	1,283	1,210	1,170	14,946
Cell Phone Calls													
Lexington County	23,785	22,512	26,405	25,675	29,251	28,627	28,197	27,587	26,520	28,130	24,691	28,731	318,111
Batesburg/Leesville	223	230	210	332	294	312	328	254	327	291	244	302	3,347
Cayce	392	290	388	397	483	495	456	446	511	479	440		4,777
West Columbia	886	843	993	963	1,060	978	1,001	944	986	1,030	890	922	11,496
Total Cell Phone Calls	25,286	23,875	27,996	27,367	31,088	30,412	29,982	29,231	28,344	29,930	26,265	27,955	337,731
VOIP Phone Calls													
Lexington County	781	714	849	793	903	853	862	869	716	727	728	919	9,714
Batesburg/Leesville	17	32	29	30	38	33	35	32	33	43	19	27	368
Cayce	71	52	83	79	103	72	78	94	95	74	64		865
West Columbia	96	96	93	108	129	125	117	124	94	98	99	119	1,298
Total VOIP Calls	965	894	1,054	1,010	1,173	1,083	1,092	1,119	938	942	910	1,065	12,245
Outgoing Phone Calls													
Lexington County	8,738	8,223	10,414	9,114	10,233	10,569	10,410	10,257	9,639	10,417	8,922	9,971	116,907
Batesburg/Leesville													0
Cayce													0
West Columbia													0
Total Outgoing Calls	8,738	8,223	10,414	9,114	10,233	10,569	10,410	10,257	9,639	10,417	8,922	9,971	116,907
Total Telephone Calls													
Lexington County	34,273	32,379	38,779	36,633	41,555	41,077	40,510	39,722	37,762	40,319	35,322	38,613	456,944
Batesburg/Leesville	270	291	306	410	396	366	409	333	400	384	302	377	4,244
Cayce	537	406	528	551	661	627	589	597	649	602	567	0	6,314
West Columbia	1,152	1,094	1,185	1,200	1,345	1,207	1,241	1,159	1,190	1,267	1,116	1,171	14,327
Total Telephone Calls	36,232	34,170	40,798	38,794	43,957	43,277	42,749	41,811	40,001	42,572	37,307	40,161	481,829
Law Enforcement CAD Events													
Airport PD	23	18	21	23	30	25	20	37	26	36	28	36	323
Animal Control	639	576	605	670	657	641	757	735	638	821	774	723	8,236
Chapin PD	257	291	366	353	346	346	393	342	281	351	293	359	3,978
Coroner	64	60	79	60	83	72	65	61	56	51	53	89	793
Gaston PD	406	383	356	393	439	328	305	311	292	277	295	249	4,034
Irmo PD	1,231	1,213	1,245	1,197	1,540	1,555	1,643	1,605	1,421	1,316	1,291	1,449	16,806
Lexington PD	2,820	2,632	2,862	2,673	2,985	2,754	2,842	2,743	2,760	2,647	2,665	2,548	32,931
Pelion PD	182	129	120	190	177	122	156	167	177	128	160	174	1,882
Pineridge PD	173	217	221	171	254	165	176	174	161	172	198	309	2,391
South Congaree PD	443	474	578	444	461	424	462	563	577	636	547	515	6,124
Springdale PD	479	412	486	543	497	505	656	709	633	769	702	761	7,152
Swansea PD	220	190	348	305	194	206	236	228	263	315	224	255	2,984
Total Municipal LE CAD Events	6,937	6,595	7,287	7,022	7,683	7,243	7,711	7,675	7,285	7,519	7,230	7,467	87,634
Sheriff's Department	16,335	14,340	15,826	15,924	17,402	17,792	19,151	18,610	18,143	18,436	17,408	18,562	207,929
Total Law Enforcement CAD Events	23,272	20,935	23,113	22,946	25,065	25,035	26,862	26,265	25,428	25,955	24,638	26,029	295,563

of 2

FUND 2605
DES/911 (131300)
FY '20-21' 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 2019.

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 2019.

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 **\$2,500**

This is revenues collected for the processing of 911 recording request.

FUND 2605
DES/911 (131300)
FY '20-21' 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 Administrator	1		1	1	212
Accreditation Manager	1		1	1	209
Senior Administrative Assistant	1		1	1	108
Document Processing Clerk II	1		1	1	106
PC LAN Specialist II	1		1	1	111
 TOTAL POSITIONS	 7		 7	 7	

****7 Positions require insurance**

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

SECTION VI.C. – OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE **\$356,940**

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$356,939.88**

This account will cover the cost of maintaining 911 equipment at Lexington backup center and Ball Park Road.

AT&T

Lexington(Backup)	6,929/mo x 12 = \$83,148 + tax = \$88,968.36
Ball Park Road	6,578/mo x 12 = \$78,936 + tax = \$84,461.52

This account will also cover cost of maintaining uninterrupted power source (UPS) at the Lexington backup facility.
UPS Total = \$3,901

This account will cover the cost of maintaining uninterrupted power source (UPS) at the Ball Park Road Facility.
UPS Total = \$58,185

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 = \$2,588

This account will cover the annual maintenance for the Scheduling software, Ragnasoft/Planit.
PLANIT Total = \$2,400

This account will cover the annual maintenance for the Guardian Tracking Employee Performance Documentation/Early Intervention & Recognition Software.
Guardian Tracking Total = \$1,777

This account will cover the annual System version upgrade from Motorola API on Audiolog TLR Dongle #17380.
Annual Motorola upgrade Total = \$20,000

PageGate Support Renewal = \$395

This account will cover the annual maintenance for recording equipment at PSAPS.
Lexington (Backup) \$5,773 + tax = \$6,177
Ball Park Road \$17,524 + tax = \$18,751

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

520200 - CONTRACTED SERVICES

\$461,816

All items below are required by reoccurring contract:

PROGRAM 3 - 911 SYSTEM MANAGEMENT

\$461,815.58

This account will also cover the cost of E-911 network service charges. Does NOT include Late Fees.

AT&T Subscriber Billing (Est.) $\$15,375 \times 12/\text{mo} = \$184,500 + \text{tax} = \$197,415$

Text 2 9-1-1 $2,115/\text{mo} \times 12 = \$25,380 + \text{tax} = \$27,156.60$

Viper – Node 1 & 2 $9,238/\text{mo} \times 12 = \$110,856 + \text{tax} = \$118,615.92$

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 $\$40 \times 15 \text{ employees} = \600

Hearing Screening $\$30 \times 15 \text{ employees} = \450

Psychological testing $\$240 \times 15 \text{ employees} = \$3,600$

Vision Screening $\$15 \times 15 \text{ employees} = \225

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 $\$786 \times 2 \times 12/\text{mo} + \text{tax} = \$20,184.48$

Radio Loop for Radio Infrastructure - $\$26.50 \times 12/\text{mo} + \text{tax} = \340.26

P25 Core Connection (T1 or Ethernet) Ball Park Road - $\$500 \text{ per month} \times 12 = \$6,000$

P25 Core Connection (T1 or Ethernet) South Lake Drive - $\$500 \text{ per month} \times 12 = \$6,000$

ECC Ball Park Road

11-4 Wire Circuits for UHF/VHF Radios & Conventional Paging

$\$1060.57 \text{ per month} \times 12/\text{mo} + \text{tax} = \$13,617.72$

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 $\$190 \times 1 \text{ PSAPS} \times 12/\text{mo} + \text{tax} = \$2,439.60$

Sonnet Ring $\$4000 \times 12/\text{mo} + \text{tax} = \$51,360$

Fire Alarm Monitoring - $\$378 + \text{tax} = \404.46 annually

Survey Monkey (creating surveys for communications department employees) - \$418.88

ACE (Accredited Center of Excellence) Accreditation (Priority Dispatch/International Academies for Priority Dispatch)

Initial Application Fee - $\$2,250 + \text{tax} = \$2,407.50$

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

520300 – PROFESSIONAL SERVICES

\$7,040

PROGRAM 3 – 911 SYSTEM MANAGEMENT & PROGRAM 1 - TRAINING

\$7,040

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 - \$3,000

Contractor for Department of Emergency Services Staff Retreat - \$3,940

Funds are requested for fit for duty evaluations by a 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. Mental health counseling 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

\$8,218

PROGRAM 3 – 911 SYSTEM MANAGEMENT

\$8,217.60

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 19/20 the monthly cost has increased due to call volume for non-English speaking citizens.

Language Line Monthly Fees - \$640/mo (average of July 2019-December 2019) x 12 mo + tax = \$8,217.60

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

520702 – TECHNICAL CURRENCY & SUPPORT **\$75,514**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$75,513.34**

Cover cost of technical support for:
Arch view ESRI = \$400

This account will cover 24 x 7 maintenance for the Central Square CAD (Computer Aided Dispatch).
Central Square CAD **(Contract Required)**
Total = \$69,171.35 + tax = \$74,013.34

This account will be used to purchase an annual service agreement to ensure operability of the audio/visual equipment in the Emergency Operations Center (EOC) and Emergency Communications Center (ECC). For training and response to real world incidents, it is essential the equipment in the EOC remain operable at all times. The service agreement not only allow us to receive timely support from the vendor, but also covers the cost of necessary firmware updates and testing twice a year. The total cost of the contract per year is \$2,200 and will be shared by Emergency Management.

(Contract Required)

Communications	\$1,100
Emergency Management	\$1,100
Total	\$2,200

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.

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.

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

521213 – PUBLIC EDUCATION SUPPLIES **\$4,000**

PROGRAM 2 - 911 PUBLIC EDUCATION \$4,000

This account covers the costs of 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.

522000 – BUILDING REPAIRS & MAINTENANCE **\$33,000**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$33,000

This account will cover facility maintenance for the 911 Center located on Ball Park Road. Standard Maintenance such as gazebo repairs, annual fire suppression testing, Prox card reader replacement, etc. \$3,000

In conjunction with Emergency Services Administration and Emergency Management, carpet throughout the building of the ECC and EOC will be replaced and is recommended by Building Services. The current flooring was installed seven (7) years ago, and in a 24-hour environment the flooring has worn. The new carpet floor tiles will replace the current carpet and are recommended for a 24 hour environment and also in accordance with a raised flooring system to still allow access to network wires below. - \$30,000

522050 – GENERATOR REPAIRS & MAINTENANCE **\$70,526**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$70,525.13

This account covers the repairs or maintenance for the generator located at the Ball Park Road Tower and the 2 units at the Ball Park Road 911 Center. Estimated repair cost based on last fiscal year expenditures. Cost provided by Building Services.

Maintenance - $\$850 \times 2 \text{ units} + \text{tax} = \$1,819$

Repairs - $\$5,000 + \text{tax} = 5,350$

Repairs - unit at Tower = \$1,100

Schneider Electric repairs & maintenance (Contract Required) = $\$58,183.30 + \text{tax} = \$62,256.13$

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$2,900**

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$2,900

This account will be used to cover the cost of repairing and maintaining the radio tower, and equipment not covered under contracted maintenance.

Service Order for Tower Lights - $\$1,200 \times 2 = \$2,400$

Replacement Parts - \$500

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.

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

524201 – GENERAL TORT LIABILITY INSURANCE **\$328**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$ 327.60

This account will cover cost of general tort liability for Deputy Chief of Communications, Accreditation manager, Training Coordinator, PC LAN Administrator, Document Processing Clerk II, PC LAN Specialist II and 911 Administrative Assistant.

524202 – SURETY BONDS **\$70**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$70

This account will cover cost of general tort liability for Deputy Chief of Communications, Accreditation manager, Training Coordinator, PC LAN Administrator, Document Processing Clerk II, PC LAN Specialist II and 911 Administrative Assistant.

525000 - TELEPHONE **\$28,176**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$28,176

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 \$1,112 x 12/mo = \$13,344
2 Fax Lines \$103 per month x 12/mo = \$1,236
Radio Loops (7) along with 9 cable pairs = \$11,124
Tornado Alarm Loop with 6 cable pairs = \$1,854
Court House Elevator = \$618

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.

525004 – WAN SERVICE CHARGES **\$1,028**

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

FUND 2605
DES/911 (131300)

FY '20-21' BUDGET REQUESTS

525021 – SMART PHONES PHONE **\$5,111**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$5,110.32

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

5 x \$54/mo x 12 mo + tax = \$3,466.80

525030 - 800 MHZ RADIO SERVICE CHARGES **\$31,635**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$31,634.55

This account covers the cost of operating consoles and radios in Central Dispatch operations.

45 Radios 6 Sites Secure x \$54.75/mo x 12 months + tax = \$31,634.55

525031 - 800 MHZ MAINTENANCE **\$216,523**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$216,522.59

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.

MCC7500 Consoles – 18 at Ball Park Road and 8 at Lexington backup
Advanced Plus

Infrastructure Repair w/Advanced Replacement = \$22,134.42

Onsite Infrastructure Response = \$35,791.81

Dispatch (Motorola support to call and open incidents) = \$530.71

Technical Support = \$529.20

Network Monitoring = \$2,339.06

Security Update Service = \$14,817.60

Remote Security Update Service (service for remote patching of SUS) = \$4,630.50

SUS Reboot (service for MCA to manually reboot workstations after patching) = \$5,197.50

SUA Implementation (service for SUA field installation of hardware and software) = \$6,210.41

SUA (software upgrade agreement) = \$67,348.89 + tax = \$72,063.31

Network Preventative Maintenance = \$2,646

MS User Support Management – MARVLIS = \$46,452.67

Service Plan – local repair (VHF radios at Admin) = \$3,044.16

Portable 481CVD60626 = \$36.24

Portable 481ctz3171 = \$99

525041 – EMAIL SERVICE CHARGES **\$903**

PROGRAM 3 – 911 SYSTEM MANAGEMENT \$903

7 Full Time Employee Email accounts x \$10.75 x 12 months = \$903

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

525090 OTHER COMMUNICATIONS EQUIPMENT **\$410**

This account will be used for WAVE application monthly services. The Wave application allows for continuous monitoring and access to Priority Dispatch and operational radio channels.

- (2) WAVE Application 2 x \$15/mo x 12 = \$360
- (2) WAVE Set Up 2 x \$25 = \$50 (one time setup fee)

525100 – POSTAGE **\$400**

PROGRAM 3 – 911 SYSTEM MANAGEMENT **\$400**

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 **\$61,905**

PROGRAM 1 - 911 TRAINING **\$61,905**

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 20 employees = \$2,200

911 State Mandated Certification through South Carolina Criminal Justice Academy (SCCJA)
\$350/class x 10 = \$3,500 **(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

FY '20-21' BUDGET REQUESTS

(Below are all required for CALEA Reaccreditation)

Commission on Accreditation for Law Enforcement Agencies (CALEA)

Conference 1 person Training \$3,000 = \$3,000

CALEA Annual Continuation Fee = \$3,500

APCO Annual National Conference and Expo. = 2,500 x 2 employees = \$5,000

Crystal Report Training = \$1,500 x 1 employees = \$1,500

Department of Emergency Services Leadership Staff Retreat = \$180 x 13 employees = \$2,340

Department of Emergency Services Quarterly Leadership Training Lunch & Learn (Communications will be responsible for one (1) session.) \$750

NAVIGATOR – Priority Dispatch, Training for Accredited Center of Excellence (ACE) Accreditation, CEO Training, & Continuing education for Training Coordinator x 3 employee = \$6,000

Leadership Lexington County - \$550.00 (1employee)

911 National Training & Leadership in Washington x 1 employees = \$2,500

911 Center Supervisor Training Program = \$4,000

Emergency Number Professional Training x 2 employees = \$840

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 '20-21' BUDGET REQUESTS

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$4,313**

PROGRAM 2 – 911 TRAINING **\$4,313**

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) = \$700
Association of Public Safety Communication Officials (APCO) = \$1,613
Public Safety Communications Accreditation Network (PSCAN) = \$50
Leadership books = \$100
APCO33 Training certification and Accreditation = \$500
APCO Train the Trainer Course Manuals x 10 = \$1,200

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$1,000**

PROGRAM 2 – 911 TRAINING **\$1,000**

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 **\$2,000**

PROGRAM 1 – 911 TRAINING **\$2,000**

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 **\$1,000**

PROGRAM 3 – 911 MANAGEMENT **\$1,000**

This account will be used to dry clean uniforms with the purpose of reusing them after an employee has terminated employment. Also the Cleaning of the Red E. Fox mascot to twice annually.

FUND 2605
DES/911 (131300)
FY '20-21' 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 x 6 employees + tax = \$2,792.70

525700 – EMPLOYEE SERVICE AWARDS **\$1,684**

Communications has in place an employee recognition program that recognized Employee of the Year, Employee 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 = \$25 ea + tax = \$107
4 Call Taker of the Quarter = \$25 ea + tax = \$107
4 Part Time Dispatcher of the Quarter = \$25 + tax = \$107
4 Sergeant of the Quarter = \$25 ea + tax = \$107
4 Supervisor of the Quarter = \$25 ea + tax = \$107
1 Dispatcher of the Year = \$100 + tax = \$107
1 Call Taker of the Year = \$100 + tax = \$107
1 Sergeant of the Year = \$100 + tax = \$107
1 Supervisor of the Year = \$100 + tax = \$107
1 Shift of the Year = \$200 + tax = \$214
Public Education Team Member of the Year = \$100+ tax = \$107

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 **\$993.077**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$993.077**

FUND 2605
DES/911 (131300)
FY '20-21' BUDGET REQUESTS

SECTION V.D. – CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$24,973**

This account will be used to replace small tools and equipment that become damaged or are no longer covered under maintenance.

Wireless Headsets $\$120 \times 30 + \text{Tax} = \$3,852$
Base stations for Wireless Headsets at ECC = $\$400 \times 8 + \text{tax} = \$3,424$
Batteries for Wireless Headsets at ECC = $\$200 \times 30 + \text{tax} = \$6,420$
Fitness and Wellness Equipment = $\$2,000$
Back-up KVM switches needed for dispatch positions = $\$1083.75 \times 8 + \text{tax} = \$9,277$

NEW AND REPLACEMENT MONITORS **\$5,000**

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 DISPATCH CHAIRS **\$4,697**

This account 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 x $\$1,393 + \text{tax and shipping} = \$4,696.53$

DISPATCH CHAIRS **\$4,697**

An additional AIS (Application Interface Services) Server is needed for recording Radio's in the Back UP Center.

CAD SERVER UPGRADE **\$40,000**

The current CAD server operating system is no longer supported. Information Technology has recommended replacing the server.

VIPER UPGRADE **\$500,000**

The current 911 servers are 7 years old and no longer supported. (End of Life Cycle) New hardware replacement at Node 1 and Node 2 are needed to insure maintenance and support is available. This hardware upgrade is also required to advance future 911 technologies.

UPDATED SECURITY CAMERA SYSTEM FOR LEXINGTON (BACKUP) CENTER **\$10,000**

The Backup Center security camera needs to be tied into the existing system for monitoring the 911 and NCIC equipment. Information Technology has recommended updated the camera system.

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2020-21

Fund: 2605
Division: ES/Communications
Organization: 131300

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
* Total Personnel			0	
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	15,000		
525230	Subscriptions, Dues, & Books			
525240	Personal Mileage Reimbursement			
525300	Utilities - Admin. Bldg.			
* Total Operating			15,000	
** Total Personnel & Operating			15,000	
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
** Total Capital			0	
*** Total Budget Appropriation			15,000	

Developmental Training

\$15,000

The Healthy Dispatcher training is developmental training for all employees of the Lexington County Communications Center. This training is tailored to the functions and stress related to daily duties. Topics of training for employees include stress resilience, beating dispatcher burnout, improving your emotional intelligence, and delivering great customer service when dealing with impossible people. Separate leadership training is offered to Training Sergeants, Assistant Shift Supervisors and Shift supervisors and will address the following: Effective Supervision, Transformational Leadership, and Positive interaction with difficult people. The training consists of three (3), eight (8) hour days and is provided to all employees as well as additional training for select peer groups.

The Healthy Dispatcher training classes are innovative and address the biggest challenges that our 911 center faces. Low morale, excessive absenteeism, and employee retention. The classes are customized to our agencies needs and challenges. The classes feature information and experience that dispatchers can use, customizable follow-up and accountability, innovative and engaging classroom experience, and the latest tools in the areas of communication, resilience, and leadership.

OPERATING EXPENSES FOR 2605-131300-525210

Developmental Training - \$15,000

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2020-21

Fund: 2605
Division: ES/Communications
Organization: 131300

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
* Total Personnel			0	
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			0	
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	Automated Personal Caller Information National Database/Location Software			
** Total Capital			70,000	
*** Total Budget Appropriation			70,000	

Automated Personal Caller Information National Database/Location Software Suite

A suite of software that would improve multiple functions, including Automatic Location to assist call takers with locating wireless customers and would replace MY911 for Premise and specific location information such as hazardous materials and business information.

This software allows 9-1-1 call takers, dispatchers, and first responders to access a national database for caller information. This service allows citizens to enter information they would like available to first responders in the event of an emergency. When the citizen calls 9-1-1, the information they entered is automatically displayed on the workstation of the call taker. The call taker can then make this information available to police, fire, and EMS personnel.

The Lexington County Communications Center intends to replace the current MY911 with this new software suite. This software suite comes with database management, which requires the caller to validate their information every six months. MY 911 does not have this feature and the information is not always accurate or current. This will also allow premise information to be kept more current and give accurate to field first responders. The new software suite supplies call takers and first responders with supplemental information not available through a regular ANI/ALI. This information is specific to the residence/family and can provide lifesaving information that is passed to police, fire, and EMS personnel.

CAPITAL EXPENSE FOR 2605-131300

Automated Personal Caller Information National Database/Location Software - \$70,000

OPERATING EXPENSES FOR 2605-131300-520200

Annual re-occurring cost for Automated Personal Caller Information National Database/Location Software (after 1st year of implementation) - \$59,734.70

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2020-21

Fund: 2605
Division: ES/Communications
Organization: 131300

		<i>BUDGET</i>		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
* Total Personnel			0	
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			0	
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	Call-Taker and Dispatcher Testing		5,995	
** Total Capital			5,995	
*** Total Budget Appropriation			5,995	

Call-Taker and Dispatcher Testing Software

Dispatcher Testing Software replicates the job of emergency dispatch to potential candidates. These tests are provided to job applicants prior to hiring and the applicant needs no prior dispatch experience or special dispatcher training to succeed during testing. These tests assess the applicant's ability to function in the field of emergency dispatch.

Dispatcher Testing Software is virtually self-administering and is provided to the applicant via web link and will allow our agency to assess the applicant and determine if the applicant has the necessary skills to perform the function of an emergency dispatcher. The software is based on emergency communications best practices and information gathered from studies involving police, fire and emergency services agencies from across the United States and has been adopted by more the 1,800 public safety agencies.

Some aspects of the testing software include:

- Multi-tasking/Advanced Decision Making
- Computerized Data Entry
- Oral Comprehension
- Reading Comprehension
- Sentence Clarity
- Cross Referencing
- Map Reading/Geographic Direction
- Memory Recall (Short Term)
- Spelling
- Vocalization Summary

The Lexington County Communications Center intends to replace the current testing for applicants which is through Work Keys. The testing software will provide emergency dispatching specialized testing to new hire applicants and will also be utilized in the promotional process.

CAPITAL EXPENSE FOR 2605-131300

Call-Taker and Dispatcher Testing Software - \$5,995

OPERATING EXPENSES FOR 2605-131300-520200

Annual re-occurring cost for Call-Taker and Dispatcher Testing Software (after 1st year of implementation) - \$5,995

SECTION III

**COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2020-21**

Fund: 2605
Division: ES/Communications
Organization: 131300

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
* Total Personnel			0	
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			0	
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	Automated Dispatch of Fire Stations		200,000	
** Total Capital			200,000	
*** Total Budget Appropriation			200,000	

Automated Dispatch of Fire Stations

Station alerting allows fire and medical calls to be dispatched quicker using this automated method. It reduces the amount of steps needed to manually dispatch a call. The station alerting system automatically chooses the correct radio channels and, using an automated voice, dispatches the call over the radio channels using information already in the 9-1-1 computer system.

The Fire Station Alerting System (FSAS) uses proven technology to convert dispatch data to natural sounding speech that is clear and easily understood. Automated announcements can automatically broadcast over your existing radio network and be simultaneously delivered to the fire stations dispatched for a call. Key features include:

- Instantaneous delivery of incident notifications
- Automated Text-to-Speech technology that allows system administrators to quickly and easily modify pronunciations
- Integration with VHF, UHF, 700MHz, 800MHz, and P25 radio systems to provide automated voice, analog tones, digital tones and data transmission via radio
- Messaging and manual back-up alerting capabilities
- Built-in system management and monitoring
- Improved response times through streamlined dispatch communications and reliable alert delivery
- Interface to Central Square Computer Aided Dispatch Computerized Data system

All fire stations required for a specific event are alerted simultaneously via existing radio network. The ability to add redundant alerting over a secondary data connection ensures no loss of station alerting in the event of radio trouble. When alerts hit the Fire Station, text-to-speech verbalization of the incident information is broadcast to station loudspeakers. Incident data can delivered to a variety of station device types – including rip and run printers, mobile phones, pagers, and other electronic devices

CAPITAL EXPENSE FOR 2605-131300

Automated Dispatch of Fires Stations- \$200,000

OPERATING EXPENSES FOR 2605-131300-520200

Annual re-occurring cost for Automated Dispatch (after 1st year of implementation) - \$59,734.70

**COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2020-21**

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code	Classification	Requested	Recommend	Approved

853

Dispatch Center Console

\$500,000

The dispatch center currently consists of 16 dual positions. The upgrade of console furniture will allow 24 positions. Over the past several years, technology has allowed the computer footprint to decrease and the furniture to be smaller therefore allowing the number of positions to increase in the same square footage. The increase in console positions will allow for future growth in the dispatch center and to optimize current staffing.

Current staffing on a single shift consists of 11 dispatchers and 8 call-takers. Based off the current staffing levels, there is not enough space to house all of the employees. The new console furniture will provide the ability to separate the functions on consoles. Some consoles will be call-taking only, some will be dispatch consoles only, and some will act as a dual position to include both call-taking and dispatching. This will allow for the center to expand without having to purchase additional phone or radio positions and optimize the functions of every employee.

CAPITAL EXPENSE FOR 2605-131300

Dispatch Console Furniture - \$500,000.00

COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
FY 2020-21 Estimated Revenues

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*SCE & G Support Fund 2606:								
Revenues:								
461000	Investment Interest	615	234	0	0	0		
466000	SCE & G Support Funds	20,722	21,136	21,136	21,136	<u>21,136</u>		
** Total Revenue		<u>21,337</u>	<u>21,370</u>	<u>21,136</u>	<u>21,136</u>	<u>21,136</u>		
***Total Appropriation					<u>21,846</u>	<u>21,136</u>		
Contingency:								
Unused								
FUND BALANCE								
Beginning of Year					<u>8,710</u>	<u>(1,965)</u>	(1,965)	
FUND BALANCE - Projected								
End of Year					<u><u>(1,965)</u></u>	<u><u>(1,965)</u></u>	(1,965)	

COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
Fiscal Year - 2020-21

Fund: 2606
Division: Department of Emergency Services
Organization: 131101 - Emergency Preparedness

Object Code	Expenditure Classification					BUDGET	
		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
	Personnel						
	* Total Personnel	0	0	0	0		
	Operating Expenses						
522000	Building Repairs & Maintenance	0	3,650	3,825	800		
522200	Small Equipment Repairs & Maint.	839	0	0	2,200		
524015	Drone Insurance	2,624	0	2,624	2,624		
525110	Other Parcel Delivery Service	123	0	0	200		
525210	Conference, Meeting & Training Expense	0	1,898	6,240	7,856		
529903	Contingency	0	0	4,885	0		
	* Total Operating	3,586	5,548	17,574	13,680		
	** Total Personnel & Operating	3,586	5,548	17,574	³ 14,680		
	Capital						
540010	Minor Software	0	0	0	2,100		
540000	Small Tools & Minor Equipment	0	600	4,272	1,000		
	Advanced TV E437Q-1 w/ Wall Mount	0	0	0	856		
	** Total Capital	0	600	4,272	3,956		
*** Total Budget Appropriation		3,586	6,148	21,846	17,636		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund # 2606 Fund Title: Dominion
 Organization # 131101 Organization Title: DES-Emergency Management
 Program # _____ Program Title: Emergency Services

BUDGET

2020-21
Requested

Qty	Item Description	Amount
	Minor Software-2 Arc View Licenses; Drone2Map Annual License	2,100
1	Advanced TV E437Q w/ Wall Mount	856
	Small Tools & Minor Equipment	1,000
** Total Capital (Transfer Total to Section III)		3,956

SECTION V – PROGRAM OVERVIEW

DOMINION 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.

Program II: Emergency Management

Objectives:

This program provides the capability to plan for natural and manmade 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.) and accidents involving the fixed nuclear facility at the V.C. Summer Nuclear Station. 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 evidence 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.

Program III: DES Emergency Communication Coordinator (ECC)

The Emergency Communications Coordinator maintains 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 oversees radio communication projects to include budgeting and identifying resources needed. Additional duties include conducting and/or assisting with communications training curriculum to ensure county staff are trained on the operation of available communication systems. The ECC monitors/reports system performance indicators; maintains operational efficiency of systems and makes recommendations for improvements as needed.

SECTION VI. - LINE ITEM NARRATIVES

SECTION VI.A. - LISTING OF REVENUES

466000 DOMINION SUPPORT FUNDS

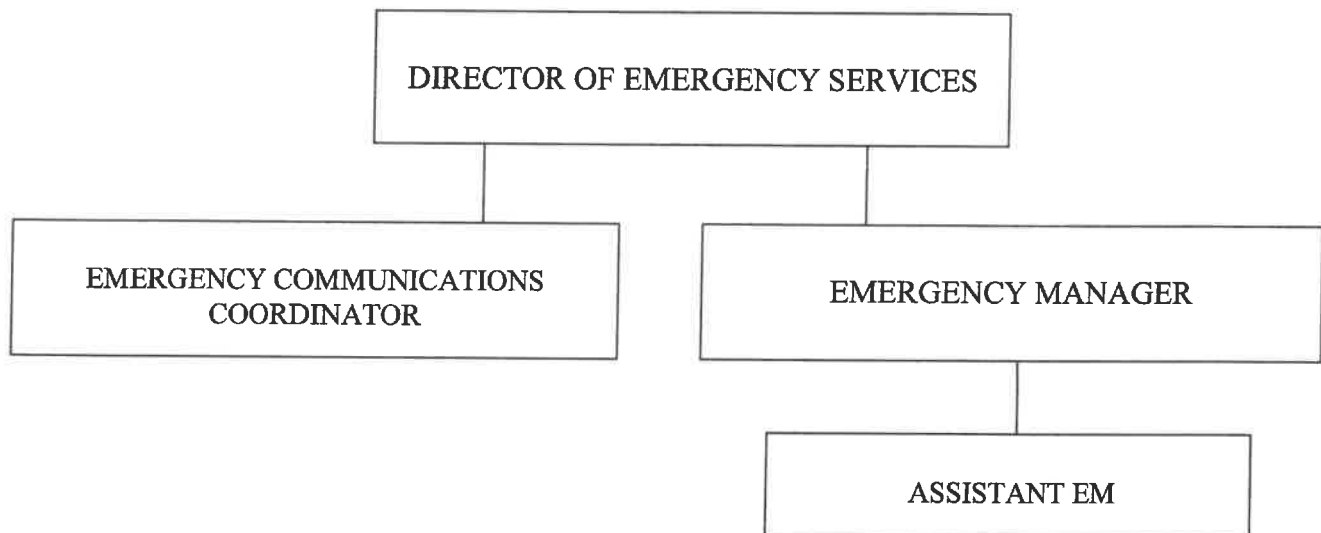
\$21,136

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>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 Commo Coord	0.00	1.00	0.00	111
 TOTAL POSITIONS	<u>2.00</u>	<u>1.00</u>	<u>3.00</u>	



VLC. - OPERATING LINE ITEM NARRATIVES

522000 BUILDING REPAIRS & MAINTENANCE **\$800**

PROGRAM 2 – EMERGENCY MANAGEMENT \$800

This account will be utilized for miscellaneous repairs and maintenance of items such as the fire suppression system, prox card readers, grounds fencing and gates, etc. at the EOC facility located at 434 Ball Park Road.

522200 SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$2,200**

PROGRAM 2- EMERGENCY MANAGEMENT \$2,200

This account will be used for necessary repairs and maintenance of equipment essential to the functions of Emergency Management and the EOC. This includes the repair and maintenance of:

- EOC AV equipment
- Plotter
- Printers
- EOC Telephones
- Any additional EOC equipment

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 and HAZMAT response.

525110 OTHER PARCEL DELIVERY SERVICE **\$200**

This account will cover the cost for mailing any packages not covered under the regular postage account to include the shipping of the Ludlum radiation monitors for annual recalibration.

525210 – CONFERENCES AND MEETING EXPENSES **\$7,856**

PROGRAM 2 – EMERGENCY MANAGEMENT \$7,856

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 EOC Emergency Awareness Seminars and/or Tabletop Exercises annually, SCEMA Conference expenses for the Emergency Manager and Assistant Emergency Manager, the FEMA Advanced Academy for the Assistant Emergency Manager and the IAEM Conference for the Emergency Manager.

FEMA Advanced Academy Certification	Assistant EM = \$4,000
SCEMA (SC Emergency Management Association)	EM, Assistant EM = \$1,214
IAEM (International Association of Emergency Managers)	EM = \$1,000

VI.D. – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE **\$2,100**

PROGRAM 2 – EMERGENCY MANAGEMENT **\$600**

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.

(2) ArcView licenses @ \$300/ea = \$600

Emergency Services utilizes software packages for aerial drone operations, including Drone2map, and ARCGIS. This software is used for many mapping related projects including station location and runout mapping, as well as three dimensional mapping of post fire damage, flood damage, and pre-planning many activities within Emergency Services. This funding will purchase a license for Drone2map.

Drone2Map Annual License 1@ \$1,500 **\$1,500**

5xxxxx – Advanced TV w/ Wall Mount **\$856**

For situational awareness during EOC activations, a monitor is needed to display Operational Condition (OPCON) levels as well as the schedule of events for the operational period. An active display that is continuously updated will allow all EOC personnel to manage response with the most accuracy and timely information.

Advanced TV NEC 4K Display w/ Integrated ATSC/NTSC Tuner	437Q	\$706.00
Advanced TV Wall Mount	MTA1U	\$150.00

540000 SMALL TOOLS & MINOR EQUIPMENT **\$1,000**

PROGRAM 2 – EMERGENCY MANAGEMENT

PROGRAM 3: DES EMERGENCY COMMUNICATION COORDINATOR (ECC)

This account will be utilized to purchase small tools & minor equipment needed to assist Emergency Management with the coordination of activation, operation, and training for the division. The account will also provide for cables, connectors, and miscellaneous radio and communications equipment as deemed necessary for the Emergency Communications Coordinator.

SECTION III

**COUNTY OF LEXINGTON
NEW PROGRAM
SCE&G Support Fund
Annual Budget
Fiscal Year - 2020-21**

Fund: 2606
Division: 131101 Emergency Management
Organization: Emergency Services

Object Expenditure Code Classification		BUDGET		
		2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel				
510100	Salaries & Wages -			
510200	Overtime			
511112	FICA Cost			
511113	State Retirement			
511120	Insurance Fund Contribution -			
511130	Workers Compensation			
511213	State Retirement - Retiree			
* Total Personnel			0	
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			0	
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
5xxxxx	Incident Mgmt Trailer Lean-To-Storage		3,500	
** Total Capital			3,500	
*** Total Budget Appropriation			3,500	

**COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2020-21**

Fund #	2606	Fund Title:	SCE&G Support Fund
Organization #	131101	Organization Title:	Emergency Management- DES
Program : 2 & 3		Program Title:	

BUDGET
2020-21
Requested

[illegible]

SECTION VLD. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5XXXXX – INCIDENT MANAGEMENT TRAILER Lean-To Storage **\$3,500**

An Incident Management Trailer for DES was purchased with EMPG Grant funds in FY '18-19. This trailer includes incident barriers and scene management equipment and supplies to be utilized during hazardous or emergency events. A covered shelter is needed in order ensure optimum operating condition of the trailer. This shelter will be a lean-to structure attached to the EM storage unit located on the DES Training Ground. The estimated cost covers materials only. Construction of the structure will be coordinated with Building Services.

COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
Fiscal Year 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* P/D (Indigent Criminal Defense) 2618:								
Revenues:								
451610	State Revenue (Lexington)	483,070	297,275	201,428	201,428	250,000		
461000	Investment Interest	1	0	0	0			
** Total Revenue		<u>483,071</u>	<u>297,275</u>	<u>201,428</u>	<u>201,428</u>	<u>250,000</u>		
***Total Appropriation					<u>200,000</u>	<u>250,000</u>		
FUND BALANCE								
Beginning of Year					<u>(1,417)</u>			
FUND BALANCE - Projected								
End of Year					<u><u>11</u></u>			

Fund: 2618
Division: Judicial
Organization: 141400 - Public Defender

					BUDGET	
Object Expenditure Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend Approved
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
520300	Professional Services	483,060	125,533	200,000	250,000	
* Total Operating		483,060	125,533	200,000	250,000	
** Total Personnel & Operating		483,060	125,533	200,000	250,000	
Capital						
** Total Capital		0	0	0		
*** Total Budget Appropriation		483,060	125,533	200,000		

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 12, 2020

Joe Mergo
Administrator
Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

RE: Eleventh Circuit Public Defender Budget

DELIVERED BY HAND

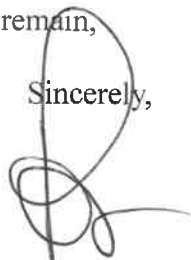
Dear Joe:

Attached is the proposed Eleventh Circuit Public Defender budget for FY 20/21. The Eleventh Circuit Public Defenders Office requests Lexington County contribute \$920,390.00 to our upcoming budget. The additional \$134,776.00 would allow us to balance our budget. In addition, I am requesting an investigator position this year, which would cost an additional \$68,558.00 per year.

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 for two new attorney positions.

With my warm personal regards, I remain,

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Madsen', written over the word 'Sincerely,'.

Robert M. Madsen

Enclosure

COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* 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	75,918	151,838	151,838	151,838		
415615	Carry Forward Revenues	33,011	54,671	0	0			
451620	State Supplemental (Lexington)	61,024	44,013	88,409	88,409	84,897		
451621	State Supplemental (Tri-Counties)	13,278	9,577	19,237	19,237	18,463		
451632	Probation Fees (Lexington County)	35,131	30,631	59,490	59,490	53,281		
451633	Civil Fees (Lexington County)	25,426	18,839	36,574	36,574	34,737		
451634	CDV Fees (Lexington County)	78,126	39,063	78,126	78,126	78,126		
451635	DUI Fees (Lexington County)	55,401	27,701	55,401	55,401	55,401		
451636	Probation Fees (Tri-Counties)	7,644	6,665	12,944	12,944	11,593		
451637	Civil Fees (Tri-Counties)	5,532	4,099	7,958	7,958	7,558		
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	58,500	49,667	66,000	66,000	86,000		
455012	Contributions from Municipalities	0	0	400	400	400		
461000	Investment Interest	20,207	8,400	100	100	100		
469900	Miscellaneous Revenues	26	24	0	0			
801000	Op Trn from General Fund	543,932	196,404	785,614	785,614	920,390		
** Total Revenue		1,815,953	929,110	2,088,968	2,088,968	2,229,661		
***Total Appropriation					2,299,910			
FUND BALANCE								
Beginning of Year					875,182			
FUND BALANCE - Projected								
End of Year					664,240			

**COUNTY OF LEXINGTON
PUBLIC DEFENDER
Annual Budget
Fiscal Year - 2020-21**

Fund: 2619
Division: Judicial
Organization: 141400 - Public Defender

Object Expenditure		BUDGET					
Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 27	1,223,109	615,726	1,426,192	1,455,210		
511112	FICA Cost	88,595	44,699	109,104	111,324		
511113	SCRS - Employer's Portion	166,858	83,549	221,916	240,983		
511120	Employee Insurance - 27	179,400	78,650	210,600	210,600		
511130	Workers Compensation	4,487	2,252	5,272	5,384		
* Total Personnel		1,662,449	824,876	1,973,084	2,023,501		
Operating Expenses							
520200	Contracted Service	0	0	300	300		
520219	Water & Other Beverage Service	407	211	500	500		
520400	Advertising & Publicity	0	0	100	100		
521000	Office Supplies	7,981	3,754	10,800	9,000		
521100	Duplicating	6,766	2,846	5,500	6,000		
521200	Operating Supplies	5	0	0			
522200	Small Equip Repairs & Maintenance	286	0	750	750		
522300	Vehicle Repairs & Maintenance	37	5	700	700		
523100	Building Rental	73,297	36,720	74,000	74,000		
524000	Building Insurance	156	180	179	185		
524100	Vehicle Insurance - 2	0	1,527	1,393	1,230		
524101	Comprehensive Insurance - 2	184	315	355	372		
524201	General Tort Liability Insurance	1,798	2,259	2,248	2,698		
524202	Surety Bonds	0	0	0			
525000	Telephone	8,797	5,184	11,728	11,728		
525004	WAN Service Charges	8,159	4,079	8,749	8,749		
525020	Pagers and Cell Phones - 2	422	178	420	422		
525041	E-mail Service Charges - 30	3,354	1,107	3,741	3,870		
525100	Postage	1,792	479	1,700	1,800		
525210	Conference, Meeting & Training Expense	17,215	19,312	23,000	23,000		
525230	Subscriptions, Dues & Books	18,686	10,607	18,400	18,400		
525240	Personal Mileage Reimbursement	24,479	8,846	19,500	19,000		
525328	Util / Public Defenders Offices	7,164	3,254	7,500	7,500		
525400	Gas, Fuel & Oil	698	607	3,200	2,000		
529903	Contingency	0	0	47,982			
529907	Rental Contingency	0	0	70,189	70,189		
* Total Operating		181,683	101,470	312,934	262,493		
** Total Personnel & Operating		1,844,132	926,346	2,286,018	2,285,994		
540000	Small Tools & Minor Equipment	419	315	680	680		
540010	Minor Software	0	0	1,648	3,048		
	All Other Equipment	43,569	10,714	11,564	10,128		
** Total Capital		43,988	11,029	13,892	13,856		
*** Total Budget Appropriation		1,888,120	937,375	2,299,910	2,299,850		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 2619 Fund Title: _____
 Organization # 141400 Organization Title: Public Defender
 Program # _____ Program Title: _____

BUDGET
 2020-21
 Requested

Qty	Item Description		Amount
2	F1A PC's-Rpl	Dell OptiPlex 5270	1,702
6	F3 Laptop-Rpl	Dell 3540 Laptop	5,664
6	M12-Rpl	Dell 3540 Dock	1,236
8	Rpl	Microsoft Office Pro	3,048
2	M13-Rpl	Dell external DVD	82
2	Addnl	Standard Network Printer	1,444

**** Total Capital (Transfer Total to Section III)** 13,176

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 available alternative programs in lieu of incarceration. Such programs will not only help reduce recidivism, but also help our clients become productive members of society.

SERVICE LEVELS

Service Level Indicators:	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Proj</u>
Program 1:	2016	2017	2018	2019	2020
Warrants seen in Bond Court	4468	4626	5052	5034	5100
Warrants Appointed PD	3050	3033	3465	3597	3600
608 Appointments	121	136	114	100	120
Percentage of Adult Case Load	68.2%	65.6%	68.6%	71.5%	71.5%

Program 2:

Juvenile Cases in Court	382	346	311	211
Private Bar	11	19	23	17
Juveniles Appointed PD	371	327	288	194
Percentage of Juvenile Case Load	97.1%	94.5%	92.6%	91.9%

We believe that the percentage of Juveniles represented by the Public Defender's Office will increase in the coming year.

Program 3:

Individuals appointed in Mag. Court	2016: 388	CASES CLOSED	
	2017: 373	2018: 387	2019: 496
	2018: 432	CURRENT # CLIENTS	
	2019: 795	2018: 297	2019: 378

Total General Sessions and Family Court cases:

Total Warrants/Petitions	4850	4972	5363	5245
Appointed PD	3421	3360	3753	3791
Percentage of Entire Case Load	70.5%	67.6%	70.0%	72.2%

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 have received \$54,671 in FY20 for the entire circuit.

451620 – State Supplemental (Lexington) \$84,897

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) \$18,463

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) \$53,281

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) \$34,737

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) \$11,593

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) \$7,558

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.

451639 – 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 \$86,000

The Tri-Counties contributed \$86,000 to the operational costs of the Eleventh Circuit Public Defender's Office for FY 20

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

\$920,390

We are requesting that Lexington County contribute \$920,390 for this upcoming budget year. Given our expenses this contribution will allow us to balance our budget this year based on the past four years of one percent increases to employer retirement contribution. Additionally, this request is still a lower than the funding received by comparably sized counties such as Horry County, Spartanburg County and York County.

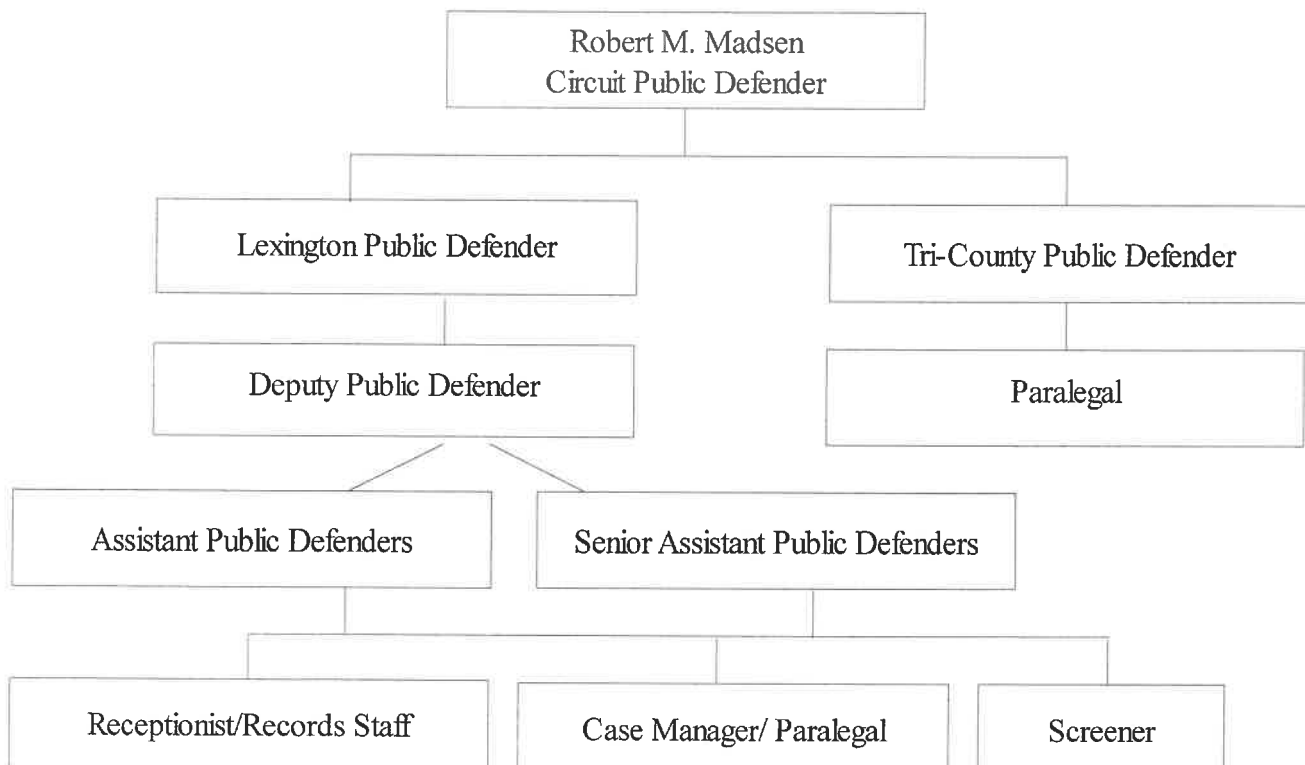
SECTION VI. B. - LISTING OF POSITIONS

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	3	3		3	
Assistant Public Defender	12	13		13	
Case Manager	4	4		4	
Receptionist/Records	1	1		1	
Paralegal	2	2		2	
Screeners/AA	2	2		2	
Total Positions	27	27		27	

All of these positions require insurance.

Display organization flowchart:



SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

510100-SALARIES **\$1,455,210**

Salaries for twenty-seven full-time positions

51112-FICA COST **\$111,324**

Employer's portion 7.65%

511113-STATE RETIREMENT **\$240,983**

Employer's portion 16.56%

511120-INSURANCE FUND CONTRIBUTION **\$210,600**

Employer's portion @ \$7800 per employee (27)

511130-WORKERS COMPENSATION **\$5,384**

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 **\$9,000**

In FY19, we expended \$7,981 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 **\$6,000**

Currently, the office leases a copier through Cannon, Inc. We average about 23,000 copies per month. Last year, our duplicating costs were \$6,766.

522200-SMALL EQUIPMENT REPAIRS **\$750**

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**

We have two county cars in the office that need periodic servicing.

523100-BUILDING RENTAL **\$74,000**

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 **\$185**

This is the expected premium for contents insurance on our office.

524100-VEHICLE INSURANCE **\$1,230**

This is the expected premium for our two vehicles (2x \$615).

524101-COMPREHENSIVE INSURANCE **\$372**

This is the expected comprehensive premium for our two vehicles.

524201-GENERAL TORT LIABILITY INSURANCE **\$2,698**

We are covered under the insurance reserve.

525000-TELEPHONE **\$11,728**

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 19 was \$8,797.

525004-WAN SERVICE CHARGE **\$8,749**

Our WAN expenses increased with the move to our new facility.

525020-PAGER AND CELL PHONES **\$422**

Our two attorneys in the Tri-Counties both have office cell phones.

525041-E-MAIL SERVICE CHARGE	\$3,870
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Our email service charges are \$10.75 per account per month.

525100-POSTAGE	\$1,800
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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	\$23,000
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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	\$18,400
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This amount encompasses our legal research. We use Westlaw Next for our legal research. Additionally for FY 19, South Carolina Bar dues for our attorneys were approximately \$9,000. Finally, this item includes updates to our law library.

525240-PERSONAL MILEAGE REIMBURSEMENT	\$19,000
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In FY 19 we expended \$24,479 for mileage reimbursement.

525328-UTIL/PUBLIC DEFENDERS OFFICES	\$ 7,500
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In FY 19 we expended \$7,164 for utilities which encompasses electrical service provided by SCE&G.

525400-GAS, FUEL & OIL	\$2,000
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This is the fuel and oil for our two county cars.

529907-RENTAL CONTINGENCY	\$70,189
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This covers the amount we would have to pay if we broke our current lease.

SECTION VI. D.-CAPITAL ITEM NARRATIVES

540000-F1A PCs- Rpl	\$1,702
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This is for two (2) Dell OptiPlex 5270 all in one computer and monitor.

540000-F3 Laptop-Rpl	\$5,664
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This is for the purchase of six (6) replacement Dell 3540 laptops.

540000-Dell 3540 Dock	\$1,236
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This is for the purchase of six (6) Dell 3540 docks.

540000-M13 Dell External USB DVD Drive	\$82
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This is for two (2) USB DVD drives. We need one extra and we have had one go bad for one of our attorneys.

540000-Standard Network Printer-Addnl	\$1,444
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This is for the purchase of two (2) standard network printers for our Saluda and Edgefield offices.

540000-Microsoft Office Pro	\$3,048
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This is for the purchase of eight (8) Microsoft Office Pro software packages.

540010-MINOR SOFTWARE	\$680
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This line item encompasses any software purchases or updates needed throughout the year.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year – 2020-2021

Fund # 2619	Fund Title: Special Revenue Fund	
Organization # 141400	Organization Title: Public Defender	
Program #	Program Title: Investigator	
Object Expenditure Code Classification		Total 2020 – 2021 Requested
Personnel		
510100 Salaries #1		42,237
510300 Part Time #		
511112 FICA Cost		3,231
511113 State Retirement		6,994
511120 Insurance Fund Contribution - 1		7,800
511130 Workers Compensation		156
511131 S.C. Unemployment		
* Total Personnel		60,418
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
521000 Office Supplies		300
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		
525020 Pagers and Cell Phones		648
525041 Email Service Charges – 1		129
525000 Telephone		432
525100 Postage		
525210 Conference & Meeting Expenses		1,000
525230 Subscriptions, Dues, & Books		
525240 Personal Mileage Reimbursement		4,000
525 Utilities -		
525400 Gas, Fuel, & Oil		
526500 Licenses & Permits		
* Total Operating		6509
** Total Personnel & Operating		66927
** Total Capital (From Section IV)		1631
*** Total Budget Appropriation	883	68558

**COUNTY OF LEXINGTON
NEW PROGRAM
Capital Item Summary
Fiscal Year - 2020 - 2021**

BUDGET
2020-2021
Requested

884

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 **\$6,994**

Employer's portion 16.56%

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 **\$300**

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 **\$1,000**

This line item will cover the annual investigator conference in Myrtle Beach.

525020-PAGER AND CELL PHONES **\$ 648**

This will cover the cost of one Iphone 8 smart 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	\$944
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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	\$41
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This DVD drive is needed to correspond to the laptop.

540010-Antivirus Software	\$23
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This is for the new laptop.

540010-Microsoft Office	\$381
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This is for the new laptop.

540010-Iphone 8	\$0
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This is for a new Iphone 8

540010-OtterBox Defender Case	\$36
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This is for the new Iphone 8 case.

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Victims' Bill of Rights 2620:								
Revenues:								
443002	Clerk of Crt Conviction Surcharges (\$100)	81,600	30,619	72,000	72,000	81,528		
443003	Clk of Crt Gen Sessions - 38% Assessment	22,910	7,826	28,000	28,000	29,400		
443507	Solicitor Traffic Education Program - 9.17%	1,310	488	800	800	1,008		
444011	Traffic Court Conviction Surcharge (\$25)	4,672	2,128	5,300	5,300	7,162		
444012	Traffic Court - 11.16% Assessment	76,529	36,128	70,000	70,000	95,330		
444050	CDV Court - 11.16% Assessment	192	139	380	380	549		
444051	CDV Court - Conviction Surcharge	647	268	1,000	1,000	1,108		
444111	Mag. Dist. 1 Conviction Surcharge (\$25)	5,234	1,413	5,250	5,250	5,666		
444112	Mag. Dist. 1 - 11.16% Assessment	14,711	5,230	13,200	13,200	13,338		
444211	Mag. Dist. 2 Conviction Surcharge (\$25)	4,802	2,150	4,850	4,850	6,130		
444212	Mag. Dist. 2 - 11.16% Assessment	7,040	2,551	8,730	8,730	8,265		
444311	Mag. Dist. 3 Conviction Surcharge (\$25)	4,592	2,915	5,600	5,600	6,843		
444312	Mag. Dist. 3 - 11.16% Assessment	1,241	908	2,500	2,500	2,422		
444411	Mag. Dist. 4 Conviction Surcharge (\$25)	6,240	2,226	6,000	6,000	6,138		
444412	Mag. Dist. 4 - 11.16% Assessment	6,084	1,486	7,560	7,560	6,461		
444511	Mag. Dist. 5 Conviction Surcharge (\$25)	2,788	694	2,800	2,800	2,638		
444512	Mag. Dist. 5 - 11.16% Assessment	3,789	1,418	4,000	4,000	4,254		
444611	Mag. Dist. 6 Conviction Surcharge (\$25)	1,455	539	1,400	1,400	1,628		
444612	Mag. Dist. 6 - 11.16% Assessment	685	449	1,080	1,080	1,252		
444711	Mag. Worthless Ck - Conviction Surcharge	565	121	1,020	1,020	1,041		
444712	Mag. Worthless Ck - 11.16% Assessment	162	29	282	282	264		
444911	DUI Court - Conviction Surcharge	4,372	1,617	5,250	5,250	5,350		
444912	DUI Court - 11.16% Assessment	12,282	4,340	13,500	13,500	13,849		
455008	Contribution from Town of Gaston	17,048	4,927	14,736	14,736	10,812		
455009	Contribution from Town of Swansea	82,094	4,095	8,676	8,676	5,558		
455013	Contribution from Town of Pelion	1,315	166	288	288	298		
Other Revenues:								
461000	Investment Interest	6,360	3,109	3,000	3,000	4,718		
801000	Op Trn from General Fund/ Cty Ord - Sheriff -	0	0	0	0	0		
		370,719	117,979	287,202	287,202	323,010		
Appropriations:								
- Solicitor					113,070	114,933		
- Magistrate Court Services					127,405	131,627		
- LE/Major Crimes					146,720	145,818		
***Total Appropriations					387,195	392,378		
FUND BALANCE								
Beginning of Year					397,122	297,129		
FUND BALANCE - Projected								
End of Year					297,129	227,761		
					Solicitor	Magistrate	Law Enfr	Total
FY 19 Fund Balance					63,052	138,185	195,885	397,122
Budgeted FY 20 Revenues					95,734	95,734	95,734	287,202
Budgeted FY 20 Expenditures					(113,070)	(127,405)	(146,720)	(387,195)
Estimated FY 20 Fund Balance					45,716	106,514	144,899	297,129

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2020-21**

Fund 2620
Division: Judicial
Organization: 141200 - Solicitor

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 1.5	72,330	33,069	72,486	73,625		
511112	FICA - Employer's Portion	5,012	2,286	5,545	5,632		
511113	State Retirement - Employer's Portion	9,901	4,488	11,279	12,192		
511120	Employee Insurance - 1.5	15,600	6,500	15,600	15,600		
511130	Workers Compensation	268	123	268	272		
519999	Personnel Contingency	0	0	2,687	2,752		
* Total Personnel		103,111	46,466	107,865	110,073		
Operating Expenses							
521000	Office Supplies	198	0	884	884		
521100	Duplicating	20	11	574	574		
522200	Small Equipment Repairs & Maint.	307	0	415	0		
524201	General Tort Liability Insurance	129	162	161	194		
524202	Surety Bonds - 2	0	0	0	20		
525041	E-mail Service Charges - 2	258	86	258	258		
525210	Conference, Meeting & Training Expense	1,789	1,655	2,838	2,855		
* Total Operating		2,701	1,914	5,130	4,785		
** Total Personnel & Operating		105,812	48,380	112,995	114,858		
Capital							
540000	Small Tools & Minor Equipment	0	0	75	75		
** Total Capital		0	0	75	75		
 *** Total Budget Appropriation							
		105,812	48,380	113,070	114,933		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year – 2020-21

Fund #	2620	Fund Title:	Victims' Bill of Rights
Organization #	141200	Organization Title:	Solicitor
Program #		Program Title:	Victims' Bill of Rights

BUDGET
2020-21
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 ... 461000 – VICTIMS' BILL OF RIGHTS REVENUES	\$ 107,670
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Fines and Assessments collected in General Sessions and Magistrates Courts and investment interest allocated to the Lexington County Solicitor's Office.

SECTION VI. B. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Full Time Equivalent</u>		<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
	<u>Positions</u>	<u>General Fund</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 2020-21 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.....\$ 198

One HP CE390X toners for LaserJet M602 printer.....\$ 186

Office Supplies\$ 500

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 estimated usage cost - (.030495) x 15,000 copies\$ 457

Copy machine estimated paper cost - 30 reams @ \$3.90\$ 117

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 194**

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

524202 – SURETY BONDS – 2 **\$ 20**

To cover the cost of surety bonds, per Risk Management.

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 **\$ 2,855**

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

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

Fund 2620
Division: Judicial
Organization: 142000 - Magistrate Court Services

*** Total Budget Appropriation	103,397	54,111	127,405	131,627
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FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2020-21 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 2015	Victim Related Cases 2016	Victim Related Cases 2017	Victim Related Cases 2018	Victim Related Cases 2019
3766	3701	3444	3908	2753

FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2020-21 BUDGET REQUEST

SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVE

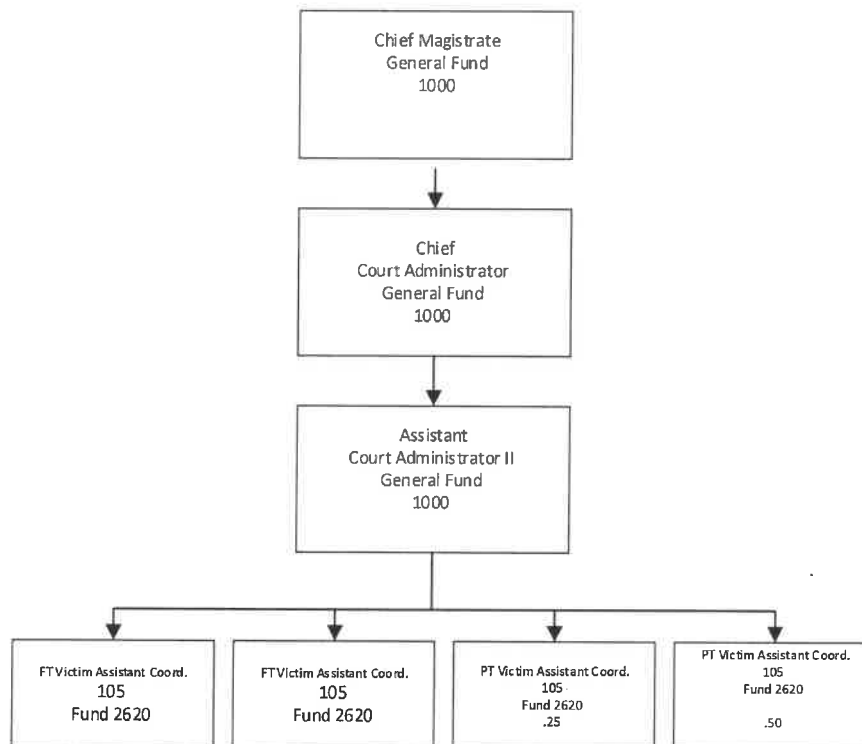
LISTING OF POSITIONS

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 2020-21 BUDGET REQUEST

SECTION VI - PERSONNEL

510100	SALARIES & WAGES	\$ 67,417
This will cover the current salaries of two full time Victim's Assistance Coordinator positions at a pay band 105.		
510300	SALARIES & WAGES	\$ 14,316
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	\$ 6,253
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	\$ 13,535
This will cover the State Retirement cost for the two full time and two part time employees. The rate is 16.56% 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	\$ 2,999
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 \$205ea x 6 = \$1,230		
521100	DUPLICATING	\$3,660
MFP duplicating is used in the daily accomplishment of the Magistrate Court operations. This MFP was added was added to Central Bond Court after the original contract so it is not under the original contract.		
1 MFP not under contract @ \$305per month x 12 = \$3,660		
524201	GENERAL TORT LIABILITY INSURANCE	\$ 215
Figure provided by Risk Management to cover the cost of General Tort Liability Insurance for each employee.		

FUND 2620
MAGISTRATE COURT SERVICES (142000)
FY 2020-21 BUDGET REQUEST

524202	SURETY BONDS	\$ 0
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Figures for general tort liability insurance are provided by Risk Management.

525041	EMAIL SERVICE CHARGE	\$387
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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

525210	CONFERENCE & MEETING EXPENSE	\$3,000
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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 - 2020-21**

Fund 2620
Division: Law Enforcement
Organization: 151260 - LE/ Major Crimes

Object Expenditure		2018-19	2019-20	2019-20	2020-21	<i>BUDGET</i>	
Code	Classification	Expend	Expend	Amended	Requested	2020-21	2020-21
			(Dec)	(Dec)		Recommend	Approved
	Personnel						
510100	Salaries & Wages - 2	37,284	17,446	91,389	92,532		
510199	Special Overtime	0	0	2,300	2,000		
510200	Overtime	634	61	0	300		
511112	FICA - Employer's Portion	2,689	1,243	7,202	7,255		
511113	State Retirement - Employer's Portion	5,187	2,380	5,823	6,274		
511114	Police Retirement - Employer's Portion	0	0	10,347	10,513		
511120	Employee Insurance - 2	15,600	6,500	15,600	15,600		
511130	Workers Compensation	118	54	1,983	2,008		
515600	Clothing Allowance	0	0	800	800		
519999	Personnel Contingency	0	0	3,656	1,897		
	* Total Personnel	61,512	27,684	139,100	139,179		
	Operating Expenses						
520233	Towing Service	0	0	75	75		
522300	Vehicles Repairs & Maintenance	34	260	2,000	1,000		
524100	Vehicle Insurance - 1	530	615	641	615		
524201	General Tort Liability Insurance	857	1,072	1,071	1,599		
524202	Surety Bonds - 2	0	0	0	22		
525000	Telephone	484	241	482	482		
525030	800 MHz Radio Service Charges - 1	668	279	708	708		
525031	800 MHz Radio Maintenance Contract - 1	42	53	85	80		
525041	E-mail Service Charges - 2	258	86	258	258		
525400	Gas, Fuel, & Oil	711	287	2,000	1,500		
525600	Uniforms & Clothing	0	0	300	300		
	* Total Operating	3,584	2,893	7,620	6,639		
	** Total Personnel & Operating	65,096	30,577	146,720	145,818		
	Capital						
	** Total Capital	0	0	0	0		

*** Total Budget Appropriation	65,096	30,577	146,720	145,818
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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	<u>2</u>	<u>0.000</u>	<u>2</u>	<u>2.000</u>	

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 \$ 1,000

The amount budgeted is based on projected expenses for the current fiscal year plus 10% for extraordinary maintenance. The extraordinary maintenance includes transmission overhauls and rear end replacements.

524100 - VEHICLE INSURANCE \$ 615

The budget amount is recommended by the County's Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE \$ 1,599

General tort liability insurance amounts are allocated based on the number and liability classification of personnel. The budget amount is recommended by the County's Risk Manager.

524202 – SURETY BONDS \$ 22

Surety bonds are paid every 3 fiscal years and will not be paid again until fiscal year 2024.

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 \$ 80

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 \$80.

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 \$ 1,500

The amount budgeted is based on the estimated expenditures for the current fiscal year plus a 10% increase for next fiscal year. The 10% 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 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Schedule "C" Funds 2700:								
Revenues:								
452200	C Fund SCDOT Proportionment	3,252,087	1,542,046	3,733,973	3,733,973	4,056,663		
452202	C Fund Donor County Settlement	2,092,281	2,092,281	1,817,325	1,817,325	1,782,290		
452204	C Fund Non-Recurring State Appor.	0	0	0	0	0		
Other Revenues:								
461000	Investment Interest	248,378	141,582	75,000	75,000	89,247		
** Total Revenue		<u>5,592,746</u>	<u>3,775,909</u>	<u>5,626,298</u>	<u>5,626,298</u>	<u>5,928,200</u>		
***Total Appropriation					17,814,131	<u>5,928,200</u>		
Contingency:								
Unused					10,919,759			
FUND BALANCE								
Beginning of Year					<u>13,497,923</u>	<u>12,229,849</u>		
FUND BALANCE - Projected								
End of Year					<u>12,229,849</u>	<u>12,229,849</u>		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY 2020-21

Fund Name: Schedule "C" Funds

Organ. Name: PW / Transportation

906

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700
Division: Public Works
Organization: 121100 - PW / Administration & Engineering

Object Expenditure Code Classification						BUDGET	
		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages	14,109	5,290	105,000	105,000		
511112	FICA - Employer's Portion	1,060	398	8,033	8,033		
511113	State Retirement - Employer's Portion	1,714	709	16,338	17,388		
511130	Workers Compensation	388	145	2,888	2,888		
*Total Personnel		17,271	6,542	132,259	133,308		
Operating Expenses							
520200	Contracted Services	0	3,000	6,000	3,000		
* Total Operating		0	3,000	6,000	3,000		
** Total Personnel & Operating		17,271	9,542	138,259	136,308		
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		

This organization will be used by the Public Works Engineering department to charge any time worked that is associated with a C Fund Project.
Organization - 121100.

***** Total Budget Appropriation** **17,271** **9,542** **138,259** **136,308⁹**

Fund 2700
Division: Public Works
Organization: 121301 - PW / Transp / Economic Development

					BUDGET	
Object Expenditure Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend
						2020-21 Approved
Operating Expenses						
539900	Unclassified	0	0	719,155	<u>125,000</u>	
* Total Operating		0	0	719,155	<u>125,000</u>	
Economic Development Projects						
5R0254	Diamond Rd Resurfacing	0	38,336	60,000	<u>0</u>	
** Total Economic Development Projects		0	38,336	60,000	<u>0</u>	

This department is to account for expenditures for economic development projects as approved by the County Transportation Committee.
Organization - 121301.

*** Total Budget Appropriation	0	38,336	779,155	<u>125,000</u>
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700

Division: Public Works

Organization: 121302 - PW / Special Projects / Municipal Grants & Sidewalks

						BUDGET	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Operating Expenses							
539900	Unclassified	0	0	1,176,943	235,000		
539904	Unclassified - Municipal Projects	0	0	100,000	100,000		
* Total Operating		0	0	1,276,943	335,000		
Capital							
** Total Capital		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	5,700	0	133,867	0		
5R0153	W. Columbia Enhancement # 26-12 (Sunset/Jarvis)	0	0	36,250	0		
5R0205	Buck Corley Sidewalk TAP Grant	4,990	0	157,992	0		
5R0218	Town of B-L Sidewalk Repairs	40,000	30,000	30,000	0		
5R0220	Town of Chapin NW Columbia Ave Side	0	0	82,300	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	72,165	0		
5R0251	City of W. Columbia - Terrace View	0	0	36,275	0		
5R0252	Town of Irmo Sidewalk Repairs	0	0	16,560	0		
5R0253	Town of Pine Ridge Sidewalk Ext.	0	0	25,000	0		
*** Total Road & Infrastructure Improvements		50,690	30,000	757,909	0		

This department is to account for expenditures including special projects, sidewalk projects, grant matches, and municipal projects.
 Organization - 121302.

***** Total Budget Appropriation** **50,690** **30,000** **2,034,852** **335,000**

Fund 2700
Division: Public Works
Organization: 121303 - PW / Maintenance / Subdivision Bond Supplements

This department is to account for expenditures needed to supplement subdivision bonds.

910

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700
Division: Public Works
Organization: 121304 - PW / Maintenance / Dirt to Pave Projects

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
Code	Classification				2020-21 Requested	2020-21 Recommend Approved
Operating Expenses						
538300	Retainage Payable Expense	74,946	0	0	0	
539900	Unclassified	0	0	5,364,742	<u>1,828,420</u>	
* Total Operating		74,946	0	5,364,742	<u>1,828,420</u>	
Road Construction (Dirt to Pave Projects)						
539885	Pine Plain Road	3,900	0	1,737,250	0	
5R0066	Old Charleston Road	1,800	1,215	531,440	0	
5R0172	Limestone Road	0	0	22,600	0	
5R0191	Ruth Vista Road	26,549	3,395	74,082	0	
5R0206	Bub Shumpert Rd #13	0	0	50,850	0	
5R0207	John's Creek Rd	725,173	121,404	203,126	0	
5R0226	Bub Shumpert Rd #7	16,350	0	21,150	0	
5R0227	Backman Avenue	2,360	440	38,490	0	
5R0244	Alice Drive & Phaeton Drive	3,332	3,318	40,817	0	
** Total Road Construction (Dirt to Pave Project		779,464	129,772	2,719,805	<u>0</u>	

This department is to account for expenditures for petitioned dirt road paving projects as approved by the County Transportation Committee. Organization - 121304.

***** Total Budget Appropriation** **854,410** **129,772** **8,084,547** **1,828,420**

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700
Division: Public Works
Organization: 121305 - PW / Maintenance / Drainage Projects

					<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	
Code	Classification	Expend	Expend	Amended	Requested	2020-21
			(Dec)	(Dec)		Approved
<hr/>						
Operating Expenses						
539900	Unclassified - Drainage Projects	0	0	977,978	<u>250,000</u>	
* Total Operating		0	0	977,978	<u>250,000</u>	
 Capital						
5AK420	Willow Forks Road Drainage	0	0	50,000	<u>0</u>	
** Total Capital		0	0	50,000	<u>0</u>	
 Drainage Projects						
5R0246	Olde Saluda Storm Sewer Rehab	11,916	0	400	<u>0</u>	
* Total Drainage Projects		11,916	0	400	<u>0</u>	

This department is to account for expenditures on various storm drainage improvements.

***** Total Budget Appropriation** **11,916** **0** **1,028,378** **250,000**

COUNTY OF LEXINGTON
 SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
 Annual Budget
 Fiscal Year - 2020-21

Fund 2700
 Division: Public Works
 Organization: 121306 - PW / Maintenance / SCDOT 27% Fund

Object Expenditure		2018-19	2019-20	2019-20	2020-21	<i>BUDGET</i>	
Code	Classification	Expend	Expend (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
539900	Unclassified - SCDOT 27%	1,400,000	0	550,000	1,553,472		
* Total Operating		1,400,000	0	550,000	1,553,472		
State Road Projects							
5R0138	Zion Church Road Extension - Chapin	0	0	150,000	0		
** Total State Road Projects		0	0	150,000	0		

This department is to account for expenditures on the state highway system required in the C Fund Law.
 Organization - 121306.

*** Total Budget Appropriation	1,400,000	0	700,000	1,553,472
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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700

Division: Public Works

Organization: 121307 - PW / Maintenance / Asphalt Maintenance

						BUDGET	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Operating Expenses							
539900	Unclassified - Pavement	0	0	2,016,045	1,500,000		
* Total Operating		0	0	2,016,045	1,500,000		
Capital							
5A1608	Rehabilitation Weed DR	9,500	0	500	0		
5AJ510	Holiday Haven Ln Driveway Repairs	24,961	0	0	0		
** Total Capital		34,461	0	500	0		
Pavement Maintenance Projects							
5R0235	2017 Asphalt Maint Project	4,946	0	0	0		
5R0245	2018 Road Striping	20,365	0	0	0		
5R0255	2019 Asphalt Maint Project	0	536,217	1,800,000	0		
5R0256	County Pavement Marking	0	440	90,000	0		
Total Asphalt Maintenance Projects		25,311	536,657	1,890,000	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** **59,772** **536,657** **3,906,545** **1,500,000**

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY CTY TRANS COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Fund 2700

Division: Public Works

Organization: 121308 - PW / Maintenance / Dirt Road Maintenance & Safety

Object Expenditure Code Classification						BUDGET	
		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
538300	Retainage Payable Expense	42,252	0	0	0		
539900	Unclassified - Road Maintenance	0	0	14,896	200,000		
* Total Operating		42,252	0	14,896	200,000		
Maintenance Projects							
5R0112	Porth Circle	0	0	20,000			
5R0113	Ashby Drive	380,273	54,626	113,768	0		
5R0115	Oak Hill Road	33,229	7,720	719,043	0		
5R0116	Hyman Road	0	0	59,268	0		
5R0117	Darby Ambrose Road	0	0	59,304	0		
5R0118	Sweet Pea Lane	0	0	50,000	0		
5R0120	Green Hills Drive	0	0	15,000	0		
** Total Maintenance Projects		413,502	62,346	1,036,383	0		

This department is to account for expenditures on improvements to portions of unpaved roads with continuous maintenance or safety deficiencies.

***** Total Budget Appropriation** **455,754** **62,346** **1,051,279** **200,000**

SECTION IV

**COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020-21**

Fund #	<u>2700</u>	Fund Title:	<u>C-Fund</u>	
Organization #	<u>121100</u>	Organization Title:	<u>PW / Administration & Engineering</u>	<i>BUDGET</i>
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 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 - 3.6575 cents of the State's 22-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 Project 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. Special Projects / Municipal 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. All recommendations are subject to CTC approval.

4. Subdivision Bond Supplements (121303) – These funds are programmed as needed and used to supplement funds obtained from a surety bond related to subdivision 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. FY20-21 programmed amount is expected to be \$1.8M.

6. Drainage Projects (121305) - \$250,000 is set aside to fund storm drainage improvements directly related to public roads and transportation.

7. SCDOT 27% Fund (121306) - These funds are set aside to meet the C Fund requirement that 27% 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 2700
PUBLIC WORKS (121300-121308) "C" FUNDS
FY 2020-21 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 - From D.E. Clark Rd to Harvey Berry Rd	1	Completed 2017
10	PHAETON DR - From US 321 to Leland Dr	1	Design is 65% complete
11	RUTH VISTA RD - From Sherwood Rd to Pepper Rd	5	To be completed 2021
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 95% complete
14	COOL WATER CT - From Ridge Rd to Dead End	2	Completed 2014
15	HARVESTVIEW RD - From Crooked Creek Rd to John Lindler Rd	6	Completed 2016
16	ALICE DR, #1 - From US 321 to Pound Rd	9	Design is 65% complete
17	OLD CHARLESTON RD, #2 - From Pond Branch Rd to Calks Ferry	2	Design is 100% 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	To be completed 2020
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 Barnwell Rd to Dead End	5	Completed 2014
23	JOHNS CREEK RD - From Wessinger Rd to Mallard Dr	6	Completed 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 100% complete

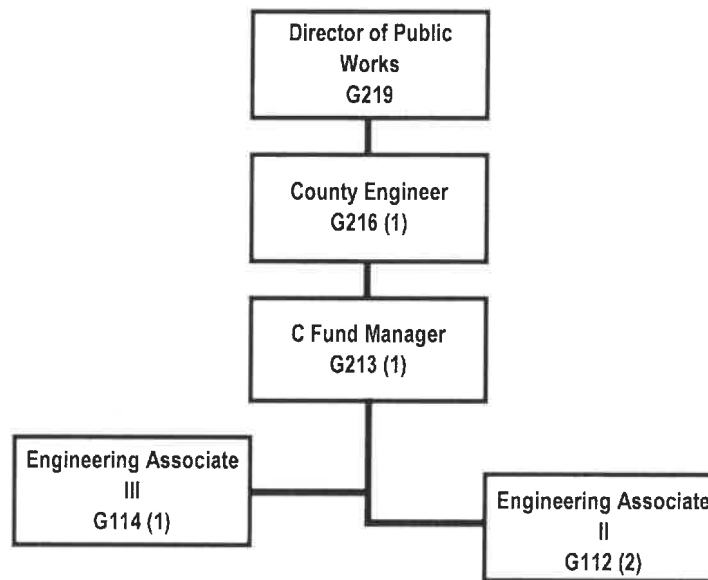
SECTION VI. - LINE ITEM NARRATIVES

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 Project 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 charged to both accounts.



SECTION VI.C. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES	\$3,000
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Contracted services for the preparation and review of the Lexington CTC annual C Fund Report and annual Set-Aside (DBE) Report.

SECTION VI.D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

NOTE: All Capital Items for Fund 2700 are included under 121100 - Admin/Engineering.

COUNTY OF LEXINGTON
LEXINGTON COUNTYWIDE STORMWATER CONSORTIUM
Annual Budget
FY 2020-21 Estimated Revenue

Object		Actual	Received	Amended	Projected			
Code	Revenue Account Title	2018-19	Thru Dec 2019-20	Budget Thru Dec 2019-20	Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* PW - Lex Cty Stormwater Consortium/MS4 2720:								
Revenues:								
452151	MS4 Municipal Portions	24,150	0	16,905	16,905	24,150		
456100	Program Income	0	600	0	0	0		
461000	Investment Interest	17	22	0	0	0		
469900	Miscellaneous Revenues	0	2,292	2,292	2,292	0		
801000	Op Trn from General Fund/Cty Ord.	25,850	18,095	18,095	18,095	25,850		
** Total Revenue		<u>50,017</u>	<u>21,009</u>	<u>37,292</u>	<u>37,292</u>	<u>50,000</u>		
***Total Appropriation					82,543	50,000		
FUND BALANCE								
Beginning of Year					<u>21,117</u>	<u>(24,134)</u>		
FUND BALANCE - Projected								
End of Year					<u>(24,134)</u>	<u>(24,134)</u>		

COUNTY OF LEXINGTON
LEXINGTON COUNTYWIDE STORMWATER CONSORTIUM
Annual Budget
Fiscal Year - 2020-21

Fund: 2720
Division: Public Works
Organization: 101611 - Land Development

Object Expenditure		2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		2020-21 Approved
Code	Classification				2020-21 Requested	2020-21 Recommend	
Personnel							
510300	Part Time - 1 (0.5 - FTE)	15,279	7,363	15,764	15,764		
511112	FICA - Employer's Portion	1,171	565	1,206	1,206		
511113	State Retirement - Employer's Portion	2,097	1,006	2,453	2,611		
511130	Workers Compensation	47	23	49	49		
* Total Personnel		18,594	8,957	19,472	19,630		
Operating Expenses							
520200	Contracted Services	22,500	7,500	22,531	15,000		
520400	Advertising & Publicity	1,982	0	7,777	0		
520702	Technical Currency & Support	0	0	0	350		
521000	Office Supplies	168	97	154	750		
521100	Duplicating	0	0	472	540		
521200	Operating Supplies	10,830	1,499	17,456	8,550		
524201	General Tort Liability Insurance	13	16	16	20		
524202	Surety Bonds	0	0	0	0		
525000	Telephone	241	127	267	267		
525041	E-mail Service Charges	129	54	129	143		
525100	Postage	0	0	125	0		
525210	Conference, Meeting & Training Expense	0	0	0	750		
525230	Subscriptions, Dues, & Books	0	0	0	250		
525250	Motor Pool Reimbursement	0	0	769	0		
525600	Uniforms & Clothing	67	0	137	100		
529903	Contingency	0	0	6,238	0		
* Total Operating		35,930	9,293	56,071	26,720		
** Total Personnel & Operating		54,524	18,250	75,543	46,350		
Capital							
540000	Small Tools & Minor Equipment	0	0	0	500		
540010	Minor Software	0	0	0	0		
	All Other Equipment	0	0	7,000			
	MS4 Tracking Software				3,150		
** Total Capital		0	0	7,000	3,650		
*** Total Budget Appropriation		54,524	18,250	82,543	50,000		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Organ. Name: Lexington Countywide Stormwater Consortium

924

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year 2020-2021

Fund #	<u>2720</u>	Fund Title:	<u>GENERAL</u>	BUDGET 2020-2021 Requested
Organization #	<u>101611</u>	Organization Title:	<u>Stormwater Consortium</u>	
Program #	<u>100</u>	Program Title:	<u></u>	

Qty	Item Description	Amount
	Small Tools and Minor Equipment	500
	Minor Software	0
	Municipal Separate Storm Sewer System (MS4) Tracking Software	3,150
	** Total Capital (Transfer Total to Section III)	3,650

SECTION V - PROGRAM OVERVIEW

Lexington Countywide Stormwater Consortium (LCSC) Minimum Control Measures 1 and 2

The staff of the Land Development Division within Community Development 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.

Staffing Level

<u>Personnel</u>		<u>Grade</u>
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:

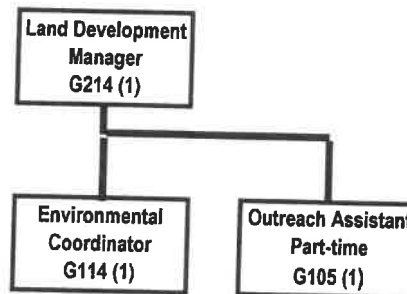
Lexington County $\$50,000 \times .517 = \$25,850$
(7) Municipalities $\$50,000 \times .483 = \$24,150$ (Revenue Code 452151)

\$50,000

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>
Outreach Assistant 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 2019-2020 budget.

520702 – TECHNICAL CURRENCY & SUPPORT

\$350

Software to support MS4 permit requirements including (7)

1 AGOL User @ 350 = \$350

521000 - OFFICE SUPPLIES

\$750

Minor supplies needed for public education and outreach, and public involvement and participation.

521100 - DUPLICATING

\$540

Cost for duplication of documents.

Print Pond 1st Inspection Letters ### @ \$0.20 = \$300.00

Print Pond 2nd Inspection Letters ### @ \$0.20 = \$240.00

\$540.00

521200 - OPERATING SUPPLIES

\$8,550

Operating supplies for educational component of the NPDES permit.

Rain Barrel Workshops 3 @ \$750.00 = \$2,250

Adopt-a-Stream Bacteria Sampling Kit 4 @ \$275.00 = \$1,100

Storm drain tagging supplies 300 @ \$7.00 = \$2,100

Promotional Items 1 @ \$2,500.00 = \$2,500

Miscellaneous events and workshop supplies 2 @ \$300.00 = \$600

Total = \$8,550

524201 - GENERAL TORT LIABILITY INSURANCE

\$20

20% over 2019 expenditure 1.20 @ 17 = 20

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

\$143

LCSWC has 1 email account @ \$12.00 per month for 12 months = \$143.00

525100 - POSTAGE

\$0

Anticipated postage costs. Expenditures to be covered by remaining 2020-2021 budget.

525210 - CONFERENCE & MEETING EXPENSES

\$750

Cost to attend educational outreach seminars/workshop, conferences to include any training needed for program development.

525230 - SUBSCRIPTIONS, DUES, & BOOKS

\$250

FUND 2720
COMMUNITY DEVELOPMENT (101611) LAND DEVELOPMENT
FY2020-21 BUDGET REQUEST

Anticipated costs for membership/dues/materials needed to keep recent on new program requirements.

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 2019-2020 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

\$500

Replace drill bits for hammer drill used for storm drain tagging.

540010 – MINOR SOFTWARE

\$0

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) TRACKING SOFTWARE 1 @ 3,150

\$3,150

Program audit indicated need for tracking software for all data to be in one central location not on County drive

Equipment Justification
Communications Equipment

**COUNTY OF LEXINGTON
CAMPUS PARKING FUND
Annual Budget
FY 2020-21 - Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Campus Parking Fund 2920:								
Revenues:								
430600	Employee Parking Fees	15,126	6,324	13,620	13,620	15,177		
430601	Public Parking Fees	2,700	360	2,800	2,800	720		
Other Revenues:								
461000	Investment Interest	3,333	1,413	2,000	2,000	2,000		
** Total Revenue		21,159	8,097	18,420	18,420	17,897		
***Total Appropriation					294,829	294,306		
Contingency: Unused								
FUND BALANCE								
Beginning of Year					204,697	204,697		
FUND BALANCE - Projected								
End of Year					(71,712)	(71,712)		

**COUNTY OF LEXINGTON
CAMPUS PARKING FUND
Annual Budget
Fiscal Year - 2020-21**

Fund 2920

Organization: 101500 - Human Resource

Organization: 111300 - Building Services

Organization: 999900 - Non-departmental

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend Approved
Operating Expenses (Organization - 101500)						
	* Total Operating (101500)	0	0	0	0	
Personnel (Organization - 111300)						
510100	Salaries & Wages	249	0	0	0	
511112	FICA - Employer's Portion	17	0	0	0	
511113	SCRS - Employer's Portion	36	0	0	0	
511130	Workers Compensation - Employer Cost	15	0	0	0	
	* Total Personnel (111300)	317	0	0	0	
Operating Expenses (Organization - 111300)						
522000	Building Repairs & Maintenance	156	0	10,000	10,000	
	* Total Operating (111300)	156	0	10,000	10,000	
	** Total Personnel & Operating	473	0	10,000	10,000	
Capital: (Organization - 111300)						
5AG251 (2)	Security Drop Arms	0	7,755	7,755	3,500	
5AJ545	Judical Parking Lot Renovations	0	144,562	158,618	0	
	** Total Capital (111300)	0	152,317	166,373	3,500	
Capital: (Organization - 999900)						
549904	Capital Contingency	0	0	118,456	0	
	** Total Capital (999900)	0	0	118,456	0	
*** Total Budget Appropriation						
		473	152,317	294,829	13,500	

COUNTY OF LEXINGTON
PERSONNEL / EMPLOYEE COMMITTEE
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
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***Personnel/Employee Committee 2930:**

Revenues:

438300	Vending Machine Sales	2,698	1,709	4,600	4,600	3,400		
439900	Misc Fees, Permits, and Sales	131	0	500	500	150		

Other Revenues:

461000	Investment Interest	53	4	50	50	8		
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** Total Revenue		2,882	1,713	5,150	5,150	3,558		
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***Total Appropriation					7,923	3,558		
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FUND BALANCE

Beginning of Year					1,539	0		
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FUND BALANCE - Projected

End of Year					(1,234)	0		
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Fund 2930

Division: General Administrative

Organization: 101500 - Human Resources

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET	
						2020-21 Recommend	2020-21 Approved
	Personnel						
	* Total Personnel	0	0	0	0		
	Operating Expenses						
539900	Unclassified	7,683	188	7,923	3,558		
	* Total Operating	7,683	188	7,923	3,558		
	** Total Personnel & Operating	7,683	188	7,923	3,558		
	Capital						
	** Total Capital	0	0	0	0		

*** Total Budget Appropriation		7,683	188	7,923	3,558		
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COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
FY 2020-21 Estimated Revenue

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Treasurer / Delinquent Tax Collections 2950:								
Revenues:								
416000	Delinquent Tax Costs	736,670	508,150	800,000	800,000	800,000		
439900	Misc Fees, Permits, and Sales	10,684	405	15,000	15,000	15,000		
450000	Rental Income	3,009	0	1,500	1,500	2,000		
461000	Investment Interest	9,219	4,198	6,000	6,000	5,500		
461020	Delinquent Tax Account Interest	3,554	0	0	0	0		
469900	Miscellaneous Revenues	108	0	0	0	0		
** Total Revenue		<u>763,244</u>	<u>512,753</u>	<u>822,500</u>	<u>822,500</u>	<u>822,500</u>		
***Total Appropriation					1,124,412	<u>874,220</u>		
Contingency:								
Unused					(218,693)	0		
Frozen Position: Tax Clerk II - Bd. 106					(44,394)	0		
FUND BALANCE								
Beginning of Year					401,481	<u>362,656</u>		
FUND BALANCE - Projected								
End of Year					<u>362,656</u>	<u>310,936</u>		

*New Program Request
Attached to this packet
to Reinstate a position.*

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
Fiscal Year - 2020-21

Fund: 2950
Division: General Administration
Organization: 101700 Treasurer

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
					2020-21 Requested	2020-21 Recommend Approved
Personnel						
510100	Salaries & Wages - 8.2/7.2 (1-Frozen)	253,577	119,428	252,844	<u>252,844</u>	
510200	Overtime	1,946	1,208	6,000	<u>6,000</u>	
511112	FICA - Employer's Portion	18,708	8,861	19,802	<u>19,802</u>	
511113	State Retirement - Employer's Portion	33,831	16,525	40,276	<u>42,865</u>	
511120	Employee Insurance - 8.2/6.2	48,360	20,150	48,360	<u>48,360</u>	
511130	Workers Compensation	1,563	737	1,572	<u>1,572</u>	
* Total Personnel		357,985	166,909	368,854	<u>371,443</u>	
Operating Expenses						
520200	Contracted Services	75,544	62,565	92,100	<u>88,100</u>	
520244	Moving Services - Buildings	0	0	2,000	<u>2,000</u>	
520300	Professional Services	9,025	7,249	15,400	<u>12,400</u>	
520400	Advertising & Publicity	46,828	36,261	61,000	<u>56,000</u>	
520500	Legal Services	140,000	66,850	140,000	<u>140,000</u>	
520700	Technical Services	0	0	16,500	<u>9,000</u>	
520702	Technical Currency & Support	0	0	36,564	<u>18,671</u>	
521000	Office Supplies	2,975	1,080	6,000	<u>6,000</u>	
521100	Duplicating	689	340	1,200	<u>1,200</u>	
522200	Small Equipment Repairs & Maint	0	0	300	<u>300</u>	
524000	Building Insurance	128	163	140	<u>168</u>	
524001	Burglary Insurance	0	0	121	<u>121</u>	
524201	General Tort Liability Insurance	182	264	228	<u>317</u>	
524202	Surety Bonds - 2	0	0	0	<u>0</u>	
525000	Telephone	1,484	742	1,484	<u>1,528</u>	
525041	E-mail Service Charges - 6	698	258	774	<u>774</u>	
525100	Postage	118,124	27,216	150,000	<u>145,000</u>	
525210	Conference, Meeting & Training Expense	1,328	1,600	3,390	<u>4,890</u>	
525230	Subscriptions, Dues, & Books	535	586	890	<u>900</u>	
525250	Motor Pool Reimbursement	417	158	450	<u>450</u>	
525300	Utilities	3,956	1,967	5,976	<u>5,976</u>	
526900	DMV Title & License Fee	0	0	100	<u>100</u>	
529900	Miscellaneous Operating Expense	0	0	100	<u>100</u>	
529903	Contingency	0	0	218,693		
* Total Operating		401,913	207,299	753,410	<u>493,995</u>	
** Total Personnel & Operating		759,898	374,208	1,122,264	<u>865,438</u>	
Capital						
540000	Small Tools & Minor Equipment	0	0	2,000	<u>1,000</u>	
540010	Minor Software	0	0	148	<u>0</u>	
	All Other Equipment	871	0	0	<u>7,782</u>	
** Total Capital		871	0	2,148	<u>8,782</u>	
*** Total Budget Appropriation		760,769	374,208	1,124,412	874,220	

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2020-21

BUDGET
2020-21
Requested

936

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	

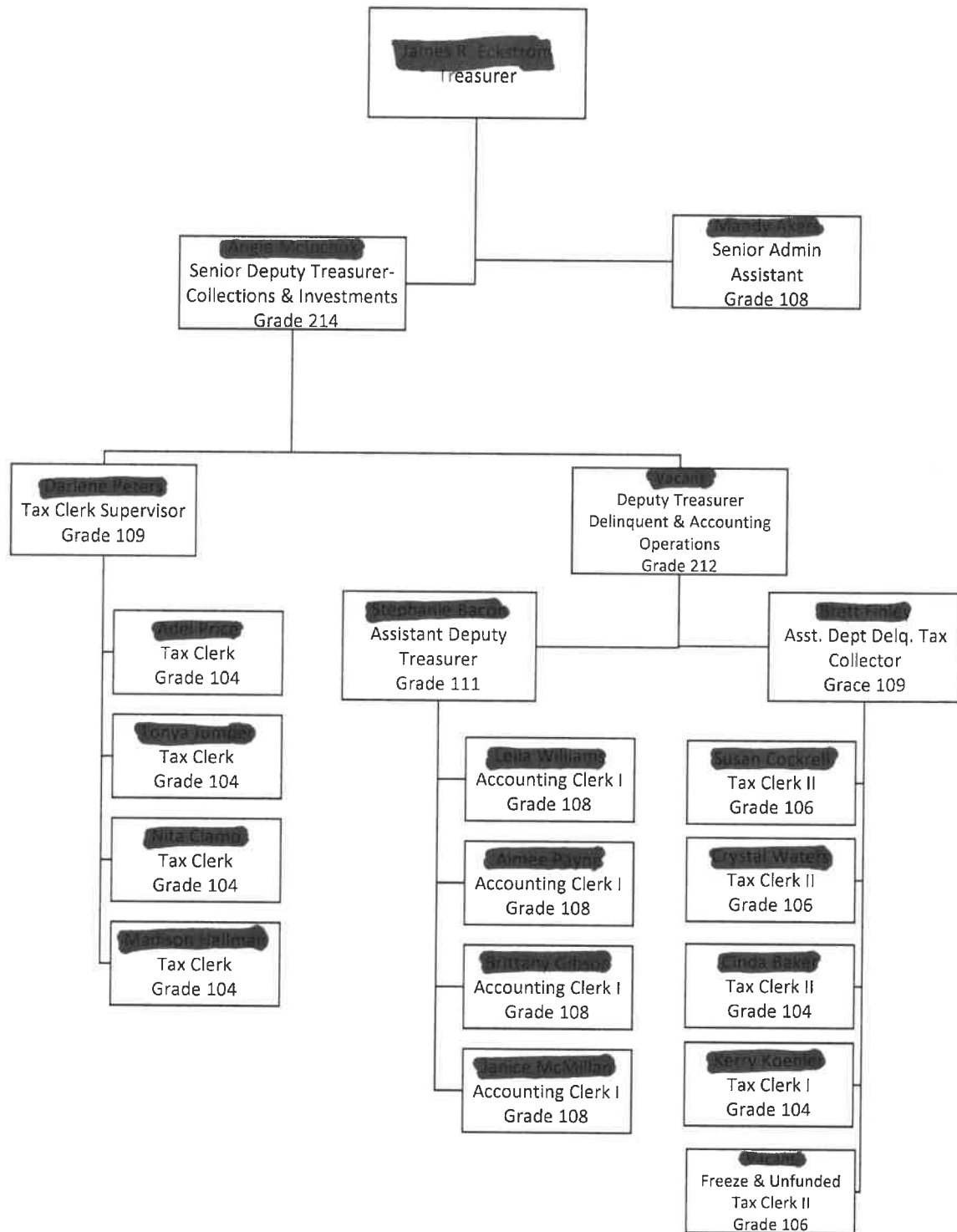
Note: We requested the Deputy Tax Collector position to be frozen and unfunded in the FY19 budget through a new program request. We will be asking for it to unfrozen and funded in the FY21 budget through a new program request (attached).

(SEE ORGANIZATION CHART ON NEXT PAGE)

Treasurer's Office

101700

Organizational Chart Fiscal Year 2020-2021



SECTION VI. C. - PERSONNEL LINE ITEM NARRATIVES

510200 - OVERTIME

\$6,000

This is for overtime worked by office staff during busy times and in preparation for tax sale.

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

<u>520200 - CONTRACTED SERVICES</u>		<u>\$88,100</u>
SI Solutions	15,000.00	
Pacer on line Bankruptcy Court	300.00	
Accurint (online people search)	2,800.00	
Palmetto Postings	70,000.00	
<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>\$12,400</u>
Auctioneer fees	12,000.00	
Definitely Taking Request (Deaf interpreter for tax sale)	400.00	
<u>520400 - ADVERTISING</u>		<u>\$56,000</u>
Tax Sale		
Lexington County Publishing Network	55,000.00	
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>\$168</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		

FY 2020-21 BUDGET REQUEST

524201 - GENERAL TORT LIABILITY INSURANCE **\$317**

Per Risk Management

524202 - SURETY BONDS **\$00**

Per Risk Management

525000 - TELEPHONE (8 phones lines and 4 voice mail) **\$1,528**

525041 E-MAIL SERVICE CHARGE **\$774**

6 Accounts x \$10.75 per Account x 12 Months = \$774.00

525100 - POSTAGE **\$145,000**

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 **\$4,890**

SCATT Legislative Conference (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 Conference (2 employees)	\$ 200.00
GFOASC Certification Program – Deputy Treasurer (required for position)	\$1,500.00

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$900**

TAPS	3 employees	\$ 90.00
SCACEE	1 employee	\$ 75.00
SCATT	3 employees	\$ 150.00
Lexington County Chronicle		\$ 50.00
The State Newspaper		\$ 280.00
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>\$1,000</u>
To cover costs for replacements of minor equipment	

ALL OTHER EQUIPMENT

<u>(4) REPLACEMENTS OF F1 PC'S</u>	<u>\$3,404</u>
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Information Service recommends we replace (4) F1 PC's this fiscal year with (4) F1A All In One Computer & Monitor at \$851.00 each

LCL02490
LCL02612
LCL02613
LCL02614

<u>TYLER TECHNOLOGIES EQUIPMENT</u>	<u>\$4,378</u>
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Per Information Services for Tyler Technologies Project:

- (6) Receipt Printers at \$1,623 each
- (8) Hand Held Scanners at \$480 each
- (9) Cash Drawers at \$260 each.

The Tyler Project budget covered \$8,276. IS recommends we put \$8,756.26 in our budget for remaining cost. (split with 1000 Treasurer General budget. ½ is \$4,378)

SECTION III

COUNTY OF LEXINGTON
NEW PROGRAM
GENERAL FUND
Annual Budget
Fiscal Year - 2019-20

Fund: 2950
Division: Delinquent Tax Department
Organization: 101700 - Treasurer

		BUDGET		
Object Expenditure		2020-21	2020-21	2020-21
Code Classification		Requested	Recommend	Approved
Personnel				
510100	Salaries & Wages -	49,080		
510200	Overtime	0		
511112	FICA Cost	3,755		
511113	State Retirement	8,128		
511120	Insurance Fund Contribution -	7,800		
511130	Workers Compensation	152		
511213	State Retirement - Retiree			
* Total Personnel		68,914		
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		69,043⁴		
Capital				
540000	Small Tools & Minor Equipment			
540010	Minor Software			
	All Other Equipment			
	(1) Standard Computer (F1A)			
** Total Capital		0		
*** Total Budget Appropriation		69,043⁴		

SECTION V – NEW PROGRAM OVERVIEW

The Treasurer's Office is requesting to unfreeze and fund the following position in the Delinquent Tax Budget (2950): **Deputy Delinquent Tax Collector (Band 210 – Exempt)**.

We are asking to reinstate this position that we froze and unfunded two years ago on a trial basis. This restructuring did not work as planned and now we desire to go back to our original arrangement. This position is responsible for managing the delinquent tax process and the annual tax sale.

This request will only impact the delinquent tax budget that is funded by delinquent tax cost set by the Treasurer. This change will not impact the general fund budget.

SECTION VI. B. – PERSONNEL LINE ITEM NARRATIVES

Salary for Band 210 and associated benefits

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

525041 – E-MAIL SERVICE CHARGES

\$129

Cost of one e-mail account - \$10.75 per person per month

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Finance / Grants Administration 2990:								
Revenues:								
461000	Investment Interest	1,316	448	960	960	840		
801000	Op Trn from General Fund/Cty Ord.	70,000	31,905	31,905	31,905	77,653		
** Total Revenue		<u>71,316</u>	<u>32,353</u>	<u>32,865</u>	<u>32,865</u>	<u>78,493</u>		
***Total Appropriation					<u>95,318</u>	<u>89,925</u>		
Contingency:								
Unused					8,184			
Carryforward								
FUND BALANCE								
Beginning of Year					<u>65,701</u>	<u>11,432</u>		
FUND BALANCE - Projected								
End of Year					<u><u>11,432</u></u>	<u><u>0</u></u>		

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2020-21**

Fund: 2990
Division: General Administration
Organization: 101400 Finance

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 1	60,533	28,511	60,533	61,774	
511112	FICA - Employer's Portion	4,431	2,112	4,631	4,726	
511113	State Retirement - Employer's Portion	8,294	3,886	9,419	10,230	
511120	Employee Insurance - 1	7,800	3,250	7,800	7,800	
511130	Workers Compensation	188	89	188	192	
* Total Personnel		81,246	37,848	82,571	84,722	
Operating Expenses						
521000	Office Supplies	344	90	739	740	
521100	Duplicating	146	158	581	540	
524201	General Tort Liability Insurance	26	33	33	35	
524202	Surety Bonds - 1	0	0	0	10	
525000	Telephone	241	120	241	241	
525041	E-mail Service Charge - 1	129	43	129	129	
525210	Conference, Meeting & Training Expense	936	927	2,240	2,895	
525230	Subscriptions, Dues, & Books	329	229	330	355	
525240	Personal Mileage Reimbursement	0	0	70	58	
529903	Contingency	0	0	8,184	0	
* Total Operating		2,151	1,600	12,547	5,003	
** Total Personnel & Operating		83,397	39,448	95,118	89,725	
Capital						
540000	Small Tools & Minor Equipment	0	0	200	200	
540010	Minor Software	0	0	0	0	
	All Other Equipment	871	0	0	0	
** Total Capital		871	0	200	200	
*** Total Budget Appropriation		84,268	39,448	95,318	89,925	

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:

	<u>Actual FY 2018-19</u>	<u>Estimated FY 2019-20</u>	<u>Projected FY 2020-21</u>
Solicitor Grants	3	3	2
Solicitor Special Revenue	7	7	7
Law Enforcement Grants	10	10	11
LE Special Revenue	29	29	29
Public Safety Grants	3	3	6
PS Special Revenue	4	4	3
Other Grants	15	15	17
Other Special Revenue	50	50	48

SECTION VI. A. - SUMMARY OF REVENUES

461000 - INVESTMENT INTEREST **\$ 840**

Interest is earned on the Fund Balance in the account.

801000 - OPERATING TRANSFER FROM GENERAL FUND **\$ 77,653**

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 TitlePositions</u>	<u>Full Time Equivalent</u>			<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</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 **\$ 740**

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 @ \$32.00)	\$96.00
Pens, pencils, & other office products	\$41.47
Storage boxes	\$30.00

521100 - DUPLICATING **\$ 540**

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 18,000 copies	\$540.00
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524201 - GENERAL TORT LIABILITY INSURANCE **\$ 35**

To cover the cost of general tort liability insurance.

Manager of Grants	1.00 position	\$35
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524202 - SURETY BONDS **\$ 10**

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 **\$ 2,895**

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 Hilton Head (October 2020)	\$900
GFOASC Spring Conference in Columbia (May 2021)	\$100
Other Training Sessions	\$245

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$ 355**

Funds are used for membership dues to the following professional organizations.

National GFOA annual membership	\$230
GFOASC annual membership (1)	\$125

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 58**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc.

100 miles @ \$0.575 = \$57.50

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT	\$ 200
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Funds will be used to purchase minor equipment as needed.

COUNTY OF LEXINGTON
PASS-THRU GRANTS
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Pass-Thru-Grants 2999:								
Revenues:								
452100	Town Recorders Fees	155,311	44,865	158,262	158,262	183,274		
461000	Investment Interest	2,950	832	0	0			
** Total Revenue		<u>158,261</u>	<u>45,697</u>	<u>158,262</u>	<u>158,262</u>			
***Total Appropriation					<u>275,135</u>			
FUND BALANCE								
Beginning of Year					<u>142,856</u>			
FUND BALANCE - Projected								
End of Year					<u><u>25,983</u></u>			

Fund: 2999

Organization: 142000 - Magistrate Court Services (Personnel Costs)

Organization: 999900 - Non-departmental (Special Projects)

						BUDGET	
Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel: (Organization - 142000)							
510100	Salaries & Wages	123,467	71,214	124,751	143,371		
511112	FICA - Employer's Portion	9,309	5,349	9,544	10,968		
511114	PORS - Employer's Portion	558	390	22,755	27,585		
511130	Workers Compensation	1,761	929	1,871	1,350		
511214	PORS - Emplr. Port. (Retiree)	19,737	11,513	0	0		
* Total Personnel		<u>154,832</u>	<u>89,395</u>	<u>158,921</u>	<u>183,274</u>		
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			
* Total Operating		<u>0</u>	<u>0</u>	<u>116,214</u>			
** Total Personnel & Operating		<u>154,832</u>	<u>89,395</u>	<u>275,135</u>			
Capital							
** Total Capital		<u>0</u>	<u>0</u>	<u>0</u>			
*** Total Budget Appropriation		<u>154,832</u>	<u>89,395</u>	<u>275,135</u>			

COUNTY OF LEXINGTON
RED BANK CROSSING RENTAL PROPERTIES
Combined Annual Budget
Fiscal Year 2020-21

Fund: 5601
Division: Non-Departmental

	2018-19	2019-20	2019-20	2020-21	BUDGET	
Summary Page	Actual	Actual	Amended	Requested	2020-21	2020-21
		(Dec)	(Dec)		Recommend	Approved

Activity From Operations:

Revenues:

450000 Rental Income	104,340	42,646	105,765	105,765
461000 Investment Interest	9,755	5,804	5,000	0
801000 Op Trn from General Fund	0	681,982	681,982	0
Total Revenue	114,095	730,432	792,747	105,765

Expenses:

Total Personnel & Operating	39,277	37,006	110,894	91,765
Depreciation	19,677	0	14,000	14,000
Capital Outlay	0	40,250	1,081,982	0
Total Expense	58,954	77,256	1,206,876	105,765

Noncash Expenses:

Depreciation: Add Back In	19,677	0	14,000	14,000
Net Cash	74,818	653,176	(400,129)	14,000

Income Calculation:

Net Income (Loss)	55,141	653,176	(414,129)	0
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FUND BALANCE

Beginning - Cash/Fund Balance	333,517
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FUND BALANCE

End of Year - Projected - Cash/Fund Balance	(66,612)
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COUNTY OF LEXINGTON
RED BANK CROSSING RENTAL PROPERTIES
Annual Budget
Fiscal Year 2020-21

Fund: 5601
Division: Non-Departmental
Organization: 999900 - Non-Departmental

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expend	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
	* Total Personnel	0	0	0		
Operating Expenses						
520103	Landscape/Ground Maintenance	9,544	8,143	20,826	19,307	
520231	Garbage Pickup Service	3,418	1,185	2,370	2,370	
520232	Parking Lot Sweeping	997	1,970	7,020	6,804	
520500	Legal Services	0	0	2,500	2,500	
522000	Building Repairs & Maintenance	1,303	1,357	5,000	5,000	
524000	Building Insurance	1,183	1,358	1,219	998	
525391	Util/Red Bank Crossing	0	0	1,200	1,200	
529903	Contingency	0	0	47,242	29,902	
530100	Depreciation	19,677	0	14,000	14,000	
538500	Property Taxes	22,832	22,993	23,517	23,684	
	* Total Operating	58,954	37,006	124,894	105,765	
	** Total Personnel & Operating	58,954	37,006	124,894	105,765	
Capital						
	All Other Equipment	0	40,250	1,081,982	0	
	** Total Capital	0	40,250	1,081,982	0	
	*** Total Expenses	58,954	77,256	1,206,876	105,765	

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020-21

BUDGET
2020-21
Requested

No Items This FY

0

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
SUMMARY OF DEPARTMENTAL REVENUES
Annual Budget
FY 2020-21 Estimated Revenue**

Fund: 5601
Division: Non-Departmental
Organization: 999900

Object Code	Revenue Account Title	Actual 2017-18	Actual 2018-19	Anticipated 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
	Revenues:						
450000	Redbank Rental Income	104,518	104,340	105,765	105,765		
	** Total Revenue (Section II)	104,518	104,340	105,765	105,765		
	*** Total Appropriation (Section III)				105,765		

COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Organ. Name: Non-Departmental

958

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 **\$19,307**

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 **\$6,804**

Parking lot sweeping: once a week \$125.00
52 x \$125.00 = \$6,480.00 + estimated 5% increase = \$6,804.00 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 **\$998**

12 months coverage (\$968.28 + 3% = \$997.33)

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. @ \$100.00/month = \$1,200.00
Total SCE&G = **\$1,200.00**

529903 - CONTINGENCY **\$29,902**

Funds are used for unexpected expenses not budgeted.

538500 – PROPERTY TAXES **\$23,684**

Funds are used for property taxes assessed on the rental space.
All units are being rented and assessed property taxes this year.
FY 19-20 expense \$22,993.35 + 3% = \$23,683.15

SOLID WASTE MANAGEMENT
Combined Annual Budget
Fiscal Year 2020-21

Fund: 5700
Division: Public Works

Summary Page	2018-19	2019-20	2019-20	2020-21	BUDGET	
	Actual	Actual (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Activity From Operations:						
Revenues:						
Property Taxes	9,983,536	1,455,171	10,621,337	10,694,267		
Landfill Revenue Fees	3,535,611	1,596,740	3,631,433	3,711,184		
Other Revenues	402,569	156,728	387,000	382,000		
Total Revenues	13,921,716	3,208,639	14,639,770	14,787,451		
Expenses:						
Total Personnel & Operating	12,004,887	4,742,377	12,775,022	13,273,953		
Depreciation	1,166,582	0	1,096,320	1,561,050		
Capital Outlay	19,888	3,025,618	8,736,174	2,457,098		
Operating Transfers	485,768	105,758	105,758	162,370		
Total Expenses	13,677,125	7,873,753	22,713,274	17,454,471		
Sub-Total (Existing Programs)	244,591	(4,665,114)	(8,073,504)	(2,667,020)		
Noncash Expenses:						
Depreciation: Add Back In	1,166,582	0	1,096,320	1,561,050		
Total Expenses (Cash Basis)	12,510,543	7,873,753	21,616,954	15,893,421		
Net Cash	1,411,173	(4,665,114)	(6,977,184)	(1,105,970)		
Income Calculation:						
Capital Outlay: Existing	19,888	3,025,618	8,736,174	2,457,098		
Total Expenses (Income Basis)	13,657,237	4,848,135	13,977,100	14,997,373		
Net Income (Loss)	264,479	(1,639,496)	662,670	(209,922)		
Contingency			538,525	0		
FUND BALANCE						
Beginning - Fund Balance - Cash			16,272,273	9,833,614		
FUND BALANCE						
End of Year - Projected - Cash			9,833,614	8,727,644		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
FY 2020-21 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			
Revenue Account Title		2013-14	2014-15	2015-16	2017-18	2018-19	2019-20	2019-20	Thru Jun	2020-21	2020-21	Approved
												2020-21
* Undesignated Revenues 5700 :												
Property Taxes:		8.217 Mills	8.217 Mills	8.177 Mills	7.877 Mills	7.877 Mills	7.877 Mills	7.877 Mills	7.877 Mills			
410000	Current Property Taxes	7,016,004	7,197,196	7,182,292	7,473,175	7,695,467	833,993	8,155,508	8,155,508	8,155,508		
410500	Homestead Exemption Reimburse.	338,191	346,993	346,849	359,480	370,362	0	345,000	345,000	370,000		
410520	Manufacturer's Exempt. Reimburse.	32,788	32,695	32,170	32,821	80,360	0	32,100	32,100	32,100		
410521	Manufacturer Partial Prop Tx Exemp	0	0	0	0	0	4,023	0	4,023	4,023		
410530	State Sales & Use Tax Credit	162,386	76,406	79,742	51,036	37,364	8,906	69,061	69,061	20,000		
410540	Lease Purchase Tax Credit	1	0	0	0	0	0	0	0	0		
411000	Current Vehicle Taxes	1,136,502	1,194,646	1,148,142	1,153,516	1,127,427	499,679	1,113,668	1,113,668	1,190,636		
412000	Current Tax Penalties	13,439	13,619	11,997	11,277	12,989	(4)	11,000	11,000	11,000		
413000	Delinquent Taxes	327,005	275,288	258,376	263,048	289,523	88,514	260,000	260,000	270,000		
414000	Delinquent Tax Penalties	45,360	40,893	35,085	35,525	36,192	13,255	35,000	35,000	35,000		
417100	Fee in Lieu of Taxes	493,824	477,265	540,653	554,535	541,794	0	550,000	550,000	550,000		
417120	FILOT - Prior Year	20,220	0	0	2,567	0	0	0	0	0		
417130	FILOT - Manufacturer's Tax Exemp	21,146	20,477	22,090	23,372	27,616	0	22,000	22,000	25,000		
417150	FILOT - Fee for Services	4,166	3,304	3,183	3,661	3,183	0	3,000	3,000	3,000		
418000	Motor Carrier Payments	14,191	17,136	18,515	19,523	22,777	3,384	19,000	19,000	20,000		
418100	Heavy Equip Rental Surcharge Fees	0	0	0	0	10,313	3,421	6,000	6,000	8,000		
Total Property Taxes		9,625,223	9,695,918	9,679,094	9,983,536	10,255,367	1,455,171	10,621,337	10,625,360	10,694,267		
Landfill Revenue Sources:												
430850	Credit Report Fees	300	325	225	425	300	75	325	325	200		
434000	Landfill Fees	1,900,162	2,360,789	2,800,320	2,947,861	3,103,098	1,420,590	3,140,083	3,140,083	3,306,777		
434100	Landfill Permit Fees	2,570	2,860	3,965	3,870	4,565	1,295	3,900	3,900	4,000		
434200	Garbage Franchise Fees	119,476	125,823	136,395	145,064	152,641	73,202	145,000	145,000	150,513		
434400	Paper Recycling Fees	4,843	4,546	4,209	3,068	1,189	333	1,500	1,500	834		
434401	Battery Recycling Fees	15,948	16,162	18,590	15,406	15,008	6,882	15,500	15,500	15,500		
434402	Aluminum Recycling Fees	39,489	26,006	29,977	36,796	37,786	10,780	33,000	33,000	30,000		
434403	Plastic Recycling Fees	9,133	5,410	0	0	0	0	0	0	0		
434405	White Goods Recycling Fees	29,954	37,434	64,378	199,738	196,366	28,289	150,000	150,000	70,000		
434406	Waste Tire Fees	32,512	34,751	40,199	52,134	51,312	26,144	45,000	45,000	58,000		
434407	Textile Recycling Fees	2,067	1,747	480	642	256	0	400	400	0		
434408	Cardboard Recycling Fees	14,965	18,768	23,692	26,734	22,646	107	30,000	30,000	0		
434409	Glass Recycling Fees	5,509	6,587	7,536	7,455	5,602	3,470	7,250	7,250	8,700		
434411	Oil Filter Recycling Fees	2,896	691	750	2,300	1,211	150	1,400	1,400	500		
434414	Refrigerant Recycling Fees	3,765	6,255	8,820	9,420	11,250	5,595	10,000	10,000	13,500		
434416	Motor Oil Recycling Fees	45,839	5,341	0	0	0	0	0	0	0		
434417	Safety Vest Recycling Fees	25	90	100	65	85	10	75	75	60		
434419	Electronics Recycling Fees	1,665	1,956	9,098	9,114	6,657	3,339	5,500	5,500	7,600		
434420	Mattress Recycling Fees	0	21,715	19,262	12,043	14,637	7,867	12,500	12,500	19,000		
438800	Mulch Sales	2,710	2,624	3,266	5,533	17,437	5,106	10,000	10,000	11,000		
438801	Compost Sales	10,535	28,491	12,469	57,943	22,092	3,505	20,000	20,000	15,000		
Total Revenue Sources		2,244,363	2,708,371	3,183,731	3,535,611	3,664,138	1,596,739	3,631,433	3,631,433	3,711,184		
Other Revenues:												
450100	Ground Lease Agreement	10,800	12,000	12,000	12,000	12,000	5,000	12,000	12,000	12,000		
451201	FEMA Disaster Reimbursement	0	39,836	0	5,430	0	0	0	0	0		
451205	State Disaster Reimbursement	0	0	0	9,402	0	0	0	0	0		
461000	Investment Interest	43,341	97,850	120,031	206,221	425,177	141,731	325,000	325,000	370,000		
463200	Insurance Claims Reimbursement	912	2,555	0	3,265	795	0	0	0	0		
467000	Cash Over/Short	0	1	(20)	11	(19)	0	0	0	0		
469900	Miscellaneous Revenues	1,059	0	31,564	6,240	0	0	0	0	0		
490100	Sale of General Fixed Assets	0	0	0	0	30,400	9,997	50,000	50,000	0		
490200	Trade-in Allowance on FA	0	0	0	160,000	0	0	0	0	0		
590300	Loss on Disposal of Fixed Assets	0	0	(525,542)	0	(5,042)	0	0	0	0		
Total Other Revenue		56,112	152,242	(361,967)	402,569	463,311	156,728	387,000	387,000	382,000		
** Total Undesignated Landfill Revenues												
		11,925,698	12,556,531	12,500,858	13,921,716	14,382,816	3,208,638	14,639,770	14,643,793	14,787,451		

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2020-21

Fund 5700

Division: Public Works-Solid Waste

Organization: Solid Waste - All Departments

Object Expenditure Code Classification	2019-20 Amended (Dec)	2020-21 Approved (Total)	BUDGET										Code Enforcement	Non- Departmental
			Admin.	Accig. & Collections	Collection Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Litter Control				
Personnel														
510100 Salaries & Wages	1,087,294	1,134,026	229,556	154,900	74,965	352,526	0	171,635	27,248	0	89,150	34,046		
510199 Special Overtime	0	3,000	0	0	0	0	0	0	0	0	3,000	0		
510200 Overtime	41,200	39,200	0	1,200	2,000	20,000	0	16,000	0	0	0	0		
510300 Part Time	563,170	560,090	0	52,703	267,869	0	0	0	161,772	77,746	0	0		
511112 FICA Cost	131,820	132,831	17,561	15,974	26,380	28,499	0	14,354	14,460	5,948	7,050	2,605		
511113 State Retirement	266,069	272,824	38,015	34,578	57,105	62,188	0	31,073	31,302	12,875	0	5,688		
511114 Police Retirement	15,773	17,730	0	0	0	0	0	0	0	0	17,730	0		
511120 Insurance Fund Contribution	210,600	210,600	23,400	46,800	11,700	74,100	0	35,100	3,900	0	15,600	0		
511130 Workers Compensation	113,825	104,087	4,949	647	20,182	31,487	0	16,105	17,348	7,977	3,189	2,203		
519901 Salaries & Wages Adjustment Account	172,485	0	0	0	0	0	0	0	0	0	0	0		
* Total Personnel	2,602,236	2,474,388	313,481	306,802	460,201	568,800	0	284,267	256,030	104,546	135,719	44,542		
Operating Expenses														
520100 Contracted Maintenance	265,553	339,772	0	0	615	303,955	0	35,202	0	0	0	0		
520103 Landscaping/Ground Maintenance	5,000	5,000	0	0	5,000	0	0	0	0	0	0	0		
520200 Contracted Services	7,021,131	7,714,416	51,850	498	2,049,333	84,385	70,000	5,275,831	182,519	0	0	0		
520219 Water & Other Beverage Service	2,750	3,304	0	0	2,094	0	0	1,210	0	0	0	0		
520233 Towing Service	1,265	2,935	75	0	390	1,000	0	0	880	290	300	0		
520239 E-Waste Recycling	100,000	111,352	0	0	0	0	0	0	111,352	0	0	0		
520300 Professional Services	292,460	284,685	0	825	0	89,725	186,000	8,135	0	0	0	0		
520302 Drug Testing Services	425	2,182	0	0	150	967	0	815	250	0	0	0		
520303 Accounting/Auditing Services	5,000	5,000	0	5,000	0	0	0	0	0	0	0	0		
520305 Infectious Disease Services	3,410	5,757	303	606	1,515	1,212	0	606	606	909	0	0		
520400 Advertising & Publicity	5,130	5,130	3,130	0	2,000	0	0	0	0	0	0	0		
520500 Legal Services	3,000	3,000	3,000	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	15,000	20,000	0	0	0	20,000	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	0	0	0	0	0	0	25,000	0	0	0	0	0		
520702 Technical Currency & Support	45,000	25,000	0	0	0	0	0	0	0	0	0	0		
520800 Outside Printing	17,669	17,995	14,195	1,600	0	0	0	0	0	0	2,200	0		
521000 Office Supplies	5,900	6,000	6,000	0	0	0	0	0	0	0	0	0		
521100 Duplicating	3,725	5,772	2,000	2,322	400	300	0	500	250	0	0	0		
521200 Operating Supplies	1,253	1,218	323	314	285	92	15	46	143	0	0	0		
521208 Police Supplies	168,200	220,615	3,600	3,416	19,960	184,694	0	2,945	4,000	1,500	500	0		
521214 Safety Supplies	500	800	0	0	0	0	0	0	0	0	800	0		
521402 Occupational Health Supplies	3,000	3,819	500	3,319	100	0	0	0	0	0	0	0		
521601 Sign Materials	400	500	0	200	100	0	0	0	200	0	0	0		
522000 Building Repairs & Maintenance	1,000	1,000	1,000	0	0	0	0	0	0	0	0	0		
522050 Generator Repairs & Maintenance	61,590	81,640	0	0	25,000	11,640	0	45,000	0	0	0	0		
522100 Heavy Equipment Repairs & Maintenance	1,659	1,659	0	0	0	1,659	0	0	0	0	0	0		
522200 Small Equipment Repairs & Maintenance	249,500	323,117	0	0	30,800	179,760	0	110,057	2,500	0	0	0		
522201 Fuel Site Repairs & Maintenance	21,100	25,300	0	0	800	4,500	0	0	20,000	0	0	0		
522300 Vehicle Repairs & Maintenance	1,000	3,200	0	0	0	3,200	0	0	0	0	0	0		
	32,550	24,558	1,500	0	4,000	10,058	0	0	7,500	500	1,000	0		

COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2020-21

Fund 5700
Division: Public Works-Solid Waste
Organization: Solid Waste - All Departments

Object Expenditure Code Classification	2019-20 Amended (Dec)	2020-21 Approved (Total)	BUDGET								Litter Control	Code Enforcement	Non- Departmental
			Admin.	Acctg. & Collections	Collection Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling				
Cont:													
523200 Equipment Rental	37,074	66,714	0	0	0	64,640	0	2,074	0	0	0	0	0
524000 Building Insurance	6,390	8,513	2,026	0	0	3,101	0	3,386	0	0	0	0	0
524100 Vehicle Insurance	12,943	11,982	615	0	0	2,757	4,920	0	1,845	615	1,230	0	0
524101 Comprehensive Insurance	60,861	62,021	0	0	0	1,250	56,485	0	2,596	1,094	596	0	0
524201 General Tort Liability Insurance	10,648	16,672	1,051	240	1,361	6,573	0	1,248	713	2,368	3,118	0	0
524202 Surety Bonds	0	469	30	60	126	95	0	45	63	30	20	0	0
524900 Data Processing Equipment Insurance	140	176	0	176	0	0	0	0	0	0	0	0	0
525000 Telephone	8,020	9,843	4,800	0	5,043	0	0	0	0	0	0	0	0
525004 WAN Service Charges	7,320	9,360	8,400	0	0	0	0	0	0	0	960	0	0
525006 GPS Monitoring Charges	6,105	6,511	204	0	407	4,475	0	407	814	204	0	0	0
525020 Pagers and Cell Phones	0	0	0	0	0	0	0	0	0	0	0	0	0
525021 Smart Phone Charges	6,188	7,002	2,304	768	1,296	0	0	0	0	0	0	0	0
525030 800 MHz Radio Service Charges	16,748	16,062	1,248	414	1,416	5,616	0	3,120	2,124	708	1,986	0	0
525031 800 MHz Radio Maintenance	1,214	1,140	0	136	73	442	0	244	73	99	73	0	0
525041 E-mail Service Charges	1,549	1,678	387	774	129	65	0	65	0	0	258	0	0
525100 Postage	12,318	12,468	11,718	750	0	0	0	0	0	0	0	0	0
525210 Conference, Meeting & Training Expenses	4,308	8,764	4,188	0	350	1,963	0	1,263	0	0	1,000	0	0
525230 Subscriptions, Dues, & Books	2,275	2,700	1,070	0	0	1,150	0	350	0	0	130	0	0
525240 Personal Mileage Reimbursement	2,200	2,580	2,280	200	100	0	0	0	0	0	0	0	0
525250 Motor Pool Reimbursement	150	300	300	0	0	0	0	0	0	0	0	0	0
525315 Utilities - Landfill (Cayce 321)	22,000	20,000	0	0	0	0	20,000	0	0	0	0	0	0
525317 Utilities - Landfill (Edmund)	46,900	44,700	13,200	0	0	13,500	0	18,000	0	0	0	0	0
525318 Utilities - Convenience Stations	88,200	88,200	0	0	88,200	0	0	0	0	0	0	0	0
525400 Gas, Fuel, & Oil	171,750	228,498	1,046	0	11,087	164,598	0	19,575	23,359	2,561	6,272	0	0
525405 Small Equipment Fuel	900	1,600	0	0	600	1,000	0	0	0	0	0	0	0
525600 Uniforms & Clothing	20,100	31,494	855	905	5,536	8,533	0	4,878	5,612	2,175	3,000	0	0
526500 Licenses & Permits	3,000	3,900	0	0	250	750	0	900	0	0	0	0	0
527040 Outside Personnel (Temporary)	692,723	705,192	0	0	705,192	0	0	0	0	0	0	0	0
529903 Contingency	405,014	100,000	0	0	0	0	0	0	0	0	0	100,000	0
529904 Capital Contingency	155,678	50,000	0	0	0	0	0	0	0	0	0	50,000	0
530100 Depreciation	1,096,320	1,561,050	1,200	1,050	475,000	600,000	5,300	400,000	70,000	6,500	2,000	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)	1,300	1,400	250	0	750	200	0	100	100	0	0	0	0
538500 Property Taxes	2,100	2,400	0	0	0	0	2,400	0	0	0	0	0	0
538600 SCDHEC - Administrative Order	5,000	5,000	0	0	0	5,000	0	0	0	0	0	0	0
* Total Operating	11,269,106	12,360,615	172,148	23,573	3,446,466	1,837,152	310,715	5,939,246	435,997	18,459	26,859	150,000	0
** Total Personnel & Operating	13,871,342	14,835,003	485,629	330,375	3,906,667	2,405,952	310,715	6,223,513	692,027	123,005	162,578	194,542	0
Capital Items	8,736,174	2,457,098	1,600	3,670	320,821	1,371,900	0	650,250	102,188	500	6,169	0	0
*** Total Capital	8,736,174	2,457,098	1,600	3,670	320,821	1,371,900	0	650,250	102,188	500	6,169	0	0
815701 Op Trn to Solid Waste Post Closure	105,758	162,370	0	0	0	162,370	0	0	0	0	0	0	0
***Total Budget Appropriation	22,713,274	17,454,471	487,229	334,045	4,227,488	3,940,222	310,715	6,873,763	794,215	123,505	168,747	194,542	0

COUNTY OF LEXINGTON

Proposed Revenues
Fines, Fees, and Other
Budget FY 2016-17

Fund #: 5700

Fund Name: Solid Waste Management

Organ. #: 121201

Organ. Name: SW/Administration

[illegible]

SECTION II

Proposed revenues

Budget Summary – FY 2020-2021

- 434420 Mattress Recycling Fee – Increase to the mattress recycling fee from \$7 per mattress to \$10 per mattress and \$246ton to \$300 per ton based on increased cost of mattress recycling contract.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21

Fund: 5700

Division: Public Works

Organization: 121201 - Solid Waste / Administration

Object Expenditure		BUDGET					
Code	Classification	2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 3	210,049	71,333	221,010	229,556		
511112	FICA Cost	15,434	5,154	16,908	17,561		
511113	State Retirement	36,864	9,166	34,390	38,015		
511120	Insurance Fund Contribution - 3	23,400	9,750	23,400	23,400		
511130	Workers Compensation	4,515	1,332	4,748	4,949		
* Total Personnel		290,262	96,735	300,456	313,481		
Operating Expenses							
520200	Contracted Services	27,277	16,063	25,000	51,850		
520233	Towing Services	0	0	75	75		
520300	Professional Services	0	0	15,000	0		
520305	Infectious Disease Services	0	0	310	303		
520400	Advertising & Publicity	2,397	28	3,130	3,130		
520500	Legal Services	84,307	0	3,000	3,000		
520702	Technical Currency & Support	13,538	0	13,869	14,195		
520800	Outside Printing	0	0	5,900	6,000		
521000	Office Supplies	935	121	700	2,000		
521100	Duplicating	322	81	530	323		
521200	Operating Supplies	3,484	169	3,600	3,600		
521214	Safety Supplies	0	0	500	500		
521601	Sign Materials	712	0	1,000	1,000		
522300	Vehicle Repairs & Maintenance	50	10	500	1,500		
524000	Building Insurance	1,710	1,966	1,967	2,026		
524100	Vehicle Insurance - 1	530	615	610	615		
524201	General Tort Liability Insurance	699	875	804	1,051		
524202	Surety Bonds	0	0	0	30		
525000	Telephone	3,127	2,791	3,720	4,800		
525004	WAN Service Charges	6,359	3,180	6,360	8,400		
525006	GPS Monitoring Charges - 1	203	102	204	204		
525021	Smart Phone Charges - 3	1,949	645	2,300	2,304		
525030	800 MHz Radio Service Charges - 2	1,176	512	1,100	1,248		
525031	800 MHz Radio Maintenance - 2	114	50	230	0		
525041	E-mail Service Charges - 3	365	86	387	387		
525100	Postage	229	88	11,718	11,718		
525210	Conference, Meeting & Training Expenses	814	690	1,358	4,188		
525230	Subscriptions, Dues, & Books	984	661	970	1,070		
525240	Personal Mileage Reimbursement	1,507	930	2,000	2,280		
525250	Motor Pool Reimbursement	146	28	150	300		
525317	Utilities / Landfill / Edmund	12,665	5,217	14,400	13,200		
525400	Gas, Fuel, & Oil	858	319	750	1,046		
525600	Uniforms & Clothing	563	0	500	855		
530100	Depreciation	980	0	2,000	1,200		
534027	Keep America Beautiful Program	27,500	13,750	27,500	27,500		
538000	Claims & Judgements	245	0	0	250		
* Total Operating		195,745	48,977	152,142	172,148		
** Total Personnel & Operating		486,007	145,712	452,598	485,629		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121201 - Solid Waste / Administration

Object Expenditure		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	<i>BUDGET</i>	
Code	Classification				2020-21 Requested	2020-21 Recommend
Capital						
540000	Small Tools & Minor Equipment	480	0	500	500	
599999	Capital Clearing	(480)	0	0	300	
	All Other Equipment	480	6,177	9,645	800	
** Total Capital		480	6,177	10,145	1,600	

*** Total Expenses	486,487	151,889	462,743	487,229
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SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020 - 2021

Fund # 5700	Fund Title: Solid Waste Management
Organization # 121201	Organization Title: Solid Waste / Administration
Program #	Program Title: Administration

BUDGET
2020-2021
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	\$500
	Minor Software	\$300
1	Refrigerator RPL	\$800
** Total Capital (Transfer Total to Section III)		\$1,600

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

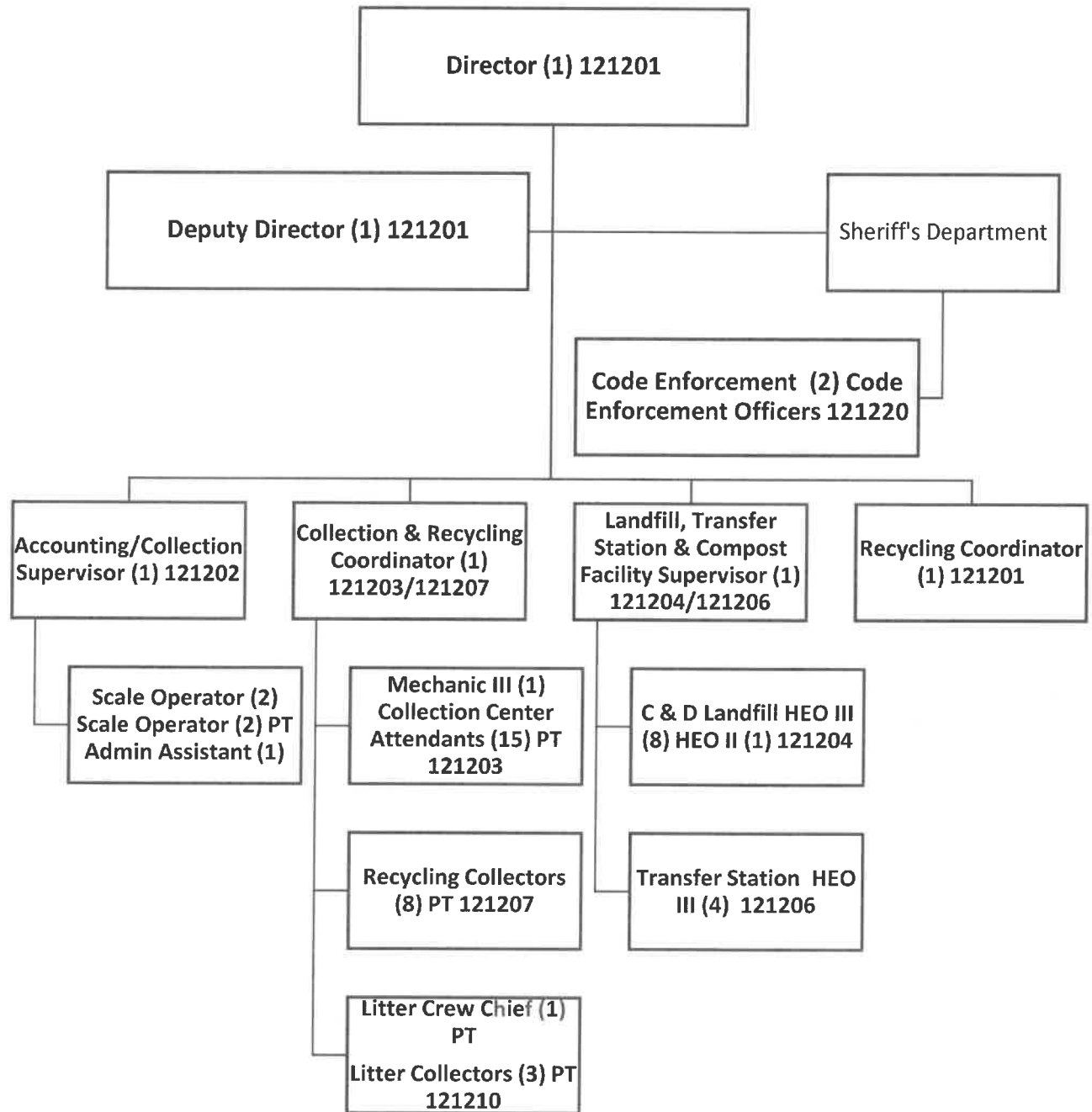
Current Staffing Level:

<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 2020-2021



SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES

\$51,850

Program 2: Recycling Education

To cover contractor costs for the use of porta johns at special Recycling Drop-off Events, to address and mail bulk mailings to residents and to collect and recycle household hazardous waste.

Cost of renting portable restrooms (porta-johns) for volunteers, staff and residents to use at Recycling Drop-off events that are held for electronics, paper shredding and other recyclable materials.

- 6 porta johns x \$50 = \$ 300

Contractor costs for providing address labeling and handling of bulk mailings to Lexington County Residents.

- 31,000 participating households x \$0.05 = \$1,550

Contractor costs for the planning, setup, safe collection, transportation, disposal and recycling of Household Hazardous Waste (HHW). During FY 2020-2021 the program will transition from a large event program to several permanent locations serviced by a mobile truck four days (1st Friday and Saturday and 3rd Friday and Saturday) per month. The collection locations will include five (5) Collection and Recycling Centers; two permanent locations (Bush River and Edmund) and three rotating locations (Chapin, Southeast and Summit). This service will only occur during the months of April to November (8 months) and will provide more consistent collection service for the residents of Lexington County. Examples of HHW include paint, pesticides, herbicides, fire extinguishers, cleaners and mercury.

In FY 2017-2018, a total of 14.66 tons of HHW was collected at three events. In FY 2018-19 a total of 45.77 tons of HHW was collected at five drop-off events. Lexington County residents are becoming more aware of how to properly dispose of these materials and need a way to dispose of them quickly and safely when moving.

Solid Waste Management and the Lexington County Stormwater Consortium will continue to share the cost of HHW collection events. The Lexington County Stormwater Consortium will contribute \$15,000.

- Solid Waste Management portion = \$50,000

Total Contracted Service - \$51,600

520233 - TOWING SERVICES

\$75

To cover the cost for towing of Admin vehicle, (#34884) if required - \$75

520305 – INFECTIOUS DISEASE SERVICES

\$303

To cover the cost for any necessary vaccination for administrative staff.

- Hep B shot series = \$243
- Hep B Titre = 60
- Total \$303

520400 - ADVERTISING **\$3,130**

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 – Total \$800.

Program 2: Recycling Education

To cover the cost of newspaper, and magazine ads, brochures and signs 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, 3 sm + 2 lg color recycling ads =	\$ 810
- Lexington Life, 1 half page ad with 2021 Recycling Drop-off Event schedule =	1,000
- Natural Awakening, full page ad shared with partners, advertising mulch, compost, etc. =	125
- Free Times, ¼ page ad =	350
- Brochures and flyers on Recycling Drop-off Events and HHW recycling =	45
Total	\$2,330

520500 - LEGAL FEES **\$3,000**

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 **\$14,195**

To cover the cost of maintenance and support agreements with ReCollect, our solid waste mobile application software program provider – FY 2019-2020 charge \$13,849 x 1.025 CPI = \$14,195

520800 – OUTSIDE PRINTING **\$6,000**

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 =	900
- "Tarp Your Load" educational flyers to be given to residents with free tarps =	100
Total	\$6,000

521000 - OFFICE SUPPLIES **\$2,000**

Program 1: Admin

To cover routine office supplies (paper, pens, pencils, file folders, business cards, calendars, printer cartridges set, etc.)

\$ 900.

Program 2: Recycling Education

To cover routine office supplies (paper, pens, pencils, file folders, laminating pockets, business cards, etc.)

- 1 set of printer cartridges =	\$1,000
- 1 set of business cards =	42

- Envelopes, calendars, cardstock, colored paper, box cutters, etc. =	<u>58</u>
Total	\$1,100

521100 - DUPLICATING **\$323**

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.

- 9,300 copies @ \$.0285/each = \$ 265.05 ~	\$ 266
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Program 2: Recycling Education

To cover the cost of making copies of recycling information for presentations and to mail to residents and copies of grant reports and receipts.

- 2,000 copies @ \$.0285/each =	\$ 57
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521200 - OPERATING SUPPLIES **\$3,600**

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 educational materials.

- Recycled content supplies, educational supplies and promotional items such as cups, pens, pencils, cloth grocery bags, recycling totes, plastic bag holders =	\$ 2,600
- Recycling Event volunteer supplies (water, rain ponchos, snacks, etc.) =	\$ 800
Total	\$ 3,400

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. As events continue to grow and change, the need for new signs continues to exist.

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 **\$2,026**

To cover the cost of allocated building insurance per HR/Risk Management schedule, FY 2019-2020 actual
 $\$1,966.27 + 3\% = \$2,025.26$

524100 - VEHICLE INSURANCE (1) **\$615**

To cover the cost of allocated vehicle insurance per HR/Risk Management schedule. FY2019-2020 Actual \$615.

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,051**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule - FY 2020-2021 estimate Director \$881, Deputy Director \$130 and Recycling Coordinator \$40 = Total \$1,051

524202 - SURETY BONDS **\$30**

To cover the cost of surety bonds \$10 x 3 FTE's = \$30. This is a surety bond year.

525000 - TELEPHONE **\$4,800**

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 2019-2020 and new scale building with (3) additional phones.

- \$400 per month X 12 months = \$4,800

525004 - WAN SERVICE CHARGES **\$8,400**

To cover the cost of Metro"E" data connection for E-mail and Internet access for Solid Waste Dept. – addition of the new scale building/computers.

- 6Mbps @ \$700 per month x 12 months = \$8,400

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 from Verizon Wireless for the Director and Deputy Director for the period of July 1, 2019 through June 30, 2020.

- Director - \$64/month x 12 months =	\$ 768
- Deputy Director - \$64/month x 12 months =	768
Total	\$1,536

Program 2: Recycling Education

To cover the cost of Smart Phone from Verizon Wireless for Recycling Coordinator for the period of July 1, 2019 through June 30, 2020.

- Recycling Coordinator - \$64/month x 12 months = \$ 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 recycling survey to Lexington County businesses as required annually by DHEC and to mail one postcard to all County curbside customers aimed to increase recycling volumes and decrease contamination in the recyclables collected.

- DHEC survey, FY 20 cost = \$ 88
- 31,000 pieces x 0.378/piece = 11,718
- Total \$11,806

525210 - CONFERENCE & MEETING EXPENSES

\$4,188

Program 1: Admin

- 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 = 145
- Total \$1,058
- SWANA Webinars \$99/ online class x 15 classes = \$1,485
- Spill Prevention Course = \$ 150
- Total \$2,693

Program 2: Recycling Education

- 2 Green Business Seminars x \$650 each = \$1,300
- EEASC Conference Registration (early bird, member) = 180
- Take Action Workshop for Schools = 15
- Total \$1,495

525230 - SUBSCRIPTIONS, DUES AND BOOKS

\$1,070

Program 1: Admin

- Membership to South Carolina Chapter SWANA for Director = \$300
- Subscription – Lexington Chronicle = 65
- Subscription - The State Newspaper = 300
- Total \$665

Program 2: Recycling Education

- Membership to Environmental Education Assoc. of SC (EEASC) =	\$ 20
- <u>Membership to Carolina Recycling Association (CRA) =</u>	385
Total	\$405

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
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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
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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
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525250 - MOTOR POOL REIMBURSEMENT **\$300**

To cover the cost associated with the use of Motor Pool Vehicles when assigned vehicle is out of service for repair.

525317 - UTILITIES - EDMUND **\$13,200**

To cover the cost of electric utilities for Edmund Landfill Administration office based on current monthly charges.

- \$1,100/month x 12 months =	\$ 13,200
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525400 - GAS FUEL & OIL **\$1,046**

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 @ \$1.97/gal = \$945.60 or	\$ 946
- <u>Two oil changes during the year = 2 x \$50 =</u>	100
Total	\$1,046

525600 - UNIFORMS & CLOTHING **\$855**

To cover the cost of (3) pairs of boots and (9) shirts for the Director, Deputy Director and Recycling Coordinator.

- Boots – 3 pairs x \$135 each =	\$405
- <u>Shirts – 9 shirts x \$50 each =</u>	450
Total	\$855

530100 - DEPRECIATION **\$1,200**

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.

538000 - CLAIMS & JUDGMENTS

\$250

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

\$500

Program 1: Admin

To cover the cost of items that may need to be replaced under this category - \$500

540010 – MINOR SOFTWARE

\$300

Program 1: Admin

To cover the cost of minor software items that may need to be replaced under this category - \$300

5AL000 - (1) REFRIGERATOR - RPL

\$800

Program 1: Admin

To cover the cost of purchasing one (1) replacement refrigerator for the Administrative complex. The current one is over 15 years old and in disrepair.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121202 - Solid Waste / Accounting & Collections

Object Expenditure		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	BUDGET	
Code	Classification				2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 4	93,219	52,709	148,184	154,900	
510200	Overtime	901	642	1,200	1,200	
510300	Part Time - 2 (1.5 - FTE)	45,579	15,749	47,840	52,703	
511112	FICA Cost	9,835	4,920	15,090	15,974	
511113	State Retirement	24,185	9,484	30,690	34,578	
511120	Insurance Fund Contribution - 4	23,400	13,000	46,800	46,800	
511130	Workers Compensation	431	215	611	647	
* Total Personnel		197,550	96,719	290,415	306,802	
Operating Expenses						
520200	Contractual Services	0	0	0	498	
520300	Professional Services	457	85	600	825	
520303	Accounting/Auditing Services	2,500	5,000	5,000	5,000	
520305	Infectious Disease Services	0	0	930	606	
520702	Technical Currency & Support	1,600	800	1,600	1,600	
521000	Office Supplies	1,927	601	2,000	2,322	
521100	Duplicating	314	90	250	314	
521200	Operating Supplies	2,483	1,152	2,500	3,416	
521214	Safety Supplies	2,708	0	2,500	3,319	
521402	Occupational Health Supplies	0	0	200	200	
524201	General Tort Liability Insurance	78	281	309	240	
524202	Surety Bonds	0	0	0	60	
524900	Data Processing Equipment Insurance	121	160	140	176	
525021	Smart Phone Charges - 1	643	271	648	768	
525030	800 MHz Radio Service Charges - 2	1,277	514	1,248	414	
525031	800 MHz Radio Maintenance - 2	114	44	118	136	
525041	E-mail Service Charges - 5	591	172	645	774	
525100	Postage	657	137	600	750	
525240	Personal Mileage Reimbursement	35	96	100	200	
525600	Uniforms & Clothing	462	0	450	905	
530100	Depreciation	1,047	0	1,500	1,050	
* Total Operating		17,014	9,403	21,338	23,573	
** Total Personnel & Operating		214,564	106,122	311,753	330,375	
Capital						
540000	Small Tools & Minor Equipment	0	0	1,000	1,000	
	All Other Equipment	0	3,773	3,800	2,670	
** Total Capital		0	3,773	4,800	3,670	

***** Total Expenses** **214,564** **109,895** **316,553** **334,045**

SECTION IV

Capital Item Summary Fiscal Year - 2020 - 2021

Fund # 5700 Fund Title: Solid Waste Management
 Organization # 121202 Organization Title: Solid Waste / Accounting & Collections
 Program # Program Title: Accounting & Collections

BUDGET
 2020-2021
 Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	1,000
1	Minor Software	447
1	F1A Computer and Monitor (Addn)	851
1	Standard Network Printer (Addn)	722
1	Desk	650
** Total Capital (Transfer Total to Section III)		3,670

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 16/17 (Actual)	FY 17/18 (Actual)	FY18/19 (Actual)	FY 19/20 (Dec.)	FY 19/20 (Est. June)	FY 20/21 (Projected)
Landfill Permits Issued	676	810	945	255	650	700
Landfill Tickets Issued	64,783	66,045	69,573	34,089	69,000	69,900
Commercial Accounts	302	323	335	342	350	370
Landfill Invoices Issued	848	906	934	409	820	850
Accounting Deposits (Includes Credit Cards Deposits)	461	493	483	227	475	500
Accounting- Scale Credit Card (Scale) Transactions	0	0	3537	2040	4080	4200
Accounting documents posted/ processed	2,310	2,460	2706	1350	2700	2970
Written franchise complaints only (does not include those handled by phone or email)	1,545	709	990	193	350	400

*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:

<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>
*Acct. & Collection Supervisor	1	1		1	209
*Scale Master	2	2		2	106
*Scale Master	2	1.5		1.5	106-P/T
*Administrative Assistant I	1	1		1	104
Total Positions	<u>6</u>	<u>4.5</u>		<u>4.5</u>	

(*) Denotes positions requiring insurance.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$498

This account is for contracted monitoring services for the new scale building security system.at the Edmund Landfill facility. Monthly charge \$41.50 x 12 months = \$498.00 per year.

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 \$5,000

To cover the cost of the annual financial audit performed by an independent firm. - \$5,000.

520305 – INFECTIOUS DISEASE SERVICES \$606

To cover the cost for any necessary vaccination for accounting and collection staff.

Hep B shot series - \$243

Hep B Titre - 60

Total \$303 x 2 employees = \$606

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 \$2,322

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 - \$1,684.08 = \$2,175.29

5 Cartridges @ \$137.18 ea. plus tax =\$ 733.92

6 Cartridges @ \$117.00 ea. plus tax =\$ 751.14

2 Cartridges @ 93.00 ea. plus tax = \$ 199.02

Total 1,684.08

521100 - DUPLICATING **\$314**

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 11,000 copies @ \$.0285/each = \$313.50

521200 - OPERATING SUPPLIES **\$3,416**

To cover the cost of landfill permits, decals, scale tickets, invoices, statements and other misc supplies such as batteries, floor mats, etc.

24 boxes scale tickets @ \$77.50 ea. plus tax and shipping =	\$ 2,221.00
2 boxes invoices @ \$77.50 ea. plus tax and shipping =	\$ 195.00
1000 landfill permit decals	\$ 600.00
Misc. items	\$ 400.00
Total	\$3,416.00

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 non-disposable vest 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 **\$240**

To cover the cost of general tort liability insurance based on HR/Risk Management schedule. \$40 per employee x 6 employees = \$240.

524202 - SURETY BONDS **\$60**

To cover the cost of surety bonds \$10 x 6 employees = \$60. This is a surety bond year.

524900 - DATA PROCESSING EQUIPMENT INSURANCE **\$176**

To cover the cost of allocated data processing equipment insurance. Cost provided by County Risk Management. \$159.73 FY 2019-20 actual + 10% = 175.70

525021 - SMART PHONE CHARGES

\$768

To cover the cost of Smart Phone for the Accounting and Collections Supervisor for the period of July 1, 2019 through June 30, 2020. (\$64.00 per month)

\$64/month x (1) x 12 = \$ 768

525030 - 800 MHZ RADIO SERVICE CHARGES (2)

\$414

800 MHz radio for office use @ \$17.23 (1 site rate + airtime & tax) /month for 12 months = \$206.76

800 MHz radio for scale house @ \$17.23 (1 site rate + airtime & tax) /month for 12 months = 206.76

Total \$413.52

525031 - 800 MHZ RADIO MAINTENANCE

\$136

800 MHz office radio maintenance - \$ 36.24/ year Per Emergency Services

800 MHz scale house radio maintenance - 99.00/year

Total \$ 135.24

525041 - E-MAIL SERVICE CHARGES

\$774

E-mail charges \$10.75/computer/month x 12 months x 6 computers = \$ 774

525100 - POSTAGE

\$750

To cover the cost to mail monthly billing and assorted correspondence.

525240 - PERSONAL MILEAGE REIMBURSEMENT

\$200

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

\$905

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 - \$50.00 for supervisor

530100 - DEPRECIATION

\$1,050

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

540010

~~5AL000~~ – MINOR SOFTWARE **\$447**

To cover cost for purchase of Symantec Antivirus license - \$23 and Adobe Acrobat Professional Full - \$424 for the additional computer for the New Scale Building office.

5AL000 – (1) F1A COMPUTER AND MONITOR - (ADDN) **\$851**

To cover cost for purchase of an additional computer and monitor for the New Scale Building office.

5AL000 – (1) STANDARD NETWORK PRINTER - (ADDN) **\$722**

To cover cost for purchase of an additional printer and monitor for the New Scale Building office.

5AL000 – (1) DESK - (ADDN) **\$650**

To cover cost for purchase of an additional desk for the New Scale Building office.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121203 - Solid Waste / Collection Stations

		BUDGET				
Object Expenditure Code Classification	2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
510100 Salaries & Wages - 1.5	72,285	34,771	72,949	74,965		
510199 Special Overtime	99	0	0	0		
510200 Overtime	1,475	714	2,000	2,000		
510300 Part Time - LS (11.05 - FTE)	176,875	84,860	262,619	267,869		
511112 FICA Cost	18,778	8,991	25,824	26,380		
511113 State Retirement	37,240	13,598	52,526	57,105		
511120 Insurance Fund Contribution - 1.5	11,700	4,875	11,700	11,700		
511130 Workers Compensation	21,698	9,983	19,774	20,182		
511213 State Retirement - Retiree	6,315	2,843	0	0		
* Total Personnel	346,465	160,635	447,392	460,201		
Operating Expenses						
520100 Contracted Maintenance	473	0	575	615		
520103 Landscaping/Ground Maintenance	2,750	0	5,000	5,000		
520200 Contracted Services	1,872,220	750,423	1,930,000	2,049,333		
520219 Water & Other Beverage Service	1,484	333	1,750	2,094		
520233 Towing Service	100	75	160	390		
520302 Drug Testing Services	0	0	0	150		
520300 Professional Services	78,579	0	0	0		
520305 Infectious Disease Services	0	81	310	1,515		
520400 Advertising & Publicity	0	0	2,000	2,000		
521000 Office Supplies	235	0	375	400		
521100 Duplicating	132	32	285	285		
521200 Operating Supplies	20,171	7,637	18,500	19,960		
521402 Occupational Health Supplies	0	0	100	100		
522000 Building Repairs & Maintenance	61,724	5,128	33,000	25,000		
522100 Heavy Equipment Repairs & Maintenance	24,121	8,836	42,000	30,800		
522200 Small Equipment Repairs & Maintenance	47	323	100	800		
522300 Vehicle Repairs & Maintenance	1,305	1,750	2,550	4,000		
524000 Building Insurance	2,623	3,010	3,017	3,101		
524100 Vehicle Insurance - 4	1,174	2,757	2,095	2,757		
524101 Comprehensive Insurance	770	1,059	142	1,250		
524201 General Tort Liability Insurance	731	1,134	841	1,361		
524202 Surety Bonds	0	0	0	126		
525000 Telephone	4,316	2,143	4,300	5,043		
525006 GPS Monitoring Charges - 2	407	203	407	407		
525020 Pagers and Cell Phones	220	0	0	0		
525021 Smart Phone Charges - 2	643	490	1,296	1,296		
525030 800 MHz Radio Service Charges - 2	1,289	610	1,416	1,416		
525031 800 MHz Radio Maintenance - 2	114	50	230	73		
525041 E-mail Service Charges - 1	129	43	129	129		
525210 Conference & Meeting Expenses	300	0	300	350		
525240 Personal Mileage Reimbursement	0	0	100	100		
525217 Utilities / Landfill / Edmund	366	308	0	0		
525318 Utilities / Landfill / Convenience Stations	79,825	41,096	88,200	88,200		
525400 Gas, Fuel, & Oil	10,652	4,638	10,000	11,087		
525405 Small Equipment Fuel	354	243	400	600		
525600 Uniforms & Clothing	4,109	2,476	3,500	5,536		
526500 Licenses & Permits	0	0	250	250		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121203 - Solid Waste / Collection Stations

						BUDGET	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Operating Expenses - con't							
527040	Outside Personnel	565,908	285,396	692,723	705,192		
530100	Depreciation	390,228	0	375,000	475,000		
538000	Claims & Judgments (Litigation)	500	250	1,000	750		
* Total Operating		3,127,999	1,120,524	3,222,051	3,446,466		
** Total Personnel & Operating		3,474,464	1,281,159	3,669,443	3,906,667		
Capital							
540000	Small Tools & Minor Equipment	5,708	329	1,000	1,000		
599999	Capital Clearing	(397,819)	0	0	0		
	All Other Equipment	397,819	7,028	358,860	319,821		
** Total Capital		5,708	7,357	359,860	320,821		

***** Total Expenses**

3,480,172 988,288,516 4,029,303 4,227,488

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121203

Organization Title: Solid Waste / Collection and Recycling Centers

Program # 1

Program Title: Collection and Recycling Centers

BUDGET

2020-2021

Requested

[illegible]

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

320,821

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 17/18</u>	<u>Actual FY 18/19</u>	<u>Estimated FY 19/20</u>	<u>Projected FY 20/21</u>
MSW Collected (Tons)	29,793	30,182	31,879	32,516
Yard Trash Collected (Tons)	30,110	30,799	31,415	32,043
Total # of Resident Deliveries	1,768,771	1,973,933	2,140,009	2,161,409

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>Enterprise 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	15	11.05		11.05	101
Total Positions	16.5	12.55		12.55	

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 @ 29.5 hours per week = 442.5 hours, divided by 40 hour (FTE Hours) =	11.05 FTE positions
.5 Coordinator @ 40 hours per week = 20 hours, divided by 40 hour =	0.5 FTE positions
1 Equipment Mechanic =	1 FTE positions
Total FTE for 121203	12.55 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

\$2,049,333

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 prices in this line item reflect a CPI increase as stated in the current contract.

Estimated Pulls July 1, 2020 – June 30, 2021

Ball Park	1,120 pulls/yr. @ \$242.59	\$271,700.80 +	\$5,497.20 rent:	Period Total =	\$277,198.00
Bush River	1,180 pulls/yr. @ \$242.59	\$286,256.20 +	\$5,497.20 rent:	Period Total =	\$291,753.40
Chapin	710 pulls/yr. @ \$242.59	\$172,238.90 +	\$5,497.20 rent:	Period Total =	\$177,736.10
Edmund	850 pulls/yr. @ \$242.59	\$206,201.50 +	\$5,497.20 rent:	Period Total =	\$211,698.70
Edmund Landfill	75 pulls/yr. @ \$242.59	\$18,194.25 +	\$916.20 rent:	Period Total =	\$19,110.45
Hollow Creek	550 pulls/yr. @ \$242.59	\$133,424.50 +	\$3,664.80 rent:	Period Total =	\$137,089.30
Leesville	360 pulls/yr. @ \$242.59	\$87,332.40 +	\$2,748.60 rent:	Period Total =	\$90,081.00
Pelion	475 pulls/yr. @ \$242.59	\$115,230.25 +	\$2,748.60 rent:	Period Total =	\$117,978.85
River Chase	1125 pulls/yr. @ \$242.59	\$272,913.75 +	\$3,664.80 rent:	Period Total =	\$276,578.55
Sandhills	950 pulls/yr @ \$242.59	\$230,460.50 +	\$5,497.20 rent:	Period Total =	\$235,957.70

Southeast	425	Pulls/yr.@	\$242.59	\$103,100.75 +	\$4,581.00 rent	Period Total =	\$107,681.75
Summit	420	Pulls/yr.@	\$242.59	\$101,887.80 +	\$4,581.00 rent	Period Total =	\$106,468.80
Total	8,240	Pulls/yr.@	\$242.59	\$1,998,941.60 +	\$50,391.00 Rent	Period Total =	\$2,049,332.60

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

\$1,515

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 \$303 x 5 employees = \$1,515

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.

$$\begin{aligned} & \$150.00 \times 11 \text{ Collection \& Recycling Centers} = \$1,650/\text{mo.} \\ & \$1,650.00 \times 12 \text{ mo.} = \$19,800.00 \\ & \$19,800.00 + \$160.00 = \underline{\$19,960} \end{aligned}$$

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

\$25,000

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

\$30,800

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. \$2,800 per center x 11 = \$30,800.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE

\$800

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.

Chev.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 **\$3,101**

These funds are for insurance of the buildings at the eleven (11) Collection & Recycling Centers. This figure provided by Risk Management.

2019-2020 Actual \$3,010.15 + 3% increase estimated by Risk Management = \$ 3,100.45 or \$3,101.

524100 - VEHICLE INSURANCE **\$2,757**

These funds are for insurance of the Chevrolet 1500 pickup #41304, and the service vehicle F-550 Ford #32421. This estimate provided by Risk Management. \$615 FY 2019-2020 Actual (Chev. 1500) + \$2,141.80 FY 2019-2020 Actual for F-550. Total Estimate – \$2,756.80 or \$2,757.

524101 – COMPREHENSIVE INSURANCE **\$1,250**

These funds are for comprehensive insurance for the service vehicle F-550 Ford #32421 assigned to the Maintenance Mechanic. Estimate by Risk Management. \$1,058.97 FY 2019-2020 Actual +18%= \$1,249.58 or \$1,250.

524201 - GENERAL TORT LIABILITY INSURANCE **\$1,361**

These funds are for General Tort Liability Insurance for the Collection & Recycling Centers Coordinator, Maintenance Mechanic and County employed station attendants.

Insurance Estimate \$1,134 FY 2019-2020 Actual + 20% estimated by Risk Management = \$ 1,360.80 or \$1,361.

524202 - SURETY BOND **\$126**

To cover the cost of surety bonds for full-time equivalent employees 12.55 FTE's x \$10 per FTE = \$125.5 or \$126. This is a 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 = \$4,712.40 + 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) \$73

This account covers cost for two (2) 800 MHz Radios maintenance contracts. The cost per radio includes tax for the 2020-2021 fiscal year. \$36.24 per radio x 2 radios = \$72.48

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 \$350

This account covers the class for Chemical Spill Response certification for two employees. 2 x \$175 = \$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 \$11,087

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: \$1.97/gal. gas; \$2.40/gal diesel)

1500 Pickup	20 gallons per week @ \$1.97 per gallon	\$2,048.80
F-550 Service Truck	45 gallons per week @ \$2.40 per gallon	\$5,616.00
Diesel Exhaust Fluid(For F-550)	50 gallons @ \$1.25 per gallon	\$ 62.50
Hydraulic Fluid for Equipment	8 drums @ \$419.86 per drum	<u>\$3,358.88</u>
	Total	11,086.18

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 **\$705,192**

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 increase in this line item accounts for a CPI increase as stated in the contract - 1.8 percent.

Ball Park Collection & Recycling Center	\$ 80,827.83
Bush River Collection & Recycling Center	\$ 80,827.83
Chapin Collection & Recycling Center	\$ 80,827.83
Edmund Collection & Recycling Center	\$ 80,827.83
Hollow Creek Collection & Recycling Center	\$ 66,621.46
Pelion Collection & Recycling Center	\$ 66,621.46
River Chase Collection & Recycling Center	\$ 80,827.83
Sandhills Collection & Recycling Center	\$ 80,827.83
Southeast Collection & Recycling Center	\$ 66,621.46
Maintenance Work – all sites	\$ 20,360.00
Total:	\$705,191.36

530100 - DEPRECIATION **\$475,000**

This cost will cover the depreciation of our equipment.

538000 - CLAIMS & JUDGMENTS

\$750

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.

5AL000 - 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.

5AL000 - 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.

5AL000 - 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.

5AL000 – (3) COMPACTORS (REPLACEMENT) **\$150,327**

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 @	\$ 43,665.00	\$ 43,665.00
645XHD-7 (three phase)	2 @	\$ 46,563.00	\$ 93,126.00
Installation Charges	3@	\$ 1,320.00	\$ 3,960.00
SC Sales Tax			\$ 9,575.37
	Total		\$ 150,326.37

5AL000 – (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.

5AL000 – AUTOMATED VEHICLE COUNTER

\$16,802

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. There are currently 6 Collection Centers with these systems and the results have been very beneficial by providing accurate information.

Single Loop Vehicle Counter (4x8)	3 @ \$1,260	\$ 3,780.00
Installation		12,500.00
Shipping		240.00
SC Sales Tax		<u>281.40</u>
Total		\$ 16,801.40

5AL000-SUMMITCRCEXPANSION

\$94,392

This account will cover the cost of expanding the Summit Collection and Recycling Center. The work to be performed will be removing trees, placing fill dirt, and expanding paved surface to accommodate one additional waste compactor. The additional waste compactor will help reduce extended wait times, reduce traffic overflow on the roadway, and prepare for future growth in the area. This center currently has one compactor single phase compactor for household waste which frequently causes traffic to back up on the road. The addition of a waste compactor would allow the center to use two compactors at once, during peak times, which will greatly increase safety.

Site Preparation and Paving	\$ 41,000.00
Compactor (including installation)	\$ 44,985.00
Electrical Upgrades	\$ 5,000.00
S.C. Sales Tax	<u>\$ 3,406.55</u>
Total:	\$ 94,391.55

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21

Fund: 5700

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

Object Expenditure Code Classification		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend
Personnel						
510100	Salaries & Wages - 9.5	308,402	159,156	366,424	352,526	
510200	Overtime	12,027	6,083	22,000	20,000	
511112	FICA Cost	22,326	11,794	29,715	28,499	
511113	State Retirement	54,448	22,763	60,439	62,188	
511120	Insurance Fund Contribution - 9.5	74,100	30,875	74,100	74,100	
511130	Workers Compensation	27,174	14,370	32,775	31,487	
* Total Personnel		498,477	245,041	585,453	568,800	
Operating Expenses						
520100	Contracted Maintenance	205,384	98,568	234,978	303,955	
520200	Contracted Services	75,454	1,560	112,645	84,385	
520233	Towing Service	170	0	225	1,000	
520300	Professional Services	97,500	41,250	93,725	89,725	
520302	Drug Testing Services	0	0	275	967	
520305	Infectious Disease Services	0	162	310	1,212	
520602	Landfill Monitoring - Edmund	16,100	7,500	15,000	20,000	
521000	Office Supplies	0	0	0	300	
521100	Duplicating	89	19	75	92	
521200	Operating Supplies	159,465	34,048	135,000	184,694	
522000	Building Repairs & Maintenance	389,413	729	3,590	11,640	
522050	Generator Repairs & Maintenance	105	107	1,659	1,659	
522100	Heavy Equipment Repairs & Maintenance	92,919	78,752	125,000	179,760	
522200	Small Equipment Repairs & Maintenance	0	270	1,000	4,500	
522201	Fuel Site Repairs & Maintenance	285	0	1,000	3,200	
522300	Vehicle Repairs & Maintenance	8,795	3,231	18,000	10,058	
522400	Water Craft Repairs & Maintenance	5	0	0	0	
523200	Equipment Rental	100,426	14,252	35,000	64,640	
524100	Vehicle Insurance - 6	4,662	3,690	5,361	4,920	
524101	Comprehensive Insurance - Inland Marine	48,460	51,666	55,729	56,485	
524201	General Tort Liability Insurance	3,589	5,477	4,128	6,573	
524202	Surety Bonds	0	0	0	95	
525006	GPS Monitoring Charges - 21	3,627	1,526	4,272	4,475	
525030	800 MHz Radio Service Charges - 9	5,334	2,207	5,616	5,616	
525031	800 MHz Radio Maintenance - 9	798	50	204	442	
525041	E-mail Service Charges - 0.5	86	43	65	65	
525210	Conference, Meeting & Training Expenses	150	634	1,550	1,963	
525230	Subscriptions, Dues & Books	750	1,065	1,065	1,150	
525317	Utilities - Landfill (Edmund)	11,717	5,826	14,500	13,500	
525400	Gas, Fuel, & Oil	133,967	61,924	120,000	164,598	
525405	Small Equipment Fuel	429	176	500	1,000	
525600	Uniforms & Clothing	6,997	2,515	4,750	8,533	
526500	Licenses & Permits	500	250	750	750	
530100	Depreciation Expense	599,731	0	550,000	600,000	
538000	Claims & Judgements (Litigation)	0	250	100	200	
538300	Retainage Payable Expense	38,840	0	0	0	
538600	SCDHEC Fines - Administrative Order	0	0	5,000	5,000	
* Total Operating		2,005,747	417,747	1,551,072	1,837,152	
** Total Personnel & Operating		2,504,224	662,788	2,136,525	2,405,952	

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

						BUDGET	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Capital							
540000	Small Tools & Minor Equipment	8,609	0	2,500	<u>2,500</u>		
599999	Capital Clearing	(1,149,421)	0	0	<u>0</u>		
	All Other Equipment	1,149,421	278,627	2,476,393	<u>1,369,400</u>		
** Total Capital		8,609	278,627	2,478,893	1,371,900		
Transfers:							
815701	Op Trn to Solid Waste Post Closure	485,768	105,758	105,758	<u>162,370</u>		
** Total Transfers		485,768	105,758	105,758	162,370		

***** Total Expenses**

2,998,601 1,047,173 4,721,176 3,940,222

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121204

Organization Title: Solid Waste/ Landfill Operations

Program # 1

Program Title: Landfill Operations

BUDGET

2020-2021

Requested

[illegible]

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

\$1,371,900.00

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	Actual FY 17/18	Actual FY 18/19	Estimated FY 19/20	Projected FY 20/21
Tons Land filled	75,337	80,568	85,394	90,518
Tons Yard Waste Compost	11,030	9,647	8,556	9,297
Tons Carpet & Pad	22	0	0	0
Tons Asphalt/ Concrete/	1,923	2,055	2,450	2,500
Porcelain	13	11	13	14
Tons Appliance/ Metals	324	463	475	500
Pro Tanks	3	2	3	3
Tons Mattress	150	55	150	150
Total Recycled	13,465	12,233	11,647	12,464
Total Disposed/ Recycled	88,802	92,801	97,041	102,982

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

\$303,955

Forty (40) portable fire extinguishers are inspected once a year and recharged

Inspections Each	\$ 5.00
	<u>x 40</u>
Total	<u>\$ 200.00</u>
Recharging Each	\$ 15.40
	<u>x 40</u>
Total	<u>\$ 616.00</u>
Estimated replacement parts	<u>\$ 2,000.00</u>
Total	<u>\$ 2,816.00</u>

Co # 42724 (New) Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$ 2,494.00
	<u>X 12</u>
Total	<u>\$ 29,928.00</u>
Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
Sub-total	<u>\$ 749.00</u>
S.C. sale tax @7%	<u>\$ 52.43</u>
Total	<u>\$ 801.43</u>
Total	<u>\$ 30,729.43</u>

Co # 41167 Caterpillar 826-K Landfill Compactor.

Total Maintenance & Repair (TM&R) per month	\$ 2,457.00
	<u>x 12</u>
Total	<u>\$ 29,484.00</u>
Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
Sub-total	<u>\$ 749.00</u>
S.C. sale tax @7%	<u>\$ 52.43</u>
Total	<u>\$ 801.43</u>
Total	<u>\$ 30,285.43</u>

Co # 41094 VOLVO Hydraulic Excavator

Total Maintenance & Repair (TM&R) per month	\$ 975.00
	<u>x 12</u>
Total	\$ 11,700.00
Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
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
	<u>x 12</u>
Total	\$ 22,056.00
Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 22,857.43

Co # 42522-Caterpillar D-6 Dozer.

Total Maintenance & Repair (TM&R) per month	\$ 1,535.00
	<u>x 12</u>
Total	\$ 18,420.00
Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 19,221.43

Co # 26019 (2004 Model) Caterpillar 623-G Scraper Pan

Fire protection inspection (quarterly)	\$ 187.25
	<u>x 4</u>
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43

Total	\$ 801.43
Co # 00000 (NEW) Caterpillar 329 Hydraulic Excavator	
Total Maintenance & Repair (TM&R) per month	\$ 1,175.00
	x 4
Total	\$ 4,700.00
Fire protection inspection (quarterly)	\$ 187.25
	x 1
Sub-total	\$ 187.25
S.C. sale tax @7%	\$ 13.11
Total	\$ 200.36
Total	\$ 4,900.36
Co # 37205 Cat 329 Hydraulic Excavator	
Total Maintenance & Repair (TM&R) per month	\$ 3,579.00
	x 8
Total	\$ 28,632.00
Fire protection inspection (quarterly)	\$ 187.25
	x 3
Sub-total	\$ 561.75
S.C. sale tax @7%	\$ 39.32
Total	\$ 601.07
Total	\$ 29,233.07
Co # 40906 Edge 622 Trommel Screener	
Total Maintenance & Repair (TM&R) per month	\$ 2,733.33
	x 9
Total	\$ 24,599.97
Total Maintenance & Repair (TM&R) per month	\$ 2,878.33
	x 3
Total	\$ 8,634.99
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 34,036.39

Co # 37801 Volvo 30 Ton off Road Truck

Total Maintenance & Repair (TM&R) per month	\$ 3,750.00
	x 12
Total	\$ 45,000.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 45,801.43

Co # 37980 Volvo 30 Ton off Road Truck

Total Maintenance & Repair (TM&R) per month (3 months)	\$ 1,608.33
	x 3
Total	\$ 4,824.99
Total Maintenance & Repair (TM&R) per month (9 months)	\$ 3,750.00
	x 9
Total	\$ 33,750.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 39,376.42

Co # 40207 Scarab Row Turner

Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43

Co # 36827 Cat 287-C Skid Steer

Total Maintenance & Repair (TM&R) per month	\$ 576.00
	x 12
Total	\$ 6,912.00

Co # 35427(2011 Model) Caterpillar 430 Backhoe.

Total Maintenance & Repair (TM&R) per month	\$ 653.00
	x 12
Total	\$ 7,836.00
Fire protection inspection (quarterly)	\$ 187.25
	x 4
Sub-total	\$ 749.00
S.C. sale tax @7%	\$ 52.43
Total	\$ 801.43
Total	\$ 8,637.43

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
Estimated cost for replacement part for the fire protection system	\$ 12,000.00
TOTAL CONTRACTED MAINTENANCE	\$ 303,954.50

520200 - CONTRACTED SERVICES

\$84,385

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, and scale complex
1,353.33 per month x 12 = \$16,239.96

Total	\$ 16,240.00
Contract cost (Wood Waste Grinding)	\$ 48.50
Tons	x 1,000
Total	\$ 48,500.00

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
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)	\$ 12,000.00
TOTAL CONTRACTED SERVICES	\$ 84,385.00

520233 – TOWING SERVICES **\$1,000**

This account covers cost associated with towing Landfill vehicles as needed for repairs.

520300 - PROFESSIONAL SERVICES **\$89,725**

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	7,000.00
Bi-monthly Compost Testing & Sampling	16,500.00
Annual Comprehensive Site Inspection – SWPPP	1,000.00
FY2021-22 Project Planning Activities	5,000.00
Total	\$ 89,500.00

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	\$ 89,725.00

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
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 Employees	\$	15.00 <u>x 9</u>
Total	\$	<u>135.00</u>
Total Estimated Test	\$	<u>967.00</u>

520305 – INFECTIOUS DISEASE SERVICE **\$1,212**

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 \$303 x (4) employees = \$1,212.00

520602 - L/F WELL MONITORING - EDMUND **\$20,000**

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.

521000 - OFFICE SUPPLIES **\$300**

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 **\$92**

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	<u>3200</u>
Total	\$	<u>91.20</u>

521200 - OPERATING SUPPLIES

\$184,694

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 \$107,673 FY19 Act + 1.8 % CPI	109,611.00
- 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
- Crushed concrete for road repairs	22,500.00
- Mulch Dye	14,000.00
Sub-total	\$ <u>172,611.00</u>
S.C. Sale tax @ 7%	\$ <u>12,082.77</u>
Total	\$ <u>184,693.77</u>

522000 - BUILDING REPAIRS & MAINTENANCE

\$11,640

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>5,250.00</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>2,500.00</u>
Re-striping of entrance road and parking lot.	\$ <u>1,800.00</u>
Total	\$ <u>11,640.00</u>

522050 – GENERATOR REPAIRS & MAINTENANCE **\$1,659**

Annual inspection and repairs for Generator	\$ 1,658.15
Total	\$ 1,658.15

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$179,760**

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
Exchange set of tires for 938M	\$ 34,000.00
623 Pan. Co# 26019	\$ 5,000.00
D-7-E Dozer Co# 40323	\$ 8,000.00
622 Edge Trommel Screen CO. # 40906	\$ 5,000.00
826-K Compactor Co# 42724	\$ 5,000.00
826-K Compactor Co# 41167	\$ 5,000.00
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	\$ 5,000.00
Cat 938 M Front-End Loader Co. # 42634	\$ 5,000.00
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	\$ 8,000.00
30 Ton off Road Truck CO # 37980	\$ 8,000.00
30 Ton off Road Water Truck CO # 38138	\$ 7,000.00
VOLVO Hydraulic Excavator CO # 41094	\$ 3,000.00
Heli Forklift CO# 41093	\$ 500.00
SCARAB Turner CO. # 40207	\$ 4,000.00
Rotochopper CO #40460	\$ 500.00
Primax water pump CO. # 41091	\$ 500.00
Godwin water pump CO. # 38156	\$ 500.00
Cat D-6 Dozer CO. # 42522	\$ 5,000.00
Peterson Grinder CO. #41038	\$ 25,000.00
Sub-total	\$ 168,000.00
S.C. Sale tax @ 7%	\$ 11,760.00
Total	\$ 179,760.00

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

522201 – FUEL SITE REPAIRS & MAINTENANCE **\$3,200**

This account is for cost associated with the repairs, maintenance, and DHEC annual testing of the veeder root system at the Edmund Landfill fuel site. Estimate provided by Fleet Maintenance \$1,200 for annual testing and \$2,000 for repairs.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$10,058**

This account is for cost associated with the service maintenance and repairs for the following vehicles:

Freightliner Dump Truck Co# 22635	\$ 800.00
Low Boy Tractor Co# 30628	\$ 800.00
Ford 3/4 Truck Co# 31876	\$ 400.00
Ford 250 Truck Co# 32279	\$ 600.00
Kenworth Boom Truck Co # 41163	\$ 2,000.00
Chevy 2500 Truck Co. # 28364	\$ 400.00
Chevy Dump Truck Co# 25839	\$ 800.00
New Used Pickup Truck Co# 00000	\$ 600.00
Estimated cost for the above vehicles parts	\$ 3,000.00
Sub-total	\$ 9,400.00
S.C. Sale tax @ 7%	\$ 658.00
Total	\$ 10,058.00

523200 – EQUIPMENT RENTAL **\$60,640**

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
Long Reach Excavator (Clean Sediment Ponds)	\$ 12,000.00
Months	x 2
Sub-total	\$ 24,000.00
S.C. Sale tax @ 7%	\$ 1,680.00
Total	\$ 25,680.00
Miscellaneous Equipment	\$ 5,000.00

Total Rental	\$ 60,640.00
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524100 - VEHICLE INSURANCE	\$4,920
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This account will cover the cost for liability insurance for eight (8) vehicles \$615 per vehicle = \$4,920
Cost based on Risk Management estimate for FY 2020-2021.

Pickup Truck Co # 31876
Pickup Truck Co. # 28364
Pickup Truck Co # 32279
Freightliner Truck Co # 22635
Low Boy Tractor Co # 30628
Boom Truck Co # 41163
Chevy Dump Truck #25839
Used Pickup Truck #00000

524101 - COMPREHENSIVE INSURANCE/LANDFILL EQUIP.	\$56,485
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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	\$6,573
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This account fee covers the cost for the FY 20/21 for the current number of employees. FY 2019-2020 actual = \$5,477+ 20 % estimated by Risk Management = \$ 6,572.40 or \$6,573

524202 - SURETY BONDS	\$95
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This account fee covers the cost for Surety Bonds for FY 20/21 - 9.5 FTE's x \$10 each = \$95. This is a surety bond year.

525006 - GPS MONITORING CHARGES	\$4,475
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This account covers cost for GPS monitoring and activation.

Monitoring of 22 Units x \$16.95/unit	\$ 372.90
Months	x 12
Total	\$ 4,474.80

525030 - 800 MHZ RADIO SERVICE CHARGES	\$5,616
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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 **\$442**

This account covers cost for required maintenance of 800 MHz Radios.

(4) Radios at \$36.24 per radio = \$144.96, and (3) Radios at \$99.00 per radio = \$297.00 = Total \$441.96
(The remaining 2 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	\$	<u>64.50</u>

525210 - CONFERENCE & MEETING EXPENSES **\$1,963**

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
Landfill Supervisor Training Course	\$	350.00
USCC – Compost Training Course	\$	550.00
3 nights lodging	\$	414.00
Per Diem	\$	99.00
Travel	\$	250.00
Total	\$	<u>1,963.00</u>

525230 - SUBSCRIPTIONS, DUES & BOOK **\$1,150**

This account is to cover the cost for United States Composting Council's, annual dues and the Seal of Testing Assurance yearly dues.

US Composting Council, Annual Dues	\$	450.00
US Composting Council, Seal of Testing Assurance Annual Dues		700.00
Total	\$	<u>1,150.00</u>

525317 - UTILITIES - EDMUND LANDFILL **\$13,500**

This account covers the cost of utilities at the Edmund Facility, with the exception of the Transfer Station.

525400 - GAS FUEL & OIL

\$164,598

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 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 \$ 2.40 a gal. For FY 2020/2021.**

Pickup Truck Co # 31876	\$ 2,377.02
Pickup Truck Co. # 28364	\$ 2,075.00
Pickup Truck Co. # 32279	\$ 2,196.44
New used pickup truck Co. #00000	\$ 1,100.00
D-7-E Dozer Co # 40323	\$ 12,241.30
Freightliner Dump Truck Co# 22635	\$ 315.00
623 Pan Co # 26019	\$ 939.65
Chev Dump Truck Co # 25839	\$ 486.35
Low Boy Co # 30628	\$ 339.20
430-E Backhoe Co # 35427	\$ 1,861.71
826-K Compactor Co # 41167	\$ 18,284.67
826-K Compactor Co # 42724	\$ 12,757.88
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. # 42634	\$ 2,625.00
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	\$ 1,000.00
SCARAB Turner CO. #40207	\$ 1,360.88
Peterson Grinder CO. #41038	\$ 20,000.00
Cat D-6 Dozer CO. # 42522	\$ 6,000.00
Miscellaneous Rental, Small Equipment, and DEF Fluid	\$ 18,978.80
Total	<u>\$ 164,597.05</u>

525405 – SMALL EQUIPMENT FUEL **\$1,000**

This account covers the cost of gas for all small equipment.

525600 - UNIFORMS & CLOTHING **\$8,533**

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	(9 @ \$ 75.00)	\$ 675.00
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	(9 @ \$ 39.15)	\$ 352.35
Parka	(9 @ \$ 175.00)	\$ 1,575.00
Sub-total		<u>\$ 7,974.51</u>
S.C. Sale tax @ 7%		<u>\$ 558.22</u>
Total		<u>\$ 8,532.73</u>

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	<u>\$ 175.00</u>
Total	<u>\$ 750.00</u>

530100 - DEPRECIATION **\$600,000**

This cost will cover the Depreciation for FY 20/21.

538000 - CLAIMS & JUDGMENTS **\$200**

This account will cover any cost, which may occur that are lower than the deductible of our insurance.

538600 – SCDHEC FINES – ADMIN ORDER

\$5,000

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.

5AL000 – (4) 800 MHZ MOBILE RADIO (REPLACEMENT) **\$14,400**

This account will cover the cost to replace four (4) mobile radios. The existing mobile radios will not be supported by Motorola beginning January 1, 2019. (4) X \$3,600 per radio = \$14,400

5AL000 – (1) ¾ TON PICK-UP TRUCK (REPLACEMENT) **\$40,000**

This account will cover the cost of replacing one (1) pickup truck utilized in the landfill operation based on Fleet Services replacement schedule.

5AL000 – (1) 1 TON PICK-UP TRUCK (REPLACEMENT) **\$50,000**

This account will cover the cost of replacing one (1) pickup truck utilized in the landfill operation based on Fleet Services replacement schedule.

5AL000 – EXCAVATOR (REPLACEMENT) **\$455,000**

This account will cover the cost of replacing one (1) excavator utilized in the landfill, and grinding facility based on Fleet Services replacement schedule.

5AL000 – ENG. SVC. - CELL 2 LANDFILL EXPANSION **\$430,000**

This account will cover the cost for engineering service to design and permit an expansion of Edmund landfill, Cell Two which is estimated to provide 30 to 40 years of additional landfill capacity at the landfill.

5AL000 – ENG. SVC. - CELL 3 LANDFILL PERMIT REVISION **\$95,000**

This account will cover the cost for engineering service to design and permit a revision to Cell 3 at the Edmund Landfill required based on changes to the expanded transfer station foot print.

5AL000 – DESIGN AND CONTRUCTION – LANDFILL OPERATORS FACILITY **\$275,000**

This account will cover the cost of engineering design and construction of a new metal building for Landfill/Transfer Station equipment operators in the lower section of the landfill property near the fuel Island/equipment parking area. The facility will include an assembly area, restroom/locker space and lunch room and include parking for employee vehicles. This addition is necessary due to the increase in the number of solid waste employees over the past several years that utilize the current Administration building built in 1982. Parking for employee vehicles has become overcrowded around the Administration building, in addition provides no space for visiting residents, school children, business personnel, etc. that need to access the facility.

5AL000 – (1) USED SLOPE MOWER (ADDN) \$10,000

This account will cover the cost of adding the purchase of a used slope mower from Public Works, which is scheduled to have a new replacement mower in the FY 2020-2021 budget. The Department currently has no ability to cut slopes on landfill lane or on the landfill property, including retention ponds, etc.

TRANSFERS

815701 – OP TRN TO SOLID WASTE POST CLOSURE CARE COST \$162,370

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 - 2020 - 2021

Fund # 5700 Fund Title: Solid Waste Management
Organization # 121204 Organization Title: Solid Waste / Landfill Operations

Object Expenditure Code Classification	Program # 1 Program Title: Maintenance Asst. (2)	Program # 2 Mechanic III	Program #3	Program #4	Total 2020-2021 Requested
Personnel					
510100 Salaries #_3_	56,288	42,237	0	0	98,525
510300 Part Time #_	0	0	0	0	0
511112 FICA Cost	4,306	3,232	0	0	7,538
511113 State Retirement	9,322	6,995	0	0	16,317
511114 Police Retirement	0	0	0	0	0
511120 Insurance Fund Contribution #_3_	15,600	7,800	0	0	23,400
511130 Workers Compensation	4,684	4,334	0	0	9,018
511131 S.C. Unemployment	0	0	0	0	0
* Total Personnel	90,200	64,598	0	0	154,798
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	606	303	0	0	909
520500 Legal Service	0	0	0	0	0
521100 Duplicating	0	0	0	0	0
521200 Operating Supplies	300	500	0	0	800
522100 Heavy Equipm. Repairs & Mainten:	0	0	0	0	0
522200 Small Equipment Repairs & Maint.	0	0	0	0	0
522300 Vehicle Repairs & Maintenance	0	1,000	0	0	1,000
523000 Land Rental	0	0	0	0	0
524000 Building Insurance	0	0	0	0	0
524100 Vehicle Insurance #_	0	615	0	0	615
524101 Comprehensive Insurance #_2_	0	267	0	0	267
524201 General Tort Liability Insurance	1,184	592	0	0	1,776
524202 Surety Bonds	20	10	0	0	30
525000 Telephone	0	0	0	0	0
525006 GPS Monitoring Charges	0	204	0	0	204
525030 800 Radio Service Charge	1,244	623	0	0	1,867
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	0	2,049	0	0	2,049
525600 Uniforms & Clothing	1,200	600	0	0	1,800
526500 Licenses & Permits	0	0	0	0	0
530100 Depreciation	0	5,000			
* Total Operating	4,554	11,763	0	0	16,317
** Total Personnel & Operating	94,754	76,361	0	0	171,115
** Total Capital (From Section IV)	7,200	63,600	0	0	70,800
*** Total Budget Appropriation	101,954	139,961	0	0	241,915

SECTION III

COUNTY OF LEXINGTON

New Program Request Fiscal Year - 2020-2021

Fund # 5700	Fund Title: Solid Waste Management
Organization # 121204	Organization Title: Solid Waste Landfill Operations
Program # 1	Program Title: (2) Maintenance Assistant I's

Object Expenditure Code Classification	Total 2020-2021 Requested
Personnel	
510100 Salaries #_2_	56,288
510300 Part Time #_	0
511112 FICA Cost	4,306
511113 State Retirement	9,322
511114 Police Retirement	0
511120 Insurance Fund Contribution #_2_	15,600
511130 Workers Compensation	4,684
511131 S.C. Unemployment	0
* Total Personnel	90,200
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520305 Infectious Disease Services	606
520400 Advertising	0
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	1,184
524202 Surety Bonds	20
525030 800 MHZ Radio Service Charges	1,244
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	1,200
525600 Uniforms & Clothing	1,200
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
	0
* Total Operating	4,554
** Total Personnel & Operating	94,754
** Total Capital (From Section IV)	7,200
*** Total Budget Appropriation	101,954

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 5700

Fund Title:Solid Waste Management

Organization # 121204

Organization Title: Solid Waste / Landfill Operations

Program # 1

Program Title: Maintenance Assistant I (1)

BUDGET

2020-2021

Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

7,200

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Maintenance Assistant I (2)

Program 1: Maintenance Assistant I (2)

Objectives:

Two Maintenance Assistant I positions are 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 (Monday – Saturday). Since 2007 the number of hours of community service has significantly diminished. In 2019, the number of service hours totaled 920 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
2019	920.25

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 the two Maintenance Assistants (covering 7 day work week), these positions can perform maintenance duties and also supervise these individuals to ensure their safety and that they are being productive.

Additionally, the Maintenance Assistants 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 Positions</u>	<u>General Fund</u>	<u>Other Fund</u>	<u>Total</u>	<u>Band</u>
Maintenance Assistants I*	<u>2</u>		<u>2</u>	<u>2</u>	<u>105</u>
Total Positions	<u>2</u>		<u>2</u>	<u>2</u>	

*Positions requires insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES **\$56,288**

(1) Maintenance Assistant I (Band 105) x \$28,144 Salary per year = \$ 28,144.00 x 2 = 56,288

511112 - FICA COSTS **\$4,306**

FICA 7.65 % x \$56,288 = \$ 4,306.03

511113 - STATE RETIREMENT **\$9,322**

Retirement 16.56 % x \$56,288 = \$9,321.29

511120 – HEALTH INSURANCE **\$15,600**

(2) Maintenance Assistant I – eligible for insurance = \$7,800 x 2 = \$15,600

511130 - WORKERS COMPENSATION (1.0 FTE) **\$4,684**

Workers Compensation \$56,288 x 0.0832 (6217) = \$4,683.16

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$606**

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 \$303 x (2) employee = \$606

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 **\$1,184**

This account covers cost for the FY 20-21 – 2 employees x \$592 = \$1,184

524202 - SURETY BONDS **\$20**

To cover the cost of surety bonds \$10 x 2 FTE's = \$20. This is a surety bond year.

525030 - 800 MHZ RADIO SERVICE CHARGES **\$1,244**

This account covers cost for (1) 800 MHz Radios.

Service for (2) 800 MHz Radio x \$51.85/each	\$ 103.70
Month	<u>x 12</u>
Total	<u>\$ 1,244.40</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$0**

This account covers cost for needed maintenance for (1) 800 MHz Radios x \$0/year (under warranty).

525400 - UNIFORMS & CLOTHING **\$1,200**

This account covers cost for two 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

5AK000 - (2) 800 MHZ MOBILE RADIO (ADDNL)	\$7,200
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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.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2020-2021

Fund # 5700

Organization # 121204

Program # 2

Fund Title: Solid Waste Management

Organization Title: Solid Waste Landfill Operations

Program Title: Mechanic III

Object Expenditure Code Classification	Total 2020-2021 Requested
Personnel	
510100 Salaries #_1_	42,237
510300 Part Time #___	0
511112 FICA Cost	3,232
511113 State Retirement	6,995
511114 Police Retirement	0
511120 Insurance Fund Contribution #_1__	7,800
511130 Workers Compensation	4,334
511131 S.C. Unemployment	0
* Total Personnel	64,598
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520305 Infectious Disease Services	303
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	500
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	1,000
523000 Land Rental	0
524000 Building Insurance	0
524100 Vehicle Insurance #___	615
524101 Comprehensive Insurance #_1__	267
524201 General Tort Liability Insurance	592
524202 Surety Bonds	10
525006 GPS Monitor Charges	204
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	2,049
525600 Uniforms & Clothing	600
526500 Licenses & Permits	0
530100 Depreciation	5,000
	0
	0
	0
	0
	0
	0
* Total Operating	11,763
** Total Personnel & Operating	76,361
** Total Capital (From Section IV)	63,600
*** Total Budget Appropriation	139,961

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 5700

Fund Title:Solid Waste Management

Organization # 121204

Organization Title: Solid Waste / Landfill Operations

Program # 2

Program Title: Mechanic III (1)

BUDGET

2020-2021

Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

63,600

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 2 – Mechanic III (1)

Program 2: Mechanic III (1)

Objectives:

One Mechanic III position is being requested to assist with the maintenance of equipment for the Collection and Recycling Centers (CRC), C and D Landfill, Compost Facility and Transfer Station programs. This new position would assume all minor maintenance currently performed by Fleet Services or Contractors under contractual maintenance. Minor maintenance includes such repairs as replacing batteries and alternators/starters, hydraulic hoses, air lines on smaller pieces of equipment, servicing CRC collection trailers, repair trailer jacks, replacing windshield wipers, repairing lights, removing and installing front-end loader wear pads and tire replacement, tire repairs for vehicles and trailers, Turning and replacing hammers on the wood grinder and assisting the existing CRC mechanic in repairs to CRC compactors and parts pickup. The following equipment require service and minor repairs:

Collection and Recycling Equipment:	#	Compost Facility:	#
Cage Trailers – 20 foot	25	Compost Turner	1
Cage Trailers – 10 foot	23	Compost Screener	1
Glass Trailers	15	Wood Grinder	1
Tire Trailers	2	Compost Bagger	1
Stationary Compactors (Assist)	53		
C&D Landfill:		Transfer Station:	
Off Road Equipment	15	Front end Loader	1
Water Pumps/Floc Equip Distribution	2	Cranes	2
Hydro seeder	1		
Motor Grader	1		
Pan	1	Recycling:	
Fuel Truck	1	Aluminum Can Crusher	1
Pickup trucks	4	Oil Filter Crusher	1
Dump Trucks	2	Enclosed Trailer	1
Tractor/Low Boy	1	Flatbed Trucks	3
Generators and compressors	4		
Bush Hogs	2		
Broom and other small equipment	1		
Forklift	1		
Welder	1		

The following is a listing of specific maintenance required and the current organization/firm that provides this service.

Service Type	Current Provider
Collection and Recycling Centers:	
- CRC Trailers - Annual service, repairs to lights, jacks, tires and Dump trailer Hydraulics	LC Fleet Service or CRC Mechanic
- CRC Stationary Compactors	CRC Mechanic
Landfill Equipment:	
- Windshield Wiper replacement, Strobe and marker light repairs, Hydraulic hoes replacement	TM&R Contractor at added charges, including travel time to and from shop.
- Water Pumps/flocking system for Silt basins	LC Fleet Service, CRC Mechanic, Heavy Equipment Operators (HEO's)
- Off Road Equipment (Dozers, Compactors, Dumps, etc.)	TM&R Contractor at added charges, including travel time to and from shop.
- Hydroseeder	LC Fleet Service or CRC Mechanic/Landfill Supervisor
- Vehicles (Dump Trucks, Pickups, etc.)	LC Fleet Service
Transfer Station:	
- Front-end Loader- Windshield Wiper replacement, Strobe and marker light repairs, Hydraulic hoes replacement	TM&R Contractor at added charges, including travel time to and from shop.
- TS Cranes	New Contractor
- TS Chute repairs – rubber flap replacement	Contractor
Compost Facility:	
- Compost Turner – battery replacement, greasing, replacing drum tynes, etc.	LC Fleet Service, CRC Mechanic or Landfill Supervisor/ HEO's
- Compost Screener – drum screen repairs and rotation (different size screens), greasing, etc.	CRC Mechanic, Landfill Supervisor or HEO's
- Wood Grinder – greasing, hammer turning and replacement	CRC Mechanic, Landfill Supervisor or HEO's
- Compost/mulch Bagger – greasing, adjustments to bagger assembly	CRC Mechanic, Landfill Supervisor/ or HEO's
Recycling:	
- Enclosed Trailer – service and repairs	LC Fleet or CRC Mechanic
- Oil Filter Crusher – service and repairs	Contractor or CRC Mechanic
- Aluminum Can Crusher - service and repairs	CRC Mechanic

Continued growth in solid waste services and programs necessitates the addition of this Mechanic III position to provide cost effective service for solid waste management equipment. Benefits of providing this position are:

- Reduction in the high cost of service by Contractors (TM&R) for minor repairs which can be assumed by the new mechanic position. Contractors charge profit and travel time to and from their shops for minor repairs such as windshield wiper and battery replacement, Hydraulic hoe repairs, etc.

- New repair requirements such as the Transfer Station Cranes and Compost Equipment requires maintenance assistance which can be provided by the new position.
- Releases LC Fleet Services from having to travel to and from the landfill for minor repairs and permits them to reallocate their personnel to the Fleet Services shop and assists with growth in County equipment service requirements.
- Permits the existing Collection and Recycling Center (CRC) Mechanic to concentrate on service duties at the CRC's and the new position would provide a backup mechanic for these services and/or assistance to the existing mechanic in more major repairs at the CRC's.
- The Landfill shop which has not been used for vehicle and equipment repairs would be better utilized.

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>
Mechanic III*	<u>1</u>		<u>1</u>	<u>1</u>	<u>111</u>
Total Positions	<u>1</u>		<u>1</u>	<u>1</u>	

*Positions requires insurance.

Requested Personnel Budget:

510100 - SALARIES AND WAGES **\$42,237**

(1) Mechanic III (Band 111) x \$42,237 Salary per year x 1 = \$ 42,237

511112 - FICA COSTS **\$3,232**

FICA 7.65 % x \$56,288 = \$ 3,231.13

511113 - STATE RETIREMENT **\$6,995**

Retirement 16.56 % x \$42,237 = \$ 6,994.45

511120 – HEALTH INSURANCE **\$7,800**

(1) Mechanic III – eligible for insurance = \$7,800.00 x 1 = \$7,800

511130 - WORKERS COMPENSATION (1.0 FTE) **\$4,334**

Workers Compensation \$42,237 x 0.1026 (9403) = \$4,333.52

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520305 – INFECTIOUS DISEASE SERVICES **\$303**

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 \$303 x (1) employee = \$303

521200 - OPERATING SUPPLIES **\$500**

This account covers the cost for operating supplies used daily, to include safety glasses, gloves, etc.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$1,000**

These funds are for normal maintenance costs associated with the operation of the Mechanics maintenance vehicle.

Maintenance Vehicle (Co# 00000)	\$ 500
Misc. parts & repairs	<u>500</u>
Total	\$ 1,000

524100 - VEHICLE INSURANCE (3) **\$615**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management. (\$615 per vehicle FY 2020-2021)

524101 – COMPREHENSIVE INSURANCE **\$267**

To cover the cost of Comprehensive Insurance for the Maintenance vehicle estimated per Risk Management.

524201 - GENERAL TORT LIABILITY INSURANCE **\$592**

This account covers cost for the FY 20-21 per Risk Management.

524202 – SURETY BONDS **\$10**

Cover the cost of surety bonds for full-time equivalent employees. 1.0 FTE's x \$10 per FTE = \$10. This figure provided by Risk Management. This is a surety bond year.

5250006 – GPS MONITORING CHARGES **\$204**

To cover the cost of monthly vehicle GPS monitoring charges for the Maintenance Vehicle.

1 @ \$16.95/month x 12 months = \$203.40

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).

525400 - GAS, FUEL & OIL **\$2,049**

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 \$ 1.97/gallon for gasoline this FY. 20 gallons per week x 52 = 1,040 gallons x \$1.97 = \$2,048.80

525400 - 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.

530100 - DEPRECIATION **\$5,000**

This cost will cover the depreciation of the vehicle.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5AK000 - (1) 800 MHZ MOBILE RADIO (ADDNL) **\$3,600**

This account will cover the cost for one (1) 800 MHz radio for the requested the Mechanic III position to provide continuous communication with the department or other agencies.

5AK000 - (1) MAINTENANCE VEHICLE (ADDNL) **\$60,000**

This account will cover the cost for (1) 4X4 maintenance vehicle with winch, compressor and tools cabinets for the new Mechanic III position to perform vehicle/equipment maintenance duties.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121205 - Solid Waste / 321 Reclamation/Close/Superfund

Object Expenditure Code Classification						BUDGET	
		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520200	Contracted Services	44,291	9,028	55,000	70,000		
520300	Professional Services	181,760	59,684	175,000	186,000		
520620	EPA Cost	43,062	5,855	45,000	25,000		
521100	Duplicating	13	5	11	15		
525315	Utilities - Landfill/Cayce 321	18,216	9,324	22,000	20,000		
525318	Utilities - Landfill/Convenience Stns	215	0	0	0		
526500	Licenses & Permits	1,249	1,065	1,500	2,000		
530100	Depreciation	5,283	0	5,300	5,300		
538500	Property Taxes	1,938	2,044	2,100	2,400		
* Total Operating		296,027	87,005	305,911	310,715		
** Total Personnel & Operating		296,027	87,005	305,911	310,715		
Capital							
All Other Equipment		0	0	5,600	0		
** Total Capital		0	0	5,600	0		
*** Total Expenses							
		296,027	87,005	311,511	310,715		

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 **\$ 70,000**

This account includes the cost of Operation, maintenance and sampling/analysis of methane and groundwater systems.

520300 - PROFESSIONAL SERVICES **\$ 186,000**

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 **\$ 25,000**

This account includes payment to the USEPA based on costs incurred for managing this site.

521100 – DUPLICATING **\$ 15**

This account includes cost of duplication for 321 Landfill account 400 copies x \$0.0285/ copy = \$11.40.

52315 – UTILITIES **\$ 20,000**

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 **\$ 2,400**

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 2020-21**

Fund: 5700

Division: Public Works

Organization: 121206 - Solid Waste / Transfer Station

						BUDGET	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 4.5	93,638	66,667	168,044	171,635		
510200	Overtime	2,833	1,342	14,000	16,000		
511112	FICA Cost	6,719	4,776	13,928	14,354		
511113	State Retirement	8,494	6,785	28,327	31,073		
511120	Insurance Fund Contribution - 4.5	19,500	14,625	35,100	35,100		
511130	Workers Compensation	8,793	6,281	15,617	16,105		
511213	State Retirement - Retiree	7,499	2,958	0	0		
* Total Personnel		147,476	103,434	275,016	284,267		
Operating Expenses							
520100	Contracted Maintenance	21,016	13,422	30,000	35,202		
520200	Contracted Services	4,884,244	1,969,553	4,823,486	5,275,831		
520219	Water & Other Beverage Service	783	200	1,000	1,210		
520300	Professional Services	2,000	0	8,135	8,135		
520302	Drug Testing Services	0	0	100	815		
520305	Infectious Disease Services	0	0	930	606		
521000	Office Supplies	487	0	300	500		
521100	Duplicating	38	17	30	46		
521200	Operating Supplies	586	502	3,100	2,945		
522000	Building Repairs & Maintenance	18,563	0	25,000	45,000		
522100	Heavy Equipment Repairs & Maintenance	76,656	16,230	80,000	110,057		
522200	Small Equipment Repairs & Maintenance	2,074	0	0	0		
523200	Equipment Rental	128	43	2,074	2,074		
524000	Building Insurance	1,222	1,403	1,406	3,386		
524101	Comprehensive Insurance	2,654	3,515	3,052	2,596		
524201	General Tort Liability Insurance	831	1,040	1,812	1,248		
524202	Surety Bonds	0	0	0	45		
525006	GPS Monitoring Charges - 1	356	136	204	407		
525021	Smart Phone Charges - 1	643	277	648	648		
525030	800MHz Radio Service Charges - 3	1,774	1,105	3,120	3,120		
525031	800 MHz Radio Maintenance - 2	228	44	44	244		
525041	E-mail Service Charges - .5	0	0	65	65		
525210	Conference, Meeting & Training Expenses	0	0	100	1,263		
525230	Subscriptions, Dues, & Books	0	0	110	350		
525317	Utilities - County L/F Edmund	4,151	2,746	18,000	18,000		
525400	Gas, Fuel, & Oil	14,568	5,401	15,000	19,575		
525600	Uniforms & Clothing	2,880	893	2,400	4,878		
526500	Licenses & Permits	500	100	500	900		
530100	Depreciation	102,155	0	100,000	400,000		
538000	Claims & Judgments	0	0	100	100		
538300	Retainage Payable Expense	235,386	0	0	0		
* Total Operating		5,373,923	2,016,627	5,120,716	5,939,246		
** Total Personnel & Operating							
		5,521,399	2,120,061	5,395,732	6,223,513		

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121206 - Solid Waste / Transfer Station

						<i>BUDGET</i>	
Object Expenditure Code	Classification	2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Capital							
540000	Small Tools & Minor Equipment	1,014	0	750	750		
599999	Capital Clearing	(2,602,685)	0	0	0		
	All Other Equipment	2,602,685	2,722,274	5,722,265	649,500		
** Total Capital		1,014	2,722,274	5,723,015	650,250		

*** Total Expenses	5,522,413	4,842,335	11,118,747	6,873,763
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SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 - Transfer Station

Program 1; Transfer Station

Objectives:

This program requires the efforts of 4 (Four) 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 17/18</u>	<u>Actual FY 18/19</u>	<u>Estimated FY 19/20</u>	<u>Projected FY 20/21</u>
Landfilled Tons	129,546	133,555	139,270	146,234
Transferred Tons	126,459	127,740	133,470	140,144

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>4</u>	<u>4</u>		<u>4</u>	<u>108</u>
Total Positions	<u>4.5</u>	<u>4.5</u>	<u>0</u>	<u>4.5</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

\$35,202

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. #40942 Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 965.00
	x 3
Total	<u>\$ 2,895.00</u>
Fire protection inspection (quarterly)	\$ 187.25
	x 1
Sub-total	<u>\$ 187.25</u>
S.C. sale tax @7%	<u>\$ 13.11</u>
Total inspection	<u>\$ 200.36</u>
Total	<u>\$ 3,095.36</u>

Co. #42634 Caterpillar 938M Front-End Loader Serviced by Blanchard Machinery

Total Maintenance & Repair (TM&R) per month.	\$ 1,645.00
	x 9
Total	<u>\$ 14,805.00</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 inspection	<u>\$ 601.07</u>
Total	<u>\$ 15,406.07</u>

Estimated cost for replacement part for the fire protection system \$ 3,000.00

A maintenance contract for inspecting and testing two (2) scale's monthly. The scale's are located at the entrance, and exit are required by the Department of Agriculture for monthly inspections, due to all incoming and outbound customers being charged tipping fees based on their weights.

Inspections/month (2 Scales) 12 x \$725	\$ 8700.00
Estimated replacement parts	\$ 5,000.00
Total estimated scale maintenance contract	<u>\$ 13,700.00</u>
TOTAL CONTRACTED MAINTENANCE	<u>\$ 35,201.43</u>

520200 - CONTRACTED SERVICES	<u>\$5,275,831</u>
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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 19/20 is 133,470 tons. Projected increase for FY 20/21 is an estimated tonnage of 137,474 tons. Current FY 19/20 base rate for transporting is \$ 12.70/ton. The estimated rate per ton for FY 2020-2021 based on the contract effective July 1, 2020 is \$13.02/ton an increase of 2.5 percent.

Cost per ton	\$ 13.02
First quarter estimated tonnage	x 35,842
Total	<u>\$ 466,662.84</u>
Cost per ton	\$ 13.02
Second quarter tonnage	x 34,858
Total	<u>\$ 453,851.16</u>
Cost per ton	\$ 13.02
Third quarter tonnage	x 33,553
Total	<u>\$ 436,860.06</u>
Cost per ton	\$ 13.02
Fourth quarter tonnage	x 35,891
Total	<u>\$ 467,300.82</u>
Total Transporting Cost	<u>\$ 1,824,674.88</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 19/20 is 138,498 tons. Projected increase for FY 20/21 is an estimated tonnage of 142,653 tons. The contract rate for disposal is estimated for FY 20/21 effective July 1, 2020 at \$23.06 per ton, an increase of 2.5 percent over the current rate of \$22.50 per ton.

Cost per ton	\$ 23.06
Total estimated tonnage	x 146,234
Total Disposal Cost	<u>\$ 3,372,156.04</u>

The contract for hauling and disposal of the two (UST's) water is estimated:

Cost per gallon	\$ 0.33
Gallons of wastewater	x 200,000
	<u>\$ 66,000.00</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 \$ 79,000.00

TOTAL CONTRACTED SERVICES \$ 5,275,830.92

520219 – WATER & OTHER BEVERAGES **\$1,210**

This account covers cost associated with providing clean drinking (bottled -5 gallon) water for the landfill and transfer station staff. 220 bottles of water per year x \$5.50 per bottle = \$1,210

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 (Inspection \$3,500 x 2 per year = \$7,000)	\$ 7,000
Total Professional Services	<u>\$ 8,135</u>

520302 - DRUG TESTING SERVICES **\$815**

The required Random Drug/Alcohol Testing is for five (5) 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 (5 employees x \$40/test)	<u>\$ 200.00</u>
After hours drug & alcohol Testing (5 employees x \$100/test)	<u>\$ 500.00</u>
Random Alcohol Testing	\$ 15.00

Employees	x	5
Total	\$	75.00
Random Driver History Check (5 employees x \$8/report)	\$	40.00
Total Estimated Testing	\$	815.00

520305 – INFECTIOUS DISEASE SERVICES **\$606**

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 \$303 x 2 employees = \$606.

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	\$ 45.60

521200 - OPERATING SUPPLIES **\$2,945**

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	\$ 1,000.00
Safety glasses	\$ 25.00
Pairs	x 6
Total	\$ 150.00
Work gloves - operators and community service workers	\$ 0.74
Pairs	x 300
Total	\$ 222.00
Steam cleaning chemicals per drum	\$ 230.00
Total drums	x 6
Sub-total	\$ 1,380.00
Total SC Sales Tax @ 7%	\$ 192.64
Total	\$ 2,944.64

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 **\$110,057**

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	<u>\$ 15,000.00</u>
Misc. Equipment (including the cranes)	<u>\$ 10,000.00</u>
Rubberized wear pad for 938M loader	\$ 1,400.00
Total pads per year	x 12
Sub-total	<u>\$ 16,800.00</u>
S.C. SALE TAX @ 7%	<u>\$ 1,176.00</u>
Total	<u>\$ 17,976.00</u>
Exchange set of tires for 938M	\$ 30,551.97
Sets per year	x 2
Sub-total	<u>\$ 61,103.94</u>
S.C. SALE TAX @ 7%	<u>\$ 4,277.28</u>
Total	<u>\$ 65,381.22</u>
Bolt peg. For wear pads	\$ 7.00
Total bolt peg.	x 120
Sub-total	<u>\$ 840.00</u>
S.C. SALE TAX @ 7%	<u>\$ 58.80</u>
Total	<u>\$ 898.80</u>
Freight for tires, wear pads, and bolts	<u>\$ 800.00</u>
Total	<u>\$ 110,056.02</u>

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	<u>\$ 1,720.00</u>
Total	<u>\$ 2,073.10</u>

524000 - BUILDING AND CONTENTS INSURANCE **\$3,386**

This account is for insurance to cover Transfer Station and its contents. FY 2020-2021 amended Dec. budget \$1,345 x 3% = \$1,386 + New transfer station for 12 months \$2,000 = Total \$3,386.

524101 - COMPREHENSIVE INSURANCE **\$2,596**

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 **\$1,248**

This account covers cost for the FY 20/21 and is for the current number of employees. FY 2019-2020 Actual \$1,040 + 20% = \$1,248

524201 - SURETY BONDS **\$45**

This account fee covers the cost for Surety Bonds 4.5 FTE's x \$10 = \$ 45 for FY 20/21. This is a bond year.

525006 - GPS MONITORING CHARGES **\$407**

This account covers cost for GPS monitoring and activation.

Monitoring For Units x \$16.95/mo. x 2 units	\$	33.90
Month	x	12
Total	\$	<u>406.80</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)

\$54.00/month x 12 = 648.00

525030 - 800 MHZ RADIO SERVICE CHARGES **\$3,120**

This account covers cost for (5) 800 MHz Radios.

Service for (5) Radios x \$52.00 (5 site rate + airtime & tax)/month=	\$	260.00
Month	x	12
Total	\$	<u>3,120.00</u>

525031 - 800 MHZ RADIO MAINTENANCE **\$244**

This account covers the maintenance cost for:

(4) 800 MHz Radios x \$36.24/year = \$144.96 + (1) Radio x 99.00 = Total \$243.96.

525041 - E-MAIL SERVICE CHARGES **\$65**

This account covers the cost for E-Mail Services for the Landfill Supervisor (6 months).

Services	\$	10.75
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Months		x	6
Total		\$	64.50

525210 - CONFERENCE & MEETING **\$1,263**

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
Travel	\$	100.00
Total	\$	1,163.00

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	\$	100.00
Total Conferences & Meetings	\$	1,263.00

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

This account is to cover the cost for Supervisor's re-certification application.

Landfill Manager Re-Certification	\$	350.00
Total	\$	350.00

525317 - UTILITIES **\$18,000**

This account covers the cost of all utilities associated with the Old Transfer Station and Expanded Transfer Station, including the two new remote cranes that utilize electrical power. For FY 20-21 this account will be an increase over previous years.

525400 - GAS, FUEL & OIL **\$19,575**

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 \$ 2.40 per gal. for FY 2020-2021.**

938M Loader CO #40942 (7,500 gallons x \$2.40/gallon)	\$	18,000.00
Misc. equipment, and DEF Fluid	\$	1,575.00
Total	\$	19,575.00

525400 - UNIFORMS & CLOTHING **\$4,878**

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	(5 @ \$15.48)	\$	77.40
Safety Boots	(10 @ \$135.00)	\$	1,350.00
Work Pants	(21 @ \$23.38)	\$	490.98
Work Shirts	(21 @ \$12.00)	\$	252.00
Work Coats	(5 @ \$75.00)	\$	375.00
Rubber Boots	(3 @ \$25.00)	\$	75.00
Summer Caps	(14 @ \$7.50)	\$	105.00
Co. emblems	(22 @ \$0.76)	\$	16.72
Sew on emblems	(22 @ \$0.80)	\$	17.60
T-shirts L/S	(21 @ \$14.50)	\$	304.50
T-shirts S/S	(21 @ \$14.50)	\$	304.50
Sweatshirt hood w/zipper	(21 @ \$15.00)	\$	315.00
Parka	(5 @ \$175.00)	\$	875.00
Sub-total		\$	4,558.70
S.C. Sale tax @ 7%		\$	319.11
Total		\$	4,877.81

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	\$	250.00
Total	\$	900.00

530100 - DEPRECIATION **\$400,000**

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

5AL000 – (1) FRONT-END LOADER (REPLACEMENT) **\$345,000**

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.

5AL000 – OLD TRANSFER STATION FLOOR REPAIR - CONSTRUCTION **\$264,500**

This account will cover the cost of construction for replacement of a portion of the old transfer station floor, which is in need of repair.

5AL000 – REMOVAL OF OLD LANDFILL SCALE AND ROAD IMPROVEMENTS **\$40,000**

This account will cover the cost of removing the old landfill scale and construction of road improvements in the area where the old scale is being removed, including soil fill, stone and concrete by an outside contractor.

- | | | | |
|---|----------------------------------|---------------|----|
| - | Removal and sale of old scale - | \$ | 0* |
| - | Road Improvements Construction - | <u>40,000</u> | |

Total \$40,000

*Removal and sale of old scale – County will receive \$5,500 in revenue. Removal costs deducted in Sale.

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21

Fund: 5700

Division: Public Works

Organization: 121207 - Solid Waste / Recycling

		BUDGET				
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21
Code	Classification	Expenses	Expenses	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
510100	Salaries and Wages - 0.5	26,209	12,576	26,209	27,248	
510200	Overtime	285	237	0	0	
510300	Part Time - 8 (5.80 - FTE)	135,761	69,174	174,977	161,772	
511112	FICA Cost	12,330	6,236	15,391	14,460	
511113	State Retirement	24,564	11,201	31,305	31,302	
511120	Insurance Fund Contribution - 0.5	3,900	1,625	3,900	3,900	
511130	Workers Compensation	15,238	8,024	18,674	17,348	
511214	Police Retirement - Retiree	3,332	93	0	0	
* Total Personnel		221,619	109,166	270,456	256,030	
Operating Expenses						
520200	Contracted Services	157,126	55,775	75,000	182,519	
520233	Towing Service	880	0	580	880	
520239	E-Waste Recycling	112,455	52,175	100,000	111,352	
520302	Drug Testing Services	0	40	50	250	
520305	Infectious Disease Services	0	162	310	606	
521000	Office Supplies	125	0	100	250	
521100	Duplicating	92	66	72	143	
521200	Operating Supplies	4,703	828	4,000	4,000	
521402	Occupational Health Supplies	0	0	100	200	
522100	Heavy Equipment Repairs & Maintenance	2,089	0	2,500	2,500	
522200	Small Equipment Repairs & Maintenance	15,585	2,310	20,000	20,000	
522300	Vehicle Repairs & Maintenance	8,020	2,675	9,000	7,500	
524100	Vehicle Insurance - 3	2,650	1,845	3,048	1,845	
524101	Comprehensive Insurance	988	927	1,136	1,094	
524201	General Tort Liability Insurance	516	594	594	713	
524202	Surety Bonds	0	0	0	63	
525006	GPS Monitoring Charges - 4	814	407	814	814	
525030	800 MHz Radio Service Charges - 3	2,109	879	2,124	2,124	
525031	800 MHz Radio Maintenance - 3	342	52	344	73	
525400	Gas, Fuel, & Oil	21,291	9,302	20,000	23,359	
525600	Uniforms & Clothing	4,757	2,637	3,500	5,612	
530100	Depreciation	60,793	0	55,000	70,000	
538000	Claims & Judgments	0	0	100	100	
* Total Operating		395,335	130,674	298,372	435,997	
** Total Personnel & Operating		616,954	239,840	568,828	692,027	
Capital						
540000	Small Tools & Minor Equipment	4,077	389	750	1,200	
599999	Capital Clearing	(84,267)	0	0	0	
	All Other Equipment	84,267	7,021	9,700	100,988	
** Total Capital		4,077	7,410	10,450	102,188	
*** Total Expenses		621,031	247,250	579,278	794,215	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

Fund # 5700

Fund Title: Solid Waste

Organization # 121207

Organization Title: Solid Waste/Recycling

Program # 1

Program Title: Recycling

BUDGET

2020-2021

Requested

[illegible]**** Total Capital (Transfer Total to Section I and IA)**

102,188

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

Service Level Indicators:	Actual Tons FY 17/18	Actual Tons FY 18/19	Estimated Tons FY 19/20	Projected Tons FY 20/21
Aluminum (UBC)	29.40	31.02	37.88	39.00
Antifreeze	30.40	27.19	29.62	31.00
Batteries – Lead Acid	55.11	53.17	52.74	51.00
Cardboard*	1,162.53	1,305.89	1,456.68	1,514.00
Carpet & Foam Pad*	102.37	120.43	100.57	100.00
Co-Mingled (Franchise)	4,679.72	4,745.59	4,810.48	4,906.00
Cooking Oil*	38.80	34.93	31.12	32.00
Electronics*	374.17	288.05	322.48	335.00
Glass - Brown	124.65	144.26	167.38	170.00
Glass - Clear	206.69	198.79	242.00	246.00
Glass – Green	75.13	119.26	45.10	60.00
Glass – Mix	0.00	0.00	0.00	0.00
Mattresses*	118.48	122.17	129.90	132.00
Metal	2,719.25	2,870.93	3,181.14	3,117.00
Newspaper/Magazines*	454.58	765.85	765.80	781.00
Office Paper	60.35	52.34	51.62	52.00
Oil Filters	21.92	25.81	14.26	18.00
Oil Liquid*	222.14	222.69	240.92	245.00
Plastic	250.31	313.56	341.25	350.00
Textiles	21.97	24.04	5.00	5.00
Tires	903.66	1,164.11	1,294.84	1,500.00

* 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

\$182,519

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 x 13 containers = \$754.00 per month.
\$754.00 per month x 12 months = \$9,048.00

Haul cost per container = \$125/per haul.
Estimated hauls – Mixed Paper = 200
Estimated hauls – Cardboard = 350
Total hauls = 550 x \$125 = \$68,750.00

Rental - \$9,048 + Hauls \$68,750 = Total \$77,798

Mattress/Box Springs Recycling:

This account will cover the cost for contracting (contract 2018-IFB-50) 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

Trailer Rental (2 per month @ \$300.00)	12 months	@ \$ 600.00	\$ 7,200
Transportation Fee	36 Loads	@ \$ 312.50	\$ 11,250
Fuel Surcharge	36 Loads	@ \$ 85.00	\$ 3,060
Processing Fee	5,700 mattresses	@ \$ 10.00	<u>\$ 57,000</u>
	Total		<u>\$ 78,510</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 2020-21 is 335 tons x \$15 = Total \$5,025.

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	12 pallets per year @ \$1,650.00	\$ 19,800
S.C. Sales Tax		<u>\$ 1,386</u>
	Total	<u>\$ 21,186</u>

Total Contractual Services \$ 182,519

520233 – TOWING

\$880

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

\$111,352

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/RIOS Certified e-waste recycling contractor. These funds will cover the cost of recycling e-waste dropped off at the Edmund Landfill and approximately (4) four E-Waste Recycling Special Events throughout the County during FY 20-21. (Average cost per trailer YTD is \$2,568 per load).

Trailer Load	\$ 2,568 x 36 Loads	\$ 92,448.00
E-Waste Recycling Events	\$ 4,726 x 4 Events	18,904.00
	Total	\$ 111,352.00

520302 - DRUG TESTING SERVICES

\$250

This account covers any potential need for drug testing of employees.

520305 – INFECTIOUS DISEASE SERVICES

\$606

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 \$303 x 2 employees = \$606

521000 - OFFICE SUPPLIES

\$250

This account covers any office supplies to include: file folders, pens, pencils, pads, calendars, etc.

521100 - DUPLICATING

\$143

This account covers any duplication required for worksheets, time sheets, recycling reports, etc.

Number of Copies 5000 x \$0.0285 = \$142.5

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 **\$20,000**

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 **\$7,500**

These funds are for normal maintenance costs associated with the operation of the three (3) Flat Beds.
Estimated costs:

Dodge 4500 Flat Bed (Co# 41170)	\$ 2,000
Dodge 4500 Flat Bed (Co# 41169)	2,000
Ford F-450 Flat Bed (Co# 37004)	2,000
Sub-total	<u>\$ 6,000</u>
Misc. parts & repairs	<u>1,500</u>
Total	<u>\$ 7,500</u>

524100 - VEHICLE INSURANCE (3) **\$1,845**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management.
(\$615 per vehicle FY 2019-2020 estimate)
\$615 per vehicle x 3 vehicles = \$1,845

524101 - COMPREHENSIVE INSURANCE **\$1,094**

To cover the cost of Comprehensive Insurance (Inland Marine) for the following vehicles and equipment: Dodge 4500 #41169, Dodge 4500 #41170, and Ford F-450 #37004 estimated at a total of \$1,094 (\$926.53 FY2019-20 actual + 18% = \$1,093.31) per Risk Management.

524201 - GENERAL TORT LIABILITY INSURANCE (6.3) FTE'S **\$713**

To cover the cost of allocated general tort liability insurance for 50% of Collection and Recycling Center Coordinator and 8 part time recycling collectors. \$594 FY 2019-2020 actual expenditure + 20% increase = \$ 712.80 or \$713. This figure provided by Risk Management.

524202 - SURETY BONDS **\$63**

Cover the cost of surety bonds for full-time equivalent employees. 6.3 FTE's x \$10 per FTE = \$63. 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/month x 12 months = \$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

\$73

This account covers the cost for yearly maintenance of three (3) 800 MHz Radios. (2) Radios x \$36.24 per radio = \$72.80. The third radio is being replaced in FY 2020-2021 and has no maintenance required.

525400 - GAS, FUEL & OIL

\$23,359

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.**

Dodge Flat Bed (Co# 41170)	65gal/week @ \$2.40/gal=	\$156/week x 52 weeks =	\$ 8,112.00
Dodge Flat Bed (Co# 41169)	50gal/week @ \$2.40/gal=	\$120/week x 52 weeks=	\$ 6,240.00
Ford Flat Bed Co #37004	65gal/week @ \$2.40/gal=	\$156/week x 52 weeks=	\$ 8,112.00
Yale Forklift Co #37206	10gal/month @ \$2.40/gal=	\$24.00/month x 12 months=	\$ 288.00
Diesel Exhaust Fluid	165 gallons @ 1.25/gal=	\$206.25	\$ 206.25
Misc Equip (compressor/welder)			\$ 400.00
Total			\$ 23,358.25

525600 - UNIFORMS & CLOTHING

\$5,612

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 @ \$75.00	\$ 600.00
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%		\$ 367.11
Total		\$ 5,611.51

530100 - DEPRECIATION

\$70,000

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 **\$1,200**

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.

5AL000 – SIGNS **\$3,000**

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.

5AL000–(1) 800 MHZ VEHICLE RADIOS (REPLACEMENT) **\$3,700**

This account will cover the cost of replacing one (1) vehicle radio that will not be supported beginning January 1, 2020.

5AL000 – FLUORESCENT BULB RECYCLING EQUIPMENT (ADDITION) **\$5,288**

This account will cover the cost of a Bulb Eater 3 machine and accessories to crush CFL and fluorescent bulbs to be recycled. This machine will be an addition to the current bulb recycling program. Over the last 5 years the bulb recycling program has been very successful and has grown to the point where the program can no longer be handled with one machine.

Bulb Eater 3	1 @ \$ 4,034.80	\$ 4,034.80
U-Tube/CFL Chute	1 @ \$ 375.00	\$ 375.00
Drum Dolly	1 @ \$ 132.00	\$ 132.00
Shipping	1 @ \$ 400.00	\$ 400.00
S.C. Sales Tax		\$ 345.93
	Total	<u>\$ 5,287.73</u>

5AL000–(1) VERTICAL BALER (ADD) **\$14,000**

This account will cover the cost of adding one (1) vertical baler to be used to bale and market single use plastic bags and film which will be collected at all 11 Collection and Recycling Centers and at the Edmund Landfill.

5AL000 – (1) CONCRETE PAD (ADD) **\$8,000**

This account will cover the cost of one (1) new 30' x 30' concrete pad to be installed at the Edmund Landfill next to the 3-phase power source to be used for a new vertical baler for plastic bags and film.

5AL000 – (1) METAL CARPORT COVER (ADD) **\$5,000**

This account will cover the cost of one (1) new 30' x 30' carport cover used to protect a new vertical baler and baling area at the Edmund Landfill.

5AL000-(1) FLATBEDTRUCK (REPLACEMENT)

\$62,000

This account will cover the cost to purchase one new flatbed vehicle that is equivalent to the current F-450 truck that is in operation. This vehicle has been recommended for replacement by Fleet Services. This vehicle has a useful life of 175,000 miles and will be at or above the useful life at the time of replacement.

SECTION III

COUNTY OF LEXINGTON

New Program Request

Fiscal Year - 2020-2021

Fund # 5700

Organization # 121209

Program # 1

Fund Title: Solid Waste Management

Organization Title: Solid Waste/ Residential Solid Waste Collection

Program Title: Comprehensive Curbside Collection Program - Phase I

Object Expenditure Code Classification	Total 2020-2021 Requested
Personnel	
510100 Salaries #	0
510300 Part Time #	0
511112 FICA Cost	0
511113 State Retirement	0
511114 Police Retirement	0
511120 Insurance Fund Contribution #	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	3,990,890
520300 Professional Services	0
520302 Drug Testing Service	0
520400 Advertising	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
525030 800Radio Service Charge	0
525031 800 Radio Maintenance	0
525100 Postage	0
525210 Conference & Meeting Expenses	0
525230 Subscriptions, Dues, & Books	0
525240 Personal Mileage Reimbursement	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
	0
	0
	0
	0
	0
	0
* Total Operating	3,990,890
** Total Personnel & Operating	3,990,890
** Total Capital (From Section IV)	0
*** Total Budget Appropriation	3,990,890

SECTION I

COUNTY OF LEXINGTON

SUMMARY OF DEPARTMENTAL REVENUES
NEW PROGRAM
 Annual Budget
 FY 2020-21 Estimated Revenue

Fund: 5700
 Division: 121209
 Organization: SW/Residential Solid Waste Collection

Object Code	Revenue Account Title	Requested 2020-21	Recommend 2020-21	Approved 2020-21
Revenues:				
New	Residential Solid Waste Collection Fee	4,331,396		
** Total Revenue (Section II)		4,331,396	0	0
*** Total Appropriation (Section III)		3,990,890		

COUNTY OF LEXINGTON

Fund #: 5700

Organ. #: 121209

[illegible]

SECTION II

New Program

Proposed revenues

Budget Summary – FY 2020-2021

- New Residential Solid Waste Collection Fee - Based on implementation of a comprehensive curbside collection program in Franchise Districts 1 and 2, a rate of \$254 per household per year is estimated. Total annual revenue \$4,331,396. The program benefits are as follows:
 - More efficient service for the collection firm base on collection of all homes in the district versus voluntary collection in franchise area which is intermittent.
 - Reduced Administrative costs for quarterly billing, since charges will be collected on the tax bill.
 - Reduction in processing costs for nonpayment fees/collection losses.

SECTION V - PROGRAM OVERVIEW

Summary of Programs:

Program 1 – Comprehensive Curbside Collection Program – Phase 1

Program 1: Comprehensive Curbside Collection Program – Phase 1

Objectives:

The proposed program would require approval by the County Council via ordinance that the entire County would receive comprehensive curbside collection service. Recommend that the Franchise Waste Collection Districts become tax districts to facilitate application of the Annual Solid Waste Collection Fee to the residents located in the Districts. The implementation of this service would be phased in as follows:

Phase I	FY 2020-2021	Districts 1 and 2
Phase II	FY2021-2022	Districts 3 and 4
Phase III	FY 2022-2023	Districts 5, 6 and 7

The program would include the collection of household MSW, Recyclables and Yard Waste pick up for all single family and duplex homes in each District.

Currently residents utilize the Collection & Recycling Centers and/or participate in a volunteer Franchise Curbside Program to handle solid waste disposal. Participation in the Franchise Program has increased each year through residential growth in the County and the limitations of the Collection & Recycling Centers. Limitations of the Collection & Recycling Center are significant, as most will require expansion and do not have expansion space. To relocate the facilities, SWM would have to find suitable property at a reasonable cost and most likely address concerns of adjoining property owners, based on the nature of the facility. Recent attempts to obtain suitable property to replace the River Chase Collection and Recycling Center (CRC) have not been successful.

Participants in the County's current Franchise Program are billed quarterly by the vendor, whereas a Comprehensive Curbside Program would place the cost of the program on the resident's annual tax bill. The estimated cost for Phase I (Districts 1 and 2) of \$254 per year would be added to each resident's annual tax bill. With the Phased in program, Districts 1 and 2 would begin operation after January 1, 2021. District 1 has approximately 10,785 homes, with 4,870 homes currently participating in the Franchise Curbside Program. The 4,870 homes in this area are currently paying the \$317 per year to the Franchise vendor in addition to the shared cost of the Collection and Recycling Centers. Likewise, District 2 has approximately 6,189 homes, with 3,879 homes currently participating in the Franchise Curbside Program. The 3,879 homes in this area are currently paying the \$229 per year to the Franchise vendor in addition to the shared cost of the Collection and Recycling Centers.

A comprehensive curbside program would provide the following benefits to the County citizens: improved collection service, as the collector would be going down every street and picking up every home; reduced traffic and litter on the roads, as it only takes one collection vehicle to pick up 1000 homes versus 1000 vehicles going to the collection & recycling centers; no hassle solid waste disposal, a citizen only has to pull their roll carts to the curb versus driving to the centers, waiting in line, and making multiple stops at different containers; curbside service provides comingled recyclables, as all recyclables go into one container. Another advantage would include the reduction in hours of operation of the Collection & Recycling Centers, reducing operating cost by approximately Two (2) million per year. The Centers would only be need to be open on Saturday for citizens to recycle materials that are not picked up curbside, such as clean wood waste, used oil, scrap metal, textiles, cooking oil, and mattresses.

The County's solid waste disposal program is currently at a crossroads. It is getting more difficult to find property to expand our Collection & Recycling Centers and the cost to maintain this service increases every year. This program would be the first step in developing a long term program that can meet the current needs and future growth of County residents in the affected area.

LEXINGTON COUNTY CURBSIDE COLLECTION STATISTICS

Percentage of Household Participating in Franchise Collection Program
As of December 31, 2019

DISTRICT NUMBER	DISTRICT NAME	TOTAL # RESIDENCES	TOTAL # PARTICIPATING	PERCENT PARTICIPATING
DISTRICT 1	CHAPIN	10,785	4,870	45.2
DISTRICT 2	IRMO	6,189	3,879	62.7
DISTRICT 3	LEXINGTON	10,063	5,737	57.0
DISTRICT 4	WEST COLUMBIA/LEX	14,253	7,286	51.1
DISTRICT 5	CAYCE/GASTON	15,509	1,613	10.4
DISTRICT 6	POND BRANCH/PELION	13,588	3,383	24.9
DISTRICT 7	BATESBURG/NORTH OF HIGHWAY 1	14,126	3,119	22.1
TOTAL		84,513	29,887	35.4

Proposed Phase I Collection Area:

District Number	Total # Residences	Total # Participating	Percent Participating
District 1	10,785	4,870	
District 2	6,189	3,879	
	16,974	8,749	51.5

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

Estimate Annual Cost of Collection – 16,974 homes x \$254 per year = \$4,331,396

SECTION VI. B. – LISTING OF NEW POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

<u>520200 – CONTRACTED SERVICES</u>	<u>\$3,990,890</u>
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These funds would cover the Contractors cost of the Phase One Comprehensive Curbside Collection Program.

Estimate:

Capital Waste – District One (1)

10,785 Single Family and Duplex Home x \$245.40 estimated rate per year = \$2,646,639

GFL Environmental/Waste Industries – District Two (2)

6,189 homes x \$217.20 estimated rate per year = 1,344,251

TOTAL	\$3,990,890
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**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121210 - Solid Waste / Litter Control Operations

Object Expenditure Code Classification						BUDGET	
		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510300	Part Time - 4 (2.96 FTE)	32,883	19,292	77,734	77,746		
511112	FICA Cost - Salary Adjustment	2,519	1,482	5,947	5,948		
511113	State Retirement - Sal. Adjustment	5,873	2,694	12,096	12,875		
511130	Workers Compensation - Sal. Adjustment	3,379	1,987	7,976	7,977		
* Total Personnel		44,654	25,455	103,753	104,546		
Operating Expenses							
520233	Towing	0	0	75	290		
520305	Infectious Disease Services	0	162	310	909		
521200	Operating Supplies	1,141	566	1,500	1,500		
522300	Vehicle Repairs & Maintenance	15	85	500	500		
524100	Vehicle Insurance - 1	530	615	610	615		
524201	General Tort Liability Insurance	258	297	297	2,368		
524202	Surety Bonds	0	0	0	30		
525006	GPS Monitoring Charges	153	102	204	204		
525030	800 MHz Radio Service Charge	593	244	708	708		
525031	800 MHz Radio Maintenance	0	44	44	99		
525400	Gas, Fuel, & Oil	2,299	715	2,000	2,561		
525600	Uniforms & Clothing	1,822	537	1,000	2,175		
530100	Depreciation	6,365	0	2,520	6,500		
* Total Operating		13,176	3,367	9,768	18,459		
** Total Personnel & Operating		57,830	28,822	113,521	123,005		
Capital							
540000	Small Tools & Minor Equipment	0	0	500	500		
** Total Capital		0	0	500	500		

*** Total Expenses	57,830	28,822	114,021	123,505
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SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021Fund # 5700

Fund Title:Solid Waste Management

Organization # 121210

Organization Title: Solid Waste / Litter Control Operation

Program #

Program Title: Litter Control Operation

BUDGET

2020-2021

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 17/18*</u>	<u>Actual</u> <u>FY 18/19</u>	<u>Estimated</u> <u>FY 19/20</u>	<u>Projected</u> <u>FY 20/21</u>
Number of Bags Collected	2,262	3,298	3,850	4,000
Pounds of litter Collected	16,286	23,746	27,720	28,800

*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	0.74	0.74		0.74	103
**Litter Collectors	2.2	2.2		2.2	101
Total Positions	2.94	2.94		2.94	

** 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.) = 0.74 FTE positions

(3) Litter Collectors @ 29.5 hours per week = 88.5 hours, divided by 40 (FTE Hours) = 2.2 FTE positions
Total FTE 2.94 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 **\$909**

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 \$303 per employee x 3 employees = \$909

521200 - OPERATING SUPPLIES **\$1,500**

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) **\$615**

This account covers the cost of allocated vehicle insurance. This figure provided by Risk Management.

Insurance (1) pickup truck \$ 615

524201 - GENERAL TORT LIABILITY INSURANCE **\$2,368**

This account fee covers the cost for the FY 20/21 for (4) employees. \$592 x 4 employees = \$ FY 18-19 amended budget + 25% = \$323.75 per Risk Management estimate.

524202 – SURETY BONDS **\$30**

This account fee covers the cost for Surety Bonds for FY 19/20. This is a surety bond year. Cost \$10 per employee x 2.94 FTE's = \$29.40.

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 **\$99**

This account covers cost for required maintenance of one (1) 800 MHz Radio. The radio maintenance for this year is \$99.00.

525400 - GAS FUEL & OIL **\$2,561**

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 \$ 1.97 per gal. for FY 2020/2021.**

Pickup truck – 25 gallons per week x 52 weeks = 1,300 gal. x \$1.97/gallon = \$ 2,561

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		\$ 2,174.37

530100 - DEPRECIATION

\$6,500

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 2020-21

Fund: 5700

Division: Public Works

Organization: 121220 - Solid Waste / Code Enforcement

Object Expenditure Code Classification		2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	BUDGET	
					2020-21 Requested	2020-21 Recommend 2020-21 Approved
Personnel						
510100	Salaries & Wages - 2	31,304	42,667	84,474	89,150	
510199	Special Overtime	1,226	1,514	0	3,000	
510200	Overtime	0	0	2,000	0	
511112	FICA Cost	2,326	3,262	6,616	7,050	
511114	Police Retirement	6,930	7,766	15,773	17,730	
511120	Insurance Fund Contribution - 2	15,600	6,500	15,600	15,600	
511130	Workers Compensation	1,092	1,530	2,993	3,189	
* Total Personnel		58,478	63,239	127,456	135,719	
Operating Expenses						
520233	Towing Service	0	0	150	300	
520702	Technical Currency & Support	0	0	2,200	2,200	
521200	Operating Supplies	0	0	250	500	
521208	Police Supplies	0	466	500	800	
522300	Vehicle Repairs & Maintenance	0	3	2,000	1,000	
524100	Vehicle Insurance - 1	0	0	1,219	1,230	
524101	Comprehensive Insurance	0	504	802	596	
524201	General Tort Liability Insurance	0	2,078	1,863	3,118	
524202	Surety Bonds	0	0	0	20	
525000	WAN Service Charges	360	0	960	960	
525021	Smart Phone Charges	318	993	1,296	1,986	
525030	800MHz Radio Service Charges	0	0	1,416	1,416	
525031	800MHz Radio Maintenance Charges	0	0	0	73	
525041	E-mail Service Charges	0	0	258	258	
525210	Conference, Meeting & Training Expenses	0	0	1,000	1,000	
525230	Subscriptions, Dues, & Books	0	0	130	130	
525400	Gas, Fuel, & Oil	0	2,035	4,000	6,272	
525600	Uniforms & Clothing	1,626	1,550	4,000	3,000	
530100	Depreciation	1,585	0	5,000	2,000	
* Total Operating		3,889	7,629	27,044	26,859	
** Total Personnel & Operating		62,367	70,868	154,500	162,578	
Capital						
540000	Small Tools & Minor Equipment	6,464	0	1,000	1,000	
599999	Capital Clearing	(91,415)	0	0	0	
	All Other Equipment	91,415	0	8,400	5,169	
** Total Capital		6,464	0	9,400	6,169	
*** Total Expenses		68,831	70,868	163,900	168,747	

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 5700

Fund Title: Solid Waste Management

Organization # 121220

Organization Title: Solid Waste / Code Enforcement

Program # 1

Program Title: Solid Waste Code Enforcement

BUDGET

2020-2021

Requested

Qty

Item Description

Amount

Small Tools and Minor Equipment

1,000

2

Radar Units

5,169

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

6,169

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 **\$300**

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 **\$800**

This account will cover the cost of supplies for the Code Enforcement Officer.

522300 - VEHICLE REPAIRS AND MAINTENANCE **\$1,000**

These funds are for normal maintenance costs associated with the operation of the sheriff vehicle assigned to this account. Two (2) Sheriff Vehicles Co. #41497 and \$41498 - \$1,000

524100 - VEHICLE INSURANCE **\$1,230**

These funds are for insurance of the two (2) sheriff vehicles Co. #41497 and Co. #41498. This figure provided by Risk Management \$615 per vehicle x 2 = \$1,230.

524101 - COMPREHENSIVE INSURANCE **\$596**

These funds are for insurance of the two (2) Sheriff vehicles #41497 and #41498. This figure provided by Risk Management \$504.56 FY2019-2020 actual + 18% = \$595.38 or \$596.

524201 - GENERAL TORT LIABILITY INSURANCE **\$3,118**

These funds are for General Tort Liability Insurance for the two (2) Code Enforcement Officer. This figure provided by Risk Management for FY2020-21. \$1,559 x 2 Officers = \$3,118.

524202 - SURETY BONDS **\$20**

This account fee covers the cost for Surety Bonds for FY 20/21 - 2.0 FTE's x \$10 each = \$20. This is a surety bond year.

525004 - WAN SERVICE CHARGES **\$960**

To cover the cost of wifi and internet service

525021 - SMART PHONE CHARGES **\$1,986**

This account covers the cost for a smart phone for the Code Enforcement Officers.

Verizon Smart Phone (\$82.74 per month x 2 phones)	\$165.48
Months	X 12
Total	\$ 1,985.76

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 **\$73**

This account covers cost for the 800 MHz Radios maintenance contracts. The cost per radio includes tax.
Code Enforcement Officers radios \$36.24/year x 2 radios = \$ 72.48 (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 **\$6,272**

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 \$ 1.97 a gal. This FY.** \$512.36 per month x 12 = \$6,148.32 x 2% CPI = \$6,271.29 or \$6,272

525600 - UNIFORMS & CLOTHING **\$3,000**

These funds are for uniforms and clothing for the Code Enforcement Officers.

530100 - DEPRECIATION **\$2,000**

This cost will cover the depreciation of vehicles and equipment.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT

\$1,000

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.

5AL000 - RADAR UNITS

\$5,169

This account will cover the cost for purchase of two (2) Stalker Dual DSR radar units for the two Code Enforcement Officers assigned to Solid Waste Management. The equipment will be used to enforce speed on an around the Landfill and Collection and Recycling Centers, as well as other County locations.. $\$2,367.63 + 1.02 \text{ CPI} = \$2,415.03 + \text{SC Sales tax } 7\% \$169.05 = \$2,584.05 \times 2 \text{ units} = \$5,168.16$.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2020-21**

Fund: 5700

Division: Public Works

Organization: 121299 - Solid Waste / Non-Departmental

Object Expenditure						BUDGET
Code	Classification	2018-19 Expenses	2019-20 Expenses (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend 2020-21 Approved
Personnel						
511112	FICA Cost - Salary Adjustment	0	0	2,401	2,605	
511113	State Retirement - Sal. Adjustment	0	0	16,296	5,688	
511130	Workers Compensation - Sal. Adjustment	0	0	10,657	2,203	
519901	Salaries & Wages Adjustment Account	0	0	172,485	34,046	
* Total Personnel		0	0	201,839	44,542	(1)
Operating Expenses						
529903	Contingency	0	0	405,014	100,000	
* Total Operating		0	0	405,014	100,000	
** Total Personnel & Operating		0	0	606,853	144,542	
Capital						
549904	Capital Contingency	0	0	155,678	50,000	
** Total Capital		0	0	155,678	50,000	

(1) 2 percent salary increase

*** Total Expenses	0	0	762,531	194,542
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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 (2) percent increase on existing Salary, OT and Part Time - Total \$1,702,270)

511112 - FICA COSTS – SALARY ADJUSTMENT \$2,605

$\$34,043 \times .0765 (7.65\%) = \$2,604.29$

511113 - STATE RETIREMENT (L/S) \$5,333

$\$32,203 \text{ State} \times .1656 (16.56\%) = \$5,332.82$

511113 - POLICE RETIREMENT (L/S) \$355

$\$1,843 \text{ Police} \times .1924 (19.24\%) = \354.59

511130 - WORKERS COMPENSATION (1.0 FTE) \$2,203

$\$34,043 \times 0.06470 (\text{average factor for Department}) = \$2,202.58$

519901–SALARIES&WAGESADJUSTMENTACCOUNT \$34,043

$\$1,702,270 \times 1.02 (2\%) = \$1,736,315 - \text{Increase } \$34,043$

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

529903 – CONTINGENCY \$100,000

529904 – CAPITAL CONTINGENCY \$50,000

COUNTY OF LEXINGTON
SW POST CLOSURE SINKING FUND
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* SW Post Closure Sinking Fund 5701:								
Revenues:								
461000	Investment Interest	167,863	58,625	107,000	107,000	150,000		
805700	Op Trm from Solid Waste	485,768	105,758	105,758	105,758	162,370		
** Total Revenue		653,631	164,383	212,758	212,758	312,370		
***Total Appropriation					1,606,648	811,500		
Contingency					1,158,648	500,000		
FUND BALANCE								
Beginning of Year - cash					5,956,449	5,721,207		
FUND BALANCE - Projected								
End of Year - cash					5,721,207	5,722,077		

Fund: 5701

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

					BUDGET		
Object Expenditure Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
520200	Contractual Service	20,000	0	30,000	36,000		
520300	Professional Services	62,500	7,750	30,000	30,000		
520601	L/F Well Monitoring - Batesburg/Leesville	57,500	29,500	59,500	61,500		
520602	L/F Well Monitoring - Edmund	41,000	20,500	41,000	42,000		
520603	L/F Well Monitoring - Chapin	38,000	20,000	40,000	42,000		
520612	Closure/PostClosure Care Cost	26,906	0	0	0		
521220	Closure/PostClosure Operating Supplies	86,504	129	100,000	100,000		
529903	Contingency	0	0	1,158,648	500,000		
* Total Operating		332,410	77,879	1,459,148	811,500		
**Total Personnel & Operating		332,410	77,879	1,459,148	811,500		
Capital							
All Other Equipment		0	0	147,500	0		
**Total Capital		0	0	147,500	0		
*** Total Budget Appropriation		332,410	77,879	1,606,648	811,500		

**Solid Waste Closure/Post Closure Sinking Fund
Summary – FY 2020-2021 Cell 2**

	<u>FY2020-21</u>
- Closure (Cell Two)	\$143,454
- Post Closure (Cell Two)	<u>18,916</u>
Total	\$162,370

SOLID WASTE MANAGEMENT CLOSURE - CELL 2

	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022
ESTIMATED CLOSURE COSTS	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000	\$953,000
Less Current Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Balance Closure Costs	\$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	7.54	6.60	5.59	4.25	3.01	0.00
MONTH	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
NUMBER OF YEARS OF LANDFILL LIFE USED	0.46	1.4	2.41	3.75	4.99	8
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701						
SINKING FUND	\$54,798	\$166,775	\$287,091	\$446,719	\$594,434	\$953,000
ORIGINAL ALLOCATION FROM GENERAL FUND	\$0	\$0	\$0	\$0	\$0	\$0
BALANCE REQUIRED	\$54,798	\$166,775	\$287,091	\$446,719	\$594,434	\$953,000
LESS PREVIOUS ADDITION TO FUND 5701	(\$35,497)	(\$92,677)	(\$415,506)	(\$450,980)	(\$450,980)	\$0
AMOUNT ADDED TO FUND 5701	(1)	(2)	(3)	(4)	(4)	(4)
CURRENT FISCAL YEAR	\$0	\$0	\$0	\$0	\$143,454	\$953,000

- (1) Addition based on Budget estimate 2/02/17- current FY \$ 35,497
 (2) Addition based on Budget estimate 2/05/18 - previous years \$35,497 + Current Year \$57,180 = \$92,677
 (3) Addition based on Budget estimate 2/05/19 - previous years \$92,677 + Current Year \$322,829 = \$415,506
 (4) Addition based on Budget estimate 2/05/20 - previous years \$415,506 + Current Year \$35,474 = \$450,980

SOLID WASTE MANAGEMENT POST CLOSURE - CELL 2

	FY 2016/2017	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022
ESTIMATED CLOSURE COSTS	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000	\$481,000
Less Current Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Balance Closure Costs	\$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	7.54	6.60	5.59	4.25	3.01	0.00
MONTH	June 30, 2018	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
NUMBER OF YEARS OF LANDFILL LIFE USED	0.46	1.4	2.41	3.75	4.99	8
TOTAL CLOSURE/POST CLOSURE COST ALLOCATION TO BE ACCUMULATED 5701						
SINKING FUND	\$27,658	\$84,175	\$144,901	\$225,469	\$300,024	\$481,000
ORIGINAL ALLOCATION FROM GENERAL FUND	\$0	\$0	\$0	\$0	\$0	\$0
BALANCE REQUIRED	\$27,658	\$84,175	\$144,901	\$225,469	\$300,024	\$481,000
LESS PREVIOUS ADDITION TO FUND 5701	(\$19,025)	(\$28,860)	(\$210,824)	(\$281,108)	(\$281,108)	\$0
AMOUNT ADDED TO FUND 5701	(1)	(2)	(3)	(4)	(4)	(5)
CURRENT FISCAL YEAR	\$0	\$0	\$0	\$0	\$18,916	\$481,000

(1) Addition based on Budget estimate 2/02/17- current FY \$ 19,025

(2) Addition based on Budget estimate 2/05/18 - previous years \$19,025 + Current Year \$28,860 = \$47,885

(3) Addition based on Budget estimate 2/05/19 - previous years \$47,885 + Current Year \$162,939 = \$210,824

(4) Addition based on Budget estimate 2/05/20 - previous years \$210,824 + Current Year \$70,284 = \$281,108

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	80,568		Actual
Capacity as of 7/01/19	447,058	5.59	
Disposed FY 2019/2020	85,394		Estimate
Capacity as of 7/01/20	361,664	4.25	
Disposed FY 2020/2021	90,518		Estimate
Capacity as of 7/01/21	271,146	3.01	
Disposed FY 2021/2022	0		
Capacity as of 7/01/22	271,146	3.39	
Disposed FY 2022/2023	0		
Capacity as of 7/01/23	271,146	3.39	
Disposed FY 2023/2024	0		
Capacity as of 7/01/12	271,146	3.39	
Disposed FY 2024/2025	0		
Capacity as of 7/01/13	271,146	3.39	
Disposed FY 2025/2026	0		
Capacity as of 7/01/14	271,146	3.39	
Disposed FY 2026/2027	0		
Capacity as of 7/01/15	271,146	3.39	
Disposed FY 2027/2028	0		
Capacity as of 7/01/16	271,146	3.39	
Disposed FY 2028/2029	0		
Capacity as of 7/01/17	271,146	3.39	
Disposed FY 2029/2030	0		
Capacity as of 7/01/18	271,146	3.39	
Disposed FY 2030/2031	0		
Capacity as of 7/01/19	271,146	3.39	
Disposed FY 2031/2032	0		
Capacity as of 7/01/20	271,146	3.39	

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

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 17/18</u>	<u>Actual FY 18/19</u>	<u>Estimated FY 19/20</u>	<u>Projected FY 20/21</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 **\$36,000**

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 \$12,000 per service x (3) sites = \$36,000.

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 **\$61,500**

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 **\$42,000**

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 **\$42,000**

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

COUNTY OF LEXINGTON
SOLID WASTE TIRES
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solid Waste Tire 5710:								
Revenues:								
422000	Landfill - Tires	169,691	95,249	137,000	137,000	187,208		
461000	Investment Interest	6,099	2,388	5,000	5,000	6,000		
** Total Revenue		175,790	97,637	142,000	142,000	193,208		
***Total Appropriation					262,857	289,131		
Noncash Expenses:								
Depreciation					8,500	10,000		
FUND BALANCE								
Beginning of Year (Fund Bal. minus F/A)					373,948	261,591		
FUND BALANCE - Projected								
End of Year					261,591	175,668		

Fund: 5710
Division: Public Works
Organization: 121204 - Solid Waste / Landfill Operations

						BUDGET	
Object Expenditure Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
520100	Contracted Maintenance	12,659	5,202	14,147	21,937		
520200	Contracted Services	0	0	5,000	5,000		
520240	Tire Disposal	114,665	44,683	118,200	147,750		
524101	Comprehensive Insurance	0	0	2,497	3,944		
529903	Contingency	0	0	114,013	100,000		
530100	Depreciation Expense	9,910	0	8,500	10,000		
* Total Operating		137,234	49,885	262,357	288,631		
**Total Personnel & Operating		137,234	49,885	262,357	288,631		
Capital							
540000	Small Tools & Minor Equipment	0	0	500	500		
**Total Capital		0	0	500	500		
** Total Budget Appropriation		137,234	49,885	262,857	289,131		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-2021

Fund # 5710

Fund Title: Solid Waste Management

Organization # 121204

Organization Title: Solid Waste/ State Tire

Program #

Program Title: State Tire

BUDGET

2020-2021

Requested

[illegible]

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 <u>FY 17/18</u>	Actual <u>FY 18/19</u>	Estimated <u>FY 19/20</u>	Projected <u>FY 20/21</u>
Tons	904	1,165	1,295	1,500

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

\$21,937

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. # 42634 Cat 938 M Front-End Loader Serviced by Blanchard Machinery.

Total Maintenance & Repair (TM&R) per month.	\$ 1,645.00
	x 3
Total	\$ 4,935.00
Fire protection inspection (quarterly)	\$187.25
(Fire protection is covered in the TM&R for the first year)	x 1
Sub-total	\$ 187.25
S.C. sale tax @7%	\$ 13.11
Total inspection	\$ 200.36
Total	\$ 5,135.36

Co. # 00000(New) Cat 938 M Front-End Loader Serviced by Blanchard Machinery.

Total Maintenance & Repair (TM&R) per month.	\$ 1,800.00
	x 9
Total	\$ 16,200.00
Fire protection inspection (quarterly)	\$187.25
(Fire protection is covered in the TM&R for the first year)	x 3
Sub-total	\$ 561.75
S.C. sale tax @7%	\$ 39.32
Total inspection	\$ 601.07
Total	\$ 16,801.07
Total Contracted Maintenance	\$ 21,936.43

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 **\$147,750**

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: 1,500 tons x \$98.50/ton = \$147,750

524101 - COMPREHENSIVE INSURANCE **\$3,944**

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 **\$10,000**

This cost will cover the depreciation of our equipment, as provided by the Finance Department

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

<u>540000 - SMALL TOOLS & MINOR EQUIPMENT</u>	<u>\$500</u>
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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 - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Solid Waste DHEC Management Grant 5720:								
- Reimbursement Grant -								
Revenues:								
458000	State Grant Income	24,982	317	35,000	35,000	35,000		
	** Total Revenue	<u>24,982</u>	<u>317</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>		
	***Total Appropriation				35,000	35,000		
FUND BALANCE								
	Beginning of Year				1,443			
	FUND BALANCE - Projected							
	End of Year				<u>1,443</u>			

Fund: 5720
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

					BUDGET	
Object Expenditure Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend Approved
Personnel						
	* Total Personnel	0	0	0	<u>0</u>	
Operating Expenses						
520200	Contracted Services	0	3,000	5,000	<u>5,000</u>	
520000	Operating Supplies	0	0	0	<u>2,195</u>	
520400	Advertising & Publicity	23,240	1,665	8,330	<u>2,805</u>	
	* Total Operating	23,240	4,665	13,330	10,000	
	**Total Personnel & Operating	23,240	4,665	13,330	10,000	
Capital						
540000	Small Tools & Minor Equipment	1,742	0	0	<u>0</u>	
599999	Capital Clearing	(26,742)	0	0	<u>0</u>	
	All Other Equipment	26,742	0	21,670	<u>25,000</u>	
	**Total Capital	1,742	0	21,670	25,000	
	** Total Budget Appropriation	24,982	4,665	35,000	35,000	

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020 - 2021

Fund # 5720	Fund Title: SW/Solid Waste Grant
Organization # 121207	Organization Title: Recycling
Program #	Program Title: Solid Waste Reduction & Recycling Grant

BUDGET
2020-2021
Requested

[illegible]**** Total Capital (Transfer Total to Section III)**

\$25,000

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 identify the amount of food waste and recyclables being discarded as municipal solid waste by Lexington County residents and business, establishing a benchmark for comparison after future improvement efforts. It would also provide advertising, refreshments and kitchen waste bins for residents who attend nine workshops on reducing food waste, backyard composting and recycling right. Grant funds are also being requested for a plastic bag and film baler and for concrete padding and a carport cover to house the baler so that this material can be collected at Collection and Recycling Centers and can then be baled and sold to a vendor to be recycled.

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 waste audit of municipal solid waste brought by a variety of haulers to Lexington County's transfer station to determine the percentage of food waste and recyclables (which will be broken into specific categories such as cardboard, glass, plastic containers, etc.) versus municipal solid waste. This study will be repeated at a later time and the information will be used to evaluate the effectiveness of methods used to increase recycling and to decrease food waste. 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

521200 - OPERATING SUPPLIES	\$2,195
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Funds will be used to purchase refreshments for residents and business members who attend workshops on reducing food waste, backyard composting and recycling right.

- 9 workshops x \$125 = \$1,125

Funds will be used to purchase 2-gallon kitchen food waste bins to be given to residents who attend workshops on reducing food waste and backyard composting.

- 100 bins x \$5 each = \$500 + \$500 shipping + \$70 tax = \$1,070
-

520400 – ADVERTISING AND PUBLICITY **\$2,805**

Funds will be used to promote workshops and to encourage residents and businesses to reduce food waste, to compost using backyard composting bins and to recycle correctly.

- Lexington Chronicle – 2 ads x \$90 each = \$180
- Natural Awakening Magazine – 1 full page ad x \$625 = \$625
- Lexington Life Magazine – 2 half page ads x \$1000 = \$2,000

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

5AL000 – PLASTIC BAG AND FILM BALER **\$14,500**

- (1) Vertical plastic bag and film baler with three phase power.
- Baler -- \$14,500 (with installation, freight and tax)

5AL000 – CONCRETE PAD **\$6,500**

- (1) New 30' x 30' concrete pad to be installed at the Edmund Landfill next to the 3-phase power source to be used for a new vertical baler for plastic bags and film.

5AL000 – METAL CARPORT COVER (ADD) **\$4,000**

- (1) New 30' x 30' carport cover to be used to protect a new vertical baler and baling area at the Edmund Landfill.

**COUNTY OF LEXINGTON
SOLID WASTE TIRE GRANT
Annual Budget
Fiscal Year - 2020-21**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
	* Waste Tire Grant 5721:							
	- Reimbursement Grant -							
	Revenues:							
458000	State Grant Income	4,581	108	30,650	30,650	4,750		
	** Total Revenue	<u>4,581</u>	<u>108</u>	<u>30,650</u>	<u>30,650</u>	<u>4,750</u>		
	***Total Appropriation				30,650	4,750		
	FUND BALANCE							
	Beginning of Year				<u>224</u>			
	FUND BALANCE - Projected							
	End of Year				<u><u>224</u></u>			

Fund: 5721
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		
				2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses						
520200 Contracted Services	0	0	25,900	<u>0</u>		
520400 Advertising & Publicity	1,600	0	1,000	<u>0</u>		
520800 Outside Printing	0	0	0	<u>4,000</u>		
521213 Public Education Supplies	2,395	0	3,000	<u>0</u>		
525210 Conference, Meeting & Training Expenses	587	159	750	<u>750</u>		
* Total Operating	4,582	159	30,650	4,750		
**Total Personnel & Operating	4,582	159	30,650	4,750		
Capital						
**Total Capital	0	0	0	<u>0</u>		

**** Total Budget Appropriation** **4,582** **159** **30,650** **4,750**

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 through the distribution of a booklet containing information about solid waste management and recycling. Funds will also be used to send the County Recycling Coordinator to the Carolina Recycling Association Annual Conference and/or other professional development workshops to obtain information on new initiatives and practices related to tire recycling and stockpile management.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

458000 – STATE GRANT INCOME	\$4,750
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SECTION VI. B – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING	\$4,000
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Funds will be used to print a 28-page, full color, 8.5" x 5.5" center stapled booklet with information on solid waste and recycling. The booklet will be distributed to residents.

- \$0.20 each (with tax) x 20,000 = \$4,000

525210 - CONFERENCE AND MEETING EXPENSES	\$750
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Funds will be used for the County Recycling Coordinator to attend the Carolina Recycling Association's annual conference and/or other professional development.

COUNTY OF LEXINGTON
DHEC USED OIL GRANT
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*DHEC Used Oil Grant 5722:								
- Reimbursement Grant -								
Revenues:								
458000	State Grant Income	13,278	0	15,824	15,824	91,411		
461000	Investment Interest	2	0	0	0	0		
** Total Revenue		<u>13,280</u>	<u>0</u>	<u>15,824</u>	<u>15,824</u>	<u>91,411</u>		
***Total Appropriation					15,824	91,411		
FUND BALANCE								
Beginning of Year					<u>208</u>			
FUND BALANCE - Projected								
End of Year					<u><u>208</u></u>			

Fund: 5722
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

Object Expenditure		BUDGET					
Code	Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Operating Expenses							
520200	Contracted Services	0	0	0	7,700		
520400	Advertising and Publicity	1,000	0	1,000			
520800	Outside Printing	0	0	0	<u>4,000</u>		
521200	Operating Supplies	8,605	3,420	7,074	<u>6,415</u>		
521213	Public Education Supplies	2,998	0	3,000	<u>0</u>		
525210	Conference, Meeting & Training Expense	675	0	750	<u>750</u>		
* Total Operating		13,278	3,420	11,824	18,865		
**Total Personnel & Operating		13,278	3,420	11,824	18,865		
Capital							
599999	Capital Clearing	(7,351)	0	0	<u>0</u>		
	All Other Equipment	7,351	0	4,000	<u>72,546</u>		
**Total Capital		0	0	4,000	72,546		
** Total Budget Appropriation		13,278	3,420	15,824	91,411		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021

Fund # 5722

Fund Title: Solid Waste/ DHEC Used Oil Grant

Organization # 121207

Organization Title: Recycling

Program #

Program Title: DHEC Used Oil Grant

BUDGET

2020-2021

Requested

Qty

Item Description	Item ID	Item Type	Item Status	Item Location	Item Date	Item Price	Item Quantity	Item Total	Item Tax	Item Total Tax	Item Total Price
Item 1	1	Product	Active	Warehouse	2023-01-01	10.00	1	10.00	0.00	10.00	
Item 2	2	Product	Active	Warehouse	2023-01-01	20.00	1	20.00	0.00	20.00	
Item 3	3	Product	Active	Warehouse	2023-01-01	30.00	1	30.00	0.00	30.00	
Item 4	4	Product	Active	Warehouse	2023-01-01	40.00	1	40.00	0.00	40.00	
Item 5	5	Product	Active	Warehouse	2023-01-01	50.00	1	50.00	0.00	50.00	
Item 6	6	Product	Active	Warehouse	2023-01-01	60.00	1	60.00	0.00	60.00	
Item 7	7	Product	Active	Warehouse	2023-01-01	70.00	1	70.00	0.00	70.00	
Item 8	8	Product	Active	Warehouse	2023-01-01	80.00	1	80.00	0.00	80.00	
Item 9	9	Product	Active	Warehouse	2023-01-01	90.00	1	90.00	0.00	90.00	
Item 10	10	Product	Active	Warehouse	2023-01-01	100.00	1	100.00	0.00	100.00	
Item 11	11	Product	Active	Warehouse	2023-01-01	110.00	1	110.00	0.00	110.00	
Item 12	12	Product	Active	Warehouse	2023-01-01	120.00	1	120.00	0.00	120.00	
Item 13	13	Product	Active	Warehouse	2023-01-01	130.00	1	130.00	0.00	130.00	
Item 14	14	Product	Active	Warehouse	2023-01-01	140.00	1	140.00	0.00	140.00	
Item 15	15	Product	Active	Warehouse	2023-01-01	150.00	1	150.00	0.00	150.00	
Item 16	16	Product	Active	Warehouse	2023-01-01	160.00	1	160.00	0.00	160.00	
Item 17	17	Product	Active	Warehouse	2023-01-01	170.00	1	170.00	0.00	170.00	
Item 18	18	Product	Active	Warehouse	2023-01-01	180.00	1	180.00	0.00	180.00	
Item 19	19	Product	Active	Warehouse	2023-01-01	190.00	1	190.00	0.00	190.00	
Item 20	20	Product	Active	Warehouse	2023-01-01	200.00	1	200.00	0.00	200.00	
Item 21	21	Product	Active	Warehouse	2023-01-01	210.00	1	210.00	0.00	210.00	
Item 22	22	Product	Active	Warehouse	2023-01-01	220.00	1	220.00	0.00	220.00	
Item 23	23	Product	Active	Warehouse	2023-01-01	230.00	1	230.00	0.00	230.00	
Item 24	24	Product	Active	Warehouse	2023-01-01	240.00	1	240.00	0.00	240.00	
Item 25	25	Product	Active	Warehouse	2023-01-01	250.00	1	250.00	0.00	250.00	
Item 26	26	Product	Active	Warehouse	2023-01-01	260.00	1	260.00	0.00	260.00	
Item 27	27	Product	Active	Warehouse	2023-01-01	270.00	1	270.00	0.00	270.00	
Item 28	28	Product	Active	Warehouse	2023-01-01	280.00	1	280.00	0.00	280.00	
Item 29	29	Product	Active	Warehouse	2023-01-01	290.00	1	290.00	0.00	290.00	
Item 30	30	Product	Active	Warehouse	2023-01-01	300.00	1	300.00	0.00	300.00	
Item 31	31	Product	Active	Warehouse	2023-01-01	310.00	1	310.00	0.00	310.00	
Item 32	32	Product	Active	Warehouse	2023-01-01	320.00	1	320.00	0.00	320.00	
Item 33	33	Product	Active	Warehouse	2023-01-01	330.00	1	330.00	0.00	330.00	
Item 34	34	Product	Active	Warehouse	2023-01-01	340.00	1	340.00	0.00	340.00	
Item 35	35	Product	Active	Warehouse	2023-01-01	350.00	1	350.00	0.00	350.00	

Amount

1

Oil Filter Crusher

\$72,546

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

72,546

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 oil filter crusher. Funding is also being requested to clean the used motor oil tanks, to educate residents about solid waste and recycling through the printing of a 28-page booklet and to send staff to the Carolina Recycling Association Conference and/or other professional development sessions.

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

458000 – State Grant Income	\$91,411
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SECTION VI. B. – LISTING OF POSITIONS

SECTION VI. C. – OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES	\$7,700
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Funds will be used to pay a contractor to pressure wash the exterior surfaces of the used motor oil tanks at all 11 of the Collection and Recycling Centers twice over the course of the fiscal year.

\$350 per cleaning x 11 locations = \$3,850 x 2 cleanings each = \$7,700

520800 – OUTSIDE PRINTING	\$4,000
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Funds will be used to print a 28-page, full color, 8.5" x 5.5" center stapled booklet with information on solid waste and recycling.

521200 - OPERATING SUPPLIES	\$6,415
------------------------------------	----------------

(2) Metal Funnels x \$200 each = \$400

Funnels will be used at Collection and Recycling Centers for collection of used oil mixtures and antifreeze in tanks.

(22) Boxes of Oil Bottle Bags (box of 50 bags) x \$140/box = \$3,080

The bags are used to line oil bottle recycling collection containers and then to transfer the oil bottles from the County's 11 Collection and Recycling Centers to the Edmund C&D Landfill where the bottles can be drained on a rack before being recycled.

(300) Bags of Oil Dry x \$6.75/Bag = \$2,025

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 ground surfaces 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 are used as part of oil-spill kits which are kept on hand at each of the Collection and Recycling Centers to be used as needed by employees for unexpected oil spills or leaks.

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) OIL FILTER CRUSHER (REPLACEMENT)

\$72,546

(1) Replacement oil filter crusher - \$65,500 + \$2,300 shipping + \$4,746 tax = \$72,546

The oil filter crusher will be purchased to replace a 30+ year old machine that has been refurbished twice and has become increasingly difficult and expensive to repair as the company it was purchased from in Canada is no longer in business and replacement parts must now be custom made.

COUNTY OF LEXINGTON
SW/DHEC Compost Bin Grant
Annual Budget
Fiscal Year - 2020-21

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*DHEC Compost Bin Grant 5726:								
Revenues:								
438803	Compost Bin Sales	1,360	440	4,500	4,500	4,500		
461000	Investment Interest	3	4	0	4	0		
** Total Revenue		<u>1,363</u>	<u>444</u>	<u>4,500</u>	<u>4,504</u>	<u>4,500</u>		
***Total Appropriation					5,136	4,400		
FUND BALANCE								
Beginning of Year					<u>3,951</u>			
FUND BALANCE - Projected								
End of Year					<u><u>3,319</u></u>			

Fund: 5726
Division: Public Works
Organization: 121207 - Solid Waste / Recycling

					BUDGET	
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	<u>0</u>		
Operating Expenses	0	0	0	0		
* Total Operating	0	0	0	0		
**Total Personnel & Operating	0	0	0	0		
Capital						
599999 Capital Clearing	(4,557)	0	0	<u>0</u>		
All Other Equipment	4,557	0	5,136	<u>4,400</u>		
**Total Capital	0	0	5,136	4,400		
** Total Budget Appropriation	0	0	5,136	4,400		

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020 - 2021Fund # 5726

Fund Title:Solid Waste Management

Organization # 121207

Organization Title: Solid Waste / Compost Bin Sales

Program # 1

Program Title: Compost Bin Sales

BUDGET

2020-2021

Requested

Qty

Item Description	Quantity	Unit Price	Total Price
100% Cotton T-Shirt	10	\$15.00	\$150.00
Blue Jeans	5	\$30.00	\$150.00
Black Sneakers	3	\$40.00	\$120.00
White Socks	20	\$5.00	\$100.00
Yellow Hat	1	\$80.00	\$80.00
Subtotal			\$500.00
Tax			\$25.00
Total			\$525.00

Amount

110

Compost Bin "Earth Machine"

\$4,400

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

4,400

SECTION V – PROGRAM OVERVIEW

Summary of Programs

Compost Bin Sales

Objective:

This program was initially funded by a 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 backyard 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

5AL000 – (110) COMPOST BIN “EARTH MACHINE”	\$4,400
---	----------------

(110) Compost bin “Earth Machine”

This account will be used to replenish existing stock of backyard compost bins that are available for sale to residents for backyard composting.

- 120 Compost Bins x \$40 each (with delivery and tax) = \$4,400

**COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
* Lexington County Airport 5800:								
Revenues:								
438430	Aviation Fuel Sales	109,721	40,881	113,838	113,838	125,222		
438431	Aviation Fuel Cost	(109,132)	(36,172)	(109,176)	(109,176)	(\$120,094)		
439900	Misc. Fees, Permits & Sales	10	0	0	0	0		
450000	Rental Income	45,235	17,403	57,150	57,150	55,950		
461000	Investment Interest	12,296	4,683	1,200	1,200	1,200		
462001	Sales Tax Payable	0	(2,592)	(7,404)	(7,404)	8,766		
801000	Op Trn from General Fund	25,000	25,000	25,000	25,000	25,000		
Total Revenue		83,130	49,203	80,608	80,608	216,138 96,044	0	0
Expenses:								
	Total Personnel & Operating	58,963	12,706	411,408	411,408	48,800		
	Depreciation	17,176	0	82,206	82,206	82,206		
*Total Expense		76,139	12,706	493,614	493,614	131,006	0	0
Noncash Expenses:								
	Depreciation: Add Back In		0	82,206	82,206	82,206		
Net Cash		36,497	(330,800)	(330,800)	(330,800)	167,338 47,244	0	0
	Add back Contingency				366,228	0	0	0
FUND BALANCE								
	Beginning				605,480	558,702	558,702	558,702
FUND BALANCE								
	End of Year - Projected				558,702	613,834 605,946		
CASH BASIS:								
CASH FUND BALANCE								
	Beginning of Year - cash				554,089	589,517	589,517	589,517
CASH FUND BALANCE - Projected								
	End of Year - cash				589,517	756,855 636,761		

**COUNTY OF LEXINGTON
LEXINGTON COUNTY AIRPORT
Annual Budget
Fiscal Year - 2020-21**

Fund: 5800
Division: Airport
Organization: 580010 - Airport Administration

		BUDGET				
Object Expenditure Code Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520100 Contracted Maintenance	0	0	3,755	4,560		
520200 Contracted Services	16,865	2,470	5,000	5,000		
520400 Advertising & Publicity	0	0	100	100		
520500 Legal Services	0	0	300	300		
520702 Technical Currency and Support	452	0	0	0		
520703 Computer Hardware Maintenance	0	576	576	926		
521000 Office Supplies	0	0	500	500		
521100 Duplicating	0	0	75	75		
521200 Operating Supplies	203	0	995	995		
522000 Building Repairs & Maintenance	4,021	0	10,000	10,000		
522200 Small Equipment Repair & Maintenance	1,030	371	7,000	7,000		
522201 Fuel Site Repair & Maintenance	2,719	0	805	2,500		
524000 Building Insurance	3,682	4,275	4,234	4,404		
525000 Telephone	228	114	300	300		
525004 WAN Service Charges	1,199	600	1,500	1,500		
525210 Conference, Meeting & Training Expense	3,137	0	1,800	1,900		
525230 Subscriptions, Dues, & Books	40	40	40	40		
525240 Personal Mileage Reimbursement	0	0	200	200		
525390 Utilities - Pelion Airport	7,711	3,760	8,000	8,000		
526500 Licenses & Permits	500	500	0	500		
529903 Contingency	0	0	366,228	0		
530100 Depreciation Expense	17,176	0	82,206	82,206		
* Total Operating	58,963	12,706	493,614	131,006	0	0
** Total Personnel & Operating	58,963	12,706	493,614	131,006	0	0
Capital						
540000 Small Tools & Minor Equipment	0	0	0	0		
** Total Capital	0	0	0	0	0	0
Other Financing Uses						
**Total Other Financing Uses	0	0	0	0	0	0
*** Total Expenses	58,963	12,706	493,614	131,006	0	0

COUNTY OF LEXINGTON

**Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021**

Fund #: 5800

Fund Name: Lexington County Airport

Organ. #: 580010

Organ. Name: Operations

[illegible]

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 2020.

SECTION VI – LINE ITEM NARRATIVES

SECTION VI.A - LISTING OF REVENUES

438430 – AVIATION FUEL SALES	\$125,222
Estimated fuel sales for FY 2020-21	
438431 – AVIATION OPERATIONS FUEL EXPENSES	(\$120,094)
Estimated fuel costs for FY 2020-21	
462001 – SALES TAX PAYABLE	\$8,766
Estimated sales tax for FY 2020-21	
439900 – MISCELLANEOUS FEE, PERMITS AND SALES	\$0
Estimated Fee, Permits and Sales for FY 2020-21	
450000 – RENTAL INCOME	\$55,950
Ten (10) 42' x 32' T-Hangar leases @ \$208.50/month x 12 months =	\$25,020
Ten (10) 42' x 33' Hangar leases @ \$186.50/month x 12 months =	\$22,380
One (1) 36' x 44' Hangar lease @ \$212.50/month x 12 months =	\$2,550
One (1) 60' x 60' Hangar lease @ \$500/month x 12 months =	\$6,000
Total Hangar/Rental Revenue =	\$55,950
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
Fleet to cover the annual support cost for the processing terminal used with self-service 100 LL fuel pump.	
520703 – COMPUTER HARDWARE MAINTENANCE	\$926
To cover the annual maintenance cost for the WeatherHawk Firewall Service Contract and SayWeather calibration.	
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	\$2,500
To cover the cost of repairs or maintenance to the 100 LL fuel pump and storage tank.	
524000 – BUILDING INSURANCE	\$4,404
To cover the cost of allocated building insurance per Risk Management. FY 18-19 was \$3682. FY 19-20 is \$4275 through December 2019.	
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.
FY2020-21 BUDGET REQUEST

525004 – WAN SERVICE CHARGES	\$1,500
This appropriation is to cover the cost of WIFI for the SayWeather system, Weather Hawk Weather system located on the terminal building and for providing WIFI the pilots to log flight plans.	
525210 – CONFERENCE & MEETING EXPENSE	\$1,900
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 17-18 \$7,389	
FY 18-19 \$7,711	
FY 19-20 \$3,760 through December 2019	
526500 – LICENCES & PERMITS	\$500
This cost is to cover the DHEC permit for the in-ground fuel tank.	
530100 – DEPRECIATION EXPENSE	\$82,206

**COUNTY OF LEXINGTON
AIRPORT CAPITAL PROJECTS
Annual Budget
FY 2020-21 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2018-19	Received Thru Dec 2019-20	Amended Budget Thru Dec 2019-20	Projected Revenues Thru Jun 2019-20	Requested 2020-21	Recommend 2020-21	Approved 2020-21
*Airport Capital Projects 5801:								
Revenues:								
457001	FAA Funding (AIP)	616,444	180,751	785,171	785,171	52,200		
458003	State Aeronautics Funds	198,813	0	43,621	43,621	2,900		
461000	Investment Interest	18	27					
805800	Op Trn from Airport	0	0	0	0	0		
821000	RET form General Fund	0	0	2,850,000	2,850,000	50,000		
** Total Revenue		<u>815,275</u>	<u>180,778</u>	<u>3,678,792</u>	<u>3,678,792</u>	<u>105,100</u>	<u>0</u>	<u>0</u>
***Total Appropriation					<u>3,834,836</u>	<u>137,000</u>		

FUND BALANCE
Beginning of Year

5,332,720 5,176,679 5,176,679 5,176,679

FUND BALANCE - Projected
End of Year

5,176,679 5,144,779

CASH BASIS:

CASH FUND BALANCE
Beginning of Year

355,549 199,508 199,508 199,508

CASH FUND BALANCE - Projected
End of Year

199,508 167,608

**COUNTY OF LEXINGTON
AIRPORT CAPITAL PROJECTS
Annual Budget
Fiscal Year - 2020-21**

Fund: 5801
Division: Airport
Organization: 580020 - Airport FAA Projects

Object Code	Expenditure Classification	2018-19 Expend	2019-20 Expend (Dec)	2019-20 Amended (Dec)	BUDGET		2020-21 Approved
					2020-21 Requested	2020-21 Recommend	
	Personnel						
	* Total Personnel	0	0	0	0	0	0
	Operating Expenses						
530100	Depreciation Expense	182,058	0	0	0		
	* Total Operating	182,058	0	0	0	0	0
	** Total Personnel & Operating	182,058	0	0	0	0	0
	Capital						
599999	Capital Clearing	(129,842)	0	0	0		
	All Other Equipment	129,842	12,033	976,898	0		
5AJ421	North Apron Reconstruction	0	0	0	0		
5AJ422	Taxiway System Rejuvenation	0	0	0	58,000		
	** Total Capital	0	12,033	976,898	58,000	0	0

*** Total Budget Appropriation	182,058	12,033	976,898	58,000	0	0
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COUNTY OF LEXINGTON
AIRPORT CAPITAL PROJECTS
Annual Budget
Fiscal Year - 2020-21

Fund: 5801
Division: Airport
Organization: 580021 - Airport General Projects

Object Code	Expenditure Classification	BUDGET				
		0 Expend	0 Expend (Dec)	0 Amended (Dec)	0 Requested	0 Recommend Approved
	Personnel					
	* Total Personnel	0	0	0	0	0
	Operating Expenses					
520300	Professional Services	4,068	0	0	0	
	* Total Operating	4,068	0	0	0	0
	** Total Personnel & Operating	4,068	0	0	0	0
	Capital					
	All Other Equipment	0	0	2,857,935	0	
	Taxiway "A" Extension				<u>79,000</u>	
	** Total Capital	0	0	2,857,935	79,000	0

*** Total Budget Appropriation	4,068	0	2,857,935	79,000	0	0
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COUNTY OF LEXINGTON
Proposed Revenues
Fines, Fees, and Other
Budget FY - 2020-2021

Fund Name: Lexington County Airport

Organ. Name: Enterprise

1121

SECTION IV**COUNTY OF LEXINGTON****Capital Item Summary****Fiscal Year - 2020-21**

Fund #	<u>5801</u>	Fund Title:	<u>Lexington County Airport</u>	
Organization #	<u>580020</u>	Organization Title:	<u>Airport FAA Projects</u>	<i>BUDGET</i>
Program #	<u></u>	Program Title:	<u></u>	2020-21
				Requested

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>

**** Total Capital (Transfer Total to Section I and IA)****\$0**

SECTION IV

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2020-21

Fund #	<u>5801</u>	Fund Title:	<u>Lexington County Airport</u>	
Organization #	<u>580021</u>	Organization Title:	<u>Airport General Projects</u>	BUDGET
Program #	<u></u>	Program Title:	<u></u>	2020-21
				Requested

Qty	Item Description	Amount
1	EA TAXIWAY "A" EXTENSION	\$79,000

** Total Capital (Transfer Total to Section I and IA)

\$79,000

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 2020.

SECTION VI – LINE ITEM NARRATIVES

SECTION VI.A – REVENUE LINE ITEM NARRATIVES

821000 - RET FROM GENERAL FUND

\$50,000

To cover a portion of the Lexington County (Local Match) portion of future Grants from the FAA or South Carolina Aeronautics Commission (SCAC). This request for funding is for Taxiway System Crack Seal & Re-Mark, the land acquisition, focused environmental assessment, design, permit, construction and inspection of the Runway 18 Extension, design and permit for the Taxiway A extension and a Above ground storage tank (AST) fuel system for Jet A.

SECTION VI.B – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

TAXIWAY "A" EXTENSION

\$79,000

The design and permitting of the Taxiway A extension will be necessary to create a parrallel taxiway for the runway extension. Constuction is estimated to take place in 2022.

SECTION 1

COUNTY OF LEXINGTON MOTOR POOL Annual Budget Fiscal Year - 2020-21

Fund 6590
Division: General Services
Organization: 111500 - Motor Pool

	2018-19	2019-20	2019-20	2020-21	BUDGET	
Summary Page	Actual	Actual (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Activity From Operations:						
Revenues:						
438700 Motor Pool Service Charges	29,256	13,114	30,000	34,500		
461000 Investment Interest	18,473	7,557	12,000	12,000		
490300 Gain on Sale of Fixed Assets	0	0	10,000	5,000		
Total Revenues	47,729	20,671	52,000	51,500		
Expenditures:						
Operations	18,191	10,960	84,300	81,832		
Depreciation	34,222	0	45,000	45,000		
Capital Outlay	0	0	27,700	38,000		
Total Expenditures	52,413	10,960	157,000	164,832		
Noncash Expenses:						
Depreciation: Add Back In	34,222	0	45,000	45,000		
Net Cash	29,538	9,711	(60,000)	(68,332)		
Income Calculation:						
Capital Outlay: Add Back In	0	0	27,700	38,000		
Net Income (Loss)	(4,684)	9,711	(77,300)	(75,332)		
FUND BALANCE						
Beginning of Year - Cash			863,175	803,175		
FUND BALANCE						
End of Year - Cash			803,175	734,843		

SECTION 3

COUNTY OF LEXINGTON MOTOR POOL Annual Budget Fiscal Year - 2020-21

Fund 6590

Division: General Services

Organization: 111500 - Motor Pool

						<i>BUDGET</i>	
Object Expenditure		2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520233	Towing Service	0	0	150	<u>150</u>		
522300	Vehicle Repairs & Maintenance	2,973	223	3,700	<u>3,700</u>		
524100	Vehicle Insurance - 13	6,890	7,380	7,924	<u>8,190</u>		
525006	GPS Monitoring Charges - 13	2,729	1,119	2,645	<u>2,645</u>		
525400	Gas, Fuel, & Oil	5,599	2,238	6,447	<u>6,947</u>		
529903	Contingency	0	0	63,434	<u>60,000</u>		
530100	Depreciation	34,222	0	45,000	<u>45,000</u>		
540000	Small Tools and minor equipment				200		
* Total Operating		52,413	10,960	129,300	126,832		
** Total Personnel & Operating		52,413	10,960	129,300	126,832		
Capital							
	All Other Equipment	0	0	27,700	<u>38,000</u>		
** Total Capital		0	0	27,700	38,000		
*** Total Budget Appropriation							
		52,413	10,960	157,000	164,832		

SECTION IV

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year - 2020-2021

Fund # 6590
 Organization 111500 Organization Title: Motorpool

BUDGET
2020 - 2021
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)**

38,000

SECTION II

COUNTY OF LEXINGTON Proposed Revenues Fines, Fees, and Other Budget FY - 2020-2021

Fund #: 6590 Fund Name: Motor Pool
Organ. #: 111500 Organ. Name: Motor Pool

Revenue Code	Fee Title	Actual Fees FY 2017-18	Actual Fees FY 2018-19	12/31/2019 Year-to-Date FY 2019-20	Anticipated Fiscal Year Total FY 2019-20	Budget				
						Units of Service	Current Fee	Total Estimated Fees FY 2020-21	Proposed Fee Change	Total Proposed Estimated Fees FY 2020-21
438700	Service Charge	\$35,979	\$29,256	\$13,114	\$26,228	60,000	0.58	34,800	0.575	34,500
461000	Investment Interest	\$10,230	\$18,473	\$7,557	\$12,000			\$ 12,000		\$ 12,000
490100	Sale of Fixed Assets	\$0	\$0	\$0	\$0	\	\	\$ -	\$ -	\$ -
490300	Gain on Sale of Fixed Assets	\$10,000	\$0	\$ -	\$ 10,000			\$ 5,000		\$ 5,000

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</u> <u>FY 2017-18</u>	<u>Actual</u> <u>FY 2018-19</u>	<u>Estimated</u> <u>FY 2019-20</u>	<u>Projected</u> <u>FY 2020-21</u>
Miles Driven	66,596	50,497	56,000	60,000

SECTION VI. – LINE ITEM NARRATIVES

SECTION VI. A. – SUMMARY OF REVENUES

Service Charge

The rental rate is currently \$0.58 per mile for each vehicle in the motor pool.
The proposed new rate is \$0.57.5 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 **8,190**

This account will fund the cost of liability on thirty (13) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is $\$630.00 \times 13 = \$8,190.00$

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 **6,947**

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 Full Size 2WD SUV to replace a 2009 Ford Escape that has reached its useful life \$38,000.00

Appendix B:
Motor Pool Replacement Schedule

Asset #	Description	In Service Date	Original Cost	Replacement Interval	Usage Last FY	Current Meter	Notes	ASSIGNED	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	916	94,059		Pool Auxillary Bldg	27,500.00						
34827	2010 Ford Explorer 2WD	10/28/2010	19,728.00	140,000/8 years	2,968	59,318	2wd	Pool				29,500.00			
34898	2011 Ford Crown Vic	12/20/2010	19,210.00	140,000/8 Years	1,308	68,200		Pool					30,000.00		
37209	2013 Dodge Durango 4x4	12/18/2012	24,882.00	150,000/10	4,502	51,725	4WD	Pool							30,000.00
39773	2015 FORD ESCAPE AWD	12/5/2014	23,984.00	150,000/10	1,022	26,985	AWD	POOL						30,000.00	
39841	2015 FORD ESCAPE AWD	12/5/2014	23,984.00	150,000/10	5,616	28,238	AWD	POOL						3,000.00	
40111	2015 CHEVY EQUINOX AWD	3/17/2015	22,704.00	150,000/10YEAR	2,715	32,758	AWD	POOL						30,000.00	
40321	2015 CHEVY EQUINOX AWD	8/7/2015	22,704.00	150,000/10YEAR	6,536	28,073	AWD	POOL						30,000.00	
40455	2015 CHEVY EQUINOX AWD	1/6/2016	22,704.00	150,000/10YEAR	7,874	28,574	AWD	POOL							30,000.00
40457	2015 CHEVY EQUINOX AWD	1/6/2016	22,704.00	150,000/10YEAR	5,854	28,142	AWD	POOL							30,000.00
41001	2017 Dodge Durango AWD	8/30/2017	25,815.00	150,000	7,923	16,171	AWD	POOL							
41002	2017 Dodge Durango AWD	8/30/2017	25,815.00	150,000	7,795	13,522	AWD	POOL		38,000.00					
REPL	2020 Tahoe 2WD		38,000.00	160,000			2WD	Pool							
Department Totals:									27,500.00	0.00		0.00	29,500.00	30,000.00	90,000.00

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

	2018-19	2019-20	2019-20	2020-21	<i>BUDGET</i>	
Summary Page	Actual	Actual	Amended	Requested	2020-21	2020-21
		(Dec)	(Dec)		Recommend	Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	2,876,201	1,251,051	2,808,548	3,174,143		
439630 TPA Insurance Reimbursements	47,849	11,297	30,000	30,000		
461000 Investment Interest	192,684	83,666	75,000	50,000		
Total Revenues	3,116,734	1,346,014	2,913,548	3,254,143		
Expenditures:						
Operations	2,392,846	900,337	3,172,844	3,429,357		
Operating Transfer to Risk Management	172,894	181,341	181,341	176,610		
Total Expenditures	2,565,740	1,081,678	3,354,185	3,605,967		
Noncash Expenses:						
Net Cash	550,994	264,336	(440,637)	(351,824)		
Income Calculation						
Net Income (Loss)	550,994	264,336	(440,637)	(351,824)		
 FUND BALANCE - Estimated Beginning of Year			7,494,111			
 FUND BALANCE - Projected End of Year			7,053,474			

COUNTY OF LEXINGTON
WORKER'S COMPENSATION INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21

Fund 6710
Division: Non-departmental
Organization 999900 - Non-departmental

Object Expenditure		BUDGET					
Code	Classification	2018-19 Expend	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520206	Background History Screening	14,988	1,277	23,375	24,750		
520209	Driver History Screening	2,816	1,151	3,400	3,600		
520301	Safety Management Services	20,426	0	6,000	24,000		
520302	Drug Testing Services	18,739	5,705	27,590	25,590		
521214	Safety Supplies	4,485	411	1,202	1,166		
525210	Conference & Meeting Expense	3,353	6,498	5,825	5,985		
525710	Safety Awards	0	0	1,000	1,000		
527307	SC Workers Compensation Taxes	40,595	0	44,000	45,000		
527308	WC Second Injury Assessments	0	0	39,931	25,000		
527309	Workers Compensation Ins. Premiums	705,619	412,926	800,780	794,448		
527351	WC - Medical Expense	558,710	165,869	623,000	767,653		
527352	WC - Legal Expense	52,327	18,867	56,000	66,883		
527353	WC - Indemnity Expense	978,090	287,001	725,000	830,691		
527358	WC - Recoveries	(11,410)	104	(31,991)	(31,000)		
527359	WC - Miscellaneous Expense	4,108	528	11,000	7,859		
529903	Contingency	0	0	836,732	836,732		
* Total Operating		2,392,846	900,337	3,172,844	3,429,357		
** Total Personnel & Operating		2,392,846	900,337	3,172,844	3,429,357		
Transfers:							
816790	Operating Transfer to Risk Management	172,894	181,341	181,341	176,610		
Capital							
** Total Capital		0	0	0	0		
*** Total Budget Appropriation							
		2,565,740	1,081,678	3,354,185	3,605,967		

SECTION VI. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions	\$3,174,143
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This figure reflects the adjusted budget as of 12/31/2019. Workers' compensation rates are payroll driven and this figure is subject to adjustment prior to releasing the Recommended Budget.

439630 – TPA Insurance Reimbursements	\$30,000
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Projection based on current budget status.

461000 – Investment Interest	\$50,000
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Projection based on current budget status.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520206 – Background History Screening **\$24,750**

To cover the cost new-hire background screenings.

(450 annually x \$55.00 National Check = \$24,750)

520209 – Driver History Screening **\$3,600**

A driving history will be performed for all conditionally hired employees in accordance with County policy.

(450 annually @ \$8.00 per history)

520301 – Safety Management Services **\$24,000**

This appropriation is to cover the cost for Risk Management/Safety consultation. The consultation services (320 hours x \$75.00 per hour = \$24,000) 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 **\$25,590**

Pre-employment Drug Screen (10 Panel Screens)

450 x \$40/test = \$18,000

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

\$1,166

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	=	180.80
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
					\$1,166

\$5,985

Annual Cost = \$535
Yearly Access Fee = \$150
Four Course Titles @ \$175 = \$700

(1) OSHA 503 Course – Update for General Industry Outreach Trainers (Lodging, Per Diem, Registration/Materials)	\$1,875.00
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525710 – Safety Awards **\$1,000**

During the course of the year, the Risk Management Division will be on the lookout 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 **\$45,000**

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 2019-20.

527308 – WC Second Injury Fund Assessment **\$25,000**

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 2019. 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. Therefore, there may not be an assessment for 2020.

527309 – Workers Compensation Insurance Premium **\$794,448**

Recommend continuing the Large Deductible option of a \$300,000 Self Insured Retention (SIR) per occurrence. The current Self-Insured Retention Premium is estimate to be .282 of an Estimated Manual Premium of \$2,817,332. The FY 2020 Premium will factor the SC Counties Workers' Compensation Trust (SCCWCT) Board approved rates by WC Code. This option was utilized for the FY 2021 projected rate calculation. This projected premium factors an estimated payroll of \$83,735,088. Payroll includes exposure for Reserve Deputies, Inmate Labor, and any Sub-contractors who may not have insurance. WC Code rates have been consistent. 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 2019 for the current fiscal year. The SCCWCT board is expected to meet by May 2020.

Total Estimated Premium (\$300,000) Large Deductible Program \$794,448

Lexington County Workers' Compensation Self Insured Premium

Plan Year	SIR Premium
2019-2020	\$775,111 *
2018-2019	\$717,605
2017-2018	\$722,739

*Unaudited – Premium Audit will be conducted August 2020

Projections below are based on September 2019 Actuarial Report as compared to last 4 Year Average

527351 – Workers Compensation Medical Expense \$767,653

527352 – Workers Compensation Legal Expense \$66,883

527353 – Workers Compensation Indemnity Expense \$830,691

527358 – Workers Compensation Recoveries \$(31,000)

527359 – Workers Compensation Miscellaneous Expense \$ 7,859

529903 – Contingency \$836,732

This contingency line item will act as an additional funded loss-control measure.

816790 – Operations Transfer to Risk Management Administration \$176,610

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21**

Fund 6730
Division: Non-departmental
Organization: 999900 - Non-departmental

Summary Page	2018-19 Actual	2019-20 Actual (Dec)	2019-20 Amended (Dec)	2020-21 Requested	BUDGET	
					2020-21 Recommend	2020-21 Approved
Activity From Operations:						
Revenues:						
439601	Employer Medical Insurance Contr.	10,277,242	4,852,263	10,812,357	12,526,875	
439602	Employee Health Ins Premiums (P/D)	3,411,383	1,420,858	3,394,758	3,746,479	
439604	Post-Employment Insurance Premiums	577,559	261,490	519,082	540,215	
439606	Cobra Payments	27,020	19,197	44,000	66,752	
439607	Employer Subsidy - Post Employment	259,920	108,484	292,245	277,870	
439608	Employee Life Insurance Premiums (P/D)	185,445	76,138	186,003	183,080	
439609	Employee Dental Ins Premiums (P/D)	255,493	112,124	244,810	232,036	
439610	Insurance Co-pay Fees	0	0	900	900	
439611	Employee Dental Insurance Contr.	1,238,431	291,970	1,388,534	613,584	
439620	Pharmaceuticals Rebate	0	272,103	272,104	640,000	
439630	TPA Insurance Reimbursements	124,469	29,864	100,000	93,128	
439632	Stop-Loss Insurance	168,533	42,568	482,785	482,785	
461000	Investment Interest	272,190	98,627	175,000	68,000	
Total Revenues		16,797,685	7,585,686	17,912,578	19,471,704	
Expenditures:						
Non-Departmental - Operations		16,648,023	7,739,540	16,662,397	18,077,883	
Non-Departmental - Capital		0	5,750	25,000	0	
Wellness Center - Operations		1,306,602	659,743	1,440,797	1,393,821	
Wellness Center - Capital		0	0	1,000	0	
Total Expenditures		17,954,625	8,405,033	18,129,194	19,471,704	
Adj. Unused Appropriations						
Net Cash		(1,156,940)	(819,347)	(216,616)	0	
Income Calculation:						
Capital Outlay: Add Back In		0	5,750	26,000	0	
Net Income (Loss)		(1,156,940)	(813,597)	(190,616)	0	
FUND BALANCE						
Beginning of Year				11,300,725	11,084,109	
FUND BALANCE - Projected						
End of Year				11,084,109	11,084,109	

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21**

Fund 6730
Division: Non-departmental
Organization: 999900 - Non-departmental

Object Expenditure		2018-19	2019-20	2019-20	2020-21	BUDGET	
Code	Classification	Expenditure	Expend. (Dec)	Amended (Dec)	Requested	2020-21 Recommend	2020-21 Approved
Personnel							
* Total Personnel		0	0	0	0		
Operating Expenses							
520201	Physical Fitness Program	850	0	0	0		
520308	Health Screening Services	23,027	23,712	31,740	31,740		
520313	Actuarial Services	3,500	0	8,000	5,000		
520314	Employee Benefit Consulting Services	0	0	0	2,500		
520800	Outside Printing	0	0	0	1,500		
525210	Conference, Meeting & Training Exp.	1,781	0	3,800	4,900		
527303	Life Insurance Premiums	350,326	179,686	358,800	381,492		
527304	Stop-Loss Insurance Premiums	629,120	282,482	639,631	639,631		
527310	Pharmacy Claims	3,031,864	1,433,291	3,146,684	3,124,523		
527312	Health Care Reform Fees	9,056	0	63,620	63,620		
527313	Medical Insurance Claims	11,305,263	5,232,093	10,449,865	12,373,045		
527314	Dental Insurance Claims	665,108	306,018	509,788	509,788		
527315	Medical Administrative Costs	411,615	226,298	537,614	537,614		
527316	Dental Administrative Costs	28,014	14,409	29,000	38,401		
527317	HRA/HSA Administrative Costs	26,188	13,192	23,000	41,197		
	3rd Party Administrator Costs (HSA)						
	3rd Party Administrator Costs (HRA)						
	3rd Party Administrator Costs (FSA,DCA)						
527318	Cobra Administrative Costs	12,638	5,278	13,000	13,773		
527319	Compliance Testing	2,040	2,097	2,500	2,040		
527320	Online Benefits System	31,383	13,220	28,692	28,692		
527321	FSA Administrative Fees	0	7,764	15,767	0		
527330	Wellness Program Incentives	116,250	0	115,000	115,000		
529903	Contingency	0	0	685,896	163,427		
* Total Operating		16,648,023	7,739,540	16,662,397	18,077,883		
** Total Personnel & Operating		16,648,023	7,739,540	16,662,397	18,077,883		
Capital							
All Other Equipment		0	5,750	25,000	0		
** Total Capital		0	5,750	25,000	0		
*** Total Budget Appropriation		16,648,023	7,745,290	16,687,397	18,077,883		

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 20-21 screenings projected 529 @ \$60.00 = \$31,740 per screening event.

520313 – Actuarial Services **\$5,000**

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 **\$4,900**

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 – Pharmacy Claims **\$3,124,523**

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 **\$12,373,045**

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 benefits eligible employees.

527314 – Dental Insurance Claims **\$509,788**

Claims funding based on actual claims plus trend.

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 **\$2,040**

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 **\$115,000**

Estimated participation of 552 * \$250 screenings incentive = \$138,000. 350 * \$50 dental cleaning incentive = \$17,500.

529903- Contingency **\$163,427**

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 - 2020-21**

Fund 6730
Division: Non-departmental
Organization: 999901 - Wellness Center

		BUDGET				
Object Expenditure	2018-19	2019-20	2019-20	2020-21	2020-21	2020-21
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
520248 Alarm Monitoring and Maintenance	0	0	378	378		
520309 Medical Services	1,249,057	635,424	1,371,228	1,322,152		
521000 Office Supplies	188	0	50	200		
521405 Pharmaceuticals	47,437	19,004	57,265	56,143		
524000 Building Insurance	363	416	418	364		
525000 Telephone	2,982	1,363	2,926	3,350		
525004 WAN Service Charges	1,359	655	1,264	1,539		
525210 Conference, Meeting & Training Exp.	987	510	1,000	1,600		
525385 Utilities - Auxiliary Admin. Bldg.	4,229	2,371	5,350	7,177		
529903 Contingency	0	0	918	918		
* Total Operating	1,306,602	659,743	1,440,797	1,393,821		
** Total Personnel & Operating	1,306,602	659,743	1,440,797	1,393,821		
Capital						
540000 Small Tools & Minor Equipment	0	0	1,000	0		
** Total Capital	0	0	1,000	0		
*** Total Budget Appropriation	1,306,602	659,743	1,441,797	1,393,821		

SECTION VI – OPERATING LINE ITEM NARRATIVES

<u>520248 – Alarm Monitor and Maintenance</u>	<u>\$378</u>
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<u>520309 – Medical Services</u>	<u>\$1,322,152</u>
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Employee Health & Wellness Center Administrative costs per contractual agreement. Increase in cost of \$85,000 due to addition of a Behavioral Health Clinician to staff center.

<u>521000 – Office Supplies</u>	<u>\$200</u>
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<u>521405 – Pharmaceuticals</u>	<u>\$56,143</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>\$3350</u>
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<u>525004 – WAN Line Services</u>	<u>\$1539</u>
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Mailing of benefit related items.

<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>\$7177</u>
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<u>529903 – Contingency</u>	<u>\$918</u>
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**COUNTY OF LEXINGTON
POST-EMPLOYMENT INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21**

Fund 6731
Division: Non-departmental
Organization: 999900 - Non-departmental

					BUDGET	
Summary Page	2018-19 Actual	2019-20 Actual (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	1,135,277	278,067	1,100,000	501,075		
461000 Investment Interest	443,683	178,224	250,000	598,925		
Total Revenues	1,578,960	456,291	1,350,000	1,100,000		
Expenditures:						
Operations	434,238	248,208	1,350,000	1,100,000		
Total Expenditures	434,238	248,208	1,350,000	1,100,000		
Noncash Expenses:						
Net Cash	1,144,722	208,083	0	0		
Income Calculation:						
Net Income (Loss)	1,144,722	208,083	0	0		
FUND BALANCE						
Beginning of Year			19,451,895	19,451,895		
FUND BALANCE - Projected						
End of Year			19,451,895	19,451,895		

COUNTY OF LEXINGTON
POST-EMPLOYMENT INSURANCE FUND
Annual Budget
Fiscal Year - 2020-21

Fund 6731
Division: Non-departmental
Organization: 999900 - Non-departmental

						BUDGET
Object Expenditure		2018-19	2019-20	2019-20	2020-21	
Code	Classification	Expenditure	Expend.	Amended	Requested	2020-21 Recommend 2020-21 Approved
			(Dec)	(Dec)		
Personnel						
* Total Personnel		0	0	0	0	_____
Operating Expenses						
527311	Ins. Premium Reimb. to Employee	434,238	248,208	1,350,000	1,100,000	_____
* Total Operating		434,238	248,208	1,350,000	1,100,000	_____
** Total Personnel & Operating		434,238	248,208	1,350,000	1,100,000	_____
Capital						
** Total Capital		0	0	0	0	_____

*** Total Budget Appropriation	434,238	248,208	1,350,000	1,100,000	_____
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Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

1149

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2020-21

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Object Expenditure Code Classification						BUDGET	
		2018-19 Expenditure	2019-20 Expend. (Dec)	2019-20 Amended (Dec)	2020-21 Requested	2020-21 Recommend	2020-21 Approved
Personnel							
510100	Salaries & Wages - 2	108,897	45,932	111,775	111,047		
510200	Overtime	463	0	0	0		
511112	FICA - Employer Portion	7,400	3,101	8,551	8,495		
511113	State Retirement - Employer Portion	19,416	6,130	17,392	18,389		
511120	Employee Insurance - 2	15,600	6,500	15,600	15,600		
511130	Workers Compensation	2,111	970	2,110	2,135		
* Total Personnel		153,887	62,633	155,428	155,666		
Operating Expenses							
521000	Office Supplies	245	82	400	475		
521100	Duplicating	229	267	250	745		
521200	Operating Supplies	0	0	100	500		
522200	Small Equipment Repairs & Maintenance	0	0	0	500		
524000	Building Insurance	33	42	38	50		
524201	General Tort Liability Insurance	112	141	129	170		
524202	Surety Bonds	0	0	0	20		
525000	Telephone	482	241	482	482		
525021	Smartphone Charges	643	271	648	696		
525041	E-mail Service Charges - 2	236	64	258	258		
525100	Postage	0	0	100	200		
525110	Other Parcel Delivery Service	0	0	50	50		
525210	Conference, Meeting & Training Expense	1,136	0	3,250	5,050		
525230	Subscriptions, Dues, & Books	465	535	2,323	1,948		
525240	Personal Mileage Reimbursement	327	0	50	100		
525250	Motor Pool Reimbursement	0	0	400	300		
525300	Utilities / Administration Building	984	490	1,500	1,500		
529903	Contingency	0	0	21,526	0		
530100	Depreciation	0	0	0	350		
538000	Claims & Judgements (Litigation)	0	0	500	500		
* Total Operating		4,892	2,133	32,004	13,894		
** Total Personnel & Operating		158,779	64,766	187,432	169,560		
Capital							
540000	Small Tools & Minor Equipment	439	0	759	500		
540010	Minor Software	0	0	1,500	1,500		
** Total Capital		439	0	2,259	2,000		
*** Total Budget Appropriation		159,218	64,766	189,691	171,560		

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 17/18</u>	<u>Actual FY 18/19</u>	<u>Estimated FY 19/20</u>	<u>Projected FY20/21</u>
Workers' Compensation Reports (WC)	192	224	171	195
OSHA-300 (<i>Recordable injuries</i>)	45	78	60	61
WC Lost Time (LT) Claims	26	25	22	24
WC Incident Rate *	9.47	12.88	9.83	11.21
OSHA Recordable Incident Rate *	3.04	4.49	3.45	3.66
WC LT Incident Rate *	1.77	1.44	1.27	1.49
Total Auto Insurance Claims	41	55	41	46
General Tort Liability Claims**	136	108	80	107
OSHA Countywide Self-Assessment	1	0	1	1
Large Deductible Claims Report	12	12	12	12
WC Claims Reimbursement Invoice	12	12	12	12

* *Incident Rates are per 100 Employees*

** *Includes Pre-Paid Legal Reimbursements*

SECTION VI - LINE ITEM NARRATIVES

SECTION VI. A - LISTING OF REVENUES

<u>806710 – Operations Transfer from Workers Compensation Insurance</u>	<u>\$176,610</u>
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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>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</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 **\$475**

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) (1 boxes x \$9.68) = \$9.68
Hanging file folders (letter) (1 boxes x \$7.69) = \$7.69

521100 - DUPLICATING **\$745**

Copier Machine Usage cost (\$0.0285) x 22,000 copies = \$627.00
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 **\$50**

Building and Personal Property Insurance for HR/Risk Management Administration

524201 - GENERAL TORT LIABILITY INSURANCE	\$170
Tort Liability Premium 2 Positions	

524202 – SURETY BONDS	\$20
Premium 2 Positions	

525000 - TELEPHONE	\$482
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Two lines for Risk Management Administration with voice mail @ \$20.08/mo.

(2 x \$20.08 = \$40.16 x 12 mo. = \$481.92)

525021 – SMART PHONE CHARGES	\$696
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1 iPhone Plan - \$54 per month x 12 = \$648

1 iPhone Otter-Box Case = \$48.00

525041 – E-MAIL SERVICE CHARGES	\$258
\$10.75 per month x 2 = \$21.50 x 12 mo. = \$258	

525100 - POSTAGE	\$200
Postage expense for office correspondence.	

525100 – OTHER POSTAL DELIVERY	\$ 50
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525210 – CONFERENCE, MEETING & TRAINING EXPENSE	\$5,050
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(2) SC Public Risk Managers Association Annual Conference (Registration/Accommodations)

2 @ \$700 = \$1,400

(2) National Public Risk Managers Association Annual Conference (Registration/Accommodations/Travel)

2 @ \$1,825 = \$3,650

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1,948**

This account will cover costs for membership dues, publications, and services.

(3) SC Public Risk Managers Association (One Government, two associates)	\$ 70
Columbia Society for Human Resource Management 2 @ \$150	\$300
National Society for Human Resource Management 2@ \$219	\$438
National PRIMA Membership (2 @ \$395)	\$790
National Safety Council	\$350

525240 – Personal Mileage **\$100**

525250 – Motor Pool Reimbursement **\$300**

525300 - UTILITIES - **\$1500**

Based on current average monthly activity.

529903 - Contingency **\$6,000**

530100 - Depreciation **\$350**

5380000 - Claims & Judgements **\$500**

Tort Claim Deductibles (2)

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$500
Upgrade to office furniture.	

540010 – Minor Software	\$1,500
Risk Management Software	

Lexington County Recreation & Aging Commission

563 South Lake Drive, Lexington, South Carolina 29072

803-359-4048

Randy H. Gibson
Executive Director

February 7, 2020

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 2020-21. 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



Long Life & Happiness

www.lcrac.com

LEXINGTON COUNTY RECREATION & AGING COMMISSION
PRELIMINARY GENERAL FUND BUDGET
FISCAL YEAR 2020-2021

Revenues:

Property Taxes	\$ 12,620,350
Fees & Registrations	2,039,500
Other	<u>55,000</u>
Total Revenues	<u>14,714,850</u>

Expenditures:

Personnel	6,796,600
Maintenance	3,521,100
Operations	486,750
Programs	925,600
Capital	<u>475,000</u>
Total Expenditures	<u>12,205,050</u>

Excess Revenue Over (Under) Expenditures	2,509,800
--	-----------

Other Financing Sources (Uses)

Transfer To Aging Fund	<u>(2,809,800)</u>
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Excess Revenue And Other Financing Sources

Over (Under) Expenditures And Other Sources	(300,000)
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Estimated Fund Balance - Beginning	<u>19,154,855</u>
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Projected Fund Balance - Ending	<u><u>\$ 18,854,855</u></u>
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LEXINGTON COUNTY RECREATION AND AGING COMMISSION
PRELIMINARY GENERAL FUND
FISCAL YEAR 2020-2021 BUDGET

DESCRIPTION	FY 20-21 ANNUAL BUDGET
Property Taxes	\$ 12,620,350
Interest Earned	55,000
Special Projects Income	1,850,500
Rental Income	25,000
Miscellaneous	15,000
Special Events	4,000
Registration Fees	145,000
Total Revenues	<u>\$ 14,714,850</u>
Salaries	
Administration	\$ 917,100
Recreation	970,000
Part-Time	1,263,500
Maintenance	1,775,500
Fringes	1,870,500
Total Salaries	<u>\$ 6,796,600</u>
Maintenance	
Oil & Gasoline	\$ 235,000
Repairs	230,000
Utilities	1,290,300
Radio Service	12,000
Materials & Supplies	1,010,000
Landfill Fees	5,000
Garbage Service	55,000
Pest Control	15,500
Small Tools & Equipment	20,000
Sports Field Bulbs	15,000
Port-O-Johns	8,000
Contract Labor	560,300
Tennis Court Resurfacing	65,000
Total Maintenance	<u>\$ 3,521,100</u>
Operations	
Travel	\$ 8,850
Insurance	201,000
Office Operations	116,500
Conference Expense	22,000
Professional Training	11,900
Legal & Auditing	31,000
Medical Disbursements	2,000
Telephone	92,000
Facility Rent	1,500
Total Operations	<u>\$ 486,750</u>

LEXINGTON COUNTY RECREATION AND AGING COMMISSION
PRELIMINARY GENERAL FUND
FISCAL YEAR 2020-2021 BUDGET

DESCRIPTION	FY 20-21 ANNUAL BUDGET
Program Allowances	
Athletic Supplies	\$ 80,000
Officials	77,000
Grants	3,800
Commission Expenses	24,000
Special Events	1,500
Marketing & Promotions	10,000
Total Program Allowances	\$ 196,300
Capital Outlay	
Equipment	\$ 260,000
Furniture & Fixtures	5,000
Vehicles	165,000
Facility Improvements	45,000
Total Capital Outlay	\$ 475,000
Other Financing Uses	
Transfers - Aging Fund	\$ 2,809,800
Transfers - Other	
Total Other Financing Uses	\$ 2,809,800
Special Projects	
Batesburg-Leesville	\$ 38,000
Lexington Leisure	80,250
Spires	12,800
Tri-City	58,000
Gilbert	7,000
Oak Grove Tennis Complex	115,250
Cayce Tennis Complex	130,000
Baseball Stadium	20,000
Oak Grove/Pine Grove	268,000
	\$ 729,300
Total Expenditures	\$ 15,014,850



January 23, 2020

Mr. Joe Mergo, III
County Administrator
County of Lexington
212 South Lake Drive, Suite 602
Lexington, South Carolina 29072

Re: FY 2020-2021 Budget

Dear Mr. Mergo,

Per your request, we are enclosing our preliminary FY 20-21 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 20, 2020 and final adoption by the Commission on May 27, 2020. 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 2019-20. 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

William H. Harmon, Chairman
Bruce P. Loveless, Vice Chairman
Timothy W. Stewart, Secretary
Gary A. Boyd
Akil E. Ross, Ph.D.

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

370 A Eptings Camp Road
Chapin, SC 29036
(803) 213-8160

**Michael J. Mungo and Mary
Meech Park**

2121 Lake Murray Blvd.
Columbia, SC 29212
(803) 772-3336

**Irmo Chapin Recreation Commission
General Fund
Proposed Budget for Lexington County Council
Fiscal Year 2020-2021**

DESCRIPTION	FY 2020 Approved Budget	FY 2021 Requested	Increase (Decrease)	Increase (Decrease) %
REVENUE:				
Local Taxes	\$ 4,394,462	\$ 4,438,407	\$ 43,945	1.0%
Interest Earned	5,000	5,000	0	0.0%
Building Rentals	84,511	86,201	1,690	2.0%
Outdoor Rentals	41,665	42,498	833	2.0%
Fitness Fees	177,497	186,372	8,875	5.0%
Chapin Splash	32,500	32,500	0	0.0%
I.D. Card Fees	40,400	41,208	808	2.0%
Donations & Grant Related Income	27,500	28,875	1,375	5.0%
Appeal letter	40,000	20,000	(20,000)	-50.0%
TR Programs & Camps	92,211	92,200	(11)	0.0%
Grants & Contracts	397,496	401,471	3,975	1.0%
CLTC Income	8,000	9,000	1,000	12.5%
Loan Closet	500	500	0	0.0%
Gift Shop	11,600	13,000	1,400	12.1%
Food Co-OP	7,500	7,500	0	0.0%
Special Events	17,805	17,500	(305)	-1.7%
Miscellaneous	5,000	5,000	0	0.0%
Transfer from SS Foundation	5,000	5,000	0	0.0%
Employee Insurance Withholdings	199,500	199,500	0	0.0%
Concessions	1,800	1,800	0	0.0%
Transfer from Special Revenue	1,140,328	1,330,690	190,362	16.7%
	6,730,275	6,964,222	233,947	3.5%
EXPENDITURES:				
Salaries	\$ 2,741,652	\$ 2,823,902	\$ 82,250	3.0%
Part Time Wages	477,007	491,317	14,310	3.0%
Fringe Benefits	713,997	828,805	114,808	16.1%
Health Insurance Costs	656,700	669,834	13,134	2.0%
Professional Development	62,467	62,500	33	0.1%
Staff Travel	550	550	0	0.0%
Appeal Letter Expenses	10,000	1,500	(8,500)	-85.0%
Office Operations	16,600	16,600	0	0.0%
I.D System Operations	540	540	0	0.0%
Data Processing Operations	151,485	201,585	50,100	33.1%
Office Equipment Maintenance	15,811	15,810	(1)	0.0%
Printing/Advertising	10,150	10,150	0	0.0%
Marketing	203,989	204,000	11	0.0%
Telephone & Cable	158,577	160,000	1,423	0.9%
Concessions	850	850	0	0.0%
Professional Services	30,167	30,167	0	0.0%
Splash Chapin	2,900	2,900	0	0.0%
Facility Maintenance	303,508	318,683	15,175	5.0%
Fitness Equipment Maintenance	9,700	9,700	0	0.0%
Fuel And Lubricants	40,400	40,400	0	0.0%
Vehicle Maintenance	27,500	27,500	0	0.0%
Park Equipment Maintenance	29,050	29,050	0	0.0%
Utilities	394,240	398,182	3,942	1.0%
Insurance	82,500	82,500	0	0.0%
Employee Relations	9,950	9,950	0	0.0%
Gift Shop	5,620	5,676	56	1.0%
Special Events	10,285	10,285	0	0.0%
Sundry Supplies	22,080	22,080	0	0.0%
Intergenerational Programs	1,200	1,200	0	0.0%
Meal Costs	60,780	60,780	0	0.0%
Senior Center Operations	4,000	4,000	0	0.0%
Food Co-Op Expenses	5,000	5,000	0	0.0%
TR Related Expenditures	18,224	18,225	1	0.0%
Foundation Expenses	5,000	5,000	0	0.0%
Miscellaneous Expenditures	60,000	65,000	5,000	8.3%
Transfers to other Funds	150,000	100,000	(50,000)	100.0%
Capital Outlay	137,796	130,000	(7,796)	100.0%
Contingency	100,000	100,000	0	100.0%
TOTAL EXPENDITURES	6,730,275	6,964,221	233,946	3.5%
Net	0	0	0	0

February 6, 2020

Mr. Joe G. Mergo, III
Lexington County Administrator
212 South Lake Drive
Lexington, SC 29072

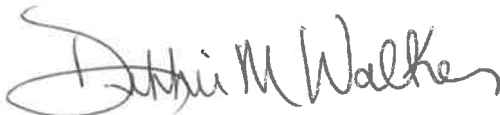
Dear Mr. Mergo:

Enclosed please find Midlands Technical College's 2020-2021 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 2020-2021.

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, Director of Operations
Ms. Jessica Booth, Director of Finance and Financial Reporting

Walker/J. Mergo 2020

MIDLANDS TECHNICAL COLLEGE
Budget Request
Fiscal Year 2020-21
Richland-Lexington Counties, South Carolina

Midlands Technical College (MTC) is pleased to submit its budget request for fiscal year 2020-21. 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 2020-21 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 2020-21 is shown below.

<u>Lexington County</u>	<u>2020-21</u>
Operating Budget	\$4,397,888
Capital Budget	\$1,175,938 *
Debt Service	0.5 Mil **

* \$1,175,938 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 2020-2021

Facilities and Operations Funding Requirements: The College's total FY 2020-21 Facilities and Operations Budget is shown below (excluding capital):

	FY 19-20	FY 20-21
UTILITIES	3,159,941	3,286,339
HOUSEKEEPING/GROUNDS	2,169,513	2,256,294
GENERAL MAINTENANCE	1,968,555	2,047,297
SECURITY	1,488,732	1,548,282
MAJOR REPAIRS/CONSTRUCTION	713,856	742,410
ADMINISTRATION	619,884	644,679
INSURANCE	171,283	178,133
TRANSPORTATION	134,118	139,483
TOTAL	10,425,882	10,842,918

**FY 2020-21
COUNTY BUDGET**

	FY 19-20	FY 20-21
UTILITIES	3,159,941	3,286,339
HOUSEKEEPING/GROUNDS		
Salaries - Permanent	522,883	543,799
Staff Benefits - Permanent	183,009	190,329
Salaries - Temporary	3,245	3,375
Contract Labor	1,069,919	1,112,715
Supplies (Housekeeping)	200,096	208,100
Supplies (Grounds)	173,056	179,978
Uniforms	1,622	1,687
Equipment	15,683	16,311
Total Housekeeping/Grounds	2,169,513	2,256,294
GENERAL MAINTENANCE		
Salaries - Permanent	603,965	628,124
Staff Benefits	211,388	219,843
Salaries - Temporary	5,408	5,624
Uniforms	2,704	2,812
General Repair/Maintenance	503,701	523,849
Professional Services	3,245	3,375
Supplies	638,144	663,670
Total General Maintenance	1,968,555	2,047,297
SECURITY		
Salaries - Permanent	314,530	327,112
Staff Benefits - Permanent	125,812	130,844
Salaries - Temporary	136,667	142,133
Contract Security	874,409	909,385
Supplies	16,332	16,985
Training & Equipment	20,982	21,822
Total Security	1,488,732	1,548,282

	FY 19-20	FY 20-21
MAJOR REPAIRS/CONSTRUCTION		
General Alterations/Roof/Mechanical	713,856	742,410
Total Major Repairs/Construction	713,856	742,410
ADMINISTRATION		
Salaries - Permanent	443,951	461,709
Staff Benefits	155,383	161,598
Training	3,245	3,375
Travel	1,082	1,125
Office Support	16,224	16,873
Total Administration	619,884	644,679
INSURANCE		
Buildings and Contents	143,161	148,887
Motor Vehicles	28,122	29,246
Total Insurance	171,283	178,133
TRANSPORTATION		
Motor Vehicle Supplies/Repair	75,712	78,740
Vehicle Replacement	58,406	60,743
Total Transportation	134,118	139,483
TOTAL	10,425,882	10,842,918

Midlands Technical College
Projected Budgeted Revenues, Disbursements and Transfers
Fiscal Year 2020-2021
Lexington County Council

REVENUES

Unrestricted		
Student Tuition and Fees	\$	52,171,755
Government		
State	\$	16,766,594
County		
Lexington	\$	6,252,739
Richland	\$	10,158,265
Fairfield	\$	178,639
Auxiliary Enterprises	\$	852,000
Other	\$	2,173,850
TOTAL	\$	88,553,842
Restricted		
Federal Grants	\$	3,214,570
Student Financial Aid	\$	30,630,807
State Grants	\$	3,835,010
Other	\$	175,538
TOTAL*	\$	37,855,925
TOTAL REVENUES	\$	126,409,767

DISBURSEMENTS AND TRANSFERS

Disbursements

Unrestricted		
Instruction/Academic Support	\$	47,376,072
Student Support Services	\$	13,073,124
Plant Operations	\$	10,506,518
Institutional Support	\$	15,456,155
Auxiliary Enterprises	\$	210,887
TOTAL	\$	86,622,756
Restricted		
TOTAL*	\$	37,855,925
Transfers (Capital)		
TOTAL	\$	1,931,086
TOTAL DISBURSEMENTS AND TRANSFERS	\$	126,409,767

*Restricted revenues and disbursements are the same amount and must balance.

Estimated Fund Balance - Beginning of Fiscal Year \$6,187,707

Projected Fund Balance - End of Fiscal Year \$6,203,176

IRMO FIRE DISTRICT

Serving since 1963



February 4, 2020

Members of Lexington County Council
212 South Lake Drive
Lexington, SC. 29072

Re: Budget/Millage request for FY 2020/21

Dear Council members:

Attached is the Irmo Fire Districts budget projection for FY 2020/21. This budget is based on the anticipation of a millage increase based on growth and CPI that is allowed by the state.

The new fire station operations costs are included in this budget with a few unknowns from the utility costs and fuel usage. This new fire station will help our response times to emergencies as well as handling the increase in public service calls.

The Irmo Fire District continues to provide quality of life services for our community in the most fiscal responsible manner and we look forward to working with County Council to achieve these services for our citizens.

Sincerely,

Mike Sonefeld
Irmo Fire Chief

IRMO FIRE DISTRICT
FY 2021 BUDGET REQUEST

Revenue Projections

Lexington County	IFD Stations 1, 2, and 3
	\$ 2,800,000.00
Town of Irmo	\$ 570,000.00
Columbia Water Dept. Fire Fees	\$ 440,000.00
IFD Reserve Funds	\$ 146,000.00
Total Revenue Expected	\$ 3,956,000.00

Personnel Expenses

520 Wages and Salaries	\$ 2,108,852.00
522 Social Security & Medicare Taxes	\$ 161,328.00
527 Workers Compensation	\$ 85,000.00
Total Personnel Expenses	\$ 2,355,180.00

Operating Expenses

504 Professional Services	\$ 57,600.00
510 Conferences and Meetings	\$ 10,000.00
511 Dues and Subscriptions	\$ 6,500.00
512 Fire Prevention and Community Education	\$ 2,000.00
513 Employee Education & Training	\$ 8,000.00
514 Fitness	\$ 15,600.00
515 Uniforms	\$ 13,000.00
516 Personal Protective Equipment	\$ 13,500.00
524 Health/Dental/Vision/LTD Insurance	\$ 412,000.00
528 Retirement	\$ 405,000.00
530 Small Tools and Equipment	\$ 11,000.00
534 Replacement Radios	\$ 12,000.00
534-1 Radio Parts and Repairs	\$ 4,620.00
535 Computers and Electronics	\$ 7,200.00
536 Office Machines and Furniture	\$ 3,000.00
537 Office and Misc Operating Supplies	\$ 16,000.00
538 Sta 3 Bldg & Contents, Liability, Vehicle Insurance	\$ 37,000.00
540 Software/security/email hosting	\$ 7,000.00
541 Building and Grounds Maintenance	\$ 25,000.00
542 Equipment Repairs	\$ 6,000.00
543 Vehicle Maintenance	\$ 85,000.00
544 Fuel	\$ 48,000.00
545 Radio Service - Palmetto 800	\$ 14,000.00
546 Mobile telephones	\$ 5,000.00
547 Telephone and Internet Services	\$ 15,000.00
549 Utilities	\$ 56,000.00
552 Postage/Shipping	\$ 800.00
Total Operating Expenses	\$ 1,295,820.00

531 Capital Improvements

New SCBA	\$ 225,000.00
New Bunker Gear	\$ 25,000.00
Parking Lot Repairs	\$ 35,000.00
New Radios	\$ 15,000.00
Total Capital Expenses	\$ 305,000.00

Expenses Grand Total **\$ 3,956,000.00**

Total Requested from Lexington County for Stations 1, 2, and 3 **\$ 2,800,000.00**

IRMO FIRE DISTRICT
FY 2020 BUDGET REQUEST

DRAFT 1

2021 Request

Revenue Projections

Lexington County	\$ 2,765,000.00	\$ 2,800,000.00
Town of Irmo	\$ 550,000.00	570000
Rents	\$ 16,800.00	0
Columbia Water Dept. Fire Fees	\$ 445,000.00	440000
IFD Reserve Funds	\$ 820,477.00	146000
Lexington County "C" Funds Grant	\$ 150,000.00	0
Total for Stations 1, 2 and 3 and Capital Improvements	\$ 4,747,277.00	\$ 3,956,000.00

Personnel

520 Wages and Salaries	\$ 2,068,067.00	\$ 2,108,852.00
522 Social Security & Medicare Taxes	\$ 158,207.00	\$ 161,328.00
527 Workers Compensation	\$ 85,000.00	\$ 85,000.00
Total Personnel Expenses	\$ 2,311,274.00	\$ - \$ 2,355,180.00

Operating Expenses

504 Professional Services	\$ 85,000.00	\$ 57,600.00
510 Conferences and Meetings	\$ 8,000.00	\$ 10,000.00
511 Dues and Subscriptions	\$ 6,200.00	\$ 6,500.00
512 Fire Prevention and Community Education	\$ 2,000.00	\$ 2,000.00
513 Employee Education & Training	\$ 4,000.00	\$ 8,000.00
514 Fitness	\$ 15,000.00	\$ 15,600.00
515 Uniforms	\$ 12,000.00	\$ 13,000.00
516 Personal Protective Equipment	\$ 16,000.00	\$ 13,500.00
524 Health/Dental/Vision/LTD Insurance	\$ 412,200.00	\$ 412,000.00
528 Retirement	\$ 373,203.00	\$ 405,000.00
530 Small Tools and Equipment	\$ 5,000.00	\$ 11,000.00
531 Capital Improvements	\$ 1,182,500.00	\$ 305,000.00
New SCBA (\$225,000)		\$ 225,000.00
Station 3 Constr & Project Mgmt (\$850,000)		
New Bunker Gear (\$25,000)		\$ 30,000.00
Nozzle Replacement (\$6,000)		
Parking Lot Repairs (\$35,000)		\$ 35,000.00
New Radios (\$15,000)		\$ 15,000.00
HQ Security Improvements (\$10,000)		
Thermal Imaging Cameras (\$16,500)		
534 Replacement Radios	\$ 14,000.00	\$ 12,000.00
534-1 Radio Parts and Repairs	\$ 4,000.00	\$ 4,620.00
535 Computers and Electronics	\$ 7,000.00	\$ 7,200.00
536 Office Machines and Furniture	\$ 3,000.00	\$ 3,000.00
537 Office and Misc Operating Supplies	\$ 15,000.00	\$ 16,000.00
538 Sta 3 Bldg & Contents, Liability, Vehicle Insurance	\$ 37,000.00	\$ 37,000.00
540 Software/security/email hosting	\$ 7,000.00	\$ 7,000.00
541 Building and Grounds Maintenance	\$ 20,000.00	\$ 25,000.00
542 Equipment Repairs	\$ 8,000.00	\$ 6,000.00
543 Vehicle Maintenance	\$ 70,000.00	\$ 85,000.00
544 Fuel	\$ 45,000.00	\$ 48,000.00
545 Radio Service - Palmetto 800	\$ 13,000.00	\$ 14,000.00
546 Mobile telephones	\$ 7,000.00	\$ 5,000.00
547 Telephone and Internet Services	\$ 12,000.00	\$ 15,000.00
549 Utilities	\$ 52,200.00	\$ 56,000.00
552 Postage/Shipping	\$ 700.00	\$ 800.00
Total Operating/Capital Expenses	\$ 2,436,003.00	\$ 1,600,820.00
Total Expenses	\$ 4,747,277.00	\$ 3,956,000.00

Total Requested from Lexington County \$2,765,000 \$ 2,800,000
for Stations 1, 2 and 3

GL Code Explanation

504 Professional Services	Bookkeeping, IT, HR Consulting, Payroll, Legal, Auditing, Alarm Monitoring
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