

**County of Lexington
Annual Budget
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Fiscal Year 2004-05**

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**COUNTY OF LEXINGTON
GENERAL FUND
Combined Programs
Appropriation Summary
Fiscal Year 2004-05
Requested Budget**

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	338,270	484,960	25,644	0	848,874
101200 County Administrator	212,104	17,896	0	0	230,000
101300 County Attorney	0	175,500	0	0	175,500
101400 Finance	505,271	342,328	8,621	0	856,220
101410 Procurement Services	263,779	17,696	810	0	282,285
101420 Central Stores	241,854	30,838	1,164	0	273,856
101500 Personnel	329,985	73,642	9,119	0	412,746
101600 Planning & GIS	425,314	57,646	18,230	0	501,190
101610 Community & Economic Development	1,270,742	174,521	2,665	0	1,447,928
101700 Treasurer	563,419	275,304	13,524	0	852,247
101800 Auditor	612,997	56,810	7,472	0	677,279
101900 Assessor	1,466,164	180,981	14,473	0	1,661,618
102000 Register of Deeds	392,567	214,982	4,700	0	612,249
102100 Information Services	949,657	268,799	61,859	0	1,280,315
102110 Microfilming	114,748	15,292	100	0	130,140
Total Administrative	7,686,871	2,387,195	168,381	0	10,242,447
111300 Building Services	1,073,428	322,527	606,467	0	2,002,422
111310 Security Services	145,877	7,936	0	0	153,813
111320 Code Enforcement	240,534	29,870	24,865	0	295,269
111400 Fleet Services	754,261	108,159	32,880	0	895,300
Total General Services	2,214,100	468,492	664,212	0	3,346,804
121100 Public Works - Administration/Engineering	647,481	61,798	14,660	0	723,939
121300 Public Works - Transportation	2,755,714	1,177,436	1,503,650	0	5,436,800
121400 Public Works - Stormwater Management	546,751	199,503	7,310	0	753,564
Total Public Works	3,949,946	1,438,737	1,525,620	0	6,914,303
131100 Public Safety - Administration	48,725	7,553	1,000	0	57,278
131101 Emergency Preparedness	107,358	17,953	50,450	0	175,761
131200 Animal Control	331,389	116,684	44,000	0	492,073
131300 Communications	1,663,945	51,112	12,400	0	1,727,457
131400 Emergency Medical Services	5,032,774	667,099	567,500	0	6,267,373
131500 Fire Service	4,679,319	1,435,859	1,535,878	0	7,651,056
131599 Fire Service Non-Departmental Cost	117,125	40,000	0	103,680	260,805
Total Public Safety	11,980,635	2,336,260	2,211,228	103,680	16,631,803
141100 Clerk of Court	805,283	500,645	17,541	0	1,323,469
141101 Clerk of Court - Family Court	441,671	117,907	21,739	0	581,317
141200 Solicitor - Eleventh Judicial Circuit	1,274,255	193,898	23,684	0	1,491,837
141299 Circuit Court Services	0	124,192	0	0	124,192
141300 Coroner	427,883	237,973	5,380	0	671,236
141400 Public Defender	0	319,903	0	0	319,903
141500 Probate Court	435,065	31,815	6,889	0	473,769
141600 Master-In-Equity	216,500	10,229	2,761	0	229,490
142000 Magistrate Court Services	1,591,646	300,205	68,514	0	1,960,365
149900 Other Judicial Services	0	126,881	0	0	126,881
Total Judicial	5,192,303	1,963,648	146,508	0	7,302,459

COUNTY OF LEXINGTON
GENERAL FUND
Existing Programs
Appropriation Summary
Fiscal Year 2004-05
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council	338,270	484,960	25,644	0	848,874
101200 County Administrator	212,104	17,896	0	0	230,000
101300 County Attorney	0	175,500	0	0	175,500
101400 Finance	505,271	342,328	8,621	0	856,220
101410 Procurement Services	263,779	17,696	810	0	282,285
101420 Central Stores	241,854	30,838	1,164	0	273,856
101500 Personnel	329,985	73,642	9,119	0	412,746
101600 Planning & GIS	386,809	57,624	17,200	0	461,633
101610 Community & Economic Development	1,262,781	174,097	2,665	0	1,439,543
101700 Treasurer	563,419	275,304	13,524	0	852,247
101800 Auditor	581,530	56,788	7,472	0	645,790
101900 Assessor	1,466,164	180,981	14,473	0	1,661,618
102000 Register of Deeds	392,567	214,982	4,700	0	612,249
102100 Information Services	861,926	225,755	49,613	0	1,137,294
102110 Microfilming	114,748	15,292	100	0	130,140
Total Administrative	7,521,207	2,343,683	155,105	0	10,019,995
111300 Building Services	1,007,371	318,821	567,717	0	1,893,909
111310 Security Services	145,877	7,936	0	0	153,813
111320 Code Enforcement	240,534	29,870	24,865	0	295,269
111400 Fleet Services	754,261	108,159	32,880	0	895,300
Total General Services	2,148,043	464,786	625,462	0	3,238,291
121100 Public Works - Administration/Engineering	633,766	61,546	14,660	0	709,972
121300 Public Works - Transportation	2,755,714	1,177,436	1,503,650	0	5,436,800
121400 Public Works - Stormwater	546,751	199,503	7,310	0	753,564
Total Public Works	3,936,231	1,438,485	1,525,620	0	6,900,336
131100 Public Safety - Administration	48,725	7,553	1,000	0	57,278
131101 Emergency Preparedness	107,358	17,953	1,500	0	126,811
131200 Animal Control	331,389	116,684	44,000	0	492,073
131300 Communications	1,663,945	51,112	12,400	0	1,727,457
131400 Emergency Medical Services	5,032,774	666,599	427,850	0	6,127,223
131500 Fire Service	4,428,190	1,431,377	1,535,878	0	7,395,445
131599 Fire Service Non-Departmental Cost	117,125	40,000	0	103,680	260,805
Total Public Safety	11,729,506	2,331,278	2,022,628	103,680	16,187,092
141100 Clerk of Court	598,924	398,235	5,976	0	1,003,135
141101 Clerk of Court - Family Court	306,542	111,215	2,976	0	420,733
141200 Solicitor - Eleventh Judicial Circuit	1,274,255	193,898	23,684	0	1,491,837
141299 Circuit Court Services	0	124,192	0	0	124,192
141300 Coroner	374,870	237,720	5,380	0	617,970
141400 Public Defender	0	319,903	0	0	319,903
141500 Probate Court	398,226	31,793	6,089	0	436,108
141600 Master-In-Equity	216,500	10,229	2,761	0	229,490
142000 Magistrate Court Services	1,474,966	291,641	59,898	0	1,826,505
149900 Other Judicial Services	0	126,881	0	0	126,881
Total Judicial	4,644,283	1,845,707	106,764	0	6,596,754

**COUNTY OF LEXINGTON
GENERAL FUND
New Programs
Appropriation Summary
Fiscal Year 2004-05
Requested Budget**

Fund 1000	Personnel	Operating	Capital	Transfers	Total
101100 County Council					0
101200 County Administrator					0
101300 County Attorney					0
101400 Finance					0
101410 Procurement Services					0
101420 Central Stores					0
101500 Personnel					0
101600 Planning & GIS	38,505	22	1,030	0	39,557
101610 Community & Economic Development	7,961	424	0	0	8,385
101700 Treasurer					0
101800 Auditor	31,467	22	0	0	31,489
101900 Assessor					0
102000 Register of Deeds					0
102100 Information Services	87,731	43,044	12,246	0	143,021
102110 Microfilming					0
Total Administrative	165,664	43,512	13,276	0	222,452
111300 Building Services	66,057	3,706	38,750	0	108,513
111310 Security Services					0
111320 Code Enforcement					0
111400 Fleet Services					0
Total General Services	66,057	3,706	38,750	0	108,513
121100 Public Works - Administration/Engineering	13,715	252	0	0	13,967
121300 Public Works - Transportation					0
121400 Public Works - Stormwater Management					0
Total Public Works	13,715	252	0	0	13,967
131100 Public Safety - Administration					0
131101 Emergency Preparedness	0	0	48,950	0	48,950
131200 Animal Control					0
131300 Communications					0
131400 Emergency Medical Services	0	500	139,650	0	140,150
131500 Fire Service	251,129	4,482	0	0	255,611
131599 Fire Service Non-Departmental Cost					0
Total Public Safety	251,129	4,982	188,600	0	444,711
141100 Clerk of Court	206,359	102,410	11,565	0	320,334
141101 Clerk of Court - Family Court	135,129	6,692	18,763	0	160,584
141200 Solicitor - Eleventh Judicial Circuit					0
141299 Circuit Court Services					0
141300 Coroner	53,013	253	0		53,266
141400 Public Defender					0
141500 Probate Court	36,839	22	800	0	37,661
141600 Master-In-Equity					0
142000 Magistrate Court Services	116,680	8,564	8,616	0	133,860
149900 Other Judicial Services					0
Total Judicial	548,020	117,941	39,744	0	705,705

COUNTY OF LEXINGTON
GENERAL FUND
New Programs
Appropriation Summary
Fiscal Year 2004-05
Requested Budget

Fund 1000	Personnel	Operating	Capital	Transfers	Total
151100 Law Enforcement - Administration					0
151200 Law Enforcement - Operations					0
151250 Law Enforcement - School Crossing Guards					0
151300 Law Enforcement - Jail Operations	169,098	11,519	25,200	0	205,817
159900 Law Enforcement - Non-Departmental					0
Total Law Enforcement	169,098	11,519	25,200	0	205,817
161100 Legislative Delegation					0
161200 Registration & Elections	10,141	0	0	0	10,141
161300 Assessment Appeals Board					0
169900 Other Agencies					0
Total Boards and Commissions	10,141	0	0	0	10,141
171100 Health Department					0
171200 Social Services					0
171300 Children's Shelter					0
171500 Veteran's Affairs	17,962	0	2,500	0	20,462
171700 Museum					0
171800 Vector Control					0
179900 Other Health & Human Services					0
Total Health and Human Services	17,962	0	2,500	0	20,462
Subtotal	1,241,786	181,912	308,070	0	1,731,768
999900 Non-Departmental					0
000000 Transfers To Other Funds					0
** Total Appropriations from Undesignated Funds	1,241,786	181,912	308,070	0	1,731,768
*** Total Budget Requests	1,241,786	181,912	308,070	0	1,731,768

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000

Division: General Administration

Organization: 101100 - County Council

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 11	198,907	115,144	237,232	<u>237,232</u>		
510200 Overtime	15	0	0	<u>0</u>		
511112 FICA Cost	13,953	8,023	18,148	<u>18,148</u>		
511113 State Retirement	9,214	5,707	16,250	<u>16,250</u>		
511120 Insurance Fund Contribution - 11	61,600	31,680	63,360	<u>66,000</u>		
511130 Workers Compensation	537	311	640	<u>640</u>		
511213 SCRS - Retiree	4,412	2,180	0	<u>0</u>		
* Total Personnel	288,638	163,045	335,630	<u>338,270</u>		
Operating Expenses						
520100 Contracted Maintenance	470	394	470	<u>470</u>		
520300 Professional Services	3,587	0	2,000	<u>5,000</u>		
520400 Advertising & Publicity	1,282	98	1,000	<u>1,000</u>		
521000 Office Supplies	1,579	904	2,737	<u>2,737</u>		
521100 Duplicating	4,284	1,677	5,500	<u>5,500</u>		
522200 Small Equip. Repairs & Maintenance	155	0	0	<u>0</u>		
524000 Building Insurance	54	54	135	<u>135</u>		
524201 General Tort Liability Insurance	3,054	1,527	3,818	<u>3,818</u>		
524202 Surety Bonds	71	0	0	<u>0</u>		
525000 Telephone	677	344	680	<u>800</u>		
525010 Long Distance Charges	26	17	50	<u>75</u>		
525020 Pagers and Cell Phones	7,356	3,319	8,800	<u>8,800</u>		
525100 Postage	1,858	765	2,000	<u>2,000</u>		
525210 Conference & Meeting Expenses	16,834	14,853	21,608	<u>22,917</u>		
525230 Subscriptions, Dues, & Books	32,067	31,917	32,300	<u>32,300</u>		
525240 Personal Mileage Reimbursement	0	0	500	<u>500</u>		
525300 Utilities - Admin. Bldg	10,735	6,054	10,289	<u>12,500</u>		
529000 Unclassified	1,175	1,035	1,838	<u>2,500</u>		
* Total Operating	85,264	62,958	93,725	<u>101,052</u>		
** Total Personnel & Operating	373,902	226,003	429,355	<u>439,322</u>		

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: General Administration
 Organization: 101100 - County Council

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Agencies Appropriations						
534002 Central Midlands Regional Plan. Coun.	98,966	63,203	126,406	<u>126,406</u>		
534011 Clemson Extension Service	34,678	17,339	34,678	<u>35,100</u>		
534012 Pine Ridge Armory	3,000	3,000	3,000	<u>3,000</u>		
534013 Platt Springs Armory	3,000	3,000	3,000	<u>3,000</u>		
534014 Batesburg Armory	3,000	3,000	3,000	<u>3,000</u>		
534015 Soil and Water Conservation	36,973	18,487	36,973	<u>44,832</u>		
534016 Babcock Center	15,000	7,500	15,000	<u>15,000</u>		
534017 Council on Child Abuse & Neglect	15,000	7,500	15,000	<u>22,000</u>		
534018 Sistercare, Inc.	6,000	3,000	6,000	<u>6,000</u>		
534028 Sexual Trauma Services (Rape Crisis Net.)	10,000	5,000	10,000	<u>10,000</u>		
534029 Aiken/Barnwell C.A.P.	5,000	2,500	5,000	<u>15,570</u>		
534217 Cultural Council of Richland/Lexington	40,000	20,000	40,000	<u>50,000</u>		
----- Greater Columbia Community Relations Council				<u>50,000</u>		
* Total Agencies Appropriations	270,617	153,529	298,057	<u>383,908</u>		
Capital						
540000 Small Tools & Minor Equipment	195	133	596	<u>750</u>		
540010 Minor Software	279	144	167	<u>546</u>		
All Other Equipment	4,703	836	3,162	<u>22,848</u>		
----- Codification				<u>1,500</u>		
** Total Capital	5,177	1,113	3,925	<u>25,644</u>		

***** Total Budget Appropriation**
 649,696 380,645 731,337 848,874

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - N/A
Program III - N/A

Program I: Administration

Objectives:

To provide the citizens of Lexington County the highest level of service at the most economical cost. To adopt policies and enact legislative actions which protect and provide the utmost quality of life possible. Maintain the official records of the County. Provide courteous and prompt response to citizens' calls, requests, complaints and issues which require Council consideration. Prepare agenda packages containing background information for Council, staff, and press. To gather and process information needed by other departments and the public resulting from Council meetings. Maintain working relationship with all elected and appointed officials.

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>		
Chairman	1	1		1	Unc
Vice Chairman	1	1		1	Unc
Council Member	7	1		7	Unc
Clerk to Council	1	1		1	24
Assistant Clerk to Council	<u>1</u>	<u>1</u>		<u>1</u>	<u>24</u>
Total Positions	<u>11</u>	<u>11</u>		<u>11</u>	

1-4

SECTION V. B - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$470

This contract covers any repairs to the punch/bind machine which is used by numerous departments. It has been cost effective to maintain the contract rather than pay for service/repair calls. There is a minimum charge for a service call (\$125.00) which does not include the cost of parts. Contract amount for FY 03-04 was \$470.00.

520300 - PROFESSIONAL SERVICES \$5,000

Funds in this account are used for any special studies or services. This includes programmers fees to devise an electronic voting system.

520400 - ADVERTISING & PUBLICITY \$1,000

These funds are used to defray the cost of publishing notices of public hearings as required by state statute.

521000 - OFFICE SUPPLIES \$2,737

This account is used to pay for such things as pens, paper clips, legal pads, shorthand pads, etc.

521100 - DUPLICATING \$5,500

Funds in this account are used for copying agenda packages, agendas and committee schedules for distribution to those on subscription list and to public at meetings, various information/correspondence to be distributed to Council members, etc.

524000 - BUILDING INSURANCE \$135

524201 - GENERAL TORT LIABILITY INSURANCE \$3,818

525000 - TELEPHONE \$800

Allocated for expense of phone line 359-8103 and the installation and expense of two new phones for Council's offices; (sixth and second floor). The estimated cost per line per phone is 13.12 including tax.

525010 - LONG DISTANCE CHARGES \$75

Covers the cost of any long distance calls which can not be made using the toll free lines.

525020 - PAGERS AND CELL PHONES \$8,800

Each Council member is provided a pager; Council and staff are equipped with a cell phone. This covers the monthly fees for both the pagers and phones.

9 pagers @ \$8.74 a month

\$8.00 for service + \$.40 for 5% sales tax + \$.34 for universal service fund charge

$\$8.74 \times 9 = \$78.66 \times 12 = \$943.92$

7 Nextel phones

National Shared Value 300 Plan at \$34.99 a month for service

2.50 - Detailed Billing

1.13 - Estimated Universal Service Assessment (3%)

.59 - Estimated SC 911 Tax

1.88 - Estimated SC Sales Tax (5%)

41.09 - Per Month for S. Davis, T. Cullum, J. Wilkerson, J. Owens, D. Burnett, D. Black and

**SECTION V. B. - OPERATING LINE ITEM NARRATIVES
CONTINUATION**

J. Jeffcoat
41.09 x 12 = \$493.08 x = \$3,451.56

7 Nextel phones

National Shared Value 500 Plan at \$44.99 a month for service
2.50 - Detailed Billing
1.43 - Estimated Universal Service Assessment (3%)
.59 - Estimated SC 911 Tax
2.38 - Estimated SC Sales Tax (5%)
51.89 - Per Month for J. Carrigg, B. Keisler and B. Rucker

51.89 x 12 = \$622.68 x 3 = \$1,868.04

(This basic monthly rate does not include any charges for calls over the 25 minutes allowed each month.)

525100 - POSTAGE \$2,000

Covers the cost of all mailings to Council and general public.

525210 - CONFERENCE & MEETING EXPENSES \$22,917

This account is used to cover the annual SCAC Conference; Mid-Year Conference; and refreshments for Council meetings. It is also used to pay for lunch for the Finance Committee meetings (approximately 12 meetings per year). Nine (9) members and 1 staff person attend SCAC Annual Conference held in August.

SCAC Conference - Registration - \$275.00 x 9 = \$2,475.00
Institute Registration - \$45.00/course x 15 = \$ 675.00
Housing - \$170.00 x 5 = \$850.00 x 9 = \$7,650.00 (Based on 5 nights)
Mileage - 360 x 32.5 = \$117.00 x 9 = \$1,053.00
Meals - \$34.00 x 5 = \$170.00 x 9 = \$1,530.00

Council Meeting Expense - 24 Meetings Per Year; \$125.00 Estimated Cost Per Meeting
24 x 125.00 = \$3,000.00

Board & Commission Members Recognition Dinner
\$4,025.00

Assistant Clerk to Council to attend Association of Counties conferences to obtain certification.

SCAC Conferene - Registration - 135.00 x 3 = \$405.00
Lodging - \$61.60 x 2 = \$123.20 (Based on 2 nights) x 3 = \$69.60
Mileage - 320 x 32.5 = \$118.08 x 3 = \$354.00
Meals - \$30.00 x 2 = \$60.00 x 3 = \$180.00

There are three schedule meetings (February, August, and October)

525230 - SUBSCRIPTIONS, DUES & BOOKS \$32,300

SCAC Annual Dues - \$28,477.46; NACO Dues estimated at \$3,498; SC Legislative Council (SC Code Supplement)
\$300.00

**SECTION V. B. - OPERATING LINE ITEM NARRATIVES
CONTINUATION**

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

Covers Council members' personal mileage other than that covered under Conference and Meeting Expenses.

525300 - Utilities **\$12,500**

529000 - Unclassified **\$2,500**

Funds allocated are used to frame resolutions adopted by Council and flowers or memorials for funerals.

SECTION V . C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment	\$750
To cover the cost to replace phones and beepers.	
540010 - Office XP Software	\$546
To cover the cost of (2) Office XP in order to edit and print in County format. Cost of Office XP is \$273.00 including tax.	
000000 - Codification	\$1500
To cover the cost of codifying and recodifying ordinances.	
000000 - Plaque	\$625
To cover the cost and installation of a plaque for the new Oak Grove Magistrate's office.	
000000 - (13) ViewPad 1000 10.4" ViewPad Tablet PC with Keyboard	\$19,110
To allow Council the ability to electronically receive and review agenda packets, etc. Cost of each unit including tax is \$1,470.00.	
000000 - (13) ViewPad 1000 Dock with Built-in CD-Rom	\$1,352
Necessary in order to operate the ViewPad 1000. Cost of each unit including tax is \$103.95.	
000000 - (13) Wireless Keyboard, ViewPad & ViewPad 1000-2	\$614
To be used in conjunctions with the ViewPad 1000. Cost of each unit including tax is \$47.23	
000000 - (13) Power Cord and Adapter, ViewPad 1000	\$533
Necessary in order to operate the ViewPad 1000. Cost of each unit including tax \$40.93.	
000000 - (13) Slim MicroSaver Security Cable	\$614
Be used to secure the ViewPad 1000 10.4" View Pad Tablet. Cost of each unit including tax \$47.23.	



February 20, 2004

Mr. William A. Brooks, Administrator
Lexington County
212 South Lake Drive
Lexington, SC 29072

Dear Art:

As per the instructions, we have enclosed the request of Central Midlands Council of Governments for an appropriation from Lexington County to help support the FY 2004-05 work program. The Central Midlands Council of Governments' board of directors voted on September 26, 2002, to use the 2000 census as the basis for the COG's 75 cents per capita membership dues calculation. Our request of Lexington County is \$126,406 for regional dues.

Please note that we use the dues paid by our member governments to provide grant matching and staff support for over \$10 million in federally funded programs and projects, many of which will benefit Lexington County. The estimated utilization of the funding from Lexington County is 100 percent.

As always, we appreciate the continued support of Lexington County and we look forward to working with you in FY 2004-05. If you have any questions, please contact me. My email address is nwhitaker@centralmidlands.org and the telephone number is (803) 376-5390.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman Whitaker".

Norman Whitaker
Executive Director

Enclosure

NW/nwb/haa

cc: Lexington County Board Members:

John Carrigg
Todd Cullum
Smokey Davis
Billy Derrick
Melanie Ellerbe
Johnny Jeffcoat
Homer Mitchell
Butch Spires
S. Lyman Whitehead

1-9

Serving Local Governments in South Carolina's Midlands

236 Stoneridge Drive, Columbia, SC 29210 ♦ (803) 376-5390 ♦ FAX (803) 376-5394 ♦ Web Site: <http://www.cmcog.state.sc.us>

**Central Midlands Council of Governments
Preliminary Budget FY2004-05**

Revenue

Local Revenue:

Member Governments	447,188
State Aid	82,839
Interest Income	12,500
Sale of Data & Publications	14,000
Total Local Revenue	<u>556,527</u>

Regional Programs:

Aging-Planning & Administration	232,570
Aging-Ombudsman Program	218,996
Workforce Development	364,675
Workforce Development Contracts	2,813,575
Transit - Section 5303 (Planning)	104,000
Transit - Section 5307 (Planning)	368,251
Federal Highway Administration	315,340
State (Rural) Highway Planning	50,000
Economic Development Administration	52,000
Community Development Block Grant - Planning	50,000
EPA 208 Planning	19,000
Hazard Mitigation Assessment	5,500
Total Regional Programs	<u>4,593,907</u>

Grant Administration:

Community Development Grant Administration	112,500
Total Grant Administration	<u>112,500</u>

Local Technical Assistance	16,000
Total Operating Revenue	<u>5,278,934</u>

Indirect (Interdepartmental)	1,165,389
------------------------------	-----------

Total Capital Revenue	<u>12,000</u>
Total Operating and Capital Revenue	<u>6,456,323</u>

Pass Through Revenue:

Aging	1,919,358
Transportation	4,378,327
Total Pass Through Revenue	<u>6,297,685</u>
Total Revenue	<u><u>12,754,008</u></u>

Central Midlands Council of Governments

Operating Expenses

Personnel Costs	1,726,938
Employee Training	55,000
Insurance, Legal, and Audit	145,500
Office Operations	134,200
Transportation	60,000
Building and Equipment	202,445
Interdepartmental	1,165,389
Total Operating Expenses	<u>3,489,472</u>

Non Operating Expenses

Deferred Maintenance	10,000
Consultants and Contracts	131,276
Workforce Development Contracts	2,813,575
Capital	12,000
Total Non Operating Expenses	<u>2,966,851</u>
Total Operating and Non Operating Expenses	<u>6,456,323</u>

Pass Through Expenses

Aging	1,919,358
Transportation	4,378,327
Total Pass Through Expenses	<u>6,297,685</u>
Total Expenses	<u>12,754,008</u>
Increase (Decrease) Fund Balance	<u><u>0</u></u>

COOPERATIVE EXTENSION SERVICE



February 20, 2004

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington SC 29072

Re: **BUDGET REQUEST - 2004-2005**

Dear Mr. Brooks:

The Lexington County Clemson University Cooperative Extension Service is requesting the following resources for Fiscal Year 2004-2005 to insure that our staff is able to deliver the unbiased, research-based information from the University to the citizens of Lexington County. This was the intent with the signing of the Smith-Lever Act of 1914 to perpetuate the cooperative agreement between federal, state and county governments to see that their citizens were assured of receiving accurate, scientifically-based knowledge to improve the quality of their lives.

The enclosed informational packet will give you an insight to the goals and objectives of the Clemson Cooperative Extension Service and the priorities chosen for Lexington County. Based upon those priorities, the support funding requested will be used to address issues and needs in the county. You will note that, as directed by our Mission, the programmatic thrust will fall into Five Goals areas: Agrisystems Productivity and Profitability, Economic and Community Development, Environmental Conservation, Food Safety and Nutrition, and Youth Development and Families.

This year we are requesting a needed increase for our county-funded Agriculture Science Assistant II position. It is a state classified, paraprofessional position used to assist clientele in Consumer Horticulture. This F.T.E. is mandated to follow South Carolina government legislative salary increases. There is a projected 2% cost of living increase for all classified employees.

Thank you for your support in the past and in the future of the Cooperative Extension Service. **We invest \$363,947 Federal and State dollars in Lexington County**, and we hope you feel that the money you spend is a wise investment as we work extremely hard in a pro active manner to be a catalyst for change for the short and long range benefit of the county.

If any of the above information needs further explanation, please call 359-8515.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul M. Horton", written over a horizontal line.

Dr. Paul M. Horton
Midlands Regional Director

Attachments

cc: Dr. Fran Wolak
Mr. George H. (Smokey) Davis



1-12

605 WEST MAIN STREET . STE 109 . LEXINGTON, SOUTH CAROLINA 29072 . TELEPHONE 803/359-8515
Clemson University Cooperative Extension Service offers its programs to people of all ages, regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital status and is an equal opportunity employer.

Cooperative Extension Work in Agriculture and Home Economics - State of South Carolina - Clemson University,
The United States Department of Agriculture and South Carolina Counties Cooperating

LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2004-2005

AGENCY: CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE - Lexington County

DESCRIPTION OF AGENCY:

The Cooperative Extension Service, mandated by the Smith-Lever Act in 1914, operates under a unique agreement between local, state and federal governments and is administered by the Land Grant University in each state. The Clemson Extension Service in Lexington County is an arm of Clemson University which carries the latest research and development to county residents in fields of agriculture, home economics, 4-H, and community development.

Issue based educational programs based on the needs and interests as identified by local advisory councils are conducted by a staff of 12.0 professionals and para-professionals. These programs will enhance the management of our natural resources; foster improvement of agriculture; strengthen families as individuals and as a unit; enhance rural and community development; and develop human resources to include leadership and citizenship.

This mission recognizes the need for educational programs that contribute to consumer and producer welfare. Programs will be offered to people of all ages regardless of race, color, sex, religion, national origin or handicap.

GOALS AND OBJECTIVES:

FISCAL TEACHING EQUIVALENT*
(F.T.E.)

The 4-H and Youth Development Program

1.5

is the component of the South Carolina Cooperative Extension Service for youth between the ages of five and nineteen. Adults and youth working together on on topics of personal concern and betterment is the basic 4-H method of education. Assisting youth with current issues and helping them explore various career opportunities is a major goal of 4-H. The curriculum is aimed at improving the competency of the participant and improving their skill in coping with life situations. The opportunity to gain expertise in helping others learn and accomplish a task is of primary importance in the leadership phase of each experience. The program also provides opportunities and encourages youth to become actively involved in their community decision making process.

Every 4-H Unit is a branch classroom of Clemson University, every participant is touched by knowledge from Clemson University, and every 4-H leader is a volunteer staff member of Clemson University.

GOALS AND OBJECTIVES Continued

F.T.E's

Agricultural and Natural Resource Programming for both urban and rural counties in South Carolina and the Nation is critical.

2.3

In Lexington County we have hired two trained permanent Agricultural Science Assistant II's for the cost of 1 FTE (Full Time Equivalent). Their job will be to handle consumer horticulture telephone calls and walk-in clientele. The goal is to release agents from the never-ending phone demands and allow them to do more pro active educational programming in commercial Agriculture.

Research based educational programs to meet the needs of Lexington County citizens are planned and implemented under the following national initiatives: Alternative Agricultural Opportunities, Competitiveness and Profitability of Agriculture, and the Conservation and Management of Natural Resources, including home and commercial horticulture.

Extension Home Economics Programs are planned and implemented to improve the knowledge and skills of homeowners and consumers. Programs address issues related to family and economic well being; improving Nutrition, Diet and Health - including subjects such as financing and maintaining the home, financial management and planning and Environmental Concerns such as Food Safety and Water Quality.

2.0

Expanded Food and Nutrition a phase of Home Economics is a federally funded program directed to providing educational programs for limited resources to adults and youth on improved nutrition.

1.1

Community Development is coalition building with community leaders to address issues of the community and to seek out resources to help solve the, i.e. **Leadership Lexington County**. Task forces of volunteers are formed to multiply the effect of leadership skills development and to involve communities. One major issue being addressed is solid waste.

2.0

The Administrative Support Staff receive visitors, coordinate and maintain effective office procedures, establish harmonious relationships between agents and clients, assist clients, if possible, when agents are out of the office, assist agents in dissemination of information to local farmers, landowners, homeowners, and youth, implement and enforce policies and procedures set forth by the director, input and retrieve information from the Clemson University computer network for easy accessibility to agents and clients, prepare information and supporting data for meetings, maintain records' management system for office, make arrangements for meetings and conferences, serve as recorder of minutes, with responsibility for transcription and distribution to participants.

2.0

Administration

.1

* 1 FTE equals approximately 230 workdays

1-14

SERVICE LEVEL INDICATORS

1,651 Educational Programs and activities conducted.
6,750 Participants completing educational programs.
5,976 Participants reporting increased knowledge.
1,998 Participants planning to adopt practices.
11,278 Clientele receiving information through "non-program"
contacts such as telephone, office and farm visits.

(Full details are available by request through
CUMIS "Clemson University Management Information System")

Mass media education is an important tool for us in our major metropolitan area.

- * wrote news articles for local papers based upon need and programmatic function
- * wrote monthly news article entitled "Lexington Homes" for the "Lexington County Chronicle"

Direct mail pieces:

Monthly Horticulture Newsletter - 286 recipients
"Green Sheet"

Bi-monthly Agriculture Newsletter - 200 recipients
"Crop News"

Quarterly Financial Management Newsletter - 589 recipients
"Focus On Family Matters"

Quarterly Forestry/Landowners Newsletter - 287 recipients

Periodical Agricultural Mailings - 650 recipients
"Midlands Vegetable Production"
"Row Crop Production"
"Forestry/Landowners"



LEXINGTON COUNTY CLEMSON EXTENSION SERVICE
Budget Request
2004-2005

Agriculture	\$ 1,339.00
Home Economics	\$ 1,520.00
4-H & Youth Development	\$ 4,311.00
Community Development	\$ 1,390.00
Administration	\$ 3,475.00
Agricultural Science Assistant II	\$ 23,065.00
	<hr/>
TOTAL	\$ 35,100.00



**CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
BUDGET OUTLINE
LEXINGTON COUNTY REQUEST
FY 2004 - 2005**

<u>TYPE OF EXPENSE</u>	<u>TOTAL</u>
Direct Program/Demonstration Support	\$ 8,560.00
Agriculture & Natural Resources	1,339.00
Agrisystems Productivity and Profitability	
Master Gardener Volunteer Program	
Commercial Horticulture Programming	
Consumer Horticulture Programs	
Forage Demonstration	
Row Crops	
Vegetable Crops	
Pesticide Applicator Licensing	
Livestock	
Small Farm Program	
Home Economics	1,520.00
Food Safety & Nutrition Programs	
Food Preservation	
Family Resource Management	
Family Life	
Family and Community Leaders (FCL)	
4-H Youth Development	4,311.00
Volunteer Training & Development	
Awards Banquet	
School Enrichment Programs	
State Awards Congress	
4-H Gardening Program	
Poultry Barbecue	
Cloverleaf Curriculum	
Jr. Achievement Day	
Community Development	1,390.00
Leadership Lexington County	
Farm/City Week Education	
Family and Community Education Programs	
Governor's Beautification Program	
Environmental - Home-A-Syst	

Administration 3,475.00

- Printing Costs and Office supplies
- Office Support for Equipment Repair
- Agricultural SAT Programming, Satellite Systems
- Audio Visual Supplies
- Software and Hardware maintenance and Updates
- Professional Development

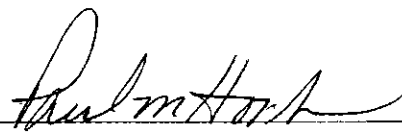
Agriculture Science Assistant II 23,065.00

TOTAL \$35,100.00

CLEMSON UNIVERSITY COOPERATIVE EXTENSION SERVICE
LEXINGTON COUNTY, SOUTH CAROLINA
APPROPRIATIONS REQUEST FOR FY 2004-2005
SUMMARY OF REVENUE RECEIVED FROM ALL SOURCES INCLUDING
LEXINGTON COUNTY

61-1

<u>SOURCE</u>	A FY 02-03	B FY 03-04	C FY 04-05 REQUEST
LEXINGTON COUNTY APPROPRIATION	<u>\$ 34,678.00</u>	<u>\$ 34,678.00</u>	<u>\$ _____</u>
LEXINGTON COUNTY REQUEST	<u>\$ 35,418.00</u>	<u>\$ 34,678.00</u>	<u>\$ 35,100.00</u>
STATE GOVERNMENT	<u>\$ 487,951.00</u>	<u>\$ 415,171.00</u>	<u>\$ 287,273.00</u>
FEDERAL GOVERNMENT	<u>\$ 102,639.00</u>	<u>\$ 100,604.00</u>	<u>\$ 76,674.00</u>
TOTALS	<u>\$ 626,008.00</u>	<u>\$ 550,453.00</u>	<u>\$ 399,047.00</u>

SUBMITTED BY: 

TITLE: MIDLANDS REGIONAL DIRECTOR

DATE: FEBRUARY 20, 2004

AGRICULTURE & NATURAL RESOURCES
2004-2005
Budget Request

Budget Items	2004-2005
EQUIPMENT	\$500.00
REFERENCE MATERIALS / PROGRAMS	\$500.00
AG DEMONSTRATIONS / AWARDS	\$339.00
TOTALS	\$1339.00

**4-H & YOUTH DEVELOPMENT
2004-2005
Budget Request**

Budget Items	2004-2005
STATE 4-H CONGRESS	\$500.00
4-H20 PONTOON CLASSROOM SCHOLARSHIPS	\$300.00
4-H AWARDS	\$400.00
4-H TEEN WEEKEND	\$150.00
RENTAL OF FACILITIES	\$200.00
4-H DEMONSTRATION / ACHIEVEMENT DAYS	\$275.00
4-H POULTRY BBQ	\$250.00
4-H FASHION REVUE / CLINIC	\$350.00
4-H MONEY MANAGEMENT / CONSUMER JUDGING	\$310.00
4-H RESOURCE MATERIALS	\$400.00
4-H PUBLICITY	\$200.00
4-H VOLUNTEER TRAININGS	\$150.00
4-H SEWING PROJECT SUPPLIES/MAINTENANCE	\$350.00
4-H PRIDE WORKSHOP	\$200.00
4-H COMMUNICATIONS WORKSHOP	\$100.00
4-H PINNACLE PROGRAM	\$176.00
TOTALS	\$4,311.00

**South Carolina Army National Guard
59th Troop Command
3528 Platt Springs Road
West Columbia, South Carolina 29170**

February 4, 2004

Lexington County Council
ATTN: Mr. William A. Brooks
212 South Lake Drive
Lexington, South Carolina 29072-3437



Re: FY 2004-2005 Fund Request


Dear Mr. Brooks:

The members of the 59th Troop Command wish to express their appreciation for the funds received last year from Lexington County. The South Carolina Army National Guard respectfully submits this request for funds for FY2004-2005. The three armories in Lexington County are: the Springdale Armory located on Platt Springs Road; the Pine Ridge Armory located on Fish Hatchery Road and the Batesburg Armory located on Armory Street. The operating cost for FY04-05 for the Springdale Armory is estimated to be \$41,000, \$45,000 for the Pine Ridge Armory and \$25,000 for the Batesburg Armory. The economic impact on the communities for these three armories for FY04-05 is estimated to be \$8,466,000.00.

As you know these armories were allocated \$3,000 last fiscal year and we are again asking for your support. In appreciation for the support rendered in the past, we have always attempted to provide access to this facility for Lexington County business at no charge. We allow many community, as well as individual activities to be held at these facilities. We have had Red Cross blood drives, police training seminars, census training classes, Airport High School functions, and marriages, to name just a few.

We appreciate the financial support provided to us by the County of Lexington. The funds received are utilized in making upgrades to the building and grounds in order to continue to provide the public, the County agencies and the soldiers that work here with a nice suitable facility.

If I can be of any further assistance, do not hesitate to call me at 806-2907.


EDDIE H. GOFF
Colonel, SCARNG
Deputy Commander



County of Lexington

County Administrator
212 South Lake Drive
Lexington, South Carolina 29072
Telephone (803) 359-8100 Fax (803) 359-8101

January 23, 2004

Commanding Officer
West Columbia National Guard Armory
3528 Platt Springs Road
West Columbia, South Carolina 29171

Re: FY 2004-2005 Annual Budget

Dear Sir:

This is to remind you to submit your budget request if you are seeking funds from Lexington County again this year. In order for Council to make an informed decision on funding, please include the following items in your request:

- (1) Total funding sources anticipated (including county request).
- (2) Estimated utilization of total funding (including line item appropriation detail).
- (3) Service level indicators (i.e., clients served, programs, etc.)
 - a. Agency totals
 - b. Lexington County portion

This information should be in our office by February 20, 2004, since the budget will be presented to County Council on April 13, 2004.

If you have any questions, please contact us.

Yours very truly,

William A. Brooks
County Administrator

Enclosure/Budget Schedule

1-26



County of Lexington

County Administrator
212 South Lake Drive
Lexington, South Carolina 29072
Telephone (803) 359-8100 Fax (803) 359-8101

January 23, 2004

Commanding Officer
Batesburg-Leesville National Guard Armory
208 Armory Street
Batesburg South Carolina 29006

Re: FY 2004-2005 Annual Budget

Dear Sir:

This is to remind you to submit your budget request if you are seeking funds from Lexington County again this year. In order for Council to make an informed decision on funding, please include the following items in your request:

- (1) Total funding sources anticipated (including county request).
- (2) Estimated utilization of total funding (including line item appropriation detail).
- (3) Service level indicators (i.e., clients served, programs, etc.)
 - a. Agency totals
 - b. Lexington County portion

This information should be in our office by February 20, 2004, since the budget will be presented to County Council on April 13, 2004.

If you have any questions, please contact us.

Yours very truly,

William A. Brooks
County Administrator

Enclosure/Budget Schedule

1-27

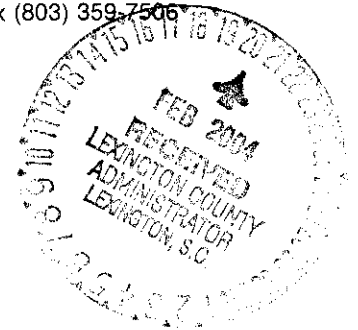


Lexington Soil and Water Conservation District

123 Park Road - Lexington, South Carolina 29072 - Phone (803) 359-3165 - Fax (803) 359-7506

February 18, 2004

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington, SC 29072



Re: Soil and Water Conservation District Fiscal year 2004-2005 Request for Funds
in the amount of \$44,832.00

Dear Art,

We continue to provide a service not available any other way to the citizens of Lexington County relating to the many problems involving natural resources. The urban conservationist assigned to the Lexington Soil and Water Conservation District has been successful this past year in arranging for various educational activities for citizens, developers and planners, whose work directly affects our natural resources. If it were not for the Conservation District this additional service would not have been possible. With urban developments increasing in Lexington County, this was an important step in the right direction for all of us.

We continue to assist schools in the area of natural resource conservation education for students. We also provide the necessary technical assistance needed by members of our farming communities, through the USDA Natural Resource Conservation Service staff presence here. The SC DNR Conservation Specialist for three counties is headquartered here in our Conservation District office as well.

This past year we lost two (2) of our three (3) part time employees. We were successful in hiring a full time employee from the Gilbert area to assist our District Manager with all the programs and activities of the Soil and Water Conservation District. We are still in need of another part time employee. Our budget this year reflects this need. Please see our budget, which is continued on the next page.

1-28



Lexington Soil and Water Conservation District
123 Park Road - Lexington, South Carolina 29072 - Phone (803) 359-3165 - Fax (803) 359-7506

**LEXINGTON CONSERVATION DISTRICT
2004 - 2005 BUDGET**

EXPENSES

ADMINISTRATIVE ACTIVITIES	8,550.00	
CONSERVATION EDUCATION	8,000.00	
SALARIES (One full time, two part-time employees)	44,782.00	
TOTAL EXPENSES		61,332.00

INCOME

State Funds (DNR)	9,000.00	
Affiliate Memberships	7,500.00	
County Funds	44,832.00	
TOTAL INCOME		61,332.00

Again we request County Council, through your recommendation and continued support, to approve our funding request for 2004 - 2005 in the amount of \$44,832.00 which still does not include any personnel benefits such as health or retirement.

Sincerely,

Dwight Davis
Dwight Davis, Chairman

1-29



February 1, 2004

Mr. William A. Brooks
County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks,

This letter represents the annual budget request to Lexington County for Babcock Center. We are requesting the same funding which we have received in the past. Babcock Center is requesting \$15,000 to assist us in providing services to county residents at our Three Fountains Work Activity Center.

Our Three Fountains program receives funding from the South Carolina Department of Disabilities and Special Needs, the United Way of the Midlands and Lexington County. Funding from the aforementioned sources provide services to 102 individuals who reside in Lexington County. In addition, Medicaid dollars are also utilized for 20 residents of Lexington County group homes served at the program site.

The total budget for the Three Fountains Work Activity Center for fiscal year 2004 is \$974,005. This provides staff assistance, vocational training, programming and transportation services for the people mentioned above. Even though the Lexington County portion of the budget is small, the contribution made by the county continues to be critical in terms of Babcock Center providing needed services to individuals with disabilities residing in the county. The estimated utilization of total funding is 100 percent.

Sincerely,

R. Pike Moss
Director of Vocational Supports
Babcock Center

1-30

*Bridging the Gap
for People with Lifelong Disabilities*

Three Fountains WAC Projected 2004-2005
(Based on Current Operations 1/30/04)

ANNUAL

REVENUES

UNITED WAY	111,556
LEXINGTON COUNTY	15,000
COST ALLOCATIONS	847,449

TOTAL REVENUE **\$974,005**

SALARIES

ADMINISTRATION	44,808
HOME SERVICES	17,227
DIRECT CARE	526,424

TOTAL SALARIES **\$588,460**

BENEFITS

FICA	42,186
UNEMPLOYMENT	5,515
WORKMEN'S COMP.	43,772
HEALTH INSURANCE	59,924
PENSION	5,769
DENTAL	1,494
DISABILITY INSURANCE	1,010

TOTAL BENEFITS **\$159,669**

OTHER DIRECT EXPENSES

TRAVEL & MEALS	1,152
POSTAGE & PRINTING	3,000
TELEPHONE	4,680
FOOD	1,200
MEDICAL	1,800
OVER THE COUNTER	36
PROGRAM SUPPLIES	600
ELECTRICITY	9,760
WATER	1,704
EXTERMINATING	1,152
TRASH REMOVAL	3,000
MAINT. SUPPLIES	2,064
H'HOLD SUPPLIES	7,200
CONT. SERVICES	9,600
FURNIT. & FURNISH.	1,440
MAINT. CONTRACTS	720
FEES & LICENSES	60
SEMINARS & TRAINING	1,800
PROP. INSURANCE	3,026

TOTAL OTHER EXP'S. **\$53,994**

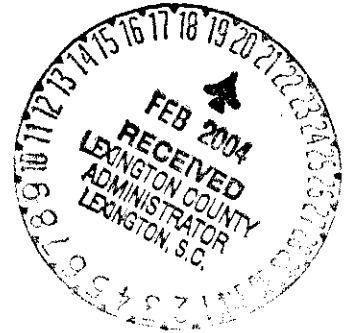
Three Fountains WAC Projected 2004-2005
(Based on Current Operations 1/30/04)

	ANNUAL
DEPRECIATION	
DEPREC. BLD IMPROV.	3,252
DEPREC. BUILDING	6,559
DEPREC. EQUIPMENT	1,227
DEPREC. FURNITURE	200
TOTAL DEPRECIATION	\$11,238
TOTAL DIRECT EXPENSES	\$813,361
ALLOCATIONS	
ADMINISTRATION	63,900
TRANSPORTATION	46,080
MAINTENANCE	8,664
VOCATIONAL SER.	42,000
TOTAL ALLOC. EXP.	\$160,644
TOTAL EXPENSES	\$974,005
NET INCOME	\$0



Prevent Child Abuse SC

our purpose is to protect our children



February 18, 2004

Mr. William A. Brooks
County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Re: FY 2004-2005 Annual Budget

Dear Mr. Brooks:

Enclosed is the annual budget request for Prevent Child Abuse South Carolina (PCASC) for the FY 2004-2005. The requested amount is \$22,000.

Parent Aides serve as trained individuals who work one-on-one with families to promote healthy, appropriate and stable family functioning in abusive, neglectful and/or high-risk families. The Parent Aide program is an intensive in-home based program that targets parents who are experiencing difficulties in their parenting roles and are in need of supportive assistance. The primary goal of the program is to replace patterns of abusive behavior with effective skills for non-abusive parenting.

During FY 2003-2004 the Parent Aide program was able to serve 154 adults and children in Lexington County, consisting of 38 families at an average cost per family of \$ 955.00 or \$18.60 an hour for intensive home based services, a total yearly cost of \$36,271.00. Parent Aides provided more than 2618 hours of service. If the same family had to enter the Lexington County system, that cost would be approximately \$35,200 per family in that year. Therapeutic foster care placement cost taxpayers \$150.00 per day.

Families receive many benefits as a result of participating in the Parent Aide program, such as learning to identify and cope with life stressors, developing appropriate alternatives to conflict resolution, learning how to live in a trusting relationship with another adult as well as with children, identifying and accessing community resources to meet their needs, appropriately caring for and disciplining their children, and learning how to model a stable and trusting relationship.

WWW.PCASC.ORG

Denise Barker, MA
PRESIDENT
Rick Wheeler
VICE-PRESIDENT

Jennifer Muir, CPA
TREASURER
Sam Myers
SECRETARY

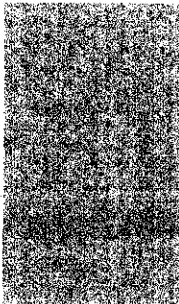
Susan Cato
Barbara Colvin
Jo Mengedoht Cox
Susan Davis, JD

Dr. V. Shaw Evans
Caroline Freeman
Ellen Hamilton
William Harner, PH.D.

Calvin Jackson
Dawn Mercer
Zeke Montgomery, CPA
Marty Phalen

Rep. James Smith
Trè Taylor
Ricci Land Welch, JD

1-33



The Parent Education Parent Support (PEPS) program is also offered to parents in Lexington County who are experiencing difficulties in their parenting role in a non-judgmental group atmosphere. Parents work through their own issues with the support, acceptance and understanding of other parents. Targeted groups of parents maybe self referred, referred by the Department of Social Services, local schools, community health clinics, attorneys, and Family Court. The parent education classes seek to provide parents with an opportunity to learn positive parenting techniques that strengthen their ability to be better parents. The goals of the program are to help parents increase their knowledge of positive parenting techniques, increase formal and informal support systems and increase positive attitudes about parenting and about themselves.

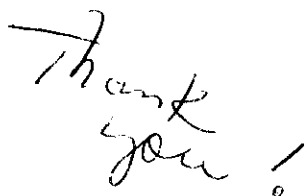
We have scheduled three PEPS classes to be held at Lexington Baptist Church and St. Simon & St. Jude Episcopal Church. This effort allows us an opportunity to collaborate with Faith based organizations as well as other community agencies in providing services for the community at large.

We appreciate your support of Prevent Child Abuse South Carolina and the many children and families that benefit from our services.

In Partnership,



Lynne Taylor, Ph.D.
Executive Director



Enclosures

Prevent Child Abuse South Carolina
 Total Funding Sources for Parent Aide & PEPS Programs
 County of Lexington Budget Request

1. Total Funding Sources Anticipated

Revenue	Proposed Program Budget 2004 - 2005
United Way of The Midlands Investment	162,961
Other United Way Investments	34,500
Contributions	9,400
Government Fees & Grants	414,140
Lexington County Grants	22,000
Non-Government Fees & Grants	2,500
Program Services Fees / Income	8,000
Special Events	-
Investments	-
Other Income: (please list)	-
In-Kind Support	30,000
Total Program Revenue	683,501

2. Estimated Utilization of Total Funding

Expense	Proposed Program Budget 2004 - 2005
Direct Program Salaries & Benefits	419,926
Lexington County - Direct Program Salaries & Benefits	19,221
Administrative Support and Personnel	69,400
Professional Fee	15,414
Telephone, Postage, Shipping, Printing	15,500
Equipment Computers	12,500
Travel, Training, Conference	52,701
Lexington County - Travel	2,779
Occupancy	35,670
Other Program Expenses - Insurance	1,490
Other Program Expenses - Depreciation	8,900
Donated Items For Clients	30,000
Total Program Expenses	683,501

Program Participant Data FormOrganization Name: Prevent Child Abuse SCProgram Name: Parent Education Parent Support (PEPS)

Total number served in 2003 (FY 2002-2003)	Total number to be served in 2004 (FY 2003-2004)	Number or percentage difference
136 Parents	169 Parents	10%
1632 Classes	1824 Classes	192 Classes

2003 (FY 2002-2003)		Number of People	Units of Service
Gender	Male	<u>17</u>	<u>204</u>
	Female	<u>119</u>	<u>1428</u>
Race/Ethnicity	African American	<u>76</u>	<u>912</u>
	Asian	<u>0</u>	<u>0</u>
	Hispanic	<u>0</u>	<u>0</u>
	Caucasian	<u>52</u>	<u>624</u>
	Other	<u>7</u>	<u>84</u>
Geographic Area Served	Calhoun County		
	Fairfield County		
	Lexington County	<u>16</u>	<u>84</u>
	Newberry County		
	Orangeburg County		
	Richland County	<u>120</u>	<u>1440</u>

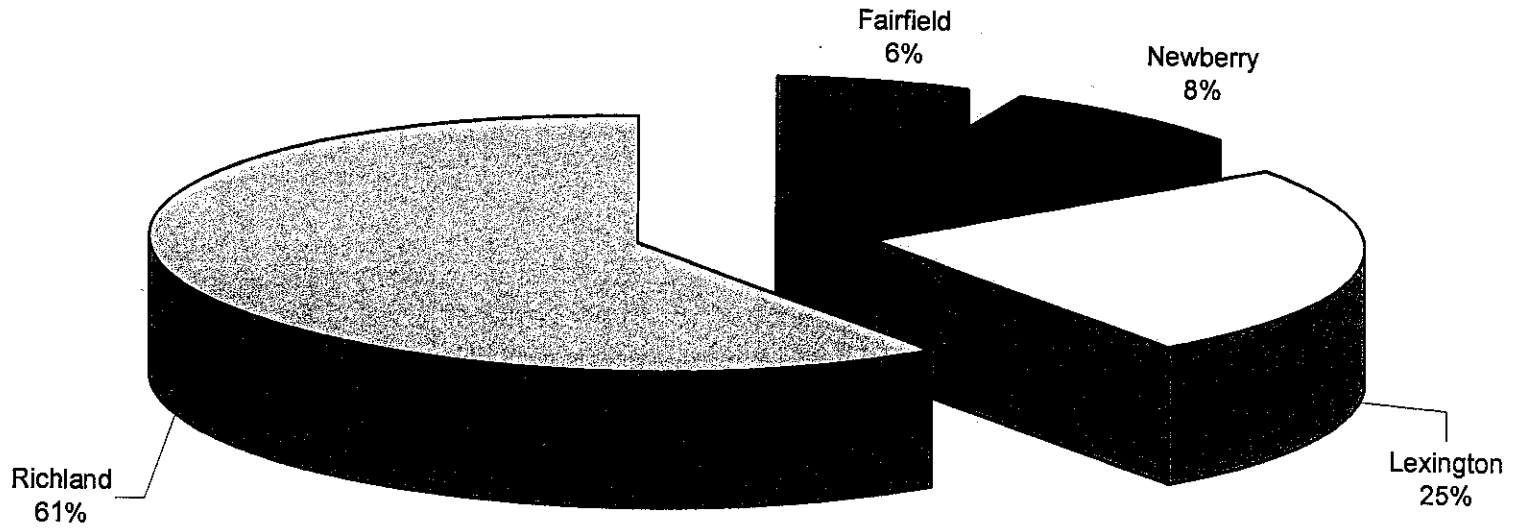
Program Participant Data FormOrganization Name: Prevent Child Abuse South CarolinaProgram Name: Parent Aide

Total number served in 2003 (FY 2002-2003) (Unduplicated)	Total number to be served in 2004 (FY 2003-2004)	Number or percentage difference
Actual number of people served 617 persons 363 adults, 254 children	937 Number of people to be served (Unduplicated)	320
Units of service provided. (Unduplicated) 10,422.50 hours	15,929 Units of service to be provided. (Unduplicated)	5,506.5

2003 (FY 2002-2003)		Number of People	Units of Service Hours
Gender	Male	255	4268.5
	Female	362	6154
Race/Ethnicity	African American	368	6256
	Asian	0	0
	Hispanic	5	44.5
	Caucasian	231	3927
	Multi-Racial	13	195
Geographic Area Served	Calhoun County	0	0
	Fairfield County	39	596.5
	Lexington County	154	2618
	Newberry County	52	884
	Orangeburg County	0	0
	Richland County	372	6324

County Breakdown 2003

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Sistercare

PO Box 1029

Columbia, SC 29202

803 926-0505

Fax 803 794-0098

February 4, 2004

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072



Dear Mr. Brooks:

Enclosed please find Sistercare's \$6,000 request to the County of Lexington for the fiscal year 2004-2005 budget. Funding this request will help Sistercare continue to provide emergency shelter and essential services for Lexington County domestic violence victims. Although our agency serves a five-county area, Lexington County battered women and their children receive admissions priority at Sistercare's Lexington County shelter. Sistercare will open a second emergency shelter in Lexington County during 2004 to serve an additional 200 domestic violence victims per year.

Sistercare's emergency shelter program offers a comprehensive continuum of services to help prevent further violence to battered women and their children and to stop the intergenerational perpetuation of violence. All services are provided free of charge.

As always, the County of Lexington's financial support is critical to providing safe emergency shelter for Lexington County battered women and their children who are in imminent danger from domestic violence. Sistercare will appreciate the County of Lexington's continued support.

Sincerely,

Nancy Barton
Executive Director
ld
Enclosure



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1.) Total funding sources anticipated for Sistercare in FY 2004-2005 are as follows:

FUND I - General Operations

Contributions	360,000
Board Fund Raisers	87,000
United Ways	100,398
Private Foundations	192,000
State Funds	428,779
Local Government Funds	47,200
County of Lexington	6,000
Federal Grants	518,528
Investment Income	13,000
Other Income	3,200
Reserve	28,305
	<u>28,305</u>
<u>Subtotal</u>	<u>\$1,784,410</u>

FUND II - Capital

Capital Endowment	<u>20,000</u>
<u>Subtotal</u>	<u>20,000</u>
<u>TOTAL</u>	<u>\$1,804,410</u>

2.1) Estimated utilization of total funding anticipated for Sistercare in FY 2004-2005 is:

Fund I - General Operations

Salaries	1,112,740
Health/Retirement Benefits	225,345
Payroll Taxes	99,886
Professional Fees	25,800
Supplies	48,700
Telephone and Postage	30,500
Occupancy	122,772
Equipment and Maintenance	18,741
Printing and Publications	8,265
Travel	43,450
Assistance of Clients	33,000
Membership Dues and Fund Raiser Expenses	8,855
Insurance	<u>6,356</u>
<u>Subtotal</u>	<u>\$1,784,410</u>

FUND II - Capital

Equipment	<u>\$ 20,000</u>
<u>Subtotal</u>	<u>\$ 20,000</u>
<u>TOTAL</u>	<u>\$1,804,410</u>

2.2) **Estimated utilization of Lexington County funding FY 2004-2005.**

Funding from Lexington County will be used to help operate Sistercare's existing and new Lexington County emergency shelters for battered women and their children.

3.) **Service level indicators for 2003 were:**

<u>Sistercare Programs</u>	<u>a. Total Number of Domestic Violence Victims Served by Sistercare</u>	<u>b. Lexington County Residents Served by Sistercare</u>
Emergency Shelter and Essential Services, including Counseling	527 battered women and their children sheltered	<i>241 Lexington County battered women and their children were sheltered for an average of 24 days and provided with essential services</i>
Crisis Line (24 Hours a Day)	5,598 calls answered	<i>1,494 Lexington County domestic violence victims responded to with information, referral, or crisis counseling</i>
Court Advocacy, Follow Up, Community Counseling Support Groups, and Hospital Crisis Intervention	2,987 domestic violence victims received support services	<i>1,416 Lexington County domestic violence victims living in the community received support services, such as individual counseling, group counseling, court advocacy, and follow up</i>
Community Education Services	9,109 persons received information about domestic violence	<i>4,281 persons in Lexington County learned about domestic violence and Sistercare's services</i>

February 18, 2004

Mr. William A. Brooks
County Administrator
212 South Lake Drive
Lexington, SC 29072



Dear Mr. Brooks,

On behalf of Sexual Trauma Services of the Midlands (STS), I would like to thank the Lexington County Council for their past support as well as submit this request for funding for the upcoming year. STS persists in providing quality and essential services to the residents of Lexington, Newberry and Richland counties. We ask that you continue funding STS for the fiscal year of 2004-2005 in the amount of \$10,000.

We have increased services in Lexington County again this year. Through our community education program alone, we have increased students reached by 62%. As in the past, the requested amount will continue to support basic services for survivors of sexual assault and their family members. These services include:

- 24-hour crisis intervention,
- hospital accompaniment,
- legal advocacy,
- individual and group counseling, and,
- community education to schools and civic organizations.

Enclosed is our approved 2002-2003 agency budget, list of our Board of Directors and the table showing the number of persons served in 2001, 2002, and 2003. If you need further information regarding this request, please do not hesitate to call me at 252-8393.

Once again, thank you for your past support of Sexual Trauma Services of the Midlands. Your willingness to fund this work has ensured that those in need of these services are able to find the assistance they seek.

Sincerely,

Carol M. Wyatt, M.Ed., LISW
Executive Director
Enclosures

2001 groene street
suite d
columbia, sc
29205

t. 803.252.8393
f. 803.252.0814

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Budget Summary, 2003-2004

Expenses

Budget Summary, Expenses	Recommended 03-04	02-03 Budget	Actual (July 02- May 03)	Budget Variance (03-04 less 02-03)
Salaries (14)	258,118	247,723	222,951	-2,605
Payroll Taxes (15)	20,423	20,495	17,571	-72
Employee Benefits (16)	30,040	44,630	22,896	-14,590
Occupancy (17)	37,154	43,654	34,524	-6,500
Telecomm. (18)	7,000	8,748	5,661	-1,748
Postage (19)	5,000	7,000	4,191	-2,000
Office Supplies (20)	6,500	9,600	4,206	-3,100
Office Equipment (21)	6,000	8,530	855	-2,530
Education, Promotion, & Comm. Relations (22)	8,500	20,400	6,904	-11,900
General Insurance (23)	6,000	4,000	5,961	2,000
Prof. Memberships (24)	(dues)2,500	1,663	2,446	837
Maintenance, Office Equip. (25)	4,100	4,100	2,701	-0-
Travel (26)	6,000	7,500	4,605	-1,500
Professional Dev. (27)	4,000	4,875	3,429	-875
Agency Sponsored Meetings (28)	2,000	2,000	875	-0-
Contract Services (29)	(Other Prof. Fees) 20,757	58,485	18,943	-24,728
CPA Services (30)	4,200	4,020	3,835	180
Miscellaneous & Int. Exp. (31)	1,800	2,600	907	-800
Assist. Survivors (32)	1,500	2,700	1,124	-1,200
*Total	\$431,592	\$502,723	\$377,269	-\$71,131

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Budget Summary, 2003-2004

Revenues

Budget Summary, Revenues	Recommended 03-04	02-03 Budget	02-03 Actual (July-May)	Budget Variance (03-04 Less 02-03)
Contributions (1)	45,000	52,716	43,496	-7,716
Lexington County (2)	10,000	10,000	10,000	-0-
*Lexington Medical Center Foundation (3)	25,000	25,000	25,000	-0-
Newberry County (4)	5,000	5,000	3,750	-0-
City of Columbia (5)	5,600	6,000	6,000	-400
Richland County	-0-	-0-	-0-	-0-
**Richland County: CVF (6)	15,000	15,500	7,500	-500
DHEC (7)	95,958	100,000	83,048	-4042
VOCA (8)	166,480	190,407	120,238	-23,927
United Way of Mid. (9)	20,000	15,000	17,534	5,000
***Special Events (10)	12,500	20,000	7,563	-7,500
Prog. Service Fees (11)	1,000	2,600	440	-1,600
Interest Income (12)	1,000	1,000	568	-0-
Other Grant Funding (13) New Grants 12,000 -Newberry Co. CDVN 8,000 (Duke, NORL, Central Carolina = 91,000 total) BC/BS 10,000	22,000	50,000 New Grants 15,000 Duke -0- Un. Way Ed. 25,000 BC/BS 10,000 Violence Against Women -0-	51,103 3,577 12,500 23,375 10,000 1,651	-28,000
Corporate & Other Major Donors (14)	2,000	10,000	-0-	-8,000
Totals	\$426,538	503,223	376,240	-\$76,685

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SEXUAL TRAUMA SERVICES OF THE MIDLANDS
2003-2004 Board of Directors

President	Vice President
<p>Shirley Kuiper 310 Skipperling Lane West Columbia, SC 29169 (H) 803-794-3161 (F) 803-794-3161 skuiper@bellsouth.net</p>	<p>Jay Dowd Vice President for Advancement, Columbia College 1301 Columbia College Drive Columbia, SC 29203 (W) 803-786-3177 (H) 803-647-9571 (F) 803-786-3647 jaydowd@colacoll.edu Asst: Samantha</p>
Treasurer	Secretary
<p>Janet E. Heuer Assistant Vice President Corporate Education First Citizens Bank of SC P.O. Box 29 Columbia, SC 29202 (W) 803-733-3626 (F) 803-312-8815 (H) 803-787-0740 janet.heuer@fcbnc.com Asst: Tom Klutz</p>	<p>David Wilson Deputy Chief, Richland Co Sheriff's Department Post Office Box 143 Columbia, SC 29223 (W) 803-576-3133 (H) 803-781-7927 dwilson@rcsd.net</p>
<p>Gayle Aycock Assistant Director of Clinical Services Earle E. Morris Jr. Alcohol & Drug Addiction Treatment Center 610 Faison Drive Columbia, SC 29203 (W) 803- 935-7103 (H) 803- 252-0202 Gayleaycock@sc.rr.com LGA68@71MV.DMH.STATE.SC.US Asst: Jacki Brooks</p>	<p>Sally Boyd Assst. Vice Provost for Continuing Education Academic Credit Programs University of South Carolina 937 Assembly Street, 4th Floor Columbia, SC 29208 (W) 803- 777-8155 (H) 803- 929-0895 (F) 803-777-9357 sallyb@gwm.sc.edu Asst: Trannie Smith</p>
<p>Elizabeth Holderman Bradley Attorney, Palmetto Health Alliance Taylor At Marion Street Columbia, SC 29201 (W) 803-296-3140 (F) 803-296-5232 (H) 803-296-6796 Elizabeth.Bradley@palmettohealth.org</p>	<p>Sewell Gelberd Owner, Logan Raye Salon & Spa 801 Gervais St. Columbia, SC 29201 (W) 803-929-1130 (H) 803-799-4137 (F) 803-929-1945 sgelberd@loganraye.com</p>
<p>Ellen M. Moore Director of Alumni Relations for USC-MSB 1705 College St. USC-Moore School of Business Columbia, SC 29208 (W) 803-777-2910 (H) 803-779-7676 emoore@moore.sc.edu</p>	<p>Harris Pastides Vice President for Research & Health Sciences University of South Carolina 110 Osborne Administration Building Columbia, SC 29208 (W) 803-777-5458 (H) 803-419-4500 pastides@sc.edu Asst: Pam Pope</p>

SEXUAL TRAUMA SERVICES OF THE MIDLANDS
2003-2004 Board of Directors

<p>Randal M. Senn Chief Information Officer SCANA Services SCANA Corporation 1426 Main Street Columbia, SC 29201 (W) 803-217-9447 (H) 803-356-6958 rsenn@scana.com Asst: Sharon Goff 217-9645</p>	<p>David E. Stewart, Jr. Rector, St. Luke's Episcopal Church 1605 Main St. Newberry, SC 29108 (W) 803-276-4891 (H) 803-256-1408 (Cell) 803-924-5508 davides@bellsouth.net</p>
<p>Robin F. Wilson Associate Professor University of South Carolina School of Law Columbia, SC 29208 (W) 803-777-8295 (F) 803-777-2368 (H) 803-691-1266 Wilson@law.law.sc.edu</p>	

**Sexual Trauma Services of the Midlands
Persons Serviced in the Years 2003, 2002, & 2001**

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2003					
PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	298	39	670	263	1,270
Group Services	55	-	170	17	242
Community Education	1,250	116	4,700	213	6,279
TOTAL	1,603	155	5,540	493	7,791

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2002					
PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	257	31	516	182	986
Group Services	42	-	48	14	104
Community Education	776	207	2,939	227	4,149
TOTAL	1,075	238	3,503	423	5,239

NUMBER UNDUPLICATED PERSONS SERVED BY COUNTY 2001					
PROGRAM	Lexington	Newberry	Richland	Other	Total
Victim Advocacy	229	41	525	147	942
Group Services	34	-	53	-	87
Community Education	807	134	4,959	82	5,982
TOTAL	1,070	175	5,537	229	7,011

1-47

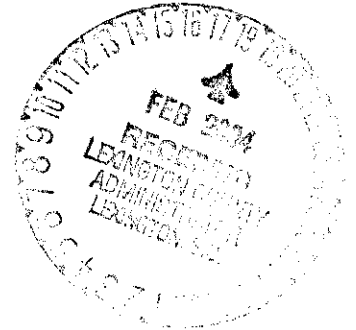
AIKEN/BARNWELL/LEXINGTON COMMUNITY ACTION COMMISSION, INC.

GEORGE A. ANDERSON
EXECUTIVE DIRECTOR

JAMES C. MILLEDGE
CHAIRMAN OF THE BOARD

P.O. BOX 2066
AIKEN, SOUTH CAROLINA 29802
(803) 648-6836
FAX (803) 649-1588

February 11, 2004



Mr. William A. Brooks, County
Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Dear Mr. Brooks:

The following information is provided in response to your letter of January 23, 2004 concerning budget requests. Our Agency is very appreciative of the funding provided by Council which support our programmatic activities operated in Lexington County directed to the needy and disadvantaged citizens.

Pursuant to our funding request, we provide the following information:

1. We anticipate the receipt of approximately Eight Million One Hundred Thousand dollars in total funding;
2. Attachment #1, Projected Funding for 2004, details anticipated funding for the three-county areas (Aiken, Barnwell and Lexington counties);
3. The enclosed Program Overview (Attachment #2) provides information about the services provided during 2003 and we have also enclosed an Agency brochure.

We are requesting funding from Lexington County in the amount of \$15,570. In the past, Lexington County funding has enabled our Agency to provide housing and emergency services to clients in Lexington County with no interruption in service over the last several years. We have good relationships with other service entities in Lexington County and this coordination has avoided duplication of service.

The need for assistance in Lexington (and in other counties we serve) has continued to steadily increase with fewer resources from which to draw. Lexington County funding has been utilized to supplement and to offset gaps in other funding by providing our Lexington office with necessary client application supplies, maintenance, and temporary staffing as needed.

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PROGRAM AREAS:

CENTRAL OFFICES LOCATED AT
291 BEAUFORT STREET, NE

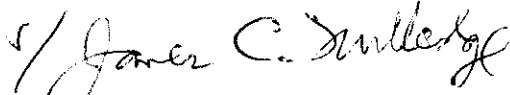
INDIRECT COST • WORKFORCE INVESTMENT ACT • COMMUNITY SERVICES BLOCK GRANT
WEATHERIZATION • HEAD START • RETIRED SENIOR & VOLUNTEER • ENERGY ASSISTANCE
WELFARE TO WORK • FOSTER GRANDPARENT



Mr. William A. Brooks
February 11, 2004
Page 2

We would be more than happy to appear before Council to give a brief overview of our work in Lexington County and to present our request. As usual, thank you for the courtesies extended. Should there be any questions, please feel free to call.

Sincerely yours,



James C. Milledge
Chairman of the Board

cc: George A. Anderson, CAC

Encl.

COST CATEGORIES	CSBG	FGP/RSVP	HEAD START	WIA	ENERGY PROGRAMS
Salaries	212,069.00	108,838.00	1,032,509.00	678,931.00	101,595.00
In-Kind					
Fringe Benefit	79,200.00	32,022.00	361,378.00	188,488.00	31,055.00
Data Processing		3,403.00	2,000.00		
Travel	5,100.00	7,637.00	10,000.00	28,320.00	15,902.00
Space Costs	6,305.00	3,165.00	51,660.00	52,907.00	3,353.00
Utilities	5,700.00	1,128.00	35,000.00	8,050.00	4,178.00
Maintenance/Repairs	6,624.00	50.00	15,000.00	2,400.00	1,370.00
Consumable Supplies	10,607.00	1,232.00	5,300.00	6,960.00	4,494.00
Postage	2,700.00	1,011.00	2,275.00	660.00	1,000.00
Publishing/Printing		375.00	425.00		486.00
Telephone	20,400.00	3,458.00	15,000.00	20,820.00	6,472.00
Dues/Subscriptions			1,000.00		
Insurance/Bonding	1,450.00	463.00	26,755.00		795.00
Meetings/Conferences	398.00				
Client Assistance	250,353.00	306,174.00	85,929.00	1,209,267.00	1,096,852.00
Technical Assistance		175.00	31,151.00		4,000.00
Other	79,816.00	54,062.00	147,756.00	773,395.00	21,952.00
Motor Veh. Repairs			35,000.00		1,650.00
Janitorial Service		637.00	17,000.00		585.00
Equipment Rental					
Equipment Purchase		575.00			18,270.00
In Kind- Other		74,094.00	580,031.00		
TOTAL	680,722.00	598,499.00	2,455,169.00	2,970,198.00	1,314,009.00

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Aiken/Barnwell/Lexington Community Action Agency, Inc.
Aiken - (803) 648-6836; Barnwell - (803) 259-3145; Lexington - (803) 794-6678

Programmatic Overview - 2003

Aiken/Barnwell/Lexington Community Action Commission, Inc. is a private, non-profit community-based organization that provides various program activities and services in Aiken, Barnwell, and Lexington counties. Services are directed to low-income disadvantaged persons across the age spectrum, from infants to the elderly. Eligibility for services does vary among programs, but generally require that recipients be income eligible, based on poverty guidelines, in addition to meeting other "program criterion".

Community Services Block Grant (CSBG) Projects - programmatic activities conducted under the CSBG Program include Housing/Family Case Management Services, General Emergency Assistance and Energy-related assistance.

Under the Housing/Family Case Management Project families are assisted to stabilize housing and to help them maintain permanent housing or to secure needed housing. Families enrolled in this project must agree to be case-managed. Services include assisting with housing needs, information and referral, counseling, and the development of a case management plan allowing the family to take measures which will enhance their self-sufficiency. During 2003, **482 persons benefitted from this project. In Lexington County 238 persons (77 families) were enrolled and received assistance through the housing/case management project. 809** persons received referral to other services in Lexington County, primarily for food. (In Aiken County 251 persons received assistance; 146 persons in Barnwell County.)

Four Hundred Eighty five (485) families received assistance through the General Emergency Assistance Project during 2003. Assistance was provided to families who faced a crisis or emergency having occurred within 30 days from the date of application for assistance. Emergency intervention provides a "safety net" for families facing very difficult circumstances. In **Lexington 586 persons benefitted (207 families);** in Aiken, 214 families served, and in Barnwell 57 families were served.

Direct Energy Assistance - Enrollment for Direct Energy Assistance was conducted in November and December 2003. Eligible households will received one-time energy payment in late March. **In Lexington County, 576 households were enrolled;** 689 families in Aiken County, and 200 families were enrolled in Barnwell County.

Emergency Heating Assistance - **Four Hundred Twenty-Two (422) Lexington County families found relief from energy-related emergencies during the winter in 2003.** Intervention was provided to households facing the threat of termination of their heating service or help was provided in purchasing fuel for families without funds to fill their fuel tank. In Aiken County, 497 families were served and 151 families received Emergency Heating assistance in Barnwell County.

Emergency Cooling Assistance - The Emergency Cooling activity is intended to help families facing energy-related crisis during the summer months. Households must be income eligible, determined by total household income received during the past 30 day period. Assistance can be used to help to prevent termination of electricity service or in the case of medical necessity, the purchase of a room air conditioner. **In Lexington County, 299 families were served during the 2003 summer program activity benefitting 736 persons.** Service in Aiken County totaled 323 families, while in Barnwell County 113 families were served.

HEAD START - The Agency's Head Start Program provided early childhood education services to pre-school children and their families. The program provides a comprehensive approach by providing educational, social, health, nutrition, and parent activities to the families enrolled. Four Hundred Twenty Five (425) families are enrolled in Head Start in the two county area (Aiken and Barnwell).

WEATHERIZATION - Weatherization services are designed to address the energy conservation needs of the most vulnerable in our communities --low-income households including the elderly and disabled persons. Many of these households spend in excess of 50% of their limited incomes to meet the cost of energy. The primary goal of Weatherization is the conservation of energy through such measures as weatherstripping, insulation, and other low-cost measures. **In Lexington County, 38 families received Weatherization services in 2003 benefitting 59 persons.** Total services for the year reached 212 families, benefitting 376 persons in Aiken, Allendale, Bamberg, Barnwell, Lexington, Calhoun, Hampton and Richland counties.

FOSTER GRANDPARENT PROJECT- The Foster Grandparent Project (FGP) offers seniors, aged 60 and over, volunteer opportunities at sites where children with special needs are found. Foster Grandparent volunteers are currently providing services in local schools, Head Start, child care centers and recreation centers. FGP volunteers provide a one-on-one relationship with children. In return for their service, volunteers receive a modest tax-free stipend, transportation allowance, hot meals, and an annual exam. Counties served include Aiken, Barnwell, Edgefield, and Allendale counties.

WORKFORCE INVESTMENT ACT (WIA) - The thrust of this employment and training program is to provide eligible dislocated workers with intensive case management and related supportive services. The program allows flexibility and identifies barriers to employment. Participants may receive training to upgrade skills, to obtain a GED or high school diploma, or to get job-specific training, depending on the assessed needs of the individual. Services are provided for Aiken, Allendale, Bamberg, Barnwell, Calhoun and Orangeburg counties.

RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) - RSVP matches the assets of persons aged 55 and over with the needs in Aiken, Barnwell and Edgefield counties. RSVP volunteers serve where they want and when they want. Examples of volunteer areas are offices, environmental issues, health facilities, SPCA, schools, faith-related programs, etc. The community in return receives an efficient, cost-effective program that responds to its problems.



Cultural Council of RICHLAND & LEXINGTON COUNTIES

1728 Gervais Street
Columbia, SC 29201
(803) 799-3115
Fax (803) 252-2787

February 20, 2004

Mr. William A. Brooks
County Administrator of Lexington County
212 South Lake Drive
Lexington, SC 29072

RE: FY 2004-2005 REQUEST FOR FUNDING

Dear Mr. Brooks,

Please accept the enclosed proposal as our request for \$50,000 in funding from the Lexington County general fund. Your support is vital to the continuing efforts of the Cultural Council in developing and supporting the arts in Richland and Lexington Counties.

The Cultural Council has expanded their efforts in the past year, increasing our activities in Lexington County. We are currently working with Judge Marc Westbrook and Tom Comerford and their Committee on the installation of public art for the new Lexington County Courthouse. We were also active in the successful Taste of Lexington Festival in November, hosting the Art Sale that day, bringing 22 artists to the Festival. The Cultural Council has showcased Lexington County artists, exposing them to over 3,000 Midlands area employees through our Art in Business Program. Our Projects Pool Grant puts \$20,000 into the arts in Lexington County. Both Lexington School Districts 1, 2, and 3 are all members of the Cultural Council to whom we provide staff education, training and other membership benefits. Please review the attached Service Level Indicators for a comprehensive list of our Lexington County endeavors.

Your continued support will impact our efforts to continue expanding the many cultural and artistic offerings in the Midlands.

The Cultural Council is sincerely grateful for your past support and your consideration of our submitted proposal for fiscal year 2004-2005.

Sincerely,

Hagood Tighe
Chairman of the Board

- Executive Board**
- J. Hagood Tighe*
Chairman
- Charles T. Cole, Jr.*
Vice-Chairman
- James E. Hazel, Jr.*
Treasurer
- Katherine Davis*
Secretary
- Sarena D. Burch*
Allocations
- Dan Lee*
CDF
- D. Michael Kelly*
Legal
- Boyd Jones*
Workplace Giving
- Bruce Hughes*
Projects Pool
- Samuel L. Erwin*
Long Range Planning
- Charles H. Dickerson*
Nominations
- Robert T. Lyles*
Public Art
- J. Paul Mashburn*
Special Projects

- Members at Large**
- Stephen G. Morrison*
- Sherri Hipp*

- Board of Directors**
- James A. Bennett*
- J. Scott Blackmon, Jr.*
- Susan Brill*
- Peter E. Bristow*
- Steve Camp*
- John Carigg*
- Jeffrey C. Caswell*
- C. Jimmy Chao*
- Robert D. Coble*
- Beryl Dakers*
- Ronnie Dennis*
- F. Earl Ellis, Jr.*
- Jack C. Ellsworth*
- Jim Engram*
- Jason A. Enoch*
- Rebecca Faulk*
- Kirkman Finlay, III*
- D. Julian Gibbons*
- DeAndre Gist-Benjamin*
- Bill Gresham*
- Michel Graydon*
- Howard Hammer*
- Jim Hudson*
- Tameika Isaac*
- Johnette F. Jeffcoat*
- Patricia J. Jeffcoat*
- Stephen Johnson*
- Charlotte Kahn*
- Mary Etta McCarthy*
- Donald G. McLeese*
- Stephen A. Matthews*
- Tom Monahan*
- Steven W. Mungo*
- Michael D. Newman*
- J. Ted Nissen*
- Donna C. Northam*
- John Wayne Parrish, Jr.*
- Alice Perritt*
- Huling Poston*
- Charlotte H. Shepherd*
- Scott Shockley*
- Durant Southern*
- Donna I. Sorensen*
- Mel Stebbins*
- Joe E. Taylor*
- Bud M. Tibshirany*
- William Tovell*
- Tripp Whitener*
- John Wong*

Interim Executive Director
Susan V. Benesh

Lexington County Funds Request Application

Total Anticipated Fund Sources FY 2004-2005

Cultural Development Fund Drive	\$ 425,000
Lexington County General Fund	50,000
Richland County Accommodations	25,000
Memberships	3,000
Art in Business/ Magnolia Markets	<u>5,000</u>
TOTAL	\$508,000

Estimated Utilization of Total Funding

Cultural Development Fund Allocations	\$ 425,000
Cultural Council Quarterly Grants	35,000
Administrative / Operating Expenses	<u>123,400</u>
TOTAL	\$583,400

3. Service Level Indicators

This has been a meaningful year for the Cultural Council. Our mission is refocused, an organizational profile was developed and a strategic planning process is underway. Our new website with interactive arts calendar is now online with a new E-mail newsletter to keep our citizens informed and active in community artistic events. Our donor benefit program has been refined and expanded to provide more visibility for the arts in the community. Further, anyone who contributes at the \$35 and above level receives a Cultural Benefits Card, which can be used to receive special discounts and incentives from 34 participating organizations. This provides a way to increase the audience of our member groups while saying "Thank You" to our donors.

With increased membership, a restructured Quarterly Grant program and strategic partnerships in place with many civic and corporate groups, the future is looking bright for the Cultural Council and the arts in the Midlands. The Cultural Council has expanded their efforts in the past year to be more active in Lexington County. Your continued support will impact our efforts to continue expanding the many cultural and artistic offerings in the Midlands.

The Cultural Council worked with the Greater Lexington Chamber of Commerce and the Town of Lexington to host an art sale at the first annual "Taste of Lexington" festival. The art sale was held in the old Sessions Department store on Main Street. The art sale featured 22 local artists, many of whom are Lexington residents and was enjoyed by all who visited the festival.

The Cultural Council is currently working with Judge Marc Westbrook, Clerk of Courts Tom Comerford and a committee of Lexington County business owners and residents to choose a piece of public art for the newly constructed Lexington County Courthouse. The site has been chosen on the corner of Main Street and South Lake Drive and plans are underway.

The Cultural Council grants major funds to the Lexington County Museum and Village Square Theatre through allocations of the annual Cultural Development Fund Drive. In addition we have more than 25 member arts organizations and individual artists in Lexington County. And as part of the Cultural Council's granted funds from Lexington County we sub-grant \$20,000 a year back to Lexington arts organizations, schools and artists. Attached is a list of grant recipients for Lexington County for the fiscal year 03-04.

The Cultural Council is expanding their activities in Lexington County and is excited about more to come. The Council is especially grateful to Lexington County for their continued support. Without the help of local governing bodies the Cultural Council could not continue to enrich the lives of the residents of the Midlands.

- Town of Lexington – Wall Sized Mural/Artist Residency
- Irmo Chapin Recreation Commission – Blood Moon on the River Festival
- Greater Lexington Chamber of Commerce – A Taste of Lexington Festival
- Greater Chapin Chamber of Commerce – A Taste of Chapin Festival
- Lexington County Arts Assoc./ Village Square Theatre – Website maintenance and signage
- High Voltage Theatre – The Legend of Sleepy Hollow at 3 Rivers Greenway Amphitheater at the corner of Meeting Street and Alexander Road at the base of the Gervais Street Bridge.
- Town of Lexington – African-American History Month, Jarvis Brothers Gospel Concert
- Crooked Creek Art League – Annual Juried Show
- Columbia City Jazz Dance Company – Costumes
- Lexington County School District Two, Cyril B. Busbee Middle School- Monthly Visiting Artist Program
- Irmo Chapin Recreation Commission – 3-Dimensional Art Displays, The Artist Place Galleries

Daniel P. Brazeale, Sr.
MAYOR

COUNCIL
Linda W. Bryant-MAYOR PRO-TEM
T. Randall Wallace
Hazel Leggett-Tyndall
James M. Lowman
Richard D. Thompson
Constance Carver Fleming

TOWN ADMINISTRATOR
L.C. Greene

ASSISTANT TOWN ADMINISTRATOR
James W. Duckett

MUNICIPAL CLERK
Becky Hildebrand

ATTORNEY
Brad Cunningham



Donna Smith-Economic Development
951-4649

Joe Balca - Building/Zoning
951-4655

Stuart Ford, CPA - Finance
951-4637

Cherry Jackson - Clerk of Court
951-4634

Dan Walker - Parks, Streets & Sanitation
359-1077

Chief Mike Roth - Police
359-6260

Lammond E. Edwards, Jr., PE - Engineering & Planning
951-4695

Allen Lutz - Utilities
359-2434

Britt Poole - Information Technology
951-1665

February 19, 2004

Mr. William A. Brooks
County Administrator of Lexington County
212 South Lake Drive
Lexington, South Carolina 29072

RE: Letter of Support - 2004-2005 Funding Request of the Cultural Council of Richland and Lexington Counties

Dear Mr. Brooks:

On behalf of the Town of Lexington, it is my pleasure to present you with this letter of support for the Cultural Council of Richland and Lexington Counties' FY 2004-2005 request for funding. The Council has been doing extensive work with the Town of Lexington and in the previous year has provided fiscal and technical assistance support of the following events:

- 2003 Concerts in the Park Series from May through October
- 2003 Taste of Lexington
- Main Street Mural Project Featuring the Roof Harmon House
- 2004 African-American History Month Jarvis Brothers' Concert Event

The Town is also working with the Council on additional projects for this coming year, such as the 2004 Concerts in the Park Series and other cultural events and activities that will increase tourism and highlight the history of our community.

I strongly encourage the Lexington County Council to favorably consider the Cultural Council's FY 2004-2005 request for funding. Their support has been invaluable and the need for continued support of cultural activities in our area is imperative.

If you have any questions, please feel free to contact me at (803) 996-3765 or (803) 359-6660.

Sincerely,

Daniel P. Brazeale, Sr.
Mayor



February 20, 2004

Mr. William A. Brooks
Lexington County Administrator
212 South Lake Drive
Lexington, South Carolina 29072

Dear Art:

The Cultural Council of Richland and Lexington Counties has been very supportive of the Greater Lexington Chamber of Commerce and the community of Lexington. The Council coordinated the Art Show for the Taste of Lexington, which was held in the Sessions Department Store on Main Street in the fall of 2003. They were responsible for obtaining local artists, setting up displays, promotion and sales of art objects. The Council will be involved in the Taste of Lexington scheduled for November 13, 2004. Additionally, the Council has assisted the Town of Lexington with the Concerts in the Park, a Main Street Mural and an African American History Month Event. The Cultural Council will present a substantial donation to the new Judicial Center and Administrative Center during the dedication ceremonies on Sunday, February 22, 2004. This contribution will be used to promote the arts and tourism in Lexington County.

We support The Cultural Council's request for monies from the Lexington County general fund. Their presence in Lexington County is good for the community and the cultural activities which they provide improve the quality of life for both the citizens and visitors.

Sincerely,

Pandra Lemrow
President/CEO

1-58

GREATER COLUMBIA COMMUNITY RELATIONS COUNCIL

The Greater Columbia Community Relations Council (CRC), a 501 (c) (3) organization, is located at 930 Richland Street, in the Greater Columbia Chamber of Commerce Building.

The Community Relations Council was created in 1964 amidst racial tensions and the general transition from a legally segregated society to an integrated community. A racially, culturally and religiously diverse group of concerned local citizens, elected and non-elected, agreed to take bold steps by forming an organization "to aid in maintaining favorable community relations and in providing equal economic opportunities for all residents of Columbia." This unselfish act was the genesis of the *Greater Columbia Community Relations Council*. CRC became the first organization of this kind to form in the Midlands.

In 1970, and again in 1994, the organization's original charter was amended to include as its purpose "The study and evaluation of information concerning racial problems in the Greater Columbia Community; the formulation and submission of recommendations as to possible courses of action that appear in the best interest of the community as a whole and seek an equitable resolution for the improvement of racial, ethnic and community relations of the Greater Columbia Community." It also included furthering the employment opportunities and the necessary related training for "underprivileged person."

The next year, CRC became an affiliate of the Greater Columbia Chamber of Commerce. Thus the City of Columbia, Richland County and the Greater Columbia Chamber of Commerce collaborated to create and support CRC. Thus, the three constituent agencies appoint ten persons each to serve a three-year term on CRC's Board of Directors.

The following programs and community-centered activities are offered by CRC to the citizens of the Midlands:

- *Housing Program:* This program offers housing services and information to the general public through workshops, counseling and referrals. Housing fairs are planned and conducted to specific populations and to disseminate useful information to potential homeowners.

CRC continues to explore remedies to desperate situations that adversely impact the quality of life in the region. The ever-increasing number of families in crises with little or no financial support is another housing issue addressed by CRC. Developing strategies to respond to the growing homeless population are of utmost concern to this organization.

As this area becomes more diverse, especially with growing Hispanic and Asian populations, CRC Housing Program continues to provide client-specific helping

programs, including interpreters to assist businesses, social service agencies, and health care systems expand communication and literacy in housing-related issues.

- *Employment Program:* The CRC Employment Program is grounded on two key principles. First, CRC operates on the premise that if all persons are given an equal opportunity for employment, the quality of life for the entire community will be improved. Secondly, if a fair and equitable representation of the community's diversity is actively recruited and employed, a natural ethnic/gender balance in job placement will occur within the region.

The CRC is a strong advocate for youth employment and summer work experience. Each year for the *last five* years, the Council in partnership with the South Carolina Department of Health and Environmental Control (SC-DHEC) has provided full-time summer employment opportunities for area youth.

Collaboration with other community service organizations is another tool the CRC uses to strengthen its presence in the community, including co-hosting with the Midlands One Stop Workforce Center, a very successful "Community/Career Expo." This event served over 1,000 persons from Richland and Lexington counties.

Another ongoing endeavor of the CRC is the annual Teacher Recognition and Business Partners of the Year Breakfast. This event, co-sponsored with the Greater Columbia Chamber of Commerce, honors the outstanding teachers from public and private schools in the counties of Fairfield, *Lexington*, Newberry, and Richland, including Fort Jackson. The breakfast will be held on this Friday, January 16, 2004 at Seawell's. It will be attended by more than 800 individuals and represents an important partnership between the business community and our educational systems. CRC believes that educators, especially classroom teachers, are oftentimes the unsung heroes of our communities.

The Greater Columbia Community Relations Council's Employment Program means good business, in that everybody stands to profit, including the community, businesses, and families. This program plays a vital role in the community by providing programs and initiatives in employment awareness and training. Each program is designed to strengthened and build confidence, self-esteem, and self-sufficiency in the residents who utilize them to become better and more productive citizens.

Youth Leadership Council: The Youth Leadership Council (YLC) of the Greater Columbia Community Relations Council enrolls high school juniors from Richland Districts I & II and Richland/Lexington 5. The students are exposed to a variety of learning and training opportunities designed to enhance their leadership skills and heighten their awareness in community service through volunteerism.

- *Governmental Affairs:* The Greater Columbia Community Relations Council's Governmental Affairs Committee desires to seek "common ground" among elected officials, including city and county councils. The Governmental Affairs Committee always seek to be timely and appropriate in dealing with matters between the executive and legislative branches of statewide and local governments and the citizens of South Carolina. It is the sole desire of this arm of CRC to promote a spirit of cooperation and racial healing between elected representatives and their constituency.
- *Education:* The Greater Columbia Community Relations Council, in cooperation with schools, parents, students, and community volunteers, is working to initiate a middle school program dedicated to nurturing and empowering students in the various school districts. Also, attention is given to mentoring in-school activities that address the students' academic and social needs, and embrace the celebration of diversity in our multicultural society.

These initiatives only augment our existing community relations programs in education, employment, housing, and youth leadership. Specifically, these ongoing programs address a plethora of current social and racial issues in the Midlands. These programs involve important community issues, such as:

- *Task Force on Gangs and Gang-like Activities:* The Greater Columbia Community Relations Council initiated a program to address concerns by citizens of Columbia and Richland County relative to community safety and gang activities among our youth. In collaboration with Richland School Districts One and Two, Columbia Police Department, Richland County Sheriff's Department, Lexington County Sheriff's Department and neighborhood associations, CRC is developing strategies to prevent, intervene and educate our youth population concerning the danger of being involved in anti-social conduct and gang behavior.
- *Youth Violence:* In continued concern for the growth and ubiquitous presence of anti-social and property defacement and damage by certain young people in the City of Columbia, CRC is collaborating with Richland School District One, Lexington School Districts One and Two, and Lexington/Richland School District Five to assist in formulating new strategies to combat youth violence in our community. By providing personnel and expertise in conflict resolution, mentoring, and education, the Greater Columbia Community Relations Council is encouraging open-line communication. This proactive dialogue forum includes school personnel, students, parents, community members, law enforcement, and social service agencies. The ultimate goal is to develop fully operational anti-gang strategies and continue program development initiatives. CRC is active in gathering and sharing vital information essential to the ongoing undertaking of providing community/youth gang education, intervention and prevention.
- *Neighborhood Collaboration:* This organization is actively involved in neighborhood collaboration activities intended to promote public safety in

partnership with law enforcement and community members. By joining with neighborhood organizations and faith communities, CRC shows local citizens how they can be proactive in problem-solving programs designed to prevent, reduce or eliminate neighborhood crime problems, and ultimately improve the quality of life for persons living and working in the various and diverse communities.

- *Interfaith Dialogue:* After the events of September 11 and the recent war in Iraq, CRC endeavored to reaffirm its commitment to bringing our community together and bridging cultural, racial and religious differences. In networking with persons from the various faith communities throughout the region, including the South Carolina Commission on Human Affairs, Partners-In-Dialogue, Midlands Interfaith Consortium, the US Army Chaplain Center and School (Fort Jackson), and the Interdenominational Ministerial Alliance of Columbia, CRC sponsored an interfaith program that was aired on SC ETV. The intent of this interfaith program was to have representatives from our different religious communities addressing issues and concerns that might create tension within the City of Columbia, Richland County, and Lexington County, the State of South Carolina, and the nation as a result of the events of 9/11. The benefit of the statewide broadcast was a new awareness of the beliefs and values that the various faiths had in common. The spokespersons from the different faiths shared a belief in a universal humanity and that all people need to learn to live in peace and mutual respect.

Finally, the Greater Columbia Community Relations Council endeavors to initiate programs to respond to the unique character of the Midlands and needs of its citizens. Additionally, CRC will continue organize and facilitate the establishment of ad hoc committees, study groups, and task forces comprised of hundreds of volunteers from all sectors of the community to assist in addressing the following seen and unseen issues and concerns.

Presented by Bud Tibshrany, Chairman, Greater Columbia Community Relations Council and Preston H. Winkler, CRC Executive Director, to:

Lexington County Council
January 13, 2004

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: General Administration
Organization: 101200 - County Administrator

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	164,591	83,020	174,272	174,272		
511112 FICA Cost	10,607	4,264	13,333	13,333		
511113 State Retirement	3,238	1,700	11,938	11,938		
511120 Insurance Fund Contribution - 2	11,692	6,013	12,026	12,026		
511130 Workers Compensation	445	224	535	535		
511213 SCRS - Retiree	8,036	3,986	0			
* Total Personnel	198,609	99,207	212,104	212,104		
Operating Expenses <i>Maintenance Agmt-</i>						
520300 Professional Services	0	95	220	220		
521000 Office Supplies	804	476	850	850		
521100 Duplicating	814	273	1,200	1,200		
522200 Small Equipment Repairs & Maintenance	15	0	200	200		
522300 Vehicle Repairs & Maintenance	309	364	1,500			
524000 Building Insurance	10	10	57	57		
524100 Vehicle Insurance - 2	1,040	520	1,300			
524201 General Tort Liability Insurance	381	191	477	477		
524202 Surety Bonds	13	0	0			
525000 Telephone	1,495	757	1,887	1,887		
525010 Long Distance Charges	83	56	300	300		
525020 Pagers and Cell Phones	2,297	976	3,500	2,400		
525030 800 MHz Radio Charges - 2	1,178	297	1,328	-0-		
525031 800 MHz Maintenance Charges - 2	180	182	180	-0-		
525100 Postage	99	29	500	500		
525210 Conference & Meeting Expenses	4,795	1,248	5,820	5,820		
525230 Subscriptions, Dues, & Books	333	336	475	475		
525300 Utilities - Admin. Bldg	2,086	1,177	2,000	2,500		
525400 Gas, Fuel, & Oil	1,023	435	1,200			
529000 Unclassified	15	0	220	500		
* Total Operating	16,970	7,422	23,214	17,896		
** Total Personnel & Operating	215,579	106,629	235,318	230,000		
Capital						
540000 Small Tools & Minor Equipment	0	0	0			
540010 Minor Software	180	0	50			
All Other Equipment	0	763	1,965			
** Total Capital	180	763	2,015			
*** Total Budget Appropriation	215,759	107,392	237,333	230,000		

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II -
Program III -

Objectives:

To work with administration in gathering information as needed for County Council. To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council. To provide to the public friendly and efficient services.

Program I: Administration

The Council/Administrator form of government was selected pursuant to a referendum held in December 1975, and ratified in August 11, 1976. The County Administrator oversees the entire operation of the County under the direction of the policies set by County Council. The county administrator serves at the pleasure of County Council. The Assistant to the County Administrator works with the Administration, the Finance Director and Council in carrying out the duties of the office.

Administrator:

The County Administrator carries out the policies of Lexington County as directed by County Council. Pursuant to Title 4, Section 4-9-630 of the South Carolina Code which delineates the powers and duties of the administrator, the administrator shall,

- (1) serve as the chief administrative officer of the county government;
- (2) execute the policies, directives and legislative actions of the council;
- (3) direct and coordinate operational agencies and administrative activities of the county government;
- (4) prepare an annual operating and capital improvement budget for submission to the county council and, to make such reports, estimates and statistics as necessary;
- (5) supervises the expenditure of appropriated funds;
- (6) prepare annual, monthly and other reports for council on finances and administrative activities of the county;
- (7) be responsible for the administration of county personnel policies including salary and classification plans approved by council;
- (8) be responsible for employment and discharge of personnel subject to provisions of subsection (7) of § 4-9-30 and the appropriation of funds for that purpose by the council; and,
- (9) perform such other duties as may be required by the council.

Assistant to the County Administrator:

Assists the County Administrator with the daily operation of the department which includes scheduling and coordinating meetings, answering and handling telephone inquiries, assist in preparation of the annual department budget, process annual purchase requisitions, handle check requisitions as necessary, do employee recognition letters and schedule appearances at Council meetings, open and process mail, send and respond to e-mail requests and problems, respond to correspondence under the approval of the Administrator, and manage general office duties as assigned.

Also, acts as Ombudsman for Lexington County, all photography for presentations, maintains PowerPoint presentations for events, and handles special projects as assigned.

SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> FY 2002-03	<u>Estimated</u> FY 2003-04	<u>Projected</u> FY 2004-05
Council meetings - twice a month	20	20	20
Attend meetings with Municipalities	5	5	5
Hold staff meeting every Wednesday	50	50	50
Process Dept. Purchase Orders	59	67	65
Process Dept. Blanket Orders	10	8	8
Process Check Requests as needed	51	14	25
Approve & sign purchase orders to all depts.	1,075	1,076	1,075
Approve & sign trip requests	1,512	1,650	1,600
Approve & sign ABTs for all depts.	650	600	600
Approve & sign attorney billings	24	24	24
Sign contracts as approved by Council	30	30	30
Review & approve time cards	5	104	5
Performance Evaluations (all Dept. Heads)	13	13	9
Review & Discuss Dept Hds. Monthly Progress Reports	15	15	15
Serve on Board of Central Midlands Regional Planning Council & attend mtgs.	12	12	12
Address Civic Groups	5	8	10
Attend new constructions & campus plan meetings and oversee projects	60	6	0
Attend Bid Openings & Mandatory Bid Mtgs	5	4	5
Attend Conference	4	5	1

* some figures are estimated

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Full Time Equivalent</u>		<u>Grade</u>
			<u>Other Fund</u>	<u>Total</u>	
Administrator	1	1		1	Unc
Assistant	<u>1</u>	<u>1</u>		<u>1</u>	15
Total Positions	<u>2</u>	<u>2</u>		<u>2</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE	\$500
GBC Shredder Model 3260X maintenance warranty expires July 31, 2004. New maintenance agreement needed for upkeep.	
520300 - PROFESSIONAL SERVICES	\$220
Performance questionnaires sent to DMG on job reclassifications for department heads and/or employees. The cost is \$95 for each questionnaire reviewed. These PQs are charges to the Administrator for department heads.	
521000 - OFFICE SUPPLIES	\$850
Paper, stationary, toner for printer, printing of envelopes, pens, forms, etc. Already spent \$426 in last six months.	
521100 - DUPLICATING	\$1,200
Administration estimated at 24,000 copies @ \$.05 cents	
522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE	\$200
To cover charges for equipment repairs cost as necessary	
524000 - BUILDING INSURANCE	\$57
524201 - GENERAL TORT LIABILITY INSURANCE	\$487
Premium has not increased	
525000 - TELEPHONES	\$1,887
Five telephone lines plus voice mail and beeper transfer alert on Administrator's line @ \$157.17/month = 1,886.04	
525010 - LONG DISTANCE SERVICE	\$300
Estimated charges for long distance calls through BTI and Alltel.	
525020 - PAGERS AND CELL PHONES	\$2,400
The County Administrator and the Finance Director/Assistant Administrator maintain pagers 24-hours, seven days a week to be available for all emergencies. The Administrator also has dispatch service. Both pagers are on state contract rate.	
1 - Pagers - total cost \$403.04	
Administrator pager/Dispatch Service - #698-0456 @ \$23.66+5% tax & =\$1.18=\$24.84 x 12 mo. = \$298.08	
Finance Dir/Assist. Admin. #690-6255 \$8.33+5%=\$.42=\$8.75 x 12 mos.= \$104.96	
2 - Cellular Phone - total cost 1,926.64	
Administrator and the Finance Director/Assistant Administrator have mobile phones, Nextel & beepers Assistant to Administrator has Nextel direct contact cell phone.	
Nextel - #513-5340 -Administrator = \$722 \$36.90 per month = \$422 annually, plus \$.31 a minute for additional air time over the 25 free minutes are estimated for additional \$300 annually. = \$722	
Nextel - #513-5341 - Assistant to Admin.= \$170.64 \$14.22 a month = \$170.64.	
Nextel - #513-1287 - Finance Director = \$722 \$36.90 a mo. = \$422, plus \$.31 a minutes for additional air time over the 25 mins free estimate for additional \$300 annually. = \$722	
Bell Atlantic - #920-4180 - Finance Director/Assistant Administrator = \$312 Mobile \$14.95 + 5% tax (\$.75)+ \$.55 (911 sur-charge) +\$.62 FCC = \$17.62 x 12 mo= \$211.41 plus additional air time of \$100 estimated = \$311.41	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES cont'd.

525100 - POSTAGE **\$500**

Mailings include once a month, general correspondence to citizens and businesses. Postage is \$.37 plus any certified mail cost.

525210 - CONFERENCE/MEETING EXPENSES **\$5,820**

The county administrator attends several planned conferences throughout South Carolina which are listed below. The total cost is \$5,190 plus allowances for procurement card charges, other training courses and unexpected trips. Listed are known conferences that will be attended.

SCAC Mid-Year Conf. - Cost \$190.

The County Administrator attends the SCAC Mid-Year conference, usually held in Columbia in February. This conference focuses on legislative activities.

SCAC Annual Conference - Cost \$1,450

Has been held in Hilton Head in July or August of each year. With travel mileage, hotel expense, courses, registration, ext. The cost last year was \$1,424.

SCARC - (SC Assoc. Of Regional Councils) - Cost \$150

Held in Myrtle Beach last year. Hotel paid for by SCAC. Cost to County is mileage and per diem for food and gas. Estimated at \$150.

SCAC Annual Workers' Comp Trust - \$170

Held in Hilton Head by SCAC at no cost to county for accommodations. Cost involves per diem and mileage.

SCCCMA - Winter Meeting Cost \$625.

The South Carolina City/County, Managers Association winter conference which is attended by the administrator held in January each year. This is an association of city and county managers across the state. This fosters better cooperation between cities and counties and generally focuses on legislation of mutual interest. Conference is usually held in Charleston.

SCCCMA - Summer Meeting - Cost approx \$900

The South Carolina City/County Manager Association summer conference held at Myrtle Beach each year. Similar to the winter meeting.

Local Government. Courses - \$45

The Administrator attends various Local Government Institutes courses locally. Only has one more course to graduate.

United Way - Cost \$160

United Way of the Midlands has an annual meeting @ a cost of \$60 and then awards breakfast meetings for the key people in the campaign @ \$10 for each person. Usually 6-10 people attend. Lexington County has been and is the Pace Setter each year for the United Way campaign.

Travel Expenses for Death Penalty Cases - Estimated Cost of \$300

Intercity Visit - April 2002 - Cost \$1200

An intercity visit is done every year to visit different areas so we can learn how other cities are handling growth.

Lessons in Leadership Classes - \$200

This is one seminar taken last year and probably will be offered again this fiscal year.

Other courses for Administrative Assistance for training as they come available - estimated costs \$300

SECTION V. B. - OPERATING LINE ITEM NARRATIVES cont'd.

525230 - SUBSCRIPTION/DUES **\$475**

Dues & Subs. = \$288 plus additional \$187 for any books or subscriptions not listed below or for unexpected price increases

Dues:	SCCCMA	65
	SCMAS	25
Subs:	The State	90
	Dispatch News	21
	Chapin Times	16
	The Chronicle	21
	The New Irmo News	20
	The Twin City News	20
	Lake Edition	<u>10</u>
		\$ 288

525300 - UTILITIES **2,500**

Used approximately \$1,000 for 6 mos. The additional amount should cover the increase requested by SCE&G. Moved to new location and anticipate utilities being higher - more square footage.

529000 - UNCLASSIFIED **\$500**

Funds are used for settling small claims, and other unexpected expenses not budgeted.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: General Administration
Organization: 101300 - County Attorney

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	_____		
Operating Expenses						
520500 Legal Services	150,770	53,270	175,000	<u>175,000</u>		
525210 Conference & Meeting Expense	0	0	500	<u>500</u>		
* Total Operating	150,770	53,270	175,500	_____		
** Total Personnel & Operating	150,770	53,270	175,500	<u>175,500</u>		
Capital						
** Total Capital	0	0	0	_____		

*** Total Budget Appropriation 150,770 53,270 175,500 _____

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program I - Professional Services
Program II -
Program III -

Program I: Administration

Objective:

The county attorney funds are used for professional services by all departments of the county for general legal advice, labor, personnel issues and lawsuits.

County attorney attends council meeting, does research for council matters, reviews procedure issues on property sales, makes calls regarding county issues, reviews pending legislation in order to write General Assembly, reviews new lawsuits against county, reviews resolutions as needed, and keeps Council and County Administrator aware of any pending issues.

The labor attorney handles personnel matters such as OSHA fines and issues, SHAC charges, reviews US Supreme Court decisions related to personnel matters, makes telephone calls on matters related to personnel matters through the Director of Personnel, reviews harassment and grievance matters related to the County, etc.

We are using Nicholson, Davis, Frawley Anderson & Ayer for general legal matters related to County issues and the Tally, Malone, Thompson, Arden & Gregor for labor attorney issues.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> <u>FY 2002-03</u>	<u>Estimated</u> <u>FY 2003-04</u>	<u>Projected</u> <u>FY 2004-05</u>
1. Advises Administration/County Council	*		
2. Attends Council meeting	21	21	21
3. Advises on Economic Development matters	*		
4. Advises on Planning & Development issues	*		
5. Advises on Procurement issues	*		
6. Advises on Assessment issues	*		
7. Advises on Public Works issues	*		
8. Advises on Animal Control issues	*		
9. Advises on Tax Matters	*		
10. Advises on Property issues	*		
11. Advises on Courthouse Properties issues	*		
12. Advises on Personnel issues	*		
13. Advises on Convention Center matters	*		
14. Represents the County in General & Labor Lawsuits	15	15	15
15. Represents the County in Tax Sale Lawsuits	4	5	5
16. Represents and advises on SHAC lawsuits	7	9	12
17. Advises on labor & employment matters	*		

* totals cannot be determined

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$175,000

Approximately \$59,000 (6 mos) has been disbursed from July 2003 through January 2004 for Nicholson, Frawley, Davis, Anderson & Ayers firm; approximately \$15,000 (6mos) has been disbursed for the same time period for the Tally, Malone, Thompson, Arden & Gregor law firm and labor attorneys.

This would seem to indicate that approximately \$175,000 should cover general attorney's fees so that we could maintain the same amount as last year for attorney fees if no unusual lawsuits arise.

525210 - CONFERENCE & MEETING EXPENSE \$500

To cover travel expenses

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 13 REC'D

FINANCE DEPT

Fund: 1000

Division: General Administration

Organization: 101400 - Finance

		<i>BUDGET</i>					
Object Expenditure		2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code	Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
510100	Salaries & Wages - 9	363,844	187,287	392,907	393,090		
510200	Overtime	10	48	49	0		
511112	FICA Cost	26,803	13,437	30,061	30,071		
511113	State Retirement	22,673	11,731	26,917	26,927		
511120	Insurance Fund Contribution - 9	49,908	25,667	51,334	54,000		
511130	Workers Compensation	987	508	1,029	1,183		
511213	SCRS - Retiree	2,251	1,101	0	0		
	* Total Personnel	466,476	239,779	502,297	505,271	0	0
Operating Expenses							
520100	Contracted Maintenance				760		
520200	Contracted Services	199,400	79,819	191,620	203,998		
520300	Professional Services	36,630	28,250	32,480	32,276		
520702	Technical Currency & Support	50,624	0	53,036	61,255		
520800	Outside Printing	7,770	3,124	7,771	7,450		
521000	Office Supplies	3,081	2,136	2,800	2,145		
521100	Duplicating	1,939	814	2,500	2,050		
521200	Operating Supplies	2,102	2,206	2,820	4,188		
522200	Small Equipment Repairs & Maintenance	208	566	801	0		
524000	Building Insurance	33	33	82	197		
524201	General Tort Liability Insurance	531	265	663	842		
524202	Surety Bonds	58	0	0	0		
525000	Telephone	1,404	714	1,600	1,635		
525010	Long Distance Charges	66	35	250	250		
525100	Postage	5,473	3,028	6,400	6,200		
525110	Other Parcel Delivery Service	40	0	50	50		
525210	Conference & Meeting Expenses	3,935	3,280	6,115	5,350		
525230	Subscriptions, Dues, & Books	796	484	1,049	1,069		
525240	Personal Mileage Reimbursement	0	0	25	25		
525300	Utilities - Admin. Bldg	6,549	3,694	6,276	12,588		
	* Total Operating	320,639	128,448	316,338	342,328	0	0
	** Total Personnel & Operating	787,115	368,227	818,635	847,599	0	0
Capital							
540000	Small Tools & Minor Equipment	0	189	192	500		
540010	Minor Software	344	0	0			
	All Other Equipment	4,749	8,009	21,782			
	(1) Folding Machine				8,121		
	** Total Capital	5,093	8,198	21,974	8,621	0	0
	*** Total Budget Appropriation	792,208	376,425	840,609	856,220	0	0

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COUNTY OF LEXINGTON

Section IA

**Existing Departmental Program Request
Fiscal Year - 2004 - 2005**

Fund # 1000 Fund Title: General Fund
 Organization # 101400 Organization Title: Finance

Object Expenditure Code Classification	Program #1 Program Title: Admin/Fin Rpt	Program #2 Accts Payable	Program #3 EMS	Program #4 Payroll	Total 2004-2005 Requested
Personnel	(4)	(2)		(3)	
510100 Salaries - 9	239,604	56,280		97,206	393,090
511112 FICA Cost	18,330	4,305		7,436	30,071
511113 State Retirement	16,413	3,855		6,659	26,927
511120 Insurance Fund Contribution - 9	24,000	12,000		18,000	54,000
511130 Workers Compensation	721	170		292	1,183
* Total Personnel	299,068	76,610	0	129,593	505,271
Operating Expenses					
520100 Contracted Maintenance				760	760
520200 Contracted Services			203,998		203,998
520300 Professional Services	32,276				32,276
520702 Technical Currency & Support	61,255				61,255
520800 Outside Printing Costs	7,450				7,450
521000 Office Supplies	815	615		715	2,145
521100 Duplicating	680	910	100	360	2,050
521200 Operating Supplies		2,543		1,645	4,188
524000 Building Insurance	50	49	49	49	197
524201 General Tort Liability Insurance	636	86	21	99	842
525000 Telephone	816	409	204	206	1,635
525010 Long Distance Charges	62	62	63	63	250
525100 Postage	50	5,475	25	650	6,200
525110 Other Parcel Delivery Service	50				50
525210 Conference & Meeting Expenses	5,350				5,350
525230 Subscriptions, Dues, & Books	1,069				1,069
525240 Personal Mileage Reimbursement	25				25
525300 Utilities - Admin.	3,147	3,147	3,147	3,147	12,588
* Total Operating	113,731	13,296	207,607	7,694	342,328
** Total Personnel & Operating	412,799	89,906	207,607	137,287	847,599
** Total Capital (From Section II)	167	167		8287	8,621
*** Total Budget Appropriation	412,966	90,073	207,607	145,574	856,220

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Section II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General Fund
Organization # 101400 Organization Title: Finance
Program # 100 Program Title: n/a

BUDGET
2004-2005
Requested

Qty	Item Description	Amount
	Small Tools & Minor Equipment	500
1	Folding Machine	8,121

**** Total Capital (Transfer Total to Section I and IA)**

8,621

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

- Program 1 - Administration, Financial Reporting, Budgeting
 - a. Administration and Financial Reporting
 - b. Internal Audits
 - c. Accounting Operations
 - d. Budgeting

- Program 2 - Accounts Payable
- Program 3 - Emergency Medical Services
- Program 4 - Payroll

Program 1: Administration, Financial Reporting, Budgeting

Administration and Financial Reporting

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness in recording the County's financial affairs to the general public, County Council, County Administration, management, and external entities. To establish and maintain a system of internal accounting controls which will provide management with a reasonable assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. The responsibilities of this office include the supervision, coordination, and administration of major financial affairs including accounting, budgeting, financial reporting, fixed assets, and the County's self-funded health insurance fund.

Service Standards:

- a. To assist and advise the County Administrator and department heads in the area of financial affairs.
- b. To coordinate future enhancements and modifications of the Integrated Financial Management Information System (BANNER).
- c. To continue to maintain a fixed assets system, and to move towards using the BANNER system for fixed assets.
- d. To continue to work with Purchasing on BANNER system problems.
- e. To coordinate with the Treasurer's office the flow of revenue and receipts on the Treasurer Report
- f. To receive an unqualified opinion on the County's Comprehensive Annual Financial Report (CAFR), and to maintain a financial report that could receive the Certificate of Achievement for Excellence in Financial Reporting award from the Governmental Finance Officer's Association (GFOA).
- g. To close accounting records within 90 days after year-end.
- h. To provide adequate training and education to user departments to increase the understanding of their accounting records.

Internal Audits

Objectives:

To review, evaluate, and report on the soundness, adequacy, and application of accounting, financial, and operating systems and controls. The Internal Auditor is also responsible for determining the extent of compliance with established policies, plans, and procedures.

Service Standards:

- a. To assist the external audit firm in the annual audit and financial reporting procedures.
- b. To establish and monitor a system of internal controls.
- c. To assist in the development and maintenance of a detailed accounting procedures manual for all County funds.
- d. To test the audit trails between Personnel and Finance for the accuracy of payroll data to insure efficiency.
- e. To test the audit trails between the Treasurer's office and Finance for accuracy of revenue and receipts.
- f. To test the audit trails of the Internal Government Charges to departments and other agencies and trace Accounts Payable active to vendors for payments.

Accounting Operations

Objectives:

To maintain the official records of the County, provide a central control for the accounting of financial transactions, and prepare financial reports in accordance with legal requirements and generally accepted accounting principles. To supervise and maintain the control of general accounting records to include balance sheet accounts, revenue ledgers, expenditure ledgers, bank statements, fixed asset records, budgetary line items, and payroll records.

Service Standards:

- a. To establish and maintain overall accounting controls to insure the accuracy of the County's Integrated Financial Management Information System (BANNER).
- b. To monitor and process financial data input from various departments.
 1. Revenue data input through the Treasurer's office.
 2. Monthly intergovernmental charges submitted from General services.
- c. To accumulate intra governmental charges and to calculate and process accounts receivable.
- d. To close monthly ledgers within 10 days of prior month-end and to assist in the closing of accounting records within 90 days of year-end.
- e. To prepare interim financial statements for use by management.
- f. To monitor county revenues and expenditures to ensure adequate cash flow requirements are maintained or alternatives are pursued.
- g. To maintain and reconcile on a monthly basis the County's operating account.
- h. To account for and record the acquisition and disposal of fixed assets including land, buildings, improvements, and machinery and equipment.
 1. To maintain accounting systems for the County's enterprise funds and to prepare management level financial statements and cost accounting statements.
- j. To maintain accounts and proper controls in the certain special revenue funds of the County that handle program income and similar funds.

Budgeting

Objectives:

To develop county-wide systems to facilitate budget preparation, analysis, and control. To prepare, maintain, monitor, and review the County's various budgets. To develop methods of estimating and reviewing various revenue and expenditures in respective fund budgets.

Service Standards:

- a. To establish and maintain an annual budget timetable.
- b. To develop and monitor annual revenue and funding estimates.
- c. To gather departmental input for annual appropriations and to finalize and prepare the annual published County budget document. Also, to prepare a budget document that could be submitted to the GFOA's Distinguished Budget Presentation Awards Program.
- d. To monitor budget appropriations throughout the year for compliance and control, and research, review, and analyze needed budget revisions.
- e. To perform econometrics and quantitative analysis of budgetary trend data including CPI weighting, demographic correlation, population averaging, cost-benefit and cost-effectiveness analysis, etc.

Program 2: Accounts Payable

Objectives:

To process in an accurate and timely manner the County's accounts payables, travel vouchers, and other vendor payments, and to record these charges while insuring proper documentation.

Service Standards:

- a. To pay 90% of all accounts payable within 30 days from the receipt of invoice, while insuring the accuracy of the supporting documentation.
- b. To establish specific procedures for the flow of payables data (together with appropriate supporting documentation) between Purchasing and Finance.
- c. To monitor and reconcile actual daily accounts payable activity to the County's EDP accounting system's Daily File Maintenance Listing.
- d. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.).

Program 3: Emergency Medical Services

Objective:

To process patient's ambulance reports in a timely manner with proper documentation.

Service Standards:

- a. To continue to maintain EMS ambulance billing records to insure an efficient claims processing by the County's third-party administrator (Low Country Regional EMS Council).

Program 4: Payroll

Objectives:

To be responsible for the calculation, processing, and distribution of county payrolls and the associated reporting requirements. To supervise and maintain the control of payroll accounting records and bank reconciliations.

Service Standards:

- a. To calculate, process, and distribute 26 biweekly payrolls for county employees in compliance with the Fair Labor Standards Act as well as county personnel policy.
- b. To calculate and process all payroll liabilities; i.e., taxes, FICA/Medicare, voluntary deductions.
- c. To maintain and reconcile on a monthly basis the County's payroll account.
- d. To accumulate, reconcile, and distribute all payroll data for the annual Federal W-2 reporting requirements as well as the Federal quarterly 941 reports.
- e. To accumulate, reconcile and distribute all payroll data for the quarterly and annual reporting requirements of the SC Department of Revenue, The SC Retirement System, and the SC Employment Security Commission.
- f. To maintain all pertinent timecard and payroll records for future accountability.
- g. To maintain the records of the County's self-funded employee health insurance fund which is administered by a third-party (Planned Administrators, Inc.). Also, to reconcile monthly the bank account used for the payment of claims.

SECTION III cont. - SERVICE LEVELS

Service Level Indicators:	Actual FY 02/03	Estimated FY03/04	Projected FY04/05
Program 1:			
County Funds Maintained	231	235	238
Total Fixed Assets Reconciliation	12,271	12,500	12,900
Fixed Assets (additions/deletions)	2,289	2,300	2,325
Accounts Receivable Invoices:			
Monthly (15x12=180)	180	180	180
Yearly - Municipal Tax Billing	12	12	12
Financial Statements:			
Monthly Reports	138	138	138
Quarterly Statements	12	12	12
Comprehensive Annual Financial Report	1	1	1
Annual Budget Documents	1	1	1
Preliminary Budgets	4	4	4
Bond Official Statements	0	0	0
Program 2:			
Invoices Reviewed and Processed for County Vouchers			
Purchase Orders	17,767	19,532	19,600
Check Request	643	722	725
Trip Request	1,275	1,496	1,500
Utilities	6,431	7,254	7,260
Counter Orders	1,310	1,260	1,260
Jury Pay	5,184	6,902	6,900
Other	<u>2,288</u>	<u>1,078</u>	<u>1,080</u>
Total	<u>34,898</u>	<u>38,244</u>	<u>38,325</u>
Accounts Payable Checks Issued to County Vendors	18,015	19,636	19,675
Program 3:			
Number of Calls Billed			
Resident	14,992	15,898	15,900
Non-Resident	1,386	1,340	1,400
Program 4:			
Pay Vouchers/Checks Issued for Payroll:			
Per Pay Period	1,210	1,243	1,250
Per Year	31,459	32,318	32,500
Payroll Liab Checks Issued	626	648	650
Insurance Checks Issued	12,191	11,846	12,000
Employee Savings Bond Records			
Employee Class Records	18	18	18
Income Record Types Maintained	28	28	28
Deduction Record Types Maintained	95	95	95

SECTION IV. - SUMMARY OF REVENUES

430120 - Ambulance Fees \$2,673,612

Ambulance fees are based on the number of calls that are billed and by a percentage of collections.

Current billing estimated:

Resident calls - 15,900 x 425.00 = \$6,757,500.00
Non-Resident calls - 1,400 x 478.00 = 669,200.00
7,426,700.00

Medicare/Medicaid write-off - 40% (2,970,680.00)
4,456,020.00

Estimated amount to set-off debt (1,782,408.00)

Total estimated revenue \$2,673,612.00

430165 - Set-Off Debt Collections: \$213,889

Based on the number of delinquent accounts at year end.

Estimated amount \$1,782,408.00
Percentage of collection - x 12%

Total estimated revenue \$ 213,889.00

430900 - Cable Franchise Fees \$678,081

This is the 3% that cable companies pay. The collections are based on there gross earnings, that has been increasing by 5% per year.

469500 - Municipal Tax Billings \$78,752

Municipal tax billings is based on the number of Real and Vehicle Tax notices for the twelve municipals.
At a rate of \$1.07.

Real tax notices - 29,700 x 1.07 = 31,779
Vehicle tax notices - 43,900 x 1.07 = 46,973

Total tax notices - 78,752

SECTION V. - LINE ITEM NARRATIVES

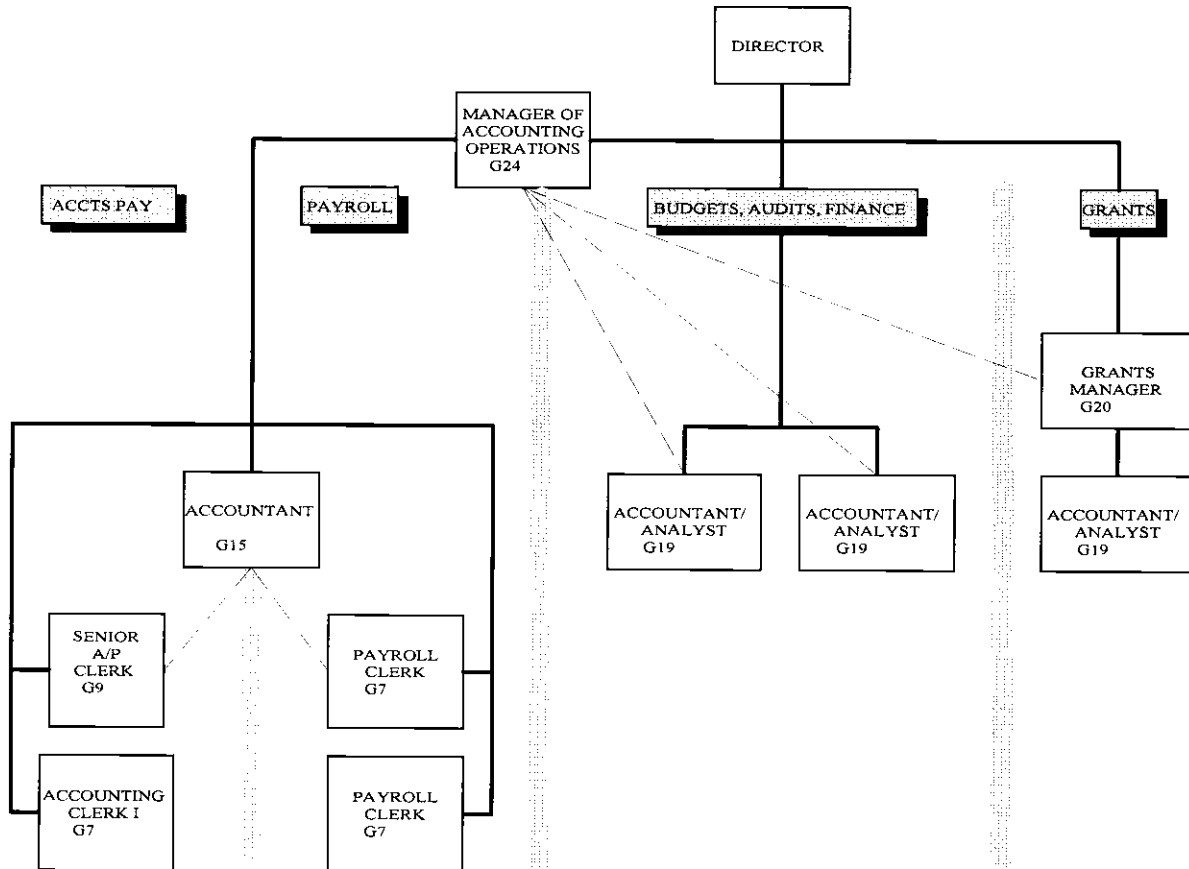
SECTION V.A. - LISTING OF POSITIONS

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>Grade</u>
Director	1	1		1	40
Manager Accounting Operations	1	1		1	24
Grants Manager	1		1	1	20
Accountant/Analyst	2	2		2	19
Accountant	1	1		1	15
Senior Accounts Payable Clerk	1	1		1	9
Payroll Clerk	2	2		2	7
Accounting Clerk I, Finance	<u>1</u>	<u>1</u>		<u>1</u>	7
Total Positions	<u>10</u>	<u>9</u>	<u>1</u>	<u>10</u>	

All of these positions require insurance.

FINANCE DEPARTMENT



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SECTION V.B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$760

To cover annual maintenance cost on the folding machine. (New machine)

520200 - CONTRACTED SERVICES \$203,998

Program 3: EMS

To cover EMS ambulance billings for current account collections.

Statistical Information:

Avg. No. of billed calls per month FY(99-00)	1,283
Avg. No. of billed calls per month FY(00-01)	1,336
Avg. No. of billed calls per month FY(01-02)	1,366
Avg. No. of billed calls per month FY(02-03)	1,365
Estimated Avg. No. of billed calls per month FY(03-04)	1,437
Estimated No. of billed calls per month FY(04-05)	1,442

Assume: Collection percentage of current accounts 60.00%

Collection Rate: Current Accounts(Low country Billing Services) 6.99%

Budget Estimate:

Resident Billable Calls (1,325 per month)	15,900	
Bill Amount	<u>x 425.00</u>	\$6,757,500.00
Non-Resident Billable Calls (117 per month)	1,400	
Bill Amount	<u>x 478.00</u>	<u>\$ 669,200.00</u>
Total Combined Billing		\$7,426,700.00
Medicare/Medicaid reduction		(2,970,680.00)
Set-off debt reduction		<u>(1,782,408.00)</u>
Total		2,673,612.00
Billing Charge		<u>6.99%</u>
Estimated Current Charges		<u>\$ 186,886.00</u>

Set - off debt collection.

Estimated Charges	\$ 213,889.00
Billing Charge	<u>8.00%</u>
Total	<u>\$ 17,112.00</u>

520300 - PROFESSIONAL SERVICES **\$32,276**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
Total County Audit Contract	\$33,900.00
Increase by the CPI index	<u>x 1.70%</u>
	<u>\$34,476.00</u>
Less:	
Library Portion	2,500.00
Solid Waste Portion	<u>2,000.00</u>
Finance Portion	<u>\$29,976.00</u>
CAFR Certificate of Achievement Application	550.00
Digital Assurance Certification	1,750.00

520702 - TECHNICAL CURRENCY & SUPPORT **\$61,255**

Program 1: Administration, Financial Reporting, Budgeting	
ACS Government System (Yearly Maintenance Contract) (formyl SCT)	\$61,255

Based on 03/04 maintenance cost of \$55,686.03 estimated this year and add an additional 10%:
(per contract agreement)

520800 - OUTSIDE PRINTING COSTS **\$7,450**

To cover the following annual costs:

Program 1: Financial Reporting/Budgeting/Administration	
CAFR Printing Cost - 125 units @34.00 includes sales tax	\$4,250.00
Budget Printing Cost - 100 units @32.00 includes sales tax	3,200.00

521000 - OFFICE SUPPLIES **\$2,145**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) as well as major expenditures for A/P envelopes, operating checks, payroll checks, and payroll direct deposit vouchers.

Equally distributed between programs:

Computer Paper for Laser printers (140 rms @ 2.1262)	\$ 298.00
Computer Paper for Dot Matrix printers	
((9.5 x 11) 4 cases @17.4916)	70.00
((14.5 x 11) 2 cases @ 26.52.19)	54.00
Laser printer toner cartage - (5 @ 99.60)	498.00
Dot Matrix printer ribbons - (15 @12.4085)	186.00
Ink Roller for Check signer - 1	99.00
Miscellaneous paper products (color paper)(7rms)	40.00

Program 1: IGC's - Pencils, ribbons, folders, and other office products (based on 4 employees) - \$ 400.00
 Program 2: IGC's - Pencils, ribbons, folders, and other office products (based on 2 employees) - 200.00
 Program 4: IGC's - Pencils, ribbons, folders, and other office products (based on 3 employees) - 300.00

521100 - DUPLICATING **\$2,050**

This appropriation covers the cost of making copies of invoices, budget forms, financial statements, audit and internal control work papers, data processing forms, EMS forms and reports,, and other financial documents. (Based on 41,000 copies @ .05 = \$2,050.00

Program 1: Financial Reporting/Budgeting/Administration	
Monthly reports, quarterly reports, budget, CAFR, and miscellaneous	\$680.00
Program 2: Account Payable	
Purchase orders, invoices, and miscellaneous	910.00
Program 3: EMS	
EMS reports and miscellaneous	100.00
Program 4: Payroll	
Time card problems and miscellaneous	360.00

521200 - OPERATING SUPPLIES **\$4,188**

To cover operating checks, employee time cards, and year end forms.

Program 2: Accounts Payable	
Operating Checks (69.132 per 1,000) 20M	\$1,383.00
Envelopes #9 (Special Windows) 22M	600.00
(500BX@10.982)=44BX	485.00
2005- 1099 Misc. (500)(Laser forms)	75.00
Program 4: Payroll	
Time cards (Employee)(15.8605 per 1,000)34M	635.00
Envelopes #9 (Special Windows) 34M	
(500BX@10.9882)=68BX	750.00
2005 - W-2's (2,000)(Laser forms)	95.00
2005 - W-2's Envelopes (2000)	165.00

524000 - BUILDING INSURANCE **\$ 197**

To cover the cost of allocated building insurance per schedule.

524201 - GENERAL TORT LIABILITY INSURANCE **\$842**

To cover the cost of general tort liability insurance. (Based on the new rates.)

	<u>Program 1</u> <u>Fin. Rpt.</u>	<u>Program 2</u> <u>A/P</u>	<u>Program 3</u> <u>EMS</u>	<u>Program 4</u> <u>Payroll</u>
Director	467.00	15.00	10.00	15.00
Manager of Accounting Oper.	29.00	20.00	5.00	20.00
Accountant/Analyst	69.00			5.00
Accountant/Analyst	69.00			5.00
Payroll Clerk				22.00
Payroll Clerk				22.00
Accountant	2.00	11.00		10.00
Senior Accounts Payable Clerk		23.00		
Accounting Clerk I		17.00	6.00	

525000 - TELEPHONE **\$1,635**

This appropriation is to cover all of the telephone service including A/P invoices, EMS billings, internal audit engagements, and communications with non-local departments within the County.

There are eight lines in the department and the cost is divided into the four programs by the number of slots.

8 lines x \$17.02 each line = \$136.16
 \$136.16 x 12 months = \$1,633.92 = \$1,635.00

Access charges per FCC order and taxes, already included in the \$17.02

<u>Program 1</u>	<u>Program 2</u>	<u>Program 3</u>	<u>Program 4</u>
816.00	409.00	204.00	206.00

525010 - LONG DISTANCE CHARGES **\$250**

This appropriation is to cover all long distance telephone charges made for 12 months. (Bond rating agencies, CAFR certification, etc.)

4-14

525100 - POSTAGE **\$6,200**

To cover the cost of mailing weekly A/P checks, EMS correspondence, and miscellaneous reports and office correspondence. Annual mailings include financial reports (CAFR), 1099's and various other payroll and financial reports.

Average month usage is 514.55.
514.55 x 12 months = 6,174.60

Program 1: Financial Reporting/Budgeting/Administration	\$ 50.00
Program 2: Accounts Payable	5,475.00
Program 3: EMS	25.00
Program 4: Payroll	650.00

525110 - Other Parcel Delivery Service **\$50**

To cover the cost of mailing 3 copies of the CAFR Report to Chicago for certification.

525210 - CONFERENCE & MEETING EXPENSE **5,350**

To cover the costs of attending the National and South Carolina GFOA conferences, SCAC conference, SCAC affiliate (SCAFDPP) meetings and regular SCGFOA monthly meetings. And to cover the cost of GFOA accounting training workshops and local accounting and personal development workshops. To maintain technical competence of professional staff to include continuing education hours for staff CGFO (Certified Government Finance Officer).

Conferences & Meetings:

GFOA (National Finance Officers Annual Conference)		
(2 @ \$350.00)	\$	700.00
SCGFOA (State Finance Officers Fall Conference)		
(4 @ \$670.00)		2,680.00
SCGFOA (State Finance Officers Spring Conference)		
(4 @ \$55.00)		220.00
SC Association of Counties (Annual Conference)		1,100.00

Training:

Program 1: Financial Reporting/Budgeting/Administration		
Local Accounting & Personal Development Workshops		650.00

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1,069**

To cover annual membership dues, professional subscriptions and updates, and other related costs including the following:

Program 1: Financial Reporting/Budgeting/Administration

Memberships:

GFOA (2 @ \$197.00)	\$394.00
SCGFOA (4 @ \$45.00)	180.00

Subscriptions:

GASB Comprehensive Plan	170.00
GAAFR Review	50.00

Books:

GFOA and Other financial Publications	200.00
SC Office of Research and Statistical	45.00
Greater Columbia Chambers	30.00

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$25**

To cover reimbursement for use of personal vehicles by the Finance Department staff on County business.

525300 - UTILITIES ADMINISTRATION BUILDING **12,588**

To cover the cost of utility allocation for the administration building based on the square footage of space utilized. Cost is divided into the four programs equally. The average cost per month is \$639.00.

Current monthly rate: $639.00 \times 12 = 7,668.00$

Estimated additional monthly cost of $410.00 \times 12 = 4,920.00$

SECTION V.C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - Small Tools & Minor Equipment **\$500**

To replace calculators and minor furniture.

(1) Folding Machine **\$8,121**

To replace existing folding machine that consistently breaks down, and cost of having it repair each time will save money in the long run. Pitney Bowes DI350.

Cost	\$ 7,734.00
Tax	<u>386.70</u>
Total	<u>\$8,120.70</u>

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000

Division: General Administration

Organization: 101410 - Procurement Services

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 6	189,646	92,772	199,482	198,412		
511112 FICA Cost	13,762	6,779	15,260	15,179		
511113 State Retirement	12,991	6,355	13,665	13,591		
511120 Insurance Fund Contribution - 6	33,600	17,280	34,560	36,000		
511130 Workers Compensation	512	250	522	597		
* Total Personnel	250,511	123,436	263,489	263,779		
Operating Expenses						
521000 Office Supplies	2,338	892	2,500	1,800		
521100 Duplicating	1,807	1,239	1,800	2,000		
522200 Small Equipment Repairs & Maintenance	0	248	300	300		
524000 Building Insurance	21	21	53	44		
524201 General Tort Liability Insurance	411	206	514	597		
524202 Surety Bonds	39	0	0	0		
525000 Telephone	1,507	766	1,500	1,350		
525010 Long Distance Charges	334	211	400	480		
525020 Pagers and Cell Phones	842	422	705	725		
525100 Postage	2,237	1,383	2,160	2,300		
525210 Conference & Meeting Expenses	3,381	2,989	3,386	2,745		
525230 Subscriptions, Dues, & Books	530	90	406	441		
525240 Personal Mileage Reimbursement	0	0	25	25		
525250 Motor Pool Reimbursement	27	12	100	50		
525300 Utilities - Admin Bldg.	4,224	2,382	4,100	4,764		
532000 Auction Expense	71	0	75	75		
* Total Operating	17,769	10,861	18,024	17,696		
** Total Personnel & Operating	268,280	134,297	281,513	281,475		
Capital						
540000 Small Tools & Minor Equipment	299	584	1,000	810		
540010 Minor Software	0	0	286	0		
All Other Equipment	1,827	2,602	2,625	0		
** Total Capital	2,126	3,186	3,911	810		
*** Total Budget Appropriation	270,406	137,483	285,424	282,285		

**FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST**

SECTION III - PROGRAM OVERVIEW

The acquisition of supplies, equipment and services necessary for the every day operation of the County is the responsibility of Procurement Services. We are also responsible for negotiating and maintaining lease contracts for leased space for offices used by state agencies that we are responsible for housing. It is our responsibility to assure the Administration and members of County Council that purchases are made in a legal, ethical and professional manner, and that they are made in compliance with the mandated County Ordinance. It is our objective to achieve and maintain a high standard of accuracy, completeness and timeliness regarding the county's procurement needs.

The Procurement Manager is the County of Lexington's agent for the purpose of entering into contracts for the procurement of goods and services. This is accomplished through competitive procurement via telephone and written bids, proposals and negotiation. Competitive procurement requires extra lead time and administrative effort. Conducted properly, competitive procurement responds to user needs, results in public confidence in the integrity of public procurement, and generally brings the most favorable prices. Procurement Services is responsible for establishing and administering term contracts, consolidating purchases of like or common items, analyzing prices paid for materials, equipment, supplies and services, and generally defining how to effect cost savings for the County.

Cooperation and understanding between departments is essential in the effective operation of Procurement Services. Procurement Services maintains close liaison with departments and agencies in order to meet their purchase needs and requirements. Also responsible for discrepancy resolution for order or invoice problems.

Procurement Services also has the responsibility of processing invoices for payment. This requires auditing of invoices against the items ordered and received by the County. Once an invoice has been verified as correct and all signed documentation/receiving documents are received and posted to the computer software, the purchase order is closed and the processed paperwork is forwarded to the Finance Department for payment.

The Procurement Manager has the authority to sell surplus and obsolete supplies, materials, equipment and vehicles which cannot be used by any department or agency or which have been found to be beyond reasonable repair. This is accomplished through the coordinated efforts of the Fleet Services and the Central Warehouse by public auction and sold to the highest bidder. Sale may also be offered through competitive sealed bids or public sale.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

SECTION III. - SERVICE LEVELS

Service Level Indicators	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Year to Date	FY 2003-04 Projection	FY 2004-05 Projection
Purchase Orders	3993	4382	3174	4472	4480
Blanket Orders	170	508	481	513	515
Counter Orders	1388	1252	634	1162	1165
Change Orders	1238	1192	582	1144	1150
Invoices	19152	19794	11627	20373	20380
Solicitations	331	394	386	564	569
Journal Entries	699	732	434	721	725
Vouchers	5528	4729	3085	4733	4750
Procurement Card	197	112	73	113	115

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

SECTION IV - SUMMARY OF REVENUES
FUND 1000

438900- AUCTION PROCEEDS **\$100,000**

Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property.

438904 - AUCTION FEES **\$500**

An auction fee of \$3.00 per lot is assessed to all county agencies, municipalities and school districts participating in the County's annual auction. This fee helps to offset the cost of the auction to include the County furnishing a detailed report of the sale and issuing a check for the agency proceeds. This fee was not set by county code or state statute, however we have been charging this fee for five years.

438910 - EQUIPMENT SALES, LAW ENFORCEMENT **\$88,000**

Annual auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the Sheriff's department.

438920 - EQUIPMENT SALES, FIRE SERVICES **\$10,000**

Annual auction proceeds for the sale of vehicles for Fire Services.

450100 - GROUND LEASE AGREEMENT **\$14,663.00**

1. Monthly payments in the amount of \$383.33 (07/01/04 - 11/30/04), \$440.82 (12/01/04 - 06/30/05) from SpectraSite Communications for the lease of .23 acre parcel for Tower Site No. S-1039/South Lexington. Current term of lease is from December 1, 1994 - November 30, 2004, with renewal options. Current annual cost is \$5002.39. Each renewal term will increase 15%. Ordinance 94-12, 11/14/94.
2. Tower lease site on Old Cherokee Road to Crown Atlantic Company for \$805.00 per month, for a total annual cost of \$9660.00. Lease period is July, 2002 - 2007 with renewal options. Each five year renewal option will increase 15%. Ordinance No. 97-3, 6/10/97.

FUND 5700 **\$7,500**

3. Monthly payments in the amount of \$625.00 from Par Tee Family Golf for the lease of approximately 42 acre parcel located at 3209 Charleston Hwy., West Columbia (Old 321 Landfill). Current term of lease is from June 2002 - June 2027, with renewal options. Current annual fee is \$7,500.00. First increase of monthly lease payments shall be July 01, 2005. Ordinance No. 02-01, 5/28/02.

**FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST**

SUMMARY OF PROPOSED REVENUES - OTHER

FUND 2300 - LIBRARY OPERATIONS	
438900 - SALE OF GENERAL FIXED ASSETS	\$500
Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for the libraries.	
FUND 2610 - SOLICITOR/NARCOTICS	
438900 - SALE OF GENERAL FIXED ASSETS	\$3500
Annual Auction proceeds for the sale of confiscated vehicles.	
FUND 2630 - LAW ENFORCEMENT/NARCOTICS	
456400 - SALE OF GENERAL FIXED ASSETS	\$5000
Annual Auction proceeds for the sale of confiscated vehicles.	
FUND 5700 - SOLID WASTE MANAGEMENT	
490100 - SALE OF GENERAL FIXED ASSETS	\$115,200
Annual Auction and Public Sale proceeds for the sale of vehicles, miscellaneous surplus and obsolete property for SWM.	
FUND 6590 - MOTOR POOL	
490100 - SALE OF GENERAL FIXED ASSETS	\$10,000
Annual Auction proceeds for the sale of motor pool vehicles.	
FUND 2930 - PERSONNEL/EMPLOYEE COMMITTEE	
438300 - VENDING MACHINE SALES	\$7,704
18% commission received from Quality Vending Services for Vending Machine Sales located throughout the County. The Library and Sheriff's Department revenues are shown separately.	
FUND 2300 - LIBRARY OPERATIONS	
438300 - VENDING MACHINE SALES	\$756
18% commission received from Quality Vending Services for Vending Machine Sales located at three (3) Library Branches.	
FUND 1000 - GENERAL FUND	
438205 - VENDING MACHINE SALES	\$5208
18% commission received from Quality Vending Services for Vending Machine Sales located at the Sheriff's Department.	

**FUND 1000
 PROCUREMENT SERVICES (101410)
 FY 2004-05 BUDGET REQUEST**

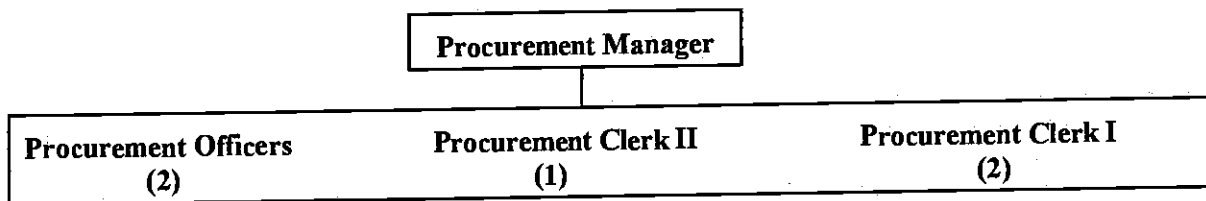
SECTION V.A - LISTING OF POSITIONS

Current Staffing Level:

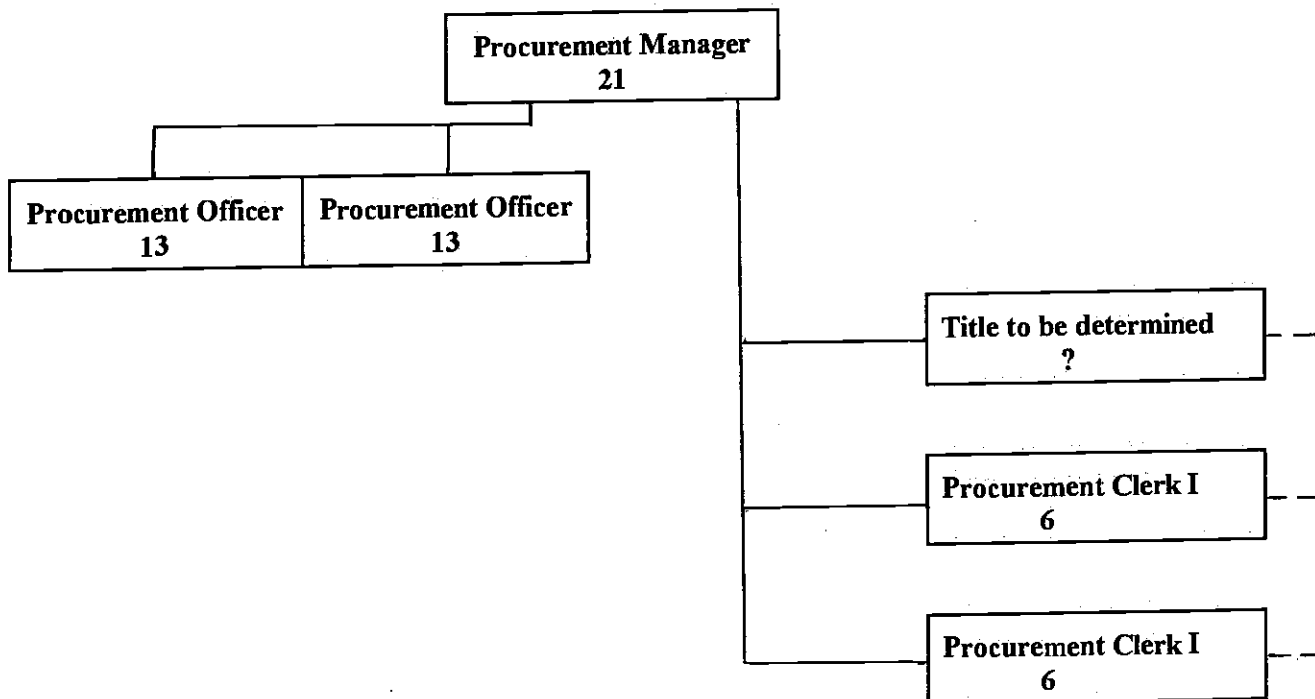
<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total with Insurance</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Procurement Manager	1	1		1	21
Procurement Officers	2	2		2	13
*Procurement Clerk II	1	1		1	7
Procurement Clerk I	2	2		2	6
Total Positions	<u>6</u>	<u>6</u>		<u>6</u>	

*Requesting that this position be re-classified at a Grade 10 through the Classification and Compensation Study conducted by The Archer Company.

PERSONNEL ORGANIZATIONAL CHART



PROPOSED PERSONNEL ORGANIZATIONAL CHART



---Indirect Functional Oversight

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

SECTION V.B - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$1800**

This account is used for the purchase of office supplies, ie. calculator and printer ribbons, pens and pencils, paper supplies, file folders, computer paper and other miscellaneous items. The bulk of this account is used for printed materials, ie. letterhead, envelopes, continuous form purchase orders, over the counter purchase order books, change order forms, expediting/status forms, vendor profile forms, etc. These and other miscellaneous forms are used in the routine operation of Procurement Services.

Printing:

Purchase Order Forms	\$1,150
Counter Purchase Order Books	0
Mailing Labels	0

Misc. office supplies, misc forms, envelopes, folders, computer paper, disks, printer ribbons, printer toner, fax toner, fax paper, etc.	650
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521100 - DUPLICATING **\$2000**

This account is used for copier machine duplicating of solicitations (invitations for bids and request for proposals), statement of awards, bid tabulations, correspondence to employees and vendors, invoices for payable activity, catalog information to departments, contracts, etc. used in the daily accomplishment of the Procurement Services operation. Estimated usage 40,000 annually at \$.05 per copy.

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$300**

Estimated cost of repairs should the fax machine or printers break down due to high volume of usage and age.

524000 - BUILDING INSURANCE **\$44**

To cover the cost of allocated building insurance.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 597**

To cover the cost of general tort liability insurance for six employees.
Procurement Manager at \$487.00 plus 5 staff members at \$22.00 each = \$597.00

524202 - SURETY BONDS **\$0**

To cover the cost of Surety Bonds. Bonds become due again January 1, 2006.

525000 - TELEPHONE **\$1350**

We currently have six Centrex lines for staff use at \$12.50/mo each, one Centrex line for the fax machine at \$12.50/mo. and voice mail on three lines at \$4.45/mo each plus tax.

525010 - LONG DISTANCE CHARGES **\$480**

Procurement Services utilizes toll free numbers, E-mail and the Internet whenever possible to obtain quotes, contract administration, expediting orders, resolving invoice discrepancies, etc.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

525020 - PAGERS AND CELL PHONES **\$725**

To cover annual cost of pager for Procurement Manager at \$8.73/mo; 105.00/annually. This account also covers the cost for Nextel cell phone at an average monthly rate of \$50.78, for an annual cost of \$612.00.

525100 - POSTAGE **\$2400**

Procurement Services mails purchase orders, change orders, request for bids and proposals, addendums, statement of award, contracts, and vendor correspondence regarding order expediting, invoice problems and other routine correspondence in the accomplishment of Procurement Services. Anticipated average monthly usage is \$200.00.

525210 - CONFERENCE & MEETING EXPENSE **\$2745**

This appropriation is used for staff to attend state, and national conferences, related meetings and other workshops and seminars sponsored by the South Carolina Association of Governmental Purchasing Officials (SCAGPO) and the National Institute of Governmental Purchasing (NIGP). Attendance at these meetings and conferences enable us to keep abreast with changes and updates in purchasing trends, policies, procedures, law, etc. and to maintain contact with other state and local government purchasing officials to exchange ideas, knowledge and information that other purchasing professionals can offer through networking. Appropriation is also needed to earn credits towards maintaining the professional certification currently held by the Procurement Manager and two Procurement Officers.

SCAGPO Annual Conference **\$1,064.22**

Myrtle Beach, SC (11/09/04 - 11/12/04)
(Procurement Manager and Two Procurement Officers)
Per diem \$97.50 x 3 = \$292.50
Registration \$85 x 3 = \$255
Hotel = \$382.80
Mileage = \$133.92

NIGP Annual Conference **\$1275.00**

Biloxi, Mississippi (08/06/04 - 08/12/04)
(Procurement Manager)
Per diem = \$150
Registration = \$600.00
Hotel = \$0 (Rooming with another SCAGPO member - savings of \$785.40)
Air Fare = 525.00
Parking = 0

SCAGPO Fall Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (Sept. 04)
Per diem \$10.00 x 3=\$30.00

SCAGPO Spring Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (March 05)
Per diem \$10.00 x 3=\$30.00

SCAGPO Summer Training Workshop (3 staff x \$35) **\$135.00**

Columbia, SC (May 05)
Per diem \$10.00 x 3=\$30.00

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$441**

These funds are to be used for dues in the South Carolina Association of Governmental Purchasing Officials (SCAGPO), and an agency membership in the National Institute of Governmental Purchasing (NIGP). Funds are also used for the purchase of related subscriptions and books, ie. Consumer Reports and revised edition of the Model Procurement Code. Account also used to pay UPPCC certification and recertification fees for CPPO and CPPB designations.

SCAGPO Membership (3 members) @ \$30	\$ 90
NIGP (Agency)	300
Consumer Reports	26
Notary Public for Donna Harris (Expires 11/04)	25

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 25**

Mileage reimbursement required when using personal vehicle to travel to meetings, pre-bid conferences, central stores, sheriff's department, etc. when county vehicle is not available.

525250 - MOTOR POOL REIMBURSEMENT **\$ 50**

Mileage reimbursement charged back to department when using motor pool vehicle for in-town and out-of-town business meetings, pre-bid conferences, and training workshops and conferences.

525300 - UTILITIES **\$4764**

Estimated utility cost for space occupied by Procurement Services.

532000 - AUCTION EXPENSES **\$75**

These funds are for expenses such as plastic tamps, markers, etc. that may be needed at the annual auction held in May/June. The annual auction is held for the sale of county surplus and obsolete property which includes county vehicles, heavy equipment, office furniture, office machines, supplies, fire equipment, etc.

FUND 1000
PROCUREMENT SERVICES (101410)
FY 2004-05 BUDGET REQUEST

C. CAPITAL

540000 Small Tools and Minor Equipment \$810

Miscellaneous small office equipment that may be needed to replace existing equipment, ie. electric staplers (\$89/ea) and telephone instruments (\$34/ea) that may become unrepairable.

Electric Pencil Sharpener (\$25.00)

Date/Time Stamp (\$477.75) Existing machine has been repaired several times. Needs replacing.

Nextel I530 Cell Phone - Many of the existing I60 phones have been replaced due to age. \$146.98to replace existing cell phone for procurement manager.

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: General Administration
Organization: 101420 - Central Stores

BUDGET

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 6	173,643	84,652	177,586	177,586		
511112 FICA Cost	12,755	6,175	13,585	13,585		
511113 State Retirement	8,892	4,331	12,165	12,165		
511120 Insurance Fund Contribution - 6	33,600	17,280	34,560	36,000		
511130 Workers Compensation	2,527	1,233	2,518	2,518		
511213 State Retirement -Retiree	3,003	1,468	0	0		
* Total Personnel	234,420	115,139	240,414	241,854		
Operating Expenses						
520100 Contracted Maintenance	1,225	1,225	1,287	1,425		
521000 Office Supplies	399	79	400	400		
521001 Print Shop Supplies	2,182	282	2,000	2,000		
521100 Duplicating	498	202	660	660		
521200 Operating Supplies	897	121	900	900		
522100 Heavy Equipment Repairs & Maintenance	243	0	300	300		
522200 Small Equipment Repairs & Maintenance	2,632	1,133	3,000	3,000		
522300 Vehicle Repairs & Maintenance	981	325	1,500	2,075		
523200 Equipment Rental	875	723	976	1,050		
524000 Building Insurance	243	243	600	739		
524100 Vehicle Insurance - 3	1,560	780	1,950	1,629		
524201 General Tort Liability Insurance	446	223	558	597		
524202 Surety Bonds	39	0	0	403		
525000 Telephone	1,203	613	1,266	1,266		
525010 Long Distance Charges	62	30	185	185		
525100 Postage	67	21	30	30		
525101 Postage Permits	175	0	400	400		
525110 Other Parcel Delivery Service	0	13	200	200		
525210 Conference & Meeting Expenses	0	0	100	100		
525250 Motor Pool Reimbursement	180	247	440	500		
525357 Utilities - Central Whse./Bldg. Maint.	8,369	3,812	9,500	9,500		
525400 Gas, Fuel, & Oil	1,912	1,063	1,900	2,449		
525600 Uniforms & Clothing	635	250	770	770		
528200 Duplicating Inventory Clearing	0	-75,311	5,000	-		
528201 Parts/Oil Inventory Clearing	0	1,958	5,000	-		
528202 Outside Agency Inventory Clearing	0	0	5,000	-		
528299 Inventory Clearing Budget Control	0	0	-15,000	-		
* Total Operating	24,823	-61,968	28,930	30,838		
** Total Personnel & Operating	259,243	53,171	269,344	272,692		

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: General Administration
Organization: 101420 - Central Stores

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment	467	210	620	<u>400</u>		
540010 Minor Software	0	0	689	<u>0</u>		
All Other Equipment	67,615	686	7,657	<u>764</u>		
** Total Capital	68,082	896	8,966	<u>1164</u>		

*** Total Budget Appropriation

327,325 54,067 278,310 273,856

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Section IA

Fund # 1000
Organization # 101420

Fund Title: FINANCE
Organization Title: CENTRAL SERVICES

Object Expenditure Code Classification	Program #1	Program #2	Program #3	Program #4	Total 2004-2005 Requested
Program Title: <u>WAREHOUSE OPS</u> <u>PRINTING + MAIL SERVICES</u>					
Personnel					
510100 Salaries # <u>6</u>	128,860	48,726			177,586
510300 Part Time #	0	0			0
511112 FICA Cost	9970	3,615			13,585
511113 State Retirement	7769	4,376			12,145
511114 Police Retirement	0	0			0
511120 Insurance Fund Contribution # <u>6</u>	24,000	12,000			36,000
511130 Workers Compensation	1,437	1,081			2,518
511131 S.C. Unemployment	0	0			0
* Total Personnel					241,854
Operating Expenses					
520100 Contracted maintenance					1425
520200 Contracted Services					0
520300 Professional Services					0
520400 Advertising					0
521000 Office Supplies	300	100			400
521100 Duplicating	400	260			660
521200 Operating Supplies	700	200			900
521001 PRINTS FOR SUPPLIES		2000			2000
522100 Equipment Repairs & Maintenance	300				300
522200 Small Equipment Repairs & Maint.	300	2700			3000
522300 Vehicle Repairs & Maintenance	1590	485			2075
523000 Land Rental					0
523500 EQUIP RENTAL		1050			1050
524000 Building Insurance	600	139			739
524100 Vehicle Insurance # <u>3</u>	1086	543			1629
524101 Comprehensive Insurance #					0
524201 General Tort Liability Insurance	597	44			597
524202 Surety Bonds					663
525000 Telephone	1055	211			1266
52010 LONG DISTANCE	185				185
525100 Postage	30				30
525210 Conference & Meeting Expenses		100			100
525101 POSTAGE PERMITS	450	400			400
525250 MOTOR POOL REIM	450	50			500
52537 Utilities - CENTRAL SERVICES	7500	2000			9500
525400 Gas, Fuel, & Oil	1857	642			2449
525600 Uniforms & Clothing	700	70			770
525110 OTHER PARCEL DELIVERY CHARGES	200				200
* Total Operating					30,838
** Total Personnel & Operating					241,854
** Total Capital (From Section II)	1564				1564
*** Total Budget Appropriation					273,856

Capital Item Summary

Fiscal Year - 2004-2005

Fund # 1000
Organization # 101420
Cost Center 101420

Fund Title: General
Organization Title: Central Stores
Program Title: _____

BUDGET
2004-2005
Requested

PROGRAM 1 - WAREHOUSE OPERATIONS

<u>Quantity</u>	<u>Item Description</u>	<u>Amount</u>
	Small Tools & Minor Equipment	400
1	Desk Dolly	227
10	Pallet Rack Beams	371
2	Furniture Dollies	166
	Sub Total	1,164

Total Capital (Transfer Total to Section I and IA) 1,164

SECTION III CENTRAL STORES - OBJECTIVES

Lexington County's Warehouse is called Central Stores because it is a central or single source controlling all aspects of expendable supplies and shipping in the County. It is also the place where the following occurs:

- supplies are stored for future use
- merchandise is offered for sale
- merchandise and supplies are deposited or received for safekeeping
- requisitions/orders are filled to supply to needs of its users.

Function

- a. Central Stores (CS) is responsible for receiving, inspecting, storing, safeguarding, inventorying, and maintaining all supplies that are consigned to it.
- b. It is also responsible for issuing supplies to authorized customers, both within the County system and outside agencies.
- c. The Central Stores Manager is also the Fixed Asset (FA) Control Officer. He is responsible for all County FA's in the areas of classification, recording, physical tagging, transfers, disposal and physical inventorying. This is accomplished in coordination with the Finance Department.
- d. Operates the Print Shop and accomplishes the primary printing needs of the County agencies. Acts as a central point of control for all County forms. Assigns, changes, adds or deletes forms as needed by agencies.
- e. Processes interoffice and outgoing mail from County pick up points to the US Post Office or between agencies as required on a daily basis.

Fixed Asset Accounting

The Inventory Manager is initially responsible for identifying Fixed Assets (FA) as they are received in the County. All FA's are identified by placing a county number in consecutive order on them. All necessary paperwork will be completed to place them on the computer program by Finance. He will be responsible for receipt, transfer, sale, auction, salvage, or loss due to fire, theft, or any other loss. A physical inventory of all FA's will be conducted each year.

SECTION III

CENTRAL STORES - PROGRAM OVERVIEW

Summary of Program

Program 1 - Warehouse Operations

- a. Administration
- b. Shipping and Receiving
- c. Stores Control
- d. Fixed Asset Accounting

Program 2 - Printing and Mail Services

PROGRAM 1 - WAREHOUSE OPERATIONS

Administration

This involves all administration required to receive, store, and ship supplies required by customer orders. It includes resolving all discrepancies found in orders. Processes all requisitions received, pulls stock and delivers supplies. Provides all inputs to the computerized inventory control system to include recording purchase orders, receipts, issues, balances in store and quantity available. File and maintain all records and paperwork pertaining to warehouse operations.

Shipping and Receiving

Central Stores is responsible for all items received by the County. All materials received must be properly identified as to purchase order, accurately counted, inspected, and ultimately delivered to the agency that ordered it. All necessary paperwork must be documented, signed and filed. Goods are then moved to stock or delivered. Goods are reissued from the warehouse to fill customer orders. Supplies are shipped/received via UPS, US Mail, freight truck, local delivery and picked up.

Stores Control

This is the entire process of determining what items will be purchased to carry as inventory/stock. A strict accountability for all receipts, issues or movement of materials is maintained. The selection of supplies to stock will be determined by demand by County employees. A computerized perpetual inventory record reflecting all transactions affecting the movement of supplies and equipment will be maintained. Housecleaning and maintenance of the warehouse and materials handling equipment are encompassed in this area.

PROGRAM 2 - PRINTING AND MAIL OPERATIONS

The print shop provides the printing services for County agencies as required in the areas of letterhead stationary, memorandums, road maps, envelopes, forms, pamphlets, booklets, labels, or any other items as may be required. Print operations consist of typesetting, plate preparation, printing, assembling, cutting, wrapping, color selection, paper selection, accounting, completing requisitions for paper, ink, supplies, and delivery.

This section also picks up and delivers interoffice and outgoing mail as required; processes outgoing mail for County departments ensuring that all County mail is metered with the correct amount of postage and is mailed on a daily basis; prepares postage requisitions for postage meter and Permit 3 bulk mail accounts for County departments as required; keeps an accurate journal of Permit 3 bulk and First Class mail usage; prepares postage reports on a monthly basis to record amount of postage used by each department and submits reports to the Finance Department.

The personnel in this section cross-train in warehouse functions and are utilized there when workload permits. Assistance to operate the County Information Booth is also provided by this section.

SECTION III - SERVICE LEVELS

DESCRIPTION OF OPERATIONS	FY01-02 (Actual)	FY02-03 (Actual)	FY03-04 31 Dec	FY03-04 (Projection)	FY04-05 (Estimate)
Issue Tickets for Supplies	6,033	6,030	3,583	7,166	7,166
Purchase Orders Processed	2,900	3,041	1,523	3,046	3,046
Freight Shipments Received	1,701	1,766	911	1,822	1,822
Pieces of Freight Received	13,630	10,271	5,385	10,770	10,770
Fixed Assets Added/Deleted/Transferred	1,065	1,135	718	1,436	1,436
Used Tires Sold	\$5,516	\$2,370	\$1,442	\$2,885	\$2,885
Surplus Property Sold	\$3,574	\$1,868	\$771	\$1,542	\$1,542
Supplies Purchased	\$510,946	\$524,910	\$312,131	\$624,262	\$624,262
Supplies Issued	\$528,503	\$535,877	\$295,695	\$591,391	\$591,391
Print Requisitions Processed	295	280	139	278	278
Number of Impressions Printed	1,249,824	1,819,476	489,313	978,626	978,626
Pieces of Mail Processed	915,646	850,158	465,987	931,974	931,974
Cost of Mail Processed	\$369,419	\$360,301	\$186,253	\$372,507	\$372,507
Req. Submitted to Procurement	492	459	253	506	506
Number of Stock Items Ordered	975	1,003	592	1,184	1,184
Deliveries & Pick-Ups	1,545	1,642	887	1,774	1,774

SECTION IV. - SUMMARY OF REVENUES

438903 - TIRE SALES - CENTRAL STORES **\$2,000**

Sale of used tires was approved May 10, 1991. These are tires removed from county vehicles. Passenger tires are sold for \$10 each and primarily sold to the general public. Truck tires are primarily sold to tire dealers. The sale price of truck tires varies from \$25 - \$65, depending on the present market price for casings.

438902 - PUBLIC SALE **\$2,500**

Public sale of miscellaneous, obsolete, and surplus property was approved on December 3, 1999. The Procurement Manager and Inventory Manager will meet as needed to determine what price will be placed on items for sale. Prices paid for similar items purchased from State Surplus Office may be used as a guide. Prices vary on merchandise sold depending on the condition of the item at the time of sale.

SECTION IV

County of Lexington
 Proposed Revenues
 Fines, Fee, and Other
 Budget FY - 2004-2005

Fund #: 1000 Fund Name: ADMINISTRATIVE
 Organ. #: 101420 Organ. Name: CENTRAL STORES

BUDGET

Treasurer's Revenue Code	Fee Title	Actual Fees FY2003-04	Anticipated Fees FY2003-04	Units of Service	Total Current Fee	Proposed Est. Fees FY2004-05	Fee Change	Total Proposed Est. Fees FY2004-05
438903	Tire Sales	1,442	2,000			2,000		2,000
438902	Surplus Sales	771	4,000			2,500		2,500

*Car tires are sold \$10 each. Truck tires are sold at market value which could run from \$10 - \$60.

**Surplus property is sold at various rates depending on condition and type of property like chairs, desks, file cabinets, etc. Prices range from \$5.00 and up.

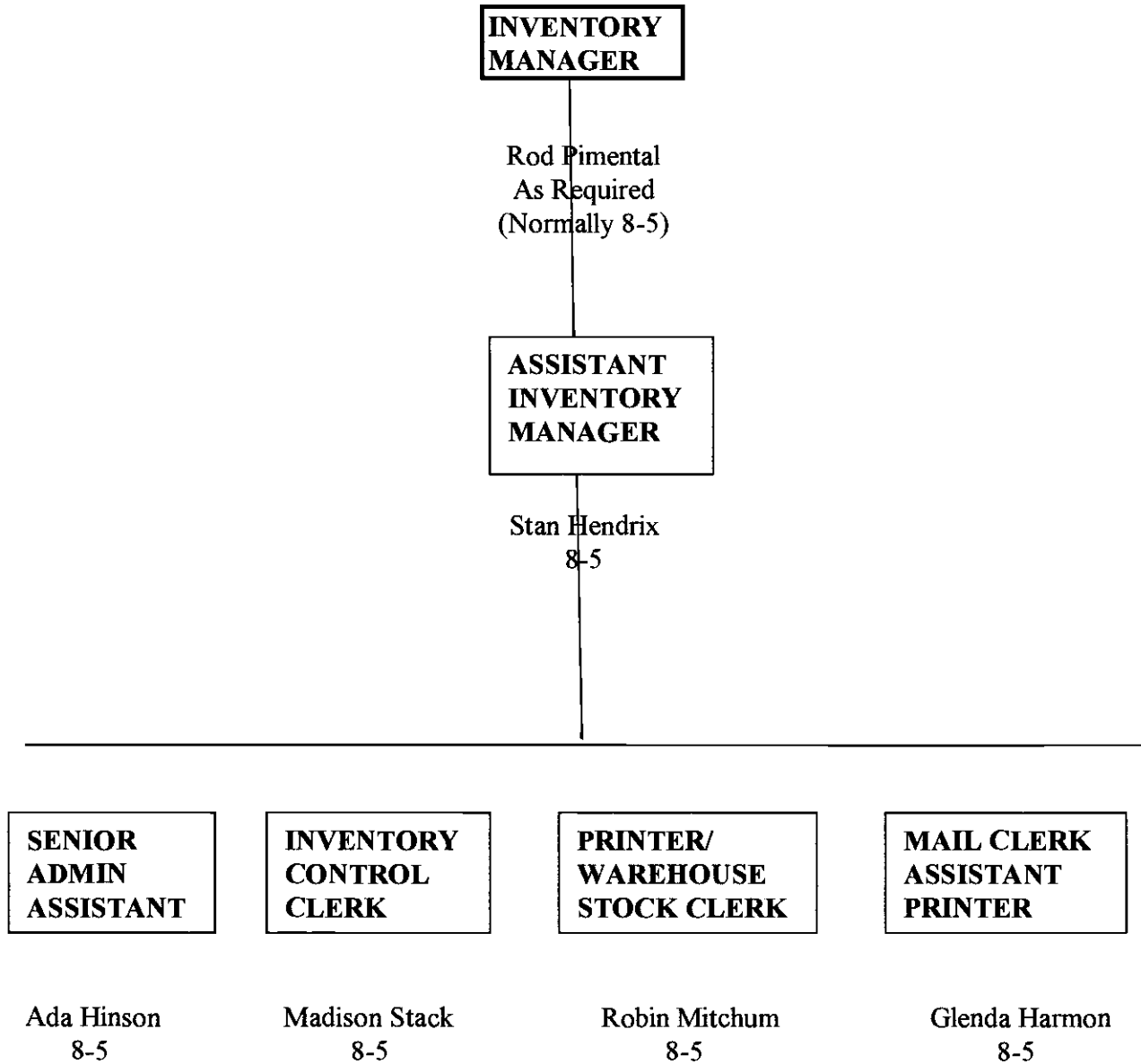
SECTION V - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Total</u>	<u>Grade</u>
Inventory Manager	1	1	1	17
Assistant Inventory Manager	1	1	1	11
Administrative Assistant	1	1	1	7
Printer/Warehouse Stock Clerk	1	1	1	6
Inventory Control Clerk	1	1	1	6
Mail Clerk/Assistant Printer	1	1	1	4
Total Positions	<u>6</u>	<u>6</u>	<u>6</u>	

SECTION V - PERSONNEL LINE ITEM NARRATIVES

Organization Chart



SECTION V - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$1,425**

Cost for the fourth year of the maintenance contract for the Ascom 350 mail machine.

521000 - OFFICE SUPPLIES **\$400**

To cover routine office supplies (paper, pencils, ribbons, file folders, etc.) for Central Stores, Mail Room and Print Shop.

510001 - PRINT SHOP SUPPLIES **\$2,000**

This account is used to purchase supplies such as ink rollers, covers for water system, cleaning chemicals, and other supplies that are not charged back to the department. The supplies consist of all types of color inks used, activator, toner, litho paper, padding compound, shrink wrap, conversion solution, paper plate conditioner, chip board and adhesives.

521100 - DUPLICATING **\$660**

This account is used for duplicating needs by Central Stores, Mail Room and Print Shop. This is based on the monthly usage of \$55 per month. More customers are needing copies of shipping and receiving documents and do not have auditrons with them to make copies.

521200 - OPERATING SUPPLIES **\$900**

Operating supplies for the warehouse include, but are not limited to the following: large quantities of paper bags are used to pack small orders to be delivered or picked up by warehouse customers; shrink film is used to provide tight, secure and moisture protection on pallets for storage and shipping; packaging materials such as general purpose sealing tape, scotch tape, masking tape are used to seal packages and boxes for storage and shipping; rope and twine are used to secure loads on orders when they are picked up by open trucks. This account is also used to buy all the cleaning supplies for the upkeep of the warehouse. Bought from this account also are hand towels, toilet paper, trash can liners, and other supplies used in warehouse operations. Mail machine supplies such as tape, ink, and labels will be purchased from this account.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$300**

Scheduled maintenance on one forklift conducted quarterly (4 x \$25 = \$100). Unscheduled maintenance is difficult to estimate, but it should be no more than \$200.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$3,000**

To be used on maintenance and replacement parts for equipment in the warehouse such as drills, engravers, pallet truck, branding iron, and drum handling equipment. In addition, we have several pieces of small equipment in the mail room and the print shop that require repairs. We have been informed the rollers on the SB Dick Press (at a cost of \$388/set) need to be changed annually. Also, the electric paper cutter blades must be changed and sharpened 2 or 3 times per year at a cost of \$75 - \$100 each time. The AB Dick Press and the Mitsubishi Plat Maker in the print shop have had maintenance contracts in the past costing approximately \$1,800. As of July 1, 1997, there are no vendors in the Columbia area offering contracts on this equipment. Repair work on this equipment costs \$75 - \$100 per hour plus parts.

522300 - VEHICLE REPAIRS & MAINTENANCE **\$2,075**

This is for the three vehicles assigned to Central Stores for regular scheduled and unscheduled maintenance. The flatbed truck is 11 years old and fairly expensive to repair when it is needed. The other two vehicles are more economical to repair. All vehicles are used for delivery and pick up of supplies and equipment from the warehouse throughout the entire County.

Van - 18900 - (99)	Flat Bed - 17525 - (93)	Chevrolet Van - 20804 - (99)
3 A Services = \$135	3 A Services = \$180	3 A Services = \$135
1 C Service = \$ 80	1 B Service = \$ 95	1 B Service = \$250
\$215	\$ 275	\$ 385

Total scheduled maintenance is estimated at \$875.
Unscheduled maintenance is estimated at \$1,200 annually.

523200 - EQUIPMENT RENTAL **\$1,050**

The mail machine postage meter is an item that cannot be purchased. This meter is a component of the mail machine that affixes postage to the mail and keeps a cumulative total of postage used and amount remaining. When postage needs to be added a check is sent to the Post Office and the postage meter is set using the telephone. Rental is on a yearly basis.

524000 - BUILDING INSURANCE **\$739**

Building and property insurance for the warehouse with a 25% increase from last year. Figures were received from Risk Manager.

524100 - VEHICLE INSURANCE **\$1,629**

This is to fund liability insurance coverage for the three vehicles at Central Stores with a 25% increase from last year. The actual cost is \$543 per vehicle. Figures received from Risk Manager.

6-14

524201 - GENERAL TORT LIABILITY INSURANCE **\$597**

This is to cover the cost of tort liability insurance with a 25% increase from last year. Figure provided by the Risk Manager. (1) Manager – 487 – (5) Clerical – 110.

524202 - SURETY BOND **\$663**

An insurance guaranteeing payment to an employer in the event of unforeseen loss through the actions of an employee. Figure provided by the Risk Manager.

525000 – TELEPHONE **\$1,266**

This account funds the telephone equipment rental costs and line charges as necessary to the operation of this division. This is the same cost as last year.

359-8167	12 x \$17.55	=	\$ 211
808-2141	12 x \$17.55	=	\$ 211
359-8368	12 x \$17.55	=	\$ 211
359-8282	12 x \$17.55	=	\$ 211
359-8278 (FAX)	12 x \$17.55	=	\$ 211
359-4494 (Modem)	12 x \$17.55	=	\$ 211
			\$ 1,266

524010 - LONG DISTANCE CHARGES **\$185**

To cover long distance telephone charges. Numerous calls have to be made to vendors to correct shipping problems. Because we have first-hand knowledge of most shipping problems it is more efficient for warehouse personnel to solve them. Also, price quotes have to be obtained from some vendors who do not have 800 toll free numbers.

525040 - INTERNET SERVICE CHARGE **NONE**

525100 - POSTAGE **\$30**

To cover necessary mail fees to outside agencies and vendors.

525101 - MAILING PERMITS **\$400**

Funds will be used for County mailing permit fees, i.e. First Class, Pre-Sort, Third Class and Business Reply. Actual cost of fees. Also in the event postage is increased again this year, a chip for the mail machine will have to be purchased.

525110 - OTHER PARCEL DELIVERY SERVICE **\$200**

This is used to send large packages through UPS, FEDEX, AIRBORNE EXPRESS, US POST OFFICE, etc. Also merchandise refused for some reason is sent back using these services.

525210 - CONFERENCE & MEETING EXPENSES **\$100**

Columbia Postal Customer Council conducts employee training each year. Four employees at \$25 each. The Inventory Manager and three employees who handle County mail processing will attend.

525250 - MOTOR POOL REIMBURSEMENT **\$500**

The present vehicles assigned to Central Stores are not administrative type vehicles and for the most part due to scheduling are not available. When inventorying fixed assets an administrative vehicle is necessary to travel throughout the County to Solid Waste Management collection stations, libraries, fire stations, EMS substations, and other county buildings. The Central Stores supervisor has to attend meetings several times a week throughout the County. Central Stores employees require County vehicles to attend training and other classes not held at Ball Park Road.

ESTIMATE OF YEARLY USES

Destination	Miles Round Trip	# of Trips Per Year	Total Miles	Cost
CS-Admin. Bldg.	16	60	960	\$350
CS-Library HQ	20	10	200	\$73
CS-Columbia	20	10	220	\$80
Mileage Rate 36.5 per mile				\$503

525230 - SUBSCRIPTIONS, DUES, & BOOKS **NONE**

525357 - UTILITIES **\$9,500**

Based on actual cost. Figures provided by the Finance Department.

525400 - GAS, FUEL & OIL **\$2,449**

Includes four vehicles. The following is a breakdown of operational costs:

County # 10814 - Flat Bed Diesel	County # 18900 - Dodge Van
4552 MPY / 10 MPG = 455 x \$1.15 = \$524	7838 MPY / 16 MPG = 490 x \$1.15 = \$563

6-16

County # 20804 - Chevrolet Mini Van
11,006 MPY / 18 MPG = 611 x \$1.15 = \$642

Miscellaneous - Forklift (Propane)
5 tanks per month @ \$12.00 x 60 = \$720

MPY - Miles Per Year

MPG - Miles Per Gallon

Miles driven and estimated cost of a gallon of fuel provided by Fleet Services.

525600 - UNIFORMS & CLOTHING

\$770

Central Stores personnel deliver and pick up supplies throughout Lexington County and the City of Columbia. Uniforms present a professional image and help identify the worker as being from Central Stores/Lexington County. The nature of the type of work in the warehouse of unloading trucks, handling oil products, moving various size boxes and containers, moving furniture in and out of buildings, causes unusual wear and tear on clothing. By issuing uniforms we can require employees to be neat and clean and not wear worn and tattered clothing.

The safety shoes are a necessity because of the heavy object that are constantly moved around the warehouse and the County. Before we issued safety shoes, one employee dropped a box on his foot, breaking his toe.

Uniforms give the County of Lexington a quality image and make employees feel a part of a team thus improving morale and productivity.

WAREHOUSE EMPLOYEES

Five pairs of pants @ \$13.85 each	=	\$69.25
Five shirts @ \$8.01 each	=	\$40.05
Emblems & Sewing	=	\$20.00
Safety Shoes	=	\$75.00
Jacket	=	\$24.96
Sales Tax on Items	=	\$11.46
TOTAL PER EMPLOYEE	=	\$240.72
\$240.72 X 3 Employees	=	\$722.17

MAIL ROOM & PRINT SHOP EMPLOYEES

2 Zipper Front Smocks @ \$15.60	=	\$32.76 (tax included)
2 Bib Aprons @ \$6.50	=	\$13.65 (tax included)
TOTAL FOR BOTH EMPLOYEES	=	\$46.41

SECTION V - C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUESTS

540000 - SMALL TOOLS & MINOR EQUIPMENT \$400

To purchase small tools to be used in warehouse operations. This account will also be used to buy minor equipment in the warehouse administration area, the mail room, and the print shop.

(1) DESK DOLLY \$227

To purchase a desk dolly (catalog # 4W485) to move fully loaded desk without removing drawers and files. This dolly allows one person to move a 400-lb. pedestal desk for relocating or cleaning.

(10) PALLET RACK BEAMS \$371

Needed to increase storage shelves in the warehouse. Already have the uprights on hand. Beams 96" long supporting 5,130 pounds are required at a cost of \$37.07 each. (10 x \$37.07 = \$370.70, catalog # 6KL62).

(2) FURNITURE DOLLY \$166

This dolly will enable workers to move heavy loads more efficiently with less chance of back injury. Especially helpful in moving office furniture around the County. (Catalog # 1EZ83)

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: General Administration
Organization: 101500 - Personnel

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 6	246,881	121,557	254,579	254,296		
510200 Overtime	941	594	594	0		
510300 Part Time	1,153	0	0	0		
511112 FICA Cost	18,442	8,896	19,521	19,454		
511113 State Retirement	16,976	8,367	17,479	17,419		
511120 Insurance Fund Contribution - 6	33,600	17,280	34,560	36,000		
511130 Workers Compensation	684	337	664	2,816		
* Total Personnel	318,677	157,031	327,397	329,985	0	0
Operating Expenses						
520200 Contracted Services	1,128	564	1,128	1,128		
520300 Professional Services	0	0	5,000	0		
520400 Advertising & Publicity	8,153	7,801	9,000	11,120		
521000 Office Supplies	1,118	1,345	1,500	1,500		
521010 Newsletter Printing/Supplies	7,241	3,719	7,200	7,500		
521100 Duplicating	2,299	1,435	2,100	2,100		
521200 Operating Supplies	2,436	3,386	6,302	3,500		
522200 Small Equipment Repairs & Maintenance	171	0	0	600		
524000 Building Insurance	25	25	62	149		
524201 General Tort Liability Insurance	411	206	514	647		
524202 Surety Bonds	39	0	0	0		
525000 Telephone	1,676	851	1,600	1,600		
525010 Long Distance Charges	115	59	150	150		
525020 Pagers and Cell Phones	952	429	1,128	1,068		
525100 Postage	860	470	1,560	1,560		
525210 Conference & Meeting Expenses	1,567	1,042	1,890	500		
525221 Employee Training-Staff Development	14,300	9,289	20,000	15,000		
525230 Subscriptions, Dues, & Books	581	0	946	946		
525250 Motor Pool Reimbursement	35	166	100	100		
525300 Utilities - Admin. Bldg	4,965	2,800	4,920	4,474		
525700 Employee Service Awards	17,429	1,480	20,000	20,000		
* Total Operating	65,501	35,067	85,100	73,642	0	0
** Total Personnel & Operating	384,178	192,098	412,497	403,627	0	0
Capital						
540000 Small Tools & Minor Equipment	32	110	110	0		
540010 Minor Software	0	0	50	0		
All Other Equipment	10,689	0	4,710			
*5A Printer Upgrade				1,582		
*5A Document Imaging Implementation				5,860		
*5A Information Booth Chairs				516.56		
*5Q Shredder				1160		
** Total Capital	10,721	110	4,870	9,119	0	0
*** Total Budget Appropriation	394,899	192,208	417,367	412,746	0	0
1000-999900-525701 Employee Gift Svcs				29,000		

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

- Program I - Employment
- Program II - Administration of Benefits
- Program III - Classification and Compensation
- Program IV - Personnel Administration

Program I: Employment

Objectives:

The purpose of this program is to ensure proper means of advertising as prescribed by County policy in order to recruit the best qualified applicants for employment vacancies, not only for prospective employees but also to afford equal advancement opportunities to County employees. Under this program, advertising through the County's web site, The State Newspaper, Lexington Job Service, Dial-A-Job (telephone job line), area colleges, vocational schools, placement offices and County departments is ensured. Staff coordinates with Lexington Job Service the process of accepting applications for vacancies and forwards copies of applications to involved department heads/elected officials. Applications are logged in and monitored for the Federal EEO-4 report. Employee selections are reviewed to ensure that applicants have equal employment opportunity.

	<u>FY 00/01</u>	<u>FY 01/02</u>	<u>FY 02/03</u>	<u>Estimated FY 03/04</u>	<u>Projected FY 04/05</u>
Applications Processed	1,644	2,176	2,227	2,000	2,500
Advertised Vacancies	256	252	85	100	100
Newspaper Ads	71	40	30	50	50

Program II: Administration of Benefits

Objectives:

The purpose of this program is to ensure proper administration of all fringe benefits to County employees. This includes educating employees of these benefits and ensuring accurate payroll deductions for the benefits. These benefits include: SC and Police Retirement, health, dental and life insurance, COBRA, post-employment and retiree benefits, IRS Section 125 and Post Tax Deduction Cafeteria Plan, SAFE Federal Credit Union, Savings Bonds, Deferred Compensation, and direct deposit of bi-weekly earnings for all County employees. A personnel orientation is given to each employee for a complete explanation of the County's benefit package. Upon termination of employment, exit interviews are conducted to explain voluntary continuation of certain benefits. This program also encompasses compliance with the federal Family and Medical Leave Act and COBRA.

	<u>FY 00/01</u>	<u>FY 01/02</u>	<u>FY 02/03</u>	<u>Estimated FY 03/04</u>	<u>Projected FY 04/05</u>
New Employees	287	197	258	200	200
Terminations/Resignations	230	173	233	200	200

Program III: Classification and Compensation

Objectives:

The purpose of this program is to maintain the position and classification system and pay plan. Under this program, staff reviews and processes all personnel actions and maintains EEO information as well as completes in-depth annual reports as required by Federal law. Staff reviews all performance evaluations and calculations for salary adjustments are made. Under this program, job descriptions are maintained and kept current. Wage and salary requests for external agencies are also performed under this program.

	<u>FY 00/01</u>	<u>FY 01/02</u>	<u>FY 02/03</u>	<u>Estimated FY 03/04</u>	<u>Projected FY 03/04</u>
PAFS Processed	2,410	2,164	2,632	2,500	2,500
Appraisals Processed	1,231	1,337	1,493	1,350	1,350

Program IV: Personnel Administration

Objectives:

Under this program, formulation and maintenance of general personnel policies and procedures is achieved. Staff assists department/division heads and elected officials with personnel matters on a daily basis. Under this program all personnel files are maintained as required by state and federal laws. Also as part of this program, staff verifies employment for both current and past employees (mortgage companies, DSS, Social Security, etc.). Staff also provides information as requested under the guidelines of the Freedom of Information Act and provides the SC Department of Labor with monthly reports and annual census information. Staff keeps County supervisors up to date with new laws and mandates affecting County employees and disseminates information as well as coordinates training opportunities. Also under this program, the employee newsletter is compiled and produced to inform employees of benefits and to promote communication between management and the employees of Lexington.

**PERSONNEL DEPARTMENT
 ALLOCATION OF STAFF TIME PER PROGRAM**

Job Title	Program I Employment	Program II Benefit Admin	Program III Class & Comp.	Program IV Personnel Admin.
Personnel Director	25%	10%	25%	40%
Personnel Manager	20%	20%	45%	15%
Personnel Specialist	25%	45%		30%
Personnel Clerk	25%	50%	25%	
Personnel Assistant	20%	10%	30%	40%

SECTION III. - SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> <u>FY 02/03</u>	<u>Estimated</u> <u>FY 03/04</u>	<u>Projected</u> <u>FY 03/04</u>
Phone Calls Information Booth	44,125	45,000	45,000
Applications received/processed	2,227	3,000	3,000
New Hires	258	200	200
Personnel Action Forms Processed	2,632	3,500	3,500
Terminations	233	200	200
FMLA cases	358	210	215
Turnover	13.37%	12%	12%

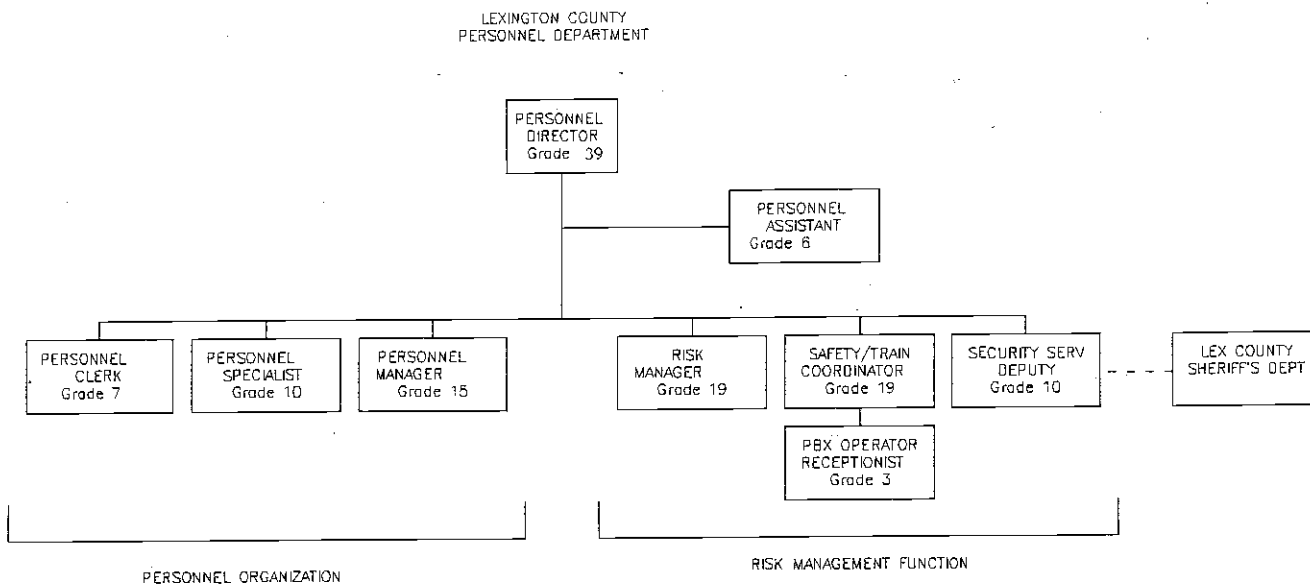
SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

Current Staffing Levels::

Job Title	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Personnel Dir/Asst Cnty Admin.	1	1		1	39
Personnel Manager	1	1		1	15
Personnel Specialist	1	1		1	10
Personnel Clerk	1	1		1	7
Personnel Assistant	1	1		1	6
PBX Operator/Receptionist	1	1		1	3
Total Positions	<u>6</u>	<u>6</u>		<u>6</u>	

(All positions covered by health insurance, account #511120)

ORGANIZATIONAL CHART



510100 - SALARIES **\$254,296**

Current salaries for six positions.

510200 - OVERTIME **\$0**

511112 - FICA COST **\$19,454**

Employer's portion 7.65%.

511113 - STATE RETIREMENT **\$17,419**

Employer's portion 6.85%.

511120 - INSURANCE FUND CONTRIBUTION **\$36,000**

6-Employer's portion @ \$6,000 per employee annually.

511130 - WORKERS COMPENSATION **\$2,816**

Internal premium charges: (5) positions @ clerical rate of .30 per \$100 of \$167,652 of payroll = \$503
(1) position @ municipal rate of 2.67 per \$100 of \$86,644 of payroll = \$2,313

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$1,128

Sheakley Uniservice, Inc. - Unemployment Compensation Claim Management Program. This company organizes employment claim information received from SCESC and assists the County with reporting.

520300 - PROFESSIONAL SERVICES \$0

520400 - ADVERTISING \$11,120

Advertising for employment ads in the State Newspaper. Average of 60 lines (multiple ads) @ \$3.29 per Sunday (52).

521000 - OFFICE SUPPLIES \$1,500

Includes routine office supplies as well as in-house printing.

521010 - NEWSLETTER PRINTING/SUPPLIES \$7,500

Includes printing costs for six (6) bi-monthly newsletters @ \$1,250 each.

521100 - DUPLICATING \$2,100

Includes general duplicating. Department on average makes 3,500 copies per month = 42,000 copies per year @ .05/per copy.

521200 - OPERATING SUPPLIES \$3,500

Includes digital ID system Badges.	\$1,550
Includes cost of orientation folders.	\$600
Includes cost of Personnel File Folders	\$350
Includes performance evaluation form purchase.	\$1,000

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$600

Includes repairs needed for Canon Microprinter machine.

524000 - BUILDING INSURANCE \$149

524201 - GENERAL TORT LIABILITY INSURANCE **\$647**

4 clerical employees	\$22 X 4 = \$88
1 other	\$72 X 1 = \$72
1 director	\$487 X 1 = \$487

525000 - TELEPHONE **\$1,600**

Includes existing six telephone lines & Voice mail for job line & Personnel Director (\$127 avg monthly bill X 12 months).

525010 - LONG DISTANCE TELEPHONE **\$150**

Based on current usage.

525020 - PAGERS AND CELL PHONES **\$1,068**

Pager and Digital Phone usage by Personnel Director
Pager \$9 x 12 months = \$108
Digital Phone \$80 x 12 months = \$960

525100 - POSTAGE **\$1,560**

Based on current average usage of \$130 per month.

525210 - CONFERENCE & MEETING EXPENSE **\$500**

Miscellaneous training	\$500
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525221 - EMPLOYEE TRAINING - STAFF DEVELOPMENT **\$15,000**

Includes Supervisory Certification Program to 10 of our supervisors in cooperative effort with Midlands Technical College and price-sharing with Richland County (\$5,625 X 2 classes) as well as targeted computer software training for County employees. Additional county-wide training opportunities are identified throughout the year, such as communications skill enhancement, creating team environments, conversational Spanish for front-line employees and the like. These types of classes typically cost \$800-\$1000 each for 15-20 employees in attendance.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$946**

Manager's Legal Bulletin (renewal)	\$421
Semi-monthly forwarded to all department heads and elected officials to communicate up-to-date personnel information	
Personnel Law Update	\$175
National Society for Human Resource Management dues	\$200
Local Society for Human Resource Management dues	\$150

525250 - MOTOR POOL REIMBURSEMENT **\$100**

525300 - UTILITIES--ADMINISTRATION BUILDING **\$4,474**

Based on usage.

525700 - EMPLOYEE SERVICE AWARDS **\$20,000**

Annual Employee Service Awards

This appropriation will be used for recognition of employees with ten, twenty, and thirty years of service. Special note: The cost of the banquet has increased due an increase in the number of employees with 10 years or more of service. This is a good sign for the longevity of our employee base. Staff will continue to evaluate other alternatives such as catering if an adequately sized and conveniently located facility can be.

Awards Dinner

Approximately 45 service awards will be presented for ten, twenty and thirty years of service:

25	10 year certificates @ \$14.70	= \$367.50	
17	20 year plaques @ \$42.00	= \$714.00	
3	30 year plaques @ \$57.75	= \$173.25	<u>\$1245.75</u>

375 Employees with 10 years or more of service + guest = 750

49 Department heads and Council + guest = 98

4 Employee of the Quarter recipients + guest = 8

Dinner @ \$25/Dinner (includes tax and service charge) = \$11,250*

* (Assumes 450 employees/guests in attendance).

Picture of award recipients (to included Employee of the Year) at awards ceremony:

46@ \$10.50/each for copy for each recipient as well as black and white photos for the newspaper = \$483

Individual tribute to service. The Employee Committee typically shares in this cost.

\$5.50 for 425 employees/department officials = \$2,335

Employee of the Year Award = \$160

Total Banquet Cost \$19,000

Employee Recognition Throughout the Year

Employee of the Quarter Awards, 4 @ \$14.70

Certificate of Excellence to Nominees, 16 @ \$14.70 \$294

Engraved clock presented to retiring employees.

Average 4 retirees per quarter = 16 @ \$74.00 \$1,184

Greeting cards for employee's birthdays. \$1,000

1000-999900-525701 - EMPLOYEE CHRISTMAS GIFT SERVICES **\$29,000**

This is an annual cost for distributing a gift certificate to each employee during the Christmas season. For the past two years, the face value of this certificate has been \$25 with a purchase price of between \$22-\$23. The amount budgeted reflects an employee count of approximately 1,267 at \$23.00/certificate.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

1000-101500-540010 - MINOR SOFTWARE **\$0**

1000-1015000-5A---- - PRINTER UPGRADE **\$1,582**

Covers cost of (1) laserjet printer, as recommended by Information Services, to replace the existing laserjet printer.

1000-1015000-5A---- - DOCUMENT IMAGING IMPLEMENTATION **\$5,860**

Costs includes one camera head (\$2,400), five 19 inch monitors (\$1,150) and 4 X 73GB hard drives for NAS (\$2,310) for the implementation of a document imaging system that would allow the department to film, scan and index approximately 1500 pages per month.

1000-1015000-5A---- INFORMATION BOOTH CHAIRS **\$520**

2 new chairs needed for new kiosk at \$260 each.

1000-1015000-5A---- SHREDDER **\$1,160**

Cost for a "Confetti Cut" shredder model to replace existing department shredder, which is currently not functioning. Shredder is needed to destroy confidential documents that may contain social security numbers and other sensitive material.

I – Department of Planning and GIS – BUDGET REQUEST SUMMARY

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 20 RECD

FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 101600 - Planning & GIS

		BUDGET					
Object Expenditure		2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code	Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
				(Dec)			
Personnel							
510100	Salaries & Wages - 7	296,236	125,924	300,447	(7)300,447		
511112	FICA Cost	21,749	9,172	22,984	22,984		
511113	State Retirement	17,988	7,505	20,581	20,581		
511120	Insurance Fund Contribution - 7	39,200	20,160	40,320	(7) 42,000		
511130	Workers Compensation	803	342	797	797		
511131	S.C Unemployment	940	0	0	0		
511213	State Retirement -Retiree	2,304	1,121	0	0		
* Total Personnel		379,220	164,224	385,129	386,809		
Operating Expenses							
520400	Advertising & Publicity	0	0	200	200		
520702	Technical Currency & Support	20,370	0	23,830	25,830		
520703	Computer Hardware Maintenance	0	0	1,900	2,142		
521000	Office Supplies	474	328	675	675		
521100	Duplicating	1,312	468	1,500	1,100		
521200	Operating Supplies	4,578	512	3,000	3,000		
522200	Small Equipment Repairs & Maint.	41	0	600	600		
522300	Vehicle Repairs & Maintenance	393	2	600	0		
524000	Building Insurance	23	23	58	378		
524100	Vehicle Insurance - 1	520	260	650	0		
524201	General Tort Liability Insurance	426	213	533	634		
524202	Surety Bonds	45	0	45	45		
525000	Telephone	1,364	768	1,135	1,800		
525010	Long Distance Charges	269	595	800	1,200		
525020	Pagers and Cell Phones	210	105	225	220		
525100	Postage	650	129	900	600		
525210	Conference & Meeting Expenses	4,017	1,197	8,000	8,000		
525230	Subscriptions, Dues, & Books	612	424	1,000	1,000		
525240	Personal Mileage Reimbursement	0	0	0	500		
525250	Motor Pool Reimbursement	873	281	1,000	3,000		
525300	Utilities - Admin. Bldg	5,944	2,718	6,700	6,700		
525400	Gas, Fuel, & Oil	676	270	650	0		
* Total Operating		42,797	8,293	54,001	57,624		
** Total Personnel & Operating		422,017	172,517	439,130	444,433		
Capital							
540000	Small Tools & Minor Equipment	134	52	250	650		
540010	Minor Software	0	0	455	2,600		
	All Other Equipment	28,990	3,263	224,935	13,950		
** Total Capital		29,124	3,315	225,640	17,200		
*** Total Budget Appropriation		451,141	175,832	664,770	461,633		

III – PROGRAM OVERVIEW

Activity	Valerie Gray, GIS Mapping Tech. I	George Hughes, GIS Mapping Tech. II	Steve Pierce, GIS Mapping Tech. II	Ralph Ford, Senior Cartographer	Alison Sengupta, GIS Analyst	Jack Maguire, Planning/GIS Manager	Charlie Compton, Director
Maintain the County Comprehensive Plan							
Natural Resources Element							
Cultural Resources Element							
Community Facilities Element							
Population Element							
Economic Development Element							
Housing Element							
Land Use Element							
Budget Maintenance							
GIS Development							
Management of GIS contract licensing							
GIS Training of County employees and others							
Arc Users coordination							
Census Data preparation and distribution							
GIS software installation and training							
Road Map maintenance							
GPS new road centerlines and corrections							
Populate data associated w/road centerlines							
E911 database oversight							
MSAG enhancement							
Telephone Company coordination							
Postal Service coordination							
Map updates							
Research wrong addresses							
Digital Ortho Imagery project coordination							
Benchmark project							
Coordination							
Field work							
Customer service							
Over-the-counter plat review							
Addressing							
Data questions							
Telephone inquiries							
Planning Commission agenda preparation							
Preparation of graphics for Zoning Hearings							
Custom map preparation & other custom jobs							
Map and other data sales							
GPS training for others							
CARD creation and maintenance							
Road naming							
Economic Development maps, data & graphics							
ArcIMS application							
Maintenance							
New Development							
ArcSDE application							
General data creation							
Mapbook Atlas preparation							
Annexation maintenance							
RESPONSIBILITY	Major		Significant		Secondary		

One of the more obvious missions of the Department of Planning and GIS has been the maintenance and updating of the Lexington County Comprehensive Plan in accordance with the enabling legislation of South Carolina. It has been done over the years creatively and with virtually no community division, demonstrated by our citizen participation process winning state-wide awards twice in the last 20 years.

The following is a summary of what happens on the GIS “side of the house.” which is certainly much less familiar to most.

GIS in Lexington County

GIS is a dynamic combination of hardware, software, data, and personnel. The most critical element is personnel. Training is essential in both a beginning and on-going basis because GIS software is changing constantly. SUN workstations were the hardware platforms universally used as recent as 1997. Today Windows 2000 is the ubiquitous platform. The standard *enterprise* GIS manager/analyst has a Masters degree in geography, programs in at least one language (works in two or more), and is prepared for either SQL Server or Oracle database. Spatial Database Engine (SDE), the basic data enterprise GIS server, is limited to SQL Server, Oracle, DB2, Informix, or DB2. Internet mapping services like Lexington County’s ArcIMS require work in XML, HTML, and either Visual Basic or Visual Basic.net. JAVA and ASP are almost always employed as well.

Almost all county information has a geographic component – location. Lexington County uses GIS for economic development projects, emergency services (fire, law enforcement, EMS), zoning, crime analysis, planning, municipal contracts, solid waster franchise contracts and services, new fire stations, magistrates offices, and fuel depot locations, tax mapping, analysis of library services, competition for transportation funds, HUD grant requests and much more. Spatial analysis and current information are keys to effective county services. Lexington County’s GIS was recognized in 2002 as one of the best in the world by ESRI (one of 76 Special Achievement Award recipients from around the globe).

A. GIS software/data today encompasses 4 or 5 dimensional data as follows:

1. The traditional X and Y coordinates (north-south, east-west)
2. Z data to set the height
3. Time of occurrence, data entry, and a log of changes to the data
4. Historical and projected patterns – using Geostatistical Analyst, for special studies such as COATS transportation plan
5. Dynamic relationship/interconnectivity to different types of other data sets (geodatabases are tagged with implicit, causative behavior that requires actions on other spatial data as a result of a dynamic change to the first data set.

Lexington County Planning and GIS uses the first four dimensions regularly. We are currently adjusting our work flow for the 5th one.

B. In the mid 1990’s the GIS industry started changing from proprietary software, databases and languages to using both . . .

1. standard languages and databases or,
2. proprietary languages and databases (10+ years expected use for these proprietary systems)

- C. Lexington County GIS now uses both standard languages (e.g., Visual Basic for ArcIMS) and proprietary languages (Avenue for those ArcView 3 users) and standard databases (SQL Server for ArcSDE) and proprietary databases (INFO – the proprietary database for ArcINFO). This has expanded the range of language and database proficiency needed to be competent in the same job that was previously done with proprietary languages and databases expertise.
- D. In 1999, Lexington County Planning/GIS used ArcINFO (ArcEdit, ArcPlot) with the following Extensions (special programs added on):
1. GRID, NETWORK, TIN, COGO, and ArcPress,
 2. INFO as the database,
 3. a Java version of ArcView, and
 4. AML as our programming language.

Today we use all of the above, plus:

ArcSDE (Arc Spatial Database Engine, a spatial server software),
 ArcIMS (Arc Internet Map Service),
 ArcGIS (ArcCatalog, ArcToolBox, and ArcMap),
 ArcView 8x,
 ArcView 3x (Windows),
 ArcPad (with IPAQ hand-held Pocket PC),
 Network Analyst,
 3D Analyst,
 Geostatistical Analyst,
 Spatial Analyst,
 ArcPublisher (and its companion, ArcReader), and
 Districting for ArcGIS.

Also, we use the Software and databases for GPS and Laser Rangefinder, and Trimble GPS (sub-meter, mapping grade) with its proprietary software and database.

We use SQL Server,
 Access,
 Dbase, and
 INFO as our databases.

Visual Basic, Visual Basic.net, JAVA, ASP, HTML and XML are the programming languages integral to our Internet mapping.

MrSID Geospatial Encoder is our graphic compression software and Geo-Viewer is our orthophotography viewer for GIS.

E. Application of GIS to E911 and Emergency Services

1. All 911 responses use our maps for location of caller, and to guide responders to the location. An Automatic Vehicle Location (AVL) system for ambulances runs on our maps. We update this information regularly. We actively interact and identify many

- programming errors and guide their 'fixes' with the programmers for the computer-aided dispatch and the AVL systems.
2. Major corrections/additions are done to the telephone company's MSAG (Master Street Address Guide) used for E911. This ongoing project, along with Census 2000 Local Addressing Census project, resulted in a comprehensive county address list. Further, we have three major landline telephone companies and 10 non-traditional landline companies. We assign the addresses that each one uses and correct their miscoded 911 database. Last year, we made 610 ledger changes, many with dozens of changes per ledger.
 3. We do more comprehensive work on 911/addressing/phone company compliance than most South Carolina counties. We are the only SC county to integrate our GIS and address list into a County Address Range Directory that lists every street in the county by correct spelling, address range, zip code, community, municipal boundaries, school district and county council district. This data set is non-graphical, distributed both via .pdf through email and on the county mapping web site. County and business mailings, fines, fee collections, law enforcement and school attendance officials use it daily.
 4. We have evaluated and recommended the software for Phase 2 Wireless (Federal Communications Commission regulation for cell phones and 911 location and response).
 5. We provide the mapping and analysis for the county's preparation and use of ISO fire insurance rating annually. We use a sophisticated GIS technique to both set the five-mile limit on fire truck coverage areas and still allow the individual fire stations to select who responds to which fires when there is an overlap in the five-mile coverage.
 6. In 2003 we provided a new Atlas for emergency responders that employs an improved grid that corresponds to that used by helicopter emergency evacuation crews.
 7. Our latest venture with emergency response is the inclusion of hazardous drawings into the maps for all commercial properties and many of the residential properties as well. The prototype is already underway in the Irmo Fire District. We are using new software and demonstrating the integration that will provide beneficial data for fire, law enforcement and EMS.
 8. We recommend software, install and train Emergency Management staff for Homeland Security and other emergency services.

In 1989 Lexington County began desktop GIS, moving from purely paper mapping. In 2002 we moved to *Enterprise GIS*, without any paper maps, for all county mapping projects. During these changes, we did not add any new positions. We simply retooled and trained the staff we had. To do this many of the tasks previously assigned to the GIS analyst (desktop GIS) were transferred to other GIS staff members to enable *Enterprise GIS*. Then the "GIS Analyst" became the "ArcIMS and ArcSDE specialist." We also became a leader in GPS software, hardware, and data acquisition.

IV - SUMMARY OF REVENUES

The following chart is a summary by calendar year of the Departmental revenue sources:

Activity	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
Map, aerial & data sales	\$13,726	\$15,725	\$15,575	\$17,827	\$16,579	\$12,713	\$12,340	\$7,034	\$8,727	\$8,819

Revenue Source	2003
Orthophotos	\$195.00
Topography	7,650.00
Other GIS products	970.00
Copies	4.25
TOTAL	\$8,819.25

Here are the estimates for FY2004/05 by revenue code. By furnishing more information to the public in convenient and useable formats, we are reducing telephone calls and walk-ins. We are also forecasting that this will mean less revenue from sales of data and maps. However, with the new aerial photography and topography just arriving, we will see an increase in sales for the remainder of this fiscal year and next year.

Revenue Code	Description	FY04/05 Estimates
1000-437604	Copy Sales - P&D	\$10
1000-437900	Map & Aerials Sales - P&D	\$110,000
Total		\$110,010

V - LINE ITEM NARRATIVES

A. Positions The existing department positions are listed below and all are with insurance.

	<u>Grade</u>
Director	32
Planning/GIS Manager	21
GIS Analyst	18
Senior Cartographer	14
(2) GIS Mapping Technician II	11
GIS Mapping Technician I	7

B. Operating

GENERAL NOTE: For half of this year the Department shared office space with Community and Economic Development and thus shared many supplies. The same clerical staff has been handling budget maintenance for both departments and have attempted to use accounts from both departments on shared supplies and activities. Because it is impossible to be exact in tracking expenditures in such a situation, the monthly budget summary can not be automatically used to predict the total expenditures for the year. Some accounts will still be somewhat of an estimate as we build more of a history as a stand-alone Department.

520400 - Advertising and Publicity \$200

This account will only be used if the Personnel Department needs this Department to pay for advertising expenses relative to vacant positions, or if a portion of the Comprehensive Plan is being updated and needs to be advertised.

520702 - Technical Currency and Support \$25,830

This line item covers the maintenance contract with ESRI for the County's geographic information system. Maintenance is a very important feature that ESRI provides exclusively. We benefit from this service in two ways. First, we receive technical support for guidance and help when we have difficulty with the software. We use this service almost daily. Second, when any new iterations of ArcINFO products covered by maintenance are released we get the new version at no extra charge.

ArcINFO, ArcView, and ArcEditor are the three basic elements of the ESRI ArcGIS product line. We have had ArcINFO since 1988, and ArcView since 1996. Our entire GIS system of data is built with the ESRI system of GIS software. Listed below are most of the aspects of ArcINFO that we use:

ArcView (5 seats)

ArcView Spatial Analyst, 3-D Analyst, and Network Analyst

ArcPress for ArcView

ArcPad is for use with PDAs.

ArcINFO (4 seats) is a high-end GIS with tools for automation, modification, management, analysis, and display of geographic information. Various extensions are available to build on core functionality. ArcINFO adheres to modern software engineering and computing standards and

runs on a variety of hardware platforms, including UNIX workstations and Windows NT. ArcInfo is the complete GIS solution for individual projects or enterprise-wide applications. The essence of enterprise GIS, ArcInfo serves as the core of an ArcGIS system that can include ArcView GIS, ArcSDE, ArcIMS, and more. ArcINFO's development environment, ArcObjects, lets users build custom ArcINFO applications and interfaces using Visual Basic.

ArcCOGO (2 seats) integrates survey data with other data layers, provides a selection of data entry methods, supports large databases including national cadastre and ground control, provides tabular reporting tools, is adjustable to fit our needs, and preserves data accuracy.

ArcGRID offers complete raster data management – including input, display, editing, analysis, and output. It includes a comprehensive set of cell-based spatial analysis tools integrated in a powerful modeling language and analysis environment. ArcGRID can perform everything from simple queries to complex modeling and supports per cell, neighborhood, zonal, continuous, and overlay analyses.

ArcTIN generates information and gives you insights that are not possible with two-dimensional analysis tools alone. ArcTIN provides a suite of tools for 3-D modeling, analyzing, and displaying surface data. ArcTIN gives the ability to interpolate surface z values, generate contours, calculate slope, aspect, surface area, and surface length, extract important surface features, and perform analytical hillshading.

With **ArcNETWORK**, we can find shortest or least-cost paths, or most efficient path to a series of locations. This is the module we use to locate fire stations and other county facilities.

ArcPress is the graphics metafile rasterizer for map output and printing that greatly increases the speed, efficiency, and quality of our GIS output. ArcPress increases productivity and eliminates the need for so much extra RAM on the plotter. ArcPress is fully integrated with ArcINFO, and because it handles standard ESRI graphics output formats (1039,1040, map compositions, CGM or PostScript), output from our desktop products can be sent to ArcPress.

ArcPublisher is a relatively new program that prepares very robust maps in a *.pmf format (similar to Adobe Acrobat *.pdf format). These maps are user-friendly, print-ready and available for distribution. For County-networked employees, even some data analysis is available with these map products.

520703 - Computer Hardware Maintenance \$2,142

We are currently carrying only one piece of hardware under contract – the HP2500 Plotter. We need to add the color printer (HP4550N). If we put the plotter under a two-year contract for \$1260, the yearly cost will be \$630. Likewise, if we put the color printer under a three-year contract at \$882, the yearly amount will be \$294.

521000 - Office Supplies \$675

General office supply needs for the Department are handled by this account. Printing at times has been a major expenditure in this category, but now is primarily limited to things like letterhead stationery, envelopes and business cards.

521100 - Duplicating \$1,100

Our largest routine use of the copy machine is for the reproduction of maps, plats and aerials for the public and preparation of materials for other departments, and the monthly preparation of meeting agenda packages for the Planning Commission.

521200 - Operating Supplies	\$3,000
<p>The largest portion of this account is spent on supplies used in the production of maps, special projects, and other graphic items which are very expensive. Since a large portion of these are <u>not</u> used by Planning and GIS, the size of the annual expenditure is determined primarily by the demand created by the public, other departments, and outside agencies. That demand has increased steadily with the sophistication of the GIS system. For that reason it is impossible to accurately predict the size of this expenditure. It was decided six years ago that it was too cumbersome to try to have each department account for their usage, and we should simply make the best estimate of the amount needed for each year.</p>	
522200 - Small Equipment Repairs & Maintenance	\$600
<p>This account is used for the repair of equipment not under a maintenance contract, to include all personal computer equipment.</p>	
522300 - Vehicle Repairs & Maintenance	\$0
<p>With no vehicles assigned to the Department this line item can be discontinued.</p>	
524000 - Building Insurance	\$378
524100 - Vehicle Insurance	\$0
<p>With no vehicles assigned to the Department this line item can be discontinued.</p>	
524201 - General Tort Liability Insurance	\$634
<p>This covers seven employees, including one director.</p>	
524202 - Surety Bonds	\$45
525000 - Telephone	\$1,800
<p>This covers monthly telephone charges to AllTel for seven lines. We are still sharing the same department number with Community and Economic Development. With a separate number being assigned to our department, this line item will need to be increased for the coming year.</p>	
525010 - Long Distance Charges	\$1,200
<p>The majority of the Department's long distance calls can be divided into two categories — conversations with out-of-town developers, engineers, and investors; and inquiries to other jurisdictions on matters of common interest.</p>	
525020 - Pagers and Cell Phones	\$220
<p>This line item covers the cost of two "message writer" pagers. One is used by the Director with the other designated as a "floater" to be used by the other employees when they are away from the office, especially for meetings.</p>	

525100 - Postage

\$600

Mailing maps, data, and correspondence accounts for most of our postage expenditures. The Planning Commission staffed by the Department also adds to the cost of postage with meeting agendas and related correspondence.

525210 - Conference & Meeting Expenses

\$8,000

This account includes all meeting and training expenses for the Planning and GIS staff and the Lexington County Planning Commission. Proper training has paid big dividends in Lexington County. All requirements of the Comprehensive Planning Act for South Carolina have been met and exceeded for the past 30 years with only one professional planner on staff; while our peers have spent *thousands of dollars* on either consultants or large staffs or both. And we have become an undisputed leader in GIS technology in South Carolina, without the *millions of dollars* being spent elsewhere, and without adding any additional staff. We have simply trained our existing mapping, addressing, and graphics staff. The following is a listing of how this account has been used during the most recent 12 months and a listing of proposed additions:

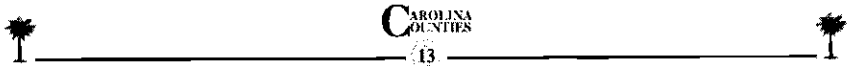
What	Who	Where	When	Cost
SCARC – Annual ARC Users Group Meeting	Jack Maguire, Planning/GIS Manager Michael Cameron, GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Columbia, SC	12/12/02	\$50 (\$10 each)
ARC Users from around South Carolina studying systems and methods for creating and maintaining GIS base data with emphasis on addresses, streets, parcels, and utilities. This meeting also included an ArcGIS 8.3 preview and an ArcIMS & ArcPad demonstration.				
CSRA-GIS User Group Meeting	Jack Maguire, Planning/GIS Manager Ralph Ford, Senior Cartographer	Aiken, SC	3/4/03	\$14 (\$7 each)
Presentation and discussion on the Geodatabase and its benefits to the enterprise environment. Discussion and close look at mobile GIS options with a comparison of tablet PC's, rugged notebooks and pocket PC's with ESRI software.				
American Planning Association National Planning Conference	Charlie Compton, Planning Director	Denver, CO	3/29/03 - 4/2/03	\$1515
Annual meeting of the American Planning Association (APA), considered one of the best organized training events of any national organization. There are five full days of training sessions, exhibits, and mobile workshops led by the best the planning profession has to offer, with no "fluff" activities. Two of the days are always on a weekend to minimize the number of days away from work. Charlie serves on the Board of Directors of the National Association of County Planners (NACP) which holds its annual membership meeting in conjunction with the APA conference. Other business meetings of the NACP Board are handled by conference calls.				
SCAPA Spring Conference and South Carolina Planning Academy	Charlie Compton, Planning Director Jack Maguire, Planning/GIS Manager	Columbia, SC	4/4/03	\$80 (\$40 each)
Quarterly meeting of the SC Chapter of the American Planning Association (SCAPA). The SC Planning Academy conducted four courses in their series. The professional track covered various aspects of Comprehensive Plans including integrating Homeland Security and Emergency Preparedness in the Plans, touched on neighborhood partnerships, and gave some guidance on developing successful tree and landscape programs.				
Conservation Design Workshop	Charlie Compton, Planning Director	Wilmington, NC	6/16&17/03	\$117
When the workshop was cancelled at the last minute and we were stuck with a non-refundable deal on an inexpensive motel room, Charlie spent a marvelous day with Dexter Hayes, the Planning Director for New Hanover County which surrounds Wilmington, sharing ideas and solutions to common planning issues.				

ESRI International User Conference 2003	Jack Maguire, Planning/GIS Manager	SanDiego, CA	7/6-11/03	\$1528
<p>As a part of our GIS software package with ESRI, Lexington County is given two free "seats" at their annual training event. We pay travel and accommodations. It is held at the San Diego Convention Center because that is the closest facility to ESRI headquarters in Redlands, CA, that can handle the number of participants that attend. ESRI brings almost all of their staff to the Center to handle the 1000 classes scheduled for the week, and to be available to work with individual customers one-on-one with their problems and needs. We were only able to send one person this year due to a last minute vacancy in our GIS Analyst position. This is the first time this has occurred and it greatly reduced the amount of material that could be covered without having two people to schedule for overlapping classes and work sessions with the ESRI staff. We need to be able to send two again next year. It is much more efficient. Last year's event was very special because Lexington County was selected as a recipient of ESRI's Special Achievement in GIS award for its "extraordinary contribution to our society, helping to set new precedents throughout the GIS community." Our two representatives received the award on our behalf, which acknowledged the entire 14 years that Lexington County had been a leader in the use of GIS technology for public service. We were recognized along with such notables as the City of Vienna, Austria; the Hong Kong Civil Engineering Department; and the New York City Office of Emergency Management.</p>				
Iredell County, North Carolina	Jack Maguire, Planning/GIS Manager Ralph Ford, Senior Cartographer	Statesville, NC	7/17/03	\$30
<p>The trip had two purposes. The first portion was spent with the Iredell County mapping staff checking out a potential new mapping software with our Assessor's staff. The second half of the day was spent in their 911 Center studying their database management system and reviewing the results of their tests on trying to find the best way to identify the location on an incoming cell phone call. This is one of the major problems facing communications centers today.</p>				
SCAPA Summer Conference and South Carolina Planning Academy	Charlie Compton, Planning Director Jack Maguire, Planning/GIS Manager	Columbia, SC	8/29/03	\$80 (\$40 each)
<p>Quarterly meeting of the SC Chapter of the American Planning Association (SCAPA). The Planning Academy conducted four courses in their series, covering land development regulations, comprehensive planning, legal overview, and ethics. The professional track covered various aspects of large square footage commercial development, linking planning and capital improvements, and special tips on five topics (public speaking, PowerPoint, customer service, sources, and interacting with the media). Charlie, along with the Greenville and Myrtle Beach Planning Directors, presented a session comparing performance standards zoning with traditional zoning.</p>				
SCAPA Fall Conference	Charlie Compton, Planning Director	Hilton Head and Beaufort County, SC	11/5-8/03	\$453
<p>Annual meeting of the SC Chapter of the American Planning Association (SCAPA). Many of the local governments in this area are on the cutting edge of some of the planning issues that face the entire state. For that reason those days were spent dealing with local issues that are applicable to all planners in South Carolina, such as aggressive growth, natural resource preservation, affordable housing, and traditional neighborhood development. This was done with a continuous selection of classes and mobile workshops throughout Beaufort County.</p>				
SCARC – Annual ARC Users Group Meeting	Jack Maguire, Planning/GIS Manager Alison Sengupta, GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Columbia, SC	12/ 11/03	\$50 (\$10 each)
<p>Opportunity for ARC Users from around South Carolina to work on common problems and receive some fairly basic training on new software and techniques. It is organized by ESRI, the primary GIS software provider for much of South Carolina, and provides a much appreciated, low-cost, training opportunity. This was made even more obvious by having over 200 participants at last year's event.</p>				
SMAC Biennial Conference	Jack Maguire, Planning/GIS Manager "new hire," GIS Analyst Ralph Ford, Senior Cartographer Steve Pierce, GIS Mapping Tech. II Valerie Gray, GIS Mapping Tech. I	Columbia, SC	1/25-28/04	\$150each \$75(single day)

This is the State Mapping Advisory Conference. It was created a number of years ago to try create better coordination among all mapping entities in South Carolina. It is different from the "ARC Users" meetings since this is not limited to GIS applications or ESRI software users. This year our Lexington County staff made a major presentation demonstrating how a County uses GIS in a true enterprise fashion. Our leadership in this area is well-known and the envy of many counties. While there, our staff was able to learn about the availability and reliability of some new state data sources, and, as always, pick up some new ideas from other local government applications. Of particular concern to us are the problems locating cell phones on 911 calls, addressing of interstates to assist emergency response, and the implementation of the mapping portion of the combined 911 communications center.

American Planning Association National Planning Conference	Charlie Compton, Planning Director	Washington, DC	4/24-28/04	\$1400 -estimate-
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Annual meeting of the American Planning Association (APA) – 25th anniversary. There will be over 200 training sessions and 70-plus mobile workshops, Saturday workshops, and exhibits led by the best the planning profession has to offer, with no "fluff" activities. Two of the days are always on a weekend to minimize the number of days away from work. This summer Charlie was elected Secretary/Treasurer of the National Association of County Planners (NACP) and will be helping lead its annual membership meeting, which is held annually in conjunction with the APA conference. Other business meetings of the NACP Board are handled by conference calls. (See news release below)



Lexington County Director of Planning Charlie Compton Elected Secretary/Treasurer of NACP

Lexington County Director of Planning Charles "Charlie" M. Compton was recently elected Secretary/Treasurer of the National Association of County Planners (NACP), an affiliate of the National Association of Counties (NACo).

Compton has served as Planning Director for Lexington County for 29 years. He was a member of the Board of Directors of the South Carolina Chapter of the American Planning Association (APA) for six years, and served as President of the state's APA chapter for two years. He is a member of the American Institute of Certified Planners and serves on the Board of Directors of the National Association of County Planners.

In 1997, Compton was appointed to the national Growing Smart Directorate, a 20-member panel charged with drafting model planning enabling legislation for use by states, the first time this had been done since 1915. This project was funded cooperatively by the five federal agencies, two private foundations, and the Siemens Corporation. The final product was published in 2002.

Compton was co-creator of "Kids City" (a planning education program for kindergarten through twelfth grade) and "Our Town" Mock Hearings (Planning Commission and Zoning Board Training), both of which were demonstrated at the 1996 American Planning Association Convention.

He is a 1994 recipient of the APA Distinguished Planner Award for South Carolina and the 2003 recipient of the Conservation Award for Environmental Protection presented by the Lexington Soil and Water Conservation District.

Compton received his Bachelor of Science in Architecture and his Master of City and Regional Planning from Clemson University.

The purpose of NACP is to stimulate and contribute to the development, improvement and recognition of county planning as a viable process in county government. The organization does this by providing a forum for county planners to disseminate information on the characteristics of the county planning function and to provide input on NACo policies that address county plan-

ning issues.

NACP members exchange ideas and experiences related to county planning through meetings, technical workshops, the NACP newsletter, the new NACP listserv and general correspondence. The organization works to strengthen the relationship between county planners, elected officials and other county officials while working closely with other planning organizations such as the American Planning Association (APA) and the National Association of Regional Councils (NARC).

NACo is a full-service organization that provides legislative, research, technical and public affairs assistance to county governments. Created in 1935, NACo continues to ensure that the nation's 3,066 counties are heard and understood in the White House and Congress.



County Managers, Administrators & Supervisors Association to Meet on Dec. 11th

The South Carolina Association of County Managers, Administrators and Supervisors (MAS) will hold its winter meeting on Thursday, December 11 (the day before SCAC's Local Government Attorneys' Institute) at Embassy Suites in Columbia.

MAS President Jim Kier (Greenwood County Manager) will welcome everyone and call the meeting to order at 10 a.m.

The agenda follows:

- 10:05 a.m. Pay-as-You Throw: A Solid Waste Management Option
Eric Metaro, Office of Solid Waste Reduction and Recycling, S.C. DHEC, and Gary Duestler
(Continued on next page)

As you can see from the above information, the planners in South Carolina try to meet quarterly at very low cost gatherings for professional development. Added to that are quarterly (generally together with SCAPA) Planning Academy training events primarily for Planning Commissioners, Zoning Board members, and non-academically trained planning staff members. Charlie Compton serves on the Board of the Planning Academy and is one of its instructors. However, those events will take on a special significance in the coming months and years. Act 39 (S204) from last year's legislative session became law in South Carolina. It requires that all planning and zoning staff members, and all Planning Commissioners, Zoning Board members and members of Architectural Review Boards must receive at least 6 credit hours of approved training upon hire or appointment and must receive at least 3 credit hours of approved training annually thereafter. There is a State Advisory Committee being formed that will govern the process and certify those training opportunities that they approve as meeting the criteria of this new law. It appears that they are likely to utilize the Planning Academy as one of the key training entities.

This line item also covers the expenses for the monthly meetings of the Planning Commission.

525230 - Subscription, Dues, and Books **\$1,000**

The Department maintains a membership with the American Planning Association (APA) for two staff members and the Planning Commission. With these memberships we are able to receive some free publications, reduced rates on training and on some publications such as the APA Journal. With the APA membership we generally carry at least two low-cost Division memberships which allow opportunities to receive materials specific to a topic such as transportation or technology. The Director is also a member of the National Association of County Planners, currently serving on the Board of Directors and as Secretary/Treasurer for the organization.

525240 - Personal Mileage Reimbursement **\$500**

The Department has never carried this line item before. Every effort will be made not to use it this year, but there is the feeling that it may become necessary in a few instances to use personal vehicles on County business during this coming year as we work to reduce the number of County vehicles.

525250 - Motor Pool Reimbursement **\$3,000**

This line item is based on the IRS mileage reimbursement rate each year. Without a vehicle assigned to the Department this coming year, this line item will need to be increased to cover approximately 8000 miles.

525300 - Utilities—Administration Building **\$6,700**

This is based upon the square footage occupied by the Department. Even though the Department has moved to a new floor, the square footage has remained the same.

525400 - Gas, Fuel, and Oil **\$0**

With no vehicles assigned to the Department this line item can be discontinued.

C. Capital

540000 - Small Tools & Minor Equipment \$650

With this account we normally purchase items such as telephones, calculators, etc. for the office. This year we may also need it to purchase a couple of visitor waiting chairs and better looking book shelves if Central Stores can find some used furniture bargains. We would also like to purchase a couple USB hub ports at \$50 each to give us the ability to link multiple external devices to one PC without having to connect and disconnect. One additional external 750 MB zip drive is also going to be needed since the new PC's come without them. There are still customers who use that technology to receive data from us. We should be able to get a drive for \$150.

540010 - Minor Software \$2,600

We would like to make the following minor software purchases this coming year in order to keep current with our basic office, data base, spread sheet and presentation software. The Visio purchase would a follow-up purchase to our use of a trial copy.

- Three WordPerfect upgrades at \$84 each
- Seven Office XP upgrades from Office 2000 Pro at \$313each
- One copy of Visio at \$118

GIS Software \$500

Most existing GIS software upgrades come with our ESRI maintenance contract. This line item is used for new system requirements. New tools are constantly evolving that continue to enhance our ability to provide the mapping products needed for E-911, our web site, and the many needs of Public Works, Community and Economic Development, the schools, Sheriff Department, the general public, etc. What will be needed and available cannot always be predicted very far in advance. Right now we have identified one current GIS software tool that will greatly enhance the programming necessary to maintain our ArcIMS site – SML Spy for \$500.

Software \$1,700

The following software purchases and upgrades will be needed to keep our graphics capability current:

- Microsoft Frontpage at \$250
- Paperport Deluxe 9 at \$95
- Two copies of the latest version of Adobe Illustrator at \$180 each
- Two copies of the latest version of Adobe Photoshop at \$180 each
- Two copies of Hijack Pro 5.0 for \$140 each (this is still the most versatile working software with multiple graphics packages when nothing else seems to work.)
- Latest version of Printmaster, 15.0 Platinum for \$45
- Adobe InDesign CS PageMaker Edition for \$305 (This is the new replacement for our desktop publishing software – PageMaker. We could only afford to purchase one copy last year and it is used on two computers.)

(1) Portable Digital Projector \$3,500

The County Administration Building does not have a projector that can be transported to meetings and training events. Such a projector needs to have a high enough resolution and brightness to be seen by a large audience. All of our material is now stored in digital form and creating and carrying large “posters” limits the information that can be shared. The “posters” are also not large enough for most audiences to see. The intent is for the projector to be a shared by everyone in the Administration Building and signed out as needed.

(1) Tablet PC **\$2,400**

The Department feels that this is the year to test this capability of this new technology as a portable computing device for many of the field applications of various County departments. To fully test its usefulness in various situations with our data, we are recommending that the prototype be purchased with additional RAM, GPS capability, and perhaps wireless connectivity.

(1) Scanner **\$150**

Our existing scanner was purchased years ago primarily for its capability to help convert slides to digital images as we were abandoning the use of slide projectors. It does a very inadequate job of the day-to-day graphics needs of the Department.

(2) Computers (Replacements) **\$5,700**

Our Senior Cartographer and one GIS Technician have computers that can not handle the new photography; and our GIS Manager and GIS Analyst are "hitting the wall" too often with their machines. We are proposing to purchase two GIS Cartographer PC's for the GIS Manager and GIS Analyst and migrate their machines to our Senior Cartographer and GIS Technician. That will leave two very nice PC's available for a Department that only needs strong basic machines. These two new PC's, however, will need to have video RAM that is designed for visualization applications, mechanical computer-aided design, and 3D applications (not just 2D). NVIDIA has a contract with ESRI to specify driver compliance with their software. The NVIDIA Quadro FX is the specific graphics card that works best. Since 1GB of RAM uses all four slots with a one- DIMM machine, we would like to purchase two DIMMS to increase the life of the computer. A 7200 rpm hard drive is in the specifications, but GIS software works better with a 10,000 rpm hard drive. DVD RW capability needs to be standard on these PC's now, and we also continue to need a floppy drive.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005**

Fund # 1000
Organization # 101600
Program #

Fund Title: General
Organization Title: Planning and GIS
Program Title:

Object Expenditure Code Classification	Total 2004 - 2005 Requested
<hr/>	
Personnel	
510100 Salaries #_1_	28,314
511112 FICA Cost	2,166
511113 State Retirement	1,940
511120 Insurance Fund Contribution #_1_	6,000
511130 Workers Compensation	85
511131 S.C. Unemployment	<hr/>
* Total Personnel	<hr/> 38,505 <hr/>
Operating Expenses	
520100 Contracted maintenance	<hr/>
520200 Contracted Services	<hr/>
520400 Advertising	<hr/>
521000 Office Supplies	<hr/>
521100 Duplicating	<hr/>
521200 Operating Supplies	<hr/>
522100 Equipment Repairs & Maintenance	<hr/>
522200 Small Equipment Repairs & Maint.	<hr/>
524000 Building Insurance	<hr/>
524201 General Tort Liability Insurance	22
524202 Surety Bonds	<hr/>
525000 Telephone	<hr/>
525100 Postage	<hr/>
525210 Conference & Meeting Expenses	<hr/>
525220 Employee Training	<hr/>
525230 Subscriptions, Dues, & Books	<hr/>
525__ Utilities - _____	<hr/>
525400 Gas, Fuel, & Oil	<hr/>
* Total Operating	<hr/> 22 <hr/>
** Total Personnel & Operating	<hr/> 38,527 <hr/>
** Total Capital (From Section II)	<hr/> 1,030 <hr/>
*** Total Budget Appropriation	<hr/> 39,557 <hr/>

New Program
Sections III and IV – N/A

New Program
Section V

LINE ITEM NARRATIVES

A. Positions

For the past year the Department of Planning and GIS has been sharing office space with the Department of Community and Economic Development. During that time we were able to temporarily share the services of two clerical positions for the purpose of secretarial services for phones, correspondence, and budget & personnel administration. They also prepared the monthly Planning Commission agendas and published the minutes of the meetings. This temporary arrangement has been further hampered by the fact that we are now two floors away with limitations for implementing a departmental telephone number. We are therefore requesting that an administrative assistant position be added to the Department of Planning and GIS.

B. Operating

524101 - General Tort Liability Insurance **\$22**

This is the amount listed for a clerical position.

C. Capital

540010 - Minor Software **\$630**

If the administrative assistant position is funded we would need to purchase the following software:

- Office XP upgrade from Office 2000 Pro at \$313
- Windows Operating system at \$128
- WordPerfect at \$188

(1) Desk with credenza **\$400**

If this position is funded we will need one desk with a return and a credenza.

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 2 0 RECD

1

Fund: 1000
 Division: General Administration
 Organization: 101610 - Community & Economic Development

FINANCE DEPT

BUDGET

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 27 (26.9 - FTE)	843,481	412,241	925,527	943,230		
511112 FICA Cost	62,043	30,179	70,804	72,157		
511113 State Retirement	55,078	26,918	63,400	64,611		
511120 Insurance Fund Contribution - 26.9	134,400	77,472	154,944	161,400		
511130 Workers Compensation	11,106	5,585	13,273	21,383		
511213 State Retirement -Retiree	2,701	1,321	0			
* Total Personnel	1,108,809	553,716	1,227,948	1,262,781	0	0
Operating Expenses						
520300 Professional Services	0	1,200	2,400	0		
520400 Advertising & Publicity	1,711	983	1,750	4,050		
520702 Software License Technical Support Agreements				200		
520800 Outside Printing	0	0	2,500	2,500		
521000 Office Supplies	2,023	1,439	2,875	2,875		
521100 Duplicating	5,845	3,136	5,765	6,275		
521200 Operating Supplies	5,901	1,953	4,530	4,500		
522200 Small Equipment Repairs & Maint.	0	0	250	250		
522300 Vehicle Repairs & Maintenance	679	7	1,000	0		
524000 Building Insurance	63	63	157	378		
524100 Vehicle Insurance - 1	520	260	650	0		
524201 General Tort Liability Insurance	1,021	548	1,413	1,702		
524202 Surety Bonds	155	0	0	155		
525000 Telephone	7,065	3,553	5,742	8,424		
525010 Long Distance Charges	653	11	250	250		
525020 Pagers and Cell Phones	7,919	4,073	8,730	9,004		
525030 800 MHz Radio Service Charges -	2,062	633	1,525	1,525		
525031 800 MHz Radio Maintenance Contract -	360	273	270	273		
525100 Postage	2,624	1,216	2,910	2,775		
525110 Other Parcel Delivery Service	0	0	100	100		
525210 Conference & Meeting Expenses	4,507	4,236	6,450	6,450		
525230 Subscriptions, Dues, & Books	2,020	1,601	3,825	3,825		
525240 Personal Mileage Reimbursement	1,195	621	1,200	1,500		
525250 Motor Pool Reimbursement	74,315	35,941	89,275	103,986		
525300 Utilities - Admin. Bldg	11,581	6,987	11,150	12,000		
525400 Gas, Fuel, & Oil	58	95	375	0		
525600 Uniforms & Clothing	1,150	0	1,200	1,000		
526500 License & Permits	0	0	600	100		
* Total Operating	133,427	68,829	156,892	174,097	0	0
** Total Personnel & Operating	1,242,236	622,545	1,384,840	1,436,878	0	0

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: General Administration
Organization: 101610 - Community & Economic Development

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Rcquested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment	759	462	2,425	1,490		
540010 Minor Software	0	0	2,945	1,000		
All Other Equipment	3,625	3,221	6,376	175		
** Total Capital	4,384	3,683	11,746	2,665	0	0

*** Total Budget Appropriation	1,246,620	626,228	1,396,586	1,439,543	0	0
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COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000		Fund Title: General				Total 2004-2005 Requested
Organization # 101610		Organization Title Community & Economic Development				
Object Expenditure Code Classification	Program #_1_	Program #_2_	Program #_3_	Program #_N/A_		
	Program Title: Administration	building Inspection	Development			
Personnel						
510100 Salaries # 26.9	136,177	543,573	263,480		943,230	
510300 Part Time #	0	0	0		0	
511112 FICA Cost	10,418	41,583	20,156		72,157	
511113 State Retirement	9,328	37,235	18,048		64,611	
511114 Police Retirement	0	0	0		0	
511120 Insurance Fund Contribution # 26.9	23,400	96,000	42,000		161,400	
511130 Workers Compensation	2,433	11,915	7,035		21,383	
511131 S.C. Unemployment	0	0	0		0	
* Total Personnel	181,756	730,306	350,719	0	1,262,781	
Operating Expenses						
520100 Contracted maintenance	0	0	0		0	
520200 Contracted Services	0	0	0		0	
520300 Professional Services	0	0	0		0	
520400 Advertising	0	1,800	2,250		4,050	
520702 Software License Technical Support	0	0	200		200	
520800 Outside Printing	2,500	0	0		2,500	
521000 Office Supplies	431	1,725	719		2,875	
521100 Duplicating	941	3,765	1,569		6,275	
521200 Operating Supplies	675	2,700	1,125		4,500	
522100 Equipment Repairs & Maintenance	0	0	0		0	
522200 Small Equipment Repairs & Maint.	37	150	63		250	
522300 Vehicle Repairs & Maintenance	0	0	0		0	
523000 Land Rental	0	0	0		0	
524000 Building Insurance	57	227	94		378	
524100 Vehicle Insurance #	0	0	0		0	
524101 Comprehensive Insurance #	0	0	0		0	
524201 General Tort Liability Insurance	255	1,021	426		1,702	
524202 Surety Bonds	23	93	39		155	
525000 Telephone	1,264	5,054	2,106		8,424	
525010 Long Distance	38	150	62		250	
525020 Pagers & Cell Phones	720	8,174	110		9,004	
525030 800 MHz Radio Service Charges	0	0	1,525		1,525	
525031 800 MHz Radio Maintenance Contract	0	0	273		273	
525100 Postage	416	1,665	694		2,775	
525110 Other Parcel Delivery Service	15	60	25		100	
525210 Conference & Meeting Expenses	968	3,870	1,612		6,450	
525220 Employee Training	0	0	0		0	
525230 Subscriptions, Dues, & Books	574	2,295	956		3,825	
525240 Personal Mileage Reimbursement	1,000	250	250		1,500	
525250 Motor Pool Reimbursement	1,404	101,178	1,404		103,986	
525300 Utilities - Admin	1,800	7,200	3,000		12,000	
525400 Gas, Fuel, & Oil	0	0	0		0	
525600 Uniforms & Clothing	0	1,000	0		1,000	
526500 Licenses & Permits	0	100	0		100	
* Total Operating	13,118	142,477	18,502		174,097	
** Total Personnel & Operating	194,874	872,783	369,221		1,436,878	
** Total Capital (From Section II)	1000	1,415	250		2665	
*** Total Budget Appropriation	195,874	874,198	369,471		1,439,543	

SECTION III

PROGRAM OVERVIEW

Summary of Programs:

The Department of Community and Economic Development includes the following:

Building Inspections

Development

- Zoning
- Landscape
- Subdivisions

Economic Development

(Personnel and administration costs Fund 1000-101610; Project specific activities Fund 2000-181100)

Community Development Block Grant *(Fund 2400-181200)*

Program Objectives:

- Provide plan review/approval and inspection for all residential and commercial improvements in the unincorporated area of Lexington County;
- Provide plan review/approval and inspection for select incorporated areas of Lexington County via mutual agreement;
- Investigate complaints lodged against contractors with the SC Department of Labor, Licensing, and Regulation;
- Coordinate with Fire Marshal for code compliance on construction;
- Provide staff support to the Building Code Board of Appeals;
- Coordinate all County land use ordinances and make recommendations for changes where appropriate;
- Administer Zoning Permit program, to include plan review and approval as well as investigation of violations;
- Provide staff support to the Board of Zoning Appeals;
- Coordinate with Codes Enforcement unit of Sheriff's Department;
- Track and monitor all development permitting activity, to include bonded projects;
- Implement Landscape Ordinance through plan review, approval, and education; and,
- Further the objectives also listed at Fund 2000-181100 and Fund 2400-181200

SECTION III-D
SERVICE LEVELS

The following service levels are grouped by Regulation/Ordinance and reported by calendar year for the past 5 years:

Activity	1999	2000	2001	2002	2003
Subdivision Regulations					
Preliminary Plat submissions	39	45	36	48	39
Bonded Plat submissions	19	29	20	21	26
Final Plat submissions	44	58	32	41	20
Summary Plat submissions	82	73	29	40	30
Zoning Ordinance					
Zoning Permits Issued	3,802	3,728	3,561	3,784	3,731
Landscape Ordinance					
Landscape permits issued			49	73	47
Building Code					
Inspections performed	17,790	18,271	17,272	19,349	19,339
Total Permits issued	5,118	5,185	5,120	5,330	4,932

SECTION IV

SUMMARY OF REVENUES

The following chart is a summary of the last five (5) calendar year's revenue by each of the Department's revenue sources.

Revenue Source	1999	2000	2001	2002	2003
Subdivision Regulations	\$10,055	\$39,600	\$35,466	\$32,031	\$28,806
Zoning Ordinance	58,345	110,039	103,613	108,365	138,589
Landscape Ordinance			2,300	2,725	3,100
Building Code	911,449	848,303	825,289	890,652	946,365
TOTALS	\$979,849	\$997,942	\$966,668	\$1,033,773	\$1,116,860

It is expected that building starts and expansions will be static or down due to national events and reflective of national trends. Actual total number of permits issued was slightly lower during 2003, even though we experienced several record high months for new housing starts. An increase in fees July 2003 kept the revenues as expected, even with this decline in permits issued.

SECTION V-A
PERSONNEL LINE ITEM NARRATIVES

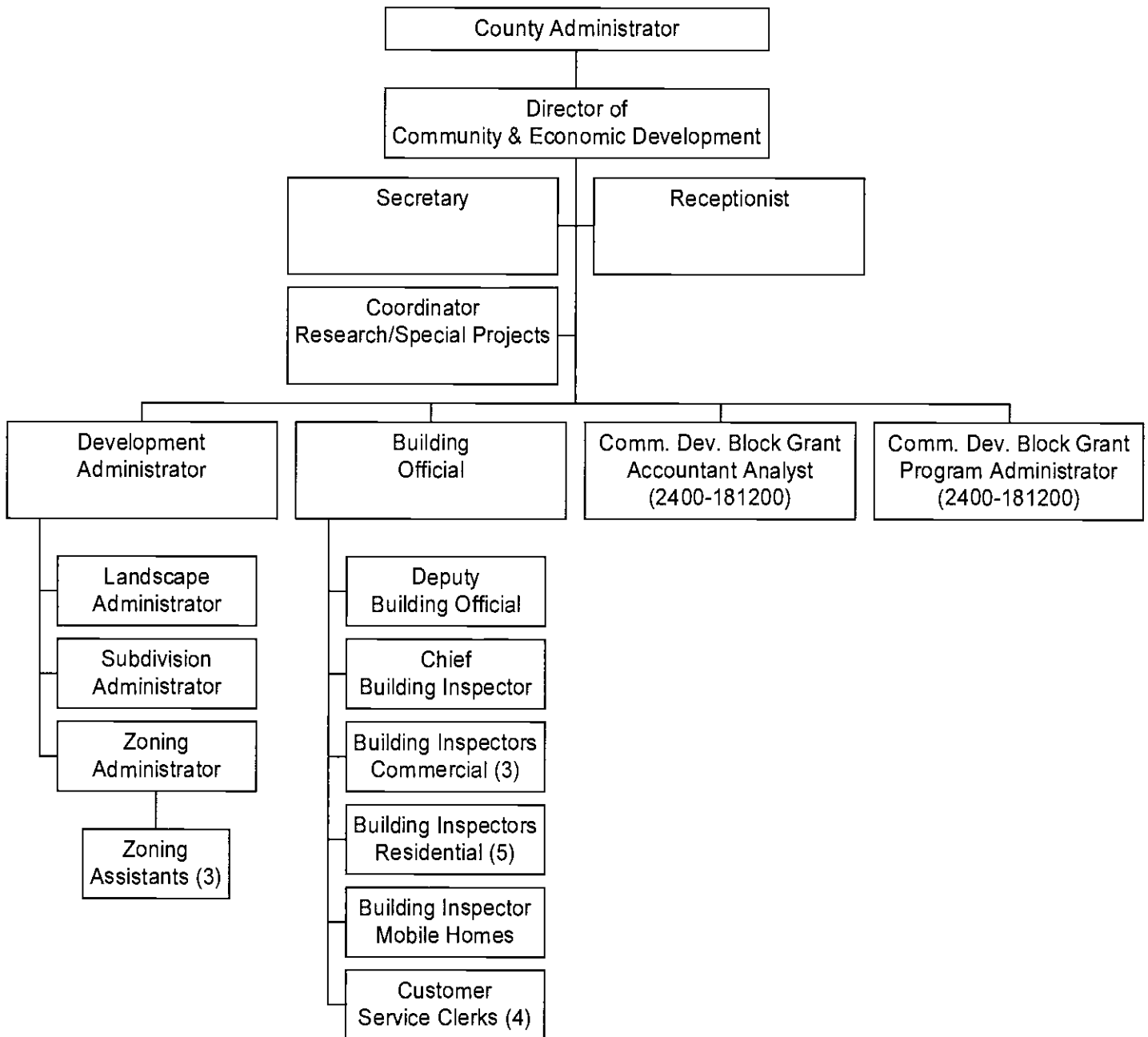
The Department contains 29 employees, the following 27 of whom are charged to this Fund:

Position	Grade
Director	32
Building Official	23
Development Administrator	21
Deputy Building Official	19
Zoning Administrator	16
Landscape Administrator	16
Development Coordinator	15
Chief Building Inspector	12
Commercial Building Inspector	12
Commercial Building Inspector	12
Commercial Building Inspector	12
Building Inspector	10
Building Inspector	10
Building Inspector	10
Building Inspector	10
Building Inspector	10
Building Inspector	10
Zoning Assistant	10
Zoning Assistant	10
Zoning Assistant	10
Research/Special Projects Coordinator	10
Customer Service Clerk	07
Customer Service Clerk	07
Customer Service Clerk	07
Customer Service Clerk	07
Secretary	06
Clerk/Typist	04

Please see the Organizational Chart located on next page

COMMUNITY & ECONOMIC DEVELOPMENT

ORGANIZATIONAL CHART



SECTION V-B

OPERATING LINE ITEM NARRATIVE

520400 – Advertising and Publicity \$4,050

These charges are for legally required public notice of Zoning Board of Appeal meetings and Building Code Condemnation Notices.

The approved budget for the current year was \$350 less than what was requested. The approved amount appears to not be sufficient to meet the need. After only six (6) billings this year, 70% of the entire line item budgeted has been expended.

Unfortunately, this is not a discretionary item. These notices must be placed in the paper to satisfy legal requirements.

It is anticipated that there will be 10 – 12 Zoning Board Notices and 6 – 8 Condemnation Notices. Advertising costs in The State are expected to continue to rise – the proposed cost per ad is based on the most recent billing cycles.

$$18 \text{ ads (Zoning and Condemnation)} \times \$225 \text{ per ad} = \$4,050$$

520702 – Software License Technical Support Agreements \$200

ArcView Annual Maintenance Fee: \$200

520800 – Outside Printing \$2,500

This represents the production of marketing materials for use in industry recruitment and promotion of the County relative to economic development. The proposed amount is \$2,500 less than the previous year's budget.

521000 – Office Supplies \$2,875

At the 6-month mark in the current year, \$1,439 has been spent on supplies, reflecting almost exactly 50% of the request ($\$1,439 \times 2 = \$2,878$).

521100 – Duplicating **\$6,275**

This amount is based on historical data. The office has significant duplicating activity to include permits, Appeal Board/Zoning Board packets, and ordinances.

At the 6-month mark for this year, \$3,136 has been spent on duplication.

125,500 copies at \$.05 per copy = \$6,275

521200 – Operating Supplies **\$4,500**

The requested amount is based on historical use. Because of the permitting functions in this department, we experience heavy use of this account due to a few specific supply items, such as permitting cards and inspection notices. In addition, due to the number of people in the department (27) and the need to print permits and public hearing/appeal notifications from multiple stations, there are several printers, driving up the toner and print cartridge cost.

The budgeted amount for the current year is \$4,530 – of that, \$1,952 (43%) was expended at the 6-month point.

522200 – Small Equipment Repairs & Maintenance **\$250**

Based on historic use, this item would include repairs to a typewriter that is still used for some permitting functions, as well as other general office equipment not under contract.

524000 – Building Insurance **\$378**

The amount requested is based on an estimate provided by the Risk Manager.

524201 – General Tort Liability **\$1,702**

The amount requested is based on an estimate provided by the Risk Manager.

524202 – Surety Bonds **\$155**

The requested amount is based on historical expenses and paid in alternate years.

525000 – Telephone

\$8,424

The telephone line item has become increasingly difficult to budget for, as the service provider raises rates throughout the year. The current monthly rate being charged by the provider is approximately 35% higher per phone line than at this time last year.

At the 6-month point in the current year, \$3,553 has been spent on telephone charges. Additional staff was brought on late in that cycle and their full charges are not reflected. Finally, in order to accommodate the continued rising phone charges, this year's request reflects a slight increase.

$$27 \text{ lines} \times \$26/\text{month} \times 12 \text{ months} = \$8,424$$

525010 – Long Distance Charges

\$250

The requested amount is an estimate based on historical use. Whenever possible the County's watts lines are used to contact surrounding communities. It should be noted that approximately 75% of each month's charges represents Federal Access fees for long distance capability – not a discretionary expense.

525020 – Pagers and Cell Phones

\$9,004

As a department head, the Director is required to carry a Nextel phone for quick access by Council, Administrator, and other Department Heads.

One message-writer pager is assigned to the Building Official and one is a floater used by Development staff when they are in the field for significant periods of time. A third pager was turned in the previous year. Pager charges shown reflect a 5% increase over current costs, as suggested by Procurement.

Cell phones for the Building Inspectors were recently implemented as part of an improved service delivery program. At that time, the 800 MHz radios they had been using were turned in. The basic contract includes airtime, which in most instances is sufficient. The requested amount represents an average of charges experienced during the present year.

1 Nextel \$60/month x 12 months =	\$ 720.00
2 pagers x \$9.17/month x 12 months =	220.08
12 cell phones x \$56/month x 12 months =	<u>8,064.00</u>
	\$9,004.08

525030 - 800 MHz Radio Service Charges **\$1,525**

The Department presently has one base station and 2 individual units assigned to it. The base unit is also utilized by Stormwater Management employees for contact with employees from both departments in the field. A third individual unit was turned in last year. The rates shown are provided by the Emergency Services Department, who manages this contract.

1 base unit annual charge = \$	525.00
2 individual units x \$500	<u>1,000.00</u>
	\$1,525.00

525031 - 800 MHz Radio Maintenance Contract **\$273**

This rate is based on a contract managed by Emergency Services.

525100 - Postage **\$2,775**

Proposed request is based on historical data, anticipated mailing to various boards and commissions, and correspondence with developers. At the 6-month point in the current year, \$1,216 has been expended on postage.

7,500 pieces of mail x \$.37 = \$2775.00

525110 - Other Parcel Delivery Services **\$100**

Occasionally services such as UPS or FedEx are used to send items to customers. Based on historical use, this amount is expected to cover this shipping option.

525210 - Conference & Meeting Expense **\$6,450**

The proposed amount is based on a review of current year expenditures and in anticipation of similar activities in the future. It represents less than \$240 per person for the employees' annual training, certification, and continuing education.

Building Inspectors are required to complete 24 hours of continuing education every two years in order to maintain SC licensure. While some of this is covered by the state at the present time, given the state's budget considerations it would not be prudent to count on that funding source. In addition, several of these meetings provide training that meets licensure requirements specifically for the Building Official.

Examples of Building Safety/Inspections training opportunities include:

- International Codes Council
- Building Officials Association of South Carolina
- International Association of Electrical Inspectors
- Continuing education requirements for certified inspectors (usually provided through Midlands Technical College)

Development staff includes the Zoning, Subdivision, and Landscape divisions. Professional development opportunities are sought for topics such as zoning, subdivision review, planning, landscape, impact fees, private property rights, community development, and customer service.

An additional cost not seen before for the Development staff and volunteers is that of annual continuing education and certification requirements recently implemented by State legislation for Zoning staff and Zoning Board of Appeals members.

Examples of Development training opportunities include:

- AICP Certification Exam review course
- SC American Planning Association (SCAPA) – quarterly
- Zoning Board member training (SCAPA)
- Urban Forestry Council
- Society of American Foresters

Administration staff includes the Director, the administrative support personnel, and research coordinator. Training opportunities pursued focus on specialized areas such as economic development, incentive programs, and customer service.

Previous training opportunities have included:

- SC Economic Developers Association (Mid-Year and Annual)
- SC Association of Counties (Mid-Year, Annual, and Institute classes)
- Palmetto Economic Development Review
- Economic Developers Institute (required with certification tract)
- Midlands Technical College (Customer Service, Quality Support Personnel)

Finally, this line item has funded volunteer recognition meetings for the Building Codes Board of Appeals and the Board of Zoning Appeals, as well as meetings with various groups hosted by the Department as necessary.

525230 – Subscriptions, Dues, and Books **\$3,825**

Proposed amounts are based on review of previous expenditures and include the following current memberships and subscriptions for professional development:

Building Officials Association of South Carolina
HVAC Association of South Carolina
Association of General Contractors
Greater Columbia Homebuilders Association
Southern Building Code Congress International
International Association of Electrical Inspectors

International Society of Arboriculture
Urban Forestry Council
Society of American Foresters
American Planning Association

SC Economic Developers Association
Local Chamber of Commerce memberships

Codebooks for Building Inspections (varies by year, approximately \$200 this year)
Newspaper subscriptions (The Chronicle, Twin City News)
Manuals and public resources from SCAPA and other professional associations

525240 – Personal Mileage Reimbursement **\$1,500**

Wherever possible, motor pool vehicles are used instead of personal vehicles. However there are some occasions when it is more feasible for the employee to take their car, as in meetings that begin before or end after the traditional workday.

The reimbursement rate is based on the annual federal rate, which is hard to predict and may change mid-year. While it dropped by ½ cent during the current year, all indications are that gasoline prices are on the rise nationally. The proposed amount is based on historic driving patterns to project sites and meetings. Approximately 52% of this line item has been expended at the 6-month during the current year.

$$4,150 \times .36 = \$1,494$$

525250 – Motor Pool Reimbursement **\$103,986**

The requested amount is an increase from the current year, due to the addition of a Building Inspector and the relocation to the Fleet of the car previously assigned to the Building Official. In addition, the fieldwork estimate increased based on a continuing growing number of complaints to be investigated by the Chief Building Inspector.

11 inspectors x 25,550 miles x \$.36 =	\$ 101,178
Fieldwork 50 miles x 3 days/week x 52 weeks x \$.36 =	<u>2,808</u>
	\$ 103,986

525300 – Utilities – Admin Building \$12,000

The requested amount is an estimate based on historical data. It may be adjusted as the relocation into the Administration addition concludes.

525600 – Uniforms & Clothing \$1,000

Boots and shirts are provided to Building Inspectors in concert with an internal policy for replacement. The amount requested has historically been sufficient to meet this need. Replacement purchases will be staggered across multiple years, so there should not be a single large hit for replacement of all items at one time.

526500 – Licenses and Permits \$100

The SC Department of Labor, Licensing, and Regulation requires payment of license fees by the Building Inspection staff every two years. Renewals for two inspectors are due this year, based on their hiring date. The remainder will be due in the FY 2005/06 budget cycle.

2 License renewals x \$50 each = \$100

SECTION V-C

CAPITAL LINE ITEM NARRATIVE

540000 - SMALL TOOLS & MINOR EQUIPMENT \$1,490

This line item covers a number of items ranging from hand tools for Inspectors, to office equipment such as adding machines and telephones, to basic office furniture. The following needs have been identified:

Replacement cell phones (\$240) – two phones are currently no longer under warranty. During the past two years, 6 of 11 phones purchased were replaced following repairs under warranty. The remainder of the phones will continue to be under warranty during the upcoming fiscal year.

Replacement hand tools (\$400) – inspectors are issued a basic set of tools, which are replaced under certain conditions after normal wear and tear

Replacement chairs (6 x \$125 each = \$750) – historically, used chairs have been replaced with gently used chairs and we will continue to follow this practice. However, there are several that no longer hold their traction, are torn, etc. so it is necessary to introduce some new stock into the mix.

Other replacement items (\$100) – experience has shown us the need to replace office telephone sets, calculators, and other minor equipment.

540010 - MINOR SOFTWARE \$1,000

Item is requested in anticipation of software upgrades by the service provider during the year. The amount is just an estimate as the product(s) and subsequent cost is unknown.

ALL OTHER EQUIPMENT

5A---- - SCANNER \$175

A basic scanner is requested for two purposes - general office use, in the future, for scanning in sketch plans, etc. The more immediate and intense use would be the scanning of building and zoning permits from the period of time prior to the use of computers.

With the new permit software installed during the present year, a record can be

established for all previously issued permits, key information can be gleaned and added to the electronic file, and the paper document can be destroyed. We presently have nearly one dozen files full of paper permits that could be eliminated with this project.

Presently, historic information relevant to a valid building or zoning activity is kept in a number of formats and locations. Being able to gather all this electronically would not only reduce paper storage, but would safeguard the information for future use. This data is invaluable when needing to determine a previous use or grandfathered activity, as well as investigating complaints.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 101610 Organization Title: Community & Economic Development
Program # 1 Program Title: Administration

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # .10	6,282
510300 Part Time #	0
511112 FICA Cost	481
511113 State Retirement	430
511114 Police Retirement	0
511120 Insurance Fund Contribution # .10	600
511130 Workers Compensation	168
511131 S.C. Unemployment	0
* Total Personnel	7,961
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	313
525020 Pagers & Cell Phones	111
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	424
** Total Personnel & Operating	8,385
** Total Capital (From Section II)	0
*** Total Budget Appropriation	8,385

NEW PROGRAM

REQUESTED ADDITION OF FTE

Current Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Director	32	1	.90	.10	Yes	1

Proposed Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Director	32	1	1	0	Yes	1

The Director for this department has been historically funded, in part, through 2400-181200 and part through 1000-101610. Over time, as staffing in the grant funded program (2400-181200) has increased, the percentage of the Director's time charged to this account was reduced to 10%, for time spent on activities related to this grant.

It is now proposed that 100% of the Director's salary be paid through 1000-101610 and, instead of a direct charge for supervision to the grant, it is recommended in that budget that the grant be charged for Indirect Administrative costs.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: General Administration
 Organization: 101700 - Treasurer

		<i>BUDGET</i>				
Object Expenditure	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100	Salaries Wages - 13.33	392,544	198,187	415,759	416,993	
510200	Overtime	5,105	1,797	6,127	4,122	
510300	Part Time -	18,585	4,212	10,832	0	
511112	FICA Cost	30,789	15,131	33,103	32,215	
511113	State Retirement	27,995	12,146	29,641	28,846	
511120	Insurance Fund Contribution - 13.33	72,800	31,992	76,781	79,980	
511130	Workers Compensation	1,124	551	1,116	1,263	
511131	S.C. Unemployment	0	0	0	0	
511213	SCRS - Retiree	504	1,740	0	0	
	* Total Personnel	549,446	265,756	573,359	563,419	0 0
Operating Expenses						
520100	Contracted Maintenance	0	0	1,470	1,470	
520200	Contracted Services	22,265	12,712	22,300	23,800	
520300	Professional Services	0	95	300	500	
520400	Advertising				300	
520700	Technical Services	0	0	600	600	
520702	Technical Currency & Support	8,280	8,280	8,280	8,280	
521000	Office Supplies	12,542	12,788	15,000	20,400	
521100	Duplicating	3,375	1,630	3,350	3,350	
522200	Small Equipment Repairs & Maintenance	531	248	750	1,900	
523100	Building Rental	1,060	1,040	1,200	1,200	
524000	Building Insurance	39	39	97	326	
524001	Burglary Insurance	752	752	817	752	
524201	General Tort Liability Insurance	543	268	670	821	
524202	Surety Bonds	97	0	0	829	
525000	Telephone	3,808	1,940	3,800	4,370	
525001	SCDMV Dedicated Phone Line	1,557	879	1,758	1,846	
525010	Long Distance Charges	275	145	480	480	
525020	Pagers & Cell Phones	105	52	110	110	
525100	Postage	165,090	85,798	160,000	170,000	
525210	Conference & Meeting Expenses	6,449	4,782	7,670	7,970	
525230	Subscriptions, Dues, & Books	829	706	2,252	1,902	
525250	Motor Pool Reimbursement	209	48	1,000	1,000	
525300	Utilities - Admin. Bldg	6,992	3,942	6,950	9,000	
527040	Outside Personnel (Temporary)				14,098	
	* Total Operating	234,798	136,144	238,854	275,304	0 0
	** Total Personnel & Operating	784,244	401,900	812,213	838,723	0 0
Capital						
540000	Small Tools & Minor Equipment	578	32	900	2,138	
540010	Minor Software	331	318	700	836	
	All Other Equipment	17,135	3,590	4,214	10,550	
	** Total Capital	18,044	3,940	5,814	13,524	0 0
	*** Total Budget Appropriation	802,288	405,840	818,027	852,247	0 0

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration of county Treasurer's Department
Program II - Delinquent Tax Collection

Program I: Administration

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and timeliness regarding the County's affairs. To assist and advise County Council, County Administrator, and other department heads. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Description of the Treasurer's Office workload:

TREASURER and TAX COLLECTOR

Elected/Unclassified

Title 12, chapters 45 & 51 of the South Carolina Code of Laws delineates the basic Duties, Responsibilities and accountability of the Elected Lexington County Treasurer. For the County of Lexington he performs his duties as Tax Collector, Banker, Investment Agent and Custodian/purser of all funds. His office also collects the Property Taxes for the County's School Districts, Municipalities, and Special Purpose Districts. Other duties include the keeping of comprehensive financial accounting revenue receipt and disbursement records and status reporting for all County Government funds. The Treasurer's Office is accountable for all debt service on County Bond debt and other bonded indebtedness i.e.; County School Districts, Special Purpose Districts, etc. His Office disburses all funds by "Warrant" by/from the County Administrator or the Authorized Agent of the funds for which his office is custodian. He is accountable to the County's taxpayers for the supervision and direction of his staff in the management and operation of the Treasurer's and Tax Collector's Offices. The collection of Property Taxes, Current & Delinquent, the conduct of the "Delinquent Property Tax seizure / execution Legal Due Process", and the Delinquent Property Posting, Advertising and the conducting of and follow-up on our "Delinquent Property Tax Sales", is also the responsibility of the Delinquent Tax Section of this Department.

The Treasurer is by State Statutes a member of the County's "Forfeited Land Commission".

The Treasurer's county salary is supplemented by the State of South Carolina thru the payroll of the S.C. Comptroller General's Office. The Comptroller General is the Treasurer's State Government Advisor and or his titular Boss. The operating funds for the Treasurer's Department are appropriated through the County Council and it's annual Budget review and approval process. The operating funds for the Delinquent Tax Section of the Department are Budgeted and approved by the Treasurer /Tax Collector and funded through the Fees attached to the delinquent tax obligation when "executed", on or after March 16th of each Fiscal Year.

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION III. - PROGRAM OVERVIEW

The Treasurer and his Deputies are required to attend annual Training Academy's and Workshops on the ever changing S.C. Code, it's Statutes, and other Regulatory requirements governing the administration of their jobs. These training sessions are conducted by the Comptroller General's office in conjunction with the S.C. Department of Revenue, S.C. Department of Public Safety and the U.S.C.-Center for Governance. The State Treasurer's Office also infrequently conducts training sessions on Investment of Public Funds & Cash Management.

Many Special Reports & Abstracts are prepared for and submitted to these State Officers over the signature of the Treasurer. The work of this Department is subject to an annual External Audit the results of which are published in Lexington County's annual "CAFR" (Comprehensive Annual Financial Report)

Program II: Delinquent Tax Collection

Objectives: (See separate Special Revenue Fund Budget - Fund 2950 & brief description above)

SECTION V. A. - 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>		
Treasurer	1	1		1	Elected
Admin. Assist.	1	1		1	9
Deputy Treas. (Current Tax Collection & Investments)	1	1		1	21
Senior Cashier	1	1		1	7
Accounting Clerk	1	1		1	7
Clerk/Cashier	4	4		4	5
Deputy Treas. (Accounting Operations)	1	1		1	19
Asst. Dep. Treas	1	1		1	13
Account Clerk	2	2		2	7
Acctg Clerk (33%)	1	1		1	6
Total Positions	<u>14</u>	<u>14</u>		<u>14</u>	
Part-Time Clerk	2	2		2	
Total Part-Time	<u>2</u>	<u>2</u>		<u>2</u>	

(SEE ORGANIZATION CHART ON NEXT PAGE)

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

510200 - OVERTIME **\$4,122.00**

Overtime is sometimes needed during our busy season to avoid excessive delays in processing of property tax payments and refunds.

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$1,470.00

OIR - Maintenance for Online Tax payments

520200 - CONTRACTED SERVICE \$23,800.00

G&H Mail Service:

- * Mailing of current real estate, mobile home, boats, motors, etc. (168,000) @ .0490/ea = \$8,232
- * Mailing of monthly vehicle renewal tax notices (16,000) notices x 12 mos.=192,000 @ .0490/ea = \$9,408
- * Mailing & stamping 'PAID' on real estate receipts handled through the lock box system 65,000 @ .0590/ea = \$3,835 + 5% of \$21,475 for possible increase or unbudgeted expenses = **\$22,548.75**

Palmetto Microfilm:

- * Extended warranty & service contract for new MS400 Digital Microfilm Reader/Printer = **\$1,250.00**

520300 - PROFESSIONAL SERVICES \$500.00

For incidental legal and auditing services that may be required. \$500.00

520400 - ADVERTISING \$300.00

The Treasurer is responsible for the publishing of newly released millage rates after they have been set by the Auditor in local newspapers, to include, The Lexington chronicle, and the Neighbors Section of the State Newspaper. Approximate cost combined is \$300.00.

520700 - TECHNICAL SERVICES \$600.00

Web hosting svcs, support, DB
backup, app email svcs, security svcs \$50.00/mo

520702 - TECHNICAL CURRENCY & SUPPORT \$8,280.00

ADG Software Maintenance Expense:

- \$4,500.00 Fund Accounting Software (SMS)
- \$3,780.00 Tax Billing System (TBS)

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

521000 - OFFICE SUPPLIES **\$20,400.00**

To cover routine office supplies (paper, pencils, file folders, etc.) as well as major expenditures for envelopes, operating checks, and printing of duplicate tax bills. This line item also includes form printing costs and computer supplies.

Paper, Pencils, Ribbons, Folders, Computer Paper	1800.00
Envelopes (Special Windows) #9 70,000	1475.00
Envelopes (Special Window) #6 70,000	1281.00
Envelopes Cream (Return Veh.) #9 200,000	3750.00
Envelopes White (Return Real Est.) #9 160,000	2400.00
Envelopes White Window #10 100,000	1550.00
Print Shop White Envelopes #10 (20) Boxes	100.00
Print Shop White return envelopes (20 Boxes)	100.00
White Detail Paper for cash registers (3 Cases)	400.00
Ribbon for Cash Registers (10 Cases) @ \$85.00cs	<u>850.00</u>
GRAND TOTAL	13,706.00

NEW CHECKS & ENVELOPES FOR BANK ACCOUNTS:

General Fund:	
2500 checks @ \$175.00 & 2500 envelopes @ \$137.50	313.00
Tax Holding:	
10,000 checks @ \$500.00 & 10,000 envel @ \$380.00	880.00
Magnetic Toner: 1 @ \$225.00 each	<u>225.00</u>
GRAND TOTAL	\$1,418.00

LTC-100 Forms (100,000) @ \$22.54 per /M	2,254.00
Toner for HP Laser 4050N (8) @ 115.00 ea	920.00
Toner for HP Laser 2300dtn (8) @ 115.00 ea	920.00
Toner for Brother Fax - 4750E (3) @ 134.00 x 3	402.00
Drum for Brother Fax - 4750E (2) @ 160.00ea	320.00
Toner for Color Printer (black & color)	200.00
Toner for Microfilm Reader (1)	220.00
Bulb for Microfilm Reader (2) @ \$20.00 ea	<u>40.00</u>
GRAND TOTAL	\$5,276.00

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

521100 - DUPLICATING **\$3,350.00**

This account is used for (2) copy machines to copy reverse side of checks with refunds, copies of various department financial reports, accounting file copies of voided tax notices, investment reports and bank reconciliation records, etc used in the daily operation of Treasurer's office operation. Estimated usage 67,000 annually @ \$.05 a copy = \$3,350.00.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$1,900.00**

This account will be used primarily for the emergency repair of typewriters, computers, printers/validators (\$250.00 x 5 = \$1,250.00), pace units, and other small office machines. Also, for emergency repair of the mail opener (\$160.00), microfilm reader & check camera, fax machine and laser printers (maintenance kit \$250.00 x 2 = \$500.00).

523100 - BUILDING RENTAL **\$1,200.00**

To cover rental for a storage unit needed to store records the Treasurer's Office is required to retain per the SC Department of Archives and History Division of Archives and Records Management.

524000 - BUILDING INSURANCE **\$326.00**

To cover costs of allocated building for Building Insurance

524001 - BURGLARY INSURANCE **\$752.00**

To cover costs of allocated building for Burglary Insurance

524201 - GENERAL TORT INSURANCE **\$821.00**

To cover costs of General Tort Insurance, required for the Treasurer's Office

524202 - SURETY BONDS **\$829.00**

Bonds required for Treasurer & Deputies.

525000 - TELEPHONE **\$4,370.00**

This department currently has (17) Centrex lines for an average charge of \$323.29/mo. including tax. This includes 1 fax line and voice mail tree line = \$3,879.48

We need (1) additional fax line for current tax at \$20.00 mo. x 12 = \$240.00 + \$50.00 installation = \$290.00 + \$200.00 for possible increase in monthly charges.

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

525001 - SC - DMV DEDICATED PHONE LINE **\$1,846.00**

Provides on-line connection with SC Dept. of Revenue & Division of Motor Vehicles for the Biennial Licensing Program. Monthly charge for on-line is now determined @ approximately \$146.48/mo. x 12 = \$1,757.76 + 5% = \$1,845.65

525010 -LONG DISTANCE CHARGES **\$480.00**

Currently the Treasurer's office is averaging long distance charges of \$40.00/mo. Long distance calls are necessary to correct problems or collect tax payments made by Mortgage Companies; to communicate research completed on tax amounts due on new accounts at various financial institutions as they request this information. Also, we use long distance services when necessary to assure receipt or amounts for County Bond payments. Long distance charges are sometimes necessary when using the fax machine.

525020 - PAGERS AND CELL PHONES **\$110.00**

(1) Pager for the Treasurer at a cost of \$8.73/mo. Therefore $\$8.73 \times 105\% = \$9.17 \times 12 = \$110.04$

525100 - POSTAGE **\$170,000.00**

To cover the cost of mailing monthly vehicle bills (average 16,000 mo.), real estate bills (160,000 yr.), all paid receipts and any office correspondence based on the actual usage for last fiscal year. Also included is a possible 3 CENT increase in postage by the U.S. Post Office as well as approximately a 3% growth in the County, plus rental of a PO Box at a cost of \$824.00/yr

525210 - CONFERENCE & MEETING EXPENSE **\$7,970.00**

To cover the costs of attending the Spring and Fall Conferences and attending regular monthly meetings, also these funds will be used for investment training and informative workshops for the Treasurer and Deputy Treasurers. There is also additional training necessary for accounting personnel.

SCATT Workshop (Treasurer & Deputy Treasurers)	\$ 150.00
SC Assoc. of Counties Conference & Institute (Treasurer & Deputies)	\$ 1,500.00
GFOASC - Hilton Head, Sc (Treasurer & Deputies)	\$ 2,100.00
SC Assoc. of Counties Legislative Conference (Treasurer)	\$ 70.00
SCATT Legislative meeting - one day Myrtle Beach (Treasurer & Deputies)	\$ 150.00
SCATT WINTER CONFERENCE (Treasurer & Deputies)	\$ 950.00
SCAAO combined with SCATT Spring Conf. (Treasurer & Deputies)	\$ 950.00
ACADEMY USC & Controller General (Treasurer & Deputies)	\$ 900.00
SC Treasurer Investment Seminar (Treasurer & Deputy)	\$ 200.00
National Payment Collection Conf.	\$ 1,000.00

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$1902.00**

SUBSCRIPTIONS:

Wall Street Journal Subscription (2) year renewal	\$299.00
Miscellaneous books and Periodicals	\$150.00
The State	\$100.00
The Lexington Chronicle (2) Years renewed 2/1/01	\$ 40.00
GFOA "The Public Investor Newsletter"	\$ 55.00
GFOA "Investing Public Funds, 2 nd edition"	\$ 50.00

BOOKS:

Columbia City Directory	\$175.00
R L Polk Directory - Lexington, Cayce & W Columbia	\$130.00
National Zip Code Directory	\$ 50.00
SC Code of Laws supplements and replacement volumes	\$300.00

DUES:

SCGFOA (Treasurer , (2) Deputies & (1) Asst. Deputy)	\$180.00
GFOA (Treasurer portion of National Dues)	\$167.50
SCATT (Treasurer & Deputy Treasurers)	\$ 90.00
SCAAO (Treasurer)	\$ 50.00
Leadership Lexington County (Treasurer)	\$ 45.00
SC Assoc. of Assessing Officials	\$ 20.00

****These professional association dues all relate to the Treasury Department's function. As Treasurer/Tax Collector all dues associated with Delinquent Tax collection are covered in Fund 2950 Budget.

525250 - MOTOR POOL REIMBURSEMENT **\$1,000.00**

Based on the projected expenditure for 2002/03 and monthly average use during the first six months @ .365 per mile for one year.

525300 - UTILITIES **\$9,000.00**

Based on actual use for 2003/04 FY@ \$814.00/mo. average YTD - 1/3 1/2003 plus 5% possible increase = \$10,256.40. Delinquent Tax Account 2950 will pay \$8,000.00 + additional square footage in current tax.

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

527040 OUTSIDE PERSONNEL (TEMPORARY) **\$14,098.00**

Part Time help is needed during our busy season because of the volume of mail and processing tax payments and refunds. This year we will be working with Procurement in hiring temps through a Temp Agency under the State Contract.

(2) General file clerks 11/15/04-3/18/05 @ \$7,048.80 x 2 = \$14,098.00

FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$2,138.00

To cover costs for emergency replacements of minor equipment which may need to be replaced this fiscal year such as calculators, telephones, computer hardware, etc. **\$900.00**

Furniture, etc needed after renovation:

(2) desks @ \$63.00 ea =	\$126.00
(3) credenzas @ \$63.00 ea =	\$189.00
(1) file cabinet = \$63.00	\$ 63.00
(1) small conference table \$100.00 & (8) chairs @ \$35.00 ea = \$280.00 =	\$380.00
(2) bookcases @ \$35.00 ea =	\$70.00
(6) side chairs @ \$35.00 ea =	\$210.00
Table & chairs for break area	<u>\$200.00</u>
Total	<u>\$1,238.00</u>

540010 - MINOR SOFTWARE \$836.00

Upgrade memory and OS on (4) PCs @ \$209.00 ea = \$836.00

(7) Function 1 PCs with (4) 15" Flat Panel Monitors and (3) CD-RW \$6,090.00

Information Services recommends upgrading all of our PCs from Windows 95 operating systems to Windows 2000 or XP. The four (4) PCs used as cash registers at our front counters are not ungradable, so we are requesting replacements. We are requesting (4) flat panel monitors because the area of the new counters is 50% less than the area of the old counters (1,354 sq. inches in the new area vs. 3,170 inches in the old area). The cashiers require a monitor, keyboard, mouse, printer/validator & adding machine to process tax payment and the counter is too crowded.

Three (3) of the PCs in the Accounting area need to be replaced because they are currently using PCs we purchased from the Library. With the changes that are occurring in technology, these computers are way out of date. They have 32 meg of memory and are currently running Windows 95. At this point it would cost as much to update as to replace. These three PCs need CD drives due to the manor in which we will be receiving data from the bank, we will need these drives.

(7) PCs @ \$655.00 ea.	\$4,585.00
(4) 15" Flat Panel Monitors @ \$350.00 ea.	\$1,400.00
(3) CD-RW @ \$35.00 ea.	<u>\$ 105.00</u>
Total	<u>\$6, 090.00</u>

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FUND 1000
DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

(4) Ithaca Series 90Plus Printer/Validators **\$2,400.00**

If the request to replace our four cash registers at the front counter is approved, we will move the current cash register PCs to the back office stations where tax clerks answer telephone calls and process mail. Having validators attached to these PCs will allow our cashiers to post tax payments while answering the telephone and processing mail. This will eliminate the need to close a register at the front counter to process mail and backdate tax payments due to postmark dates. This will allow us to operate more efficiently and provide better customer service to taxpayers. $\$600.00 \times 4 = \$2,400.00$

(1) Money Counter **\$800.00**

This would be for a replacement for the current money counter we have. The current one would be transferred to the Tax Collection side so that they may use it. With the increase in cash transactions, the current machine is being worked over its capacity and will soon require some repairing. By transferring it to the tax collection side, its volume will be less. The replacement we are requesting in addition to being able to handle a larger volume will also be able to detect any counterfeit bills. \$800.00

(1) Sofa & (4) Chairs **\$1,260.00**

Replace Treasurer's sofa and chairs in his office and use the old sofa and chairs in waiting area.

- (1) Sofa @ & \$600.00
- (4) chairs @ \$150.00 ea = \$600

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 23 REC'D

FINANCE DEPT.

Fund: 1000
 Division: General Administration
 Organization: 101800 - Auditor

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 14	409,939	197,352	429,573	429,573		
510300	Part Time	5,450	0	3,816	3,816		
511112	FICA Cost	30,248	14,312	33,154	33,154		
511113	State Retirement	24,990	12,853	29,687	29,687		
511120	Insurance Fund Contribution - 14	78,400	40,320	80,640	84,000		
511130	Workers Compensation	1,121	533	1,111	1,300		
511131	S.C. Unemployment	2,375	0	0	0		
511213	State Retirement - Retiree	3,218	665	0	0		
* Total Personnel		555,741	266,035	577,981	581,530	0	0
Operating Expenses							
520211	DNR Watercraft Database Access	700	600	600	600		
520212	Watercraft Valuation Services	4,966	0	5,500	5,750		
520300	Professional Services	95	190	0	0		
520400	Advertising & Publicity	0	0	450	0		
520702	Technical Currency & Support	3,780	3,780	3,780	3,780		
521000	Office Supplies	17,040	10,727	19,500	16,575		
521100	Duplicating	4,698	1,957	4,200	4,200		
522200	Small Equipment Repairs & Maintenance	239	0	250	250		
524000	Building Insurance	42	42	104	88		
524201	General Tort Liability Insurance	566	283	708	844		
524202	Surety Bonds	97	0	0	0		
525000	Telephone	3,846	1,967	4,272	4,200		
525010	Long Distance Charges	355	141	600	600		
525100	Postage	1,367	307	2,300	2,300		
525210	Conference & Meeting Expenses	3,392	1,753	4,125	6,712		
525230	Subscriptions, Dues, & Books	1,324	1,097	2,325	2,419		
525250	Motor Pool Reimbursement	0	6	400	200		
525300	Utilities - Admin. Bldg	8,334	4,700	8,270	8,270		
* Total Operating		50,841	27,550	57,384	56,788	0	0
** Total Personnel & Operating		606,582	293,585	635,365	638,318	0	0
Capital							
540000	Small Tools & Minor Equipment	166	336	576	722		
540010	Minor Software	514	0	1,117	2,250		
	All Other Equipment	8,000	2,268	2,460	4,500		
** Total Capital		8,680	2,604	4,153	7,472	0	0
*** Total Budget Appropriation		615,262	296,189	639,518	645,790	0	0

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I – Auditor's Office Administration

Program I: Auditor's Office Administration

Objectives:

The Auditor's Office goal is to provide knowledgeable and quality service to the citizens of Lexington County; however, our clientele does not end there. We also must provide a high level of service to our other customers, which include our fellow employees here at the County (including County Council), various other professionals (such as attorneys, mortgage bankers, real estate developers and agents), as well as government entities (special purpose districts, municipalities, state legislative members, and agencies/departments of the State of South Carolina).

The information and services that the County Auditor's Office provides ranges from personal property values (vehicles, airplanes, watercraft and Coast Guard documented vessels, RVs, motorcycles, business furniture and fixtures, mobile homes) to real property values (land, houses, buildings). In valuing property and informing the public it is necessary that all employees are knowledgeable of current and previous laws pertaining to property taxation. In addition, we must be able to apply this knowledge to assist with customer awareness of how property is valued and how the tax millage is applied.

As the County's population grows, it will become even more important that our employees understand the importance of an informed public. The better we assist the customer the first time, the less likely the customer will need our services in the future, allowing us to better handle the County's growth. To be able to provide the wide array of information requested by our various customers, our office needs a team of educated and trained members. To achieve the quality department that this county deserves I have begun encouraging my current staff to attend classes (computer, public speaking, customer service), certification programs (GFOASC, Midlands Technical Supervisor Program), as well as undergraduate, graduate, and legal work at both USC and Midlands Technical School. The Auditor's Office goal is to provide knowledgeable and quality service.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

<u>Actual</u> <u>FY 2002-03</u>	<u>Estimated</u> <u>FY 2003-04</u>	<u>Projected</u> <u>FY 2004-05</u>
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At this time, this department does not have a good mechanism to track activity. It is a project that we are working on to track workload.

SECTION IV. - SUMMARY OF REVENUES

430800 – AUDITOR – TEMPORARY TAG FEE \$3,000

The Temporary Tag Fee is a fee of \$5.00 per temporary tag that is issued upon request of a new car owner. This fee was implemented on January 1, 2003 pursuant to Section 56-3-210 of the 1976 Code amended by the General Assembly of the State of South Carolina to require the County Auditor to issue a temporary tag for a vehicle that qualifies under this section.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

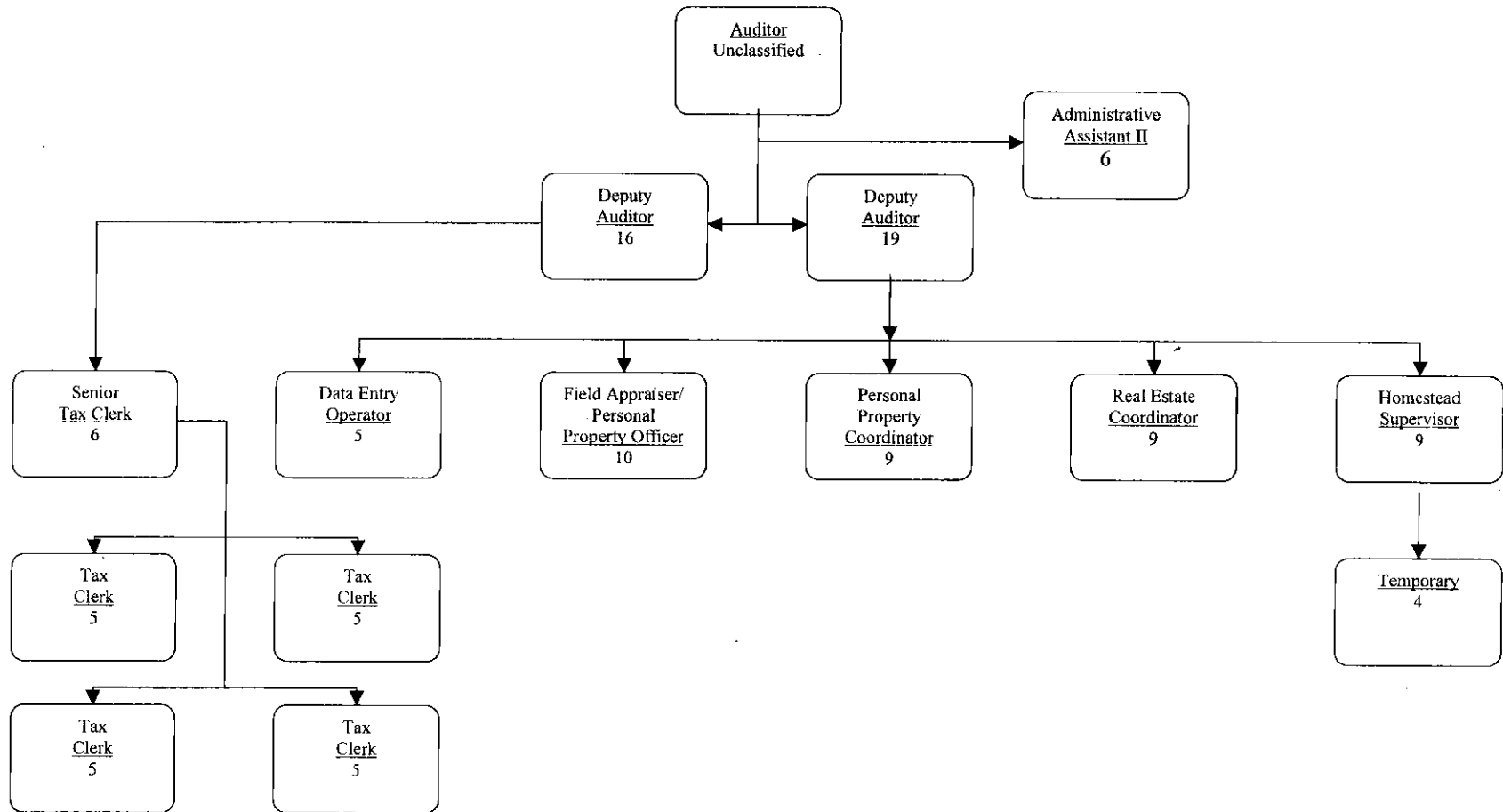
LISTING OF POSITIONS

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>		
Auditor	1	1		1	Unc.
Deputy Auditor-Finance	1	1		1	19
Deputy Auditor-Operations	1	1		1	16
Field Appraiser	1	1		1	10
Personal Property Officer	1	1		1	9
Homestead Supervisor	1	1		1	9
Real Estate Coordinator	1	1		1	9
Administrative Assistant II	1	1		1	6
Data Entry Clerk	1	1		1	5
Senior Tax Clerk	1	1		1	6
Tax Clerk II	4	4		4	5
Temporary Clerk	1	1		1	4
Total Positions	<u>15</u>	<u>15</u>		<u>15</u>	

510100	SALARIES & WAGES - 14	\$ 429,573
510300	PART TIME - 1	\$ 3,816
511112	FICA COST	\$ 33,154
511113	STATE RETIREMENT	\$ 29,687
511120	INSURANCE FUND CONTRIBUTION - 14	\$ 84,000
511130	WORKER COMPENSATION	\$ 1,300

Auditor's Office Organizational Chart



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524000 – BUILDING INSURANCE **\$ 88**

To cover the cost of allocated building insurance.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 844**

To cover the cost of general tort liability insurance.

525000 - TELEPHONE **\$ 4,200**

To cover the cost of telephone services. Expect to pay 350/month.

525010 – LONG DISTANCE **\$ 600**

We utilize toll free numbers whenever possible, however, long distance calls are necessary at times. With the growth in the county, more people are being contacted outside the county and the state concerning property tax issues.

525100 - POSTAGE **\$ 2,300**

To cover the cost of mailing business personal property, aircraft, documented vessels, and add-on vehicles tax bills as well as correspondence with the customer.

525210 - CONFERENCE & MEETING EXPENSE **\$ 6,712**

Auditor and two Deputy Auditors are active members of the South Carolina Association of Auditors, Treasurers, and Tax Collectors (SCATT). Both Deputy Auditors are active members of the Government Finance Officer's Association of South Carolina (GFOA). The Auditor is an active member of the South Carolina Association of Assessing Officials (SCAAO) as well as the South Carolina Association of County-Wide Elected Officials (SCACEE). The Deputy Auditor – Operations is a member of the South Carolina BAR.

SCATT	Legislative Workshop – 3	90
	Fall Conference – 3	1,464
	Spring Conference – 3	1,464
	Academy – 3	525
GFOA	Fall Conference – 2	984
	Spring Conference – 1	175
	CPE Class – 1	90
SCAAO	Spring Conference – 3	1,200
SC BAR	CLE Class – 1	720

525230 – SUBSCRIPTIONS, DUES, AND BOOKS **\$ 2,419**

Subscriptions are to valuation guides used in the administration of personal property assessment. In the past, the Department of Revenue supplied many of these guides, however, we must now purchase these guides. Dues are for

annual memberships for the Auditor and two Deputy Auditors in professional organizations.

Subscriptions	NADA	Used Car	58
		Older Used Car	68
		Marine Appraisal	111
		RV Appraisal	105
		Heavy Truck	60
		Motorcycle	52
		Blue Book Aircraft	275
		ABOS Marine Blue Book	205
		Polk VIN Schematic	210
		Black Book Vehicle Identification	63
		Cross Reference	172
		The Dispatch News	40
		The Chronicle	40
		The Twin City News	30
Annual Dues	SCATT	- 3	90
	SCACEE	- 1	75
	GFOASC	- 2	90
	GFOA (National)	- 1	230
	SCAAO	- 1	75
	SC BAR License		370

525250 – MOTOR POOL REIMBURSEMENT \$ 200

Various times throughout the year, staff must use a vehicle from the motor pool to inspect a business, house, or piece of land.

525300 – UTILITIES – ADMIN. BLDG \$ 8,270

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SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$ 722

The department needs to purchase (3) calculators to replace ones that are not functioning properly at approximately \$229.00 plus tax each.

540010 -- MINOR SOFTWARE \$ 2,250

The department has nine computers that were purchased as part of the tax billing system in 1999. These computers need memory upgrades and the operating systems need to be upgraded from Windows 95 to Windows 2000. The cost is approximately \$ 250 per computer.

(4) PERSONAL COMPUTER/MONITOR (REPLACEMENT) \$ 3,100

The department needs to upgrade four computers because the existing computers can not handle the current workload.

Function 1 PC w/monitor (17"): 4 x 755 3,100

(4) MONITORS \$ 1,400

The new front counters in the new office have less space. The department needs four flat screen monitors (15") to replace the larger full size monitors that are currently in place. This will allow more room for the technical manuals, keyboard, and calculator that each clerk needs to assist the customer.

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 101800 Organization Title Auditor
 Program # _____ Program Title: _____

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # _____	22,183
510300 Part Time # _____	0
511112 FICA Cost	1,697
511113 State Retirement	1,520
511114 Police Retirement	0
511120 Insurance Fund Contribution # _____	6,000
511130 Workers Compensation	67
511131 S.C. Unemployment	0
* Total Personnel	31,467
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520300 Professional Services	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 # _____	0
524201 General Tort Liability Insurance	22
524202 Surety Bonds	0
525000 Telephone	0
525100 Postage	0
525210 Conference & Meeting Expenses	0
525220 Employee Training	0
525230 Subscriptions, Dues, & Books	0
525 _____ Utilities - _____	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
* Total Operating	22
** Total Personnel & Operating	31,489
** Total Capital (From Section II)	0
*** Total Budget Appropriation	31,489

SECTION III. - NEW PROGRAM OVERVIEW

Summary of Programs:

Program I – Auditor's Office Administration – New Program

Program I: Auditor's Office Administration

Objectives:

Described in Section III of the existing program is the objective of the Auditor's Office. In order to meet our goals of assisting the customer in a timely manner, this office requests a new employee to assist the public on the phone and at the front counter.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES – NEW PROGRAM

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>		
Tax Clerk II	1	1		1	5
Total Positions	<u>1</u>	<u>1</u>		<u>1</u>	

The new tax clerk would assist the public at the counter, by the phone, and handle mail and fax requests. The growth in population of Lexington County has caused longer lines at our counters, more mail, and more phone calls. A new tax clerk would reduce the wait times for our customers at the counter. Currently, the phone call volume to our office is more than we can handle. While we have installed a call system to handle the volume, we still cannot respond to every call. Per Ron Farr (Personnel Department), the Information Booth/Kiosk receives over 50 phone calls per day from our customers requesting information because they only receive a busy signal when they call the Auditor's Office due to the volume of calls our office receives. This area of responsibility is not over-staffed to begin with. This new tax clerk position will lower the stress level greatly on the Auditor's staff and on the public that we serve. The return on an additional employee will be greater customer satisfaction. Listed below is data showing the growth of items processed by the tax clerks from 2000 to 2003.

	<u>Calendar</u>	<u>Calendar</u>	<u>Increase</u>	
	<u>Year 2000</u>	<u>Year 2003</u>	<u>Number</u>	<u>Percent</u>
New Addition Tax Bills	16,590	28,825	12,235	73.74%
Revisions	<u>30,368</u>	<u>40,968</u>	<u>10,600</u>	<u>34.91%</u>
Totals	46,958	69,793	22,835	48.63%

510100	SALARIES & WAGES – 1	\$ 22,183
511112	FICA COST	\$ 1,697
511113	STATE RETIREMENT	\$ 1,520
511120	INSURANCE FUND CONTRIBUTION – 1	\$ 6,000
511130	WORKER COMPENSATION	\$ 67

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 22**

To cover the cost of general tort liability insurance.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

This department will not need a new computer/monitor for the new employee.

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year 2004-2005

Fund: 1000
 Division: General Administration
 Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification	2002-2003 Expenditure	2003-2004 Expend - DEC.	2003-2004 Amended - DEC	2004-2005 Requested	BUDGET	
					2004-2005 Recommend	2004-2005 Approved
Personnel						
510100 Salaries & Wages - 33	1,022,567	500,659	1,067,078	1,078,740		
510200 Overtime	0	0	0	750		
510300 Part Time	15,063	7,219	15,263	15,630		
511112 FICA Cost	74,406	36,397	82,799	82,524		
511113 State Retirement	67,446	33,700	74,140	73,894		
511120 Insurance Fund Contributions - 33	184,800	101,438	190,080	198,000		
511130 Worker's Compensation	13,334	5,965	13,354	16,626		
511131 S C Unemployment	0	0	0	0		
511213 State Retirement - Retirees	3,632	1,090	0	0		
Total Personnel	1,381,248	686,468	1,442,714	1,466,163		
Operating Expenses						
520100 Contracted Maintenance	0	0	0	0		
520200 Contracted Services	385	0	2,075	13,575		
520221 Website Services	170	0	0	0		
520400 Advertising & Publicity	0	0	2,244	2,244		
520700 Technical Services	0	2,400	2,400	0		
520702 Technical Currency & Support (Software)	10,370	5,149	10,508	12,908		
520800 Outside Printing	1,734	0	2,575	10,575		
521000 Office Supplies	4,310	2,848	6,500	15,000		
521100 Duplicating	3,494	1,516	5,000	8,000		
521200 Operating Supplies	3,184	1,245	5,000	6,755		
522200 Small Equipment Repairs & Maintenance	0	211	500	3,000		
522300 Vehicle Repairs & Maintenance	0	0	0	0		
524000 Building Insurance	174	174	434	612		
524201 General Tort Liability Insurance	1,481	741	1,851	1,851		
524202 Surety Bonds	219	0	0	0		
525000 Telephone	8,558	4,285	8,372	8,492		
525010 Long Distance Charges	1,020	427	3,200	3,200		
525020 Pagers & Cell Phones	1,585	681	1,251	1,247		
525100 Postage	6,901	1,421	15,000	20,000		
525210 Conference & Meeting Expenses	6,222	993	9,740	10,540		
525230 Subscriptions, Dues & Books	2,352	1,321	3,582	3,582		
525240 Personal Mileage Reimbursement	35	23	2,500	2,500		
525250 Motor Pool Reimbursement	16,587	9,111	20,000	30,000		
525300 Utilities - Administration Building	14,869	8,387	14,750	22,100		
525302 Utilities - Memorial Building	0	0	0	0		
525385 Utilities - Kroger Building	6,417	3,170	6,820	0		
526400 Appraiser Licensing Fees	3,744	30	5,030	4,800		
527040 Outside Personnel (Temporary Help)	0	0	0	0		
Total Operating	93,811	44,133	129,332	180,981		
Total Personnel & Operating	1,475,059	730,601	1,572,046	1,647,144		

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year 2004-2005

Fund: 1000
 Division: General Administration
 Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification	2002-2003 Expenditure	2003-2004 Expend - DEC.	2003-2004 Amended - DEC	2004-2005 Requested	BUDGET	
					2004-2005 Recommend	2004-2005 Approved
Capital						
540000 Small Tools & Minor Equipment	732	127	1,160	1,160		
540010 Minor Software	140	0	443	0		
All Other Equipment	65,736	102,751	160,940	13,313		
Total Capital	66,608	102,878	162,543	14,473		

SECTION 1A

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year 2004-2005

Fund: 1000
 Organization: 101900 - Assessment & Equalization
 Organization: 101900 - Assessment & Equalization

Object Expenditure Code Classification Program Title	Program #1 Administration	Program #2 Assessment Records	Program #3 Appraisal & Assessment	Program #4 Mapping	Total 2004-2005 Requested
Personnel					
510100 Salaries & Wages - 34	162,543	99,750	695,393	121,054	1,078,740
510200 Overtime	0	0	750	0	750
510300 Part Time	1,840	1,840	10,110	1,840	15,630
511112 FICA Cost	12,435	7,631	53,198	9,261	82,524
511113 State Retirement	11,134	6,833	47,634	8,292	73,894
511120 Insurance Fund Contributions - 33	24,000	24,000	126,000	24,000	198,000
511130 Worker's Compensation	1,871	261	318	14,176	16,626
511131 S C Unemployment	0	0	0	0	0
Total Personnel	213,823	140,315	933,403	178,623	1,466,163
Operating Expenses					
520100 Contracted Maintenance	0	0	0	0	0
520200 Contracted Services	0	500	13,075	0	13,575
520400 Advertising & Publicity	300	300	1,644	0	2,244
520700 Technical Services	0	0	0	0	0
520702 Technical Currency & Support (Software)	1,250	1,250	1,250	9,158	12,908
520800 Outside Printing	75	1,000	9,500	0	10,575
521000 Office Supplies	1,764	1,764	9,708	1,764	15,000
521100 Duplicating	2,133	1,069	3,729	1,069	8,000
521200 Operating Supplies	1,000	1,000	2,756	1,999	6,755
522200 Small Equipment Repairs & Maintenance	800	400	1,400	400	3,000
522300 Vehicle Repairs & Maintenance	0	0	0	0	0
524000 Building Insurance	72	72	396	72	612
524201 General Tort Liability Insurance	221	221	221	1,188	1,851
524202 Surety Bonds	0	0	0	0	0
525000 Telephone	1,347	1,517	4,110	1,518	8,492
525010 Long Distance Charges	376	376	2,072	376	3,200
525020 Pagers & Cell Phones	335	0	912	0	1,247
525100 Postage	2,733	2,669	11,929	2,669	20,000
525210 Conference & Meeting Expenses	863	572	6,963	2,142	10,540
525230 Subscriptions, Dues & Books	945	420	1,970	247	3,582
525240 Personal Mileage Reimbursement	50	0	2,450	0	2,500
525250 Motor Pool Reimbursement	500	0	27,376	2,124	30,000
525300 Utilities - Administration Building	2,600	2,600	14,300	2,600	22,100
525302 Utilities - Kroger Building	0	0	3,900	0	3,900
526400 Appraiser Licensing Fees	200	0	4,600	0	4,800
527040 Outside Personnel (Temporary Help)	0	0	0	0	0
538000 Claims & Judgements	0	0	0	0	0
Total Operating	17,564	15,730	124,261	27,326	184,881
Total Personnel & Operating	231,387	156,045	1,057,664	205,949	1,651,044
Total Capital	915	2,468	9,940	1,150	14,473

SECTION II

FUND 1000
ASSESSMENT & EQUALIZATION (101900)
FY 2004-2005 Budget Request

Capital Request

Cost Center 101900 – Assessment & Equalization

Budget		Requested
Quantity	Item Description	Amount
<u>540000 – Small Tools & Minor Equipment</u>		
(2)	HP12C Calculators (2 @ \$100.00)	200.00
(10)	Telephones	460.00
<u>Additional Necessary Minor Equipment</u>		<u>500.00</u>
(19)	RAM Upgrades	4,043.00
(17)	Windows 2000	3,570.00
(7)	Computer with Monitors	5,700.00
Total Capital		<u>14,473.00</u>

SECTION III

FUND 1000
ASSESSMENT & EQUALIZATION (101900)
FY 2004-2005 Budget Request

Page 1

JUSTIFICATION FOR EXISTENCE DEPARTMENT OF ASSESSMENT & EQUALIZATION

Background Information

Section 12-37-90 of the South Carolina Code of Laws created the office of the County Assessor and outlined the duties and responsibilities of that office. The South Carolina Department of Revenue was given regulatory authority over that office by Section 12-4-510 through 12-4-530 of the Code.

Up until March 1, 1994, the Department of Revenue also heard assessment appeals resulting from decisions rendered by either the Assessor or the County Board of Assessment Appeals. However, assessment appeals now come under the jurisdiction of the South Carolina Administrative Law Judge Division which is an agency of the executive branch of State government.

Overview

As discussed above, the general duties and responsibilities of the County Assessor are spelled out in Section 12-37-90 of the South Carolina Code of Laws. A synopsis of these are as follows:

- 1) Designates the Assessor as being the person responsible for the operation of his or her office;
- 2) Maintains a continuous record of recorded deed sales transactions, building permits, tax maps and other records necessary for a continuing reassessment program;
- 3) Diligently searches for and discovers all real property not previously assessed and lists such for taxation;
- 4) Fairly and impartially assesses the value of all real property and enters it upon the returns and lists furnished to the County Auditor;
- 5) Determines assessments and reassessments of real property in such a manner that the ratio of assessed value-to-market value shall be uniform throughout the county;
- 6) Reassess all real property every five years to reflect its market value;
- 7) Appears as necessary before any appellate board to give testimony and present evidence as to the justification of any appraisals;
- 8) Has the right of appeal from any disapproval of or modification of any appraisal made by his office;
- 9) Performs such other duties relating to the office of the tax assessor as may be required by the laws of the state; and
- 10) Is the sole person responsible for the valuation of real property and those valuations shall be altered only by the Assessor or by a legally constituted appellate board, commission or the courts.

Over the years there have been numerous laws and South Carolina Department of Revenue Regulations signed into law which further defines the duties and responsibilities of the Assessor. The following will be a discussion of the primary tasks involved in the performance of those duties, and the organizational structure created in this department to carry out those functions.

Related Information

Total parcels (real estate and mobile homes) in the county

<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
106,286	116,490	116,490	122,823	124,182	126,898	131,078	128,545

Appraised Valuation – Real Estate and Mobile Homes (Not including Tax Exempt and Manufacturing properties)

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
\$5,777,966,780	\$5,998,554,730	\$6,261,203,930	\$6,546,804,496	6,761,396,601
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	
\$7,033,936,046	\$8,720,289,058	\$9,122,082,188	\$9,151,180,517	

GENERAL ADMINISTRATION

This division consists of the Director, CAMA Analyst and Administrative Assistant all of which are involved with the overall operation of the office. Some of the specific functions performed by these individuals in addition to overall management by the Director include the following:

- 1) Assisting the Director in the preparation of the annual operating and capital budget
- 2) Payroll
- 3) Purchasing
- 4) Surety Bonds
- 5) Secretarial work for the Director
- 6) Management of the remapping/GIS project
- 7) Development, management and maintenance of the new CAMA system
- 8) Coordination with the Board of Assessment Appeals and the South Carolina Administrative Law Judge Division
- 9) Directs the preparation of cases to be heard by the Board and the SC Administrative Law Judge Division
- 10) Management of the reassessment program
- 11) Coordination of data processing activities
- 12) Reviews requests for refunds and late residential and agricultural applications
- 13) Coordination of damage assessment activities

Special Notes:

This budget is partitioned based primarily on the major technical functions performed by the department. In prior years general administration expenses were divided among the four (4) divisions created to handle these functions. However, this office was restructured during FY 2002-2003. Therefore, the four divisions are now Administration, Records, Mapping, and Appraisal. Some divisional totals may appear to have increased or decreased from the prior fiscal year. However, the grand totals will remain in line with last years' budget totals.

PERSONNEL – ADMINISTRATION DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Director	31	\$57,142 – \$79,999
CAMA Analyst	16	\$36,974 – \$51,763
Administrative Assistant	7	\$24,872 – \$34,821
Senior Clerk/Sales	6	\$23,528 - \$32,939
Current annual division salary total:	\$162,543	

ASSESSMENT/OWNERSHIP RECORDS DISIVION

As discussed earlier, the primary function of the mapping staff is to carefully analyze newly recorded deeds, plats, highway plans, annexations, etc., for the purpose of keeping tax maps current. Once this function has been completed, these documents along with the updated maps are forwarded to staff members responsible for ensuring that the assessment records are updated.

This process involves many tasks including creating new parcels, updating ownership records, recording each parcel's size and also recording the appropriate address to send the tax bill to. Information concerning the sale such as date of sale and sales price are then entered by the senior clerk/sales to be used in the preparation of sales ratio reports for use by our appraisal staff and the South Carolina Department of Revenue.

Annual Workload

- 1) Deeds analyzed, researched and processed:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
11,189	10,536	10,781	13,070	10,245	11,434	12,615

- 2) Records for new subdivision lots created, etc.:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
2,551	2,500+/-	2,500+/-	2,688	2,742	2,459	2,498

PERSONNEL – ASSESSMENT RECORDS DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Assessment Records Supervisor	9	\$27,562 – \$38,586
Senior Clerk (1)	6	\$23,528 – \$32,939
Records Clerk (2) (Front Office)	4	\$20,839 – \$29,174
Current annual division salary total:	\$99,750	

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APPRAISAL AND ASSESSMENT DIVISION

As discussed earlier, the primary functions of the Mapping, Assessment Records and the Mobile Home Divisions are to provide an inventory and general description of all properties to be appraised and assessed.

Prior to the passage of Act 208 in 1975, no laws were in place to ensure that the property tax burden was equitably distributed in accordance with value. This was deemed unacceptable by the legislature for many reasons. Some of the primary reasons for remedying this problem included fairer taxation, and so that State funds for education could be more accurately distributed between school districts. As you know, the amount of State funding each school district receives is still distributed today in accordance with ability to pay, as measured by the assessed valuation of property located in the various school districts throughout the state.

To carry out the provisions of this act, Section 12-43-210 of the South Carolina Code of Laws was passed requiring that each county beginning in 1977 initiate an equalization program in accordance with South Carolina Tax Commission Regulations.

The primary regulation pertaining to the appraisal process required that all properties be appraised at 100% of fair market value. Furthermore, anytime the sales ratio of the county indicated the level of assessment was outside of the 80% to 105% range, or the index of inequity exceeded 15%, the county was required to reappraise. This requirement was recently replaced by a new law requiring a mandatory five (5) year reassessment cycle. Our first program under this new law should be implemented for year 2000. However, County Council voted to delay implementation until tax year 2001. The next reassessment is scheduled to be implemented for the 2005 tax year which will be included in this budget.

The following will be a description of the steps being taken to develop an going reassessment program capable of meeting the requirements of the new law.

Tax Maps

Appraisers rely on tax maps for locating and identifying properties to be appraised, ascertaining property boundaries and size for use in the appraisal process. Tax maps are used in conjunction with aerial photography in the valuation of property in which there is no road access.

During the last reassessment program, the existing tax maps proved inadequate and as a result the SCDOR issued an order stating an appropriate remapping program had to be completed prior to the implementation of the next reassessment program. In response to that order, Lexington County has completed a modern digital mapping program. The old hard copy mapping system was phased out at the end of tax year 1999.

As discussed earlier, the primary functions of the Appraisal and Assessment Division is to provide an inventory and general description of all properties to be appraised and assessed. The function of the appraisal team is to ensure that changes to properties which occur between reassessment programs are properly reflected in our assessments. Some of the specific tasks involved are the following:

- 1) Analyzing updated tax maps and associated assessment records for the purpose of ascertaining which land parcels need appraisal work. Next, the property is visited for the purpose of gathering physical and locational information about the property. Once this phase is completed, an analysis of the sale of comparable properties and our assessment on similar properties in the area is made. Based on the information gathered, a valuation is assigned to the parcel and an assessment notice is then mailed to the property owner. If the valuation is appealed the appraiser meets with the taxpayer in an attempt to resolve the issue. Should the matter not be settled at this level, the next step in the appeals process is to the County Board of Assessment Appeals, followed by a hearing before an Administrative Law Judge if necessary.
- 2) Building permits and mobile home registration forms are forwarded to the appraisal staff from various sources. These documents inform the appraisal staff of the need to visit a property for the purpose of gathering data relative to the size and type of structure moved or constructed on a property. This information is then merged with physical and locational data about the property for use in the appraisal process. Please refer to Item #1 for description of both the appraisal and appeals process.
- 3) Handling appeals resulting from appraisals made by the appraisal staff.
- 4) Revaluing subdivisions with unsold lots annually for the purpose of applying the appropriate multi-lot discount as provided for by law.
- 5) Analyzing new agricultural applications and making use value appraisals in instances where it was determined that the property qualifies.

Workload Analysis

Number of Parcels and Mobile Homes

<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
100,801	103,360	106,176	110,280	116,490	122,823
<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>		
124,182	126,077	131,078	128,545		

New land parcels appraised: 1,830

Appraisals resulting from new construction: 1,943

2003 Assessment Appeals: 597

Property Tax Software

The last reassessment program was performed without the benefit of modern technology. Instead, a large number of temporary employees were hired to assist in accomplishing the task, most of which had little or no training or experience. The result was a very expensive program that did not achieve the quality level desired.

For the current program we are using a much different approach. This time instead we propose relying heavily on technology and adding only small number of well trained, experienced staff members. With this in mind, modern computer assisted mass appraisal (CAMA) software has been purchased and currently in operation.

GIS

As discussed earlier, we are currently in the process of phasing in a recently completed countywide remapping project. These maps were compiled in a digital environment, which means that they are accessible by computers. Through modern computer technology, we will be linking to those maps the information contained in our new CAMA system. The merger of these two systems and the availability of information through the county GIS network will give us a tremendous number of new tools for use in both generating values and enhancing our quality control capabilities.

The new CAMA system has been installed and the digital maps have been delivered. Plans are to integrate these two systems through the purchase of IMS MapObjects software, a product of ESRI.

Workload Summary:

The appraisal & assessment staff has been divided into 16 geographical areas with each appraiser being responsible for approximately 6,500 parcels. Within these 16 areas the appraiser is responsible for property splits, new construction, appraisal appeals, sales analysis and any other problems which arise in their area.

MOBILE HOME SECTION

The function of the mobile home division of this department, much like our mapping department, is involved with the inventory process. Here, information concerning the location and ownership of each mobile home is maintained. Additional information kept on each mobile home includes a description of the mobile home, the mailing address of the owner and information relative to its sales history.

Related duties include the registration of new mobile homes and changing assessment records to reflect changes in the ownership of mobile homes already on the tax roll. Decals and moving permits are also issued by this section.

Workload Analysis

Number of mobile homes

<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
17,174	18,829	19,897	21,103	22,369	22,980	22,904	21,979	22,131

Mobile homes registered (2003) 748

Ownership Transfers (2003) 1,156

Moving Permits Issued (2003) 770

PERSONNEL – APPRAISAL & ASSESSMENT DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Chief Appraiser (1)	20	\$42,352 – \$59,293
Residential Specialist/ Appraiser III (2)	16	\$36,974 – \$51,763
Commercial Specialist/ Appraiser III (1)	16	\$36,974 – \$51,763
Mobile Home Specialist/ Appraiser III (1)	16	\$36,974 – \$51,763
Appraiser II (4)	14	\$34,284 – \$47,998
Appraiser I (7)	12	\$31,595 – \$44,233
Senior Mobile Home Clerk (1)	6	\$23,528 – \$32,939
Mobile Home Clerk (2)	4	\$20,839 – \$29,174
Appraisal Clerk (2)	4	\$20,839 – \$29,174
Temporary Appraisal/Records Clerk (1)	4	\$20,839 – \$29,174
Current annual division salary total:	\$711,023	

MAPPING DISIVION

The overall mission of the county assessor is to inventory and assess all real estate in their jurisdiction, in accordance with the tax laws of this state. Of primary relevance is South Carolina Department of Revenue Regulation 117-117 which sets standards for tax mapping. Related to that regulation is Section 12-4-510 through 12-4-540 which gives the State the authority to order a remapping program when a county's maps no longer meet those standards.

The inventory process begins with compilation of accurate tax maps, which accurately depict the location of property lines and both natural and man-made features. Examples of natural and man-made features include roads, bridges, rivers, lakes and dams.

These maps are developed by first obtaining aerial photographs of the county and then adding ownership boundary lines upon them based on deed and survey information. During this process, the ownership of the property, its size and the mailing address of the owner is determined.

Since this process was completed many years ago, we are currently in the maintenance mode. In other words, our mapping personnel are charged with the responsibility of analyzing the 11,000+/- deeds, annexations and plats that are recorded annually and doing other related legal research as needed for the purpose of keeping the maps current.

As previously discussed, over the years our mapping program has not kept up with increasingly stringent map accuracy standards. As a result based on our need for more accurate tax maps and the insistence of the Department of Revenue, we initiated and recently completed a remapping program designed to correct deficiencies that existed.

With an eye to our ever increasing workload, we had these maps constructed in a digital format to permit their automation. This will not only permit us to increase the efficiency of our office but the organization as a whole through the sharing of these maps and associated databases with other departments through the county GIS program.

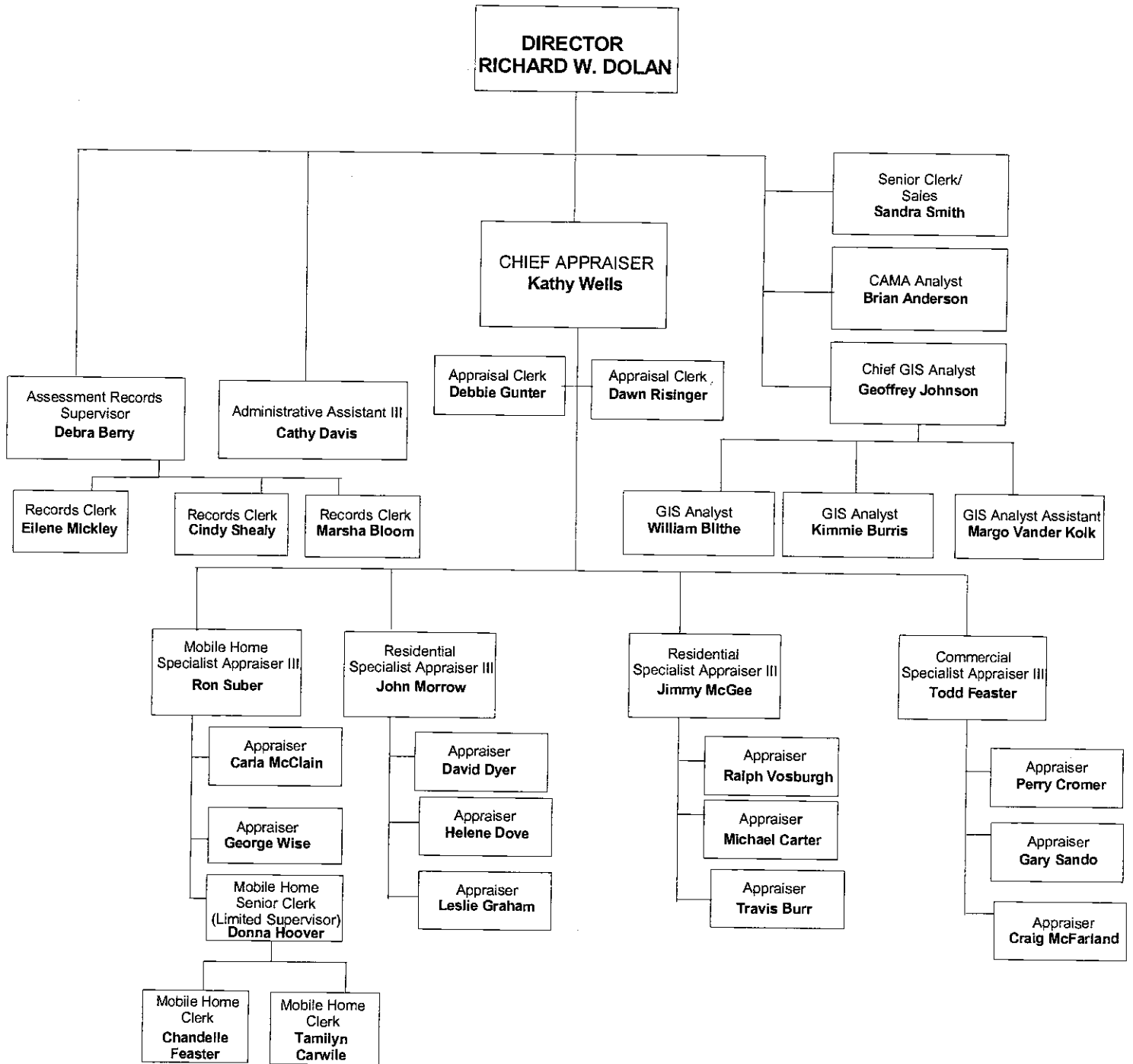
Workload Analysis

- 1) Deeds, plats, highway plans and annexations to be analyzed and maps updated where necessary: 12,925
- 2) Maps update sheets (includes 2 or more parcels): 1,747
- 3) Annexations: 75
- 4) Subdivisions: 130 for 1,830 lots
- 5) Highway plans: 180
- 6) History of the number of deeds processed:

<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>
11,189	10,931	11,458	9,212	10,245	11,434	12,615

PERSONNEL – MAPPING DIVISION

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Chief GIS Analyst/Cartographer	14	\$34,284 – \$47,998
GIS Analyst/Cartographer I (2)	11	\$30,251 – \$42,351
GIS Analyst/Cartographer Assistant (1)	6	\$23,528 – \$32,939
Current annual division salary total:	\$121,054	



COUNTY OF LEXINGTON
OFFICE OF ASSESSMENT & EQUALIZATION
PROPOSED FISCAL YEAR 2003-2004 LINE ITEMS

510200 – OVERTIME **\$ 750.00**

This department has and will continue to use compensatory time wherever possible to reduce the number of overtime hours worked. However, this is actually flex-time since it must be taken in the same calendar week. Therefore, it is not useful when during certain work weeks some employees are unable to accomplish all required tasks within 40 hours. The situations being referred to are of a very general nature such as when taxpayers remain in our office after 5:00 PM on Friday or when last minute preparations are being made before the mailing of tax bills. We feel that thirty (30) hours of overtime would be adequate to cover situations of this type which are likely to occur in the coming year but cannot be identified and itemized at this time.

In 2003 we mailed out 5,000+/- assessment notices due to new construction, new lots and other various changes. Of these, 1,034 resulted in appeals. Next year's figures should result in about the same number of appeals. Also, we will receive in excess of 10,000 inquiries in response to the assessment notices, applications and when tax bills are mailed.

Even though it will obviously take many months to resolve this many appeals, it is very important that we at least acknowledge the inquiries as quickly as possible. First because it is common courtesy and secondly because otherwise additional inquiries will be generated by taxpayers concerned we did not receive their initial correspondence.

Division Breakdown:

Administration (4)	=	0.00
Assessment Records (4)	=	0.00
Appraisal & Assessment (22)	30 hours x \$25.00 =	750.00
Mapping (4)	=	0.00
Total (34)		\$ 750.00

510300 – PART TIME **\$ 15,630.00**

Between the time when tax bills are mailed and the last day taxes can be paid without penalty, the two (2) clerks we have available to handle the telephone and walk in traffic are inadequate. This results in long lines, the inability to get through on the telephone and a general dissatisfaction of the taxpayer with this office. Furthermore, unless additional personnel is available to process the paperwork being generated by this contact with the taxpayer, changes cannot be processed prior to the date taxes are due. This employee will also be helpful in order to help handle the massive number of taxpayer inquiries and workload resulting from the implementation of reassessment in February of 2001. We are requesting funds in the amount of \$15,033.00 to employ an additional administrative person during this entire year. We hope to retain our current temporary employee who is trained for this position.

1 person x \$10.01* per hour x 1,560 hours = \$15,630.00

* \$10.01 is the hourly rate for FY 2004-2005 for a temporary employee at grade level 4

Division Breakdown:

Administration (4)	\$ 1,840.00
Assessment Records (4)	1,840.00
Appraisal & Assessment (22)	10,110.00
Mapping (4)	1,840.00
Total (34)	\$ 15,630.00

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520200 – CONTRACTED SERVICES

\$ 13,575.00

Mobile Home Department Computer Tape

\$75.00

The South Carolina Department of Transportation supplies this office with a computer tape of mobile home files at a cost of \$75.00 per year. This tape lists the titles of all mobile homes in Lexington County, serial number, name and address of owner, year/make/model, title number, the date the title was issued and if applicable, any lien holders.

Division Breakdown:

Administration (4)	\$	0.00
Assessment Records (4)		0.00
Appraisal & Assessment (22)		75.00
Mapping (4)		<u>0.00</u>
Total (34)	\$	75.00

Applications Processing Costs

\$13,500.00

This expense is related to our mailing of legal residence applications to individuals who have either constructed a new home or mobile home or purchased an existing one during the previous calendar year. Likewise, applications are mailed to purchasers of agricultural properties. We feel this expense is justified for many reasons including the following:

- 1) The mailout helps alleviate the inconvenience to the taxpayer of having to come into the office and stand in line to file a 4%or agricultural application.
- 2) There is a considerable amount of administrative cost involved with issuing refunds for previous tax years. Furthermore, refunds make it difficult to make accurate revenue projections.
- 3) In 2005, Lexington County will implement a mandatory reassessment. This will result in the mailing of approximately 125,000 assessment notices.

In addition, assessment notices must be mailed anytime a taxpayer's value goes up over \$1,000, such as where a new home is constructed.

Bulk mail for bursting, folding and stuffing of envelopes will be approximately \$100.00 per 1,000.

Legal Residence Applications	5,000
Assessment Notices (Regular)	5,000
2005 Mandatory Reassessment Notices	<u>125,000</u>
Total	135,000

Division Breakdown:

Administration (4)	\$	0.00
Assessment Records (4)		500.00
Appraisal & Assessment (22)		13,000.00
Mapping (4)		<u>0.00</u>
Total (34)	\$	13,500.00

520400 - ADVERTISING

\$ 2,244.00

These funds will be used to notify the public of the deadline for filing legal residence, agricultural use and developers discount applications. The advertisements will be run through the Lexington County Publishing Network in the following newspapers at a cost of \$748.00 each time.

The State	
Twin City Times	The Chapin Times
Lexington Chronicle	The Independent News

Division Breakdown:

Administration (4)	\$	300.00
Assessment Records (4)		300.00
Appraisal & Assessment (22)		1,644.00
Mapping (4)		0.00
Total (34)	\$	2,244.00

520702 – TECHNICAL CURRENCY & SUPPORT (software)	\$ 12,908.00
GIS Equipment/Software Maintenance & Support	\$7,508.00

This line item covers licensing and maintenance of automated mapping software and equipment.

ESRI (maintenance on 3 Arc/Info Floating Licenses)	\$3,600.00
ESRI (maintenance on 3 COGO Licenses)	600.00
ESRI (maintenance on ArcPress License)	200.00
ESRI (50% maintenance on Map Objects+SDE)	2,750.00
Tax	<u>358.00</u>
Total	\$7,508.00

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>7,508.00</u>
Total (34)	\$ 7,508.00

ORACLE Software Support **\$ 5,000.00**

This item was cut from the Information Services Department in FY 2000-2001. Therefore, it is necessary that this department request funds for FY 2001-2002 to cover all ORACLE related expenses. The cost for this support in FY 2000-2001 was \$4,914.00. Therefore, we are requesting \$5,000.00 to cover this expenditure in FY 2001-2002.

Division Breakdown:

Administration (4)	\$ 1,250.00
Assessment Records (4)	1,250.00
Appraisal & Assessment (22)	1,250.00
Mapping (4)	<u>1,250.00</u>
Total (34)	\$ 5,000.00

AUTOCAD Maintenance, Support & Upgrades

\$400.00

This item is necessary in order to receive upgrades and software support for our Autocad Land Development Desktop which is used by our mapping department.

Division Breakdown:

Administration (4)	\$	0.00
Assessment Records (4)		0.00
Appraisal & Assessment (22)		0.00
Mapping (4)		400.00
Total (34)	\$	400.00

520800 – OUTSIDE PRINTING

\$ 10,575.00

This line item is to cover outside printing of assessment notices, legal residence applications and agricultural applications. The large increase is due to the number of assessment notices used due to reassessment.

Assessment notices (135,000 @ .06 each)	\$	8,100.00
Legal Residence Applications (20,000 @ .11 each)		2,200.00
Agricultural Applications (2,500 @ .11 each)		<u>275.00</u>
Total	\$	10,575.00

Division Breakdown:

Administration (4)	\$	75.00
Assessment Records (4)		1,000.00
Appraisal & Assessment (22)		9,500.00
Mapping (4)		<u>0.00</u>
Total (34)	\$	10,575.00

521000 – OFFICE SUPPLIES **\$ 15,000.00**

This line item is to cover routine office supplies (paper, pencils, ribbons, film used to photograph new construction and appeal board cases for the year, file folders, etc.). This line item also includes specialized supplies for appraisers such as measuring tapes, engineering scales, calculators and mace as well as specialized supplies for the mapping division.

During the first 6 months of this fiscal year, approximately \$4,000.00 has been spent for basic office supplies. However, these expenses are expected to increase over the next several months due to increased costs resulting from our increased use of the GIS mapping system in our daily operations. Our assumption is that our total expenses for this line item will be substantially higher than the amount budgeted for FY 2003-2004 due to the implementation of the 2005 reassessment the first six months of 2005. Most notable will be the envelopes and paper in response to appeals and inquiries. Other additional expenses will involve the cost of photographing buildings located on properties placed under appeal. Also, there will be increased paperwork for properties going to the Lexington County Board of Assessment Appeals and the Administrative Law Judge Division.

Letterhead paper (\$7.16 per ream x 100 reams)	\$ 716.00
Window envelopes (\$6.79 per box x 234 boxes)	1,270.00
Plain envelopes (\$4.46 per box x 100 boxes)	<u>446.00</u>
Total increase due to reassessment	\$ 2,432.00

Division Breakdown:

Administration (4)	\$ 1,764.00
Assessment Records (4)	1,764.00
Appraisal & Assessment (22)	9,708.00
Mapping (4)	<u>1,764.00</u>
Total (34)	\$ 15,000.00

521100 – DUPLICATING SUPPLIES **\$ 8,000.00**

This line item covers the cost of making copies of property record cards for fieldwork, plats, deeds, tax bills, assessment notices, files going to the Board of Assessment Appeals, Administrative Law Judge Division and correspondence to taxpayers concerning their appeal. Also included in this line item is the cost of duplicating files for use in the reassessment program.

During the first six (6) months of this fiscal year we have spent nearly 40% of the amount budgeted. However, several projects requiring a considerable amount of duplicating will take place in the Spring. Also, cost will increase due to the implementation of the 2005 reassessment in February 2005. This is true primarily due to the need to make copies of correspondence sent to taxpayers in response to inquiries and appeals.

Division Breakdown:

Administration (4)	\$ 940.00
Assessment Records (4)	940.00
Appraisal & Assessment (22)	5,180.00
Mapping (4)	<u>940.00</u>
Total (34)	\$ 8,000.00

521200 – OPERATING SUPPLIES **\$ 6,755.00**

This line item covers the cost of many items necessary for the operation of this office. Some of the major items involved with the various divisions of this department are described below. The primary reason for increased cost in this line item is the cost for the printing of the new tax maps due to the fact the total number has more than doubled. Also, it should be noted that the Planning & Development Department no longer makes copies of tax maps for surveyors, title searchers and the general public. This service is now provided by the Assessor's Office.

Administration

1) Miscellaneous items including, business cards, office forms, etc.	1,000.00
TOTAL	\$ 1,000.00

Assessment Records

1) Miscellaneous items including printing of Split/Change sheets, Subdivision forms, business cards, etc.	1,000.00
TOTAL	\$ 1,000.00

Appraisal & Assessment

1) Printing of new appraisal cards	500.00
2) Miscellaneous items including office forms, business cards, etc.	2,000.00
3) Mobile home decals (2,200 @ .33 each)	\$ 726.00
TOTAL	\$ 2,756.00

Mapping

1) Print cartridges for the HP 650C plotter (@ \$44.10)	\$ 353.00
2) AZON high resolution paper for HP 650C plotter (4 @ \$51.45)	206.00
3) Paper for Reprotech 2500 blue print machine (2 @ \$140.00)	280.00
4) Print cartridges for the Designjet HP1050cPlotter(4 @ \$125)	500.00
5) Kroy Label Machine tape cartridges (5 @ \$32.00)	160.00
6) Miscellaneous supplies such as ammonia, paper, business cards, etc.	500.00
TOTAL	\$1,999.00

Division Breakdown:

Administration (4)	\$ 1,000.00
Assessment Records (4)	1,000.00
Appraisal & Assessment (22)	2,756.00
Mapping (4)	1,999.00
Total (34)	\$ 6,755.00

522200 -- SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 3,000.00**

This line item covers the cost of repairs and maintenance to office equipment. The LandCheck Digitizer located in our mapping section, the IBM Selectric typewriter, the IBM Wheelwriter 3500 typewriter, our 5 laser printers, 3 fax machines and all of our HP12C programmable calculators are not covered by a maintenance contract. Likewise, all of our PC's and monitors are no longer under warranty. Since support is no longer available for the Design Jet Plotter for our GIS/Automated Mapping System, it is very critical that we receive this funding for FY 2003-2004.

Division Breakdown:

Administration (4)	\$ 800.00
Assessment Records (4)	400.00
Appraisal & Assessment (22)	1,400.00
Mapping (4)	<u>400.00</u>
Total (34)	\$ 3,000.00

524000 -- BUILDING INSURANCE -- ADMINISTRATION BUILDING **\$ 612.00**

The figure used for this line item was based on the amount included in last years' budget per Risk Management.

Division Breakdown:

Administration (4)	\$ 72.00
Assessment Records (4)	72.00
Appraisal & Assessment (22)	396.00
Mapping (4)	<u>72.00</u>
Total (34)	\$ 612.00

524201 -- GENERAL TORT LIABILITY INSURANCE **\$ 1,851.00**

The figure used for this line item is based on the amount provided by Risk Management.

Division Breakdown:

Administration (4)	\$ 221.00
Assessment Records (4)	221.00
Appraisal & Assessment (22)	1,188.00
Mapping (4)	<u>221.00</u>
Total (34)	\$ 1,851.00

525000 – TELEPHONE **\$ 8,492.00**

Funds requested for this line item for FY 2004-2005 are the same as last year's budgeted amount. In addition to the basic services cost, an additional \$500.00 is being budgeted to cover maintenance costs. The following is a breakdown of this line item among the various divisions of this department.

	<u>Regular Lines</u>	<u>Multi Lines</u>	<u>Fax Lines</u>	<u>Voice Mail</u>
General Administration	4	0	1	3
Assessment Records	2	2	0	2
Appraisal & Assessment	23	2	2	7
Mapping	4	0	0	1

35 regular lines @ \$14.00 per line/per month	5,880.00
4 multi lines @ \$14.00 per line/per month	672.00
3 fax lines @ \$14.00 per line/per month	504.00
13 voice mailboxes @ \$6.00 per line/per month	936.00
Miscellaneous maintenance & repairs	<u>500.00</u>
Total	\$ 8,492.00

Division Breakdown:

Administration (4)	\$ 1,347.00
Assessment Records (4)	1,517.00
Appraisal & Assessment (22)	4,110.00
Mapping (4)	<u>1,518.00</u>
Total (34)	\$ 8,492.00

525010 – LONG DISTANCE CHARGES **\$ 3,200.00**

This account covers the expense of long distance calls to taxpayers, vendors, banks, finance companies and other governmental agencies. Although we have used only a small amount of the funds previously budgeted for this fiscal year, it is expected that this will increase dramatically during the remainder of FY 2003-2004 due to the handling of 2003 appeals.

Division Breakdown:

Administration (4)	\$ 376.00
Assessment Records (4)	376.00
Appraisal & Assessment (22)	2,072.00
Mapping (4)	<u>376.00</u>
Total (34)	\$ 3,200.00

525020 – PAGERS & CELL PHONES **\$ 1,247.00**

This line item covers the recurring expense of a five (5) cell phones utilized by the Assessor & the appraisal staff at a cost of one phone for \$31.44 per month and the other four at \$15.70 per month.

Cell Phones: \$18.97x 5 = \$94.85 per month x 12 months =	1,138.20
Pager: \$9.00 x 1 = \$9.00 per month x 12 months =	<u>108.00</u>
Total	\$ 1,246.20

Division Breakdown:

Administration (4)	\$ 335.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	912.00
Mapping (4)	<u>.00</u>
Total (34)	\$ 1,247.00

525100 – POSTAGE **\$ 20,000.00**

At this time this office has expended over \$4,000 of the \$15,000 budgeted for in this fiscal year. This is due in large to many certified mailings and mass mailings of assessment notices, legal residence and agricultural use applications taking place at this time. Also, the mailing of over 130,000 reassessment notices by February 1, 2005 will greatly increase the amount needed for FY2004-2005. Also, we must anticipate the usual increase in costs from the Post Office.

Regular Postage cost (includes bulk mailing of 5,000 assessment notices 9,000 Legal Residence applications & 1,000 Agricultural Applications)	\$ 5,100.00
Follow Up of Appeals/Inquiries (5,000 x .34)	1,700.00
Appeal letters (2,500 x .34)	<u>850.00</u>
Total	\$ 7,650.00

Division Breakdown:

Adminstration (4)	\$ 2,733.00
Assessment Records (4)	2,669.00
Appraisal & Assessment (22)	11,929.00
Mapping (4)	<u>2,669.00</u>
Total (34)	\$ 20,000.00

525210 – CONFERENCE & MEETING EXPENSES **\$ 10,540.00**

Funds in this line item are necessary to cover attendance at the following conferences and attending required continuing educations courses to retain appraisal licenses:

1) SCAAO Spring Conference at Myrtle Beach, SC \$ 950.00

(Department Director & Chief Appraiser)

Justification: The South Carolina Association of Assessing Officials is a statewide organization consisting primarily of County Auditors, Assessors and employees of the South Carolina Department of Revenue.

This is an educational conference consisting of seminars relative to property taxes conducted by representatives from the Office of the Attorney General, Comptroller General and the Department of Revenue. Since these are the regulatory agencies for our offices, it is very important that this conference be attended in order to stay abreast of their ever-changing rules and regulations. I currently serve as a Committee Chairman and executive board member of this organization.

Division Breakdown:

Administration (4)	\$ 238.00
Assessment Records (4)	237.00
Appraisal & Assessment (22)	238.00
Mapping (4)	<u>237.00</u>
Total (34)	\$ 950.00

2) SCAAO Fall Conference at Columbia, SC 420.00

(Department Director, CAMA Analyst, Chief Appraiser, Senior Appraiser, 14 Appraisers & 3 members of mapping staff = 21x \$20.00 each)

Justification: This conference is very similar to the Spring Conference with the exception that it is abbreviated somewhat into a one day conference.

Division Breakdown:

Administration (4)	\$ 100.00
Assessment Records (4)	60.00
Appraisal & Assessment (22)	200.00
Mapping (4)	<u>60.00</u>
Total (34)	\$ 420.00

(3) SMAC Fall Conference in Columbia, SC 300.00

(Department Director & 3 members of mapping staff)

Justification: The State Mapping Advisory Committee Fall Conference is sponsored by the State Mapping and Geodetic Survey Office. It consists of a series of technical seminars related to mapping and updates relative to various state and federal mapping standards and regulations.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	<u>300.00</u>
Total (34)	\$ 300.00

(4) CAMA/GIS Integration Conference in Savannah, GA 500.00
 (CAMA Analyst)

Justification: This department recently completed both GIS and CAMA development projects. Even though these systems individually will increase our level of efficiency, an even greater level can be achieved by integrating these two systems. Since this is very new technology, attending this conference will be very beneficial.

Division Breakdown:

Administration (4)	\$ 125.00
Assessment Records (4)	125.00
Appraisal & Assessment (22)	125.00
Mapping (4)	<u>125.00</u>
Total (34)	\$ 500.00

(5) IAAO Courses 6,800.00

University of South Carolina, Columbia, SC
 The cost for these courses will be approximately \$400.00 per person.

The following individuals will be taking appraisal courses approved by the South Carolina Appraisal Board:

Travis Burr	Michael Carter	Perry Cromer	Rick Dolan	Helene Dove
David Dyer	Todd Feaster	Leslie Graham	Carla McClain	Craig McFarland
Jimmy McGee	John Morrow	Gary Sando	Ron Suber	
Ralph Vosburgh	Kathy Wells	George Wise		

Division Breakdown:

Administration (4)	\$ 400.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	6,400.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 6,800.00

- 6) Geoff Johnson, Kimmie Burris and Bill Blithe I will attend 4 ArcGIS courses held at USC.

Since this software is upgraded each year, these classes will be very beneficial.

The cost for each course is estimated as follows:

Tuition	\$ 600.00
Lunch @ \$10.00 daily x 4 days x 3	120.00
Total	\$ 620.00

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	620.00
Total (34)	\$ 620.00

- 7) Legal Seminar sponsored by USC to be attended by Debra Berry at a cost of \$150.00.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	150.00
Appraisal & Assessment (22)	0.00
Mapping (4)	.00
Total (34)	\$ 150.00

- 7) Geoff Johnson, Kimmie Burris and Bill Blithe I will attend ArcView editing training classes which will be held in Lexington or Aiken, South Carolina given by Brandshaw Consulting Firm.

Since this software is upgraded each year, these classes will be very beneficial.

The cost for these classes is estimated at a total of \$800.00.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	0.00
Mapping (4)	800.00
Total (34)	\$ 800.00

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$ 3,582.00**

1) Marshall & Swift Residential Cost Handbook	\$ 160.00
2) Marshall & Swift Valuation Service	300.00
3) IAAO Assessment & Valuation Legal Reporter on Disc	60.00
4) The Appraisal Journal	35.00
5) NADA Mobile Home Appraisal Guide	100.00
6) IAAO Membership	
Rick Dolan	265.00
Kathy Wells	125.00
7) CASC Membership	
Rick Dolan	20.00
Kathy Wells	20.00
Ron Suber	20.00
8) SC Association of Assessing Officials	
Director, Chief Appraiser, Senior Appraiser,	
13 Appraisers & Chief GIS Analyst/Cartographer	400.00
9) Urban & Regional Information Systems Association (URISA)	132.00
10) SC Association of Land Surveyors	
Geoff Johnson, Kimmie Burris & New Employee	90.00
11) Appraisal Institute Books	200.00
12) Cross Reference Directory (Blue Book) (3 @ \$140.00 each)	420.00
13) Korpacz Real Estate Investor Survey	250.00
14) 2004 SC Code of Laws Supplement	30.00
15) 2004 Zip Code Directory	95.00
16) 2004 Lexington County Directory (3 @ \$245.00 each)	735.00
17) Central Midlands Apartment & Office Space Survey	100.00
18) 2004 Professional Engineers & Surveyors Listing	<u>25.00</u>
Total	\$ 3,582.00

Division Breakdown:

Administration (4)	\$ 1,225.00
Assessment Records (4)	370.00
Appraisal & Assessment (22)	1,503.00
Mapping (4)	<u>484.00</u>
Total (34)	\$ 3,582.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 2,500.00**

This line item is to provide for use of personal vehicles by the Assessor's Office Staff on county business, such as attendance at appeal board hearings which occur after regular work hours and attendance to schools held locally. All appraisers will be out inspected & reassessing for the upcoming 2005 reassessment and there are not enough vehicles in the fleet to be utilized for these purposes.

Division Breakdown:

Administration (4)	\$ 50.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	2,450.00
Mapping (4)	0.00
Total (34)	<u>\$ 2,500.00</u>

525250 – MOTOR POOL REIMBURSEMENT **\$ 30,000.00**

The figure above represents the expected cost of operating vehicles on a daily basis for the purpose of appraising new construction and other maintenance related additional activities as well as for resolving appeals resulting from the implementation of the reassessment program. The current year usage indicates an average of \$10,513 for the first six months. With the upcoming 2005 reassessment starting, all appraisers will be out in the field reassessing all properties.

Division Breakdown:

Administration (4)	\$ 500.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	27,376.00
Mapping (4)	2,124.00
Total (34)	<u>\$ 30,000.00</u>

525300 – UTILITIES – ADMINISTRATION BUILDING **\$ 22,100.00**

Figures for this item were based on expenditures to this date for this fiscal year and expenditures for the previous year. Also, this office acquired the portion of the 2nd floor previously occupied by the Auditors' Office. The amount budgeted by that office was added to the amount budgeted for by the Assessors' Office in FY2003-2004.

Division Breakdown:

Administration (4)	\$ 2,600.00
Assessment Records (4)	2,600.00
Appraisal & Assessment (22)	14,300.00
Mapping (4)	2,600.00
Total (34)	<u>\$ 22,100.00</u>

526400 – APPRAISER LICENSING FEES \$ 4,800.00

This line item is to provide for appraiser licensing as per the requirement of South Carolina Law. The fee for renewing an appraiser license is \$200.00. Seventeen (17) members of the appraisal staff must renew their licenses (17 x \$200.00 = \$3,400.00).

(8) appraisers will be upgrading their licenses during the coming fiscal year. There is a fee for requesting permission to take the upgrade exam of \$30.00. Once this is approved appraiser is approved to take the upgrade, there is also a \$70.00 examination fee. If the appraiser passes the exam, the upgrade fee is \$75.00.

	<u>Upgrade Fee</u>	<u>Examination Fee</u>	<u>Exam Request Fee \$30.00</u>
Craig McFarland	75.00	70.00	30.00
Leslie Graham	75.00	70.00	30.00
Carla McClain	75.00	70.00	30.00
George Wise	75.00	70.00	30.00
Ralph Vosburgh	75.00	70.00	30.00
Helene Dove	75.00	70.00	30.00
Travis Burr	75.00	70.00	30.00
Perry Cromer	<u>75.00</u>	<u>70.00</u>	<u>30.00</u>
Totals	600.00	560.00	240.00

Division Breakdown:

Administration (4)	\$ 200.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	4,600.00
Mapping (4)	<u>0.00</u>
Total (34)	\$ 4,800.00

540000 – SMALL TOOLS & MINOR EQUIPMENT \$ 1,160.00

(2) HP12C Calculators (2 @ \$100.00) 200.00

Many of the HP12C calculators which the appraisers are currently using are very old. These are needed in the event that any become dysfunctional during FY 2004-2005.

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	200.00
Mapping (4)	0.00
Total (34)	\$ 200.00

(10) Telephones 460.00

Additional telephones will be needed in order to handle inquiries and appeals in a timely manner as well as to replace existing telephones which may become dysfunctional during FY 2004-2005.

Division Breakdown:

Administration (4)	\$ 50.00
Assessment Records (4)	0.00
Appraisal & Assessment (22)	410.00
Mapping (4)	0.00
Total (34)	\$ 460.00

Additional Minor Equipment 500.00

These funds are necessary for replacement of chairs, fax machine parts, electric staplers, electric pencil sharpeners, fans and parts for existing equipment which may become dysfunctional in the FY 2004-2005.

Division Breakdown:

Administration (8)	\$ 50.00
Assessment Records (4)	50.00
Appraisal & Assessment (22)	350.00
Mapping (4)	50.00
Total (34)	\$ 500.00

(19) RAM Upgrades **\$ 4,043.00**

These funds are being requested in order to upgraded the RAM on 19 existing computers. These upgrades were requested by the Information Services Department.

(3) RAM Upgrades for 512 MG x \$350.00 x 5% = \$1,102.50

(16) Ram Upgrades for 256 MG x \$175.00 x 5% = \$ 2,940

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	367.50
Appraisal & Assessment (22)	2,575.50
Mapping (4)	1,103.00
Total (34)	\$ 4,043.00

(17) Windows 2000 Upgrade **\$ 3,570.00**

These funds are being requested in order to upgraded operating systems on 17 existing computers to Windows 2000. These upgrades were requested by the Information Services Department.

(17) Upgrades to Windows 2000 x \$200.00 x 5% = \$3,570

Division Breakdown:

Administration (4)	\$ 0.00
Assessment Records (4)	420.00
Appraisal & Assessment (22)	3,150.00
Mapping (4)	0.00
Total (34)	\$ 3,570.00

(7) Computers with Monitors **\$ 5,700.00**

Per Jim Schafer, this office has nine computers with monitors that need replaced & migrated to less used areas. Therefore, we are requesting these funds in order to purchase computers and monitors to replace these. We intend to replace these terminals and monitors with Function #1/Standard Office/Counter PC's recommended by Jim Schafer.

(7) PC's @ \$655.00 = \$4,585.00 + 5% = \$4,814.25

(7) 17" Monitors @ \$120.00 each = \$840.00 + 5% = \$882.00

Division Breakdown:

Administration (4)	\$ 815.00
Assessment Records (4)	1,630.00
Appraisal & Assessment (22)	3,255.00
Mapping (4)	0.00
Total (34)	\$ 5,700.00

SECTION 1

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund 1000 Administrative
Division: General Administration
Organization: 102000 - Register of Deeds

BUDGET

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 9	269,142	131,068	275,489	<u>271,837.</u>		
510101 State Supplement	1,401	655	1,396	<u>1,373</u>		
510200 Overtime	373	1,729	2,026	<u>1,000</u>		
510300 Part Time	1,071	0	10,400	<u>20,839</u>		
511112 FICA Cost	20,339	9,921	22,157	<u>22,494</u>		
511113 State Retirement	17,659	8,063	19,722	<u>18,254</u>		
511120 Insurance Fund Contribution - 9	56,000	25,920	51,840	<u>54,000</u>		
511130 Workers Compensation	735	360	752	<u>882</u>		
511131 S.C. Unemployment	0	0	0	<u>0</u>		
511213 State Retirement -Retiree	899	915	0	<u>1,888</u>		
* Total Personnel	367,619	178,631	383,782	<u>392,567</u>		
Operating Expenses						
520300 ^{520702 Tech. Extension & Support} Professional Services	40,631	9,333	43,200	<u>1,200.</u>		
520701 Computer Imaging Services	194,642	90,821	181,642	<u>175,242</u>		
521000 Office Supplies	2,162	1,484	3,857	<u>4,000</u>		
521100 Duplicating	1,206	208	2,000	<u>2,000</u>		
521200 Operating Supplies	5,570	3,344	5,621	<u>9,229</u>		
522200 Small Equipment Repairs & Maint.	0	0	200	<u>200</u>		
524000 Building Insurance	62	62	154	<u>130</u>		
524201 General Tort Liability Insurance	506	253	633	<u>731</u>		
524202 Surety Bonds	64	0	0	<u>400</u>		
525000 Telephone	3,444	1,668	2,600	<u>3,500</u>		
525010 Long Distance Charges	167	109	250	<u>250</u>		
525100 Postage	1,499	711	3,000	<u>3,000</u>		
525210 Conference & Meeting Expenses	2,744	1,436	2,800	<u>2,800</u>		
525230 Subscriptions, Dues, & Books	50	50	100	<u>50</u>		
525300 Utilities - Admin. Bldg	12,306	6,940	12,250	<u>12,250</u>		
* Total Operating	265,053	116,419	258,406	<u>214,982</u>		
** Total Personnel & Operating	632,672	295,050	642,188	<u>607,549</u>		
Capital						
540000 Small Tools & Minor Equipment	474	105	400	<u>600.</u>		
540010 Minor Software	1,079	0	50	<u>0</u>		
All Other Equipment	34,320	1,694	2,217	<u>4100.</u>		
** Total Capital	35,873	1,799	2,667	<u>4700.</u>		
*** Total Budget Appropriation	668,545	296,849	644,855	<u>612,249.</u>		

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget Request

SECTION III – PROGRAM OVERVIEW

OBJECTIVE:

To maintain the highest levels of accuracy and efficiency in recording, indexing, processing and protecting all land records for Lexington County.

To provide superior service in a friendly atmosphere to the public and other users of the Deeds office.

SERVICE STANDARDS:

To provide service to attorneys and paralegals for recording deeds and other real estate documents.

To provide virtually error-free indexing so that all documents recorded may be located in a timely manner and liability is kept to an absolute minimum.

To provide prompt processing of original documents from the time of recording until the time of return to the original holder.

To provide service to the general public in locating documents relating to real estate.

SERVICE LEVELS

Documents recorded

<u>FY 01-02</u>	<u>FY 02-03</u>	Total est. <u>FY 2003-04</u>	Projected est. <u>FY 2004-05</u>
70,338	78,830	86,260	87,000

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget Request

SECTION IV – SUMMARY OF REVENUES

	Treasurer's Revenue Code	<u>FY 02-03</u>	Total est. <u>FY 2003-04</u>	Projected est. <u>FY 2004-2005</u>
Recording Fees	432000	\$808,987.	896,480.	900,000.
Documentary Tax (State)*	432200	\$68,538.	83,799.	85,000.
Documentary Tax (County)	432100	\$968,902.	1,183,494.	1,200,000.
Copy Fees	437602	<u>\$92,778.</u>	<u>96,792.</u>	<u>100,000.</u>
Totals		\$1,939,205.	\$2,260,565.	\$2,285,000.

*County receives three percent of total State Documentary Tax collected.

SUMMARY OF REVENUES

Recording fees:

This fee is charged on each and every document filed in the ROD office. These documents include deeds, mortgages, plats, powers of attorney, easements, UCC filings, state and federal tax liens, mechanics liens and many other types of documents that deal with property in Lexington County. All of these fees are authorized per SC Code 8-21-310 and 29-5-90.

Documentary tax:

A documentary tax is charged on real estate transactions based on the fair market value of the property or the consideration paid. The rate of \$3.70 per \$1,000.00 of value or consideration paid is authorized per SC Code 12-21-380 and 12-25-10. The County receives \$1.10 plus 3% of the remaining portion collected for the State for timely remittance of the fees.

Copy fees:

A fee of .35 is collected for each copy made in the ROD department. This fee was increased from .25 as of 8/1/03.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget request

PERSONNEL – SECTION V.A

Object code
510100

<u>TITLE</u>	<u>PAY GRADE</u>
Registrar	00
Deputy Registrar	14
Legal Clerk/ Accounting	8
Indexing Records Supervisor	8
Senior Lien Clerk	6
Senior Index Clerk	6
Legal Clerk	6
Index Clerk, II	5
Records Clerk	4
Records Clerk (Temporary through 6/30/05)	4

\$294,049.

One position each, full time equivalent; All General Fund; Total 10 positions

Temporary Records Clerk is performing a backfile conversion of paper documents to images to appear both on our in house computer system and our on line program.

FUND1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget request

OPERATING – SECTION V.B

520701 – Computer Imaging Services 175,242.
This account represents the ROD's entire records management system, which includes recording, cashiering, document imaging, indexing and retrieval. The system is fully integrated and allows for information captured at the beginning of a document's processing to be carried through to all phases of processing. This saves considerable time in repetitive procedures. The system has provided other time saving benefits as well. Scanning documents is far faster than microfilming and we no longer have to number every page of a document. This procedure is done electronically.

Our contract with the vendor provides all hardware with replacement at no additional charge, software with upgrades at no additional charge, complete maintenance, technical support and training as well as producing a roll of microfilm for security at State Archives. We are charged for all of the equipment and services on a monthly basis.

The basic contract price for the fiscal year 2004-2005 is \$159,600. This is \$6,400 less than last year.

Three additional public access stations are rented from the vendor at a cost of \$15,642 per year. The cost of copies was raised .10 on August 1st 2003 to help cover this expense. It is our goal to eliminate these stations in the future as people begin to depend more on our on line program.

520702 – Technical Currency and Support \$1200.
This line item will be used for technical support of our on line ROD office program.

521000 – Office Supplies \$4000.
This account is for basic office supplies such as pens, pencils, staples, scotch tape and the like for the day to day operation of the Deeds Office. A large portion of this account is used for paper to produce indexes that are updated at the end of each week and again at the end of a month.

521100 – Duplicating \$2000.
This account represents all copies made for the public as well as copies for use in our office and inter-departmental communication. Copies made for the public are offset by a collection of \$.35 for each copy made.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget Request

521200 – Operating Supplies \$9229.

This account will be used for three areas in our department.

1. **\$5279.-PLAT LAMINATION**-To laminate plats that are larger than 11x17 inches. These plats are scanned but they have to be scanned in several parts. It is necessary to have the plats on premises to be viewed in their entirety. The request is based on 575 plats at \$9.18 each. This includes taxes and shipping.
2. **\$3,400.-SMALL INDEX BINDERS**-As our county grows, more and more names are added to the indexes. We must split the books in order to keep each binder from becoming too large. 41 binders are needed at this time and the price includes peripherals such as angle backs, and printed identifying materials and also includes taxes and freight.
3. **\$550.-DIGITAL ACCESS CONTROL (DAC) CARDS**-These cards are used to make copies on the copy machines and the vendor computer system. 1000 cards can be purchased for the \$550 requested which includes taxes and freight. The cost of the cards is offset by charging the user \$1 for each card.

522200 – Small Equipment Repairs and Maintenance \$200.

This account will cover repairs and maintenance on calculators, typewriters and the paper drill used for producing indexes.

525000 – Telephone \$3500.

Service charges for basic usage and installation of telephones will be covered under this account. This request is based on last years average of \$278 per month.

525010 – Long Distance Charges \$250.

Long distance calls are made to attorneys and mortgage companies across the state and across the country to verify and correct information on documents that are mailed in to our office. We always try to call collect or use an 800 number whenever possible.

525100 – Postage \$3000.

When the recording process is complete, the original document must be returned to the proper holder. We continue to encourage the recorder to supply a self-addressed and stamped envelope and have had fine success. But with a volume of nearly 7,000 instruments per month, we still must return a good number at County expense.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget Request

525210 – Conference and Meeting Expenses \$2800.

These funds are used to attend state meetings of SC Association of Counties, SC Association of Clerks of Court and Registers of Deeds and SC Public Records Association. These meetings help to keep me apprised of changing laws that affect the office and gives me the opportunity to exchange knowledge, ideas and information with other professionals in the field through networking. Registration fees and hotel rates for these conferences continues to rise.

525230 – Subscriptions, Dues and Books \$50.

This account is used to pay yearly membership dues for the SC Association of Clerks of Court and Registers of Deeds.

FUND 1000
REGISTER OF DEEDS (102000)
FY 2004-2005 Budget Request

CAPITAL LINE ITEM NARRATIVES – SECTION V.C

540000 – Small Tools and Minor Equipment \$600.

This account will be used to purchase small tools, calculators, telephones and other minor equipment. Some used furniture such as tables, chairs and the like may also be needed when we move into our new space.

Plat Cabinet \$4100.

Plats that are larger than 11" x 17" must be sent to a vendor to be laminated. These plats hang on wishbone hangers in an open face cabinet. A cabinet will hold about 4 years of large recorded plats. The price of the cabinet includes the hangers, taxes and freight.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: General Administration
 Organization: 102100 - Information Services

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 13	632,511	292,476	632,709	641,560		
510200 Overtime	6,832	3,106	3,106	0		
510300 Part Time - 4 (1.6 - FTE)	42,847	28,068	49,572	41,300		
511112 FICA Cost	50,161	23,614	52,432	52,240		
511113 State Retirement	45,759	21,085	47,133	46,776		
511120 Insurance Fund Contribution - 13	76,475	37,440	74,880	78,000		
511130 Workers Compensation	1,842	874	1,817	2,050		
* Total Personnel	856,427	406,663	861,649	861,926	0	0
Operating Expenses						
520221 Web Site Services	1,255	300	2,190	1,500		
520300 Professional Services	43,215	0	0			
520700 Technical Services	209,196	21,885	49,538	46,000		
520702 Technical Currency & Support	21,282	27,953	38,990	46,984		
520703 Computer Hardware Maintenance	51,350	23,939	24,410	36,866		
521000 Office Supplies	9,219	7,787	9,900	9,698		
521100 Duplicating	728	196	700	600		
521200 Operating Supplies	5,081	1,146	6,660	4,965		
522100 Heavy Equip Repairs & Maintenance	2,290	300	10,000	8,000		
522200 Small Equipment Repairs & Maintenance	0	0	3,500	3,500		
523200 Equipment Rental	0	0	0			
524000 Building Insurance	45	45	113	130		
524201 General Tort Liability Insurance	535	267	668	839		
524202 Surety Bonds	90	0	0			
524900 Data Processing Equip. Insurance	1,285	1,285	3,258	2,600		
525000 Telephone	7,864	3,981	7,810	7,810		
525003 T-1 Line Service Charges	7,877	3,953	8,320	8,320		
525004 WAN Service Charges	7,380	3,690	7,750	8,518		
525010 Long Distance Charges	454	241	480	480		
525020 Pagers and Cell Phones	2,213	1,134	2,280	2,235		
525040 Internet Service Charges - Cty. Wide	3,840	1,920	3,840	3,840		
525100 Postage	46	68	60	90		
525110 Other Parcel Delivery Service	54	0	50	50		
525210 Conference & Meeting Expenses	22,835	8,398	25,420	20,460		
525230 Subscriptions, Dues, & Books	400	239	1,070	1,070		
525240 Personal Mileage Reimbursement	11	0	200	200		
525250 Motor Pool Reimbursement	937	990	480	2,000		
525300 Utilities - Admin. Bldg	8,999	5,076	8,920	9,000		
* Total Operating	408,481	114,793	216,607	225,755	0	0
** Total Personnel & Operating	1,264,908	521,456	1,078,256	1,087,681	0	0

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: General Administration
 Organization: 102100 - Information Services

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment	4,605	1,939	3,990	5,191		
540010 Minor Software	7,663	1,705	8,300	6,014		
All Other Equipment	125,236	33,797	71,306	38,408		
** Total Capital	137,504	37,441	83,596	49,613	0	0

***** Total Budget Appropriation**
 1,402,412 **558,897** **1,161,852** **1,137,294**
 0 **0**

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Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000 Fund Title: General Fund
Organization # 102100 Organization Title: Information Services

Object Expenditure Code Classification	Program	Program # I	Program II	Program III	Total 2004-2005 Requested
	Program Title:	Operations	Technical Svcs	App. Svcs	
Personnel					
510100	Salaries # 13	146,332	167,170	328,058	641,560
510300	Part Time # 4 (1.6 FTE)	15,730	25,570	0	41,300
511112	FICA Cost	12,398	14,745	25,097	52,240
511113	State Retirement	11,101	13,203	22,472	46,776
511114	Police Retirement	0	0	0	0
511120	Insurance Fund Contribution # 13	18,000	24,000	36,000	78,000
511130	Workers Compensation	486	579	985	2,050
511131	S.C. Unemployment	0	0	0	0
* Total Personnel		204,047	245,267	412,612	861,926
Operating Expenses					
520221	Web Site Services	1,500	0	0	1,500
520700	Technical Services	0	2,000	44,000	46,000
520702	Technical Currency and Support	15,208	3,158	28,618	46,984
520703	Computer Hardware Maintenance	11,359	25,507	0	36,866
521000	Office Supplies	9,298	200	200	9,698
521100	Duplicating	200	200	200	600
521200	Operating Supplies	2,030	2,795	140	4,965
522100	Equipment Repairs & Maintenance	4,000	4,000	0	8,000
522200	Small Equipment Repairs & Maint.	500	2,500	500	3,500
522300	Vehicle Repairs & Maintenance				
523000	Land Rental				
524000	Building Insurance	40	45	45	130
524100	Vehicle Insurance #				
524101	Comprehensive Insurance #				
524201	General Tort Liability Insurance	575	132	132	839
524202	Surety Bonds				
524900	Computer Insurance	2,600	0	0	2,600
525000	Telephone	6,100	570	1,140	7,810
525003	T-1 Line Charges	8,320	0	0	8,320
525004	Wide Area Network Svc Charges	0	8,518	0	8,518
525010	Long Distance Charges	160	160	160	480
525020	Pagers and Cell Phones	745	1,385	105	2,235
525040	Internet Service Charges	3840	0	0	3840
525100	Postage	30	30	30	90
525110	Other Parcel Delivery Services	0	50	0	50
525210	Conference & Meeting Expenses	1,260	8,700	10,500	20,460
525230	Subscriptions, Dues, & Books	375	200	495	1,070
525240	Personal Mileage	50	100	50	200
525250	Motor Pool Reimbursement	320	720	960	2,000
525300	Utilities - Administration Bldg	9,000	0	0	9,000
* Total Operating		77,510	60,970	87,275	225,755
** Total Personnel & Operating		293,597	305,469	499,887	1,087,681
** Total Capital (From Section II)		22,826	19,781	7,006	49,613
*** Total Budget Appropriation		316,423	325,250	506,893	1,137,294

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

The Information Services (IS) Department is an internal services department. It supports the operations of other county departments primarily through planning, designing, programming, installing, maintaining and operating information technology systems and networks. In addition, through its operation of the county's internal (Intranet) and external (Internet) web sites, IS has become a direct service provider to employees and citizens. The county's web site undoubtedly is the first representation of county government that some people come into contact with.

The department is organized along the lines of its three primary functions:

- Program I - Operations/User Services (including web services)
- Program II - Technical Services
- Program III - Applications Services

Program I: Administration

Objectives:

To receive, record and track all work order requests. To operate the computer room, including the supervision of all large print jobs. To run quality control checks, backups, and monitor system operations. To requisition and maintain adequate supplies for computer room operations and department office supplies. To review and file all purchase requisitions and manage open Purchase Orders. To perform web site development and support activities. To assist with Internet segment and network security plans and procedures.

Program II:

Objectives:

To provide technical support for the county's networks, workstations, PC's, peripherals and various network links. To install, troubleshoot and repair computers, servers, peripherals and network devices. To plan, design, specify, requisition and install hardware and software. To assist in evaluating proposed IT budget requests and purchase requisitions to determine consistency with county plans and standards. To operate the county's email system and Internet segment, including the administration of security systems and policies.

Program III:

Objectives:

To work with departments in developing, procuring, modifying and maintaining software used in support of the departments' operations. To support the core business functions of the county (finance, human resources, tax billing and collection, computer assisted mass property appraisal system, and geographic information system) that go across departmental lines through systems design, implementation administration, including user group support. To manage the county's relational database management systems (Oracle, Progress, and SQL Server) that provide flexibility for effective use of data across departmental and functional lines, but require attention to database management as databases grow and applications increase in number and complexity. To develop and administer the county's enterprise document imaging system.

Service Level Indicators:

Work done for customer departments is documented through work orders. The following table indicates a growing workload for the department, as dependence on technology within county departments increases.

WORK ORDERS COMPLETED				
Work Group	07/00 – 06/01	07/01-06/02	07/02-06/03	07/03-06/04 est.
Technical Services	1141	1043	1164	1100
Applications Services	118	308	455	400

The **Technical Services** work group maintains a complex network (including a microwave link to Ball Park Road) that supports 32 servers, two firewalls and a growing number of IT devices. The following table indicates that the number of devices supported has increased by 20% between FY 02 and FY 04.

PC AND RELATED EQUIPMENT						
FY 01 through FY 04						
Unit	New 01-02	Total 01-02	New 02-03	Total 02-03	New 03-04	Total 03-04*
PC's	60	308	65	335	53	346
Hub/Switch	16	31	6	37	31	68
Printers	17	131	13	144	16	150
Total	93	470	84	516	100	564

*As of Jan. 31, 2004

The **Applications Development and Support** staff supports 37 major software systems. Of these, 20 are in-house developed applications and 17 are third party applications that staff supports in a variety of ways (as outlined in the introduction to Section IV, Summary of Programs, above). Implementation of two pilot projects (Clerk of Court, Family Court Division, and Sheriff's Department, Records Division) of a countywide document imaging system is the major new initiative of the applications development and support staff in the current fiscal year.

The **Operations** work group provides support functions for the department and computer room resource users as well as developing, maintaining, and managing the county's web site. This has included the addition of Register of Deeds imaged documents that are linked to other online property records. Expanded web sections have been added for the Magistrate System and EMS. The following table illustrates web site usage for three successive Januarys.

**COMPARATIVE WEBSITE ACTIVITY—SINGLE MONTH COMPARISON:
 JANUARY 2002, 2003, AND 2004**

Statistic	Description	January 2002	January 2003	January 2004
Hits	Entire Site	198,098	830,641	1,423,197
	Average Per Day	6,390	26,794	45,909
Page Views	Page Views (Impressions)	66,610	131,715	312,982
	Average Per Day	2,151	4,290	10,158
Visitor Sessions	Visitor Sessions	30,307	71,363	86,099
	Average Per Day	977	2,302	2,777
	Average Visitor Session Length	08:11	09:15	10:46
Visitors	Unique Visitors	7,148	13,164	23,971
Transactions	Tax Bills Paid Online	302	632	932

SECTION V. - SUMMARY OF REVENUES

As an internal service department, IS does not generate revenues from external sources, although user departments may generate revenue from the sale of data compiled through systems it supports and/or operates.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

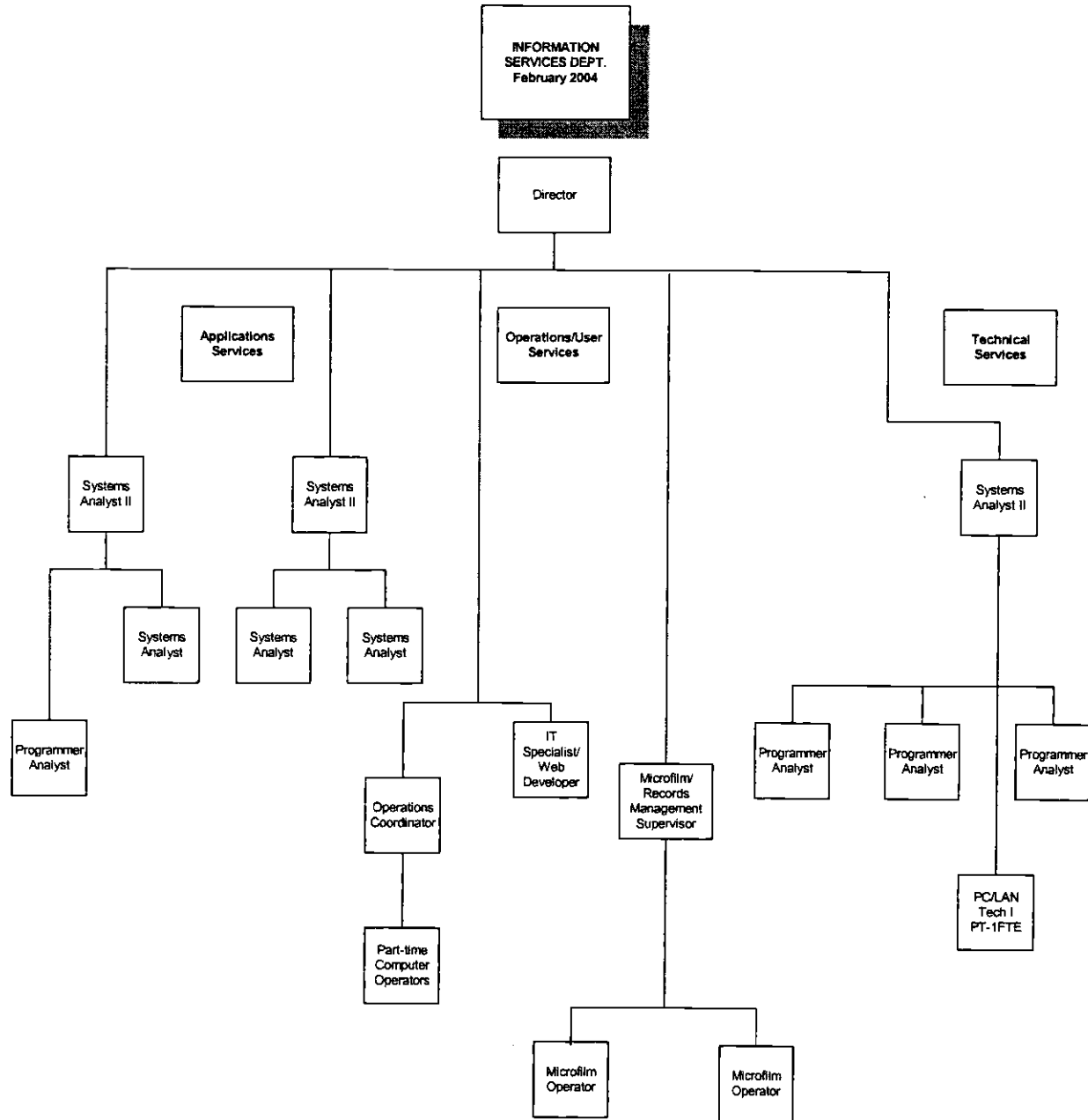
LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	2 PT	0.6*		0.6*	8-PT
Program I Total	5	3.6		3.6	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT**	1		1	9-PTT**
Program II Total	6	5		5	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	17	14.6		14.6	

*24 hours per week (average) rotated between two part-time employees for a total of 48 hours every two weeks.
 ** Part-time temporary basis by Midlands Tech students through the Midlands Tech Co-operative Education program.

(See "New Programs" for Requested Changes)



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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520221 – WEB SITE SERVICES **\$ 1,500**

Program I – Operations/User Services		\$ 1,500
Web Link to County Code (Municipal Code Corp.)	300	
Assessment Page Hosting and Maintenance (OIR)	1,200	

Program II – Technical Services \$ 0

Program III – Applications Services \$ 0

520700 – TECHNICAL SERVICES **\$46,000**

Program I – Operations/User Services \$ 0

Program II – Technical Services		\$ 2,000
Third party assistance for troubleshooting, repairs.	2,000	

Program III – Applications Services		\$ 44,000
Oracle remote database administration and services.	31,920	
GIS development and database management assistance.	6,000	
UNIX System support, 8 hrs. X \$135/hr.	1,080	
Document Imaging support, 40 hrs. X \$125/hr.	5,000	

520702 – TECHNICAL CURRENCY AND SUPPORT **\$46,984**

Program I – Operations/User Services		\$ 15,208
Watchguard Firewall WebBlocker	895	
Email System Antivirus	919	
Email System Software (Mdaemon)	520	
LANSA ROD Web Integration Software	1,260	
EGS ROD Web Presentation System	1,200	
Online Maps/GIS Systems (ESRI)	5,755	
MicroFocus Server Express	2,289	
MrSID Workstation Gold (BCS)	870	
Citizen Reporting System (BCS)	1,500	

Program II – Technical Services		\$ 3,158
Norton Enterprise Antivirus	2,658	
Asset/Helpdesk Tracking Software Support	500	

Program III – Applications Services		\$ 28,618
Progress 4GL, workgroup & personal databases	24,000	
Unixware (Spectrum Systems) Server Operating Systems	2,968	
Newhart Systems	50	
Progress FATHOM database mgt. system	1,600	

520703 – COMPUTER HARDWARE MAINTENANCE **\$36,866**

This line item funds third-party routine maintenance services as well as guaranteed-response repair services on major hardware systems. The request for this FY is about 50% higher than the current year budget because of the addition of switches to support network connectivity in the new Judicial Center and because the Sun Server has come out from under its three year warranty, increasing the cost for full onsite maintenance support.

Program I – Operations/User Services	\$ 11,359
Computer Room Printers	880
Internet Router Maintenance & Management	882
Sun Server (Banner AppServer, incl. Tech Currency)	7,757
Firewall Appliances/VPN's	1,840
 Program II – Technical Services	 \$ 25,507
Network switch maintenance	25,507
 Program III – Applications Services	 -0-

52100 – OFFICE SUPPLIES **\$ 9,698**

The majority of this account is used for paper and toner to support large print jobs by IS for other departments done on computer room central printers.

Program I – Operations/User Services	\$ 9,298
HP 8100 Print Cartridges: 50 @ \$155 ea.	7,750
HP LaserJet Print Cartridges: 2 @ \$ 80 ea.	160
8 ½ x 11, 3 hole punch paper: 300 (rms) @ \$ 3.00 ea.	900
8 ½ x 11, standard paper: 150 (rms) @ \$ 2.25 ea.	338
General office supplies	150
 Program II – Technical Services general office supplies	 \$ 200
 Program III – Applications Services general office supplies	 \$ 200

521100 – DUPLICATING **\$ 600**

Program I – Operations/User Services	\$ 200
 Program II – Technical Services	 \$ 200
 Program III – Applications Services	 \$ 200

521200 – OPERATING SUPPLIES **\$ 4,965**

Program I – Operations/User Services	\$ 2,030
Backup data cartridges 30 @ \$63 ea.	1,890
Misc.	140
Program II – Technical Services	\$ 2,795
Network backup data cartridges 30 @ \$100 ea.	1,695
Network supplies (cables, connectors, etc.)	1,000
Misc.	100
Program III – Applications Services	\$ 140
Misc.	140

522100 – HEAVY EQUIPMENT REPAIR AND MAINTENANCE **\$ 8,000**

Outside repairs on major equipment items may be needed if an item is out of warranty, if IS cannot complete the repair and the item is not covered by a third party maintenance contract.

Program I – Operations/User Services, application server repair	\$ 4,000
Program II – Technical Services, network device, microwave repair	\$ 4,000
Program III – Applications Services	\$ 0

522100 – SMALL EQUIPMENT REPAIR AND MAINTENANCE **\$ 3,500**

To buy parts for repairs on PC's and peripherals. Also, small IT equipment occasionally must be sent out for repairs.

Program I – Operations/User Services	500
Program II – Technical Services, PC / Peripheral Parts & Repairs	2,500
Program III – Applications Services	500

524000 – BUILDING INSURANCE **\$ 130**

Program I – Operations/User Services	40
Program II – Technical Services	45
Program III – Applications Services	45

524201 – GENERAL TORT LIABILITY **\$ 839**

Program I – Operations/User Services (4 X 22 + 487)	\$ 575
Program II – Technical Services (6 x \$22)	\$ 132
Program III – Applications Services (6 x \$22)	\$ 132

524900 – COMPUTER INSURANCE **\$ 2,600**

Program I – Operations/User Services	\$ 2,600
Program II – Technical Services	\$ 0
Program III – Applications Services	\$ 0

525000 – TELEPHONE **\$ 7,810**

IS has 3 phones for Operations (Director and computer room with voice mail), 12 for data/modems (Operations), 3 for Technical Services, and 6 for Applications Services.

Program I – Operations/User Services	\$ 6,100
Program II – Technical Services	\$ 570
Program III – Applications Services	\$ 1,140

525003 – T-1 LINE CHARGES **\$ 8,320**

This is for the data line that supports the county's email, Internet and web site connection.

Program I – Operations/User Services	\$ 8,320
Program II – Technical Services	\$ 0
Program III – Applications Services	\$ 0

525004 – WIDE AREA NETWORK (WAN) SERVICE CHARGES **\$ 8,518**

State Contract charges for fiber line bandwidth link and termination between the Administration Building and the Auxiliary Administration Building and a CATV data connection to the Ball Park Road Complex.

Program I – Operations/User Services	\$ 0
Program II – Technical Services	\$ 8,518
Aux. Adm. Bldg, 12 mo. @ \$615/mo. + tax	\$ 7,750
Ball Park Road, 12 mo. @ \$64 / mo. Incl. tax	768
Program III – Applications Services	\$ 0

525010 – LONG DISTANCE CHARGES **\$ 480**

IS uses long distance to contact vendors and contractors, other data processing professionals, and government agencies. Charges so far this year have been running at about the budgeted rate that is being requested for FY 04-05.

Program I – Operations/User Services	\$ 160
Program II – Technical Services	\$ 160
Program III – Applications Services	\$ 160

525020 – PAGERS AND CELL PHONES **\$ 2,235**

Program I – Operations/User Services	\$ 745
Pagers, 1 @ \$105/yr. Ea.	105
Cell Phones, 2 @ 320/yr. Ea.	640
Program II – Technical Services	\$ 1,385
Pagers, 1 @ \$105/yr. Ea.	105
Cell Phones, 4 @ \$320/yr. Ea.	1,280
Program III – Applications Services, 1 pager @ \$105/yr.	\$ 105

525040 – INTERNET SERVICE CHARGES **\$ 3,840**

The county contracts with SC CIO for Internet Service Provider (ISP) services.

Program I – Operations/User Services, 12 mo. @ \$320/mo.	\$ 3,840
Program II – Technical Services	\$ 0
Program III – Applications Services	\$ 0

525100 – POSTAGE **\$ 90**

Program I – Operations/User Services	\$ 30
Program II – Technical Services	\$ 30
Program III – Applications Services	\$ 30

525110 – OTHER PARCEL DELIVERY SERVICES **\$ 50**

It sometime is necessary to ship an item that is out of warranty to a manufacturer or authorized repair facility. This most often is accomplished through a parcel delivery service other than the Post Office.

Program I – Operations/User Services	\$ 0
Program II – Technical Services	\$ 50
Program III – Applications Services	\$ 0

525210 – CONFERENCE AND MEETING EXPENSES **\$ 20,460**

Technology is changing so fast that it is important for IS staff to participate in conferences and meetings that can improve the department's ability to provide cost-effective and strategic planning and implementation of information systems. Training is needed to continue improving the effectiveness and efficiency of in-house programming, database administration, and systems support as well as to manage the Microsoft Windows 2000 network operating system and new Judicial Center wireless network.

Program I – Operations/User Services	\$ 1,260
SC Assn of Finance and DP Professionals (SCAFDPP), Summer and Winter Conferences (2 x \$230 ea.)	460
Gov't Management Information Science Assn. (GMIS) Spring and Fall Conferences (2 x 400 ea.)	800
Program II – Technical Services	\$ 8,700
Microsoft Network Admin. & Maintenance (2 @ \$1,300 ea., Midlands Tech)	2,600
Windows 2K/XP/2003 Desktop & Server Admin. (2 @ \$1,300 ea., Midlands Tech)	2,600
Computer and Network Security Training (SANS Institute,* http://www.sans.org)	3,500
Program III – Applications Services	\$ 10,500
KOFAX Ascent Capture Imaging Software Training for support of the county's document imaging system, Atlanta	2,600
.Net Programming training (8 introduction and prerequisite classes; four .Net Visual Basic and Visual Studio classes), Midlands Tech	5,600
Progress Database Administration, for mastery of skills needed to Bedford MA insure the efficient operation of enterprise applications using Progress databases (Tax Billing and Collections, Treasurer Accounting, Magistrates, Clerk of Court, Sheriff, Document Imaging), Bedford MA	2,300

* The SANS (SysAdmin, Audit, Network, Security) Institute is a cooperative research and education organization. It provides educational courses designed to help master the practical steps necessary for defending systems and networks against the most dangerous threats - the ones being actively exploited. The courses were developed through the consensus of hundreds of administrators, security managers, and information security professionals, and address both security fundamentals and the in-depth technical aspects of the most crucial areas of information security.

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$ 1,070**

Participation in local, state, and national IT professional groups is one of the most cost-effective ways of staying in touch with developments in the field and learning what is working for others. To keep on top of a rapidly changing field also requires the acquisition of a modest number of books, manuals and periodicals.

Program I – Operations/User Services	\$ 375
SCAFDPP Professional Dues--Director	25
Government Management Information Science (GMIS) -- Agency Dues	300
Software Dev. Assn. of the Midlands—Director	50
Program II – Technical Services	\$ 200
Technical Manuals	175
SCAFDPP Professional Dues	25
Program III – Applications Services	\$ 495
Progress Software Newsletter (Subscription)	70
Software Dev. Assn. of the Midlands—2 Analyst II's	100
Technical Manuals	200
Association for Information and Image Management (AIIM)	125

525240 – PERSONAL MILEAGE **\$ 200**

Trips may be necessary when a county motor pool vehicle is unavailable, necessitating the use of a POV.

Program I – Operations/User Services	\$ 50
Program II – Technical Services	\$ 100
Program III – Applications Services	\$ 50

525250 – MOTOR POOL REIMBURSEMENT **\$ 2,000**

Charges back to IS for use of a county vehicle to get to offsite locations for equipment installations, repairs, meeting, etc. Monthly charges currently are running approximately \$160.

Program I – Operations/User Services	\$ 320
Program II – Technical Services	\$ 720
Program III – Applications Services	\$ 960

525340 – UTILITIES – ADMINISTRATION BUILDING **\$ 9,000**

Program I – Operations/User Services	\$ 9,000
Program II – Technical Services	\$ 0
Program III – Applications Services	\$ 0

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$ 5,191**

In addition to specific items listed, funds are needed in this account to purchase items that do not have the cost, useful life, or function to track as a fixed asset. This includes items such as hand tools, repair kits, testing equipment, etc., and minor office equipment.

Program I – Operations/User Services	\$3,500
Upgrade processor, memory, & storage on two Judicial Center Servers @ \$1,250 ea.	2,500
Add second processor to two network processors @ \$500 ea.	1,000
 Program II – Technical Services	 \$ 1,301
15 Network Interface Cards (NIC's) @ \$45 ea.	675
2 USB Flash Memory @ \$63 ea.	126
Misc. Tools	500
 Program III – Applications Services	 \$ 390
PC UPS's, 3 @ \$130 ea.	390

540010 – MINOR SOFTWARE **\$ 6,014**

To acquire minor software for systems development, operations and monitoring.

Program I – Operations/User Services	\$ 2,100
Web Site Development Software	\$ 2,100
 Program II – Technical Services	 \$ 715
(1) Office XP Pro	315
Miscellaneous	400
 Program III – Applications Services	 \$ 3,199
(1) Office XP Pro	315
(1) Office XP	260
(1) Microsoft Developer Universal	1,700
(1) XMLspy 5 (for GIS system)	251
(1) Adobe Std	115
(1) Adobe Professional	158
Miscellaneous	400

OTHER CAPITAL		\$ 38,408
Program I – Operations/User Services		\$ 17,226
Traffic Court Server Replacement (existing unit has had motherboard failure twice in warrant period, now coming out of warranty; need to replace this lemon)	5,000	
Tax System Server Replacement (existing unit is five years old, handles a high volume of transactions, and is becoming more difficult to find parts for)	6,113	
SDE (GIS) Server Replacement (existing unit is coming out of warranty and cannot be expanded to accommodate an ever-growing database)	6,113	
Program II – Technical Services		\$ 17,765
(1) 16 Port Keyboard, Video, Mouse Switch (KVM) to support more rapid diagnostics from one system to another by making it possible to access up to 16 servers from one keyboard/monitor/mouse set-up; also saves computer room space.	2,700	
(1) F3 PC & Monitor w/ CD burner for Technical Team Leader	1,265	
(1) Network Testing Device to troubleshoot and more rapidly find Problems in network function (Fluke Network Testing Device)	5,800	
Communications/Network/PC Upgrades (needed to address unanticipated replacements or upgrades of systems essential to the county IT function that may arise during the year)		\$ 8,000
Program III – Applications Services		\$ 3,417
(2) Function 3 PC's & Monitors for System Analysts II's, \$1,265 ea. (needed for normal replacement schedule of PC's for programming power users and the migration of their old units to others in IS and retirement of obsolete/aged units)	2,530	
(1) Function 2 PC & Monitor for Judicial Center Office	887	

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005**

Fund #1000 Fund Title: General Fund
 Organization # 102100 Organization Title Information Services
 Program #IV Program Title: Additional Personnel

Object Expenditure Code Classification	New Full-Time Positions (2)	Less: Part-Time Positions if Full-Time Approved	Total 2004 - 2005 Requested
Personnel			
510100 Salaries # <u>2</u>	64,536	0	64,536
510300 Part Time # <u>-.06</u>	0	-15,730	-15,730
511112 FICA Cost	4,937	-1,203	3,734
511113 State Retirement	4,421	-1,078	3,343
511114 Police Retirement	0	0	0
511120 Insurance Fund Contribution	2 12,000	0	12,000
511130 Workers Compensation	194	-47	147
511131 S.C. Unemployment	0	0	0
* Total Personnel	86,088	-18,058	68,030
Operating Expenses			
520100 Contracted maintenance			
520200 Contracted Services			
520300 Professional Services			
520400 Advertising			
521000 Office Supplies	50	0	50
521100 Duplicating	300	0	300
521200 Operating Supplies			
522100 Equipment Repairs & Maintenance			
522200 Small Equipment Repairs & Maint.			
522300 Vehicle Repairs & Maintenance			
523000 Land Rental			
524000 Building Insurance			
524100 Vehicle Insurance #			
524101 Comprehensive Insurance #			
524201 General Tort Liability Insurance	44	-44	0
524202 Surety Bonds			
525000 Telephone	414	0	414
525020 Pagers and Cell Phones	640	0	640
525100 Postage			
525210 Conference & Meeting Expenses			
525220 Employee Training			
525230 Subscriptions, Dues, & Books			
525 Utilities -			
525400 Gas, Fuel, & Oil			
525600 Uniforms & Clothing			
526500 Licenses & Permits			
* Total Operating	1,448	-44	1,404
** Total Personnel & Operating	87,536	-18,102	69,434
** Total Capital (From Section II)	2,864	0	2,864
*** Total Budget Appropriation	90,400	-18,102	72,298

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program IV – Additional Personnel (New Program)

Program IV: Additional Personnel

Objectives:

To provide adequate manpower to provide the needed technical support for the county's networks, workstations, PC's, peripherals, various network links, email system and Internet segment, including the administration of security systems and policies. Hardware deployment has grown approximately 75% in six years, while manpower in the technical work group has increased by only 9% in the same period. Increasing technical staff by two—one Programmer/Analyst and one PC/LAN Technician I—would mean that full time equivalent personnel for the Technical Services work group would be at a level of 1.52 of the base year (FY 98/99), still significantly below the growth in devices serviced.

In addition to the objective of providing the personnel needed to handle the sheer increase in number of hardware items, the following changes in the nature of the work means that additional Technical Services staff are justified based on the changing nature of IT services for the county.

- Support for audio and video systems in the Judicial Center have been added to the group's responsibilities.
- Support for a wireless network at the Judicial Center (and related security concerns) have been added to the groups responsibilities.
- The Technical Services group also is providing *technical* support for the proximity card and video security systems at the Judicial Center and Communications Center.
- The Technical Services group is providing technical support for the Communications Center.
- The number and complexity of systems remote from the downtown Lexington Campus have been increasing:
 - Magistrates offices have advanced from stand-alone systems in the individual offices to networked systems within their offices and are moving toward being networked between their offices.
 - The relocation of heavy GIS users to Public Works on Ball Park Road from Planning and Development in the Administration Building means that a greater number of complex systems are located at a greater distance from the staff.
 - Fire stations all now are linked to the fire reporting software server in the IS computer room where its data is backed up nightly and it is supported and maintained by the Technical Services Group.
- Newer systems acquired as older ones become obsolete (no longer supported by the manufacturer) feature more *manageability, user control and options*. This has its benefits but the cost is that it takes time and attention to manage, control and exercise the options available. This is particularly true for the network operating software (Windows 2000 replaced Novell 3.12 last FY) and for the Internet and E-mail systems.

In recognition of the greater workload at the new Judicial Center, we have assigned one staff member to that facility virtually full time. However, we will not be able to sustain that staff commitment in the new fiscal year if this request for additional Technical Services staff is not approved. The creation the new positions would allow IS to eliminate a "Night Operator" position in the computer room, resulting in a net increase of 1.4 FTE's, rather than a net increase of 2 full FTE's.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

The following data illustrates the increased workload of the Technical Services Group as they provide support for the counties IT hardware and network infrastructure.

PC AND RELATED EQUIPMENT FY 99 through FY 04						
Unit	Total 98-99	Total 99-00	Total 00-01	Total 01-02	Total 02-03	Total 03-04*
PC's	209	253	281	308	335	346
Hub/Switch	27	32	37	31	37	68
Total	236	285	318	339	372	414
% of Base Yr	1.00 (base)	1.21	1.35	1.44	1.58	1.75
# Tech Staff	4.6 FTE	4.6 FTE	4.6 FTE	4.87 FTE	5 FTE	5 FTE
% of Base Yr	1.00	1.00	1.00	1.06	1.09	1.09

*As of January 2004

Note: Excludes Solicitor, Sheriff, and Library. FY 99-00 and earlier did not include Clerk of Court or Family Court.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	2 PT	0.6*		0.6*	8-PT
Program I Total	5	3.6		3.6	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT**	1		1	9
Program II Total	6	5		5	
Program III— Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	17	14.6		14.6	

*24 hours per week (average) rotated between two part-time employees for a total of 48 hours every two weeks.

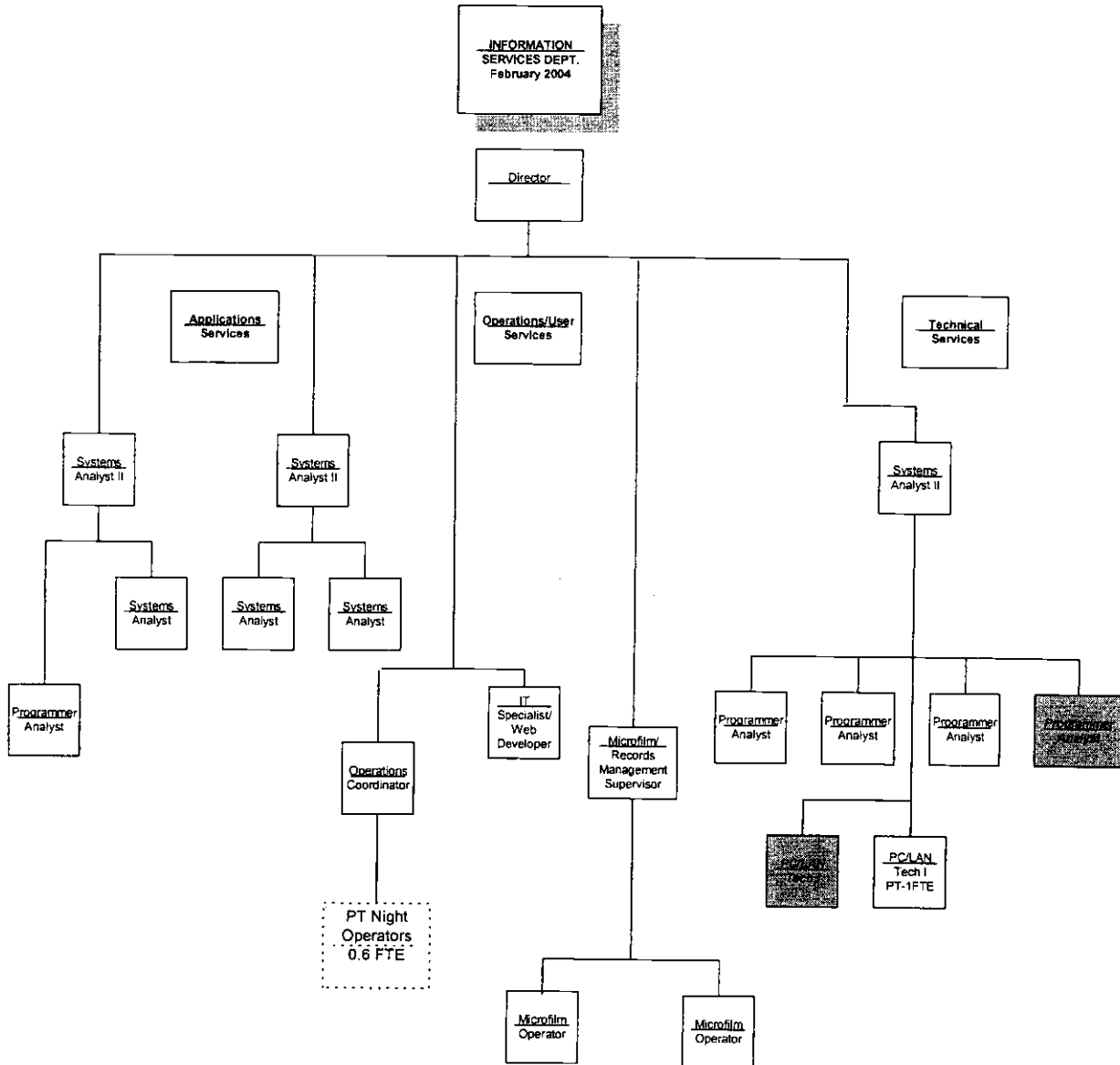
** Part-time temporary basis by Midlands Tech students through the Tech Co-operative Education program.

Requested Staffing Level (Changes shown in *bolded italics*):

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	0	0		0	8-PT
Program I Total	3	3		3	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	4	4		4	16
PC / LAN Technician I	1 FT & 2 PTT*	2		2	9
Program II Total	8	7		7	
Program III— Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	2		2	16
Program III Total	6	6		6	
GRAND TOTAL	17	16		16	

** Part-time temporary basis by Midlands Tech students through the Tech Co-operative Education program.

Proposed Organization Chart (requested additions shown in *bold italics* and shaded, deletions shown in broken line box):



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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 50**

To cover routine office supplies (paper, pencils, file folders, etc.) for two additional Tech Services staff.

521100 - DUPLICATING **\$ 300**

This account is used for copier machine duplicating of technical information, policies and procedures, and administrative forms and information used in the daily accomplishment of the department's operations. Estimated usage per employee, 25 per month X 2 employees = 50 per mo. X 12 mo = 600 X .05 = \$300.

524201 - GENERAL TORT LIABILITY **\$ 0**

Note: Because tort coverage is budgeted for two Part-Time Night Operator positions that would be eliminated if this new program were approved, no additional Tort Liability premiums would be needed to add the two requested Tech staff positions.

525000 - TELEPHONE **\$ 414**

Two additional phone lines will be needed for the two additional Tech staff members at \$50 ea. for installation and \$13.45/month each, for \$212 ea. X 2 = \$414.

525020 - PAGERS AND CELL PHONES **\$ 640**

Two additional cell phones @ \$320 per year ea. = \$640.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 570**

The following items are needed to support two additional Tech staff

- Office furniture ("surplus" desk, chair, bookcase, file cabinet) \$ 200 ea. X 2 = \$400
- Tool kit and carrying case @ \$65 ea. X 2 = \$130
- Phone desk sets, @ \$20 ea. X 2 = \$40

540010 - MINOR SOFTWARE **\$ 520**

Office XP software is needed for the PC's of two additional employees, \$ 260 ea. X 2 = \$520.

(2) PERSONAL COMPUTER/MONITOR **\$1,774**

One Function 2 PC for each of the two new staff members is needed, @ \$ 877 ea. X 2 = \$1,774.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund #1000 Fund Title: General Fund
 Organization #102100 Organization Title: Information Services
 Program #V Program Title: WAN Upgrade: Ball Park Road Campus

Object Expenditure Code Classification	Total 2004 - 2005 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	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525004 WAN Services	24,000
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	24,000
** Total Personnel & Operating	24,000
** Total Capital (From Section II)	0
*** Total Budget Appropriation	24,000

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program V – WAN Upgrade: Ball Park Road

Program V: WAN Upgrade: Ball Park Road

Objectives:

To improve the reliability of Wide Area Network Services to the Ball Park Road Campus (Public Works, Fire Training Center, Temporary EOC, Central Stores, Building Services, Fleet Services and, soon, EMS). Currently, the Ball Park Road Campus is served by a microwave system that is susceptible to weather conditions (fog, rain, wind, lightning strikes) and degradation due to aging.

These problems have caused the Ball Park Road complex to be out of service for days at a time every year. A backup phone company ISDN line has been established as a temporary backup resource, but it provides much less bandwidth than is necessary for normal communications (128K)

The microwave system is supposed to deliver 10mb of connectivity, at “optimum” performance (80 X 128K). This is the same bandwidth that we have been providing to the Auxiliary Administration building over leased fiber.

This new program is to lease fiber from Alltel to provide a physical fiber optic connection from the Ball Park Road Campus to the Administration Building. All maintenance would be conducted by Alltel as a part of the contract, including service to the routers that Alltel would place at each end of the connection.

In summary, with the growth in the number and functions at the Ball Park Road Campus, the county is relying on a risky WAN connection to those facilities for access to the Internet, Email, GIS, Banner and other essential line of business applications provided through the WAN. This proposed project would provide a much more reliable and secure link of those facilities to the rest of the county network.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

The service level impact on Ball Park Road Campus departments is the critical factor in evaluating the impact of a more reliable WAN for these system users. The following table provides some examples:

IT User	Most Used Systems	Service Level Impact of WAN Malfunction
Temporary EOC	Internet, Email	Inability to access online information (weather, news, etc.) and resource materials; and inability to communicate via Email with state and federal officials and other county officials
Public Works	Internet, Email, Banner, GIS	Internet and Email, same as above; inability to access the status of budget accounts online through Banner; inability to download updates to GIS from Planning & GIS or to upload updates made at Public Works.
Fire Training Facility	Internet, Email	Same as Temporary EOC.
Central Stores	Internet, Email, Banner	Internet and Email, same as above plus research and communication in support of product acquisition. Access to Banner supports the online inventory function of goods at the warehouse that is administered by Central Stores.
Fleet Services	Internet, Email, Banner	Same as for Public Works.
Building Services	Internet, Email, Banner	Same as for Public Works.
EMS	Internet, Email, Banner	When EMS relocates to its new facilities at Ballpark Road, they will use the Internet, Email and Banner like Public Works. In addition, EMS uses the Intranet to communicate with employees about training and shift assignments.

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

525004 – WIDE AREA NETWORK (WAN) SERVICE CHARGES **\$ 24,000**

A 10mb fiber connection would be established between the Ball Park Road Campus and the Administration Building through the lease of available fiber from Alltel. Alltel would install routers at both ends of the fiber and make the connections.

Construction and Installation fees to Alltel	\$ 5,000
10 months lease of 10mb connectivity from Alltel @ \$1,900 per mo.	\$19,000

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund #1000 Fund Title: General Fund
 Organization #102100 Organization Title: Information Services
 Program #VI Program Title: Replace CAMA--Phase I

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	0
510300 Part Time #0.5 (Temp.)	17,160
511112 FICA Cost	1,313
511113 State Retirement	1,176
511114 Police Retirement	0
511120 Insurance Fund Contribution #	0
511130 Workers Compensation	52
511131 S.C. Unemployment	0
* Total Personnel	19,701
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	100
521200 Operating Supplies	50
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	17,490
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	17,640
** Total Personnel & Operating	37,341
** Total Capital (From Section II)	1,780
*** Total Budget Appropriation	39,121

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program VI— Replace CAMA (Computer Assisted Mass Appraisal System)

Program VI: Replace CAMA

Objectives:

To replace the current problematic Computer Assisted Mass Appraisal System with an in-house developed system to serve the county's needs for property identification and tax assessment purposes. CAMA provides the foundation for the calculation of property tax bills and for tracking the creation and transfer of ownership of parcels of land and improvements.

In 1996 the County purchased the current Computer Assisted Mass Appraisal (CAMA) system from CLT. As delivered, the CAMA system lacked three important features that were required by the SC Law: Multiple Assessment Ratios; Mobile Homes; and Sales. Working with the Assessor's Office and others, IS staff took over the programming of these missing features and the system was implemented for the 1998 tax year. Since then, IS staff upgraded the system for Y2K compliance, has made other user-requested program changes, and has written new programs to extract information for the online presentation of assessment information. Consequently, the IS staff is very familiar with CAMA processes and the expectations of county departments that use CAMA.

The Current CAMA system consists of 141 Screens, 34 SQL modules and 79 Cobol programs. It runs on a Dell 2650 using Oracle Relational Database Management System (RDBMS) Version 8.1.5 and Oracle Forms Version 4.5. Unfortunately, both of the latter are no longer "supported" by Oracle. That means that if these elements of the system appear to malfunction, Oracle does not assist in diagnosing or fixing the problem.

In addition there are other problems with the current system that were built in to the original CLT system. For example:

- 1) Duplicate records are generated within database.
- 2) Multi level-building calculations (area and value) are based off the main level square foot instead of the actual, requiring unnecessary manual adjustments.
- 3) Data entry and data storage redundancy create workflow redundancy.
- 4) Database fields were forced to work with South Carolina property appraisal rules (originally designed by CLT for the Ohio property tax system).
- 5) Limited workflow management.
- 6) Limited automatic data validations.
- 7) Fragmented data/table storage.
- 8) Wasted unused data/table storage.
- 9) Not compatible with other Lexington County databases, requiring additional programming steps to interface with Tax Billing and collection, GIS, Imaging, Delinquent Tax Sales, etc. (i.e. no integration with GIS, ROD, Tax Billing & Collections except through data dumps and conversions).
- 10) Limited accessibility to export data into Excel or Access.
- 11) Poor quality building sketches.
- 12) User interface limited to Unix TTY sessions (i.e. no Web interface. Requires dumping CAMA data to a Progress Database to provide current CAMA Web pages, requiring manual intervention.)
- 13) Reassessment data is locked into a fixed tax year.

Since fixing ingrained problems such as these would require a virtual re-write of the system, we propose that the County leverage its expertise in Progress RDBMS and Progress development tools to plan, design and develop a CAMA system for the Assessor's Office. The Assessor's Office is currently working on reassessment for the 2005 tax year. They don't have the time or manpower to implement a new CAMA system at this time. This leaves logical time to implement a new CAMA system as the spring of 2006.

This creates a window of opportunity in the 2004-2005 and 2005-2006 budget years to have a new CAMA system in place for the 2006 tax season. In the first phase (first Fiscal Year), IS can work with the system users to develop a Requirements Definition. From the Requirements Definition, a Detailed Design Document, Work Assignments and Schedules and an Implantation Plan can be developed. Staff can attend training classes to lock down the skills needed to minimize false starts and errors. Also in Phase I, work can begin on developing the look, feel and layout of the data input and output screen.

SECTION IV. - SUMMARY OF REVENUES

The Information Services department is an internal service department that does not generate revenue from services provided to the public or other third parties. However, this new program offers significant cost avoidance benefits when compared to purchasing a third-party developed CAMA system. The following table illustrates the projected cost avoidance of in-house development of a CAMA replacement system.

COST COMPARISON OF CAMA REPLACEMENT: THIRD PARTY SYSTEM vs. IN-HOUSE DEVELOPED SYSTEM

FY	System	Element	Purchase	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	Total
Third-Party System Acquisition, Technical Currency, and Support									
05/06	3 rd Party	CAMA Pkg.	\$200,000*	\$30,600	\$30,600	\$30,600	\$30,600	\$30,600	\$353,000
In-house System Acquisition, Technical Currency, and Support									
04/05	In-house	Temp. Prsnl.	\$ 19,701						\$ 19,701
		Operating	17,640						17,640
		Capital	1,780						1,780
05/06	In-house	Temp. Prsnl.	\$ 19,701						19,701
		Operating	15,000	4,350	4,350	4,350	4,350	4,350	36,750
		Capital	47,000						47,000
									\$142,572
Cost savings, In-house Development									\$210,428

*Based on recent acquisitions by other counties, software and data conversion expense has ranged between \$160,000 to \$220,000. For this analysis, the projected cost for Lexington County of a third-party solution is \$180,000 (acquisition and conversion of existing data) plus \$20,000 for hardware, operating system, database management system and related expense. "Technical Currency and Support" for the application and database management systems typically run at 17 percent, as an industry standard.

Neither of these analyses includes the value of time spent by existing personnel in tax system departments (Assessor, Auditor, and to a lesser extent, Treasurer) and IS. The assumption that a "third-party" solution virtually eliminates the necessity for existing user or IS to make major time commitments to that solution is incorrect. Major time commitments are required to implement a "third party" solution. This is because such an implementation still involves the preparation a requirements definition (RFP scope of work), the procurement process (RFP preparation and review), installation, data conversion, and training all of which involve major commitments of in-house time. Then, after the system is up and running, continued staff support is needed to deal with ongoing technical issues and changes as well as to develop an implement "ad hoc reports" (i.e. reports that the third-party contractor does not have as a standard available report but that is desired by the user and must be developed in-house). The alternative to using in-house "ad-hoc" reporting capabilities within the system is to have custom reports written by the third-party contractor, usually at an industry standard per hour charge of \$125 or so.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

The following data illustrates the increased workload of the Applications Services Group as they provide support for the county's various enterprise and line of business applications.

WORK ORDERS COMPLETED				
Work Group	07/00 – 06/01	07/01-06/02	07/02-06/03	07/03-06/04 est.
Applications Services	118	308	455	400
Index to Base Yr.:07/00-06/01	1.00	2.61	3.86	3.39

A major component of this work has been support for the CAMA system and its interface with the Tax Billing and Collection System and online property record system.

We anticipate that a minimum of three staff members out of the six-member Applications Services Group will be involved with various aspects of this two-year project. In addition, we are requesting approval of one half-time Midlands Tech Co-op student on as a temporary* augmentation to staff to assist with routine programming required for the project.

*"Temporary" means the twenty-four month duration of the project.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	2 PT	0.6*		0.6*	8-PT
Program I Total	5	3.6		3.6	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT**	1		1	9-PTT**
Program II Total	6	5		5	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	17	14.6		14.6	

*24 hours per week (average) rotated between two part-time employees for a total of 48 hours every two weeks.

** Part-time temporary basis by Midlands Tech students through the Tech Co-operative Education program.

Requested Staffing Level (The temporary changes in support of Program VI shown in *bolded italics*):

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	2	0.6 FTE		0.6	8-PT
Program I Total	5	3.6		3.6	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT*	1FTE		1FTE	9-PTT*
Program II Total	6	5		5	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	2	1 + 0.5 FTE		1.5FTE	16
Program III Total	6.5	6.5		6.5	+0.5 net*
GRAND TOTAL	17.5	16.5		16.5	+0.5 net

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* Part-time temporary basis by Midlands Tech students through the Tech Co-operative Education program.
SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 100**

To cover extra office supplies (paper, pencils, file folders, etc.) associated with Phase I of this project.

521100 - DUPLICATING **\$ 50**

This account is used for copier machine duplicating of materials, research and information related to replacing CAMA. Estimated usage 1,000 annually @ \$.05 a copy.

525210 - CONFERENCE & MEETING EXPENSE **\$ 17,490**

To develop and sharpen the skills needed to develop a major enterprise-level system within the two-year window of opportunity, it will be important for staff to complete training relevant to the task. The following represents the classes identified for staff persons to attend in support of Phase I of the project:

Course Title	Location	Registration	Travel*	Total
Progress GUI** Application Development	Bedford MA	\$1,800	\$1,340	\$3,140
Building SmartObject Apps. w/Progress	Bedford MA	\$1,800	\$1,340	\$3,140
Adv. SmartObject Dev. w/Progress	Bedford MA	\$1,800	\$1,340	\$3,140
XML Essentials w/ Progress	Bedford MA	\$900	\$1,340	\$2,240
4GL Progress Dev. w/XML	Bedford MA	\$1,350	\$1,340	\$2,690
Using ProDataSets w/Progress	Bedford MA	\$1,800	\$1,340	\$3,140
Total				\$17,490.00

*Includes transportation, housing, & per diem.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 200**

Surplus office furniture (desk, chair, bookcase, file cabinet) would need to be purchased from Central Stores in support of the 24-month temporary Programmer Analyst.

540010 - MINOR SOFTWARE **\$ 315**

Minor desktop office software needed for word processing, spreadsheets, email, etc.

(1) Office XP Pro \$315

(1) PERSONAL COMPUTER/MONITOR **\$1,265**

The department needs to acquire one Function 3 (Programmer level) PC for the 24-month temporary Programmer Analyst to use in support of this project.

**New Program
Section I**

COUNTY OF LEXINGTON

Page 1

**New Program Request
Fiscal Year - 2004-2005**

Fund #1000 Fund Title: General Fund
 Organization #102100 Organization Title: Information Services
 Program #VII Program Title: Information Services Training Room

Object Expenditure Code Classification	Total 2004 - 2005 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	0
520300 Professional Services	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 #	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525100 Postage	0
525210 Conference & Meeting Expenses	0
525220 Employee Training	0
525230 Subscriptions, Dues, & Books	0
525 Utilities -	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
* Total Operating	0
** Total Personnel & Operating	0
** Total Capital (From Section II)	7,632
*** Total Budget Appropriation	7,632

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SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program VII – Information Services Training Room

Program VII: Information Services Training Room

Objectives:

This new program will equip a training room in the Information Services department. The purpose of the Training Room will be to provide a dedicated training facility where IS personnel can offer regular training on Windows, Networking, desktop productivity applications and Lexington County specific applications.

Desktop productivity applications:

- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Adobe Acrobat

Lexington County Applications:

- Banner (Finance, Procurement, Central Stores, Personnel)
- Lexington County Imaging System
- GIS
- Tax Billing & Collection
- CAMA
- General Sessions
- Common Pleas (EVANS)
- Family Court
- Magistrate Courts
- ADT Pro-Watch Security System

IS personnel will provide training in these areas, while third party vendors may provide more specific training for proprietary systems.

The Training Room can also serve as an application test environment for changes to county systems; a product demonstration area; and an alternate meeting room where changes can be reviewed by county departments prior to implementation.

SECTION III. - SERVICE LEVELS

Service Level Indicators:

Currently, the Information Services Department's user training activities are largely one-on-one, informal and at the user's desk. Equipping a room that in the new IS department work area with state surplus PC's to do group training will help IS provide user training more effectively.

Users have expressed a desire for more training opportunities to get the most out of the systems that are currently available to them. A training room in the IS Department offices would provide a good resource for responding to those requests. Since this room would be dedicated to this purpose, the PC's would not have to be taken down and stored when another meeting of a different type were to be scheduled, such as is the case for other general-purpose training rooms.

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Program/Title	Nnbr.	GF FTE	Other FTE	Tot FTE	Grade
Program I—Operations/User Services					
Director	1	1		1	32
IT Specialist-Web Developer	1	1		1	16
Operations Coordinator	1	1		1	12
Night Computer Operators	2 PT	0.6*		0.6*	8-PT
Program I Total	5	3.6		3.6	
Program II- Technical Services					
Systems Analyst II	1	1		1	26
Programmer /Analyst	3	3		3	16
PC / LAN Technician I	2 PTT**	1		1	9-PTT**
Program II Total	6	5		5	
Program III- Applications Services					
Systems Analyst II	2	2		2	26
Systems Analyst	3	3		3	24
Programmer Analyst	1	1		1	16
Program III Total	6	6		6	
GRAND TOTAL	17	14.6		14.6	

*24 hours per week (average) rotated between two part-time employees for a total of 48 hours every two weeks.

** Part-time temporary basis by Midlands Tech students through the Tech Co-operative Education program.

No staffing level changes would be needed to implement the IS Training Room Program.

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SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 862

In addition to PC's, some "surplus" furniture will be needed from Central Stores to equip the IS Training Room.

(6) 8' X 4' Tables @ \$42 ea.	\$252
(10) Chairs @ \$35 ea.	\$350
(1) Whiteboard (large)	\$260

540010 – MINOR SOFTWARE \$ 4,430

Operating systems and standard office desktop software will be needed to load onto state surplus PC's purchased for the IS training room.

(10) Operating System Software (Windows XP/2000) @ \$128 ea.	\$ 1,280
(10) Microsoft Office XP Pro @ \$315 ea.	\$ 3,150

OTHER CAPITAL \$ 2,340

State surplus PC's and monitors are requested for the IS Training Room (Pentium III, 500 MHz, min.).

(10) Used PC's @ \$184 ea.	\$ 1,840
(10) Used 17" Color Monitors	\$ 500

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 24 REC'D

FINANCE DEPT.

Fund: 1000
Division: General Administration
Organization: 102110 - Microfilming

BUDGET

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 3	85,466	30,645	85,404	<u>84,247</u>		
511112 FICA Cost	6,494	2,309	6,533	<u>6,449</u>		
511113 State Retirement	5,789	710	5,850	<u>5,774</u>		
511120 Insurance Fund Contribution - 3	17,325	8,640	17,280	<u>18,000</u>		
511130 Workers Compensation	231	83	231	<u>228</u>		
511213 State Retirement - Retiree	66	1,389	0	<u>0</u>		
* Total Personnel	115,371	43,776	115,298	<u>114,748</u>		
Operating Expenses						
520102 Contracted Maintenance (Microfilm)	1,665	4,149	4,149	<u>4,236</u>		
520200 Contracted Services	30	120	240	<u>800</u>		
520230 Pest Control	0	0	0	<u>0</u>		
521000 Office Supplies	83	41	150	<u>125</u>		
521100 Duplicating	149	80	150	<u>600</u>		
521200 Operating Supplies	1,673	1,091	2,000	<u>2,285</u>		
522200 Small Equipment Repairs & Maintenance	446	312	600	<u>600</u>		
524000 Building Insurance	107	107	267	<u>212</u>		
524201 General Tort Liability Insurance	377	189	472	<u>377</u>		
524202 Surety Bonds	19	0	0	<u>0</u>		
525000 Telephone	183	102	200	<u>204</u>		
525010 Long Distance Charges	3	1	25	<u>25</u>		
525100 Postage	107	72	105	<u>144</u>		
525230 Subscriptions, Dues, & Books	150	0	150	<u>150</u>		
525240 Personal Mileage Reimbursement	0	0	25	<u>25</u>		
525250 Motor Pool Reimbursement	18	0	25	<u>25</u>		
525385 Utilities - Kroger Bldg.	5,555	2,744	5,900	<u>5,484</u>		
* Total Operating	10,565	9,008	14,458	<u>15,292</u>		
** Total Personnel & Operating	125,936	52,784	129,756	<u>130,040</u>		
Capital						
540010 Minor Software	0	0	100	<u>100</u>		
All Other Equipment	31,179	0	0	<u>0</u>		
** Total Capital	31,179	0	100	<u>100</u>		
*** Total Budget Appropriation	157,115	52,784	129,856	<u>130,140</u>		

COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000
Organization # 102110

Fund Title: Gen. Admin.
Organization Title: Records Mgmt.

Object Expenditure Code Classification	Program # <u>1</u>	Program # <u> </u>	Program # <u> </u>	Program # <u> </u>	Total 2004-2005 Requested
Personnel					
510100 Salaries # <u>3</u>	<u>84,297</u>				<u>84,297</u>
510300 Part Time # <u> </u>					
511112 FICA Cost	<u>6,449</u>				<u>6,449</u>
511113 State Retirement	<u>5,774</u>				<u>5,774</u>
511114 Police Retirement					
511120 Insurance Fund Contribution # <u>3</u>	<u>18,000</u>				<u>18,000</u>
511130 Workers Compensation	<u>228</u>				<u>228</u>
511131 S.C. Unemployment					
* Total Personnel	<u>114,748</u>				<u>114,748</u>
Operating Expenses					
520100 Contracted maintenance					
<u>520103 Records Mgmt.</u>	<u>4,236</u>				<u>4,236</u>
520200 Contracted Services	<u>800</u>				<u>800</u>
520300 Professional Services					
520400 Advertising					
521000 Office Supplies	<u>125</u>				<u>125</u>
521100 Duplicating	<u>600</u>				<u>600</u>
521200 Operating Supplies	<u>2285</u>				<u>2285</u>
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.	<u>600</u>				<u>600</u>
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
524000 Building Insurance	<u>212</u>				<u>212</u>
524100 Vehicle Insurance # <u> </u>					
524101 Comprehensive Insurance # <u> </u>					
524201 General Tort Liability Insurance	<u>377</u>				<u>377</u>
524202 Surety Bonds	<u>0</u>				<u>0</u>
525000 Telephone	<u>204</u>				<u>204</u>
<u>525010 Long Distance</u>	<u>25</u>				<u>25</u>
525100 Postage	<u>144</u>				<u>144</u>
525210 Conference & Meeting Expenses					
525220 Employee Training					
525230 Subscriptions, Dues, & Books	<u>150</u>				<u>150</u>
525355 Utilities - <u>Ann Bldg.</u>	<u>5,484</u>				<u>5,484</u>
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating	<u>15,292</u>				<u>15,292</u>
** Total Personnel & Operating	<u>130,040</u>				<u>130,040</u>
** Total Capital (From Section II)	<u>100</u>				<u>100</u>
*** Total Budget Appropriation	<u>130,141</u>				<u>130,141</u>
<u>525240 Recesse Mileage Reimb.</u>	<u>25</u>				<u>25</u>
<u>525250 Motor Pool Reimb.</u>	<u>25</u>				<u>25</u>
<u>540010 Ann Software</u>	<u>100</u>				<u>100</u>

SECTION III. - PROGRAM OVERVIEW

SUMMARY OF PROGRAMS:

PROGRAM 1: Microfilm/Records Management

OBJECTIVE: To provide to all Department Heads and Elected Officials the best possible support in the areas of Records Management and Micrographics. To perform and accomplish these objectives in an efficient and professional manner.

SERVICE LEVEL INDICATORS

	<u>ACTUAL</u> <u>FY 2003/2004</u>	<u>ESTIMATED</u> <u>FY 2004/2005</u>	<u>PROJECTED</u> <u>FY 2005/2006</u>
Files Received/Indexed	7382	8120	8932
Documents Microfilmed	118,333	119,166	131,032
Jacket Headers Typed	3855	4241	4655
Jackets Loaded	3855	4241	4655
Approved Records Retention Schedules	2		
Filmed Rolls Processed:			
Microfilm	44	48	53
*Clerk of Court	4		
*Treasurer	13		

*Determined by the production of checks filmed within the Clerk of Court and Treasurer's offices. Records Management Division processes and performs quality checks only for these rolls.

**Actual number down from estimated amounts for FY 2003/04 due to one microfilm/operator being out on Family Medical Leave. Employee did not return to work. New hire came in on Dec. 15, 2003.

SECTION V.A. - LISTING OF POSITIONS

CURRENT STAFFING LEVEL:

<u>JOB TITLE</u>	<u>POSITION</u>	<u>GENERAL FUND</u>	<u>TOTAL</u>	<u>GRADE</u>
Microfilm/Records Management Supervisor	1	1	1	13
Microfilm Operator	2	2	2	4
TOTAL POSITIONS	<u>3</u>	<u>3</u>	<u>3</u>	

FUND 1000
 RECORDS MANAGEMENT (102110)
 FY 2004/2005 BUDGET REQUEST

FINANCE DEPT.

PAGE 1

 SECTION V.B - OPERATING

520102 - CONTRACTED MAINTENANCE **\$4236**

KODAK: Vendor Contract

(1) Prostar I Processor (\$1836) Due to age of processor and this being a critical piece of operating equipment.

PALMETTO MICROFILM: Vendor Contract

(1) Canon DR-5060 Scanner/Camera (\$2400)

520200 - CONTRACTED SERVICES **\$ 800**

Methylene Blue Test/Quality Checks on Security Microfilm and Roll Duplication-State Archives

Methylene Blue Test/Quality Checks - 1 per month @ \$20 x 12 = \$240

Roll Duplication - 8 per month x 12 = 96 rolls @ \$6.00 each = \$576

with the addition of the automated microfilmer/scanner to our program the production level will be greater, however we will have to have a working copy duplicated from each security roll produced on the filmer/scanner warranting the increase in this line item.

521000 - OFFICE SUPPLIES **\$ 125**

Routine office supplies needed for the daily operation of the office. Items such as: pens, pencils, typewriter/computer ribbons, envelopes, file folders, boxes, shredder bags, etc.

521100 - DUPLICATING **\$ 600**

Provide public & legal research copies, enhance poor originals & photostatic copies of originals, produce copies of documents that can't be sent through the automated filmer/scanner (eg: 10" x 15" file folders, 10" x 14 3/4" file jackets, oversized plats & maps, newspaper clippings, sticky notes, etc. Copies are necessary in order to film such records for security and for a working copy. The filmer /scanner is new to our program. Based on Nov./03 usage (831 copies @ 5 cents ea. = \$41.55) & Dec./03 usage (1362 copies @ 5 cents ea. = \$68.10) the projected increase will be warranted in this line item.

521200 - OPERATING SUPPLIES **\$2285**

To continue the daily operation of the office and provide supplies to microfilm users - eg: film to Treasurer and Clerk of Court for their check filmers. With the addition of the automated filmer/scanner to the Records Management program production levels have increased so usage of film and chemicals has also increased warranting the needed increase in this line item. Supplies include but are not limited to:

Film -100"- 8cs. @ \$124.40 = \$995.20 (\$995) and 215"- 1 cs. @ \$219 (\$219)

Fixer- 5 cs. @ \$44.80 = (\$224) and Developer - 5cs. @ \$67.04 = \$335.20 (\$335)

NBTA 243 Jackets -White- 1 bx @ \$69.95 (\$70) and Colors - 4 bx @ \$69.95 = \$279.80 (\$280)

Toner Cartridge for Laser Printer 2 ea. @ \$62.00 = (\$124)

Tape and Dispenser -2 @ \$18.99 = \$37.98 (\$38)

**FUND 1000
RECORDS MANAGEMENT (102110)
FY 2004/2005 BUDGET REQUEST**

PAGE 2

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE	\$600
Funds to be used for routine checks and needed repairs to camera equipment that does not warrant the high cost of a maintenance contract. Also for needed repairs to the typewriters used in the jacket applications. Based on Dec. 2003 Year to Date Activity report.	
524000 - BUILDING INSURANCE	\$ 212
Based on the December 2003 year to date activity report.(\$17.67/mo.)	
524201 - GENERAL TORT LIABILITY INSURANCE	\$ 377
524202 - SURETY BONDS	\$ 0
525000 - TELEPHONE	\$ 204
Telephone rental cost, one line, basic service - ALLTEL \$17.01/mo - Based on December 2003 six months activity report.	
525010 - LONG DISTANCE CHARGES	\$ 25
To cover any necessary long distance charges made in connection with job duties.	
525100 - POSTAGE	\$ 144
For mailing security rolls of microfilm and paperwork to the S.C. Dept. of Archives & History for testing and storage. Number of rolls in mailed batches vary according to production. Based on December 2003 six months activity report.(\$11.98 per month)	
525230 - SUBSCRIPTIONS, DUES, & BOOKS	\$ 150
To renew membership in ARMA (Association of Records Managers & Administrators) International. Dues include membership, monthly newsletter and fax and bulletins which provide information of changes, upgrades and assistance information in both microfilming and records management.	

FUND 1000
RECORDS MANAGEMENT (102110)
FY 2004/2005 BUDGET REQUEST

PAGE 3

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$ 25**

Use of personal vehicle when conducting county business. ARMA meetings, trips to Records Center, etc. To be used only when motor pool vehicle not available.

525250 - MOTOR POOL REIMBURSEMENT **\$ 25**

Use of motor pool vehicle when conducting County business.

525385 - UTILITIES - KROGER BUILDING **\$5484**

Based on December 2003 six months activity report.(\$457 per month)

SECTION V.C. -CAPITAL

<u>540010 - SMALL SOFTWARE</u>	<u>\$100</u>
For TLPGA Acrobat V5.0 WIN LIC	

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 23 REC'D

FINANCE DEPT.

Fund: 1000
Division: General Services
Organization: 111300 - Building Services

BUDGET

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 26	631,999	299,351	649,324	<u>709,913</u>		
510200 Overtime	3,386	2,359	2,359			
511112 FICA Cost	46,726	21,892	49,887	<u>52,533</u>		
511113 State Retirement	42,340	20,667	44,670	<u>48,629</u>		
511120 Insurance Fund Contribution - 26	134,400	63,360	139,680	<u>156,000</u>		
511130 Workers Compensation	44,216	21,167	45,154	<u>40,296</u>		
511131 SC Unemployment	3,614	0	0			
511213 State Retirement -Retiree	1,184	0	0			
* Total Personnel	907,865	428,796	931,074	<u>1,007,371</u>		
Operating Expenses						
520100 Contracted Maintenance - Chillers Warranties - \$9,460	25,986	12,787	19,613	<u>26,875</u>		
520200 Contracted Services	12,585	8,359	14,766	<u>53,917</u>		
520241 Refrigerant Disposal & Testing Acct.	0	0	1,000	<u>1,000</u>		
520242 Hazardous Materials Disposal	0	0	500	<u>500</u>		
521000 Office Supplies	747	330	760	<u>735</u>		
521100 Duplicating	393	192	415	<u>400</u>		
521200 Operating Supplies	34,616	21,166	45,005	<u>60,000</u>		
521201 Operating Supplies - Emergency Generator	186	178	1,000	<u>1,000</u>		
522000 Building Repairs & Maintenance	76,455	25,366	80,000	<u>100,000</u>		
522200 Small Equipment Repairs & Maintenance	4,291	695	4,800	<u>4,800</u>		
522300 Vehicle Repairs & Maintenance	7,711	3,285	7,100	<u>6,805</u>		
523200 Equipment Rental	211	87	400	<u>400</u>		
524000 Building Insurance	492	492	1,230	<u>1,497</u>		
524100 Vehicle Insurance - 14	6,240	3,120	8,450	<u>7,059</u>		
524201 General Tort Liability Insurance	3,387	1,694	4,665	<u>5,179</u>		
524202 Surety Bonds	148	0	0	<u>-0-</u>		
525000 Telephone	3,113	2,300	5,713	<u>5,430</u>		
525010 Long Distance Charges	242	284	300	<u>300</u>		
525020 Pagers and Cell Phones	1,384	712	1,710	<u>1,710</u>		
525030 800 MHz Radio Service Charges - 16	6,204	3,022	7,677	<u>6,496</u>		
525031 800 MHz Radio Maintenance Charges - 16	1,182	1,273	1,380	<u>1,182</u>		
525100 Postage	29	20	55	<u>45</u>		
525210 Conference & Meeting Expenses	239	0	250	<u>1,795</u>		
525230 Subscriptions, Dues, & Books	110	87	515	<u>235</u>		
525250 Motor Pool Reimbursement	51	39	201	<u>201</u>		
525357 Utilities - Central Whse./Bldg. Maint.	4,420	2,034	4,656	<u>5,500</u>		
525385 Utilities - Kroger Bldg.	907	448	960	<u>1,300</u>		
* 525387 Utilities - Judicial						
* 525400 Gas, Fuel, & Oil	11,677	6,356	15,636	<u>17,360</u>		*1100
525600 Uniforms & Clothing	4,519	2,867	5,800	<u>5,250</u>		
526500 Licenses & Permits	350	250	350	<u>350</u>		
538000 Claims & Judgments	241	0	400	<u>400</u>		
* Total Operating	208,116	97,443	235,307	<u>318,821</u>		
** Total Personnel & Operating	1,115,981	526,239	1,166,381	<u>1,326,192</u>		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: General Services
Organization: 111300 - Building Services

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools and Minor Equipment:	7,113	3,688	10,337	<u>10,000</u>		
540010 Minor Software	140	0	500	<u>200</u>		
All Other Equipment	44,661	21,820	51,251	<u>557,517</u>		
** Total Capital	51,914	25,508	62,088	<u>567,717</u>		

*** Total Budget Appropriation

1,167,895 551,747 1,228,469 1,893,909

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COUNTY OF LEXINGTON
Departmental Program Request
Annual Budget - General Fund
Fiscal Year - 2004-05

Fund 1000
 Cost Center 111300

Fund Title General Fund
 Organizational Title Building Services

Object Expenditure Code	Classification	Program 1 Admin.	Program 2 Custodial	Program 3 Bldg. Svc.	Total 2004-05 Requested
Personnel					
510100	Salaries	89,044	283,087	337,782	709,913
	510200 Overtime				
511112	FICA Cost	6,812	21,658	24,063	52,533
511113	State Retirement	6,100	19,391	23,138	48,629
511120	Insurance Fund Cont.	12,000	84,000	60,000	156,000
11130	Workers Compensation	3,411	7,559	21,326	40,296
511131	S. C. Unemployment				
	*Total Personnel	117,367	415,695	474,309	1,007,371
Operating Expenses					
520100	Contracted Maintenance	26,875			26,875
520200	Contracted Services	53,917			53,917
520241	Refrig Disposal & Test			1,000	1,000
520242	Hazard Waste Disposal			500	500
520300	Professional Services				
521000	Office Supplies	550	100	85	735
521100	Duplicating	275	45	80	400
521200	Operating		45,000	15,000	60,000
521201	Operat. Supplies - Emeg.			1,000	1,000
522000	Bldg Repairs & Maint.			100,000	100,000
522200	Small Eq. Repairs & Svc.	100	1500	3,200	4,800
522300	Vehicle Maintenance	410	605	5,790	6,805
523200	Equipment Rental			400	400
524000	Building Insurance	1497			1497
524100	Vehicle Insurance	543	543	5973	7,059
524201	General Tort Lia. Insc.	509	1008	3662	5,179
524202	Surety Bonds.				
525000	Telephone	540	195	4695	5430
525010	Long Distance Charges	225		75	300
525020	Other Comm. Charges	848	80	782	1,710
525030	800 MHz Radios	1000		5496	6,496
525031	800 MHz Radio Maint.	182		1000	1,182
525100	Postage	16	9	20	45
525220	Employee Training	1795			1,795
525230	Subscrip, Books Dues	125		110	235
525250	Motor Pool Reimburse	25	26	156	201
525357	Util Whse/Bldg Svc.	5500			5,500
525385	Utilities Kroger Bldg.		1300		1,300
525387	Utilities Judicial		550	550	1,100
525400	Gas Fuel & Oil	1170	1200	14990	17,360

525600	Uniforms & Clothing	<u>500</u>	<u>1750</u>	<u>3000</u>	<u>5250</u>
526500	License & Permits	<u>350</u>			<u>350</u>
528000	Claims & Judgements			<u>400</u>	<u>400</u>
	*Total Operating	<u>96,952</u>	<u>53,911</u>	<u>167,958</u>	<u>318,821</u>
	**Total Per & Operate	<u>214,319</u>	<u>469,606</u>	<u>642,267</u>	<u>1,326,192</u>
	**Total Capital	<u>567,717</u>	<u>-</u>	<u>-</u>	<u>567,717</u>
	***Total Budget Appropriation	<u>782,036</u>	<u>469,606</u>	<u>642,267</u>	<u>1,893,909</u>

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Administration
Program II - Custodial
Program III - Building Maintenance/Grounds

Program I: Administration

Objectives:

We have two employees in this area, the Manager and Administrative Assistant II. With their guidance other programs function properly in Building Services. With continued growth in the county, our work continues to increase. Effective coordinating and communicating insures work orders, special projects, procurement specifications, everyday purchases and budget are performed in a timely manner. With all functions flowing smoothly in program one, it allows other staff to perform their daily task without delays. All work starts in program one, being organized to prevent delays, allowing an efficient program.

Program II: Custodial

Objectives:

Seventeen custodial employees, to include an employee assigned to Irmo, Lexington, and Cayce-West Columbia libraries (budgeted by library system) and employee assigned to cleaning the Swansea Service Center and the Batesburg Health Center, clean twenty-six facilities, approximately 404,000 square feet. One of the seventeen custodial employees is the supervisor responsible for cleaning a facility and supervision of other staff. This does not allow for constant supervision, however; the staff is well trained and each knows their responsibilities and assignments. If one or more staff is absent for any reason, the supervisor coordinates cleaning of that area.

Program III: Building Maintenance/Grounds

Objectives:

Eleven employees, to include one assigned to Sheriff's Department (budgeted by Sheriff's Department), perform complete renovations to county facilities including, correcting electrical problems, plumbing repairs, designing and construction of work stations, cabinets, desks, book cases, installation of door frames, doors, door closers, locks by certified locksmith, installation and/or repairs to acoustical or suspended ceilings. HVAC mechanics install and/or repair gas or electrical units, capturing refrigerant, and fabricate metal and/or fiberglass ducts in the sheet metal shop. All buildings are painted inside and out, wall preparations for hanging wallpaper, installation and/or repair to carpet, floor tile and cove base. Keys are made for departments, with prior approval, for county facilities and vehicles. These eleven employees are responsible for approximately 110 building throughout the county. There is approximately 860,000 square feet of space which is maintained by Building Maintenance.

SECTION III. - SERVICE LEVELS

	Service Level Indicators:		
	Actual	Estimated	Projected
	FY 2002-03	FY2003-04	FY 2004-05
Work Orders Received (Maintenance)	3167	3254	3416
Work Orders Received (HVAC)	877	918	964
Work Order Completed (Maintenance)	3212	3132	3287
Work Order Completed (HVAC)	875	916	962

Buildings Maintained:

Total Number of Buildings - 110 @ 860,000 Sq. Ft.

- Administrative/ Maintenance Buildings - 21
- Convenience Stations & Landfill - 16
- DSS - 5
- Fire Stations & Training Facilities - 24
- Health Centers - 4
- Libraries - 8
- Magistrates - 2
- Public Works - 11
- Radio Towers - 3
- Sheriff's Department - 16

At present, there are 11 maintenance personnel assigned to the above areas. Nine (9) of those employees are assigned to tasks relating to a particular trade, i.e., carpentry, plumbing, HVAC. One (1) employee is assigned to grounds maintenance for the properties throughout the county and assists custodial in removal of trash from sites to the landfill. Additionally, 10 to 15 trustys, provided by the Sheriff's Department, assist with the various projects.

Building Cleaned:

- Libraries - 3 Workers Clean 93,100 Sq. Ft.
- West Columbia Health Center - 1 Worker Cleans 18,265 Sq. Ft.
- Batesburg Health/Magistrate & Swansea Service Center - 1 Worker Cleans 15,555 Sq. Ft.
- DSS - 1 Worker Cleans Four (4) buildings - 30,180 Sq. Ft.
- Office Buildings - 7 Workers Clean 246,900 Sq. Ft.

* Custodial workers pick up recycled paper and carry to Central Stores storage. They also pick up trash from various sites and carry to the convenience stations. The supervisor and assistant are working supervisors.

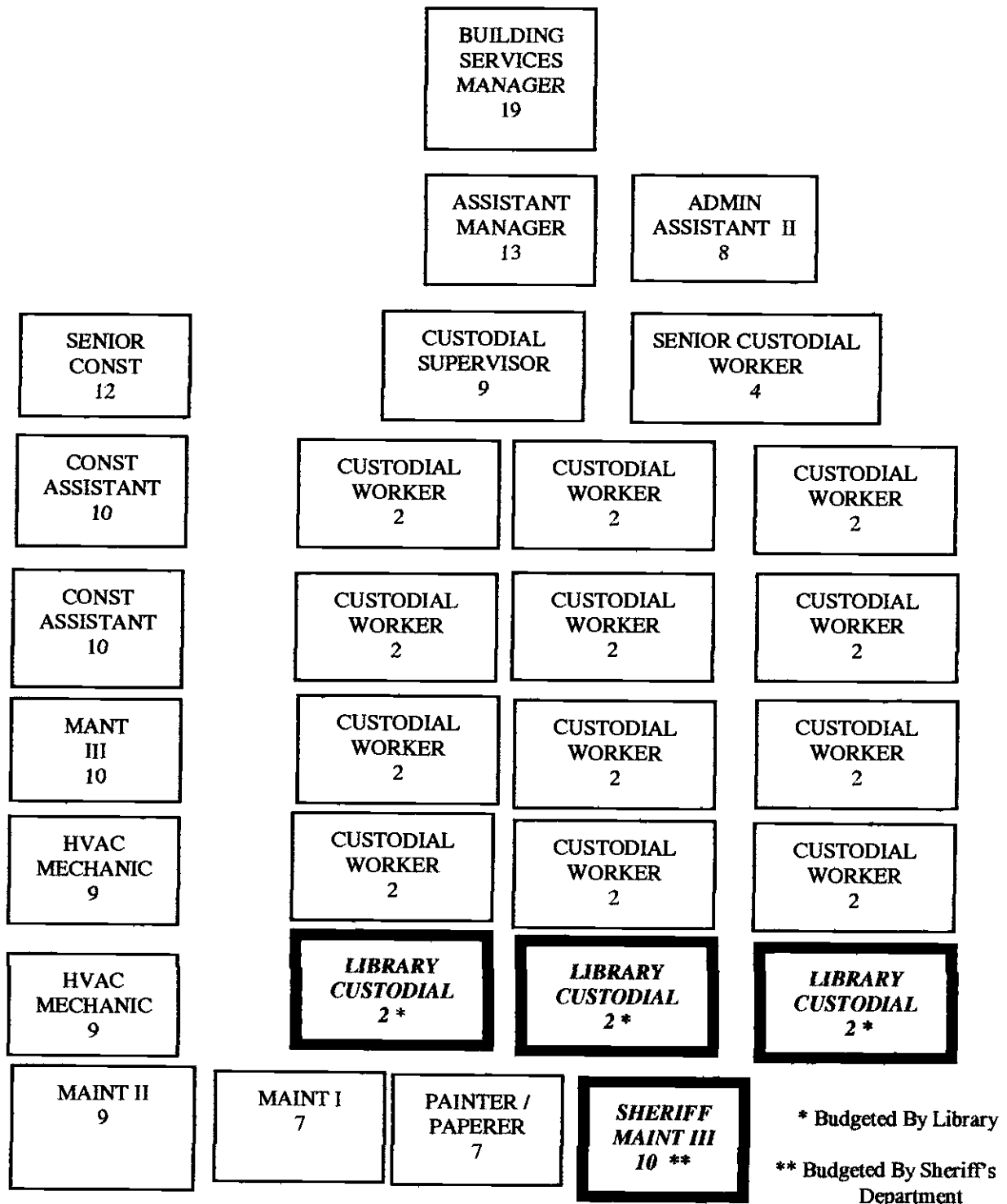
SECTION V.A. - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Manager	1	1		1	19
Asst. Manager	1	1		1	13
Sr. Const. Asst.	1	1		1	12
Const. Asst.	2	2		2	10
Maint. Asst. III	1	1		1	10
Asst HVAC Me	2	2		2	9
Maint Asst II	1	1		1	9
Cust Supervisor	1	1		1	9
Admin Asst II	1	1		1	8
Paint/Paper	1	1		1	7
Maint. Asst I	1	1		1	7
Sr. Cust. Worker	1	1		1	4
Custodial Worker	<u>15</u>	<u>15</u>		<u>15</u>	2
Total Positions	<u>29</u>	<u>29</u>	<u>0</u>	<u>29</u>	

DEPARTMENTAL ORGANIZATIONAL CHART



* Budgeted By Library
 ** Budgeted By Sheriff's Department

**SECTION V. B.
OPERATING LINE ITEM NARRATIVES**

520100 CONTRACTED MAINTENANCE \$26,875

Actual cost for annual contracted maintenance based on current information provided by vendors.

Southern Elevator	23,675.
Elevator maintenance contract for the Courthouse - 1 unit 1430.	
Elevator maintenance contract for the Administration Building - 2 units 5445.	
Elevator maintenance contract for Judicial Center - 5 units 16,800.	
<i>*Includes rental of test equipment \$200/month x 12 months = \$2400</i>	
Grinnel Fire Protection	2000.
Provide and deliver all materials, equipment and labor to service (refill), repair, inspect, and hydrostatically test approximately 175 fire extinguishers.	
American Door	
Deliver all material, equipment, and labor to inspect, service, and maintain overhead doors at Central Stores (4), Fleet Services (12) and Building Services(5). Test fire suppression doors Fleet (1), Central Stores (1) and North Lake Service Center (1).	1200.

520200 CONTRACTED SERVICES \$53,917

Actual cost for annual contracted services are based on current information provided by vendors.

Columbia Container Corporation	7,460.
Solid waste collections:	
Auxiliary Administration Building - one can 86.00 x 12 (plus tax) = 1083.60 (Tuesday & Friday)	
Ball Park Road - one can 86.00 x 12 (plus tax) = 1083.60 (Monday & Wednesday)	
Cayce Magistrate - one can 18.00 x 12 (plus tax) = 226.80	
North Lake Service Center - one can 129.00 x 12 (plus tax) - 1625.40 (Monday/Wednesday/Friday)	
West Columbia Health Ctr one can 86.00 x 12 (plus tax) = 1083.60 (Monday & Thursday)	
Swansea Svc. Center South one can 58.00 x 12 (plus tax) = 730.80 (Monday)	
Admin/Judicial Center one can 129.00 x 12 (plus tax) = 1625.40	

Lowman Communications (No Tax - Labor Only) 4,038.
 Maintenance and monitoring for fire and burglar.

Courthouse- twelve months x 31.50 = 378.
 Administration Bldg- twelve months x 69.00 = 828.
 Museum- twelve months x 31.50 = 378.
 Solicitors office- twelve months x 21.50 = 258.
 Central Stores - twelve months x 31.50 = 378.
 Fleet Services - twelve months x 31.50 = 378.
 Building Maintenance - twelve months x 31.50 = 378.
 Swansea Service Center - Twelve months x 19.50 = 234.
 Lexington Magistrate - Twelve months x 31.50 = 378.
 Judicial Center - Twelve months x 37.50 = 450.

PSI/Carolinas 800.

Annual flow test for fire pump system 425.
 Administration Building.
 Annual flow test for fire pump system 375.
 Judicial Center

Annual insect and pest control agreements (No Tax - Labor Only) 6619.

Orkin Exterminator - Administration Bldg 116.
 Terminix - Harbison center 156.
 Terminix - Batesburg Magistrate 90.
 Terminix - Courthouse and Courthouse Annex 822.
 Terminix - Public Works 442.
 Terminix - Kroger Facility 1338.
 Stein - Admin Addition/Judicial Center 0.
 *Budget FY2007/08
 Terminix - North Lake Service Center 3655.

*** Note:** As noted above, the above figure only includes seven (7) buildings. The figure for the Administration Building addition and the Judicial Center is not included in the above figure as they are covered until June of 2007. The cost for both will be approximately 3,614 per year, bringing the cost for eight (8) building to over \$10,000 annually. In the past 10 years, none of the above buildings have had any termite damage. Several other departments have termite agreements for their buildings. Approximately four (4) years ago, we attempted to collect damages at Pelion Fire Station but was unsuccessful due to rotted wood.

It is the recommendation of Building Services that all termite agreements not be renewed beginning FY 2004-05.

16-11

Landscape Services - Administration/Judicial Complex 35,000

Landscape service for the Administration and Judicial Center complex. This service includes placement of a contact employee 40 hrs/wk at the complex. Includes mowing, trimming, blowing lots, trash removal from lots, pesticide spraying as needed, laying new mulch as needed, and other miscellaneous items as needed.

An alternative to the above plan would be to only contract the service for one day weekly. The services would be much the same as the full time person stationed at the complex, without daily trash removal from the grounds. This alternate plan would be approximately \$14,000 yearly.

520241 REFRIGERANT RECYCLING & CYLINDER PRESSURE TESTING \$1,000

The Clean Air Act prohibits releasing of refrigerant in the atmosphere, so therefore all refrigerants are recovered. Some of these refrigerants are reused if no contamination has taken place, but the majority is not suitable for reuse. This refrigerant has to be disposed of properly by sending it to a disposal company. Therefore, we have to lease proper disposal containers to ship the refrigerant as specified by the disposal company. The cost will include containers and fees for disposal. Every five years refrigerant cylinders must be pressure tested and cylinder(s) may have to be replaced if they fell the pressure test. All cylinders on hand are scheduled to be tested.

5 Replacement Cylinders @ 130.00 = 650.
10 Pressure Testing @ 35.00 = 350.

520242 HAZARDOUS WASTE DISPOSAL \$ 500

This account is used for disposal of used thinners, cleaners, oils, and paints. Due to the chemical make up of these materials they are required to be disposed of by an authorized vendor.

521000 OFFICE SUPPLIES \$ 735

This account is used for purchase of office supplies, i. e., typewriter ribbons, toner cartridge for printer, fax paper, pencils, pens, pads, forms, file folders, calendars, etc.

Printer Paper -50 reams @ \$2.13 = 106.50	Pencils 25 Dozen @ .69 = 10.35
Pens 150 each @ .42 = 93.00	Black Printer Cartridge - 3 @ 33.00 = 99.00
Color Cartridge - 3 @ \$50 = 150.	Fax Cartridge - 1 @ 45.00 = 45.00
Folders - 2 boxes @ 6.30 = 12.60	Hanging Folder - 1 @ 5.63 = 5.63
Calendars & Refills - 35.00	Address Labels - 1 @ 11.18 = 11.18
Wastebasket 2 @ 5.18 = 10.36	1" Binders - 6 @ .99 = 5.94
2" Binders - 6 @ 1.95 = 11.70	Calculator Paper -10 Rolls @ .35 = 3.50
Diskettes - 5 @ 4.00 = 20.00	
Various Forms (Leave Slips, Requisitions, Purchase Orders) - 55.00	
Misc (Staples, Paper Clips, Binder Clips, Memo Pads, Typewriter Ribbon) 20.00	
Writing Pads - (Letter & Memo) 4 pk Letter Size & 4 pk Junior = 40.00	

16-12

521100 DUPLICATING **\$400**

This account is used for copy machine duplicating, invoices, correspondence for employees, and vendors necessary to accomplish daily task in the Building Services Department.

8000 Copies @ .05 = 400.00

521200 OPERATING SUPPLIES **\$60,000**

This account is used for purchasing supplies to paint county facilities, cleaning supplies, and ground maintenance supplies. Operating supplies break down:

Administration Bldg.	8,500.	Auxiliary Administration Building.	4,500.
Courthouse and Courthouse Annex	5,000.	DSS and two mobile units	4,250.
Grounds, keys and lock supplies	7,250.	Carpet, tile, and furniture cleaning	6,500.
Paint and Misc paint material	4,800.	DSS Maxway Annex	2,450.
Rish Building (DJJ)	1,350.	Gantt (Probation, Pardon & Parole)	1,350.
Triple Wide DSS (state facility)	1,350.	Judicial Center	12,700.

* Supply List: Brooms, Cleaners, Mops, Tissue, Towels, Wax, Etc.

521201 OPERATING SUPPLIES/EMERGENCY GENERATORS **\$1,000**

This account is used to purchase material for maintaining the emergency generators, Administration Building and Judicial Center. These generators must be operational at all times.

5 Services Calls @ 200.00 = 1000.

522000 BUILDING REPAIRS AND MAINTENANCE **\$100,000**

This account is used to cover maintenance and repairs in all county buildings; exceptions are the Fire Stations, Law Enforcement Center and Libraries, and Solid Waste Management.

This cost covers daily maintenance and repair costs for 32 building to exclude those listed separately above. The cost is based on previous historical data. Additionally, it has become necessary to clean the carpets and floors on a more regular basis in order to clean the dust that accumulates. Air quality inside our building is vital to daily operations and the health of our personnel. In order to maintain good air quality, it is necessary to change the filters and clean the vents and duct system in our buildings more frequently.

We have started a policy of changing all ceiling tiles should they become stained due to any type of water damage. This will assist in eliminating possible air quality issues in our buildings. Many of our building have blinds installed in the windows to reduce glare and heat loss. These will require cleaning in order to eliminate accumulation of dust.

In addition to the above repairs, we are required by DHEC to test annually each back flow device which prevents water to reenter the public water system once it passes through the meter. This prevents the public water system from becoming contaminated should there be a break in the water lines at any of our buildings.

The new addition to the Administration Building and the Judicial Center came on line this year. As we add these buildings, there will be items which will require attention. Additionally, under construction is the Oak Grove Magistrate's complex which should come on line early summer.

522200 SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$4,800**

This account is used to purchase replacement parts and perform minor repairs to existing equipment. Lawn mowers, weed eaters, vacuum cleaners, computers, modems, typewriters, printers, monitors, and other small equipment are repaired in the Building Maintenance department.

- Ladders - 37 each
- Drills - 20 each
- Fans - 6 each
- Routers - 2
- Saws - 14
- Vacuum Cleaners - 31
- Mowers & Lawn Equipment (Edgers, Trimmers) - 18
- Printers - 3
- Computers - 4
- Lift Unit for Changing Fixtures/Tiles -1
- Parking Lot Line Sprayer - 1

522300 VEHICLE REPAIRS & MAINTENANCE **\$6,805**

This account is used to provide service repairs and parts for thirteen vehicles, and one vehicle trailer assigned to the Building Services department. All cost were figured using estimated miles driven through December 2003.

Services are broken down into three (3) types:

- A Service - Every 3 months/5000miles - Check Fluids, Belts and Change Oil, Etc.
- B Service - Every 24 months/30,000 miles - Includes A Services & Check Transmission
- C Service - Every 36 months/60,000 miles - Includes A & B Items, Differential, Wheel Bearings &

Radiator

Vehicle 18930 - 97 Chevrolet Blazer	410.
A service $45.00 \times 3 = 135.$	
B service $75.00 \times 1 = 75.$	
Miscellaneous repairs & tires 200.	
Vehicle 24041- 2002 Chevrolet 3/4 ton pickup	565.
A service $50.00 \times 3 = 150.$	
C service $175.00 \times 1 = 175.$	
Miscellaneous repairs & tires 240.	
Vehicle 20836 - 99 Ford 3/4 top pickup	395.
A service $45.00 \times 3 = 135.$	
B Service $60.00 \times 1 = 60.$	
Miscellaneous repairs & tires = 200.	
Vehicle 21569 - 99 Ford Flatbed 1 ton	480.
A service $50.00 \times 4 = 200.$	
Miscellaneous repairs & tires =280.	

Vehicle 20786 - 99 Dodge Van	550.
A service $45.00 \times 3 = 135.$	
C service $175.00 \times 1 = 175.$	
Miscellaneous repairs & tires 240.	
Vehicle 23102 -2001 Chevrolet 3/4 ton service truck	465.
A service $50.00 \times 3 = 150.$	
B service $75.00 \times 1 = 75.$	
Miscellaneous repairs & tires = 240.	
Vehicle 21519 - 2000 Ford one ton dump	510.
A service $50.00 \times 3 = 150.$	
B service $80.00 \times 1 = 80.$	
Miscellaneous repairs & tires = 280.	
Vehicle 24457 - 02 Dodge Van	450.
A service $50.00 \times 3 = 150.$	
B service $60.00 \times 1 = 60.$	
Miscellaneous repairs & tires 240.	
Vehicle 23774 - 2002 Dodge Van	605.
A service $50.00 \times 3 = 150.$	
C service $1 \times 175. = 175.$	
Miscellaneous repairs & tires 280.	
Vehicle 18619 - 96 Ford pickup	605.
A service $45.00 \times 2 = 90.$	
B service $60.00 \times 1 = 60$	
C service $175.00 \times 1 = 175.$	
Miscellaneous repairs & tires 280.00	
Vehicle 21570 - 2000 Chevrolet pickup	400.
A service $50.00 \times 4 = 200.$	
Miscellaneous repairs & tires 200.	
Vehicle 19952 - 98 Chevrolet 3/4 ton service truck	420.
A service $45.00 \times 4 = 180.00$	
Miscellaneous repairs & tires 240.	
Vehicle 0000 - 04 Ford 3/4 ton service truck	300.
A service $45.00 \times 4 = 180.00$	
Miscellaneous repairs & tires - 120.	
Miscellaneous Towing Fees	400.
Trailer Repairs & Parts	250.

523200 EQUIPMENT RENTAL **\$400**

This account is used to rent eight gas cylinders for the Maintenance department. Cylinders are used for welding as needed throughout the County. Two argon, two oxygen, two acetylene and two protec cylinders.

16 @ 25.00 = 400.

524000 BUILDING INSURANCE **\$1497**

This account is for insurance on the Building Maintenance building, custodial building and storage shed.

- (Based on figures as provided by Risk Management.)

524100 VEHICLE INSURANCE **\$7,059**

This account is for liability insurance on twelve vehicles assigned to the Building Service Department.

- 13 Vehicles @ 543.00 = 7,059
(This is based on a figure of \$543 per vehicle as provided by Risk Management.)

524201 GENERAL TORT LIABILITY INSURANCE **\$5,179**

To covers allocated cost for twenty-three employees.

- (Based on figures as provided by Risk Management.)

524202 SURETY BOND **\$0**

To cover the cost for surety bonds for Building Services personnel. FY 2004-05 is a non payment year.

5250000 TELEPHONE **\$5,430**

This account is for dedicated telephone lines and to operate the computerized (NOVAR) HVAC systems and alarm systems in various county buildings.

4 lines at 16.25 = 65.00 x 12 months (tax included) = \$780.00
21 lines at 15.00 = 315.00 x 12 months (tax included) = \$3780.00
1 line at 12.50 = 12.50 x 12 months (tax included) = \$150.00
- Fax Machine
1 line at 60 = 60.00 x 12 months (tax included) = \$720.00

525010 LONG DISTANCE CHARGES **\$300**

This account is for long distance calls made by the Building Services department necessary to obtain information from vendors or contact vendors and other agencies. When possible, the prefix for Batesburg, Chapin, and Swansea are used.

16-16

525020 PAGERS & CELL PHONES **\$1,710**

Beepers for staff that are either on call twenty-four hours a day or cannot be reached at times by two-way radio or telephone during emergencies.

State wide service $\$8.82 \text{ mo} \times 2 = \$17.64 \times 12 \text{ mo (plus tax)} =$ \$222.26

Local service $\$6.00 \text{ mo} \times 2 = \$72. \times 12 \text{ mo (plus tax)} =$ \$79.56

Car phone \$268.16

Monthly Access Fee $\$19.95 \text{ mo} \times 12 \text{ mo (plus tax)} =$ \$256.16

Estimated cost for yearly air time charge (plus tax) = \$12

Car phone \$203.96

Monthly Access Fee $\$14.95 \text{ mo} \times 12 \text{ mo (plus tax)} =$ \$191.96

Estimated cost for yearly air time charge (plus tax) = \$12.

Nextell Service 2 Units 936.00

Monthly Access Fee $\$39. \times 2 \text{ mo} \times 12 \text{ months}$

525030 800 MHZ RADIO SERVICE CHARGES **\$6,496**

Operating cost for 800 MHz radios which are in service at present.

Thirteen radios @ $\$41.64/\text{mo.} = \$541.32 \times 12 \text{ mo} =$ \$6495.84

525031 800 MHZ RADIO MAINTENANCE CONTRACTS **\$1,182**

To provide for the warranty of the 800 MHz radios for Building Services.

13 Units @ $\$90.90/\text{mo} \times 12 \text{ months} =$ 1181.70

525100 POSTAGE ACCOUNT **\$45**

This account is used to provide postage on mail that cannot be delivered using our in house system.

10 @ .55 = 5.50

30 @ .34 = 10.20

5 @ 5.86 Packages = 29.30

525220 EMPLOYEE TRAINING **\$1795**

This account is used for staff to stay certificated providing refresher courses and continuing education.

Certified Indoor Environmentalist Course \$1600.

This course will allow a member of the Building Services staff to be certified to recognize the potential hazards and contaminants within buildings for both air and water.

*Includes associated cost of travel, accommodations and meals.

Certification Exam for Indoor Environmentalist \$195

525230 SUBSCRIPTION, DUES & BOOKS **\$235**

These funds are used for purchases of subscriptions and books, reference manuals assisting staff in their work.

Business news publications (plus tax) 110.

Indoor Air Quality Association Dues 125.

525250 MOTOR POOL REIMBURSEMENT **\$201**

This account is used when county vehicles are out of service and motor pool vehicles must be used.

550 miles x .365 per mile = 200.75
(Custodial - 200 miles Building Maintenance 350 miles)

525357 UTILITIES CENTRAL WAREHOUSE/BLDG SERVICES **\$5,500**

Utility usage for space occupied by Central Warehouse, and Building Services staff.

525385 UTILITIES CUSTODIAL (KROGER) **\$1300**

Utility usage for space occupied by Custodial staff.

525389 UTILITIES CUSTODIAL (JUDICIAL) **\$1100**

Utility usage for space occupied by Building Services and Custodial staff.

525400 GAS FUEL & OIL **\$17,360**

Gas and/or fuel usage for twelve vehicles provided for travel to and from different locations throughout Lexington County. Two out of the twelve vehicles are utilized for staff that are on call at all times (twenty-four hours). Due to an increase in the number of work orders, the Building Services vehicles are traveling more miles each year.

Gasoline
8,868 gallons x 1.25 per gallon = 11085.00
Oil and Fuel oil
4800 gallons x 1.25 gallon = 6000.00
Miscellaneous gas 170 x 1.25 = 212.50
Miscellaneous oil & fuel 50 x 1.25 = 62.50

525600 UNIFORM AND CLOTHING **\$5,250**

This account is used to replace uniforms as needed. We provide uniforms to staff identifying them each as County employees. We have twenty-seven employees in Building Services; departments combined are Building Maintenance, Custodial and Security Guards.

13 Building Maintenance Uniforms & Shoes @ \$3250.00
14 Custodial @ \$1750

526500 LICENSE AND PERMITS **\$350**

Permits are necessary for underground fuel tanks at the Administration Building and public water system for Swansea Service Center South.

SC Dept of Health & Environmental Control
Annual fee underground tank
Administration Building 100.
Safe drinking water permit
Swansea Service Center South 250.

558000 CLAIMS & JUDGEMENTS **\$400**

Cost to cover any claims and judgements. This account will be used to cover the cost of replacement of any glass or windows broken as a result of any damage caused by construction and/or grounds crews.

SECTION V. B.

CAPITAL LINE ITEM NARRATIVES

540000 SMALL TOOLS AND EQUIPMENT \$10,000

This account covers replacement tools, purchase of new tools, and minor equipment. Continued changes in technology makes replacing parts easier, but also makes some tools obsolete. Replacement tools are as follows, but not limited to: carts, wrenches, drills, skill saws, air filters, elements, telephones, modems, vacuum cleaners, buffers, other custodial equipment, etc.

540010 - MINOR SOFTWARE \$200

This account used to purchase minor software. This year we will upgrade Excel and upgrade our current edition of WordPerfect.

ELEVATORS - ADMINISTRATION BUILDING \$500,000

The Administration Building was constructed with four (4) elevator shafts installed. During the construction phase a decision was made that only two (2) elevators would be installed. The two (2) additional shafts have the rails in place but do not have any cars or operators. The county had grown drastically over the last 27 years and the use of the Administration Building has increased as well. As we continue to grow, it is necessary to add the additional two (2) cars to the existing shafts.

The Administration Building needs a freight elevator to move heavy service equipment, office furniture, and renovation materials to various floors. We have been carrying large items on the top of the elevator, this is not a safe practice, but is the only way we have to get materials and other items to the various floors. One of the two (2) new cars which are included in this request would be a freight elevator. The freight elevator would give us additional space in the car's height to carry larger, over-sized items, but will be available for passengers as well.

ELEVATOR - COURTHOUSE \$50,000

Due to the age of the elevator, repair parts for this unit are becoming consistently harder to purchase. It has become necessary to replace the controllers and the motor in the unit. Replacing these parts will allow us to extend the use of this unit without replacing the entire unit.

MOWER - 50" DECK \$6400

This unit will be a replacement for the current mower which is over 10 years old. Replacing this unit will allow the grounds crew to continue cutting grass efficiently without continued down time for repairs of the current unit.

COMPUTER W/ FLAT SCREEN MONITOR - REPLACEMENT \$1117

This unit which replace the existing unit in the Building Services office. The existing unit will be moved to the Manager's office to replaced a unit which has become outdated. The hard drive on the current unit in the Building Services office has limited space remaining. Also, due to changes in software and changes to the maintenance program the unit often becomes unresponsive at times due to multi-tasking. As evidenced previously, we would request a Pentium unit due to the amount of multi-tasking which the machine is asked to perform.

LEXINGTON COUNTY

FEB 23 RECD

FINANCE DEPT.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000
Organization # 111300
Program # 3

Fund Title: GENERAL
Organization Title: BUILDING SERVICES
Program Title: BUILDING MAINTENANCE

Object Expenditure
Code Classification

Total
2004 - 2005
Requested

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	<u>27,562</u>
510300 Part Time # _____	
511112 FICA Cost	<u>2,108</u>
511113 State Retirement	<u>1,888</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	<u>6,000</u>
511130 Workers Compensation	<u>1,232</u>
511131 S.C. Unemployment	
* Total Personnel	<u>38,790</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>10</u>
521100 Duplicating	<u>5</u>
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	<u>300</u>
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u>1</u>	<u>543</u>
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	<u>225</u>
524202 Surety Bonds	
525000 Telephone	<u>542</u>
525030 800 MHz RADIO CHARGES	<u>91</u>
525031 800 MHz RADIO MAINT	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities - _____	
525400 Gas, Fuel, & Oil	<u>1,150</u>
525600 Uniforms & Clothing	<u>350</u>
526500 Licenses & Permits	
* Total Operating	<u>3,216</u>
** Total Personnel & Operating	<u>42,006</u>
** Total Capital (From Section II)	<u>38,750</u>
*** Total Budget Appropriation	<u>80,756</u>

**Building Maintenance
Additional Personnel**

Proposed Grade: Grade 9
Proposed New Positions: One (1)

In 2003, Building Services added one new position to assist with the maintenance of the buildings being built by the County of Lexington. With the addition of the Judicial Center, additional space added to the Administration Building, Oak Grove Magistrate, and new space being added for the Sheriff's Department for the training facility located near the Columbia Metropolitan Airport, we have added approximately 150,000 sf. of space which will require maintenance. Additionally, Fire Service will construct a new complex in the southern area of Lexington County if federal funding comes available this year and there are two additional stations planned for the near future.

Administration Bldg. Additional square footage added to building as well as grounds upkeep.
Judicial Center: New Judicial Complex constructed with 98,000 sf. of space added.
Magistrate: Oak Grove Complex addition.
Public Works: The administrative area of Public Works was enlarged.
Sheriff's Department: Training facility near the Columbia Metropolitan Airport.

Air quality has become a priority. As Building Services continues to monitor the air quality in county buildings, more time will be required to monitor and correct air quality within these buildings. Changing filters, cleaning HVAC units and grills is a time consuming process.

Additionally, as roof or plumbing leaks are detected, Building Services immediately ensures the water is vacuumed from the carpet and/or flooring. Fans are immediately placed to ensure the area is completely dried to ensure moisture is contained to prevent the potential for mold to grow.

Additionally, Building Services is being called upon to renovate areas as additional personnel are added by the various departments. Many of our buildings are starting to age and with age comes the requirement for added repairs and maintenance to keep the building fully operational. We have seen in many instances following new construction, Building Services has been required to make changes to buildings once the contractor has completed the project, thus requiring staff to abandon projects until a later time in progress to work on these projects.

As we build buildings in the outlying areas, travel time must be factored into the equation in order to maintain the buildings. Due to the limited staff, many times personnel are required to leave a job on one side of the county in order to handle an emergency on the other side of the county. We have seen this quite often in recent years.

An additional person will allow this department ample time to concentrate on providing better services in a more timely manner. More importantly, it will give Building Services ample staff to concentrate on having staff readily available for emergencies.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: GENERAL
 Organization # 11300 Organization Title: BUILDING SERVICES
 Program # 2 Program Title: CUSTODIAL

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	<u>18,150</u>
510300 Part Time # <u> </u>	
511112 FICA Cost	<u>1,389</u>
511113 State Retirement	<u>1,243</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	<u>6,000</u>
511130 Workers Compensation	<u>485</u>
511131 S.C. Unemployment	
* Total Personnel	<u>27,267</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>10</u>
521100 Duplicating	<u>5</u>
521200 Operating Supplies	<u>100</u>
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	<u>225</u>
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	<u>150</u>
526500 Licenses & Permits	
* Total Operating	<u>490</u>
** Total Personnel & Operating	<u>27,757</u>
** Total Capital (From Section II)	<u>-0-</u>
*** Total Budget Appropriation	<u>27,757</u>

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Building Services
Additional Personnel

Supervisor - Claudietta Davis
Assistant - Joyce Hunter

<u>DSS</u>	<u>General</u>	<u>Health Departments</u>	<u>Libraries</u>
Etheredge, Patricia	Cook, Marian	Wise, Louise	Byrd, Martha
	* Corder, Janet		Walker, Ann
	Dennis, Corine		Isaac, Thelma
	Etheredge, Jessie		
	Hiller, Florence		
	Kennedy, Steven		
	Rivera, Hilda		
	Smith, Gloria		
	Summer, Janice		
	Tackett, Corbett		

** Janet Corder cleans the Swansea Service Center two (2) days per week and the Batesburg Health Center three (3) days per week.*

DSS Custodial - One (1) person assigned - 30,180 sq. ft. - Personnel assigned to this area clean the Department of Social Services buildings on Gibson Road and the Maxway Building on West Main Street.

General Custodial - Eight (8) persons assigned - 262,000sq. ft. - Personnel assigned to this area clean building in and around the main campus complex to include but not limited to the Administration Building, Auxiliary Administration Building, Courthouse, Courthouse Annex, Judicial Center, Swansea Service Center and they fill in other areas as needed.

Health Department Custodial - One (1) persons assigned - (18,265 sq. ft) - Personnel assigned to this area clean the West Columbia Health Center.

Libraries - Three (3) persons assigned plus one (1) trusty - (93,100 sq. ft. / Approx.23,275 per employee) - Personnel assigned to this area clean the Irmo Library, Lexington Library and the West Columbia Library. The Lexington Library also is the headquarters for the library systems and uses a trusty from the Lexington County Detention Center daily to assist with the cleaning responsibilities.

The additional person will be brought in at the current rate of pay for custodial staff. There should not be a need for additional supervisors and should in fact allow the working supervisor the opportunity to fill in as needed much easier should one of the staff be absent for any reason.

This year we are asking for one (1) custodial position.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: General Services
Organization: 111310 - Security Services

		BUDGET					
Object Expenditure		2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code	Classification	Expenditure	Expend. (Dec)	Amended (Dec)	Requested	Recommnd	Approved
Personnel							
510100	Salaries & Wages - 1	30,335	15,054	31,456	31,360		
510199	Special Overtime	0	0	0	1,000		
510200	Overtime	76	690	690	1,000		
510300	Part-Time 3	0	17,950	50,409	70,302		
511112	FICA Cost	2,307	2,526	6,315	7,930		
511113	State Retirement	0	730	1,583	3,574		
511114	Police Retirement	3,254	2,465	8,623	5,509		
511120	Insurance Fund Contribution	5,600	2,880	5,760	21,750		
511130	Workers Compensation	1,061	1,432	2,813	3,452		
	* Total Personnel	42,633	43,727	107,649	145,877	0	0
Operating Expenses							
521000	Office Supplies	5	10	100	150		
521200	Operating Supplies	0	0	0	75		
521208	Police Supplies	124	5	200	200		
522200	Small Equipment Repairs	0	0	0	0		
522300	Vehicle Repairs and Maintenance	0	71	500	500		
524100	Vehicle Insurance - 1	0	0	650	543		
524201	General Tort Liability Insurance	476	238	2,023	2,501		
524202	Surety Bonds	6	0	0	0		
525000	Telephone	280	141	355	355		
525010	Long Distance	5	0	20	100		
525020	Pagers and Cell Phones	105	53	705	816		
525030	800 MHz Radio Service Charges - 1	494	247	563	632		
525031	800 MHz Radio Maintenance Contracts	0	91	90	124		
525221	Employee Training & Staff Development	0	0	400	400		
525230	Subscriptions, Dues & Books	0	0	40	40		
525400	Gas, Fuel & Oil	0	127	400	500		
525600	Uniforms & Clothing	126	135	500	1,000		
	* Total Operating	1,621	1,118	6,546	7,936	0	0
	**Total Personnel & Operating	44,258	44,848	114,370	153,813	0	0
Capital							
540000	Small Tools & Minor Equipment	0	0	500	0		
540010	Minor Software	2,400	0	140	0		
	All other equipment	0	0	0	0		
	** Total Capital	2,400	32	485	0	0	0
	*** Total Budget Appropriation	46,658	44,880	114,855	153,813	0	0

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$150

The major expenditures in this account are folders, pens, laser printer cartridges etc

521200 - OPERATING SUPPLIES \$75

This account will be used to purchase replacement batteries for equipment, film and other items necessary to perform job duties.

521208 - POLICE SUPPLIES \$200

The deputies must be supplied with batteries, gloves, etc. to perform their daily job duties.

522300 - VEHICLE REPAIRS & MAINTENANCE \$500

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road. The amount budgeted is based on 6 month actual average with projection of the same for the remaining 6 months plus an additional amount for extraordinary repairs. Additional funds are requested for extraordinary repairs because the vehicles are one year older with many more miles and may require transmission overhauls, new tires, etc.

524100 - VEHICLE INSURANCE \$543

1 @ \$543.00 each

524201 - GENERAL TORT LIABILITY INSURANCE \$2,501

General tort liability insurance amounts as allocated based on number of personnel.
Law Enforcement 3.625 *\$690 = \$2,501

525000 - TELEPHONE \$355

Dedicated telephone lines are required for case purposes and for immediate contact. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same plus 3% for rate increase.

525010 - LONG DISTANCE \$100

Investigators make numerous long distance calls daily to obtain information on a case. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same plus 3% for rate increase.

525020 - PAGERS AND CELL PHONES \$816

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones.

Pagers 2 @ \$9.00 month * 12 months	\$216
1 mobile phone @ \$50.00 * 12 months	\$600

525030 – 800 MHz RADIO SERVICE CHARGES **\$632**

Required for communication.

1 Radio at \$52.64 per month x 12 months = \$631.72

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$124**

800 MHz radios are required for communications.

1 Radios – estimated maintenance costs prorated across all radios is \$124 per radio = \$124

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$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). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement. Training seminars requested during the year may vary as they are offered

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$40**

Membership Dues for SCLEOA allows Class I officers to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525400 - GAS, FUEL & OIL **\$500**

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, etc. that are used. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525600 - UNIFORMS & CLOTHING **\$1,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. A new winter issue uniform will be purchased this fiscal year.

SECTION I

COUNTY OF LEXINGTON GENERAL FUND Annual Budget Fiscal Year - 2004-05

Fund: 1000
Division: Law Enforcement
Organization: 111320 - Code Enforcement Services

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 5	143,183	77,683	165,839	173,590		
510199 Special Overtime	324	0	0	1,000		
510200 Overtime	306	556	556	0		
511112 FICA Cost	10,669	5,827	12,729	13,356		
511113 State Retirement	5,767	1,692	4,688	1,887		
511114 Police Retirement	6,380	5,728	13,787	15,702		
511120 Insurance Fund Contribution - 5	28,000	14,400	28,800	30,000		
511130 Workers Compensation	3,649	2,123	4,357	4,999		
* Total Personnel	198,278	108,009	230,756	240,534	0	0
Operating Expenses						
521000 Office Supplies	324	207	600	840		
521100 Duplicating	386	73	324	200		
521200 Operating Supplies	490	0	500	500		
521208 Police Supplies	398	0	400	400		
522200 Small Equipment Repairs	0	0	0	0		
522300 Vehicle Repairs and Maintenance	1,020	669	3,500	4,625		
524100 Vehicle Insurance - 4	520	1,040	2,600	2,172		
524201 General Tort Liability Insurance	1,919	960	2,399	2,782		
524202 Surety Bonds	37	0	0	0		
525000 Telephone	834	651	720	1,970		
525010 Long Distance	5	10	200	312		
525020 Pagers and Cell Phones	59	198	473	485		
525030 800 MHz Radio Service Charges -5	2,519	1,238	3,159	3,159		
525031 800 MHz Radio Maintenance Contracts	182	182	182	620		
525221 Employee Training/Staff Development	225	0	2,500	2,500		
525230 Subscriptions, Dues & Books	0	90	423	400		
525250 Motor Pool Reimbursement	2,298	0	0	0		
525400 Gas, Fuel & Oil	3,664	1,958	2,206	4,905		
525600 Uniforms & Clothing	1,430	1,986	2,500	4,000		
* Total Operating	16,310	9,262	22,686	29,870	0	0
**Total Personnel & Operating	214,588	117,271	253,442	270,404	0	0
Capital						
540000 Small Tools & Minor Equipment	0	0	500	500		
540010 Minor Software	937	0	75			
All other equipment	99,918	0	0	24,365		
** Total Capital	100,855	0	575	24,865	0	0
Operating Transfers To/From Special Revenue Funds:						
*** Total Budget Appropriation	315,443	117,271	254,017	295,269	0	0

SECTION III. – PROGRAM OVERVIEW

Code Enforcement enforces the county codes and ordinances. The enforcement of these codes and ordinances aids in maintaining the beautification and overall quality of life for the citizens of Lexington County.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Code Enforcement Services:					
Deputy Patrol	2	2	0	2	12
Code Enforcement Officer	2	2	0	2	10
Administrative Assist.	1	1	0	1	8
Totals	<u>5</u>	<u>5</u>	<u>0</u>	<u>5</u>	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$840

The major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of case files.

521100 - DUPLICATING \$200

Case files, investigative reports and other materials applying to on going investigations.

521200 - OPERATING SUPPLIES \$500

The majority of this account must pay for building cases using tickets, reports, film and film processing for evidence purposes in order to try cases in court.

521208 - POLICE SUPPLIES \$400

The deputies must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform their daily job duties. Some of these supplies are disposable such as OC spray, gloves, batteries and must be replaced quarterly.

522300 - VEHICLE REPAIRS & MAINTENANCE \$4,625

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road. The amount budgeted is based on 6 month actual average with projection of the same for the remaining 6 months plus an additional amount for extraordinary repairs. Additional funds are requested for extraordinary repairs because the vehicles are one year older with many more miles and may require transmission overhauls, new tires, etc.

524100 - VEHICLE INSURANCE \$2,172

4 @ \$543.00 each

524201 - GENERAL TORT LIABILITY INSURANCE \$2,782

The amount budgeted is provided by the County Risk Manager.

Law Enforcement 4 * \$690 = \$2,760

Civilian 1 * \$22 = \$22

525000 - TELEPHONE \$1,970

Dedicated telephone lines are required for case purposes and for immediate contact. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same. \$70 per month * 12 months = \$840 projected expenditures

525010 - LONG DISTANCE \$312

Investigators make numerous long distance calls daily to obtain information on a case. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same

525020 – PAGERS AND CELL PHONES **\$485**

Pagers are required for immediate contact for security purposes. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees.

Pagers	\$432
Lost Pagers 1 @ \$52.50	\$ 53

525030 – 800 MHz RADIO SERVICE CHARGES **\$3,159**

Required for communication.

5 Radios at \$52.64 per month x 12 months = \$3,159

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$620**

800 MHz radios are required for communications.

5 Radios – estimated maintenance costs prorated across all radios is \$124 per radio = \$620

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$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). This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases, we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields, which are changing rapidly in the law enforcement. Training seminars requested during the year may vary as they are offered

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$400**

Membership Dues for SCLEOA allows Class I officers to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525400 - GAS, FUEL & OIL **\$4,905**

This account includes all fuel, oils, and fluids used in all vehicles, trucks, tractors, etc. that are used. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525600 - UNIFORMS & CLOTHING **\$4,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. A new winter issue uniform will be purchased this fiscal year.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 SMALL TOOLS & MINOR EQUIPMENT \$500

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased are not known at this time.

5A5 - (1) UNMARKED 4 WD UTILITY VEHICLE WITH EQUIPMENT & INSTALLATION \$23,465

Replacement unmarked vehicle needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicle.

1 Utility 4 Wheel Drive Vehicle	\$22,100
Fire Extinguisher	\$46
Pedestal Mount	\$42
3 Hole Power Outlet	\$19
Headlight Flashers	\$69
100 Watt Siren Amplifier	\$129
100 Watt Siren Speaker	\$243
4 Corner Strobe System	\$228
6 Switch Assembly	\$75
Dash & Deck Lights	\$264
Emergency Equip Install	\$250
Total Cost for 1 Utility Vehicle with Equipment and Installation \$23,465	

5A5 - (2) DIGITAL CAMERAS \$900

Digital cameras are necessary to record graphic evidence of ordinance and code violations for presentation in court. They are also used to document code violations in preparation for community policing activities, public education presentations.

Section I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-2005**

**Fund: 1000
Division: General Services
Organization: 111400 - Fleet Services**

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommended
PERSONNEL						
510100	Salaries & Wages - 15	521,721	254,015	533,760	556,892	
510200	Overtime	2,275	1,607	1,607	2,300	
511112	Fica Cost	37,943	18,412	40,956	42,604	
511113	State Retirement	33,441	16,315	36,673	38,165	
511120	Insurance Fund Contribution - 15	84,000	43,200	86,400	90,000	
511130	Worker's Compensation	15,909	7,761	15,679	24,300	
511213	State Retirement - Retiree	2,453	1,196	-	-	
*TOTAL PERSONNEL		697,742	342,506	715,075	754,261	
OPERATING EXPENSES						
520302	Drug Testing	-	-	372	372	
520702	Technical Currency & Support	10,796	11,560	11,760	12,060	
521000	Office Supplies	1,004	157	1,000	1,500	
521100	Duplicating Supplies	438	230	400	450	
521200	Operating Supplies	5,654	2,016	7,500	8,000	
522200	Small Equipment Repairs & Maint.	6,923	1,783	7,000	8,600	
522300	Vehicle Repairs & Maint.	5,757	4,647	7,000	9,500	
523200	Equipment Rental	2,932	1,057	3,032	3,032	
524000	Building Insurance	899	899	2,247	2,739	
524100	Vehicle Insurance - 7	4,160	2,080	5,200	3,801	
524201	General Tort Liability Ins.	931	466	1,164	1,395	
524202	Surety Bonds	97	-	-	-	
524900	Data Processing Equip. Ins.	28	28	70	70	
525000	Telephone	9,160	4,659	7,670	7,670	
525010	Long Distance Charges	470	263	360	400	
525020	Pagers & Cell Phones	1,780	899	2,022	1,397	
525030	800Mhz Radio Svc. Charges - 10	4,682	2,433	5,413	5,415	
525031	800Mhz Radio Maint. Charges - 10	818	910	900	910	
525210	Conference & Meeting Expenses	285	1,668	1,821	3,762	
525230	Subscriptions, Dues & Books	85	90	400	400	
525240	Personal Mileage Reimbursement	-	-	-	100	
525250	Motor Pool Reimbursement	-	-	-	100	
525306	Utilities - Fleet Services	15,497	5,195	17,000	25,000	
525400	Gas, Fuel, & Oil	7,785	3,713	7,600	8,381	
525600	Uniforms & Clothing	2,687	2,272	2,705	2,705	
526500	Licenses & Permits	400	400	400	400	
*TOTAL OPERATING		83,268	47,425	93,036	108,159	
*TOTAL PERSONNEL & OPERATING		781,010	389,931	808,111	862,420	
CAPITAL						
540000	Small Tools & Minor Equipment:	1,155	210	2,500	3,000	
540010	Minor Software	3,689	-	200	-	
	All Other Equipment	43,517	2,775	6,600	29,880	
**TOTAL CAPITAL		48,361	2,985	9,300	32,880	
**TOTAL BUDGET APPROPRIATION		829,371	392,916	817,411	895,300	

Section IA

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004-2005

Fund# 1000
Organization # 111400

Fund Title: General
Organization Title: Fleet Services

Object Code	Expenditure Classification	Program 1 Admin.	Program 2 Sedans Lt. Trks.	Program 3 HD. Trks. Equip.	Program 4 Emer. Veh.	Total 2004-2005 Requested
Personnel						
510100	Salaries -15	113,803	184,478	141,347	117,264	556,892
510200	Overtime	-	-	-	2,300	2,300
510300	Part Time	-	-	-	-	0
511112	Fica Cost	8,705	14,114	10,814	8,971	42,604
511113	State Retirement	7,795	12,637	9,700	8,033	38,165
511120	Ins. Fund Contribution -15	18,000	30,000	24,000	18,000	90,000
511130	Worker's Compensation	4,322	8,315	6,374	5,289	24,300
511131	S.C. Unemployment	-	-	-	-	0
*Total Personnel		152,625	249,544	192,235	159,857	754,261
Operating Expenses						
520302	Drug Testing	0	186	124	62	372
520702	Technical Currency & Support	12,060	0	0	0	12,060
521000	Office Supplies	1,500	0	0	0	1,500
521100	Duplicating Supplies	450	0	0	0	450
521200	Operating Supplies	0	3,500	3,500	1,000	8,000
522200	Small Equip. Repairs & Maint.	4,000	2,500	1,600	500	8,600
522300	Vehicle Repairs & Maint.	0	600	5,600	3,300	9,500
523200	Equipment Rental	0	1,516	1,516	0	3,032
524000	Building Insurance	2,739	0	0	0	2,739
524100	Vehicle Insurance -7	0	543	1,629	1,629	3,801
524201	General Tort Liab. Ins.	531	360	288	216	1,395
524900	Data Processing Equip. Ins.	70	0	0	0	70
525000	Telephone	7,670	0	0	0	7,670
525010	Long Distance Charges	400	0	0	0	400
525020	Pagers & Cell Phones	580	0	106	711	1,397
525030	800Mhz Radio Charges-10	588	651	2,500	1,676	5,415
525031	800Mhz Radio Maint. Charges-10	91	91	455	273	910
525210	Conference & Meeting Exp.	2,762	250	250	500	3,762
525230	Subscriptions, Dues, & Books	400	0	0	0	400
525240	Personal Mileage Reimbursement	100	0	0	0	100
525250	Motor Pool Reimbursement	100	0	0	0	100
525306	Utilities - Fleet Services	25,000	0	0	0	25,000
525400	Gas, Fuel, & Oil	0	356	3,300	4,725	8,381
525600	Uniforms & Clothing	296	625	974	810	2,705
526500	Licenses & Permits	400	0	0	0	400
*Total Operating		59,737	11,178	21,842	15,402	108,159
*Total Personnel & Operating		212,362	260,722	214,077	175,259	862,420
Capital						
540000	Small Tools & Minor Equipment:	0	0	0	3,000	3,000
540010	Minor Software	0	0	0	0	0
**Total Capital		0	0	0	3,000	3,000
*Total Budget Requested		213,162	261,802	215,877	204,459	895,300

Section II

**County of Lexington
Capital Item Summary
Fiscal Year - 2004-2005**

**Fund# 1000
Organization# 111400**

**Fund Title: General
Organization Title: Fleet Services**

Program I

Program Title: Administration/Fuel Control

**Budget
2002-2003
Requested**

Qty / Amount

ITEM DESCRIPTION

1

Refrigerator

800

Program II

Program Title: Sedans and Light Trucks

Qty / Amount

ITEM DESCRIPTION

1

Oil Drum Pump Replacements

650

2

Oil Dispensing Nozzle Replacements

430

Program III

Program Title: Heavy Duty Trucks and Yellow Equipment

Qty / Amount

ITEM DESCRIPTION

1

Heavy Duty Charging System Tester w/ Stand Replacement

1,800

Program IV

Program Title: Emergency Vehicles

Qty / Amount

ITEM DESCRIPTION

1

Chassis Replacement / Body Remount

26,000

1

Amperage Tester

200

Small Tools & Minor Equipment

3,000

****Total Capital (Transfer Total to Section I and II)**

32,880

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

Program I	-	Administration / Fuel Control
Program II	-	Sedans and Light Trucks
Program III	-	Heavy Duty Trucks and Yellow Equipment
Program IV	-	Emergency Vehicles

Program I: Administration / Fuel Control

Objectives:

This program coordinates the day-to-day operations at Fleet Services. This area is also responsible for all the fuel and gasoline dispensed at the eight- (8) sites located around the county and two - (2) mobile units. Maintaining the required inventory, preparing the monthly reports, operation and maintaining leak detection devices and tank monitors at each site are a large and very important task due to the strict regulations imposed on the operation of underground storage tanks.

Program II: Sedans and Light Trucks

Objectives:

This area is responsible for repairing and maintaining our large automotive and light truck fleet. All tires, brakes, PM services, and air-conditioning are done "in house."

Program III: Heavy Duty Trucks and Yellow Equipment

Objectives:

This area is responsible for the service and repairs of our large trucks and yellow equipment. We do all the servicing and as many minor repairs as we can handle. A good deal of the repair work is sublet, due to us not being equipped to safely handle the repairs at our facility. This allows us to handle the maintenance and small repairs in a more timely manner rather than keeping our people involved that is reflected in the life we receive from our equipment. We especially strive to keep downtime to a minimum in order to keep the equipment productive.

Program IV: Emergency Vehicles

Objectives:

This program is responsible for keeping our fire apparatus services and repaired. We do this with two (2) people; one of which is dedicated only to servicing and minor repairs at the fire stations. All of our fire apparatus is serviced within six (6) month intervals, some more often. The other man is dedicated to more technical repairs as required on the fire apparatus. These repairs are done at the station as much as possible. This area provides a 24-hour on-call support for our emergency vehicles.

FUND 1000
FLEET SERVICES (111400)
FY 2004-2005 BUDGET REQUEST

SECTION III A – SERVICE LEVELS

Service Level Indicators	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Estimated	FY 2004-05 Projected
Work Orders Processed	4,235	4,416	4,612	4,700
Gasoline Dispensed	609,540	587,915	595,000	600,000
Diesel Dispensed	308,795	324,007	330,000	350,000

FUND 1000
FLEET SERVICES (111400)
FY 2004-2005 BUDGET REQUEST

SECTION V. A – LISTING OF POSITIONS

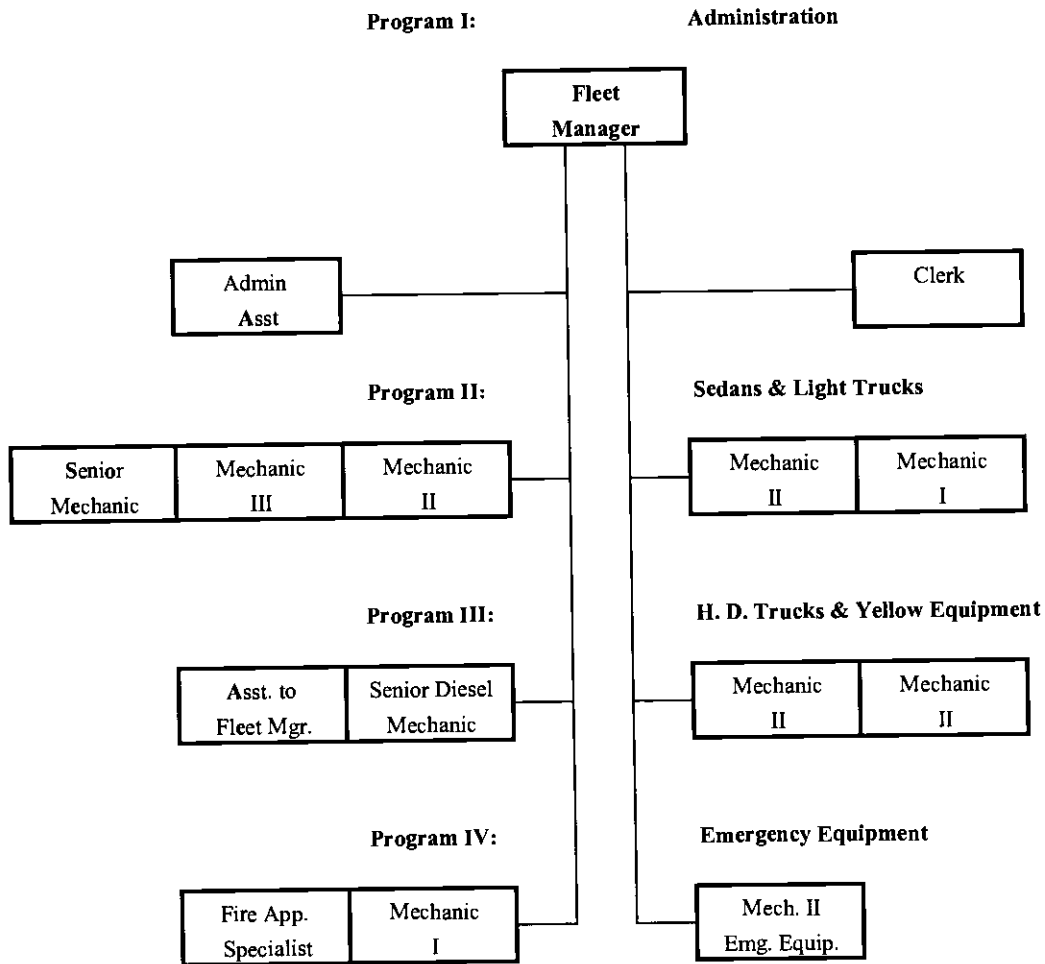
Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total With Insurance</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Fleet Manager	1	1		1	20
Fire Apparatus Mechanic	1	1		1	14
Senior Mechanic	1	1		1	14
Mechanic III	1	1		1	13
Senior Diesel Mechanic	1	1		1	12
Mechanic II	4	4		4	11
Mechanic II / Emergency Equip.	1	1		1	11
Assistant to Fleet Manager	1	1		1	10
Mechanic I	2	2		2	9
Administrative Assistant I	1	1		1	4
Clerk	1	1		1	4
Total Positions	<u>15</u>	<u>15</u>		<u>15</u>	

19-6

**FUND 1000
 FLEET SERVICES (111400)
 FY 2004-2005 BUDGET REQUEST**

SECTION V. A. ORGANIZATIONAL CHART



SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520302 – DRUG TESTING 372

This account will fund the cost of the mandatory drug-testing program.
6 tests @ \$62.00 each = \$372.00

520700 – TECHNICAL CURRENCY & SUPPORT 12,060

This account will fund the annual support service costs related to the fleet software system we use. The support includes, but is not limited to, telephone support (toll free to us), all software updates for the coming year, special report writing that we request, company newsletters, site visits by their staff, etc. This account will also cover the costs related to support the eight (8) fixed and two (2) mobile Fuel Master units. It will also cover for support and updates to the ambulance and motor pool VDO units. This is a very helpful resource and it has been most beneficial to our operation.

CCG Support = \$3,400.00
Fuel Master Support = \$8,160.00
 \$795.00 per unit X 8 units = \$6,360.00
 \$900.00 per unit X 2 units = \$1,800.00
Taylor Diesel = \$500.00

521000 – OFFICE SUPPLIES 1,500

This account funds supplies used at Fleet Services such as paper, envelopes, carbon paper, paper clips, staples, pens, pencils, requisitions, central store requests, computer supplies, toner for laser printers, etc.

521100 – DUPLICATING 450

This account is used to fund copies of requisitions, invoices, warranty information, service bulletins, etc. This request is based on actual use this year.

521200 – OPERATING SUPPLIES 8,000

This account is used to fund small shop supplies used in the daily operation of the Fleet Services shop. These items include, but are not limited to, shop rags, nuts and bolts, fasteners, electrical connectors, body fasteners, wire, tape, wheel balancing weights, valve stems, tire plugs, brass fittings, cotter pins, set screws, oil dry, paper products, soap (hand and car washes), small batteries, etc. These items are too small to be billed back to the departments so they are all grouped under this heading. This is one of the most important accounts in the operation of Fleet Services. The costs of the supplies are steadily increasing and we are always striving to prevent any wastes where possible. We have been able to realize substantial savings by washing, drying and reusing our shop rags.

SECTION V B. – OPERATING LINE ITEM NARRATIVES

522200 – SMALL EQUIP. REPAIRS & MAINTENANCE 8,600

This account is used to fund the repairs and maintenance of the shop equipment such as the wheel balancer, brake drum lathe, air tools, gasoline and diesel dispensers, submersible pumps, Fuel Master fuel dispensing system, tire machine, jacks, vehicle lifts, and air compressors. The costs of the annual tank tightness testing for the underground storage tanks are also funded from this account. Due to the fact that we provide 24 hour fueling to emergency vehicles, it is imperative we keep our systems operating. This account will fund the repairs needed for the underground hydraulic vehicle lifts. It is very important from a safety standpoint that these lifts are properly maintained.

522300 – VEHICLE REPAIRS & MAINTENANCE 9,500

This account is used to maintain and repair the seven (7) vehicles used at Fleet Services. Due to the constant use some of these trucks receive, maintenance items such as tires, brakes, oil filters, etc. are used a lot. The three- (3) service trucks that support the emergency vehicles on a 24 hour-seven (7) days per week have accumulated miles rapidly. Due to safety and dependability reasons these trucks must be in top operating condition to provide the response required. Projected costs are as follows:

14961	1992 Ford F-150 Pickup Truck		(153,335 miles)
	Projected Mileage	14,000	
	Est. cost for services & repairs		800.00
16662	1992 Ford Service Truck		(151,980 miles)
	Projected Mileage	18,000	
	Est. cost for services & repairs		600.00
19933	1998 Chevrolet Pickup Truck		(83,287 miles)
	Projected Mileage	7,000	
	Est. cost for services & repairs		800.00
13034	1990 Ford F-350 Service Truck		(274,441 miles)
	Projected Mileage	12,000	
	Est. cost for services & repairs		2,000.00
14304	1991 Ford F-450 Service Truck		(174,828 miles)
	Projected Mileage	12,000	
	Est. cost for services & repairs		3,800.00
20002	1998 Chevrolet 3500 Service Truck		(106,037 miles)
	Projected Mileage	35,000	
	Est. cost for services & repairs		1,000.00
21779	2000 Ford F-350 Service Truck		(78,285 miles)
	Projected Mileage	26,000	
	Est. cost for services & repairs		500.00

SECTION V B. – OPERATING LINE ITEM NARRATIVES

523200 – EQUIPMENT RENTALS 3,032

This account funds the cost for the rental of the parts washing machine and the brake cleaning machines provided by Safety Kleen. The chemicals used in these machines are classified as hazardous waste and disposal of these chemicals is difficult and expensive. OSHA now mandates the brake-cleaning machine so we have no choice in the matter. Based on this information, it is more cost effective for us to rent these machines rather than own them. The cost of the chemicals is significant as well as the cost to dispose of them. This account also funds the costs for the rental of the Oxygen and Acetylene cylinders used in the shop. I have increased this amount to cover the annual increase that usually comes in July or August. Projected costs are:

Parts Washing Machine: 13 Services @ \$129.00ea	=	\$1,677.00
Brake Cleaning Machine: 8 Services @ \$113.00ea	=	\$ 904.00
13 Cylinders @ \$35.75/mo X 12 mo. = \$429.00 + \$21.45 tax	=	\$ 451.00

524000 – BUILDING INSURANCE 2,739

This account funds the cost of insurance to cover the Fleet Services facility and its contents.

524100 – VEHICLE INSURANCE 3,801

This account will cover the actual cost of the liability insurance coverage for the eight (8) vehicles assigned to Fleet Services. Anticipated costs are:

\$543.00 per vehicle per year X 7 = \$3,801.00

524200 – GENERAL TORT LIABILITY INSURANCE 1,395

524900 - DATA PROCESSING EQUIPMENT INSURANCE 70

This account will fund coverage for lightening damage and other types of damage to the computer and tank monitoring equipment.

525000 – TELEPHONE 7,670

This account funds the cost of monthly service and equipment rentals for the twenty-two (22) standard grade telephone lines at Fleet Services that support our facility as well as the eight (8) fuel sites.

525010 – LONG DISTANCE CHARGES 400

This account will fund the long distance calls made at Fleet Services. These calls are kept to a minimum. However, a number of vendors we deal with are out of state and we must contact them for parts and other assistance at times. We utilize toll-free numbers as much as possible.

SECTION V B. – OPERATING LINE ITEM NARRATIVES

525020 – PAGERS & CELL PHONES 1,397

This account covers the cost of the cellular telephones and pagers, which are used to coordinate after hour repair request, contact wrecker services, communicate with duty officers and department heads, and keep the County Administrator advised from the scene of an incident location.

Pagers

Fleet Manager, Asst. to Fleet Manager, & Fire Apparatus Mech. (Statewide Pagers)
Duty Mechanic (Local Pager)

Pager Costs: 3 Statewide Pagers @ \$8.76/mo. = \$26.28 X 12 = \$315.36
1 Local Pager @ \$6.66/mo. X 12 = \$79.92

Total Pager Costs: \$396.00

Nextel

Fleet Manager Nextel Direct Connect = \$39.42/mo X 12 = \$474.00

Total Nextel Costs: \$474.00

Cellular Telephones

Fire Apparatus Basic Service + Air Time = \$43.71 (projected costs) monthly X 12 = \$524.52
Mechanic

Total Cellular Telephone Costs: \$525.00

525030 800MHz RADIO CHARGES 5,415

This account funds the monthly airtime service and charges for ten (10) 800MHz radios which Neil Ellis has indicated in his listing.

525031 800MHzRADIO MAINTENANCE CHARGES 910

This account will fund the maintenance contract costs for repairs to the eleven (11) 800MHz radios operated within Fleet Services per Neil Ellis.

525210 CONFERENCE & MEETING EXPENSE 3,762

This account is used to fund the cost of attending the annual S.C. Governmental Fleet Managers Conference, which is held in South Carolina. This meeting is very informative and gives the opportunity to share with other fleet managers about programs we have in common. This account also funds the cost of attending the annual conference for Faster System users, which is the fleet management software we presently use. This conference is held in Norfolk, Virginia. This conference is very informative and relates to the system we use. Everyone in attendance is a user and valuable information is exchanged among participants. Lastly the Faster System's regional workshop is funded from this account, which allows two (2) staff members to attend a local workshop related to new features offered annually to our software and will continue the Emergency Vehicle Certifications Program. These workshops are close enough to drive to. Anticipated costs are:

Fleet Managers Conference

Registration - \$250.00, Gasoline - \$20.00, (3) Night Lodging @ \$90.00 = \$240.00, Per Diem - \$90.00

CCG/Faster Conference

Registration - \$345.00, Gasoline - \$40.00, System Administrator Workshop (3rd day) - \$195.00, (4) Nights Lodging @ \$109.00 = \$436.00, Per Diem - \$120.00, Parking = \$36.00

SECTION V . B. – OPERATING LINE ITEM NARRATIVES

525230 – SUBSCRIPTIONS, DUES & BOOKS 400

This account fund the purchase of reference manuals and technical publications related to the operation of Fleet Services. Some examples are: motor, auto and truck repair manuals, motor service magazines, and manufacturers repair manuals such as: Motor Auto Repair Manual, NADA used car guides, Motor Service Magazine, SCGFMA dues.

525240 – PERSONAL MILEAGE REIMBURSEMENT 100

This account will fund the reimbursement for use of a personal owned vehicle.

525250 – MOTOR POOL REIMBURSEMENT 100

This account will fund the use of Motor Pool vehicles used for conducting county business.

525306 – UTILITIES – FLEET SERVICES 25,000

This request is based on the actual costs of the 2003-2004 year.

525400 – GAS, FUEL & OIL 8,381

This account funds the costs of fuel and oil for the eight (8) vehicles operated by Fleet Services. Five (5) of these trucks cover the county daily and two (2) go 24-hours, seven (7) days a week. Anticipated costs are:

(3) Gasoline vehicles
Projected gallons of gas – 3,000
3,000 gals @ \$1.15 = \$3,450.00

(4) Diesel vehicles
Projected gallons of gas – 4,288
4,288 gals @ \$1.15 = \$4,931.00

525600 – UNIFORMS AND CLOTHING 2,705

This account fund the replacement costs for the uniforms, steel toe safety shoes, and jackets used by the staff at Fleet Services. Due to the severe demands put on this clothing, which requires frequent laundering, these clothes barely last from year to year. Since the steel-toed shoes have been required, we have not had any foot related injuries to the staff at Fleet Services. By having our employees in proper uniform, we produce a good image when out in public. Prices are projected as follows:

60 work type uniform shirts @ \$8.25ea = \$495.00
60 work type trousers @ \$9.50ea = \$570.00
120 name & division labels @ \$0.70ea = \$84.00
12 pairs of safety shoes @ \$90.00ea = \$1,080.00
2 pairs ladies safety shoes @ \$49.00ea = \$98.00
12 work type jackets @ \$18.75ea = \$225.00
3 coveralls @ \$51.00ea = \$153.00

SECTION V B. – OPERATING LINE ITEM NARRATIVES

526500 – LICENSES AND PERMITS

400

This account funds the costs of the underground storage tank registration fees required each year for the four (4) tanks at Fleet Services. The present charge is \$100.00 per tank. The following listed accounts are also charged each year:

Fire Service	(1 tank) – 1000-131500-526500 - \$100.00
Solid Waste	(1 tank) – 1000-571000-526500 - \$100.00
PW Transportation	(2 tanks) - 1000-121300-526500 - \$200.00
Sheriff's Department	(2 tanks) – 1000-151200-526500 - \$200.00

**SECTION V. C. – CAPITAL LINE ITEM NARRATIVE
CAPITAL REQUEST**

Program I: Administration / Fuel Control

(1) REFRIGERATOR – REPLACEMENT 800

This request will fund the replacement of a used refrigerator that is in the break room at Fleet Services. This refrigerator has been repaired several times and still does not operate properly. All of the Fleet Services staff use this to keep their lunches and cold drinks / water, etc.

Program II: Sedans and Light Trucks

(1) OIL DRUM PUMP - REPLACEMENT 650

This request will fund the replacement of an oil drum pump that has been rebuilt several times and is now beyond rebuilding.

(2) OIL DISPENSING NOZZLE - REPLACEMENTS 430

This request will replace two (2) oil-dispensing nozzles that have been rebuilt in the past and are now at the point of needing replacement. It is important to have accurate nozzles due to the fact that this is the way bulk fluids are charged back to the departments.

Program III: Heavy Duty Trucks and Yellow Equipment

(1) H.D. CHARGING SYSTEM TESTER 12/24 VOLTS W/ STAND – REPLACEMENT 1,800

This request will fund the replacement of the existing 10 year old tester that is very frequently used on our heavy equipment and has now become undependable.

Program IV: Emergency Equipment

(1) CHASSIS REPLACEMENT / BODY REMOUNT 26,000

This request will fund the replacement of County # 13034, 1990 Ford Chassis. This truck is used to service all of our Fire Apparatus at the respective stations. The existing chassis was a used ambulance unit that now has excessive miles on it. We will remount the service body and make any repairs to the pumps and reels also.

(1) AMPERAGE TESTER 200

This request will fund the cost of a handheld electrical diagnostic meter used for repairs on our Fire Apparatus specifically.

SMALL TOOLS & MINOR EQUIPMENT 3,000

This funding will replace small hand tools that are not cost effective to repair such as electric drills, air wrenches, and creepers, drain pans, safety equipment, bench grinder, etc.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: Public Works
 Organization: 121100 - Administration & Engineering

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 11	471,761	232,109	486,959	487,226		
510200 Overtime	12	0	0	0		
511112 FICA Cost	35,491	17,333	37,252	37,273		
511113 State Retirement	27,104	13,350	33,357	33,375		
511120 Insurance Fund Contribution - 11	61,600	31,680	63,360	66,000		
511130 Workers Compensation	8,971	4,409	8,708	9,892		
511213 State Retirement - Retiree	5,212	2,550	0			
* Total Personnel	610,151	301,431	629,636	633,766	0	0
Operating Expenses						
520100 Contracted Maintenance	378	378	400	500		
520200 Contracted Services	0	0	378	378		
520300 Professional Services	4,500	0	2,000	2,000		
520702 Technical Currency & Support	868	1,349	1,350	1,800		
521000 Office Supplies	1,366	507	1,500	1,500		
521100 Duplicating	1,187	749	1,300	1,400		
521110 Copies (Not Auditron)	26	0	0	0		
521200 Operating Supplies	2,926	2,560	3,000	4,000		
522000 Building Repairs & Maintenance	354	0	700	1,000		
522200 Small Equipment Repairs & Maintenance	621	115	600	600		
522300 Vehicle Repairs & Maintenance	3,539	1,222	3,500	3,000		
524000 Building Insurance	175	175	438	306		
524100 Vehicle Insurance - 6	2,600	1,560	3,900	3,258		
524201 General Tort Liability Insurance	731	365	914	3,155		
524202 Surety Bonds	71	0	0	0		
525000 Telephone	2,429	1,456	3,000	3,000		
525010 Long Distance Charges	229	124	500	300		
525020 Pagers and Cell Phones	1,614	818	1,864	1,143		
525030 800 MHz Radio Service Charges - 9	3,829	1,893	4,325	4,737		
525031 800 MHz Maintenance Charges - 9	636	727	720	819		
525100 Postage	547	171	1,400	1,000		
525110 Other Parcel Delivery Service	0	0	100	100		
525210 Conference & Meeting Expenses	5,983	1,879	6,600	6,600		
525230 Subscriptions, Dues, & Books	1,132	956	1,600	1,600		
525240 Personal Mileage Reimbursement	16	0	200	200		
525250 Motor Pool Reimbursement	3,401	587	3,000	1,500		
525323 Utilities - Public Works Complex	9,813	4,599	16,000	7,410		
525400 Gas, Fuel, & Oil	6,419	3,582	7,000	8,640		
525600 Uniforms & Clothing	766	396	1,600	1,600		
* Total Operating	56,156	26,168	67,889	61,546	0	0
** Total Personnel & Operating	666,307	327,599	697,525	695,312	0	0

20-1

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Works
Organization: 121100 - Administration & Engineering

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment:	971	820	1,500	1,500		
540010 Minor Software	0	0	410	800		
All Other Equipment	92,552	136,889	137,774	12,360		
** Total Capital	93,523	137,709	139,684	14,660	0	0

***** Total Budget Appropriation**

759,830 465,308 837,209 709,972 0 0

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**FUND 1000
PUBLIC WORKS – ADMIN/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST**

**SECTION III
DEPARTMENT – PROGRAM OVERVIEW**

Summary of Programs:

Program 1: Administration

The administrative portion of Public Works consists of three (3) personnel:

	Grade
1. Director.....with insurance	37
2. Administrative Assistant... with insurance	9
3. Dispatch Clerk..... with insurance	5

- 1. Director** – The director has the overall responsibility of all aspects of this department – budget, all personnel issues, “C” Fund program, etc. This position reports to the County Administrator and is responsible for implementing all policies of the County as to Public Works, Stormwater Management, and Vector Control.
- 2. Administrative Assistant** – This position includes supervision and implementation of proper office procedures in compliance with County policies. This position reports directly to the Director and is responsible for assisting Director with FY budget, processing requisitions for ordering materials and verifying all invoices for payment, keeping complete personnel file, and processing bi-weekly payroll. Also monitors accounts for expenditures, prepares reports as requested, and any other office related duties.
- 3. Dispatch/Clerk** – This position is primarily responsible for answering telephone and preparing work orders for road maintenance that is called in by citizens of Lexington County and keeping complete file on completed work. Enters data for “C” Fund Program for prioritization of County roads for paving. Also types all correspondence for County Engineer and Engineering Associates. Cross-trained with Administrative Assistant, assists in preparation of monthly reports as requested and does any other office job-related duties that are required.

Number of work orders taken in fiscal year: 6,919
Number of work orders complete: 6,842

Previous Year

Number of work orders taken in fiscal year: 5,096
Number of work orders complete: 5,010

**FUND 1000
PUBLIC WORKS – ADMIN/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST**

PROGRAM OVERVIEW

Program 2: Engineering

The Engineering component of Public Works is responsible for handling the “above normal” maintenance problems, coordination of engineering information with the Transportation division, coordination with Planning and Development in new roads accepted by the County, etc. In addition, this program is responsible for the implementation of the “C” Fund program through priority ranking, dealing with citizens, engineers, SC DOT and contractors. This program also ASSISTS OTHER DEPARTMENTS WITH “SPECIAL PROBLEMS” REQUIRING ENGINEERING-TYPE ACTIVITIES ON EXISTING OR PROPOSED FACILITIES. Also included are plans, specifications, supervision, etc., of various Public Works projects as well as other departments’.

Sign Shop Technician handles all street signs and traffic control signs throughout the County, and any specialty signs that are required.

Current Staffing Levels

		Grade
Engineering (9):	1 County Engineer..... with insurance	30
	1 Engineering Associate IV...with insurance	20
	1 Engineering Associate III...with insurance	18
	1 Engineering Associate II... with insurance	13
	3 Engineering Associate 1... with insurance	10
	1 Sign Shop Technician.... with insurance	7

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST

PERSONNEL

510100 – SALARIES AND WAGES (11) **\$633,766.00**

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

- 1 Director
- 1 Administrative Assistant
- 1 Dispatch/Clerk
- 1 County Engineer
- 1 Engineering Associate IV
- 1 Engineering Associate III
- 1 Engineering Associate II
- 3 Engineering Associate I
- 1 Sign Shop Technician

OPERATING

520100 – CONTRACTED MAINTENANCE **\$ 500.00**

Periodic changes in software for Standard Systems Data Collector Interface and Plotter Drives. Price includes support services for program and updates as they are developed.

520200 - CONTRACTED SERVICES **\$ 378.00**

Alarm monitoring @ office \$31.50/mo. x 12 mos. = \$378.00.

520300 – PROFESSIONAL SERVICES **\$ 2,000.00**

Primarily used for County Attorney fees and minor engineering services.

520702 - TECHNICAL CURRENCY & SUPPORT **\$ 1,800.00**

Maintenance of various outside computer programs. Work order system maintenance @ \$1,350.00, misc. (Autocad, Arcview) \$450.00.

521000 – OFFICE SUPPLIES **\$ 1,500.00**

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 11 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521100 – DUPLICATING **\$ 1,400.00**

Historical information dictates that this amount should cover copying costs used for in-house copier charges (auditron reading).

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST

521200 – OPERATING SUPPLIES **\$ 4,000.00**

Primarily computer supplies, cost includes drafting supplies, blueprint machine supplies, and survey crew supplies (survey stakes, etc.) for Engineering Division. Additional costs related to GIS supplies (paper) and Autocad drawings, “C” Funds.

522000 – BUILDING REPAIRS **\$ 1,000.00**

Miscellaneous building repairs.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$ 600.00**

Used to maintain small equipment repairs in Adm./Engr. Equipment includes word processors, p.c.’s, drafting plotter, printers, and survey equipment.

522300 – VEHICLE REPAIRS AND MAINTENANCE **\$ 3,000.00**

Based on historical information on six vehicles.

524000 – BUILDING INSURANCE **\$ 306.00**

Based on figures supplied by Risk Manager. Administration-Engineering occupies 57 percent of building. $\$536 \times .57 = \305.52 .

524100 – VEHICLE INSURANCE **\$ 3,258.00**

Based on six (6) road vehicles @ \$543. Figures supplied by Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 3,155.00**

Based on figures supplied by Risk Manager. Director \$487.00, Engineering and Sign Shop – 8 ea. @ \$328.00 = \$2,624.00, 2 ea. clerical @ \$22.00 = \$44.00.

525000 – TELEPHONE **\$ 3,000.00**

Basic monthly service usage charges for eleven (11) service lines, 1 fax line. Telephone service for the 12 lines averages \$250/mo. x 12 mos. = \$2940.00.

525010 – LONG DISTANCE SERVICE **\$ 300.00**

Long distance monthly charges for twelve (12) service lines, 1 fax line.

525020 – PAGER AND CELL PHONE **\$ 1,143.00**

Basic charges for beeper and mobile telephone plus airtime charges for Director.

(1) Pager @ \$ 8.74/mo. x 12 mo	\$ 104.88
(1) Portable phone @ \$35.00/mo. x 12 mo.	\$ 420.00
Annual long distance.	\$ 20.00
Estimated overtime minutes	\$ 10.00
(1) NEXTEL. @ \$49.00/mo. x 12 mo	\$ 588.00
	\$1,142.88

**FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST**

525030 – 800 MHz RADIO SERVICE CHARGE (9) \$ 4,737.00

7 ea radio @ \$41.64/mo. x 12 mos. = \$3,497.76
 1 ea. extra talk group @ \$2.10/mo. x 12 mos. = \$25.20
 1 ea. radio @ \$46.89/mo. x 12 mos. = \$562.68 (includes \$5.00/mo. secure)
 1 ea. radio @ \$54.24/mo. x 12 mos. = \$650.88 (includes private call \$7.00/mo. and secure \$5.00/mo.)

525031 – 800 MHz RADIO MAINTENANCE (9) \$ 819.00

Maintenance contract on nine (9) each 800 MHz radios.

9 x \$90.90 annually = \$818.10

This covers all repairs except physical damages.

525100 – POSTAGE \$ 1,000.00

Based on historical information, includes "C" Fund mailing expenses.

525110 - OTHER PARCEL DELIVERY SERVICE \$ 100.00

Used to ship items for repair.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING \$ 6,600.00

SC Association of Counties Summer Conference - 5-day meeting with classes on various aspects of County government. Director working on Level I certificate.

Total estimated cost \$ 1400.00

American Public Works Association (APWA) Summer Conference of APWA in July - 3-day conference with nine technical sessions about various Public Works issues (2 employees) @ \$700. ea.

Total estimated cost \$ 1400.00

Various storm water seminars - Standard storm water design criteria and NPDES (National Pollution Discharge Elimination System) Phase II.

Estimated costs \$ 500.00

County Engineer - Technical sessions on various Public Works issues. Needed for PDH's (Professional Development Hours) required annually to maintain professional license.

Estimated cost \$ 300.00

Land Surveying Seminars - Various technical sessions required for PDH's to maintain professional license.

Estimated costs \$ 300.00

Autocad 2000 Training - Courses offered by Midlands Tech to improve efficiency and productivity as to current software use on Autocad 2000.

Estimated costs - 4 employees @ \$500.00 ea. = \$ 2000

Annual Public Works Week training and meals in May

Estimated cost \$ 700.00

**FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST**

525230 – SUBSCRIPTIONS, DUES AND BOOKS **\$ 1,600.00**

Subscriptions:

Engineering:

Civil Engineering News \$ 46.00

Updates on Civil engineering, projects, new products, etc.

Safety Meeting Outlines, Inc. \$ 58.00

Dues:

APWA dues for three (3) employees - \$ 270.00

American Public Works Association is a national organization in which Public Works employees, engineers, administrative staff of cities and counties (primarily) share common problems, solutions and have a forum in which knowledge and ideas can be shared.

National Association of County Engineers (NACE) - \$110.00

The National Association of County Engineers is an affiliate of the National Association of Counties. Its members enjoy the free exchange of information and ideas addressing Public Works concerns and practices throughout the nation. Technical publications are available and an audio and video library is available to members of NACE. NACE produces continuing education and technical updates to its members.

S. C. Institute of Traffic Engineers - \$30.00

Dues for County Engineer and two (2) Engineering Associates.

The Institute of Traffic Engineers, S.C. Chapter, is an affiliate of the National Institute of Traffic Engineers. Traffic engineering practices, techniques and recommendations are made available to ITE members by way of publications, seminars and meetings. It is desirable to keep abreast of current Traffic Engineering practices to ensure the safest use of our road system in Lexington County.

Midlands Chapter of Professional Surveyors - \$ 30.00

Dues for Don Rumbaugh, Engineering Associate

Participation in this society allows the County Surveyor to be abreast of all current State and County Regulation affecting surveying and platting of property in Lexington County. Meetings held monthly with guest speakers dealing with current topic.

General Contractors License - \$525.00

License for County Engineer. County Engineer holds this license which goes up to \$250,000. This allows certain projects to be implemented through Public Works without going to outside firms.

FUND 1000
PUBLIC WORKS – ADMINISTRATION/ENGINEERING (121100)
FY 2004-05 BUDGET REQUEST (Continued)

Professional Engineers License - \$ 50.00
 County Engineer License. This allows Public Works to provide P.E. service for some County projects without utilizing services through a private firm.
 Land Surveyor's License - \$ 50.00
 Allows Engineering Associate IV to maintain certification with S.C. to survey and stamp plats for County use. Eliminates need to hire surveyor in most cases.

Books:
 City Directory - \$175.00
 Cross Reference Directory - \$121.00

Public Works deals with many addresses and locations and these books provide quick references for addresses and telephone numbers.

Miscellaneous periodicals - \$135.00.

525240 – PERSONAL MILEAGE REIMBURSEMENT \$ 200.00
 To reimburse employees for use of personally owned vehicles for County business.

525250 – MOTOR POOL REIMBURSEMENT \$ 1,500.00
 These vehicles are used almost daily since 5 employees only have three vehicles assigned to them.
 Cost for use of Motor Pool vehicles when vehicles are being serviced or repaired.

525323 – UTILITIES – PUBLIC WORKS COMPLEX \$ 7,410.00
 Based on historical information plus new 2000 square foot addition and public sewer figured at 57 percent of building occupancy, \$13,000 x .57 = \$7,410.00.

525400 – GAS, FUEL AND OIL \$ 8,640.00
 Gas for vehicles of Director, County Engineer, 4 engineering trucks and 1 Sign Shop vehicle. Based on historical information, it is estimated this department uses an average of 550 gallons of gasoline per month -

550 gals. x \$1.15/gal. x 12	=	\$ 7,590.00
Miscellaneous makeup fluids	=	<u>1,050.00</u>
Total		\$ 8,640.00

525600 – UNIFORMS AND CLOTHING \$ 1,600.00
 Shirts with logo and steel-toed boots for six (6) engineering Associates and one (1) Sign Shop coordinator. Shirt replacement each year.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: GENERAL
 Organization # 121100/121400 Organization Title: P. WORKS ADM 1/2 /STORMWATER MGT 1/2
 Program # _____ Program Title: PART-TIME CLERK/TYPIST

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # _____	
510300 Part Time 1	12,500
511112 FICA Cost	963
511113 State Retirement	0
511114 Police Retirement	0
511120 Insurance Fund Contribution # _____	0
511130 Workers Compensation	252
511131 S.C. Unemployment	0
* Total Personnel	13,715
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	252
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	252
** Total Personnel & Operating	13,967
** Total Capital (From Section II)	0
*** Total Budget Appropriation	13,967

FUND 1000
PUBLIC WORKS - ADMINISTRATION (121100)
- STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST

NEW PROGRAM OVERVIEW

Part-time clerk/typist
Administration (50%) – Stormwater Management (50%)

Two major factors have contributed to this new program request. First, Public Works experienced a 36 percent increase in work orders taken in the last fiscal year—from 5,096 to 6,919, or 1,823 additional requests for services. This has not only added a load to our staff, but they cannot keep up with the daily maintenance logs with this much volume. Presently we are about seven months behind with this process.

The second factor is that with the transfer of the Stormwater Management Division (six employees, with another one being hired in the next few months), then seven employees need various levels of word processing and filing.

At this time we have one clerk/dispatcher and one senior administrative assistant to handle the correspondence for the director and 14 engineering type personnel plus handling all purchase requisitions, bill reconciliation, etc.

We request that funding for this part-time position be split 50-50 between Administration and Stormwater Management.

STAFFING LEVEL

1 part-time clerk/typist without insurance.

FUND 1000
PUBLIC WORKS – ADMINISTRATION (121100)
- STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST

PERSONNEL

510100 SALARIES & WAGES (1 PART-TIME) **\$ 13,715.00**

Salary, FICA cost, and Worker's compensation for (1) part-time clerk/typist, estimate 25 hours weekly at \$10.00 per hour. If approved, anticipate hiring within two weeks of budget approval for about 50 weeks of work during fiscal year.

OPERATING

525000 TELEPHONE **\$ 252.00**

Request one additional telephone line for this employee. \$21.00/mo. x 12 mos. = \$252.00.

CAPITAL
(None)

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Works
Organization: 121300 - Transportation

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 61	1,892,401	896,867	1,946,273	1,950,214		
510200	Overtime	33,383	7,253	7,253	0		
511112	FICA Cost	141,012	65,913	149,445	149,191		
511113	State Retirement	120,841	57,406	133,817	133,590		
511120	Insurance Fund Contribution - 61	341,600	175,680	351,360	366,000		
511130	Workers Compensation	157,445	74,057	150,792	156,719		
511131	S.C. Unemployment	2,144	0	0	0		
511213	State Retirement - Retiree	11,075	4,526	0	0		
* Total Personnel		2,699,901	1,281,702	2,738,940	2,755,714	0	0
Operating Expenses							
520100	Contracted Maintenance	716	0	1,200	1,200		
520200	Contracted Services	20,470	27,676	43,800	57,000		
520300	Professional Services	2,122	0	3,000	1,000		
520302	Drug Testing Services	1,299	701	1,567	1,567		
521000	Office Supplies	200	164	200	300		
521200	Operating Supplies	15,989	14,006	18,000	20,000		
521600	Road & Drainage Materials	274,284	159,790	298,615	308,000		
521601	Sign Materials	57,292	15,846	55,000	55,000		
522000	Building Repairs & Maintenance	3,623	1,157	5,000	4,000		
522100	Heavy Equipment Repairs & Maintenance	214,632	90,778	290,000	250,000		
522200	Small Equipment Repairs & Maintenance	9,773	2,358	6,500	6,500		
522300	Vehicle Repairs & Maintenance	112,999	41,180	140,000	120,000		
523200	Equipment Rental	1,242	173	2,000	2,000		
524000	Building Insurance	717	717	1,793	2,190		
524100	Vehicle Insurance - 44	22,880	11,440	28,600	23,892		
524201	General Tort Liability Insurance	11,960	5,980	14,950	20,008		
524202	Surety Bonds	393	0	0	0		
525000	Telephone	3,480	1,645	3,500	3,400		
525010	Long Distance Charges	267	152	400	400		
525020	Pagers and Cell Phones	314	157	315	734		
525030	800 MHz Radio Service Charges - 61	27,517	13,723	31,978	30,801		
525031	800 MHz Maintenance Charges - 61	5,635	5,727	5,670	5,549		
525210	Conference & Meeting Expenscs	0	405	900	1,200		
525230	Subscriptions, Dues, & Books	0	0	400	200		
525250	Motor Pool Reimbursement	0	0	200	200		
525320	Utilities - Maint. Camp 2 - Swansea	3,877	2,071	4,060	4,060		
525321	Utilities - Maint. Camp 3 - B/L	261	256	2,760	2,760		
525322	Utilities - Maint. Camp 4 - Chapin	1,707	1,118	3,200	2,500		
525323	Utilities - Public Works Complex	9,258	4,555	12,000	12,000		
525400	Gas, Fuel, & Oil	188,967	91,723	180,000	214,650		
525600	Uniforms & Clothing	10,594	6,577	12,500	21,100		
526500	Liccnses & Permits	400	750	825	825		
535000	Storm Disaster & Relief	457	22	400	400		
538000	Claims & Judgments (Litigation)	1,268	696	4,000	4,000		
* Total Operating		1,004,593	501,543	1,173,333	1,177,436	0	0
** Total Personnel & Operating		3,704,494	1,783,245	3,912,273	3,933,150	0	0

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Section II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: GENERAL
 Organization # 121300 Organization Title: TRANSPORTATION
 Program # _____ Program Title: _____

BUDGET
 2004-2005
 Requested

Qty		Item Description	Amount
4	Replacement	Motorgraders	\$642,000.00
2	Replacement	Backhoes	106,000.00
3	Replacement	Crew Cabs (1 ea with 4WD)	78,500.00
1	Replacement	Equipment Trailer (12 ton)	8,100.00
2	Replacement	Single Axle Dump Trucks	102,000.00
2	Replacement	Tandem Axle Dump Trucks	124,000.00
1	Replacement	Fuel Tanker	100,000.00
1	Replacement	Track Loader	200,000.00
1	Replacement	Generator (Chapin)	20,000.00
1	Replacement	Ice machine (Leesville)	3,000.00
2	Replacement	HVAC Units (Lexington)	30,000.00
2	Replacement	Hammer Drills	2,000.00
1	Replacement	Stick Welder	4,000.00
1	Replacement	Gas Powered Tamp	3,000.00
1	Replacement	Air Compressor (Chapin)	700.00
2	Replacement	Chain Saws	1,400.00
2	New	Pole Chainsaws	950.00
1	New	15' Wide Bush Hog	7,000.00
1	New	Vibratory Roller	65,000.00
** Total Capital (Transfer Total to Section I and IA)			\$1,497,650.00

**FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST**

**SECTION III
DEPARTMENT – PROGRAM OVERVIEW**

Program 3: Transportation

This program is responsible for the maintenance of approximately 1,098 miles of County-maintained roads – approximately 724 miles of dirt and 374 of paved and the associated drainage. This includes right-of-way maintenance, storm drainage repairs and/or replacement, asphalt maintenance, maintenance of various ditches and retention/detention ponds. Also various special projects are accomplished by this program (road paving, various County facility site preparation, special drainage projects).

	Grade
Transportation (60): 1 Superintendent.....with insurance	23
1 Assistant Superintendent.....with insurance	19
2 Special Project Supervisors.....with insurance	18
4 Road Maintenance Supervisors.....with insurance	16
2 Drainage Maintenance Supervisors.....with insurance	16
1 Pavement Supervisor.....with insurance	16
2 Heavy Equipment Operator IV.....with insurance	10
22 Heavy Equipment Operator III.....with insurance	9
11 Heavy Equipment Operator II.....with insurance	7
14 Heavy Equipment Operator I.....with insurance	6

The Superintendent and Assistant Superintendent oversee the activities of the above personnel and they are further divided into nine separate crews:

Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator IV 2 Heavy Equipment Operator III 1 Heavy Equipment Operator I
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Special Projects Crew	1 Special Projects Supervisor 1 Heavy Equipment Operator IV 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
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FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST (Continued)

Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Drainage Crew	1 Drainage Supervisor 1 Heavy Equipment Operator III 4 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Paving Crew	1 Paving Supervisor 2 Heavy Equipment Operator III 2 Heavy Equipment Operator I
Chapin Maintenance Crew	1 Maintenance Supervisor 2 Heavy Equipment Operator III 1 Heavy Equipment Operator II 2 Heavy Equipment Operator I
Leesville Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Swansea Maintenance Crew	1 Maintenance Supervisor 6 Heavy Equipment Operator III 1 Heavy Equipment Operator II 1 Heavy Equipment Operator I
Lexington Maintenance Crew	1 Maintenance Supervisor 4 Heavy Equipment Operator III 2 Heavy Equipment Operator II 3 Heavy Equipment Operator I

**FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST**

PERSONNEL

510100 – SALARIES AND WAGES (60) \$2,755,714.00

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

- 1 Superintendent
- 1 Assistant Superintendent
- 2 Special Project Supervisors
- 4 Road Maintenance Supervisors
- 2 Drainage Maintenance Supervisors
- 1 Pavement Supervisor
- 2 Heavy Equipment Operator IV
- 22 Heavy Equipment Operator III
- 11 Heavy Equipment Operator II
- 14 Heavy Equipment Operator I

OPERATING

520100 – CONTRACTED MAINTENANCE \$ 1,200.00

Maintenance agreement covering overhead doors at various camps – 8 doors @ \$150 each = \$1,200.00.

520200 – CONTRACTED SERVICES \$57,000.00

- (1) Chemically treating large drainage ditches, retention ponds, etc., on an annual basis.
Approximately \$ 9,000.00
- (2) Right-of-way spraying. \$42,000.00
- (3) Tree removal on an as-needed basis when safety dictates (high power lines, close proximity to houses, etc.). \$ 4,000.00
- Miscellaneous testing for compaction, etc., on various County projects. \$ 2,000.00
- Additional funds needed to increase items 1 and 2 due to increased demand.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004/2005 BUDGET REQUEST

520300 – PROFESSIONAL SERVICES **\$ 1,000.00**

Various legal services required.

520302 – DRUG TESTING SERVICES **\$ 1,567.00**

Federal D.O.T. requirement.

Typically 3 drug tests/mo. @ \$32 = \$96 x 12	=	\$ 1,152.00
1 alcohol test/mo. @ \$15 x 12	=	<u>180.00</u>
		\$ 1,332.00
Allow 5 extra drug tests @ \$32	=	\$ 160.00 for new hires.
Allow 5 extra alcohol tests @ \$15	=	<u>75.00</u> for new hires.
		\$ 1,567.00

521000 – OFFICE SUPPLIES **\$ 300.00**

This line item includes purchase of pens, calculators, forms and other supplies for the 61 positions in this department.

521200 – OPERATING SUPPLIES **\$20,000.00**

This line item provides funds for supplies needed to operate various pieces of equipment. Items such as chain saw blades, concrete saw blades, fire extinguisher refills, misc. small equipment parts, cleaning and household-type supplies at each camp, formwork for concrete work and safety equipment.

Various parts needed by vehicles and equipment installed by Public Works people outside the shop: \$5,800

Shovels, axes, cones, water coolers, etc. obtained through Central Stores: \$5,000

Radio batteries (replacement) for 800 MHz radios: \$3,000

Various mailbox, wire (fencing), lumber, etc., on an as-needed basis.

521600 – ROAD AND DRAINAGE MATERIALS **\$ 308,000.00**

This line item provides funding for materials such as crusher run, slag, clay, concrete, asphalt and emulsion, concrete and plastic storm drainage pipe, catch basin lids, etc. These materials are used by all crews in maintaining roads and also in improving roads.

Some examples of major purchases:

3,088 tons asphalt @ \$33.00	=	\$ 101,904
630 cy concrete x \$60.00 cy	=	37,800
325 bags cement @ \$8.00 bag	=	2,600
Storm drain pipe (various sizes)	=	66,000

CR14, 57 stone, etc.

Quarry cost 16,712 tons @ \$5.25 ton (various)	=	\$ 87,738
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Since there are various prices within each item, this is shown as an average.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004/2005 BUDGET REQUEST

521601 – SIGN MATERIALS **\$ 55,000.00**

This supports the Sign Shop in repairing or replacement of stop signs, street signs, traffic control signs, etc. Specialty signs are made also. New subdivision signs are also obtained through this but a separate revenue account gets the income. Subdivision signs (wooden) are not enforceable and will have to be replaced.

522000 – BUILDING REPAIRS AND MAINTENANCE **\$ 4,000.00**

Repairs to buildings at Public Works complex and three (3) outlying camps.

522100 – HEAVY EQUIPMENT REPAIRS AND MAINTENANCE **\$250,000.00**

This line item funds the repairs for motorgraders (19), backhoes (9), trailers, paving machine, AMZ machine, loaders (6), trackhoe, bulldozer, pans (3), rollers (3), dragline, hydroseeder, etc. Motorgrader tires and blades are also purchased through this account.

522200 – SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$ 6,500.00**

This line item covers the repairs and maintenance of chainsaws, Sign Shop machinery, mortar mixers, drills, air compressors, tamps, welders, etc.

522300 – VEHICLE REPAIRS AND MAINTENANCE **\$120,000.00**

This line item covers maintenance and repairs of dump trucks (22), pickups (14), water trucks (2), low-boy tractor, fuel truck, sand spreader, hydroseeder, etc. This also includes tires. This figure was generated by historical information.

523200 – EQUIPMENT RENTAL **\$ 2,000.00**

This line item covers any specific piece of equipment needed on a very limited basis.

524000 – BUILDING INSURANCE **\$ 2,190.00**

Recommended by Risk Management.

524100 – VEHICLE INSURANCE **\$ 23,892.00**

Based on 44 road vehicles @ \$543.00 each.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 20,008.00**

Recommended by Risk Management.

524202 – SURETY BONDS **\$ 0**

525000 – TELEPHONE **\$3,400.00**

Monthly service charges for three (3) phones at Lexington Camp, one (1) at Swansea Camp, one (1) at Leesville, and one (1) at Chapin.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST

525010 – LONG DISTANCE CHARGES **\$ 400.00**

This too is based on historical information that covers long distance charges for the four maintenance camps at Lexington, Swansea, Leesville, and Chapin.

525020 – PAGERS AND CELL PHONES **\$ 734.00**

(7) pagers @ \$8.73/month x 12 = \$734.00

1 each – Tom Frost, Superintendent, Assistant Superintendent, on-call Supervisor, and four (4) geographical supervisors. Additional four pagers requested due to change in emergency response plan.

525030 – 800 MHz RADIO SERVICE CHARGES (61) **\$30,801.00**

61 – 800 MHz radios	@ \$41.64/mo. x 12	= \$30,480.48
2 of the above add secure operation	@ \$ 5.25/mo. x 12	= 126.00
1 radio with private call	@ \$ 7.35/mo. x 12	= 88.20
Roaming charges \$105.96 annually	\$105.96	<u>105.96</u>
		\$30,800.64

525031 – 800 MHz MAINTENANCE (61) **\$ 5,549.00**

Maintenance contract on 61 800 MHz radios at \$7.58/mo. x 12 months.

61 x \$7.58 x 12 = \$5,548.56

This covers all repairs except physical damages.

525210 – CONF. & MTG. EXPENSES/EMPLOYEE TRAINING **\$ 1,200.00**

This will allow four (4) employees to attend four seminars featuring road construction and maintenance (2) and herbicide seminars (2) in order to keep current on methods, equipment, and products, (estimated 4 @ \$50.00 each = \$200.00), plus (3) safety seminars/certifications @ \$100 each = \$300.00.

525230 – SUBSCRIPTIONS, DUES AND BOOKS **\$ 200.00**

This will allow selected employees (4) to have membership in a herbicide organization in order to keep current on latest techniques and products.

525320 – MOTOR POOL REIMBURSEMENT **\$ 200.00**

Cost for use of Motor Pool Vehicles when vehicles are out of service due to repairs, service, etc.

525320 – UTILITIES – SWANSEA MAINTENANCE CAMP **\$ 4,060.00**

Estimated electricity	\$313.34/mo. x 12 mos.	= \$ 3,760.00
Estimated propane	\$ 25.00/mo. x 12 mos.	= <u>300.00</u>
		\$ 4,060.00

**FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST**

525321 – UTILITIES - BATESBURG/LEESVILLE MAINT. CAMP \$ 2,760.00

Estimated electricity \$150.00/mo. x 12 mos. = \$ 1,800.00
Estimated propane \$ 25.00/mo. x 12 mos. = 300.00
Estimated city water \$ 55.00/mo. x 12 mos. = 660.00
\$ 2,760.00

525322 - UTILITIES – CHAPIN MAINTENANCE CAMP \$ 2,500.00

Estimated utilities \$208.33/mo. x 12 mos. = \$2,499.96

525323 – UTILITIES – LEXINGTON MAINTENANCE CAMP \$ 12,000.00

Estimated utilities \$1000.00/mo. x 12 mos. = \$12,000.00

525400 – GAS, FUEL AND OIL \$214,650.00

27,000 gallons of gasoline x \$1.15/gallon = \$ 31,050
144,000 gallons diesel fuel x 1.15/gallon = 165,600

This is a recap of the first six months of this fiscal year so we request an additional \$10,000 to allow for any shortages.

Potential overuse \$ 10,000.00

Miscellaneous makeup: oil, hydraulic fluid, etc., estimated \$8,000.00 annually

525600 – UNIFORMS AND CLOTHING \$ 21,100.00

Based on 61 employees at an average of \$245.91 per employee to either replace uniforms and steel-toed boots or outfitting new hires with same. Also request \$100.00 each employee for warmer winter jackets (\$100.00 x 61 = \$6100.00).

526500 – LICENSE AND PERMITS \$ 825.00

Required by State:

2 ea. underground fuel tanks ----- \$200.00 ea. = \$400.00
Red Bank Pit (Mining License) ----- \$425.00

535000 – STORM DISASTER AND RELIEF \$ 400.00

This covers any meal expenses incurred by long hours of work in emergencies (i.e., snow removal, tornado damages, heavy rains, etc.). This account is typically reimbursed when under contract with SCDOT for snow storms.

538000 – CLAIMS AND LITIGATION \$ 4,000.00

This covers minor tort claims resulting from potholes, rocks falling off trucks, etc.

**FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST**

CAPITAL

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$ 6,000.00**

4 EA. REPLACEMENT MOTORGRADERS **\$642,000.00**

Recommended by Fleet Services. These four graders have the following hours:

County # 17070 – 1994 CAT 12 G	10,142 hours
17071 – 1994 CAT 12 G	14,658 hours
17072 – 1994 CAT 12 G	11,468 hours
17207 – 1994 CAT 12 G	12,418 hours

Experience with heavy equipment like this shows major potential re-build problems after 10,000-11,000 hours on the power train components (engine, transmission, tandem rear-end). We are looking at various options at this point (certified rebuild, major component rebuild, etc.).

2 EA. REPLACEMENT BACKHOES **\$ 106,000.00**

These 1994 backhoes were recommended by Fleet Services for replacement requesting 4-wheel drive, enclosed cab and 4-in-1 front buckets.

3 EA. REPLACEMENT CREW CAB **\$ 78,500.00**

Recommended by Fleet Services. Two of these vehicles were requested last year but not approved. Request (1) crew cab with 4-wheel drive for Chapin area.

County # 19194 – 1997 Crew Cab	193,258 miles
19934 - 1998 Crew Cab	187,828 miles
19935 – 1998 Crew Cab	169,321 miles

1 EA. REPLACEMENT EQUIPMENT TRAILER (12 TON) **\$ 8,100.00**

Recommended by Fleet Maintenance.

2 EA. REPLACEMENT SINGLE AXLE DUMP TRUCKS **\$ 102,000.00**

Recommended by Fleet Services.

County # 12632 1989 Dump Truck	196,005 miles
14305 1991 Dump Truck	173,936 miles

2 EA. REPLACEMENT TANDEM AXLE DUMP TRUCK **\$ 124,000.00**

Recommended by Fleet Services.

County # 15055 1992 Tandem	217,796 miles
15056 1992 Tandem	222,378 miles

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST (Continued)

1 EA. REPLACEMENT FUEL TANKER **\$ 100,000.00**

Recommended by Fleet Services. Our backup fuel truck (1992) has 220,753 miles presently. Our primary fuel truck has 217,796 miles. We request replacing this truck to become our primary and use the other as secondary. These trucks fuel off-road and licensed equipment throughout the County plus all emergency generators.

1 EA. REPLACEMENT TRACK LOADER **\$ 200,000.00**

This is the only track style loader with rippers that we have. In various types of hard soils and shale rock, this is an essential piece of equipment. It is also the Swansea office/Nucor primary materials loader. 1989 Track Loader with rippers with 7,600 hours.

1 EA. REPLACEMENT GENERATOR (CHAPIN) **\$ 20,000.00**

Recommended by Building Services. This present generator is a 1956 model military surplus unit that is hard to maintain. Its primary purpose is to keep the gas/fuel pumps operational during power outages.

1 EA. REPLACEMENT ICE MACHINE **\$ 3,000.00**

Recommended by Building Services. Unit is almost beyond repair.

2 EA. REPLACEMENT HVAC UNITS (LEXINGTON) **\$ 30,000.00**

Recommended by Building Services. These units supply heat/air to Transportation office.

2 EA. REPLACEMENT HAMMER DRILLS **\$ 2,000.00**

Present drills worn out—used on concrete, brick, etc., where jack hammer is not practical.

1 EA. REPLACEMENT STICK WELDER **\$ 4,000.00**

Present welder is unreliable and expensive to maintain. Public Works personnel use a welder a considerable amount of time for various repairs saving downtime and outsourcing costs.

1 EA. REPLACEMENT GAS POWERED TAMP **\$ 3,000.00**

Tamps are used for compaction around storm drainage pipes/structures. The shop that repairs these items recommends replacement.

1 EA. REPLACEMENT AIR COMPRESSOR **\$ 700.00**

The present compressor at the Chapin office was one taken off Fleet Service's service truck due to its condition. The Chapin crew changes its own tires and also ambulances, patrol cars, etc.

2 EA. REPLACEMENT CHAIN SAWS **\$ 1,400.00**

Two chain saws we have now are more expensive to repair than place.

2 EA. REPLACEMENT POLE SAWS **\$ 950.00**

Present two saws need replacing because repair costs are almost as much as new saws cost.

FUND 1000
PUBLIC WORKS – TRANSPORTATION (121300)
FY 2004-05 BUDGET REQUEST (Continued)

1 EA, NEW 15' WIDE BUSH HOG **\$ 7,000.00**

This 15' model will reduce our mowing time by about half. Our present mower is 8' wide. With increasing large acre mowing requirements (landfills, airport, industrial park), an overall savings can be realized. We have borrowed SCDOT's tractors in the past for the landfills.

1 EA, NEW VIBRATORY ROLLER **\$ 65,000.00**

This item has been requested for several years. We have one each vibratory roller that two to three crews try to share which means our road/building pad work cannot be compacted properly without moving this one unit around constantly. This is usually seasonable use (spring through fall).

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Works
Organization: 121400 - Stormwater Management

		BUDGET					
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 9	331,949	149,307	382,110	384,518		
511112	FICA Cost	24,462	10,916	29,231	29,416		
511113	State Retirement	18,774	8,244	26,175	26,339		
511120	Insurance Fund Contribution - 9	50,400	25,920	51,840	54,000		
511130	Workers Compensation	6,525	2,857	6,535	8,103		
511213	State Retirement - Retiree	3,964	1,983	0			
* Total Personnel		436,074	199,227	495,891	502,376	0	0
Operating Expenses							
520300	Professional services	95	0	148,575	150,000		
520400	Advertising	0	0	100	100		
520702	Technical Currency & Support	0	772	800	1,600		
521000	Office Supplies	47	849	975	1,000		
521100	Duplicating	1,068	466	1,200	1,200		
521200	Operating Supplies	633	895	1,350	1,350		
522200	Small Equipment Repairs & Maintenance	0	0	525	525		
524000	Building Insurance	13	13	33	331		
524201	General Tort Liability Insurance	736	368	920	920		
525000	Telephone	1,476	888	2,058	2,268		
525010	Long Distance Charges	114	8	250	50		
525020	Pagers and Cell Phones	105	52	489	2,340		
525030	800 MHz Radio Service Charges - 1	3,498	1,776	4,023	525		
525031	800 MHz Maintenance Charges - 1	720	727	720	91		
525100	Postage	905	681	1,250	1,400		
525110	Other Parcel Delivery Service	21	0	100	100		
525210	Conference & Meeting Expenses	2,862	100	3,200	3,200		
525230	Subscriptions, Dues, & Books	1,592	370	1,150	1,150		
525240	Personal Mileage Reimbursement	208	0	400	400		
525250	Motor Pool Reimbursement	16,604	7,451	18,500	18,500		
525300	Util/ Administration Building	2,446	1,496	1,400	1,500		
525323	Util/Public Works Complex	0	0	0	5,590		
525400	Gas, Fuel, & Oil	5	0	30	10		
525600	Uniforms & Clothing	590	105	1,000	1,000		
526500	Licenses & Permits	365	0	2,000	2,000		
* Total Operating		34,103	17,017	191,048	197,150	0	0
** Total Personnel & Operating		470,177	216,244	686,939	699,526	0	0
Capital							
540000	Small Tools & Minor Equipment:	7	1,070	2,500	2,500		
540010	Minor Software	0	0	700	500		
	All Other Equipment	10,408	7,481	9,720	4,310		
** Total Capital		10,415	8,551	12,920	7,310	0	0
*** Total Budget Appropriation		480,592	224,795	699,859	706,836	0	0

**FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST**

PROGRAM OVERVIEW

Stormwater Management

The Stormwater Division has the responsibility for aiding people with the development and subdividing of property. In the performance of these duties we review, approve, and inspect all aspects of land disturbance for commercial and subdivision design. We work with proposed plans for: drainage systems for stormwater, roadway and pavement design, sediment and erosion control methods, lot access, subdividing of property, and flood control. We work closely with the general public, homeowners, developers, engineers, surveyors, builders, realtors, various governmental agencies, and other County departments. We also administer the Federal Emergency Management Agency (FEMA) program for all properties/buildings located within or near the 100-year floodplain. This department will also coordinate the NPDES (National Pollution Discharge Elimination System) program which is a USEPA/SCDHEC unfunded mandate. In addition, this department will be responsible for the ozone reduction plan for the County.

Staffing Level

		<u>Grade</u>
1	Engineering & Stormwater Manager with insurance	24
1	Hydrologist with insurance	23
1	NPDES/Ozone Coordinator with insurance	19 (estimated)
2	Engineering Associate III with insurance	18
2	Engineering Associate II with insurance	13
2	Engineering Associate I with insurance	10

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST

PERSONNEL

510100 - SALARIES AND WAGES (9) \$502,376.00

Salaries, FICA cost, state retirement, insurance fund contribution, and workers compensation.

- 1 Engineering & Stormwater Manager
- 1 Hydrologist
- 1 NPDES Coordinator
- 2 Engineering Associate III
- 2 Engineering Associate II
- 2 Engineering Associate I

OPERATING

520300 - PROFESSIONAL SERVICES \$150,000.00

Estimate \$125,000 needed for mapping to GPS (Global Positioning System) outfalls into our GIS (Geographic Information System). Estimate \$25,000.00 for a consultant annually to assist with overall project. These estimates are annually reoccurring for at least four years.

520400 - ADVERTISING \$ 100.00

For miscellaneous advertising requirements.

520702 - TECHNICAL CURRENCY & SUPPORT \$ 1,600.00

Technical support of autodesk software and other software.

521000 - OFFICE SUPPLIES \$ 1,000.00

For necessary supplies (folders, note pads, etc.).

521100 - DUPLICATING \$ 1,200.00

Cost for necessary duplication of documents.

521200 - OPERATING SUPPLIES \$ 1,350.00

Necessary supplies like GIS print paper, color cartridges, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 525.00

Cost for repairing calculators, GPS unit, etc.

**FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST**

524000 – BUILDING INSURANCE **\$ 331.00**

Provided by Risk Manager. $\$536.000 \times .43$ use of Public Works office = \$231.00 plus \$100 for employees at County building.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 920.00**

Provided by Risk Manager

524202 – SURETY BONDS **\$ - 0 -**

525000 - TELEPHONE **\$ 2,268.00**

Eight (8) telephone service lines, $\$21.00/\text{mo.} \times 12 = \$2,016.00$, includes voice mail. Request one fax line, $\$21.00/\text{mo.} \times 12 = \252.00 .

525010 – LONG DISTANCE CHARGES **\$ 50.00**

As needed for long distance charges.

525020 – PAGERS AND CELL PHONES **\$ 2,340.00**

5 ea. cell phones $\$39.00/\text{mo.} \times 12 = \$2,340.00$.

525030 – 800 MHz RADIO SERVICE **\$ 525.00**

1 each radio (control station) to be used at office to communicate with other Public Works personnel. $\$43.72 \times 12 = \524.64 .

525031 – 800 MHz RADIO MAINTENANCE CONTRACT (1) **\$ 91.00**

Annual maintenance contract = \$90.90.

525100 - POSTAGE **\$ 1,400.00**

Anticipated postage costs.

525110 – OTHER PARCEL DELIVERY SERVICE **\$ 100.00**

525210 - CONFERENCE & MEETING EXPENSES **\$ 3,200.00**

SC Association of Hazard Mitigation, 2 ea. @ \$450	= \$ 900
Various stormwater managers, NPDES meetings	700
American Public Works Association Convention, 2 ea. @ \$800	<u>1600</u>
	\$3200

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$ 1,150.00**

Anticipated costs of items needed to keep up to date on program requirements (FEMA, NPDES, Engineering).

FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST (Continued)

SC Association Hazard Mitigation dues, 2 ea. @ \$100.00 = 200.00
Municipal Stormwater Manager dues, 4 ea. @ \$150.00 = 600.00
Professional Engineers license = 120.00
American Society of Civil Engineers membership = 100.00
Various engineer periodicals = 130.00

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 400.00**

Anticipated personal mileage to be reimbursed for County business.

525250 - MOTORPOOL REIMBURSEMENT **\$ 18,500.00**

Anticipated costs of transportation from motorpool as needed.

525300 – UTILITIES/ADMINISTRATION BUILDING **\$ 1,500.00**

For two (2) employees housed at administration building.

525323 – UTILITIES – PUBLIC WORKS COMPLEX **\$ 5,590.00**

Pro-rata share (43%) of utility bills at Public Works office.

525400 – GAS, FUEL & OIL **\$ 10.00**

For reimbursement for gas when necessary.

525600 - UNIFORMS & CLOTHING **\$ 1,000.00**

Steel-toed shoes and necessary uniforms to identify employees to citizens.

526500 - LICENSES & PERMITS **\$ 2,000.00**

Anticipated annual cost (permit) to SCDHEC.

NPDES = \$2,000.00

**FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST**

CAPITAL

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 2,500.00**

Equipment (calculators, etc.) needed to process information or data.

540010 - MINOR SOFTWARE **\$ 500.00**

Miscellaneous software as needed.

1 EA. REPLACEMENT GIS CARTOGRAPHER COMPUTER **\$ 1,810.00**

This replacement computer will upgrade the hydrologist's capability to perform flood information studies, Autocad, and other high level computer programs faster and more efficiently. This type computer will also be needed to maximize the new aerial photography and topography data soon to be delivered to the County. The present computer will be utilized elsewhere in the office.

1 EA. 3-D ANALYST SOFTWARE **\$ 1,900.00**

This software will allow the hydrologist to utilize 3-D surfaces and terrain based on the new aerial photography. It will also complement the hydrologic and hydraulic software for analyzing stormwater events.

2 EA. USED OFFICE COMPUTERS WITH MONITORS **\$ 600.00**

These computers will allow the two road inspectors to access TRAX (subdivision tracking software), GIS (through internet), email, etc. to enhance their productivity and reporting.

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # _____ 1000 Fund Title: _____ GENERAL
 Organization # _____ 121400 Organization Title _____ STORM WATER MGT.
 Program # _____ Program Title: _____ FEMA ENGINEERING ASSOC II

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries 1	32,940
510300 Part Time # _____	0
511112 FICA Cost	2,520
511113 State Retirement	2,256
511114 Police Retirement	0
511120 Insurance Fund Contribution 1	6,000
511130 Workers Compensation	659
511131 S.C. Unemployment	0
* Total Personnel	44,375
Operating Expenses	
520100 Contracted maintenance	0
520200 Contracted Services	0
520300 Professional Services	0
520400 Advertising	0
521000 Office Supplies	300
521100 Duplicating	200
521200 Operating Supplies	200
522100 Equipment Repairs & Maintenance	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
524000 Building Insurance	53
524100 Vehicle Insurance # _____	0
524101 Comprehensive Insurance # _____	0
524201 General Tort Liability Insurance	328
524202 Surety Bonds	0
525000 Telephone	252
525010 Long Distance	20
525100 Postage	100
525210 Conference & Meeting Expenses	600
525220 Employee Training	0
525230 Subscriptions, Dues, & Books	200
525300 Utilities - Admin Bldg _____	100
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
* Total Operating	2,353
** Total Personnel & Operating	46,728
** Total Capital (From Section II)	1,470
*** Total Budget Appropriation	48,198

**FUND 1000
PUBLIC WORKS - STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST**

NEW PROGRAM OVERVIEW

**FEMA Engineering Associate II
Stormwater Management**

The County has been involved with the FEMA (Federal Emergency Management Agency) Flood Program for many years. Although it is not a requirement for the County to participate, if it does not there cannot be any federally backed flood insurance or reimbursement in case of major flooding. Until this time, two employees of this department have shared this responsibility in addition to their regular duties. Their other duties are primarily commercial/industrial plan review and inspections of these sites as to stormwater issues.

Due to an increased workload in both areas, greater efficiency can be achieved by the creation of this position to solely handle flood issues. Approximately 1500 hours annually are spent on FEMA issues between the two existing employees. With the complexity of this type of program, an Engineering Associate II position is required. As more flood-prone area is developed, the number of customers needing this service is also increasing.

In addition, a more concentrated effort can lead to reduced flood insurance rates for the citizens of this County. A fee schedule to offset the additional costs will be proposed in the near future in order to reduce the budgetary effect to the General Fund budget.

STAFFING LEVEL

	Grade
1 FEMA Engineering Associate II with insurance	13

FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST - NEW PROGRAM

PERSONNEL

510100 SALARIES & WAGES (1) **\$ 44,375.00**

Salaries, FICA cost, state retirement, insurance fund contribution, and worker's compensation.
1 FEMA Engineering Associate II

OPERATING

521000 OFFICE SUPPLIES **\$ 300.00**

For necessary supplies (pens, pencils, folders, notepads, etc.).

521100 – DUPLICATING **\$ 200.00**

Cost for duplicating documents, letters, etc.

521200 = OPERATING SUPPLIES **\$ 200.00**

Necessary items of operating not classified as office. Maybe 100' measuring tapes, stakes, flagging, etc.

524000 – BUILDING INSURANCE **\$ 53.00**

Pro rata share of office space insurance at County Administration Building.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 328.00**

Insurance to cover possible claims against the County.

525000 – TELEPHONE **\$ 252.00**

1 each office telephone estimated \$21.00/month x 12 = \$252.00.

525010 – LONG DISTANCE **\$ 20.00**

As needed for long distance toll charges.

525100 – POSTAGE **\$ 100.00**

Anticipated postage costs.

525210 – CONFERENCE & MEETING EXPENSES **\$ 600.00**

Estimated costs for training and information on the local and state level.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$ 200.00**

Estimated costs of these items.

525300 – UTILITIES – ADMINISTRATION BUILDING **\$ 100.00**

For utility bills for 100 square foot office at Administration Building.

**FUND 1000
PUBLIC WORKS – STORMWATER MANAGEMENT (121400)
FY 2004-05 BUDGET REQUEST**

CAPITAL

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$ 200.00**

To cover calculators (engineering type), etc.

1 Ea. Computer (New) **\$ 1,070.00**

Necessary for employee to correspond with others (written, email), and track all aspects of the FEMA program, check flood maps, etc. Includes XP office software and 17" monitor.

1 Ea. Used Desk **\$ 80.00**

Necessary for employee to work from.

1 Ea. Used Chair **\$ 40.00**

For employee to sit at desk.

2 Ea. Used File Cabinets **\$ 80.00**

Necessary for storage of files

SECTION I

page 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000

Division: Public Safety

Organization: 131100 - Administration

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1	36,249	17,735	37,216	37,216		
511112 FICA Cost	2,617	1,263	2,847	2,847		
511113 State Retirement	2,483	1,215	2,549	2,550		
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	6,000		
511130 Workers Compensation	98	48	98	112		
* Total Personnel	47,047	23,141	48,470	48,725	0	0
Operating Expenses						
520300 Professional Services	3,000	1,200	2,400	0		
521000 Office Supplies	260	71	500	500		
521100 Duplicating	744	263	1,200	1,200		
521200 Operating Supplies	294	111	300	500		
522200 Small Equipment Repairs & Maintenance	0	0	100	100		
524000 Building Insurance	9	9	23	20		
524201 General Tort Liability Insurance	15	8	19	23		
524202 Surety Bonds	6	0	0	0		
525000 Telephone	1,266	672	1,360	1,360		
525010 Long Distance Charges	129	55	400	400		
525020 Pagers & Cell Phones	396	214	600	600		
525100 Postage	428	61	350	350		
525210 Conference & Meeting Expense	0	0	200	200		
525230 Subscriptions, Dues, & Books	0	0	100	100		
525300 Utilities - Admin. Bldg.	1,859	1,049	1,850	2,200		
* Total Operating	8,406	3,713	9,402	7,553	0	0
** Total Personnel & Operating	55,453	26,854	57,872	56,278	0	0
Capital						
540000 Small Tools & Minor Equipment:	94	31	500	500		
540010 Minor Software	0	0	500	500		
All Other Equipment	1,058	0	625	0		
** Total Capital	1,152	31	1,625	1,000	0	0
*** Total Budget Appropriation	56,605	26,885	59,497	57,278	0	0

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COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000 Fund Title: General
Organization # 131100 Organization Title: Public Safety/Administration

Object Expenditure Code Classification	Program # 1 Admin	Program #	Program #	Program #	Total 2004 - 05 Requested
Personnel					
510100 Salaries #	37,216				37,216
510300 Part Time #					
511112 FICA Cost	2,847				2,847
511113 State Retirement	2,550				2,550
511114 Police Retirement					
511120 Insurance Fund Contribution #	6,000				6,000
511130 Workers Compensation	112				112
511131 S.C. Unemployment					
* Total Personnel	48,725				48,725
Operating Expenses					
520300 Professional Services					
521000 Office Supplies	500				500
521100 Duplicating	1,200				1,200
521200 Operating Supplies	500				500
522200 Small Equipment Repairs & Maint.	100				100
524000 Building Insurance	20				20
524201 General Tort Liability Insurance	23				23
524202 Surety Bonds	0				0
525000 Telephone	1,360				1,360
525010 Long Distance Charges	400				400
525020 Pagers & Cell Phones	600				600
525100 Postage	350				350
525210 Conference & Meeting Expenses	200				200
525230 Subscriptions, Dues, & Books	100				100
525300 Utilities - Admin Building	2,200				2,200
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating	7,553				7,553
** Total Personnel & Operating	56,278				56,278
** Total Capital (From Section III)	1,000				1,000
*** Total Budget Appropriation	57,278				57,278

SECTION ~~II~~ - PROGRAM OVERVIEW

ADMINISTRATION DIVISION

SUMMARY OF PROGRAMS:

Program I - Administration

PROGRAM I: ADMINISTRATION

Objectives:

The objectives of this program are to provide coordination, and technical and administrative support to the entities that comprise the Department of Public Safety; the Emergency Preparedness Operations, Communications, Emergency Medical Services, and the Fire Service. Additional objectives are to provide effective administrative capabilities to support emergency response to the citizens of the County through dissemination of information through all media.

This program also is responsible to insure that all operations are in compliance with the financial, administrative and legal requirements set forth by county, state, and federal procedures, mandates and statutes. Other functions include the responsibility of insuring that adequate trained staff is employed to provide the most efficient delivery of services to the citizens through the many programs offered by the Public Safety Department.

FUND 1000
PS/ADMINISTRATION (131100)
FY '04-'05 BUDGET REQUESTS
PAGE 5

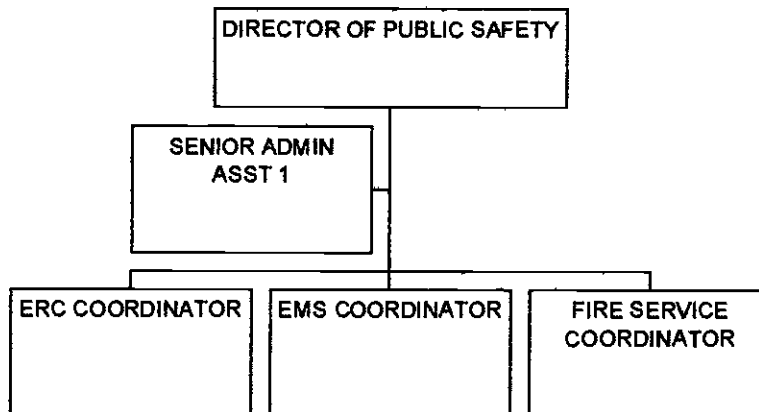
SECTION .V - LISTING OF POSITIONS

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>FUND</u>	<u>OTHER</u> <u>FUND</u>		
Senior Admin Asst I	1	1		1	9
TOTAL POSITIONS	1	1		1	

SECTION V - PERSONNEL LINE ITEM NARRATIVE

DEPARTMENT OF PUBLIC SAFETY
ADMINISTRATION DIVISION



SECTION V .B - OPERATING LINE ITEM NARRATIVES

**PUBLIC SAFETY
ADMINISTRATION DIVISION**

OPERATING BUDGET

521000 - OFFICE SUPPLIES \$ 500

This account provides for the varied supplies required for the Administrative program which are utilized by the Administrative Assistant and the division management staff to support the entire Public Safety Department.

521100 - DUPLICATING \$1,200

This account supports the duplicating efforts of the various programs that make up the Administrative Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES \$ 500

This account will be used to purchase supplies associated with the fax machine such as toner, drum, etc.

522200 - SMALL EQUIPMENT REPAIRS \$ 100

This account will be used for repairs as needed to office equipment used by the Administrative Division, to include the typewriter, the computer and printer.

524000 - BUILDING INSURANCE \$ 20

This account is used to purchase building and personal property insurance for the Administrative Division.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 23**

This account is utilized to provide tort liability for the Administrative Division.

525000 - TELEPHONE **\$ 1,360**

The telephone account reflects the expenses involved with providing telephone services for the Administrative Division. This amount reflects the pro-rated chargeback of the basic telephone system and other related to telephone services to include the lines for the fax machine and the paging system. Monthly Average - \$110/mo x 12 mo = \$1,320. Telephone Directory - \$40.

525010 - LONG DISTANCE CHARGES **\$ 400**

This account reflects the expenses involved with long distance telephone charges for the Administrative Division, as well as long distance charges associated with the fax machine.

525020 - PAGERS AND CELL PHONES **\$ 600**

This account reflects the expenses involved with a Nextel radio used by the Administrative Division. Monthly Plan \$50/mo x 12 mo = \$600

525100 - POSTAGE **\$ 350**

The Administrative Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, and mailing requested information to citizens concerning the various areas of Public Safety.

525210 - CONFERENCE & MEETING EXPENSE **\$ 200**

This account will be utilized to provide training updates for the Administrative Assistant in order to maintain proficiency in the upgraded computer software programs.

FUND 1000
PS/ADMINISTRATION (131100)
FY '04-'05 BUDGET REQUESTS
PAGE 10

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 100**

This account is utilized to subscribe to publications related to administrative and computer software training.

525300 - UTILITIES - ADMIN. BUILDING **\$2,200**

This account provides for the utilities necessary to sustain the Administrative Division within the Administration Building.
Monthly Average - \$185/mo x 12 mo = \$2,220

SECTION V .C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$500

The office chair in the Administrative Division will need to be replaced this year at an estimated cost of \$250. A laminating machine will be purchased to laminate training charts, etc. at an estimated cost of \$250.

540010 - MINOR SOFTWARE \$500

This will provide for upgrade of paging software for desktop computer used in Administration Division. Software needed include flowchart software for budgeting purchases and Adobe Acrobat.

SECTION I

page 1

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

Fund: 1000

Division: Public Safety

Organization: 131101 - Emergency Preparedness

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	81,098	39,597	83,063	83,063		
510200 Overtime	0	0	0			
511112 FICA Cost	6,192	2,995	6,354	6,355		
511113 State Retirement	5,555	2,713	5,690	5,690		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	12,000		
511130 Workers Compensation	220	107	218	250		
* Total Personnel	104,265	51,172	106,845	107,358	0	0
Operating Expenses						
520200 Contracted Services	1,890	1,890	2,300	7,300		
520400 Advertising & Publicity	0	0	100	100		
521000 Office Supplies	142	33	200	500		
521100 Duplicating	94	64	150	150		
521200 Operating Supplies	358	376	500	1,000		
524000 Building Insurance	9	9	23	23		
524201 General Tort Liability Insurance	351	176	439	522		
524202 Surety Bonds	13	0	0			
525000 Telephone	816	412	850	3,850		
525010 Long Distance Charges	60	23	200	200		
525020 Pagers and Cell Phones	277	140	300	300		
525030 800 MHz Radio Service Charges - 2	988	494	1,063	1,126		
525031 800 MHz Maintenance Charges - 2	180	182	180	182		
525100 Postage	90	36	100	100		
525210 Conference & Meeting Expenses	187	9	650	650		
525230 Subscriptions, Dues, & Books	50	50	150	150		
525300 Utilities - Admin. Bldg.	1,860	1,049	1,850	1,800		
* Total Operating	7,365	4,943	9,055	17,953	0	0
** Total Personnel & Operating	111,630	56,115	115,900	125,311	0	0
Capital						
540000 Small Tools & Minor Equipment	335	51	500	1,500		
All Other Equipment	0	841	1,150			
** Total Capital	335	892	1,650	1,500	0	0
*** Total Budget Appropriation	111,965	57,007	117,550	126,811	0	0

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Section IA

page 2

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000
Organization # 131101

Fund Title: General
Organization Title: Emergency Management

Object Expenditure Code Classification	Program # 1	Program # 2	Program #	Program #	Total 2004 - 05 Requested
Program Title:	SARA	EMD			
Personnel					
510100 Salaries #		83,063			83,063
510300 Part Time #					
511112 FICA Cost		6,355			6,355
511113 State Retirement		5,690			5,690
511114 Police Retirement					
511120 Insurance Fund Contribution #		12,000			12,000
511130 Workers Compensation		250			250
511131 S.C. Unemployment					
* Total Personnel	0	107,358			107,358
Operating Expenses					
520100 Contracted maintenance					
520200 Contracted Services		7,300			7,300
520300 Professional Services					
520400 Advertising	100				100
521000 Office Supplies	100	400			500
521100 Duplicating	50	100			150
521200 Operating Supplies		1,000			1,000
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.					
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
524000 Building Insurance	12	11			23
524100 Vehicle Insurance #					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance		522			522
524202 Surety Bonds					
525000 Telephone		3,850			3,850
525010 Long Distance Charges		200			200
525020 Pagers & Cell Phones		300			300
525030 800 MHZ Radio Service Charges		1,126			1,126
525031 800 MHZ Contracted Maintenance		182			182
525100 Postage	50	50			100
525210 Conference & Meeting Expenses	50	600			650
525230 Subscriptions, Dues, & Books		150			150
525300 Utilities - Admin. Building	900	900			1,800
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating	1,262	16,691			17,953
** Total Personnel & Operating	1,262	124,049			125,311
** Total Capital (From Section III)		1,500			1,500
*** Total Budget Appropriation	1,262	125,549			126,811

**SECTION III - PROGRAM OVERVIEW
EMERGENCY MANAGEMENT DIVISION**

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 weapons of mass destruction (WMD). This is evidenced both in the distribution and management of grant funds and in the increased exercising of plans. The Emergency Operations Center is the focal point for decision-making during response events and in training for a WMD response.

Request that the name, Emergency Preparedness Division be changed to Emergency Management Division and the position of Emergency Response Coordinator be changed to Emergency Management Coordinator. This change will be in keeping with the national, state and local agencies that have made the change.

**PROGRAM 1 - SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986,
(SARA)**

This program is mandated by federal law under the Title III, Emergency Planning and Community Right-to-Know Act of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Responsibilities at the local level are implemented by the Local Emergency Planning Committee (LEPC), the coordinator of which is the Emergency Response Coordinator. Responsibilities for the LEPC include:

1. Develop local emergency response plans
2. Give public notice of LEPC activities
3. Establish procedures for handling public requests for information
4. Request any information from facilities needed for emergency planning
5. Receive chemical inventory forms and data sheets (MSDS)
6. Receive release reports

PROGRAM 2 - EMERGENCY MANAGEMENT

This program provides the capability to plan for natural and man-made disasters which may affect the population of Lexington County. Planning is a continuous process and encompasses mitigation, actions taken to prepare for disaster, actions to be taken during the event which lessen 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,

FUND 1000
PS/EMERGENCY MANAGEMENT (131101)
FY '04-'05 BUDGET REQUESTS
PAGE 5

hurricanes, winter storms, etc.) accidents involving the fixed nuclear facility at V.C. Summer Nuclear Station, airport crashes and 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 and state and federal assistance agencies in all phases of planning.

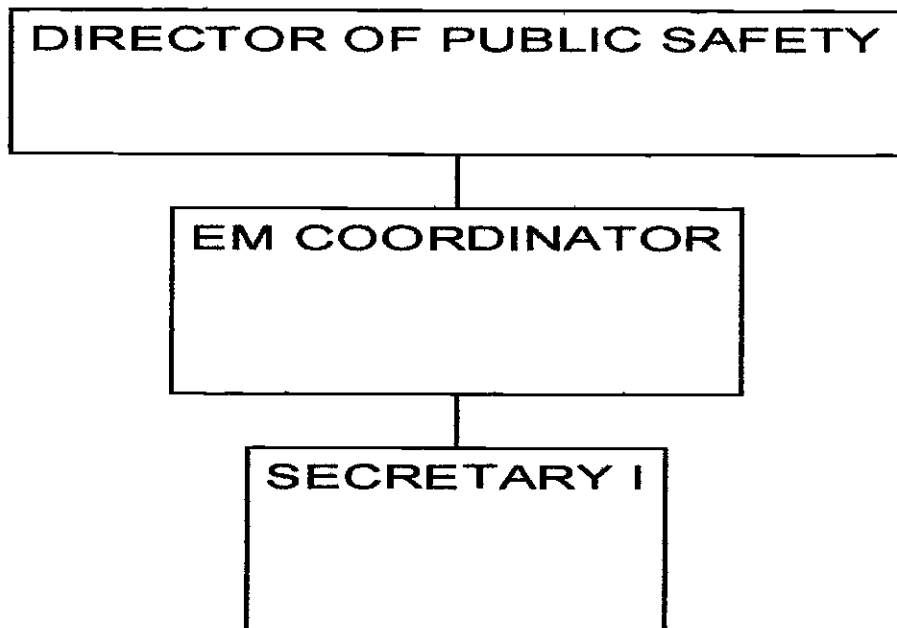
SECTION V.A. - LISTING OF POSITIONS

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>		
Coordinator	1	1		1	22
Secretary I	1	1		1	6
TOTAL POSITIONS	2	2		2	

SECTION V .A - PERSONNEL LINE ITEM NARRATIVE

EMD DIVISION



SECTION V .B.-OPERATING LINE NARRATIVES

EMERGENCY MANAGEMENT DIVISION

520200 - CONTRACTED SERVICES **\$7,300**

Program 2 - EMERGENCY MANAGEMENT \$7,300

This account will cover the cost of the yearly fee for the Meterologic weather system.

\$184 per mo x 12 mo = \$2,208

Will also cover Reverse 9-1-1 database update for BellSouth - \$5,000

520400 - ADVERTISING **\$ 100**

PROGRAM 1 - SARA \$100

This account provides for the annual notification of the citizens of Lexington County of the fact that records of hazardous materials within the county are maintained in the Office of Public Safety and are available for review. This notification is required by SARA, Title III.

521000 - OFFICE SUPPLIES **\$ 500**

PROGRAM 1 - SARA \$ 100

This account provides for the varied supplies required for the Local Emergency Planning Committee (SARA) program. These supplies are utilized by the Secretary and Coordinator to support these programs.

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 400

This account provides for the varied supplies required for the Emergency Management program. These supplies are utilized by the Secretary and Coordinator to support these programs.

521100 - DUPLICATING **\$ 150**

PROGRAM 1 - SARA \$ 50

This account supports the duplicating efforts of the various programs that make up the Emergency Management Division. Individual copies are charged back at the cost of five cents per copy.

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 100

This account supports the duplicating efforts of the various programs that make up the Emergency Management Division. Individual copies are charged back at the cost of five cents per copy.

521200 - OPERATING SUPPLIES **\$1,000**

PROGRAM 2 - EMERGENCY MANAGEMENT \$1,000

This account is to purchase toner and drum for printer, as well as operating supplies to be used during disaster operations and exercises. Increased emphasis on Homeland Security and EOC training will necessitate more supplies.

524000 - BUILDING INSURANCE **\$ 23**

PROGRAM 1 - SARA \$ 12

This account is used to purchase building and personal property insurance for the Emergency Management Division.

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 11

This account is used to purchase building and personal property insurance for the Emergency Management Division.

524201 - GENERAL TORT LIABILITY INSURANCE **\$439**

PROGRAM 2 - EMERGENCY MANAGEMENT \$ 439

This account is utilized to provide tort liability for the Emergency Management Division.

FUND 1000
PS/EMERGENCY MANAGEMENT (131101)
FY '04-'05 BUDGET REQUESTS
PAGE 12

525010 - TELEPHONE **\$3,850**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$3,850

This telephone account reflects the expenses involved with providing telephone services for the Emergency Management Division. This amount reflects the pro-rated chargeback of the basic telephone system.

$$\$68/\text{mo} \times 12 \text{ mo.} = \$816$$

The reverse 9-1-1 system utilizes 15 dedicated phone lines.

$$15 \text{ lines} \times \$15.85/\text{month} \times 12 \text{ mo} = \$2,867$$

525010 - LONG DISTANCE CHARGES **\$200**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 200

This account reflects the expenses involved with long distance telephone charges for the Emergency Management Division.

525020 - PAGERS AND CELL PHONES **\$300**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$ 300

This account reflects the costs associated with a pager for the Coordinator and a spare cellular telephone to be used during emergencies.

$$\text{Phone } \$16.00/\text{month} \times 12 \text{ month} = \$192$$

$$\text{Pager } \$8.75/\text{mo} \times 12 \text{ month} = \$105$$

25030 - 800 MHZ RADIO SERVICE CHARGES **\$1,126**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION \$1,126

This account is to cover monthly operations service charges and roaming charges for 800 MHZ radios.

$$2 \text{ radio} \times \$47/\text{month} \times 12 \text{ month} = \$1,126$$

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525031 - 800 MHZ CONTRACTED MAINTENANCE **\$190**

PROGRAM 2 - EMERGENCY MANAGEMENT DIVISION **\$ 190**

This account will cover monthly maintenance cost of two 800 MHz radios.

$$2 \times \$91/\text{yr} = \$182$$

525100 - POSTAGE **\$ 100**

PROGRAM 1 - SARA **\$ 50**

The Emergency Management Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Management and in the Emergency Planning areas.

PROGRAM 2 - EMERGENCY MANAGEMENT **\$ 50**

The Emergency Management Division is required to correspond with numerous local, state, and federal agencies. Many of these correspondences require that they be registered mail. Some of the specific correspondence provided through this account is mailing agendas, mailing requested information to citizens concerning the various areas of Emergency Management and in the Emergency Planning areas.

525210 - CONFERENCES & MEETING EXPENSE **\$ 650**

PROGRAM 1 - SARA **\$ 50**

Annual LEPC meeting supplies - \$50

PROGRAM 2 - EMERGENCY MANAGEMENT **\$ 600**

Emergency Management Conference \$600
(Required by CCA - FEMA Funding)

FUND 1000
PS/EMERGENCY MANAGEMENT (131101)
FY '04-'05 BUDGET REQUESTS
PAGE 14

525230 - SUBSCRIPTIONS DUES & BOOKS **\$ 150**

PROGRAM 2 - EMERGENCY MANAGEMENT **\$150**

This account is utilized to pay for dues to the South Carolina Emergency Management Association (\$50) and to the state merit system (\$100) for rating of EMD positions.

525300 - UTILITIES - ADMIN. BUILDING **\$1,800**

PROGRAM 1 - SARA **\$ 900**

This account provides for the utilities necessary to sustain the Emergency Management Division within the Administration Building.

PROGRAM 2 - EMERGENCY MANAGEMENT **\$ 900**

This account provides for the utilities necessary to sustain the Emergency Management Division within the Administration Building.

FUND 1000
PS/EMERGENCY MANAGEMENT (131101)
FY '04-'05 BUDGET REQUESTS
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SECTION V .C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Small Tools and Minor Equipment \$1,500

Replace telephones and cords and equipment used during emergency operations.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 131101 Organization Title: Emergency Management Division
Program # Program Title: Emergency Center Operations Relocation

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	
** Total Capital (From Section II)	48,950
*** Total Budget Appropriation	48,950

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Emergency Operations Center Relocation

The Emergency Operations Center (EOC) may be relocated from its present location of the Fire Training Center to the Communications Center. There is no existing equipment other than audiovisual. This will require the purchase of equipment to make the EOC operational.

WEB-EOC **\$32,000**

This a web-based product (software program) that organizes all events that transpire during an event, manages resources and provides real time information to EOC participants. The South Carolina Management Division and numerous counties throughout the state are adopting this program.

Computer - \$ 1,500
Monitor - \$ 300
Printer - \$ 200
Web-EOC Software and Installation - \$30,000

Refrigerator	\$ 600
Stove	\$ 500
Coffee Maker	\$ 300
Microwave	\$ 250
Tables (10 ea)	\$1,700
Chairs (30 ea)	\$4,500
Fax Machine	\$ 250
Printer	\$ 250
Marker Boards (6 ea)	\$ 600
Telephone Installation	\$3,000
Miscellaneous Wiring	\$5,000

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

MAR 02 RECD

FINANCE DEPT.

Fund: 1000
Division: Public Safety
Organization: 131200 - Animal Control

Object Expenditure Code Classification		BUDGET				
		2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 8	196,716	95,895	207,726	<u>205,430</u>	
510200	Overtime	7,191	2,655	2,655	<u>5,000</u>	
510300	Part Time - 2 (1.48 - FTE)	26,340	12,820	32,134	<u>32,134</u>	
511112	FICA Cost	16,668	8,000	18,552	<u>18,557</u>	
511113	State Retirement	15,772	7,629	16,612	<u>16,616</u>	
511120	Insurance Fund Contribution - 8	44,800	23,040	46,080	<u>48,000</u>	
511130	Workers Compensation	3,983	1,927	4,039	<u>5,652</u>	
511131	SC Unemployment	5,672	740	0	<u>0</u>	
	* Total Personnel	317,142	152,706	327,798	<u>331,389</u>	
Operating Expenses						
520200	Contracted Services	3,096	1,548	5,500	<u>7,110</u>	
520300	Professional Services	1,500	625	3,000	<u>10,000</u>	
520400	Advertising & Publicity	0	0	1,000	<u>1,000</u>	
521000	Office Supplies	418	445	1,250	<u>1,250</u>	
521100	Duplicating	434	248	1,000	<u>1,000</u>	
521200	Operating Supplies	33,477	15,319	32,000	<u>32,000</u>	
521300	Food Supplies	0	0	2,000	<u>2,000</u>	
521402	Occupational Health Supplies	239	0	2,500	<u>2,610</u>	
522000	Building Repairs & Maintenance	899	1,112	2,500	<u>4,500</u>	
522200	Small Equipment Repairs & Maintenance	0	0	1,000	<u>1,000</u>	
522300	Vehicle Repairs & Maintenance	7,664	1,581	5,600	<u>5,600</u>	
524000	Building Insurance	81	81	204	<u>204</u>	248
524100	Vehicle Insurance - 5	2,600	1,300	3,250	<u>2,716</u>	
524201	General Tort Liability Insurance	701	350	876	<u>965</u>	
524202	Surety Bonds	64	0	0	<u>0</u>	
524900	Data Processing Equipment Insurance	5	5	13	<u>10</u>	
525000	Telephone	1,510	743	1,700	<u>1,700</u>	
525010	Long Distance Charges	252	70	500	<u>500</u>	
525020	Pagers & Cell Phones	1,179	592	1,240	<u>1,240</u>	
525030	800MHz Radio Service Charges - 7	3,072	1,521	3,523	<u>3,523</u>	
525031	800MHz Maintenance Charges - 7	454	636	630	<u>662</u>	
525100	Postage	251	168	250	<u>250</u>	
525210	Conference & Meeting Expenses	4,355	0	5,500	<u>5,500</u>	
525230	Subscriptions, Dues, & Books	0	0	200	<u>200</u>	
525240	Personal Mileage Reimbursement	0	0	100	<u>100</u>	
525307	Utilities - Service Center South	16,295	7,681	16,986	<u>17,000</u>	
525400	Gas, Fuel, & Oil	10,031	4,173	9,000	<u>10,000</u>	
525600	Uniforms & Clothing	2,717	836	3,000	<u>3,000</u>	
526500	Licenses & Permits	300	0	500	<u>500</u>	
538000	Claims & Judgments (Litigation)	25	0	500	<u>500</u>	
	* Total Operating	91,619	39,034	105,322	<u>116,640</u>	116,684
	** Total Personnel & Operating	408,761	191,740	433,120	<u>448,029</u>	448,073

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Safety
Organization: 131200 - Animal Control

		<i>BUDGET</i>				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment:	422	483	3,525	<u>2,500</u>		
All Other Equipment	18,189	266	7,175	<u>41,500</u>		
** Total Capital	18,611	749	10,700	<u>44,000</u>		

*** Total Budget Appropriation

427,372

192,489

443,820

4,920,029

4,920,093

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**COUNTY OF LEXINGTON
CAPITAL ITEM SUMMARY
2004-2005**

Program 1

FUND 1000 (GENERAL)
ORGANIZATION 131200 (ANIMAL SERVICES)

***BUDGET
2004-2005
Requested***

Qty	Item Description	Amount
1	4-Line Cordless Telephone System (Replacement)	\$700
4	Diamond Deluxe Animal Boxes (Replacement)	\$30,000
1	FAAC Gate Operator and Entry System	\$10,800
14	Catch Poles	\$1,175
3	Motorola Two-Way Radio	\$700
3	Pet Step Ramp	\$425
Misc.	Various Cat Accessories for Cat Adoption Room	\$200

** Total Capital \$44,000

COUNTY OF LEXINGTON 2004 –2005 ANNUAL BUDGET PROGRAM OVERVIEW

FUND 1000
ANIMAL SERVICES (131200)

MISSION / OBJECTIVES

The purpose of Animal Services is to enforce Lexington County's animal control ordinance, shelter animals in a way to ensure the public's safety, and to promote responsible pet ownership. Animal Services shelters unwanted, abandoned, stray, and impounded animals. It is the duty of the shelter to:

- Minimize stress on the animals, protect them from the elements, and provide a place of safety and comfort while they are in the shelter's care.
- Provide humane disposition of unwanted, sick, dangerous, or injured animals.
- Responsible placement of adopted animals.
- Improve conditions for animals in Lexington County.
- Provide a facility that is attractive to the citizens of Lexington County.

MISCELLANEOUS AND STATISTICAL DATA

Lexington County is approximately 750 square miles consisting of an estimated 210,000 people. Animal Services has (4) animal control officers which patrol the county. Animal Services divided the county into (4) sections. Each officer is assigned a specific area to patrol. Each week the officers rotate on call duty. An officer is on call 24 hours a day, seven days a week.

James Hill:	Downtown Lexington -- Irmo -- Chapin -- Part of West Columbia
Doug Reed:	South Congaree -- Pine Ridge -- Part of Lexington -- Part of West Columbia
John McGee:	Pelion -- Swansea -- Gaston
Johnny Blackman:	Batesburg -- Leesville -- Gilbert -- Summit

A.) LISTING OF POSITIONS

<u>Job Title</u>	<u>Positions</u>	<u>General Fund</u>	<u>Grade</u>
Coordinator	1	1	12
Veterinarian	1	1	15
Animal Control Officer	4	1	5
Shelter Attendant	1	1	5
Shelter Attendant	2	1	5-P/T
Clerk	1	1	4

B.) VEHICLES

COUNTY #	MAKE & MODEL	INSURANCE
18970	1997 FORD F-150	\$530
18971	1997 FORD F-150	\$530
21513	2000 DODGE PKP	\$530
21514	2000 DODGE PKP	\$530
22778	2001 CHEV 1500	\$530

C.) TELECOMMUNICATION EQUIPMENT

QUANTITY	EQUIPMENT
6	TELEPHONE
6	800 MHz RADIO
1	800 MHz BASE STATION
5	PAGERS

D.) SERVICE LEVELS

2002-03	ANIMALS RECEIVED	ANIMALS EUTHANIZED	ANIMALS ADOPTED	ANIMALS RECLAIMED	ANIMALS TRANSFERRED	COMPLAINTS RUN
JULY	914	798	17	33	82	842
AUGUST	783	688	29	20	44	586
SEPT	716	604	13	33	31	559
OCT	864	788	29	36	26	703
NOV	640	527	12	28	35	615
DEC	521	456	45	28	33	472
JAN	564	471	21	25	37	572
FEB	575	464	13	40	51	589
MARCH	700	576	16	27	47	630
APRIL	842	654	27	39	74	728
MAY	958	863	32	23	35	643
JUNE	1085	994	35	23	45	747
TOTALS	9162	7883	289	355	540	7686

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**County of Lexington
Proposed Revenues
Fines, Fees, and Other (State Authorized)
Budget FY- 2004 / 2005**

Fund #: 1000 Fund Name: General

Dept. # 131200 Department Name: Animal Services

Budget

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2002-03 (9Months)	Anticipated Fees FY 2003-04	Units of Service	Current Fee	Total Estimated Fees FY 1998-99	Proposed Fee Change	Total Proposed Estimated Fees FY 2000-01
430000	Fine & Fees	\$12,117	\$18,000			\$16,500		\$30,000
	<i>Cat Adoption</i>				\$80		N/A	
	<i>Dog Adoption</i>				\$70		N/A	
	<i>Reclaim 1st Offense</i>				\$15			
	<i>Reclaim 2nd Offense</i>				\$30			
	<i>Reclaim 3rd Offense</i>				\$50			
	<i>Vaccinations</i>				\$10 & \$5		N/A	
430001	Rabies	\$505	\$1,500	150	\$10		N/A	\$1,500
430002	Donations	\$1,032	N/A					N/A
	Court Fines	\$15,000	\$25,000		Varies			\$25,000

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COUNTY OF LEXINGTON
2004-2005
ANNUAL BUDGET JUSTIFICATION

Program 1

FUND 1000
ANIMAL SERVICES (131200)
OPERATING EXPENSES:

520200 **CONTRACTED SERVICES:** **\$ 7,110**
WASTE DISPOSAL BY CAROLINA CONTAINER CORPORATION. MONDAY THROUGH SATURDY AT A COST OF \$442 PER MONTH. VECTOR CONTROL BY ECOLAB AT A COST OF \$150 PER MONTH

520300 **PROFESSIONAL SERVICES:** **\$ 10,000**
CONTRACT FOR VETERANARIAN SERVICES TO INCLUDE EMERGENCY AFTER HOUR CARE AND OTHER RELATED VETERINARIAN SERVICES.

520400 **ADVERTISING / PUBLICITY:** **\$ 1,000**
NEWSPAPER ADS, BOOTHS AT FESTIVALS, FLYERS ABOUT SPECIAL EVENTS

521000 **OFFICE SUPPLIES:** **\$ 1,250**
PAPER, PENS, ENVELOPES, SCOTCH TAPE, FOLDERS, STORAGE BOXES, HOUSEHOLD SUPPLIES, ANIMAL SERVICE FORMS, RUBBER BANDS, TOWN DIRECTORIES, DESK CALENDARS & PLANNERS, COMPUTER BACKUP TAPES; PRINTER, CALCULATOR & FAX RIBBONS, INDEX & BUSINESS CARDS, ECT...

521100 **DUPLICATING:** **\$ 1,000**
COPY MACHINE DUPLICATING USED IN THE DAILY ACCOMPLISHMENT OF THE ANIMAL SERVICES OPERATION.

521200 **OPERATING SUPPLIES:** **\$ 32,000**
VETERINARY SUPPLIES SUCH AS MEDICATIONS, VACCINATIONS, ANTIBIOTICS, ANESTHESIA, SYRINGE, NEEDLES, FLEA DIP, AND FATAL PLUS (EUTHANASIA FLUID). FATAL PLUS IS \$35 PER BOTTLE AT AN AVERAGE OF 18 BOTTLES PER MONTH.

521300 **FOOD SUPPLIES:** **\$ 2,000**
PURCHASE DOG AND CAT FOOD FOR THE ANIMALS THAT ARE HELD IN THE SHELTER. AN ESTIMATED 12,000 ANIMALS ARE PROCESSED THROUGH THE SHELTER IN A YEAR. PRICE OF FOOD VARIES.

521402 **OCCUPATIONAL HEALTH SUPPLIES:** **\$2,610**
3 SETS OF SHOTS PER PERSON FOR PRE- INNOCULATION AGAINST RABIES. THE VACCINE IS CALLED IMOVAX.

\$145 PER SHOT (3 SHOT SERIES) = \$435 PER PERSON 6 EMPLOYEES)

522000 BUILDING REPAIRS AND MAINTENANCE: \$ 4,500
BUILDING IS OLD AND REQUIRES REPAIRS THROUGHOUT THE YEAR. Building Services will also stud
in a file room in our existing administration building (\$2,000)

522200 SMALL EQUIPMENT REPAIRS & MAINT.: \$ 1,000
FUNDS WILL BE USED FOR EMERGENCY REPAIR AND MAINTENANCE FOR SMALL OFFICE
MACHINES SUCH AS COMPUTERS, PRINTERS, FAX MACHINES, AND TYPEWRITERS, ETC.

522300 VEHICLE REPAIRS AND MAINENANCE: \$ 5,600
THIS FIGURE IS BASED ON THE AVERAGE YEARLY REPAIRS OF 5 VEHICLES FROM MAINTENANCE
REPORTS PREPARED BY FLEET SERVICES.

524000 BUILDING INSURANCE: \$ 248
TO COVER THE COST OF ALLOCATED BUILDING INSURANCE.

524100 VEHICLE INSURANCE: \$ 2,716
LIABILITY COVERAGE FOR A YEAR IS \$530 PER VEHICLE. ANIMAL SERVICES HAS 5 VEHICLES IN
ITS FLEET.

524201 GENERAL TORT LIABILITY INSURANCE: \$ 965
\$420 FOR THE COORDINATOR AND \$62 FOR ALL OTHER EMPLOYEES (9)

524900 DATA PROCESSING EQUIPMENT INSURANCE: \$ 10
TO COVER ONE ANIMAL SERVICES OFFICE AT \$9.90 PREMIUM FOR A \$5,000 LIMIT OF COVERAGE

525000 TELEPHONE: \$ 1,700
TELEPHONE EXPENSE FOR (6) TELEPHONES, (3) TELEPHONE NUMBERS, AND (1) FAX LINE.

525010 LONG DISTANCE CHARGES: \$ 500
CALLING OTHER ANIMAL SHELTERS IS THE COUNTRY.

525020 PAGERS & CELL PHONES: \$ 1,240
RENTAL OF (5) PAGERS FOR THE PERIOD OF JULY 1, 2001 through JUNE 30, 2002. ALPHA PAGERS
WITH STATEWIDE RANGE AT \$9 PER MONTH FOR A COST OF \$540

(1) CELL PHONE FOR THE ON-CALL OFFICER \$58.33 PER MONTH = \$700

525030 800 MHz RADIO SERVICE CHARGES: \$ 3,523
THIS ACCOUNT COVERS THE COST OF (7) RADIOS @ \$42 PER MONTH PLUS \$10 ROAMING PER
RADIO

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525031 800 MHz RADIO MAINTENANCE: \$ 662
CONTRACTED MAINTENANCE COST OF 7 RADIOS @ \$90 PER MONTH PLUS \$4.50 SC TAX EACH

525100 POSTAGE: \$ 250
MAILING OF CORRESPONDANCE DEALING WITH THE OPERATION OF ANIMAL SERVICES.

525210 CONFERENCE & MEETING EXPENSE: \$ 5,500
TRAINING ON ANIMAL CONTROL SPECIFICALLY DESIGNED TO HELP EMPLOYEES PERFORM THEIR DUTIES MORE EFFICIENTLY AND TO HELP REDUCE COST TO LEXINGTON COUNTY. TRAINING WILL INCLUDE BUT IS NOT LIMITED TO EUTHANASIA, PUBLIC RELATIONS, ANIMAL CRUELTY INVESTIGATION, PROPER HANDLING OF DANGEROUS ANIMALS, AND A NATIONAL CONFERENCE FOR ANIMAL SERVICE COORDINATORS. HOTELS AND FOOD COSTS ALSO INCLUDED.

525230 SUBSCRIPTIONS, DUES, & BOOKS: \$ 200
FUNDS ARE USED FOR THE PURCHASE OF A SUBSCRIPTION TO THE NATIONAL ANIMAL CONTROL ASSOCIATION MAGAZINE THAT PROVIDES INFORMATION AND UPDATES ON ANIMAL SERVICES AS WELL AS EMPLOYEE MEMBERSHIP TO THE ASSOCIATION. COST IS \$35 PER EMPLOYEE. THERE ARE 9 ELIGIBLE EMPLOYEES

525240 PERSONAL MILEAGE REIMBURSEMENT: \$ 100
MILEAGE REIMBURSEMENT REQUIRED WHEN USING PERSONAL VEHICLE TO TRAVEL. \$.32 PER MILE ALLOWS FOR 780 MILES.

525307 UTILITIES- ANIMAL SERVICES: \$ 17,000
UTILITY USAGE FOR SPACE OCCUPIED BY THE ANIMAL SHELTER.

SEWER \$31 PER MONTH
WATER \$70-\$100 PER MONTH
PROPANE ~\$325 PER MONTH (5 MONTH USEAGE)
ELECTRIC ~\$225 PER MONTH

525400 GAS, FUEL, & OIL: \$ 10,000
ANIMAL SERVICES HAS 5 VEHICLES IN THEIR FLEET. THESE VEHICLES ARE ASSIGNED TO ANIMAL CONTROL OFFICERS WHO PATROL LEXINGTON COUNTY ON A DAILY BASIS ANSWERING COMPLAINTS AND GENERAL PROACTIVE ENFORCEMENT. THE FIGURE IS BASED ON REPORTS RECEIVED FROM FLEET SERVICES.

525600 UNIFORMS & CLOTHING: \$ 3,000
UNIFORM RENTAL FROM G&K SERVICES FOR 52 WEEKS FOR 4 ANIMAL CONTROL OFFICERS AT A COST OF \$44 PER WEEK. SHOES, BOOTS, SCRUB TOPS, AND OTHER RELATED ITEMS FOR 9 STAFF MEMBERS AND A VETERINARIAN.

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526500 LICENSES & PERMITS: \$ 500
FOR VETERINARY D.E.A. LICENSE TO ENABLE THE PURCHASE OF DRUGS. THERE IS A BILL THAT HAS PASSED THE SENATE TO REQUIRE SHELTERS TO HAVE DIRECT LICENSING.

538000 CLAIMS & JUDGEMENTS (LITIGATION): \$ 500
PAYMENT ON DEDUCTABLE FOR ANY CLAIMS FILED AGAINST LEXINGTON COUNTY.

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SECTION I
page 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Public Safety
Organization: 131300 - Communications

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 38	507,941	249,722	530,178	1,034,051		
510199 Special Overtime	140,002	71,827	145,000	145,000		
510200 Overtime	-355	117	0	0		
510300 Part Time - LS (2.8 - FTE)	36,611	15,382	67,140	67,140		
511112 FICA Cost	50,510	24,755	56,787	95,334		
511113 State Retirement	46,184	22,701	50,849	71,472		
Police Retirement				19,209		
511120 Insurance Fund Contribution - 38	134,400	69,120	138,240	228,000		
511130 Workers Compensation	2,085	2,027	1,969	3,739		
511131 S.C. Unemployment	0	0	0	0		
511213 State Retirement - Retiree	19	68	0	0		
* Total Personnel	917,397	455,719	990,163	1,663,945	0	0
Operating Expenses						
520100 Contracted Maintenance	4,836	2,015	5,450	5,000		
520200 Contracted Services	456	0	1,070	1,500		
520207 SLED Terminals Contract	3,941	1,642	2,530	0		
520246 NICI Access Fee	0	0	2,400	6,500		
520300 Professional Services	0	0	0	0		
520700 Technical Services	0	0	1,247	0		
521000 Office Supplies	1,276	749	1,700	3,000		
521100 Duplicating	1,302	645	1,200	1,500		
521200 Operating Supplies	2,092	878	2,400	4,000		
522200 Small Equipment Repairs & Maintenance	1,105	0	2,500	2,500		
522300 Vehicle Repairs & Maintenance	117	0	0	0		
524000 Building Insurance	276	276	691	823		
524100 Vehicle Insurance - I	520	0	0	0		
524201 General Tort Liability Insurance	360	180	450	836		
524202 Surety Bonds	174	0	0	0		
524900 Data Processing Insurance	69	69	173	173		
525000 Telephone	4,352	0	3,500	1,000		
525002 Telephone (800 Service)	10	0	0	0		
525010 Long Distance Charges	51	0	0	0		
525020 Pagers and Cell Phones	900	502	1,005	1,200		
525030 800 MHz Radio Service Charges - 6	6,584	0	0	0		
525031 800 MHz Maintenance Charges - 6	12,856	0	0	0		
525210 Conference & Meetings	476	635	1,500	2,000		
525230 Subscriptions, Dues, & Books	0	30	420	480		
525250 Motor Pool Reimbursement	0	4	1,000	1,000		
525300 Utilities - Admin. Bldg.	3,959	2,233	3,900	3,900		
525332 Utilities - Comm. Tower	5,857	3,135	5,700	5,700		
525400 Gas, Fuel & Oil	182	0	0	0		
525600 Uniforms & Clothing	4,195	0	4,200	10,000		
* Total Operating	55,946	12,993	43,036	51,112	0	0
** Total Personnel & Operating	973,343	468,712	1,033,199	1,715,057	0	0

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COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Public Safety
Organization: 131300 - Communications

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment:	973	602	1,500	5,000		
540010 Minor Software	327	0	1,900	7,400		
All Other Equipment	0	6,481	9,513			
** Total Capital	1,300	7,083	12,913	12,400	0	0

***** Total Budget Appropriation** 974,643 475,795 1,046,112 1,727,457 0 0

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Section II
page 3

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000 Fund Title: General
Organization # 131300 Organization Title: Communications

Object Expenditure Code Classification	Program Title:				Total 2004 - 05 Requested
	Program # 1 Cen DisOp	Program # 2 Admin	Program # 3 CAD	Program # 4 Consolidated	
Personnel					
510100 Salaries # 38	667,867			366,184	1,034,051
510199 Special Overtime	145,000				145,000
510200 Overtime					0
510300 Part Time #	67,140				67,140
511112 FICA Cost	67,321			28,013	95,334
511113 State Retirement	60,389			11,083	71,472
511114 Police Retirement				19,209	19,209
511120 Insurance Fund Contribution # 38	144,000			84,000	228,000
511130 Workers Compensation	2,641			1,098	3,739
511131 S.C. Unemployment					
* Total Personnel	1,154,358			509,587	1,663,945
Operating Expenses					
520100 Contracted maintenance	5,000				5,000
520200 Contracted Services	1,500				1,500
520207 SLED Terminal Contracts	6,500				6,500
521000 Office Supplies	3,000				3,000
521100 Duplicating	1,300	100	100		1,500
521200 Operating Supplies	3,600	400			4,000
522200 Small Equipment Repairs & Maint.	2,500				2,500
522300 Vehicle Repairs & Maintenance					0
524000 Building Insurance	823				823
524100 Vehicle Insurance # 1					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance	528			308	836
524202 Surety Bonds					
524900 Data Processing Insurance	173				173
525000 Telephone	1,000				1,000
525002 Telephone (800 Line)	0				0
525003 T-1 Line Service Charge	0				0
525010 Long Distance Charges	0				0
525020 Pagers and Cell Phones	1,200				1,200
525030 800 MHZ Radio Service Charges					0
525031 800 MHZ Maintenance					0
525100 Postage					
525210 Conference & Meeting Expenses		2,000			2,000
525230 Subscriptions, Dues, & Books		480			480
525250 Motor Pool Reimbursement		1,000			1,000
525300 Utilities - Admin Bldg	3,000	900			3,900
525332 Utilities-Communications Tower	5,700				5,700
525400 Gas, Fuel, & Oil		0			0
525600 Uniforms & Clothing	6,000			4,000	10,000
* Total Operating	41,824	4,880	100	4,308	51,112
** Total Personnel & Operating	1,196,182	4,880	100	4,308	1,715,057
** Total Capital (From Section III)	12,400				12,400
*** Total Budget Appropriation	1,208,582	4,880	100	4308	1,727,457

**SECTION III. -- PROGRAM OVERVIEW
COMMUNICATIONS DIVISION**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS

This program consists of most job tasks that are required for daily operations of the 9-1-1 Center (Communications). County Communications operates 24 hours per day, seven days per week, and is responsible for receiving all 9-1-1 calls from citizens, and for dispatching for the Lexington County Fire Service, Lexington County Emergency Medical Services, and nine municipal police agencies. These police departments are Chapin, Gaston, Airport, Irmo, Pine Ridge, Lexington, South Congaree, and Swansea. County receives over 11,000 9-1-1 calls per month which results in approximately 13,900 fire; 23,000 EMS; and 200,000 police and Law Enforcement calls per year. Additionally, County operates a National Crime Information Computer.

During the previous budget cycle, Public Safety and Sheriff's Department dispatch centers have consolidated. Total positions have increased from 24 to 39, requiring a significant increase in budget. Staffing consists of four nine-man shifts, two who work 2:00 p.m. until 2:00 a.m., two who work 1:00 p.m. until 1:00 a.m., a County Supervisor/CAD Administrator, and a Systems Status Controller.

PROGRAM 2 - ADMINISTRATION

The Communications Division's administration program consists of most job tasks that do not require a particular individual assignment. The following is a list of these duties.

Animal Control Dispatch - The Communications Division handles after hours and weekend calls for Animal Control and must call Animal Control Officers at home to respond to calls.

Coroner's Office - The Communications Division handles after hours and weekend calls for the Coroner's Office and is responsible for dispatching the Coroner to all calls.

After Hours and Holiday Switchboard - The Communications Division handles after hours and holiday communications for seven municipal police agencies, Public Works, building security, Building Maintenance, and Fleet Services.

PROGRAM 3 - COMPUTER AIDED DISPATCH

The Communications Division has implemented a computer assisted dispatch program. This computer system aids dispatch personnel by instantly providing more details associated with caller's address to allow a more timely dispatch of emergency personnel with hopes of reducing response times and loss of life and property. In addition, the computer system is an excellent records

E-911 STATISTICAL REPORT

January - December 2003

Date of Report: 01/20/2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	9673	8693	9824	10240	10873	10326	11081	11139	10673	10441	21194	16291	140448
Airport PD	41	48	78	68	71	81	83	118	64	85	61	44	842
Chapin PD	259	265	332	305	329	322	351	353	317	366	270	373	3842
Gaston PD	63	61	128	114	98	167	161	129	155	135	95	106	1412
Irmo PD	1181	968	1225	1192	1360	1273	1413	1543	1370	1215	1298	1300	15338
Lexington PD	1567	1391	1502	1634	1831	1946	1956	1636	1838	1862	1686	1606	20455
Pineridge PD	129	101	118	126	174	100	144	172	160	180	181	275	1860
South Congaree PD	547	335	462	464	455	446	528	602	454	402	437	422	5554
Springdale PD	466	470	535	553	849	748	682	622	563	597	624	654	7363
Swansea PD	103	152	199	245	172	278	256	342	312	209	242	225	2735
Lexington County EMS	1914	1747	1888	1722	1736	1665	1795	1903	1804	1469	1773	1980	21396
Batesburg Rescue	45	22	27	46	41	31	14	22	18	10	24	19	319
Lexington County Fire	890	756	718	738	856	1047	868	*480	493	457	445	510	7778
Irmo Fire	110	85	66	58	70	138	66	62	53	58	49	42	857
Arson	19	15	12	14	7	6	11	10	16	13	14	12	149
Animal Control	52	55	46	56	67	59	79	73	45	57	54	52	695
Coroner	113	101	84	84	92	74	63	84	108	81	110	124	1118
CAD Updates	1500	2500	1200	580	330	350	500	450	440	445	486	200	8981
Cell Calls	5784	5697	5809	5903	5988	5833	6015	6074	5989	5899	6432	5842	71265
Average Dispatch													
EMS	1m 26sec	1m 35sec	1m 46sec	1m 50sec	3m 54sec	2m 00sec	2m 34sec	2m 12sec	1m 09sec	1m 02sec	1m 10sec	1m 09sec	
FIRE	34sec	20sec	47sec	27sec	2m 11sec	43sec	43sec	1m 03sec	1m 35sec	2m 06sec	4m 25sec	1m 52sec	
POLICE	51sec	59sec	1m 00sec	53sec	1m 06sec	3m 08sec	49sec	2m 26sec	36sec	49sec	4m 03sec	44sec	
* Information derived from Fire House beginning this month													
Sheriff's Dispatch Counts Added To Report Beginning In November													

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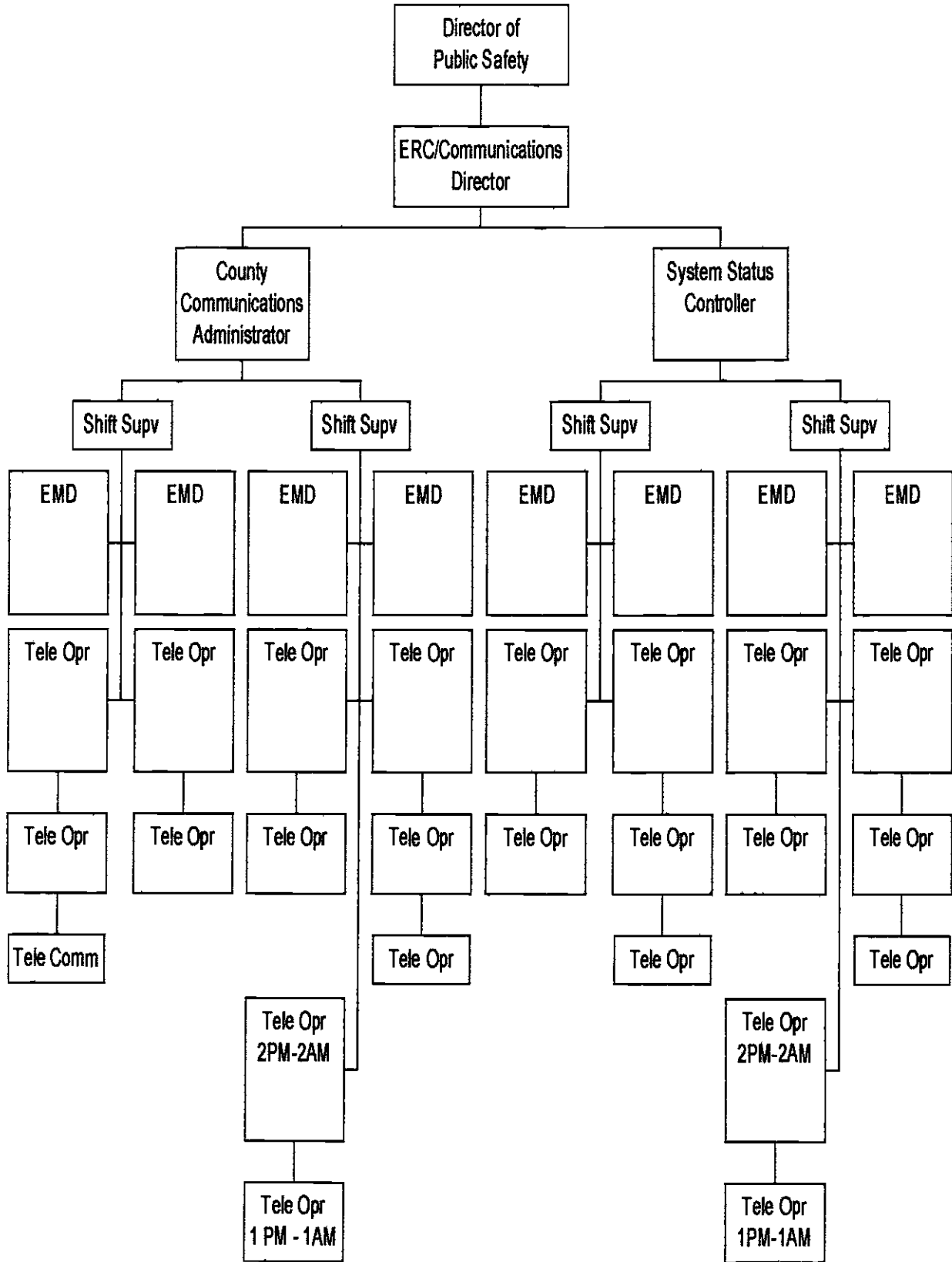
management system and is capable of furnishing data for numerous reports.

SECTION V.A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total Grade</u>	
		<u>General</u>	<u>Other</u>		
		<u>Fund</u>	<u>Fund</u>		
System Status Controller	1	1		1	18
County Communications Admin	1	1		1	16
Telecomm Shift Supervisor	4	4		4	11
Emergency Medical Dispatchers	8	8		8	8
Telecommunications Operator	24	24		24	7
Temporary Telecomm Operator	NA	2.8		2.8	7-P/T-L/S
TOTAL POSITIONS	38	40.8		40.8	

COMMUNICATIONS DIVISION



SECTION V .B – OPERATING LINE ITEM NARRATIVES

COMMUNICATIONS DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 5,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$5,000**

Covers annual maintenance for VHF remote control backup equipment, base stations, and control stations.

Two-Way Radio - \$5,000

520200 - CONTRACTED SERVICES **\$1,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,500**

Covers cost of monitoring of burglar and fire alarms on transmitter buildings at two sites in the County. These alarms prevent loss of equipment due to fire or vandalism.

\$120/mo x 12 mo = \$1,440

520246 – NCIC ACCESS **\$6,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$6,500**

Covers cost of operating the National Crime Information System. Increase due to new internet based NCIC system.

\$6/mo x 38 users x 12 mo = \$2,7360

Line Charge - \$190/mo x 12 mo = 2,280

CIO WAN Circuit Charge = \$20/mo x 12 mo - \$240

CIO Router Maintenance Charge = \$70/mo x 12 mo = \$840

CIO Installation of UPN = \$60

521000 - OFFICE SUPPLIES **\$3,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$3,000**

This account is used for dispatch logs, time sheets, pens and maps, printer paper and cartridges for SLED printer, CAD printer and fax machine. Additional funds due to increase in call volume requiring more supplies to support County Communications operations.

521100 - DUPLICATING **\$1,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,300**

This account is used to make copies of fire run cards, EMS run cards, dispatch sheets, NCIC entries, etc. Increase due to establishment of Quality Assurance and in-house training programs.

PROGRAM 2 - ADMINISTRATION **\$ 100**

This account is used to make copies of personnel records, memorandums, etc.

PROGRAM 3 - COMPUTER AIDED DISPATCH **\$ 100**

This account is used to make copies of memos, maps, street guides.

521200 - OPERATING SUPPLIES **\$4,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$3,600**

Account buys gas, oil and batteries for the transmitters and generator sites, dispatch sheets, toner cartridges for printers. Rising costs of propane gas has caused an increase in this line item. Account also buys cassette tapes for recording purposes. Additional funds requested due to increase in call volume requiring increase in budget line.

PROGRAM 2 - ADMINISTRATION **\$ 400**

Account buys recorder cleaning supplies, Blue Book, printing of forms, etc.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$2,500**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$2,500**

Covers cost of repairs not covered under contract including damage due to severe weather, emergency generators, and antennas.

524000 - BUILDING INSURANCE **\$ 823**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$ 823**

This account covers insurance on transmitter building.

524201 - GENERAL TORT LIABILITY **\$ 836**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$ 836**

This protects Communications personnel from liability associated with errors or omission in performance of their duties.

524900 - DATA PROCESSING EQUIPMENT INSURANCE **\$173**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$173**

This account will cover insurance protection for data processing equipment.

525000 - TELEPHONE **\$1,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,000**

This account covers the cost of adding additional telephone lines for operational purposes.

525020 - PAGERS AND CELL PHONES **\$1,200**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS **\$1,200**

This account covers statewide coverage for pager used by CAD Administrator and Systems Status Controller.

2 @ \$8.75/month x 12 months (COUNTY Commo Administrator & Systems Status Controller) = \$210

Shift Supervisors must be notified if call-back person is unavailable.

4 @ \$6.63 month x 12 months (Telecommunicators & Shift Supervisors) = \$350

The consolidation of Public Safety and Sheriff's dispatch has necessitated that the Communications Supervisor be available for immediate information, therefore it will be necessary that she be issued a cell phone.

\$50/mo x 12 mo = \$600

525210 - CONFERENCE & MEETING EXPENSES **\$ 2,000**

PROGRAM 2 - ADMINISTRATION **\$ 2,000**

This will cover cost of sending four dispatchers to annual NENA/APCO conference, and to send dispatchers to a two-day seminar to increase skill in dispatch procedures and increase leadership and management skills.

525230 - SUBSCRIPTIONS, DUES & BOOKS **\$ 480**

PROGRAM 2 - ADMINISTRATION **\$ 480**

The account covers the cost of NENA/APCO dues for seven people and subscriptions to professional journals.

525250 - MOTOR POOL REIMBURSEMENT **\$1,000**

PROGRAM 2 - ADMINISTRATION \$ 1,000

This account will cover cost of travel to training classes, seminars, conferences, and use of motor pool vehicles while assigned vehicle is in for scheduled/unscheduled maintenance.

525300 - UTILITIES - ADMIN BUILDING **\$ 3,900**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$3,000

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the County Dispatch Center.

PROGRAM 2 - ADMINISTRATION \$ 900

The Communications Division is housed in the basement of the County Administration Building. The division is responsible for utilities in the County Dispatch Center.

525332 - UTILITIES - COMMUNICATIONS TOWER **\$ 5,700**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$5,700

This account covers the cost of lighting, heating, cooling, and propane for emergency generators at three repeater sites that house radio transmitters. Increase from last year is due to additional equipment which will require more electricity for heating and cooling.

525600 - UNIFORMS & CLOTHING **\$ 10,000**

PROGRAM 1 - COUNTY DISPATCH OPERATIONS \$10,000

This account will provide sufficient uniforms for County Communications personnel. Increase is due to addition of personnel.

SECTION V .C. – CAPITAL LINE ITEM NARRATIVES

Capital Requests

SMALL TOOLS & MINOR EQUIPMENT \$ 5,000

This account provides for replacement of items which become inoperative that are needed for the day-to-day operations of the Communications Center. Examples include keyboard (replacement cost: \$150), handset/cords for telephones (replacement cost: \$20) and ink cartridges for printer/fax machines (replacement cost: \$300), headsets, shredder, DVD/VCR (estimated cost \$300).

MINOR SOFTWARE \$ 7,400

Covers cost of software to upgrade existing programs (i.e. CAD software upgrades, interface upgrades and other upgrades not covered under maintenance) currently running in County Communications.

2 computers x \$35/mo x 12 month = \$840

Covers cost of CAD license for Training Coordinator

1 license (estimated cost) \$6,500

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SECTION I

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GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 114	1,880,738	1,162,853	2,433,230	2,433,230		
510199 Special Overtime	807,569	479,370	883,311	883,311		
510200 Overtime	25	5,315	5,315	5,315		
510300 Part Time - L/S (8 - FTE)	105,494	64,273	192,874	192,874		
511112 FICA Cost	206,530	126,001	278,960	268,877		
511113 State Retirement	188,338	115,612	241,934	240,760		
511114 Police Retirement	114	0	0	0		
511120 Insurance Fund Contribution - 114	588,000	328,320	656,640	684,000		
511130 Workers Compensation	200,459	122,998	262,079	324,407		
511131 S.C. Unemployment	3,533	1,154	0			
516100 Volunteer Subsistence	3,770	679	0			
* Total Personnel	3,984,570	2,406,575	4,954,343	5,032,774	0	0
Operating Expenses						
520100 Contracted Maintenance	4,849	3,125	8,000	8,000		
520201 Physical Fitness Program	4,102	0	7,000	7,000		
520202 Medical Service Contract	19,800	9,900	19,800	19,800		
520300 Professional Services	0	0	900	900		
520302 Drug Testing Services	0	0	300	300		
520305 Infectious Disease Services	6,318	2,535	10,000	10,000		
520900 Rescue Squad Services	60,000	30,000	60,000	60,000		
521000 Office Supplies	841	385	900	900		
521100 Duplicating	5,785	1,906	4,000	4,000		
521200 Operating Supplies	9,235	3,523	10,700	10,000		
521400 Health Supplies	124,433	52,110	152,000	142,000		
521402 Occupational Health	742	0	0	0		
522000 Building Repairs & Maintenance				1,000		
522200 Small Equipment Repairs & Maintenance	10,476	3,213	7,000	9,500		
522300 Vehicle Repairs & Maintenance	65,510	40,685	74,000	74,000		
523100 Building Rental	1,500	750	1,500	1,500		
523200 Equipment Rental	2,596	869	2,500	2,500		
524000 Building Insurance	94	98	120	840		
524100 Vehicle Insurance - 23	11,960	5,980	14,950	12,495		
524101 Comprehensive Insurance - 20	2,999	2,999	7,498	7,498		
524200 Professional Liability Insurance	2,709	2,709	5,418	5,418		
524201 General Tort Liability Insurance	4,686	2,768	6,920	8,617		
524202 Surety Bonds	785	0	0	0		
524800 Ambulance Equipment Insurance - 14	1,743	1,743	6,370	6,370		
525000 Telephone	8,816	3,963	9,100	9,100		
525004 WAN Service Charges				1,200		
525010 Long Distance Charges	1,169	655	2,100	2,100		
525020 Pagers and Cell Phones	8,233	4,330	8,925	10,300		
525030 800 MHz Radio Service Charges - 54	25,032	13,000	27,134	29,822		
525031 800 MHz Maintenance Charges - 54	3,909	5,090	4,860	5,364		
525100 Postage	670	232	675	675		
525110 Other Parcel Delivery	258	100	500	500		
525210 Conference & Meeting Expenses	21,447	18,662	27,650	27,650		
525230 Subscriptions, Dues, & Books	328	229	805	805		
525300 Utilities - Admin. Bldg.	1,772	1,000	1,750	1,750		

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GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
 Division: Public Safety
 Organization: 131400 - Emergency Medical Services

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Con't:						
525305 Utilities - Harbison Complex	0	0	100	100		
525312 Utilities - Mag. Dist. 3 - B/L	850	490	845	925		
525353 Utilities - Mag. Dist. 4 - Serv. Ctr. South	507	246	600	600		
Utilities - EMS Operating Center	0	0	0	6,000		
525400 Gas, Fuel, & Oil	76,701	42,342	69,000	69,000		
525500 Laundry & Linen Service	16,397	5,245	23,000	17,000		
525600 Uniforms & Clothing	51,058	42,993	55,000	58,820		
525700 Service Awards	364	100	400	450		
526500 Licenses & Permits	100	125	300	300		
527020 Volunteer Subsistence	27,310	10,270	48,000	30,000		
535000 Storm Disaster & Relief				500		
538000 Claims & Judgments	2,500	0	0	1,000		
* Total Operating	588,584	314,370	680,620	666,599	0	0
** Total Personnel & Operating	4,573,154	2,720,945	5,634,963	5,699,373	0	0
Capital						
540000 Small Tools & Minor Equipment:	4,007	2,098	5,000	11,000		
540010 Minor Software	0	37	1,000	1,000		
All Other Equipment	109,630	88,296	349,055			
Biomedical Accessories				2,000		
Equipment Bags				1,500		
Stretcher Replacement (3)				6,000		
Airway Instruments				3,000		
Automatic External Defibrillator Access				1,500		
800 MHz Portable Radio (2), Batteries &				5,000		
Cardiac Monitors (4)				30,000		
Pulse Oximeter (4) & Accessories				6,000		
CPR Machine (2)				12,000		
Rescue Equipment				2,000		
Stair Chairs (4)				3,000		
Paper Shredders (3)				750		
Electronic Blood Pressure Monitors (3)				7,500		
Security Equipment				500		
EMS Unit Replacements (2)				149,000		
EMS Unit Remounts (3)				183,000		
Computer w/Monitor & Modem				1,100		
Minitor Alter Pagers & Accessories (4)				2,000		
** Total Capital	113,637	90,431	355,055	427,850	0	0
*** Total Budget Appropriation	4,686,791	2,811,376	5,990,018	6,127,223	0	0

Section IA

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COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004-2005

Fund # 1000		Fund Title: General				Total 2004 - 05 Requested
Organization # 131400		Organization Title: Emergency Medical Services				
Object Expenditure Code Classification	Program # 1 Operations	Program # 2 Training	Program # 3 MCO	Program # 4 Occu Health		
Personnel						
510100 Salaries # 114						2,433,230
510199 Special Overtime						883,311
510200 Overtime						5,315
510300 Part Time #						192,874
511112 FICA Cost						268,877
511113 State Retirement						240,760
511120 Insurance Fund Contribution # 114						684,000
511130 Workers Compensation						324,407
* Total Personnel						5,032,774
Operating Expenses						
520100 Contracted maintenance	8,000					8,000
520201 Physical Fitness Program				7,000		7,000
520202 Medical Service Contract			19,800			19,800
50300 Professional Services	900					900
520302 Drug Testing Services	300					300
520305 Infectious Disease Services				10,000		10,000
520900 Rescue Squads	60,000					60,000
521000 Office Supplies	450	450				900
521100 Duplicating	2,000	2,000				4,000
521200 Operating Supplies	10,000					10,000
521400 Health Supplies	142,000					142,000
522000 Building Repairs & Maintenance	1,000					1,000
522200 Small Equipment Repairs & Maint.	8,000	1,500				9,500
522300 Vehicle Repairs & Maintenance	74,000					74,000
523100 Building Rental (Cayce)	1,500					1,500
523200 Equipment Rental	2,500					2,500
524000 Building Insurance	840					840
524100 Vehicle Insurance # 23	12,495					12,495
524101 Comprehensive Insurance # 20	7,498					7,498
524200 Professional Liability Insurance	5,418					5,418
524201 General Tort Liability Insurance	8,617					8,617
524800 Ambulance Equipment Insurance	6,370					6,370
525000 Telephone	9,100					9,100
525004 WAN Service Charges	1,200					1,200
525010 Long Distance Charges	2,100					2,100
525020 Pagers and Cell Phones	10,300					10,300
525030 800 MHz Service Charges	29,822					29,822
525031 800 MHz Maintenance	5,364					5,364
525100 Postage	675					675
525101 Other Parcel Delivery Services	500					500
525210 Conference & Meeting Expenses	150	27,500				27,650
525230 Subscriptions, Dues, & Books	250	405	150			805
525300 Utilities - Admin Bldg	1,750					1,750
525305 Utilities - Harbison Complex	100					100
525312 Utilities - Mag Dist 3 (BL)	925					925
525353 Utilities - Mag Dist 4 (Swansea)	600					600
Utilities - EMS Operations Center	6,000					6,000
525400 Gas, Fuel, & Oil	69,000					69,000
525500 Laundry & Linen	17,000					17,000
525600 Uniforms & Clothing	58,820					58,820

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525700 Service Awards	450				450
526500 Licenses & Permits	300				300
527020 Volunteer Subsistence	30,000				30,000
535000 Storm Disaster & Relief	500				500
538000 Claims & Judgements	1,000				1,000
* Total Operating	597,794	31,855	19,950	17,000	666,599
** Total Personnel & Operating	597,794	31,855	19,950	17,000	5,699,373
** Total Capital (From Section III)					427,850
*** Total Budget Appropriation	597,794	31,855	19,950	17,000	6,127,223

Section II

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COUNTY OF LEXINGTON

Capital Item Summary
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 131400 Organization Title: Emergency Medical Services
 Program # Program Title:

BUDGET
2004-2005
Requested

Qty	Item Description	Amount
	Small Tools and Minor Equipment	11,000
	Minor Software	1,000
	Biomedical Accessories	2,000
	Equipment Bags	1,500
3	Stretcher Replacement	6,000
	Airway Instruments	3,000
	Automatic External Defibrillator Accessories	1,500
2	800 MHz Portable Radios (2), Spare Batteries & Accessories	5,000
4	Cardiac Monitors	30,000
4	Pulse Oximeters and Accessories	6,000
2	CPR Machines	12,000
	Rescue Equipment	2,000
4	Stair Chairs	3,000
3	Paper Shredders	750
3	Electronic Blood Pressure Monitors	7,500
	Security Equipment	500
2	EMS Unit Replacements	149,000
3	EMS Unit Remounts	183,000
	Computer w/Monitor & Modem	1,100
4	Minitor Alert Pagers & Accessories	2,000
** Total Capital (Transfer Total to Section I and IA)		427,850

SECTION III. - OVERVIEW OF PROGRAMS

EMERGENCY MEDICAL SERVICES DIVISION

PROGRAM 1 - OPERATIONS

The EMS Division is authorized to operate Advanced Life Support (ALS) units, 24 hours a day, seven days a week. The objective of this division is to provide emergency treatment and transportation for the sick and injured, with an optimum response time. In order to meet this objective, all units must be staffed, stocked and operational. This requires all full time slots to be filled plus a reserve of part-time employees that fill in due to personnel shortages. A reserve fleet of spare units is needed to place into operation when first line units are being serviced or repaired.

Any deficiency in fleet or personnel requires the closing of substations. This reduction in service results in prolonged run times, which will reduce the chance of surviving certain cardiac, respiratory or trauma emergencies. These facts are supported by studies published by the American Heart Association and the American Academy of Orthopaedic Surgeons.

PROGRAM 2 - TRAINING

The training program is designed to meet the requirements mandated by the Department of Health and Environmental Control (DHEC) for EMS to operate. A major aspect of the training program is in-service training, which is conducted for all personnel four hours each month. This activity is required to maintain certification for Paramedics and EMTs, and the service license to provide advanced life support. This program also provides for the training of new Paramedics, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds for this program are also used to pay subscriptions and purchase various resource material needed by the Training Officer in the preparation of routine and remedial training activities.

PROGRAM 3 - MEDICAL CONTROL OFFICER (MCO)

This program provides for the services of a Medical Control Officer (MCO). This physician authorizes Paramedics to perform advanced life support (ALS) procedure by issuing standing orders. Other MCO duties include in-service reviews, post-call critiques, remedial training, and oversight of the Quality Assurance Program.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor/OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), and Hazardous Materials Response and Operations (1910.120). Another major component of this program is Infectious Disease Control (1910.1030). Requirements include immunizations, post-exposure follow-up, training, personal protection devices, and health and fitness records management.

E-911 STATISTICAL REPORT

January - December 2003

Date of Report: 01/20/2004

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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	9673	8693	9824	10240	10873	10326	11081	11139	10673	10441	21194	16291	140448
Airport PD	41	48	78	68	71	81	83	118	64	85	61	44	842
Chapin PD	259	265	332	305	329	322	351	353	317	366	270	373	3842
Gaston PD	63	61	128	114	98	167	161	129	155	135	95	106	1412
Irmo PD	1181	968	1225	1192	1360	1273	1413	1543	1370	1215	1298	1300	15338
Lexington PD	1567	1391	1502	1634	1831	1946	1956	1636	1838	1862	1686	1606	20455
Pineridge PD	129	101	118	126	174	100	144	172	160	180	181	275	1860
South Congaree PD	547	335	462	464	455	446	528	602	454	402	437	422	5554
Springdale PD	466	470	535	553	849	748	682	622	563	597	624	654	7363
Swansea PD	103	152	199	245	172	278	256	342	312	209	242	225	2735
Lexington County EMS	1914	1747	1888	1722	1736	1665	1795	1903	1804	1469	1773	1980	21396
Batesburg Rescue	45	22	27	46	41	31	14	22	18	10	24	19	319
Lexington County Fire	890	756	718	738	856	1047	868	*480	493	457	445	510	7778
Irmo Fire	110	85	66	58	70	138	66	62	53	58	49	42	857
Arson	19	15	12	14	7	6	11	10	16	13	14	12	149
Animal Control	52	55	46	56	67	59	79	73	45	57	54	52	695
Coroner	113	101	84	84	92	74	63	84	108	81	110	124	1118
CAD Updates	1500	2500	1200	580	330	350	500	450	440	445	486	200	8981
Cell Calls	5784	5697	5809	5903	5988	5833	6015	6074	5989	5899	6432	5842	71265
Average Dispatch													
EMS	1m 26sec	1m 35sec	1m 46sec	1m 50sec	3m 54sec	2m 00sec	2m 34sec	2m 12sec	1m 09sec	1m 02sec	1m 10sec	1m 09sec	
FIRE	34sec	20sec	47sec	27sec	2m 11sec	43sec	43sec	1m 03sec	1m 35sec	2m 06sec	4m 25sec	1m 52sec	
POLICE	51sec	59sec	1m 00sec	53sec	1m 06sec	3m 08sec	49sec	2m 26sec	36sec	49sec	4m 03sec	44sec	
								* Information derived from Fire House beginning this month					
								Sheriff's Dispatch Counts Added To Report Beginning In November					

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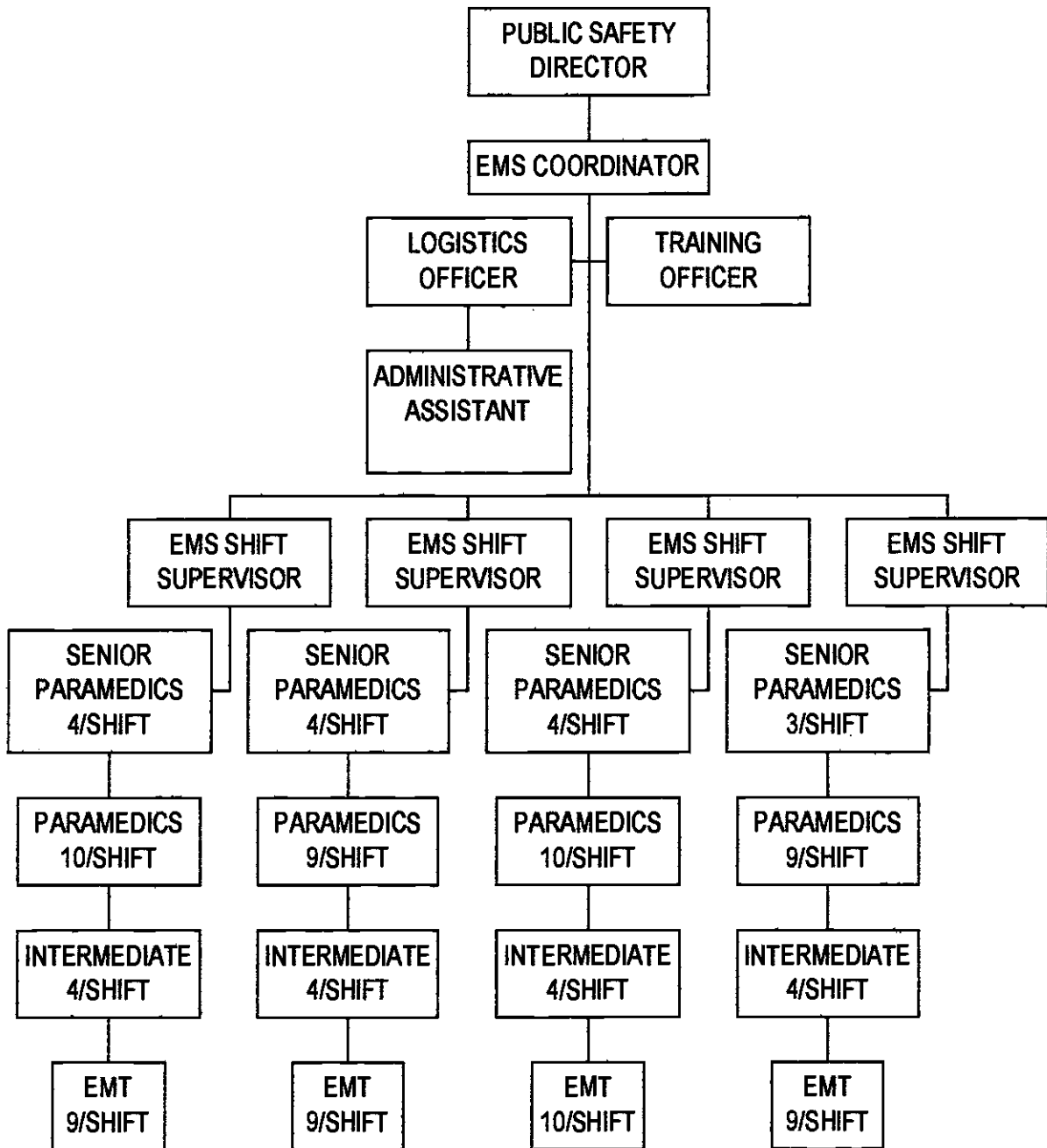
SECTION V.A. - LISTING OF POSITIONS

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>		
Coordinator	1	1		1	22
Shift Supervisor	4	4		4	18
Logistics Officer	1	1		1	17
Training Officer	1	1		1	17
Senior Paramedic	15	15		15	14
Paramedic	38	38		38	10
Temporary Paramedic	N/A	1		1	10
Intermediate EMT	16	13		13	9
Emergency Medical Technician	37	37		37	8
Temporary EMT	N/A	1		1	8
Administrative Assistant	1	1		1	8
Total Positions	114	116		116	

SECTION V A – PERSONNEL LINE ITEM NARRATIVE

EMERGENCY MEDICAL SERVICES



SECTION V.B – OPERATING LINE NARRATIVES

EMERGENCY MEDICAL SERVICES

520100 - CONTRACTED MAINTENANCE **\$8,000**

PROGRAM 1 - OPERATIONS **\$8,000**

The Model 35-A/Model 35-P stretchers and Ferno Washing stair chairs require periodic maintenance consisting of inspection, cleaning, adjustments, and minor repairs to insure the safety of crew members and patients. This service is performed biannually for stair chairs, and due to heavy use, quarterly for stretchers. The estimated cost of this service is \$8,000.

520201 – PHYSICAL FITNESS PROGRAM **\$7,000**

PROGRAM 4 – OCCUPATIONAL HEALTH **\$7,000**

Approximately 25 employees will require cardio/respiratory fitness evaluations during FY '04-'05 at an approximate cost of \$275 each. This is to maintain compliance with OSHA standards for employees required to wear respirators or HEPA masks.

520202 – MEDICAL SERVICE CONTRACT **\$19,800**

PROGRAM 3 - MCO **\$19,800**

This account is used to pay a physician to serve as Medical Control Officer (MCO), in conjunction with the in-service/quality assurance requirements. State law requires the service to have a Medical Control Officer in order to maintain the advanced life support license.

12 months @ \$1,650/mo

520300 – PROFESSIONAL SERVICES **\$900**

PROGRAM 1 – OPERATIONS **\$900**

EMS personnel are at risk of developing post-trauma stress problems when exposed to certain types of emergency calls. This can occur as a result of a specific high-stress event, or can accumulate over time, and intervention by mental health professionals is required in order to assist affected employees. Current cost is \$85 per hour.

520302 DRUG TESTING SERVICES **\$300**

PROGRAM 1 - OPERATIONS \$300

This account will pay for drug testing for employees for probable cause or accidents.

520305 INFECTIOUS DISEASE SERVICES **\$10,000**

PROGRAM 4 - OCCUPATIONAL HEALTH \$10,000

These funds are required to provide all OSHA mandated vaccinations, immunity testing, and all related records management. Vaccinations include Hepatitis B, influenza, measles, mumps and rubella. These services are provided by Occupational Health of Lexington Medical Center. Estimates for this service for approximately 100 employees - \$5,500

This account also pays for treatment of EMS personnel who have been exposed to infectious diseases on duty. These charges are not covered by Workers' Compensation. Estimated cost - \$3,000

This account also pays for disposal of needles and other contaminated "sharps" waste. Estimated cost - \$1,500

520900 - RESCUE SQUAD **\$60,000**

PROGRAM 1 - OPERATIONS \$60,000

This account is used for funding the Batesburg-Leesville Rescue Squad which operates within Lexington County. The use of this rescue squad to augment EMS is a cost effective way to enhance EMS coverage. This squad answers emergencies within its response area, supplementing the county EMS, averaging approximately fifty calls per month.

4 quarterly payments @ \$15,000 = \$60,000

521000 - OFFICE SUPPLIES **\$ 900**

PROGRAM 1 - OPERATING \$ 450

This account is used to pay for various forms and documents, writing materials, and filing supplies needed by the Coordinator and Shift Supervisors in the management of daily reports and general record keeping.

PROGRAM 2 - TRAINING

\$ 450

To meet the requirements of the in-service training program, all training activities must be recorded and filed. In addition to filing supplies, the Training Officer needs the materials used to develop audio visual training aids, lesson plans and student hand-outs, training projects such as new personnel training packets and employee skills handbooks.

521100 - DUPLICATING

\$4,000

PROGRAM 1 - OPERATING

\$2,000

Shift Supervisors are required to make copies of call run reports to be forwarded to billing, averaging 100 copies per day. The duplicating needs pertain to routine operations such as memorandums, announcements, and incident reports. An increase in call volume also increases budget.

PROGRAM 2 - TRAINING

\$2,000

The Training Officer is required to make copies of all advanced life support calls for post call review. Copies are made of numerous tests, quizzes and other training documents for in-service training. Additional increase is due in part to EMS courses being taught.

521200 - OPERATING SUPPLIES

\$10,000

PROGRAM 1 - OPERATING

\$10,000

These funds are used to purchase all non-medical supplies required for EMS operations. Items include housekeeping and cleaning supplies, single use items and light tools and equipment. This account is also used to repair and replace low cost equipment such as first aid bags, flashlights, and other minor ambulance equipment.

Housekeeping	\$6,000	Light Tools	\$2,000
In-House Printing	1,500	Fire Extinguisher Refills	500

521400 - HEALTH SUPPLIES

\$142,000

PROGRAM 1 - OPERATING

\$142,000

This account is used to purchase disposable medical supplies. OSHA decontamination regulations require as few reusable items as possible. Most disposable supplies are on the

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Medical Supplies Contract, which remains in effect until 2005. Improved efficiency resulting from better inventory management and ordering has resulted in an overall decrease in the amount requested this year. These requested are based on projected purchases in '03-'04 from the following vendors:

VENDOR	'03-'04 PROJECTED EXPENDITURES	'04-'05 REQUESTED
Aero Products/ Medicmaster	\$ 7,000	\$ 8,000
Allegiance Health Care	18,000	22,000
Emergency Medical Products	18,000	21,000
EMP Pharmaceuticals	14,000	15,500
Matrx Medical	14,000	15,000
Southeastern Emergency Eqpt	25,000	27,000
Tri-Anim	15,000	17,500
National Welders	7,500	8,000
LMC Pharmacy (emergency supplier for pharmaceuticals)	0	4,000
Various (miscellaneous disposables)	2,500	3,200
TOTAL	\$121,000	\$141,200

522000 - BUILDING REPAIRS & MAINTENANCE

\$1,000

PROGRAM 1 - OPERATIONS

\$1,000

Incidental repairs to EMS Substations and posting points.

27-14

522200 - SMALL EQUIPMENT REPAIR **\$9,500**

PROGRAM 1 - OPERATIONS **\$8,000**

This account covers repairs for biomedical equipment, which needs regular maintenance and calibration. Defective equipment must be repaired and loaners made available. It is required that these services be provided by factory authorized technicians to insure warranty and legal protection. This equipment consists of cardiac monitors, blood pressure monitors, pulse oximeters and CO2 detectors. This account is also needed to repair non-medical equipment and biomedical devices not covered by maintenance contract.

CPR Machines	\$2,000
Hurst Rescue Tools	3,000
VHF Radios	500
Miscellaneous	2,500

PROGRAM 2 - TRAINING **\$1,500**

Numerous training devices such as manikins, rhythm generators and CPR equipment are in need of repair. Funds are requested to make the necessary repairs so this equipment will be available for classes and in-service training.

Training Equipment	\$1,500
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522300 - VEHICLE REPAIRS AND MAINTENANCE **\$74,000**

PROGRAM 1 - OPERATIONS **\$74,000**

According to a ten-year retrospective analysis, an estimate of 22,000 calls will be handled in FY '04-'05. In order to keep all EMS vehicles safe and operational, and to obtain maximum economy and utility, this account requires \$74,000.

523100 - BUILDING RENTAL (CAYCE) **\$1,500**

PROGRAM 1 - OPERATIONS **\$1,500**

EMS Unit 7 is housed at the Cayce Fire Department, which provides crew quarters and an inside heated parking slot for the unit. This is a strategic location and a cost effective arrangement. \$125 per month x 12 months = \$1,500.

523200 - EQUIPMENT RENTAL **\$2,500**

PROGRAM 1 - OPERATIONS **\$2,500**

This account will allow for rental of oxygen tanks. Currently monthly rental is estimated at \$200/month.

524000 - BUILDING INSURANCE **\$840**

PROGRAM 1 - OPERATIONS **\$840**

These funds are for an insurance policy on the EMS operations office. An increase is \$575 is necessary to cover anticipated cost of new EMS Operations Center.

524100 - VEHICLE INSURANCE **\$12,495**

PROGRAM 1 - OPERATIONS **\$12,495**

These funds are for vehicle insurance coverage for the 19 EMS units, Coordinator's vehicle, Shift Supervisor's Tahoe, Logistics Officer Durango, and the Quick Response Vehicle, as outlined on county vehicle schedule for FY '04-'05.

\$543/vehicle x 23 vehicles

524101 - COMPREHENSIVE INSURANCE **\$7,498**

PROGRAM 1 - OPERATIONS **\$7,498**

This account is to pay comprehensive and collision insurance on the 20 EMS vehicles as outlined in the vehicle schedule for FY '04-'05.

524200 - PROFESSIONAL LIABILITY INSURANCE **\$5,418**

PROGRAM 1 - OPERATIONS **\$5,418**

These funds are used to pay liability insurance for EMS personnel to protect them in the event of litigation in the conduct of their professional duties.

524201 - GENERAL TORT LIABILITY INSURANCE **\$8,617**

PROGRAM 1 - OPERATIONS \$8,617

This account was established to purchase general tort liability insurance to protect the county's interests in the event of litigation concerning EMS operations.

524800 - AMBULANCE EQUIPMENT INSURANCE **\$6,370**

PROGRAM 1 - OPERATIONS \$6,370

The equipment on board each of the fourteen operating EMS units is valued at approximately \$30,000. This account was established to purchase insurance for this property in the event of damage or loss. Additional funds are needed in order to insure the portable 800 MHZ radios. Due to high call volume (22,000/year), and the nature of emergency responses, the potential for loss of these costly items is significant, and loss protection is required.

15 portables - approximate cash value \$4,000/ea
Cost \$1.053/\$100 ACV
 $\$1.053 \times 40 \times 15 \text{ portables} = \631

5 portables - approximate cash value \$2,000/ea
 $\$1.053 \times \$20 \times 5 \text{ portables} = \106

525000 - TELEPHONE **\$9,100**

PROGRAM 1 - OPERATIONS \$9,100

This account is used to pay for telephone services used by the ten substations, the Shift Supervisor's Office, Logistics Officer Office, Administrative Assistant, Training Office, and the Coordinator's Office. The new EMS Operations Center will have a dedicated line for a fax machine.

525004 - WAN SERVICE CHARGES **\$1,200**

PROGRAM 1 - OPERATIONS \$ 720

If satellite television service is approved in '04-'05, funds will be needed for the monthly charge at two EMS substations.

Anticipated cost \$50/mo/substation = \$1,200

525010 - LONG DISTANCE CHARGES **\$2,100**

PROGRAM 1 - OPERATIONS \$2,100

This account is used to pay long distance charges for operations and training telephone lines.

2525020 - PAGERS AND CELL PHONES **\$ 10,300**

PROGRAM 1 - OPERATIONS \$ 10,300

This account is used to pay for 14 pagers for the EMS units, Coordinator, Logistics Officer, Training Officer, and the Shift Supervisor. Pagers are more reliable inside buildings than radios and have proven to be help reduce delays in notifying crews of emergency calls. Pagers are a cheaper means of notifications than radios. Two pagers were added in FY '03-'04 for EMS Units 13 and 14. Estimated cost of pager service is \$1,950.

Also included in this account is the cost of cellular telephones which are located in nineteen of the EMS units, Logistics Officer, and QRV vehicles. Plans are to install cell phones in the remaining EMS units. Estimated cost of cellular telephones is \$5,700.

Plans are to add three Nextel phones this year. By deactivating two cell phones now in use by the Coordinator and the Shift Supervisor, the cost of two of the Nextels will be nearly offset (cell phone \$48/mo, Nextel \$56/mo). The Nextel phones would be used by the Shift Supervisor, Logistics Officer, and Administrative Assistant.

Nextel telephone used by Coordinator - \$50/mo x 12 mo = \$600

Nextel telephone used by Shift Supervisor, Logistics Officer and Admin Asst - \$56/mo = \$2,016

525030 - 800 MHZ SERVICE CHARGES **\$29,822**

PROGRAM 1 - OPERATIONS \$29,822

Operational costs for 800 MHZ radios is as follows:

<u>23 Mobile Radios</u>	<u>21 Portables Radios</u>	<u>1 Hospital Radio</u>
19 County EMS Units	14 County EMS Units	
1 Coordinator Vehicle	1 Shift Supervisor	<u>1 Ric Switch</u>
1 Shift Supv Vehicle	1 Coordinator	
1 QRV	1 Logistics	<u>6 Rescue Squad</u>
1 Logistics Officer	4 Spare	

52 radios x \$42/mo

525031 - 800 MHZ MAINTENANCE **\$5,364**

PROGRAM 1 - OPERATIONS **\$5,364**

This account is to fund maintenance of all 800 MHZ radios used by the EMS Division. The inventory is: 21 - portables, 23 - mobiles, 1 - desk top, and 1 - ric switch. This includes the six portables and mobiles for Batesburg Rescue Squad.

52 units x \$8.25/mo

525100 - POSTAGE **\$675**

PROGRAM 1 - OPERATIONS **\$675**

This account is used to pay for postage fees associated with mailing legal transactions by certified mail, and routine correspondence with regulatory agencies.

525101 - OTHER PARCEL DELIVERY SERVICES **\$500**

PROGRAM 1 - OPERATIONS **\$500**

This account will cover for shipping and insurance of medical equipment which needs to be returned to manufacturer for repair.

525210 - CONFERENCES & MEETING EXPENSES **\$27,650**

PROGRAM 1 - OPERATIONS **\$150**

This account will be used to pay meal expenses for employees on official business who are required to travel.

PROGRAM 2 - TRAINING **\$27,500**

Funds are required to pay for Paramedic training in order to fill vacant Paramedic slots. Additional funding is required to provide training in technical rescue.

Paramedic Certifications	4 @ \$4,000 ea	\$24,000
Technical Rescue	20 @ \$ 100 ea	2,000

High Level Rescue
Farm Medic

Funds are required to send select staff and field personnel to the EMS Symposium. This event offers participants training and education and promoted professional networking. The vendor exhibit provides the opportunity to evaluate new products and equipment. Cost - \$1,500.

525230 - SUBSCRIPTIONS, BOOKS, AND DUES **\$805**

PROGRAM 1 - OPERATIONS \$ 250

Dues for the South Carolina EMS Association are expected to be \$250. This association meets monthly to discuss and exchange information pertaining to EMS operations. The activities of this group are instrumental in securing large sums of state funding which is spent to improve EMS delivery.

PROGRAM 2 - TRAINING \$405

Funds are required in order to purchase textbooks, instructor manuals, and audio visual material. These programs of instruction are needed in order to maintain the certification status of Lexington County Paramedics.

PHTLS Text	12 @ \$ 25 = \$300
EMS Educators Association Dues	1 @ \$ 75 = \$ 75
JEMS Subscription	1 @ \$ 30 = \$ 30

PROGRAM 4 - OCCUPATIONAL HEALTH \$150

These funds are used to pay membership dues for the IDC Officers Association, which keeps the Designated Officer informed on OSHA regulations and provides recommendations for managing IDC incidents and includes membership dues to Infectious Control Network – Cost \$150.

525300 - UTILITIES - ADMIN BUILDING **\$1,750**

PROGRAM 1 - OPERATIONS \$1,750

These funds are to pay utility fees associated with EMS operations within the Administration Building.

525305 - UTILITIES - HARBISON COMPLEX **\$100**

PROGRAM 1 - OPERATIONS \$100

These funds are required to pay utility fees for the Irmo EMS substation.

525312 - UTILITIES - MAG. DIST. 3 (BVL) **\$925**

PROGRAM 1 - OPERATIONS \$925

These funds are required to pay utilities for the Batesburg EMS substation.

525353 - UTILITIES - MAG. DIST. 4 (SWANSEA) **\$600**

PROGRAM 1 - OPERATIONS \$600

These funds are required to pay utilities for the Swansea EMS substation.

- UTILITIES - EMS OPERATIONS CENTER **\$6,000**

PROGRAM 1 - OPERATIONS \$1,600

Anticipated utilities cost for new EMS Operations Center.

525400 - GAS, FUEL & OIL **\$69,000**

PROGRAM 1 - OPERATIONS \$69,000

This account is used for gasoline, diesel fuel, and motor oil for EMS vehicles. The sum is based on a ten-year retrospective analysis of EMS call volume.

525500 - LAUNDRY & LINEN SERVICE **\$17,000**

PROGRAM 1 - OPERATIONS \$17,000

This account provides for linen products on the ambulances as well as for employee use at 10 EMS substations. Most linen used on calls is exchanged with clean linen from stock in the emergency rooms at area hospitals. However, adequate quantities need to be kept on the units from our own stock to insure a ready supply. The bulk of the linen is used for either for bedding and cleaning at the substations, or for cleaning and patient comfort on the ambulance. Units must be decontaminated after each call, requiring large quantities of linen. The following list itemizes cost and usage of linen:

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Top Sheets	600/month @ \$0.75 ea.	\$450
Bath Towels	800/month @ \$0.50 ea.	\$400
Wash Cloths	200/month @ \$0.05 ea.	\$10
Thermal Spread	150/ month @\$2.55 ea.	\$383
OR Towels	300/month @ \$0.30 ea.	\$ 90
Linen Bags	100/month @ \$0.00 ea.	<u>\$0</u>

MONTHLY TOTAL----- \$1,333 X 12 mo = \$17,000/year

525600 - UNIFORMS & CLOTHING **\$58,820**

PROGRAM 1 - OPERATIONS **\$58,820**

EMS operations are conducted in all types of demanding weather situations. Most uniforms are in need of replacement in less than one year. In that EMS employees represent Lexington County in homes, businesses and hospitals, proper appearance is essential. The EMS Division maintains individual uniform records for each employee. Based on last years turnover and anticipated staffing level increases for next year, we expect a need to outfit 25 to 30 new full and part time employees during this budget cycle. Increased funds are needed this year due to staffing levels.

(A) The following list itemizes uniform equipment issued to new employees:

ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	2	\$120
Long Sleeve Shirt	43.00	1	43
Pullover Shirt	12.50	2	25
Trousers	56.00	3	168
Belt	15.00	3	15
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	1	55
Rain Coat	45.00	1	45
Hat	8.00	1	<u>8</u>

Average cost per new employee----- \$543
 X 30 employees ----- \$16,290

(B) Each year a replacement order is done for all existing employees with one year or more of service. The following list itemizes uniform equipment typically issued to current employees each year:

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ITEM	UNIT COST	QUANTITY	TOTAL
Short Sleeve Shirt	40.00	2	80
Long Sleeve Shirt	43.00	0	0
Pullover Shirt	12.50	2	25
Trousers	56.00	3	168
Belt	15.00	0	0
Boots	95.00	1	95
Tee Shirt	3.00	3	9
Winter Coat	55.00	0	0
Hat	8.00	0	0

Average cost per current employee----- \$377
 X 75 employees -----\$33,930

(C) Uniform equipment needs to be replaced for current employees from time to time during the fiscal year due to loss, damage and contamination on ambulance calls, excessive wear, size changes, etc. An allowance needs to be made for these instances.

Average uniform replacement cost per employee-----\$50
 X 100 employees-----\$5,000

(D) In FY '00-'01, a plan to improve winter wear for EMS employees with at least three years tenure was approved and implemented. Twelve winter coats will need to be purchased this year at \$300 each.

Improved winter wear-----\$3,600

525700 – SERVICE AWARDS **\$450**

PROGRAM 1 – OPERATIONS **\$450**

The EMS division has implemented an employee recognition program that awards one employee per quarter. An EMS employee of the year is selected from the quarterly winners. Funds are required to purchase recognition items such as apparel, pins, badges, gift certificates and plaques. Additionally, the EMS employee of the year is awarded a choice of gift certificates from local merchants, or a trip of equal value (approximately \$200.00).

4 employee of the quarter @\$50 ea. = \$200
 1 employee of the year @ \$200 = \$200
 1 plaque (employee of the year) @ \$50 = \$50

526500 – LICENSES AND PERMITS **\$300**

PROGRAM 1 – OPERATIONS \$300

Funds are required to pay state and federal controlled substance permits.

527020 – VOLUNTEER SUBSISTENCE **\$30,000**

PROGRAM 1 – OPERATIONS \$30,000

The Fire Service/EMS First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner. This program will provide for minimum compensation for the use of personal vehicles responding as EMS first responder and to staff the station during these calls. The compensation is distributed according to participation. There are 17 fire stations participating as first responders.

1,000 calls x 3 first responders per calls @ \$10 = \$30,000

535000 – STORM DISASTER & RELIEF **\$500**

PROGRAM 1 – OPERATIONS \$500

This account will be used to purchase emergency EMS supplies for inclement weather or natural disasters, such as ice melt, deicer, items for patient and crew comfort, food, etc.

538000 - CLAIMS & JUDGEMENTS **\$1,000**

PROGRAM 1 – OPERATIONS \$1,000

This account will cover incidental damage to property by EMS crews in the course of normal operations, i.e. forced entry, damage to fences, mailboxes, shrubbery, etc.

SECTION V .C.-CAPITAL LINE ITEM NARRATIVE

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$11,000**

In addition to minor office equipment this account will cover items on the EMS units that are subject to frequent damage, such as mobile phones and roof antennas. Also covers maintenance and replacement of appliances and furnishings such as chairs, bedding, phones, televisions, flooring and cooking equipment at ten EMS substations. Recliners are receiving much heavier use since changing to 12-hour shifts and more will need to be replaced this year.

Alltel has advised us that replacement equipment for hardwired call phones on all EMS units is no longer available as of 2003. Any cell phones needing replacement or repair will have to be replaced with new hands-free phones installed in a permanent mount. Additional funds are needed for this purpose.

Nokia Phones – Free
Hands-Free Kit - \$75
Installation Charge - \$60
Removal Charge - \$35
TOTAL -----\$170 per phone x 3 phones = \$510

Funds are requested this year to purchase three Nextel phones. Two will be assigned to EMS administrative staff members and one will be assigned to the Shift Supervisor position. Thses phones will allow for more efficient communications between EMS staff members who are frequently mobile throughout the county during daily operations.

Nextel Phone – 3 @ \$125
Vehicle Charger – 1 @ \$25
Holster- 3 @ \$15
Spare Battery – 3 @ \$50
TOTAL -----\$595

540010 – MINOR SOFTWARE **\$1,000**

The addition of laptop computers on the ambulances for data reporting may require additional software for communications and other information distribution. A used desktop computer was

purchased last year for the Shift Supervisors and may need additional software or an upgraded operating system.

BIOMEDICAL ACCESSORIES **\$ 2,000**

These funds are required to purchase and replace essential components and accessories of the cardiac, blood pressure, and airway monitoring systems onboard the EMS units. Some components have a short life span due to heavy use.

EQUIPMENT BAGS **\$ 1,500**

Each unit is stocked with equipment bags that contain the various medical kits used by EMS crews. Given high volume and heavy use, this equipment is subject to wear and tear and requires periodic replacement.

STRETCHER REPLACEMENT (3) **\$ 6,000**

Last year a replacement program was begun to upgrade our current model stretcher from Model 35-A to Model 35-P. The 35-P proved unsatisfactory due to numerous design problems and the decision was made to revert to the less expensive 35-A. We currently have in our inventory a number of stretchers that are in excess of ten years old. These funds will allow us to continue our replacement schedule and replace three more stretchers with the standard Model 35-A.

AIRWAY INSTRUMENTS **\$3,000**

Each EMS unit is stocked with a full set of airway management equipment including laryngoscopes, laryngoscope blades, oxygen regulators, tanks, accessories and airway maintenance instruments. Funds are needed to maintain adequate supplies of this equipment. Some of the oxygen cylinders purchased two years ago need to be replaced this year due to wear and damage from heavy use.

AUTOMATIC EXTERNAL DEFIBRILLATOR ACCESSORIES **\$1,500**

Due to the dual function of the cardiac monitors now being used on the units, no further automatic external defibrillators (AEDs) are needed at this time. However, funds are needed for spare batteries for the current inventory and for training materials for AED and CPR training.

SPARE BATTERIES & ACCESSORIES **\$5,000**

Batteries for portable radios have a relatively short life span and need to be replaced often, as do accessories such as antennas, controls, etc. Portable radios are used by every EMS unit and are critical to safe and efficient operations. Twenty to thirty spare batteries were replaced in '03'- '04 due to expiration and will need to be replaced. An inventory of 30 to 40 batteries, plus spares, is required for normal daily functions.

Spare batteries = \$4,000
Accessories = \$1,000

CARDIAC MONITORS (4) **\$30,000**

In 2001, as part of our capital replacement strategy we evaluated a number of cardiac monitors and chose the Laerdal HS 4000 as a replacement cardiac monitor. We have thus far purchased a total of 14 of these monitors. Due to staffing changes last year resulting in additional available ambulances, funds are needed to purchase four more units. This will allow us to equip 14 EMS units, one Supervisor's vehicle, two quick response vehicles (QRV), and one spare. Due to a price drop last year, less funding is required to purchase the amount of monitors.

PULSE OXIMETER (4) AND ACCESSORIES - **\$6,000**

All EMS units are equipped with these devices. Pulse oximetry, a measurement of oxygen concentration in the blood, is now considered a "vital sign" by health care professionals and is an essential diagnostic tool for EMS personnel. The model we currently use combines pulse oximetry with another critical tool, a carbon dioxide detector, thereby eliminating the need to purchase separate devices. Funds are needed for a QRV vehicle and spares. Each unit comes with a zippered case and detachable, reusable probes, which receive heavy use and require frequent repair and replacement.

4 @ \$1,275 = \$5,100
Accessories = \$ 900

CPR MACHINE (2) **\$12,000**

Pneumatic CPR machines are essential life support adjuncts that provide CPR for patients in cardiac arrest. Funds are needed to replace two of our existing machines. Funds are also needed to purchase spare storage cases. We plan to request that the Procurement Department negotiate a trade-in price with the vendor.

2 @ \$5,500 = \$11,000
Accessories = \$1,000

RESCUE EQUIPMENT **\$2,000**

Funds are needed to outfit EMS rescue personnel with the appropriate equipment for deployment, as needed, with the ESU unit at Round Hill Fire Department and to replace worn and unsafe gear.

STAIR CHAIRS (4) **\$3,000**

Due to the staffing of additional EMS units last year, our inventory of stair chairs needs to be increased. Two chairs are needed for the EMS units and two additional chairs are needed as spares when repairs are required. This equipment receives heavy use and has proven to be invaluable for the safe movement of patients down staircases and through tight spaces.

PAPER SHREDDERS (3) **\$750**

Last year federal legislation went into effect greatly restricting the disclosure of patient information (HIPPA). To insure compliance with these privacy regulations, large amounts of patient care documents need to be shredded daily at numerous locations. Funds are requested to purchase heavy-duty shredders to insure compliance with this legislation.

ELECTRONIC BLOOD PRESSURE MONITORS (3) **\$7,500**

Electronic blood pressure monitors are required equipment on advanced level ambulances. These units need to be replaced every five to seven years. No replacements were needed last year, however, three units need to be replaced this year to maintain a sufficient usable inventory.

SECURITY EQUIPMENT **\$500**

EMS stores a variety of drugs classified as controlled substances. These substances have a number of requirements prescribed by the federal government regarding accessibility and storage. We need to upgrade our current storage containers which are too small for our current needs, and replace with a more secure system due to the fact that our current system requires having multiple keys. Funds are requested to purchase a floor or wall safe which will provide for more secure storage and additional space. Funds are also requested for key storage devices and additional smaller drug storage equipment.

EMS UNIT REPLACEMENTS (2) **\$149,000**

Per recommendation of Fleet Services Superintendent, two EMS units will need replacing during FY '04-'05.

EMS UNIT REMOUNTS (3) **\$183,000**

In order to maintain a fleet of fourteen operating units, a fleet of 19 is required. The "spare" fleet allows for scheduled maintenance, emergency repairs, body work, and factory recalls. Each chassis has a projected life span of five years (5 years/200,000 miles), and each module can be remounted at least twice.

COMPUTER WITH MONITOR AND MODEM **\$1,100**

Funds are requested to purchase a *Function I Standard Office/counter model* desktop computer for the EMS Shift Supervisor.

EMS Shift Supervisors currently do not have a personal computer . A dedicated unit is needed for supervisors since they are now sharing the Logistics Officer's personal computer. Data reporting software currently being developed requires that Shift Supervisors have computer access. This system, it's files and reports, must be accessible to Supervisors for purposes of call review, electronic communications with crews, compliance issues, and maintenance. The purchase of this personal computer will allow all EMS workstations to interface effectively with the operating system on the administration workstation and the reports and data it will generate.

Additional, this computer will allow Supervisors to be assigned a unique e-mail ID. Since the EMS Coordinator will be located in the Administration Building and all EMS operations will soon be located on Ball Park Road, the addition of e-mail and computer access will become more crucial to operations and communications between Supervisors., administrative staff, and the Communications Division.

CPU	- \$655
Monitor	- 120
CDRW	- 143

	\$1,016

MINITOR ALERT PAGERS AND ACCESSORIES (4)

\$2,000

In FY '03-'04, the EMS Division began using Minitor pagers to alert crews when an EMS call is received. These devices are very useful for providing immediate, voiceless notification of EMS calls, thereby increasing efficiency and helping improve response times. Currently, there are no spares in our inventory to replace units in for repair or maintenance. Funds are requested to purchase two units as spares and have two units available for EMS HazMat and Special Operations team members. The Fire Service has been using these devices for many years and they have proven to be durable and effective.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: General
 Organization # 131400 Organization Title: Emergency Medical Services
 Program # Program Title: Automated EMS Records

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524900 Data Processing Insurance	500
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	500
** Total Personnel & Operating	500
** Total Capital (From Section III)	125,000
*** Total Budget Appropriation	125,500

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524900 Data Processing Insurance

\$500

The account will cover insurance premium cost for computer equipment.

Automated EMS Records

\$125,000

The EMS Division is currently using hard-copy triplicate forms for all call run reports. These documents require significant additional tasks, including four separate filing categories which are: (1) hospital copy, (2) DHEC copy, (3) billing copy, (4) original report for archives, and (5) quality assurance records.

Computerized medical records would significantly streamline the administrative management of medical records, and provide great efficiencies in billing, QA, and inventory control.

Ruggedized Laptop Computer
\$5,000 ea x 20 units = \$100,000

In-House Software Development
\$25,000

(The County's Information Services department is currently working with EMS to develop in-house field reporting software. This will be at a cost of approximately one-third the price of purchasing from an outside vendor which would cost approximately \$70,000.)

NOTE: The software includes EMS billing capabilities.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 131400 Organization Title: Emergency Medical Services
Program # Program Title: Automated Time Records

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524900 Data Processing Insurance	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	0
** Total Personnel & Operating	0
** Total Capital (From Section III)	14,650
*** Total Budget Appropriation	14,650

Automated Time Records

\$14,650

Funds are requested to purchase a computerized time records system. Our current time card system is very work intensive and subject to errors, which results in improper compensation, morale problems, and extra administrative work. This is due to keeping track of approximately 100 employees working four different pay codes, plus overtime, part-time, sick leave, annual leave, and workers' compensation leave. The sum of all these entries has become overwhelming, and automation is needed.

The system proposed would consist of card readers at each of the ten stations, connected by modem to a system administrator to automatically register employee activity and prepare bi-weekly payroll records.

Badge clocks (card readers)	10 @ \$1,000 ea	- \$10,000
Programming, Installation		\$ 300
Badges/Cards	100 @ \$1.50 ea	- \$ 150
Software		\$ 2,200 *
Computer		\$ 2,000

		\$14,650

* Includes scheduling feature

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

		<i>BUDGET</i>				
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 96	2,459,095	1,353,441	2,890,162	2,890,162	
510199	Special Overtime	118,533	56,532	109,200	109,200	
510200	Overtime	450	61	62	62	
510300	Part Time - L/S (4.16 - FTE)	56,826	9,864	87,825	87,825	
511112	FICA Cost	193,152	102,768	236,175	236,175	
511113	State Retirement	1,820	55	2	0	
511114	Police Retirement	274,781	149,881	330,336	330,336	
511120	Insurance Fund Contribution - 96	498,400	267,840	540,000	576,000	
511130	Workers Compensation	110,856	59,342	121,390	175,662	
511131	SC Unemployment	227	0	0		
511213	SCRS - Retiree	40	0	0		
511214	PORS - Retiree	1,782	1,337	0		
516100	Volunteer Subsistence	20,810	0	0		
516130	Workers Compensation - Non Employees	11,751	11,386	12,600	22,768	
* Total Personnel		3,748,523	2,012,507	4,327,752	4,428,190	0
Operating Expenses						
520100	Contracted Maintenance	27,166	11,721	39,350	39,350	
520200	Contracted Services	1,950	1,494	2,450	2,450	
520201	Phys. Fitness Prog. (OSHA Reg.1990)	39,080	21,108	38,650	43,000	
520209	Driver History Screening	2,939	413	4,200	3,500	
520230	Pest Control	1,920	1,415	2,600	2,600	
520300	Professional Services	3,000	0	0	0	
520302	Drug Testing	0	0	200	200	
520304	Fire Protection Services	85,386	38,494	85,387	85,387	
520500	Legal Services	0	259	500	1,000	
521000	Office Supplies	5,643	1,853	3,650	3,650	
521100	Duplicating	1,733	1,085	2,500	2,500	
521200	Operating Supplies	32,178	13,360	26,000	26,000	
521202	Fire Prevention Supplies	0	0	1,500	1,500	
521203	Fire Investigation Team Supplies	349	0	400	1,000	
521204	Foam	15,850	0	16,000	16,000	
521205	Hazardous Materials Supplies	2,884	1,624	5,000	5,000	
521401	Infectious Disease Control Supplies	149	88	4,500	4,500	
522000	Building Repairs & Maintenance	22,275	8,787	21,000	21,000	
522200	Small Equipment Repairs & Maintenance	20,615	14,112	27,490	28,000	
522300	Vehicle Repairs & Maintenance	133,373	71,626	150,000	150,000	
522600	Water Site Maintenance	0	0	1,000	1,000	
524000	Building Insurance	3,814	3,818	9,420	12,204	
524100	Vehicle Insurance - 104	53,040	27,040	67,600	57,558	
524101	Comprehensive Insurance - 65	9,530	6,449	33,142	33,142	
524200	Professional Liability Insurance	328	294	622	622	
524201	General Tort Liability Insurance	3,901	2,263	6,030	6,760	
524202	Surety Bonds	612	0	0	0	
524300	Volunteer Fireman Disability Insurance	8,592	5,384	8,600	4,296	
525000	Telephone	21,055	10,105	20,500	21,000	
525004	WAN Service Charges	1,915	8,213	17,780	17,780	
525010	Long Distance Charges	2,224	852	2,200	2,200	

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Expenditure Code Classification	2002-03	2003-04	2003-04	2004-05	BUDGET
	Expenditure	Expend. (Dec)	Amended (Dec)	Requested	2004-05 Recommend
Con't Operating Expenditures:					
525020 Pagers and Cell Phones	4,252	2,338	5,200	5,200	
525030 800 MHz Radio Service Charges - 173	74,359	37,479	87,449	87,424	
525031 800 MHz Contracted Maintenance - 173	12,544	15,725	15,660	15,817	
525100 Postage	673	249	800	800	
525110 Other Parcel Delivery Services	133	61	500	500	
525210 Conference & Meeting Expenses	21,607	8,363	24,000	24,000	
525230 Subscriptions, Dues, & Books	710	773	1,300	1,300	
525240 Personal Mileage Reimbursement	0	0	300	300	
525250 Motor Pool Reimbursement	716	458	1,000	1,000	
525300 Utilities - Admin. Bldg.	2,539	1,432	2,432	3,000	
525332 Utilities - Communications Tower	62	26	0	0	
525333 Utilities - Boiling Springs	3,918	1,835	4,158	4,158	
525334 Utilities - Chapin	6,689	3,239	7,086	7,400	
525335 Utilities - Edmund	4,239	2,390	5,109	5,300	
525336 Utilities - Fairview	4,487	2,308	4,373	4,500	
525337 Utilities - Gilbert	4,600	2,558	4,820	5,500	
525339 Utilities - Hollow Creek	5,731	3,571	4,800	7,000	
525340 Utilities - Gaston	4,038	2,100	4,800	4,800	
525341 Utilities - Lake Murray	5,909	3,156	6,200	6,200	
525342 Utilities - Lexington	18,535	9,421	18,000	19,500	
525343 Utilities - Mack Edisto	2,816	1,661	3,575	3,575	
525344 Utilities - Oak Grove	16,920	8,349	16,505	16,505	
525345 Utilities - Pelion	3,992	2,065	4,568	4,568	
525346 Utilities - Round Hill	4,867	2,178	5,999	6,000	
525347 Utilities - Sandy Run	4,823	2,149	4,300	4,300	
525348 Utilities - South Congaree	16,967	6,600	16,752	16,752	
525349 Utilities - Swansea	5,286	2,391	5,801	5,800	
525368 Utilities - Pine Grove	5,893	3,260	5,417	5,417	
525369 Utilities - Amicks Ferry	3,142	1,561	3,603	3,603	
525370 Utilities - Bush River Rd/Hwy 60	0	0	380	0	
525373 Utilities - Cross Roads (FS 23)	3,261	1,712	3,297	3,800	
525374 Utilities - Red Bank	4,663	2,264	5,321	5,321	
525379 Utilities - Training Facility	6,141	3,102	6,000	6,000	
525382 Utilities - Samaria	2,998	2,010	4,000	4,800	
525400 Gas, Fuel, & Oil	55,957	28,549	57,000	57,000	
525500 Laundry and Linen	4,575	1,884	4,200	4,200	
525600 Uniforms & Clothing	41,512	11,924	49,738	49,738	
525700 Employee Service Awards	6,425	0	6,000	10,000	
525720 Employee Incentive Payments	0	0	25,000	25,000	
526500 Licenses & Permits	503	403	600	600	
527020 Volunteer Subsistence	221,090	119,520	400,000	400,000	
535000 Storm Disaster & Relief				500	
538000 Claims & Judgments	0	0	1,000	1,000	
* Total Operating	1,089,073	550,921	1,425,314	1,431,377	0
** Total Personnel & Operating	4,837,596	2,563,428	5,753,066	5,859,567	0

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Safety
Organization: 131500 - County Fire Service

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommend
Capital					
540000 Small Tools & Minor Equipment:	1,450	425	1,735	2,100	
540010 Minor Software	481	0	500	525	
540020 Fire Hose	0	0	30,000	27,000	
540021 Fire Ground & Special Equipment	0	377	30,000	30,000	
540022 Personal Protective Equipment (45)	0	0	48,000	50,400	
540023 Air Packs & Air Cylinders	0	970	35,000		
540024 Haz-Mat Equipment	0	0	4,200	4,410	
All Other Equipment	283,730	79,474	1,807,807		
Air Pack (MSA) System Replacement (2)				105,600	
Monitor/Receiver Replacement (65)				31,090	
Station Renovation (Boiling Springs)				95,000	
Station Renovation (Fairview)				95,000	
Station Renovation (Hollow Creek)				95,000	
Station Renovation (Gilbert)				155,000	
Replacement Air Cylinders (40)				28,000	
Service Truck Replacement (2)				105,000	
Pumper Replacement (1)				283,758	
Tanker Replacement (2)				411,100	
Portable Radios (13)				21,525	
Class "A" Foam System (2)				15,750	
Cascade System Upgrade				35,000	
Land Sea Storage Container (1)				3,500	
Training Proper Repair/Repainting Project				10,000	
Three-Bay Garage (1)				30,000	
Gear Drying Storage Racks (6)				4,800	
** Total Capital	285,661	81,246	1,957,242	1,639,558	0
*** Total Budget Appropriation	5,123,257	2,644,674	7,710,308	7,498,535	0

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service

Object Expenditure Code Classification	Program # 1 Operations	Program # 2 Training	Program # 3 Fire Preven	Program # 4 OccupHealth	Total 2004 - 05 Requested
Personnel					
510100 Salaries # 96					
510199 Special Overtime					
510200 Overtime					
510300 Part Time #_L/S (4.16 FTE)_					
511112 FICA Cost					
511113 State Retirement					
511114 Police Retirement					
511120 Insurance Fund Contribution #_96_					
511130 Workers Compensation					
511131 SC Unemployment					
511213 SCRS - Retiree					
511214 PORS - Retiree					
516100 Volunteer Subsistence					
516130 Workers Compensation - Non Employees					
* Total Personnel					
Operating Expenses					
520100 Contracted Maintenance	39,350				
520200 Contracted Services	2,450				
520201 Phys. Fitness Prog. (OSHA Reg. 1990)				43,000	
520209 Driver History Screening	3,500				
520230 Pest Control					
520300 Professional Services					
520302 Drug Testing				200	
520304 Fire Protection Services					
520500 Legal Services	1,000				
521000 Office Supplies	3,175	400	75		
521100 Duplicating	1,400	900	100		
521200 Operating Supplies	21,000	5,000			
521202 Fire Prevention Supplies			1,500		
521203 Fire Investigation Team Supplies	1,000				
521204 Foam	16,000				
521205 Hazardous Materials Supplies	5,000				
521401 Infectious Disease Control Supplies				3,500	
522000 Building Repairs & Maintenance	20,000	1,000			
522200 Small Equipment Repairs & Maintenance	25,300	2,700			
522300 Vehicle Repairs & Maintenance	145,350	750	400		
522400 Water Site Maintenance	1,000				
524000 Building Insurance	11,784	420			
524100 Vehicle Insurance #104	56,472	543	543		
524101 Comprehensive Insurance # 65	33,142				
524200 Professional Liability Insurance					
524201 General Tort Liability Insurance	6,760				
524202 Surety Bonds					
524300 Volunteer Firemen Disability Insurance					
525000 Telephone	20,250	500	250		
525004 WAN Service Charge	17,780				
525010 Long Distance Charges	1,900	200	100		
525020 Pagers & Cell Phones	4,600	300	300		
525030 800 Mhz Radio Service Charger - 173	86,336	500	588		
525031 800 Mhz Radio - 173	15,635	91	91		

COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 1000 Fund Title: General
 Organization # 131500 Organization Title: Fire Service

Object Expenditure Code Classification	Program # 5	Program # 6	Program # 7	Program # 8	Total 2004 - 05 Requested
Personnel					
510100 Salaries # 96					2,890,162
510199 Special Overtime					109,200
510200 Overtime					62
510300 Part Time # _L/S (4.16 FTE)_					87,825
511112 FICA Cost					236,175
511113 State Retirement					
511114 Police Retirement					330,336
511120 Insurance Fund Contribution # 96					576,000
511130 Workers Compensation					175,662
511131 SC Unemployment					
511213 SCRS - Retiree					
511214 PORS - Retiree					
516100 Volunteer Subsistence					
516130 Workers Compensation - Non Employees					22,768
* Total Personnel					4,428,190
Operating Expenses					
520100 Contracted Maintenance					39,350
520200 Contracted Services					2,450
520201 Phys. Fitness Prog. (OSHA Reg. 1990)					43,000
520209 Driver History Screening					3,500
520230 Pest Control		2,600			2,600
520300 Professional Services					0
520302 Drug Testing					200
520304 Fire Protection Services		85,387			85,387
520500 Legal Services					1,000
521000 Office Supplies					3,650
521100 Duplicating				100	2,500
521200 Operating Supplies					26,000
521202 Fire Prevention Supplies					1,500
521203 Fire Investigation Team Supplies					1,000
521204 Foam					16,000
521205 Hazardous Materials Supplies					5,000
521401 Infectious Disease Control Supplies	1,000				4,500
522000 Building Repairs & Maintenance					21,000
522200 Small Equipment Repairs & Maintenance					28,000
522300 Vehicle Repairs & Maintenance	3,500				150,000
522400 Water Site Maintenance					1,000
524000 Building Insurance					12,204
524100 Vehicle Insurance #104					57,558
524101 Comprehensive Insurance # 65					33,142
524200 Professional Liability Insurance	622				622
524201 General Tort Liability Insurance					6,760
524202 Surety Bonds					0
524300 Volunteer Firemen Disability Insurance			4,296		4,296
525000 Telephone					21,000
525004 WAN Service Charge					17,780
525010 Long Distance Charges					2,200
525020 Pagers & Cell Phones					5,200
525030 800 Mhz Radio Service Charger - 175					87,424
525031 800 Mhz Radio - 175					15,817

525100 Postage			35	800
525110 Other Parcel Delivery Services				500
525210 Conference & Meeting Expenses	2,000			24,000
525230 Subscriptions, Dues, & Books				1,300
525240 Personal Mileage Reimbursement				300
525250 Motor Pool Reimbursement				1,000
525300 Utilities - Admin Building				3,000
525333 Utilities - Boiling Springs				4,158
525334 Utilities - Chapin				7,400
525335 Utilities - Edmund				5,300
525336 Utilities - Fairview				4,500
525337 Utilities - Gilbert				5,500
525339 Utilities - Hollow Creek				7,000
525340 Utilities - Gaston				4,800
525341 Utilities - Lake Murray				6,200
525342 Utilities - Lexington				19,500
525343 Utilities - Mack Edisto				3,575
525344 Utilities - Oak Grove				16,505
525345 Utilities - Pelion				4,568
525346 Utilities - Round Hill				6,000
525347 Utilities - Sandy Run				4,300
525348 Utilities - South Congaree				16,752
525349 Utilities - Swansea				5,800
525368 Utilities - Pine Grove				5,417
525369 Utilities - Amicks Ferry				3,603
525370 Utilities - Bush River/Hwy 60				0
525373 Utilities - Crossroads				3,800
525374 Utilities - Red Bank				5,321
525376 Utilities - Training Facility				6,000
525382 Utilities - Samaria				4,800
525400 Gas, Fuel, & Oil	3,000			57,000
525500 Laundry & Linen				4,200
525600 Uniforms & Clothing		21,300		49,738
525700 Employee Service Awards			10,000	10,000
525720 Employee Incentive Program				25,000
526500 Licenses & Permits				600
527020 Volunteer Subsistence		400,000		400,000
535000 Storm Disaster & Relief				500
538000 Claims & Judgements				1,000
* Total Operating	10,122	87,987	425,596	10,135
** Total Personnel & Operating				1,454,145
** Total Capital (From Section III)				1639558
*** Total Budget Appropriation				3,093,703

SECTION III - PROGRAM OVERVIEW

FIRE SERVICE DIVISION

PROGRAM 1 - OPERATIONS

The Operations Program of the Lexington County Fire Service provides fire protection to all areas of Lexington County with the exception of the municipalities of Cayce, West Columbia, Batesburg-Leesville, and the Irmo Fire District. The fire suppression effort is comprised of 21 fire stations strategically located throughout the county, manned by a paid staff of 96 full time and a volunteer staff of over 325 personnel. The stations are operated 24 hours a day, 365 days a year, and are equipped with 104 apparatus/vehicles used for firefighting.

Also, provided in this program are the necessary supplies for maintaining these stations, operations of the Fire Service fleet, and equipping of personnel.

PROGRAM 2 - TRAINING

The Training Program is developed to meet the training mandates established by the Department of Labor - OSHA. This includes the following regulations: Fire Protection (1910.156 Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040), Infectious Disease Control and Hazardous Materials Communications (1910.1030). In addition to these mandated standards, this program also provides for meeting the requirement outlined by the National Fire Protection Association (NFPA) and the Insurance Service Office (ISO).

The Training Program includes a Training Officer that operates the County's Fire Training Center. The Fire Training Center is comprised of the classroom building and the drill field. The classroom building features two classrooms, administrative office space, kitchen, and apparatus bay. The drill field features seven training props including our burn building and drill tower. The Training Officer coordinates all training for the paid staff of 96 full time, as well as over 325 volunteers. It also provides for necessary supplies and resources to carry out these training requirements.

PROGRAM 3 - FIRE PREVENTION

The Fire Prevention Program provides for promoting fire and life safety throughout the Fire Service. As required by State Statute 23-9-36, it provides for a Fire Prevention Officer, who must inspect public buildings and business establishments and submit quarterly reports to the State

Fire Marshal in order to receive benefits from the Firemen's Insurance and Inspection Fund. In November, 1999, Lexington County, as a requirement of State law, adopted the Standard Fire Prevention Code as a part of its code package. As a part of this code adoption, the Fire Prevention Officer is required to perform plan review and fire protection system review on all new construction projects in Lexington County. Code compliance inspections are required to be performed on all new and existing commercial properties in Lexington County.

This program also provides for fire prevention activities included but not limited to public education in primary and secondary public and private schools. Discussion meetings are conducted upon request with homeowner's associations, civic, rotary, and garden clubs, local business chambers, and business associations.

PROGRAM 4 - OCCUPATIONAL HEALTH

This program provides for compliance with the Department of Labor - OSHA regulations outlining the employee health care programs, that must be provided by the employer. These requirements are outlined in the following regulations: Fire Protection (1910.156, Subpart L), Hazardous Materials Response and Operations (1910.120), Confined Space (1910.1040) and Infectious Disease Control (1910.1030).

PROGRAM 5 - FIRST RESPONDER

The First Responder Program provides for initial response to medical emergencies by Fire Service personnel when they are substantially closer to a call than an EMS unit. The first responder unit provides basic life support and is responsible for patient care until turned over to the Paramedic in charge of the arriving EMS unit. At that time they provide assistance as required. This service often eliminates the requirement of having to dispatch additional EMS units as well as providing initial patient care in a more timely manner.

PROGRAM 6 - CONTRACT MANAGEMENT

This provides for contracting with the municipalities of Irmo, West Columbia and Batesburg-Leesville to provide fire protection to areas of Lexington County adjacent to their city limits.

PROGRAM 7 - VOLUNTEER SERVICES

The Lexington County Fire Service is staffed with a volunteer force of over 325. This program provides for compensation for responding to fire calls, attending training programs, retaining certifications, and continuing education. The compensation is distributed according to participation and qualifications. Also included in this program is a supplemental disability insurance policy, which

will assist volunteer firefighters with financial assistance should they become disable or injured while performing fire department duties.

PROGRAM 8 - AWARDS

This provides an Awards Program for each of the county's fire departments. Each department selects a firefighter and fire officer of the year. Those selected in each category then participate in the Lexington County Fire Service Firefighter and Fire Officer of the Year. Service awards are also presented, recognizing personnel for their years of service (five, ten, fifteen, twenty, twenty-five and thirty years of service). All the awards are presented at the annual Fire Service Awards Dinner.

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Lexington County Fire Service					
Capital Budget Appropriations Worksheet					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Special Note: Budget estimates below include capital and operating expenses (see attached project sheets).					
Lexington Fire Station Relocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Old Lexington Road Fire Station	\$0.00	\$1,013,780.36	\$71,448.33	\$74,306.26	\$77,278.51
Chapin Fire Station Relocation	\$0.00	\$50,000.00	\$447,077.54	\$0.00	\$0.00
Lake Murray Fire Station Relocation	\$0.00	\$50,000.00	\$0.00	\$411,549.42	\$0.00
Hwy. 6 & Fish Hatchery Rd. Fire Station	\$0.00	\$0.00	\$0.00	\$16,537.50	\$0.00
Ridge Road Fire Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Station Upgrades / Repairs / Additions	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00

	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Service Truck Replacement	\$105,000.00	\$110,250.00	\$115,762.50	\$121,550.63	\$0.00
Pumper Replacement	\$283,758.00	\$595,891.80	\$625,686.39	\$656,970.71	\$0.00
Tanker Replacement	\$411,100.00	\$215,827.50	\$226,618.88	\$475,899.64	\$0.00
Aerial Apparatus Acquisition	\$0.00	\$0.00	\$729,303.75	\$0.00	\$0.00
Communications Equipment Acquisition	\$52,615.50	\$44,364.60	\$46,582.83	\$48,911.97	\$0.00
Additional Personnel FY2002-2003	\$250,517.28	\$260,537.97	\$270,959.49	\$281,797.87	\$293,069.78
Additional Personnel FY2003-2004		\$244,921.83	\$254,718.70	\$264,907.45	\$275,503.75
Additional Personnel FY2004-2005			\$198,711.73	\$206,660.19	\$214,926.60
Additional Personnel FY2005-2006				\$259,231.30	\$269,600.55
Additional Personnel FY2006-2007					\$0.00
Firefighting Equipment Capital Purchases	\$317,085.00	\$365,594.25	\$367,336.46	\$398,466.10	\$460,977.10
Volunteer Incentive Plan					

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	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Projected Value Of A Mill For Fire Service	\$503,397.00	\$523,532.88	\$544,474.20	\$566,253.16	\$588,903.29
Current Millage	14.6	13.931	13.931	13.931	13.931
Projected Revenue	\$7,349,596.20	\$7,293,336.55	\$7,585,070.01	\$7,888,472.81	\$8,204,011.73
Total Estimated Operating and Re-Occurring Costs Due To Existing Personnel and Operating Expenditures	\$5,860,426.00	\$6,094,843.04	\$6,338,636.76	\$6,592,182.23	\$6,855,869.52
Available Fund Balance (Does Not Include Carryover)	\$1,489,170.20	\$1,198,493.51	\$1,246,433.25	\$1,296,290.58	\$1,348,142.21
Total Capital and Re-occurring Costs Due To New Personnel and Operating Expenditures	\$1,480,075.78	\$2,951,168.31	\$3,354,206.59	\$3,216,789.04	\$1,591,356.30
Total Estimated Annual Fiscal Requirement Including New Initiatives/ Programs	\$7,340,501.78	\$9,046,011.35	\$9,692,843.36	\$9,808,971.27	\$8,447,225.82
Total Projected Revenue Less Estimated Annual Fiscal Requirement	\$9,094.42	(\$1,752,674.80)	(\$2,107,773.34)	(\$1,920,498.46)	(\$243,214.09)
Additional Millage Required to Support Additional Improvements	0.02	(3.35)	(3.87)	(3.39)	(0.41)

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Old Lexington Road Fire Station Breakout					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Recurring costs are estimated including a 4% appropriation each year					
Land	\$15,000.00				
Building Construction Cost		\$364,000.00			
Station Furnishing		\$5,732.48			
Personnel					
1 Apparatus Operators	Note: Personnel	\$15,053.31			
Total Personnel	costs are based on	\$15,053.31	\$46,966.31	\$48,844.96	\$50,798.76
	four months the				
	first year.	\$328,485.35			
Pumper / Equipment		\$237,949.82			
Tanker / Equipment		\$13,795.00			
Personal Protective Equipment		\$8,026.00			
Monitor / Receiver		\$17,198.00			
Radio Equipment		\$23,540.40	\$24,482.02	\$25,461.30	\$26,479.75
Estimated Annual Operating					
Less 03/04 Land Appropriation	\$15,000.00				
Total	\$0.00	\$1,013,780.36	\$71,448.33	\$74,306.26	\$77,278.51
Lake Murray Station Relocation					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Recurring costs are estimated including a 4% appropriation each year					
Land		\$50,000.00			
Building Construction Cost				\$405,168.00	
Station Furnishing				\$6,381.42	
Personnel					
3 Captains					
3 Apparatus Operators					
Total Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$50,000.00	\$0.00	\$411,549.42	\$0.00

Highway 6 & Fish Hatchery Fire Station Breakout					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Recurring costs are estimated including a 4% appropriation each year					
Land				\$16,537.50	
Building Construction Cost					
Station Furnishing					
Personnel					
1 Apparatus Operator					
Total Personnel					
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating					
Total	\$0.00	\$0.00	\$0.00	\$16,537.50	\$0.00
Ridge Road Fire Station Breakout					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Recurring costs are estimated including a 4% appropriation each year					
Land					
Building Construction Cost					
Station Furnishing					
Personnel					
1 Apparatus Operator					
Total Personnel					\$0.00
Pumper / Equipment					
Tanker / Equipment					
Personal Protective Equipment					
Monitor / Receiver					
Radio Equipment					
Estimated Annual Operating					\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Capital Firefighting Equipment					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Base cost + 5% appropriation each year					
Bunker Gear	\$1,120.00	\$1,176.00	\$1,234.80	\$1,296.54	\$1,361.37
Air Packs (MSA) System Replacement	\$4,800.00	\$5,040.00	\$5,292.00	\$5,556.60	\$5,834.43
Gear Washer	\$5,512.00	\$5,787.60	\$6,076.98	\$6,380.83	\$6,699.87
Face Fit Test Machine	\$11,025.00	\$11,576.25	\$12,155.06	\$12,762.82	\$13,400.96
Breathing Air Compressor	\$27,562.00	\$28,940.10	\$30,387.11	\$31,906.46	\$33,501.78
Class A Foam System	\$7,875.00	\$8,268.75	\$8,682.19	\$9,116.30	\$9,572.11
Fire Hose Replacement	\$27,000.00	\$28,350.00	\$29,767.50	\$31,255.88	\$32,818.67
Miscellaneous Equipment	\$30,000	\$31,500.00	\$33,075.00	\$34,728.75	\$36,465.19
Small Tools & Minor Equipment	\$2,100.00	\$2,205.00	\$2,315.25	\$2,431.01	\$2,552.56
Minor Software	\$525.00	\$551.25	\$578.81	\$607.75	\$638.14
Haz-Mat Equipment	\$4,410.00	\$4,630.50	\$4,862.03	\$5,105.13	\$5,360.38
Thermal Imaging Cameras	\$15,000.00	\$15,750.00	\$16,537.50	\$17,364.38	\$18,232.59
Cascade Systems Upgrade	\$35,000.00	\$36,750.00	\$38,587.50	\$40,516.88	\$42,542.72
SCBA Cylinder Replacement	\$700.00	\$735.00	\$771.75	\$810.34	\$850.85
Land Sea Container Replacement	\$3,500.00	\$3,675.00	\$3,858.75	\$4,051.69	\$4,254.27
FTC Prop Repainting / Repair Project	\$10,000.00	\$10,500.00	\$11,025.00	\$11,576.25	\$12,155.06
Gear Drying and Storage Racks	\$800.00	\$840.00	\$882.00	\$926.10	\$972.41
Sets of gear	45	45	45	45	45
Number of Replacement Airpaks	22	35	35	35	35
Gear washer	0	0	0	0	0
Face fit test machine	0	0	0	1	0
Breathing air compressors	0	0	0	0	1
Class A foam systems	2	2	2	2	2
Fire hose replacement packages	1	1	1	1	1
Misc. equipment packages	1	1	1	1	1
Small Tools & Minor Equipment	1	1	1	1	1
Minor Software	1	1	1	1	1
Haz-Mat Equipment	1	1	1	1	1
Thermal Imaging Cameras	0	1	0	0	1
Cascade System Upgrade	1	0	0	0	0
Number of Replacement Cylinders	40	50	50	50	50
Number of Land Sea Containers	1	0	0	0	1
Prop Repainting / Repair Project	1	0	0	0	0
Number of Storage Racks	6	0	0	0	0
Budgetary Amount	\$317,085.00	\$365,594.25	\$367,336.46	\$398,466.10	\$460,977.10

Vehicle Breakout					
	FY 2004-2005	FY 2005-2006	FY 2006-2007	FY 2007-2008	FY 2008-2009
Base cost + 5% appropriation each year					
Service Truck	\$52,500.00	\$55,125.00	\$57,881.25	\$60,775.31	\$63,814.08
Pumper	\$283,758.00	\$297,945.90	\$312,843.20	\$328,485.35	\$344,909.62
Tanker	\$205,550.00	\$215,827.50	\$226,618.88	\$237,949.82	\$249,847.31
Aerial	\$661,500.00	\$694,575.00	\$729,303.75	\$765,768.94	\$804,057.38
Wildland Pumper	\$70,000.00	\$73,500.00	\$77,175.00	\$81,033.75	\$85,085.44
Number of vehicles by year					
Service Truck	2	2	2	2	
Pumper	1	2	2	2	
Tanker	2	1	1	2	
Aerial	0	0	1	0	
Wildland Pumper	0	0	0	0	
Total	5	5	6	6	
Budgetary Amount	\$799,858.00	\$921,969.30	\$1,697,371.52	\$1,254,420.97	\$0.00
Communications Equipment					
Base cost + 5% appropriation each year					
VHF Portables	\$1,050.00	\$1,102.50	\$1,157.63	\$1,215.51	\$1,276.28
800 MHz Portables	\$3,675.00	\$3,858.75	\$4,051.69	\$4,254.27	\$4,466.99
Pagers	\$493.50	\$518.18	\$544.08	\$571.29	\$599.85
Number of VHF portables per year	10	10	10	10	
Number of 800 MHz portables per year	3	3	3	3	
Number of pagers per year	63	42	42	42	
Budgetary Amount	\$52,615.50	\$44,364.60	\$46,582.83	\$48,911.97	\$0.00

SECTION V.A. - LISTING OF POSITIONS

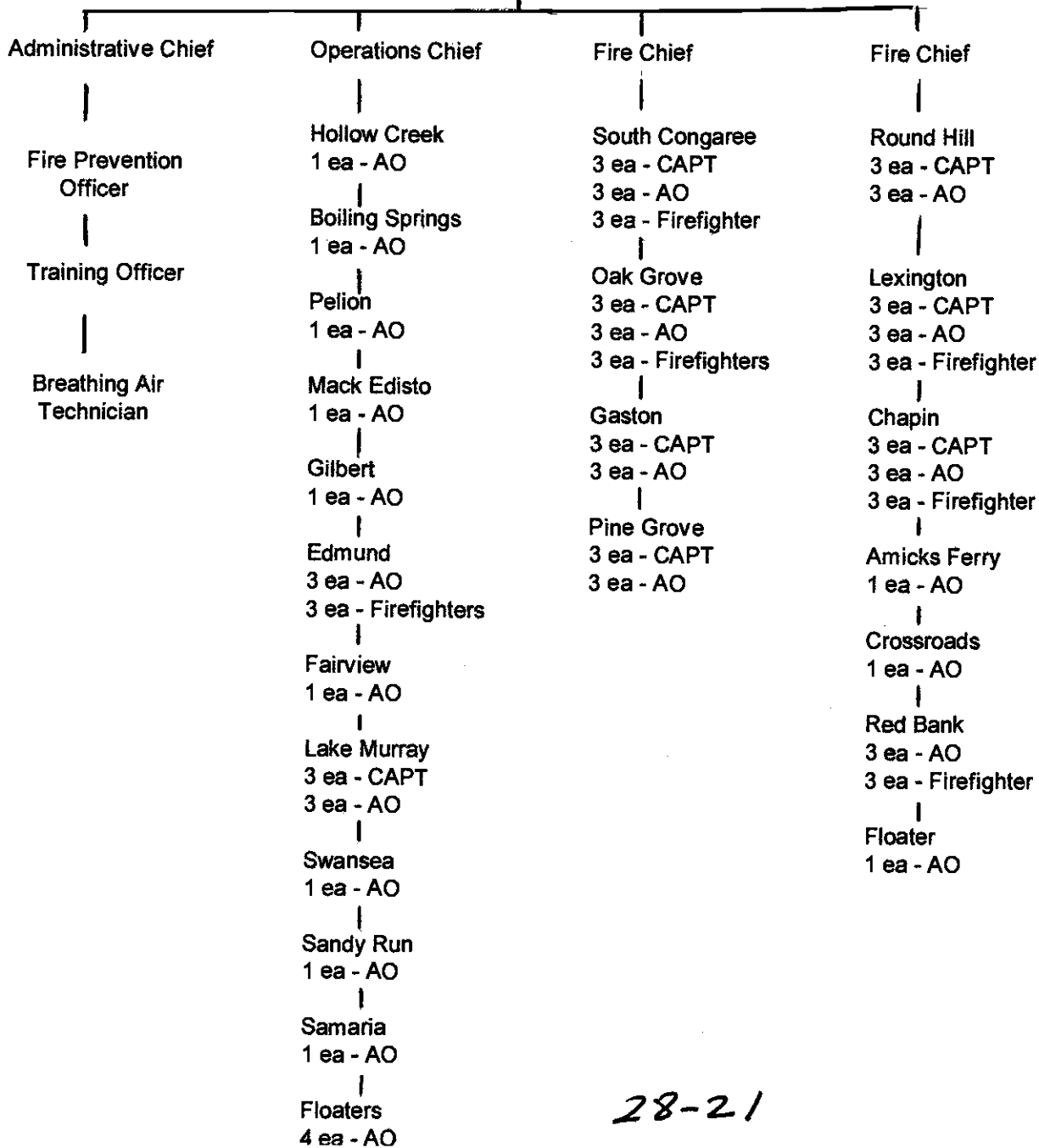
Current Staffing Level:

<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>		
Coordinator	1	1		1	22
Fire Chief	2	2		2	18
Chief Administrative Officer	1	1		1	19
Chief Operations Officer	1	1		1	19
Training Officer	1	1		1	16
Fire Prevention Officer	1	1		1	15
Captain	24	24		24	14
Breathing Air Coordinator	1	1		1	12
Fire Apparatus Operator	46	46		46	10
Firefighter	18	18		18	8
Temporary Firefighter	NA	.5		.5	8
TOTAL POSITIONS	96	96.5		96.5	

LEXINGTON COUNTY FIRE SERVICE

DIRECTOR OF PUBLIC SAFETY

FIRE SERVICE COORDINATOR



28-21

SECTION V .B. - OPERATING LINE ITEM NARRATIVES

FIRE SERVICE DIVISION

520100 - CONTRACTED MAINTENANCE **\$39,350**

PROGRAM 1 - OPERATIONS **\$39,350**

The Fire Service requires specialized equipment which requires routine maintenance and services. Since the County does not have staff personnel to provide this service, it is necessary to contract them. This includes the following:

Communications Equipment	\$17,000
Breathing Air Compressor	\$ 2,100
Overhead Door Service	\$ 4,300
Ladder Testing	\$ 5,200
Fire Extinguishers	\$ 2,100
Air Bottle Hydrostatic	\$ 2,000
Breathing Air Test	\$ 2,000
Calibration Fit Test Machine	\$ 800
Fire Alarm Maintenance	\$ 750
Software Maintenance	\$ 600
Janitorial Services - Training Center	\$ 2,500

520200 - CONTRACTED SERVICES **\$2,450**

PROGRAM 1 - OPERATIONS **\$2,450**

This account provides for specialized services not provided by County staff.

Refuse Collection	\$ 1,725
Fire Alarm Monitoring	\$ 725

520201 – PHYSICAL FITNESS PROGRAM **\$43,000**

PROGRAM 4 - OCCUPATIONAL HEALTH **\$43,000**

OSHA Regulation 1910.156, Fire Brigades, Section 2, Personnel, states, effective September 15, 1990, personnel who are expected to do interior structural firefighting are to be physically capable of performing these duties. Personnel with known heart disease, epilepsy, or emphysema are not allowed to participate, unless a physician certifies the person is physically capable of performing these duties. Also, OSHA Regulation 1910.120, Hazardous Waste Operations and Emergency Response, requires hazardous materials team members to have annual physicals. Physicals are scheduled as follows:

- * All new personnel
- * Annually for haz-mat team members
- * Annually for personnel over 40 years of age
- * Every three years for personnel between ages 30 to 40

Cost projections are:

* New personnel	79 @ \$275 = \$21,725
* Haz-mat team members	30 @ \$275 = \$ 8,500
* Personnel over 40 years of age	24 @ \$275 = \$ 6,600
* Personnel between 20-30 years	23 @ \$275 = \$ 6,325

520209 – DRIVER HISTORY SCREENING **\$3,500**

PROGRAM 1 – OPERATIONS **\$3,500**

This account will provide for driving histories to be obtained on all Fire Service personnel authorized to drive county fire apparatus, as well as new applicants – salaried and volunteer. This program was begun in FY '00-'01. Cost of driver history screening is \$9 ea . The number of histories has increased due to Sheriff's Department no longer being able to run driving histories on volunteer applicants at no cost.

465 histories @ \$7.50/ea = \$3,500

520230 – PEST CONTROL **\$2,600**

PROGRAM 6 – CONTRACT MANAGEMENT **\$2,600**

This account provides termite inspection for 21 fire stations and Training Facility. It also provides for extermination of roaches, mice, ants, etc, as needed

520302 – DRUG TESTING SERVICES **\$200**

PROGRAM 4 – OCCUPATIONAL HEALTH **\$ 200**

This account will provide funds for drug testing associated with probable cause/accidents.

520304 - FIRE PROTECTION SERVICES **\$85,387**

PROGRAM 6 – CONTRACT MANAGEMENT **\$85,387**

This provides for contract fees to two municipalities (Batesburg-Leesville and West Columbia) to provide fire protection to areas adjacent to their city limits. These contract fees are authorized by inter-governmental contracts and may vary year to year.

Batesburg-Leesville	\$35,000
West Columbia	\$50,387

520500 – LEGAL SERVICES **\$1,000**

PROGRAM 1 – OPERATIONS **\$1,000**

This provides for fees for the use of the County's attorneys for legal services.

521000 - OFFICE SUPPLIES **\$3,650**

PROGRAM 1 - OPERATIONS **\$3,175**

This provides resources for all fire departments and staff with the necessary clerical supplies, forms, and files for the required record keeping. This includes fire reports, pre-plans, personnel records, general correspondence, etc.

PROGRAM 2 - TRAINING \$ 400

This provides for clerical supplies for conducting training classes, drills and maintain training files.

PROGRAM 3 - FIRE PREVENTION \$ 75

This provides for clerical supplies for conducting fire inspections, fire prevention programs, and maintaining inspection files.

521100 - DUPLICATING \$ 2,500

PROGRAM 1 - OPERATIONS \$1,400

Duplicating service provides for correspondence with fire victims, vendors, insurance companies, meeting agendas, as well as memorandums within the Fire Service about policy, procedures, and emergency response changes.

PROGRAM 2 - TRAINING \$ 900

Duplicating service provides for producing and distributing training announcements, copies of lesson plans, making transparencies and maintaining training files.

PROGRAM 3 - FIRE PREVENTION \$ 100

Duplicating service is used by the Fire Prevention Officer for daily fire inspection reports and correspondence.

PROGRAM 8 - AWARDS \$ 100

This provides for producing programs and invitations for the Fire Service Awards program.

521200 - OPERATING SUPPLIES \$26,000

PROGRAM 1 - OPERATIONS \$21,000

This account is used to provide supplies for all the fire departments, that are necessary for the day-to-day operations of the stations. This includes cleaning supplies and equipment; expendable items such as batteries, bulbs, etc; replacement of damaged items such as shovels, rakes, lanterns, etc.; and film and film developing for documenting fire scenes.

PROGRAM 2 - TRAINING

\$5,000

This provides for the necessary supplies to conduct training classes and drills. This includes projector bulbs, slide trays, VCR tapes, training foam, LP gas, fire extinguisher refills, etc.

521202 - FIRE PREVENTION SUPPLIES

\$1,500

PROGRAM 3 - FIRE PREVENTION

\$1,500

This account provides fire prevention literature, films, demonstrations, exhibits and classes to educate people of all ages on the importance of fire prevention. It is used to provide this information and supplies for all the fire departments to be used throughout the county. Last year the Fire Service participated in demonstrations and conducted many prevention programs in the schools.

521203 - FIRE INVESTIGATION SUPPLIES

\$ 1,000

PROGRAM 1 - OPERATIONS

\$ 1,000

The objective of fire investigations is to determine the cause and origin of fires, which is in accordance with state laws. This will provide for items used in this specialized work.

521204 - FOAM

\$16,000

PROGRAM 1 - OPERATIONS

\$16,000

Due to the increased exposure to hazards that require specialized extinguishing foam agents (Class A for structure, woods, and grass fires, and Class B foam for flammable liquid fires) it is necessary to carry a supply of foam on each pumper (10 gallons per ISO recommendations). A central supply is also maintained that can be dispatched as incidents dictate. This will also provide for replacing foam that is used throughout the year.

521205 - HAZARDOUS MATERIALS SUPPLIES **\$ 5,000**

PROGRAM 1 - OPERATIONS **\$5,000**

This account provides for the specialized supplies used in incidents involving hazardous materials. This includes chemical suits, gloves, boots, containment materials, etc.

521401 - INFECTIOUS DISEASE CONTROL SUPPLIES **\$ 4,500**

PROGRAM 4 - OCCUPATIONAL HEALTH **\$3,500**

This will provide for the infectious disease control program that has been implemented by the Fire Service to comply with OSHA 1910.1030, which outlines protective measure for employees who may be exposed to bloodborne disease causing agents (includes vaccinations and protective equipment).

Cost projections are as follows:

Hepatitis B Vaccinations 40 @ \$80 = \$3,200
Post Exposure Follow-up = \$ 300
(not covered by Workers' Comp)

PROGRAM 5 - FIRST RESPONDER **\$1,000**

This provides the protective measures for personnel who provide patient care, as outlined in the Department of Labor and OSHA requirements. Cost projections are as follows:

Tuberculosis Test 40 @ \$ 20 = \$ 800
Post Exposure Follow-Up = \$ 200
(not covered by Workers' Comp)

522000 - BUILDING REPAIRS & MAINTENANCE **\$21,000**

PROGRAM 1 - OPERATIONS **\$20,000**

This account provides for upkeep and maintenance for the county fire stations.

PROGRAM 2 - TRAINING **\$ 1,000**

This account provides for upkeep and maintenance for the training facility.

522200 - SMALL EQUIPMENT REPAIRS **\$28,000**

PROGRAM 1 - OPERATIONS **\$25,300**

This account provides for the repair and maintenance of portable equipment carried on fire apparatus. This includes the following items - portable generators, portable pumps, float pumps, ventilation saws, air compressors (breathing air), self-contained breathing apparatus, portable lights, and hand lights. It also provides for the calibration of the specialized instruments, that is required annually.

PROGRAM 2 - TRAINING **\$2,700**

This provides for the repair and maintenance of training equipment. This includes self-contained breathing apparatus, smoke generators, VCR, projectors, etc.

522300 - VEHICLE REPAIR & MAINTENANCE **\$150,000**

PROGRAM 1 - OPERATIONS **\$144,807**

This will provide for the repair and maintenance of vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer and Chief Operations Officer, as outlined in the vehicle schedule.

PROGRAM 2 - TRAINING **\$ 750**

This will provide for the repair and maintenance of vehicle assigned to Training Officer.

PROGRAM 3 - FIRE PREVENTION **\$ 400**

This will provide for the repair and maintenance of vehicle assigned to Fire Prevention Officer.

PROGRAM 5 - FIRST RESPONDER **\$3,500**

This provides for the portion of repairs and maintenance of vehicles used for first responder calls.

(Special Note: This budget estimate is subject to increase during the fiscal year due to unplanned maintenance costs.)

522400 - WATER SITE MAINTENANCE **\$ 1,000**

PROGRAM 1 - OPERATIONS **\$1,000**

In many areas of the county there are no water systems with fire hydrants. In these areas the Fire Service utilizes many ponds, streams and lake access. Insurance Service Office has established a standard that these sights must be properly marked and accessible in all weather conditions. This provides for this maintenance and marking of these sites throughout the county.

524000 - BUILDING INSURANCE **\$12,204**

PROGRAM 1 - OPERATIONS **\$11,784**

This provides protection of the county fire stations and out buildings against loss due to theft, fire and severe weather.

PROGRAM 2 - TRAINING **\$ 420**

This provides protection of the county training facility against loss due to theft, fire and severe weather.

524100 - VEHICLE INSURANCE **\$57,558**
(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS **\$57,015**

This provides for liability coverage on vehicles assigned to the fire stations and Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer.

$$105 \text{ vehicles} \times \$543 = \$57,015$$

PROGRAM 2 - TRAINING **\$ 543**

This provides for liability coverage on the vehicle assigned to the Training Officer.

PROGRAM 3 - FIRE PREVENTION

\$ 543

This provides for liability coverage on the vehicle assigned to the Fire Prevention Officer.

524101 - COMPREHENSIVE INSURANCE

\$33,142

(Please see vehicle schedule)

PROGRAM 1 - OPERATIONS

\$33,142

This provides for comprehensive insurance on vehicles assigned to the Fire Service fleet (73 vehicles).

524200 - PROFESSIONAL LIABILITY INSURANCE

\$ 622

PROGRAM 5 - FIRST RESPONDER

\$ 622

This is to provide protection from civil litigation brought about through errors in the performance of providing medical services as first responders.

524201 - GENERAL TORT LIABILITY INSURANCE

\$ 6,760

PROGRAM 1 - OPERATIONS

\$ 6,760

This is to protect all fire personnel from civil litigation brought about through errors of omission during the performance of their duties.

524300 - VOLUNTEER FIREMEN DISABILITY INSURANCE

\$4,296

PROGRAM 7 - VOLUNTEER SERVICES

\$4,296

This will assist in providing the Fire Service's 400 volunteer firefighters with financial assistance in the event they would be injured or disabled in the performance of their firefighting duties.

525000 - TELEPHONE **\$21,000**

PROGRAM 1 - OPERATIONS **\$20,250**

This account provides for telephone service for all fire stations. It is necessary for personnel to make calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc. This will also provide for three additional phone lines to be dedicated for the records management system.

PROGRAM 2 - TRAINING **\$ 500**

In order to conduct a countywide training program, it is necessary for the Training Officer to have communications with each station in order to coordinate training classes and drills. It is also necessary to communicate with other fire departments; instructors; and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION **\$ 250**

This provides for communications for the Fire Prevention Officer. This includes scheduling fire inspections as well as communicating with the general public.

525004 WAN SERVICE CHARGES **\$17,780**

PROGRAM 1 - OPERATIONS **\$17,780**

Each fire station has a computer that is dedicated to the Fire Services Records Management System (RMS). This system is utilized to collect and maintain all aspects of Fire Service data. This will provide for the continued used of high speed, high bandwidth data access in each fire station.

525010 - LONG DISTANCE CHARGES **\$2,200**

PROGRAM 1 - OPERATIONS **\$ 1,900**

This provides long distance service for all fire stations. It is necessary to make long distance calls between stations, communicate with fire victims, communicate with vendors, insurance companies, etc.

PROGRAM 2 - TRAINING

\$ 200

In order to conduct a countywide training program, it is necessary for the Training Officer to place long distance calls to fire departments, instructors, and contact vendors reference equipment and training programs.

PROGRAM 3 - FIRE PREVENTION

\$ 100

This provides for long distance calls for the Fire Prevention Officer in communicating with the general public reference fire inspections.

525020 - PAGERS AND CELL PHONES

\$5,200

PROGRAM 1 - OPERATIONS

\$ 4,600

This provides for a cellular phone, Nextel phone, and pager for the Fire Service Coordinator, Chief Administrative Officer, and Chief Operations Officer, and cellular phone for two Fire Chiefs, Breathing Air Technician, and the Emergency Response Unit.

PROGRAM 2 - TRAINING

\$ 300

This provides for a cellular phone and pager for the Training Officer.

PROGRAM 3 - FIRE PREVENTION

\$ 300

This provides for a pager and cellular telephone for the Fire Prevention Officer.

525030 - 800 MHZ RADIO SERVICE CHARGES

\$87,424

PROGRAM 1 - OPERATIONS

\$86,336

This provides for the operating cost of 800 MHz radios for all fire stations.

169 units x \$41.64/mo x 12 mo = \$84,446
2 units x \$54.24/mo x 12 mo = \$ 1,302
1 units x \$48.99/mo x 12 mo = \$ 588

PROGRAM 2 - TRAINING

\$ 500

This provides for the 800 MHz radio assigned to the Training Officer.

1 unit x \$41.64/mo x 12 mo = \$500

PROGRAM 3 - FIRE PREVENTION

\$ 588

This provides for the 800 MHz radio assigned to the Fire Prevention Officer.

1 unit x \$48.99/mo x 12 mo = \$588

525031 - 800 MHz RADIO MAINTENANCE CONTRACT \$15,817

PROGRAM 1 - OPERATIONS

\$15,635

This provides for contracted maintenance for the 800 MHz radios.

172 units @ \$90.90 = \$15,635

PROGRAM 2 - TRAINING

\$ 91

This provides for contracted maintenance for the 800 MHz radio for the Training Officer.

PROGRAM 3 - FIRE PREVENTION

\$ 91

This provides for the contracted maintenance for the 800 MHz radio for the Fire Prevention Officer.

525100 - POSTAGE

\$ 800

PROGRAM 1 - OPERATIONS

\$ 615

This provides for distributing information between the fire departments, which include meeting agendas, minutes and memorandums concerning policy and procedures. It also includes correspondence with other Fire Service groups, vendors, as well as the general public.

PROGRAM 2 - TRAINING \$ 100

This provides for distributing training announcements, training schedules, certificates and correspondence between other Fire Service organizations.

PROGRAM 3 - FIRE PREVENTION \$ 50

This provides for distributing fire inspection reports as well as correspondence with the general public.

PROGRAM 8 - AWARDS \$ 35

This provides for the mailing of information, announcements, and invitations for the awards program.

525110 - OTHER PARCEL DELIVERY SERVICES \$ 500

PROGRAM 1 - OPERATIONS \$ 500

This account will provide for shipping of items to manufacturers for repair. A majority of these repairs need to be insured.

525210 - CONFERENCE & MEETING EXPENSES \$24,000

PROGRAM 1 - OPERATIONS \$ 1,990

In order for chief officers and other specialized personnel to maintain current in their related fields, it is necessary to attend workshops, seminars and conferences. This will allow these personnel to maintain their certifications, evaluate equipment and stay current with new developments within the Fire Service.

Fire Service Coordinator - SC State Associations of Fire Chiefs
(location not yet available)

Registration	- \$ 75
Per Diem	- \$ 78
Lodging 3 nights @ \$95	- \$285

SC Firemens Convention
(Myrtle Beach)

Registration - \$100
Per Diem - \$ 90
Lodging 3 nights @ \$120 - \$360

Fire Investigators (4 Team Leaders) - SC State Arson Association
(location not yet available)

Registration 4 @ \$75 - \$300
Per Diem 4 @ \$78 - \$312
Lodging 2 rm @ \$65 x 3 ni- \$390

PROGRAM 2 - TRAINING

\$ 19,448

The South Carolina Fire Academy requires instructors to meet professional development standards to maintain their certification. This account will provide for sending the Training Officer to the annual Instructors Improvement Conference to meet this requirement.

Training Officer - Instructors Improvement Conference
(locations not yet available)

Registration - \$ 75
Per Diem - \$ 90
Lodging 4 ni @ \$95/ni - \$380

This also provides for the training mandated by Department of Labor – O.S.H.A., and the standards established by NFPA and ISO. It allows training for over 400 full-time and volunteer personnel. It includes the following: monthly in-service training, new recruit training, apparatus operator training, officer training, and hazardous materials training. Cost projections are as follows:

New Recruit - SCFA 1152 and 1153; wildland firefighting; flammable liquid, CPR, first aid, haz-mat first responder, radiological monitoring, vehicle firefighting, fire service orientation.

Apparatus Operator - Emergency vehicle drivers training, pump operations, mobile water supply, large diameter hose.

Officer Training - Incident command system, Leadership I, II, III, managing company operations, firefighter safety and survival, volunteer fire service management.

Specialized Training - HazMat, Confined Space Rescue, Arson Investigation, Instructor Certification.

PROGRAM 3 - FIRE PREVENTION

\$ 562

This will allow the Fire Prevention Officer to attend the annual Fire Inspection Conference, which allows him to stay current with the standard fire prevention codes administered by the State Fire Marshal's Office.

Fire Prevention Officer - SC Fire Inspection Conference
(location not yet determined)

Registration	- \$ 75
Per Diem	- \$ 90
Lodging 4 ni @ \$99	- \$397

PROGRAM 5 - FIRST RESPONDER

\$ 2,000

This allows for the required training for personnel who respond to EMS calls and provide initial patient care. Cost projections are:

First Responder 16 @ \$125 = \$1,000

525230 - SUBSCRIPTIONS, DUES & BOOKS

\$1,300

PROGRAM 1 - OPERATIONS

\$ 365

This provides for membership dues in fire related organizations, and publications, which are necessary for staying abreast in firefighting technology, regulations and other items affecting the Fire Service. Projected costs are:

Intl Asso of Arson Investigators 2 @ \$60 = \$120 (2 Fire Investigation Team Leaders)	
S.C. State Asso of Fire Chiefs (Fire Service Coordinator)	\$ 50
National Fire Protection Association (Dept)	\$ 90
Fire Engineering Magazine	\$ 30
Fire House Magazine	\$ 25
Lexington County Fire Officers Asso (3)	\$ 50

PROGRAM 2 - TRAINING

\$ 60

This provides for the membership of the Training Officer in the Society of Fire Service Instructors, which allow the Fire Service to stay current in training requirements.

Society of Fire Service Instructors \$ 60
(Training Officer)

PROGRAM 3 - FIRE PREVENTION

\$ 875

This will provide for renewal of the State Fire Marshal certifications as required by the State Fire Marshal's Office. It also provides for publications necessary for stay abreast of the latest regulations and standards.

Renewal State Fire Marshal Cert 10 @ \$15 = \$ 150
(Chief Inspector and nine Inspectors)
National Fire Protection Association Standards - \$570
International Building and Fire Codes - \$155

525240 - PERSONAL MILEAGE REIMBURSEMENT

\$ 300

PROGRAM 1 - OPERATIONS

\$ 200

The purpose of this account is to reimburse personnel who use their personal vehicle for travel while conducting Fire Service business. This includes the following:

Volunteer Fire Chiefs - travel in personal vehicles to attend
meetings and conducting department business
Fire Advisory Board Members - travel in attending Fire Advisory Board meetings and special
committee meetings
Other Fire Service Personnel - travel in picking up supplies
and attending special meetings.

PROGRAM 2 - TRAINING

\$ 100

This provides for reimbursement for volunteer instructors who used their personal vehicle while conducting training.

525250 - MOTOR POOL REIMBURSEMENT **\$1,000**

PROGRAM 1 - OPERATIONS \$ 1,000

This provides use of motor pool vehicle in the event an authorized vehicle is out of service due to repair or scheduling maintenance.

525300 - UTILITIES - ADMIN BUILDING **\$3,000**

PROGRAM 1 - OPERATIONS \$ 3,000

525333 - UTILITIES - BOILING SPRINGS **\$4,158**

PROGRAM 1 - OPERATIONS \$ 4,158

525334 - UTILITIES - CHAPIN **\$7,400**

PROGRAM 1 - OPERATIONS \$ 7,400

525335 - UTILITIES - EDMUND **\$5,300**

PROGRAM 1 - OPERATIONS \$ 5,300

525336 - UTILITIES - FAIRVIEW **\$4,500**

PROGRAM 1 - OPERATIONS \$ 4,500

525337 - UTILITIES - GILBERT **\$5,500**

PROGRAM 1 - OPERATIONS \$ 5,500

525339 - UTILITIES - HOLLOW CREEK **\$7,000**

PROGRAM 1 - OPERATIONS \$ 7,000

525340 - UTILITIES - GASTON **\$4,800**

PROGRAM 1 - OPERATIONS \$ 4,800

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<u>525341 - UTILITIES - LAKE MURRAY</u>	<u>\$6,200</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 6,200</u>
<u>525342 - UTILITIES - LEXINGTON</u>	<u>\$19,500</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 19,500</u>
<u>525343 - UTILITIES - MACK EDISTO</u>	<u>\$3,575</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 3,575</u>
<u>525344 - UTILITIES - OAK GROVE</u>	<u>\$16,505</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$16,505</u>
<u>525345 - UTILITIES - PELION</u>	<u>\$4,568</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 4,568</u>
<u>525346 - UTILITIES - ROUND HILL</u>	<u>\$6,000</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 6,000</u>
<u>525347 - UTILITIES - SANDY RUN</u>	<u>\$4,300</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 4,300</u>
<u>525348 - UTILITIES - SOUTH CONGAREE</u>	<u>\$16,752</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$16,752</u>
<u>525349 - UTILITIES - SWANSEA</u>	<u>\$5,800</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 5,800</u>
<u>525368 - UTILITIES - PINE GROVE</u>	<u>\$5,417</u>
<u>PROGRAM 1 - OPERATIONS</u>	<u>\$ 5,417</u>

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525369 - UTILITIES - AMICKS FERRY **\$3,603**

PROGRAM 1 - OPERATIONS \$ 3,603

525370 - UTILITIES - BUSH RIVER/HWY 60 **\$ 0**

PROGRAM 1 - OPERATIONS \$ 0

525373 - UTILITIES - CROSSROADS **\$3,800**

PROGRAM 1 - OPERATIONS \$ 3,800

525374 - UTILITIES - RED BANK **\$5,321**

PROGRAM 1 - OPERATIONS \$ 5,321

525379 - UTILITIES - TRAINING FACILITY **\$6,000**

PROGRAM 1 - OPERATIONS \$ 6,000

525382 - UTILITIES - SAMARIA **\$4,800**

PROGRAM 1 - OPERATIONS \$4,800

525400 - GAS, FUEL AND OIL **\$57,000**

PROGRAM 1 - OPERATIONS \$51,550

This provides gas, fuel and oil for vehicles outlined in the county vehicle schedule.

PROGRAM 2 - TRAINING \$ 1,200

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 3 - FIRE PREVENTION \$ 1,250

This provides gas, fuel and oil vehicles outlined in the county vehicle schedule.

PROGRAM 5 - FIRST RESPONDER

\$ 3,000

This provides for the portion of gas, fuel and oil for vehicles used for first responder calls.

5225500 - LAUNDRY AND LINEN

\$4,200

PROGRAM 1 - OPERATIONS

\$ 4,200

This account provides for sheets, pillow cases, towels, etc., for personnel assigned to work 24-hour shifts. Cost projections for 40 personnel per month are as follows:

Sheets	225 @ \$.50	\$100.00
Pillow Cases	225 @ \$.11	22.00
Spread	100 @ \$1.41	105.75
Towels	500 @ \$.22	110.00
Wash Clothes	500 @ \$.03	15.00

525600 - UNIFORMS AND CLOTHING

\$49,738

PROGRAM 1 - OPERATIONS

\$ 27,638

In order to maintain a neat and professional appearance all paid staff are issued clothing at time of hire and worn or damaged items are replaced as needed. The following is an itemized list issued to each employee:

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	2	\$ 42
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Jacket	\$129	1	\$129
Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirts	\$25	2	\$ 50
Jumpsuit	\$28	1	\$ 28

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PROGRAM 2 - TRAINING

\$ 400

This provides clothing for the Training Officer.

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	3	\$ 63
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirts	\$25	3	\$ 75
Jumpsuit	\$28	1	\$ 28

PROGRAM 3 - FIRE PREVENTION

\$ 400

This provides clothing for the Fire Prevention Officer.

<u>Item</u>	<u>Unit Price</u>	<u>Qty Issued</u>	<u>Total</u>
Short Sleeve Shirt	\$21	3	\$ 63
Long Sleeve Shirt	\$24	2	\$ 48
Trousers	\$46	3	\$138
Belt	\$19	1	\$ 19
Uniform Boots	\$130	1	\$130
Nametag	\$ 9	1	\$ 9
Utility Shirts	\$ 6	3	\$ 18
Polo Shirt	\$25	3	\$ 75
Jumpsuit	\$28	1	\$ 28

PROGRAM 7 – VOLUNTEER SERVICES \$21,300

As part of the volunteer incentive program in an effort to recruit and retain volunteers one each shirt and pants will be issued to each volunteer that completes and maintains their firefighter certification.

Trousers \$46/ea
Polo Shirts \$25/ea

5257000 - SERVICE AWARDS \$10,000

PROGRAM 8 - AWARDS \$10,000

This provides for the awards program, which includes all the county fire departments. The awards program includes a dinner, where Firefighter and Fire Officer of the Year, as well as personnel with five, ten, fifteen, twenty, and twenty-five years of service are recognized. This year we will be celebrating the Fire Services's 30th anniversary.

Meal - 300 @ \$7.50	= \$2,250
Plaques/Engraving	= 500
Decorations	= 300
Souviners/Gifts	= 2,500
22 ea 30-year awards @150/ea	= 3,300
4 ea 25-year awards @100/ea	= 400
Building Rental	= 750

525720 – EMPLOYEE INCENTIVES \$25,000

PROGRAM 1 – OPERATIONS \$25,000

As outlined in the County's Education and Pay Procedure , this will allow for rewarding employees that have obtained certifications that have enhanced their skills in their present position. This plan will also serve as an incentive for employees to obtain skills allowing the continuing upgrading of our workforce.

526500 - LICENSES & PERMITS **\$600**

PROGRAM 1 - OPERATIONS **\$ 600**

This provides for complying with DHEC requirements for drinking water permits for wells at the Sandy Run, Amicks Ferry, Crossroads, Samaria and Fairview fire stations.

527020 - VOLUNTEER SUBSISTENCE **\$400,000**

PROGRAM 7 - VOLUNTEER SERVICES **\$400,000**

This allows for compensation for volunteers for cost incurred in responding to fire calls, maintaining certifications, and attending certified training.

Fire Calls (\$10 per call)	-	\$294,000
Achieving & Maintaining Certification	-	48,000
Attending Certified Training	-	58,000

535000 - STORM DISASTER & RELIEF **\$500**

PROGRAM 1 - OPERATIONS **\$500**

This provides for supplies and meals for personnel when required to work for prolonged periods during emergency operations.

538000 - CLAIMS & JUDGEMENTS **\$1,000**

PROGRAM 1 - OPERATIONS **\$1,000**

This account will provide reimbursements for damages to personal property not covered by county insurance, while responding to fire calls.

SECTION V .C. – CAPITAL LINE ITEM NARRATIVES

Capital Request

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$2,100

This account will provide for the replacement of miscellaneous small equipment

- 2 - Chairs - \$400
- 1 - Slide Projector - \$600
(lens and case)
- 1 - Television - \$550
- 1 - Refrigerator - \$550

520010 - MINOR SOFTWARE \$ 525

This will be used to acquire software that will allow the Fire Service to realize the maximum benefit from the inventory of computing devices. This software includes but is not limited to updated paging software, and the latest updates to the FireHouse records management software

FIRE GROUND AND SPECIAL EQUIPMENT \$30,000

The county's fire departments use fire ground and special equipment to meet the demands of firefighting. Because of severe demands placed on this equipment, some items will require replacing during the year. These items include but are not limited to nozzles, salvage covers, flashlights, chainsaws, assorted tools, fire rakes, etc. In addition to normal replacement, this will allow us to continue toward equipping all fire apparatus to meet the ISO and NFPA standards. This type of equipment will include heat detecting devices, cutting torches, generators, stepladders, electric fans, foam educators, etc. This line item will also help standardize firefighting vehicles throughout the county.

FIRE HOSE REPLACEMENT \$27,000

Much of the existing hose in service today is nearing the end of its service life. Damaged hose is repaired until the hose is in such a condition that it is no longer fit for fire service use. Once no longer fit for use or when a section of hose is damaged beyond repair, it must be replaced. Fire hose has a service life of 10 years. Every effort is being made to maximize the service life of our

hose. As new hose is placed into service, older hose that will still pass service test is being placed onto second out attack pumpers. This line item will be used to replace all sizes of fire hose no longer fit for service. Currently, there are over 11,000 feet of five-inch diameter hose that are in excess of 10 years old.

PERSONAL PROTECTIVE EQUIPMENT (45 sets) \$50,400

OSHA Regulations have required us to update and provide firefighters with the necessary equipment to protect them from the hazards to which they are exposed. It is projected that protective clothing last approximately five to eight years under normal use. With approximately 400 firefighters, it is necessary to budget for replacement as well as additional equipment. This includes the following equipment: pants and coat, suspenders, helmet, boots, and gloves. This will allow for replacement of approximately 45 sets of gear.

AIR PACKS (MSA) SYSTEM REPLACEMENT (22) \$105,600

OSHA Regulations 1910.156 Subpart L require that respiratory protection must be worn while inside buildings or confined spaces where the toxic products of combustion or an oxygen deficiency is in all likelihood present. Therefore, it is necessary to replace non-serviceable units as well as add additional units as the demand increases. Effective 2004, our existing style SCBA is being discontinued. The manufacturer will continue to offer parts for existing units, but new units will be made compatible with the new NFPA standards. The new standard makes the new systems incompatible with the old ones. This standard affects all SCBA's on the market and is not make/model specific. Due to this incompatibility, SCBA systems must be phased in a station at a time so that all station members may be fitted with new equipment. This line item will allow for the conversion of two stations to the new SCBA systems

MONITOR/RECEIVER REPLACEMENT (65) \$31,090

Monitors are utilized to alert personnel of an emergency call. Each of the approximately 400 volunteers are issued a monitor. Many of the existing units are approaching 20 years old and are in need of replacing. Additional monitors are required in order to meet an increase in personnel, as well as replace monitors that are lost, stolen, damaged, or no longer serviceable. This will allow for the replacement/purchase of approximately 65 monitors.

HAZ-MAT EQUIPMENT

\$ 4,410

This will provide equipment and supplies for the protection of personnel responding to incidents involving hazardous materials and specialized rescue. This equipment will be added to the emergency support unit, which is responded throughout the county as needed. Some of the specialized equipment includes: decontamination supplies; containment supplies; detection and monitoring equipment; protective clothing; specialized communications equipment; and specialized rescue equipment.

STATION RENOVATION (BOILING SPRINGS)

\$95,000

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. The metal panels are rusted and beyond repair. The siding has deteriorated and requires replacing. The windows do not close properly, therefore increasing the heating and cooling costs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. This will provide for renovation of one fire station.

STATION RENOVATION (FAIRVIEW)

\$95,000

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. The metal panels are rusted and beyond repair. The siding has deteriorated and requires replacing. The windows do not close properly, therefore increasing the heating and cooling costs. A renovation program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. This will provide for renovation of one fire station.

STATION RENOVATION (HOLLOW CREEK)

\$95,000

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. The metal panels are rusted and beyond repair. The siding has deteriorated and requires replacing. The windows do not close properly, therefore increasing the heating and cooling costs. A renovation

program has been implemented to improve the general appearance and efficiency of these stations. This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. This will provide for renovation of one fire station.

STATION RENOVATION (GILBERT) \$155,000

Many of our fire stations are approaching 30 years old and are in the need of extensive repairs. The metal panels are rusted and beyond repair. The siding has deteriorated and requires replacing. The windows do not close properly, therefore increasing the heating and cooling costs. A renovation program has been implemented to improve the general appearance and efficiency of these stations.

This is a three step program which includes renovation of the office and living quarters, replacing the windows and exterior wooden siding on the office and living areas and replacing the metal panels, insulation and overhead doors on the bay area. This station is in significant need of an addition to replace a pole building addition that is in very poor repair. The building services director has evaluated and recommended the replacement of the pole building addition be expedited to prevent further damage to the existing structure. This will provide for the renovation of one station and the replacement of the pole building addition.

REPLACEMENT AIR CYLINDERS (MSA) (40) \$28,000

Air cylinders used in our SCBA systems have a finite lifespan of 10 to 15 years depending on construction type. In addition, all cylinders must be hydro tested periodically to assure they can withstand the extreme operating temperatures and pressures they were designed for. The fire service MUST removed 40 cylinders from service this year due to the age of the cylinder. We anticipate removing another 10 due to hydrostatic testing failure. This will allow for the replacement of 40 cylinders.

SERVICE TRUCK REPLACEMENT (2) \$105,000

The service truck is a vital part of the Fire Service fleet. This vehicle is used for transporting specialized equipment and personnel to emergency scene. It is recognized by the Insurance Service Office and the National Fire Protection Association. The capabilities of this vehicle greatly enhances our firefighting capabilities as well as contributes to lowering our ISO rating. This will allow for the replacement of two vehicles. The anticipated life expectancy of this type apparatus is 15 years.

Based on this a replacement schedule has been developed to replace and upgrade these vehicles. This will replace two vehicles.

PUMPER REPLACEMENT (1) **\$283,758**

The County has pumpers in service that were purchased in 1975 and have pumping capacities of 750 GPM to 1000 GPM. These pumpers have an anticipated life expectancy of approximately 12-15 years. Based on these facts a replacement schedule has been developed to replace these older pumpers and increase the pumping capacity. This will provide for the replacement of one pumper.

TANKER REPLACEMENT (2) **\$411,100**

The use of the jet dump system has enabled the Fire Service to reduce its ISO rating. To continue this level of service, a replacement schedule has been established to replace the aging tankers as well as increase their water carrying capacity. The new tankers carry 1500 gallons of water, instead of 1000 gallons, which in some cases reduces the number of tankers that are needed to obtain needed water supply. The life expectancy of these vehicles are 12-15 years. Based on this, a replacement schedule has been developed to replace and upgrade these vehicles. This will provide for the replacement of two tankers.

PORTABLE RADIOS (13) **\$21,525**

While the increased volume of emergency calls and the continued need for effective fire ground communications, Fire Services uses the available VHF frequencies. To accomplish this plan as well as maintain a backup to the 800 MHz system, it is necessary to add VHF portable radios. This will provide for ten VHF radios which is compatible with existing batteries, chargers and other accessories, and for the replacement of three 800 MHz radios to replace radios that have been damaged or destroyed during use. These radios will be replacement only and will result in no additional service charges for 800 MHz service.

CLASS "A" FOAM SYSTEM (2) **\$15,750**

Class A foam is a firefighting equipment option that is quickly becoming standard equipment for most attack pumpers. Class A foam mixed in standard concentration with water is three times as effective as water alone used to extinguish fire. When used effectively it can reduce total time on calls and decrease the possibility of a re-flash fire. It is extremely effective in woods and grass

fires, as well as mop-up or overhaul operations on structure fires. This line item will be used to retrofit two existing attack pumpers with Class A foam capabilities.

CASCADE SYSTEM UPGRADE **\$35,000**

The fire service utilizes cascade systems onboard service trucks and at fire stations strategically located within the county to deliver grade E breathing air to fire scenes to re-fill the SCBA cylinders worn by our firefighters during fire suppression operations. This air is compressed in cylinders and transferred to the SCBA cylinder on the fire scene. Our fire service utilizes cascade equipment that is approaching the end of its service life. Additionally, many of the cascade cylinders are not capable of satisfying the pressure requirements of the newer cylinders in our system. Effective 2003, NFPA changed its standard for cascade systems placing much more strict requirements for the filling of SCBA systems. The largest change was the requirement for a completely enclosed fragmentation compartment to protect the cascade operator in the event of a cylinder failure during filling. This will allow for the upgrade of our cascade system including the addition of the new fragmentation compartment.

LAND SEA STORAGE CONTAINER (1) **\$3,500**

The fire service has a significant need for additional storage at the Fire Training Center. This storage will be used to maintain a stock of combustible materials (hay, pallets, etc.) for use in the burn building. Currently, we are storing this material in the bottom level of our drill tower which limits the intended use of the tower. This will allow for the purchase of one land sea container.

REFURBISH TRAINING PROP **\$10,000**

The fire service has utilized the props on our drill field that are used for the training of our firefighters for over five years with little to no continuing maintenance. As a result, several of our props are in need of minor repair. This will allow for all props to be repaired, and as a preventative measure, all props will be prepared and painted to aid in the prohibition of rusting and deterioration.

THREE BAY GARAGE (1) **\$30,000**

The training vehicles used to train our firefighters are currently housed under a training prop designed to teach pumper operations. This prop is a canopy structure only, leaving the vehicles exposed to

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extreme temperatures. This will allow for a pole type building to house three training fire trucks, protecting them from the elements.

GEAR DRYING STORAGE RACKS (6) **\$4,800**

Bunker gear is required to be cleaned after each use, and placed in an extractor/washer semi-annually. We are currently washing approximately 400 sets of gear each year. This will allow for the purchase of six racks to be used by our fire stations with extractor/washers to facilitate more rapid drying of our gear returning it to the user in a more timely manner.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 131500 Organization Title: Fire Service
Program # Program Title: Additional Personnel - Apparatus Operator (6)

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # 6	173,436
510300 Part Time #	
511112 FICA Cost	13,268
511113 State Retirement	
511114 Police Retirement	18,558
511120 Insurance Fund Contribution # 6	36,000
511130 Workers Compensation	9,867
511131 S.C. Unemployment	
* Total Personnel	251,129
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520201 Physicals	1,650
521000 Office Supplies	
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	432
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	2,400
* Total Operating	4,482
** Total Personnel & Operating	255,611
** Sub-total Capital (From Section III)	
*** Total Capital	
*** Total Budget Appropriation	255,611

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ADDITIONAL PERSONNEL – APPARATUS OPERATOR (6 ea)

The present staffing provides for one apparatus operator assigned to each of the eleven rural stations. The hours for these positions are 7:30 am to 5:00pm Monday through Friday. There are also five apparatus operators that float between these stations to fill vacancies due to sickness, annual leave, etc. in an effort to maintain the minimum staffing level of one. The additional positions combined with the present floating positions will be utilized to increase the staffing to two apparatus operators per station 7:30 am to 5:00pm Monday through Friday. This will continue our effort to increase our staffing levels during times when much of the volunteer staff is not available. Included are the following stations: Hollow Creek, Boiling Springs, Pelion, Mack Edisto, Gilbert, Fairview, Swansea, Sandy Run, Amicks Ferry, Cross Roads, and Samaria.

Apparatus Operator Grade 10

Entry Level – Grade 10	\$28,906 x 6 employees =	\$173,436
FICA – 7.65%	=	13,268
Police Retirement – 10.70%	=	18,558
Insurance - \$6,000 ea	=	36,000
Workers' Compensation - \$5.69/\$100	=	9,867
Total		\$251,129

FUND 1000
PS/FIRE SERVICE (1315)
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520201 - PHYSICALS **\$1,650**

Projected cost of physical - 6 @ \$275/ea = \$1,650

524201 - GENERAL TORT LIABILITY **\$432**

6 @\$72/ea = \$432

525600 - UNIFORMS & CLOTHING **\$2,400**

Uniforms per employee - 6 @ \$400 per employee = \$1,200

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: General
 Organization # 131500 Organization Title: Fire Service
 Program # _____ Program Title: Lexington Fire Station Relocation

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>3</u>	_____
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	_____
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520201 Physicals	_____
521000 Office Supplies	_____
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	_____
525000 Telephone	_____
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525 _____ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
* Total Operating	0
** Total Personnel & Operating	0
** Sub-total Capital (From Section III)	543,970
Less Appropriation FY '03-'04 Budget - Corley Mill Station	-334,422
Less APPROPRIATION FY '03-'04 BUDGET - LEXINGTON STATION	-209,548
*** Total Capital	_____
*** Total Budget Appropriation	0

FUND 1000
PS/FIRE SERVICE (1315)
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LEXINGTON FIRE STATION RELOCATION \$543,970

This will provide for the present Lexington Fire Station located on Park Road to be more centrally located to the Town of Lexington and the adjacent fire stations (Lake Murray, Round Hill, Red Bank, Pine Grove, and Oak Grove). Relocating this station will also bring the properties in the Corley Mill Road area which is presently more than five miles from a fire station, within five from this station. This will eliminate the need to build the proposed Corley Mill Fire Station at this time, thus substantially reducing the cost of the personnel and capital items needed. The anticipated completion of construction is March 2004. Therefore, the personnel and operating costs for FY '03-'04 is for three months.

Land	\$100,000
Station Construction	399,970
Furnishings/EQUIPMENT	44,000

	\$543,970
Less Appropriation FY '03-'04 Budget	- 334,422
(Corley Mill Station)	
Less APPROPRIATION FY '03-04 Budget	- 209,548
(LEXINGTON STATION)	-----
	-0-

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Public Safety
Organization: 131599 - Fire Service Non-Departmental Costs

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
511112 FICA Cost - Salary Adjustment	0	0	917	7,224		
511114 Police Retirement - Sal. Adjustment	0	0	1,286	10,104		
511130 Workers Compensation	0	0	3,525	5,370		
519901 Wage & Salary Adjustment	0	0	316,753	94,427		
* Total Personnel	0	0	322,481	117,125	0	0
Operating Expenses						
525400 Gas, Fuel, & Oil	0	0	20,000	40,000		
529903 Contingency	0	0	4,375	0		
* Total Operating	0	0	24,375	40,000	0	0
**Total Personnel & Operating	0	0	346,856	157,125	0	0
Transfer To Other Funds:						
812474 Multi Anti-Terrorism Grant	33,861	-280	0	0		
Residual Equity transfers:						
834600 R.E.T. - Fire Station / Service Ctr. Const.	46,301	24,047	24,048	0		
**Total Transfers To Other Funds	80,162	23,767	24,048	0	0	0
Capital						
549904 Capital Contingency	0	0	734,916	0		
** Total Capital	0	0	734,916	0	0	0
*** Total Budget Appropriation	80,162	23,767	1,105,820	157,125	0	0

**County of Lexington
Clerk of Court
Thomas H. Comerford**

Memorandum

LEXINGTON

FEB 26 RECD

FINANCE DEPT.

TO: Mr. Art Brooks
County Administrator

FROM: Thomas H. Comerford
Clerk of Court

DATE: February 26, 2004

RE: Budget Needs for 2004-2005

Attached is the budget for the Clerk of Court Office for fiscal year 2004/2005.

This is a critical year to properly staff our courts and my office. I've been submitting budgets for eleven years and am continuing to request more staff. I have mentioned to you and Council that our Court of Common Pleas has not had a new employee since 1975. The only addition my office has received from the county were two employees added to our Court of General Sessions back in 1993. The increase in activity in all of our courts is no surprise to any of us. That was one of the main issues in support of a new Judicial Center

We need to address new imaging and other court technologies which I have previously discussed with Mr. Jim Schafer and his staff. The state is working with Chief Justice Toal in upgrading and moving forward and we should follow their lead with the county's needs.

Art, we need your support along with Council to staff and equip our court facility to properly serve our citizens in Lexington County.

Thank you in advance for your valuable support to this budget.

THC:kb
Attachment



30-1

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

MAR 02 RECD / 2/26/04

FINANCE DEPT.

Fund: 1000 Judicial
 Division: Judicial
 Organization: 141100 - Clerk of Court

		<i>BUDGET</i>				
Object Expenditure		2002-03	2003-04	2003-04	2004-05	
Code	Classification	Expenditure	Expend.	Amended	Requested	
			(Dec)	(Dec)		
					2004-05	
					Recommend	
Personnel						
510100	Salaries & Wages - 13	402,381	194,844	416,538	422,459	
510101	State Supplement	1,404	657	1,399		
510200	Overtime	12,170	13,170	13,170	18,000	
510300	Part Time - 2 (1.26 - FTE)	12,316	6,027	16,660	17,082	
511112	FICA Cost	30,853	15,546	34,147	33,125	
511113	State Retirement	26,186	12,284	30,576	28,939	
511120	Insurance Fund Contribution - 13	78,400	37,440	74,880	78,000	
511130	Workers Compensation	1,156	580	1,144	1,319	
511131	S.C Unemployment	2,335	136	0		
511213	State Retirement - Retiree	2,286	1,986	0		
* Total Personnel		569,487	282,670	588,514	598,924	0
Operating Expenses						
520100	Contracted Maintenance	200	200	416	416	
520200	Contracted Services	737	0	0	1,400	
520300	Professional Services	28	20	0		
520702	Technical Currency & Support	3,500	3,250	3,260	3,250	
521000	Office Supplies	11,183	5,779	15,000	16,497	
521100	Duplicating	22,731	10,204	24,000	24,000	
521200	Operating Supplies	125	0	2,074	2,074	
521400	Health Supplies	497	161	500	500	
522000	Building Repairs & Maintenance	4,200	0	0		
522200	Small Equipment Repairs & Maint.	1,525	0	2,000	4,000	
523200	Equipment Rental	5,400	2,700	5,400	5,400	
524000	Building Insurance	400	400	1,143	6,922	
524201	General Tort Liability Insurance	581	291	726	751	
524202	Surety Bonds	97	0	0		
525000	Telephone	7,704	4,621	7,700	8,166	
525010	Long Distance Charges	1,152	654	2,200	2,304	
525020	Pagers and Cell Phones	1,030	612	1,305	660	
525090	Other Communication Charges	0	384	1,200	1,200	
525100	Postage	16,717	6,384	21,600	21,600	
525210	Conference & Meeting Expenses	5,021	4,221	5,500	6,000	
525230	Subscriptions, Dues, & Books	527	414	1,800	2,295	
525240	Personal Mileage Reimbursement	228	66	350	400	
525250	Motor Pool Reimbursement	0	0	200	200	
525301	Utilities - Courthouse	31,711	14,079	35,000	31,000	
525700	Employee Service Awards	120	0	200	200	
527010	Jury Pay & Expenses	116,124	73,270	259,000	259,000	
* Total Operating		231,538	127,710	390,574	398,235	0
** Total Personnel & Operating		801,025	410,380	979,088	997,159	0

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000 Judicial
 Division: Judicial
 Organization: 141100 - Clerk of Court

		<i>BUDGET</i>			
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Capital					
540000 Small Tools & Minor Equipment:	1,307	0	1,680	<i>1,234</i>	
540010 Minor Software	0	0	3,249	315	
All Other Equipment	32,777	6,703	8,440	4,427	
** Total Capital	34,084	6,703	13,369	4,742 <i>5,976</i>	0

***** Total Budget Appropriation**
1,003,135
835,109
417,083
992,457
1,001,901
0

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Section IA

Fund # 1000 Fund Title: General
 Organization # 141100 Organization Title: Clerk of Court

Object Expenditure Code Classification Program # I Program # I Program # III Program # Total 2004-2005 Requested

Program Title: Admin. Common Pleas General Sessions

Object Expenditure Code Classification	Program # I	Program # I	Program # III	Program #	Total 2004-2005 Requested
Personnel					
510100 Salaries # <u>13</u>	169,647	124,276	128,536		422,459
510300 Part Time # <u>2</u>	17,082				17,082
511112 FICA Cost	14,285	9,507	9,333		33,125
511113 State Retirement	11,621	8,513	8,805		28,939
511114 Police Retirement					
511120 Insurance Fund Contribution # <u>13</u>	24,000	24,000	30,000		78,000
511130 Workers Compensation	560	373	386		1,319
511131 S.C. Unemployment					
510200 Overtime	6,000	6,000	6,000		18,000
* Total Personnel	243,195	172,669	183,060		598,924

Operating Expenses					
520100 Contracted maintenance	208	104	104		416
520200 Contracted Services	1,400				1,400
520300 Professional Services					
520400 Advertising					
521000 Office Supplies	5,681	4,739	6,077		16,497
521100 Duplicating	5,700	8,800	9,500		24,000
521200 Operating Supplies	1,066	504	504		2,074
520702 Tech Supp & Curr		3,250			3,250
521400 Health	167	166	167		500
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.	1,334	1,333	1,333		4,000
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
523200 Equip. Rental	1,800	1,800	1,800		5,400
524000 Building Insurance	6,922				6,922
524100 Vehicle Insurance #					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance	553	88	110		751
524202 Surety Bonds					
525000 Telephone	5,964	1,001	1,201		8,166
525010 Long Distance	768	768	768		2,304
525100 Postage	6,000	7,200	8,400		21,600
525210 Conference & Meeting Expenses	6,000				6,000
525220 Employee Training					
525230 Subscriptions, Dues, & Books	1,961	167	167		2,295
525301 Utilities -	10,333	10,333	10,334		31,000
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					

* Total Operating	58,383	113,020	226,832		398,235
** Total Personnel & Operating	301,578	285,689	409,892		997,159
** Total Capital (From Section II)	3,038		1,704		4,742
*** Total Budget Appropriation	304,616	285,689	411,596		1,001,901
525020 Pagers & Cell	660				660
525240 Personal Mileage	400				400
525250 Motor Pool Reimb	66	67	67		200
525700 Employee Serv. Awards	200				200
527010 Jury Pay & Expenses		72,700	186,300		259,000
525090 Other Communication	1,200				1,200

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**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION III. – PROGRAM OVERVIEW

Summary of Programs:

- Program I – Administration Department
- Program II – Common Pleas Department
- Program III – General Sessions Department

Program I: Administration and Court Criers

Objectives:

To provide all support functions necessary for the operation of the Clerk of Court’s office for Lexington County. To file all new cases, orders and miscellaneous pleadings in an efficient and timely manner. To monitor all checking and other accounts. To process monies collected by the Clerk’s office and to keep accurate records of these transactions. To make sure the treasure receives all money collected on a daily basis and the reports are accurate. To handle all court needs as required. To prepare an accurate operational budget. To maintain all supplies necessary for the daily functions of the Clerk’s office. To insure all equipment is operational. To maintain a professional level of performance for court personnel. To keep records on all proceedings such as passport request, certifying public notaries, registering businesses, and issuing fireworks licenses. To organize and maintain all evidence submitted in Common Pleas and Family Court trials and make available to Supreme Court for the appeals process. The goal of this program is commitment to excellence service and assist the public in a friendly and courteous manner and to modernize the Clerk of Courts’ office and save the County money by reducing the cost to process and mail paperwork in a case.

Program II: Common Pleas Department

Objectives:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To provide on internet rosters notifying attorneys and public of cases being called to court, both jury and non-jury. To process mail in a timely matter daily. To make sure the case jackets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain all exhibits that are introduced in jury and non-jury trials in a manner governed by Court Administration. To keep mediation and arbitration records. Assist attorneys in obtaining certified mediators and arbitrators and see that the civil cases are mediated or arbitrated according to the guidelines set by the state. To set automobile arbitration hearings, select three attorney panels to hear these cases. Write jury checks and certificates and mail out after each term of court.

Program III: 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 (Solicitor, Public Defender, Probation Department, and attorneys. To report “disposition of charges” information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for civil, criminal, and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service. The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens.

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION III – SERVICE LEVELS

Service Level Indicators:

	Actual FY01-02	Actual FY02-03	Estimated FY03-04	Projected FY04-05
Program 1: Administration Department				
Issue Purchase Order	102	105	108	115
Issue Blanket Order	6	9	9	9
Issue Change Orders	9	9	8	8
Approve Invoices	110	110	110	112
Process Surety Bonds	14	20	20	20
Issue Central Stores Requisitions	45	40	50	55
Issue ABT'S	10	10	10	10
Issue Information Service Work Request	154	75	75	80
Condemnation/Accounts Opened	24	24	30	30
Passports Issued	450	450	500	500
Cases filed in F.C. and C.P. & DSS	7,561	8,317	9,149	10,000
Misc. pleadings filed such as answers, certificates motions, etc. for civil and family court	22,870	25,155	23,570	25,000
Lis Pendens Filed	1,768	1,945	2,139	2,300
Judgments Filed	2,670	2,937	3,231	3,300
Juvenile Cases filed	655	720	792	800
Hospital Liens filed	310	0	0	0
Dismissals filed	3,700	4,070	4,477	4,500
Trip Requests	15	15	15	15
Arbitration Cases filed	12	13	15	16
Fireworks Licenses	41	43	45	50
Program 11: Common Pleas				
Common Pleas Jury and Non-Jury Cases	4,574	5,031	5,535	6,000
Judgments Index	2,670	2,937	3,231	3,300
Rosters Fax & Mailed For Jury Court	3,500	3,850	4,235	4,300
Rosters Fax & Mailed for Non-Jury Court	5,200	5,720	6,292	6,400
Terms of Court for Jury Court	20	25	23	25
Terms of Court for Non-Jury	20	24	24	25
Pending Cases	3,896	4,286	4,714	4,725
Arbitration Cases	12	13	15	15
Lis Pendens Indexed	1,768	1,945	2,139	2,200
Hospital Liens Indexed	310	0	0	0
Dismissals Indexed	3,700	4,070	4,477	4,500
Misc. pleading such as answers, certificates Motions, etc. (Avg. of 50 pages per/case)	22,870	25,155	26,032	26,100
Appeals	114	125	138	145
Cancellation of Lis Pendens	1300	1430	1573	1,600
Change of Venue	95	105	115	115
Order to Restore	130	143	157	165
PCRS	72	79	87	90
Satisfaction of Hospital Liens	150	232	250	258

**FUND 1000
 CLERK OF COURT (141100)
 FY 2004-05 BUDGET REQUEST**

CONTINUED SECTION III – SERVICE LEVELS

Service Level Indicators:

	Actual FY01-02	Actual FY02-03	Estimated FY03-04	Projected FY04-05
Program 111: General Sessions				
General Sessions Warrants Received	6,287	7,700	7,507	7,800
Indictments	4,553	8,100	6,900	7,400
Depositions	4,968	8,900	6,011	6,100
Bench Warrants	1,125	1,500	1,500	1,600
Terms of Court	83	80	110	115
Jurors Drawn & mailed for civil and criminal court	7,650	8,415	9,557	9,800
Public Defender Interviews	826	908	1,500	1,600
Pending Cases	7,525	8,277	10,000	10,200
Expungements	1,031	1,134	1,350	1,700

*Lexington Clerk of Court is the only place for processing passports in Lexington Co. Saluda Co. and Newberry Co. The post offices in Columbia/Richland Co. stop processing at 4:00 P.M.

** Condemnations vary according to SCDOT funds available. (Projects: Platt Springs & Hwy. 6)

*** By state law, restitution goes to the Probation Office as of July 1999. However, the Clerk of Court's office still has to collect the old restitution cases.

**** These figures depend on number of General Session with fines and fees as ordered by the Judge.

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

431100-CLERK OF COURT FEES \$204,000.00

This revenue fund is generated from the fees charged for letter of no judgments (\$3.00), surety bonds (\$10.00) business (\$.25) & fire works licenses (\$50.00), true copies (\$1.00), bond issue (\$10.00), notary commission (\$5.00), transcripts (\$10.00), arbitration panel (\$5.00) lis pendens (\$10.00), confessions (\$10.00), and forfeitures (\$25.00). The revenues generated from the filing fees of these fee titles go 100% to the county. The filing fees for new cases for the Common Plea fees (\$100.00), Common Pleas fees (foreign judgment) (\$100.00), are distributed 56% to the county and 44% to the state. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 (7 months) Fund 1000 generated \$102,157.65.

431102-GENERAL SESSIONS COURT FEES \$37,031.00

This revenue fund is generated from the three percent collected from criminal restitution and fines plus a 3% collection cost charge and also from the \$35.00 filing fee for expungements. These fees go 100% to the county. Based on the Daily Worksheet for the period of 07/01/03 - 02/13/04 (7 months) Fund 1000 generated \$18,509.61.

431103 – CP/DL REINSTATEMENT FEE \$280.00

This is a driver license reinstatement fee with 44% to the County and 56% to the State. This is used when a driver license has been suspended because of being a habitual offender. They can petition the civil court to have their license reinstated. This figure was based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 (7 months).

437601-COPY SALES-CLERK OF COURT \$13,534.00

A copy charge of .25 cents per page to the public and attorneys for copies of requested documents such as warrants, expungements, civil law suits, in detail jury list, divorces and any other miscellaneous documents filed with the Clerk of Courts' office. These fees go 100% to the county. The county keeps 80% and 20% is put back into the Clerk of Courts operating expense budget. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 Fund 1000 generated \$9,667.32 (Note: The coin operator was broken for two months.)

443000 – CIRCUIT COURT FINES \$116,343.00

This revenue fund is generated from the collection of criminal fines that a circuit court judge imposes. The revenue generated in the General Sessions and Common Pleas court from the fines requires that 56% of all such money shall be paid over to the county. The remaining 44% of all such money must be forward to the County Treasurer for remittance to the State Treasurer. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 Fund 1000 generated \$44,873.00 (7 months).

443500 – BOND ESTREATMENT COUNTY \$4,243.00

A judge or magistrate sets a bond on someone that has been arrested and if they violate the conditions of a Bond, the court estreats the amount of the bond. The bonds are no set amount. Funds resulting from a bond estreatment are divided as follows. (25% to the State, 25% to the Solicitors office, and 50% to the County General fund.) We have no way to know how much we will generate. However, as of 07/01/02 a handling fee of 4% of the original bond will be imposed on any bond estreatment put on installments. That 4% has to be paid at the time the 1st installment is made. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 (7 months) Fund 1000 generated \$2,475.00.

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

462000 – CLERK OF COURT BUDG. REIMB. \$2,817.00

The revenues generated from the sales of copies. The Cost per copy at .25 cents each. These fees go 100% to the county. The county keeps 80% and 20% is put into the Clerk of Courts budgetary reimbursement account. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 Fund 1000 generated \$1,409.81 (7 months).

451802 – IV-D CASE FILING FEE \$28,014.00

The revenues generated from the fees collected from Title IV-D new cases. Based on the Daily Worksheet for the period of 07/01/03 – 02/13/04 Fund 1000 generated \$14,300.00 (7 months).

FUND 1000 FUND 1000
CLERK OF COURT (141100)
FY 2002-03 BUDGET REQUEST

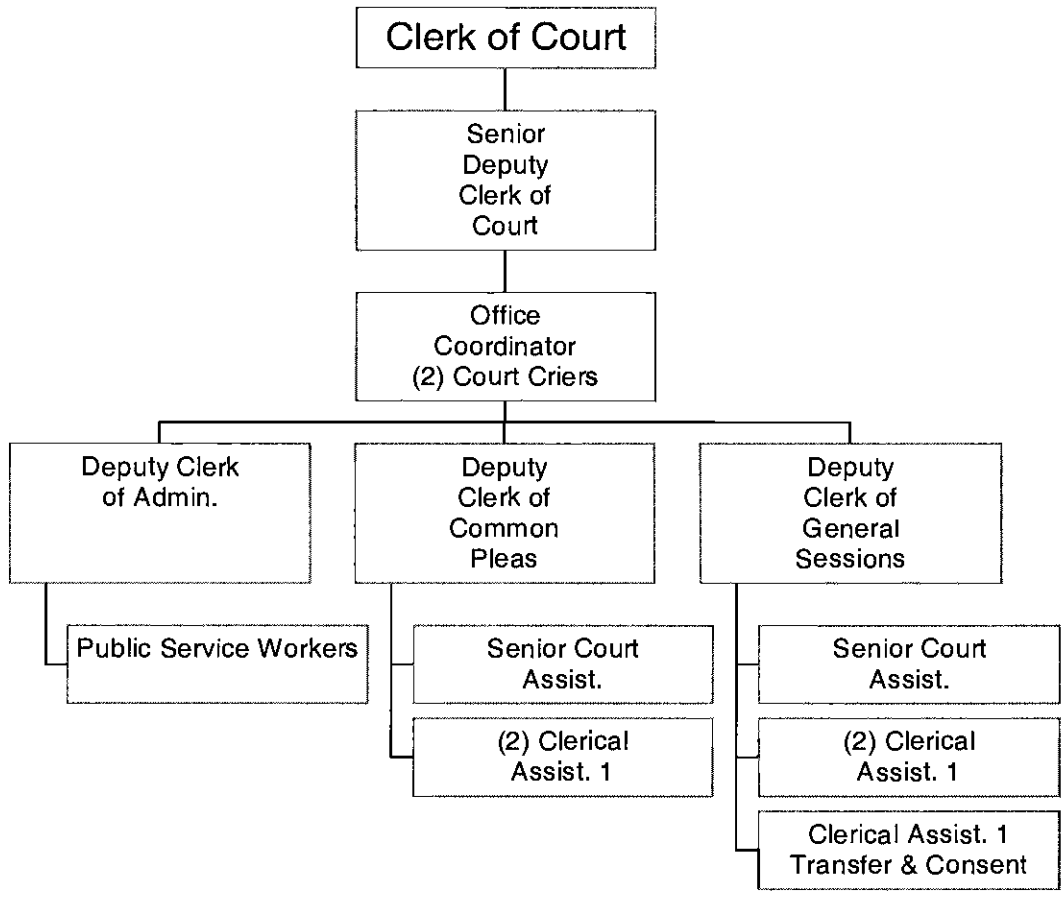
SECTION V - LISTING OF POSITIONS

Current Staffing Level:

Full Time Equivalent

Job Title	Positions	General Fund	Other Fund	Total	Grade
Clerk of Court	1	1		1	Unc.
Senior Deputy Clerk of Court	1	1		1	18
Deputy Clerk, General Sessions	1	1		1	12
Deputy Clerk, Common Pleas	1	1		1	12
Deputy Clerk, Administration	1	1		1	12
Senior Court Asst., General Sessions	1	1		1	8
Senior Court Asst., Common Pleas	1	1		1	8
Office Coordinator	1	1		1	8
Clerical Asst. 1, General Sessions	2	2		2	4
Clerical Asst. 1, Common Pleas	2	2		2	4
Clerical Asst. 1, Transfer & Consent	1	1		1	4
Court Crier	<u>2</u>	1		1	<u>P/T</u>
Total Positions	15	14		14	

SECTION V - PERSONNEL ORGANIZATION CHART



**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION V.B – PERSONNEL OVERTIME

510200- ADMINISTRATION, COMMON PLEAS, & GENERAL SESSIONS OVERTIME \$18,000.00

This account is used for Program I (Administration), Program II (Common Pleas), and Program III (General Sessions). There is an estimated total of 46 weeks Common Pleas, jury and non-jury court and 33 weeks of General Sessions Court and 30 weeks of Transfer Court scheduled for 2004-05. The Lexington County Court schedule is sent to us from Court Administration and this office has no control of this schedule. Some of these weeks are double court which means Common Pleas jury and non-jury court, on many occasions can have two jury trials in one week (term) and General Sessions and Consent/Transfer court is scheduled for the same week. Usually there are two courts scheduled during the same week; however, we have had three courts being held at the same time. These courts usually run past 5:00 due to waiting on the jurors' decisions or the cases lasting longer then expected. The employees in Common Pleas jury and non-jury court and General Sessions and Consent/Transfer court have to work overtime. The new cases for civil court that are received through mail and public has increased dramatically. There were 4,700 cases filed in 2003-2004 so far. The Lis Pendens motions and miscellaneous pleadings have also increased dramatically and there is only one person intaking all these pleadings. These documents need to be filed on a daily basis and this cannot be done by one person. Lexington County has grown that much. The Deputy Clerk is having to work until 6:00 and 7:00 pm every night just to stay up two weeks in filing these documents and the money it is costing in overtime, we could hire another person for that department.

FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B – OPERATING LINE ITEM NARRATIVES

520100 CONTRACTED MAINTENANCE **\$416.00**

To cover maintenance contracts on four (4) time stamp machines

Program I: Two (2) time stamp machines are located in the Administration area for walk in cases and documents Model # 1605-9001 S# B08111-EW and Model # 1605-9001 S# B98327-IR

2@ \$104.00 **Total** 208.00

Program II: One (1) time stamp machine located in Common Pleas for clocking mail. Model # 1605-9001 S# B08110-EW

1@ \$104.00 **Total** 104.00

Program III: One (1) time stamp machine located in the General Sessions Department. Model # 1605-9001 S# B84119-FV

1@ \$104.00 **Total** 104.00

520200-CONTRACTED SERVICES **\$1,400.00**

To cover expenses for nine legal mailboxes that are used by Clerk of Court personnel and Deputy over security at courthouse. The monthly minimum is \$8.93 per box plus including tax plus any 800 numbers. This system is used by jurors for civil and criminal court to call to see if they have to report for jury duty and also by attorneys to get the latest updates of the cases coming up for trial. The estimated monthly cost is $\$80.37 \times 12 = \964.44 . plus any 800 numbers. **Program I administers this account.**

520702-TECHNICAL SUPPORT & CURRENCY **\$3,250.00**

Program II: Common Pleas has Evans Caseloads software installed on their computers The cost for the Caseload 2004-20054 subscription for licenses is \$350.00 each times six (6) for a total of \$2,100.00 and three (3) query licenses at \$150.00 each for a total of \$450.00. These licenses have enabled the Common Pleas department to run rosters, monitor cases and to operate more efficient. The Kiosks are used by the public and abstractors to view judgments, lis pendens, and search by name any Common Pleas and Family court documents.

Total 3,250

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES \$16,497.00

To cover routine office supplies (pencils, file folders, and etc.) as well as printing.

Program I: Administration Department

Case folders 6000 @ 177.35 per/1000 (includes tax)	1,064.10
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper & rubber stamps	1,000.00
Printing of letterhead, envelopes and forms	500.00
Drum cartridges for the Hewlett Packard Laser Jet LJ3200XI (fax)	
-8 per year at (C4092A) 59.84 (includes tax)	478.72
Drum cartridges for the Hewlett Packard Laser Jet 5 SI (printer)	
-6 per year at (C3909A) 174.29 (includes tax)	1045.74
Ricoh staples for Ricoh copy machines – 3 boxes @ \$63.00 (includes tax)	189.00
Simplex time stamp machine ribbons for three time stamps	
-24 @ \$15.87 (includes tax)	380.88
Passport Brochures/Applications(500 @ \$1.50)	750.00
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.50 (includes tax)	273.00
TOTAL	5,681.44

Program II: Common Pleas

Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
Common Pleas index books and sheets	500.00
Printing cost for judgment forms, juror envelopes, letterhead and other miscellaneous printing.	500.00
Miscellaneous office supplies such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands.	1,000.00
Drum cartridges for the Hewlett Packard Laser Jet 4050TN (printer)	
-8 per year at (C4127X) 135.44 (includes tax)	1083.52
Drum cartridges for the Hewlett Packard Laser Jet 3100 (fax)	
-8 per year at (C3906A) \$ 61.94 (includes tax)	495.52
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.50 (includes tax)	273.00
TOTAL	4,738.79

Program III: General Sessions

Case folders 5000 @ 177.35 per/1000 (includes tax)	886.75
General Sessions index books and sheets	500.00
Printing sentencing sheets	800.00
Miscellaneous office supplies, such as pens, pencils, batteries, extension cords, calendars, computer paper, evidence tape & rubber bands, collated numbers, etc.	1,000.00
Simplex time stamp machine ribbons for one time stamps	
12 @ \$15.87 each (includes tax)	190.44
Ricoh staples for Ricoh copy machines – 3 boxes @ \$63.00 each	189.00
Juror disk, data base format from the S.C. Election Commission	75.00
Toner cartridges for Canon Microfilm 90 printer –2 @ \$136.50 (includes tax)	273.00
Drum cartridges for Hewlett Packard Laser Jet 4100N (printer)	
-8per year at (C8061X) \$142.78 (includes tax)	1142.24
Drum cartridges for the Hewlett Packard Laser Jet J4000N (printer)	
-6 per year at (C4127A) 135.44 each (includes tax)	812.64
Drum cartridges for Panasonic KX-FL521 (fax)	
-6 per year at (KX—FA76) \$\$30.61 (includes tax)	207.84
TOTAL	6,076.91

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521100-DUPLICATING

\$24,000.00

This account covers the expense from three auditrons (# 454, 455, 456) located in the Clerk of Court's office and two circuit court judges' auditrons (458 & 461), Probation (#462) also a coin-machine. Copier machine duplication of court orders, cases, expungements, jury and non-jury rosters (weekly), miscellaneous pleadings that are mailed to attorneys and public, warrants, tickets, bonds and other miscellaneous documents pertaining to criminal records used in the daily accomplishment of three programs operations. There are six auditron readings these expenses cover. Average spent for five auditrons is 2,000.00 per month @ \$.05 a copy.

Program I: Copies of expungements, miscellaneous pleadings, cases, court orders and letters received from attorneys and public. # 454 **\$5,700.00**

Program II: Copies of rosters weekly for jury and non-jury trials sent to all attorneys on record, copies of orders and other miscellaneous pleadings. # 455 **\$8,800.00**

Program III: Copies of warrants, bonds, tickets and other miscellaneous pleading pertaining to criminal court for attorneys and the public. This department has a higher expense because of the juror venires that have to be copied to make up the jury list for attorneys of record and clients. # 456 & #462 **\$9,500.00**

521200-OPERATING SUPPLIES

\$2,074.00

This account is necessary in order to cover the expense of receipt for fees and restitution being paid and reimbursing jurors for their civic duty. ******PLEASE NOTE****** I am requesting the same amount for 2004/2005 even though this was not spent in the 2003/2004 budget. I feel that I have enough jury checks and receipts to get me through until the new budget year but will need to reorder for this budget year.

Program I

Checks for restitution accounts	200.00
Receipts for restitution, fine and fee payments, copies, expungements fees, public defender application fees and other fees taken in. (30,000 @ 27.50 per/1000) includes tax	866.25
TOTAL	1,066.25

Program II

Checks for jury pay for civil court (3000 @ \$168.00) includes tax	
TOTAL	504.00

Program III

Checks for jury pay for criminal court (3000 @ \$168.00) includes tax	
TOTAL	504.00

521400-HEALTH SUPPLIES

\$500.00

This account was set up to replenish the supplies in the Zee first aid medical cabinet that was installed in the Clerk of Court area. The company comes out quarterly and stocks the cabinet with the necessary supplies. This medical cabinet has proven to be worthwhile as it has helped everyone within the office

FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B. - CONTINUE OF OPERATING LINE ITEM NARRATIVES

522200-SMALL EQUIPMENT REPAIRS ADMINISTRATION \$4,000.00

Programs I, II and III uses this account for maintenance and repair on typewriters at \$65.00 an hour plus cost for parts. Repairs on electric seals, calculators, printers and any other miscellaneous equipment located within the Clerk of Courts' office. We have spent approximately \$293.00 alone on repair for our typewriters. This account is also used to repair the Circuit Court computers and other miscellaneous equipment they have. APC replacement batteries \$36.75 x 13= \$477.75. (2) Preventive Maintenance Kit for LJ4100N & 4050TN @ \$275.10 (including tax) x 2= \$550.20. Also, an additional \$1,190.00 is needed to cover costs for repairs on the new scanners Fujitusi FL-4340C that were recently purchased for the scanning system. The cost of a maintenance agreement for one year would be \$1,190.00 per unit x 3 for a cost of \$3357.00, which we could have purchased another one should it have gone out.

523200-EQUIPMENT RENTAL \$5,400.00

This account needs to be set up to cover 2/3 of the monthly equipment rental for service and license fee with the Daisi Systems and Service. This is a phone service provided by Daisi. The monthly fee is \$675.00, of which Fund 2410/141100 will share a portion the cost. This system serves all courts in the courthouse; Common Pleas, General Sessions, and Family Court. This voice system works as an operator to place people to the proper court area.

524000-BUILDING INSURANCE \$6922.00

This is based on the information provided by Mr. Ed Salyer Program I administers this fund.

524201-GENERAL TORT LIABILITY INSURANCE \$751.00

Program I- One Director \$487.00 and three (3) employees (\$22.00) per fee schedule provided by Ed Salyer.
553.00

Program II
Four employees @ 22.00 each per fee schedule provided by Ed Salyer. 88.00

Program III
Five employees @ \$22.00 each per fee schedule provided by Ed Salyer. 110.00

524202 SURETY BONDS .00

This is a fee that is payable every three years per Ed Salyer.

525000-TELEPHONE \$8,166.00

Program I (Administration Depart.) currently has four employees plus a fax machine. \$16.68 for each phone and \$16.68 for fax. This program is requesting one (1) new employee for fiscal year 2004-2005. Currently Program I, Program II, and Program III are carrying the bulk of the phones for the Judicial Center (35). It also covers one Circuit Court Judge, his secretary, law clerk for a total of ten lines plus one fax \$16.68 for each phone and \$16.68 for (3) fax Monthly average bill is approximately \$640.00 x 12= \$7,680.00

24 lines @ \$16.68 = \$400.32 x 12= \$4803.84 5,403.84

This account is also used for any replacement, moves, or changes. 1,116.00

TOTAL 5,963.84

Program II (Common Pleas) currently has four (4) employees plus one (1) fax. This program is requesting one (1) new employee and one (1) fax for fiscal year 2004-2005. However, this is not included in this figure).
4 lines @ \$16.68 = 83.40 x 12= TOTAL 1,000.80

Program III (General Sessions) currently has five (5) employees plus one (1) fax. This program is requesting one upgrade for an employee for fiscal year 2004-2005. However, this is not included in this figure).
6 lines @ \$16.69 = \$100.08 x 12 TOTAL 1,200.96

FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525010-LONG DISTANCE CHARGES **\$2,304.00**

Program I, II, & III uses this account for long distance charges to judges, attorneys and other agencies in reference to court related matters dealing with Lexington County. The charges are approximately \$160.00 a month with Alltel and BTI. Additional 20% for estimated increases. **Program I-\$768.00 Program II-\$768.00, Program III-\$768.00**

525020-PAGERS AND CELL PHONES **\$660.00**

One mobile phone with Alltel at a monthly cost of \$39.95 service, which includes 1,000 anytime minutes, .55 for 911, tax of 2.00 for estimated cost of \$42.50 x 12 months = \$510.00. This reflects a 10% increase for estimated costs. Additional \$150.00 for unexpected overage.

525090-OTHER COMMUNICATION CHARGES **\$1200.00**

This account is used for nine legal mailboxes which are used to store voicemail when the users are not available.
Program I administers this account.

525100-POSTAGE **\$21,600.00**

Program I – uses this account for administrative document mailings, and other correspondence to attorneys of records. Mailing of letters, records and other documents to individual that request copies of cases. Passport processing and restitution payments mailed to victims.

Program I: \$500.00 monthly totaling 6,000.00

Program II – uses this account for mailing of rosters weekly, letters of no judgments, three part order forms and other miscellaneous documents. Mailing of all civil juror summons

Program II: \$600.00 monthly totaling 7,200.00

Program III – uses this account for mailing of documents, tickets, warrants and bonds to other agencies, letters of no criminal judgments and other miscellaneous documents. This expense of this account also is for the juror summons during the course of a year. There are 300 plus jurors drawn for each death penalty cases that are scheduled. There are two death penalty cases scheduled to be retried for this fiscal year 2004-05.

Program III: \$700.00 monthly totaling 8,400.00

According to the Status report the monthly average cost is approximately \$1439.00, however, this figure can change depending upon the number of juror notices sent. ***In the year 2001-2002, the courts were closed the month of December and for several weeks in August 2002. In 2003, the courts were closed for the month of December. The close down resulted in less terms of court for juries, therefore less notices sent.**

525210-CONFERENCE AND MEETING EXPENSE **\$6,000.00**

The Clerk of Court uses this account for conferences and meetings for the staff in order to educate them of new laws and procedures. The Clerk of Court takes at least two of his employees to these conferences.

S.C. Assoc. of Counties annual conference registration, estimated cost for lodging, per diem and mileage which is usually held in Hilton Head or Myrtle Beach. 1,400.00

S. C. Assoc. of Countywide Elected Executives registration, estimated cost for lodging, mileage and per diem. 600.00

National Assoc. for Court Management annual conference is usually held out of state. Registration, estimated cost of lodging, mileage and per diem. 1,600.00

Registration for S.C. Public Records Assoc. 350.00

National Assoc. Child Support Enforcement 2,050.00

Program I – Administers this fund

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525230-SUBSCRIPTIONS, DUE, & BOOKS \$2295.00

This account is used for the Clerk of Court for dues and subscriptions to various organizations. *We have checked with Richland County and Court Administration in reference to this account due to the past years' cost. Due to Court Administration making the law book information available on the internet, and all judges have laptops, we are saving the County a substantial amount of money by not providing the hard copies. See attached letter from Court Administration.*

Program I	
TheChronicle	24.00
S.C. Association of Clerk of Court & Registers of Deeds	50.00
S.C. Bar	27.00
National Association for Court Management	75.00
S.C. Public Records Association	25.00
National Child Support Enforcement Association	190.00
Association of Countywide Elected Officials	75.00
Lexington Chamber of Commerce	130.00
This account also covers the renewals and new notary public application fee of \$25.00 each.	
Every job within the Clerk's office requires a notary public.	200.00
S.C. Legislative Council for S.C. Codes of Law @ \$333.00 x 3	<u>999.00</u>
TOTAL	1795.00

Program I, II, & III use this account for purchases of book such as new zip code, blue book with current address for bench warrants and rule to show causes, replacing the S.C. Code of Laws books in the courtrooms, cross reference directories and other misc. volumes of books that help them in their daily performance of their duties.
Program I - \$166.67. Program II - \$166.67. Program III - \$166.66 500.00

525240-PERSONAL MILEAGE \$400.00

This account is needed to reimburse Clerk of Court personnel for trips to and from the Courthouse to 1st Citizens Bank to make deposits and pick up bank bag and for taking passports to the post office that require express delivery. The mileage is 3 miles per trip with an estimate of 171 miles a quarter @ \$.36 = \$246.24. This will include any personal mileage that the Clerk of Court uses.

525250-MOTOR POOL REIMBURSEMENT \$200.00

The account covers the expenses for mileage for motor pool vehicles that are used to attend seminars and other educational functions. **This fund is used by program I, II, and III.**

525301-UTIL/COURTHOUSE \$31,000.00

This account is charged by the square footage located inside the judicial center used by the Clerk of Court's office. The average monthly charge is not known at this point. We are basing this information on what Building Services provided.

525700-EMPLOYEE SERVICE AWARDS \$200.00

This account will cover awards for retiring employees in our Department for their dedication and loyalty.
Program I- Administers this fund

FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B. – CONTINUE OF OPERATING LINE ITEM NARRATIVES

527010-JURY PAY AND EXPENSES **\$259,000.00**

Program II (Common Pleas) draw's and average of 150 jurors per week of court. There will be an estimated total of 46, which 25 weeks are jury trials, weeks of court from January 1, thru December 30, 2004 @ \$15.00 a day plus \$.28 per mile and per diem for every day that a juror serves. ~~The average spent per term of court for C.P. court is 2,908.00.~~
Program II 72,700.00

Program III (General Sessions) draws an average of 150 jurors per week of court. This would include a jury draw of 300+ jurors. There will be an estimated total of 33 weeks of G.S. Court from January 1, through December 30, 2004 @ \$15.00 a day plus \$.28 per mile and per diem for every day that a juror serves. There are also 18 jurors on the Grand Jury that meets twice a month. The average spent per term for General Session Court, Transfer/Consent court, and for the Grand Jury is **\$7,500.00**. There are two (2) death penalty cases scheduled for this fiscal year and one retrial. ~~The expenses for retrials are around \$21,000.00 and each death penalty~~ is approximately \$25,000.00

Program III 186,300.00

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540000-SMALL TOOLS AND MINOR EQUIPMENT \$1234.09

This account is used for calculators, telephone replacement, and electric pencil sharpeners. We average replacing each phone per year.

Program I

Calculator 2 @ 124.95 each (includes tax)	249.90
Telephones four (4) @\$44.00	176.00
Electric pencil sharpener \$39.95 (includes tax)	<u>39.95</u>
TOTAL	\$465.85

Program II

Telephones (1) @ \$44.00	44.00
Electric heavy duty stapler \$178.49 (includes tax)	178.49
Electric Stapler (1) @ 39.95 (includes tax)	39.95
Electric pencil sharpener \$39.95 (includes tax)	<u>39.95</u>
TOTAL	\$302.39

Program III

Calculator 2@ \$124.95 each (includes tax)	249.90
Telephones (4) @ \$44.00	176.00
Electric pencil sharpener \$39.95 (includes tax)	<u>39.95</u>
TOTAL	\$465.85

540010 – MINOR SOFTWARE \$315.00

(1) MS WORD SOFTWARE \$181.00

This software will be needed to install on first floor courtroom personal computer.

(1) WINDOWS 2000 SOFTWARE \$134.00

This software is needed to be installed on the first floor courtroom personal computer.

CAPITAL

\$4,427.00

(3) FLAT PANEL 15" MONITORS \$1,102.50

Due to limited space in the courtroom area for the equipment, and the limited space in the cashiers's Office and one desk in the Clerk of Court's Office, these flat panels are much needed.

(1) LASER JET 1300N PRINTER \$621.00

This laser printer is needed in the first floor courtroom to print order and documents as the judge Issues them.

(3) OPEN LATERAL FILE CABINETS \$1,704.00

Due to the increase of cases in General Sessions, these file cabinets are extremely necessary. Prog. IIII

(2) DATE/STAMP MACHINES

These are necessary to replace the old machines that we are constantly having repaired. **\$999.50**

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 141100 Organization Title: Clerk of Court
Program # I Program Title: Administration

Object Expenditure
Code Classification

Total
2004 - 2005
Requested

Personnel

510100 Salaries # <u>2</u>	(2) Intake Clerk - Grade 6	<u>47,056</u>
510300 Part Time # _____		
511112 FICA Cost		<u>3,600</u>
511113 State Retirement		<u>3,224</u>
511114 Police Retirement		
511120 Insurance Fund Contribution # _____		<u>12,000</u>
511130 Workers Compensation		<u>142</u>
511131 S.C. Unemployment		

*** Total Personnel**

66,022

Operating Expenses

520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		<u>200</u>
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		<u>44</u>
524202 Surety Bonds		
525000 Telephone		<u>552</u>

525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525 Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		

*** Total Operating**

796

**** Total Personnel & Operating**

66,818

**** Total Capital (From Section II)**

2,952

***** Total Budget Appropriation**

69,770

**FUND 1000 FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

**NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
2 (Intake Clerk – Grade 6)**

Program I: Administration Department

Objectives of Intake Clerks.:

To provide all support functions necessary for the operation of the Clerk of Court's office for Lexington County. To process all documents pertaining to jury and non-jury civil cases, arbitration and post conviction relief cases, hospital lien and lis pendens cases, foreign judgments, transcripts from magistrates court, executions, satisfactions, civil and criminal appeals, change of venue cases, arbitration cases, motions, judgments, foreclosures, bond issues, bankruptcy court dismissals, receipt and maintaining all evidence submitted from Civil Court trials, registering businesses and fictitious name (DBA). Issuing fireworks licenses and process expungements in Criminal Court. Processing all miscellaneous pleadings such as answers, counterclaims, certificates of service and etc.

This also includes processing documents pertaining to Family Court Cases: Foreign and local Adoptions, name changes, divorces, DSS cases, juvenile cases, receipt and maintaining all evidence submitted for the Family Court trials. This also includes all miscellaneous pleadings such as answers, counterclaims, certificate of services and etc.

The steps involved in processing documents consist of clocking in each document, which usually has four to six pages, stamping them with an original and copy stamp, conforming judges signatures on all copies, initialing each clocked in document and mailing copies back to the attorneys and parties. This has to be done in an efficient and timely manner daily. Once the processing procedure has been done to each case, then it has to be notated in that court's notebook for the public to view. The miscellaneous pleadings have to be numerical order for Common Pleas and Family Court.

All the monies that are collected by the Clerk of Court's office are taken in through the Administration Department. Example: All fines, fees and restitution, filing fees for all cases in Civil and Family Court, notary fees, motion fees for Civil and Family Courts, registering DBA's, fireworks, licenses, expungement, copy and true copy sales. These documents are either brought in by the attorneys, runners or public or received by mail. This department has to be committed to excellent service and assist the public in a friendly and courteous manner at all times.

One person performs all of this. This department is also responsible for monitoring all public service workers. The caseload has increased tremendously over the years, thus overtime has to be worked to keep afloat. The workload has increased due to the fact that the county has grown. Cases have to be stamped received in a timely manner due to the statute of limitation.

Over the last ten years, the number of new cases in Common Pleas has increased by 45%. Just this past January 1, 2003 through December 31, 2003, the increase was 36%. For each case that is filed, there is an average of 50 documents filed per cases over its duration, which is usually about one year before it comes up to trial or it's disposed. In the period of January 1, 2003 through December 31, 2003, this department filed 4727 cases. Therefore, at 50 documents per case, approximately 236,350 documents were generated that would have had to be clocked in and processed by the steps mentioned. Currently, this department runs two to three weeks behind in filing documents. Due to the other departments being short-handed, they cannot assist. The number of Lis Pendens increased at an alarming rate of 119%. For each Lis Pendens that is filed, a Civil case is generated.

The Family Court and Civil Court judges bring twenty to thirty documents a day to be filed such as orders, judgments, and miscellaneous pleadings. That is separate from the documents received by mail and the public. When DSS comes twice a month, they have 50 to 100 new cases to file and when PTI has expungement day, which is the last Friday of the month, the classes are usually 40 to 50 peopled lined up to have their paperwork processed. All this has to be done along with waiting on the public all at the same time.

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM I

Service Level Indicators for Two Intake Clerks

	<u>Projected FY 2004-05</u>
Program 1: Administration	
Cases filed in FC, CP & DSS	5,000
Misc. Pleadings such as answers, Certificates, motions, etc.	12,000
Lis Pendens	1,100
Judgments	1,700
Juvenile Cases	400
Dismissals	2,300
Arbitration	8
Firework Licenses	22

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000
Organization # 141100
Program # I

Fund Title: General
Organization Title: Clerk of Court
Program Title: Administration

Total
2004 - 2005
Requested

Object Expenditure
Code Classification

COURT CRIER - P/T

Personnel

510100 Salaries # _____ (Based on # of hours worked
510300 Part Time # 1 x \$6.57
511112 FICA Cost
511113 State Retirement
511114 Police Retirement
511120 Insurance Fund Contribution # _____
511130 Workers Compensation
511131 S.C. Unemployment

13,666
936
6,000
41
21,689 *20,643*

* Total Personnel

Operating Expenses

520100 Contracted maintenance

520200 Contracted Services

520300 Professional Services

520400 Advertising

521000 Office Supplies

521100 Duplicating

521200 Operating Supplies

522100 Equipment Repairs & Maintenance

522200 Small Equipment Repairs & Maint.

522300 Vehicle Repairs & Maintenance

523000 Land Rental

524000 Building Insurance

524100 Vehicle Insurance # _____

524101 Comprehensive Insurance # _____

524201 General Tort Liability Insurance

524202 Surety Bonds

525000 Telephone

525100 Postage

525210 Conference & Meeting Expenses

525220 Employee Training

525230 Subscriptions, Dues, & Books

525 Utilities - _____

525400 Gas, Fuel, & Oil

525600 Uniforms & Clothing

526500 Licenses & Permits

22
22

* Total Operating

** Total Personnel & Operating

** Total Capital (From Section II)

*** Total Budget Appropriation

21,711
21,711
21,711 *20,665*

**FUND 1000 FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST (continued)**

**NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
(Court Crier)**

Program I: Administration Department

Objectives of Court Crier.:

To provide support functions necessary for the operation in the courts for both Common Pleas and General Sessions. We are requesting one (1) new court crier for the Clerk of Court's office. The new court crier will be needed because of the number of courts being scheduled now. The position of court crier plays an important role for Common Pleas and General Sessions. The court crier assists the clerk's personnel in performing court duties. The duties of the court crier consist of calling names of the defendants who are supposed to be in court. He/she is instrumental in signing affidavits for bench warrants for defendants who do not appear in court as well as making copies of documents, i.e., (orders, indictments, disposition sheets, etc.) when needed in court. He/she is responsible for picking up meals from local restaurants when ordered for jurors. He/she is responsible for escorting the defendants and/or family members to clerk's office to make payments on court ordered money. The court crier assists personnel in carrying evidence to and from court. He/she in this position should be able to climb stairs and ladders and the ability to lift and carry weight between 25 to 50 lbs.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: GENERAL
Organization # 141100 Organization Title: Clerk of Court
Program # II Program Title: Common Pleas

Total
2004 - 2005
Requested

Object Expenditure Code Classification		Total 2004 - 2005 Requested
Personnel	2 - CLERICAL ASSISTANTS - GRADE 4	
510100 Salaries # <u>2</u>		<u>41,678</u>
510300 Part Time # <u> </u>		<u> </u>
511112 FICA Cost		<u>3,189</u>
511113 State Retirement		<u>2,855</u>
511114 Police Retirement		<u> </u>
511120 Insurance Fund Contribution # <u> </u>		<u>12,000</u>
511130 Workers Compensation		<u>125</u>
511131 S.C. Unemployment		<u> </u>
* Total Personnel		<u>59,847</u>
Operating Expenses		
520100 Contracted maintenance		<u> </u>
520200 Contracted Services		<u> </u>
520300 Professional Services		<u> </u>
520400 Advertising		<u> </u>
521000 Office Supplies		<u>200</u>
521100 Duplicating		<u> </u>
521200 Operating Supplies		<u> </u>
522100 Equipment Repairs & Maintenance		<u> </u>
522200 Small Equipment Repairs & Maint.		<u> </u>
522300 Vehicle Repairs & Maintenance		<u> </u>
523000 Land Rental		<u> </u>
524000 Building Insurance		<u> </u>
524100 Vehicle Insurance # <u> </u>		<u> </u>
524101 Comprehensive Insurance # <u> </u>		<u>44</u>
524201 General Tort Liability Insurance		<u> </u>
524202 Surety Bonds		<u>552</u>
525000 Telephone		<u> </u>
525100 Postage		<u> </u>
525210 Conference & Meeting Expenses		<u> </u>
525220 Employee Training		<u> </u>
525230 Subscriptions, Dues, & Books		<u> </u>
525 <u> </u> Utilities - <u> </u>		<u> </u>
525400 Gas, Fuel, & Oil		<u> </u>
525600 Uniforms & Clothing		<u> </u>
526500 Licenses & Permits		<u>796</u>
* Total Operating		<u>60,643</u>
** Total Personnel & Operating		<u>6,144</u>
** Total Capital (From Section II)		<u>66,787</u>
*** Total Budget Appropriation		<u> </u>

FUND 1000 FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
2 (Clerical Asst. – Grade 4)

Program II: Common Pleas Department

Objectives of Clerical Asst.:

To maintain all documents pertaining to jury and non-jury cases, arbitration and post conviction relief cases. To process these documents error free for viewing by the public. To report all cases to Court Administration as required. To fax and mail rosters notifying attorneys and public of cases being called to court. To process mail in a timely manner daily. To make sure the case jackets and docket sheets are prepared properly and are filed in numerical order. To work with all judges in a professional manner. To maintain and administrate the schedules of cases before the civil court. To keep records on all proceedings, orders and verdicts. To coordinate jury selection and jury support services. To maintain exhibits in an orderly manner that are introduced in all civil cases.

The Common Pleas Department has not hired a new person since 1975. We have and still are operating this department with four employees. Common Pleas Court's caseload has increased tremendously over these years. Employees are behind in their work. They have to work over a lot of times to keep afloat. The Clerical Assistant is four months behind in indexing all new cases received. Court Administration has to wait on the reports due to this tremendous workload. The new Clerical Assistant I positions would assist in indexing Common Pleas, Arbitration, Lis Pendens, Hospital Liens, PCR and etc. The workload has increased due to the fact that the county has grown. The lawsuits and other civil cases have gone up in proportion to the county's growth. Cases have not been indexed in the books timely. This is creating a problem and hindering the jobs of researching cases. These persons will assist in getting this done in a timely manner.

Over the last ten years, the number of new cases in Common Pleas has increased by 45%. Just this past year January 1, 2003 through December 31, 2003, the increase was 36%. For each case that is filed, there is an average of 50 documents filed per case over its duration, which is usually about one year before it comes up to trial or is disposed of. In the period of January 1, 2003 – December 31, 2003, we filed 4727 cases, therefore, at 50 documents per case, we are generating approximately 236,350 documents that would have to be indexed on the computer by an employee. This is including other employees helping out with the workload. Also, the number of Lis Pendens increased at an alarming rate of 119%. For each Lis Pendens that is filed, a Civil case, in most cases, is generated. Because of this increase, the present employee is not able to keep up with the demands of her other duties. We are currently behind in indexing as well by three months. With the number of foreclosures at an all-time high, we are experiencing a much larger than normal filing of judgments.

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM II

Service Level Indicators for Clerical Asst. I

	Projected <u>FY 2004-05</u>
Program 11: Common Pleas	
Common Pleas Jury and Non-Jury Cases	4327
Judgments Index	6325
Rosters Fax & Mailed For Jury Court	3850
Rosters Fax & Mailed for Non-Jury Court	5720
Terms of Court for Jury Court	28
Terms of Court for Non-Jury	14
Pending Case	3190
Arbitration Cases	19
Lis Pendens Indexed	1750
Hospital Liens Indexed	330
Dismissals Indexed	4081
Misc. pleading such as answers, certificates motions, etc	27720

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: GENERAL
Organization # 141100 Organization Title: Clerk of Court
Program # III Program Title: General Sessions

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>2</u>	<u>41,678</u>
510300 Part Time # <u> </u>	
511112 FICA Cost	<u>3,189</u>
511113 State Retirement	<u>2,855</u>
511114 Police Retirement	
511120 Insurance Fund Contribution # <u> </u>	<u>12,000</u>
511130 Workers Compensation	<u>125</u>
511131 S.C. Unemployment	
* Total Personnel	<u>59,847</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>200</u>
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	<u>44</u>
524201 General Tort Liability Insurance	
524202 Surety Bonds	<u>552</u>
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	<u>796</u>
* Total Operating	<u>60,643</u>
** Total Personnel & Operating	<u>2,469</u>
** Total Capital (From Section II)	<u>63,112</u>
*** Total Budget Appropriation	

**FUND 1000 FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

**NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
2 (Clerical Assist. – Grade 4)**

Program I: General Sessions Department

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 (Solicitor, Public Defender, Probation Department, and attorneys. To report "disposition of charges" information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provide current information on those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for both civil and criminal and transfer court. To compile all jury information for trials in these courts. To assist in the coordination of jury selection and jury support service.

Along with court duties, he/she would concentrate on the collection of delinquent fines for both courts. With an average of 45 weeks a year of court, the fines ordered are enormous. They would assist in issuing and scheduling rules to show cause hearings for delinquent fines. Assist and maintain bench warrants and keep up with bond estreatments issued by the solicitor.

The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring, produce revenue for the county, and continued service to the citizens. These persons would make it possible to have the delinquent account brought into a manageable level.

**FUND 1000
 CLERK OF COURT (141100)
 FY 2004-05 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR NEW PERSONNEL IN PROGRAM II

Service Level Indicators for Clerical Asst. I

**Projected
FY 2004-05**

Program III: General Sessions

General Sessions Warrants Received	7,700
Indictments	8,100
Dispositions	8,900
Bench Warrants	1,500
Terms of Court	80
Juries Drawn & mailed for civil & criminal courts	11,500
Public Defender Interviews	2,500
Pending Cases	6,700
Expungements	900

MAR 02 RECD

FINANCE DEPT.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 141100 Organization Title: Clerk of Court
Program # I Program Title: Administration - Scanning

Total
2004 - 2005
Requested

Object Expenditure
Code Classification

Personnel

- 510100 Salaries #
- 510300 Part Time #
- 511112 FICA Cost
- 511113 State Retirement
- 511114 Police Retirement
- 511120 Insurance Fund Contribution #
- 511130 Workers Compensation
- 511131 S.C. Unemployment

* Total Personnel

Operating Expenses

520100 Contracted maintenance

520200 Contracted Services

520300 Professional Services

520400 Advertising

521000 Office Supplies

521100 Duplicating

521200 Operating Supplies

522100 Equipment Repairs & Maintenance

522200 Small Equipment Repairs & Maint.

522300 Vehicle Repairs & Maintenance

523000 Land Rental

524000 Building Insurance

524100 Vehicle Insurance #

524101 Comprehensive Insurance #

524201 General Tort Liability Insurance

524202 Surety Bonds

525000 Telephone

525100 Postage

525210 Conference & Meeting Expenses

525220 Employee Training

525230 Subscriptions, Dues, & Books

525 Utilities -

525400 Gas, Fuel, & Oil

525600 Uniforms & Clothing

526500 Licenses & Permits

* Total Operating

** Total Personnel & Operating

** Total Capital (From Section II)

*** Total Budget Appropriation

100,000

100,000

100,000

100,000

**FUND 1000
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST**

NEW PROGRAM OVERVIEW FOR SCANNING PROCESS

Program I: Administration Department

Objectives of Scanning Process.:

(1) -SCANNING PROCESS

\$100,000

This will be used to scan images of all our record books. The public will then be able to pull information up online which will be more efficient and less time consuming. The Record's Clerk will be freed up so that he can process other requests for the public. The pages of the record books are torn, some to the extent that parts of the pages are missing and the book covers are worn. The record books will not be used any longer once this process is complete, thus freeing up space in the Records Room. By having our books scanned into the database, it will make the Clerk of Court's office up to date in this technology which is being used by other counties. Attached is an estimate which shows the magnitude of this process.

Lexington County Clerk of Court

SB - Service Bureau

Document Type	# of Books	Paper Size	# of Images/Book	Comments	Total Images	Can be put in ADF?	SB Cost per image to scan	SB Cost To Index (Book Name, Book Number, Book Year - all repeating - Page Number - non-repeating)	SB Prep Charges	On-Site Scan Hours	On-Site Premium	Total SB Cost
Commons Pleas Plaintiff	15	14 X 18	400	Flatbed Scanner Required**	6,000	FALSE	\$ 1.000	\$ 0.25	\$ 120.00	200.00	\$ 2,000.00	\$ 9,620.00
Commons Pleas Plaintiff "Lis Pendens"	56	8 1/2 X 11 and X 14	800		44,800	TRUE	\$ 0.047	\$ 0.25	\$ 896.00	59.73	\$ 597.33	\$ 14,798.93
Judgement Index	4	14 X 18	400	Flatbed Scanner Required**	1,600	FALSE	\$ 1.000	\$ 0.25	\$ 32.00	53.33	\$ 533.33	\$ 2,565.33
Family Court	39	12 1/2 X 18	400	Flatbed Scanner Required**	15,600	FALSE	\$ 1.000	\$ 0.25	\$ 312.00	520.00	\$ 5,200.00	\$ 25,012.00
Defendant Index	10	14 X 18	400	Flatbed Scanner Required**	4,000	FALSE	\$ 1.000	\$ 0.25	\$ 80.00	133.33	\$ 1,333.33	\$ 6,413.33
Plaintiff Index Judgement	19	14 X 18	400	Flatbed Scanner Required**	7,600	FALSE	\$ 1.000	\$ 0.25	\$ 152.00	253.33	\$ 2,533.33	\$ 12,185.33
Clerk Cash	5	8 1/2 X 17	400	Bound Book	2,000	TRUE	\$ 0.047	\$ 0.25	\$ 40.00	2.67	\$ 26.67	\$ 660.67
Plaintiff Index Common Pleas	12	8 1/2 X 11 and X 14	800		9,600	TRUE	\$ 0.047	\$ 0.25	\$ 192.00	12.80	\$ 128.00	\$ 3,171.20
Commons Pleas Journal	1	14 X 18	400	Flatbed Scanner Required**	400	FALSE	\$ 1.000	\$ 0.25	\$ 8.00	13.33	\$ 133.33	\$ 641.33
Writ of Venire Facias	1	14 X 18	400	Flatbed Scanner Required**	400	FALSE	\$ 1.000	\$ 0.25	\$ 8.00	13.33	\$ 133.33	\$ 641.33
Numerical Index to Common Pleas	2	14 X 18	400	Flatbed Scanner Required**	800	FALSE	\$ 1.000	\$ 0.25	\$ 16.00	26.67	\$ 266.67	\$ 1,282.67
Records of County Officers	1	14 X 18	400	Flatbed Scanner Required**	400	FALSE	\$ 1.000	\$ 0.25	\$ 8.00	13.33	\$ 133.33	\$ 641.33
General Sessions Index	7	10 X 15	400	Flatbed Scanner Required**	2,800	TRUE	\$ 0.047	\$ 0.25	\$ 56.00	3.73	\$ 37.33	\$ 924.93
Habitual Offender Index	1	10 X 15	400	Flatbed Scanner Required**	400	TRUE	\$ 0.047	\$ 0.25	\$ 8.00	0.53	\$ 5.33	\$ 132.13
Index to Arrest Warrants & Bonds	4	10 X 15	400	Flatbed Scanner Required**	1,600	TRUE	\$ 0.047	\$ 0.25	\$ 32.00	2.13	\$ 21.33	\$ 528.53
Coroners Inquest	1	8 1/2 X 14	800		800	TRUE	\$ 0.047	\$ 0.25	\$ 16.00	1.07	\$ 10.67	\$ 264.27
Tax Liens (State)	6	8 1/2 X 14	800		4,800	TRUE	\$ 0.047	\$ 0.25	\$ 96.00	6.40	\$ 64.00	\$ 1,585.60
Abstract Judgements - Domestic Relations	4	14 X 18	400	Flatbed Scanner Required**	1,600	FALSE	\$ 1.000	\$ 0.25	\$ 32.00	53.33	\$ 533.33	\$ 2,565.33

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Abstract Judgements - Common Pleas	5	14 X 18	400	Flatbed Scanner Required**	2,000	FALSE	\$ 1.000	\$	0.25	\$ 40.00	66.67	\$ 666.67	\$ 3,206.67
Book of Rosters	2	8 1/2 X 11	400		800	TRUE	\$ 0.047	\$	0.25	\$ 16.00	1.07	\$ 10.67	\$ 264.27
Bonds	1	8 1/2 X 14	400		400	TRUE	\$ 0.047	\$	0.25	\$ 8.00	0.53	\$ 5.33	\$ 132.13
Checks-- Clerk of Court	1	8 1/2 X 14	400		400	TRUE	\$ 0.047	\$	0.25	\$ 8.00	0.53	\$ 5.33	\$ 132.13
Daily Work Sheets	2	8 1/2 X 14	800	Long receipts staples to pages	1,600	TRUE	\$ 0.047	\$	0.25	\$ 32.00	2.13	\$ 21.33	\$ 528.53
Claim & Delivery Demand for Preseizure	2	8 1/2 X 14	400		800	TRUE	\$ 0.047	\$	0.25	\$ 16.00	1.07	\$ 10.67	\$ 264.27
Register of Professional Licenses	1	14 X 18	400	Flatbed Scanner Required**	400	FALSE	\$ 1.000	\$	0.25	\$ 8.00	13.33	\$ 133.33	\$ 641.33
Common Pleas Journal	2	14 X 18	400	Flatbed Scanner Required**	800	FALSE	\$ 1.000	\$	0.25	\$ 16.00	26.67	\$ 266.67	\$ 1,282.67
Index to Civil Cases - Plaintiff Defendant	1	14 X 18	400	Flatbed Scanner Required**	400	FALSE	\$ 1.000	\$	0.25	\$ 8.00	13.33	\$ 133.33	\$ 641.33
Hospital Lien Index	2	8 1/2 X 14	400		800	TRUE	\$ 0.047	\$	0.25	\$ 16.00	1.07	\$ 10.67	\$ 264.27
Abritation Book	1	8 1/2 X 14	400		400	TRUE	\$ 0.047	\$	0.25	\$ 8.00	0.53	\$ 5.33	\$ 132.13
Lexington County Council Ordinances	2	8 1/2 X 14	400		800	TRUE	\$ 0.047	\$	0.25	\$ 16.00	1.07	\$ 10.67	\$ 264.27
				**Flatbed Scanner Scans 1 image at a time Simplex Only	114,800								\$91,388.27
	Estimated Total Books---		210										
Total Prep Hours	114.80												
Total Scanning Hours	1,497.07												
Total Indexing Hours	2,870												
Total Hours	4,481.87												
Total Business Days (1 per	640.27												
Total Business Years (1 per	2.56												
Years for 3 people	0.85												
Months for 3 people	10.24												

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SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 26 RECD

FINANCE DEPT.

Fund: 1000 Judicial
 Division: Judicial
 Organization: 141101 - Family Court

		<i>BUDGET</i>			
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel					
510100 Salaries & Wages - 8	212,007	94,426	209,134	211,526	
510200 Overtime	5,778	8,261	8,261	10,000	
511112 FICA Cost	16,242	7,352	16,631	16,181	
511113 State Retirement	14,918	7,034	14,892	14,490	
511120 Insurance Fund Contribution - 8	44,800	23,040	46,080	48,000	
511130 Workers Compensation	587	277	563	6,345	
* Total Personnel	294,332	140,390	295,561	306,542	0
Operating Expenses					
520100 Contracted Maintenance	3,140	2,168	2,307	2,307	
520200 Contracted Services	591	0	0	950	
520300 Professional Services	0	35	650	650	
521000 Office Supplies	5,785	3,309	6,800	7,351	
521100 Duplicating	2,982	1,118	4,500	4,500	
521200 Operating Supplies	10,743	0	10,674	10,674	
522200 Small Equipment Repairs & Maintenance	1,598	649	1,728	1,728	
523100 Building Rental	990	1,051	1,051	1,548	
524000 Building Insurance	113	113	284	1,962	
524201 General Tort Liability Insurance	155	78	194	176	
524202 Surety Bonds	52	0	0		
524900 Data Processing Equipment Insurance	73	73	182	175	
525000 Telephone	5,244	2,929	5,800	5,800	
525010 Long Distance Charges	673	396	1,200	1,200	
525090 Other Communication Charges	0	299	950	950	
525100 Postage	49,387	24,241	60,000	60,000	
525210 Conference & Meeting Expense	225	0	3,100	3,100	
525230 Subscriptions, Dues & Books	244	51	644	644	
525301 Utilities - Courthouse	8,915	3,991	9,900	7,500	
* Total Operating	90,910	40,501	109,964	111,215	0
** Total Personnel & Operating	385,242	180,891	405,525	417,757	0
Capital					
540000 Small Tools & Minor Equipment:	498	218	1,402		
540010 Minor Software	0	0	2,600	631	
All Other Equipment	986	2,649	4,118	2,345	
Other				20,000	
** Total Capital	1,484	2,867	8,120	2,976	0
*** Total Budget Appropriation	386,726	183,758	413,645	420,733	0

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COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund #	Fund Title:					Total
1000	GENERAL					2004-2005
Organization #	Organization Title:	Program #	Program #	Program #	Program #	Requested
141101	Clerk of Court	I				
Object Expenditure Code Classification	Program Title:					
	Family Court					
Personnel						
510100 Salaries # 8		211,526				211,526
510300 Part Time #						
511112 FICA Cost		16,181				16,181
511113 State Retirement		14,490				14,490
511114 Police Retirement						
511120 Insurance Fund Contribution #		48,000				48,000
511130 Workers Compensation		6,345				6,345
511131 S.C. Unemployment						
510200 Overtime		10,000				10,000
Total Personnel		306,542				306,542
Operating Expenses						
520100 Contracted maintenance		2,307				2,307
520200 Contracted Services		950				950
520300 Professional Services		650				650
520400 Advertising						
521000 Office Supplies		7,351				7,351
521100 Duplicating		4,500				4,500
521200 Operating Supplies		10,674				10,674
522100 Equipment Repairs & Maintenance						
522200 Small Equipment Repairs & Maint.		1,728				1,728
522300 Vehicle Repairs & Maintenance						
523000 Land Rental						
523100 Building Rental		1,548				1,548
524000 Building Insurance		1,962				1,962
524100 Vehicle Insurance #						
524101 Comprehensive Insurance #						
524201 General Tort Liability Insurance		176				176
524202 Surety Bonds						
525000 Telephone		5,800				5,800
52499 Data Proc. Equip Inc		175				175
525100 Postage		60,000				60,000
525210 Conference & Meeting Expenses		3,100				3,100
525220 Employee Training						
525230 Subscriptions, Dues, & Books		644				644
52530 Utilities -		7,500				7,500
525400 Gas, Fuel, & Oil						
525600 Uniforms & Clothing						
526500 Licenses & Permits						
* Total Operating		111,215				111,215
** Total Personnel & Operating		417,757				417,757
** Total Capital (From Section II)		22,976				22,976
*** Total Budget Appropriation		440,733				440,733
525010 Long Distance Chg.		1,200				1,200
525090 Other Communication		950				950

**CLERK OF COURT/FAMILY COURT (141101)
FY 2004-05 BUDGET REQUEST**

SECTION III- PROGRAM OVERVIEW

Summary of Program:

Program 1 - Family Court

Objectives:

To achieve and maintain a high standard of accuracy, completeness, and security in matters involving domestic and family relationships, and those involving minors who are neglected or abused or those under the age of seventeen who are alleged to have violated a state law or municipal ordinance are within the Family Court's jurisdiction. To insure juvenile cases are handled and maintain in a professional manner. To maintain the records of the Family Court in the manner designated by Court Administration. To process the docket sheets, submission of statistical reports, distribution of forms to indigents, and receipt and disbursement of alimony, child support, and other payments ordered to be made through the court in a efficient manner. To insure the confidential records in Family Court records are maintain in a confidential manner and inspected only with special permission. Juvenile delinquency, adoption, termination of parental rights, abuse and neglect, and any sealed records must be kept in a secure location with carefully controlled access. To insure the Docket sheets in all these case types are marked to indicate their confidentiality. To insure the collection and disbursement of alimony, child support, and restitution are handled in an efficient and timely manner. To pay special attention to the funds received and disbursed due to the high volume received. To serve as many deadbeat parents as possible to get the children's deserved child support.

**FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

SECTION III. – SERVICE LEVELS

Service Level Indicators: PROGRAM I (FAMILY COURT)

	<u>Actual FY 2001-02</u>	<u>Actual FY 2002-03</u>	<u>Estimated FY2003-04</u>	<u>Projected FY2004-05</u>
Divorces	795	975	950	990
Annulments	3	3	4	5
TPR's	15	37	38	40
Separate Maintenance Agree	98	307	315	325
Name Change	59	54	57	60
Custody	125	266	275	280
Support Orders	494	733	740	750
Neglect Cases	41	150	175	190
Dismissals	320	179	190	200
Domestic Abuse	99	246	260	275
Struck Cases	535	458	470	485
Order of Protection	242	246	250	255
Family Court New Cases	2962	2892	2900	3000
Juvenile New Cases	655	708	715	750
Restored Cases	15	35	40	45
RTSC	3000/3pg	4083/3pg	7000/3pg	7400/3pg
Bench Warrants	250	500	515	520
Order of Discharge	180/3pg	400/3pg	415/3pg	425/3pg
Transport Order	96	310	312	325
Payment History	4800/5[g	5208/5pg	7000/5pg	8500/5pg
Audit Accts & Review Orders	1200	1875	3000	3200
Aff. Of Service & Non-Service	3600	4011	6080	6500
Child Support Orders	4200	4500	4821	4900
Files Reviewed	240	5,000	5200	5,500
Correspondence	480	20,000	22,000	25,000
Phone Calls	36,000	90,000	100,000	110,000
Address Changes	1860	4000	5,000	6,000
Filing	2400	100,000	110,000	120,0005
Summary Report for Court	96/180pg	4,600/5pg	4,800/5pg	5,000/5PG
Preparation Orders for Court	1800	4800	5,000	5100
Child Support Posted	15,000,000	15,362,003	17,000,000	19,000,000
Child Support Receipts	99,000	110,000	120,175	130,000
Child Support Batches	1500	1800	1900	2000
Child Support Checks	110,000	98,148	99,000	100,000
Scanned Documents	396,000	425,000	435,025	456,000

**FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

431101-CLERK OF COURT FEES D.R. (A) (44% county portion) \$96,000.00

The revenues that are generated from Domestic Relation fees, name changes make up the revenue code. These fees are distributed 56% to the state and 44% to the county.

431101-CLERK OF COURT FEES D.R. (B) (100% county portion) \$70,874.00

The domestic relation reimbursement fee is an assessment that a family court judge imposes on someone that has been served with a rule to show cause for arrearage on child support and or alimony. The fee goes 100% to the county to reimburse the court for the paperwork generated by the process. The amount of the fee varies due to the circumstance and judge.

431200-FAMILY COURT FEES \$387,713.00

These are revenues that are generated from Family Court Child Support court costs which are now 5%. The amount varies as the amount of child support an individual pays. These fees are distributed 56% to the county and 44% to the state.

442000-CLERK OF COURT FINES D.R. \$192.00

The general rule for distribution of fines generated in family court is 56% of all such monies remain with the County treasury and 44% is remitted to the state treasurer. The fine amount varies per case and family court judge. Based on the attached Daily Worksheet, the amount collected from 07/01/03 – 02/13/04 is \$56.00 (7 months). This figure was doubled to get an estimate for the 2004/2005 budget.

FUND 1000
 CLERK OF COURT/FAMILY COURT (141101)
 FY 2004-05 BUDGET REQUEST

SECTION V. - LISTING OF POSITIONS

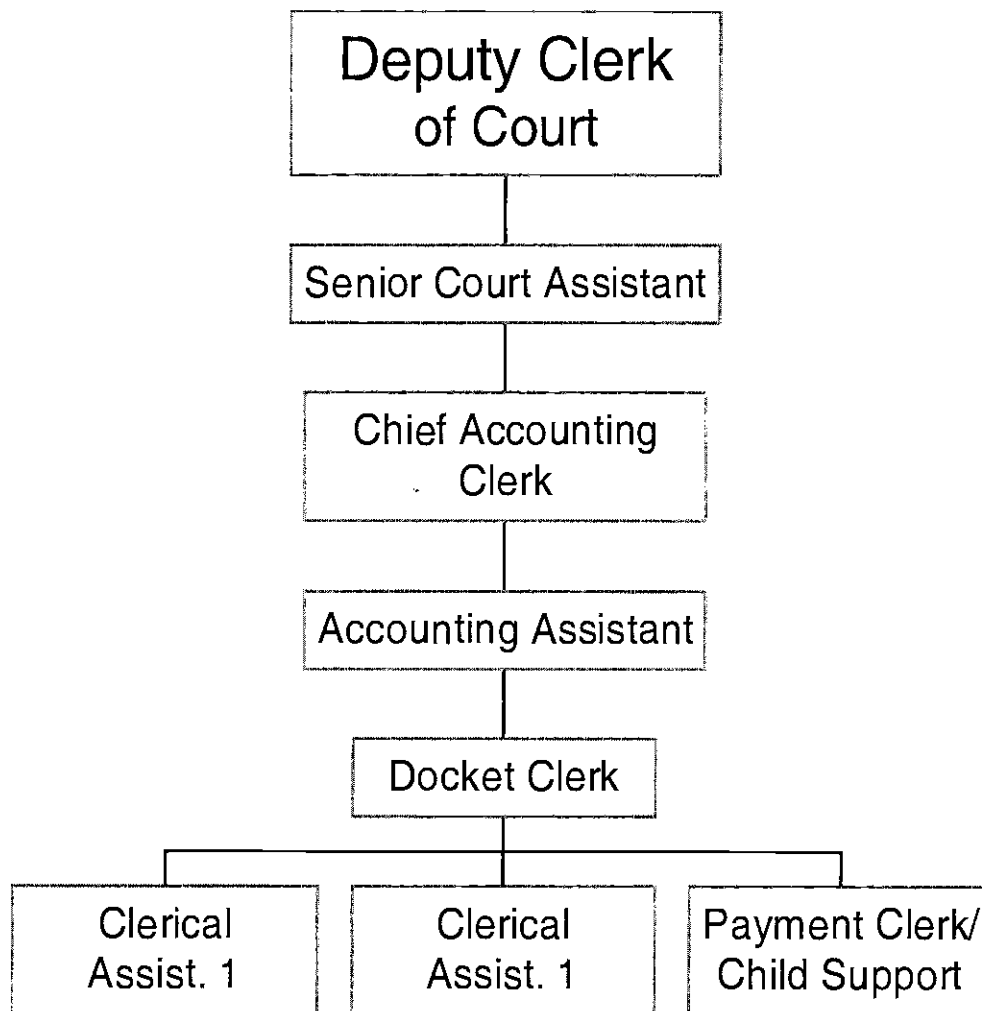
Current Staffing Level: Program I (Family Court)

Full Time Equivalent

Job Title	Positions	General Fund	Other Fund	Total	Grade
Deputy Clerk	1	1		1	12
Courtroom Assistant	1	1		1	8
Chief Accounting Clerk	1	1		1	7
Accounting Assistant	1	1		1	6
Docket Clerk	1	1		1	6
Clerical Assistant I	2	2		2	4
Payment Clerk/Child Support	<u>1</u>	<u>1</u>		<u>1</u>	<u>4</u>
Total Positions	8	8		8	

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

SECTION V - PERSONNEL ORGANIZATION CHART



**CLERK OF COURT/FAMILY COURT (141101)
FY 2004-05 BUDGET REQUEST**

SECTION V..B – PERSONNEL OVERTIME

510200-FAMILY COURT OVERTIME \$10,000.00

This account is used by Program 1 (Family Court). This program has had an increase in their caseload. With Lexington County's growth we have more divorces, adoptions and juvenile court scheduled. The Family Court schedule is sent to use from Court Administration. There are three courts scheduled to be heard the same weeks. Many times court is held past 5:00 causing overtime for this program. With our new courthouse, we are adding a new courtroom. With this increase of personnel, we should be able to hold overtime to this amount.

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

SECTION V..B – OPERATING LINE ITEM NARRATIVES

520100-CONTRACT MAINTENANCE **\$2,307.00**

There is a MP90 W/Universal Carrier located in the record's room that is used to view the records that are on microfilm. Most all of family court cases are on microfilm. This machine is used by attorneys, paralegal and public. This machine is also used to read the rolls of film that has copies of all child support checks received by this office. (1) Model MP90 Serial # AR301632. The cost of maintenance is \$1085.00.

Total 1085.00

There is a 560D camera located in the Family Court account area that is used to make copies of all child support Checks received by this office. This machine puts the copies of the checks on a roll. The rolls are then read on the MP90 Carriers. The Family Court accounting area has to pull copies of child support checks due to claims of forgery and other reasons stated by the parties involved. (1) Model 560D Camera Serial # 32100082. The cost of maintenance is \$785.00.

Total 785.00

There are two time/date stamp machine in Family Court area that need to be placed on a maintenance contract. (1) Model 1605-9001 Serial # B84115FV & (1) Model 1605-9001 Serial #B08109EW 2@ \$104.00

Total 208.00

There is also a Pitney Bowes mail opener that is used to open 400 pieces of mail daily. The maintenance on this machine is very important to this office. Without contracted maintenance, the cost for one repair is \$256.00 per hour plus parts. The contracted maintenance cost is \$229.00

Total 229.00

520200-CONTRACT SERVICES **\$950.00**

This account is set up to cover for 7 Teleserve boxes that are used by two Family Court judges and Family Court personnel and our 24 hour 7 day a week clerk alert. Minimum rate is 8.93 per box plus including tax plus any 800 numbers. The estimated monthly cost is $62.51 \times 12 = 750.12$. Two of the mailboxes are being charged an additional .10 a minute for local usage due to high volume. Estimated \$200.00

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

520300-PROFESSIONAL SERVICES **\$650.00**

This account is needed for professional services of an accountant to help the Family Court in their balancing of accounts and other pertinent information that they may provide. Estimated cost of \$65.00 x 10 hrs.

521000-OFFICE SUPPLIES **\$7,351.00**

Printing Special Direct Forms ACH Forms	300.00
Ricoh Staples for Ricoh copy machine 2 boxes @ \$63.00	126.00
Family Court Case Folders \$177.35 per 1000 (4500 x \$177.35)	798.08
Simplex time stamp machine ribbons for Two (2) time stamps. 24 @ \$15.87 (includes tax)	380.88
Drum Cartridges for (2) HP Laser Jet J4050N printer -14 per year at (C4127X) \$135.44 (includes tax)	1,896.16
Family Court Notification Forms	500.00
Index Books for Family Court each year	1000.00
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) 4- per year at (C7115A) \$65.05 (includes tax)	260.20
Drum cartridges for Hewlett Packard Laser Jet 1200 (printer) ***** 9- per year (C7115A) \$65.05 (includes tax)	589.50
**** Proposed for the (3) new LJ1200 for the (3) Family Court courtrooms which Court Administration mandated that we have.	

Printing of forms, miscellaneous office supplies such as rubber stamps, page reinforcements for the index books, direct line labels for wage withholding forms, file folders for juvenile cases, out cards for sealed cases, computer stock paper for printouts to function on a daily basis.

TOTAL 1,500.00
\$7,350.82

**FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

521100-DUPLICATING \$4,500.00

This account is used to cover the meter readings from two auditions (#416 & #453). Copies of court orders, divorce cases, child support cases and other miscellaneous pleadings pertaining to this court. This includes the meter readings from two auditions located in the family court area used by our judges and their secretaries. The average cost per month from this account is $\$252.00 \times 12 = 3024.00$

521200-OPERATING SUPPLIES \$10,674.00

Family Court processes on the average 450 to 500 child support checks daily.

Items required to operate Family Court **Total Cost For Each Required Item**

Family Court Child Support Checks: 2,362.50
18.90 per 1000 (125,000 x 18.90) includes tax

Family Court Child Support Receipts: 3,607.50
28.86 per 1000 (125,000 x 28.22) includes tax

Family Court Envelops: 2,767.50
22.14 per 1000 (125,000 x 22.14) includes tax

Wage Withholding Certified Mailers Form# 35662 1,936.04
\$460.97 per 1000 x 4

Total \$10,673.54

522200-SMALL EQUIPMENT REPAIRS & MAINTENANCE \$1,728.00

Program I uses this account to cover the repairs and maintenance on equipment not covered under the contracted maintenance account. There are 12 typewriters located in the Family Court area that require maintenance and repairs through out the year. The Martin Yale check signer Model # 931 and Martin Yale check perforator Model # 970A are not covered under the contracted maintenance account due to the age of the equipment. These two machines are used on a daily bases and we need to have some way of getting them repaired if they break down. The hourly rate for these two machines is \$110.00 per hour. The record's room hi-density mobile filing system crank assembly and adjustments is taken out of this account. The hourly rate is \$95.00 (the cost of repairs have been as much as \$450.00) Computer repairs and all other equipment such as adding machines, electric and hand seals, calculators, etc. These machines are located in the family court area and are used by family court personnel. UPS replacement batteries $\$36.75 \times 14 = \514.50 . (2) Preventive maintenance kits for Laser Jet 4050 @ \$262.00 each x 2 = \$524.00

**Also, we have been having problems with our hi-density mobile filing system's crank and it appears we will be having to do maintenance on this unit until we move into the new courthouse.

523100-BUILDING RENTAL \$1,548.00

This is to renew the lease for year 2004/2005. Price for a 10x10 "Climate Control" unit usually runs \$129.00 a month. The normal rent for one (1) year is \$1,548.00.

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

SECTION V..B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

524000-BUILDING INSURANCE **\$1,962.00**

Figures based on fee schedule provided by Ed Salyer.

524201-GENERAL TORT LIABILITY INSURANCE **\$176.00**

Eight employees times \$22.00 for a total of \$176.00. This is figured based on the schedule provided by Ed Salyer.

524900-DATA PROCESSING EQUIPMENT INSURANCE **\$175.00**

This account covers the computer equipment insurance within the Clerk of Court's office. This figure was arrived from last years figure of \$146.00 x 20% for an estimated figure.

525000-TELEPHONE **\$5,800.00**

There are a total of 26 phones charged to this account with an average base rate of \$16.68 this covers staff, judges and their personnel, Daisi system, deputies, holding cell, etc.. The monthly average cost for Alltel is \$450.00. Each centrex line is 7.82 + 7.28 FCC chg. + 1.58 state, federal, and city tax= 16.68 25 x \$16.68 = \$5004.00. One (1) line (Judge's secretary) line is \$16.68 + 7.50 for her voice mail = 24.10 x 12 = 290.16. Additional \$500.00 for replacement, moves, or changes

525010-LONG DISTANCE CHARGES **\$1,200.00**

This account was set up to cover the expense of long distance charges made by Family Court personnel to attorneys of record, out of state agencies, other clerks of court offices, and judges and their personnel. The monthly average for long distance charges with Alltel and BTI is \$80.00 month. The Family Court personnel will be making more long distance calls due to the new 1997 Federal law where UIFSA (Uniform Interstate Family Support Act) made inter state child support more accessible. This will cause the monthly long distance charges per month higher.

525090-OTHER COMMUNICATION CHARGES **\$950.00**

This fund is used for voice mail for the employees in Family Court to accept messages when they are not at Their office.

525100-POSTAGE **\$60,000.00**

Program 1 uses this account for mailing out Family Court wage withholding forms, notice of hearing forms, pretrial orders, family court checks, receipts, notifications, and general office mailing for all cases in Lexington County. The average spend monthly from this account is \$4,300.00. This is obtained from figures of the Status Report provided by Finance. ** As of 2/1/03 the Family Court Judges are requiring that the Docket Clerk mail each hearing notice rather than insert in their box located in the Clerk's office. Also, the judges are continuing ordering more and more people to pay thru the courts, there more receipts will be mailed. This figure will depend on just how many are ordered to pay through the court.

525210-CONFERENCE & MEETING EXPENSES **\$3,100.00**

This account will be used for any conferences & meetings that are related Family Court. The conference and meetings affect the entire office and assist everyone who is involved to stay abreast of the new laws and requirements.

Annual meeting of Association of Counties	\$1100.00
S.C. Records & Deeds Meeting	500.00
National Association of Child Support Enforcement	1500.00

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

SECTION V.B – CONTINUE OF OPERATING LINE ITEM NARRATIVES

525230-SUBSCRIPTIONS, DUES & BOOKS	<u>\$644.00</u>
Family Court's employees have personnel who to have their notary. The cost is \$25.00 each.	
Four (3) @ \$25.00	75.00
South Carolina Family Court Handbook	68.25
City Directory	350.00
Cross Reference (Blue Book)	<u>150.25</u>
TOTAL	643.50

525301-UTILITIES-COURTHOUSE **\$7500.00**

The average monthly utility expense in the old courthouse ran approximately \$850.00 per month. This is based on figures from the Status Report provided by Finance. $\$850.00 \times 12 = 10,200$. Additional 3800.00 for new facility as the judicial center has more square footage. This is an estimate.

FUND 1000
CLERK OF COURT (141101)W
FY 2004-05 BUDGET REQUEST

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE \$ 631.00

(2) **WINDOWS 2000 SOFTWARE LICENSE** 269.00
These licenses will be used for the first floor courtroom and the child support payment drive through.

(2) **MS WORD LICENSES** 362.00
These licenses will be used for the first floor courtroom and the child support payment drive through.

CAPITAL \$22,345.00

(2)-**FUNCTION 1 COMPUTER (used)** \$368.00
These computers will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

(2)- **PRINTERS – LASER JET 1300N** \$1,241.00
These printers will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

(2)- **15" FLAT PANEL MONITORS** \$736.00
These monitors will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

NEW PROGRAM

000000 – ACCOUNTING PACKAGE \$15,000.00
The bank (First Citizens) is working with us to see what they can provide us as far as an accounting package that will intertwine with our information systems.

(538005)
000000-SERVICE CHARGES/POSTING ERRORS \$5,000.00
This account is requested for possible interest charges that may occur as well as incidentals such as stop payment charges, return checks that uncollected, shortages in batches, and human errors.

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund #	<u>1000</u>	Fund Title:	<u>General</u>
Organization #	<u>141101</u>	Organization Title:	<u>Clerk of Court</u>
Program #	<u>I</u>	Program Title:	<u>Family Court</u>

Object Expenditure Code Classification		Total 2004 - 2005 Requested
Personnel		
510100 Salaries # <u>1</u>	DEPUTY CLERK - Grade 12	<u>31,595</u>
510300 Part Time #		
511112 FICA Cost		<u>2,417</u>
511113 State Retirement		<u>2,164</u>
511114 Police Retirement		
511120 Insurance Fund Contribution #		<u>95</u>
511130 Workers Compensation		
511131 S.C. Unemployment		
* Total Personnel		<u>36,271</u>
Operating Expenses		
520100 Contracted maintenance		<u>42,271</u>
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		<u>200</u>
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance #		
524101 Comprehensive Insurance #		
524201 General Tort Liability Insurance		<u>22</u>
524202 Surety Bonds		
525000 Telephone		<u>276</u>
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525 Utilities -		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		<u>43,988</u>
** Total Personnel & Operating		<u>36,669 42,749</u>
** Total Capital (From Section II)		<u>941</u>
*** Total Budget Appropriation		<u>37,610 43,710</u>

+ 6,000 INSURANCE
42,271

**CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

**NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
(Deputy Clerk for Finance – Grade 12)**

Program I: Family Court Department

Objectives of Deputy Clerk.:

To properly maintain on a daily basis all the aspects of the family court child support account along with all other monies coming into the Clerk of Court’s Office.. This position has a direct affect on the parents and children of this county. Child support collection has increased approximately 45% over the past 5 years whereby increasing posting 45%, processing checks and receipts 35% and court costs have doubled. We now have more checks, money orders, certified checks, credit cards and bank drafts to be processed. Naturally, if posting has increased, then checks, receipts, batches, deposits and book balancing as well.

This person will supervised all aspects of the Clerk of Court’s office including accounts along with the responsibilities of balancing the jury account, trust account and bond account. The total dollars being posted is in excess of \$16,000,000.

This position will assist the payors and recipients with audits of their account, lost checks, stop payments, return checks, addresses, return mail and name changes. This person would assist with identifying accounts where monies are to be posted, correct posting errors, stop payments, and reissues. This person would also assist the attorneys, law clerks, and judges with matters relating to family court and General Sessions court. This person would assist the family court staff with any problems with money, batches, and posting. This person would handle all communication with the public by either telephone, correspondence or set appointments. This person will assist law enforcement personnel in matters related to the Family Court and General Sessions court.

The collections are going to grow in Family Court through new orders and ruling in non-payers to pay. The state has increased court costs from 3% to 5%. This will bring in an additional new dollars that must be handled in an expeditious manner. This is a critical position at this time..

**FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR ONE NEW PERSONNEL IN PROGRAM I

Service Level Indicators for Deputy Clerk

**Projected
FY 2004-05**

Program 1: Family Court

Number of Support Cases	9,890
Increase of monthly collections	\$20,000
Average # of Add changes	5,000
Number of returned checks	240
Number of audited cases	2,000
Average number of stop payments	120
Child Support Checks	100,000
Child Support Batches	2,000
Child Support Receipts	130,000
Child Support Posted	16,000,000
Support orders	4,800
Address & Name Changes	6,000
Phone Calls	100,000
Correspondence	20,000
Audit Accounts	2,500
Check Print File	12/40 pg
Court Cost Report	12/3pg
Posting collections	35

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 141101 Organization Title: Clerk of Court
Program # 1 Program Title: Family Court

Object Expenditure Code Classification		Total 2004 - 2005 Requested
Personnel		
510100 Salaries # <u>1</u>	Accounting Clerk Grade 6	23,528
510300 Part Time # _____		
511112 FICA Cost		1,800
511113 State Retirement		1,612
511114 Police Retirement		
511120 Insurance Fund Contribution # _____		6,000
511130 Workers Compensation		71
511131 S.C. Unemployment		
* Total Personnel		33,011
Operating Expenses		
520100 Contracted maintenance		
520200 Contracted Services		
520300 Professional Services		
520400 Advertising		
521000 Office Supplies		100
521100 Duplicating		
521200 Operating Supplies		
522100 Equipment Repairs & Maintenance		
522200 Small Equipment Repairs & Maint.		
522300 Vehicle Repairs & Maintenance		
523000 Land Rental		
524000 Building Insurance		
524100 Vehicle Insurance # _____		
524101 Comprehensive Insurance # _____		
524201 General Tort Liability Insurance		22
524202 Surety Bonds		
525000 Telephone		276
525100 Postage		
525210 Conference & Meeting Expenses		
525220 Employee Training		
525230 Subscriptions, Dues, & Books		
525 _____ Utilities - _____		
525400 Gas, Fuel, & Oil		
525600 Uniforms & Clothing		
526500 Licenses & Permits		
* Total Operating		398
** Total Personnel & Operating		33,409
** Total Capital (From Section II)		941
*** Total Budget Appropriation		34,350

**CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

**NEW PROGRAM OVERVIEW FOR ONE ADDITIONAL PERSONNEL
(Accounting Asst. I – Grade 6)**

Program I: Family Court Department

Objectives of Accounting Assistant.:

Additional staff is necessary in order to properly maintain on a daily basis all the aspects of the family court child support account. This position has a direct affect on the parents and children of this county. Child support collection has increased approximately 45% over the past 5 years whereby increasing posting 45%, processing checks and receipts 35% and court costs have doubled. We now have more checks, money orders, certified checks, credit cards and bank drafts to be processed. Naturally, if posting has increased, then checks, receipts, batches, deposits and book balancing as well.

We have only one (1) person to handled all aspects of the Family Court account along with the responsibilities of balancing the jury account, trust account and bond account. This person handles this without any assistance, human or machine.

We need one (1) additional person to assist the payors and recipients with audits of their account, lost checks, stop payments, return checks, addresses, return mail and name changes. This person would assist with identifying accounts where monies are to be posted, correct posting errors, stop payments, and reissues. This person would also assist the attorneys, law clerks, and judges with matters relating to family court. This person would assist the family court staff with any problems with money, batches, and posting. This person would handle all communication with the public by either telephone, correspondence or set appointments. This is a position that is long over due as there is no possible way that one person is capable of keeping up with duties and responsibilities of this position due to the rapidly increasing collection and caseload of child support.

The collections are going to grow in Family Court through new orders and ruling in non-payers to pay. The state has increased court costs from 3% to 5%. This will bring in an additional new dollars.

FUND 1000
CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST

ANTICIPATED SERVICE LEVELS FOR ONE NEW PERSONNEL IN PROGRAM I

Service Level Indicators for Accounting Assistant

Projected
FY 2004-05

Program 1: Family Court

Number of Support Cases	1,500
Increase of monthly collections	\$1,500,00 per month
Average # of Add changes per month	10
Number of returned checks per month	100
Number of audited cases per month	45
Average number of stop payments	50

New Program
Section I

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 141101 Organization Title: Clerk of Court
Program # I Program Title: Family Court

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>2</u> Clerical Asst. I - Grade 4	<u>41,678</u>
510300 Part Time #	
511112 FICA Cost	<u>3,189</u>
511113 State Retirement	<u>2,855</u>
511114 Police Retirement	
511120 Insurance Fund Contribution #	<u>12,000</u>
511130 Workers Compensation	<u>125</u>
511131 S.C. Unemployment	
* Total Personnel	<u>59,847</u>
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	<u>200</u>
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	<u>44</u>
524202 Surety Bonds	
525000 Telephone	<u>552</u>
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	<u>796</u>
** Total Personnel & Operating	<u>60,643</u>
** Total Capital (From Section II)	<u>1,881</u>
*** Total Budget Appropriation	<u>62,524</u>

**CLERK OF COURT (141101)
FY 2004-05 BUDGET REQUEST**

**NEW PROGRAM OVERVIEW FOR TWO ADDITIONAL PERSONNEL
2 (Clerical Assistants)**

Program I: Family Court Department

Objectives of Clerical Asst.:

Under general supervision performs a variety of standard clerical and administrative duties for the Office of Family Court. The new clerical assistants will sign and verify that all Family Court files are present and accounted for are clocked in the previous day. These assistants will prepare the new files in order to be entered into the systems by determining the nature of the action, writing the names of all parties involved and the date the action was filed, on the outside of each file folder. These assistants will basically do the same thing for all new juvenile files filed with the Clerk of Court's office. These new assistants will answer phones and direct callers to the proper person to answer questions other than basic family court questions, i.e., payments made, etc. These new assistants will also be responsible for daily mail, including separating for each department and handling all of family court mail, making sure it gets to the right parties. This consist of clocking in all family court mail, stamping the originals and copies, mailing back attorney copies and filing originals in the proper box out front. He/she will also be involved in helping clients with the paperwork for domestic abuse orders of protection, contempt of visitation, affidavits of support through the court, contempt of order of protection and motions to terminate child support. He/she will also be responsible for returning all files to the records room when the other clerks are finished inputting information into the computer and or when they come back from scanning. These assistants will also receive general knowledge of to post checks to the proper accounts.

Especially with the addition of a drive through for child support and other payments and a third and fourth family court, they may be called up to assist the judge during other hearings which will require them to write up orders as dictated by the judge during these hearings. These persons will be heavily involved in assisting the Delinquent Account Manager, DSS Coordinator and the private caseworker in the courtroom involving child or spousal support. They will run reports for rule-to-show cause hearings for both DSS and private case rule days. They will learn how to type orders on the computer as the judge is stating the order along with learning how to write the actual order on a contempt order form for both the DSS rule days and the private rule days. At this time, these cases number over 500 per month. But with the addition of a new court, we expect to increase these numbers to 800+ per month. This is just the rule to show cause cases. We have increased the amount of collections by more than 60% in the past five years and will look to increase this amount each year, making more cases available to be "ruled in".

**FUND 1000
 CLERK OF COURT (141101)
 FY 2004-05 BUDGET REQUEST**

ANTICIPATED SERVICE LEVELS FOR TWO NEW PERSONNEL IN PROGRAM I

Service Level Indicators for 2 Clerical Asst. I

**Projected
FY 2004-05**

Program 1: Family Court

New Family Court Cases	3,000
Juvenile Cases	800
Pieces of Mail Daily	200
Orders of Protection	270
Motions	250
Misc. Filing	1000 pgs.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: GENERAL
 Organization # 141101 Organization Title: FAMILY COURT
 Program # _____ Program Title: _____

Object Expenditure Code Classification Total
2004 - 2005
Requested

Personnel

510100 Salaries # _____
 510300 Part Time # _____
 511112 FICA Cost _____
 511113 State Retirement _____
 511114 Police Retirement _____
 511120 Insurance Fund Contribution # _____
 511130 Workers Compensation _____
 511131 S.C. Unemployment _____

*** Total Personnel**

Operating Expenses

520100 Contracted maintenance _____
 520200 Contracted Services _____

520300 Professional Services _____
 520400 Advertising _____
 521000 Office Supplies _____
 521100 Duplicating _____
 521200 Operating Supplies _____

522100 Equipment Repairs & Maintenance _____
 522200 Small Equipment Repairs & Maint. _____
 522300 Vehicle Repairs & Maintenance _____
 523000 Land Rental _____

524000 Building Insurance _____
 524100 Vehicle Insurance # _____
 524101 Comprehensive Insurance # _____
 524201 General Tort Liability Insurance _____
 524202 Surety Bonds _____
 525000 Telephone _____

538005 BANK SERVICE CHARGES 5,000

525100 Postage _____
 525210 Conference & Meeting Expenses _____
 525220 Employee Training _____
 525230 Subscriptions, Dues, & Books _____
 525 Utilities - _____
 525400 Gas, Fuel, & Oil _____
 525600 Uniforms & Clothing _____
 526500 Licenses & Permits _____

*** Total Operating**

**** Total Personnel & Operating**

**** Total Capital (From Section II)** 15,000

***** Total Budget Appropriation** 20,000

**FUND 1000
CLERK OF COURT (141101)W
FY 2004-05 BUDGET REQUEST**

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE \$ 631.00

(2) WINDOWS 2000 SOFTWARE LICENSE 269.00

These licenses will be used for the first floor courtroom and the child support payment drive through.

(2) MS WORD LICENSES 362.00

These licenses will be used for the first floor courtroom and the child support payment drive through.

CAPITAL \$22,345.00

(2)-FUNCTION 1 COMPUTER (used) \$368.00

These computers will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

(2)- PRINTERS – LASER JET 1300N \$1,241.00

These printers will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

(2)- 15" FLAT PANEL MONITORS \$736.00

These monitors will be used for the first floor courtroom and the child support payment drive through. The first floor courtroom will be a circuit courtroom to be used as requested per Judge Westbrook.

000000 – ACCOUNTING PACKAGE \$15,000.00

The bank (First Citizens) is working with us to see what they can provide us as far as an accounting package that will intertwine with our information systems.

(538005)

000000-SERVICE CHARGES/POSTING ERRORS \$5,000.00

This account is requested for possible interest charges that may occur as well as incidentals such as stop payment charges, return checks that uncollected, shortages in batches, and human errors.

→ NEW PROGRAM

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Judicial
Organization: 141299 - Circuit Court Expenses

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520501 Legal Expenses (Public Defender)	2,295	0	50,000	50,000		
520502 Legal Services (Extradition)	1,269	1,683	15,000	15,000		
524000 Building Insurance	57	57	0	2,876		
525000 Telephone - Circuit Judges	2,761	2,149	2,730	4,065		
525010 Long Distance Charges	320	107	1,000	500		
525020 Pagers and Cell Phones	557	468	550	651		
525327 Utilities - Circuit Judges (JC)	4,457	1,995	4,739	16,700		
525389 Utilities - Judicial Center				34,400		
* Total Operating	11,716	6,459	74,019	124,192	0	0
** Total Personnel & Operating	11,716	6,459	74,019	124,192	0	0
Capital						
540000 Small Tools & Minor Equipment	79	79	0	0		
All Other Equipment	419	419	0			
** Total Capital	498	498	0	0	0	0
*** Total Budget Appropriation	12,214	6,957	74,019	124,192	0	0

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 2 0 RECD

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

FINANCE DEPT.

		<i>BUDGET</i>				
Object Expenditure	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code Classification	Expenditure	Expend.	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages - 3	135,272	65,994	138,428	181,350		
510200 Overtime	0	192	193	0		
510300 Part Time - 5 (3.15 - FTE)	99,371	41,848	96,194	104,004		
511112 FICA Cost	17,372	8,040	17,963	21,847		
511113 State Retirement	3,417	2,119	3,652	4,041		
511114 Police Retirement	11,339	4,308	18,980	23,784		
511120 Insurance Fund Contribution - 5	28,000	12,480	28,800	34,800		
511130 Workers Compensation	4,670	2,119	4,803	5,044		
511214 Police Retirement - Retiree	8,431	3,942	0	0		
* Total Personnel	307,872	141,042	309,013	374,870		
Operating Expenses						
520200 Contracted Services	39,618	17,550	40,000	45,000		
520300 Professional Services	99,734	53,387	100,000	138,250		
521000 Office Supplies	511	549	1,100	1,500		
521100 Duplicating	409	189	500	500		
521200 Operating Supplies	13,941	2,766	16,500	18,311		
522200 Small Equipment Repairs & Maintenance	94	0	100	100		
522300 Vehicle Repairs & Maintenance	888	219	1,800	3,150		
524000 Building Insurance	20	20	49	60		
524100 Vehicle Insurance - 4	2,080	1,040	2,600	2,173		
524101 Comprehensive Insurance - 1	47	47	118	175		
524201 General Tort Liability Insurance	501	251	626	690		
524202 Surety Bonds	52	0	52	52		
525000 Telephone	1,681	855	1,830	1,830		
525010 Long Distance Charges	331	125	1,500	1,500		
525020 Pagers and Cell Phones	3,739	1,825	4,000	4,000		
525030 800 MHz Radio Service Charges - 3	1,296	647	1,500	1,500		
525031 800 MHz Radio Maint. Charges - 3	270	273	270	273		
525100 Postage	189	97	296	296		
525210 Conference & Meeting Expenses	1,974	973	2,000	4,500		
525230 Subscriptions, Dues, & Books	380	410	645	710		
525240 Personal Mileage Reimbursement	0	0	350	350		
525380 Utilities - Coroner	3,823	1,930	4,500	4,000		
525400 Gas, Fuel, & Oil	3,560	1,721	4,000	4,000		
525600 Uniforms & Clothing	772	1,173	3,000	4,800		
* Total Operating	175,910	86,047	187,336	237,720		
** Total Personnel & Operating	483,782	227,089	496,349	612,590		

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Judicial
Organization: 141300 - Coroner

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment:	310	0	890	<u>1,000</u>		
All Other Equipment	20,759	3,098	12,538	<u>4,380</u>		
** Total Capital	21,069	3,098	13,428	<u>5,380</u>		

*** Total Budget Appropriation

504,851 230,187 509,777 617,970

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SECTION III. - PROGRAM OVERVIEW

Program I.

Objectives:

To determine the cause and manner of death by responding to the scene, securing the area and evidence, photographing and gathering statements from witnesses. To take possession of and preserve personal belongings. Order autopsies and coordinate death investigations between law enforcement, pathologist and Coroner's Office. To make notification of kin. Testifies in court. Processes and distributes public health information. To investigate and arrange for disposition of indigent and unclaimed bodies. To maintain communication with families, insurance companies, physicians, chemists, attorneys, law enforcement personnel, etc. To gather and process information needed by other agencies and the public. To maintain official records of the Coroners Office. On call 24 hours a day, 7 days a week, as needed.

**FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2004-2005 BUDGET REQUEST**

SECTION III - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2002-2003	Estimated FY 2003-2004	Projected FY 2004-2005
Deaths	963	1050	1100
Victims Transported	240	275	325
Autopsies	160	190	230
Indigent Deaths	8	10	12

**FUND - 1000
 DIVISION - JUDICIAL
 CORONER - 141300
 FY 2004-2005 BUDGET REQUEST**

SECTION V. A. - LISTING OF POSITIONS

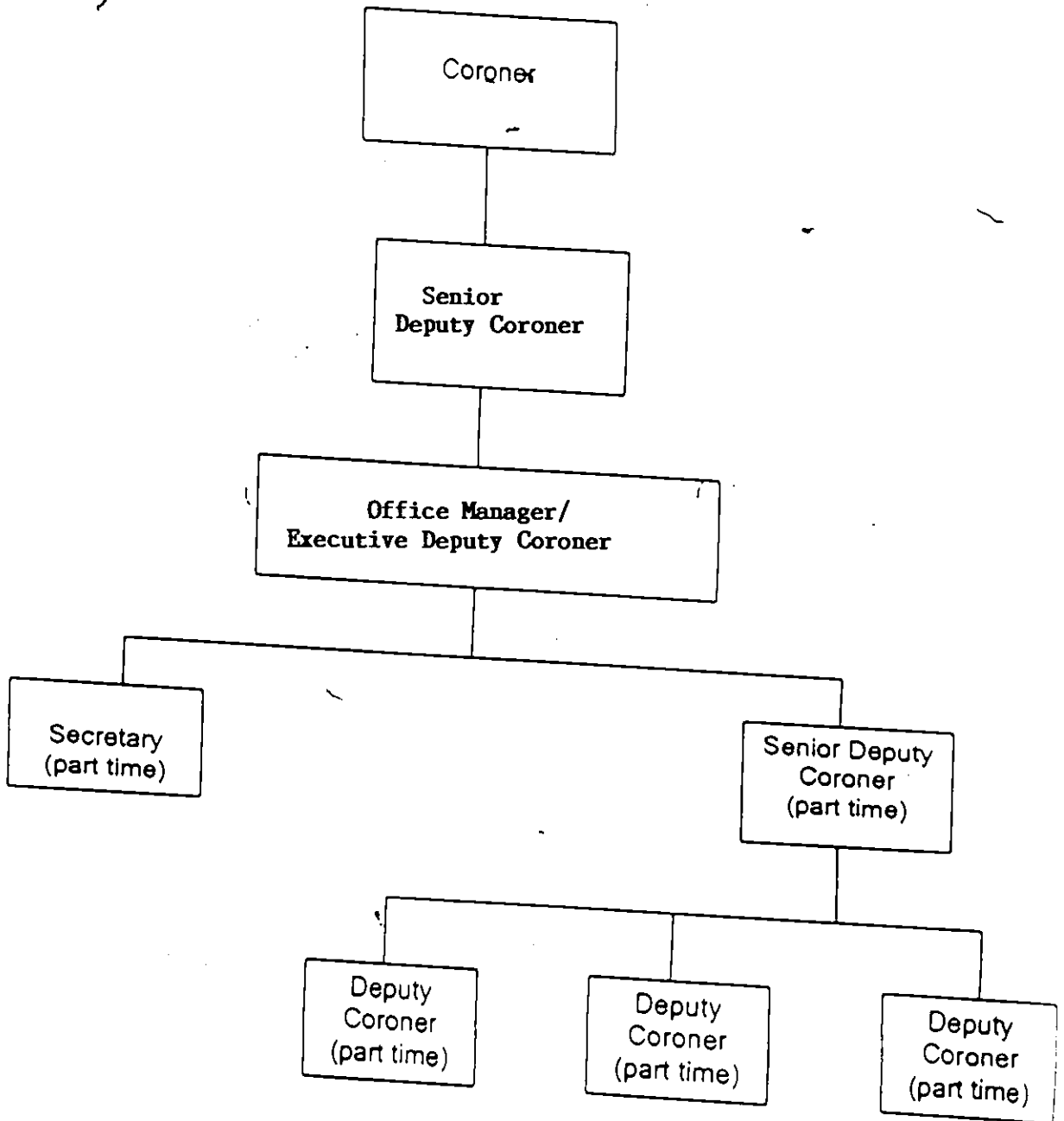
CURRENT STAFFING LEVEL:

<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>		
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	13
Sr. Deputy Coroner	1	0.6		0.6	13 - PT
Deputy Coroner	3	1.8		1.8	11 - PT
Office Manager/ Exec. Dep. Coroner	1	1		1	11
Secretary I	1	0.6		0.6	6 - PT
	<u>8</u>	<u>6.0</u>		<u>6.0</u>	

REQUESTING:

<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>		
Coroner	1	1		1	Unc.
Sr. Deputy Coroner	1	1		1	15
Deputy Coroner	1	1		1	13
Sr. Deputy Coroner	1	0.6		0.6	13 - PT
Deputy Coroner	3	1.8		1.8	11 - PT
Office Manager/Dep. Coroner	1	1		1	11
Secretary I	1	0.8		0.8	6 - PT
	<u>9</u>	<u>7.2</u>		<u>7.2</u>	

SECTION V . A. - PERSONNEL



SECTION V . B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES **\$ 45,000.00**

Contract with Knight Systems for removal of bodies from death scenes and transportation to and from autopsies mandated by law - estimated 275 removals and transportations out of an estimated 1050 deaths at \$ 137.50 each. Demurrage charge per hour for standby \$ 33.00 in 15 minute increments. Transportation from Lexington County to Newberry County Memorial Hospital Morgue, cost per trip \$ 187.00 and transportation from Lexington County to Charleston \$ 253.00.

As of 01/31/04, we had used \$ 25,827.29 leaving a balance of \$ 14,172.11 with five months left in FY 03-04.

Averaging \$ 3,689.61 per month for this service X 12 months = \$ 44,275.32

520300 - PROFESSIONAL SERVICES **\$ 138,250.00**

Contract with Newberry County Memorial Hospital, forensic pathologist
60 autopsies @ \$ 795.00 each = 47,700.00

As of 01/31/04, we had already sent 33 cases to Newberry.

Contract with Medical University of South Carolina forensic pathologist
2 autopsies @ \$ 900.00 each = 1,800.00

Contract with Pathology Associates of Lexington
120 autopsies @ \$ 550.00 each = 66,000.00
10 autopsies @ \$ 800.00 each = 8,000.00

Contract with Lexington Radiology Associates (reading of x-rays
for various deaths, no set fee per x-ray, each case different) 750.00

Contract with Lexington Medical Center Lab 12,000.00

SECTION V . B. - OPERATING LINE ITEM NARRATIVES CONTINUED

520300 - PROFESSIONAL SERVICES CONTINUED

Contract with Wylie Mitchell - toxicology	1,000.00
Contract with Edward V. Hite - toxicology	1,000.00

These contracts fund autopsies, lab fees, x-rays and other tests vital to establishing the cause and manner of death.

521000 - OFFICE SUPPLIES **\$ 1,500.00**

This account is used for the purchase of office supplies such as typewriter and printer ribbons, pens, pencils, paper supplies, file folders, computer and fax paper, letterhead, envelopes, computer disks, printer toner, fax toner, etc.

521100 - DUPLICATING **\$ 500.00**

This account is used for copier machine duplicating. Administration and public information 800 copies per month @ 5 cents each. Increase due to increase in workload and legal matter (i.e. subpoenas).

521200 - OPERATING SUPPLIES **\$ 18,311.00**

Body pouches 175 lightweight @ \$ 16.00 each plus tax	2,940.00
Body pouches 175 heavy duty @ \$ 46.00 each plus tax	8,453.00
Body pouches 30 odorless @ \$ 85.00 each plus tax	2,678.00
Body pouches 10 water retrieval @ \$ 49.00 each plus tax	515.00
Film - Polaroid 150 packs for 1100 deaths @ 17.10 per twin pack plus tax	2,695.00

SECTION V . B. - OPERATING LINE ITEM NARRATIVES CONTINUED

521200 - OPERATING SUPPLIES CONTINUED

*Protective gloves 12 boxes @ \$29.79 each plus tax, shipping and handling	400.00
*Protective clothing 2 cases @ \$ 62.00 each plus tax	130.00
Miscellaneous (baby thermometers, flashlights, batteries, septic soap, etc.)	500.00
*Mandated by OSHA requirements	

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 100.00

These funds are used for repairs of camera, video equipment, etc.

522300 - VEHICLE REPAIRS & MAINTENANCE \$ 3,150.00

Funds are used for regular quarterly service of vehicles assigned to Coroner and three vehicles for six deputy coroners to share - 30,000 miles servicing, parts and repairs. Cost for 7 months is \$1835.25
 $\$1835.25 \text{ divided by } 7 \text{ mths.} = \$262.18 \text{ per mth.} \times 12 \text{ mths.} = \$ 3146.16$

524000 - BUILDING INSURANCE \$ 60.00

524100 - VEHICLE INSURANCE \$ 2,173.00

Liability insurance premium for four vehicles through SC Reserve Fund.

SECTION V . B. - OPERATING LINE ITEM NARRATIVES CONTINUED

524101 - COMPREHENSIVE INSURANCE **\$ 175.00**

To cover cost of comprehensive insurance.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 690.00**

To cover cost of general tort liability insurance.

525000 - TELEPHONES **\$ 1,830.00**

Basic service charges for usage of phones. \$ 152.50 per month X 12 months.

525010 - LONG DISTANCE **\$ 1,500.00**

Our office has to make long distance phone calls in order to locate and notify next of kin. This account is to pay for long distance service.

525020 - PAGERS AND CELL PHONES **\$ 4,000.00**

Cellular phones and pagers for the Coroner and six deputies have been an absolute must in emergency situations where radio communications are not feasible nor other phones are available. Mobile and transportable phones also expedite investigations by saving time and allowing some uncharged calling. Pagers are also a must since these people are on call 24 hours.

525030 - 800 MHZ RADIO SERVICE CHARGES **\$ 1,500.00**

SECTION V . B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525031 - 800 MHZ RADIO MAINTENANCE CHARGES \$ 273.00

525100 - POSTAGE \$ 296.00

Mailings - approximately 800 letters mailed yearly @ .37 cents each.

525210 - CONFERENCE AND MEETING EXPENSES \$ 4,500.00

These funds are used for the Coroner to attend meetings and conferences SCLEOA (South Carolina Law Enforcement Officers Association), SCAC (South Carolina Association of Counties), LCPFF (Lexington County Planning for the Future), and SCCA (South Carolina Coroners Association).

Also, 16 hours CEU's (continuing education units mandated by law) yearly for the Coroner and each deputy coroner - estimated \$ 500.00 per person. Most of these seminars are announced just weeks prior. These funds include the cost of seminars, lodging, mileage, per diem, etc. Training is essential in securing and keeping qualified individuals. Education must be provided for updated techniques. Legislation requiring Coroners and Deputy Coroners 16 hours training yearly has been mandated. We have been fortunate because of free and in-town training which we can't guarantee each year.

525230 - SUBSCRIPTIONS, DUES & BOOKS \$ 710.00

Coroner's Dues

SCLEOA	30.00
SCCA	50.00
LCLEOA	10.00

SECTION V . B. - OPERATING LINE ITEM NARRATIVES CONTINUED

525230 - SUBSCRIPTIONS, DUES & BOOKS CONTINUED

Deputy Coroners

SCLEOA	210.00
SCCA	175.00
LCLEOA	70.00

Books

Physician's Desk Reference & Supplements	165.00
--	--------

(Dues paid are for law enforcement and Coroners Association. Subscriptions pertain to various types of deaths which educate coroners on newly discovered causes and manners of deaths. Books are for reference).

525240 - PERSONAL MILEAGE REIMBURSEMENT \$ 350.00

This office has four vehicles, one being assigned to Coroner Harman, one being assigned to our Sr. Deputy Coroner and the others are shared among five other deputies. With two individuals on call, extra private extra private vehicles are a necessity. Considering the overall expense of vehicle operation and the liability, mileage is a very inexpensive mode for the county.

525301 - UTILITIES \$ 4,000.00

525400 - GAS, FUEL & OIL \$ 4,000.00

525600 - UNIFORMS & CLOTHING \$ 4,800.00

SECTION V . C. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 1,000.00**

To purchase items for daily office operations under \$ 500.00 as needed.

**(4) WHELEN TALON SELF-CONTAINED LINEAR 8
SUPER LED DUAL LED MODULE TALON NO. TLN2BB BLUE/BLUE** **\$ 880.00**

To adequately equip our vehicles for emergency responses.

**(4) WHELEN TALON SELF-CONTAINED LINEAR 8 SUPER LED
SINGLE LED MODULE TALON NO. TLN2BB BLUE/BLUE** **\$ 480.00**

To adequately equip our vehicles for emergency responses.

**(4) HAND HELD STROBE, 4 INCH LENS, 60DBL, FPM, MAGNETIC
MOUNT 12 VOLT, 360 FLASH PATTERN BLUE, CIGAR PLUG** **\$ 400.00**

To adequately equip our vehicles for emergency responses.

WIRE AND SWITCHES FOR ABOVE EQUIPMENT **\$ 100.00**

Necessary for the installation of lights.

GRAVE MARKERS **\$ 1,575.00**

To purchase and place 12 permanent granite markers for cremated and/or unidentified remains of indigent persons @ \$ 125.00 each plus \$ 6.25 tax for a total of \$ 131.25 per marker.

(4) NEXTEL I730 MOBILE PHONES (REPLACEMENT) **\$ 945.00**

To replace broken, obsolete phones @ \$224.99 each plus tax.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: General
 Organization # 141300 Organization Title: Coroner
 Program # _____ Program Title: _____

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	<u>36,000</u>
510300 Part Time # <u>1</u>	<u>3,000</u>
511112 FICA Cost	<u>2,985</u>
511113 State Retirement	<u>206</u>
511114 Police Retirement	<u>3,855</u>
511120 Insurance Fund Contribution # <u>1</u>	<u>6,000</u>
511130 Workers Compensation	<u>1,220</u>
511131 S.C. Unemployment	<u> </u>
* Total Personnel	<u>53,266</u>
Operating Expenses	
520100 Contracted maintenance	<u> </u>
520200 Contracted Services	<u> </u>
520300 Professional Services	<u> </u>
520400 Advertising	<u> </u>
521000 Office Supplies	<u> </u>
521100 Duplicating	<u> </u>
521200 Operating Supplies	<u> </u>
522100 Equipment Repairs & Maintenance	<u> </u>
522200 Small Equipment Repairs & Maint.	<u> </u>
522300 Vehicle Repairs & Maintenance	<u> </u>
523000 Land Rental	<u> </u>
524000 Building Insurance	<u> </u>
524100 Vehicle Insurance # _____	<u> </u>
524101 Comprehensive Insurance # _____	<u> </u>
524201 General Tort Liability Insurance	<u> </u>
524202 Surety Bonds	<u> </u>
525000 Telephone	<u> </u>
525100 Postage	<u> </u>
525210 Conference & Meeting Expenses	<u> </u>
525220 Employee Training	<u> </u>
525230 Subscriptions, Dues, & Books	<u> </u>
525___ Utilities - _____	<u> </u>
525400 Gas, Fuel, & Oil	<u> </u>
525600 Uniforms & Clothing	<u> </u>
526500 Licenses & Permits	<u> </u>
* Total Operating	<u> </u>
** Total Personnel & Operating	<u> </u>
** Total Capital (From Section II)	<u> </u>
*** Total Budget Appropriation	<u> </u>

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**NEW PROGRAM
SECTION I**

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**FUND - 10000
DIVISION - JUDICIAL
CORONER - 141300
FY 2004-2005 BUDGET REQUEST**

NEW POSITION JUSTIFICATION

This office investigated 1007 deaths in the calendar year 2003. As of January 31, 2004, we have investigated 109 deaths. At the rate we have started and past yearly increases, we project this office could investigate in excess of 1100 deaths in the year 2004.

All deaths require a substantial amount of investigation, but those that are not obvious natural deaths require considerably more investigation. These deaths require interviewing witnesses, serving subpoenas, transporting evidence to SLED, attending autopsies, meeting with law enforcement and families.

A Deputy Coroner needs to attend all autopsies if possible so he can answer any questions the pathologist may have. We project we will order approximately 325 autopsies this year. Each autopsy ties up a Deputy Coroner for a minimum of 3-4 hours. This forces us to have another Deputy Coroner to be available to respond to a death scene.

At this time we have (1) Full Time and (4) Part-time Deputy Coroners. Our part-time Deputy Coroners are scheduled to handle calls mostly after business hours and weekends. If our full time deputy is tied up on an autopsy or with an investigation, it forces us to have another deputy coroner to cover any other responses. Also, if the full time deputy coroner is on annual leave or on sick leave, this puts an extreme burden on our office to carry out daily tasks and respond to calls.

Another full time position is essential for this office to adequately keep up with the amount of work this office generates.

Total cost for this position including salary, FICA, Police Officers Retirement, insurance and workers compensation - \$49,820.00.

**NEW PROGRAM
SECTION I**

**FUND - 1000
DIVISION - JUDICIAL
CORONER - 141300
FY 2004-2005 BUDGET REQUEST**

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POSITION UPGRADE JUSTIFICATION

With the increase in calls for service and autopsies, this means the office work has increased tremendously. With only one full time and one part-time administrative employee, we are requesting the hours for the part-time secretary to be increased from 25 to 30 hours per week.

The estimated cost for this position increase - \$ 34450.00 which includes salary increase, workers compensation, FICA and state retirement.

***This employee has her own health care insurance and does not want insurance through the county. If this is something that is required, then we ask that her position be upgraded to 29.50 hours per week.**

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Judicial
Organization: 141400 - Public Defender

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
534000 Contributions	281,250	140,625	281,250	319,903		
* Total Operating	281,250	140,625	281,250	319,903	0	0
** Total Personnel & Operating	281,250	140,625	281,250	319,903	0	0
Capital						
** Total Capital	0	0	0	0	0	0
 *** Total Budget Appropriation	 281,250	 140,625	 281,250	 319,903	 0	 0

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LEXINGTON COUNTY DEFENDER AGENCY, INC.
206 E. MAIN STREET
LEXINGTON, SOUTH CAROLINA 29072
(803) 957-8873
FAX: (803) 957-1443

FEB 20 RECD

FINANCE DEPT

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BELINDA ELLISON

ELIZABETH C. FULLWOOD
Public Defender

SALLY J. HENRY
Assistant Public Defender

BRADLEY M. KIRKLAND
Assistant Public Defender

WALLIS A. ALVES
Assistant Public Defender

JACK DUNCAN
Assistant Public Defender

February 20, 2004

Mr. Art Brooks
County Administrator
Lexington County Administration Building
212 South Lake Dr.
Lexington SC 29072

HAND-DELIVERED

Re: FY 2004-2005 Public Defender Budget Request

Dear Mr. Brooks:

Enclosed is the FY 2004-2005 budget request for the Lexington County Public Defender's Office.

We are asking for an additional \$38,653.00 to employ an additional attorney. As you know, over the past several years we have advised County Council that this need would arise. With the opening of the new courthouse, the time has come to add new staff. Two judges now preside over criminal court during the same week of General Sessions. Our staff is also expected to represent almost all juveniles who appear in Family Court, regardless of their parents' incomes. The volume of the Family Court docket requires the presence of two attorneys from this office each day juvenile cases are heard. What that means for us is that on weeks when court is scheduled, five attorneys must meet the work demands in three courtrooms. Last year, we handled 5,597 cases with these limited personnel resources. We represent approximately 75% of the cases on the docket during a week of General Sessions Court. In Family Court, we represent well over 90% of the juveniles accused of delinquency. The solicitor's office, with 15 attorneys, can meet the additional demand. This office, with only five lawyers, must struggle to meet the courts' needs.

We want to add an entry level attorney position. I anticipate the overall expense, including employer contributions and benefits, to be \$50,300.00. I would point out that this cost is not much more than an entry level attorney's salary at the solicitor's office.

I propose to carry over \$26,076.00 of the recent collections from the Lexington

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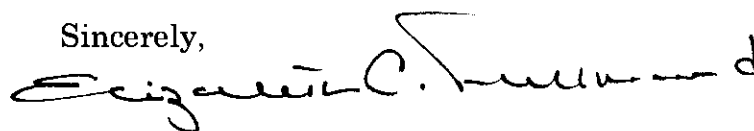
County Public Defender fund to meet part of this expense, as well as to pay for overall inflationary increases in our operating expenses. We have funds we are able to hold over because last spring and summer, Judge Westbrook ordered a number of defendants to pay into our local public defender fund. They were given 90 days in which to do so. This resulted in receipts far greater than anticipated during last year's budget planning. From July 2003 to January 2004, \$49,076.00 was collected by the Lexington County Public Defender's fund. We intend to use \$23,000.00 of this money to update our computer system. Our current system is five years old. Technical support is no longer offer for our operating system, and the processors are no longer available for purchase. Also, our system does not have the speed or RAM to correctly use newer programs. We are glad we have funds available to make the upgrades we need without asking Council for money.

We do not expect the Public Defender Fund collections to remain at last year's level. At this time, collections are leveling off to amounts paid during the past several years, which is approximately \$1,000.00 per month. There are several reasons for this. Not much court time was available during the last quarter of 2003 because of a death penalty case and courthouse relocation. The General Assembly passed legislation, effective July 1, 2003, requiring payment of \$500.00 to the state Office of Indigent Defense in cases where the defendant is represented by appointed counsel and receives probation. That money does not go to this office. Many judges are reluctant to impose local public defender fees on top of the state levy. In addition, there is a general trend away from imposing probation in favor of fining persons convicted of relatively minor offenses.

We know County Council is committed to holding down the costs of government for its citizens. We believe our requested increase is consistent with this goal. This office is responsible for at least 75% of the General Sessions docket. An additional attorney will allow us to process a greater number of cases in a timely manner, making the most efficient use of courtroom time. Pre-trial detainees incarcerated at the Lexington County Detention Center will spend less time there, resulting in significant savings to the County and its taxpayers.

I would like an opportunity to address Council with this request. I will contact your office in the near future to make these arrangements.

Sincerely,



Elizabeth C. Fullwood

enclosure

LEXINGTON COUNTY DEFENDER AGENCY, INC.
206 E. MAIN STREET
LEXINGTON, SOUTH CAROLINA 29072
(803) 957-8873
FAX: (803) 957-1443

BOARD OF DIRECTORS
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BRADLEY M. KIRKLAND
Assistant Public Defender

WALLIS A. ALVES
Assistant Public Defender

JACK DUNCAN
Assistant Public Defender

FY 2004-2005 BUDGET REQUEST
LEXINGTON COUNTY DEFENDER AGENCY, INC.

TOTAL FUNDING \$ 629,589.00

Lexington County requested contribution	319,903.00
State of South Carolina	155,110.00
Estimated Indigent Defense disbursements	116,500.00
Estimated trial court assessments	12,000.00
Carryover from Lexington County Public Defender Fund (Non-renewing)	26,076.00

TOTAL PERSONNEL SERVICES \$ 546,689.00

Salaries	440,433.00
Employer's FICA/MEDI Contribution	33,693.00
Health, disability and life insurance	37,560.00
Workers' Compensation	1,750.00
Employer's Retirement Contribution	33,253.00

TOTAL OPERATIONAL EXPENSE \$ 82,900.00

Rent	23,340.00
Office Expenses/Maintenance Contracts	15,000.00
Janitorial Service	2,040.00
Postage	3,500.00
Audit and Tax Preparation	6,000.00
Utilities	5,500.00
Telephone	11,000.00
Mileage	4,000.00
Dues, Seminars, Schools	2,300.00
Publications	5,400.00
Liability Insurance	3,500.00
File Storage Facility	1,320.00

TOTAL EXPENSES \$ 629,589.00

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000

Division: Judicial

Organization: 141500 - Probate Court

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 8 (7.8 - FTE)	301,712	143,441	301,595	300,999		
510101 State Supplement	1,350	634	1,345	1,350		
510200 Overtime	12,150	0	0	0		
511112 FICA Cost	23,063	10,596	23,121	23,130		
511113 State Retirement	15,919	7,173	14,534	15,149		
511114 Police Retirement	8,862	4,212	8,899	8,688		
511120 Insurance Fund Contribution - 8	44,800	23,040	46,080	48,000		
511130 Workers Compensation	851	389	792	910		
* Total Personnel	408,707	189,485	396,366	398,226	0	0
Operating Expenses						
520300 Professional Services	95	0	0	0		
520400 Advertising & Publicity	0	0	100	300		
520702 Technical Currency & Support	1,500	1,440	2,325	2,325		
521000 Office Supplies	6,327	2,694	6,700	8,400		
521100 Duplicating	2,574	1,447	2,600	2,765		
522200 Small Equipment Repairs & Maintenance	0	95	525	525		
524000 Building Insurance	54	54	135	935		
524201 General Tort Liability Insurance	468	238	595	708		
524202 Surety Bonds	52	0	52	52		
525000 Telephone	2,490	1,379	2,470	2,470		
525010 Long Distance Charges	234	105	276	275		
525020 Pagers and Cell Phones	159	46	163	80		
525100 Postage	4,580	2,156	4,587	4,590		
525210 Conference & Meeting Expenses	658	340	2,853	2,853		
525230 Subscriptions, Dues, & Books	1,393	946	1,215	1,215		
525240 Personal Mileage Reimbursement	0	0	100	100		
525301 Utilities - Courthouse	4,247	1,901	4,200	0		
525389 Utilities - Judicial Center				4,200		
* Total Operating	24,831	12,841	28,896	31,793	0	0
** Total Personnel & Operating	433,538	202,326	425,262	430,019	0	0
Capital						
540000 Small Tools & Minor Equipment:	190	0	0	1,000		
All Other Equipment	520	0	0			
(6) Personal Computers w/Windows 2000 - Repl				3,275		
(1) Monitor - Replacement				775		
(1) Desk Jet Printer				243		
(2) LaserJet Printers				796		
** Total Capital	710	0	0	6,089	0	0
*** Total Budget Appropriation	434,248	202,326	425,262	436,108	0	0

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FUND 1000
PROBATE COURT (1415100)
FY 2004-05 BUDGET REQUEST

SECTION II - CAPITAL ITEM SUMMARY

6	Computers	3,275.00
1	Monitor	775.00
1	DeskJet 6127	243.00
2	LaserJet 1300 Printers	796.00
2	Starter shelving units (36W x 76H)	690.00
1	Add-on shelving unit (36W x 76H)	285.00
1	Office chair (from surplus property)	25.00

SECTION III - PROGRAM OVERVIEW

Summary of Programs:

Program I - Probate Court

Program I - Probate Court

Objectives:

To provide Probate Court services to the citizens and taxpayers in accordance with State law.

FUND 1000
PROBATE COURT (1415100)
FY 2004-05 BUDGET REQUEST

SECTION IV - PROPOSED REVENUES

ESTATES, GUARDIANSHIP/CONSERVATORSHIP FEES	\$ 417,823.48
MARRIAGE LICENSE APPLICATION FEES	\$ 17,021.66
MICROFILM COPY FEES	\$ 2,484.86
MENTAL HEALTH FEES	\$ 23.00

FUND 1000
PROBATE COURT (141500)
FY 2004-05 BUDGET REQUEST

SECTION V.A - PERSONNEL LINE ITEM NARRATIVE

Current personnel level:

Office organizational chart by job title:

<u>JOB TITLE</u>	<u>POSITIONS</u>	<u>GEN. FUND</u>	<u>GRADE</u>
Probate Judge	1	1	Unc.
Associate Probate Judge	1	1	23
Clerk of Probate Court	1	1	10
Administrative Assistant IV	1	1	8
Estate Clerk II	1	1	7
Estate Clerk I	1	1	6
Clerk II	2	2	5
TOTAL POSITIONS	8	8	

534202 Surety Bonds 52.00

This line item provided by County Administration.

525000 Telephone 2,470.00

Basic telephone service is budgeted by General Services based upon prior FY needs. The above request includes all office telephones, including marriage license information line, dedicated fax machine line, and all lines for probate court personnel.

525010 Long Distance Charges 275.00

Long distance calls are required to confer between other probate courts, attorneys, government agencies and person involved in probate court proceedings.

525020 Pagers and Cell Phones 80.00

One (1) pager for use by Associate Judge to receive communications from law enforcement and S.C. Mental Health Department personnel in connection with mental health emergencies on 24 hour basis.

525100 Postage 4,590.00

Substantial mailing is required in all divisions of the court, including estate, guardianship and conservatorship proceedings, and other required mailings for court of public record.

525210 Conference & Meeting Expenses 2,853.00

Includes SC Probate Judge's Association annual legislative conference and convention, when held at in-state locations, and includes mandatory judicial continuing legal education courses for probate judge and associate judge as required by SC Supreme Court, as well as training courses for probate court clerks to ensure professional proficiency.

525230 Subscription, Dues & Books 1,215.00

Increase of \$250.00 this year due to State budget proviso requiring counties to pay S.C. Legislative Counsel for subscription to S.C. Code. Prior to this year, the subscription was funded by the State pursuant to statute. This line item also reflects cost of probate court subscriptions; directories; SC Probate Practice Manual revisions; SC Rules of Civil Procedure revisions; memberships in SC and National Probate Judges; Judicial memberships in SC Bar; and section dues for Probate and Estate Planning Section of SC Bar.

525240 Personal Mileage Reimbursement 100.00

For required official travel.

5253 — Utilities - Courthouse 4,200.00

Estimate of line item to be determined by County Administration.

New Program
Section I

COUNTY OF LEXINGTON
GENERAL FUND
New Program
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Judicial
Organization: 141500 - Probate Court

Object Expenditure Code Classification	New Position (1) Estate Clerk II Grade 7	BUDGET		
		2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel				
510100 Salaries & Wages - 1		26,862		
511112 FICA Cost		2,056		
511113 State Retirement		1,840		
511120 Insurance Fund Contribution - 1		6,000		
511130 Workers Compensation		81		
* Total Personnel		36,839		
Operating Expenses				
524201 General Tort Liability Insurance		22		
* Total Operating		22		
** Total Personnel & Operating		36,861		
Capital				
540000 Small Tools & Minor Equipment		25		
(1) Personal Computer w/Monitor		775		
** Total Capital		800		

*** Total Budget Appropriation

37,661

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FUND 1000
PROBATE COURT (141500)
FY 2004-05 BUDGET REQUEST

SECTION V.A - PERSONNEL LINE ITEM NARRATIVE

Request:

Grade 7 Estate Clerk II.

Justification: To provide critical estate administration services to the citizens and taxpayers of Lexington County as required by State law, to ensure timely and orderly administration of decedent's estates. S.C. Court Administration statistics show that the Lexington County Probate Court *current personnel level is one-half to one-third* of other county probate courts statewide based upon per-capita and caseload indicators.

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 2 0 RECD

FINANCE DEPT

Fund: 1000
Division: Judicial
Organization: 141600 - Master-In-Equity

		<i>BUDGET</i>					
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 3	159,678	68,718	168,420	<u>171,000</u>		
510300	Part Time	0	1,854	1,853	<u>-0-</u>		
511112	FICA Cost	10,923	4,692	13,026	<u>15,000</u>		
511113	State Retirement	4,302	1,681	11,664	<u>12,000</u>		
511120	Insurance Fund Contribution - 3	16,800	8,640	17,280	<u>18,000</u>		
511130	Workers Compensation	431	191	435	<u>500</u>		
511213	State Retirement - Retiree	6,636	3,153	0	<u>-0-</u>		
* Total Personnel		198,770	88,929	212,678	<u>216,500</u>		
Operating							
520300	Professional Services	300	0	0	<u>-0-</u>		
521000	Office Supplies	770	489	1,000	<u>1300</u>		
521100	Duplicating	1,469	929	1,400	<u>2000</u>		
524000	Building Insurance	34	34	85	<u>85</u>		
524201	General Tort Liability Insurance	366	183	458	<u>544</u>		
524202	Surety Bonds	19	0	75	<u>75</u>		
525000	Telephone	601	459	650	<u>700</u>		
525010	Long Distance Charges	53	21	75	<u>75</u>		
525100	Postage	787	248	900	<u>1100</u>		
525210	Conference & Meeting Expenses	0	270	1,250	<u>1250</u>		
525230	Subscriptions, Dues, & Books	61	40	200	<u>200</u>		
525301	Utilities - Courthouse	2,675	1,197	2,900	<u>2900</u>		
* Total Operating		7,135	3,870	8,993	<u>10,229</u>		
* Total Personnel & Operating		205,905	92,799	221,671	<u>226,729</u>		
Capital							
540000	Small Tools & Minor Equipment	0	0	700	<u>600</u>		
540010	Minor Software	0	0	400	<u>260</u>		
	All Other Equipment	192	250	270	<u>1901</u>		
** Total Capital		192	250	1,370	<u>2761</u>		

*** Total Budget Appropriation

206,097

93,049

223,041

229,490

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SECTION III. - SERVICE LEVELS

Service Level Indicators:

	Actual FY 2001-02	Actual FY 2002-03	Actual 7/03-1/04	Estimated FY 2003-04	Projected FY 2004-05
Total # of Cases Referred	806	912	605	970	975
Total # of Cases Closed	767	859	575	970	975
Total # of Cases Pending	217	270	300	300	300
Total # of Foreclosures Referred to Court and scheduled	642	762	502	820	825
Total # of Foreclosures Carried through To Judicial Sale	423	592	409	665	670

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****The number of cases referred to the Master-in-Equity Court and the number of foreclosures that are carried all the way through to judicial sale will fluctuate each year dependant upon several factors including the performance of the banking and mortgage industry, the number of Common pleas filings and other economic factors.

SECTION V . B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$ 1,300.00**

To cover routine office supplies (pens, pencils, file folders, envelopes, paper, legal pads, tape, staples, etc.) as well as cassette tapes for recording hearings, heavy binders for monthly sales, court documents, computer print cartridges, fax machine and calculator supplies. This account is also used to replace broken or worn out staplers, scissors, trashcans, bulletin boards, desk trays, etc.

521100 - DUPLICATING **\$ 2,000.00**

This account is used to cover copier machine duplicating of judgments, reports, notices of hearings, monthly sale rosters for the public, correspondence, court exhibits, office forms, legal formats, etc. used in the daily operations of the court. This account also covers copier supplies (such as toner, developer and paper). Annual usage varies with the number of foreclosures and non-jury cases filed each year. Foreclosure and other civil action filings continue to steadily increase, thus generating more duplicating for this office. Through December 2003, our duplicating costs have averaged \$155.00 per month.

524000 - BUILDING INSURANCE **\$ 85.00**

This figure is based on the amended building insurance cost from the 2003-2004 fiscal year budget.

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 544.00**

This amount is based on figures from Lexington County's General Tort Liability Insurance Budget Estimate.

524202 - SURETY BONDS **\$ 75.00**

This figure is based on the amended surety bond cost from the 2003-2004 fiscal Year budget.

525000 - TELEPHONE **\$ 650.00**

As of January 2003, this court has three activated telephone lines (one for the judge, one for the staff and one for the fax machine). Average monthly cost so far for fiscal year 2003-2004 is \$51.00.

525010 - LONG DISTANCE CHARGES **\$ 75.00**

The operation of this court requires constant communication with attorneys and their staff pertaining to the scheduling of and preparation for upcoming cases as well as post trial conferences and follow ups. Because foreclosures must take place in the county where property is located, foreclosure attorneys practice statewide and a number of our foreclosures each month are handled by attorneys located out of our local calling area. This figure is based on average charges of \$ 6.50 per month.

SECTION V .B. OPERATING LINE ITEM NARRATIVES

(Continued)

525100 - POSTAGE **\$ 1100.00**

To cover the costs of mailing affidavits and judgments, hearing notices, deeds, statements, reports, correspondence and monthly reports. This figure takes into account the steady increase of foreclosures being filed and referred into this court and the accompanying paperwork mailed out.

525210 - CONFERENCE AND MEETING EXPENSE **\$ 1250.00**

This account covers the costs of mandatory CLE classes for the Master-in-Equity, as well as other appropriate training and conferences as needed. Each year we request a portion of this account to cover the cost of the Annual Bar Meeting for the Master-in-Equity, including registration, lodging and CLE (Continuing Legal Education) classes. The location of this meeting, which varies from year to year, affects the total cost. The request is always based on an average from past years. For the past two fiscal years, the Master-in-Equity elected not to attend this meeting, due to an absence of any CLE programs relevant to this court's needs and also due to scheduling conflicts and personal conflicts. We would request that funds for the coming fiscal year not be struck from this account due to recent nonattendance.

525230 - SUBSCRIPTIONS, DUES AND BOOKS **\$ 200.00**

To cover the costs of updating and obtaining new legal books and references needed in the daily operation of this court.

525301 - UTILITIES-COURTHOUSE **\$ 2900.00**

This figure is based on the average utility costs for the past six months (approximately \$ 255.00 per month) and a probable increase over the next year due to larger square footage area in the new courthouse and to probable inflationary increases.

SECTION V . C . - CAPITAL LINE ITEM NARRATIVES

STANDARD OFFICE COMPUTER

\$ 655.00

This request is for the replacement of the office computer used by the Court Assistant. The computer presently in use was purchased in 1996, is 1.5 GB and is constantly malfunctioning, freezing up and giving error messages. It is also not capable of running the Office 2000 software in its entirety. This computer is used in the preparation of the monthly foreclosure sale rosters, results and statistics, pleading formats, correspondence, and other official court documents and orders which must be completed in a timely manner. The public's prompt access to the sale roster and information each month encourages much more outside bidding at foreclosure sales, which in turn generates more revenue for this county. A large increase in the number of foreclosures and other Common Pleas cases coming through this court, the importance of the timeliness of the documents and orders prepared, and the reliance of the public on timely access to the sale roster and information all necessitate a reliable computer with more updated capabilities.

STANDARD OFFICE COMPUTER

\$ 655.00

This request is for the replacement of the office computer used by the Docket Manager. The computer presently in use is a loaner from Information Systems and is replacing the computer purchased for this office in 1996. After two years of problems, the 1996 computer finally went down completely in June 2003. IS personnel tried to rebuild the computer but it went down a second time in July 2003. The loaner in use now is 1.17 GB and is also freezing up and malfunctioning. At present, we cannot run all necessary programs. This computer contains accounting software and all of the court's financial and accounting files and records that are essential for auditing purposes. It also contains the main docketing program for the court and is used in the preparation of many official court documents which are in turn recorded and made part of an official record in other county offices. These documents include deeds, sales reports, mortgage releases, dismissals and court orders. These documents are critical to the function of the court, the public and the financial institutions served by this court. This computer is also used for mandatory monthly reports to the SC Court Administration, as well as treasurer's reports and budget requests. The importance of the timeliness of these official documents and reports and the significance of the information contained in the accounting and docket programs necessitates a reliable computer with upgraded capabilities.

SECTION V .C. CAPITAL LINE ITEM NARRATIVES (Cont'd)

HP LASERJET 1300N NETWORK PRINTER

\$ 591.00

The HP DeskJet 694 printer used by the Docket Manager went down completely in early February 2004 and is not usable. At the present time both office computers are networked to the HP DeskJet 870 printer originally used by the Court Assistant. This printer is over seven years old, has poor print quality, is extremely slow and has also malfunctioned several times in the past six months. We are requesting a good quality printer with faster page per minute time that can be networked and used by both computers for quicker production and better legibility that is critical in the official documents, deeds and reports produced by this court. The HP DeskJet 870 printer can be kept as a secondary/backup printer. The scheduling of sales and the due dates on many reports produced by this office result in high paperwork volume periods each month which require a secondary printer.

MINOR SOFTWARE

\$ 260.00

The computer currently used by the Docket Manager runs an older version of WordPerfect as it's main office program. We need to update the word processing on this computer and come in line with what the rest of the county is using and therefore are requesting Office XP Pro software to replace the WordPerfect software. This was requested and approved in last year's budget, however the computer it was needed for was not approved for replacement and has died completely. A loaner from IS is presently in use, so we did not order the new software last year.

MINOR TOOLS AND EQUIPMENT

\$ 600.00

We are requesting funds for a two drawer legal size file locking file cabinet for storage of essential accounting and docket files for this office. The large increase in the number of cases referred to this court has overflowed all current filing space. If the request for a replacement printer is approved, we are requesting funds for a sturdy printer stand to allow both employees access to this networked printer.

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Judicial
Organization: 142000 - Magistrate Court Services

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 29	979,385	496,990	1,052,847	1,053,713		
510200 Overtime	103	25	25	0		
510300 Part Time - 3 (2.25 - FTE)	49,157	18,375	46,788	46,879		
511112 FICA Cost	75,383	37,587	84,125	84,197		
511113 State Retirement	36,464	17,924	39,396	40,743		
511114 Police Retirement	53,111	25,566	56,126	54,122		
511120 Insurance Fund Contribution - 32	168,000	92,160	184,320	192,000		
511130 Workers Compensation	4,212	1,372	3,021	3,312		
511131 S.C. Unemployment	20	0	0	0		
511213 State Retirement - Retiree	0	1,014	0	0		
* Total Personnel	1,365,835	691,013	1,466,648	1,474,966	0	0
Operating Expenses						
520200 Contracted Services	910	0	1,700	1,826		
520305 Infectious Disease Services	0	330	330	0		
520500 Legal Services	3,121	3,284	5,500	0		
520510 Interpreting Services			0	5,500		
520702 Technical Currency & Support	300	0	200	500		
521000 Office Supplies	14,823	7,775	15,751	16,500		
521100 Duplicating	8,678	4,160	8,500	8,500		
522200 Small Equipment Repairs & Maintenance	0	337	800	800		
523100 Building Rental	5,250	4,500	6,750	1,500		
524000 Building Insurance	548	537	1,505	1,721		
524201 General Tort Liability Insurance	1,006	503	1,296	1,586		
524202 Surety Bonds	1,563	0	0	8,525		
524900 Data Processing Equipment Insurance	35	35	75	95		
525000 Telephone	28,190	13,774	29,780	33,010		
525004 WAN Service Charges	0	0	725	4,780		
525010 Long Distance Charges	2,573	1,643	3,000	3,300		
525020 Pagers and Cell Phones	2,045	1,256	2,700	2,500		
525100 Postage	30,124	17,243	34,400	34,400		
525210 Conference & Meeting Expenses	12,421	7,342	12,000	29,500		
525230 Subscriptions, Dues, & Books	4,470	1,318	4,500	4,500		
525240 Personal Mileage Reimbursement	3,145	1,582	3,938	1,500		
525305 Utilities - Harbison Complex	4,064	257	10,752	0		
525312 Utilities - Mag. Dist. 3	3,506	2,023	3,485	4,046		
525331 Utilities - Law Enf. Ctr.	4,670	2,289	5,212	4,578		
525351 Utilities - Mag. Dist. 6	4,485	2,291	4,504	4,582		
525353 Utilities - Mag. Dist. 4	2,365	1,147	2,366	2,294		
525367 Utilities - Mag. Dist. 1	5,465	0	0	0		
525385 Utilities - Kroger Bldg.	772	2,700	5,384	5,400		
525387 Utilities - Oak Grove	0	678	2,000	5,000		
525388 Utilities - Lincreek	0	2,342	0	5,198		
527010 Jury Pay and Expenses	67,281	43,359	100,000	100,000		
* Total Operating	211,810	122,705	267,153	291,641	0	0
** Total Personnel & Operating	1,577,645	813,718	1,733,801	1,766,607	0	0

Section II**COUNTY OF LEXINGTON****Capital Item Summary****Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: GENERAL
 Organization # 142000 Organization Title: MAGISTRATE COURT SERVICES
 Program # Program Title:

BUDGET
 2004-2005
 Requested

Qty	Item Description	Amount
540000	MINOR TOOLS AND SMALL EQUIPMENT	3,000
540010	MINOR SOFTWARE	1,770
1	SERVER (OAK GROVE MAGISTRATE'S OFFICE)	4,000
11	MONITORS	1,320
10	COMPUTERS	6,550
1	HUB	100
2	UPS POWER SUPPLIES	275
2	INTERFACE NETWORK CARDS	50
1	LAN DATABASE SOFTWARE	1,350
1	LAN CLIENT SOFTWARE	750
1	SERVER (TRAFFIC COURT REPLACEMENT)	3,000
1	SOFTWARE & OPERATING SYSTEM UPGRADE (Traf. Ct. Replacement Server)	1,863
3	BACKUP EXEC WINDOWS VERITAS SOFTWARE	1,925
10	LOBBY CHAIRS	1,000
1	OFFICE CONFERENCE TABLE	450
1	LOBBY TABLE	200
6	SECRETARY CHAIRS	650
2	EXECUTIVE CHAIR	900

** Total Capital (Transfer Total to Section I and IA)

29,153

Section II

COUNTY OF LEXINGTON

Capital Item Summary

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: GENERAL
 Organization # 142000 Organization Title: MAGISTRATE COURT SERVICES
 Program # Program Title:

BUDGET
 2004-2005
 Requested

Qty	Item Description	Amount
	OFFICE FURNITURE PACKAGE (Furniture listed below)	
1	DESK	726
1	COMPUTER CREDENZA	726
2	GUEST CHAIRS	335
1	EXECUTIVE CHAIR	420
1	CREDENZA HUTCH	472
1	END/LAMP TABLE	127
1	BOOKCASE	262
1	LAMP	0
2	LAPTOP DOCKING STATIONS	380
5	WORKSTATIONS	7,500
	COURTROOM BENCHES (10 benches & 2 screens)	8,614
2	LOBBY BENCHES	1,750
4	CHAIRS	150
16	COURTROOM CHAIRS	1,689
2	COMMERCIAL PAPER SHREDDERS	900
1	US FLAG SET FOR COURTROOM	175
1	SC FLAG SET FOR COURTROOM	175

**** Total Capital (Transfer Total to Section I and IA)**

24,401

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Section III

COUNTY OF LEXINGTON
MAGISTRATE COURT SERVICES
BUDGET FY 2004 – 2005
PROGRAM OVERVIEW

Fund: 1000

Organization: 142000

The Magistrate Court Services Department's goal is to serve the citizens of Lexington County by administering justice and adjudicating cases in a timely manner.

- (A) The Magistrate's Department is made up of nine full-time Judges, twenty full-time support staff, and three part-time support staff. All of the positions, including the part-time, are eligible for insurance.
- The Judges are:
- Chief Magistrate-District 5
 - Associate Chief Magistrate - At-Large
 - Magistrate Dist. 1
 - Magistrate Dist. 2
 - Magistrate Dist. 3
 - Magistrate Dist. 4
 - Magistrate Dist. 6
 - At-Large Magistrate
 - At-Large Magistrate
- (The at-large magistrates preside at the Traffic / CDV / Bond Courts)
- The support staff positions are:
- Chief Court Administrator, 1 employee – Pay Grade 16
 - Traffic Court Administrator, 1 employee – Pay Grade 10
 - Assistant Court Administrator, 2 employees – Pay Grade 8
 - Magistrate Court Assistants, 11 employees – Pay Grade 6
 - Traffic Court Assistants, 3 employees – Pay Grade 6
 - Magistrate Court Clerks, 2 employees – Pay Grade 4
 - Part-Time Magistrate Court Clerks, 3 employees – Pay Grade 4.
- (B) We do not have any vehicles in the Department.
- (C) All of the Magistrates, as well as the Chief Court Administrator and one of the Assistant Court Administrators, have pagers. In addition, the Associate Chief Magistrate, the Chief Court Administrator, and the Bond Court have Nextel telephones. There is a total of 41 telephone and fax lines in the Department. Of these lines, 28 are telephone lines, 10 are fax lines, and 3 are jury telephone lines. Six of the lines have voice mail boxes.

Section III

Fund: 1000 (General)

Organization: 142000 (Magistrate Court Services)

Program Overview (continued)

- (D) The following is an overview of the criminal and traffic cases disposed of and civil cases disposed of for each of the Magistrates Offices:

Magistrate Dist. 1

Criminal and traffic disposed fiscal year 2001-2002 = 2,717
 Criminal and traffic disposed fiscal year 2002-2003 = 2,143
 Criminal and traffic disposed 07/01/03-01/31/04 = 815
 Projected criminal and traffic disposed through 06/30/04 = 1,395
 Civil disposed fiscal year 2001-2002 = 2,008
 Civil disposed fiscal year 2002-2003 = 2,014
 Civil disposed 07/01/03-01/31/04 = 883
 Projected civil disposed through 06/30/04 = 1,513

Magistrate Dist. 2

Criminal and traffic disposed fiscal year 2001-2002 = 1,710
 Criminal and traffic disposed fiscal year 2002-2003 = 1,719
 Criminal and traffic disposed 07/01/03-01/31/04 = 1,320
 Projected criminal and traffic disposed through 06/30/04 = 2,260
 Civil disposed fiscal year 2001-2002 = 1,337
 Civil disposed fiscal year 2002-2003 = 1,562
 Civil disposed 07/01/03-01/31/04 = 1,049
 Projected civil disposed through 06/30/04 = 1,794

Magistrate Dist. 3

Criminal and traffic disposed fiscal year 2001-2002 = 1,045
 Criminal and traffic disposed fiscal year 2002-2003 = 1,083
 Criminal and traffic disposed 07/01/03-01/31/04 = 734
 Projected criminal and traffic disposed through 06/30/04 = 1,234
 Civil disposed fiscal year 2001-2002 = 793
 Civil disposed fiscal year 2002-2003 = 907
 Civil disposed 07/01/03-01/31/04 = 571
 Projected civil disposed through 06/30/04 = 976

Magistrate Dist. 4

Criminal and traffic disposed fiscal year 2001-2002 = 2,211
 Criminal and traffic disposed fiscal year 2002-2003 = 1,741
 Criminal and traffic disposed 07/01/03-01/31/04 = 1,405
 Projected criminal and traffic disposed through 06/30/04 = 2,405
 Civil disposed fiscal year 2001-2002 = 2,176
 Civil disposed fiscal year 2002-2003 = 1,973

Section III

Fund: 1000 (General)

Organization: 142000 (Magistrate Court Services)

Program Overview (continued)

Magistrate Dist. 4 (continued)

Civil disposed 07/01/03-01/31/04 = 1,129

Projected civil disposed through 06/30/04 = 1,934

Magistrate Dist. 5

Criminal and traffic disposed fiscal year 2001-2002 = N/A

Criminal and traffic disposed fiscal year 2002-2003 = 161

Criminal and traffic disposed 07/01/03-01/31/04 = 625

Projected criminal and traffic disposed through 06/30/04 = 1,070

Civil disposed fiscal year 2001-2002 = N/A

Civil disposed fiscal year 2002-2003 = 575

Civil disposed 07/01/03-01/31/04 = 694

Projected civil disposed through 06/30/04 = 1,189

Magistrate Dist. 6

Criminal and traffic disposed fiscal year 2001-2002 = 3,171

Criminal and traffic disposed fiscal year 2002-2003 = 2,782

Criminal and traffic disposed 07/01/03-01/31/04 = 1,413

Projected criminal and traffic disposed through 06/30/04 = 2,418

Civil disposed fiscal year 2001-2002 = 2,247

Civil disposed fiscal year 2002-2003 = 2,339

Civil disposed 07/01/03-01/31/04 = 1,395

Projected civil disposed through 06/30/04 = 2,390

Traffic Court

Cases disposed fiscal year 2001-2002 = 25,392

Cases disposed fiscal year 2002-2003 = 28,270

Cases disposed 07/01/03-01/31/04 = 14,954

Projected cases disposed through 06/30/04 = 25,634

CDV Court

Cases disposed fiscal year 2001-2002 = 297

Cases disposed fiscal year 2002-2003 = 246

Cases disposed 07/01/03-01/31/04 = 295

Projected cases disposed through 06/30/04 = 505

Section IV

**County of Lexington
Proposed Revenues
Fines, Fees, and Other
Budget FY 2004 - 2005**

Fund #: 1000

Fund Name: General

Organization #: 142000

Organization Name: Magistrate Court Services

Treasurer's Revenue Code	Fee Title	Projected Revenues FY2003-04	Revenues Received thru 12/31/03	Projected Revenues FY2004-05
444000	Central Traffic Court	1,000,000	423,075.59	850,000
444050	Crim. Dom. Violence Court	25,000	8,554.96	17,000
444100	Magistrate Dist. 1 - Criminal Fines	80,000	33,689.15	65,000
444200	Magistrate Dist. 2 - Criminal Fines	65,000	28,996.03	65,000
444300	Magistrate Dist. 3 - Criminal Fines	35,000	21,004.79	45,000
444400	Magistrate Dist. 4 - Criminal Fines	100,000	49,524.50	100,000
444500	Magistrate Dist. 5 - Criminal Fines	50,000	26,080.70	52,000
444600	Magistrate Dist. 6 - Criminal Fines	75,000	38,165.97	76,000
445100	Magistrate Dist. 1 - Civil Fines	60,000	31,075	62,000
445200	Magistrate Dist. 2 - Civil Fines	60,000	34,675	69,000
445300	Magistrate Dist. 3 - Civil Fines	40,000	28,153	45,000
445400	Magistrate Dist. 4 - Civil Fines	80,000	37,331	74,000
445500	Magistrate Dist. 5 - Civil Fines	60,000	17,763	35,000
445600	Magistrate Dist. 6 - Civil Fines	60,000	44,135	85,000

COUNTY OF LEXINGTON
2004 – 2005
ANNUAL BUDGET JUSTIFICATION

Fund (1000) General
 Organization (142000) Magistrate Court Services
 Personnel Expenses:

510100 SALARIES & WAGES \$ 1,053,713

There are 29 full time employees in the department. The employees are as follows: 9 Magistrates, 1 Chief Court Administrator (grade 16), 1 Traffic Court Administrator (grade 10), 2 Assistant Court Administrators (grade 8), 3 Traffic Court Assistants (grade 6), 11 Magistrate Court Assistants (grade 6), and 2 Magistrate Clerks (grade 4). This will cover the current salaries of the 29 full time employees.

510300 PART TIME \$ 46,879

There are 3 part time employees in the department. The employees are Magistrate Clerks (grade 4). This will cover the current salaries of the part time employees.

511112 FICA COST \$ 84,197

This will cover the FICA Cost of all employees in the department. The rate is 7.65% of the salary.

511113 STATE RETIREMENT \$ 40,743

This will cover the State Retirement cost of 23 employees, excluding the 9 Magistrates, in the department. The rate is 6.85% of the salary.

511114 POLICE RETIREMENT \$ 54,122

This will cover the Police Retirement cost of the 9 Magistrates in the department. The rate is 10.70% of the salary.

511120 INSURANCE FUND CONTRIBUTION \$ 192,000

All employees in the department are eligible for insurance. The rate is \$6,000 per employee for 32 employees.

511130 WORKERS' COMPENSATION \$ 3,312

This will cover the Workers' Compensation cost for all employees in the department. The rate is .30% of the salary.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 Operating Expenses:

520200 CONTRACTED SERVICES \$ 1,826

Jury pools are pulled from Voter Registration Lists that are updated every year. We purchase these Voter Registration Lists on a disk from the South Carolina Election Commission. In order to use the lists, the disk is broken down by districts and installed in each office. The work is done by an outside vendor. It cost us this year a fee of \$165.00 per office at a total of \$990.00. Also, there have been times in the past where we have had to call the vendor out, for an additional fee, to correct problems that we had with the program. Hourly rate on service calls is \$85. These funds will also be used to maintain a contract with a water company to provide drinking water to the Batesburg Magistrate's Office. Currently, the contract is maintained through the Building Services Department. As

Fund (1000) General
 Organization (142000) Magistrate Court Services
 Operating Expenses (continued):

520200	CONTRACTED SERVICES (continued from page 1)	
	of July 1, 2004, it will be maintained through the Magistrate Court Services Department. The contract currently costs \$296 per year.	
520510	INTERPRETING SERVICES	\$ 5,500
	Allows for the use of Interpreters and Translators. With the increasing number of cases comes the increasing number of defendants who do not speak English. We have to call on Interpreters quite frequently. We are looking into the Language Line Service for interpreting at the Bond Court. We feel that the language line can save money in interpreting services at the Bond Court.	
520702	TECHNICAL CURRENCY & SUPPORT	\$ 500
	This will go towards the maintenance contract for the Progress Software that we are requesting for the Oak Grove Magistrate's Office. This office will be set up on a Local Area Network. It is estimated to cost no more than \$500 for this initial contract. The last purchase was for \$473.62.	
521000	OFFICE SUPPLIES	\$ 16,500
	Paper, pens, envelopes, cassette tapes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, computer backup tapes and disks, ribbon for printers, fax and calculators, index and business cards, business checks, etc. Traffic Court uses receipts, forms, and envelopes that have to be ordered from an outside vendor. Computer receipts for Traffic Court=\$842.63 (last order) NRVC Envelopes for Traffic Court=\$719.57 (last order) NRVC Forms for Traffic Court=\$868.61 (last order)	
521100	DUPLICATING	\$ 8,500
	Copier machine duplicating of civil notices, criminal notices, fraudulent checks, jury lists, correspondence to employees, etc. Used in the daily accomplishment of the Magistrate Systems operation. There are currently eight copiers in the Magistrate system.	
522200	SMALL EQUIPMENT REPAIRS & MAINTENANCE	\$ 800
	Funds will be used for emergency repair and maintenance for small office machines such as computers, printers, fax machines, typewriters, etc.	
523100	BUILDING RENTAL	\$ 1,500
	This is for the lease of the Oak Grove Magistrate's Office. The monthly rent is \$750 per month. We anticipate being in the newly constructed building prior to September 1, 2004.	
524000	BUILDING INSURANCE	\$ 1,721
	To cover the cost of allocated building insurance. Figures provided by Risk Management.	
524201	GENERAL TORT LIABILITY INSURANCE	\$ 1,586
	To cover the cost of general tort liability insurance. Figures provided by Risk Management.	
524202	SURETY BONDS	\$ 8,525
	To cover the cost of surety bonds for the 9 Magistrates and 6 designated employees of the department. Figures provided by Risk Management.	

Section V

Fund (1000) General
Organization (142000) Magistrate Court Services
Operating Expenses (continued):

524900 DATA PROCESSING EQUIPMENT INSURANCE \$ 95

To cover seven Magistrates Courts. Figure provided by Risk Management.

525000 TELEPHONE \$ 33,010

--There are a total of 41 telephone and fax lines in the Magistrate System. In addition, three lines are voice mail boxes for jurors and ten are fax lines. The breakdown for each office is as follows:

- Magistrate Dist.1(Lexington)= 4 telephone lines, 1 voice mail line for jurors, and 1 fax line
- Magistrate Dist.2(Irmo)= 3 telephone lines(1 with voice mail), 1 voice mail line for jurors, and 1 fax line
- Magistrate Dist.3(Batesburg)= 3 telephone lines and 1 fax line
- Magistrate Dist.4(Swansea)= 3 telephone lines and 1 fax line
- Magistrate Dist.5(Oak Grove)= 2 telephone lines and 1 fax line
- Magistrate Dist.6(Cayce)= 3 telephone lines, 1 fax lines, 1 voice mail for jurors
- Traffic Court= 3 telephone lines and 1 fax line
- CDV Court= 1 telephone line (Meridian telephone @ \$15.00 per month) and 1 fax line
- Judge Brian Jeffcoat = 1 telephone line in office at Judicial Center with voice mail, 1 telephone line at Bond Court, 1 fax line shared with Judge Gary Reinhart at Judicial Center
- Judge Gary Reinhart = 1 telephone line in office at Judicial Center with voice mail and 1 telephone line at Bond Court
- Judge Scott Whittle = 1 telephone line in office at Bond Court.
- Chief Court Administrator = 1 telephone line and 1 fax line

--The Magistrate Court Services Department has offices in different locations of the county causing the use of three telephone companies: Pond Branch Telephone, Alltel, and Bellsouth. The monthly charges depending on company range from \$12.50 to \$59 plus taxes per month.

--The lines with voice mail have additional charges of \$3.95 and up depending on telephone company and use of the voice mail. The department is averaging \$545.40 per month Alltel telephone service, \$1,121.12 per month Bellsouth telephone service, and \$619.67 per month Pond Branch telephone service.

--We are requesting to add Judges lines with voice mail at a projected cost of \$2,193 per year in the following offices: Oak Grove, Swansea, and Batesburg. In addition to Judges lines, we are requesting additional telephone lines, with voice mail, for juror confirmation in the Oak Grove, Swansea, and Batesburg offices. The yearly costs for the jury lines are projected at \$1,844 plus any additional charges for voice mail overages. Also, we would like to add voice mail to three Judges' lines at a projected cost of \$214 per year. There will also be non-recurring service charges associated with the installation of new lines. Estimated non-recurring costs of \$600-700 for installation, materials, etc.

525004 WAN SERVICE CHARGES \$ 4,780

As technology changes, so does the need for hi-speed lines. This will cover the charges associated with hi-speed broadband lines for the Magistrate Offices that are not on the County's Network. Our goal is to have a Wide Area Network in the Magistrate Court Services Department to share case information. The Magistrate Offices that are located in Lexington are already using hi-speed lines via the County Network. These funds will get the remaining offices off of a dial-up connection. Before the end of this fiscal year, the Cayce Magistrate's Office will be connected via RoadRunner broadband lines. The monthly charge is \$79.91 plus tax per month. The only offices that will need hi-speed lines are: Swansea, Oak Grove, and Batesburg. Oak Grove and Batesburg will be able to use RoadRunner. Through RoadRunner, the non-recurring charge per office for a static IP is \$49.95 plus tax. The monthly recurring charge per office is \$79.91 plus tax. There is a one time installation fee of \$199 per location, but will be waived for the signing of a three year contract. RoadRunner is not available in the area surrounding the

Section V

Fund (1000) General
Organization (142000) Magistrate Court Services
Operating Expenses (continued):

525004 WAN SERVICE CHARGES (continued from page 3) **\$ 3,300**

Swansea Magistrate's Office. Pond Branch Telephone Company offers DSL hi-speed lines. The non-recurring charges for DSL through Pond Branch Telephone is \$129.95 plus tax for a modem and \$6.00 installation. The monthly recurring charges for DSL through Pond Branch Telephone is \$119.95 plus tax per month.

525010 LONG DISTANCE CHARGES **\$ 3,300**

The Swansea Magistrate's Office is a long distance telephone call. Also, there are times when affiants and defendants have representation from out of town attorneys that need to be called as a means of correspondence. Each Magistrate Office also has to accept collect calls from incarcerated defendants.

525020 PAGERS AND CELL PHONES **\$ 2,500**

This is used for the rental of eleven pagers for the period of July 1, 2004 through June 30, 2005. An alpha pager with statewide range is currently \$8.74 per month. Also, this is for the use of three Nextel telephones. Two of the telephones are \$34.99 each plus taxes and charges per month and one of the telephones is \$18.00 plus taxes and charges per month.

525100 POSTAGE **\$ 34,400**

The Magistrate System mails juror notices, court date notices for criminal and civil hearings, preliminary hearing notices, and other routine correspondence in the accomplishment of daily operation.

525210 CONFERENCE AND MEETING EXPENSES **\$ 29,500**

This appropriation is used for the Judges to attend state and national conferences and related meetings for the South Carolina Summary Court Judges Association (SCSCJA). Attendance at these meetings and conferences enables us to keep updated with changes in trends, policies, procedures, law, etc. In addition, these meetings and conferences enable us to maintain contact with other state and local Judges to exchange ideas, knowledge and information that other Judges can offer through networking. For each Judge to go to the Annual Summary Court Judges Seminar, it costs roughly \$1100. Five or six Judges are normally sent to this seminar. Appropriation is also needed to earn credit hours towards their certification. Each Judge is required to earn eighteen credit hours. This appropriation is also used for the Judges' staff to attend the Annual South Carolina Summary Court Judges Association Staff Conference. The training conference is three days and two nights. In the past, it has cost roughly \$4,200 to send 8-10 employees to this conference. Attendance at this employee training seminar is extremely beneficial. Our goal is to send more employees than we have been able to send in the past. The classes are specifically designed to help them perform their duties more efficiently and to help reduce costs to Lexington County. The overall figure was computed by allotting \$2,500 per Magistrate for training and obtaining CLE hours at a total of \$22,500 and \$7,000 is allotted for employee training.

525230 SUBSCRIPTIONS, DUES, AND BOOKS **\$ 4,500**

These funds are to be used for dues in the South Carolina Summary Court Judges Association for nine Judges at \$50 per Judge. These funds are also used to purchase books and pamphlets for the Magistrates to perform their jobs effectively. These funds are also used to purchase updated "Blue Books" from Central Stores each year. It also goes to the purchase of annual updates for the supplements to the law books, which this year cost roughly \$250 per supplement set. We purchased seven supplement sets this year.

525240 PERSONAL MILEAGE REIMBURSEMENT **\$ 1,500**

Mileage reimbursement required when using personal vehicle to travel to meetings, Central Stores, Sheriff's Department, etc. Staff Meetings are held every Wednesday. The current mileage rate is \$.36 per mile.

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Section V

Fund (1000) General
Organization (142000) Magistrate Court Services
Operating Expenses (continued):

525	UTILITIES		\$ 31,098
525312	Utilities- Magistrate District 3	\$ 4,046	
525331	Utilities- Law Enforcement Center	\$ 4,578	
525351	Utilities- Magistrate District 6	\$ 4,582	
525353	Utilities- Magistrate District 4	\$ 2,294	
525385	Utilities- Magistrate Dist. 1-Kroger	\$ 5,400	
525387	Utilities- Oak Grove Magistrate	\$ 5,000	
525388	Utilities- Lincreek	\$ 5,198	
	Total for all	\$31,098	

These numbers are based on six month expenditures from the current budget.

527010 **JURY PAY AND EXPENSES** **\$100,000**

This is to cover the expense of jurors. The current rates are \$10 for service and \$3 for mileage for a total of \$13 per juror. Through court observation, the trend for defendants seems to be to request a jury trial. With the growth in jury trials comes the growth in jury pay. This account is also used in some cases to feed the jurors.

Fund (1000) General
Organization (142000) Magistrate Court Services
Capital Expenses:

540000 **SMALL TOOLS AND MINOR EQUIPMENT** **\$ 3,000**

---This money will be used to purchase calculators that are old or out of commission. These calculators are used to add money collected by each office, to make deposits, and also to balance the reports and dockets. The price for each calculator will be in the range of \$60 - \$80.

---These funds will be used to purchase a handtruck for the Swansea Magistrate's Office.

---These funds will be used to purchase a cordless speaker telephone for the Bond Court. The cordless speaker telephone will be used at the bench for Language Line translations. The telephone has been priced between \$200-\$250 to include tax.

---These funds will be used to purchase state seals to be placed in five courtrooms.

---Each Magistrate Office always needs additional file cabinets. These will be used to compensate for the increased case volume that is handled in the Magistrates' Courts. The file cabinets can be purchased from Central Stores for \$63 each.

---These funds will also be used to purchase any other minor equipment (electric staplers, telephones, chairs, furniture, etc.) that may be needed throughout the year.

540010 **MINOR SOFTWARE** **\$ 1,770**

We have to purchase a disk from the SC Election Commission every year for Jury Pools. The disk has been \$35 plus tax in the past. These funds will also be used to purchase Microsoft Word for 10 computer replacements. Microsoft Word has been priced by Information Services at \$172.

(1) **SERVER (Oak Grove Magistrate's Office)** **\$ 4,000**

The server will be used in the Oak Grove Magistrate's Office. This server will be used to connect each stand-alone computer to create a local area network. The server will need 5 Windows 2000 CAL licenses at a total cost of

Section V

Fund (1000) General
Organization (142000) Magistrate Court Services
Capital Expenses (continued):

(1) SERVER (Oak Grove Magistrate's Office-[continued from page 5])
\$95.80 plus sales tax, a Windows 2000 server license at a cost of \$469.81 plus sales tax, Backup Exec Windows SVRS software at a cost of \$458 plus sales tax, Backup Exec Windows software at a cost of \$50 plus sales tax, and PC Anywhere 10.5 Host and Remote at a cost of \$176 plus sales tax. The prices for the licenses and PC Anywhere are from the latest purchase. With the price of the server and all software for the server to operate, the price is estimated to cost no more than \$4,000.

(11) MONITORS \$ 1,320
One of these monitors will be used for the server at the Oak Grove Magistrate's Office. The other ten monitors will be used for 7 replacements at the Traffic and Bond Court (just purchased one replacement), 2 replacements at the Oak Grove Office, and one of the monitors will replace a monitor at the Irmo Magistrate's Office. The current price of a monitor is \$120 including tax.

(10) COMPUTERS \$ 6,550
Eight of the computer replacements will be for the Traffic Court (4), CDV Court (1), and the Bond Court (3). Two of the computer replacements will be for the Oak Grove Magistrate's Office. These computers are old models and need to be replaced. Some have had problems with installing new equipment (printers) to them. Some are still running Windows 95. The computers are priced by Information Services at \$655 to include tax.

(1) HUB \$ 100
This hub will be used at the Oak Grove office to network the computers. The last hub purchased was \$78.00 plus shipping and sales tax.

(2) UNINTERRUPTED POWER SOURCES (UPS) \$ 275
One UPS will be used for the server. The last UPS purchased cost \$170 plus shipping and sales tax. The other UPS will be for the hub. The last UPS (hub) purchased cost \$63 plus shipping and sales tax.

(2) INTERFACE NETWORK CARDS \$ 50
These network cards will be used in Oak Grove for the networking of the computers. The network cards should not cost more than \$50 to include shipping and sales tax. The last purchase was \$14.00 each plus shipping and sales tax.

LAN DATABASE SOFTWARE \$ 1,350
The Oak Grove Magistrate's Office will need this software to create the local area network. It cost \$1,250 plus shipping and sales tax each for the last purchase.

LAN CLIENT SOFTWARE \$ 750
This will be for the individual users to be networked in the local area network in the Oak Grove Magistrate Office. It cost \$700 plus shipping and sales tax for the software for 5 users on the last purchase.

(1) SERVER (Traffic Court Replacement) \$ 3,000
The server will replace the current Traffic Court Server which has had a few problems the last two years. Information Services recommended replacing this server. The price obtained through Information Services.

38-15

Fund (1000) General
 Organization (142000) Magistrate Court Services
 Capital Expenses (continued):

SOFTWARE & OPERATING SYSTEM UPGRADE (Traf. Ct. Replacement Server) \$ 1,863

These items will be purchased for the Traffic Court replacement server. The price was obtained through Information Services.

(3) BACKUP EXEC WINDOWS VERITAS SOFTWARE \$ 1,925

This software will be used at the Swansea Magistrate's Office, the Irmo Magistrate's Office, and the Cayce Magistrate's Office. This software will improve backup of Magistrate's servers to local tape units. Price obtained through Information Services.

(10) LOBBY CHAIRS \$ 1,000

These chairs will be used in the Irmo Magistrate's Office lobby. The last chairs purchased cost \$88.30 each plus shipping and sales tax.

(1) OFFICE CONFERENCE TABLE \$ 450

The conference table will be used in Judge Jeffcoat and Judge Reinhart's conference room. A round conference table has been priced at \$399 plus shipping and sales tax.

(1) LOBBY TABLE \$ 200

The lobby table will be used at the Irmo Magistrate's Office. A lobby table has been priced at \$159 plus shipping and sales tax.

(6) SECRETARY CHAIRS \$ 650

These chairs will be replacements for 3 chairs at the Lexington Magistrate's Office, 2 at the Oak Grove Magistrate's Office, and 1 at the Swansea Magistrate's Office. Nice secretary chairs have been priced at no more than \$99 plus shipping and sales tax.

(2) EXECUTIVE CHAIRS \$ 900

One chair will be used by Judge Brian Jeffcoat. The second chair will be used by Judge Gary Reinhart. They are estimated to cost no more than \$450 each. The last one purchased cost around \$420.

(1) OFFICE FURNITURE PACKAGE

This furniture will be for Judge Jamie Lucas' office in the newly constructed building. This package will consist of the following:

1 – Executive Desk	\$726 (Actual with tax \$725.29)
1 – Computer Credenza	\$726 (Actual with tax \$725.29)
2 – Guest Chairs	\$335 (Actual with tax \$334.95)
1 – Executive Chair	\$420 (Actual with tax \$419.48)
1 – Credenza Hutch	\$472 (Actual with tax \$471.98)
1 – End/Lamp Table	\$127 (Actual with tax \$126.53)
1 – Bookcase	\$262 (Actual with tax \$261.98)
1 – Lamp	\$0

Prices include delivery and installation.

(2) LAPTOP DOCKING STATIONS \$ 380

These docking stations will be utilized by Judge Brian Jeffcoat and Judge Gary Reinhart. Figures are provided by Information Services standards and specifications.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 Capital Expenses (continued):

(5) WORKSTATIONS \$ 7,500

These workstations are being requested for the Oak Grove Magistrate's Office (2 workstations) and the Irmo Magistrate's Office (3 workstations). The workstations will be constructed and have been priced at \$1,200-\$1,500 each.

COURTROOM BENCHES (10 benches and 2 screens) \$ 8,614

These courtroom benches will be installed in the Oak Grove Magistrate's courtroom to enhance safety and security. The benches were requested prior to construction bids. However, they were overlooked in the construction bid process. Cost of benches provided by the Architect for the Oak Grove Magistrate's Office construction project.

(2) LOBBY BENCHES \$ 1,750

These lobby benches will be installed in the lobby at the Oak Grove Magistrate's office. The benches will be the same style as the courtroom benches requested. The figure has been provided by the Architect for the Oak Grove Magistrate's Office construction project.

(4) CHAIRS \$ 150

These chairs will be used in the conference room of the Lexington Magistrate's Office. Chairs requested are exactly like chairs just purchased for the jury room at this office. Chairs were purchased for \$29 each plus shipping and sales tax.

(16) COURTROOM CHAIRS \$ 1,689

These chairs will be used at the Oak Grove Magistrate's Office. Six of the chairs will be used in the jury box. Six of the chairs will be used in the jury deliberating room. The four remaining chairs will be used at the plaintiff's and defendant's tables' in the courtroom. Similar chairs purchased for the Irmo Magistrate's Office cost \$88.30 plus shipping and sales tax. Estimating these chairs to cost no more than \$99 each plus shipping and sales tax.

(2) COMMERCIAL PAPER SHREDDERS \$ 900

The shredders will be for the CDV Court office and the Lexington Magistrate's Office. It is estimated to cost no more than \$450 for a commercial cross cut shredder. The last shredder purchased cost \$427.35.

(1) US FLAG SET FOR COURTROOM \$ 175

This US Flag set will replace the old and dirty US Flag set currently in the Batesburg Magistrate's Office. The last set purchased in March 2003 for the Oak Grove Magistrate's Courtroom cost \$145.

(1) SC FLAG SET FOR COURTROOM \$ 175

This SC Flag set will replace the old and dirty SC Flag set currently in the Batesburg Magistrate's Office. The last set purchased in March 2003 for the Oak Grove Magistrate's Courtroom cost \$145.

(3) NETSCREEN HARDWARE \$ 3,180

This equipment will be used in the Swansea Magistrate's Office, the Batesburg Magistrate's Office, and the Oak Grove Magistrate's Office for the use of RoadRunner and DSL. This hardware will allow multiple computers to access email systems and other County systems. This device creates a secure network. The last one purchased with installation was \$963.50.

Section V

Fund (1000) General
Organization (142000) Magistrate Court Services
Capital Expenses (continued):

(1) LASERJET 4200dtn PRINTER \$ 1,964

This printer will be used at the Bond Court for printing of bond forms. Bond hearings are 365 days a year and this printer will be used continuously in high volumes for the Bond Court. The printer will also have two-sided print capability, which will be needed to print certain bond forms. The price was obtained through Information Services' standards and specs.

(2) COURTROOM TAPE RECORDERS \$ 1,200

These recorders will be used in Judge Jeffcoat and Judge Reinhart's courtrooms. They are estimated to cost no more than \$600 each to include shipping and sales tax. They have been priced at \$449 and up plus shipping and sales tax each.

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 1 Program Title: Magistrate Court Asst.- New Position

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	23,528
510300 Part Time # _____	
511112 FICA Cost	1,800
511113 State Retirement	1,612
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	6,000
511130 Workers Compensation	71
511131 S.C. Unemployment	
* Total Personnel	33,011
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	22
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 _____ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	22
** Total Personnel & Operating	33033
** Total Capital (From Section II)	3222
*** Total Budget Appropriation	36255

COUNTY OF LEXINGTON
2004 – 2005
NEW PROGRAM #1
MAGISTRATE COURT ASSISTANT – NEW POSITION

The Magistrate Court Services Department is respectfully requesting an additional Magistrate Court Assistant position, which is a pay grade 6. This position will be utilized in the Oak Grove Magistrate’s Office. The Oak Grove Magistrate’s Office currently has only two support staff, which are both Magistrate Court Assistants. Having only two support staff causes problems with adequate staffing and customer service in the case of employee time away from work. An additional position would certainly alleviate any problems associated with these concerns.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #1
 Personnel Expenses:

510100	SALARIES AND WAGES	\$23,528
This would cover the salary of a current pay grade 6.		
51112	FICA COST	\$ 1,800
This would cover the FICA costs of a current pay grade 6 salary. The rate is 7.65% of the salary.		
51113	STATE RETIREMENT	\$ 1,612
This would cover the State Retirement costs of a current pay grade 6 salary. The rate is 6.85% of the salary.		
51120	INSURANCE FUND CONTRIBUTION	\$ 6,000
This would cover the cost of the employer’s insurance contribution for an employee.		
51130	WORKERS’ COMPENSATION	\$ 71
This would cover the Workers’ Compensation costs of a current pay grade 6 salary. The rate is .30% of the salary.		

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #1
 Operating Expenses:

524201	GENERAL TORT LIABILITY INSURANCE	\$ 22
This would cover the General Tort Liability Insurance costs of a clerical position. This figure is provided by Risk Management.		

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 2 Program Title: Nextel Blackberry Handhelds

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	0
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525020 Pagers and Cell Phones	8,198
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	8198
** Total Personnel & Operating	8198
** Total Capital (From Section II)	4200
*** Total Budget Appropriation	12398

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
Organization # 142000 Organization Title: Magistrate Court Services
Program # 3 Program Title: Special Projects Coordinator - New Position

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	32,940
510300 Part Time # <u> </u>	
511112 FICA Cost	2,520
511113 State Retirement	2,257
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	6,000
511130 Workers Compensation	99
511131 S.C. Unemployment	
* Total Personnel	43,816
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	100
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	22
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	122
** Total Personnel & Operating	43938
** Total Capital (From Section II)	0
*** Total Budget Appropriation	43938

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COUNTY OF LEXINGTON
2004 – 2005
NEW PROGRAM #3
SPECIAL PROJECTS COORDINATOR – NEW POSITION

The Magistrate Court Services Department is respectfully requesting a new position that will act as a Special Projects Coordinator for the entire department. The Special Projects Coordinator will be mainly responsible for training, staff development, and office personnel coverage. This position request is based on a current pay grade 13.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #3
 Personnel Expenses:

510100 SALARIES AND WAGES **\$ 32,940**
 This will cover the cost of the salary for the Special Projects Coordinator. The salary is based on a current pay grade 13.

51112 FICA COST **\$ 2,520**
 This will cover the FICA costs of a current pay grade 13 salary. The rate is 7.65% of the salary.

51113 STATE RETIREMENT **\$ 2,257**
 This will cover the State Retirement costs of a current pay grade 13 salary. The rate is 6.85% of the salary.

51120 INSURANCE FUND CONTRIBUTION **\$ 6,000**
 This will cover the employer's portion of the insurance fund contribution.

51130 WORKERS' COMPENSATION **\$ 99**
 This will cover the Workers' Compensation costs of a current pay grade 13 salary. The rate is .30% of the salary.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #3
 Operating Expenses:

520300 PROFESSIONAL SERVICES **\$ 100**
 These funds will be used to complete a Position Questionnaire for the evaluation of the new position. The position questionnaire will be required to determine a Lexington County pay grade.

524201 GENERAL TORT LIABILITY INSURANCE **\$ 22**
 This will cover the General Tort Liability Insurance for the new position. The figure is based on a clerical position. Figure provided by Risk Management.

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 4 Program Title: Traffic Court Assistant - New Position

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	23,528
510300 Part Time # _____	
511112 FICA Cost	1,800
511113 State Retirement	1,612
511114 Police Retirement	
511120 Insurance Fund Contribution # <u>1</u>	6,000
511130 Workers Compensation	71
511131 S.C. Unemployment	
* Total Personnel	33,011
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	22
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 _____ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	22
** Total Personnel & Operating	33033
** Total Capital (From Section II)	1194
*** Total Budget Appropriation	34227

COUNTY OF LEXINGTON
2004 – 2005
NEW PROGRAM #4
TRAFFIC COURT ASSISTANT – NEW POSITION

The Magistrate Court Services Department is respectfully requesting an additional Traffic Court Assistant position. Currently, the Traffic Court has one Administrator and 3 Traffic Court Assistants. An additional Traffic Court Assistant would assist in the daily functions of this high volume office. A Traffic Court Assistant is currently a pay grade 6.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #4
 Personnel Expenses:

510100	SALARIES AND WAGES	\$ 23,528
This would cover the cost of a current pay grade 6.		
511112	FICA COST	\$ 1,800
This would cover the FICA cost of a current pay grade 6. The rate is 7.65% of the salary.		
511113	STATE RETIREMENT	\$ 1,612
This would cover the State Retirement cost of a current pay grade 6. The rate is 6.85% of the salary.		
511120	INSURANCE FUND CONTRIBUTION	\$ 6,000
This would cover the employer's portion of insurance fund contribution.		
511130	WORKERS' COMPENSATION	\$ 71
This would cover the Workers' Compensation cost of a current pay grade 6. The rate is .30% of the salary.		

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #4
 Operating Expenses:

524201	GENERAL TORT LIABILITY INSURANCE	\$ 22
This would cover the cost of General Tort Liability Insurance. The rate, provided by Risk Management, is for a clerical position.		

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #4
 Capital Expenses:

540010 MINOR SOFTWARE \$ 172

These funds will be used to purchase Microsoft Word licenses for this employee's computer. The figures provided by Information Services.

(1) CALCULATOR \$ 80

This employee will need a calculator to fulfill the daily duties in the office. A new calculator will cost \$60-\$80 to include shipping and sales tax.

(1) SECRETARY CHAIR \$ 104

This employee will need a secretary chair. Nice secretary chairs have been priced at no more than \$99 plus sales tax.

(1) DESK \$ 63

This employee will need a desk. The desk can be purchased from Central Stores for \$63.00.

(1) COMPUTER \$ 655

This employee will need a computer to carry out the daily functions of this position. The figure for the computer has been provided by Information Services.

(1) MONITOR \$ 120

This monitor will be purchased for the new computer to be used by this new employee. The figure for the monitor has been provided by Information Services.

New Program

COUNTY OF LEXINGTON

Section I

New Program Request

Fiscal Year - 2004-2005

Fund # 1000 Fund Title: General
 Organization # 142000 Organization Title: Magistrate Court Services
 Program # 5 Program Title: Upgrade 2 Full Time Clerks to Court Assistants

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>2</u>	5,959
510300 Part Time # <u> </u>	
511112 FICA Cost	456
511113 State Retirement	409
511114 Police Retirement	
511120 Insurance Fund Contribution # <u> </u>	
511130 Workers Compensation	18
511131 S.C. Unemployment	
* Total Personnel	6,842
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	200
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # <u> </u>	
524101 Comprehensive Insurance # <u> </u>	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 <u> </u> Utilities - <u> </u>	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	200
** Total Personnel & Operating	7042
** Total Capital (From Section II)	0
*** Total Budget Appropriation	7042

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COUNTY OF LEXINGTON
2004 – 2005
NEW PROGRAM #5
UPGRADE 2 FULL TIME CLERKS TO COURT ASSISTANTS

The Magistrate Court Services Department is respectfully requesting the upgrade of 2 Full Time Clerks to Magistrate Court Assistants. These Clerk positions are responsible for the same type, amount, and quality of clerical work that is required of a Magistrate Court Assistant. The upgrades would be from pay grade 4 to pay grade 6.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #5
 Personnel Expenses:

510100 SALARIES AND WAGES \$ 5,959
 This would cover the difference in salaries, upgrading the two Full Time Clerks to Magistrate Court Assistants. The clerks are currently pay grade 4 and court assistants are pay grade 6. The figures were taken from current salaries.

51112 FICA COST \$ 456
 This would cover the difference in FICA Cost for upgrading the two positions. The rate is 7.65% of each salary difference.

51113 STATE RETIREMENT \$ 409
 This would cover the difference in State Retirement cost for upgrading the two positions. The rate is 6.85% of each salary difference.

51130 WORKERS' COMPENSATION \$ 18
 This would cover the difference in Workers' Compensation cost for upgrading the two positions. The rate is .30% of each salary.

Fund (1000) General
 Organization (142000) Magistrate Court Services
 New Program #5
 Operating Expenses:

520300 PROFESSIONAL SERVICES \$ 200
 These funds will be used to complete a Position Questionnaire for the evaluation of each position. The position questionnaires will be required to determine Lexington County pay grades.

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Judicial
Organization: 149900 - Other Judicial Services

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510200 Overtime	0	56	0	0		
510300 Part Time - LS (.5 - FTE)	13875	12,088	26,000	26,000		
511112 FICA	1061	929	1,989	1,989		
511113 State Retirement	0	0	1,781	1,781		
511130 Worker's Compensation	337	295	632	632		
511213 State Retirement - Retiree	950	832	0	0		
* Total Personnel	16,223	14,200	30,402	30,402	0	0
Operating Expenses						
523100 Building Rental	47,020	25,400	46,418	54,950		
Juvenile Justice - 1,925.00 x 12 = 23,100.00						
Prob./Parole - sharing space w/DJJ						
Revised:						
Juvenile Justice - 1,400.00 x 6 = 8,400.00						
* Based on 2297 sqft @ \$7.32						
Prob./Parole: Old Mill						
7/1/03-2/28/04 - 1,943.13 x 8 = 15,545.04						
* Based on 2900 sqft @ \$8.04						
Revised:						
Prob./Parole: Larry Gantt						
7/1/03-11/30/03 - 2,800.00 x 5 = 14,000.00						
monthly rate after 11/30/03 - 3,000.00						
* Based on 4300 sqft @ \$7.82						
524000 Building Insurance	0	0	4,950	2,484		
- Courthouse						
- Solicitor Annex						
524201 General Tort Liability Insurance	0	0	63	0		
525000 Telephone	233	124	360	360		
525010 Long Distance Charges	4	2	0	0		
525020 Pagers & Cell Phones	81	52	110	110		
525301 Utilities - Courthouse	0	0	0	46,797		
525303 Utilities - Solicitor Annex	0	0	0	16,600		
525375 Utilities - Old Mill - Prob/Parole	4,482	3,017	5,106	6,050		
525389 Utilities - Judicial Center	0	0	85,059	0		
* Total Operating	51,820	28,595	142,066	127,351	0	0
** Total Personnel & Operating	68,043	42,795	172,468	157,753	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	68,043	42,795	172,468	157,753	0	0

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**Lexington County Sheriff's Department
Summary of Requested Budget
Fiscal Year 2004-2005**

	Personnel	Operating	Capital	Operating Transfers to Other Funds	New Programs	Total Requested Appropriations
Support Services	\$ 1,702,266	\$ 394,919	\$ 49,591	\$ -	\$ -	\$ 2,146,776
Operations	\$ 9,617,319	\$ 1,592,460	\$ 654,423	\$ -	\$ -	\$ 11,864,202
School Crossing Guards	\$ 180,929	\$ 57,052	\$ -	\$ -	\$ -	\$ 237,981
Jail Operations	\$ 5,623,248	\$ 3,116,261	\$ 5,000	\$ -	\$ 205,817	\$ 8,950,326
Non-Departmental	\$ 423,847	\$ -	\$ -	\$ 703,280	\$ -	\$ 1,127,127
Total Requested Appropriations	\$ 17,547,609	\$ 5,160,692	\$ 709,014	\$ 703,280	\$ 205,817	\$ 24,326,412
Total Estimated Revenues - Sylvania						\$ 24,108,649
Surplus or (Deficit) - Sylvania						\$ (217,763)

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LEXINGTON COUNTY,
MAR 11 5 51 PM '00
FINANCE DEPT.

LEXINGTON COUNTY

MAR 1 5 RECD

FINANCE DEPT.

Summary of Requested Budget Fiscal Year 2004-2005

Personnel Costs		\$	17,123,762
(5 additional courthouse deputies)	\$	214,630	
Operating Costs		\$	5,160,692
Capital Items		\$	709,014
Small Tools for Administration	\$	5,000	
Core Hub Replacement	\$	32,079	
3 Kofax Workstation Licenses	\$	8,312	
2 Replacement Monitors	\$	2,200	
10 Replacement Chairs	\$	2,000	
Small Tools for Operations	\$	5,000	
(300) 800 MHz Radio Batteries	\$	28,035	
18 Marked Cars	\$	415,026	
5 Unmarked Cars	\$	112,825	
3 Unmarked Midsize Utility Vehicles	\$	67,995	
3 Servers	\$	14,628	
Kennel Repairs	\$	10,000	
Dry Erase Wall Board for Investigations	\$	525	
Refrigerator	\$	389	
Small Tools & Minor Equipment Jail	\$	5,000	
New Program 4 Additional Courthouse Deputies		\$	205,817
Non Departmental Salary Increases of 3%		\$	423,847
Non Departmental Gas, Fuel & Oil Contingency		\$	-
Non Departmental Capital Contingency		\$	-
Operating Transfers to Other Funds		\$	703,280
Estimated Bullet Proof Vest Grant Match	\$	9,390	
Narcotic Task Force Grant Match	\$	41,107	
Multijurisdictional Drug Lab Grant Match	\$	50,750	
Gang Investigative Unit Grant Match	\$	16,021	
Automated Fingerprint Identification Grant Match	\$	2,350	
National Incident Based Reporting System Match	\$	57,050	
Estimated FY04 Local L/E Block Grant Match	\$	10,756	
School District #1 Contract Match	\$	223,176	
School District #2 Contract Match	\$	118,600	
School District #3 Contract Match	\$	29,957	
School District #4 Contract Match	\$	27,837	
School District #5 Contract Match	\$	147,037	
Title IVD Match	\$	-	
Grand Total of Budget		\$	24,326,412

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CALCULATION OF FEDERAL PRISONER REIMBURSEMENT FY04-05

ACTUALS FOR FY04:

	TRANSPORT	HOUSING	TOTAL RECEIVED	ADP FOR HOUSING
JULY	\$2,818.12	\$100,241.82	\$103,059.94	93.48
AUG	\$2,459.22	\$104,634.75	\$107,093.97	97.58
SEPT	\$2,598.43	\$106,329.66	\$108,928.09	102.47
OCT	\$2,409.23	\$119,439.27	\$121,848.50	111.39
NOV	\$2,272.50	\$101,694.60	\$103,967.10	98.00
DEC	\$2,079.50	\$111,656.52	\$113,736.02	104.13
TOTAL RECEIVED	\$14,637.00	\$643,996.62	\$658,633.62	

**PROJECTION FOR FY 05:
105 ADP WITH \$34.59 RATE**

	TRANSPORT	HOUSING	TOTAL RECEIVED	ADP FOR HOUSING
JULY	\$2,440.00	\$112,590.45	\$115,030.45	105.00
AUG	\$2,440.00	\$112,590.45	\$115,030.45	105.00
SEPT	\$2,440.00	\$108,958.50	\$111,398.50	105.00
OCT	\$2,440.00	\$112,590.45	\$115,030.45	105.00
NOV	\$2,440.00	\$108,958.50	\$111,398.50	105.00
DEC	\$2,440.00	\$112,590.45	\$115,030.45	105.00
JAN	\$2,440.00	\$112,590.45	\$115,030.45	105.00
FEB	\$2,440.00	\$101,694.60	\$104,134.60	105.00
MAR	\$2,440.00	\$112,590.45	\$115,030.45	105.00
APR	\$2,440.00	\$108,958.50	\$111,398.50	105.00
MAY	\$2,440.00	\$112,590.45	\$115,030.45	105.00
JUNE	\$2,440.00	\$108,958.50	\$111,398.50	105.00
TOTAL ESTIMATED	\$29,280.00	\$1,325,661.75	\$1,354,941.75	

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Law Enforcement
Organization: 151100 - Support Services

		BUDGET					
Object Expenditure Code	Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 28	1,168,636	584,027	1,242,009	1,207,294		
510101	State Supplement	1,322	616	0	1,292		
510199	Special Overtime	0	1,721	21,600	9,000		
510200	Overtime	6,617	1,848	1,848	9,000		
510300	Part Time - 6	44,324	22,562	80,710	68,474		
511112	FICA Cost	90,227	44,489	102,982	99,072		
511113	State Retirement	35,404	16,927	40,573	37,136		
511114	Police Retirement	52,094	25,109	81,129	73,237		
511120	Insurance Fund Contribution - 28	156,800	83,520	167,040	168,000		
511130	Workers Compensation	16,932	8,903	27,337	26,561		
511213	State Retirement - Retiree	4,224	2,077	0	0		
511214	Police Retirement - Retiree	17,155	10,687	0	0		
515600	Clothing Allowance - 4	4,800	1,200	4,800	3,200		
* Total Personnel		1,598,535	803,686	1,770,028	1,702,266		
Operating Expenses							
520100	Contracted Maintenance	562	4,500	4,500	5,400		
520200	Contracted Services	4,222	1,226	4,884	5,000		
520300	Professional Services	7,433	4,930	13,250	14,800		
520302	Drug Testing Services	2,942	1,053	3,600	3,800		
520307	Accreditation Services	4,947	4,965	9,400	4,954		
520400	Advertising & Publicity	789	683	1,050	6,000		
520500	Legal Services	2,649	230	5,000	7,000		
520700	Technical Services	4,600	0	0	0		
520702	Technical Currency & Support	8,167	5,071	9,500	10,250		
520703	Computer Hardware Maintenance	3,786	5,225	8,400	6,300		
520800	Outside Printing	227	0	1,000	11,000		
521000	Office Supplies	18,608	7,031	20,200	25,000		
521100	Duplicating	45,483	24,656	42,000	45,000		
521200	Oper. Supplies (Computer/Microfilm)	2,649	2,862	5,200	6,000		
521206	Training Supplies	25,263	8,021	30,000	30,000		
521207	OSHA Supplies	6,324	1,396	10,700	10,700		
521208	Police Supplies	907	0	1,380	2,000		
522200	Small Equipment Repairs & Maintenance	6,007	3,949	9,000	12,500		
522300	Vehicle Repairs & Maintenance	1,954	6,584	9,000	11,200		
522601	Firing Range Repairs & Maintenance	528	52	1,000	1,000		
523100	Building Rental	0	2,081	2,866	2,700		
524000	Building Insurance	111	111	277	333		
524100	Vehicle Insurance - 8	5,200	2,600	7,150	4,344		
524201	General Tort Liability Insurance	5,030	2,540	6,824	12,104		
524202	Surety Bonds	216	0	0	0		
524204	Polygraph Examiner Bond	300	0	300	300		
524205	Firing Range Insurance	0	0	3,000	3,000		
524900	Data Processing Equipment Insurance	177	177	443	443		
525000	Telephone	20,143	9,120	21,720	21,720		
525002	Telephone (800 Line)	523	41	1,000	600		
525010	Long Distance Charges	3,147	1,572	4,000	4,000		
525020	Pagers and Cell Phones	10,437	4,993	14,074	12,502		
525030	800 MHz Radio Service Charges - 13	5,933	2,968	8,213	8,213		

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Law Enforcement
Organization: 151100 - Support Services

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Con't Operating Expenditures:						
525031 800 MHz Maintenance Charges - 13	1421	1,468	1,468	<u>1,612</u>		
525090 Other Communication Charges	442	215	600	<u>600</u>		
525100 Postage	19,413	10,591	18,500	<u>18,500</u>		
525110 Other Parcel Delivery Service	631	88	800	<u>800</u>		
525201 Transportation & Education - Sheriff	5,503	129	5,000	<u>5,000</u>		
525210 Conference & Meeting Expenses	15,507	14,153	28,900	<u>5,000</u>		
525221 Employee Training & Staff Development	0	0	0	<u>30,000</u>		
525230 Subscriptions, Dues, & Books	7,967	3,933	12,200	<u>12,200</u>		
525240 Personal Mileage Reimbursement	16	87	200	<u>200</u>		
525331 Utilities - Law Enf. Ctr.	5,918	2,832	7,344	<u>7,344</u>		
525362 Utilities - Law Enf. Ctr. - New Admin.	2,575	1,012	2,520	<u>2,520</u>		
525400 Gas, Fuel & Oil	6,936	4,101	8,000	<u>8,400</u>		
525600 Uniforms & Clothing	2,630	1,102	10,580	<u>10,580</u>		
525700 Employee Service Awards	0	0	0	<u>4,000</u>		
* Total Operating	268,223	148,348	355,043	394,919		
** Total Personnel & Operating	1,866,758	952,034	2,125,071	2,097,185		
Capital						
540000 Small Tools & Minor Equipment:	2,092	1,250	2,500	<u>5,000</u>		
540010 Minor Software	6,737	473	1,500	<u>0</u>		
All Other Equipment	94,588	2,066	18,794	<u>44,591</u>		
** Total Capital	103,417	3,789	22,794	49,591		
*** Total Budget Appropriation	1,970,175	955,823	2,147,865	2,146,776		

SECTION III. - PROGRAM OVERVIEW

The Support Services organization provides for the direction and overall management of the Lexington County Sheriff's Department. It provides support to all law enforcement and detention center personnel by coordinating day-to-day operations. Support Services encompasses legal services, grants administration, personnel administration, finance, records management, information technology, training and career development, staff inspections, internal investigations, research and development, public information, and maintenance of the department's nationally accredited status. It is the ultimate responsibility of Support Services to ensure that the deputy sheriffs have the resources necessary to provide professional law enforcement service delivery to the citizens of Lexington County.

The statistics below are listed in both fiscal and calendar year basis.

Calendar Year 2003 Training Classes Conducted	216
Calendar Year 2003 Training Hours	1072
Fiscal Year 2003 Purchase Requisitions	819
Fiscal Year 2003 Central Stores Requisitions	517
Fiscal Year 2003 Change Orders to Purchase Orders	87
Fiscal Year 2003 Trip Requests	76

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Administration:					
Sheriff	1	1		1	Unc
Assistant Sheriff	1	1		1	37
General Counsel	1	1		1	24
Director of Technical Services	1	1		1	23
Major/Bureau Commander	1	1		1	23
Captain/Support Services	1	1		1	22
Captain/Public Information	1	1		1	22
Grants Coordinator	1	1		1	22
Inspector	1	1		1	20
Senior Accountant	1	1		1	17
Information Services Coordinator	1	1		1	18
Professional Conduct Sergeant	1	1		1	16
Training Sergeant	2	2		2	16
Project Coordinator	1	1		1	13
Senior Paralegal Investigator	1	1		1	12
Administrative Assistant to Sheriff	1	1		1	11
Inventory Specialist	1	1		1	11
Office Support Manager	1	1		1	10
Senior Admin Asst I	1	1		1	9
Computer Operator I	2	2		2	7
Senior Secretary/LE	1	1		1	7
Secretary I	4	4		4	6
Computer Terminal Operator PT	1	0.5		0.5	5-P/T
Administrative Officer	N/A	0.5		0.5	P/T-L/S
Operations Deputy	N/A	1.5		1.5	P/T-L/S
Totals	28	29.50	0	29.50	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$5,400

Maintenance agreements are required to maintain the operation of equipment.

Microfilm Reader & Printer	\$5,400
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520200 – CONTRACTED SERVICES \$5,000

Contracts for press clipping services, public information database searches, and microfilming for Archives.

Public Record Information	\$1,000
Microfilm Services for Archives	\$2,000
Press Clipping Services	\$2,000

520300 – PROFESSIONAL SERVICES \$14,800

Professional services are required for operations.

Personality surveys for applicants	\$3,200
Medical Services / Exposures During Hours	\$2,500
Medical Services / Exposures After Hours	\$1,000
Psychological Testing for Re-tests	\$ 100
Personnel Questionnaires	\$1,000
Pre-employment physicals	\$7,000

520302 – DRUG TESTING SERVICES \$3,800

To provide drug tests required of employees and applicants.

Employee & Random Drug Tests	\$3,800
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520307 – ACCREDITATION SERVICES \$4,954

To pay yearly accreditation fees. The amount budgeted is based on costs this fiscal year. (\$4,954)

520400 – ADVERTISING & PUBLICITY \$6,000

Advertising fees for employee vacancies, abandoned vehicles, promotional items for publicity and registration fees for career fairs.

Advertisement of Position Vacancies	\$1,000
Advertisement of Public Notices	\$2,000
Promotional items for SC State Fair	\$1,000
Registration Fees and Promotional Items for Recruitment	\$2,000

520500 – LEGAL SERVICES \$7,000

Legal services of the county attorney, labor attorney, and title searches will be required for the fiscal year.

520702 - TECHNICAL CURRENCY & SUPPORT **\$10,250**

To pay computer software maintenance agreements

Upgrades and Support Window XP	\$ 221
Acview Update and Support	\$1,008
Upgrade and Support Unix	\$ 660
Support and Upgrades Cisco Routers	\$1,361
Support and Upgrades Kofax	\$2,000
Support and Upgrades Progress	\$5,000

520703 - COMPUTER HARDWARE MAINTENANCE **\$6,300**

To pay computer hardware maintenance agreements

Cisco Routers	\$2,000
Entrasys Network Support	\$4,300

520800 - OUTSIDE PRINTING **\$11,000**

Funds are required for printing of policy manuals, brochures, business cards, etc. which can not be completed by the County Print Shop.

521000 - OFFICE SUPPLIES **\$25,000**

Routine office supplies (paper, pencils, ribbons, file folders, printer cartridges, etc.). The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521100 - DUPLICATING **\$45,000**

This account includes the leasing fee for copiers and all supplies to maintain the copiers. Duplication of training materials, managerial reports, financial records, personnel records, and other documents for disbursement and reference. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 - OPERATING SUPPLIES **\$6,000**

This account will be used to cover expenses relating to records management. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521206 - TRAINING SUPPLIES **\$30,000**

Supplies are needed for training officers.

Ammunition	\$20,500
Ammunition less lethal	\$ 2,000
Targets	\$ 2,500
Training Materials (videos, books, etc.)	\$ 5,000

521207 – OSHA SUPPLIES **\$10,700**

For compliance with health and safety requirements, the following items are required for all regulations. These figures are based on current usage. This account will be used to purchase the following items.

Containers for bio-hazard	\$1,400
Medical masks	\$1,500
Irrigation solutions	\$1,400
Safety glasses	\$1,200
Hepatitis B vaccine	\$1,000
Ear Protection	\$1,200
Safety vests	\$1,000
Safety straps	\$ 600
Gloves	\$1,400

521208 – POLICE SUPPLIES **\$2,000**

This account will be used to purchase police supplies for those officers assigned to Support Services.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$12,500**

The repair of transcribers, computers, printers, typewriters, copiers, fax machines, telephones, video and audio recorders, and calculators.

Printer, Typewriter and Fax Repair	\$3,000
Network cabling and accessories	\$5,000
Computer, Printer, Monitor Repair Supplies	\$2,000
Repairs to Cell Phones	\$ 500
Repairs to training equipment	\$2,000

522300 – VEHICLE REPAIRS & MAINTENANCE **\$11,200**

The amount budgeted is based on first 6 months expenditures and projected cost for entire fiscal year plus an increase due to increased mileage and more maintenance costs. Several of the Support Services vehicles have significant mileage requiring extraordinary maintenance.

522601 – FIRING RANGE REPAIRS AND MAINTENANCE **\$1,000**

The firing range is used for training of officers. This account will be used for maintenance costs required to keep the firing range operational.

523100 – BUILDING RENTAL **\$2,700**

Rental facilities needed for document storage. \$225 per month * 12 months = \$2,700

524000 – BUILDING INSURANCE **\$333**

Building insurance amounts as allocated based on square footage. The amount budgeted is recommendation of County Risk Manager.

524100 – VEHICLE INSURANCE **\$4,344**

8 Vehicles * \$543 annual premium amount recommended by County Risk Manager.

524201 – GENERAL TORT LIABILITY INSURANCE **\$12,104**

General tort liability insurance amounts as allocated based on number of personnel.

17 Civilians @ \$22 = \$374

17 Law Enforcement @ \$690 = \$11,730

524204 – POLYGRAPH EXAMINER BOND **\$300**

This bond is required for the 3 officers performing polygraphs used for employee hiring and investigations.

524205 – FIRING RANGE INSURANCE **\$3,000**

Firing range insurance must be maintained.

524900 – DATA PROCESSING EQUIPMENT INSURANCE **\$443**

Amount is determined by county information services.

525000 – TELEPHONE **\$21,720**

This account will be used to pay telephone line charges, fax line charges, and telephone extension relocations. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525002 – TELEPHONE (800 Line) **\$600**

This account is used to pay for 800-line service. Establishment of this line reduces the amount charged to long distance. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525010 – LONG DISTANCE CHARGES **\$4,000**

For telephone long distance service. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525020 – PAGERS AND CELL PHONES **\$12,502**

All vital communications cannot occur over the 800 MHz radio system. Therefore, mobile telephones and pagers are required for immediate response when emergencies occur. The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$2,016
Lost Pagers 2 @ \$52.50	\$ 105
3 %Contingency for Pagers Service Annual Increase	\$ 61
Alltel Cell Phones	\$2,520
Nextel Cell Phones	\$7,800

525030 – 800 MHz RADIO SERVICE CHARGES **\$8,213**

800 MHz radios required for communication.

13 Radios @ \$631.71 annual per radio = \$8212.23

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$1,612**

800 MHz radios required for communication.

13 Radios – estimated maintenance costs prorated across all radios is \$124 per radio.

525090 – OTHER COMMUNICATION CHARGES **\$600**

This account will be used to pay voicemail press box charges for Public Information Officer and the Sheriff. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525100 – POSTAGE **\$18,500**

For postage fees. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months.

525110 – OTHER PARCEL DELIVERY SERVICE **\$800**

Postage fees for Federal Express. The amount budgeted is based on 6 months actual with the projection for the remaining 6 months being the same.

525201 – TRANSPORTATION & EDUCATION - SHERIFF **\$5,000**

SC Code of Laws, Section 23-23-10 ET. Seq. (1976 as amended)

The revised Training Act passed by the General Assembly requires that the Sheriff must successfully complete 20 hours of training per year. Seminars, workshops, dues, conventions, training courses, and publications comprise the requested amount in this account.

525210 – CONFERENCE & MEETING EXPENSES **\$5,000**

This account will be used to fund materials and refreshments for various meetings (Citizens Academy and Citizens Advisory Council).

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$30,000**

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 II detention personnel (24 hour/year), 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 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 **\$12,200**

Various subscriptions and memberships as they relate to law enforcement statistics, training, and legal updates.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$200**

This account will be used to pay personal mileage for administrative employees using a personal vehicle for county business. A county vehicle will be used when available.

525331 – UTILITIES – LAW ENF. CTR. **\$7,344**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% contingency for rate increase.

525362 – UTILITIES – LAW ENF. CTR. ADDITION **\$2,520**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus 3% contingency for rate increase.

525400 – GAS, FUEL, & OIL **\$8,400**

The budget amount is based on projected costs for current fiscal year. Estimated cost is \$700 per month.

525600 – UNIFORMS & CLOTHING **\$10,580**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will need to be purchased. A winter uniform will be purchased for officers to include long sleeve streetgear shirts, mock neck shirts, and dickies. The amount budgeted is an estimate.

525700 – EMPLOYEE SERVICE AWARDS **\$4,000**

This account provides funding for plaques and uniform award bars for an employee incentive program that recognizes the efforts of employees for service, achievement, exceptional duty performance, heroism or valor. It is a very important program, which significantly enhances employee morale.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT \$5,000

This account is used to purchase replacement telephones, cell phones, file cabinets, and other items that may be classified as small tools & minor equipment that need replacement.

5A5 – (1) NETWORK CORE HUB REPLACEMENT \$32,079

The core hub, (the main central switching unit for LCSD entire network) is over five years old. Overusage and age are factors in replacing the unit. If the network were to have a fatal failure, the department would be crippled with no internal or outside contact with national agencies.

5A5 – (3) KOFAX WORKSTATION LICENSES \$8,312

Additional three workstations to be used for indexing records requires a license for each workstation. This cost includes the first year maintenance.

5A5 – (2) REPLACEMENT MONITORS \$2,200

Two larger replacement monitors are necessary for crime mapping performed by the Intelligence Unit.

5A5 – (10) REPLACEMENT DESK CHAIRS \$2,000

The existing desk chairs are worn out and in many cases broken creating unsafe conditions for employees. The estimated cost for each chair is \$200.

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000
Division: Law Enforcement
Organization: 151200 - Operations

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommend 2004-05 Approved
Personnel					
510100 Salaries & Wages - 185	6,273,733	3,013,101	6,722,497	6,613,378	
510199 Special Overtime	228,222	137,143	193,400	193,400	
510200 Overtime	13,587	7,702	808	5,000	
510210 Overtime - Dog Care	9,027	4,572	11,466	11,466	
510300 Part Time - 9	81,942	58,849	137,037	148,826	
511112 FICA Cost	483,248	234,496	540,488	532,389	
511113 State Retirement	13,939	7,419	9,733	16,257	
511114 Police Retirement	657,175	301,462	740,858	709,750	
511120 Insurance Fund Contribution - 187.375	1,030,400	541,440	1,111,680	1,124,250	
511130 Workers Compensation	227,435	109,719	239,988	226,603	
511131 S.C. Unemployment	2,281	1,451	0	0	
511213 SCRS - Employer Portion (Retiree)	277	855	0	0	
511214 PORS - Employer Portion (Retiree)	33,062	31,134	0	0	
515600 Clothing Allowance - 45	29,000	7,800	31,200	36,000	
* Total Personnel	9,083,328	4,457,143	9,739,155	9,617,319	
Operating Expenses					
520100 Contracted Maintenance	234	1,018	5,138	5,750	
520207 SLED Terminal Contracts	1,321	375	900	900	
520245 Monitor Disposal	0	0	600	600	
520246 NCIC Access Fee	0	0	1,656	2,880	
520300 Professional Services	3,348	2,219	8,500	9,300	
520702 Technical Currency & Support	400	2,579	2,721	7,566	
520800 Outside Printing	4,703	2,470	8,200	8,200	
521000 Office Supplies	13,734	8,951	20,000	22,300	
521100 Duplicating	11,306	5,430	12,000	12,000	
521200 Operating Supplies	44,182	18,604	45,500	55,000	
521208 Police Supplies	24,682	13,817	26,025	28,900	
521210 Canine Supplies (Dog,Food,Training)	0	44	200	700	
522100 Heavy Equipment Repairs & Maint.	4,977	-2,119	1,000	4,300	
522200 Small Equipment Repairs & Maint.	9,683	4,422	17,200	19,300	
522300 Vehicle Repairs & Maintenance	231,812	138,139	206,000	236,900	
522400 Water Craft Repairs & Maintenance	6,313	2,223	8,400	10,000	
522500 Aviation Repairs & Maintenance	1,472	3,433	11,000	11,000	
523200 Equipment Rental	131	142	526	142	
524000 Building Insurance	2,002	2,006	4,640	4,706	
524100 Vehicle Insurance - 181	92,560	46,280	115,700	98,283	
524101 Comprehensive Insurance - 2	49	49	195	195	
524201 General Tort Liability Insurance	77,470	39,445	100,696	128,085	
524202 Surety Bonds	1,547	0	0	0	
524206 Canine Insurance	3,393	0	3,500	3,500	
524400 Water Craft Insurance - 9	1,012	1,012	2,522	3,858	
524500 Aircraft Insurance - 1	5,000	0	5,150	5,150	
524600 Diver Instructor Insurance	200	0	350	350	
524999 Other Insurance	7	7	0	0	
525000 Telephone	46,215	25,226	44,400	51,966	
525003 T-1 Line Service Charges	6,470	3,185	6,500	6,700	
525004 WAN Service Charges	29,759	15,216	31,200	32,140	
525010 Long Distance Charges	6,070	3,447	6,200	7,101	

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Law Enforcement
Organization: 151200 - Operations

		BUDGET				
Object Expenditure Code Classification	2002-03 Expend.	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Con't Operating Expenditures:						
525020 Pagers and Cell Phones	36,754	18,501	39,985	43,161		
525030 800 MHz Radio Service Charges - 217	99,663	49,996	141,411	140,779		
525031 800 MHz Radio Maintenance - 217	25,579	27,764	27,764	26,908		
525050 SLED Telecommunication Charges	2,284	952	2,285	2,285		
525202 Certified Officer Training Payments	0	3,574	10,000	10,000		
525221 Employee Training & Staff Development	26,771	8,685	26,000	26,000		
525230 Subscriptions, Dues, & Books	9,310	8,930	11,000	13,000		
525240 Personal Mileage Reimbursement	1,392	657	1,800	200		
525250 Motor Pool Reimbursement	0	0	0	1,500		
525331 Utilities - Law Enf. Ctr.	60,994	29,396	76,920	60,556		
525381 Utilities - Caboose - Gilbert	1,851	777	1,944	1,601		
525383 Utilities - Riveroaks Substation	1,029	551	1,080	1,136		
525384 Utilities - West Region	1,692	843	1,836	1,737		
525388 Utilities - Lincreek	0	2,342	0	8,294		
525400 Gas, Fuel, & Oil	298,165	151,714	301,861	304,260		
525410 Aviation Operations Fuel	1,025	845	4,000	4,000		
525420 Water Craft Operations Fuel	3,985	1,682	4,000	5,771		
525600 Uniforms & Clothing	80,812	33,743	100,000	118,800		
526500 Licenses & Permits	390	391	600	700		
529000 Unclassified	40,000	36,500	40,000	40,000		
535000 Storm & Disaster Relief	0	0	0	2,000		
538000 Claims & Judgments (Litigation)	653	0	2,000	2,000		
* Total Operating	1,322,401	715,463	1,491,105	1,592,460		
** Total Personnel & Operating	10,405,729	5,172,606	11,230,260	11,209,779		
Capital						
540000 Small Tools & Minor Equipment	0	901	5,000	5,000		
540010 Minor Software	5,044	422	2,000			
All Other Equipment	649,974	44,860	418,027	649,423		
**Total Capital	655,018	46,183	425,027	654,423		
*** Total Budget Appropriation	11,060,747	5,218,789	11,655,287	11,864,202		

SECTION III. – PROGRAM OVERVIEW

The Law Enforcement Operations organization provides for the supervision, control, and direction in the area of field operations to provide for the enforcement of state and local laws relating to public safety and welfare. The primary service objective for law enforcement is the timely response to calls-for-service and for the prevention and detection of criminal activity. Law Enforcement Operations encompasses patrol services, criminal and specialized investigations, telecommunications, courthouse security, traffic enforcement, narcotics investigations, victim assistance, marine patrol services on county waterways, and the service of criminal and civil process. This organization also provides for bloodhound tracking, Special Weapons and Tactics (SWAT), Explosive Ordnance Disposal (EOD), aviation, underwater operations/recovery, tactical negotiations, VIP/Dignitary security, and coordination during mass arrests and natural/man-made disasters.

All service levels for operations and the detention center are maintained on a calendar year basis. The below statistics are for calendar year 2003.

Call for Service	106,977
Cases Investigated	24,445
Miles Traveled	2,178,051
Narcotics Cases Investigated	2,634
Narcotic Arrests	2,028
Meth Amph Labs Destroyed	62
Homicides	11
Rapes	48
Robberies	133
Aggravated Assaults	545
Burglaries	1,291
Larcenies	2,710
Vehicle Thefts	548
Bloodhound Calls	178
Bloodhound Call Ground Miles	491
Bomb Calls	28
Swat Calls	9
Ground Searches	41
Ground Searches Ground Miles	316
Air Searches	22
Air Search Flight Hours	47

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Operations:					
Operations Colonel	1	1		1	27
Attorney/Crim Domestic Violence	1	1		1	24
Major/Bureau Commander	1	1		1	23
Major/Community Response	1	1		1	23
Captain/Watch Commander	1	1		1	22
Captain/Regional Commander	2	2		2	22
Lieut./Special Operations	1	1		1	20
Lieutenant Asst Region Commander	3	3		3	20
Lieutenant/Headquarters	1	1		1	20
Lieutenant/Judicial Services	1	1		1	20
Lieutenant/Support Services	1	1		1	18
Lieutenant	2	2		2	18
Sergeant/Patrol	7	7		7	16
Sergeant/Investigations	3	3		3	16
Sergeant/Evidence & Prop Control	1	1		1	16
Sergeant Judicial Services	3	3		3	16
Sergeant/Special Operations	1	1		1	16
Sergeant/Community Relations	2	2		2	16
Sergeant Traffic	1	1		1	16
Crime Prevention Officer	2	2		2	14
Senior Investigator/Crime Scene	2	2		2	14
Senior Investigator	3	3		3	14
Investigator/Crime Scene	2	2		2	13
Criminal Investigator	31	31		31	13
Criminal Investigator/Intelligence	1	1		1	13
Marine Officer	2	2		2	13
Master Deputy	30	30		30	13
School Services Officer	2	2		2	13
Sergeant/Training	1	1		1	13
Deputy/Judicial Services	14	14		14	10-12
Deputy/Judicial Services	5	2.93		2.93	10 - P/T
Deputy/Patrol	47	47		47	10-12
Deputy/Traffic	6	6		6	10-12
Deputy/Security Services (62.5%- 111310 & 37.5% - 151200)	.375	.375		.375	10
Senior Admin Asst. I	1	1		1	9
Evidence Clerk	1	1		1	9
Telephone Reporting Supervisor	2	2		2	11
Telephone Reporting Officer	2	2		2	10
Telephone Reporting Officer	N/A	.5		.5	7 - P/T
Front Desk Officer	2	2		2	7
Criminal Records Operator	2	2		2	7
Computer Operator I	1	1		1	7
Victim Assistance Clerks	2	1.5		1.5	6 - P/T
Totals	195.375	193.305	0	193.305	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$5,750

Communications equipment must be covered under contract to provide 24-hour service.

Alarm System Monitoring	(Lowman Communication)	\$ 250
South District Phone System	(Fortran)	\$1,500
Prox Security System	(ADT)	\$4,000

520207 – SLED TERMINAL CONTRACTS \$900

This account will be used to pay the lease and maintenance fees for terminals used to transmit data to the SC Law Enforcement Division. \$75 * 12 = \$900

520245 – MONITOR DISPOSAL \$600

Replacement of outdated computer monitors necessitates the disposal of old units. The old units contain lead and require proper disposal to protect environment.

520246 – NCIC ACCESS FEE \$2,880

Access fees paid for communications with National Crime Information Center. The estimated cost is \$60 a month * 4 users * 12 months = \$2,880.00.

520300 - PROFESSIONAL SERVICES \$9,300

Required for medical service, plus miscellaneous services such as sign linguists, and forensic lab fees.

Fit for Duty Psychological Evaluations	\$2,000
Veterinary Services (K9)	\$4,300
Subpoena for phone charges	\$3,000

520702 – TECHNICAL CURRENCY & SUPPORT \$7,566

Software maintenance agreements are needed to provide updates and technical support.

Network and Database & Dev Tools Software (existing)	\$2,827
Network and Database & Dev Tools Software (new)	\$4,239
Drug Trak Confidential Filing System	\$ 500

520800 – OUTSIDE PRINTING \$8,200

Printing of various forms. The budget amount is an estimate. Forms are ordered in bulk and bids must be solicited for their purchase.

Warning Ticket Books	\$1,000
Investigative & Incident Reports	\$6,000
Business Cards	\$1,200

521000 - OFFICE SUPPLIES **\$22,300**

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 6 months actual with the projection for the remaining 6 months being the same.

521100 - DUPLICATING **\$12,000**

Case files, investigative reports and other materials applying to investigations. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 - OPERATING SUPPLIES **\$55,000**

The greatest expenditure in this account is film processing, film, audio logging tapes for 911 calls and incoming calls VHS tapes, and 8mm tapes for evidence purposes for court trials of investigative and traffic cases. Departmental standards require that evidence tapes not be reused, necessitating the need for more tapes. Evidence bags, disposable gloves, fingerprint kits, evidence boxes, evidence labels, hazardous waste disposal kits, etc, must be used to process criminal investigative cases according to SC Code of Laws and Federal laws. Greater emphasis on domestic violence cases requires an increased use of Polaroid film.

Photo Processing	\$15,000
Lab Chemicals	\$ 2,000
Evidence Storage Items	\$ 2,000
Waste Disposal Kits	\$ 1,000
VHS, 8mm, Cassette Tapes	\$ 7,000
Gloves	\$ 2,000
Drug Kits	\$ 500
Camera Batteries	\$ 4,500
Film	\$ 6,000
Audio Logging Tapes	\$ 5,000
Polaroid Film	\$ 6,000
Evidence Gun/Biohazard Boxes	\$ 4,000

521208 - POLICE SUPPLIES **\$28,900**

Officers must be supplied with certain items such as flashlights, batteries, handcuffs, summons books, holders, etc. to perform daily job duties. Radio batteries are to replace existing stock that is no longer rechargeable. The ASP batons, OC spray and fire extinguishers are required by policy and procedure.

Batteries (AA, A, AAA, C, D)	\$ 2,955
1000 Flex Cuffs x \$2 each	\$ 2,000
100 County maps x \$12 each	\$ 1,200
40 "D" Cell Flashlights x \$80.00 each	\$ 3,200
25 Pair Handcuffs x \$25.00 each	\$ 500
20 ASP Baton & Holders x \$78.00 each	\$ 1,560
Summons Books & Covers	\$ 100
Traffic Ticket Books	\$ 400
Reflective Vests/Gloves	\$ 440
Radar Brackets/Suction Cups/Supplies	\$ 100
20 OC/ HOLDERS x \$16 each	\$ 320
300 OC Spray x \$7 each	\$ 2,100
Leg Irons and Transport Belts	\$ 500
800 MHz Radio Accessories	\$10,000
35 Fire Extinguishers x \$50 each	\$ 1,750
Contingency for Unknown Replacements or Increases	\$ 1,775

521210 - CANINE SUPPLIES **\$700**

Dog harnesses, hay for kennels, leashes, flea and tick dips, feeding bowls, etc. must be purchased. Training equipment must also be purchased for safety purposes. The budget amount is estimated because these items are not purchased on a regular basis.

522100 - HEAVY EQUIPMENT REPAIRS **\$4,300**

This account will cover the repairs made to the bomb truck, tractor, and other equipment not classified as "vehicle".

522200 - SMALL EQUIPMENT REPAIRS **\$19,300**

Required inspections, repairs and calibrations for radar and voice recording equipment, antennas, radio parts, weight scales, gas pumps, AT&T service lines, training equipment and surveillance equipment. Computers are a large expense in this account. Departmental standards require more maintenance of issued firearms to conform to factory specifications.

In-Car Video Cameras	\$2,200
Mobile Data Terminals	\$1,200
Radar Units Repair	\$2,000
Radio Repairs	\$3,500
Undercover Equipment	\$1,000
Fax and Typewriter Repairs	\$1,000
Camera Repairs	\$ 300
Shedder Repair	\$1,000
Cell Phone Repairs	\$ 500
Radar Units Calibration	\$1,500
Printer Repairs	\$3,000
Reserve for Unknown Repairs or Increases	\$2,100

522300 - VEHICLE REPAIRS & MAINTENANCE **\$236,900**

Repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. Officer safety is assured by proper maintenance of high mileage vehicles. The amount budgeted is based on projected expenditures for current fiscal year.

522400 - WATERCRAFT REPAIRS & MAINTENANCE **\$10,000**

Repairs and services for watercraft to include maintenance and servicing of dive gear and regulators, outboard motors, inspection fees, equipment needs, parts, and batteries. The amount budgeted is increased over last fiscal year due to aging watercraft; extraordinary maintenance is anticipated.

522500 - AVIATION REPAIRS & MAINTENANCE **\$11,000**

Major repairs are needed on the aircraft, to include a new transmission.

523200 - EQUIPMENT RENTAL **\$142**

Rental is required on equipment used at the State Fair Display. The amount budgeted is based on actual cost for current fiscal year.

524000 - BUILDING INSURANCE **\$4,706**

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manager.

524100 - VEHICLE INSURANCE **\$ 98,283**

181 @ \$543.00 each

524101 - COMPREHENSIVE INSURANCE **\$195**

Comprehensive insurance is budgeted based on recommendation of County Risk Manager.

524201 - GENERAL TORT LIABILITY INSURANCE **\$128,085**

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	\$690	185 Positions	\$127,650
Civilian	\$22	8	\$176
Law Enforcement	\$259	37.5% of 1 Position	\$259

524206 - CANINE INSURANCE **\$3,500**

Insurance is required for canines used in drug investigations. 7 dogs * \$500 premium per year = \$3,500.

524400 - WATER CRAFT INSURANCE **\$3,858**

Insurance charges to cover 4 boats and motors. The amount budgeted is the recommendation of County Risk Manager.

524500 - AIRCRAFT INSURANCE **\$5,150**

The cost to insure one aircraft and a contingency for a rate increase. FY03 premium was \$4,649 and it is estimated that the FY05 premium will be \$5,150.

524600 - DIVER'S INSTRUCTOR INSURANCE **\$350**

Divers are required by law to be certified yearly. By insuring a dive instructor, certification fees are eliminated for other staff divers. Certified instructor's insurance cost \$700.00 per year. Not all training provided by the instructor is within the department, therefore only half the fee is paid.

525000 - TELEPHONE **\$51,966**

Dedicated telephone lines are required for case purposes and for immediate contact. The budget amount is based on projected cost for current fiscal year plus a 3% contingency for rate increase.

525003 - T-1 LINE SERVICE CHARGES **\$6,700**

This account is used to pay for T-1 line service, a BellSouth telecomm line for the 800 MHz radio service. The line charge for link to the state line at the Palmetto Center. Average = $\$535.07 * 12 = \6421 . \$6700 is budgeted to cover months that exceed average.

525004 - WAN SERVICE CHARGES **\$32,140**

This account is used to pay for frame relay and relay line charges for wide area networks. There are currently 4 locations for WAN charges. The amount budgeted is based on projected cost for current fiscal year plus a 3% contingency for rate increase.

525010 - LONG DISTANCE **\$7,101**

Investigators make numerous long distance calls daily to obtain information on a case. "Missing persons" and "run-aways" needs nationwide coverage, making contact with other agencies very expensive. The amount budgeted is based on projected cost for current fiscal year plus a 3% contingency for rate increase.

525020 – PAGERS AND CELL PHONES **\$43,161**

Pagers and cell telephones are required for instantaneous contact for security purposes. Mobile telephones are needed for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees and roaming and long distance charges for cell telephones. The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$15,178
Lost Pagers 5 @ \$52.50	\$ 263
3 %Contingency for Pagers Service Annual Increase	\$ 456
Alltel Cell Phones	\$12,444
Nextel Cell Phones	\$14,820

525030 – 800 MHz RADIO SERVICE CHARGES **\$140,779**

Required for communication.

217 radios @ \$631.72 annual per radio = \$137,082.37
Miscellaneous Charges related to entire system - \$3,696

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$26,908**

800 MHz radios are required for communications. The estimated total of the maintenance contract for all 800 MHz radios is \$34,720; the cost is prorated across all radios at \$124.00 per radio.
217 Radios at \$124.00 per radio = \$26,908.

525050 – SLED TELECOMMUNICATION CHARGES **\$2,285**

Line charges for SLED telecommunication equipment. The total line charge per month $\$190.35 * 12 = \$2,284.20$.

525202 - CERTIFIED OFFICER TRAINING PAYMENTS **\$10,000**

State law requires reimbursement of training costs to the agency from which certified officers are recruited. The amount budgeted is only an estimate.

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$26,000**

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 II detention personnel (24 hour/year), 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 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 **\$13,000**

Membership Dues for SCLEOA, FBI dues and drug enforcement dues allow members of the department to benefit from conference and training workshops for certification and specialized training skills. Legal updates, technical magazine reference materials, the Drug Enforcement magazine, law procedures on warrants, the rights of juveniles, and the SC Code of Laws must be ordered to provide up to date legal assistance to prevent litigation and to assist in case trials.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$200**

This account will be used to pay personal mileage for employees using a personal vehicle for county business. A county vehicle will be used when available. The budget amount is an estimate.

525250 – MOTOR POOL REIMBURSEMENT **\$1,500**

This account will be used to pay personal mileage for employees using a personal vehicle for county business. A county vehicle will be used when available. The budget amount is based on costs previously charged under personal mileage reimbursement.

525331 - UTILITIES - LAW ENF. CTR. **\$60,556**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525381 - UTILITIES – CABOOSE – GILBERT **\$1,601**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525383 - UTILITIES – RIVEROAKS SUBSTATION **\$1,136**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525384 - UTILITIES – WEST REGION **\$1,737**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525384 - UTILITIES – LINCREEK **\$8,294**

The amount budgeted is based on projections for current fiscal year plus a reserve for a 3% rate increase.

525400 - GAS, FUEL & OIL **\$304,260**

This account includes all fuel, oils, and fluids used in vehicles, trucks, tractors, lawnmowers, etc. that are used by the Sheriff's Department. The amount budgeted is based on the projected expenditures for current fiscal year.

525410 - AVIATION OPERATIONS FUEL **\$4,000**

The helicopter will require fuel for various cases requiring air surveillance.

525420 - WATERCRAFT OPERATIONS FUEL **\$5,771**

The boats will require fuel for various cases requiring watercraft. This budget is an estimated amount based on current fiscal year projections.

525600 - UNIFORMS & CLOTHING **\$118,800**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include leather gear and body armor. This amount is only an estimate and includes a new winter coat and long sleeve shirts for road personnel.

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526500 - LICENSES & PERMITS **\$700**

License fees are required for operations as required by Federal regulations. This account will also be used to pay boat registration fee and various DHEC fees.

529000 - UNCLASSIFIED **\$40,000**

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.

535000 STORM & DISASTER RELIEF **\$2,000**

Funds must be readily accessible in case of natural disaster to continue operating under extreme conditions.

538000 -- CLAIMS & JUDGEMENTS (LITIGATION) **\$ 2,000**

Funds must be available to pay small claims for damaged items during an arrest, seizure, or raid.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS AND MINOR EQUIPMENT \$5,000

Replacement office equipment and outdoor equipment are needed on a yearly basis.

5A5 - (300) 800 MHZ RADIO BATTERIES \$28,035

Replacement 800 MHz radio batteries are needed each year. Each officer uses at least 2 batteries each year.
300* \$93.45 each with tax = \$28,035

5A5 - (18) MARKED CARS WITH EQUIPMENT & INSTALLATION \$415,026

Replacement marked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles.

Car	\$21,200
Fire Extinguisher	\$46
Pedestal Mount	\$42
3 Hole Power Outlet	\$19
100 Watt Siren Speaker	\$243
6 Switch Assembly	\$75
Headlight Flashers	\$69
Light Bar	\$751
100 Watt Siren Amplifier	\$362
Emergency Equip Install	\$250
Total Cost for 1 Vehicle and Equipment	\$23,057
Total Cost for 18 Vehicles and Equipment	\$415,026

5A5 - (5) UNMARKED CARS WITH EQUIPMENT & INSTALLATION \$112,825

Replacement unmarked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles.

5 Cars	\$21,200 ea.
Fire Extinguisher	\$46
Pedestal Mount	\$42
3 Hole Power Outlet	\$19
Headlight Flashers	\$69
100 Watt Siren Amplifier	\$129
100 Watt Siren Speaker	\$243
4 Corner Strobe System	\$228
6 Switch Assembly	\$75
Dash & Deck Lights	\$264
Emergency Equip Install	\$250
Total Cost for 1 Vehicle and Equipment	\$22,565
Total Cost for 5 Vehicles and Equipment	\$112,825

5A5 - (3) UNMARKED MID-SIZE UTILITY VEH. WITH EQUIPMENT & INSTALLATION **\$67,995**

Replacement unmarked vehicles needed as per Fleet Services Manager. Below is an itemized list of all equipment needed for the vehicles.

2 4wd Utility Vehicle @ \$22,100 =	\$44,200
1 2wd Utility Vehicle @ \$19,700 =	\$19,700
Fire Extinguisher	\$46
Pedestal Mount	\$42
3 Hole Power Outlet	\$19
Headlight Flashers	\$69
100 Watt Siren Amplifier	\$129
100 Watt Siren Speaker	\$243
4 Corner Strobe System	\$228
6 Switch Assembly	\$75
Dash & Deck Lights	\$264
Emergency Equip Install	\$250
Total Cost for 3 Vehicles and Equipment	\$67,995

5A5 – SERVERS WITH TAPE BACKUP AND SOFTWARE **\$14,628**

North, South and West Regions are currently using old, donated computer equipment. The computers and software are outdated and unreliable, making case solving inefficient and costing valuable employee time.

3 Dell Poweredge Servers with Tape Backup (\$4107 each)	\$12,322
3 Software for servers	\$2,306

5A5 – KENNEL REPAIRS **\$10,000**

Our current dog kennel facilities do not provide adequate shelter for the weather during the winter and summer months. The dog handlers have to take their dogs home with them during inclement weather to provide shelter.

5A5 – (1) DRY ERASE WALL BOARD **\$525**

A dry erase board is needed in the Investigative Conference Room.

5A5 – (1) REFRIGERATOR **\$389**

A refrigerator is needed for evidence storage.

**Lexington County Sheriff's Department
Estimated Cost for 2004/2005
School Crossing Guards**

	Number of Guards	School Days Per Year	Hours Worked Per Day	Total Hours Worked Per Year	Hourly Pay Rate	Total Salary Charged	FICA 7.65%	SCRS - 6.85%	W/C - 3.36%	General Tort \$72.00/Yr./FTE Prorate(180days)	Total Fringes	Hourly Rate Charged Per District	TOTAL Salary & Fringe Charged to School District	Yearly Contracts	Postage	Estimated Administrative Fee (\$825.00/guard) (Attachment A)	Estimated Equipment (Attachment B)	Estimated District Cost
District 1	1	180	3.0	540.0	12.170000	\$ 6,571.80	\$ 502.74	\$ 450.17	\$ 229.36	\$ 7.02	\$ 1,189.28	14.36	\$ 7,761.08	\$ 11.54	\$ 825.00	\$ 133.51	\$ 8,731.13	
	6	180	1.5	1,620.0	12.170000	\$ 19,715.40	\$ 1,508.23	\$ 1,350.50	\$ 688.07	\$ 42.11	\$ 3,588.91	14.36	\$ 23,304.31	\$ 69.23	\$ 4,950.00	\$ 801.06	\$ 29,124.60	
	1	180	2.0	360.0	12.170000	\$ 4,381.20	\$ 335.16	\$ 300.11	\$ 152.90	\$ 7.02	\$ 795.20	14.36	\$ 5,176.40	\$ 11.54	\$ 825.00	\$ 133.51	\$ 6,146.44	
District 1 Total	8			2,520.0		\$ 30,668.40	\$ 2,346.13	\$ 2,100.79	\$ 1,070.33	\$ 56.14	\$ 5,573.39		\$ 36,241.79	\$ -	\$ 92.31	\$ 6,600.00	\$ 1,068.08	\$ 44,002.17
District 2	1	180	1.5	270.0	12.170000	\$ 3,285.90	\$ 251.37	\$ 225.08	\$ 114.68	\$ 7.02	\$ 598.15	14.36	\$ 3,884.05	\$ 11.54	\$ 825.00	\$ 133.51	\$ 4,854.10	
	2	180	2.0	720.0	12.170000	\$ 8,762.40	\$ 670.32	\$ 600.22	\$ 305.81	\$ 14.04	\$ 1,590.39	14.36	\$ 10,352.79	\$ 23.08	\$ 1,650.00	\$ 267.02	\$ 12,292.89	
	2	180	2.5	900.0	12.170000	\$ 10,953.00	\$ 837.90	\$ 750.28	\$ 382.26	\$ 14.04	\$ 1,984.48	14.36	\$ 12,937.48	\$ 23.08	\$ 1,650.00	\$ 267.02	\$ 14,877.58	
Subtotal	5			1,890.0														
Contracts:																		
W. Cola.	6	180	1.5	1,620.0						\$ 147.95				\$ 23,263.20	\$ 2,475.00	-	\$ 25,738.20	
Cayce	6	180	1.5	1,620.0						\$ 147.95				\$ 23,263.20	\$ -	\$ 2,475.00	-	\$ 25,738.20
Subtotal	12			3,240.0														
District 2 Total	17			5,130.0		\$ 23,001.30	\$ 1,759.60	\$ 1,575.59	\$ 802.75	\$ 330.98	\$ 4,173.02		\$ 27,174.32	\$ 46,526.40	\$ 57.69	\$ 9,075.00	\$ 667.55	\$ 83,500.96
District 3	1	180	1.5	270.0	12.170000	\$ 3,285.90	\$ 251.37	\$ 225.08	\$ 114.68	\$ 7.02	\$ 598.15	14.36	\$ 3,884.05	\$ 11.54	\$ 825.00	\$ 133.51	\$ 4,854.10	
	2	180	2.0	720.0	12.170000	\$ 8,762.40	\$ 670.32	\$ 600.22	\$ 305.81	\$ 14.04	\$ 1,590.39	14.36	\$ 10,352.79	\$ 23.08	\$ 1,650.00	\$ 267.02	\$ 12,292.89	
District 3 Total	3			990.0		\$ 12,048.30	\$ 921.69	\$ 825.31	\$ 420.49	\$ 21.05	\$ 2,188.54		\$ 14,236.84	\$ -	\$ 34.62	\$ 2,475.00	\$ 400.53	\$ 17,146.99
District 5	4	180	1.5	1,080.0	12.170000	\$ 13,143.60	\$ 1,005.49	\$ 900.34	\$ 458.71	\$ 28.07	\$ 2,392.60	14.36	\$ 15,536.20	\$ 46.15	\$ 3,300.00	\$ 534.04	\$ 19,416.40	
	11	180	2.0	3,960.0	12.170000	\$ 48,193.20	\$ 3,686.78	\$ 3,301.23	\$ 1,681.94	\$ 77.19	\$ 8,747.15	14.36	\$ 56,940.35	\$ 126.92	\$ 9,075.00	\$ 1,468.61	\$ 67,610.88	
	4	180	3.0	2,160.0	12.170000	\$ 26,287.20	\$ 2,010.97	\$ 1,800.67	\$ 917.42	\$ 28.07	\$ 4,757.14	14.36	\$ 31,044.34	\$ 46.15	\$ 3,300.00	\$ 534.04	\$ 34,924.53	
District 5 Total	19			7,200.0		\$ 87,624.00	\$ 6,703.24	\$ 6,002.24	\$ 3,058.08	\$ 468.49	\$ 15,896.89		\$ 103,520.89	\$ -	\$ 219.23	\$ 15,675.00	\$ 2,536.69	\$ 121,951.81
Grand Total	47			15,840.0		\$ 153,342.00	\$ 11,730.66	\$ 10,503.93	\$ 5,351.64	\$ 876.66	\$ 27,831.84		\$ 181,173.84	\$ 46,526.40	\$ 403.85	\$ 33,825.00	\$ 4,672.85	\$ 266,601.94
Total Revenue																		\$ 266,601.94
Estimated Contract Amounts:																		
	Guards	Days	Hours			Salary	FICA - 7.65%	SCRS - 6.85%	W/C - 4.8%	\$50 per yr. Per FTE	Fringe		Total Salary			50% Of Admin. Fee	Estimated Equipment	Total Contract
City of W. Cola.	6	180	1.5	1620	12.170000	\$ 19,715.40	\$ 1,508.23	\$ 1,350.50	\$ 946.34	\$ 147.95	\$ 3,953.02	14.36	\$ 23,263.20	Note: Per Gary, W.C. is too high so will pay 13.94	\$ 2,475.00	-	\$ 25,738.20	
City of Cayce	6	180	1.5	1620	12.170000	\$ 19,715.40	\$ 1,508.23	\$ 1,350.50	\$ 946.34	\$ 147.95	\$ 3,953.02	14.36	\$ 23,263.20		\$ 2,475.00	-	\$ 25,738.20	
Total	12			3240		\$ 39,430.80	\$ 3,016.46	\$ 2,701.01	\$ 1,892.68	\$ 295.90	\$ 7,906.03		\$ 46,526.40		\$ 4,950.00	0.00	\$ 51,476.40	

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Total Revenue to Bill Out does not include payment we must make to City of W. Cola. And City of Cayce. The 1/2 administrative fee paid to the Cities of West Columbia and Cayce was agreed upon in a contract by prior administration. An agreement was made to give Cayce and West Columbia an amount to cover their administrative expenses. It was estimated their expense would be 50% of our administrative expenses.

2/20/2004

**Attachment A
Administrative Fee Calculation**

	Secretary	Sergeant
FICA	7.6500%	7.6500%
Retirement	6.8500%	10.7000%
W/C	0.3000%	3.3600%
General Tort per year	\$ 22.00	\$ 690.00

	Annual Salary	FICA	Retirement	Worker's Compensation	General Tort	Life/Health Insurance \$6000./Yr.	Subtotal	Total Billable Admin. Fee 40%	Admin. Fee Per Guard Per Year 47Guards All Districts
Secretary	\$ 27,120.00	\$ 2,074.68	\$ 1,857.72	\$ 81.36	\$ 22.00	\$ 6,000.00	\$ 37,155.76	\$ 14,862.30	\$ 316.22
Master Traffic Deputy	\$ 43,621.00	\$ 3,337.01	\$ 4,667.45	\$ 1,465.67	\$ 690.00	\$ 6,000.00	\$ 59,781.12	\$ 23,912.45	\$ 508.78
Total	\$ 70,741.00	\$ 5,411.69	\$ 6,525.17	\$ 1,547.03	\$ 712.00	\$ 12,000.00	\$ 96,936.88	\$ 38,774.75	\$ 824.99

Note: The administrative fee is calculated for all school crossing guards. The total number for guards is 47 which includes the 6 City of Cayce contract guards and 6 City of West Columbia contract guards.

8/1/2003

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Attachment B
Supply Estimate Per Guard

Equipment	Quantity	Unit Price	Total Price
Vest	1	14.99	\$ 14.99
Stop Sign	1	18.99	18.99
Strobe Light	1	18.75	18.75
Flashlight	1	7.5	7.50
Rainsuit	1	9.77	9.77
Jacket	1	29.99	29.99
Cap	1	12.99	12.99
Gloves	1	2.99	2.99
Whistle	1	4.66	4.66
Batteries D	6	0.62	3.72
Batteries AA	8	0.35	2.80
Subtotal			<u>\$ 127.15</u>
5% Sales Tax			6.36
Total Estimated Cost			<u><u>\$ 133.51</u></u>

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FUND 1000
LE/SCHOOL CROSSING GUARDS (151250)
FY 2004-05 BUDGET REQUEST

SECTION III. – PROGRAM OVERVIEW

School Crossing Guards ensure the safety of our children during arrival and departure from school.

SECTION V. A. - LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/School Crossing Guards:					
School Crossing Guards	N/A	8.2	0	8.2	L/S - P/T
Totals	<u>N/A</u>	<u>8.2</u>	<u>0</u>	<u>8.2</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521209 – SCHOOL PATROL SUPPLIES \$ 4673

School patrol supplies such as vests, signs, lights, uniforms, 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 \$ 498

Insurance is paid according to County policy for each employee at the rate quoted by the County Risk Manager.

525100 – POSTAGE \$ 404

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

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Law Enforcement
Organization: 151300 - Jail Operations

Object Expenditure Code Classification		BUDGET				
		2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 111	3,085,891	1,526,219	3,311,799	3,473,741	
510199	Special Overtime	292,230	172,919	215,000	358,000	
510200	Overtime	9,034	7,982	7,982	16,000	
510300	Part Time - 12	97,039	41,075	109,351	177,701	
511112	FICA Cost	256,242	128,349	278,776	307,946	
511113	State Retirement	7,467	3,561	7,381	5,914	
511114	Police Retirement	352,819	165,901	382,124	406,880	
511120	Insurance Fund Contribution - 110	593,600	305,280	610,560	738,000	
511130	Workers Compensation	123,124	61,743	125,412	139,066	
511131	S.C Unemployment	6,133	0	0		
511213	State Retirement - Retiree	1,306	691	0		
511214	Police Retirement - Retiree	4,598	13,567	0		
* Total Personnel		4,829,483	2,427,287	5,048,385	5,623,248	
Operating Expenses						
520100	Contracted Maintenance	31,469	22,589	49,045	49,808	
520200	Contracted Services	12,866	7,819	15,029	12,650	
520202	Medical Service Contract	984,876	432,327	1,077,922	1,185,715	
520203	Food Service Contract	642,718	274,563	755,450	830,736	
520207	SLED Terminal Contract	979	375	900	900	
520215	Housing of Juveniles	27,512	12,887	50,000	48,000	
520230	Pest Control	300	590	3,717	3,720	
520300	Professional Services	1,168	485	6,000	6,000	
520400	Advertising & Publicity	0	0	0	0	
520702	Technical Currency & Support	9,409	15,677	16,471	19,080	
520703	Computer Hardware Maintenance	0	0	2,500	0	
521000	Office Supplies	9,336	3,741	16,120	17,200	
521100	Duplicating	8,469	2,487	8,000	4,800	
521200	Operating Supplies	103,565	34,985	116,500	123,935	
521208	Police Supplies	425	2,654	8,000	8,600	
521300	Food Supplies	3,748	738	8,000	11,000	
521400	Health Supplies	9,973	4,356	10,300	15,300	
522000	Building Repairs & Maintenance	49,236	15,715	48,000	60,000	
522200	Small Equipment Repairs & Maintenance	21,041	10,310	33,200	45,700	
522300	Vehicle Repairs & Maintenance	8,551	3,396	11,850	11,280	
524000	Building Insurance	4,393	4,393	10,982	13,340	
524100	Vehicle Insurance - 12	6,240	3,120	7,800	6,516	
524201	General Tort Liability Insurance	49,533	24,822	62,055	76,492	
524202	Surety Bonds	858	0	0	0	
525000	Telephone	10,660	5,202	10,500	12,360	
525010	Long Distance Charges	669	620	1,300	1,410	
525020	Pagers and Cell Phones	4,649	2,283	6,325	6,532	
525030	800 MHz Radio Service Charges-19	6,927	3,478	8,845	12,003	
525031	800 MHz Radio Maintenance Charges	1,974	1,712	1,713	1,736	
525050	SLED Telecommunication Charges	9,386	3,592	9,262	8,620	
525221	Employee Training & Staff Development	9,136	5,816	12,000	12,000	
525230	Subscriptions, Dues, & Books	3,665	3,384	8,605	6,500	
525331	Utilities - Law Enf. Ctr.	57,446	34,356	68,880	68,400	
525363	Utilities - New Jail	130,872	72,809	133,848	152,490	

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Law Enforcement
Organization: 151300 - Jail Operations

		<i>BUDGET</i>				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Cont'd Operating Expenditures:						
525364 Utilities - Jail Electric Gate	181	97	220	202		
525366 Utilities - Detention PODS	151,238	79,514	158,300	169,536		
525389 Utilities - Judicial Center	0	0	0	12,000		
525400 Gas, Fuel & Oil	7,344	4,338	7,086	8,700		
525600 Uniforms & Clothing	15,910	8,606	30,000	34,800		
525601 Inmate Clothing	14,893	934	32,000	35,000		
526500 Licenses & Permits	0	0	50	200		
527030 Inmate Compensation	16,172	7,123	18,000	18,000		
538000 Claims & Judgments (Litigation)	2,214	0	5,000	5,000		
* Total Operating	2,430,001	1,111,893	2,829,775	3,116,261		
** Total Personnel & Operating	7,259,484	3,539,180	7,878,160	8,739,509		
Capital						
540000 Small Tools & Minor Equipment:	1,041	1,275	3,000	5,000		
All Other Equipment	1,861	0	0	0		
** Total Capital	2,902	1,275	3,000	5,000		
*** Total Budget Appropriation	7,262,386	3,540,455	7,881,160	8,744,509		

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SECTION III. – PROGRAM OVERVIEW

Jail operations provides the incarceration of persons arrested pending adjudication by a court of law. The primary service objective of Detention is to ensure the safety of the citizens of Lexington County by providing a safe and secure facility for individuals pending trial. The Detention organization provides for the day-to-day operations of the facility to include intake and booking, prisoner transportation, and inmate services. The organization provides medical services, mental health services, food services, and maintains religious services for inmates.

All service levels for the detention center are maintained on a fiscal year basis. The below statistics are for fiscal year 2002-2003.

Total number of Inmates Booked	12,067
Average Daily Population	722
Number of Meals Served	754,502
Prison Transports	2,012

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Law Enforcement/Jail:					
Major/Bureau Commander	1	1		1	23
Captain/Detention Operations	1	1		1	22
Lieutenant	3	3		3	17
Sergeant Court Services	1	1		1	16
Master Deputy/ Court Services	1	1		1	13
Sergeant Classification	1	1		1	13
Sergeant/Jail	8	8		8	13
Master Correctional Officer	4	4		4	12
Deputy/ Court Services	5	5		5	10-12
Maintenance Assistant III	1	1		1	10
Correctional Officers	79	79		79	9-11
Correctional Officers	1	0.5		0.5	9 - P/T
Secretary I	1	1		1	6
Bailiff	N/A	5.5		5.5	L/S - P/T
Totals:	<u>107</u>	<u>112</u>	<u>0</u>	<u>112</u>	

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$49,808

Maintenance agreements are required to maintain the operations of equipment in the detention facility.

Washers & Dryers	\$15,000
Gate System	\$5,000
Elevator System	\$3,600
Fire & Security Maintenance	\$1,500
Door System	\$600
Extinguishers	\$1,000
Kitchen Equipment	\$125
Lock System	\$5,000
Kitchen Hood System	\$800
Internal Jail Camera Security System	\$11,455
External Jail Camera Security System (1/2 year)	\$5,728

520200 – CONTRACTED SERVICES \$12,650

Contracts for waste removal and pest control.

Medical Waste	\$2,700
Termite Bond Renewal #1126 & 316	\$2,950
Green Box	\$7,300

520202 – MEDICAL SERVICE CONTRACT \$1,185,715

This contract is to provide medical services for inmates. The current contract will end 06/30/04 and the request for proposals is in process now. Therefore, the actual cost of the new contract is not known at this time. The amount budgeted is based on the projected expenditures for this fiscal year plus a 10% increase.

Basic monthly costs	\$1,009,498
Estimated population adjustments	\$27,267
Estimated catastrophic cases	\$48,000
Estimated 10% increase	\$100,950

520203 – FOOD SERVICE CONTRACT \$830,736

This contract is to provide food services for inmates. The current contract will end 06/30/04 and the request for proposals is in process now. Therefore, the actual cost of the new contract is not known at this time. Other facilities with similar average daily populations have costs that exceed our current fiscal year cost by approximately 20%. The amount budgeted is based on the projected expenditures for this fiscal year plus a 20% increase.

ADP 800 * .8092 current per meal cost * 3 meals per day * 183 days per year	\$ 355,401
ADP 850 * .8092 current per meal cost * 3 meals per day * 182 days per year	\$ 375,550
Trustees 60 * 1.103 per meal cost * 3 meals per day * 365 days per year	\$ 72,468
Estimated 3.4% Increase in cost for new contract	\$ 27,317

520207 SLED TERMINAL CONTRACT **\$900**

Contracted cost for access to South Carolina Law Enforcement Agency database. \$75.00 * 12 months = \$900.

520215 – HOUSING OF JUVENILES **\$48,000**

In accordance with the Juvenile Detention ACT (R700-S1485), effective January 1, 1993, juveniles may not be detained in adult jails or lock-ups. The Department of Youth Services will house these juveniles for the Lexington County Sheriff's Department. The amount budgeted is only an estimated cost of \$4,000 per month * 12 months = \$48,000 per year.

520230 – PEST CONTROL **\$3,720**

Monthly pest control services are necessary to maintain DHEC standards for detention center. The estimated cost per month is \$310 * 12 months = \$3,720 per year.

520300 – PROFESSIONAL SERVICES **\$6,000**

For expenditures which are not covered under the medical service contract for inmates and emergency room expenses incurred for inmates before booking. This account will also cover costs of psychological debriefing needed for employees.

Psychological Debriefing for Employees	\$1,000
Contingency for other services as needed	\$5,000

520702 – TECHNICAL CURRENCY & SUPPORT **\$19,080**

Software maintenance agreements are required to maintain operation of software.

Networking Software (Progress)	\$2,849
Jail Management System Software	\$6,048
Livescan Software	\$10,183

521000 – OFFICE SUPPLIES **\$17,200**

Forms, calendars, paper, toner, etc. will be purchased from this account. The amount budgeted is based on six months average with a projection of the same for the remaining six months.

521100 – DUPLICATING **\$4,800**

Training materials, booking information and other information as related to inmates. The amount budgeted is based on the actual cost for 6 months and a projection of the same for the remaining 6 months.

521200 – OPERATING SUPPLIES

\$123,935

The SC Department of Health & Environmental Control and the Minimum Standards for Local Detention Facilities in SC as enforced by the SC Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) regulate the requirements for this account. This account will be used to purchase cleaning chemicals, laundry detergents, kitchen chemicals, property bags used for storing inmates belongings, towels, sheets and blankets, etc. for inmates. The average daily population is projected to be 850 by the end of next fiscal year.

Laundry Carts – 2	\$ 500
General Supplies from Central Warehouse	\$60,922
Laundry Chemicals	\$10,200
Razors for Inmates	\$8,000
Inmate Cash Bags – 25 cases	\$2,250
Supplies for Vacuums	\$1,200
Shaving Cream – 50 cases	\$800
Under the Bed Storage Boxes – 5 cases	\$475
Towels – 300 dozen	\$4,500
Wash Cloths – 100 dozen	\$200
Sheets – 2500	\$5,000
Blankets – 1000	\$5,000
Inmate Property Bags - 75 cases	\$3,750
Inmate Garment Bags – 100	\$3,500
Tumblers – 15 cases	\$ 600
Food Trays – 15 cases	\$3,225
Mattresses – 150	\$6,000
Armbands 10” - 8 cases	\$6,468
Armbands 12” - 1 cases	\$945
Beverage Containers – 4	\$400

521208 – POLICE SUPPLIES

\$8,600

This account will be used to purchase restraints: belly chains, handcuffs, leg irons, electronic shields, and tasers. In addition, batteries for radios and flashlights will be purchased from this account. The restraint equipment has to be replaced often due to excessive use.

521300 – FOOD SUPPLIES

\$11,000

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the food service contract.

Food trays	\$3,000
Refreshments	\$8,000

521400 – HEALTH SUPPLIES **\$15,300**

Pursuant to Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) plus the SC Department of Health and Environmental Control regulate the requirements for this account. This account will cover the expenditures not covered under the medical service contract.

Indigent Care Packets	\$10,000
Disposable Gowns	\$ 1,000
Medical Gloves	\$ 3,500
First Aid Kits	\$ 800

522000 – BUILDING REPAIRS AND MAINTENANCE **\$60,000**

To maintain a facility that is operational 24 hours per day 365 days per year. The plumbing and sewage needs, smoke detectors, heating and cooling system, lighting, and grounds maintenance supplies are purchased from this account.

522200 – SMALL EQUIPMENT REPAIRS **\$45,700**

Repairs to microwaves, small kitchen equipment, utility carts, lawnmowers, weed eaters, cameras, sewing machines, vacuums, blowers, tractor, and other equipment.

Sprinkler System Repair	\$ 2,000
Intercom System Repair	\$ 5,000
Printer Repairs	\$ 2,000
Radio Repair	\$ 500
Kitchen/Laundry Equipment Repair	\$25,000
Cell Phone Repair	\$ 200
Camera Repair	\$ 1,000
Jail Door Repair	\$ 1,500
Racc Belt Repair	\$ 200
Fax Machine Repair	\$ 300
Mug Shot Printer Repair	\$ 1,000
Lawnmower & Tractor Repair	\$ 1,000
Welding of Kitchen Equipment	\$ 1,000
Electronic Control System	\$ 5,000

522300 - VEHICLE REPAIRS & MAINTENANCE **\$11,280**

This account is used to pay for repairs and services necessary to keep the fleet of vehicles on the road 24 hours a day, seven days a week. The amount budgeted is based on the projected expenditures for current fiscal year plus an additional \$3,000 for extraordinary maintenance, body damage, aging fleet.

524000 – BUILDING INSURANCE **\$13,340**

Building insurance amounts as allocated based on square footage. The amount budgeted is based on recommendation of County Risk Manger.

524100 – VEHICLE INSURANCE **\$6,516**

The amount budgeted is based on recommendation of County Risk Manager.
12 Vehicles * \$543 premium

524201 – GENERAL TORT LIABILITY INSURANCE **\$76,492**

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

110 Law Enforcement * \$690 = \$75,900

12 Civilian * \$22 = \$264

1 Civilian Maintenance Personnel @ \$328

525000 – TELEPHONE **\$12,360**

Telephone service for the detention facility. The amount budgeted is based on first six months average with a projection of the same for the remaining six months plus a 3% reserve for rate increases.

525010 – LONG DISTANCE CHARGES **\$1,410**

Long distance telephone service for the detention facility. The amount budgeted is based on first six months average with a projection of the same for the remaining six months plus a 3 % reserve for rate increases.

525020 – PAGERS AND CELL PHONES **\$6,532**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees, roaming charges and long distance charges for cell telephones . The department pays for blocks of minutes instead of individual cell phones.

Pagers	\$2,203
Lost Pagers 3 @ \$52.50	\$ 158
3 %Contingency for Pagers Service Annual Increase	\$ 67
Nextel Cell Phones	\$4,104

525030 – 800 MHz RADIO SERVICE CHARGES **\$12,003**

800 MHz radios are required for communication.

19 Radios * \$631.72 per radio annual cost

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$1,736**

800 MHz radios are required for communications.

14 Radios – estimated maintenance costs prorated across all radios is \$124 per radio = \$1,736.

5 Radios are new and still under warranty.

525050 – SLED TELECOMMUNICATION CHARGES **\$8,620**

Line charges for SLED telecommunication equipment. Monthly charge is \$718.32 x 12 = \$8,619.84

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$12,000**

Due to additional personnel being hired, staff officers will be attending more training seminars to enhance their skills and provide better service in law enforcement. Training seminars are required to keep the employees abreast with the new safety techniques necessary in handling critical areas of the detention facility. As required under SC law, training is necessary for officer safety.

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$6,500**

Subscriptions to correctional institution publications, legal publications related to detention facilities, and dues to various organizations for correctional staff.

525331 – UTILITIES – LAW ENF. CTR. **\$68,400**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525363 – UTILITIES – NEW JAIL **\$152,490**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525364 – UTILITIES – JAIL ELECTRIC GATE **\$202**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525366 – UTILITIES – DETENTION PODS **\$169,536**

Utility amounts are allocated on a per month basis based on square footage. The budget amount is based on projected costs for current fiscal year plus a 3% projected increase.

525389 – UTILITIES – JUDICIAL CENTER **\$12,000**

The amount budgeted is an estimated cost of \$1,000 per month for 12 months.

525400 - GAS, FUEL & OIL **\$8,700**

This account includes all fuel, oils, and fluids used in vehicles, trucks, tractors, lawnmowers, etc. that are used by the Sheriff's Department. The amount budgeted is based on the projected expenditures for current fiscal year.

525600 – UNIFORMS & CLOTHING **\$34,800**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include uniforms, winter coats and utility gear. The amount requested should be sufficient to cover expenses.

525601 – INMATE CLOTHING **\$35,000**

Pursuant to the Federal Constitutional Law, the Minimum Standards for Local Detention Facilities in SC as enforced by the Department of Corrections (SC Code of Laws Section 24-9-10 through 35) plus the SC Department of Health & Environmental Control regulate the requirements of this account. Clothing for inmates and trustees are purchased from this account. The increased population will require additional amounts to be purchased. Jumpsuits, scrub suits, undergarments, shoes, and shirts. Frequent washing of clothes causes wear and tear, requiring replacement often.

526500 – LICENSES & PERMITS **\$200**

License required by SC Department of Health and Environmental Control for the x-ray machine.

527030 – INMATE COMPENSATION **\$18,000**

Inmate Workers work for the County and the amount requested in the budget has been increased to allow for their pay. The amount budgeted is based on the average projected cost for fiscal year 2004 of \$18,000.

538000 – CLAIMS & JUDGEMENTS (LITIGATION) **\$5,000**

Funds must be available to pay small claims for lost items during booking process or to pay judgements because of litigation.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$5,000**

This account will be used to purchase lawn maintenance equipment necessary to maintain law enforcement facilities.
Other equipment will be purchased as necessary.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: New Program
 Organization # 151300 Organization Title: Law Enforcement
 Program # New Program Title: Court House Security

Object Expenditure Code Classification	Deputies - Court House Security Grade 10	Total 2004 - 2005 Requested
Personnel		
510100 Salaries - 4		115,624
519901 Salaries & Wages Adjustment		3,469
511112 FICA Cost		9,110
511114 Police Retirement		12,743
511120 Insurance Fund Contribution - 4		24,000
511130 Workers Compensation		4,152
* Total Personnel		169,098
Operating Expenses		
521000 Office Supplies		200
521208 Police Supplies		600
524201 General Tort Liability Insurance		2,760
525020 Pagers & Cell Phones - 4 Pagers		432
525030 800 MHz Radio Service Charges		2,527
525600 Uniforms & Clothing		5,000
* Total Operating		11,519
** Total Personnel & Operating		180,617
Capital Expenses		
5A5 (4) Guns		3200
5A5 (4) 800 MHz Radios		22000
** Total Capital (From Section II)		25200
*** Total Budget Appropriation		205,817

SECTION III. – PROGRAM OVERVIEW

Jail operations provides for the incarceration of persons arrested pending adjudication by a court of law. The primary service objective of Detention is to ensure the safety of the citizens of Lexington County by providing a safe and secure facility for individuals pending trial. The Detention organization provides for the day-to-day operations of the facility to include intake and booking, prisoner transportation, and inmate services. The organization provides medical services, mental health services, food services, and maintains religious services for inmates. Additional deputies for Court Services are needed to provide security for the new Judicial Center.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Law Enforcement/Jail:					
Deputy/ Court Services	4	4		4	10-12
Totals:	<u>4</u>	<u>4</u>	<u>0</u>	<u>4</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES 200

Major expenditures in this account are folders, pens, laser printer cartridges etc. required for preparation of daily records..

521208 - POLICE SUPPLIES \$800

Officers must be supplied with certain items such as duty belt equipment, batteries, handcuffs. to perform daily job duties and for officer safety.

524201 - GENERAL TORT LIABILITY INSURANCE \$2,760

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	\$690	4 Positions
-----------------	-------	-------------

525020 - PAGERS AND CELL PHONES \$432

Pagers and cell telephones are required for immediate contact for security purposes.
4 Pagers at a yearly cost of \$432.

525030 - 800 MHz RADIO SERVICE CHARGES \$2,527

Required service charges for 800 MHz radios.

4 Radios @ \$52.64 each per month.

525600 - UNIFORMS & CLOTHING \$5,000

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Costs included in this budget amount include leather gear and body armor. This amount is only an estimate.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

5A5 - (4) SIG SAUER 357 SEMIAUTOMATIC PISTOL **\$3,200**

Four weapons will be necessary for protection of the officers and the general public.

5A5 - (4) MOTOROLA 800 MHz RADIOS **\$22,000**

Radios are vital for officer safety and communication ..

SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
2004-2005

Fund: 1000
Division: Law Enforcement
Organization: 159900 - Non-Departmental

Object Expenditure Code Classification		2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>	
					2004-05 Requested	2004-05 Recommend Approved
Personnel						
511112	FICA Cost - Salary Adjustment	0	0	7,099	<u>26,837</u>	
511113	State Retirement - Sal. Adjustment	0	0	0	<u>1,741</u>	
511114	Police Retirement - Sal. Adjustment	0	0	2,836	<u>33,859</u>	
511130	Workers Compensation - Adjustment	0	0	11,967	<u>11,071</u>	
511213	State Retirement - (Retiree)	0	0	0	<u>0</u>	
511214	Police Retirement - (Retiree)	0	0	0	<u>0</u>	
519901	Salaries & Wages Adjustment Account	0	0	92,801	<u>350,339</u>	
519999	Personnel Contingency	0	0	80,507	<u>0</u>	
* Total Personnel		0	0	195,210	423,847	
Operating Expenses						
525400	Gas, Fuel, & Oil	0	0	50,000	<u>0</u>	
529903	Contingency	0	0	90,751	<u>0</u>	
* Total Operating		0	0	140,751	0	
**Total Personnel & Operating		0	0	335,961	423,847	
Capital						
549904	Capital Contingency	0	0	356,171	<u>0</u>	
** Total Capital		0	0	356,171	0	
Operating Transfers To/From Special Revenue Funds:						
Continuation Grants:						
812411	Title IV-D LE / Process Server	8,000	9,081	9,081	<u>0</u>	
812414	Bulletproof Vest Program	1,375	30	30	<u>9,390</u>	
812415	Body Armor Purchase Program	4,995	-1,587	0	<u>0</u>	
812429	FY 01 Local L/E Block Grant	9	0	0	<u>0</u>	
812433	LE/Highway Safety	0	0	1,640	<u>0</u>	
812436	Multijurisdictional Tsk Force Narc. L/E	54,100	43,747	43,747	<u>41,107</u>	
812437	L/E School Resource Officers	0	-54	0	<u>0</u>	
812438	Universal Hiring Grant	415	0	0	<u>0</u>	
812440	FY 01 Universal Hiring Grant	177,344	80,922	80,922	<u>0</u>	
812441	Multijurisdictional forensic Drug Lab Grt.	63,402	38,585	38,585	<u>50,750</u>	
812443	Gang Investigative Unit	0	19,111	19,111	<u>16,021</u>	
812444	Automated Fingerprint Identification System	0	38,229	38,229	<u>2,350</u>	
812445	National Incident Based Reporting System	0	45,808	45,808	<u>57,050</u>	
812450	Local L/E Block Grant	0	77	77	<u>0</u>	
812451	FY02 Local L/E Block Grant	14,994	0	0	<u>0</u>	
812452	FY03 Local L/E Block Grant	0	11,930	11,930	<u>0</u>	
812453	FY04 Local L/E Block Grant	0	0	0	<u>10,756</u>	
812633	L/E School District #1	232,525	211,131	211,131	<u>213,406</u>	
812634	L/E School District #2	116,160	107,355	107,355	<u>110,766</u>	
812639	L/E School District #3	29,147	28,002	28,002	<u>28,800</u>	
812640	L/E School District #4	27,056	25,520	25,520	<u>26,498</u>	
812641	L/E School District #5	144,595	131,685	131,685	<u>136,386</u>	
** Total Transfers To Other Funds		874,117	789,572	792,853	703,280	
*** Total Budget Appropriation		874,117	789,572	1,484,985	1,127,127	

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SECTION I

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

MAR 02 RECD

FINANCE DEPT.

Fund: 1000
Division: Boards & Commissions
Organization: 161100 - Legislative Delegation

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510300 Part Time - 1 (.5 - FTE)	12,698	6,329	12,514	—	—	—
511112 FICA Cost	972	484	957	—	—	—
511113 State Retirement	0	0	857	—	—	—
511130 Workers Compensation	34	17	34	—	—	—
511213 State Retirement - Retiree	870	434	0	—	—	—
* Total Personnel	14,574	7,264	14,362	—	—	—
Operating Expenses						
521000 Office Supplies	399	185	500	500. ⁰⁰	—	—
521100 Duplicating	520	237	600	600. ⁰⁰	—	—
522200 Small Equipment Repairs & Maintenance	0	0	100	100. ⁰⁰	—	—
524000 Building Insurance	21	21	53	—	—	—
524201 General Tort Liability Insurance	15	8	19	—	—	—
524202 Surety Bonds	6	0	0	—	—	—
525000 Telephone	458	232	400	—	—	—
525010 Long Distance Charges	3	2	25	—	—	—
525100 Postage	970	533	1,135	1,300. ⁰⁰	—	—
525301 Utilities - Courthouse	1,658	742	1,763	—	—	—
* Total Operating	4,050	1,960	4,595	—	—	—
* Total Personnel & Operating	18,624	9,224	18,957	—	—	—
Capital						
All Other Equipment	0	0	0	1500. ⁰⁰	—	—
** Total Capital	0	0	0	1500.⁰⁰	—	—

NEW PC w/ MONITOR
WINDOWS 2000
OFFICE XP
MISC.

APPROVED BY REP. KENNY BINGHAM 2/27/04
Kenneth J. Bingham
(APPOINTED BY DELEGATION TO PREPARE BUDGET REQUEST)

* NOTE: ITEMS THAT WERE LEFT BLANK ARE TO BE COMPLETED BY LEXINGTON COUNTY. AT THIS TIME, WE ARE STILL ONLY REQUESTING (.5 - FTE), HOWEVER, WITH THE SIZE OF OUR DELEGATION INCREASING, WE ANTICIPATE THAT WE WILL NEED TO GO TO (1.0 FTE) IN THE NEAR FUTURE.

*** Total Budget Appropriation 18,624 9,224 18,957

Kenny Bingham

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Boards & Commissions
Organization: 161200 - Registration & Elections

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 4	149,565	75,206	158,948	160,137		
510200 Overtime	3,268	0	3,200	0		
510300 Part Time - 8 (7.5 - FTE)	12,537	4,767	10,175	12,600		
511112 FICA Cost	12,075	5,813	13,183	12,250		
511113 State Retirement	6,832	3,391	11,805	10,969		
511120 Insurance Fund Contribution - 4	22,400	11,520	23,520	18,000		
511130 Workers Compensation	496	216	446	304		
511131 S.C. Unemployment	0	0	0	0		
511213 State Retirement - Retiree	3,475	1,690	0	0		
517050 Election Poll Workers	1,428	0	2,000	0		
* Total Personnel	212,076	102,603	223,277	214,260		
Operating Expenses						
520100 Contracted Maintenance	0	0	113	113		
520400 Advertising & Publicity	746	0	1,480	2,280		
520702 Technical Currency & Support	3,089	3,244	3,418	3,418		
520703 Computer Hardware Maintenance	2,044	2,146	2,327	2,327		
520800 Outside Printing	4,357	100	2,500	3,300		
521000 Office Supplies	149	23	250	650		
521100 Duplicating	1,075	236	1,200	1,300		
521200 Operating Supplies	13,853	544	19,920	23,050		
522200 Small Equipment Repairs & Maintenance	0	0	250	150		
524000 Building Insurance	113	112	281	226		
524201 General Tort Liability Insurance	426	213	533	589		
524202 Surety Bonds	77	0	0	78		
525000 Telephone	4,348	1,412	4,297	4,297		
525010 Long Distance Charges	59	32	100	130		
525100 Postage	14,736	6,345	11,000	18,259		
525210 Conference & Meeting Expenses	4,962	4,347	5,661	7,680		
525230 Subscriptions, Dues, & Books	220	220	240	220		
525240 Personal Mileage Reimbursement	88	129	200	300		
525385 Utilities - Kroger Bldg.	7,291	3,602	7,200	7,300		
527050 Election Poll Workers & Expenses	2,362	252	18,364	30,200		
* Total Operating	59,995	22,957	79,334	105,867		
* Total Personnel & Operating	272,071	125,560	302,611	320,127		
Capital						
540000 Small Tools & Minor Equipment:	755	0	400	0		
540010 Minor Software	0	0	0	300		
All Other Equipment				4,221		
** Total Capital	755	0	400	4,521		
*** Total Budget Appropriation	272,826	125,560	303,011	324,648		

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SECTION IA

COUNTY OF LEXINGTON
EXISTING DEPARTMENTAL REQUEST
FISCAL YEAR 2004-2005

FUND # 1000 Organization # 161200	Fund Title General			
Object Expenditure Code Classification	Program #1	Program #2	Program #3	Total 04-05 Requested
Program Title	Admin	Voter Reg.	Elections	
Personnel				
510100 Salaries# 11	69,358	43,078	47,700	160,136
510300 PT # 1	1,200	5,200	6,200	12,600
511112 FICA Cost	5,306	3,295	3,649	12,250
511113 State Retirement	4,751	2,951	3,267	10,969
511120 Insurance Fund	6,000	6,000	6,000	18,000
511130 Workers Comp	139	78	87	304
511131 SC Unemployment	0	0	0	0
*Total Personnel	86,754	60,602	66,904	214,260
Operating Expense				
520100 Contract Maintenance	113			113
520400 Advertising and Puplicity			2,280	2,280
520702 Tech Support			3,418	3,418
520703 Computer Hardware Maint.			2,327	2,327
520800 Outside Printing			3,300	3,300
521000 Office Supplies	200	200	250	650
521100 Duplicating	300	450	550	1,300
521200 Operating	1,050	10,000	12,000	23,050
522200 Small Equip R & M			150	150
524000 Bidg Insurance			226	226
524201 Tort Libility Insurance			589	589
524202 Security Bonds	78			78
525000 Telephone	1,432	1,432	1,433	4,297
525010 Long Dist Calls	50	40	40	130
525100 Postage	1,500	7,731	9,028	18,259
525210 Conf and Meetings	2,500	1,500	3,680	7,680
525230 Subs, dues, books	220	0	0	220
525240 Personal Mileage	70	80	150	300
525385 Utilities	2,400	2,400	2,500	7,300
527050 Election Poll wkrs		2,000	28,000	30,200
*Total Operating	9,913	25,833	69,921	105,867
**Total Personnel and Operating	96,667	86,435	136,825	320,127
**Total Capital			4,521	4,521
***Total Budget App	96,667	86,435	141,346	324,648

SECTION III: PROGRAM OVERVIEW

SUMMARY OF PROGRAMS:

PROGRAM 1: ADMINISTRATION (Director – Commissioners)

PROGRAM 2: VOTER REGISTRATION

PROGRAM 3: ELECTIONS

PROGRAM 1: ADMINISTRATION (DIRECTOR – COMMISSIONERS)

Objectives:

To ensure that all qualified citizens wishing to register to vote is given the Opportunity. Coordinate all elections according to state and federal guidelines. Check all voting and tabulation equipment for proper working order, and there is sufficient equipment at all polling locations. Secure and train poll chairman and managers. Coordinate ballot layout; frame and equipment assembly; order ballots and ballot labels; plans annual budget; canvass and certify each election.

PROGRAM 2: VOTER REGISTRATION

Objectives:

To issue, receive, accept, coordinate, approve, research, and then process new applications, change of addresses, and transfers for voter registration. This includes walk-ins, by mail, faxes, satellite locations, state and federal agencies: issue duplicates; keep all records and files updated; to assist and inform the public, candidate, and elected officials, when info is requested; to issue supplies and keep in contact with satellite offices.

PROGRAM 3: ELECTIONS

Objectives:

To conduct all elections in Lexington County professionally and error free; making sure that each qualified citizen wishing to be involve in the election process be given this opportunity. To assist, issue, and inform voters about absentee ballots; receive clock and prepare absentee ballots for tabulating prepare voting equipment; assemble precinct supplies; check ballots; ensure fail-safe ballots; prepare election lists; inventory and care, cleaning and maintenance of equipment after elections.

CUSTOMER SERVICE LEVELS

LEVEL INDICATORS	July 02 June 03	July03 June04	July04 July05
-------------------------	--------------------	------------------	------------------

ELECTIONS CONDUCTED

	ACTUAL	ESTIMATED	ESTIMATED
PRIMARIES	2	2	2
SPECIAL/GENERAL	3	1	1
MUNICIPALS	7	10	6

	Actual	Estimated 7-03 To 6-04
New Registration Applications Professed	5,487	12,500
Changes within County New Card issued	12,036	17,523
New Cards issued for new Precincts	3183	
Voters moved to new Polling locations	8,366	
Duplicates issued (estimated)	450	2,500
Absentee requests	950	12,000

State of South Carolina



Election Commission

PHONE: (803) 734-9060
FAX: (803) 734-9366
www.state.sc.us/scsec

COMMISSIONERS
JOHN SAMUEL WEST
Chairperson
JOHN H. HUDGENS, III
MARLON E. KIMPSON
JOHN D. MARTIN
PAMELA T. PINSON

MARCI ANDINO
Executive Director
DONNA C. ROYSON
Deputy Executive Director
Director
Election Services
JANET REYNOLDS
Director
Administrative Services
WAYNE HALE
Interim Director
Information Services
GARRY BAUM
State Training Coordinator
HANNAH MAJEWSKI
Public Information Officer

LEXINGTON COUNTY

MAR 02 REC'D

FINANCE DEPT

TO: Lexington County Treasurer
FROM: State Election Commission
DATE: FEBRUARY 11, 2004
SUBJECT: AID-TO COUNTY - QUARTERLY CHECKS

PLEASE NOTE: The amount of the annual supplement for members of County Registration Boards and County Election Commissions is \$1,500 annually, capitalized at \$12,500 per county. These monies will be forwarded to you in quarterly installments of \$375 per member, with the exception of those members who are not on the respective board for the full quarter. We will prorate the amount that we are sending based on the amount of time the person is on the board.

Table with 2 columns: Description and Amount. Row 1: AID TO COUNTY - LOCAL REGISTRATION EXPENSE \$1825.00. Row 2: PROVISO 62.1 - REGISTRATION BOARD AND ELECTION COMMISSION MEMBERS COMPENSATION \$2625.00.

Any funds not used for the purposes outlined above are to be returned to the State Treasurer.

cc: County Registration Board
County Election Commission

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SECTION V.A - PERSONNEL LINE ITEM NARRATIVES

LISTING OF POSITIONS

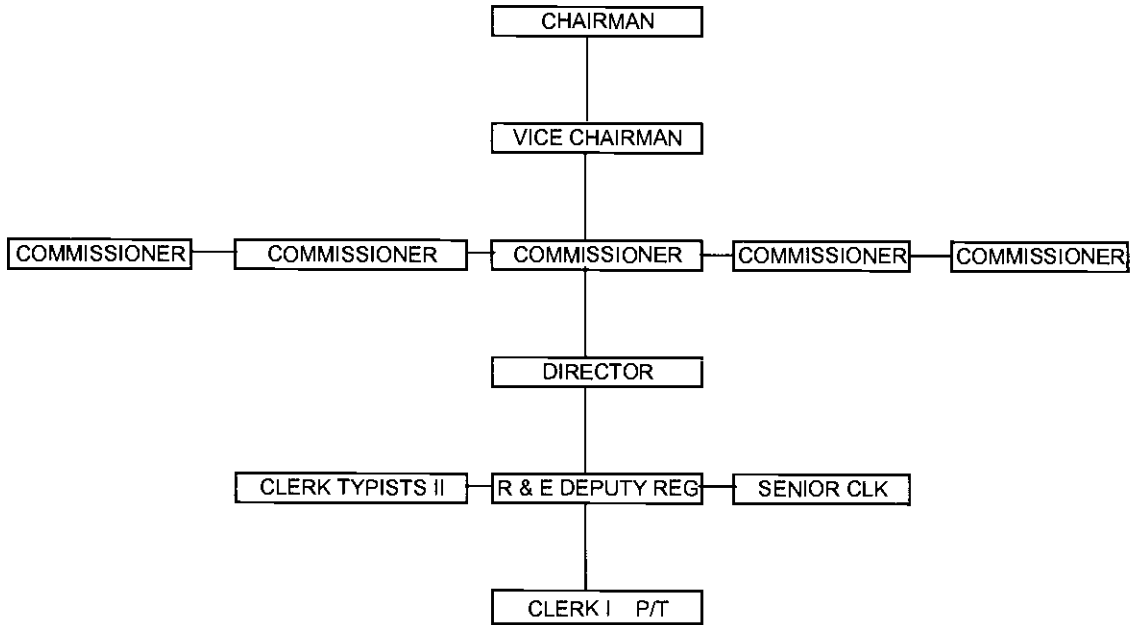
Current staffing Level:

Full Time Equivalent

JOB TITLE	POSITION	GENERAL FUND	OTHER FUND	TOTAL	GRADE
Commissioners:	7	7	State	7	Unc
*Director	1	1		1	16
*Senior Clerk	1	1		1	6
*Deputy Registrar	1	1		1	7
*Clerk Typist II	1	1		1	5
Clerk I P/T	1	1		1	4
Total Positions	12	12		12	

*INSURANCE

REGISTRATION AND ELECTIONS
2004-2005



PERSONNEL LINE ITEM NARRATIVES

PROGRAM 1 - COMMISSIONERS

Responsible for conducting all special, primary, and general elections; canvass a certify results; assist in office and during elections when necessary; conduct monthly meetings: Attend state training programs, etc.

PROGRAM 2 – DIRECTOR

To supervise the Registration and Election staff; to meet and communicate with Commissioners; to see all voter registrations are processed; coordinate all phases of the election process; to see that all functions of this office is in compliance with Registration and Election Laws; that each citizen request is handles accurately, responsible and professionally.

PROGRAM 3 – REGISTRATION AND ELECTIONS DEPUTY REGISTRAR;

Responsible for issuance of all absentee ballots; keep records of absentee requests and logs; preparing elections packets for polling locations; assist director in preparing election equipment; issuance of election equipment; responsible for petition verification; assist director with poll managers/training; assist citizens as needed.

PROGRAM 2 &3 – SENIOR CLERK

Responsible for voter applications from DMV and other State agencies; Transfer to other states; works with satellite offices; enters data for tabulation of ballots; assists with absentees, both applications and ballots; enters data for payroll of poll managers; assist director with research of applications and filing; orders supplies from state and county stores; assists citizens in person and by phone. Assists director in vote tally and ballots

PROGRAM 2 - CLERK TYPIST II VOTER REGISTRATION

Responsible for the processing of applications for voter registration; making changes; Issuing certificates; investigating and deleting transfers; assisting citizens by phone and in person; research filing (active and inactive) and transferring; assist with procedures; mail clerk.

PROGRAMS 2&3 – PART TIME - VOTER REGISTRATION AND ELECTIONS

Answers telephones; assists with both voter registration and the elections process; assists with mail; updates and purges files; absentee requests; posting returned absentees; issuing duplicates; processing new registrars; researching returns; customer service, both phone and in person.

SECTION V. B. OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE **\$113.00**

1 simplex time-clock \$113.00
Contract maintenance to cover equipment, i.e. computers, printers

520400 - ADVERTISING AND PUBLICITY **\$2280.00**

Legal or election notices that would not be paid by the state: Necessary for special elections and immediate releases: Notice of election tally, i.e. testing of equipment.

Estimated costs:

First Notice of Election \$990.00
Second Notice of Election \$990.00
Notice of vote tally equipment \$300.00

520702 - TECHNICAL CURRENCY AND SUPPORT **\$3418.00**

Software licensing fee: (software used for tabulation of ballots)
Unknown when counties will switch to electronic voting system, the licensing fees will be included in original contract for 3 years.

1 Elections Management Systems Licensing \$1353.00
1 Election Tabulation Program Licensing \$2065.00

520703 - COMPUTER HARDWARE MAINTENANCE **\$2327.00**

Maintenance contracts to cover what is used in tabulation of ballots: Unknown when counties will begin electronic voting system.

2 Card reader attachment hardware
2 Card interface Boards \$543.00
2 Card readers \$1784.00

OPERATING LINE ITEM NARRATIVE CONTINUED

520800 - OUTSIDE PRINTING \$3300.00

This account is used for ballot labels (pages) for the manual vote recorders: Absentee pages and paper ballots for special elections, not paid by the state: Unknown when counties will begin electronic voting.

Estimated: 3 pages not paid by state for Specials:

800 vote recorders 3 pages each	\$1800.00
Absentee pages for special mailing with ballots	\$600.00
Paper ballots	\$900.00

521000 – OFFICE SUPPLIES \$650.00

Pens, precinct supplies, markers, felt tips, legal pads, staplers, staples, envelopes if we have a anticipated precinct change will need extra for register voter registration. New precinct changes anticipated being in March.

521100 – DUPLICATING \$1300.00

Duplicate changes, Election data, general election notifications, general letters, poll manager chairman and manager notification, election central letters, to cover 2004 Presidential general election.

521200 – OPERATING \$23,050

This is used to cover the extra expenses that occur because of the 2004 Presidential general election: To cover expenses for special election, to include municipals. This may be updated pending the electronic voting equipment. Some estimated expenses poster board; masking tape file pockets maps, print powder.

Masks (recorders)	1000 @ .25	= \$250.	Punch cards (not funded by state)
Seals (boxes/cases)	2000 @ 125M	= \$250.	125,000 @ 80.00M = \$9981.
Hinges	8000 @ .08	= \$640.	Tax and shipping = \$956.
Felt Tips	20 dzn @ 2.41	= \$48.	Envelopes 30 @ 6.90 = \$210.
Light Bulbs (recorders)	30 @ 3	= \$90.	Envelopes General = \$210
Computer paper	3 @ 26	= \$78.	
Starters recorders		= 30.	Cards/labels (due to redistricting
Templates	60 @ 5.5	= \$330.	and precincting new legislation) = \$2600.

**FUND 1000
REGISTRATION AND ELECTIONS (161200)
FY 2004-2005 BUDGET REQUEST**

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OPERATING LINE ITEM NARRATIVES CONTINUED

521200 - OPERATING CONTINUES

Pens	30dz @ 1.90	= \$57.	Poll manger training (classroom/ supplies)	= \$100.
Printer Ribbons		= 120.		
Styrofoam backers		= 350.		
Special labels	4 @ 34.	= 136.		

522200 - SMALL EQUIPMENT REPAIRS AND MAINTENANCE **\$150.00**

If unable to repair will replace with FAX that is used by all county offices, therefore making purchasing and maintenance less expensive.

1 Brother FAX machine

524000 - BUILDING INSURANCE **\$226.00**

524201 - GENERAL TORT LIABILITY INSURANCE **\$589.00**

524202 - SECURITY BONDS **\$78.00**

525000 - TELEPHONE **\$4297.00**

Five (5) Centrex lines for individual use:		
One (1) Centrex line for FAX machine:	12 @ 98.73	\$1,185.00
Dedicated line to state files	12 @ 259.36	\$3,112.00

525010 - LONG DISTANT CALLS **\$130.00**

Toll numbers are used when available and long distant calls are avoided: This budget will cover Presidential General Elections; poll managers may call collect; calls to other counties; Long distant calls are sometimes made to applicants.

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OPERATING LINE ITEMS NARRATIVES CONTINUED:

525100 – POSTAGE **\$18,259.00**

Postage to mail voter registration applications: certificates: absentee requests: absentee ballots: general and special letters: checks: general office: will be heavy due to Presidential General election: all are calculated at .37, do not expect Post Office to raise rates: calculated with in put from turnout of Democratic primary.

8,000	Certificates	.37	\$2960.00
7,000	Application requests		\$2590.00
8,000	Absentee requests		\$2960.00
7,000	Absentee Ballots	.57	\$3990.00
150	Election letters		\$55.00
950	Poll worker letters		\$352.00
950	Poll worker Checks		\$352.00
	General mail estimated cost		\$5000.00

There is pending legislation that all voters affected by a district change (House, Council, Senate) must be notified by mail. This hasn't passed but expect to before primaries, but as of now no word. Therefore may need the extra postage for 2004-2005 budget year.

525210 – CONFERENCE AND MEETING EXPENSES **\$7680.00**

To reimburse expenses of Director and two (2) office personnel and five (5) commissioners to attend SCARE conference, unsure of SERVE and to what capacity we will be required to comply, also will travel be by air or personal auto.

8 @ 498.00 \$3984.00

Director and one Commissioner to attend SCAC August conference

2 @ 958.00 \$1916.00

Director, one-office staffs to attend SERVE training in Virginia

2 @ 1800.00 Possible \$1600.00

OPERATING LINE ITEM NARRATIVE CONTINUED

525210 – CONFERENCE AND MEETING EXPENSES CONTINUED

Legislation requires Commissioners and staff to attend training classes for voter certification: cost is \$15.00 per class

5 commissioners @ \$15.00	\$75.00
3 New Commissioners @ \$15.00	\$45.00
4 Staff @ \$15.00	\$60.00

525230 – SUBSCRIPTIONS, DUES, AND BOOKS **\$220.00**

Membership dues to Association of Registration and Elections Officials for 7 Commissioners and 4 office staff.

11 @ \$20.00	\$220.00
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525240 – PERSONAL MILEAGE REINBURSEMENT **\$300.00**

For attending training sessions: Commissions checking election polls: picking up or delivering election materials: Searching for new polling locations:

525385 – UTILITIES – AUXILLARY ADMINISTRATION BUILDING **\$7300.00**

527050 – ELECTION POLL WORKERS AND EXPENSES **\$30,200.00**

The State Election Commission will not pay the listed expenses. They are mandatory to cover the extra expenses of the Presidential General elections and any special, or unexpected municipal election. Expected poll manager pay to be raised to \$60.00

Poll Managers 400 @ \$60.00	\$24,000.00
Election Central Workers 38 @ \$50.00	\$1,900.00
Consultant	\$100.00

OPERATING LINE ITEM NARRATIVE CONTINUED

527050 – ELECTION POLL WORKERS AND EXPENSES CONTINUED

Couriers 5 @ \$50.00	\$250.00
Polling location fees	\$250.00
Poll Chairman Expenses (pick up and delivery)	\$1,700.00

There will be training of poll chairmen and managers in 2004-2005 for the new Electronic voting systems. Unknown if SEC will provide any funding, but there will be many classes for introduction and training.

Estimate \$2000.00

REGISTRATION AND ELECTIONS (161200)
FY 2004-2005 BUDGET REQUEST

SECTION V.B. – CAPITAL LINE NARRATIVE

540000 – SMALL TOOLS AND MINOR EQUIPMENT	\$4221.00
2 File cabinets for filing election and voter registration materials	\$300.00
1 Simplex Date Time stamping machine	\$438.00
1 Fax Machine	\$263.00
1 Printer (B&W), (11x17)	\$3000.00
1 Shredder	\$220.00

The two file cabinets will be used for the increasing paperwork the we are required to keep in house for immediate reference to ensure the voter is correctly precincted, and if moved to have history to ensure the voter is at the correct precinct.

The Simplex date time stamping machine we currently pocess is out of warranty, and more expensive to repair than to replace, this is a requirement to “clock” everything piece of voter mail to ensure the correct times and dates are registered to ensure voting is authorized, and a date to reference upon when received. Currently we have the only type of Fax in the County, this is needed to send and received voter registrations for individuals that are not local, i.e. overseas, out of town, or local who has the ability to Fax information reather than mailing or personal visits to us. Currently we have a back-up Fax on loan from Central Stores to use as a stand-by if our current machine breaks.

The 11x17 printer will be used to print precinct maps that will be included in the poll chairman’s packet. If a voter has a problem or question about his voting area and whom they are voting for, this will have correct street maps, to include House, Senate, Council, School boards, and watersheds listed for quick reference. Currently we have no way of producing maps and all questions must be called from the precincts to election central which is a enoromous tie-up while in-depth research is completed. This will speed up voting and give precinct chairmen decision making ability which will enable high quality customer service in the polls. This will help to show our senior citizens and others, by ensuring they are voting correctly. With electronic voting around the corner, many voters will want to see to ensure they are receiving the correct ballot. Curently the 8 1/2x 11

SECTION V.B. – CAPITAL LINE NARRATIVE (Continued)

540000 – SMALL TOOLS AND MINOR EQUIPMENT

printers we have do not have the ability to print the precincts on one page, making the final assembled map very distorted and unreadable. I have spoken with mapping and GIS, they have the maps, and are more than willing to help in ensuring we are offering the best possible service to Lexington County citizens, and help make the Registration and Elections office deliver even a higher quality customer service.

A shredder is needed for destruction of sensitive data, i.e. copies of voters personal ID which includes addresses, SSN, or other confidential data. Currently we have no destruction capability for this new registration and election requirement. When a voter registers by mail, we receive this data, or it may be faxed, but we have the final responsibility for destruction of this confidential data.

540010 - MINOR SOFTWARE

\$300.00

Minor software, will be used for updating office software to be compatible with the new Electronic voting equipment, poll manger pay program to be used by multiple terminals, new voter registration program, and to be able to print pay lists.

**New Program
Section I**

**COUNTY OF LEXINGTON
New Program Request
FISCAL YEAR 2004-2005**

Fund # 1000
Organization # 161200
Program #

Fund Title General
Organization Title Registration and Elections
Program Title: Promotion

	Total
Object Expenditure	2004-2005
Code Classification	Requested

Personnel

510100 Salaries #	2441
510300 Part Time	
511112 FICA Cost	187
511113 State Retirement	167
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	5
511131 S.C. Unemployment	
*Total Personnel	2800

Operating Expenses

520100 Contracted Maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipmetn Repairs and Maintenance	
522200 Small Equipment Repairs and Maint	
522300 Vehicle Repairs and Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance	
524101 Comprehansive Insurance	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference and Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, and Books	
525 Utilities-	
525400 Gas, Fuel, and Oil	
525600 Uniforms and Clothing	
526500 Licenses and Permits	
* Total Operating	0
** Total Personnel and Operating	2800
** Total Capital (From Section II)	
*** Total Budget Appropriation	2800

SECTION V.A. - PERSONNEL LINE ITEM NARRATIVES

The Registration and Elections office has increased in work responsibilities three (3) fold over the previous ten years. In addition, there are many new programs in the near future that will require management attention such as SERVE, new voter registration and election system, electronic voting system, and an ever increasing requirements in municipal elections.

The Registration and Election needs someone with the authority to assist the director, attend program meetings, and to act in the absence of the Director. With technology changing, modern systems constantly being implemented and updated, and Lexington County being one of the top growing counties, an Assistant Director would be an asset to ensure and assist with continuous superior service that Lexington County has a proven reputation of providing to the all citizens.

has demonstrated excellent supervisory skills and has the "can do" and "will do" attitude needed for promotion. The Registration and Elections has not increased in permanent personnel in almost ten (10) years. The promotion would not relieve her of her daily duties, and she fully understands this is an extra responsibility, but with Lexington County Registration and Elections responsibilities constantly growing, this would allow her decision-making authority when needed.

With the new electronic voting systems being implemented this fall, not only would be responsible for maintaining customer service levels in the office, plus will be trained to assist and to performing lectures and presentations to groups such as AARP, Lexington Leisure Center to Senior Citizens, assisted and extended care facilities, and etc... in Lexington County to help relieve the resistance and uncertainty some of our citizens may have about switching from the present punch card system.

This promotion would allow the Registration and Elections to perform many demanding duties at once, a service that all citizens deserve.

Base Salary Estimated at 32,670, an increase of \$2441.00.

New Program
Section I

COUNTY OF LEXINGTON
New Program Request
FISCAL YEAR 2004-2005

Fund # 1000
Organization # 161200
Program #

Fund Title General
Organization Title Registration and Elections
Program Title: Temporary Personnel

Object Expenditure	Total
Code Classification	2004-2005
	Requested

Personnel	
510100 Salaries # 2	6400
510300 Part Time	
511112 FICA Cost	490
511113 State Retirement	438
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	13
511131 S.C. Unemployment	
*Total Personnel	7341
 Operating Expenses	
520100 Contracted Maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs and Maintenance	
522200 Small Equipment Repairs and Maint	
522300 Vehicle Repairs and Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance	
524101 Comprehensive Insurance	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference and Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, and Books	
525 Utilities-	
525400 Gas, Fuel, and Oil	
525600 Uniforms and Clothing	
526500 Licenses and Permits	
* Total Operating	0
** Total Personnel and Operating	7341
** Total Capital (From Section II)	
*** Total Budget Appropriation	7341

SECTION V. A - PERSONNEL LINE ITEM NARRATIVES

During the fall General Elections, and as predicted by the large turn-out during the previous general elections, also the turn-out for the presidential primary, and the enormous amounts expected of absentee voter request and changes, the Registration and Elections commission requests two (2) temporary personnel to assist the office beginning on September 13, 2004 and ending on November 5, 2004. These individuals will be used to answer phones, file voter registrations, retrieve and research files as need for changes, assist with absentees, and assist as need in order to maintain customer service levels, to help with assembling and checking vote recorders and assisting with vote recording and possibly counting

There will be no extra-added expenses, only payroll.

The director will be implementing the new electronic voting system and will be involved heavily in training of office personnel as well as poll chairmen and poll managers, and presentations of the new system county wide.

Base salary would be estimated at \$6400.00, based on \$10.00 hourly rate.

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year 2004-2005

Fund: 1000
 Division: General Administration
 Organization: 161300 - Board of Assessment Appeals

Object Expenditure Code Classification	2002-2003 Expenditure	2003-2004 Expend - DEC.	2003-2004 Amended - DEC	2004-2005 Requested	BUDGET	
					2004-2005 Recommend	2004-2005 Approved
Personnel						
510100 Salaries & Wages	19,000	9,239	18,933	19,387		
510200 Overtime	0	0	0	0		
510300 Part Time (1)	0	0	0	0		
511112 FICA Cost	1,454	684 <i>707</i>	1,448	1,483		
511113 State Retirement	0	613 <i>0</i>	1,297	1,200		
511120 Insurance Fund Contributions - 33	0	0	0	0		
511130 Worker's Compensation	51	24 <i>25</i>	51	24		
511131 S C Unemployment	0	0	0	0		
511213 State Retirement - Retiree	1,302	633	0	0		
Total Personnel	21,807	11,193 <i>10,604</i>	21,729	22,094		
Operating Expenses						
521000 Office Supplies	172	67	1,000	1,500		
522200 Small Equipment Repair & Maintenance	0	0	0	300		
524201 General Tort Liability Insurance	15	7	19	17		
524202 Surety Bonds	7	0	0	0		
525010 Long Distance Charges	0	0	200	200		
525100 Postage	28	35	500	1,000		
525210 Conference & Meeting Expenses	900	550	6,500	20,000		
525220 Employee Training	0	0	0	0		
525230 Subscriptions, Dues & Books	0	0	0	0		
525240 Personal Mileage Reimbursement	0	0	300	600		
Total Operating	1,122	659	8,619	23,617		
Total Personnel & Operating	22,929	11,852 <i>11,263</i>	30,248	45,711		

SECTION III

**JUSTIFICATION FOR EXISTENCE
BOARD OF ASSESSMENT APPEALS**

Background Information

In South Carolina, property taxes are based on the value of the property subject to taxation. Section 12-37-930 of the South Carolina Code of Laws describes this value as being a property's true value as measured by the "willing buyer, willing seller" standard. That is, what price the property would bring following a reasonable exposure to the market, where both the seller and the buyer are willing, are not acting under compulsion and are reasonably well informed as to the uses and purposes for which it is adapted and for which it is capable of being use.

Accordingly, when a taxing authority values property either below or in excess of true value, the resulting tax is unjust. To prevent this from happening, there are various appeal procedures available to ensure a fair valuation. One of these is the procedure by which a property owner may appeal the valuation placed on their property by the County Assessor, as provided for in Chapter 60 of the South Carolina Code of Laws. Following a mandatory review by the Assessor, the next avenue of appeal is to the County Board of Assessment Appeals.

Overview

The Board of Assessment Appeals is an independent body appointed by County Council with the authority to hear appeals to valuation placed upon real properties by the County Assessor. Their findings may subsequently be appeals by either the taxpayer or the Assessor to the South Carolina Administrative Law Judge Division.

SECTION II. A.

PERSONNEL

As discussed earlier, the Board of Assessment Appeals is a part time independent body whose function is to resolve disagreements between the Assessor and the taxpayer. The primary responsibilities of the Board Secretary, which is also a part time position, are as follows:

1. Answers inquiries from the public.
2. Coordinates Appeal Board activities with the Assessor, the taxpayer and the South Carolina Administrative Law Judge Division.
3. Copies and mails documentation provided by the Assessor and taxpayers to Board members and when applicable to the South Carolina Administrative Law Judge Division.
4. Takes minutes at Appeal Board hearings and transcribes them when necessary.
5. Various other duties as assigned by the Board Chairman.

PERSONNEL – BOARD OF ASSESSMENT APPEALS

<u>Employee</u>	<u>Grade</u>	<u>Salary Range</u>
Secretary	N/A	\$19,387

COUNTY OF LEXINGTON

BOARD OF ASSESSMENT APPEALS

PROPOSED FISCAL YEAR 2004-2005

SECTION II.B.

LINE ITEMS

521000 – OFFICE SUPPLIES **\$ 1,500.00**

This line item is to cover routine office supplies (paper, pencils, ribbons, file folders, etc.). There are approximately 250 pages of documentation per appeal for each hearing. The secretary will have to make one copy per Board member (9 members). She has a copy machine in her home, but the cost of paper plus toner cartridges for the copier will be purchased from this account. This item is increased from the prior budget due to the implementation of the 2005 reassessment.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$ 300.00**

This line item covers the cost of repairs and maintenance to the copier which is utilized by the appeal board secretary. Copies made by the secretary include one copy for each of the appeal board members of all information submitted for the appeal by the Assessor and the taxpayer/representative.

524201 – GENERAL TORT LIABILITY INSURANCE **\$ 17.00**

The figure used for this line item was based on the amount provided in last years' budget. This office has not been made aware of any potential increase for this line item. This expense is for coverage of the Appeal Board Members.

525010 – LONG DISTANCE CHARGES **\$ 200.00**

Long distance calls will need to be made to Board members and taxpayers with regards to Appeal Board hearings. This expense is expected to increase for this fiscal year due to implementation of reassessment.

525100 – POSTAGE **\$ 1,000.00**

This item will cover hearing date letters, agendas and Board decisions which must be mailed to taxpayers. Documentation for each Appeals Board hearing will need to be mailed to each Board member prior to the hearing. If the taxpayer or the Assessor continues the appeal to the state level, all documentation involved must then be mailed to the appropriate South Carolina Administrative Law Judge. Most documents are sent by certified mail. Due to the implementation of reassessment, this expense is expected to increase above the amount spent in FY 2003-2004 due to the implementation of reassessment.

525210 – CONFERENCE & MEETING EXPENSES **\$ 20,000.00**

A per diem of \$25.00 per meeting is paid to the Appeal Board members for each Board meeting they attend. It is also anticipated that the SCDOR may conduct training seminars for Board members during the coming year. The figure requested is based on the assumption the Board will meet at least 85 (85) times to hear appeals resulting from reassessment.

$$10 \text{ members} \times \$25.00 = \$225.00 \times 85 \text{ meetings} = \$20,000.00$$

525240 – PERSONAL MILEAGE REIMBURSEMENT

\$ 600.00

This line item will provide mileage reimbursement for the part time secretary to procure and copy files from the Assessor's Office and to distribute documentation to Board members on appeals when time does not permit her to mail them. Since most mail has to be sent certified, numerous trips to the Post Office or the Administration Building are also required. In addition to attending meeting, sometimes the Appeal Board members personally visit the properties under appeal.

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SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Boards & Commissions
Cost Center 169900 - Other Agencies

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
523110 Building Rental - (In-Kind) Admin. Bldg. Auxiliary: - Clemson Extension - 4,389 sq.ft. x 8.00 = \$35,112.00	0	0	35,112	35,112		
524000 Building Insurance - Clemson Extension	135	135	337	408		
525385 Utilities - Kroger Bldg. - Clemson Extension	8,741	4,318	8,544	8,750		
* Total Operating	8,876	4,453	43,993	44,270	0	0
**Total Personnel & Operating	8,876	4,453	43,993	44,270	0	0
Capital						
**Total Capital	0	0	0	0	0	0
***Total Budget Appropriation	8,876	4,453	43,993	44,270	0	0

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SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY
FEB 20 RECD
FINANCE DEPT

Fund: 1000
Division: Health and Human Services
Organization: 171100 - Health Department

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520100 Contracted Maintenance	1,718	450	1,900	1,200		
520200 Contracted Services	1,759	983	2,000	2,000		
520300 Professional Services	0	0	300	100		
521000 Office Supplies	669	12	700	700		
521100 Duplicating	2,147	812	2,600	2,600		
521200 Operating Supplies	3,112	2,235	3,500	3,500		
522000 Building Repairs & Maintenance	5,699	2,291	6,000	6,000		
524000 Building Insurance	440	440	1,100	500		
525000 Telephone	23,029	11,289	24,000	24,000		
525010 Long Distance Charges	2,802	1,406	3,600	3,600		
525100 Postage	8,547	4,858	8,354	8,354		
5253?? Utilities - Auxillary Bldg.	8,623	4,863	7,500	7,500		
525308 Utilities - Health Center Clinic	20,848	11,821	25,000	24,000		
525310 Utilities - Health Center Batesburg	2,841	1,452	2,700	2,900		
525353 Utilities - Magistrate District #4	4,323	2,098	5,500	4,200		
* Total Operating	86,557	45,010	94,754	91,154	0	0
* Total Personnel & Operating	86,557	45,010	94,754	91,154	0	0
Capital						
All Other Equipment	2,894	0	0	10,200		
** Total Capital	2,894	0	0	10,200	0	0
*** Total Budget Appropriation	89,451	45,010	94,754	101,354	0	0

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SECTION III. - PROGRAM OVERVIEW

Objectives:

To promote and protect the health of the public and the environment of Lexington County. To provide friendly and efficient services to the public.

Services Provided:

EPIDEMIOLOGY: The responsibility of maintaining the disease surveillance system for reportable conditions in South Carolina lies with the Division of Disease Control and Epidemiology. This includes promoting timely and complete reporting, assuring investigation and follow-up of reports when needed, and analyzing report data to improve disease control. This responsibility is shared with the health districts and county health departments.

FAMILY PLANNING: The main goal of Family Planning is to help people have the number of children they want, when they want them. Most of our clients are trying to prevent pregnancy. Most clients seek a method to prevent pregnancy. All patients are seen by appointment only. Counseling and referrals for individuals with special needs are available. Charges are based on income.

HOME HEALTH SERVICES: Home Health Services provides health care to people who are homebound or confined to their homes because of illness or injury and are in need of skilled nursing care, physical therapy, occupational therapy, speech therapy, medical social work, and nutrition on a part-time basis. Care is provided under the direction of the patient's doctor. A registered nurse visits the patient to determine if he is eligible for home care.

DENTAL CLINIC: The Children's Dental Clinic is a division of Family Services Center. This program provides comprehensive free dental services to children and youth currently enrolled in public schools. Eligibility is based upon a family's income and resources. (This clinic is operated independent of our clinic. We provide space.)

HEALTH EDUCATION: Enhanced Health Education services are provided in each clinic. These services include educational needs assessments and education classes. Community services are provided as requested to help promote better health and/or prevent health related problems.

TB CLINIC: Tuberculosis control is the primary mission of the TB clinic. Diagnosis is made through use of skin test, sputum examination, and x-rays. Medicine and counseling are given to people who have TB and to their contacts. Preventive medicine is available for others as recommended by a physician.

CHILD HEALTH: The main purpose of the Child Health Program is well child care with a special emphasis on screening and prevention through patient education, immunizations, vision, hearing, and developmental screening. Child Health Staff helps patients who need referrals for services not available at the Health Department clinics.

WIC: The WIC (Women, Infants, and Children) Program, provided through all clinic sites, is available to all those who qualify. Nutrition education and a food package are provided to all those who participate.

HIV/AIDS: Services include free, confidential, and voluntary HIV testing and counseling; education to community groups and professionals; assistance with partner notification; and coordination with community groups.

SEXUALLY TRANSMITTED DISEASE CONTROL: The purpose of the STD Clinic is to interrupt the transmission of sexually transmitted disease. Services include evaluation, treatment, counseling, education, and assistance with partner notification.

IMMUNIZATION: Immunizations are an important part of prevention. All childhood immunizations are available. Adult immunizations are available for targeted population.

NUTRITION: Proper eating habits are an important part of health. Classes and individual counseling are provided to women, infants, and children. Special nutrition services are available for children with special health care needs, low birth weight babies, women with high risk pregnancies, and persons on special nutritional formulas.

SOCIAL WORK SERVICES: The goal of the Social Work program is to promote the prevention of ill health and the maintenance of good health by counseling patients and their families. The Social Work staff reaches beyond the clinic, serving groups in the community and individuals in their homes. Referrals are accepted from all service areas.

VITAL STATISTICS: The Vital Statistics section records, maintains, and corrects birth and death records for Lexington County. Filing paternity acknowledgments, legitimation and delayed records on people under age 52 are done at the office.

FAMILY SUPPORT SERVICES (FSS): FSS are provided to appropriate Medicaid eligible persons (females, males, adults and children) who have serious medical conditions and/or who exhibit significant multiple lifestyles, psychosocial, and/or environmental risk factors that may negatively impact the health status of the recipient. Family Support Services are usually time-limited in nature with an identified clinical benefit and include brief or in-depth assessments, planning, patient monitoring and tracking, treatment and education interventions. FSS are designed to maximize the client's treatment benefits and outcomes and to promote healthier lifestyles by supplementing and supporting medical care.

PRENATAL: Intake services include pregnancy testing, enrollment in the WIC program, risk screening, facilitation of Medicaid application and referral to a physician for prenatal care.

ENVIRONMENTAL HEALTH:

General Sanitation - This program (1) permits and inspects mobile home parks, hotel/motels, school premises, and recreational camps, (2) conducts sanitation inspections of day care facilities, foster homes, child development centers and Council on Aging feeding sites as requested by other State, Federal and local agencies, (3) conducts inspections of facilities for the presence of lead-based paint and investigates lead poisoning cases, (4) investigates animal bites as mandated by the Rabies Control Act. (5) provides technical assistance regarding ticks and other disease carrying insect vectors and pests, and (6) investigates vector related complaints.

Food Protection - This program (1) permits, inspects and posts grades at all restaurants, school lunchrooms, retail markets, mobile food service and temporary food service facilities in Lexington County, (2) inspects as requested vending machines and meat transportation vehicles, and (3) investigates alleged and actual food-borne disease outbreaks.

Water and Wastewater - This program (1) evaluates property for the installation of septic tank systems for individuals and commercial projects, (2) approve subdivisions proposing to utilize septic tanks as the means for sewage disposal (3) conducts inspections of the final installation of septic tank systems and investigates sewage-related complaints, and (4) provides technical assistance with private water supply problems.

SECTION III. B - SERVICE LEVELS

Service Level Indicators:

	Actual FY 1999-00	Actual FY 2000-01	Actual FY 2001-02	Actual FY 2002-03
Family Planning Visits	6835	6500	6504	6500
Home Health Nursing Visits	1978	2111	1584	650
Home Health Nursing Assistant Visits	153	338	50	79
Home Health Social Work Visits	214	115	144	41
Physical Therapy Visits	2,098	930	787	574
Speech Therapy Visits	504	233	114	0
Occupational Therapy Visits	814	435	50	11
TB Clinic Visits & Home Visits	1,528	1600	1748	1700
Child Health Comprehensive Visits	1,176	1100	798	700
Children's Immunizations Visits	21,224	10000	10344	10000
Newborn Home Visits	1,985	1700	1552	1500
EPSDT Outreach Visits	1,397	2000	2517	2500
Attend WIC Classes Participants	5,425	5000	5482	5000
WIC Certifications and Re-certifications (Nsg., Nutrition, W&C)	10,667	10000	11289	11000
HIV/AIDS Clinic Visits	502	450	484	500
STD Clinic Visits	1,799	1700	1650	1700
Death Certificates Searches/Issuances	14,642	14000	9933	13884
Birth Certificates searches/Issuances	1,801	1800	635	1103
Pregnancy Tests	1,093	1000	889	1000
Day Care/Foster Home Inspections	121	202	145	170
Field activities related to Animal Bites	4,414	2833	2649	2650
Food Protection Activities	6,909	3640	3955	3900
Septic Tank /Sewage Related Activities	11,019	5787	5186	4950

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520100 - CONTRACTED MAINTENANCE \$ 1,200

Contract with Southern Elevator Company for elevator located at Lexington County Health Department. 1,200

520200 - CONTRACTED SERVICES \$ 2,000

Floyd's of South Carolina, Inc., for removal of medical hazardous waste at Lexington County Health Department, Swansea Health Center and Batesburg Health Center: \$1,700

Lowman Communications for alarm system monitoring and maintenance: \$300

520300 - PROFESSIONAL SERVICES \$ 100

Blanket purchase order with Cherokee Trail Veterinary for removal of animal heads for rabies testing.

521000 - OFFICE SUPPLIES \$ 700

Office supplies

521100 - DUPLICATING \$2,600

Printing and duplicating cost for normal operations.

521200 - OPERATING SUPPLIES \$3,500

Supplies to operate the health department to include safety, cleaning, and laboratory supplies and Environmental Health instruments.

522000 - BUILDING REPAIRS AND MAINTENANCE \$ 6,000

Normal repairs and maintenance of three facilities

524000 - BUILDING INSURANCE \$500

Payment to S.C. Division of General Services for insurance on the health department.

525000 - TELEPHONE \$24,000

Telephone equipment, Fax lines and charges for Environmental Health, Batesburg, Swansea and Lexington County Health Department.

525010 - LONG DISTANCE SERVICE \$ 3,600

Long distant telephone charges for Environmental Health, Batesburg, Swansea and Lexington County Health Department.

525100 - POSTAGE **\$ 8,354**

Rental of box for Swansea Health Center	54
Postage for Swansea Health Center	500
Postage for Batesburg Health Center	800
Postage for Lexington County Health Department	5,285
Postage for Environmental Health Services (IGC)	1,715

5253 - UTILITIES - AUXILLARY BUILDING** **\$7,500**

Estimated electricity, water and sewer usage for Environmental Health staff to be housed in the County Auxillary Building.

525308 - UTILITIES - LEXINGTON COUNTY HEALTH DEPT. **\$24,000**

Electricity, water and sewer usage for employees housed at the health department based on current usage.

525310 - UTILITIES - BATESBURG HEALTH CENTER **\$ 2,900**

Electricity, water and sewer usage for employees housed in Batesburg based on our current usage.

525353 - UTILITIES - SWANSEA HEALTH CENTER **\$ 4,200**

Electricity, water and sewer usage for employees housed in Swansea based on our current usage.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

Lexington County Health Department requests renovation and expansion of the Medical and Vital Records storage areas. Additional records storage space is needed to accommodate existing needs, future growth, and to ensure appropriate records storage and safety of staff. Estimated cost to expand the records storage areas to include renovation costs by Lexington County maintenance and additional shelving is \$10,200.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Health and Human Services
Organization: 171200 - Social Services

Object Expenditure Code Classification	<i>BUDGET</i>					
	20002-03 Expenditure	20003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
523100 Building Rental	60,605	27,001	60,606	60,606		
524000 Building Insurance	191	191	477	477		
525000 Telephone	42,520	22,786	42,335	46,000		
525010 Long Distance Charges	2,345	1,353	2,515	2,750		
525020 Pagers and Cell Phones	1,724	682	2,105	1,500		
525325 Utilities - Social Serv. Ctr.	20,166	12,617	21,975	25,500		
525365 Utilities - Rental Bldg (Maxway)	23,531	13,177	23,435	26,500		
525371 Utilities - DSS - Unit A	3,845	2,190	4,385	4,500		
525372 Utilities - DSS - Unit B	2,070	1,139	2,175	2,300		
527041 Board Members Honorarium	1,225	0	2,700	2,700		
534100 Emergency Charity Relief	5,450	2,600	6,700	6,700		
535000 Storm & Disaster Relief				200		
* Total Operating	163,672	83,736	169,408	179,733	0	0
* Total Personnel & Operating	163,672	83,736	169,408	179,733	0	0
Capital						
540000 Small Tools & Minor Equipment	472	0	500	500		
** Total Capital	472	0	500	500	0	0
*** Total Budget Appropriation	164,144	83,736	169,908	180,233	0	0

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Section III

FUND 1000
SOCIAL SERVICES (171200)
FY 2004-05 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

The Lexington County Department of Social Services (LCDSS) has approximately 100 employees. These employees are housed in two (2) separate buildings at two (2) locations. The primary location at 541 Gibson Road is located on county property and consists of one (1) county owned building. The second location is at 414 West Main Street and consists of one (1) county leased building. LCDSS provides services to the citizens of Lexington County. These services include economic services to those who are financially needy as well as to those who may be in danger of physical abuse, sexual abuse, mental injury or physical, medical or educational neglect and their families. LCDSS also provides services to those who are unable to protect themselves due to age or disability and who are in danger of neglect, exploitation, or abuse.

The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The program overview for the Medicaid program is included with the Medically Indigent Care Program under Fund 2200.

LCDSS, as well as, DHHS are primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Most of these costs are not easily identifiable to a particular agency and will continue to be included with the budget request for Fund 1000. Utilities cost for Unit A and Unit B are identifiable and could be included with Operating Costs for Fund 2200.

A. Positions Requested

All positions are funded through State Budget.

B. Vehicles in Department

LCDSS does not use county owned vehicles.

Section I I I

FUND 1000
SOCIAL SERVICES (171200)
FY 2004-05 BUDGET REQUEST

DEPARTMENT – PROGRAM OVERVIEW

Page 2

C. Telecommunications Equipment in Department

LCDSS and DHHS have approximately 135 Centrex telephone lines with voice mail. LCDSS and DHHS also have a “tree” telephone line, which is the main switchboard line. This line has two voice mail numbers associated with it. There are also 20 data lines as well as seven (7) cellular telephones. The purchase and ongoing monthly service for most of these telephones are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. LCDSS has approximately 44 pagers and these pagers as well as three (3) of the cellular telephones, are funded by state and federal appropriations.

SectionIV

FUND 1000
SOCIAL SERVICES (171200)
FY 2004-05 BUDGET REQUEST

SUMMARY OF REVENUES

Lexington County Department of Social Services is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County. These expenditures are eligible for reimbursement in the form of Federal Financial Participation (FFP). Lexington County is reimbursed at the rate of approximately 50% for building rental and maintenance as well as utilities and telephone expense provided to Lexington County DSS. Lexington County also receives a use allowance of approximately 2% per year for the use by DSS of county owned buildings. This reimbursement averages approximately \$85,000 per year.

Section V.A

**FUND 1000
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST**

A. PERSONNEL

Lexington County DSS requests no personnel budget from the General Fund. All personnel costs are included in the Lexington County DSS budget funded by the State of South Carolina. The Department of Health and Human Services, in Lexington, requests no personnel budget from the General Fund. All personnel costs, except for the Medically Indigent Care Worker funded out of the Indigent Care Fund (2200), are included in the Department of Health and Human Services, in Lexington, budget funded by the State of South Carolina.

Section V

FUND 1000
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST

B. OPERATING

523100 – Building Rental **\$ 54,002.88**

The Agency is occupying the facility located at 414 West Main Street (Maxway). The General Services negotiated the lease for this facility at \$4,500.24 per month for FY03-04. The rental agreement includes an automatic increase tied to the C.P.I., however, this amount is negotiated by General Services. Pending notification of the new lease amount for FY04-05, the amount is estimated at \$4,500.24 per month.

524000 – Building Insurance **\$ 477.00**

The estimated costs for the insurance is the same as last year.

525000 – Telephone **\$ 46,000.00**

The estimated costs for local service are somewhat higher than last year. Monthly costs for local service are approximately \$3,800 per month.

525010 – Long Distance Service **\$ 2,750.00**

The estimated cost for long distance service has increased somewhat over last year. The monthly cost for long distance service is estimated to be approximately \$226.

525020 – Pagers and Cell Phones **\$ 1,500.00**

The estimated cost for pagers and cell phones has decreased somewhat since last year. The monthly cost for pagers and cell phones is approximately \$115 per month.

525325 – Utilities (Gibson Road Facility) **\$ 25,500.00**

Estimated utilities cost for the Gibson Road facility based on historical data averages \$2,103 per month.

525365 – Utilities (Main Street Facility) **\$ 26,500.00**

Estimated utilities cost for the Main Street facility based on historical data averages \$2,197 per month.

525371 – Utilities (Gibson Road Facility – Unit A) **\$ 4,500.00**

Estimated utilities cost for the Gibson Road Facility – Unit A based on historical data averages \$365 per month.

525372 – Utilities (Gibson Road Facility – Unit B) **\$ 2,300.00**

Estimated utilities cost for the Gibson Road Facility – Unit B based on historical data averages \$190 per month.

Section V

FUND 1000
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST

Page 2

526300 – County Social Services Board Honorarium \$ 2,700.00

Lexington County Department of Social Services currently has nine (9) members on the County Advisory Board. Board Members are provided \$25 for each monthly meeting attended.

534100 – Emergency Charity Relief \$ 6,700.00

The Agency receives \$350 per month for providing emergency assistance to Lexington County citizens who cannot be assisted through any other Federal, State or other programs. These funds are expended for food, shelter, clothes and medicines. ($\$350 \times 12 = \$4,200$).

The county also provides for “indigent” cremations through an agreement with Caughman-Harman Funeral Home. In special situations, the same payment has been made for regular funeral services. Through January, we have provided this service for seven (7) people. We have averaged 8-10 per year in the past. ($\$250 \times 10 = \$2,500$).

535000 – Storm and Disaster Relief \$ 200.00

The Agency is mandated to assist in Shelter Operations during storms and other disasters. These funds are requested to offset emergency expenditures required during Shelter Operations.

Section V

**FUND 1000
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST**

C. CAPITAL

540000 – Small Tools and Minor Equipment \$ 500.00

DSS is requesting funds to replace fourteen (14) telephones at approximately \$35 per telephone. Historically, we have replaced approximately 15 – 20 telephones per year due to normal wear and tear and equipment failure.

SECTION I

COUNTY OF LEXINGTON
 GENERAL FUND
 Annual Budget
 Fiscal Year - 2004-05

Fund: 1000
 Division: Health & Human Services
 Organization: 171300 - Children's Shelter

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	17,890	8,794	30,272	19,300		
510200 Overtime	11,538	5,773	11,000	11,000		
510300 Part Time - 3 (1.125 - FTE)	25,550	12,312	22,875	25,962		
511112 FICA Cost	3,719	1,805	4,907	4,907		
511113 State Retirement	3,404	1,665	4,394	4,394		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	11,520		
511130 Workers Compensation	449	211	1,134	1,134		
511213 State Retirement - Retiree	362	176	0	350		
* Total Personnel	74,112	36,496	86,102	78,567		
Operating Expenses						
521000 Office Supplies	124	0	200	200		
521200 Operating Supplies	384	89	600	600		
521300 Food Supplies	6,887	2,313	6,000	6,500		
521400 Health Supplies	433	30	600	600		
522300 Vehicle Repairs & Maintenance	1,347	145	1,700	2,000		
524000 Building Insurance	454	0	658	658		
524100 Vehicle Insurance - 2	1,040	520	1,300	1,300		
524101 Comprehensive Insurance - 2	126	126	315	325		
524201 General Tort Liability Insurance	436	218	545	545		
524202 Surety Bonds	32	0	0	32		
525000 Telephone	680	405	674	900		
525010 Long Distance Charges	43	33	100	100		
525100 Postage	215	87	200	500		
525326 Utilities - Children's Shelter	10,785	5,574	10,857	11,012		
525400 Gas, Fuel & Oil	1,957	803	1,800	1,800		
527040 Outside Personnel (Temporary)	13,782	9,036	14,000	20,000		
* Total Operating	38,725	19,379	39,549	47,072		
* Total Personnel & Operating	112,837	55,875	125,651	125,639		
Capital						
** Total Capital	0	0	0			
*** Total Budget Appropriation	112,837	55,875	125,651	125,639		

**SECTION III
CHILDREN'S SHELTER - PROGRAM OVERVIEW**

MISSION:

The mission of The Children's Shelter is to provide high quality, emergency residential care for children who have been victims of physical or sexual abuse, neglect, abandonment, exploitation, or who require placement due to a family crisis. Care is provided in a home-like setting using a house parent model for service delivery. The Shelter has been in operation in the County since 1972.

SERVICE LEVEL:

Actual: 85 children served in fiscal year 2002-03. .

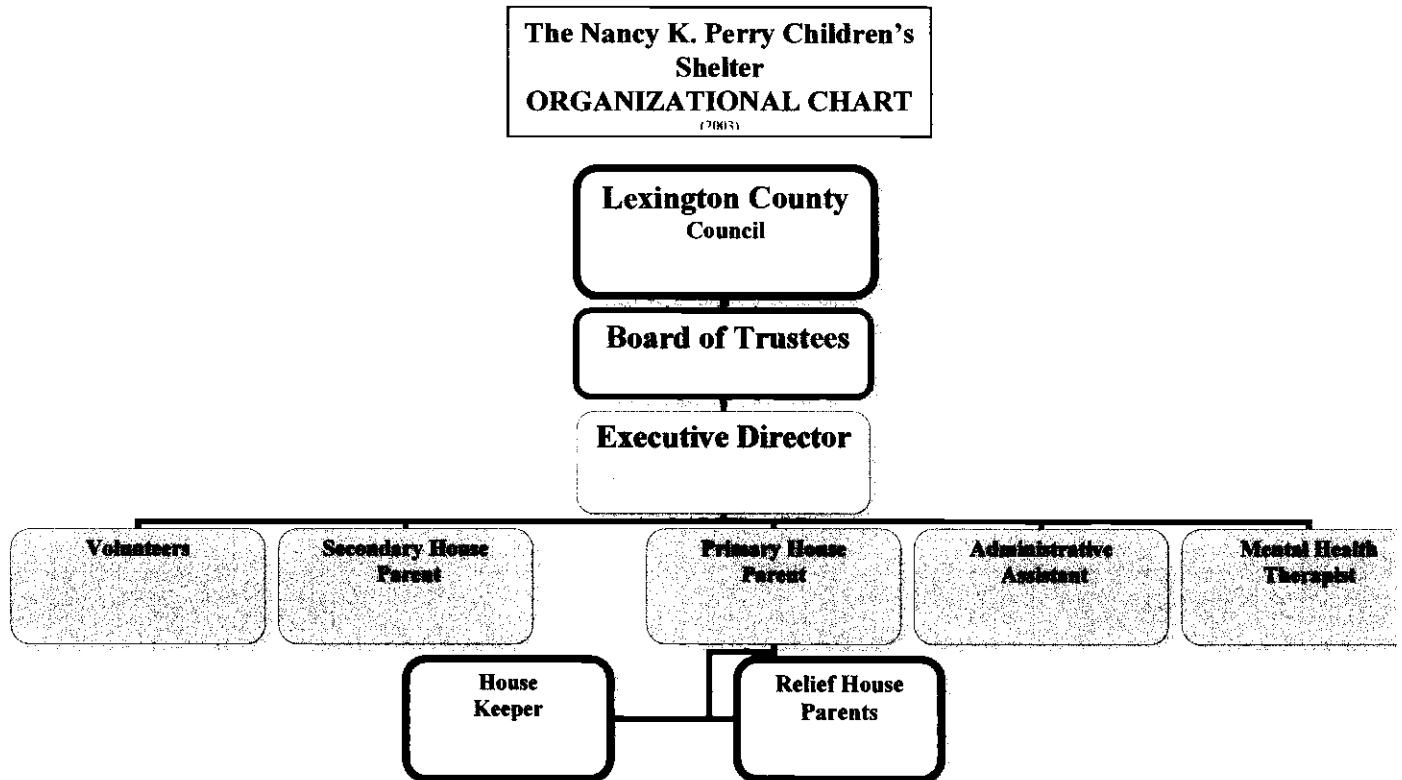
Projected: 85-95 children served on average during a full fiscal year of operation.

SECTION V. LINE ITEM NARRATIVES PERSONNEL

CURRENT STAFFING LEVELS (see organizational chart)

Houseparent	1	full time	Grade 7	with insurance
Houseparent	1	part time	unclassified	without insurance
Housekeeper	1	part time	Grade 3	with insurance
Secretary	1	part time	Grade 4	without insurance
Exec. Director	1	full time	unclassified	without insurance

Total positions 5; 2 salaried, 3 hourly



**FUND 1000
CHILDREN'S SHELTER (171300)
FY 2004/2005 BUDGET REQUEST**

SECTION V. A. LINE ITEM NARRATIVES – PERSONNEL

510100 Salaries and Wages \$19,300

This line item is the salary for the primary houseparent as the only fulltime employee and the salary of the executive director. These would be maintained at the current levels plus any cost of living or merit increases granted.

510200 Overtime \$11,000

Includes overtime regularly built into the full time houseparent salary

510300 Part time \$25,962

This line item includes three part time positions: secondary houseparent, housekeeper, and administrative assistant.

- The secondary houseparent position is compensated for (21) twenty-one hours weekly at minimum wage for an annual gross pay of \$6,961.
- The housekeeper is currently a grade 3 and works thirty (30) hours weekly. Three-fourths the current salary at that grade is \$15,128.
- The administrative assistant is currently a grade 4 and is needed at least twenty (10) hours per week. At the current rate, this would require an allocation of \$2,604 in the coming fiscal year.

511112 FICA \$ 4,907

This budget request includes FICA for the primary houseparent, secondary houseparent, housekeeper, secretary and executive director at the salaries requested.

511113 State Retirement \$ 4,394

This budget request includes state retirement benefits for the primary houseparent, secondary houseparent, housekeeper.

511120 Insurance Fund Contributions \$ 11,520

This request assumes that the executive director, primary houseparent and the housekeeper will be eligible to participate in the County's insurance program.

511130 Worker's Compensation \$ 1,134

This request assumes that all positions require worker's compensation insurance.

511213 State Retirement-Retiree \$350

SECTION V. B. LINE ITEM NARRATIVES - OPERATING

521000 Office Supplies \$ 200

This account is used to purchase school supplies for residents and office supplies, including county forms, necessary for day-to-day operations. Donations from the community allow these expenditures to be minimal.

521200 Operating Supplies \$ 600

This account is used primarily to purchase cleaning and laundry supplies such as detergents, cleaning and disinfecting solutions, mops, brooms, etc.; paper supplies such as toilet tissue, paper towels and napkins; and other household supplies such as light bulbs, garbage bags, and food storage bags. Health standards must be maintained at all times to ensure the health and safety of residents and to comply with regulations. Donations from the community allow purchase of these items to be minimal.

521300 Food Supplies \$ 6,500

This account is required to ensure the availability of nutritious food for up to twelve (14) children and 2 house parent staff at any given time. This allocation is well-supplemented by donated food items and free school lunches. However, USDA commodities, which had been available to residential programs in the past, are no longer accessible. Licensing requirements include compliance with a menu that has been approved by a nutritionist.

521400 Health Supplies \$600

This account is used to purchase personal hygiene items, first aid supplies, across-the-counter medications and prescription drugs. Many children who are placed in The Children's Shelter have not had good health care and their needs are significant. The majority of children placed at The Children's Shelter are taking some type of prescription medication and this must be purchased until Medicaid is accessed. The need to provide treatment for lice is becoming necessary more frequently and the shampoos are very expensive. Donated items help to offset the total cost of health supplies allowing this request to be relatively small considering the expensive nature of these kinds of supplies.

522300 Vehicle Repairs and Maintenance \$2,000

One of the shelter's vehicles is a 1994 15-passenger van and the other is a 1996 minivan. The smaller van is used whenever possible for economy. Both vehicles require regular maintenance and as these vehicles age, the need for more maintenance can reasonably be expected. This year we purchased a GMC 15 passenger school bus to meet legal requirements in the future. Additional funds will be needed to maintain this vehicle.

524000 Building Insurance \$ 658

The premium for building insurance (through the State Insurance Reserve Fund) was \$503 this year.

SECTION V. B. LINE ITEM NARRATIVES
OPERATING -- CONTINUED

524100 Vehicle Insurance **\$1,300**
This account is used to pay liability insurance on three vehicles. The first premium for this fiscal year was \$650.00, so this increase is needed to fund a full year of coverage.

524101 Comprehensive Insurance **\$325**
This type of insurance is important because The Children's Shelter has no other means to fund this kind of repair, should it be necessary. This figure includes additional funds for comprehensive coverage of the school bus (new vehicle).

524201 General Tort Liability **\$545**
This semi-annual premium paid for this insurance this year. This coverage is necessary to protect the employees and the board of trustees.

524202 Surety Bond **\$ 32**
This bond is required by the state.

525000 Telephone **\$ 900**
This request is based on actual expenditures during the past fiscal year. The shelter's telephone lines are part of the county centrex system. Three lines are necessary to support the telephone and to allow fax machine and computer modem use.

525010 Long Distance Charges **\$ 100**
Some long distance calls must be made related to children's cases and obtaining services. However, use of technologies is minimizing these expenses. This request is reduced by \$100 from last year based on the previous year expenditures.

525100 Postage **\$ 500**
These funds are necessary to support fundraising, acknowledgment of donations and other related correspondence of the shelter administration and to pay postage for the children's correspondence.

525326 Utilities **\$ 11,012**

The shelter has been constructed to be energy efficient using low energy lighting and heating. Based on utility use for the first six months of this year, an allocation of this amount will be necessary for electricity and water in the coming year.

525400 Gas, Fuel and Oil **\$ 1,800**
This request is based on usage in previous years and also includes a slight increase as the school bus has been added to the fleet and it is not as fuel efficient.

527040 Outside Personnel (Temp. Help) **\$20,000**
This account is used to pay the part time services of relief house parents when the regular house parents are on annual or sick leave, training, or when they are away from the shelter on a regular

schedule of time off. In addition to their annual leave, accrued at the same rate as other county employees, the house parents are required to have relief from their responsibilities 29 hours each weekend. Relief house parents have all the responsibilities of the regular house parents when they are on duty. Currently, the relief house parents are paid \$150 for a 14 to 24 hour period and \$10 per hour up to 14 hours.

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Health & Human Services
Organization: 171500 - Veterans' Affairs

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 3	83,696	41,258	86,576	86,627		
510200 Overtime	493	0	0	0		
510300 Part Time - 1 (.5 - FTE)	0	3,406	10,175	10,420		
511112 FICA Cost	6,153	3,261	7,401	7,424		
511113 State Retirement	4,832	1,940	6,627	6,648		
511120 Insurance Fund Contribution - 3	16,800	8,640	17,280	18,000		
511130 Workers Compensation	227	121	259	292		
511213 State Retirement - Retiree	935	1,119	0	2,349		
* Total Personnel	113,136	59,745	128,318	131,760		
Operating Expenses						
520702 Technical Currency & Support	600	600	600	600		
521000 Office Supplies	774	568	800	1,100		
521100 Duplicating	695	630	700	1,400		
521200 Operating Supplies - Records Storage	184	0	0	0		
522200 Small Equipment Repairs & Maintenance	0	0	130	130		
524000 Building Insurance	43	43	108	132		
524201 General Tort Liability Insurance	366	191	535	556		
524202 Surety Bonds	19	0	0	0		
525000 Telephone	927	643	812	1,300		
525010 Long Distance Charges	42	35	100	100		
525020 Pagers and Cell Phones	323	139	490	300		
525100 Postage	626	450	700	950		
525210 Conference & Meeting Expenses	2,387	678	5,400	2,000		
525230 Subscriptions, Dues, & Books	186	80	300	350		
525240 Personal Mileage Reimbursement	572	258	2,190	1,700		
525385 Utilities - Kroger Bldg.	2,803	1,385	2,800	2,800		
* Total Operating	10,547	5,700	15,665	13,418		
* Total Personnel & Operating	123,683	65,445	143,983	145,178		
Capital						
540000 Small Tools & Minor Equipment:	124	107	234	103		
540010 Minor Software	260	383	500	500		
All Other Equipment	1,159	819	945			
(1) Scanner				149		
(1) Digital Camera				299		
(1) Color Printer				199		
** Total Capital	1,543	1,309	1,679	1,250		
*** Total Budget Appropriation	125,226	66,754	145,662	146,428		

Section II

COUNTY OF LEXINGTON

**Capital Item Summary
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: _____
 Organization # 171500 Organization Title: Veterans Affairs
 Program # 1 Program Title: Administration

BUDGET
 2004-2005
 Requested

Qty	Item Description	Amount
	Account Code: 540000- Small Tools & Minor Equipment	
1	Necessary minor office equipment/items as needed (i.e., (1) additional calculator, (1) heavy duty stapler, (1) file cabinet, and (1) new telephone, (1) 1 digital camera, (1) scanner, and (1) color printer which are <\$500.	\$750
	Account Code: 540010- Minor Software	
1	Necessary general office and VA-based software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulation, procedures, and expectations	\$500
	** Total Capital (Transfer Total to Section I and IA)	\$1,250

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST**

SECTION III – PROGRAM OVERVIEW

Summary of Programs:

- Program I - Administration
- Program II - Personnel
- Program III – Office Renovation

Program I: Administration

Objectives:

The Lexington County Veterans Affairs Office assists veterans and their families obtain benefits to which they are entitled. The vast range of services we provide involves all areas of VA benefit assistance through providing information as well as properly filing claims, following proper VA procedures, and adhering to all VA regulations.

Program II: Personnel

Objectives:

This employee provides the VA Office with additional assistance by performing routine duties that are extremely time consuming, yet necessary, tasks to provide services to veterans and their families in an efficient manner. County Council approved a half-time clerk in the 2003-2004 budget. This program requests that this clerical position be increased from half-time to full-time status.

Program III: Office Renovation

Objectives:

This request would provide for the construction of a security and privacy barrier within existing office space. Office personnel are subject to irate or mentally ill clients visiting the office. Office space will be renovated to provide a security barrier. The renovation will also provide a zone of confidentiality for staff personnel to discuss client needs including personal, financial, and medical issues in privacy. Current space allows for neither security nor confidentiality for the Veterans Affairs Assistant or Veterans Affairs Clerk as they are in a large open area.

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST**

SECTION IV. – SUMMARY OF REVENUES

CONTRIBUTIONS MADE BY THE SC DVA **\$7,884.00**

The South Carolina Department of Veteran's Affairs disburses funds throughout the state and in the various 46 counties, based on each individual county's veteran population. This amount is forwarded to the Lexington County Treasurer/Finance Department in an effort to assist the County Veterans Affairs Office in meeting the needs of the annual budget. The total amount for FY 2003-2004 was \$7,964; FY 2002-2003 was \$8,712. **Note:** It is anticipated that there will be a further decrease to each county and to the Lexington County VA office as long as the State continues to face budgetary shortfalls.

Lexington County ranks #6 in the State in terms of veteran population with 23,764 veterans, 5.73% of the state's population of 414,690. As a result, Lexington County veterans as a whole, are recipients of one of the highest monetary VA benefit amounts, bringing in almost \$29 million annually (FY2002 latest figures), the 4th largest in the State. This office is responsible in large part for the amount of these monetary benefits by successfully evaluating, advising, and assisting veterans with their claims, thereby being awarded the largest benefits possible. These monetary benefits accrue to Lexington County through taxes, material items, living expenses, etc. which are spent throughout the County economy and therefore, increases the cash flow for the County.

Attached is the Proposed Revenue Form on which is listed only the proposed monetary annual revenue amount which is supplied to the county by the SC DVA.

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-05 BUDGET REQUEST**

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – SALARIES – CURRENT EMPLOYEES **\$86,627**

This account is used for salaries of the Veterans Affairs Director, Assistant, and Specialist who, along with the part-time Veterans Clerk, currently form the Lexington County Veterans Affairs Office.

The Veterans Affairs Office provides a wealth of services to Lexington County veterans and/or their families based on a number of criteria. These benefits require a series of established procedures, which include completion of initial applications, providing current and/or in-military medical evidence, research of VA regulations and the veteran's compliance with them, and any other information which the VA may request or require of the veteran. In addition, about 75% of this office's total claim workload requires an annual report providing income and medical expense information for the previous year, which is extremely time-consuming. Research and evidence is required to produce the necessary criteria required to file and complete the claims process. Other veteran requests include assistance with overpayment waivers, property tax exemptions, benefits for permanent and total disability veterans, appeal processing, educational and home loan assistance, replacement of awards and decorations, recording and obtaining replacement of discharge papers. These three staff positions are required to be certified by the Department of Veterans Affairs to properly handle these claims.

Office activities have increased due to an outreach program which reaches additional veterans and veterans family members, the publication of a monthly newsletter, and increased networking with veterans organizations and social services agencies.

510300 – SALARIES – PART-TIME POSITION **\$10,420**

The VA Clerk handles, among other responsibilities, receptionist duties. This includes answering incoming calls and determining the necessary steps to assist clients, greeting clients and determining their immediate needs or requests, and scheduling appointments for clients to be interviewed and assessed in order for the office to best provide the service which meets their needs. This employee is responsible for filing, data entry and word processing pertaining to routine veterans procedures, record keeping of information for required annual and semi-annual reports, filing of veteran discharges for public record, and related duties.

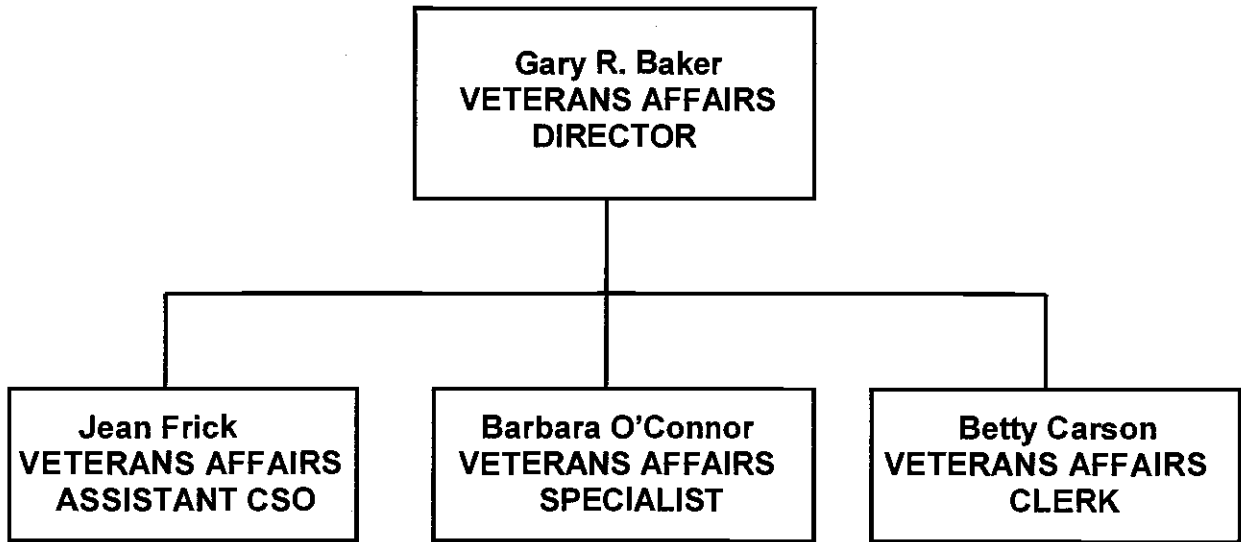
SECTION *V.A.*- LISTING OF POSITIONS

Current Staffing Levels:

Job Title	Position	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
Veteran's Affairs Director	1	1		1	14
Veteran's Affairs Assistant	1	1		1	7
Veteran's Affairs Specialist	1	1		1	6
Veterans Affairs Clerk	0.5	0.5		0.5	4
Total Positions	3.5	3.5		3.5	

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST**

**VETERANS AFFAIRS OFFICE
ORGANIZATIONAL CHART**



**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST**

SECTION V, B. – OPERATING LINE ITEM NARRATIVES

520702 – TECHNICAL CURRENCY AND SUPPORT-VIMS*) 600.00

This account is used for periodic maintenance and upgrades for the Veterans Information Management System (VIMS) software annual maintenance contract renewal. Amount requested is equal to the amount requested and approved for last year's budget.

521000 – OFFICE SUPPLIES \$1,100.00

This account is used for computer paper, printer ribbons, business cards, stationary with matching envelopes, plain white papers, 8 1/2 x 11" and 8 1/2 x 14", etc. Also needed are pads, pens, pencils, staples, typewriter ribbons, correction tapes, gem clips, scotch tape, calculator ribbons, file folders, manila folders, and toner cartridges for fax and printer, etc. Additional workload plus the addition of a monthly newsletter necessitates additional funding.

521100 – DUPLICATING – COPIER \$1,400.00

This account is used for copies of materials from veterans or family members which are made to accompany claims to the US Department of Veterans Affairs Administration and file copies for the VA office. Copies are made for a veteran or family member when a claim has financial or medical information which may be needed for future reference.

This amount is being requested due to the increase of new claims, as well as other requests, which require increased duplicating of VA forms, veteran medical records, etc., as well as adding those veterans to our list of ongoing annual EVR reports for VA pension recipients. Also, VA regulations require additional medical records to be submitted with a claim so this office sends copies to the VA, retains file copies, and provides the claimant with a copy of the submitted documents. The addition of a monthly newsletter has added to the expense of duplicating.

521200 – OPERATING SUPPLIES (RECORDS STORAGE) \$00.00

This account is used for the contract we have with "SINOACT," a Hall & McChesney Book System for veterans' recorded discharge and DD-214 permanent records. This is a necessary line item since the Lexington County Veterans Affairs Office is the custodian of Lexington County veterans records. This book has to be published approximately every 18-24 months. The book was published in 2002-2003, therefore, it is not anticipated that a new book will be required during FY 2004-2005.

FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST

<u>522200- SMALL EQUIPMENT REPAIRS & MAINTENANCE</u>	<u>\$130.00</u>
This account is used for repair and maintenance of the office typewriter, printer, and facsimile machine.	
<u>524000- BUILDING INSURANCE</u>	<u>\$132.00</u>
This account is used to pay for allocated building insurance, assessed by the County, based on the office square footage. This represents a slight increase.	
<u>524201- GENERAL TORT LIABILITY INSURANCE</u>	<u>\$556.00</u>
This account covers the cost of general tort liability insurance, assessed by the County. This represents a slight increase.	
<u>524202- SURETY BONDS</u>	<u>\$00.00</u>
This account covers the cost of surety bonds, assessed by the County. The bond premium will not be due this fiscal year.	
<u>525000 – TELEPHONE</u>	<u>\$1,300.00</u>
This account covers the cost of four telephone lines and one facsimile line to transmit and receive data pertaining to veterans from the VA Regional Office, Dorn VA Medical Center, and other institutions serving veterans and their families.	
<u>525010 – LONG DISTANCE CHARGES</u>	<u>\$100.00</u>
This account covers the cost of limited long distance telephone calls and facsimile transmissions. Occasionally, calls must be made to other County VA Offices, must be made to staff attending conferences away from Lexington County, or non-routine matters which must be resolved in other areas. This is the same amount as requested in FY 2003-2004.	
<u>525020 – PAGERS AND CELL PHONES</u>	<u>\$300.00</u>
This account is used to pay for a cellular telephone utilized by the County Service Officer or staff personnel when on official business away from the office. This is a reduction as the office returned a pager deemed as not being necessary.	
<u>525100 – POSTAGE</u>	<u>\$950.00</u>
This account pays for postage required to mail correspondence and claims to the VA Regional Office, Dorn VA Medical Center, as well as to veterans and family members regarding claims or special information requests. Additional postage is necessary for the increased claim workload and the mailing of the monthly newsletter.	

FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST

525210 – CONFERENCE & MEETING EXPENSES **\$2,000.00**

The Veterans Service Officer and staff are required to attend training programs to be certified and to be recertified by the Veterans Administration. In addition, the Veterans Service Officer will attend conferences and meetings of veterans organizations. These include 2 three day conferences of the SC Association of County Veterans Affairs Officers (one in the spring and one in the fall) as well as local conventions of veterans organizations. The budgeted amount is substantially less than for FY2003-2004.

525230 – SUBSCRIPTIONS, DUES, & BOOKS **\$350.00**

This account covers the cost of subscriptions to The Lexington Dispatch News, Twin City News, and The State newspaper, a reference publication What Every Veteran Should Know and its periodic supplements, as well as VA Fact Sheets. This also covers dues to the SC Association of County Veterans Officers. This is a slight increase over FY2003-2004.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$1,700.00**

This account is used for reimbursement of personal mileage which is used by the County Service Officer in his own personal automobile for outside meetings or visits, outreach meetings, visits to Dorn VA Medical Center (including assistance to veterans who have no transportation or cannot physically travel on their own to VAMC), VA Regional Office, visits to homes and nursing homes and other institutions to complete claims or obtain information and/or signatures, when necessary. This account is also for mileage reimbursement for the staff to attend required conferences and seminars throughout the year for training. This also includes transportation costs for the CSO to travel to various veterans' organizations, upon request, for speaking engagements and required veteran's organization meetings he attends to give or receive updates on veterans benefits. Projected miles for FY 2004-2005 is approximately 4,725. The amount is based on the current mileage rate of \$0.36 per mile. This is a decrease in amount from FY2003-2004.

525385 – UTILITIES (KROGER BUILDING) **\$2,800.00**

This account is used for utility usage for space occupied by Veterans Affairs in the Auxiliary Administration Building. This is our prorated share of the utilities as determined by the County.

FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-2005 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$750.00**

This account is used to purchase necessary minor office equipment/items as needed. We expect to purchase at least one (1) additional calculator, one (1) file cabinet, and one (1) new telephone. [In addition, one (1) scanner, one (1) digital camera, and one (1) color printer are needed to produce the monthly newsletter.]

540010 - MINOR SOFTWARE **\$500.00**

This account is used to purchase general office and VA-based minor software as needed for department computers/network to fulfill requirements as necessary to adhere to VA regulations, procedures, and expectations.

- | | |
|--------------------|-----------|
| → (1) SCANNER | \$ 149.00 |
| (1) DIGITAL CAMERA | \$ 299.00 |
| (1) COLOR PRINTER | \$ 199.00 |

**New Program
Section I**

COUNTY OF LEXINGTON

Page 15

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: _____
 Organization # 171500 Organization Title: Veterans Affairs
 Program # 1 Program Title: _____

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # _____	
510300 Part Time # .5 _____	10,420
511112 FICA Cost	797
511113 State Retirement	714
511114 Police Retirement	
511120 Insurance Fund Contribution # _____	6,000
511130 Workers Compensation	31
511131 S.C. Unemployment	
* Total Personnel	17,962
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance # _____	
524101 Comprehensive Insurance # _____	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 _____ Utilities - _____	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	17,962
** Total Capital (From Section II)	
*** Total Budget Appropriation	17,962

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-05 BUDGET REQUEST
NEW PROGRAM**

510300 – SALARIES – PART-TIME POSITION \$10,420

In the 2003-2004 budget, County Council approved a half-time clerk to provide needed clerical assistance. Due to increased office workload, this position is essential to handle routine filing, data entry and word processing. The expected client base is expected to grow 30% by 2012. The Veteran Affairs Office activities have increased due to an outreach program which reaches additional veterans and veterans family members, the publication of a monthly newsletter, and increased networking with veterans organizations and social services agencies.

This position provides data entry backup and suspense documentation for claims activities.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 1000 Fund Title: GENERAL
 Organization # 171500 Organization Title: VETERAN'S AFFAIRS
 Program # _____ Program Title: OFFICE RENOVATION

Object Expenditure Code Classification Total
2004 - 2005
Requested

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # _____	_____
510300 Part Time # _____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution # _____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	_____
Operating Expenses	
520100 Contracted maintenance	_____
520200 Contracted Services	_____
520300 Professional Services	_____
520400 Advertising	_____
521000 Office Supplies	_____
521100 Duplicating	_____
521200 Operating Supplies	_____
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
522300 Vehicle Repairs & Maintenance	_____
523000 Land Rental	_____
524000 Building Insurance	_____
524100 Vehicle Insurance # _____	_____
524101 Comprehensive Insurance # _____	_____
524201 General Tort Liability Insurance	_____
524202 Surety Bonds	_____
525000 Telephone	_____
525100 Postage	_____
525210 Conference & Meeting Expenses	_____
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books	_____
525___ Utilities - _____	_____
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
* Total Operating	_____
** Total Personnel & Operating	_____
** Total Capital (From Section II)	_____
*** Total Budget Appropriation	_____
	2,500
	2,500

52-15

**FUND 1000
LEXINGTON COUNTY VETERANS AFFAIRS (171500)
FY 2004-05 BUDGET REQUEST
NEW PROGRAM**

CAPITAL ITEM- OFFICE RENOVATION \$2,500

The VA Office has no security to protect office staff from irate or mentally ill clients seeking assistance from the office. Also, much of the VA office space is a large open area that is not conducive to confidential discussions of personal, financial, and medical issues. The funding requested is to provide a glassed in area so the clerk has a secure work area and can view clients in the waiting area. In addition, one office would be created with a door and glassed-in area so the staff person can view incoming clients in the waiting room and have confidential discussions with clients.

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 20 RECD 1:10

FINANCE DEPT

Fund: 1000
Division: Health & Human Services
Organization: 171700 - Museum

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	74,457	36,459	76,483	76,483		
510300 Part Time - 6 (1.725 - FTE)	40,115	20,756	39,890	44,000		
511112 FICA Cost	8,725	4,342	8,903	8,903		
511113 State Retirement	4,540	2,299	7,972	7,972		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	12,000		
511130 Workers Compensation	596	298	593	593		
511213 State Retirement - Retiree	3,308	1,620	0			
* Total Personnel	142,941	71,534	145,361	149,951		
Operating Expenses						
520200 Contracted Services (Alarm)	0	0	800	800		
521100 Duplicating	156	90	300	300		
521200 Operating Supplies	245	241	250	300		
522000 Building Repairs & Maintenance	1,138	0	3,000	3,000		
524000 Building Insurance	730	730	1,824	2,000		
524201 General Tort Liability Insurance	366	183	458	458		
524202 Surety Bonds	52	0	0	0		
525000 Telephone	624	318	1,500	1,500		
525010 Long Distance Charges	73	42	250	250		
525100 Postage	0	0	111	111		
525210 Conference & Meeting Expenses	3,604	2,567	3,683	3,683		
525230 Subscriptions, Dues & Books	50	0	280	280		
525240 Personal Mileage	158	0	500	500		
525304 Utilities - Museum Bldg.	11,236	5,329	9,100	9,100		
* Total Operating	18,432	9,500	22,056	22,282		
* Total Personnel & Operating	161,373	81,034	167,417	172,233		
Capital						
All Other Equipment	0	0	0			
** Total Capital	0	0	0	0		

*** Total Budget Appropriation

161,373

81,034

167,417

53-1



LEXINGTON COUNTY MUSEUM
232 FOX STREET

Lexington County Museum Commission

LEXINGTON, S.C. 29072

FUND 1000 HEALTH & HUMAN SERVICES
171700 MUSEUM FY 2004/2005 BUDGET REQUEST

PAGE 1

SUMMARY OF PROGRAMS:

Program 1: Maintenance and management of the museum, including the collections, buildings, grounds, museum staff and programs.

Administration and Accountability

Objectives:

To maintain and operate the museum in accordance with museum management procedures set forth by the American Association of Museums and within the administrative, legal and budgetary guidelines set forth by the county of Lexington.

Service Standards:

A. To work closely with the Lexington County Museum Commission to ensure the programs of the museum are professional in their scope and authentic in preparation and execution. The ten member commission appointed by County Council plus one at-large member being President of the county historical society, is the on-site supervisory arm of the County Council and meets monthly to oversee the work of the museum staff. All scheduling and preparations for meetings, mailouts of minutes and agenda, and maintenance of commission records is done by the museum staff.

B. To collect material significant to the history of Lexington County and her people, particularly items depicting life on farms and plantations prior to the mechanization of World War II. To maintain a high profile in the Lexington County community to encourage donations of such material. To be aware of any potential collection material being offered at public or private auctions and by professional dealers and to solicit private or corporate funding to acquire such items. To present all offers to the museum commission for final acceptance into the permanent collections which then become the property of Lexington County.

C. To preserve the historical integrity of the museum buildings: 20 wooden buildings from 230 years old to 140 years old through maintenance and conservation, while adapting them for use by the public and monitoring their ability to withstand such usage. To ensure the operation of the museum's security system and attend to its two alarm systems. To maintain the museum's grounds of 6 acres in an attractive manner and in accordance with 19th Century plantings and techniques so far as possible for enhancement to the visiting public. Work with county general services in scheduling such maintenance or repairs.(continued)

D. To set up exhibits in the museum buildings drawing upon the collections with prioritization upon conservation of these collections while putting them on view. To do all necessary research so as to present any and all exhibits in an authentic depiction of Lexington County's history.

E. To attend conferences, meetings and seminars for education and information exchange on latest museum management, advertising and conservation techniques.

F. To apply wherever possible for grants of various kinds to supplement county appropriated funds and to maintain a close professional relationship with organizations which offer grants. To manage such grant allocations and maintain proper records of any financial matters.

G. To provide an educational program to serve the needs of school children to observe life-style tours in three historical arenas: Antebellum life style tour, Colonial life style tours, and African American slavery tours. To provide qualified guides for these tours, develop a tour curriculum and promulgate these tours among public and private schools. Maintain schedules for tours and keep records of attendance and all fees collected and turned in to the county treasury. To ensure the tours are authentic, safe and attractive.

H. To provide tours for the general public, especially tourists, and provide publicity pamphlets for distribution to welcome centers and tourist agencies wherever possible to increase museum visitation.

I. To prepare budget requests for museum department for funding proper for maintenance of the museum property and programs and in accordance with the museum commission's desires. To operate the museum in an economical way, making use of heat, air conditioning and grounds irrigation only where or when needed and minimizing waste.

J. To maintain the museum's administration by keeping files pertaining to two full time and six part time employees, their payroll, performance appraisals, work schedules and any other personnel matters as required by county administration. To implement and manage a group of volunteers to supplement services offered by the paid staff. To maintain appropriate office files of correspondence, entry fees and receipts as per county regulations. To order and keep on hand operating and household supplies acquired through county supply or purchasing departments. To keep records of all visitation, gifts, donations, grants, as well as historical papers. To answer all museum correspondence and provide information pertaining to historical facts, historical restoration and object conservation.

K. To maintain a relationship with the general public by giving lectures, talks, serving on panels and committees dealing with history or tourism whenever possible to enhance the museum's image with the general public.

PROGRAM OVERVIEW
SERVICE LEVELS

FUND 1000
MUSEUM - 171700
FY 2004/2005 BUDGET REQUEST

SERVICE LEVELS

Service Level Indicators:

	Actual FY 2002/2003	Estimated FY 2003/2004	Projected FY 2004/2005
Museum visitation:	20,342	20,000	21,000
Public programs off site:	895	1,500	2,000

53-4

FUND 1000
MUSEUM - 171700
FY 2004/2005 BUDGET REQUEST

PERSONNEL

510100 - SALARIES & WAGES \$ 76,483

Salaries for two full time employees, both paid from the general fund:

Museum Director, Horace Harmon (Grade 16)

Museum Coordinator for visitor services, Bonnie Haynie,
(Grade 7)

510300 - PART TIME \$ 44,000

This account pays six part time employees from the general fund to give tours and implement programs on the museum site. They are responsible for taking up visitor fees and assisting the director and coordinator for visitor services in any and all museum activities, and to run the museum without direct supervision on Saturdays and Sundays. They primarily conduct school tours with demonstrations of spinning, weaving, butter churning, candlemaking, schoolhouse activities and cooking demonstrations.

The museum commission is requesting \$ 4,110 increase over last year's allocation to allow for merit increases for the 6 and to meet the increasing demands for the growing number of school tours visiting the museum.

511112 - FICA COST \$ 8,903

This account provides for FICA for two full time and six part time employees.

511113 - STATE RETIREMENT \$ 7,972

This account provides South Carolina retirement fees for two full time and six part time employees.

511120 - INSURANCE FUND CONTRIBUTION \$ 12,000

This account provides fees for insurance on two full time employees.

511130 - WORKERS COMPENSATION \$ 593

This account provides workers compensation for the museum staff of two full time and six part time employees.

TOTAL PERSONNEL REQUEST: \$ 149,951

FUND 1000
MUSEUM - 171700
FY 2004/2005

OPERATING EXPENSES

520200 - CONTRACTED SERVICES (Alarm) \$ 800

This account pays the monitoring fee for the two security systems at the museum: one on the John Fox house; one on the exhibit/office building.

521100 - DUPLICATING \$ 300

This account pays for copies on the IKON copier at the museum. Most of these copies pertain to the business of the museum commission and management of the museum collections of papers and other records.

521200 - OPERATING SUPPLIES \$ 300

This account provides funds for office, administrative and facilities needs. Request is for \$ 50 additional for paper products for four restrooms used by school groups visiting museum. Various office supplies and household supplies are included in this account.

522000 - BUILDING REPAIRS & MAINTENANCE \$ 3,000

This account funds repairs to 22 wooden buildings, 1 modern structure with five heating and air conditioning units.

524000 - BUILDING INSURANCE \$ 2,000

This fund covers insurance on the museum's 22 buildings. Request additional funds of \$ 628 to cover insurance on the newly acquired Leaphart/Harman house.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 458

This account is for the museum's share in this expense.

525000 - TELEPHONE \$ 1,500

The museum presently has two regular telephone lines, one FAX line, and one computer access line for a total of four (04) lines.

525010 - LONG DISTANCE CHARGES \$ 250

Long distance calls are necessary in booking museum tours, communications with other museums and museum conservation centers for management of the museum's programs and collections.

525100 - POSTAGE \$ 111

The museum office mails approximately 300 pieces of mail for museum business. Much of the Museum Commission communications is now done via e-mail.

525210 - CONFERENCE & MEETING EXPENSE \$ 3,683

This fund provides attendance at a number of professional annual meetings: S.C. Federation of museums which is the organization of museum staff members; the Landmark Conference which is the annual meeting of the SC Confederation of Local Historical Societies and Museums; the Southeastern Museums Conference, and the American Association for State & Local History. These conferences offer opportunities for museum staff and commission members to receive updates on issues pertinent to operation of a public facility dedicated to preservation and education. All of these meetings offer sessions on a variety of subjects and the opportunity to network with other museum personnel.

SC Federation of Museums: Conference, Myrtle Beach, SC. 2 nights, 3 days for one attendee, March 2005:	\$ 300
Landmark Conference, Charleston, SC February, 2005 2 nights, 3 days, 3 attendees (1 staff, 2 Commissioners)	\$1,683
Southeastern Museums Conference, Jekyll Island, Ga., Sept. 2005 3 nights, 4 days, 1 attendee:	\$ 850
American Association for State & Local History, St. Louis, Mo. 3 nights, 4 days, 1 attendee:	\$ 850
Total requested:	<u>\$ 3,683</u>

525230 - SUBSCRIPTIONS, DUES, BOOKS \$ 280

This account provides dues for various museum organizations:

Southeastern Museums Conference (dues):	\$ 120
SC Museum Federation:	40
Confederation of SC Local Historical Societies:	20
American Assoc. for State & Local History:	<u>100</u>
Total Requested:	<u>\$ 280</u>

525240 - PERSONAL MILEAGE REIMBURSEMENT \$ 500

This account covers use of private vehicles used by museum staff to give presentations to various groups about the museum and to visit potential donors of historic artifacts to the collections.

525304 - UTILITIES - MUSEUM BUILDINGS \$ 9,100

Four museum buildings are heated and cooled. All four are used for office, exhibit and working areas. The museum has three outside security lights. Water for four restrooms and yard irrigation is included in this account. The museum site covers 5½ acres.

TOTAL OPERATIONS REQUEST: \$ 22,282

Page 2 of 2 (Operating)

SECTION 1

COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 1000

Division: Health & Human Services

Organization: 171800 - Vector Control

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	44,542	21,792	45,714	45,714		
510200 Overtime	320	0	0	0		
510300 Part Time - L/S (.375 - FTE)	2,554	1,576	6,567	6,567		
511112 FICA Cost	3,498	1,711	3,999	3,999		
511113 State Retirement	3,248	1,601	3,581	3,581		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	12,000		
511130 Workers Compensation	5,263	2,594	5,647	5,647		
* Total Personnel	70,625	35,034	77,028	77,508	0	0
Operating Expenses						
521000 Office Supplies	24	189	300	400		
521100 Duplicating	150	101	250	250		
521200 Operating Supplies	6,401	7,199	7,500	9,000		
522300 Vehicle Repairs & Maintenance	650	485	2,100	2,100		
524000 Building Insurance	62	62	154	188		
524100 Vehicle Insurance - 3	1,560	780	1,950	1,629		
524201 General Tort Liability Insurance	30	15	38	656		
524202 Surety Bonds	19	0	0	0		
525000 Telephone	257	216	530	504		
525010 Long Distance Calls	2	0	100	100		
525020 Pagers and Cell Phones	108	391	978	768		
525210 Conference & Meeting Expenses	519	462	1,515	1,515		
525230 Subscriptions, Dues, & Books	67	75	220	220		
525357 Utilities - Centr. Whse./Bldg. Maint.	321	208	415	430		
525400 Gas, Fuel & Oil	2,089	986	2,880	3,000		
525600 Uniforms & Clothing	0	0	0	377		
* Total Operating	12,259	11,169	18,930	21,137	0	0
* Total Personnel & Operating	82,884	46,203	95,958	98,645	0	0
Capital						
540000 Small Tools & Minor Equipment:	0	0	500	500		
540010 Minor Software	0	0	500	300		
All Other Equipment	1,643	836	840	8,600		
** Total Capital	1,643	836	1,840	9,400	0	0
*** Total Budget Appropriation	84,527	47,039	97,798	108,045	0	0

54-1

**FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2004-05 BUDGET REQUEST**

**SECTION III
DEPARTMENT – PROGRAM OVERVIEW**

Summary of Programs:

Program 1: Mosquito Control and Abatement

This program utilizes two full time and part-time positions:

	Grade
1. Field Technician II with insurance	6
2. Field Technician I with Insurance	4
3. Lump sum part-time without insurance	PT

- (1) The field technician II is the division's supervisor and answers to Director of Public Works. This person handles the day-to-day operations and supervises the Field Tech I and the part-time staff (during active mosquito months).
- (2) The Field Technician I primarily conducts mosquito and vermin surveys, provides citizens with advice on how to avoid these problems, places pesticides where needed for Vector Control. Assists at times in vehicular spraying of mosquitoes.
- (3) Part-time personnel primarily perform the vehicular spraying of mosquitoes after dusk on roads in the County.

Vector Control is responsible for mosquito and vermin control, surveys, and citizen education of these areas. In addition they spray most of the county owned buildings for roaches, ants, etc. The mosquito season runs generally March through October.

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2004-05 BUDGET REQUEST

PERSONNEL

510100 – SALARIES AND WAGES (11) \$ 77,508.00

Salaries, FICA Cost, State Retirement, Insurance Fund Contribution, and Workers Compensation for:

1 each Field Technician II

1 each Field Technician I

Temporary Adulticider(s) (part-time)

OPERATING

521000 – OFFICE SUPPLIES \$ 400.00

Paper, pens, file folders, forms, small office machines not considered fixed assets, etc., for the 2 employees of this department. Historical information shows that this amount needs to be budgeted to supply the department.

521200 – DUPLICATING \$ 250.00

Historical information dictates that this amount should cover copying costs used for in-house copier charges (Auditron reading).

521200 – OPERATING SUPPLIES \$ 9,000.00

Necessary items for day to day operations plus pesticides like malathion and other chemicals. Estimated use of Malathion (220 gals @ \$29.00/gal. = \$6,380.00)

522300 – VEHICLE REPAIRS AND MAINTENANCE \$ 2,100.00

Repairs and maintenance on three vehicles assigned to this department.

524000 – BUILDING INSURANCE \$ 188.00

Based on figures supplied by Risk Manager.

524100 – VEHICLE INSURANCE \$ 1,629.00

Based on three (3) road vehicles @ \$ 543.00 / vehicle .

524201 – GENERAL TORT LIABILITY INSURANCE \$ 656.00

Based on figures supplied by Risk Manager..

524202 – SURETY BONDS -0-

54-4

FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2004-05 BUDGET REQUEST

525000 – TELEPHONE **\$ 504.00**

Basic monthly service usage charges for two (2) service lines.
Telephone service for the 2 lines averages \$ 21.00 / each mo. x 12 mos. = \$504.00.

525010 – LONG DISTANCE SERVICE **\$ 100.00**

Long distance monthly charges for two (2) service lines.

525020– PAGER AND CELL PHONE **\$ 768.00**

Request two cell phones @ \$32.00 / month each for communications to and from employees, staff and citizens.

2 ea. x \$32.00 . month = \$64.00 x 12 months = \$768.00

Cell phones are less expensive than 800 MHz radios plus allow communications with outside people (DHEC, citizens) and also department head and other county staff.

525210– CONF. & MEETING EXPENSES/EMPLOYEE TRAINING **\$ 1,515.00**

This will allow employees (4) to attend annual SC Mosquito Association conference in Myrtle Beach. 4 ea. x \$340.00 = \$1,360.00. This includes Director of Public Works. The balance will be used for various smaller meetings.

525230 – SUBSCRIPTIONS, DUES AND BOOKS **\$ 220.00**

This will be used to subscribe to various industry magazines that are not free, to keep employees up to date in their respective jobs.

525357 – UTILITIES – CENTR. WHSE./BLDG. MAINT. **\$ 430.00**

Based on historical information.

525400 – GAS, FUEL AND OIL **\$ 3,000.00**

Gas and oil for three vehicles.

Based on historical information, it is estimated this department uses an average of 200 gallons of gasoline per month – 200 gals. x \$1.15/gal. x 12 = \$ 2760.00

Miscellaneous makeup fluids @ \$ 20.00/mo. = 240.00

\$ 3,000.00

525600 – UNIFORMS & CLOTHING **\$ 377.00**

Request uniforms with County seal and name so that employees are identifiable as employees.

5 ea. pants @ \$12.75 ea. x 2 employees = \$ 127.50

5 ea. shirts @ \$17.50 ea. x 2 employees = 175.00

1 ea. light jacket @ \$31.20 ea. x 2 employees = 62.40

Patches, names @ \$1.00 ea. x 12 = 12.00

Total requested \$ 376.90

54-5

**FUND 1000
PUBLIC WORKS – VECTOR CONTROL (171800)
FY 2004-05 BUDGET REQUEST**

CAPITAL

540000 – SMALL TOOLS AND MINOR EQUIPMENT **\$ 500.00**

To purchase small tools generally costing less than \$500.00.

540010 - MINOR SOFTWARE **\$ 300.00**

To purchase minor, inexpensive software as needed.

1 EA. TRUCK MOUNTED MOSQUITO SPRAYER **\$ 7,200.00**

Additional mosquito sprayer is requested due to demand generated by Wst Nile and other mosquito borne diseases. To be mounted on existing pickup.

4 EA. STANDARD LIGHT TRAP (\$350.00 EACH) **\$ 1,400.00**

Requested so that staff can better evaluate mosquito populations throughout the County.

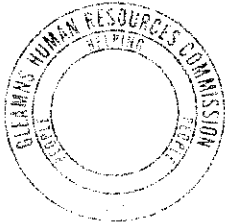
SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Health & Human Services
Organization: 179900 - Other Health & Human Services

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
523110 Building Rental - (In-Kind)		0	244,008	244,008		
Admin. Building:						
- DHEC - 2,278 sq.ft. x 8.00 = \$18,224.00						
Swansea Bldg.:						
- Mental Health Dept. - 1,000 sq.ft. x 8.00 = \$8,000.00						
- Health Dept. - 3,200 sq.ft. x 8.00 = \$25,600.00						
Batesburg Hlth Center:						
- Health Dept. - 1,558 sq.ft. x 8.00 = \$12,464.00						
W. Cola. Hlth Center:						
- Health Dept. - 18,265 sq.ft. x 8.00 = \$146,120.00						
W. Cola. Mental Hlth.:						
- Mental Health Dept. - 4,200 sq.ft. x 8.00 = \$33,600.00						
524000 Building Insurance	159	159	398	485		
Swansea Service Center South:						
- Dance School - \$38.00						
- Community Center - \$450.00						
525353 Utilities - Magistrate District #4	6,465	3,137	6,472	6,470		
Swansea Service Center South:						
- Dance School - \$503.00						
- Community Center - \$5,967.00						
534085 GLEAMS - Headstart	7,000	7,000	7,000	8,000		
* Total Operating	13,624	10,296	257,878	258,963	0	0
**Total Personnel & Operating	13,624	10,296	257,878	258,963	0	0
Capital						
**Total Capital	0	0	0	0	0	0
***Total Budget Appropriation	13,624	10,296	257,878	258,963	0	0

55-1



Health & Human Services

GLEAMNS HUMAN RESOURCES COMMISSION, INC.

EXECUTIVE OFFICES

Greenwood

CSBG & WIA OFFICES

- Abbeville
- Edgefield
- Greenwood
- Laurens
- McCormick
- Newberry
- Saluda

HEAD START CENTERS

- Abbeville
- Batesburg-Leesville
- Batesburg-Leesville Primary
- Benedict
- Blythewood
- Calhoun Falls
- Fairfield
- Greenwood
- Edgefield
- Kelly-Miller
- Lexington
- North Hodges
- Pineview
- Platt Springs
- Plum Branch
- Pontiac
- Rikard
- Saluda
- Sanders
- St. Andrews

February 17, 2004



Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, South Carolina 29072

Mr. Brooks:

On behalf the Board of Commissioners of GLEAMNS Human Resources Commission, I want to express our sincere thanks and appreciation for the allocation to our agency.

Our funding sources, the State of South Carolina and the federal government, require that we receive in-kind contributions from local communities we serve in order to qualify for state and federal money. In-kind contribution includes physical facilities, finance, volunteer and etc.

GLEAMNS Human Resources Commission is requesting \$8,000 dollars to assist in the cost of operating programs in Lexington County. These funds will assist us in providing assistance and opportunities for approximately 200 pre-school children and their families throughout the county of Lexington.

Our basic philosophy is to help people become self-sufficient. "People Helping People" has been our motto since our inception in 1966.

Please send funds at the beginning of Lexington County's fiscal year to:

GLEAMNS Human Resources Commission, Inc.
Attention: Accounting
Post Office Box 1326
Greenwood, South Carolina 29648

237 North Hospital Street, P O Box 1326, Greenwood, SC 29648
(864) 223-8434 Fax (864) 223-9456
www.gleamnshrc.org

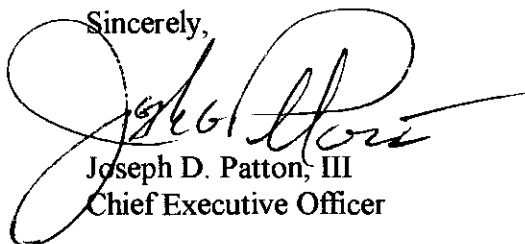
Equal Opportunity Employer

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Page 02
Brooks, William A.
Lexington County

We sincerely appreciate you taking time to consider our request. If additional information is needed, please contact Ms. Sandra Taylor at (864) 223-8434, ext. 1003. We are available to appear before Council to discuss our request and share with you our current efforts in accomplishing the goals and objectives of GLEAMNS.

Sincerely,



Joseph D. Patton, III
Chief Executive Officer

JDP/vf

pc: Dr. T.C. McCain
Sandra Taylor

SECTION I

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
511112 FICA Cost - Salary Adjustment	0	0	29,344	56,708		
511113 State Retirement - Sal. Adjustment	0	0	19,563	48,526		
511114 Police Retirement - Sal. Adjustment	0	0	0	3,373		
511121 Post Employment Health Insurance	202,302	103,733	193,320	212,030		
511130 Workers Compensation	0	0	75,000	50,000		
511131 S.C. Unemployment	0	0	20,000	20,000		
519900 Overtime Compensation	0	0	139,583	175,000		
519901 Salaries & Wages Adjustment Account	0	0	559,020	566,280		
* Total Personnel	202,302	103,733	1,035,830	1,131,917	0	0
Operating Expenses						
520100 Contracted Maintenance	0	0	1,000	1,000		
520300 Professional Services	250	0	80,150	0		
522200 Small Equipment Repairs & Maintenance	0	0	10,000	10,000		
523110 Building Rental (In-Kind)	0	0	-279,120	-279,120		
524000 Building Insurance	26	26	12,280	7,500		
Building Insurance - Admin Bldg (New)				7,500		
524100 Vehicle Insurance	0	-1,560	10,000	10,000		
524201 General Tort Liability Insurance	3,299	0	10,000	10,000		
524202 Surety Bonds	0	0	10,000	10,000		
525000 Telephone	27,249	13,671	38,700	38,700		
Information Booth - \$26,700.00						
525010 Long Distance Charges	-262	1	500	500		
525030 800 MHz Radio Charges	0	0	0	0		
525300 Utilities - Admin Bldg	0	0	91,962	25,000		
Utilities - Admin Bldg (New)				25,000		
525400 Gas, Fuel, & Oil	0	0	200,000	200,000		
525701 Employee Christmas Gift Services	29,670	28,980	29,000	29,000		
528000 Inventory Over/Short	5,508	0	0	0		
528101 FICA #941 Reconciliation	5	17	500	500		
529900 Miscellaneous Operating Expenses	75	0	1,000	1,000		
529903 Contingency	0	0	663,596	500,000		
* Total Operating	65,820	41,135	879,568	596,580	0	0
**Total Personnel & Operating	268,122	144,868	1,915,398	1,728,497	0	0

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**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 1000
Division: Non-Departmental
Organization: 999900 - Non-Departmental Costs

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Transfer To Other Funds:						
Operating transfers:						
812451 FY 02 Local L/E Block Grant	1,295	0	0	0		
812452 FY 03 Local L/E Block Grant	0	1,800	1,800	1,800		
812465 Sol/Juvenile Drug Court	19,922	0	0	0		
812466 Sol/Adult Drug Court	45,487	0	0	0		
812473 FEMA TCMPEA Grant	0	1	1	0		
812501 Sol/Comm. Juvenile Arbitration	45,000	0	0	0		
812510 Alternate Dispute Resolution	33,604	0	0	0		
812520 DHEC/EMS Grant-in-Aid	3,260	2,200	2,200	2,310		
812990 Finance/Grants Administration	98,000	98,000	98,000	75,000		
815700 Solid Waste	430,764	893,000	893,000	0		
Residual Equity transfers:						
831300 R.E.T. - Capital Improvement	8,502,486	0	0	0		
832000 R.E.T. - Economic Development	370,000	400,000	400,000	400,000		
834440 R.E.T. - EMS-Healthcare Delivery	1,419,659	0	0	0		
834502 R.E.T. - Auxilary Building Renovation	10,000	0	0	0		
**Total Transfers To Other Funds	10,979,477	1,395,001	1,395,001	479,110	0	0
Capital						
549904 Capital Contingency	0	0	716,660	0		
549906 Technology Systems Contingency	0	0	175,000	0		
All Other Equipment	0	0	46,580			
**Total Capital	0	0	938,240	0	0	0
*** Total Budget Appropriation	11,247,599	1,539,869	4,248,639	2,207,607	0	0

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**County of Lexington
Annual Budget
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Fiscal Year 2004-05**

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**County of Lexington
Annual Budget
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**County of Lexington
Annual Budget
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COUNTY OF LEXINGTON

ALL OTHER FUNDS

Appropriation Summary

Fiscal Year - 2004-05

Fund	Description	Appropriations					Revenue		
		Personnel	Operating	Capital	Transfers Out	Total	Estimated Revenue	Transfers In	Total Revenue
2300	County Library Operations	3,246,801	672,764	561,200	0	4,480,765	3,920,741	0	3,920,741
2310	Library Escrow	0	0	91,165	0	91,165	20,090	0	20,090
2320	Library Bond	0	0	0	0	0	0	0	0
2330	Library State Funds	0	0	216,099	0	216,099	216,099	0	216,099
2331	Library Lottery Funds	0	50,192	30,571	0	80,763	80,763	0	80,763
2340	Library Federal Funds	0	0	0	0	0	0	0	0
Total Library		3,246,801	722,956	899,035	0	4,868,792	4,237,693	0	4,237,693
2460	Sol/Drug Courts	48,322	146,621	0	0	194,943	355,400	0	355,400
2463	Sol/Capital Prosecution Team Grant	Ended				0	0	0	0
2464	Sol/Juvenile Acct Incentive Blk Grt	Ended				0	0	0	0
2465	Sol/Juvenile Drug Court Grant	Ended				0	0	0	0
2467	Sol/Radio Communications Project	Ended				0	0	0	0
2500	Sol/Victim Witness Program	165,802	6,209	0	0	172,011	53,042	118,969	172,011
2501	Sol/Community Juvenile Arbitration	116,772	8,794	4,558	0	130,124	45,150	83,379	128,529
2610	Sol/Forfeiture Narcotics Fund	0	11,385	0	0	11,385	10,500	0	10,500
2611	Sol/ State Funds	153,733	4,952	0	118,969	277,654	276,000	0	276,000
2612	Sol/Pre-Trial Intervention	209,091	5,043	0	0	214,134	214,134	0	214,134
2613	Worthless Check Unit	0	0	0	0	0	0	0	0
Total Solicitor		693,720	183,004	4,558	118,969	1,000,251	954,226	202,348	1,156,574
2411	Title IV-D Child Support Process Server	26,506	22	0	0	26,528	29,931	0	29,931
2413	Title V - Senior Comm Service Employ	Ended				0	0	0	0
2414	Bulletproof Vest Program	0	18,780	0	0	18,780	9,390	9,390	18,780
2415	Body Armor Purchase Program	Ended				0	0	0	0
2423	Community Education on Gun Violence	Ended				0	0	0	0
2424	LE/Domestic Violence Task Force	Ended				0	0	0	0
2425	LE/Alcohol/Drug Impaired Drivers	Ended				0	0	0	0
2426	LE/Cops More '98 Grant	Ended				0	0	0	0
2430	LE/Ace Team Grant	Ended				0	0	0	0
2431	LE/Abuse Investigation Team Grant	Ended				0	0	0	0
2432	LE/Cops Ahead Grant	Ended				0	0	0	0
2433	LE/Highway Safety	Ended				0	0	0	0
2434	LE/Boat Patrol Grant	Ended				0	0	0	0
2435	LE/Live Scan	Ended				0	0	0	0
2436	LE/Multi Task Force Narcotics Team:								
	Law Enforcement Budget	104,895	361,097	74,600	0	540,592	462,433	41,107	503,540
	Solicitor Budget	0	0	0	0	0	0	0	0
2437	LE/School Resource Officers	Ended				0	0	0	0
2440	FY01 COPS Universal Hiring Program	Ended				0	0	0	0
2441	LE/Forensic Drug Lab	58,663	61,237	83,100	0	203,000	152,250	50,750	203,000
2442	LE/Highway Safety Equipment Grant	Ended				0	0	0	0
2443	LE/Gang Investigation Unit	120,096	29,108	13,700	0	162,904	144,190	16,021	160,211
2444	Automated Fingerprint Identification	0	9,400	0	0	9,400	7,050	2,350	9,400
2445	National Incident Based Reporting System	0	29,200	199,000		228,200	171,150	57,050	228,200
2447	Gang Resistance Education & Training	Ended				0	0	0	0
2530	LE/Water Recreation Resources Tax	Carryforward				0	0	0	0
2630	LE/Forfeiture Narcotics Fund	13,833	81,882	5,000	0	100,715	52,880	0	52,880
2632	LE/Inmate Services	282,497	174,878	178,000	0	635,375	435,536	0	435,536
2633	LE/School District #1	388,943	39,869	0	0	428,812	215,406	213,406	428,812
2634	LE/School District #2	204,435	17,697	0	0	222,132	111,366	110,766	222,132
2635	LE/Swansea Agreement	Ended				0	0	0	0
2637	LE/Federal Narcotics Forfeitures	0	57,061	0	0	57,061	16,000	0	16,000
2638	LE/Civil Process Server	38,995	59,244	0	0	98,239	43,474	0	43,474
2639	LE/School District #3	52,949	4,803	0	0	57,752	28,952	28,800	57,752
2640	LE/School District #4	47,549	5,603	0	0	53,152	26,654	26,498	53,152
2641	LE/School District #5	249,630	23,355	0	0	272,985	136,600	136,386	272,986
Total Law Enforcement		1,588,991	973,236	553,400	0	3,115,627	2,043,262	692,524	2,735,786

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

**COUNTY OF LEXINGTON
ALL OTHER FUNDS
Appropriation Summary
Fiscal Year - 2004-05**

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Date: 04-05-04
Requested
Appsum05

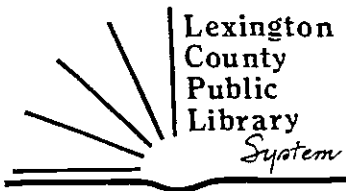
Fund	Description	Appropriations					Revenue		
		Personnel	Operating	Capital	Transfers Out	Total	Estimated Revenue	Transfers In	Total Revenue
2400	HUD Entitlement Community Develop	107,908	1,075,572	1,520	0	1,185,000	1,185,000	0	1,185,000
2409	Clk of Crt/Title IV-D Process Server	38,317	7,250	0	0	45,567	14,641	32,448	47,089
2410	Clk of Crt/Title IV-D Child Support	237,489	38,586	2,193	32,448	310,716	310,716	0	310,716
2451	FY02 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2452	FY03 Local Law Enforcement Blk Grt:	Carryforward				0	0	0	0
2453	FY04 Local Law Enforcement Blk Grt:								
	Magistrate Budget	0	0	18,000	0	18,000	16,200	1,800	18,000
	Law Enforcement Budget	0	1,500	107,556	0	109,056	98,300	10,756	109,056
	Non-Departmental	0	16,000	0	0	16,000	16,000	0	16,000
2470	Adolescent Pregnancy Prevention Init	Ended				0	0	0	0
2471	Transportation Enhancement Prog	Ended				0	0	0	0
2472	Landscaping & Scenic Beautification	Carryforward				0	0	0	0
2473	FEMA TCMPA Grant	Ended				0	0	0	0
2474	Multijurisdct Anti-terrorism Team	Ended				0	0	0	0
2475	Domestic Preparedness Equipment	Ended				0	0	0	0
2478	Operations & Firefighter Safety Equip	0	0	345,600	0	345,600	241,920	103,680	345,600
2510	Clk of Crt/Alternate Dispute Resolution	Ended				0	0	0	0
2520	DHEC EMS Grant-In-Aid	0	42,000	0	0	42,000	39,690	2,310	42,000
Total Other Miscellaneous Grants		383,714	1,180,908	474,869	32,448	2,071,939	1,922,467	150,994	2,073,461
2000	Economic Development	0	1,307,842	0	0	1,307,842	907,832	400,000	1,307,832
2120	Accommodations Tax	0	740,388	0	0	740,388	287,405	0	287,405
2130	Tourism Development Fee	0	850,800	0	0	850,800	850,800	0	850,800
2140	Temporary Alcohol Beverage Lic. Fee	0	216,160	0	83,379	299,539	80,040	0	80,040
2141	Minibottle Tax	0	360,000	0	0	360,000	360,050	0	360,050
2150	Video Poker License	Ended				0	0	0	0
2200	Indigent Care	28,044	823,881	0	0	851,925	604,700	0	604,700
2600	Clk of Crt/Professional Bond Fees	0	2,798	12,582	0	15,380	17,731	0	17,731
2605	Emergency Telephone System E-911	44,437	-47,437	1,160,000	0	1,157,000	1,157,000	0	1,157,000
2606	SCE&G Support Fund	0	3,000	2,000	0	5,000	5,053	0	5,053
2620	Victims Bill of Rights:								
	Solicitor Budget	66,575	522	0	0	67,097	67,097	0	67,097
	Magistrate Budget	69,822	3,612	100	0	73,534	50,718	0	50,718
	Law Enforcement Budget	236,401	52,228	0	0	288,629	288,629	0	288,629
2700	Schedule "C" Funds	0	4,280,000	0	0	4,280,000	4,280,000	0	4,280,000
2701	Road Improvement Private Contrib	Carryforward				0	0	0	0
2930	Personnel/Employee Committee	0	12,775	0	0	12,775	12,775	0	12,775
2950	Delinquent Tax Collections	313,697	446,723	7,444	0	767,864	1,207,000	0	1,207,000
2990	Grants Administration	91,896	8,698	800	0	101,394	21,294	75,000	96,294
2999	Pass-Thru-Grants - Magistrate	62,174	0	0	0	62,174	62,174	0	62,174
Total Other Special Revenue		913,046	9,061,990	1,182,926	83,379	11,241,341	10,260,298	475,000	10,735,298
5700	Solid Waste	943,216	5,628,653	781,687	0	7,353,556	6,124,866	0	6,124,866
5710	Solid Waste Tires	0	125,775	185,058	0	310,833	91,350	0	91,350
5720	SW/DHEC Management Grant	Ended				0	0	0	0
5721	SW/ Waste Tire Grant	Ended				0	0	0	0
5722	SW/DHEC Used Oil Grant	0	23,150	5,100	0	28,250	28,250	0	28,250
5800	Pelion Airport	0	18,760	6,040	0	24,800	24,800	0	24,800
Total Enterprise Fund		943,216	5,796,338	977,885	0	7,717,439	6,269,266	0	6,269,266
6590	Motor Pool	0	121,118	39,400	0	160,518	145,300	0	145,300
6710	Workers Compensation Insurance Fund	0	1,332,535	0	127,354	1,459,889	1,467,900	0	1,467,900
6730	Employee Insurance Fund	0	8,380,870	0	0	8,380,870	9,917,838	0	9,917,838
6790	Risk Management Administration	115,942	15,408	4,747	0	136,097	0	127,354	127,354
Total Internal Service		115,942	9,849,931	44,147	127,354	10,137,374	11,531,038	127,354	11,658,392
		7,885,430	27,768,363	4,136,820	362,150	40,152,763	37,218,250	1,648,220	38,866,470

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

**COUNTY OF LEXINGTON
MATRIX OF TRANSFER OF FUNDS
Annual Budget
Fiscal Year - 2004-05**

Updated: 4-05-2004
Requested Budget

FUND ORGANIZATION	<i>SOURCE</i>							TOTALS
	General Fund Revenue 1000	Fire Service Revenue 1000	Law Enforce Revenue 1000	Temp Alcohol Beverage 2140	Clk of Crt Title IV-D Program 2410	Solicitor State Fund 2611	Workers Comp Insurance 6710	
	999900	131599	159900	999900	141100	141200	999900	
<i>DESTINATION</i>								
2500 SOL / Victim Witness Program						118,969		118,969
2501 SOL / Community Juvenile Arbitration				83,379				83,379
2453 Local Law Enforcement Block Grant	1,800		10,756					12,556
2414 Bulletproof Vest Program			9,390					9,390
2436 Multi Task Force Narcotic Enforce			41,107					41,107
2441 Multi Forensic Drug Lab Grant			50,750					50,750
2443 LE/Gang Investigation Unit			16,021					16,021
2444 Automated Fingerprint Identification			2,350					2,350
2445 National Incident Based Reporting			57,050					57,050
2633 LE / School District #1			213,406					213,406
2634 LE / School District #2			110,766					110,766
2639 LE / School District #3			28,800					28,800
2640 LE / School District #4			26,498					26,498
2641 LE / School District #5			136,386					136,386
2409 Clk of Crt Title IV-D Process Server					32,448			32,448
2478 Operations & Firefighter Safety Equip		103,680						103,680
2520 DHEC / EMS Grant-In-Aid	2,310							2,310
2990 Finance / Grants Administration	75,000							75,000
6790 Risk Management Administration							127,354	127,354
2000 R.E.T. - Economic Development Fund	400,000							400,000
* TOTAL TRANSFER OF FUNDS	479,110	103,680	703,280	83,379	32,448	118,969	127,354	1,648,220



LEXINGTON COUNTY PUBLIC LIBRARY SYSTEM

MEMORANDUM

Main Library
5440 Augusta Rd.
Lexington, SC 29072
(803) 808-2600

Batesburg-Leesville
Branch
203 Armory St.
P.O. Box 2187
Batesburg, SC 29006
(803) 532-9223

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

Chapin Branch
129 NW Columbia Ave.
P.O. Box 700
Chapin, SC 29036
(803) 345-5479

Gaston Branch
214 S. Main St.
P.O. Box 479
Gaston, SC 29053
(803) 791-3208

Gilbert-Summit
Branch
110 Broad St.
P.O. Box 341
Gilbert, SC 29054
(803) 892-5387

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

Pelion Branch
206 Pine Street
P.O. Box 309
Pelion, SC 29123
(803) 894-3272

Swansea Branch
240 Monmouth Ave.
P.O. Box 130
Swansea, SC 29160
(803) 568-3519

Bookmobile
(803) 808-2649

www.lex.lib.sc.us

TO: County Council

FROM: Library Board of Trustees

DATE: February 24, 2004

RE: Library budget for FY 2004 - 2005

Attached is the Library's requested budget for Fiscal Year 2004-2005. There are two areas of increases in this budget over the current year's budget. The first is in areas where costs are determined outside of the Library's control. These include a proposed salary increase for County employees, increases in insurance premiums, increases in contracted maintenance/services, and increased costs associated with utilities and building repair. The second is an increase in the books and audiovisual budget to bring us back to the point we were in FY 2000-2001. Our circulation of books and AV materials has grown 27% since we opened the new buildings, but our collection growth has not kept up. We can no longer meet the public's growing demand for books, tapes, videos, etc. with a materials budget that has decreased to where it was in FY 1998-1999. There have been some areas where we have cut costs, and there are no increases in staff. The resulting budget is what we need to meet the continually increasing demands of the public for good library service.

As we have previously reported to you, for the last six years the Library has been funding the increased costs incurred when we opened our new buildings by using our Excess Fund Balance. During that time the use of the library by the public and the services provided have grown, reflecting the value the public places on good library service. This source of funding is now about depleted, and we will not have enough funds in our Excess Fund Balance in FY 2004-2005 to balance our budget. Depending on the exact amount of Excess Fund Balance used this year, the amount of shortfall will be about \$400,000. We are requesting, therefore, in order to avoid serious cutbacks in staffing and services, that Council replace this former source of funding.

We had also previously presented to you proposals for addressing the building problems in Swansea, Gaston, and Gilbert-Summit. We are requesting that you carefully consider these proposals and fund whichever one you consider the most appropriate for all the citizens concerned. The building situation in Swansea is particularly critical since the physical structure is deteriorating, and it is not financially prudent to spend a considerable amount of money on such a small building that will still have almost no parking, is far too small, and is poorly located. The other two buildings are very crowded, and we almost have to discard a book for every new one we purchase. In all cases we are not providing the service to the public that we should.

SECTION I

COUNTY OF LEXINGTON
LIBRARY
Annual Budget
FY 2004-05 Estimated Revenue

LEXINGTON COUNTY

FEB 25 RECD

FINANCE DEPT

Object Code	Revenue Account Title	2002-03 Actual	Amended Budget Thru Dec 2003-04	6 Months Received Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Total Estimated 2004-05	Approved 2004-05
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*County Library Operations 2300 :

4.995 Mills 5.115 Mills 5.115 Mills ___ Mills ___ Mills

Revenues:(Organization: 000000)

410000	Current Property Taxes	2,349,676	2,644,800	1,064,913	2,644,800		
410500	Homestead Exemption	119,881	60,000	0	60,000		
410520	Manufacturer's Tax Exemption	17,084	14,000	0	14,000		
411000	Current Vehicle Taxes	657,392	648,499	324,280	648,499		
412000	Current Tax Penalties	6,422	5,100	(3)	5,100		
413000	Delinquent Tax	131,384	100,000	85,312	100,000		
414000	Delinquent Tax Penalties	20,130	15,000	12,766	15,000		
417100	Fee in Lieu of Taxes	95,244	103,000	0	103,000		
417120	Fee in Lieu of Taxes - Prior Year	3,277	0	144	0		
417130	Fee in Lieu of Taxes - Manuf. Tax Exemption	20	0	20	0		
418000	Motor Carrier Payments	9,401	10,000	5,812	10,000		
419000	Merchants Exemptions	28,550	28,550	14,275	28,550		
419900	Tax Refund	(9)	(2,500)	(3)	(2,500)		

Total Property Tax Revenue

3,438,452 3,626,449 1,507,516 3,626,449

Other Revenues:

438300	Vending Machine Sales	949	1,000	342	684	700	
438902	Surplus Sales	562	500	0	500	500	
449000	Library Book Fines	178,114	180,000	86,660	173,320	195,000	
461000	Investment Interest	49,850	45,000	20,813	41,626	32,000	
461001	Tax Appeal Interest	53	0	2	0	0	

Total Other Revenue

229,528 226,500 107,817 216,130 228,200

** Total Revenue

3,667,980 3,852,949 1,615,333 3,842,579

Total Appropriation:

4,192,288

FUND BALANCE

Beginning of Year

1,702,770 1,353,061

FUND BALANCE - Projected

End of Year

1,353,061

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230020 - Lexington Branch

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 16	401,832	205,044	425,840	<u>425,840</u>		
510200 Overtime	54	30	30	<u>0</u>		
510300 Part Time - 10 (4.75 - FTE)	89,409	44,158	90,200	<u>90,200</u>		
511112 FICA - Employer's Portion	36,167	18,290	39,479	<u>39,477</u>		
511113 SCRS - Employer's Portion	30,228	14,848	35,351	<u>35,349</u>		
511120 Insurance Fund Contribution - 16	89,600	46,080	92,160	<u>96,000</u>		
511130 Workers Compensation	2,554	1,296	2,604	<u>3,922</u>		
511213 State Retirement - Retiree	3,010	1,835	0	<u>0</u>		
* Total Personnel	652,854	331,581	685,664	<u>690,788</u>		
Operating Expenses						
520200 Contracted Services	9,774	3,353	7,000	<u>5,021</u>		
521000 Office Supplies	877	455	750	<u>750</u>		
521100 Duplicating	1	0	25	<u>25</u>		
521200 Operating Supplies	1,086	219	1,000	<u>1,000</u>		
524000 Building Insurance	1,144	1,144	2,859	<u>3,467</u>		
524201 General Tort Liability Insurance	300	150	375	<u>451</u>		
524202 Surety Bonds	161	0	0	<u>0</u>		
525000 Telephone	3,221	2,931	5,790	<u>5,790</u>		
525010 Long Distance Charges	233	116	300	<u>300</u>		
525100 Postage	1,089	581	1,100	<u>1,100</u>		
525377 Utilities - County Branch Library	90,047	46,709	90,000	<u>94,000</u>		
* Total Operating	107,933	55,658	109,199	<u>111,904</u>		
**Total Personnel & Operating	760,787	387,239	794,863	<u>802,692</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	760,787	387,239	794,863	<u>802,692</u>		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

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

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 13	321,448	158,766	334,234	<u>334,234</u>		
510200 Overtime	1,181	643	643	<u>0</u>		
510300 Part Time - 7 (3.25 - FTE)	54,186	25,865	58,443	<u>58,443</u>		
511112 FICA - Employer's Portion	28,075	13,752	30,089	<u>30,040</u>		
511113 SCRS - Employer's Portion	24,813	12,419	26,942	<u>26,898</u>		
511120 Insurance Fund Contribution - 13	72,800	37,440	74,880	<u>78,000</u>		
511130 Workers Compensation	2,613	1,393	1,991	<u>2,984</u>		
511131 SC Unemployment	154	0	0	<u>0</u>		
511213 State Retirement - Retiree	672	141	0	<u>0</u>		
* Total Personnel	505,942	250,419	527,222	<u>530,599</u>		
Operating Expenses						
520200 Contracted Services	21,429	9,615	24,624	<u>23,141</u>		
521000 Office Supplies	915	551	900	<u>1,000</u>		
521100 Duplicating	1	1	25	<u>25</u>		
521200 Operating Supplies	2,943	1,334	3,000	<u>3,000</u>		
524000 Building Insurance	1,089	1,089	2,723	<u>3,317</u>		
524201 General Tort Liability Insurance	240	120	300	<u>361</u>		
524202 Surety Bonds	122	0	0	<u>0</u>		
525000 Telephone	3,803	1,785	6,300	<u>6,300</u>		
525010 Long Distance Charges	412	252	400	<u>500</u>		
525100 Postage	1,008	499	876	<u>900</u>		
525377 Utilities - County Branch Library	33,091	20,383	41,000	<u>38,000</u>		
* Total Operating	65,053	35,629	80,148	<u>76,544</u>		
**Total Personnel & Operating	570,995	286,048	607,370	<u>607,143</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	570,995	286,048	607,370	<u>607,143</u>		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230040 - Irmo Branch

Object Expenditure Code Classification		2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET	
					2004-05 Requested	2004-05 Recommend 2004-05 Approved
Personnel						
510100	Salaries & Wages - 13	328,148	167,178	351,350	<u>351,350</u>	
510200	Overtime	378	90	90	<u>0</u>	
510300	Part Time - 11 (5.25 - FTE)	92,382	45,765	97,340	<u>97,340</u>	
511112	FICA - Employer's Portion	31,104	15,480	34,332	<u>34,325</u>	
511113	SCRS - Employer's Portion	27,907	13,191	30,741	<u>30,735</u>	
511120	Insurance Fund Contribution - 13	72,800	37,440	74,880	<u>78,000</u>	
511130	Workers Compensation	2,582	1,385	2,300	<u>3,410</u>	
511131	SC Unemployment	0	0	0	<u>0</u>	
511213	State Retirement - Retiree	673	1,352	0	<u>0</u>	
New Program Items						
* Total Personnel		555,974	281,881	591,033	<u>595,160</u>	
Operating Expenses						
520200	Contracted Services	5,296	2,898	5,000	<u>5,036</u>	
521000	Office Supplies	1,274	434	1,200	<u>1,200</u>	
521100	Duplicating	1	0	25	<u>25</u>	
521200	Operating Supplies	2,974	1,674	2,750	<u>2,950</u>	
524000	Building Insurance	592	592	1,480	<u>1,794</u>	
524201	General Tort Liability Insurance	270	135	338	<u>406</u>	
524202	Surety Bonds	148	0	0	<u>0</u>	
525000	Telephone	3,887	1,947	5,292	<u>5,292</u>	
525010	Long Distance Charges	438	248	413	<u>500</u>	
525100	Postage	1,201	644	1,300	<u>1,300</u>	
525377	Utilities - County Branch Library	44,939	20,718	47,500	<u>45,000</u>	
* Total Operating		61,020	29,290	65,298	<u>63,503</u>	
**Total Personnel & Operating		616,994	311,171	656,331	<u>658,663</u>	
Capital						
**Total Capital		0	0	0	<u>0</u>	
*** Total Budget Appropriation		616,994	311,171	656,331	<u>658,663</u>	

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230050 - Chapin Branch

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	54,500	26,817	56,261	<u>56,261</u>		
510300 Part Time - 5 (2.125 - FTE)	44,338	21,647	40,525	<u>40,525</u>		
511112 FICA - Employer's Portion	7,532	3,690	7,404	<u>7,404</u>		
511113 SCRS - Employer's Portion	5,014	2,527	6,630	<u>6,630</u>		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	<u>12,000</u>		
511130 Workers Compensation	514	252	489	<u>736</u>		
511213 State Retirement - Retiree	490	206	0	<u>0</u>		
* Total Personnel	123,588	60,899	122,829	<u>123,556</u>		
Operating Expenses						
520200 Contracted Services	6,340	3,211	7,382	<u>7,010</u>		
521000 Office Supplies	189	110	300	<u>300</u>		
521100 Duplicating	162	62	200	<u>175</u>		
521200 Operating Supplies	927	412	1,100	<u>1,100</u>		
524000 Building Insurance	165	165	413	<u>499</u>		
524201 General Tort Liability Insurance	60	30	75	<u>90</u>		
524202 Surety Bonds	45	0	0	<u>0</u>		
525000 Telephone	1,316	895	2,232	<u>2,232</u>		
525010 Long Distance Charges	242	118	301	<u>300</u>		
525100 Postage	398	173	300	<u>400</u>		
525377 Utilities - County Branch Library	9,024	4,769	9,500	<u>10,000</u>		
* Total Operating	18,868	9,945	21,803	<u>22,106</u>		
**Total Personnel & Operating	142,456	70,844	144,632	<u>145,662</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	142,456	70,844	144,632	<u>145,662</u>		

**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230060 - Swansea Branch

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1 (.825 - FTE)	22,678	10,779	22,393	<u>22,393</u>		
510200 Overtime	122	0	0	<u>0</u>		
510300 Part Time - 2 (.875 - FTE)	17,509	9,015	16,863	<u>16,863</u>		
511112 FICA - Employer's Portion	2,916	1,428	3,003	<u>3,003</u>		
511113 SCRS - Employer's Portion	2,071	1,016	2,689	<u>2,689</u>		
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	<u>6,000</u>		
511130 Workers Compensation	210	103	197	<u>298</u>		
* Total Personnel	51,106	25,221	50,905	<u>51,246</u>		
Operating Expenses						
520200 Contracted Services	1,620	670	1,625	<u>1,680</u>		
521000 Office Supplies	76	54	150	<u>150</u>		
521100 Duplicating	52	32	100	<u>100</u>		
521200 Operating Supplies	253	44	350	<u>300</u>		
524000 Building Insurance	68	68	169	<u>257</u>		
524201 General Tort Liability Insurance	30	15	38	<u>45</u>		
524202 Surety Bonds	19	0	0	<u>0</u>		
525000 Telephone	99	84	660	<u>660</u>		
525010 Long Distance Charges	215	114	300	<u>300</u>		
525100 Postage	130	119	150	<u>200</u>		
525377 Utilities - County Branch Library	1,576	950	1,500	<u>1,900</u>		
* Total Operating	4,138	2,150	5,042	<u>5,592</u>		
**Total Personnel & Operating	55,244	27,371	55,947	<u>56,838</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
 *** Total Budget Appropriation	 55,244	 27,371	 55,947	 <u>56,838</u>		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230070 - Gaston Branch

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1 (.825 - FTE)	21,732	10,829	22,497	<u>22,497</u>		
510200 Overtime	0	5	5	<u>0</u>		
510300 Part Time - 2 (1 - FTE)	21,700	10,632	19,715	<u>19,715</u>		
511112 FICA - Employer's Portion	3,155	1,555	3,230	<u>3,229</u>		
511113 SCRS - Employer's Portion	2,975	1,470	2,892	<u>2,892</u>		
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	<u>6,000</u>		
511130 Workers Compensation	226	112	214	<u>321</u>		
* Total Personnel	55,388	27,483	54,313	<u>54,654</u>		
Operating Expenses						
520200 Contracted Services	4,060	1,802	4,218	<u>4,546</u>		
521000 Office Supplies	254	30	300	<u>250</u>		
521100 Duplicating	182	106	250	<u>250</u>		
521200 Operating Supplies	531	148	600	<u>500</u>		
524000 Building Insurance	181	181	453	<u>551</u>		
524201 General Tort Liability Insurance	30	15	38	<u>45</u>		
524202 Surety Bonds	19	0	0	<u>0</u>		
525000 Telephone	525	64	900	<u>900</u>		
525010 Long Distance Charges	66	33	75	<u>75</u>		
525100 Postage	309	126	250	<u>400</u>		
525377 Utilities - County Branch Library	4,953	2,076	5,300	<u>5,000</u>		
* Total Operating	11,110	4,581	12,384	<u>12,517</u>		
**Total Personnel & Operating	66,498	32,064	66,697	<u>67,171</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	66,498	32,064	66,697	<u>67,171</u>		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230080 - Pelion Branch

		BUDGET				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	45,609	22,460	47,062	47,062		
510300 Part Time - 3 (1.5 - FTE)	29,685	14,283	28,966	28,966		
511112 FICA - Employer's Portion	5,529	2,644	5,816	5,816		
511113 SCRS - Employer's Portion	5,158	2,517	5,208	5,208		
511120 Insurance Fund Contribution - 2	11,200	5,760	11,520	12,000		
511130 Workers Compensation	392	191	377	578		
* Total Personnel	97,573	47,855	98,949	99,630		
Operating Expenses						
520200 Contracted Services	5,298	2,197	5,306	5,076		
521000 Office Supplies	252	173	300	300		
521100 Duplicating	177	85	250	250		
521200 Operating Supplies	1,052	202	1,034	1,000		
524000 Building Insurance	16	16	600	975		
524201 General Tort Liability Insurance	45	22	56	68		
524202 Surety Bonds	32	0	0	0		
525000 Telephone	256	671	1,620	1,620		
525010 Long Distance Charges	216	104	250	250		
525100 Postage	213	89	175	175		
525377 Utilities - County Branch Library	8,329	4,313	9,000	9,500		
* Total Operating	15,886	7,872	18,591	19,214		
**Total Personnel & Operating	113,459	55,727	117,540	118,844		
Capital						
**Total Capital	0	0	0			
*** Total Budget Appropriation	113,459	55,727	117,540	118,844		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

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

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1 (.825 - FTE)	21,197	10,339	21,491	<u>21,491</u>		
510200 Overtime	9	0	0	<u>0</u>		
510300 Part Time - 2 (.875 - FTE)	15,639	8,379	16,658	<u>16,658</u>		
511112 FICA - Employer's Portion	2,709	1,373	2,918	<u>2,918</u>		
511113 SCRS - Employer's Portion	2,005	1,074	2,613	<u>2,613</u>		
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	<u>6,000</u>		
511130 Workers Compensation	192	97	194	<u>290</u>		
511131 SC Unemployment	560	0	0	<u>0</u>		
* Total Personnel	47,911	24,142	49,634	<u>49,970</u>		
Operating Expenses						
520200 Contracted Services	3,825	1,712	3,864	<u>4,111</u>		
521000 Office Supplies	114	75	175	<u>175</u>		
521100 Duplicating	138	55	125	<u>125</u>		
521200 Operating Supplies	87	43	300	<u>300</u>		
524000 Building Insurance	181	181	453	<u>551</u>		
524201 General Tort Liability Insurance	30	15	38	<u>45</u>		
524202 Surety Bonds	19	0	0	<u>0</u>		
525000 Telephone	0	140	480	<u>480</u>		
525010 Long Distance Charges	0	19	100	<u>100</u>		
525100 Postage	106	99	125	<u>200</u>		
525377 Utilities - County Branch Library	4,807	2,187	4,800	<u>4,900</u>		
* Total Operating	9,307	4,526	10,460	<u>10,987</u>		
**Total Personnel & Operating	57,218	28,668	60,094	<u>60,957</u>		
Capital						
**Total Capital	0	0	0	<u>0</u>		
*** Total Budget Appropriation	57,218	28,668	60,094	<u>60,957</u>		

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**COUNTY OF LEXINGTON
LIBRARY
Annual Budget
Fiscal Year - 2004-05**

Fund 2300
Division: Library
Organization: 230099 - Non-departmental Library Operations

		<i>BUDGET</i>				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510200 Overtime	0	0	8,970	<u>10,000</u>		
511112 FICA - Employer's Portion	0	0	1,648	<u>6,207</u>		
511113 SCRS - Employer's Portion	0	0	1,474	<u>5,558</u>		
511130 Workers Compensation	0	0	415	<u>617</u>		
519901 Salaries & Wages Adjustment Account	0	0	12,560	<u>71,142</u>		
* Total Personnel	0	0	25,067	<u>93,524</u>		
Operating Expenses						
520100 Contracted Maintenance	17,573	16,164	20,500	<u>20,182</u>		
520200 Contracted Services	5,128	8,064	22,000	<u>34,000</u>		
520220 Book Binding	394	390	500	<u>1,000</u>		
520300 Professional Services	6,395	7,007	10,000	<u>10,000</u>		
520400 Advertising & Publicity	0	533	850	<u>800</u>		
520702 Technical Currency & Support	1,000	5,284	42,501	<u>51,171</u>		
520703 Computer Hardware Maintenance	10,262	10,956	11,900	<u>11,067</u>		
522000 Building Repairs & Maintenance	20,608	7,754	23,000	<u>25,000</u>		
522200 Small Equipment Repairs & Maintenance	688	795	2,500	<u>2,000</u>		
522300 Vehicle Repairs & Maintenance	2,582	541	3,500	<u>3,000</u>		
523204 Lease Books	80,889	0	0	<u>0</u>		
524000 Building Insurance	0	0	0	<u>0</u>		
524100 Vehicle Insurance - 3	1,560	780	1,950	<u>1,629</u>		
524101 Comprehensive Vehicle Insurance	93	93	250	<u>260</u>		
524900 Data Processing Equip. Insurance	326	326	651	<u>651</u>		
525020 Pagers and Cell Phones	1,002	511	1,100	<u>1,100</u>		
525210 Conference & Meeting Expenses	7,005	6,204	7,000	<u>7,000</u>		
525211 Library Board Expenses	1,639	579	2,000	<u>2,000</u>		
525230 Subscriptions, Dues, & Books	99,923	90,228	96,265	<u>96,000</u>		
525240 Personal Mileage Reimbursement	7,717	3,200	8,000	<u>8,000</u>		
525400 Gas, Fuel, & Oil	3,462	1,547	4,850	<u>4,500</u>		
525600 Uniforms & Clothing	114	378	500	<u>500</u>		
* Total Operating	268,360	161,334	259,817	<u>279,860</u>		
**Total Personnel & Operating	268,360	161,334	284,884	<u>373,384</u>		
Capital						
540000 Small Tools & Minor Equipment	7,926	2,588	8,814	<u>7,500</u>		
540001 Books	0	0	0	<u>0</u>		
540002 Microforms	2,420	2,614	2,750	<u>2,800</u>		
540004 CD Rom Publications	1,418	1,095	1,600	<u>900</u>		
540006 Library Materials (Book, Audio Visual)	233,286	96,815	345,000	<u>545,000</u>		
540010 Minor Software	4,033	496	7,000	<u>5,000</u>		
All Other Equipment	0	185	186	<u>0</u>		
**Total Capital	249,083	103,793	365,350	<u>561,200</u>		
*** Total Budget Appropriation	517,443	265,127	650,234	<u>934,584</u>		

**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

SECTION III. - PROGRAM OVERVIEW

The Lexington County Public Library exists to provide library and information service to the citizens of Lexington County. The Board of Trustees adopted the following mission statement in 1991:

The Lexington County Public Library System is responsible for and committed to providing timely, accurate, courteous, and useful information to the citizens, businesses and organizations of Lexington County and surrounding areas. The Library System is dedicated to encouraging children to develop life-long interest in reading and learning; to offering current, high-demand materials for all ages; and to assisting patrons in meeting educational objectives. The Library supports these commitments by providing materials, services, and a well-trained and knowledgeable staff.

This fiscal year will see the continuing improvement in the Library's ability to provide library service to the citizens of Lexington County. The library's new automation system became operational in August, 2001. It received a major software upgrade early in FY 2004. Further upgrades are anticipated to take place in FY 2003-2004. The Library is also addressing the building needs of its Swansea, Gilbert-Summit, and Gaston branches. It is recommending that as soon as funding is available that additional space be created for the Swansea, Gilbert-Summit, and Gaston branches. It is the Library's purpose to use all our facilities and resources well in order to meet the commitments expressed in the mission statement.

Each year the overall use of our library system increases, which reflects the growth of our county and the needs people have which the library can meet. In an increasingly complex society, our citizens need a source of information that will allow them to make informed decisions. The Library is the one place where information from a wide variety of sources is gathered, organized, and made available for this purpose. By doing this, the Library helps meet people's informational, educational, recreational, and cultural needs. In the coming years, the Library will continue to expand its services and programs to better fulfill its mission.

**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

SECTION III - SERVICE LEVELS

2001 – 2002 Statistics

Total materials circulation: 1,419,417
Total registered borrowers: 93,535
Total reference transactions: 392,567
Total service to groups: 47,741
Number of internal and external virtual visitors: 167,357
Number of materials borrowed for patrons by interlibrary loan: 3,444

2002 – 2003 Statistics

Total materials circulation: 1,505,200
Total registered borrowers: 110,811
Total reference transactions: 416,121
Total service to groups: 59,465
Number of internal and external visitors via Internet: 347,758
Number of materials borrowed for patrons by interlibrary loan: 3,613

2003 – 2004 Estimates

Total materials circulation: 1,550,000
Total registered borrowers: 125,000
Total reference transactions: 435,000
Total service to groups: 60,000
Number of internal and external virtual visitors: 375,000
Number of materials borrowed for patrons by interlibrary loan: 3,700

2004 – 2005 Projections

Total materials circulation: 1,600,000
Total registered borrowers: 135,000
Total reference transactions: 450,000
Total service to groups: 62,000
Number of internal and external virtual visitors: 400,000
Number of materials borrowed for patrons by interlibrary loan: 3,750

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

510100 - Salaries & Wages \$1,938,000.00

These are the salaries and wages for the current 69 full-time employees in the Library system. We are requesting upgrades for two current full-time staff members. This will be detailed in the new programs section. We are not requesting any additional full-time positions.

510200 – Overtime \$10,000.00

This covers overtime for full-time staff and part-time staff.

510300 - Part-time \$433,401.00

This budget covers 44 regular part-time employees plus 4 Student Interns that are placed in 4 branches. We are not requesting any additional part-time positions.

511112 - FICA –Employer’s Portion \$187,619.00

511113 – SCRS – Employer’s Portion \$167,999.00

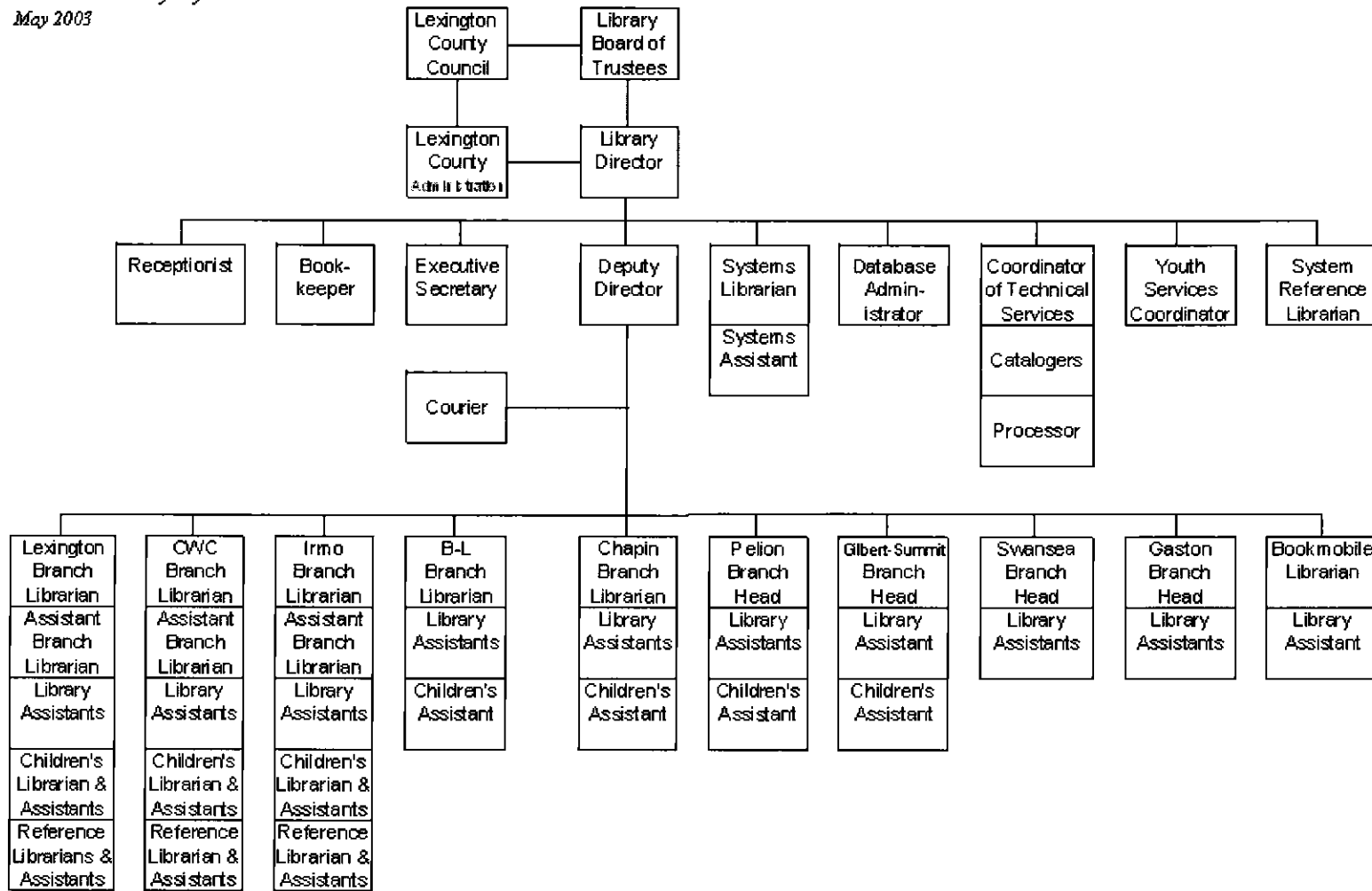
511120 – Employee Insurance – Employer’s Portion \$420,000.00

511130 - Workers Compensation \$18,640.00

519901 – Salary & Wages Adjustment Account \$71,142.00

This represents 3% of the full-time and part-time salaries and wages.

The Lexington County
Public Library System
May 2003



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**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

SECTION V. A – LISTING OF POSITIONS

Current Staffing Level: 117 - 69 full time and 48 part time

Lexington Headquarters- Administration	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
	Director	1	1	29
	Deputy Director	1	1	26
	Systems Librarian	1	1	18
	Librarian III	2	2	14
	Database Administrator	1	1	14
	Librarian II	1	1	13
	Bookmobile Librarian	1	1	7
	Library Assistant III	1	1	6
	Secretary I	1	1	6
	Accounting Clerk	1	1	6
	Library Assistant II	2	2	4
	Library Assistant II (PT)	1	0.8	4
	Library Assistant I	1	1	3
	Library Assistant I (PT)	1	0.5	3
	Receptionist	1	1	2
	Courier	1	1	2
	Custodian	1	1	2
	Total	<u>19</u>	<u>18.3</u>	
Batesburg-Leesville Branch				
	Librarian IV	1	1	16
	Library Assistant I	2	2	3
	Library Assistant I (PT)	3	1.5	3
	Student Intern (PT)	1	0.5	N/A
	Total	<u>7</u>	<u>5</u>	
Lexington Main Library				
	Librarian IV	1	1	16
	Librarian II	1	1	13
	Librarian I	3	3	12
	Library Assistant III	3	3	6
	Library Assistant II	1	1	4
	Library Assistant I	5	4	3
	Library Assistant I (PT)	8	4.5	3
	Library Clerk (PT)	1	0.4	3
	Page	2	2	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>26</u>	<u>20.9</u>	

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

Cayce-West Columbia Branch	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
	Librarian IV	1	1	16
	Librarian II	2	2	13
	Librarian I	1	1	12
	Library Assistant III	2	2	6
	Library Assistant II	1	1	4
	Library Assistant I	5	5	3
	Library Assistant I (PT)	3	1.5	3
	Page (PT)	3	1.5	2
	Custodian	1	1	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>20</u>	<u>16.5</u>	
Irmo Branch				
	Librarian IV	1	1	16
	Librarian II	1	1	13
	Librarian I	3	3	12
	Library Assistant III	2	2	6
	Library Assistant II	1	1	4
	Library Assistant I	4	4	3
	Library Assistant I (PT)	7	3.5	3
	Page (PT)	3	1.5	2
	Custodian	1	1	2
	Student Intern (PT)	1	0.5	N/A
	Total	<u>24</u>	<u>18.5</u>	
Chapin Branch				
	Librarian I	1	1	12
	Library Assistant I	1	1	3
	Library Assistant I (PT)	2	1	3
	Library Clerk	3	1.2	3
	Total	<u>7</u>	<u>4.2</u>	
Swansea Branch				
	Branch Head	1	1	7
	Library Assistant I (PT)	1	0.5	3
	Library Clerk (PT)	1	0.4	3
	Total	<u>3</u>	<u>1.9</u>	

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

Gaston Branch	<u>Job Title</u>	<u>Positions</u>	<u>FTE</u>	<u>Grade</u>
	Branch Head	1	1	7
	Library Assistant I (PT)	2	1	3
	Total	<u>3</u>	<u>2</u>	
Pelion Branch				
	Branch Head	1	1	7
	Library Assistant I	1	1	3
	Library Assistant I (PT)	3	1.5	3
	Total	<u>5</u>	<u>3.5</u>	
Gilbert-Summit Branch				
	Branch Head	1	1	7
	Library Assistant I (PT)	1	0.5	3
	Library Clerk (PT)	1	0.4	3
	Total	<u>3</u>	<u>1.9</u>	
	Total Library	<u>117</u>	<u>92.7</u>	

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

Organization 230099 - Library/Non-departmental

520100 - Contracted Maintenance \$20,182.00

Microfilm Reader/Printers (3) – 3,570
 Telephone system at Cayce-West Columbia Branch – 756
 Telephone system at Irmo Branch – 996
 Telephone system at Chapin Branch – 486
 Security System for all 9 buildings – 3,650
 Elevators (6) – 3,420
 Photocopiers (5) – 4,785
 Fire Extinguishers – 425
 Automatic Doors – 1,344
 Video Cleaning Machine - 425
 3M Resensitizers – 150
 Garage Door - 100

520200 - Contracted Services \$34,000.00

Labor for repairs to the automation system networking equipment – 2,000
 Collection agency services to retrieve long overdue materials and unpaid fines – 22,000
 Note: Collection agency costs offset by same amount in revenue account. We actually receive considerably more in recovered funds than the service costs.

520220 - Book Binding \$1,000.00

Books that become worn out or damaged and cannot be replaced because of cost or being out of print can be rebound. This helps preserve important books that contain needed information.

520300 - Professional Services \$10,000.00

This line item includes the Library's share of the County's annual financial audit and attorney's fees as well as funds for program presenters for such areas as the Summer Reading Program and staff in-service programs.

520400 - Advertising \$800.00

These funds will be used to pay for ads in area newspapers or in other media for positions openings or relating to programs and services the library provides. Public relations is vital to the library's informing people of all that is available.

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

Organization 230099 – Library / Non-departmental

520702 – Technical Currency and Support \$51,171.00

GIS Integrated Library System (Software Maintenance and Upgrades) – 47,692
 N2H2 Internet Filtering Software – 1,946
 Log Analyzer – 88
 Deep Freeze – 400
 Larscom T1 Multiplexer Technical Support – 1,045

520703 – Computer Hardware Maintenance \$11,067.00

Laser scanner/decoders – 6,995
 Routers for Internet Access – 4,905

522000 - Building Repairs and Maintenance \$25,000.00

This account provides funds to purchase materials and services to make repairs to any of the nine buildings in the library system. The amount in this line item will increase as buildings begin to age.

522200 - Small Equipment Repairs and Maintenance \$2,000.00

Funds will be used to make repairs to such small equipment as fax machines, typewriters, printers, computers, book security systems, etc. The amount is based on past history over the last several years.

522300 - Vehicle Repairs and Maintenance \$3,000.00

The library has three vehicles: a bookmobile, a van, and a utility vehicle.

523204 - Rental - Lease Books \$0

524100 - Vehicle Insurance \$1,629.00

This amount will cover three vehicles: the bookmobile, van, and utility vehicle. Amount based on information provided by Risk Manager.

524101 - Comprehensive Insurance \$260.00

Amount based on information provided by Risk Manager.

524900 - Data Processing Equipment Insurance \$651.00

Covers computers, servers, and network devices.

525020 – Pagers and Cell Phone \$1,100.00

This amount represents the cost for three mobile telephones (Bookmobile, courier van, Systems Librarian) and two pagers (Director and Systems Librarian).

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

Organization 230099 – Library / Non-departmental

525210 - Conference and Meeting Expense \$7,000.00

This appropriation is used for staff to attend state, regional, and national conferences and related meetings directly related to library service. It also includes funds for staff to attend educational workshops, training courses, and continuing education programs. Such meetings include the annual meeting of the South Carolina Library Association (SCLA), the Public Library Association and the annual conference of the South Carolina Association of Public Library Administrators. Most of the training activities are provided by the South Carolina State Library, the USC School of Library Science, and Midlands Technical College. These programs will allow staff to keep up with current developments in libraries and their services. Specific conference information and course descriptions are made available throughout the year, and we choose staff to attend by who will receive the most benefit for their specific area of specialization.

525211 - Library Board Expenses \$2,000.00

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 \$96,000.00

The largest expenditure in this account is for all the periodicals and newspapers that the Library purchases for all the branches. It also includes the cost of subscribing to on-line research databases through the Internet that are made available to the public in each branch as well as at home. A small amount is used to pay for the dues to professional organizations such as the South Carolina Library Association.

525240 - Personal Mileage Reimbursement \$8,000.00

These funds pay mileage expenses for 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 that do not require overnight travel.

525400 - Gas, Fuel and Oil \$4,500.00

Provides funds for gas, diesel fuel, and oil for our three vehicles.

525600 – Uniforms & Clothing \$500.00

Provides uniforms for the library's custodial workers.

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

520200 - Contracted Services \$62,981.00

230005 - \$0.00
 230010 - 7,360.00
 Grounds Maintenance - 1,440
 Cleaning service - 5,100
 Pest control - 400
 Trash pick-up - 420
 230020 - 5,021.00
 Grounds maintenance - 3,600
 Pest control - 500
 State elevator inspection - 225
 Trash pick-up - 696
 Subterranean termite service - 0 (have credit)
 230030 - 23,141.00
 Security guard - 20,500
 Pest control - 420
 State elevator inspection - 325
 Trash pick-up - 216
 Grounds maintenance - 1,680
 230040 - 5,036.00
 Grounds maintenance - 3,000
 Pest control - 420
 Subterranean termite service - 800
 Trash pick-up - 816
 230050 - 7,010.00
 Grounds maintenance - 1,440
 Pest control - 420
 Cleaning service - 4,800
 Subterranean termite service - 350
 230060 - 1,680.00
 Cleaning service - 1,380
 Pest control - 300

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

230070 – 4,546.00
 Grounds maintenance – 1,440
 Cleaning service – 1,860
 Pest control – 300
 Subterranean termite service – 250
 Trash pick-up – 696
 230080 – 5,076.00
 Grounds maintenance – 1,680
 Pest control – 216
 Cleaning service – 3,180
 230090 – 4,111.00
 Grounds maintenance – 1,560
 Cleaning service – 1,860
 Subterranean termite service - 250
 Trash pick-up – 225
 Pest Control - 216

521000 - Office Supplies \$7,025.00

230005 - \$2,500.00	230050 - \$300.00
230010 - 400.00	230060 - 150.00
230020 - 750.00	230070 - 250.00
230030 - 1,000.00	230080 - 300.00
230040 - 1,200.00	230090 - 175.00

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

521100 - Duplicating \$1,025.00

230005 - \$0.00	230050 - \$175.00
230010 - 50.00	230060 - 100.00
230020 - 25.00	230070 - 250.00
230030 - 25.00	230080 - 250.00
230040 - 25.00	230090 - 125.00

Pays for in-house photocopy charges using the auditoron readings.

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

521200 -Operating Supplies \$46,150.00

230005 - \$35,000.00	230050 - \$1,100.00
230010 - 1,000.00	230060 - 300.00
230020 - 1,000.00	230070 - 500.00
230030 - 3,000.00	230080 - 1,000.00
230040 - 2,950.00	230090 - 300.00

With the exception of 230005 (Administration) the items spent out of this account for each branch include all general housekeeping supplies for each building, such as paper towels, toilet tissue, soap, cleaning supplies, etc. used by library staff and contracted cleaning services. It also includes library-specific supplies such as promotional materials for branch programs and circulation materials (cards, boxes, etc.).

The amount in 230005 includes supplies such as all housekeeping and cleaning supplies for the main library building; all processing supplies for the books and audiovisual materials that are purchased each year (book covers, labels, tapes and glues, repair materials, cases for videos and audio tapes, security strips, etc.); library cards for the patrons; toner cartridges and printer supplies for the system, and supplies such as promotional material for system-wide programs such as the summer reading program.

524000 – Building Insurance \$12,799.00

230005 - 0.00	230050 - 499.00
230010 - 1,388.00	230060 - 257.00
230020 - 3,467.00	230070 - 551.00
230030 - 3,317.00	230080 - 975.00
230040 - 1,794.00	230090 - 551.00

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

524201 – General Tort Liability Insurance \$2,461.00

230005 -	\$860.00	230050 -	90.00
230010 -	90.00	230060 -	45.00
230020 -	451.00	230070 -	45.00
230030 -	361.00	230080 -	68.00
230040 -	406.00	230090 -	45.00

Premiums based on information from Risk Management.

524202 – Surety Bonds \$0.00

230005 -		230050 -	
230010 -		230060 -	
230020 -		230070 -	
230030 -		230080 -	
230040 -		230090 -	

525000 - Telephone \$31,938.00

230005 - \$6,540.00
 25 lines @ \$21.80/line/month

230010 - 2,124.00
 3 lines @ \$50/line/month
 1 line @ \$27/month

230020 - 5,790.00
 26 lines @ \$18.55/line/month

230030 - 6,300.00
 7 lines @ \$75/line/month

230040 - 5,292.00
 7 lines @ \$63/line/month

230050 - 2,232.00
 3 lines @ \$62/line/month

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

230060 – 660.00
 1 line @ \$55/month

230070 – 900.00
 1 line @ \$75/month

230080 – 1,620.00
 3 lines @ \$45/line/month

230090 – 480.00
 1 line @ \$40/month

The amount per line was obtained from the current telephone bill for each branch.

525010 - Long Distance Charges \$2,900.00

230005 - \$350.00	230050 - \$300.00
230010 - 225.00	230060 - 300.00
230020 - 300.00	230070 - 75.00
230030 - 500.00	230080 - 250.00
230040 - 500.00	230090 - 100.00

This account covers long distance charges for each branch. Given the way the county is divided among three telephone companies, the libraries incur some charges within the county. This also covers necessary calls outside the county.

525100 - Postage \$5,825.00

230005 - \$800.00	230050 - \$400.00
230010 - 350.00	230060 - 200.00
230020 - 1,100.00	230070 - 400.00
230030 - 900.00	230080 - 175.00
230040 - 1,300.00	230090 - 200.00

Covers the cost of mailing letters, notices, books for interlibrary loan, etc.

**FUND 2300 (LIBRARY OPERATIONS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

LIBRARY ACCOUNTS BY BRANCH

525377 - Utilities \$219,800.00

230005 - \$0.00	230050 - \$10,000.00
230010 - 11,500.00	230060 - 1,900.00
230020 - 94,000.00	230070 - 5,000.00
230030 - 38,000.00	230080 - 9,500.00
230040 - 45,000.00	230090 - 4,900.00

**FUND 2300 (LIBRARY OPERATIONS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

SECTION V. C – CAPITAL LINE ITEM NARRATIVES

Organization 230099 – Library/Non-departmental

540000 – Small Tools & Minor Equipment \$7,500.00

These funds are used to purchase items costing under \$500.00.

540002 - Microforms \$2,800.00

Purchased with these funds are back issues of periodicals on microfilm and microfiche and genealogical material on microfilm, such as census records.

540004 - CD-ROM Purchases/Subscriptions \$900.00

The Library provides a few CD-ROM databases on its automation system as well as databases available on the World Wide Web. The amount requested is less than last year since most vendors providing CD-ROM databases have placed their product on the Internet where it is much easier and quicker to access.

540006 – Library Materials (Books, Audio Visual) \$545,000.00

This account is the main account for purchasing the books and audio visual materials (videos, books-on-tape, etc.) for the library system. We have increased the amount this year to help remedy the deficiencies in our book/AV collections as a result of State Aid and local reductions in budget. This will bring us back to where we were in FY01.

540010 – Minor Software \$5,000.00

Used for purchasing general office software and library-specific minor software.

SECTION I

COUNTY OF LEXINGTON LIBRARY ESCROW Annual Budget Fiscal Year - 2004-05

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

Object Code	Revenue Account Title	Actual 2002-03	Amended Budget Thru Dec 2003-04	6 Months Received Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Approved 2004-05
Revenues: (Organization: 000000)							
410000	Current Property Taxes	15	25	10	20	<u>20</u>	
411000	Current Vehicle Taxes	26	40	13	26	<u>26</u>	
412000	Current Tax Penalties	0	2	0	0	<u>0</u>	
413000	Delinquent Taxes	127	150	19	38	<u>38</u>	
414000	Delinquent Tax Penalties	22	25	3	6	<u>6</u>	
417100	Fee in Lieu of Taxes	873	0	0	0	<u>0</u>	
417120	FILOT - Prior Year	0	0	0	0	<u>0</u>	
417130	FILOT - Manufacturer's Tax Exemption	0	0	0	0	<u>0</u>	
419900	Tax Refunds	(1)	0	0	0	<u>0</u>	
Total Property Tax Revenue		1,062	242	45	90	<u>90</u>	
Other Revenues:							
434900	Library Non-resident User Fee	18,225	15,000	8,825	17,688	<u>18,000</u>	
461000	Investment Interest	1,079	1,500	391	782	<u>500</u>	
469100	Gifts & Donations	650	2,500	303	606	<u>1,500</u>	
469200	Donated Capital Items	16,000	0	0	0	<u>0</u>	
** Total Revenue		37,016	19,242	9,564	19,166	<u>20,090</u>	
***Total Appropriation					83,316	<u>20,090</u>	
FUND BALANCE							
Beginning of Year					61,390	<u>(2,760)</u>	
FUND BALANCE - Projected							
End of Year						<u>(2,760)</u>	

Object Expenditure Code	Classification	BUDGET				
		2002-03 Expenditure	2002-03 Expend. (Dec)	2002-03 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Operating Expenses						
520700	Technical Services	525	0	2,265		
* Total Operating		525	0	2,265		
Capital						
540001	Books	0	8,998	68,711	<u>10,090</u>	
540005	Gift & Donation Purchases	1,600	483	9,083	<u>10,000</u>	
549904	Capital Contingency	3,728	0	3,257		
	All Other Equipment	38,405	0	0	<u>30,500</u>	- 3 theft detection systems
					<u>2,200</u>	- 1 book return
** Total Capital		43,733	9,481	81,051	<u>52,790</u>	
*** Total Budget Appropriation		44,258	9,481	83,316	<u>52,790</u>	

FUND 2310 (LIBRARY CAPITAL – ESCROW)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST

**SECTION IV
SUMMARY OF REVENUES**

434900 – Library Non-Resident User Fee \$18,000.00

This fee of \$25.00 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 tax payer in Lexington County pays for library service, including operating budget and bond repayment.

461000 – Investment Interest \$500.00

469100 – Gifts and Donations \$1,500.00

The library receives each year gifts for purchasing items in memory or honor of an individual.

**FUND 2310 (LIBRARY CAPITAL- ESCROW)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

**SECTION V. C.
 LINE ITEM NARRATIVES - Capital**

540001 - Books \$10,090.00

As we did in 2003 - 2004, we plan to supplement our regular materials budget by using funds in this Escrow account.

540005 - Gifts & Donations Purchases \$10,000.00

This represents expenditures of regular gifts received by the library, usually in memory or honor of a person. The funds are non-designated.

5A - (3) Book Theft Detection Systems \$30,750.00

The book theft detection systems at the Main Library and Irmo Branch are broken and would cost \$4-5 thousand each to repair. They are old analog technology and are no longer made. It would be more effective in the long run to buy new digital technology ones. They cost \$10,250 each including shipping and installation.

5A - (1) Outdoor book return \$2,200.00

As a result of increased circulation at the Main Library, we need to add a fourth outdoor book return so that books are not left out on the ground when we are closed.

Note: Existing capital amounts for FY 2003 - 04 to be carried over to FY 2004 - 05. These amounts will be used to fund the two 5A account requests.

SECTION I

COUNTY OF LEXINGTON
LIBRARY STATE FUNDS
Annual Budget
Fiscal Year - 2004-05

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

Object Code	Revenue Account Title	Actual 2002-03	Amended Budget Thru Dec 2003-04	6 Months Received Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
429000	State Aid	252,755	218,809	105,501	218,809	<u>216,099</u>	
** Total Revenue		<u>252,755</u>	<u>218,809</u>	<u>105,501</u>	<u>218,809</u>		
*** Appropriation Total					<u>218,809</u>	<u>216,099</u>	
FUND BALANCE							
Beginning of Year							
					<u>0</u>		
FUND BALANCE - Projected							
End of Year							
					<u>0</u>		

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
540001	Books	252,755	196,632	218,809	<u>216,099</u>	
* Total Operating		<u>252,755</u>	<u>196,632</u>	<u>218,809</u>	<u>216,099</u>	
** Total Personnel & Operating		<u>252,755</u>	<u>196,632</u>	<u>218,809</u>	<u>216,099</u>	
*** Total Budget Appropriation		252,755	196,632	218,809	<u>216,099</u>	

**FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

**SECTION IV
SUMMARY OF REVENUES**

429000 – State Aid \$216,099.00

This amount of State Aid is based on the amount received in FY 2003 - 2004. If the Legislature changes the per capita amount, the total amount of State Aid will be different.

**FUND 2330 (LIBRARY STATE FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

**SECTION V. C.
LINE ITEM NARRATIVES**

529904 – Capital Contingency **\$0.00**

In case the legislature reduces State Aid from this year’s level, the amount of reduction will be placed in this contingency account. Depending on state revenue collections next year, funds may be transferred to 540001 after the State budget is finalized.

540001 - Books **\$216,099.00**

All State Funds will be used for purchasing books for the entire Library System.

SECTION I

COUNTY OF LEXINGTON LIBRARY LOTTERY FUNDS Annual Budget Fiscal Year - 2004-05

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

Object Code	Revenue Account Title	Actual 2002-03	Amended Budget Thru Dec 2003-04	6 Months Received Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
429100	State Lottery Funds	80,763	80,763	37,307	80,763	<u>80,763</u>	
Other Revenue:							
461000	Investment Interest	0	0	0	0	<u>0</u>	
** Total Revenue		<u>80,763</u>	<u>80,763</u>	<u>37,307</u>	<u>80,763</u>	<u>80,763</u>	
***Appropriation Total					<u>80,763</u>	<u>80,763</u>	
FUND BALANCE Beginning of Year					<u>0</u>		
FUND BALANCE - Projected End of Year					<u><u>0</u></u>		

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520702	Technical Currenty & Support	45,062	46,876	46,876	<u>47,692</u>	
525210	Conference & Meeting Expense	2,196	2,400	2,400	<u>2,500</u>	
* Total Operating		47,258	49,276	49,276	<u>50,192</u>	
** Total Personnel & Operating		47,258	49,276	49,276	<u>50,192</u>	
Capital						
549904	Capital Contingency	0	0	0		
	All Other Equipment	33,505	7,739	31,487		
** Total Capital		33,505	7,739	31,487	<u>30,571</u>	
*** Total Budget Appropriation		80,763	57,015	80,763	<u>80,763</u>	

1-Voicemail System - CWC \$6,300.00
29-Personal Computers \$24,271

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

SECTION III - PROGRAM OVERVIEW

Beginning in FY 2003, the State Legislature placed public libraries in the Education Lottery Spending Budget. This was in recognition that public libraries are an important part of education for both students and citizens of all ages.

Lottery funds can be used only for technology. This includes purchasing and maintaining computers and networks, software, telecommunication projects, training, and other technology-based programs. The funds cannot be used for buying books or other materials or non-technology operating or capital costs. The funds are appropriated on a per-capita basis.

We will use the funds to continue a replacement program of PCs, with a certain number being replaced each year. We will also use the funds to pay for the maintenance and software upgrades of our automation system. Finally, we will use some funds to provide a voicemail system for one of the branch libraries and pay for some training for our automation staff.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

**SECTION IV
SUMMARY OF REVENUES**

429100 – State Lottery Funds \$80,763.00

These are funds provided to public libraries from lottery proceeds. Our share is based on the County's population.

**FUND 2331 (LIBRARY LOTTERY FUNDS)
LEXINGTON COUNTY LIBRARY (230000)
FY 2004-05 BUDGET REQUEST**

**SECTION V. B
LINE ITEM NARRATIVES - Operating**

520702 – Technical Currency and Support \$47,692.00

Software maintenance and support and upgrades for Library's automation system.

525210 – Conference and Meeting Expense \$2,500.00

Funds to allow our System Administrator and Database Administrator attend technical conferences.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 2331 Fund Title: Library Lottery Fund
 Organization # 230099 Organization Title: Non-departmental
 Program # _____ Program Title: _____

Object Expenditure Code Classification		Total 2004 - 2005 Requested
Personnel		
510100 Salaries # _____	Note: This budget would be applicable only if the State Legislature passes a proposed increase in Lottery funding for public libraries.	_____
510300 Part Time # _____		_____
511112 FICA Cost		_____
511113 State Retirement		_____
511114 Police Retirement		_____
511120 Insurance Fund Contribution # _____		_____
511130 Workers Compensation		_____
511131 S.C. Unemployment		_____
* Total Personnel		
Operating Expenses		
520100 Contracted maintenance		_____
<hr/>		
520200 Contracted Services		_____
<hr/>		
520300 Professional Services		_____
520400 Advertising		_____
521000 Office Supplies		_____
521100 Duplicating		_____
521200 Operating Supplies		_____
520702 Technical Currency and Support		<u>47,692</u>
<hr/>		
522100 Equipment Repairs & Maintenance		_____
522200 Small Equipment Repairs & Maint.		_____
522300 Vehicle Repairs & Maintenance		_____
523000 Land Rental		_____
<hr/>		
524000 Building Insurance		_____
524100 Vehicle Insurance # _____		_____
524101 Comprehensive Insurance # _____		_____
524201 General Tort Liability Insurance		_____
524202 Surety Bonds		_____
525000 Telephone		_____
<hr/>		
525100 Postage		_____
525210 Conference & Meeting Expenses		<u>2,500</u>
525220 Employee Training		_____
525230 Subscriptions, Dues, & Books		_____
525 _____ Utilities - _____		_____
525400 Gas, Fuel, & Oil		_____
525600 Uniforms & Clothing		_____
526500 Licenses & Permits		_____
* Total Operating		<u>50,192</u>
** Total Personnel & Operating		<u>50,192</u>
** Total Capital (From Section II)		<u>111,334</u>
*** Total Budget Appropriation		<u>161,526</u>

**FUND 2331 (LIBRARY LOTTERY FUNDS)
 LEXINGTON COUNTY LIBRARY (230000)
 FY 2004-05 BUDGET REQUEST**

**SECTION V. C
 LINE ITEM NARRATIVES -Capital**

5A - (1) Voice Mail System - CWC \$6,300.00

Our third largest and busiest branch needs to have voice mail so citizens can leave messages about library issues or requests when the staff is too busy with people in the building to answer the phone immediately. This will result in improved customer service so that people do not hear just a ringing, unanswered phone.

5A - (29) Personal Computers \$24,271.00

This funding will allow us to continue our cyclical upgrade of computers used by both the staff and the public. It will allow us to keep up with the increasing complexity and feature-rich databases that we use to provide information.

**COUNTY OF LEXINGTON
LIBRARY FEDERAL FUNDS
Annual Budget
Fiscal Year - 2004-05**

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

Object Code	Revenue Account Title	Actual 2002-03	Amended Budget Thru Dec 2003-04	6 Months Received Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
457000	Federal Grant Income	13,500	0	0	0	0	0
Other Revenue:							
461000	Investment Interest	0	0	0	0	0	0
** Total Revenue		<u>13,500</u>	<u>0</u>	<u>0</u>	<u>0</u>		
***Appropriation Total					0		
FUND BALANCE Beginning of Year						<u>0</u>	<u>0</u>
FUND BALANCE - Projected End of Year						<u>0</u>	<u>0</u>

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
540001	Books	13,500	0	0	0	0
* Total Operating		13,500	0	0	0	0
** Total Personnel & Operating		13,500	0	0	0	0
*** Total Budget Appropriation		13,500	0	0	0	0

**COUNTY OF LEXINGTON
SOLICITOR'S OFFICE
Annual Budget
Fiscal Year 2004-2005**

Division: Judicial
Organization: 141200 - Solicitor

Updated: 4-05-2004
Requested Budget

	<u>Special Revenue</u>						<u>Grants</u>			Elimination of Interfund Transfers	Combined
	General Fund 1000	Victim Witness Program 2500	Narcotics Forfeiture Funds 2610	Solicitor State Aid Funds 2611	Pretrial Intervention Program 2612	Victim's Bill of Rights 2620	Multijuris Task Force Narcotic Enforce 2436	Drug Court 2460	Community Juvenile Arbitration Grants 2501		
Prior Year Fund Balance	0	-16,579	-10	25,004	36	0	0	188	5,446		
Prior Year Contingency	0	0	15,338	2,135	0	0	0	97,155	2,022		
# of Employees	[21.7]	[3]	[0]	[3.03]	[4]	[2]	[0]	[1]	[3]		[37.73]
Revenues											
State Victim Service Funds	0	53,030	0	0	0	0	0	0	0		53,030
Eleventh Circuit State Support	0	0	0	270,000	0	0	0	250,000	0		520,000
Bond Escheatment	0	0	0	5,000	0	0	0	0	0		5,000
Program Income	0	0	10,000	0	214,134	67,097	0	105,400	0		396,631
State Grant Income	0	0	0	0	0	0	0	0	45,000		45,000
Federal Grant Income	0	0	0	0	0	0	0	0	0		0
Investment Interest	0	12	500	1,000	0	0	0	0	150		1,662
General Fund Revenue Sources	1,491,837	0	0	0	0	0	0	0	0	-	1,491,837
Oper Trn In From General Fund	0	0	0	0	0	0	0	0	0		0
Oper Trn In From Other Funds	0	0	0	0	0	0	0	0	83,379		83,379
Oper Trn In From Solicitor State Fund	0	118,969	0	0	0	0	0	0	0		118,969
*Total Funding	1,491,837	172,011	10,500	276,000	214,134	67,097	0	355,400	128,529	-	2,715,508
Appropriations											
Personnel	1,274,255	165,802	0	153,733	209,091	66,575	0	48,322	116,772		2,034,550
Operating Expenses	193,898	6,209	5,312	2,547	5,043	522	0	146,621	8,794		368,946
Capital	23,684	0	0	0	0	0	0	0	4,558		28,242
Operating Transfer Out	0	0	6,073	121,374	0	0	0	0	0	-	127,447
*Total Appropriations	1,491,837	172,011	11,385	277,654	214,134	67,097	0	194,943	130,124	-	2,559,185
Projected Ending Fund Balance	0	-16,579	14,443	25,485	36	0	0	257,800	5,873		

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

**COUNTY OF LEXINGTON
LAW ENFORCEMENT
Annual Budget
Fiscal Year 2004-2005**

Update: 3-26-2004
Requested Budget

Division: Law Enforcement
Organization: 151100 - 159999

	Grants												Special Revenue							Elimination of Interfund Transfers	Combined
	General Fund 1000	Title IV-D Child Support 2411	Bullet Proof Grant 2414	Multi Task Force Narcotic Team 2436	Multijurisdictional Forensic Drug Lab 2441	Gang Investigation Unit 2443	Automated Fingerprint Ident System 2444	National Reporting System 2445	Law Enforce Block Grt 2453	Victims Bill of Rights 2620	Narcotics Forfeiture Funds 2630	Inmate Services Fund 2632	School District No. 1 2633	School District No. 2 2634	Federal Narcotics Forfeiture 2637	Civil Process Server 2638	School District No. 3 2639	School District No. 4 2640	School District No. 5 2641		
Prior Year Fund Balance	0	3,856	0	21,114	4,032	0	0	0	0	0	14,945	0	28,008	11,869	0	0	2,518	1,887	16,345		
Prior Year Contingency	0	0	0	0	1,382	0	0	0	0	0	208,840	490,422	0	0	35,118	53,120	0	0	0		
# of Employees	[401]	[1]		[2]	[1]	[2]				[5]	[1]	[5]	[8]	[4]		[2]	[1]	[1]	[5]	[441]	
Revenues																					
Program Income	0	29,931	0	0	0	0	0	0	0	288,629	48,880	0	214,406	111,066	15,000	0	28,876	26,576	136,493	899,857	
Fees, Permits, and Sales	0	0	0	0	0	0	0	0	0	0	0	422,851	0	0	43,432	0	0	0	0	466,283	
State Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Federal Grant Income	0	0	9,390	462,433	152,250	144,190	7,050	171,150	96,800	0	0	0	0	0	0	0	0	0	0	1,043,263	
Miscellaneous Payments & Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Investment Interest	0	0	0	0	0	0	0	0	1,500	0	4,000	12,685	1,000	300	1,000	42	76	78	107	20,788	
General Fund Revenue Sources	24,326,412	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(703,280)	
Oper Trn In From Other Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Oper Trn In From LE/General Fund	0	0	9,390	41,107	50,750	16,021	2,350	57,050	10,756	0	0	0	213,406	110,766	0	0	28,800	26,498	136,386	703,280	
*Total Funding	24,326,412	29,931	18,780	503,540	203,000	160,211	9,400	228,200	109,056	288,629	52,880	435,536	428,812	222,132	16,000	43,474	57,752	53,152	272,986	(703,280)	27,459,883
Appropriations																					
Personnel	17,716,707	26,506	0	104,895	58,663	120,096	0	0	0	236,401	13,833	282,497	388,943	204,435	0	38,995	52,949	47,549	249,630	19,542,099	
Operating Expenses	5,172,211	22	18,780	361,097	61,237	29,108	9,400	29,200	1,500	52,228	81,882	174,878	39,869	17,697	57,061	59,244	4,803	5,603	23,355	6,199,175	
Capital	734,214	0	0	74,600	83,100	13,700	0	199,000	107,556	0	5,000	178,000	0	0	0	0	0	0	0	1,395,170	
Operating Transfer Out	703,280	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(703,280)	
*Total Appropriations	24,326,412	26,528	18,780	540,592	203,000	162,904	9,400	228,200	109,056	288,629	100,715	635,375	428,812	222,132	57,061	98,239	57,752	53,152	272,985	(703,280)	27,839,724
Projected Ending Fund Balance	0	7,259	0	-15,938	5,414	-2,693	0	0	0	0	175,950	290,583	28,008	11,869	-5,943	-1,645	2,518	1,887	16,346		

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

**COUNTY OF LEXINGTON
LAW ENFORCEMENT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2004-05**

Fund 2411
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenue 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
451803	IV-D Service of Process Pmts	19,371	15,197	16,851	16,851	29,931	
461000	Investment Interest	0	0	0	0	0	
801000	Op Transfer from General Fund	8,000	9,081	9,081	9,081	0	
** Total Revenue		27,371	24,278	25,932	25,932	29,931	
*** Total Appropriation					25,776	26,528	0
FUND BALANCE							
	Beginning of Year				3,700	3,856	3,856
FUND BALANCE - Projected							
	End of Year				3,856	7,259	3,856

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages	521	0	0	0	0
510199	Special Overtime	488	0	0	0	0
510200	Overtime	785	0	0	0	0
510300	Part-Time - 1(.75 FTE)	14,264	0	17,423	17,340	
	Salaries & Wages Adjustment Account	0	0	0	521	
511112	FICA - Employer's Portion	1,184	0	1,333	1,367	
511113	SCRS - Employer's Portion	1,100	0	1,194	1,224	
511120	Employee Insurance - 1	5,600	2,880	5,760	6,000	
511130	Workers Compensation	43	0	47	54	
* Total Personnel		23,985	2,880	25,757	26,506	
Operating Expenses						
521000	OfficeSupplies	0	0	0		
521200	Operating Supplies	0	0	0		
524201	General Tort Liability Insurance	15	8	19	22	
524202	Surety Bonds	6	0	0		
* Total Operating		21	8	19	22	
** Total Personnel & Operating		24,006	2,888	25,776	26,528	
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		24,006	2,888	25,776	26,528	

SECTION III. – 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 for service and \$16.50 for warrant of failure to comply. The revenue generated by this contract is used to fund a part time clerical position to enter the papers into a database, which tracks the service records of the documents. This information is then returned to the courts for official dockets.

The service levels for operations and the detention center are maintained on a fiscal year basis. The below statistics are for fiscal year 2003.

Title IVD Papers Served	1,174
-------------------------	-------

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Child Support Enforcement Program (2411-151200)					
Computer Operator	1	0	0.38	0.38	5-P/T
Totals:	<u>1</u>	<u>0</u>	<u>0.38</u>	<u>0.38</u>	

SECTION I

**COUNTY OF LEXINGTON
BULLETPROOF VEST PROGRAM
Annual Budget
Fiscal Year - 2004-05**

Fund 2414
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
457000	Federal Grant Income	3,442	0	0	0	9,390	
461000	Investment Interest	8	0	0	0	0	
801000	Op Trm From General Fund/Cty Ordinary	1,375	30	30	30	9,390	
** Total Revenue		4,825	30	30	30	18,780	0
***Total Appropriation					0	18,780	0
FUND BALANCE							
Beginning of Year					(30)	0	0
FUND BALANCE - Projected							
End of Year					0	0	0

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expend	2003-04 Expend (Dec)	2003-04 Budgeted (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
525600	Uniforms & Clothing	6,888	0	0	18,780	
* Total Operating		6,888	0	0	18,780	0
** Total Personnel & Operating		6,888	0	0	18,780	0
Capital						
** Total Capital		0	0	0	0	0
*** Total Budget Appropriation		6,888	0	0	18,780	0

GRANT PERIOD: 6-1-2004 to 9-30-2009
GRANT AWARD: \$ Federal and \$ County
PERCENTAGE SHARED: 50% / 50%

SECTION I

**COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*LE / Multijurisdictional Task Force Narcotic Enforcement Team Grant - 2436							
Revenues:							
456100	Program Income	0	0	24,005	0	0	
456400	Narcotics Confiscation	13,884	5,026	0	24,005	0	
457000	Federal Grant Income	276,420	206,827	408,101	408,101	530,138	
461000	Investment Interest	117	51	0	0	0	
801000	Op Trn from General Fund/LE	54,100	43,747	43,747	43,747	41,107	
801000	Op Trn from General Fund/Solicitor	0	0	0	0	22,568	
802610	Op Trn from Sol/Forfeiture Fund Cayce, Springdale, Irmo, Swansea and Lexington Police Departments (25%)	0	20,666	20,666	20,666	0	
** Total Revenue		344,521	276,317	496,519	496,519	593,813	
***Total Appropriation					497,410	630,865	0
FUND BALANCE							
Beginning of Year					<u>22,005</u>	<u>21,114</u>	<u>21,114</u>
FUND BALANCE - Projected							
End of Year					<u>21,114</u>	<u>-15,938</u>	<u>21,114</u>

NOTE: We only budget the federal share (75%) of the Personnel Services for other agencies. Lexington County will reimburse other agencies their federal share based on invoices submitted less the 25% match of Operating and Capital expenses due to Lexington County.

Grant Period: July 1, 2004 to June 30, 2005						
Grant Award: Federal \$530,138 + Matching \$176,712 = \$706,850						
Number of Employees	(2)	(1)	(1)	(1)	(1)	Totals
	Sheriff		Solicitor			
Personnel Services	104,895		74,673			179,568
Travel	17,612		5,750			23,362
Other	41,920		9,850			51,770
Capital	0		0			0
Total Lexington County	164,427	0	90,273	0	0	254,700
75% Federal	123,320		67,705			
25% Match	41,107		22,568			
Number of Employees	(2)	(1)	(1)	(1)	(1)	Totals
	Cayce	Springdale	Irmo	Swansea	Town of Lex	
Personnel Services	102,287	45,229	51,677	42,284	61,748	303,225
Travel	20,000	6,750	7,100	7,250	7,250	48,350
Other	9,090	3,760	4,695	4,390	7,340	29,275
Capital	0	25,500	0	5,200	40,600	71,300
Total	131,377	81,239	63,472	59,124	116,938	706,850
75% Federal	98,533	60,929	47,604	44,343	87,704	530,138
25% Match	32,844	20,310	15,868	14,781	29,235	176,713

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2004-05

Fund 2436
Division: Judicial
Organization: 141200 - Solicitor

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 1	0	21,078	52,000	<u>57,000</u>	
	Salaries & Wages Adjustment Account	0	0	0	<u>0</u>	
511112	FICA Cost	0	1,612	3,978	<u>4,361</u>	
511113	SCRS - Employer's Portion	0	1,444	2,603	<u>3,905</u>	
511120	Employee Insurance - 1	0	1,920	5,760	<u>6,000</u>	
511130	Workers Compensation	0	40	2,031	<u>2,782</u>	
	* Total Personnel	0	26,094	66,372	<u>74,048</u>	
Operating Expenses						
521000	Office Supplies	0	0	200	<u>300</u>	
521100	Duplicating	0	0	500	<u>600</u>	
521200	Operating Supplies	0	0	0	<u>500</u>	
524201	General Tort Liability Insurance	0	0	600	<u>625</u>	
524202	Surety Bonds	0	0	0	<u>0</u>	
525000	Telephone Service	0	0	0	<u>500</u>	
525010	Long Distance Service	0	0	0	<u>100</u>	
525020	Pagers and Cell Phones	0	194	780	<u>925</u>	
525030	800 MHz Radio Service Charges	0	0	720	<u>720</u>	
525210	Conference & Meeting Expense	0	2,847	3,500	<u>4,000</u>	
525230	Subscriptions, Dues & Books	0	0	0	<u>4,000</u>	
525240	Personal Mileage Reimbursement	0	982	3,840	<u>3,750</u>	
	* Total Operating	0	4,023	10,140	<u>16,020</u>	
	** Total Personnel & Operating	0	30,117	76,512	<u>90,068</u>	
Capital						
540000	Small Tools & Minor Equipment	0	31	200	<u>0</u>	
540010	Minor Software	0	0	350	<u>0</u>	
	All Other Equipment	0	0	5,600	<u>205</u>	
	** Total Capital	0	31	6,150	<u>205</u>	
	*** Total Budget Appropriation	0	30,148	82,662	<u>90,273</u>	

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL TASK FORCE NARCOTIC ENFORCEMENT TEAM GRANT
Annual Budget
Fiscal Year - 2004-05

Fund 2436

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 2	53,872	32,166	67,617	<u>67,710</u>	
	Salaries & Wages Adjustment Account	0	0	0	<u>6,294</u>	
510199	Special Overtime	3,356	1,735	0	<u>1,500</u>	
510200	Overtime	0	0	1,793	<u>3,000</u>	
511112	FICA Cost	4,348	2,550	5,172	<u>5,680</u>	
511113	SCRS - Employer's Portion	1,863	1,108	2,381	<u>2,511</u>	
511114	PORS - Employer's Portion	3,299	1,918	3,591	<u>4,023</u>	
511120	Employee Insurance - 2	8,867	5,760	11,520	<u>12,000</u>	
511130	Workers Compensation	1,149	669	1,303	<u>1,377</u>	
515600	Clothing Allowance	800	200	800	<u>800</u>	
	* Total Personnel	77,554	46,106	94,177	104,895	
Operating Expenses						
521000	Office Supplies	822	624	1,200	<u>2,000</u>	
521100	Duplicating	171	385	1,000	<u>1,500</u>	
521200	Operating Supplies	950	23	1,200	<u>1,750</u>	
521208	Police Supplies	1,016	652	1,000	<u>2,000</u>	
522300	Vehicle Repairs & Maintenance - 7	98	1,675	3,000	<u>10,500</u>	
523100	Building Rental	0	8,000	17,600	<u>20,000</u>	
524100	Vehicle Insurance - 7	780	260	1,300	<u>3,801</u>	
524201	General Tort Liability Insurance	952	476	1,190	<u>1,300</u>	
524202	Surety Bonds	14	0	0	<u>0</u>	
525000	Telephone	0	0	700	<u>3,600</u>	
525010	Long Distance Charges	0	0	50	<u>400</u>	
525020	Pagers and Cell Phones	8,503	5,659	11,410	<u>14,735</u>	
525030	800 MHz Radio Service Charges	908	993	3,477	<u>5,040</u>	
525031	800 MHz Radio Maintenance Charges	0	0	123	<u>3,500</u>	
525221	Employee Training & Staff Development	5,856	3,589	17,157	<u>24,100</u>	
525240	Personal Mileage Reimbursement	1,025	1,357	3,900	<u>3,900</u>	
525400	Gas, Fuel, & Oil	1,234	1,918	18,250	<u>32,061</u>	
525600	Uniforms & Clothing	4,189	0	2,500	<u>700</u>	
537099	Grant Funds to Other Agencies - Cayce	79,427	0	73,659	<u>77,646</u>	
537099	Grant Funds to Other Agencies - Springdale				<u>34,387</u>	
537099	Grant Funds to Other Agencies - Irmo				<u>39,223</u>	
537099	Grant Funds to Other Agencies - Swansea				<u>32,178</u>	
537099	Grant Funds to Other Agencies - Lex PD				<u>46,776</u>	
	* Total Operating	105,945	25,611	158,716	361,097	
	** Total Personnel & Operating	183,499	71,717	252,893	465,992	

Capital					
540000	Small Tools & Minor Equipment	2,007	434	2,830	<u>0</u>
540010	Minor Software	0	0	750	<u>0</u>
	All Other Equipment	137,010	7,478	89,081	<u>0</u>
Cayce					
540000	Small Tools & Minor Equipment				<u>0</u>
540010	Minor Software				<u>0</u>
	All Other Equipment				<u>0</u>
Springdale					
540000	Small Tools & Minor Equipment				<u>0</u>
540010	Minor Software				<u>0</u>
	All Other Equipment				<u>26,250</u>
Irmo					
540000	Small Tools & Minor Equipment				<u>0</u>
540010	Minor Software				<u>0</u>
	All Other Equipment				<u>0</u>
Swansea					
540000	Small Tools & Minor Equipment				<u>100</u>
540010	Minor Software				<u>0</u>
	All Other Equipment				<u>6,000</u>
Lexington PD					
540000	Small Tools & Minor Equipment				<u>100</u>
540010	Minor Software				<u>400</u>
	All Other Equipment				<u>41,750</u>
	**Total Capital		7,912	92,661	<u>74,600</u>
	*** Total Budget Appropriation	183,499	79,629	345,554	540,592

SECTION III. – PROGRAM OVERVIEW

The primary purpose of the Multi-Jurisdictional Narcotic Task Force is to enhance efforts in law enforcement, prosecution and the conviction of major drug and violent crime offenders by eliminating jurisdictional problems and by sharing critical resources. The overall objective of the Multi-Jurisdictional Narcotics Task Force 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.

The Multijurisdictional Narcotic Task Force began operation in 07/01/03.

Number of Meth Labs Seized 63

Amount of Drugs Removed:

Cocaine	1 pound 12 ounces
Crack	3 pound 1 ounce
Hallucinogens	2.5 pounds
Stimulants	48 pounds 5 ounces
Cannabis	1123 pounds 5 ounces
Multiple/other Drugs (pills)	833

Assets Seized and Forfeited:

Vehicles	33 valued at \$277,000
Currency (#of Incidents)	73 valued at \$117,628
Real Property	70 valued at \$ 25,350
Weapons	59 valued at \$ 4,700

Total Number of Investigations Initiated: 2,634

FUND 2436
L.E./ MULTI-JURISDICTIONAL NARCOTICS TASK FORCE (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Multi-jurisdictional Nrc Tsk Force (2436-151200)					
Narcotic Investigator	1	0	1	1	13
Senior Paralegal Investigator	1	0	1	1	12
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES \$ 2,000

Office Supplies for the Multijurisdictional Narcotic investigators and paralegal are pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING \$ 1,500

Duplicating costs are required for the operation for the enforcement team to make copies of case files, documents that must be retained, and documents for court purposes.

521200 - OPERATING SUPPLIES \$ 1,750

The grant allows the purchase of tapes, film, disks, batteries, and other supplies as required for the grant team.

521208 – POLICE SUPPLIES \$ 2,000

Police supplies are needed to purchase flashlights, mag lights, gun cleaning kits, OSHA kits, etc., required by policy for the job performance of the undercover investigations.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 10,500

This account is used to repair and to maintain the vehicle purchased by the grant.

523100 – BUILDING RENTAL \$20,000

An undisclosed Narcotic Task Force location is needed to secure the confidentiality of the operations of the task force.

524100 - VEHICLE INSURANCE \$ 3,801

Vehicle insurance is required for the vehicle. Cost is estimated at \$650 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,300

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE \$ 3,600

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls for the operation of the task force.

525010 – LONG DISTANCE CHARGES \$ 400

Long distance telephone line charges are required for the task force to contact persons for investigative purposes both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES **\$14,735**

The grant personnel and narcotic team investigators are required to have a pager and a mobile telephone for safety purposes immediate communication with each other and with the agencies.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 5,040**

Monthly service is required for the 800 MHz radios used by the investigators for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CONTRACT **\$ 3,500**

A maintenance contract is required on all radios.

525221 –EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$ 24,100**

The grant requires that each person employed on the grant and members serving on the narcotic team attend a minimum of two training classes per year. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525240 – PERSONAL MILEAGE REIMBURSEMENT **\$ 3,900**

Mileage reimbursement to the grant paralegal is paid at the federal rate for task force job travel requirements.

525400 - GAS, FUEL, AND OIL **\$ 32,061**

The grant reimburses for travel miles at the federal rate per mile to travel to perform their duties and to seminars.

525600 – UNIFORMS AND CLOTHING **\$ 700**

Raid gear and clothing is required for the task force investigators to perform their duties according to County Policy.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

5A5 - (1) SPORT UTILITY VEHICLE AND EQUIPMENT **\$ 26,250**

A vehicle is required to facilitate undercover operations and to perform duties as a narcotic investigator.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT \$ 100

A mobile telephone is required for communication with informants and other task force Investigators.

5A5 - (1) 800 MHZ RADIO \$ 5,400

A radio is necessary for officer safety, to investigate undercover operations and to perform duties as a narcotic investigator.

5A5 – EMERGENCY EQUIPMENT FOR EXISTING VEHICLE \$ 600

The Town of Swansea will not purchase a new vehicle for the use by the task force investigator. They need to equip an existing vehicle with emergency equipment for use by the task force investigator.

SECTION V. C. --CAPITAL LINE ITEM NARRATIVES

540000 -- SMALL TOOLS & MINOR EQUIPMENT \$ 100

A mobile telephone is required for communication with informants and other task force Investigators.

540010 -- MINOR SOFTWARE \$ 400

Software is necessary for the operation of the laptop computer.

5A5 - (1) SPORT UTILITY VEHICLE AND EQUIPMENT \$ 26,100

A vehicle is required to investigate undercover operations and to perform duties as a narcotic investigator.

5A5 - (1) LAPTOP COMPUTER \$ 1,800

A laptop is needed for the officer to maintain statistical data and reports documenting investigations of illicit drugs.

5A5 - (1) PRINTER \$ 500

A printer is needed for the officer to print statistical data and reports documenting investigations of illicit drugs.

5A5 - (1) 800 MHZ RADIO \$ 5,400

A radio is necessary for officer safety, to investigate undercover operations and to perform duties as a narcotic investigator.

5A5 -- (1) SURVEILLANCE SYSTEM \$ 7,200

This equipment is required to monitor and record undercover operations involving illicit drug activity.

5A5 -- (1) HANDGUN WITH (2) MAGAZINES \$ 750

The new Town of Lexington Task Force Investigator will need a weapon with 2 magazines. The estimated cost of the weapon with 2 magazines is \$750.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

5A5 – (1) FAX MACHINE

\$ 205

A fax machine is required for the Prosecutor to send and receive legal documents and information quickly.

SECTION 1

COUNTY OF LEXINGTON
MULTIJURISDICTIONAL FORENSIC DRUG LAB
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Annual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Multijurisdictional Forensic Drug Lab - 2441							
Revenues:							
457000	Federal Grant Income	184,358	0	174,812	115,752	<u>152,250</u>	
461000	Investment Interest	322	0	35	0	<u>0</u>	
801000	Op Trn from General Fund/LE	63,402	0	38,585	38,585	<u>50,750</u>	
** Total Revenue		<u>248,082</u>	<u>0</u>	<u>213,432</u>	<u>154,337</u>		
***Total Appropriation					152,955	203,000	0
FUND BALANCE							
Beginning of Year					<u>4,032</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u><u>5,414</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

GRANT PERIOD: 07-01-2004 to 06-30-2005

GRANT AWARD: Federal \$ and County \$ = \$

PERCENTAGE SHARED: 75% / 25%

**COUNTY OF LEXINGTON
MULTIJURISDICTIONAL FORENSIC DRUG LAB**

**Annual Budget
Fiscal Year - 2004-05**

Fund 2441
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	BUDGET	
					2004-05 Requested	2004-05 Recommend Approved
Personnel						
510100	Salaries & Wages - 1	20,043	19,925	42,600	42,007	
	Salaries & Wages Adjustment Account	0	0	0	1,261	
510199	Special Overtime	179	0	0	0	
510200	Overtime	462	0	0	0	
511112	FICA Cost	1,382	1,301	3,259	3,311	
511113	SCRS - Employer's Portion	1,417	1,365	2,918	0	
511114	PORS - Employer's Portion	0	0	0	4,630	
511120	Employee Insurance 1	2,800	2,880	5,760	6,000	
511130	Workers Compensation	722	695	1,487	1,454	
	* Total Personnel	27,005	26,166	56,024	58,663	
Operating Expenses						
520100	Contracted Maintenance	0	0	0	34,000	
520200	Contracted Services	0	0	26,554	300	
521000	Office Supplies	387	119	200	500	
521200	Operating Supplies	21,959	102	12,000	6,500	
522300	Vehicle Repairs & Maintenance	19	32	270	1,500	
524100	Vehicle Insurance	260	260	650	543	
524201	General Tort Liability Insurance	476	238	595	690	
525000	Telephone	214	125	0	264	
525010	Long Distance Charges	0	5	0	100	
525020	Pagers and Cell Phones	343	356	916	780	
525210	Employee Training & Staff Development	2,967	0	3,500	8,000	
525230	Subscriptions, Dues & Books	1,492	0	2,165	2,500	
525400	Gas, Fuel, & Oil	227	370	2,000	4,460	
525600	Uniforms & Clothing	740	0	160	1,000	
526500	Licenses and Permits	0	0	0	100	
	* Total Operating	29,084	1,607	49,010	61,237	
	** Total Personnel & Operating	56,089	27,773	105,034	119,900	
Capital						
540000	Small Tools & Minor Equipment	4,296	0	0	1,000	
540010	Minor Software	672	0	1,475	400	
	All Other Equipment	182,395	0	46,446	81,700	
	** Total Capital	187,363	0	47,921	83,100	
	*** Total Budget Appropriation	243,452	27,773	152,955	203,000	

SECTION III. – PROGRAM OVERVIEW

The Forensic Drug Lab provides timely drug analysis reporting to the Solicitor. This allows for swift prosecution, reduced pre-trial inmate population for those jailed on drug charges, and prevents unnecessary drug and collateral crimes committed by drug offenders while out of jail on bond for extended periods of time waiting trial. All of the aforementioned expedites the justice process, which will in turn provides for a maximum public safety at a minimum expense to the citizens of Lexington County.

This program did not become operational until July 1, 2003. The statistics are for a seven month period. July 1, 2003 through March 1, 2004.

Analysis on the following drug types

Cocaine	192
Crack	315
Heroin	3
Meth/Amp	112
MDMA	4
Prescription	125
Marijuana	9
Other	4
No Controlled Substances	97

FUND 2441
L.E./ MULTI-JURISDICTIONAL FORENSIC DRUG LAB (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
LE / Multi-jurisdictional Forensic Drug Lab (2441-151200)					
Chemist	1	0	1	1	20
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520100 – CONTRACTED MAINTENANCE \$34,000

The Gas Mass Spectrometer and UV Spectrometer must be serviced several times a year. If the equipment breaks down, it must be repaired immediately so that the drug lab will be operable at all times.

520200 – CONTRACTED SERVICES \$ 300

Hazardous waste removal produced from chemicals and drugs.

521000 - OFFICE SUPPLIES \$ 500

Office supplies including pens, file jackets, folders, diskettes, calendars and other general supplies that are used +daily.

521200 - OPERATING SUPPLIES \$ 6,500

The purchase of inserts, tapes, spot plates, test tube racks, test tubes, chemical wipes, cups, plates, and other supplies required for the lab. Chemicals and lab gas must be purchased from this account.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 1,500

This account is used to repair and maintain the vehicle purchased by the grant.

524100 - VEHICLE INSURANCE \$ 543

Vehicle insurance is required on each County vehicle.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 690

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE SERVICE \$ 264

The telephone line charges are required for the daily operations of the drug lab.

525010 – LONG DISTANCE SERVICE \$ 100

Long distance telephone line charges are required for out-of-state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$ 780

The chemist is required to carry a pager and mobile telephone for immediate contact.

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT \$ 8,000

It is required that each person employed on a grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid from this account by grant.

525230 - SUBSCRIPTIONS, DUES, AND BOOKS **\$ 2,500**

Drug reference materials, training manuals, training tapes, and other materials are necessary for the operation of the Drug Lab.

525400 - GAS, FUEL, AND OIL **\$ 4,460**

The grant reimburses the chemist at the federal rate of .365 per mile for travel relating to their duties.

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

The chemist must wear personal protective clothing while working in the laboratory.

526500 - LICENSES AND PERMITS **\$ 100**

This account is for the annual hood inspection for the drug lab as required by DEHEC.

SECTION V. C. –CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 1,000

Fire proof and lockable file cabinets are required for the confidential storage of drug information

540010 – MINOR SOFTWARE \$ 400

Software necessary for the operation of the new laptop.

5A5 - (1) SELF-CONTAINED BREATHING APPARATUS \$ 4,500

This equipment is required for the safety of the chemist in the collection of hazardous chemical samples.

5A5 - (1) LAPTOP COMPUTER \$ 1,800

This computer will be used for typing reports and generating work documents and grant status reports during down time at training or court.

5A5 - (1) PROXIMITY LOCK SYSTEM \$ 3,500

This system is required to secure and monitor the main entrance to the drug lab.

5A5 - (1) INFRARED MICROSCOPE \$65,000

This microscope is an attachment for the FT-IR instrument purchased with grant year 2003-2004 funds. This microscope will maximize the instrument's capabilities for detection and identification of trace quantities of controlled substances. The infrared spectroscopy is the preferred method of differentiating between "crack" cocaine and "powdered" cocaine.

5A5 - (1) 800 MHZ RADIO \$ 5,400

This radio is required for the safety of the chemist and for constant communication with Headquarters, investigators, officers and other agencies when collecting drug samples from crime scenes.

5A5 - (1) RE-WRITE CD-ROM DRIVE \$ 500

This equipment is required to back up the Drug Analysis (LIMS) software system, drug analysis reports and drug presentations required by the grant.

5A5 - (1) DIGITAL CAMERA, BATTERY PACK AND CASE \$ 1,000

This equipment will be used to document crime scenes and will serve as evidence. This equipment will also help identify the controlled substance.

SECTION I

**COUNTY OF LEXINGTON
GANG INVESTIGATION UNIT
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Annual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Gang Investigation Unit - 2443							
Revenues:							
457000	Federal Grant Income	0	45,425	172,003	172,003	144,190	
461000	Investment Interest	0	0	0	0	0	
801000	Op Trn from General Fund/LE	0	19,111	19,111	19,111	16,021	
** Total Revenue		0	64,536	191,114	191,114	160,211	
***Total Appropriation					191,114	162,904	0
FUND BALANCE							
Beginning of Year					0	0	0
FUND BALANCE - Projected							
End of Year					0	-2,693	0

GRANT PERIOD: 04-01-2004 to 03-31-2005 (can be extended to June 30, 2005)

GRANT AWARD: Federal \$ and County \$ =

PERCENTAGE SHARED: 90% / 10%

**COUNTY OF LEXINGTON
GANG INVESTIGATION UNIT
Annual Budget
Fiscal Year - 2004-05**

Fund 2443

Division: Law Enforcement

Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 2	0	32,371	74,000	<u>79,575</u>	
510199	Special Overtime	0	1,568	0	<u>0</u>	
510200	Overtime	0	0	500	<u>7,000</u>	
511112	FICA - Employer's Portion	0	2,551	5,661	<u>6,623</u>	
511114	PORS - Employer's Portion	0	3,674	7,917	<u>9,264</u>	
511120	Employee Insurance 2	0	4,800	11,520	<u>12,000</u>	
511130	Workers Compensation	0	2,280	1,480	<u>4,034</u>	
515600	Clothing Allowance	0	400	1,000	<u>1,600</u>	
	* Total Personnel	0	47,644	102,078	<u>120,096</u>	
Operating Expenses						
520800	Outside Printing	0	0	2,200	<u>1,500</u>	
521000	Office Supplies	0	0	800	<u>700</u>	
521100	Duplicating	0	0	694	<u>800</u>	
521200	Operating Supplies	0	0	600	<u>700</u>	
521208	Police Supplies	0	148	700	<u>500</u>	
522300	Vehicle Repairs & Maintenance	0	36	1,000	<u>2,000</u>	
524100	Vehicle Insurance	0	0	1,300	<u>1,086</u>	
524201	General Tort Liability Insurance	0	0	812	<u>1,380</u>	
525000	Telephone	0	0	500	<u>640</u>	
525010	Long Distance Charges	0	0	100	<u>200</u>	
525020	Pagers and Cell Phones	0	697	1,800	<u>1,896</u>	
525030	800 MHz Radio Service Charges	0	0	1,440	<u>1,560</u>	
525221	Employee Training & Staff Development	0	485	4,400	<u>4,400</u>	
525230	Subscription, Dues and Books	0	0	0	<u>500</u>	
525400	Gas, Fuel, & Oil	0	667	6,440	<u>8,386</u>	
525600	Uniforms & Clothing	0	0	1,200	<u>2,860</u>	
529903	Contingency	0	0	0	<u>0</u>	
	* Total Operating	0	2,033	23,986	<u>29,108</u>	
	** Total Personnel & Operating	0	49,677	126,064	<u>149,204</u>	
Capital						
540000	Small Tools & Minor Equipment	0	175	500	<u>0</u>	
540010	Minor Software	0	0	750	<u>0</u>	
	All Other Equipment	0	37,674	63,800	<u>13,700</u>	
	** Total Capital	0	37,849	65,050	<u>13,700</u>	
	*** Total Budget Appropriation	0	87,526	191,114	<u>162,904</u>	

SECTION III. - PROGRAM OVERVIEW

The Gang Investigative Unit program is 90% funded by the federal government. This program educates and increases the knowledge of law enforcement about gang indicators, intelligence collection, use of gage reports, and dissemination of useful gang information. Additionally, sponsor statewide gang training for the SC Law Enforcement Officers Association, SC Juvenile Officers Association, SC School Resource Officers Association, SC Magistrates Association and the SC Criminal Justice Academy's Regional Training program which will serve the entire region and state, and foster better inter-agency communication regarding gang activity. This program will aide in the prevention and early detection of gang violence.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Operations (2443-151200)					
Investigator	2	0	2	2	13
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

520800 – OUTSIDE PRINTING \$ 1,500

Brochures containing gang information and assistance with gang resistance will need to be printed for distribution to the public.

521000 - OFFICE SUPPLIES \$ 700

Items to be purchase including but not limited to pens, file jackets, folders, diskettes, calendars and other general supplies that are used daily.

521100 – DUPLICATING \$ 800

Duplicating services will be required for the copying of files, incident reports, case files and other documents.

521200 - OPERATING SUPPLIES \$ 700

Supplies such as batteries, film, tapes, and other items must be purchased.

521208 – POLICE SUPPLIES \$ 500

Law enforcement accessories are required for the purchase of leather goods for the investigators, flashlights, handcuffs, flex cuffs, OSHA supplies, and other items for the operation of the gang unit.

522300 - VEHICLE REPAIRS AND MAINTENANCE \$ 2,000

This account is used to repair and maintain the grant vehicles.

524100 - VEHICLE INSURANCE \$ 1,086

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each x 2 vehicles.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 1,380

General Tort Liability Insurance is required for each person employed by the County. The amount listed as estimated by County Risk Manager.

525000 – TELEPHONE \$ 640

This account is for telephone and voice mail service charges.

525010 – LONG DISTANCE TELEPHONE SERVICE \$ 200

The long distance service is required to make out-of-state calls or calls not within the calling area for investigative purposes.

525020 - PAGERS AND CELL PHONES \$ 1,896

The grant investigators are required to carry a pager and a mobile telephone for immediate contact.

525030 – 800 MHz RADIO SERVICE CHARGES **\$ 1,560**

The 800 MHz radio fees are required for the operation of 800 MHz radios.

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$ 4,400**

It is a grant requirement that each person employed on a grant attend a minimum of two training classes per year. One of those classes must be a national training seminar. The registration, travel, lodging, per diem and additional fees are paid by the grant from this account.

525230 – SUBSCRIPTION, DUES AND BOOKS **\$ 500**

Membership dues allows members of the Gang Grant to benefit from conference and training seminars. Reference materials will also be purchased to provide up-to-date information on gang activity.

525400 - GAS, FUEL, AND OIL **\$ 8,386**

The grant reimburses the chemist at the federal rate of .365 per mile to travel to perform their duties.

525600 - UNIFORMS AND CLOTHING **\$ 2,860**

The investigators must wear vests, field clothes and uniforms when performing their duties according to county policy.

SECTION V. C. -CAPITAL LINE ITEM NARRATIVES

(1) DIGITAL CAMCORDER, BATTERY AND CASE \$ 1,000

The camcorder is required for the investigator to film gang graffiti and other gang insignias.

(2) NIGHT VISION SCOPES WITH MOUNTING KITS \$ 7,000

This equipment is required for night surveillance.

(2) BODY TRANSMITTER/RECEIVER SYSTEMS \$ 5,000

This equipment is necessary for the safety of the officers during investigations and allows interaction with undercover informants.

(1) DIGITAL CAMERA, MEMORY STICK AND CASE \$ 700

The digital camera will allow the investigators to take photos of gang related activities.

COUNTY OF LEXINGTON
AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM
Annual Budget
Fiscal Year - 2004-05

Fund 2444
 Division: Law Enforcement
 Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	0	114,686	114,686	<u>7,050</u>	
461000	Investment Interest	0	45	0	0		
801000	Op Trm From LE/General Fund	0	38,229	38,229	38,229	<u>2,350</u>	
** Total Revenue		<u>0</u>	<u>38,274</u>	<u>152,915</u>	<u>152,915</u>	<u>9,400</u>	<u>0</u>
***Total Appropriation					152,915	9,400	0
FUND BALANCE							
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected					<u>0</u>	<u>0</u>	<u>0</u>
End of Year					<u>0</u>	<u>0</u>	<u>0</u>

Object Code	Expenditure Classification	BUDGET					2004-05 Approved
		2002-03 Expend	2003-04 Expend (Dec)	2003-04 Budgeted (Dec)	2004-05 Requested	2004-05 Recommend	
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521000	Office Supplies	0	0	2,415	<u>1,500</u>		
521200	Operating Supplies	0	0	2,000	<u>0</u>		
525210	Employee Training & Staff Development	0	0	5,500	<u>7,900</u>		
* Total Operating		0	0	9,915	9,400	0	0
** Total Personnel & Operating		0	0	9,915	9,400	0	0
Capital							
All Other Equipment		0	0	143,000			
		0	0	0	<u> </u>		
** Total Capital		0	0	143,000	0	0	0
*** Total Budget Appropriation		0	0	152,915	9,400	0	0

GRANT PERIOD: 7-1-2004 to 6-30-2005
 GRANT AWARD: Federal \$ and County \$ =
 PERCENTAGE SHARED: 75% / 25%

SECTION III. – PROGRAM OVERVIEW

The automated fingerprint identification system is a 75% federally funded program. This program will standardize and establish procedures for the entry and search of latent fingerprints from remote site to the state database maintained at SC Law Enforcement Division. After training, an AFIS operator should be proficient in the entry of latent prints, thus reducing time spent per case and increasing the case/hit ratio. The implementation of this program will also make a latent workstation available to agencies that have an operator who has successfully completed the training program.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **\$ 1500**

Office supplies are required for the purchase of paper for the workstation and for the printer. Other general supplies will be required for the staff to support the operation of the latent printer.

525210 –EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$ 7900**

Officer training is required to use the AFIS fingerprints system. The training is held in Costa Mesa, California.

SECTION I

**COUNTY OF LEXINGTON
NATIONAL INCIDENT BASED REPORTING SYSTEM
Annual Budget
Fiscal Year - 2004-05**

Fund 2445
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	0	137,425	137,425	171,150	
461000	Investment Interest	0	54	0	0	0	
801000	Op Trm From LE/General Fund	0	45,808	45,808	45,808	57,050	
** Total Revenue		0	45,862	183,233	183,233	228,200	0
***Total Appropriation					183,233	228,200	0
FUND BALANCE							
Beginning of Year							
					0	0	0
FUND BALANCE - Projected							
End of Year							
					0	0	0

Object Code	Expenditure Classification	BUDGET					
		2002-03 Expend	2003-04 Expend (Dec)	2003-04 Budgeted (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
520200	Contracted Services	0	0	53,333	0		
525003	T-1 Line Charges	0	0	2,400	7,200		
525090	Other Communication Services	0	0	15,000	22,000		
* Total Operating		0	0	70,733	29,200	0	0
** Total Personnel & Operating		0	0	70,733	29,200	0	0
Capital							
All Other Equipment		0	0	112,500	199,000		
		0	0	0			
		0	0	0			
** Total Capital		0	0	112,500	199,000	0	0
*** Total Budget Appropriation		0	0	183,233	228,200	0	0

GRANT PERIOD: 7-1-2004 to 6-30-2005
GRANT AWARD: Federal \$ and County \$ = \$
PERCENTAGE SHARED: 75% / 25%

SECTION III. – PROGRAM OVERVIEW

The National Incident Reporting System grant is federally funded. This grant will provide 75% funding for automating our records system and electronic submission of data to the SC Law Enforcement Division.

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

525003 – T-1 LINE CHARGES **\$ 7,200**

The T-1 service line fees provide a connection from the wireless carrier to the Lexington County Sheriff's department for the transmission of reports electronically.

525090 – OTHER COMMUNICATION SERVICES **\$ 22,000**

These service fees are required for the wireless communication systems on a monthly basis per unit for the operation of the equipment.

SECTION V. C. -CAPITAL LINE ITEM NARRATIVES

5A5 - (35) LAPTOP COMPUTER SYSTEMS **\$123,000**

Laptop computers will be provided to road deputies to electronically submit incident, supplemental and investigative reports to Lexington County Sheriff's Department records management database in real time.

5A5 - (35) WIRELESS COMMUNICATION ADAPTERS **\$ 18,000**

The wireless communication adapters will be used to transmit report data from the field to our headquarters database system

5A5 - (35) LAPTOP CAR MOUNTS **\$ 18,000**

The laptop car mounts are required for officer safety so that the laptops will be locked in a stable place.

REPORT WRITING SOFTWARE **\$ 40,000**

This software is required by SLED and will aid the creation of reports used to track statistics.

SECTION I

COUNTY OF LEXINGTON LE / FORFEITURE FUNDS (NARCOTICS)

Annual Budget
Fiscal Year - 2004-05

Fund 2630
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues: (Organization - 00000)							
456400	Narcotics Confiscation	219,788	6,687	40,000	40,000	48,880	
461000	Investment Interest	3,156	1,613	6,000	6,000	4,000	
** Total Revenue		222,944	8,300	46,000	46,000	52,880	
***Total Appropriations					353,396	100,715	0
FUND BALANCE							
Beginning of Year					322,341	531,181	14,945
FUND BALANCE - Projected							
End of Year					14,945	483,346	14,945

		BUDGET					
Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
Salaries & Wages Adjustment Account						374	
510300	Part Time	0	0	17,347	12,439		
511112	FICA - Employer's Portion	0	0	1,327	981		
511130	Workers Compensation	0	0	605	39		
* Total Personnel		0	0	19,279	13,833		
Operating Expenses							
520400	Advertising & Publicity	0	270	1,500	1,500		
521200	Operating Supplies	450	1,367	5,000	5,000		
521208	Police Supplies	1,758	0	5,000	5,000		
522000	Building Repairs & Maintenance	520	0	2,000	2,000		
522200	Small Equip Repairs & Maintenance	0	0	1,500	1,500		
522300	Vehicle Repairs & Maintenance	0	0	8,000	8,000		
524000	Building Insurance	0	0	400	400		
524201	General Tort Liability Insurance	0	0	17	22		
525000	Telephone	1,897	1,270	2,730	2,730		
525010	Long Distance Charges	128	198	240	240		
525100	Postage	0	0	2,000	2,000		
525210	Conference & Meeting Expense	4,814	0	5,000	5,000		
525230	Subscriptions, Dues, & Books	0	0	200	200		
525376	Utilities - Helicopter Storage Building	820	583	960	960		
525386	Utilities - Investigations Substation	2,887	2,800	7,700	7,700		
525600	Uniforms & Clothing	6,570	2,683	15,630	15,630		
526500	Licenses & Permits	1,646	1,896	4,000	4,000		
529000	Unclassified	0	0	20,000	20,000		
529903	Contingency	0	0	208,840	0		
* Total Operating		21,490	11,067	290,717	81,882		
** Total Personnel & Operating		21,490	11,067	309,996	95,715		
Capital							
540000	Small Tools & Minor Equipment	289	659	5,000	5,000		
	All Other Equipment	31,216	24,781	38,400	0		
** Total Capital		31,505	25,440	43,400	5,000		
*** Total Budget Appropriation		52,995	36,507	353,396	100,715		

SECTION III. – 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 V. B. - OPERATING LINE ITEM NARRATIVES

520400 – ADVERTISING & PUBLICITY \$1,500

Advertising is required for defendants named in Narcotics Civil Forfeiture cases who will not accept the service of a Summons. The law requires that notice be published before and Order of Default can be issued.

521200 - OPERATING SUPPLIES \$5,000

The majority of this account must pay for various items used during narcotics investigations.

521208 - POLICE SUPPLIES \$5,000

Various items used during narcotic investigations.

522000 – BUILDING REPAIRS & MAINTENANCE \$2,000

The Investigations Substation is an old house and will need minor repairs throughout the fiscal year.

522200 - SMALL EQUIPMENT REPAIRS \$1,500

Required inspections and repair of various audio and video equipment used during narcotics surveillance operations.

522300 – VEHICLE REPAIRS & MAINTENANCE \$8,000

Repairs and services necessary to keep the vehicles on the road 24 hours a day, seven days a week. The amount budgeted is based on projected expenditures for current fiscal year.

524000 – BUILDING INSURANCE \$400

The substation and its contents needs to be insured. The amount budgeted is the recommendation of the County Risk Manager

524201 - GENERAL TORT LIABILITY INSURANCE \$22

General tort liability insurance amounts as allocated based on number of personnel.

525000 – TELEPHONE \$2,730

The amount budgeted is based on expenses for the first six months of the current fiscal year with an estimate of the same for the next six months.

525010 – LONG DISTANCE CHARGES \$240

The amount budgeted is based on expenses for the first six months of the current fiscal year with an estimate of the same for the next six months.

525100 – POSTAGE \$2,000

This account will be used to send certified letters of notifications of seized properties before forfeiture orders are issued.

525210 - CONFERENCE & MEETING EXPENSES **\$5,000**

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$200**

Funds are used to pay for reference materials, training manuals, subscriptions to periodical literature, and dues to professional organizations.

525376 - UTILITIES - HELICOPTER STORAGE BUILDING **\$960**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525386 - UTILITIES - INVESTIGATIONS SUBSTATION **\$7,700**

The amount budgeted is based on the first six months actual expenditures with a projection of the remaining six months of the same.

525600 - UNIFORMS & CLOTHING **\$15,630**

The officers will need to purchase replacement uniforms, jackets and uniforms for tactical operations. The amount budgeted is an estimate.

526500 - LICENSES & PERMITS **\$4,000**

This account will be used to pay filing fees to the Clerk of Court and inspection fees to DHEC for the Drug Lab. The amount budgeted is an estimate.

529000 - UNCLASSIFIED **\$20,000**

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 V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$5,000

There are always items that must be classified as small tools & minor equipment that need to be purchased during the year. These items are most always replacement items and are replaced only if broken. The items to be purchased is not known at this time.

SECTION I

**COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*L/E - Inmate Services 2632:							
Revenues:							
438201	Inmate Phone System	322,813	157,178	306,353	306,353	315,121	
438203	LE Canteen Proceeds	92,112	51,127	87,250	88,449	91,983	
438207	LE Inmate Work Release Fees	1,095	210	3,540	3,540	2,000	
438208	LE Inmate Medical Services Fees	3,843	5,609	13,177	13,177	13,747	
461000	Investment Interest	10,310	3,741	11,000	11,000	12,685	
** Total Revenue		<u>430,173</u>	<u>217,865</u>	<u>421,320</u>	<u>422,519</u>	<u>435,536</u>	
***Total Appropriation					1,010,370	635,375	
FUND BALANCE							
Beginning of Year					<u>587,851</u>	<u>422,519</u>	
FUND BALANCE - Projected							
End of Year					<u>422,519</u>	<u>222,680</u>	

COUNTY OF LEXINGTON
INMATE SERVICES
Annual Budget
Fiscal Year - 2004-05

Fund 2632

Division: Law Enforcement

Organization: 151300 - Jail Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 5	195,699	98,467	205,776	203,133	
	Salaries & Wages Adjustment Account	0	0	0	6,094	
510200	Overtime	772	0	0	0	
510199	Special Overtime	0	0	0	0	
511112	FICA - Employer's Portion	14,706	7,388	15,741	16,006	
511113	SCRS - Employer's Portion	2,356	0	2,057	2,134	
511114	PORS - Employer Portion	17,356	9,015	18,806	19,053	
511120	Employee Insurance - 5	27,067	14,400	28,800	30,000	
511130	Workers Compensation	4,895	2,258	7,182	6,077	
511213	SCRS - Emplr. Port. (Retiree)	46	987	0	0	
515600	Clothing Allowance	800	200	800	0	
	* Total Personnel	263,697	132,715	279,162	282,497	
Operating Expenses						
520100	Contracted Maintenance	2,118	0	0	0	
520200	Contracted Services	1,810	935	2,400	2,500	
520202	Medical Services	11,084	18,000	20,000	36,000	
520300	Professional Services	71,520	29,800	80,520	86,600	
520702	Technical Currency & Support	422	0	0	0	
521000	Office Supplies	651	0	1,100	1,100	
521200	Operating Supplies	472	0	2,400	2,500	
521208	Police Supplies	2,521	0	3,300	3,300	
522300	Vehicles Repairs & Maintenance	0	681	4,500	9,600	
524100	Vehicle Insurance - 3	1,040	780	1,950	1,630	
524201	General Tort Liability Insurance	1,451	960	2,399	2,782	
524202	Surety Bonds	37	0	0	0	
525020	Pagers & Cell Phones	817	552	1,440	1,440	
525030	800 MHz Radio Service Charges	1,669	989	2,527	2,530	
525031	800 MHz Radio Maintenance Contr	355	489	490	496	
525221	Employee Training & Staff Development	1,022	972	10,000	10,000	
525230	Subscriptions, Dues, & Books	75	190	400	400	
525400	Gas, Fuel, & Oil	3,592	1,537	6,000	6,000	
525600	Uniforms & Clothing	2,106	125	8,000	8,000	
529903	Contingency	0	0	490,422	0	
	* Total Operating	102,762	56,010	637,848	174,878	
	** Total Personnel & Operating	366,459	188,725	917,010	457,375	
Capital						
540000	Small Tools & Minor Equipment	294	262	2,000	2,000	
540010	Minor Software	9,127	0	0	0	
	All Other Equipment	115,530	7,593	24,736	176,000	
	** Total Capital	124,951	7,855	26,736	178,000	
Other Financing Uses						
811000	Op Trn to General Fund/Cty Ordinary	0	66,624	66,624	0	
	** Total Other Financing Uses	0	66,624	66,624	0	
	*** Total Budget Appropriation	491,410	263,204	1,010,370	635,375	

SECTION III. - 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 program.

FUND 2632
L.E./ INMATE SERVICES (151300)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / Inmate Services (2632-151300)					
Captain/Facility Administrator	1	0	1	1	22
Training Lieutenant	1	0	1	1	20
Training Sergeant	1	0	1	1	16
Volunteer Services Coordinator	1	0	1	1	13
Canteen Accountant	1	0	1	1	7
Totals:	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 – CONTRACTED SERVICES \$2,500

Contracts for waste removal and pest control.

520202 – MEDICAL SERVICE CONTRACT \$36,000

Contract to provide medical service for inmates.

520300 – PROFESSIONAL SERVICES \$86,600

For expenditures which are not covered under the medical service contract for inmates and emergency room expenses incurred for inmates before booking. This account will also cover costs of psychological debriefing needed for employees.

Psychological Debriefing for Employees	\$1,000
Contingency for other services as needed	\$5,000

521000 – OFFICE SUPPLIES \$1,100

Forms, calendars, paper, toner, etc. will be purchased from this account. The amount budgeted is based on six months average with a projection of the same for the remaining six months.

521200 – OPERATING SUPPLIES \$2,500

The SC Department of Health & Environmental Control and the Minimum Standards for Local Detention Facilities in SC as enforced by the SC Department of Corrections (SC Code of Laws, Section 24-9-10 through 35) regulate the requirements for this account. This account will be used to purchase cleaning chemicals, laundry detergents, kitchen chemicals, sheets and blankets, etc. for inmates.

521208 – POLICE SUPPLIES \$3,300

This account will be used to purchase officer duty gear, and personal protection devices.. In addition, batteries for radios and flashlights will be purchased from this account.

522300 - VEHICLE REPAIRS & MAINTENANCE \$9,600

The amount budgeted is based on the projected expenditures for current fiscal year plus an additional \$3000 for extraordinary maintenance, body damage, aging fleet.

524100 – VEHICLE INSURANCE \$1,630

Figures provided by County Risk Manager

524201 – GENERAL TORT LIABILITY INSURANCE \$2,782

Amount provided by County Risk Manager.

1 Civilian * \$22 = \$22.00

4 Law Enforcement * \$690 = \$2,760

525020 – PAGERS AND CELL PHONES **\$1,440**

Pagers and cell telephones are required for immediate contact for security purposes. Mobile telephones are required for immediate response when emergencies occur. See telecommunication equipment listing for identification detail and schedule of charges for amount detail. The budgeted amount also includes a contingency for lost pager fees, roaming charges and long distance charges for cell telephones.

525030 – 800 MHz RADIO SERVICE CHARGES **\$2,530**

800 MHz radios are required for communication.

4 Radios * \$52.64 per month

525031 – 800 MHz RADIO MAINTENANCE CONTRACTS **\$496**

800 MHz radios are required for communications.

4 Radios – estimated maintenance costs prorated across all radios is \$124 per radio = \$496

525221 – EMPLOYEE TRAINING & STAFF DEVELOPMENT **\$10,000**

Due to additional personnel being hired, staff officers will be attending more conferences to enhance their skills and provide better service in law enforcement. Training seminars are required to keep the employees abreast with the new safety techniques necessary in handling critical areas of the detention facility. As required under SC law, training is necessary for officer safety. These training schedules are as follows:

Class I enforcement personnel – 40 hours – 3 years

Class II detention personnel – 24 hours – 1 year

525230 – SUBSCRIPTIONS, DUES & BOOKS **\$400**

Subscriptions to correctional institution publications, legal publications related to detention facilities, and dues to various organizations for correctional staff.

525400 - GAS, FUEL & OIL **\$6,000**

The amount budgeted is based on first 6 months expenditures and projected cost for entire fiscal year plus an increase due to increased mileage and more maintenance costs

525600 – UNIFORMS & CLOTHING **\$8,000**

Uniforms are requested under Section 23-13-30 of the SC Code of Laws. Replacement items will be purchased if funds are available. Costs included in this budget amount include uniforms, winter coats and utility gear. The amount requested should be sufficient to cover expenses.

SECTION V. C. -CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS AND MINOR EQUIPMENT **\$2,000**

Replacement office equipment and outdoor equipment are needed on a yearly basis.

5A5 - (2) REPLACEMENT CLOTHES DRYER **\$ 40,000**

Our three current dryers are over 12 years old and require constant repairs. We can replace these failing units with two large capacity machines that will handle our laundry demand and result in lowering repairs costs.

5A5 - (1) REPLACEMENT WALK-IN COOLER **\$ 70,000**

The existing cooler has a rusted floor and the repair costs are half the cost of a new cooler.

5A5 - (1) REPLACEMENT DISHWASHER **\$ 50,000**

Our current dishwasher is 12 years old and requires constant repairs. Our inmate population has doubled which has increased the use of the dishwasher. This dishwasher is not designed to handle this increase.

5A5 - (2) FOOD CART **\$10,000**

These carts are used to delivery meals to the inmates. Two of the food carts are heavily worn and damages and need to be replaced.

5A5 - (4) SECURITY CAMERA **\$ 6,000**

The surveillance system is in good condition so only new cameras are needed. The existing cameras are black and white units with very poor resolution. Several are not working and are not worth repairing.

SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenue 2004-05	Total Approved 2004-05
*L/E - School District #1 2633:							
Revenues:							
456100	Program Income	204,052	122,812	211,358	211,358	214,406	
461000	Investment Interest	1,050	573	1,000	1,000	1,000	
801000	Op Trn from Genrl Fund/Cty Ordinary	232,525	211,131	211,131	211,131	213,406	
** Total Revenue		<u>437,627</u>	<u>334,516</u>	<u>423,489</u>	<u>423,489</u>	<u>428,812</u>	
***Total Appropriation					424,605	428,812	0
FUND BALANCE							
Beginning of Year					29,124	28,008	28,008
FUND BALANCE - Projected							
End of Year					<u>28,008</u>	<u>28,008</u>	<u>28,008</u>

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #1
Annual Budget
Fiscal Year - 2004-05**

Fund 2633
Division: Law Enforcement
Organization: 151200 - Operations

		BUDGET					
Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 8	272,860	127,453	281,709	271,968		
	Salaries & Wages Adjustment Account	0	0	0	8,159		
510199	Special Overtime	380	991	0	0		
511112	FICA - Employer's Portion	20,529	9,407	21,551	21,430		
511114	PORS - Employer's Portion	27,228	11,577	30,143	29,974		
511120	Employee Insurance - 8	44,800	23,040	46,080	48,000		
511130	Workers Compensation	9,536	4,483	9,832	9,412		
511214	PORS - Emplr Port (Retiree)	2,009	2,167	0	0		
	* Total Personnel	377,342	179,118	389,315	388,943		
Operating Expenses							
521000	Office Supplies	0	0	0	0		
521200	Operating Supplies	0	0	0	0		
521208	Police Supplies	0	0	0	0		
522300	Vehicle Repairs & Maintenance	5,043	3,428	8,000	8,500		
524100	Vehicle Insurance - 8	4,160	2,080	5,200	4,344		
524201	General Tort Liability Insurance	3,808	1,904	4,760	5,520		
524202	Surety Bonds	61	0	0	0		
525000	Telephone	203	115	408	480		
525010	Long Distance	0	0	25	25		
525020	Pagers and Cell Phones	419	425	864	900		
525030	800 MHz Radio Service Charges	4,038	1,970	5,054	5,100		
525031	800 MHz Radio Maintenance Charges	947	978	979	1,000		
525221	Employee Training & Staff Development	0	0	0	0		
525230	Subscriptions, Dues, & Books	0	0	0	0		
525400	Gas, Fuel, & Oil	5,176	4,852	6,000	10,000		
525600	Uniforms & Clothing	7,323	771	4,000	4,000		
	* Total Operating	31,178	16,523	35,290	39,869		
	** Total Personnel & Operating	408,520	195,641	424,605	428,812		
Capital							
	** Total Capital	0	0	0	0		
	*** Total Budget Appropriation	408,520	195,641	424,605	428,812		

SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County 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 within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #1 Agreement (2633-151200)					
School Resource Officer	8	0	8	8	13
Totals:	<u>8</u>	<u>0</u>	<u>8</u>	<u>8</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$8,500

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$4,344

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$5,520

The amount listed as estimated by County Risk Manager. $8 * \$690 = \$5,520$

525000 – TELEPHONE \$ 480

Telephone line charges are required for the officers for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 25

Long distance telephone line charges are required to contact persons both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$ 900

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication with each other.

525030 – 800 MHz RADIO SERVICE CHARGES \$5,100

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication digital encryption.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 1,000

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$10,000

The officers must travel to perform their duties at schools and school activities. They also travel to seminars.

525600 – UNIFORMS AND CLOTHING \$4,000

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #2
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenue 2004-05	Total Approved 2004-05
*L/E - School District #2 2634:							
Revenues:							
456100	Program Income	103,164	29,588	107,355	107,355	<u>111,066</u>	
461000	Investment Interest	300	83	87	87	<u>300</u>	
801000	Op Trn from Genrl Fund/Cty Ordinary	116,160	107,355	107,355	107,355	<u>110,766</u>	
** Total Revenue		<u>219,624</u>	<u>137,026</u>	<u>214,797</u>	<u>214,797</u>	<u>222,132</u>	
***Total Appropriation					215,101	222,132	0
FUND BALANCE							
Beginning of Year					<u>12,173</u>	<u>11,869</u>	<u>11,869</u>
FUND BALANCE - Projected							
End of Year					<u>11,869</u>	<u>11,869</u>	<u>11,869</u>

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #2
Annual Budget
Fiscal Year - 2004-05**

Fund 2634
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET			
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested 2004-05 Recommend 2004-05 Approved
510100	Salaries & Wages - 4	139,308	68,433	143,483	143,783
	Salaries & Wages Adjustment Acct	0	0	0	4,313
510199	Special Overtime	1,062	2,152	0	0
511112	FICA - Employer's Portion	10,495	5,260	10,977	11,329
511114	PORS - Employer's Portion	15,019	7,553	15,353	15,847
511120	Employee Insurance - 4	22,400	11,520	23,040	24,000
511130	Workers Compensation	4,899	2,463	5,090	5,163
	* Total Personnel	193,183	97,381	197,943	204,435
	Operating Expenses				
521000	Office Supplies	0	0	0	0
521200	Operating Supplies	0	0	0	0
521208	Police Supplies	0	0	0	0
522300	Vehicle Repairs & Maintenance	1,057	946	2,500	2,500
524100	Vehicle Insurance - 4	2,080	1,040	2,600	2,172
524201	General Tort Liability Insurance	1,904	952	2,380	2,760
524202	Surety Bonds	31	0	0	0
525000	Telephone	51	30	204	240
525010	Long Distance	0	0	25	25
525020	Pagers and Cell Phones	210	210	432	450
525030	800 MHz Radio Service Charges	1,981	989	2,527	2,550
525031	800 MHz Radio Maintenance Charges	474	489	490	500
525221	Employee Training & Staff Development	0	0	0	0
525230	Subscriptions, Dues, & Books	0	0	0	0
525400	Gas, Fuel, & Oil	2,711	2,048	4,000	4,500
525600	Uniforms & Clothing	3,773	0	2,000	2,000
	* Total Operating	14,272	6,704	17,158	17,697
	** Total Personnel & Operating	207,455	104,085	215,101	222,132
	Capital				
	** Total Capital	0	0	0	0
	*** Total Budget Appropriation	207,455	104,085	215,101	222,132

SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County 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 within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #2 Agreement (2634-151200)					
School Resource Officer	4	0	4	4	13
Totals:	<u>4</u>	<u>0</u>	<u>4</u>	<u>4</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$2,500

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$2,172

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$2,760

The amount listed is calculated by the County Risk Manager.
4 * \$690 = \$2,760

525000 – TELEPHONE \$240

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$25

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$450

The School Resource Officers are required to have a pager and a mobile telephone for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$2,550

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$500

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$4,500

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$2,000

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

**COUNTY OF LEXINGTON
FEDERAL NARCOTICS FORFEITURES
Annual Budget
Fiscal Year - 2004-05**

Fund 2637
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues: (Organization - 000000)							
456400	Narcotics Confiscation	11,722	27	15,000	15,000	15,000	
461000	Investment Interest	842	210	1,000	1,000	1,000	
** Total Revenue		<u>12,564</u>	<u>237</u>	<u>16,000</u>	<u>15,000</u>	<u>15,000</u>	
***Total Appropriations					51,118	57,061	0
FUND BALANCE							
Beginning of Year					<u>35,118</u>	<u>(1,000)</u>	<u>(1,000)</u>
FUND BALANCE - Projected							
End of Year					<u>(1,000)</u>	<u>(43,061)</u>	<u>(1,000)</u>

		BUDGET					
Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
* Total Personnel		0	0	0			
Operating Expenses							
520307	Accreditation Services	0	0	4,700	4,700		
520400	Advertising & Publicity	0	0	0	0		
521000	Office Supplies	0	0	0	0		
521200	Operating Supplies	3,033	2,217	6,000	6,000		
522000	Building Repairs & Maintenance	0	0	0	0		
522300	Vehicle Repairs & Maintenance	0	0	500	500		
524100	Vehicle Insurance	520	260	650	543		
525221	Employee Training & Staff Development	17,272	270	3,950	10,000		
525230	Subscriptions, Dues, & Books	0	0	0	0		
525400	Gas, Fuel, & Oil	0	57	200	200		
529903	Contingency	0	0	35,118	35,118		
* Total Operating		20,825	2,804	51,118	57,061		
** Total Personnel & Operating		20,825	2,804	51,118	57,061		
Capital							
540000	Small Tools & Minor Equipment	0	0	0	<u>0</u>		
	All Other Equipment	19,533	0	0	<u>0</u>		
** Total Capital		19,533	0	0	<u>0</u>		
*** Total Budget Appropriation		40,358	2,804	51,118	57,061		

SECTION III. – PROGRAM OVERVIEW

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

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520307 – ACCREDITATION SERVICES \$4,700

To pay yearly accreditation fees. .

521200 - OPERATING SUPPLIES \$6,000

The majority of this account must pay for various items used during narcotics investigations.

522300 – VEHICLE REPAIRS & MAINTENANCE \$500

Repairs and services necessary to keep the vehicles on the road.

524100 - VEHICLE INSURANCE \$ 543

1 @ \$543.00 each

525221 –EMPLOYEE TRAINING & STAFF DEVELOPEMENT \$10,000

To meet requirements for certification, SC Code of Laws, Section 23-23-10 training must be attended. This reflects our in-house training needs required by law to provide to our personnel. The academy does not teach these courses, and in many cases we must send people outside the county for training so that they may maintain their certification and acquire advancement in technical fields which are changing rapidly in the law enforcement field. Training seminars requested during the year may vary as they are offered.

525400 – GAS, FUEL & OIL \$200

The budget amount is based on projected costs for current fiscal year.

SECTION I

**COUNTY OF LEXINGTON
LE / CIVIL PROCESS SERVER
Annual Budget
Fiscal Year - 2004-05**

Fund 2638
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues: (Organization - 000000)							
441000	Sheriff's Fees & Fines	44,689	20,614	53,904	51,410	43,432	
445101	Mag Dist 1 - Civil Process Fees	0	0	0	0	0	
445201	Mag Dist 2 - Civil Process Fees	0	0	0	0	0	
445301	Mag Dist 3 - Civil Process Fees	0	0	0	0	0	
445401	Mag Dist 4 - Civil Process Fees	0	0	0	0	0	
445601	Mag Dist 6 - Civil Process Fees	0	0	0	0	0	
801000	Op Trn From General Fund/Cty Ordinary	0	0	0	0	0	
461000	Investment Interest	96	58	50	50	42	
** Total Revenue		44,785	20,672	53,954	51,460	43,474	
***Total Appropriation					90,450	98,239	0
FUND BALANCE							
Beginning of Year					38,990	59,222	0
FUND BALANCE - Projected							
End of Year					0	4,457	0

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510300	Part Time - 2 (1.25 - FTE)	5,050	15,211	32,500	33,967	
511112	FICA - Employers Portion	386	1,164	2,486	2,599	
511113	SCRS - Employers Portion	170	536	2,226	2,327	
511130	Workers Compensation	14	41	88	102	
511213	SCRS - Employers Portion (Retiree)	176	506	0	0	
* Total Personnel		5,796	17,458	37,300	38,995	
Operating Expenses						
524201	General Tort Liability Insurance	0	15	30	22	
529903	Contingency	0	0	53,120	59,222	
* Total Operating		0	15	53,150	59,244	
** Total Personnel & Operating		5,796	17,473	90,450	98,239	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		5,796	17,473	90,450	98,239	

FUND 2638
L.E./ CIVIL PROCESS SERVER (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Civil Process Server (2638-151200)					
Criminal Records Operators	2	0	2	2	7 -P/T
Totals:	<u>2</u>	<u>0</u>	<u>2</u>	<u>2</u>	

SECTION III. – PROGRAM OVERVIEW

This program is for the service of all common pleas papers. 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 two part time clerical positions to enter the papers into a database, which tracks the service and attempted service of these documents. This information is then returned to the courts for official dockets.

The service level statistics below are for calendar year 2003.

Civil Process Papers Served	12,504
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SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenue 2004-05	Total Approved 2004-05
*L/E - School District #3 2639:							
Revenues:							
456100	Program Income	26,614	7,031	28,003	28,003	<u>28,876</u>	
461000	Investment Interest	75	22	74	74	<u>76</u>	
801000	Op Trn from Genrl Fund/Cty Ordinary	29,147	28,002	28,002	28,002	<u>28,800</u>	
** Total Revenue		<u>55,836</u>	<u>35,055</u>	<u>56,079</u>	<u>56,079</u>	<u>57,752</u>	
***Total Appropriation					56,159	57,752	0
FUND BALANCE							
Beginning of Year					<u>2,598</u>	<u>2,518</u>	<u>2,518</u>
FUND BALANCE - Projected							
End of Year					<u><u>2,518</u></u>	<u><u>2,518</u></u>	<u><u>2,518</u></u>

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #3
Annual Budget
Fiscal Year - 2004-05**

Fund 2639
Division: Law Enforcement
Organization: 151200 - Operations

		BUDGET					
Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 1	36,440	17,970	37,540	<u>37,451</u>		
	Salaries & Wages Adjustment Account	0	0	0	<u>1,124</u>		
510199	Special Overtime	0	50	0	<u>0</u>		
511112	FICA - Employer's Portion	2,621	1,291	2,872	<u>2,951</u>		
511114	PORS - Employer's Portion	3,899	1,928	4,017	<u>4,127</u>		
511120	Employee Insurance - 1	5,600	2,880	5,760	<u>6,000</u>		
511130	Workers Compensation	1,272	629	1,386	<u>1,296</u>		
	* Total Personnel	49,832	24,748	51,575	52,949		
Operating Expenses							
521000	Office Supplies	0	0	0	<u>0</u>		
521200	Operating Supplies	0	0	0	<u>0</u>		
521208	Police Supplies	0	0	0	<u>0</u>		
522300	Vehicle Repairs & Maintenance	545	182	600	<u>600</u>		
524100	Vehicle Insurance - 1	520	260	650	<u>543</u>		
524201	General Tort Liability Insurance	476	238	595	<u>690</u>		
524202	Surety Bonds	8	0	0	<u>0</u>		
525000	Telephone	51	21	51	<u>60</u>		
525010	Long Distance Charges	0	0	25	<u>25</u>		
525020	Pagers and Cell Phones	105	52	108	<u>120</u>		
525030	800 MHz Radio Service Charges	494	249	632	<u>640</u>		
525031	800 MHz Radio Maintenance Contracts	118	122	123	<u>125</u>		
525221	Employee Training & Staff Development	0	0	0	<u>0</u>		
525230	Subscriptions, Dues, & Books	0	0	0	<u>0</u>		
525400	Gas, Fuel, & Oil	126	616	1,200	<u>1,400</u>		
525600	Uniforms & Clothing	967	0	600	<u>600</u>		
	* Total Operating	3,410	1,740	4,584	4,803		
	** Total Personnel & Operating	53,242	26,488	56,159	57,752		
Capital							
	** Total Capital	0	0	0	0		
	*** Total Budget Appropriation	53,242	26,488	56,159	57,752		

SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County 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 within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #3 Agreement (2639-151200)					
School Resource Officer	1	0	1	1	13
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE 600

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE 543

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 690

The amount listed as estimated by County Risk Manager.
Law Enforcement 1 @ \$690

525000 – TELEPHONE 60

Telephone line charges are required for the officer for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES 25

Long distance telephone line charges are required to contact persons both out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES 120

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES 640

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES 125

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$1,400

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$600

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenue 2004-05	Total Approved 2004-05
*L/E - School District #4 2640:							
Revenues:							
456100	Program Income	25,008	14,917	25,683	25,683	26,576	
461000	Investment Interest	66	24	75	75	78	
801000	Op Trm from Genrl Fund/Cty Ordinary	27,056	25,520	25,520	25,520	26,498	
** Total Revenue		<u>52,130</u>	<u>40,461</u>	<u>51,278</u>	<u>51,278</u>	<u>53,152</u>	
***Total Appropriation					51,366	53,152	0
FUND BALANCE							
Beginning of Year					<u>1,975</u>	<u>1,887</u>	<u>1,887</u>
FUND BALANCE - Projected							
End of Year					<u>1,887</u>	<u>1,887</u>	<u>1,887</u>

NOTE: LCSD will pay 100% of Office Supplies; Operating Supplies; Police Supplies; Employee Training & Staff Development; and Subscription, Dues and Books.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #4
Annual Budget
Fiscal Year - 2004-05**

Fund 2640
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 1	32,814	15,786	34,031	33,144	
	Salaries & Wages Adjustment Account	0	0	0	994	
510199	Special Overtime	133	234	0	0	
511112	FICA - Employer's Portion	2,493	1,208	2,604	2,612	
511114	PORS - Employer's Portion	3,525	1,714	3,641	3,652	
511120	Employee Insurance - 1	5,600	2,880	5,760	6,000	
511130	Workers Compensation	1,150	559	1,334	1,147	
	* Total Personnel	45,715	22,381	47,370	47,549	
Operating Expenses						
521000	Office Supplies	0	0	0	0	
521200	Operating Supplies	0	0	0	0	
521208	Police Supplies	0	0	0	0	
522300	Vehicle Repairs & Maintenance	683	470	700	1,200	
524100	Vehicle Insurance - 1	520	260	650	543	
524201	General Tort Liability Insurance	476	238	595	690	
524202	Surety Bonds	8	0	0	0	
525000	Telephone	153	64	51	60	
525010	Long Distance Charges	0	0	25	25	
525020	Pagers and Cell Phones	105	52	108	120	
525030	800 MHz Radio Service Charges	513	247	632	640	
525031	800 MHz Radio Maintenance Contracts	118	122	123	125	
525221	Employee Training & Staff Development	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	910	746	812	1,900	
525600	Uniforms & Clothing	967	0	300	300	
	* Total Operating	4,453	2,199	3,996	5,603	
	** Total Personnel & Operating	50,168	24,580	51,366	53,152	
Capital						
	** Total Capital	0	0	0	0	

***** Total Budget Appropriation 50,168 24,580 51,366 53,152**

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SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County 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 within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2640
L.E./ SCHOOL DISTRICT #4 (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #4 Agreement (2640-151200)					
School Resource Officer	1	0	1	1	13
Totals:	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$1200

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$ 543

Vehicle insurance is required for the vehicles. Cost is estimated at \$543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$ 690

The amount listed as estimated by County Risk Manager.
Law Enforcement 1 @ \$690

525000 – TELEPHONE \$ 60

Telephone line charges are required for the officers for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 25

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$ 120

The School Resource Officers are required to have a pager and a mobile telephone for safety purposes immediate communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$ 640

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 125

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$1900

The officers must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$ 300

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

SECTION I

COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*L/E - School District #5 2641:							
Revenues:							
456100	Program Income	129,577	79,044	131,685	131,685	<u>136,493</u>	
461000	Investment Interest	302	108	100	100	<u>107</u>	
801000	Op Trn from Genl Fund/Cty Ordinary	144,595	131,685	131,685	131,685	<u>136,386</u>	
** Total Revenue		<u>274,474</u>	<u>210,837</u>	<u>263,470</u>	<u>263,470</u>	<u>272,985</u>	
***Total Appropriation					263,781	272,985	0
FUND BALANCE							
Beginning of Year					<u>16,656</u>	<u>16,345</u>	<u>16,345</u>
FUND BALANCE - Projected							
End of Year					<u>16,345</u>	<u>16,345</u>	<u>16,345</u>

NOTE: LCSD will pay 100% of Office Supplies; Operating Supplies; Police Supplies; Employee Training & Staff Development; and Subscription, Dues and Books.

**COUNTY OF LEXINGTON
SCHOOL DISTRICT #5
Annual Budget
Fiscal Year - 2004-05**

Fund 2641
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 5	172,278	81,950	176,492	175,197	
	Salaries & Wages Adjustment Acct	0	0	0	5,256	
510199	Special Overtime	1,286	2,100	0	0	
510200	Overtime	927	1,040	0	0	
510210	Overtime - Dog Care	0	787	0	0	
511112	FICA - Employer's Portion	12,685	6,260	13,501	13,805	
511114	PORS - Employer's Portion	18,670	9,189	18,885	19,308	
511120	Employee Insurance - 5	28,000	14,400	28,800	30,000	
511130	Workers Compensation	6,090	2,997	6,183	6,064	
	* Total Personnel	239,936	118,723	243,861	249,630	
Operating Expenses						
521000	Office Supplies	0	0	0	0	
521200	Operating Supplies	0	0	0	0	
521208	Police Supplies	0	0	0	0	
522300	Vehicle Repairs & Maintenance	2,039	1,159	3,000	3,000	
524100	Vehicle Insurance - 5	2,600	1,300	3,250	2,715	
524201	General Tort Liability Insurance	2,380	1,190	2,975	3,450	
524202	Surety Bonds	38	0	0	0	
525000	Telephone	153	76	259	300	
525010	Long Distance	0	0	25	25	
525020	Pagers and Cell Phones	315	262	540	560	
525030	800 MHz Radio Service Charges	2,743	1,267	3,159	3,180	
525031	800 MHz Radio Maintenance Contracts	592	611	612	625	
525221	Employee Training & Staff Development	0	0	0	0	
525230	Subscriptions, Dues, & Books	0	0	0	0	
525400	Gas, Fuel, & Oil	3,100	2,532	3,600	7,000	
525600	Uniforms & Clothing	3,935	0	2,500	2,500	
	* Total Operating	17,895	8,397	19,920	23,355	
	** Total Personnel & Operating	257,831	127,120	263,781	272,985	
Capital						
	** Total Capital	0	0	0	0	
	*** Total Budget Appropriation	257,831	127,120	263,781	272,985	

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SECTION III. - PROGRAM OVERVIEW

The School Resource Officer program is provided for the safety and the security of the students in each high school in the Lexington County 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 within the past five years with Lexington County also experiencing an increase of school related incidents such as gang and drug activity within those five years.

FUND 2641
L.E./ SCHOOL DISTRICT #5 (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	Positions	Full Time Equivalent		Total	Grade
		General Fund	Other Fund		
LE / School District #5 Agreement (2641-151200)					
School Resource Officer	5	0	5	5	13
Totals:	<u>5</u>	<u>0</u>	<u>5</u>	<u>5</u>	

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 - VEHICLE REPAIRS AND MAINTENANCE \$3,000

This account is used to repair and to maintain the vehicles.

524100 - VEHICLE INSURANCE \$2,715

Vehicle insurance is required for the vehicles. Cost is estimated at 543 each.

524201 - GENERAL TORT LIABILITY INSURANCE \$3,450

The amount listed as estimated by County Risk Manager.
Law Enforcement 5*\$690=\$3,450

525000 – TELEPHONE \$ 300

Telephone line charges are required for the task force for daily operations and for voice mail to receive calls.

525010 – LONG DISTANCE CHARGES \$ 25

Long distance telephone line charges are required to contact persons out of state and areas within the state that are not considered local calling areas.

525020 - PAGERS AND CELL PHONES \$ 560

The School Resource Officers are required to have a pager and a mobile telephone for communication purposes.

525030 – 800 MHz RADIO SERVICE CHARGES \$3,180

Monthly service is required for the 800 MHz radios used by the School Resource Officers for communication purposes.

525031 – 800 MHz RADIO MAINTENANCE CHARGES \$ 625

Radio maintenance fees are required to operate the radios on a 24 hour basis.

525400 - GAS, FUEL, AND OIL \$7,000

The officer must travel to perform their duties at schools and school activities.

525600 – UNIFORMS AND CLOTHING \$2,500

Uniforms are required for the School Resource Officers to perform their duties according to County Policy.

**COUNTY OF LEXINGTON
OTHER MISCELLANEOUS GRANTS
Annual Budget
Fiscal Year 2004-2005**

**Updated: 3-31-04
Requested Budget**

	Urban Entitlement Community Development 2400	Clerk of Court Title IV-D Process Server 2409	Grants Clerk of Court Title IV-D Child Support 2410	Local Law Enforcement Block Grant (Magistrate) 2453	Operations & Firefighter Safety Equipment 2478	DHEC Emergency Services Grant-In-Aid 2520	Combined
Prior Year Fund Balance	1,822	-30	0	0	0	255	
Prior Year Contingency	156,829	1,506	21,139	0	0	0	
# of Employees	[2]	[1]	[8]	[0]	[0]	[0]	[11]
Revenues							
Property Taxes	0	0	0	0	0	0	0
Fees, Permits, and Sales	0	0	0	0	0	0	0
State Grant Income	0	0	0	0	0	39,690	39,690
Federal Grant Income	1,185,000	14,516	310,216	16,200	241,920	0	1,767,852
Program Income	0	0	0	0	0	0	0
Miscellaneous Payments & Grants	0	0	0	0	0	0	0
Investment Interest	0	125	500	0	0	0	625
General Fund Revenue Sources	0	0	0	0	0	0	0
Oper Trn In From General Fund	0	0	0	1,800	103,680	2,310	107,790
Oper Trn In From Other Funds	0	32,448	0	0	0	0	32,448
*Total Funding	1,185,000	47,089	310,716	18,000	345,600	42,000	1,948,405
Appropriations							
Personnel	107,908	38,317	237,489	0	0	0	383,714
Operating Expenses	1,075,572	7,250	38,586	0	0	42,000	1,163,408
Capital	1,520	0	2,193	18,000	345,600	0	367,313
Operating Transfer Out	0	0	32,448	0	0	0	32,448
*Total Appropriations	1,185,000	45,567	310,716	18,000	345,600	42,000	1,946,883
Projected Ending Fund Balance	158,651	2,998	21,139	0	0	255	

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

SECTION 1

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2004-05

Fund 2400

Division: Community & Economic Development

Organization: 181200 - Community Development Administration

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1.6	46,480	31,813	66,693	66,580		
Salaries & Wages Adjustment Account	0	0	0	1,997		
511112 FICA - Employer's Portion	3,403	2,355	5,103	5,246		
511113 SCRS - Employer's Portion	3,184	2,179	4,569	4,699		
511120 Employee Insurance - 1.6	5,600	4,608	9,240	9,600		
511130 Workers Compensation	125	86	181	206		
* Total Personnel	58,792	41,041	85,786	88,328		
Operating Expenses						
520300 Professional Services	152	215	4,000	25,600		
520400 Advertising & Publicity	720	1,260	1,400	1,720		
520702 Technical Currency & Support	0	0	0	200		
521000 Office Supplies	1,018	59	1,500	1,000		
521100 Duplicating	256	149	500	375		
524000 Building Insurance	3	3	3	6		
524201 General Tort Liability Insurance	58	29	72	108		
524202 Surety Bonds	10	0	0	0		
525000 Telephone	716	387	610	940		
525010 Long Distance Charges	159	91	175	185		
525020 Pagers and Cell Phones	105	52	105	111		
525040 Internet Service Charges	339	120	240	240		
525100 Postage	7	21	150	75		
525210 Conference & Meeting Expense	3,012	1,717	7,000	3,000		
525230 Subscriptions, Dues, & Books	3,435	3,330	3,700	1,900		
525240 Personal Mileage Reimbursement	139	0	875	435		
525250 Motor Pool Reimbursement	0	236	450	435		
525300 Util / Administration Building	572	298	1,000	1,200		
529903 Contingency	0	0	156,800	-157,183		
529950 Indirect Costs	0	0	0	10,649		
* Total Operating	10,701	7,967	178,580	-109,004		
** Total Personnel & Operating	69,493	49,008	264,366	-20,676		
Capital						
540000 Small Tools & Minor Equipment	0	0	100	100		
540010 Minor Software	997	0	2,174	120		
All Other Equipment	0	1,179	2,320			
(2) Bookshelves				300		
(1) Conference Table				500		
(4) Conference Chairs				500		
** Total Capital	997	1,179	4,594	1,520		
*** Total Budget Appropriation	70,490	50,187	268,960	-19,156		

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2004-05

Fund 2400
Division: Community & Economic Development
Organization - 181201 Community Development Projects

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	_____	_____
Operating Expenses						
529000 Unclassified	0	0	29	55,000	_____	_____
537101 Swansea Water Line	60,463	0	0	0	_____	_____
537103 Bellemeade Drainage Improvements	9,246	0	180,018	285,000	_____	_____
537104 Happy Town Water/Fire Improve	0	13,538	527,520	0	_____	_____
537105 Happy Town Road Improvements	0	45,835	747,150	250,000	_____	_____
537106 Walter Shealy Road	13,185	26,307	412,796	60,000	_____	_____
537108 Quality of Life Task Force	0	0	3,800	0	_____	_____
537109 Service Center Construction	0	0	0	435,000	_____	_____
573110 Fair Housing/Comm Relations Council	0	0	0	50,000	_____	_____
537111 Brookland CDC	0	0	0	50,000	_____	_____
* Total Operating	82,894	85,680	1,871,313	1,185,000	_____	_____
** Total Personnel & Operating	82,894	85,680	1,871,313	1,185,000	_____	_____
Capital						
** Total Capital	0	0	0	0	_____	_____
*** Total Budget Appropriation	82,894	85,680	1,871,313	1,185,000	_____	_____

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COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
Annual Budget
Fiscal Year - 2004-05

Fund 2400
Division: Public Safety
Organization: 131500 Fire Service

		<i>BUDGET</i>				
Object Expenditure		2002-03	2003-04	2003-04	2004-05	2004-05
Code Classification		Expend	Expend	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Personnel						
	* Total Personnel	0	0	0	0	_____
Operating Expenses						
521200	Operating Supplies	0	0	0	0	_____
	* Total Operating	0	0	0	0	_____
	** Total Personnel & Operating	0	0	0	0	_____
Capital						
	All Other Equipment	142,694	520,545	1,029,420	0	_____
	** Total Capital	142,694	520,545	1,029,420	0	_____
	*** Total Budget Appropriation	142,694	520,545	1,029,420	0	_____

COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # Not applicable Fund Title: Not applicable
Organization # Not applicable Organization Title Not applicable

Object Expenditure Code Classification	Program #	Program #	Program #	Program #	Total 2004-2005 Requested
Personnel					
510100 Salaries #					
510300 Part Time #					
511112 FICA Cost					
511113 State Retirement					
511114 Police Retirement					
511120 Insurance Fund Contribution #					
511130 Workers Compensation					
511131 S.C. Unemployment					
* Total Personnel					
Operating Expenses					
520100 Contracted maintenance					
520200 Contracted Services					
520300 Professional Services					
520400 Advertising					
521000 Office Supplies					
521100 Duplicating					
521200 Operating Supplies					
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.					
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
524000 Building Insurance					
524100 Vehicle Insurance #					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance					
524202 Surety Bonds					
525000 Telephone					
525100 Postage					
525210 Conference & Meeting Expenses					
525220 Employee Training					
525230 Subscriptions, Dues, & Books					
525___ Utilities -					
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating					
** Total Personnel & Operating					
** Total Capital (From Section II)					
*** Total Budget Appropriation	N/A	N/A	N/A	N/A	N/A

SECTION III PROGRAM OVERVIEW

Summary of Programs:

To provide general administration, implementation and oversight of the County's Urban Entitlement program as established through the US Department of Housing and Urban Development, Community Development Block Grant Program.

Program Objectives:

- To plan and administer the HUD CDBG Urban Entitlement program in the unincorporated areas of Lexington County;
- To identify needs and determine an eligible course of action to address them; and,
- To identify partners in these activities to assure the most efficient use of federal dollars.

SERVICE LEVELS

Indicators	Actual		Year to Date	Estimated	Projected
	FY2001/02	FY2002/03		FY2003/04	FY2004/05
Additional Linear Feet of water line to service LMI households	6,000				
Various pieces of Fire Services Equipment purchased	1				
Various pieces of Fire Services VHF Radio Equipment purchased	0	42			
Class A Foam Retrofits of Fire Equipment purchased	7				
Analysis of Impediments to Fair Housing conducted	1				
LMI neighborhoods with drainage improvements			Underway	1	1
LMI neighborhoods with water system improvements			Underway	Underway	1
LMI neighborhoods with road improvements			Underway	2	1
Fire Services Vehicles purchased		Underway	6	8	
Public Safety Service Center					1
Neighborhood Revitalization					1
Fair Housing Education					X
Update 5-year Consolidated Plan					X
Update Analysis of Impediments to Fair Housing					X

The addition of a full-time Program Administrator during FY 2002/03 greatly enhanced the County's ability to move forward with multiple projects. We continue to see timely project implementation as well as the addition of projects to the Action Plan.

During the current year we have begun two (2) road projects, a drainage project and completed the FY 2002/03 purchase of six (6) fire vehicles with two (2) more to be delivered before the end of the fiscal year.

In the upcoming year we will be completing the final phase of two road projects, a water line project and a neighborhood drainage project. We are also beginning several new projects, the largest of which is a Public Safety Service Center. We will also be working to promote and educate citizens on Fair Housing issues by joining with the Greater Columbia Community Relations Council and creating a revitalization plan with the assistance of the Brookland Community Development Corporation.

Also during the year, the Consolidated Plan will be updated. This plan will identify and lay out goals over the next 5-years of the Community Development Block Grant (CDBG) program. This Plan is one of the key requirements for continuation in this federal program.

SECTION IV

SUMMARY OF REVENUES

457000 – FEDERAL GRANT INCOME \$1,185,000

The US Department of Housing and Urban Development establishes the annual award for all CDBG Urban Entitlement Counties. The annual award has not been appropriated for next year. HUD's projections however, show a \$25,000 decrease from the current year's funding level (\$1,210,000). No other revenues are anticipated for this program.

Partners are identified to assist with funding the projects wherever feasible. It is anticipated that for at least two of next year's projects this program will not be the sole source of assistance.

In addition, the salary for one of the employees assigned to this program is shared with another program, with each paying 50%.

**COUNTY OF LEXINGTON
 URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
 Annual Budget
 FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
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***Urban Entitlement Community Development 2400**

Revenues:

456100	Program Income	911	495	0	911	0	
457000	Federal Grant Income	296,078	146,902	3,169,664	3,164,954	1,185,000	
461000	Investment Interest	1	1	0	0	0	
**Total Revenue		<u>296,990</u>	<u>147,398</u>	<u>3,169,664</u>	<u>3,165,865</u>	<u>1,185,000</u>	<u>0</u>

*****Total Appropriations**

3,169,693 1,185,000 0

FUND BALANCE

Beginning of Year

5,650 1,822 1,822

FUND BALANCE - Projected

End of Year

1,822 1,822 1,822

GRANT PERIOD: 07-01-2004 to 06-30-2005

GRANT AWARD: Federal \$1,185,000.00 Admin = \$ 0 Projects = \$ 1,185,000

PERCENTAGE SHARED: 100% Federal

FUND 2400
ORGANIZATION 181201 – COMMUNITY DEVELOPMENT PROJECTS
FY 2004 – 05 BUDGET REQUEST

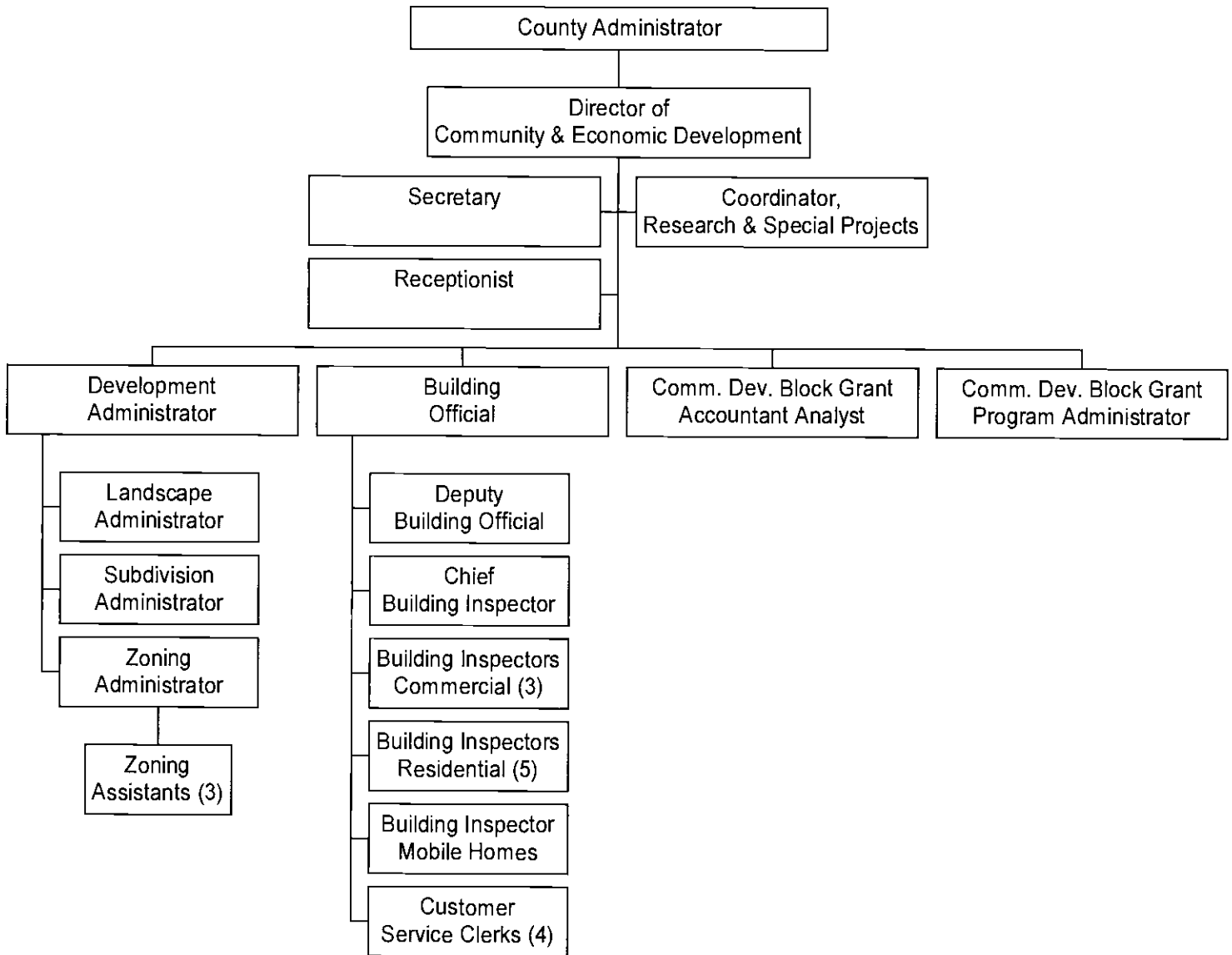
SECTION V-A

PERSONNEL LINE ITEM NARRATIVES

Position	Grade
Accountant Analyst	19
Program Administrator	18

ORGANIZATIONAL CHART

Department of Community and Economic Development



SECTION V-B

OPERATING LINE ITEM NARRATIVES

520300 - PROFESSIONAL SERVICES \$25,600

The County Attorney reviews subrecipient contracts and other details related to the grant. It is not anticipated that these services will be used monthly, but rather as different projects come on line and additional agreements are developed.

Additionally, the 5-year Consolidated Plan and Analysis of Impediments to Fair Housing must be updated next year. It is recommended that an outside consultant be used for this endeavor. The scope of this work would include telephone surveys, data review, data projection, and statistical analysis, as well as participation in public meetings.

Update of Plans:	\$25,000
County Attorney: \$150 per quarter x 4 quarters =	<u>600</u>
	\$25,600

520400 – ADVERTISING & PUBLICITY \$1,720

Public notice in the paper is required at several points throughout the grant year, to include announcement of public hearings for the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), as well as any amendments to the plan. In addition, the new Consolidated Plan and updated Analysis of Impediments must also be advertised. Prior experience indicates an average of \$405 per ad.

In addition, informational brochures are to be developed for distribution at community meetings, public hearings, etc. The proposed cost uses the County's print shop.

Public Hearing Notices:	4 ads x \$405 each =	\$1,620
Brochures:	2,000 x .05 =	<u>100</u>
		\$1,720

520702 – SOFTWARE LICENSE TECHNICAL SUPPORT AGREEMENTS \$200

To cover the cost of maintenance for the mapping program used to combine census and other demographic data with the County's parcel and ownership data.

ArcView Annual Maintenance Fee: \$200

521000 - OFFICE SUPPLIES **\$1,000**

Routine office supplies are used (paper, pencils, file folders, etc.) in the course of conducting business. A number of letters are sent to interested parties, subrecipients, and the grantor. In addition, with several new projects coming on line additional expenditures are anticipated that aren't experienced every year. The projected amount is based on prior year's experience and has been cut by \$500.

521100 - DUPLICATING **\$375**

This account is used for copier machine duplicating of agreements, reports, correspondence, Environmental reviews, Time Studies, and other documents used in the daily accomplishment of the department's operations. The division presently makes approximately 600 copies per month. The requested amount reflects a slight increase as we add additional projects.

$$625 \text{ copies/month} \times 12 \text{ months} \times \$0.05 \text{ a copy} = \$375$$

524201 - GENERAL TORT LIABILITY **\$108**

Work sheets for Personnel costs, to include tort liability, were submitted by the County's Risk Manager. The rate shown is based on a position classification set by the carrier.

$$\text{Other: } \$72 \times 1.50 = \$108.00$$

525000 – TELEPHONE **\$627**

This department currently has two Alltel lines, with voice mail on each line. The telephone line item has become increasingly difficult to budget for, as the service provider raises rates throughout the year. The current monthly rate is 38% higher per line than when the budget was set last year.

In order to accommodate the continued rising phone charges, this year's request is based on a 25% increase over the current monthly rate (\$17.31).

$$\begin{aligned} 2 \text{ lines} \times \$4.45/\text{month} \times 12 \text{ months} &= \$106.80 \\ 2 \text{ lines} \times \$21.64/\text{month} \times 12 \text{ months} &= \underline{519.36} \\ &= \$626.16 \end{aligned}$$

525010 - LONG DISTANCE CHARGES **\$185**

To cover the cost of phone calls such as those to HUD's Atlanta office for Labor Relations and Environmental Review, as well as to other CDBG jurisdictions and professional associations and local long distance to the communities we serve. Current billing reflects an average of \$15.19 per month. A review of the bills indicates that approximately \$11.50 of each month's charges represents Federal Access fees for long distance capability.

$\$15.19/\text{month} \times 12 \text{ months} = \182.28

525040 - INTERNET SERVICE CHARGES **\$240**

An Internet service provider account is activated for the laptop computer, as the IS Department will not allow dial-in access through the Internet Explorer to a County modem when e-mail or internet use is required away from the office.

$\$19.95/\text{month} \times 12 \text{ months} = \239.40

525100 - POSTAGE **\$75**

To cover the cost of mailing office correspondence, notices, reports, and planning materials. This is based on the usage for last fiscal year and represents a 50% decrease from the current year's budget (\$150).

525210 - CONFERENCE & MEETING EXPENSE **\$3,000**

To cover the cost of attending IDIS training, Wage and Labor training, Environmental Review training, and CDBG program training as well as meetings hosted by associations working within the area of community development.

HUD-sponsored training has either no cost or a minimal registration fee, but does include travel, meals and lodging costs. Locations for HUD training in past years included Washington, DC, Jacksonville, Wilmington, Greenville and Atlanta. The training held by professional associations is typically held across South Carolina, most recently in Hilton Head and Charleston with several meetings also in Columbia.

It is proposed that staff participate in at least the following meetings, as well as any HUD sponsored training relevant to the CDBG program:

- Palmetto Housing Forum
- Governors Rural Summit
- SC Association of Counties Annual Meeting
- Government Finance Officers Association (cost shared with Finance)
- SC Community Development Association (Annual Meeting, Mid-Year Meeting)

The number of staff participating will depend on the topic of each event and its relevance to the employee's duties. The programs listed above typically address rural and low-income housing issues, funding for infrastructure improvements, and financial reporting requirements, as well as best practices presentations from other communities.

The proposed cost is based on approximate lodging, transportation, and registration rates and represents a \$4,000 decrease from the current year.

525230 - SUBSCRIPTIONS, DUES, BOOKS \$1,900

To cover 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. While two of these groups increased their rates slightly for next year, the recommendation is \$1,700 less than the current year due the elimination of one national membership and one state membership that was previously in place.

National Community Development Association	\$1,515
SC Community Developer's Association	65
Government Finance Officers Association	45
Books & Training Manuals	<u>275</u>
	\$1,900

525240 - PERSONAL MILEAGE REIMBURSEMENT \$435

Wherever possible, motor pool vehicles are used instead of personal vehicles. However there are some occasions when it is more feasible for the employee to take their car, as in meetings that begin before or end after the traditional workday.

The reimbursement rate is based on the annual federal rate, which is hard to predict and may change mid-year. In fact, it dropped by ½ cent during the current year. The proposed amount is based on historic driving patterns to project sites and meetings, and reflects a decrease of \$440 from the current year.

100 miles/month x 12 months x .36 = \$432

525250 - MOTOR POOL REIMBURSEMENT **\$435**

This charge is for use of fleet vehicles and is based on historic usage.

$$100 \text{ miles/month} \times 12 \text{ months} \times .36 = \$432$$

525300 – UTILITIES **\$1,200**

This cost is based on an average utility charge of \$60 per month, increased slightly for the additional workspace the division recognized as a result of the campus construction.

529903 - CONTINGENCY **(\$128,926)**

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 US 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.

This year's contingency is shown as a negative in anticipation of a rollover in FY 2004/05 of unspent administration funds from the previous program years.

529950 –INDIRECT COSTS **\$10,649**

These costs are associated with general internal support functions provided by the County to the grant program. It is recommended that this line of reimbursement be pursued instead of the previous method of estimating the direct supervisory oversight.

The standard formula for calculating indirect costs is 17.66% of the salaries of the grant-funded employees. Only the base salary is used to make this calculation, not any of the additional fringe benefits.

$$\$60,298 \times 17.66\% = \$10,468.63$$

OPERATING LINE ITEM NARRATIVES
2400-181201
COMMUNITY DEVELOPMENT PROJECTS

529000 - UNCLASSIFIED **\$55,000**

This is the amount available that has yet to be programmed to a specific activity. It may be used to add funding to an already identified activity or to address a newly identified need, provided the proper public notice and public hearings have taken place to amend the Consolidated and/or Annual Action Plans.

Activities currently underway and those proposed to be underway are identified below. These projects and their amounts are subject to change based on factors such as engineering timetable, environmental reviews, neighborhood input, etc.

537103 - Bellemeade Drainage Improvements **\$285,000**

This is Phase Two of a project to reconstruct the drainage system within the Bellemeade Subdivision, located in the southeastern portion of the County. This area is currently having much of its drainage system installed underground. This second phase will replace much of the existing drainage pipe, which is failing, and extend a small portion of pipe in order to better eliminate the water from the subdivision.

537105 - Happy Town Road Improvements **\$250,000**

This is Phase Three of a project to reconstruct and pave all of Happy Town Road (1.75 miles) and Boggy Branch Court (650ft) in southern Lexington County. The project is being timed so that construction will coincide with the Water Improvements Project.

537106 - Walter Shealy Road Improvements **\$60,000**

This is Phase Three of a project that will reconstruct and pave Walter Shealy Road in western Lexington County. This will connect with the road-paving project that the county is completing on Bozard Mill Road.

53---- – Greater Columbia Community Relations Council \$50,000

This project has two parts. The first is to fund \$25,000 to expand fair housing educational programs to the entire County. The second half will be used to promote community development initiatives throughout the County.

53---- – Brookland Community Development Corporation \$50,000

This project will be completed through a partnership with the Brookland Community Development Corporation, which is associated with the Brookland Baptist Church. The target area is the Double Branch Neighborhood just outside of the West Columbia City Limits. This area was a target in our initial five (5) year Consolidated Plan. The project scope consists of preparing an in-depth Community Needs Assessment and developing a Revitalization Plan.

53---- - Public Safety Services Center \$435,000

This center, planned for southern Lexington County, will be a complex to house offices for Sheriff's deputies and firefighters as well as a community room. The facility will also boost the capabilities of the 911-communication system.

The new center will be centrally located on SC Highway 6 between the towns of Pelion, Gaston and Swansea. The Public Safety department has also budgeted \$225,000 towards completing this project.

SECTION V-C

CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT \$100

Since the physical office has been established in previous years, expenses in this category are expected to be limited to minor items that may need to be replaced/repaired, with the exception of a telephone and other minor office supplies.

540010 - MINOR SOFTWARE \$120

To cover the cost of upgrades to operating systems and software products on three computers.

540--- - (2) BOOKSHELVES \$300

For use in the Community Development Library/Resource Room, a public access area.

540---- - (1) CONFERENCE TABLE \$500

For use in the Community Development Library/Resource Room, a public access area.

540--- - (4) CONFERENCE CHAIRS \$500

For use in the Community Development Library/Resource Room, a public access area.

COUNTY OF LEXINGTON
URBAN ENTITLEMENT COMMUNITY DEVELOPMENT
New Program
Annual Budget
Fiscal Year - 2004-05

Fund: 2400
Division: Community & Economic Development
Organization: 181200 - Community Development Administration

		BUDGET				
Object Expenditure Code	Classification	Move 10% of Director's salary to Fund 1000	Move 50% of Accountant from Fund 2990	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100	Salaries & Wages - .10	-6,282	21,048	14,766	_____	
511112	FICA Cost	-481	1,610	1,129	_____	
511113	State Retirement	-430	1,821	1,391	_____	
511120	Insurance Fund Contribution	-600	3,000	2,400	_____	
511130	Workers Compensation	-168	62	-106	_____	
	* Total Personnel	-7,961	27,541	19,580	_____	
Operating Expenses						
521000	Office Supplies	0	0	0	_____	
521100	Duplicating	0	0	0	_____	
521200	Operating Supplies	0	0	0	_____	
524201	General Tort Liability Insurance	0	0	0	_____	
525000	Telephone	-313	0	-313	_____	
525020	Pagers & Cell Phones	-111	0	-111	_____	
525100	Postage	0	0	0	_____	
525210	Conference & Meeting	0	0	0	_____	
525230	Subscriptions , Dues & Books	0	0	0	_____	
	* Total Operating	-424	0	-424	_____	
	** Total Personnel & Operating	-8,385	27,541	19,156	_____	
Capital						
	** Total Capital	0	0	0	_____	

Director of Community & Economic Development would be charged 100% to General Fund

*** Total Budget Appropriation	-8,385	27,541	19,156	0
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90-20

NEW PROGRAM

REQUESTED REDUCTION OF FTE

Current Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Director	32	.10	N/A	X	Yes	.10
Account Analyst	19	.50	N/A	X	Yes	.50
Administrator	18	1.00	N/A	X	Yes	1.00
Total		1.60				1.60

Proposed Staffing Level:

Job Title	Grade	Positions (FTE)	General Fund	Other Fund	Insurance	Total
Account Analyst	19	.50	N/A	X	Yes	.50
Administrator	18	1.00	N/A	X	Yes	1.00
Total		1.5				1.5

The Director for this department has been historically funded, in part, through 2400-181200. In anticipation of bringing the Program Administrator on-line during FY 02-03 and the Director's time with the program diminishing due to that addition, the percentage of the Director's time charged to this account was reduced to 10%, for time spent on activities related to this grant.

The budget request for 04-05 includes the removal of this portion of the Director's salary from this Fund. It is proposed that 100% of the Director's salary be paid through 1000-101610.

However, there continue to be supportive services provided by the Director, as well as other members of the County staff, to this grant-funded program. In lieu of a direct charge for supervision, it is recommended that the grant be charged for Indirect Administrative costs. The accepted formula for calculating indirect costs is 17.66% of the salaries in the program. This would equal a charge to the grant of \$10,649 based on the FY 2004/05 salaries.

SECTION 1

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D PROCESS SERVER
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 26 RECD

FINANCE DEPT

Fund: 2409
 Division: Judicial
 Organization: 141100 - Clerk of Court

		<i>BUDGET</i>			
Object Expenditure		2002-03	2003-04	2003-04	2004-05
Code Classification		Expenditure	Expenditure	Amended	Est. Expenditures
			(Dec)	(Dec)	
Personnel					
510100	Salaries & Wages - 1	26,635	9,033	27,343	<u>27,582</u>
	Salaries & Wages Adjustment Account	0	0	0	<u>0</u>
511112	FICA - Employer's Portion	2,018	665	2,092	<u>2,110</u>
511113	SCRS - Employer's Portion	1,824	619	1,873	<u>1,889</u>
511120	Employee Insurance - 1	5,600	2,880	5,760	<u>6,000</u>
511130	Workers Compensation	647	219	664	<u>736</u>
	* Total Personnel	36,724	13,416	37,732	<u>38,317</u>
Operating Expenses					
520208	Civil Process Service	215	0	0	<u>0</u>
521000	Office Supplies	7	22	50	<u>100</u>
522300	Vehicle Repairs & Maintenance	352	906	2,000	<u>2,000</u>
524100	Vehicle Insurance	520	260	650	<u>543</u>
524201	General Tort Liability Insurance	15	8	19	<u>22</u>
524202	Surety Bonds	6	0	0	<u>0</u>
525020	Pagers & Cell Phones	400	373	500	<u>660</u>
525210	Conference & Meeting Expenses	0	0	725	<u>725</u>
525230	Subscriptions, Dues & Books	25	0	0	<u>0</u>
525250	Motor Pool Reimbursement	86	122	100	<u>200</u>
525400	Gas, Fuel, & Oil	1,883	619	2,899	<u>3,000</u>
529903	Contingency	0	0	1,506	<u>0</u>
	* Total Operating	3,509	2,310	8,449	<u>7,250</u>
	** Total Personnel & Operating	40,233	15,726	46,181	<u>45,567</u>
Capital					
540000	Small Tools & Minor Equipment	0	0	0	<u>0</u>
540010	Minor Software	21	0	100	<u>100</u>
	All Other Equipment	0	125	140	<u>140</u>
	** Total Capital	21	125	240	<u>240</u>

*** Total Budget Appropriation 40,254 15,851 46,421 45,567

**COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D PROCESS SERVER
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Estimated Revenues 2004-05
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***Clerk of Court Title IV-D Process Server 2409:**

Revenues:

451803	IV-D Service of Process Payments	13,134	2,228	14,322	14,322	<u>14,516</u>
461000	Investment Interest	191	35	125	125	<u>125</u>
802410	Op Trm from Title IV-D Child Support	28,989	20,306	20,306	20,306	<u>32,448</u>
** Total Revenue		<u>42,314</u>	<u>22,569</u>	<u>34,753</u>	<u>34,753</u>	<u>47,089</u>

Total Appropriation:

46,421 45,567

FUND BALANCE

Beginning of Year

11,638 11,638

FUND BALANCE - Projected

End of Year

(30) 13,160

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Section IA

Fund # <u>2409</u>		Fund Title: <u>Process Server</u>				Total
Organization # <u>141100</u>		Organization Title: <u>Clerk of Court</u>				2004-2005
Object Expenditure Code	Classification	Program # <u>1</u>	Program #	Program #	Program #	
Program Title: <u>Process Server</u>						
Personnel						
510100	Salaries #1	27,582				27,582
510300	Part Time #					
511112	FICA Cost	2,110				2,110
511113	State Retirement	1,889				1,889
511114	Police Retirement					
511120	Insurance Fund Contribution #	6,000				6,000
511130	Workers Compensation	736				736
511131	S.C. Unemployment					
* Total Personnel		38,317				38,317
Operating Expenses						
520100	Contracted maintenance					
520200	Contracted Services					
520300	Professional Services					
520400	Advertising					
521000	Office Supplies	100				100
521100	Duplicating					
521200	Operating Supplies					
522100	Equipment Repairs & Maintenance					
522200	Small Equipment Repairs & Maint.	2,000				2,000
522300	Vehicle Repairs & Maintenance					
523000	Land Rental					
524000	Building Insurance					
524100	Vehicle Insurance # <u>1</u>	543				543
524101	Comprehensive Insurance #					
524201	General Tort Liability Insurance	22				22
524202	Surety Bonds					
525000	Telephone					
525020 Pagers & Cell		660				660
525100	Postage					
525210	Conference & Meeting Expenses	725				725
525220	Employee Training					
525230	Subscriptions, Dues, & Books					
525250	Motor Pool Reimb.	200				200
525400	Gas, Fuel, & Oil	3,000				3,000
525600	Uniforms & Clothing					
526500	Licenses & Permits					
* Total Operating		7,250				7,250
** Total Personnel & Operating		45,567				45,567
** Total Capital (From Section II)						
*** Total Budget Appropriation						45,567

**FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION**

SECTION III. – PROGRAM OVERVIEW

Family Court Process Officer is responsible for service of rules to show cause and other civil papers pertaining to Family Court. This person will work very closely with our Delinquent Case Manager to assess the delinquent cases. This person will work hours outside of the normal 8:00 a.m. to 5:00 p.m. In order to serve the rules to show cause, this person will work early morning, late afternoon/early evening, Saturday, Sunday, and holidays. This job requires a very strong ability to deal with all types of people and possible adverse situations. Maintain high standards of accuracy in data and up date information as soon as possible, meeting dead lines/court dates in accordance with directions, court orders, county procedures, and prescribe procedures. Accepts supervisory instructions and directions and strives to meet goals and objectives. Will keep all equipment, vehicles, and other county property assign to him/her in clean and excellent working condition. This person must be self-motivated and a self-starter. A Process Officer is required to properly and effectively serve rules to show cause on non-custodial parents in contempt of Family Court orders. We must get these people served in order to get the child support to the children of Lexington County. The county has no cost nor function in this position other then the fact that finance will take out all proper deductions and pay this person through payroll. All dollars will come from the Federal/State IV-D Fund.

Incentives are earned based upon collections made by the county Family Court, if CSED cannot summonses non-custodial parents (NCP) to court in order to establish paternity and support collections suffer. If CSED cannot rule in a non-paying NCP collection suffer. If collections suffer then what CSED pays the Clerk of Court in unit cost suffers because a unit represents a check issued by the Family Court to a custodial parent or to another jurisdiction for the payment of child support.

My major concern, as I'm sure you'll agree is getting the court ordered child support to the children of Lexington County. Every day a non-custodial parent doesn't pay his/her child support our arrearages go up and our young citizens are victimized by the lack of ruling in the parent. We must bring these people to court as soon as possible, the non-paying parent.

FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION

SECTION III - SERVICE LEVELS

Service Level Indicators:

	Actual FY2001-02	Actual FY2002-03	Estimated FY2003-04	Projected FY2004-05
Rule to Show Cause Cases Issued	2049	2098	2210	2,300
Total Rule to Show Cause Cases Served DSS	749	768	920	960

**FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION**

SECTION IV. – SUMMARY OF REVENUES

451803- IV-D SERVICE OF PROCESS PAYMENTS \$14,516.00

This is money generated by the Process Servers of which we are reimbursed \$16.50 for each case served. This is based on a five-month average of \$725.80 doubled for an estimate figure for the fiscal year. We have taken into consideration that we were without a process served for two months.

461000- INVESTMENT INTEREST \$125.00

Earned interest.

812409- OP TRN TO TITLE IV-D PROCESS OFFICER \$32,448.00

This account is necessary in order to transfer money from Title IV-D to Fund 1409 for Process Server who serves papers and generates the income for the Title IV-D child support.

FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION

SECTION V – LISTING OF POSITIONS

Current Staffing Level:

Job Title	Positions	<u>Full Time Equivalent</u>		Total	Grade
		General Fund	Other Fund		
Process Officer	1		1	1	8

FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION

SECTION V -- PERSONNEL LINE NARRATIVES

<p>PROCESS OFFICER SERVES RULE TO SHOW CAUSE CASES</p>
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FUND 2409
CLERK OF COURT (141100)
FY 2004-05 BUDGET EXPLANATION

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES 100.00

This account will be used for miscellaneous IV-D needs such as office supplies that will be generated by the Process Officer.

522300 - VEHICLE REPAIRS & MAINTENANCE \$2000.00

This account will be used for any repairs and maintenance for Process Officer's truck which may include tires, brakes, filters, hoses, belts, wiper blades, etc. This vehicle currently has 83,871 miles as of 2/1/03, therefore is out of warranty. The cost for routine schedule service is approximately \$275.00. Tires will be needed, which will cost approximately \$350.00. Also, due to the high mileage, this truck may well need other unexpected service and parts.

524100-VEHICLE INSURANCE \$543.00

This was based on the fee schedule provided by Ed Salyer.

524201- GENERAL TORT LIABILITY INSURANCE \$22.00

This was based on the fee schedule provided by Ed Salyer.

525020- PAGERS AND CELL PHONES \$660.00

This account is to cover the cost of one cell phone. Due to the areas and hours that the Process Officer must work, this item is essential for his well-being. One mobile phone on the Alltel plan at a monthly cost of \$39.95 for service which includes 1,000 free minutes, \$.55 for 911 tax, estimated universal service fund charge and applicable SC sales tax. 12 months x \$42.50= \$ 550.00 excluding any long distance charges. This reflects a 10% increase for estimated costs, plus additional \$150.00 for unexpected overages.

525210- CONFERENCE & MEETING EXPENSES \$725.00

This account will be used for any conferences & meetings that are related to the IV-D funds. These meetings will assist the process server in performing his job and staying abreast of the new laws and requirements.

525250- MOTOR POOL REIMBURSEMENT \$200.00

This account will cover the use of a motor pool vehicle should the process officer's truck be in the shop for repairs and/or maintenance.

525400- GAS, FUEL & OIL \$3000.00

This account is necessary for gas for the processor officer's truck. The processor officer is averaging 170 gals. of gas a month based on \$.1.25 = \$212.50 x 12 = 2550. Oil approximately \$100.00. The price of gas is uncertain as it fluctuates so we have estimated the total.

SECTION I

COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
Fiscal Year - 2004-05

Fund: 2410
Division: Judicial
Organization: 141100 - Clerk of Court

Object Expenditure Code Classification	2002-03	2003-04	2003-04	2004-05	BUDGET	
	Expenditure	Expenditure	Amended	Est. Expenditures	2004-05	2004-05
		(Dec)	(Dec)			
Personnel						
510100 Salaries & Wages - 6	148,197	66,693	160,606	152,053		
Salaries & Wages Adjustment Account	0	0	0			
510200 Overtime	2,764	3,387	2,500	4,500		
510300 Part Time - 2 (1 - FTE)	16,776	8,809	20,961	20,838		
511112 FICA - Employer's Portion	12,505	5,840	14,082	13,226		
511113 SCRS - Employer's Portion	10,577	4,595	12,608	10,416		
511120 Employee Insurance - 6	33,600	17,280	34,560	36,000		
511130 Workers Compensation	453	213	497	456		
511131 S. C. Unemployment	510	0	0			
511213 SCRS - Employer's Portion (Retiree)	0	309	0			
* Total Personnel	225,382	107,126	245,814	237,489		
Operating Expenses						
520100 Contracted Maintenance	875	0	0			
520200 Contracted Services	0	99	99			
520300 Professional Services	1,570	0	0			
520303 Accounting Services	500	500	500	500		
520400 Advertising & Publicity	1,240	534	2,000	2,000		
520500 Legal Services	0	661	812	500		
521000 Office Supplies	592	0	1,500	1,500		
522200 Small Equipment Repair & Maint.	50	0	350	350		
523200 Equipment Rental	2,700	1,350	2,700	2,700		
524201 General Tort Liability Insurance	75	38	94	176		
524202 Surety Bonds	52	0	0			
525000 Telephone	0	0	3,000	3,000		
525210 Conference & Meeting Expenses	1,305	0	6,000	6,000		
525230 Subscriptions, Dues & Books	351	375	721	721		
529903 Contingency	0	0	51,711	21,139		
* Total Operating	9,310	3,557	69,487	38,586		
** Total Personnel & Operating	234,692	110,683	315,301	276,075		
Capital						
540000 Small Tools & Minor Equipment	250	0	635			
540010 Minor Software	0	0	1,660	952		
All Other Equipment	235	1,748	1,890	1,241		
** Total Capital	485	1,748	4,185	2,193		
Other Financing Uses						
812409 Op Trn to Title IV-D Process Server	28,989	20,306	20,306	32,448		
***Total Other Financing Uses	28,989	20,306	20,306	32,448		

LEXINGTON COUNTY
FEB 26 RECD
FINANCE DEPT.

*** Total Budget Appropriation 264,166 132,737 339,792 310,716

**COUNTY OF LEXINGTON
CLERK OF COURT/TITLE IV-D CHILD SUPPORT
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Revenues 2004-05	Total 2004-05
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***Clerk of Court Title IV-D DSS Child Support 2410:**

Revenues:

451800	IV-D Transaction Reimbursement	206,891	110,349	210,073	210,073	<u>240,000</u>	
451801	IV-D Incentive Payments	74,760	13,712	31,216	31,216	<u>70,216</u>	

Other Revenues:

461000	Investment Interest	604	102	500	499	<u>500</u>	
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**** Total Revenue**

		<u>282,255</u>	<u>124,163</u>	<u>241,789</u>	<u>241,788</u>	<u>310,716</u>	
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Total Appropriation:

					339,792	310,716	0
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FUND BALANCE

	Beginning of Year				<u>98,004</u>	<u>98,004</u>	<u>0</u>
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FUND BALANCE - Projected

	End of Year				<u>0</u>	<u>0</u>	<u>0</u>
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COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Section IA

Fund # 2410 Fund Title: Title IV-D
Organization # 141100 Organization Title: Clerk of Court

Object Expenditure Code Classification	Program # <u>I</u>	Program # <u> </u>	Program # <u> </u>	Program # <u> </u>	Total 2004-2005
Program Title: <u>Title IV-D</u>					
Personnel					
510100 Salaries # <u>6</u>	152,053				152,053
510300 Part Time # <u>2</u>	20,838				20,838
511112 FICA Cost	13,226				13,226
511113 State Retirement	10,416				10,416
511114 Police Retirement					
511120 Insurance Fund Contribution # <u>6</u>	36,000				36,000
511130 Workers Compensation	456				456
511131 S.C. Unemployment					
510200 Overtime	4,500				4,500
* Total Personnel	237,489				237,489
Operating Expenses					
520100 Contracted maintenance					
520200 Contracted Services					
520300 Professional Services					
520400 Advertising	2,000				2,000
521000 Office Supplies	1,500				1,500
521100 Duplicating					
521200 Operating Supplies					
520303 Accounting Serv.	500				500
520500 Legal Services	500				500
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.	350				350
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
523200 Equip. Rental	2,700				2,700
524000 Building Insurance					
524100 Vehicle Insurance # <u> </u>					
524101 Comprehensive Insurance # <u> </u>					
524201 General Tort Liability Insurance	176				176
524202 Surety Bonds					
525000 Telephone	3,000				3,000
525100 Postage					
525210 Conference & Meeting Expenses	6,000				6,000
525220 Employee Training					
525230 Subscriptions, Dues, & Books	721				721
525 Utilities -					
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
529903 Contingency	21,139				21,139
* Total Operating	38,586				38,586
** Total Personnel & Operating	276,075				276,075
** Total Capital (From Section II)	2,193				2,193
*** Total Budget Appropriation	310,716				310,716
812409 OP TRN to TITLE IV-D	32,448				32,448

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET

SECTION III. - PROGRAM OVERVIEW

Program II- Title IV-D Fund

Objective

To insure that the Federal Child Support Enforcement Act that sets forth a detailed system in which local authorities MUST work together to enforce child support obligations is achieved. To insure the States whose enforcement provisions meet federal guidelines, as South Carolina's do, receive federal funds. Use of federal Child Support Enforcement Act funds is controlled by the S.C. Code of Laws § 20-7-1317, which provides:

"Notwithstanding existing county funds allocated to the Clerks of Court, and federal funds earned by the Clerks of Court under a contract with the Department of Social Services pursuant to Title IV-D of the Social Security Act must first be used by the Family Court section of the respective offices of the Clerks of Court to provide adequate staff and equipment to implement and operate the provisions of § 20-7-1315. Thereafter, excess funds shall revert to the general fund of the county."

To coordinate efforts in child support enforcement with the "Agreement of Cooperation" entered in with DSS. To insure and maintain the Federal funds received by DSS under the federal Child Support Enforcement Act be place in the custody of the county treasurer, and MUST be maintained as separate, identifiable funds to be used at the discretion of the Clerk of Court to carry out provisions of the state child support code (§ 20-7-1315).

To insure the State law (§ 20-7-1317) which is clearly stating that the Clerk of Court has sole discretion to determine use of the Fund to carry out the provisions of the § 20-7-1315 statute is observed.

To convert more cases from private to Department of Social Services. This relates to more dollars for the county through the IV-D fund. To continue a commitment to excellence in service to the public. To continue increasing child support collection. And improve our filing systems to maintain safe and accessible files, for all who research Family Court Cases.

FUND 2410
 CLERK OF COURT (141100)
 FY 2002-03 BUDGET

SECTION III. - SERVICE LEVELS

Service Level Indicators: PROGRAM II (Title IV-D Funds)

	<u>Actual FY 2001-02</u>	<u>Actual FY 2002-03</u>	<u>Estimated FY2003-04</u>	<u>Projected FY2004-05</u>
RTSC	7680/3pg	7850/3pg	8023/pg	8200/pg
Bench Warrants	250	260	270	280
Order of Discharge	300	315	331	350
Orders	4680	4880	5089	5200
Audits & Review	1500	1800	2160	2300
Payment History	7700/8pg	8300/8pg	8947/8pg	9400/8pg
Transport Orders	144	152	160	165
EARPS	2200	2400	2618	2800
Files Pulled	2340	2560	2899	3100
Aff of Service/Non-Service	3840	4000	4166	4300
Correspondence	240	270	304	325
Telephone	30,000	35,000	40,831	45,000
Summary Report	72/180pg	80/180pg	89/180pg	95/180pg
Fed. & State Tax Return	48/100pg	60/100pg	75/100pg	80/100 pg
Bank Deposit	240	260	281	300
Supp. Housing Appl.	720/8pg	760/8pg	802/8pg	900/8pg
Monthly AFDC Report	12/50pg	12/52pg	12/52pg	12/52pg
Monthly Non-AFDC Report	12/75pg	12/77 pg	12/77pg	12/77pg
Monthly URESA Report	12/25 pg	12/25pg	12/25pg	12/25pg
Monthly Arreage Report	12/120pg	12/125pg	12/125pg	12/125pg
DSS Bank Report	240/6pg	260/6pg	281/6pg	300/6pg
Filing of Documents	18,000	20,000	22,222	24,000
Court Orders	1320/5pg	1340/5pg	1360/5pg	1380/5pg
Wage Withholding Orders		8400	9250	10,000
Certified Letters		8400	9250	10,000
File Returned Certified Letters		8400	9250	10,000
Input Payors Answers & Files		2000	2200	2,400
Audit Cases with Companies		420	462	475
Talk with CP & NCP regarding		60/mo	66/mo	75/mo
Wage Withholding information				
Handle Wage Withholding EARPS		1200	1320	1400
From SCDSS				
Telephone calls from CP/NCP/Companies		40/day	44/day	50/day

**FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET**

SECTION IV. – SUMMARY OF REVENUES FOR PROGRAM II (TITLE IV-D FUND)

451800 – TITLE IV-D UNIT COST REIMBURSEMENT \$240,000.00

An Agreement of Cooperation contract was entered into by and between 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 the 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 finding 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 count at the end of the fiscal year in which they are earned. The average received thus far is \$20,000 a month.

451801 – TITLE IV-D. INCENTIVE \$70,216.00

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 treaded the same way as the Title IV-D unit cost reimbursement. The average received thus far for July thru December 2003 has been \$1,915.60

461000- INVESTMENT INTEREST \$500.00

Earned interest on accounts.

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET

SECTION V – LISTING OF POSITIONS

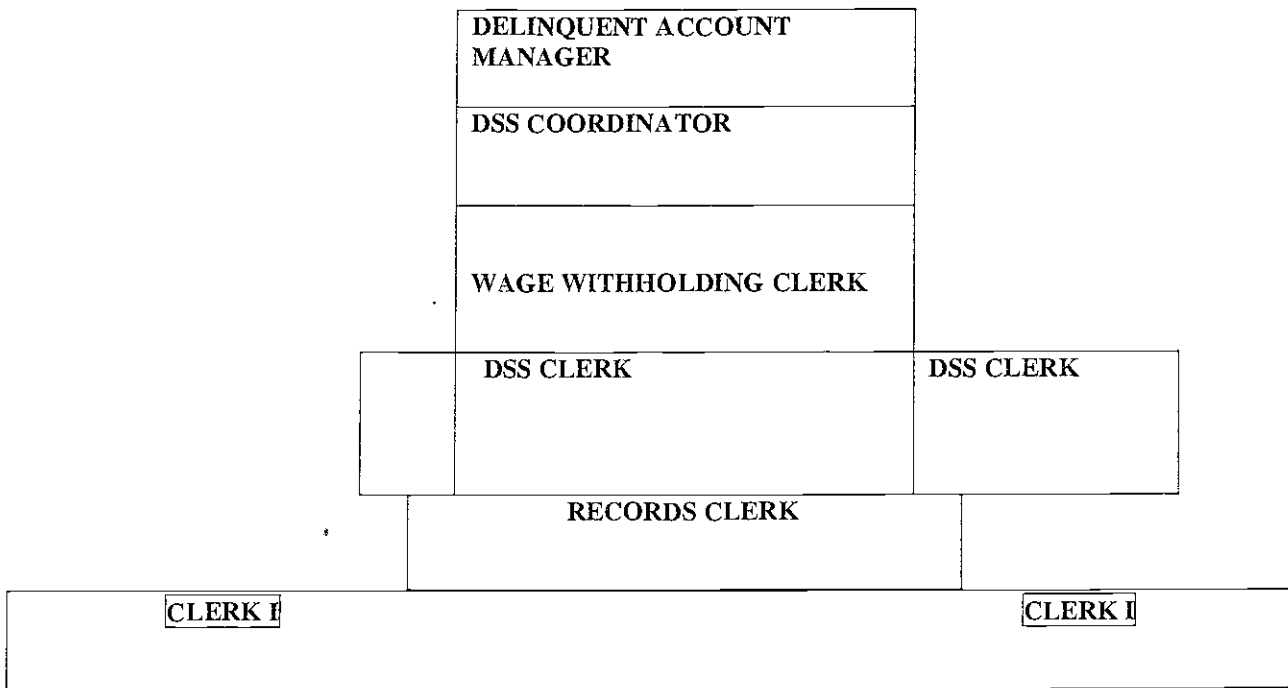
Current Staffing Level: Program II (Title IV-D Fund)

Full Time Equivalent

Job Title	Positions	General Fund	Other Fund	Total	Grade
Delinquent Account Manager	1		1	1	12
DSS Coordinator	1		1	1	8
Wage Withholding Clerk	1		1	1	5
DSS Clerk	2		2	2	4
Records Clerk	1		1	1	4
Clerk I	<u>2</u>		<u>2</u>	<u>2</u>	<u>4-P/T</u>
Total Positions	6		8	8	

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET

SECTION V. -PERSONNEL LINE ITEM NARRATIVE



FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET

V. B. – PERSONNEL OVERTIME

510200- TITLE IV-D FUND OVERTIME **\$4,500.00**

This account is used by program 2 (Title IV-D Fund). The employees within this program work with DSS cases. They are required to run DSS monthly reports which are very lengthy and have to be ran after five due to only having one printer. This printer is used to run child support checks, print outs and other requirements for court during 8:00 to 5:00. The workload is heavy and at times we need to work after 5:00 or on Saturday mornings.

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B. – OPERATING LINE ITEM NARRATIVES

520300-ACCOUNTING SERVICES **\$500.00**

The Clerk of Court and Advanced Solutions entered into an agreement for automated bank draft processing service. The Clerk of Court agrees to obtain and furnish to Advanced Solutions customer draft information updated monthly, including completed and signed draft authorization form indicating dates and amounts of each draft, and the \$5.00 check form customer's draft account for initial activation. This information must be furnished to Advance Solutions at least 10 working days prior to drafting date. Advance solutions agrees to hold all clients information confidential and will not discuss or share said information with anyone outside the Clerk of Court's or Advance Solutions authorized office staff. This is an additional way to pay child support. This year is annual renewal automated band draft agreement.

520400-ADVERTISING SERVICES **\$2,000.00**

Lexington County Chronicle for classified ads and any miscellaneous ads as needed. This informs the residents about our phone lines to access our office 24 hours, and 7 days a week.	1,645.00
Chamber of Commerce (The Bellue Co.)	175.00
Lexington County Peach Festival	80.00
Misc. ads in Lexington Timberwolves	100.00

520500-LEGAL SERVICES **\$500.00**

This is necessary if and when Clerk of Court needs copies of original transcript of a hearing.

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET REQUEST

SECTION V.B – CONTINUED OPERATING LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES **\$1,500.00**

This account is used for pens, pencils, printing, paper for Show to Rule causes, and Miscellaneous supplies 1500.00
Toner cartridge for Canon Microfilm 90 printer-2@ 136.50 (including tax)

522200- SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$350.00**

This account will be used for maintenance and repair on typewriters at \$45.00 an hour plus cost for parts. Repairs on electric seals, calculators, printers and any other miscellaneous equipment located within the Clerk of Courts' office.

523200-EQUIPMENT RENTAL **\$2,700.00**

This account was set up to cover the monthly equipment rental for service and license fee with Daisi Systems and Service. This is a phone service provided by Daisi. The monthly fee is \$675.00 for a total of \$8,100.00. Fund 1000/141100 will share 2/3 of this fee, which is \$5,400.00. This system serves all courts in the courthouse; Common Pleas, General Sessions, and Family Court. This voice system works as an operator to place people to the proper court area.

524201-GENERAL TORT LIABILITY INSURANCE **\$176.00**

Eight employees times \$22.00. This is based on the fee schedule provided by Ed Salyer.

525000- TELEPHONE **\$3,000.00**

This account is used to pay for telephone services for six phones for employees and one fax line.

525210-CONFERENCE & MEETING EXPENSES **\$6,000.00**

This account will be used for any conferences & meetings that are related to the IV-D funds. These meetings assist the Clerk of Court in performing his job and staying abreast of the new laws and requirements. Mr. Comerford and the Delinquent DSS Manager likes to attend the Spring and Fall seminars as laws and requirements change. The costs vary as to the location. The past fall seminar was approximately \$3215.00 and the upcoming spring seminar is approximately \$2612.00.

National Assoc. Child Support Enforcement 6,000.00

525230- SUBSCRIPTIONS, DUE & BOOKS **\$721.00**

The expenses in this account are membership dues for the Clerk of Court
S.C. Association of Countywide Elected Executives 75.00
National Child Support Enforcement 50.00
Lexington Chamber of Commerce 125.00
Notary 3 @ \$25.00 for a total of \$75.00 which is essential for employees 75.00
Columbia/Richland County City Directory (Blue Book) 150.25
Cross Reference 245.00

TOTAL **720.45**

529903 – CONTINGENCY **\$21,139.00**

Any monies generated from the Title IV-D Cost Reimbursement incentives.

812409- OP TRN TO TITLE IV-D PROCESS OFFICER **\$32,448.00**

This account is necessary in order to transfer money from Title IV-D to Fund 2409 for Process Officer who serves Rule to Show Causes cases that generates money for Title IV-D.

FUND 2410
CLERK OF COURT (141100)
FY 2004-05 BUDGET

SECTION V. C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE **\$952.00**

(2) OFFICE XP PRO **683.00**
This software is needed to be installed on the new Function 1 and Function 2 computer units that we are requesting. Cost of each is \$315.00 including tax. \$10.00 has been added for freight

(2) WINDOWS 2000 LICENSES **\$269.00**
These are needed to upgrade seven current computers to Windows 2000 because of the network security recommendations. Each cost \$139.00. \$10.00 has been added for freight

CAPITAL **\$1,241.00**

(2) 17" STANDARD MONITOR **\$252.00**
These will be installed on the two computer units we are requesting for the kiosk in the Records Room so that the Public can view records online.

(2) STANDARD COMPUTERS (used) **\$368.00**
These will be installed on the two computer units we are requesting for the kiosk in the Records Room so that the Public can view records online.

(1) LASER JET 1300N PRINTER **\$621.00**
This will be installed on the two computer units we are requesting for the kiosk in the Records Room so that the Public can view records online and print from the computer instead of the copier. It will be more efficient and less Time consuming.

SECTION I

**COUNTY OF LEXINGTON
 FY2004 LOCAL LAW ENFORCEMENT BLOCK GRANT
 Annual Budget
 FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	11 Months Received Thru May 2003-04	Amended Budget Thru May 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
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***FY2004 Local Law Enforcement Block Grant 2453:**

Revenues:

457000	Federal Grant Income	0	0	0	0	129,000	
461000	Interest Earnings	0	0	0	0	1,500	
802611	Op Trn from Solicitor State Funds	0	0	0	0		
801000	Op Trn from Gen Fund/Magistrate	0	0	0	0	1,800	
801000	Op Trn from Genrl Fund/Sheriff	0	0	0	0	10,756	
** Total Revenue		0	0	0	0	143,056	

*****Total Appropriation** 0 143,056 0

FUND BALANCE

Beginning of Year 0 0 0

FUND BALANCE - Projected

End of Year 0 0 0

GRANT PERIOD:

GRANT AWARD: Federal \$ + County Match \$ + Interest \$ =

PERCENTAGE SHARED: 90% / 10%

COUNTY OF LEXINGTON
FY2004 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2004-05

Fund: 2453
Division: Judicial Division
Organization: 142000 Magistrate Court Services

Object Code	Expenditure Classification					<i>BUDGET</i>	
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
	* Total Personnel	0	0	0	_____		
Operating Expenses							
	* Total Operating	0	0	0	_____		
	** Total Personnel & Operating	0	0	0	_____		
Capital							
540000	Small Tools & Minor Equipment				_____		
549904	Capital Contingency				18,000		
	All Other Equipment				_____		
	** Total Capital	0	0	0	18,000		
	*** Total Budget Appropriation	0	0	0	18,000		

93-2

COUNTY OF LEXINGTON
FY2004 LOCAL LAW ENFORCEMENT BLOCK GRANT
Annual Budget
Fiscal Year - 2004-05

Fund: 2453
Division: Law Enforcement
Organization: 151200 - Operations

Object Code	Expenditure Classification	<i>BUDGET</i>				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
	* Total Personnel	0	0	0	<u> </u>	
Operating Expenses						
525210	Conference & Meeting Expense	0	0	0	<u>1,500</u>	
522200	Small Equipment Repairs & Maint	0	0	0	<u> </u>	
529903	Contingency	0	0	0	<u>107,556</u>	
	* Total Operating	0	0	0	109,056	
	** Total Personnel & Operating	0	0	0	109,056	
Capital						
	** Total Capital	0	0	0	0	
*** Total Budget Appropriation		0	0	0	109,056	

93-3



PO Box 1029
Columbia, SC 29202
803 926-0505
Fax 803 794-0098

March 2, 2004

Evelyn P. Babbitt, CPA, Grants Manager
County of Lexington
Finance Department
212 South Lake Drive
Lexington, SC 29072

Re: Victim's Bill of Rights Funds

Dear Evelyn:

Sistercare requests \$10,000 for FY 2004-2005 from Lexington County's Victims' Assistance funds collected under S.C. Code Ann. 14-1-206 through 208 (assessment statutes) and 14-1-211 (surcharge statute) to provide crime victim services. Sistercare will use these funds to provide safe emergency shelter and post-shelter follow up services for Lexington County battered women and their children.

In FY 2002-2003, Victims' Assistance revenues were used to help provide community counseling support group services for more than 400 Lexington County battered women, many of whom were court ordered to obtain counseling from Sistercare.

Our board of directors will appreciate your support of Sistercare's request for FY 2004-2005.

Sincerely,

Nancy Barton
Executive Director
ld

Evelyn Babbitt

From: "Jack FUDGER" <JFUDGER@lexington1.net>
To: <ebabbitt@lex-co.com>
Sent: Wednesday, February 18, 2004 11:58 AM
Subject: Re: Fw: Victim's and Law Enforcement Block Grant Budget Meetings

Evelyn,
I am forwarding the Gang Prevention Program synopsis:

LEADERSHIP ACADEMY

Lexington School District One is providing a gang prevention program called Summer Leadership Academy.

Short-term Objectives:

To develop positive relationships between adults and students and between peers.

To build skills(competencies) to improve chances for school success next year.

To celebrate the completion of camp as a positive accomplishment.

Long Term Objective:

To reduce the gang eligible population through changing the lives of those who are the recruitment base.

Population: 20 male students (five from each of the four middle schools) will be selected. Students will be selected based on strong leadership abilities but weak on academic and behavioral attributes.

Length: Seven days of intense training in an away from home environment.

Curriculum: Media Literacy, Leadership Training, Team building, Conflict Resolution, Strength and Conditioning, Drill Instruction, StarBase/Swamp Fox, Science Programs, motivational speakers and Aids Prevention Education.

In Kind Contribution: Lexington County Sheriff's Department providing Resource Officers.

Total costs for 20 students which includes housing, meals, instruction and stipends for supervision approximates \$6000.

If you have any further, questions please let me know.

Thanks,
Jack

93-6

SECTION 1

COUNTY OF LEXINGTON
 OPERATIONS & FIREFIGHTER SAFETY EQUIPMENT

Annual Budget
 New Program
 Fiscal Year - 2004-05

Fund 2478
 Division: Public Safety
 Organization: 131500 - Fire Service

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
457000	Federal Grant Income	0	0	0	0	241,920	
461000	Investment Interest	0	0	0	0	0	
801000	Op Trm From General Fund/Cty Ordinary	0	0	0	0	103,680	
** Total Revenue		0	0	0	0	345,600	0
***Total Appropriation					0	345,600	0
FUND BALANCE							
Beginning of Year					0	0	0
FUND BALANCE - Projected							
End of Year					0	0	0

Object Code	Expenditure Classification	BUDGET					
		2002-03 Expend	2003-04 Expend (Dec)	2003-04 Budgeted (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
* Total Operating		0	0	0	0	0	0
** Total Personnel & Operating		0	0	0	0	0	0
Capital							
(22)	Air Pack (MSA) System - Replace	0	0	0	345,600		
** Total Capital		0	0	0	345,600	0	0
*** Total Budget Appropriation		0	0	0	345,600	0	0

GRANT PERIOD: 7-1-2004 to 6-30-2005
 GRANT AWARD: \$ Federal and \$ County
 PERCENTAGE SHARED: 70% / 30%

94-1

Department Call Volume

* How many responses per year by category? (Enter whole numbers only; if you have no calls for any of the categories, enter 0)

Structure Fires	391
Vehicle Fires	212
Vegetation Fires	191
EMS	1373
Rescue	802
Hazardous Condition/Materials Calls	297
Service Calls	309
Good Intent Calls/False Alarms	1322
Other Calls and incidents	264

Request Information

- 1. Select a program for which you are applying. Remember, you can only apply for one program this year. You can apply for as many activities within a program as you need.
(if you modify your selection, you will lose data entered under the original activity.)

Program Name

Operations and Firefighter Safety

- 2. Will this grant benefit more than one department?

Yes

If you answered Yes to Question 2 above, please explain. (You can only enter 4000 characters)

As stated in the department call volume, our department provides mutual aid to 20 surrounding agencies. The PPE we are seeking grant funding for would directly benefit those surrounding agencies when they call for mutual aid assistance. Mutual aid is sent in the form of truck companies with firefighters and related PPE. This includes the SCBA that we are requesting grant funding for.

Request Details

The activities for program Operations and Firefighter Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	0	\$ 0	\$ 0
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	1	\$ 345,600	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Personal Protective Equipment

Personal Protective Equipment Details

- *1. Select the PPE that you propose to acquire **SCBA—30 minutes with face piece-No extra bottle**
Please provide further description of the item selected above or if you selected other above, please specify. **These SCBA units will meet the latest NFPA standards regarding breathing apparatus. They will include the newly required HUD for remaining cylinder pressure and the newly required teather connections.**
- *2. Number of units **72** (Whole numbers only)
- *3. Cost per unit **\$4800** (Whole dollar amounts only)
- *4. What percentage of your on-duty active firefighting staff has PPE that meets current applicable NFPA and OSHA standards? If you are asking for specialized equipment (e.g., HazMat), what percentage of applicable firefighters have this specialized PPE that meets the established standards? **0%**
- *5. What percentage of your on-duty active firefighting staff will **100%**

Narrative Statement

Project Description

Please provide your narrative statement in the space provided below (1) Project Description, (2) Financial Need, and (3) Cost-Benefit of Request:

The Lexington County Fire Service provides fire, rescue, and medical first response to the citizens of Lexington County, South Carolina. We are a combination service of 400 firefighters, 75% of which are volunteer. Our fire service provides protection to a mixed rural/suburban response area of just less than 800 square miles with a population of over 200,000 citizens. We have 21 fire stations with on duty staffing levels ranging from one daytime firefighter to three firefighters per 24-hour shift. Our service answers approximately 6,000 emergency calls for assistance per year.

The Lexington County Fire Service utilizes the Mine Safety Appliance (MSA) Self Contained Breathing Apparatus (SCBA). Our SCBA's are of varying age, many of which are over 10 years old. The new National Fire Protection Association (NFPA) standard 1981, 2002 ed., has requirements that make ALL of our existing SCBA's non-compliant. The new SCBA systems are not compliant with our existing systems as the new systems utilize mask mounted regulators, Heads Up Display (HUD), etc. Our existing systems utilize belt mounted regulators and corresponding face pieces. To maintain compliance with NFPA, our service has a breathing air technician. One of the duties of the technician is to face fit test every interior certified firefighter in our service. We would like to phase in the new SCBA systems but we would have incompatible SCBA systems and face pieces in our service therefore firefighters may or may not be able to use the SCBA systems that arrive on emergency firefighting vehicles.

The need for system wide conversion makes this project cost prohibitive for our service. We are respectfully requesting grant funding for a system wide conversion of our SCBA systems. This grant funding will allow our service to be fully NFPA compliant in regards to the new SCBA systems. This will allow for our firefighters to be proficient with the use, care, and maintenance of one type and style of SCBA. This will also allow for our breathing air technician to face fit test to one style of face piece.

This equipment will benefit each of our 21 fire stations as well as other departments in Lexington and surrounding counties when our service responds to mutual and automatic aid requests.

Thank you for the opportunity to compete for grant funding through the Fire Act. If you have any questions, please feel free to contact me by telephone at 803.359.8331 or by e-mail at bhood@lex-co.com.

Sincerely,

T. Brian Hood
Chief Administrative Officer
Lexington County Fire Service

* Please describe any grants that you currently have with DHS including the AFG, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

N/A

SECTION 1

page 1

COUNTY OF LEXINGTON
DHEC - EMS GRANT-IN-AID
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY

MAR 23 RECD

FINANCE DEPT

Fund: 2520
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenue: (Organization - 000000)							
459100	DHEC - EMS Grant-In-Aid	45,044	0	40,000	40,000	39,690	
461000	Investment Interest	9	0	0	0		
801000	Operating Transfer from General Fund	0	2,200	2,200	2,200	2,310	
**Total Revenue		45,053	2,200	42,200	42,200	42,000	
***Total Appropriation					42,200	42,000	42,000
FUND BALANCE							
Beginning of Year					255	255	255
FUND BALANCE - Estimated							
End of Year					255	255	-41,745

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
* Total Personnel		0	0	0		
Operating Expenses						
525210	Conference & Meeting Expense	24,600	30,800	42,200		39,000
525230	Subscriptions, Dues, & Books	0	0	0		3,000
* Total Operating		24,600	30,800	42,200		42,000
** Total Personnel & Operating		24,600	30,800	42,200		42,000
Capital						
All Other Equipment		23,065	0	0		0
** Total Capital		23,065	0	0		0
***Total Budget Appropriation		47,665	30,800	42,200		42,000

GRANT PERIOD: July 1, 2004 to April 30, 2005
GRANT AWARD: Federal \$ and County \$ = \$
PERCENTAGE SHARED: 94.5% / 5.5%

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SECTION VI. – OVERVIEW OF PROGRAMS
**EMERGENCY MEDICAL SERVICES DIVISION
GRANT-IN-AID**

PROGRAM 1 - TRAINING

This program also provides for the training of new Paramedics and EMTs, necessary due to personnel turnover. This program also pays for various internal and regional training needed to keep personnel competent and current in their skills.

Funds are made available through the DHEC Grant-In-Aid Program and requires a local match of 5.5%.

525210 – CONFERENCES & MEETING EXPENSES **\$39,000**

Funds are needed to train Paramedics in order to implement full staffing.

6 students @ \$4,000/ea = \$24,000

Funds are required to conduct in-house EMT training in order to train firefighter first responders and potential full and part time employees.

\$15,000 per class of 24 students

525230 – SUBSCRIPTIONS, BOOKS AND DUES **\$ 3,000**

Textbooks for Paramedic and EMT training - \$3,000.

**COUNTY OF LEXINGTON
OTHER SPECIAL REVENUE PROGRAMS**

**Annual Budget
Fiscal Year 2004-2005**

**Updated: 3-30-04
Requested Budget**

	Special Revenue															Combined
	Economic Development 2000	Accommodations Tax 2120	Tourism Development Tax 2130	Temp Alcohol Beverage License 2140	Minibottle Tax 2141	Indigent Care Tax 2200	Profes-sional Bond Fee 2600	Phone System E-911 2605	SCE&G Support Fund 2606	Victims' Bill of Rights 2620	Schedule "C" Funds 2700	Personnel Employee Committee 2930	Delinquent Tax Collection 2950	Grants Adminis-tration 2990	Pass Thru Grants 2999	
Prior Year Fund Balance	525,538	62,061	75,899	-27,253	440	156,776	3,870	29,793	30	62,404	654,861	0	19,763	5,100	-115	
Prior Year Contingency	1,319,267	0	1,846	190,012	0	0	63,169	960,139	4,261	-26,970	655,825	0	702,923	298,559	903	
# of Employees						[1]		[1]		[2]			[8.67]	[1.50]	[PT]	[14.17]
Revenues																
Property Taxes	870,832	0	0	0	0	600,700	0	0	0	0	0	0	1,200,000	0	0	2,671,532
Fees, Permits, and Sales	0	287,375	850,000	78,400	360,000	0	16,500	1,140,000	0	0	0	12,750	0	0	0	2,745,025
State Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Grant Income	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Income	10	0	0	0	0	0	0	0	0	49,872	4,200,000	0	0	0	62,174	4,312,056
Miscellaneous Payments & Grants	0	0	0	0	0	0	0	0	5,000	0	0	0	0	16,657	0	21,657
Investment Interest	37,000	30	800	1,640	50	4,000	1,231	17,000	53	846	80,000	25	7,000	4,637	0	154,312
General Fund Revenue Sources	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oper Trm In From General Fund	400,000	0	0	0	0	0	0	0	0	0	0	0	0	75,000	0	475,000
Oper Trm In From Other Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*Total Funding	1,307,842	287,405	850,800	80,040	360,050	604,700	17,731	1,157,000	5,053	50,718	4,280,000	12,775	1,207,000	96,294	62,174	10,379,582
Appropriations																
Personnel	0	0	0	0	0	28,044	0	44,437	0	69,822	0	0	313,697	91,896	62,174	610,070
Operating Expenses	1,307,842	740,388	850,800	216,160	360,000	823,881	2,798	-47,437	3,000	3,612	4,280,000	12,775	446,723	8,698	0	9,009,240
Capital	0	0	0	0	0	0	12,582	1,160,000	2,000	100	0	0	7,444	800	0	1,182,926
Operating Transfer Out	0	0	0	83,379	0	0	0	0	0	0	0	0	0	0	0	83,379
*Total Appropriations	1,307,842	740,388	850,800	299,539	360,000	851,925	15,380	1,157,000	5,000	73,534	4,280,000	12,775	767,864	101,394	62,174	10,885,615
Projected Ending Fund Balance	1,844,805	-390,922	77,745	-56,740	490	-90,449	69,390	989,932	4,344	12,618	1,310,686	0	1,161,822	298,559	788	

Note: Any department not submitting a budget request to finance is included at FY 03-04 approved levels.

SECTION 1

COUNTY OF LEXINGTON
 ECONOMIC DEVELOPMENT
 Annual Budget
 Fiscal Year - 2004-05

Fund 2000
 Division: Community & Economic Development
 Organization: 181100 - Economic Development

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend 2004-05 Approved	
Personnel						
* Total Personnel	0	0	0	0	0	
Operating Expenses						
520300 Professional Services	30,613	18,450	30,000	30,000		
534301 Central Carolina Econ. Develop Alliance	72,000	36,000	72,000	72,000		
534303 Riverfront Alliance	51,000	25,500	51,000	51,000		
536012 CAE Loan Solectron SC Corp	230,975	0	230,975	230,975		
536013 CAE Loan PBR Automotive SC	173,231	0	173,232	173,232		
536015 CCED # 1613 Pirelli Cable Systems	0	0	29,311	0		
536016 CCED # 1618 ReturnBuy.com	710	0	40,532	0		
536022 CAE Loan Pirelli Cables & Systems	77,625	77,625	77,625	437,823		
536023 CCED #1653 Michelin North America	27,000	0	1,973,000	0		
536024 CCED #1643 Diamond Pet Food Processor	16,960	124,500	124,500	0		
536026 SwanseaNIC, Inc. County Commitment	0	0	10,000	0		
537006 USC Incubator Project	25,000	25,000	25,000	25,000		
537007 B/L Business Park Improvements	0	0	50,000	0		
537008 B/L Business Park Sign	0	0	15,000	0		
537009 Lexington Cty East Industrial Park	0	0	40,000	0		
537010 Certified Sites Program	6,000	0	30,370	0		
537011 Site Improvements Program	0	0	150,000	0		
539900 Unclassified	0	0	1,319,267	287,812		
* Total Operating	711,114	307,075	4,441,812	1,307,842	0	
** Total Personnel & Operating	711,114	307,075	4,441,812	1,307,842	0	
Capital						
**Total Capital	0	0	0	0	0	
Other Financing Uses						
835800 RET to Pelion Airport	0	0	250,000	0		
**Total Other Financing Uses	0	0	250,000	0	0	
*** Total Budget Appropriation	711,114	307,075	4,691,812	1,307,842	0	

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Evelyn Babbitt

From: "Tammy Coghil" <tcoghil@lex-co.com>
To: "Evelyn Babbitt" <ebabbitt@lex-co.com>
Sent: Monday, April 05, 2004 4:52 PM
Subject: Economic Development budget

Evelyn,

Please amend the Fund 2000 budget to show the \$51,000 requested by the River Alliance.

Thanks - let me know if you need me to change what was submitted on my end. Randy gave me a copy of their request.

Tammy

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4/6/2004

COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT

LEXINGTON COUNTY

Annual Budget
Fiscal Year - 2004-05

FEB 2 0 RECD

FINANCE DEPT.

Fund 2000
Division: Community & Economic Development
Organization: 181100 - Economic Development

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
520300 Professional Services	30,613	18,450	30,000	30,000		
534301 Central Carolina Econ. Develop Alliance	72,000	36,000	72,000	72,000		
534303 Riverfront Alliance	51,000	25,500	51,000	0		
536012 CAE Loan Solectron SC Corp	230,975	0	230,975	230,975		
536013 CAE Loan PBR Automotive SC	173,231	0	173,232	173,232		
536015 CCED # 1613 Pirelli Cable Systems	0	0	29,311	0		
536016 CCED # 1618 ReturnBuy.com	710	0	40,532	0		
536022 CAE Loan Pirelli Cables & Systems	77,625	77,625	77,625	437,823		
536023 CCED #1653 Michelin North America	27,000	0	1,973,000	0		
536024 CCED #1643 Diamond Pet Food Proc	16,960	124,500	124,500	0		
536026 SwanseaNIC, Inc. County Commitment	0	0	10,000	0		
537006 USC Incubator Project	25,000	25,000	25,000	25,000		
537007 B/L Business Park Improvements	0	0	50,000	0		
537008 B/L Business Park Sign	0	0	15,000	0		
537009 Lexington Cty East Industrial Park	0	0	40,000	0		
537010 Certified Sites Program	6,000	0	30,370	0		
537011 Site Improvements Program	0	0	150,000	0		
539900 Unclassified	0	0	1,319,267	338,812		
* Total Operating	711,114	307,075	4,441,812	1,307,842		
** Total Personnel & Operating	711,114	307,075	4,441,812	1,307,842		
Capital						
**Total Capital	0	0	0	0		
Other Financing Uses						
835800 RET to Pelion Airport	0	0	250,000	0		
**Total Other Financing Uses	0	0	250,000	0		

*** Total Budget Appropriation 711,114 307,075 4,691,812 1,307,842

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COUNTY OF LEXINGTON
ECONOMIC DEVELOPMENT
Annual Budget
FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenue Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Economic Development 2000:							
Revenues:							
417100	Fee In Lieu of Taxes	866,355	0	870,832	870,832	870,832	
417120	FILOT - Prior Year	0	371	0	371	0	
417130	FILOT - Manufacturer's Tax Exemption	18,020	28,803	0	28,803	0	
450000	Rental Income	10	0	10	10	10	
452238	CCED # 1653 Michelin North America	27,000	0	1,973,000	1,973,000	0	
452239	CCED # 1643 Diamond Pet Food Process	0	100,000	100,000	100,000	0	
466015	SCANA Donation - Diamond Pet Foods	24,500	0	0	0	0	
466100	Pirelli Cables & Systems Payments	77,625	0	0	0	0	
461000	Investment Interest	32,938	15,087	37,000	37,000	37,000	
821000	Residual Equity Transfer from General Fund	370,000	400,000	400,000	400,000	400,000	
**Total Revenue		<u>1,416,448</u>	<u>544,261</u>	<u>3,380,842</u>	<u>3,410,016</u>	<u>1,307,842</u>	
***Total Appropriation					4,691,812	1,307,842	0
FUND BALANCE							
Beginning of Year					<u>1,807,334</u>	<u>525,538</u>	<u>525,538</u>
FUND BALANCE - Projected							
End of Year					<u>525,538</u>	<u>525,538</u>	<u>525,538</u>

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COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # Not applicable		Fund Title: Not applicable				Total 2004-2005 Requested
Organization # Not applicable		Organization Title: Not applicable				
Object Expenditure Code Classification	Program #	Program #	Program #	Program #		
Program Title: _____						
Personnel						
510100 Salaries #						
510300 Part Time #						
511112 FICA Cost						
511113 State Retirement						
511114 Police Retirement						
511120 Insurance Fund Contribution #						
511130 Workers Compensation						
511131 S.C. Unemployment						
* Total Personnel						
Operating Expenses						
520100 Contracted maintenance						
520200 Contracted Services						
520300 Professional Services						
520400 Advertising						
521000 Office Supplies						
521100 Duplicating						
521200 Operating Supplies						
522100 Equipment Repairs & Maintenance						
522200 Small Equipment Repairs & Maint.						
522300 Vehicle Repairs & Maintenance						
523000 Land Rental						
524000 Building Insurance						
524100 Vehicle Insurance #						
524101 Comprehensive Insurance #						
524201 General Tort Liability Insurance						
524202 Surety Bonds						
525000 Telephone						
525100 Postage						
525210 Conference & Meeting Expenses						
525220 Employee Training						
525230 Subscriptions, Dues, & Books						
525 Utilities -						
525400 Gas, Fuel, & Oil						
525600 Uniforms & Clothing						
526500 Licenses & Permits						
* Total Operating						
** Total Personnel & Operating						
** Total Capital (From Section II)						
*** Total Budget Appropriation						
	N/A	N/A	N/A	N/A	N/A	N/A

SECTION III

PROGRAM OVERVIEW

Summary of Programs:

The Economic Development component of the Department of Community and Economic Development was established to provide general administration and coordination of business recruitment, retention and expansion activities for Lexington County. Activities are primarily conducted by the Director of the Department, with support and guidance of the Economic Development Committee of County Council and in partnership with various outside entities.

Program Objectives:

- To serve as liaison between County Council & its departments and business prospects, as well as existing businesses;
- To coordinate activities between the SC Department of Commerce, Central Carolina Economic Development Alliance, and the County;
- To develop recommendations for provision of infrastructure, site development, and product development;
- To promote the County to prospective businesses;
- To coordinate with local chambers, businesses, and school systems; and,
- To otherwise assist the County in making sound investment decisions while maintaining and growing the business and industrial base in Lexington County.

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FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 - 05 BUDGET REQUEST

SERVICE LEVELS

Indicators	Actual		Year to Date	Estimated	Projected
	FY2001-02	FY2002-03		FY2003-04	FY2004-05
New industry announced	3	2	1	1	1
Existing industry expansion	3	0	0	0	2
Industry visits	9	9	12	15	12

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SECTION IV

SUMMARY OF REVENUES

A residual equity transfer is made from the General Fund annually for activities in this program. In addition, revenues are generated through investment interest and fee-in-lieu-of-taxes payments.

Monies are also received in this fund through grants from the SC Coordinating Council for Economic Development (SC Department of Commerce) and grants from various utilities. These grants are each dedicated to specific projects and scopes of work and should be treated as "pass-through" funds only.

Finally, rental income and interest payments are received from two industrial investments. The interest payment is a pass-through and the rental income is minimal.

Revenues are also received as part of Lexington County's multi-county park agreements with Newberry and Calhoun Counties. Those agreements generate approximately \$12,000 annually and have been collected since FY 2000-01. Presently those revenues are held in Fund 7600 (Tax Fund Clearing). Plans are underway to develop an ordinance directing their use for Economic Development activities.

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 – 05 BUDGET REQUEST

SECTION V-A

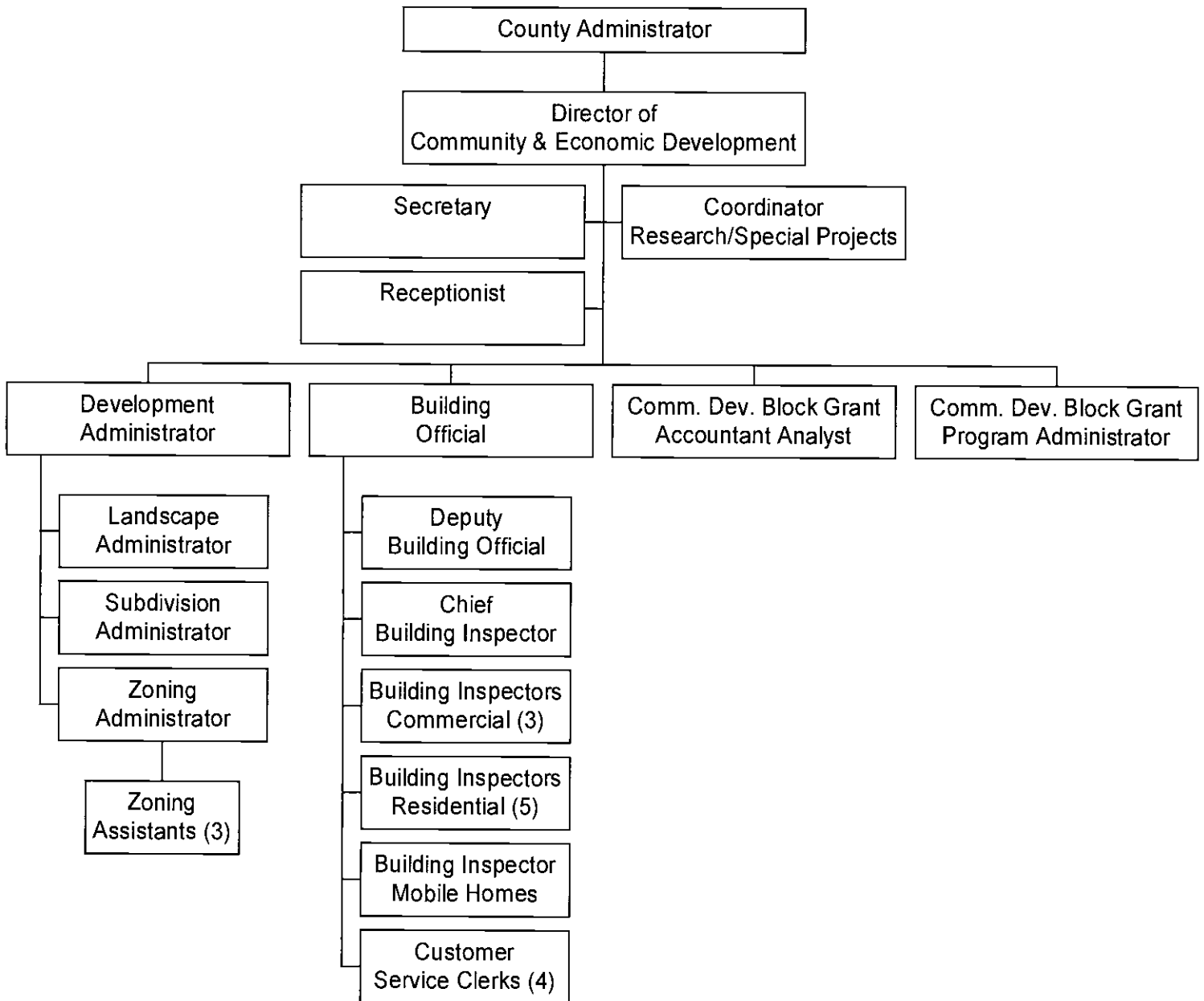
PERSONNEL LINE ITEM NARRATIVES

There are no personnel charged to this fund.

Please see Organizational Chart located on next page

COMMUNITY & ECONOMIC DEVELOPMENT

ORGANIZATIONAL CHART



SECTION V-B

OPERATING LINE ITEM NARRATIVES

520300 – Professional Services **\$30,000**

The County Attorney's services are utilized for review of FILOT agreements, Inducement and Millage Rate Agreements, closing documents and other legal details related to new and expanding industrial activity. His services will be utilized as different projects are considered. The amount proposed is based on recent history and estimated at: \$375 per month x 12 months = \$4,500

Lexington County Council recently agreed to participate in a Cluster Analysis study with partners from the City of Columbia, Richland County, and the private sector. The Council made a two-year commitment (FY 2002 – 04) of \$35,000 for the first phase of this study. That work will be completed during the current year. It is anticipated that additional funding to move from the analysis to the action phase will be requested.

Finally, the Central Carolina Economic Development Alliance previously submitted a proposal to County Council's Economic Development Committee to compile project books related to each industrial investment and provide an annual update of the project so that staff can monitor and respond to progress toward investment thresholds. The initial books have been completed. The continued analysis on existing projects and new investment books was proposed to cost \$8,000 annually. This initiative was previously discussed at Council Committee level where it was recommended that the County participate as the present County staffing level does not yet enable this level of data gathering, reporting, and analysis.

534301 – Central Carolina Economic Development Alliance **\$72,000**

The County participates in this public-private partnership to promote the region and manage potential projects. The County's portion of funding is not projected to increase in FY 2003-04 and is equal to that charged other participating counties.

536012 – CAE Loan Solectron SC Corp **\$230,975**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with Solectron. In accordance with the conditions of a Promissory Note entered into April 27, 1999, the County will make payment to the Richland-Lexington Airport District in the amount of \$230,974.80 in May 2005. This payment is due annually through May 2006.

The agreement included two payments of interest-only (\$50,000) and five payments of principal and interest (\$230,974.80). The County reclaims this expense through the FILOT payment made by the company.

536013 – CAE Loan PBR Automotive SC **\$173,232**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with PBR. In accordance with the conditions of a Promissory Note entered into May 20, 1999, the County will make payment to the Richland-Lexington Airport District in the amount of \$173,231.10 in May 2005. This payment is due annually through May 2006.

The agreement included two payments of interest only (\$37,500) and five payments of principal and interest (\$173,231.10). The County reclaims this expense through the FILOT payment made by the company.

536022 – CAE Loan Pirelli Cables & Systems **\$437,823**

The County is making this payment as part of a property purchase under a Fee-In-Lieu of Taxes (FILOT) agreement entered into with Pirelli. In accordance with the conditions of a Promissory Note entered into August 25, 2000, the County initially made payment to the Richland-Lexington Airport District in the amount of \$77,625 (August 2003). This reflected the third of three payments of interest-only. Beginning August 2004, principal and interest is due in the amount of \$437,823. These payments will continue for four years, ending in 2007.

As part of the same agreement, the Company paid the County for the first two years interest payments. In subsequent years the County reclaims this expense through the FILOT payment made by the company.

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 - 05 BUDGET REQUEST

537006 – USC Incubator Project **\$25,000**

This program is operated through the USC Research Foundation and supports start-up businesses. This represents another multi-partner enterprise and directly supports small business and entrepreneurial development. The amount proposed is equivalent to funding provided in the past. Staff from the Incubator has provided regular updates on progress and several companies have graduated since its inception.

539900 – Unclassified **\$338,812**

This item represents the balance of funds available based on all known revenues and expenditures. It is anticipated that if needed, it will be used for further product development as well as any economic development activities specifically directed by County Council, to include Council and staff participation on trade missions, property acquisition, etc.

FUND 2000
ORGANIZATION 181100 - ECONOMIC DEVELOPMENT
FY 2004 - 05 BUDGET REQUEST

SECTION V-C

CAPITAL LINE ITEM NARRATIVES

There are no capital items requested within this fund.

SECTION 1

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2004-05**

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
420800	Accommodations Tax	292,576	145,025	287,375	287,375	287,375	287,375
461000	Investment Interest	61	24	30	30	30	30
** Total Revenue		<u>292,637</u>	<u>145,049</u>	<u>287,405</u>	<u>287,405</u>	<u>287,405</u>	<u>287,405</u>
*** Total Appropriation					275,750	715,388	
FUND BALANCE							
Beginning of Year					50,406	62,061	
FUND BALANCE - Projected							
End of Year					<u>62,061</u>	<u>-365,922</u>	

Estimated Total Accommodations Tax Funds:	327,500.00
--- Minus General Fund Portion ----	<u>25,000.00</u>
Sub-Total	302,500.00
--- Minus General Fund 5% Portion ----	<u>15,125.00</u>
*** Total Estimated Revenue	<u><u>287,375.00</u></u>

**COUNTY OF LEXINGTON
ACCOMMODATIONS TAX
Annual Budget
Fiscal Year - 2004-05**

Fund 2120
Division: General Administrative
Organization: 101100 - County Council

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommend 2004-05 Approved
Operating Expenses					
Advertising and Promotion (30% Fund)					
534212 Capital City Lake Murray Country	93,610	34,000	90,750	195,000	90,750
Tourism Related Exp. (65% Fund)					
534201 Columbia Metro Convention/Visitor Bureau	92,393	21,250	85,000	90,000	
534204 West Metro Chamber of Commerce	1,872	4,000	4,000	10,000	
534205 Lexington Chamber of Commerce	2,808	3,000	3,000	5,000	
534206 Batesburg/Leesville Cham. of Comm.	1,872	2,500	2,500	12,000	
534209 Lex. Cty. Recreation Softball Tournament	28,083	0	20,000	30,000	
534220 Riverbanks Zoo	39,784	7,500	30,000	100,000	
534228 Lexington County Museum	11,701	3,875	15,500	20,000	
534231 Chapin Chamber of Commerce	1,872	2,500	2,500	6,750	
534242 Irmo/Chapin Recreation Commission	936	2,000	2,000	7,500	
534244 Lex. Cty. Recreation & Aging - Tennis	0	0	12,500	15,000	
534246 Carolina Marathon Association	11,654	1,250	5,000	16,300	
534252 Greater Irmo Chamber of Commerce	2,808	3,000	3,000	18,838	
534254 Lexington County Arts Association (VST)				50,500	
NEW:					
Columbia Regional Sports Council				10,000	
Lexington County Choral Society				6,000	
Town of Pine Ridge				40,000	
Brookland-Cayce WW II Monument & Memorial				7,500	
EdVenture Children's Museum				25,000	
Lexington Area Tennis Association (LATA)				50,000	
* Total Operating	289,393	84,875	275,750	715,388	
** Total Personnel & Operating	289,393	84,875	275,750	715,388	
*** Total Budget Appropriation	289,393	84,875	275,750	715,388	

Description of Project:

Funding to support the four-county regional tourism program and operation of the regional Visitors Center. The regional tourism program markets Lexington County and region for the leisure visitor markets. **The primary objective of our program is to increase the occupancies of our area accommodations throughout the year. This is accomplished through our marketing program and services offered through our Visitors Center.**

Benefit to Tourism & Community:

CCLMC is a regional tourism program appointed through the SC Department of Parks, Recreation and Tourism (SCPRT) to promote tourism in the four-country area – Richland, Lexington, Newberry & Saluda counties known as the Capital City/Lake Murray Country – regional tourism district. We are a significant contributor to Lexington County's economy through our promotion/marketing efforts and the actual events we bring to the area. Since 1981, we are the leading agency booking heads in the beds in Lexington County.

We offer many benefits to Lexington, Richland, Newberry & Saluda counties - throughout this tourism region. Our organization's marketing efforts and daily input with visitors/potential visitors continue to show booked room nights, booked tee times, restaurant expenditures, non-resident fishing license revenues, marine gas tax revenues as well as SC sales tax revenues, admission tax sales and even property taxes. All of these revenues are distributed throughout this region and directly impact Lexington County.

Our Visitors Center is quite often visitors first stop to our area. Our success in tracking visitors has been recognized by area businesses, county, city and state organizations searching for quality research information and sources on tourism statistical data. Our program allows us to provide a vehicle for planning, development, marketing and evaluation of the tourism industry for this region.

The Capital City/Lake Murray Country tourism region brings in 13% of the tourism revenues for the State of South Carolina. It is through our promotion/marketing campaigns and actual events we bring to the area that make this possible.

TOURISM MEASUREMENTS

We utilize various registration activities to monitor and provide conversion factors from registered participants, Web-site traffic, e-mail and regular mail and print media inquiry labels, and monthly review of the SC PRT monthly/annual research statistic report.

Established fulfillment procedures when responding to inquires. All inquires are responded to with a professional methodology. These include the following procedures:

Timeliness (All inquires are processed upon request – with bulk mail going out each Friday.)

Accuracy – we run internal checks bi-monthly to ensure materials requested are forwarded.

Fulfillment publications/promotional vehicles include -

Visits – a magazine for visitors

Golf – Get Tee'd Off

Bus Tour – Our Mini-Tour Publication

Web Sites – www.lakemurraycountry.com & www.scjewel.com & www.golfsc.net

Interstate Visitor Information Sign Program

All inquires are logged into our Capital City/Lake Murray Country Inquiry Report System.

To date for FY 2003-2004 we have tracked 142,101, a 3% increase from the same period last year. This does not include the actual visits and reservation bookings from our various web sites; scjewel, golfsc, etc. We will provide the updated numbers (Cost Per Inquiry, CPI) during our presentation before the committee. **Conversion analysis on marketing program inquires.**

Our inquiry Reporting System is linked to our web site, to our daily inquiry report system detailing mail, telephone, e-mail, travel and trade shows, visitors center walk-ins and bus/group tour reports as well as our golf bookings on a daily basis.

Comments:

As the regional tourism program slated to promote tourism in your county, it is vital that Lexington County take notice of what we are accomplishing and the job we are doing to bring visitors into this area.

Our facility serves as an "attraction" for Lexington County free to the public and visitors. The interstate signage for our Visitors Center, as well as the new interchange exit at Hwy 60 continues to play a vital role in the attraction of visitors into this region as well. Remember: we are the only direct "VISITOR CENTER" in the Midlands that has interstate signage.

Our effective utilization of all disciplines of marketing as outlined herein will help to continue to raise awareness of this region and meet our goals to make this region a place visitors consider to vacation. In addition, our campaign brings these market elements together with focus under a single destination marketing organization that can inject new life into the products this region has to offer.

The intent is to draw families and couples, which make up 68 percent of visitor parties to the area and to underscore the values of our region. These parties tend to be professional (50 percent) and travel extensively throughout the year. We wish to encourage families to visit and ensure recreational activities whether they are shopping, golfing, fishing, boating, visiting museums, attractions... the list is endless.

This program also carries our theme *Jewel of South Carolina* - our goal to make this region a **vacation destination!**

Our organization is committed to spending the majority of our budget on marketing and promotion - not on administration costs, staff and related expenses. We also serve on a daily basis as a field office of the SC Department of Parks, Recreation & Tourism, to assist in coordinating local tourism programs and projects.

Tourism Statistics

(Based on July 2003 to Date)

Rooms Nights	Tax Revenues
1267 Boat Show * reserved to date	ATax/Admission/Sales Marine gas/ property
2,782 Golf Packages	ATax/Admission/Sales
106 Writers/Fam Trips	ATax/Admission/Sales
3,347 Bus/Group Tour	ATax/Sales/Admission
****Fishing Tournament	ATax/Sales/Admission
8,445 Web-On-Line Reserva.	ATax/Marine/Gas/Sales
3,451 Visitors Center	ATax/Admission/Sales
19,398 Tracked Room Nights	

*Note: * No money from our organization is used to finance this show. It is totally paid for through money generated from the actual shows. However, we do handle and influence the bookings of Hotel/Motel rooms for these shows. And, as a result of our efforts the actual success of this show is created by our organization as well as the amount of various tax monies generated.*

Average Trip Expenditure Per Person – Per Day

	2003
Accommodations	56.98
Food & Beverage	32.18
Event Tickets	19.05
Sightseeing/Touring	23.79
Other Entertainment	32.74
Shopping	45.26
Total Average	\$210 Per Visitor Per Trip

Using the above tracked room nights and the average daily expenditure of a visitor of \$210 – these visitors would have generated \$4,073,580.00 TO DATE in direct tourism revenues. KEEP IN MIND THESE ARE THE VISITORS WE HAVE TRACKED.

Lexington County
Accommodations Tax Fund Request

Organization Capital City/Lake Murray Country Regional Tourism Board

Source of Funds	2002-2003	2003-2004	2004-2005
A-Tax Lexington	93,610.00 10,000.00	90,000.00 30% estimated	195,000.00
Columbia A-Tax Community Hospitality	30,000.00 20,000.00	30,000.00 Cut Out 50,000.00* (Have Not Recd)	0 We will request \$30,000 from A-tax but feel we will not receive it based on this yrs decisions.
Richland A-Tax Hospitality	77,250.00	90,000.00 30,000.00	150,000.00 75,000.00
Newberry	7,500.00	4,175.00	7,500.00
A-Tax – Saluda	None	None	2,500.00
CCLMC/PRT	414,596.51	456,647.56	299,357.00
Total Budget	\$652,956.51	\$700,822.56	\$729,357.00

Attachment 1, Page 2

Organization: Capital City/Lake Murray Country Regional Tourism Board

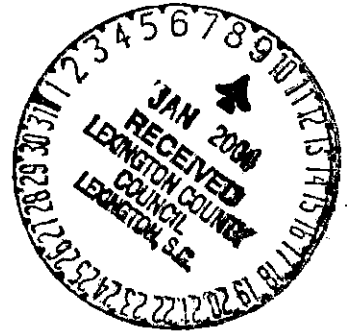
Type of Expenditures	2002-2003	2003-2004	2004-2005
Marketing/Adverting			
Artwork Production of Brochures/Ad/TV/Radio	1,450.00	12,000.00	9,500.60
Radio		21,778.00	21,500.00
Print Media	56,682.00	42,729.04	68,799.00
12Day Event		100,000.00	25,000.00
Brochures	46,449.00	58,944.00	42,718.00
Television	37,680.00	12,000.00	25,000.00
Trade/Consumers Shows	14,750.00	24,996.00	22,579.00
Tournaments	55,000.00	41,715.00	75,000.00
Golf Marketing	28,143.00	34,250.00	52,459.00
SCATR-Co-Op	1,500.00	3,500.00	3,500.00
Visitors Center	53,279.00	105,566.00	74,395.00
Web-Marketing	0	18,375.00	7,500.00
Interstate -- Jewel		15,234.00	15,234.00
*Visitors Kiosk	20,000.00	50,000.00	0
Regional Tourism Conference	0	12,400.00	14,775.00
Totals	261,854.00	458,847.04	457,939.60
Other Budget Items Total	\$652,956.51	\$700,822.56	\$729,357.00

*This project has been put on hold due to the lake draw down and other economic issues in funding we were not able to receive enough corporate sponsors and the Convention & Visitors Bureau decided not to participate in the program.

The above numbers may change depending on the amount of dollars budgeted, requested and actually received.

COUNTY OF LEXINGTON
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization: Columbia Metropolitan Convention & Visitors Bureau

Address: PO Box 15, Columbia, SC 29202

Project Director David Zunker

Telephone 803-545-0020

Address: Physical Address – 900 Assembly Street, Columbia, SC 29201

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$1,541,360

\$90,000 or 30%

Is the organization for profit or **non-profit**:

X Yes ___ No

County ___

Municipal ___

501 (c) (3) X

Other ___

[Signature]
Signature of Project Director

1/9/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to:

Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone: 803-359-8103.

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PROJECT NAME:

Columbia Metropolitan Convention and Visitors Bureau -- Marketing, Selling and Promoting the Columbia Region as a Destination for Meetings, Conferences, Conventions and Tourism.

GENERAL DESCRIPTION

The mission of the Columbia Metropolitan Convention & Visitors Association is to sell, market and promote the Columbia Region as a premier, year-round destination for conventions, trade shows, corporate meetings and visitor travel. We are committed to service excellence for all of our clients. We do this for the economic benefit and vitality of the members, businesses and communities we serve.

BENEFIT TO TOURISM

In the past two years, more than 100,000 rooms were booked by Columbia Metropolitan Convention and Visitors Bureau sales staff. That number compares with 11,936 rooms booked during calendar year 2001. What that means to regional tourism can be computed using a variety of national formulas, but the Columbia Regional CVB has chosen to use a conservative figure of \$175 per night. Conservatively, the economic impact of these two years' room nights booked is more than \$17,000,000. This benefit to tourism is based on average spending associated with meeting-related travel, including accommodations, hotel food and beverage, recreation, sporting events, retail stores, local transportation, auto rental, gasoline, parking, and other travel-related expenses. Bringing meetings, conferences, conventions and visitors of all types to the Columbia Region is our primary goal. Providing those travelers with information that allows them to find appealing visitor options while they're here (and a reason to return), are also top priorities.

BENEFIT TO COMMUNITY

Conventions, meetings and attracting visitors to a community represents a clean, green industry that requires relatively little in the way of community resources, other than to attract the business and support its continued growth. Visitors to a community contribute a great deal. Tourism, including meetings, conferences, conventions and leisure travel, is South Carolina's Number 1 industry, generating more than \$14.5 billion in economic activity. The Columbia region's potential to increase its percentage of that business is growing as the community adds infrastructure, including new meeting venues and lodging facilities. The Columbia Metropolitan Convention and Visitors Bureau's goal is to contribute to the community's bottom line, by building visitor numbers that generate tax revenues, which benefit Lexington County, the Midlands and the entire Columbia Region.

Advertising, trade shows, direct mail marketing, Internet marketing, public relations campaigns and brand development all are elements of the Bureau's marketing efforts, designed to raise awareness of the Columbia region as a destination and more directly,

book meetings and increase travel. A recent meeting management magazine reported that meeting planners may be seeking the novelty that less-traveled cities may provide. That's good news for Columbia, as long as we maintain a high profile and develop relationships with those planners considering mid-size, less-traveled cities. In order to do that we need funding support to attend trade shows, advertise in trade publications, develop unique sales techniques via the Internet and direct mail (and email) marketing and take advantage of earned media opportunities through public relations campaigns.



Steve Camp
President and CEO



David Zunker
Executive VP – Sales and Marketing

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM

**Columbia Metropolitan Convention & Visitors Bureau
Projected Income and Expense
FY - July 1, 2004-June 30, 2005**

Income Source	2002/2003		2003/2004		2004/2005	
	Actual Funds Dollars	%	Current Dollars	%	Requested Funds Dollars	%
City of Columbia	\$ 270,000	30%	\$ 330,000	30%	\$ 346,500	or 30%
Richland County	\$ 225,000	30%	\$ 230,000	30%	\$ 241,500	or 30%
Lexington County	\$ 92,393	30%	\$ 85,000		\$ 95,000	or 30%
City of Cayce	\$ 11,826		\$ 2,000		\$ 2,000	or 30%
Town of Springdale	\$ 4,500		\$ 4,500		\$ 4,500	or 30%
Columbia Special Fund	\$ 25,000		\$ 27,000		\$ 27,000	
PRT Matching Funds	\$ 47,500		\$ 50,000		\$ 50,000	
Partnership Services	\$ 46,996		\$ 25,000		\$ 25,000	
Miscellaneous Revenue	\$ 9,612		\$ 18,000		\$ 18,000	
City Hospitality Tax Fund	\$ -0-		\$ 750,000		\$ 750,000	
Hotel Rebate	\$ -0-		\$ 19,860		\$ -0-	
Total Revenues	\$ 732,827		\$1,541,360 (anticipated)		\$1,559,500	
Expenses						
Salaries/Benefits/Taxes	\$ 366,540		\$ 449,193		\$ 471,653	
Operating Expenses	\$ 188,508		\$ 139,500		\$ 146,475	
Regional Marketing	\$ 177,353		\$ 952,667		\$ 952,667	
Total Expenses	\$ 732,401		\$1,541,360 (anticipated)		\$1,570,795	

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MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM

CONVENTION AND VISITORS BUREAU

FY2003 - 2004

Revenues:

City of Columbia – A-TAX	\$ 330,000
Richland County – A-TAX	\$ 230,000
Lexington County – A-TAX	\$ 85,000
City of Cayce – A-TAX	\$ 2,000
Springdale – A-TAX	\$ 4,500
Columbia Special Fund – A-TAX	\$ 27,000
SC PRT Matching Funds	\$ 50,000
City Hospitality Tax Funds	\$ 750,000
Partnership Services Revenues	\$ 25,000
Advertising/Sponsorship Revenues	\$ 10,000
Souvenir Sales	\$ 5,000
Hotel Rebate	\$ 19,860
Miscellaneous	\$ 3,000
Anticipated Revenues FY03-04	\$1,541,360

Expenses:

Salaries, Full & Part Time	\$ 354,714
Benefits & Payroll Taxes	\$ 82,479
Incentives/Commissions	\$ 10,000
Relocation Expense	\$ 2,000
Membership/Dues & Subscriptions	\$ 6,000
Operational Expenses	\$ 37,000
Collateral Materials	\$ 80,000
Tradeshows	\$ 37,500
Travel & Entertainment	\$ 32,500
Promotional Materials	\$ 7,500
Marketing & Advertising	\$ 567,307
Partnership Services	\$ 7,000
Meeting Expense Subsidies	\$ 106,860
Employee Training Expense	\$ 10,000
General Insurance	\$ 3,000
Professional Fees	\$ 32,000
Office Space Rental	\$ 24,000
Visitors Center Merchandise	\$ 3,000
Auto Allowance	\$ 5,000
Computer Expense & Maintenance	\$ 13,500
Transportation Subsidies	\$ 75,000
Miscellaneous Expense	\$ 2,000
Web Site Enhancements	\$ 43,000
Anticipated Expenses FY03-04	\$1,541,360



County of Lexington Accommodations Tax Fund Request

Funding Year 2004-2005

Organization WEST METRO CHAMBER OF COMMERCE & VISITOR CENTER

Address 1006 12TH STREET CAYCE, SC 29033

Project Director GREGG PINNER Telephone 794.6504

Address SAME AS ABOVE

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 26,000

\$ 10,000

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other

Signature of Project Director

Jan 9, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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EXPENDITURES

Organization WEST METRO CHAMBER OF COMMERCE & VISITOR CENTER

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
DIRECTOR OF TOURISM SALARY	\$10,791.80	\$3,009.05	\$10,000.00
PAY ROLL TAXES	\$854.75	\$789.00	\$1578.00
POSTAGE	\$371.71	\$195.19	\$500.00
OCCUPANCY (RENT)	\$900.00	\$1,200.00	\$1,200.00
POCKET STREET GUIDES (MAPS)	\$2,148.00	\$343.00	\$1,000.00
" " " LABELS	\$395.05	—	—
OFFICE SUPPLIES CHECKS	\$86.85	—	—
COMPUTER	\$729.00	—	—
COMPUTER ACCESSORY	\$60.78	—	—
POSTAGE METER	\$81.17	\$362.28	\$370.00
DISPLAYS AND FIXTURES FOR LOBBY	\$4960.13	\$397.00	\$500.00
DISPLAYS FOR POCKET STREET GUIDES	\$182.79	—	\$100.00
VISITOR BAGS	\$224.57	\$466.96	\$500.00
OFFICE SUPPLIES (PAPER, INK, ETC)	\$128.06	—	\$100.00
" " BUSINESS CARDS	\$367.50	—	\$200.00
MEMBERSHIPS	\$385.00	—	\$500.00

**West Metro Chamber of Commerce & Visitor Center's
Tax Request for 2004-2005**

Description of Project:

The West Metro Chamber & Visitor Center (WMCCVC) focuses on the accommodations in the City of Cayce and the surrounding West Metro area of Springdale & West Columbia. The WMCCVC is building a working relationship with contacts from the local hotels, attractions, restaurants, and USC. We also are establishing contacts with the Capital City/Lake Murray Country, Columbia Metropolitan CVB, South Carolina PRT, and the USC Welcome Center. Our main focus for 2004/2005 is building promotional materials exclusively targeting the City of Cayce and the West Metro area and distributing them to key areas on the state's borders, key tourist destination areas, and colleges in the SEC. The WMCCVC has also developed a 30-second ad for cable television through CableVantage that will promote the Riverwalk to targeted audiences outside the Midlands area. We will work with the River Alliance on surveying visitors to the Riverwalk.

The only way to accomplish these goals is to hire someone as tourism director for the chamber. Due to limited resources from the chamber, this part time position is funded through accommodation money from Cayce, Springdale, and West Columbia. The WMCCVC asks the Lexington County Accommodation Tax Board to consider granting most of the money needed for salary due to unequal funding from Springdale and West Columbia in comparison to Cayce.

What percentage of visitors outside your community (50 miles or more) will be attending your event? Marketing efforts will be focused (but not limited to) the SCPRT Welcome Centers at the state borders, colleges and booster clubs associated in the SEC, softball and tennis players. To focus on these areas will concentrate on visitors from the southeast and far north as Ohio. A local high school soccer tournament attracts high school teams outside the Midlands area and this year features a school visiting from Oklahoma.

Benefit to Tourism and Community

The main focus of the WMCCVC will be exclusive to the accommodations and attractions in the Cayce, West Columbia, and Springdale area. The WMCCVC will offer advertisement opportunities to its members to target the visitors of the hotels.

Organization: WMCCVC Tourism Director

Type of Revenue (List all revenue sources)	FY2003-04	FY2004-05
City of Cayce	\$2,000.00	\$1,000.00
Town of Springdale	\$3,000.00	\$1,000.00
City of West Columbia	N/A	\$1,000.00
Lexington County	\$4,000.00	\$10,000.00
	\$9,000.00	\$13,000.00

County of Lexington Accommodations Tax Fund Request



Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29071

Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Visitor Center Operations

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 60,386

\$ 5,000

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other
501 (c)(6)

Pandra M. Lemrow
Signature of Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
Telephone-803-359-8103

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FUNDING SOURCES

Organization: Greater Lexington Chamber of Commerce

List of Funding Sources	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Membership	194,250	194,250	202,020
Fundraising	42,200	45,000	46,800
Accommodations (County)	2,808	3,000	3,120
Accommodations (Town)	13,032	14,506	15,086
Monthly Breakfast	16,600	18,500	19,240
Small Business Roundtable	2,300	1,000	1,040
Conference Room Rental	2,000	2,500	2,600
Special events	22,600	64,000	66,560
Miscellaneous	5,010	9,250	9,620
Membership Services	5,000	5,500	5,700
SUBTOTAL	305,800	357,506	371,806
Lexington County Fund (Capital Expenditures)	10,000		
TOTALS	315,800	357,506	*371,806

* 4% increase

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EXPENDITURES

Organization: Greater Lexington Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Personnel	180,450	200,256	208,266
Facilities	11,600	11,600	12,064
Dues subscriptions	6,000	9,000	9,360
Postage, printing, office supplies	21,200	22,350	23,244
Telephone	6,800	8,500	8,840
Promotions	2,000	6,300	6,552
Special Events	23,900	31,800	33,072
Breakfast	10,500	13,500	14,040
Small Business Roundtable	3,200	1,000	1,040
Office Equipment	4,000	3,000	3,120
Fundraising expenses	15,200	20,200	21,008
Membership Services	6,700	6,500	6,760
Miscellaneous	8,200	14,300	14,872
Web site & Technology update	3,000	3,800	3,952
Taxes & Insurance	3,050	4,200	4,368
Capital Improvement	10,000	1,200	0
TOTALS	315,800	357,506	*370,558

* 4% increase

September 10, 2003
wpdocs/accommodations tax/2004/festival application form

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Description of project: Visitor Center Operations

The Greater Lexington Chamber of Commerce serves as a Visitor Information Center for tourists traveling along I- 20 and those who pass through Lexington driving on highways 1, 6, and 378. We are only a few blocks away from the center of Lexington, across from the new Lexington County Judicial Center and are in a natural path for those seeking directions and information on Lake Murray, Saluda Shoals, Riverbank Zoo, Virginia Hylton Park, and the Lexington County Museum. Professional and knowledgeable staff members greet guests who visit us in person, answer questions over the telephone and respond to requests through postal service and email. We mail over 300 visitor information packets, which include a Membership Directory and Buyer's Guide, a Lexington County map, Capital City Lake Murray Country brochure and a Quality of Life Magazine each year to cities all over the United States. Our location provides quick and easy access and our lobby features brochures and maps to places of interest. We provide enhanced tourism data through our Internet site www.lexingtonsc.org. Interested tourists can click on Lexington Information, Visitor Information and Lexington Area Accommodations to view all of the listings. On an average month, there are over 10,500 user sessions and more than 122,000 hits. Through our site, we recommend dining, accommodations, and tourism information and links to county attractions, recreation, festivals and cultural events. Our website community calendar of events includes events, concerts and festivals all over the midlands. We are requesting funding for the following tourism related expenditures: Web site maintenance, Tourism related postage, Tourism Center Operations and Staffing.

Benefits to Tourism and Community

When someone seeks information on what is happening in Lexington County or how to get to a particular event, the first place they call or visit is the Greater Lexington Chamber of Commerce. Our friendly and knowledgeable staff is often the first impression that tourists get of our county. Each guest receives a warm welcome and we strive to provide accurate information and maps to assist him or her in their visit. The constant maintenance of our website insures that visitors have up to date information on hotels, restaurants, and local events such as The Taste of Lexington, The World's Largest Tennis Tournament, Lexington Fun Fest, the Pelion Peanut Party, and the Gilbert Peach Festival. Other tourist attractions that we promote include events sponsored by other Lexington County Chambers of Commerce, Capital City Lake Murray bass fishing tournaments and Lexington County recreational sports tournaments. Over 20 hotels are listed on our website as well as information on tourists attractions such as Lake Murray, cultural events and college sports. Businesses and communities will benefit from the increased revenue generated as visitors spend money in our restaurants, sleep in our hotels and attend festivals and tournaments. The greatest benefit is that our guests have a good time and a positive experience in Lexington. They are aware of the wealth of places to visit and things to see and do in our county. They will return with their family and friends resulting in greater economic growth and stability for Lexington County.

Duration of project: 12 months

Estimated cost of project: \$60,386

Website maintenance	1,900 (1/2 website and technology)
Tourism related postage	1,200 (300 packets @ \$4 each)
Tourism Center Operations	5,226 (1/4 facilities and telephone)
Staffing	<u>52,060 (percentage of personnel expenses)</u>

Total	\$60,386
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Total Accommodations Tax funds request \$5,000



LEXINGTON

Lexington Information

Lexington Area Accommodations

Best Western - Columbia West
100 Cherokee Lane
West Columbia, SC 803-796-9400

Comfort Inn
499 Piney Grove Rd.
Columbia, SC 803-798-0500

Comfort Inn of Lexington
328 W. Main St.
Lexington, SC 803-359-3099

Courtyard by Marriott
347 Zimalecrest Dr.
Columbia, SC 803-731-2300

Crystal Motel
1624 Charleston Highway
West Columbia, SC 803-794-2848

Days Inn- Columbia Airport
I-26 at SC 302
West Columbia, SC 803-796-9900

Delta Motel
2426 Augusta Rd.
West Columbia, SC 803-794-4820

Economy Inn
1617 Charleston Highway
West Columbia, SC 803-796-3714

Executive Inn
1107 Harbor Dr.
West Columbia, SC 803-796-4934

Hampton Inn
601 Columbia Ave.
Lexington, SC 803-356-8300

<u>Hampton Inn</u> 1094 Chris Dr. West Columbia, SC	803-791-8940
<u>Holiday Inn</u> 500 Chris Dr. West Columbia, SC Contact Us	803-794-9440
<u>Holiday Inn Express</u> 131 Innkeeper Dr. Lexington, SC Contact Us	803-808-0800
<u>Holiday Inn Express</u> 773 St. Andrews Rd. Columbia, SC	803-772-7275
<u>Knights Inn</u> 1803 Bush River Rd. Columbia, SC	803-772-0022
<u>Knights Inn / Airport Blvd.</u> 1987 Airport Blvd. West Columbia, SC	803-794-0222
<u>Leesville Lodge</u> 605 Church St. Leesville, SC	803-532-1082
<u>Masters Economy Inn - Airport</u> 2125 Commerce Dr. Cayce, SC	803-791-5850
<u>Masters Economy Inn</u> 613 Knox Abbot Dr. Cayce, SC	803-796-4300
<u>Red Roof Inn</u> 10 Berryhill Rd. Columbia, SC	803-798-9220
<u>Regency Inn</u> 500 Knox Abbott Dr. Cayce, SC	803-796-6030
<u>Ramada Inn West</u> I-26 & Highway 378 West Columbia, SC	803-796-2700
<u>Ramada Limited</u> 1015 South Lake Dr.	803-356-6533

Lexington, SC

Ramada Limited (Airport)

3020 Charleston Hwy (I26 Exit 115, I77 Exit 1) **803-794-7500**
Cayce, SC
[Contact Us](#)

Sleep Inn Northwest

1901 Rockland Rd. **803-731-9999**
Columbia, SC
[Contact Us](#)

Sheraton Hotel & Conference Center

2100 Bush River Rd. **803-731-0300**
Columbia, SC
[Contact Us](#)

Sojourners Inn

430 S. Lake Dr. **803-359-3714**
Lexington, SC

Super 8 Motel

US # 1 & I-26 **803-796-4833**
West Columbia, SC

Travelodge

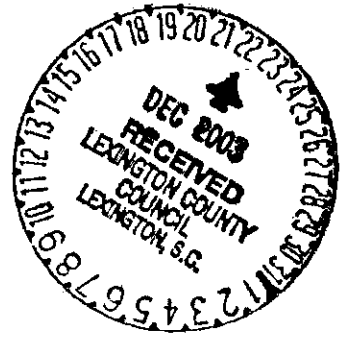
2210 Bush River Rd. **803-798-9665**
Columbia, SC

321 South Lake Dr. Lexington, SC 29072
Phone : 803-359-6113 Fax : 803-359-0634
Email: chamber@lexingtonsc.org

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County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization The Greater Batesburg-Leesville Chamber of Commerce

Address P.O. Box 2178 Batesburg-Leesville SC 29070

Project Director Jerry McSwain, President/CEO Telephone 803-532-4339

Address P.O. Box 2178 Batesburg-Leesville SC 29070

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 2.5 million
see attached sheets

\$12,000

Is the organization for profit or non-profit: Yes No

County Lexington Municipal 501(c)(3) Other 501(c) 6

Jerry W. McSwain
Signature of Project Director

December 18, 2003
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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The Greater Batesburg-Leesville Chamber of Commerce

Accommodation Tax

Description of Projects

1. The Greater Batesburg-Leesville Chamber of Commerce has commissioned Arnett & Muldrow Association to study and complete a Community Master Plan that will direct our City's future growth and outline where we want to be in 5-10 years. The City wants controlled growth so that tourists can enjoy the beautiful historic old buildings and homes.
2. Christmas Billboards have increased the number of individuals and tourists shopping in our City as well as strategically placed billboards throughout the year.
3. Golf tournament for Industry Appreciation will continue on a yearly basis. Entries come from all South Carolina, Ohio, Georgia and North Carolina.
4. Tourist Brochures. New detailed brochure regarding Community Master Plan, future growth of our town and promoting the Industrial Park.

EXPENDITURES

Organization The Greater Batesburg+Leesville Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Outdoor Advertising Christmas Billboards		\$720.00	\$900.00
Golf Tournament Annual Event	\$3,400.00	\$3,500.00	\$3,500.00
Town Signs			\$3,860.00
Steering Committee Expenses			\$186.00
New Brochures, detailed regarding Community Master Plan, future growth of our town and promoting the Industrial Park.			\$3,000.00
Economic Development Master Plan Construction. see attached estimate sheets			\$2,500,000.00

Batesburg District Cost Estimate, Phase I

Oak St. and Railroad St.	Unit	Quantity	Unit Cost	Total Cost
Demolition				
Curb and gutter removal	LF	480	\$ 4.50	\$ 2,160.00
Asphalt removal	CY	94	\$ 90.00	\$ 8,460.00
Concrete sidewalk removal	SY	1307	\$ 12.85	\$ 16,794.95
Tree Removal	EA	23	\$ 400.00	\$ 9,200.00
<i>Subtotal</i>				\$ 36,614.95
Road and Curb and Gutter				
Curb and gutter, around bump-outs	LF	1350	\$ 22.00	\$ 29,700.00
Aphalt patch	CY	26	\$ 21.00	\$ 546.00
<i>Subtotal</i>				\$ 30,246.00
Planting				
Street trees	EA	13	\$ 500.00	\$ 6,500.00
Groundcover	EA	550	\$ 2.50	\$ 1,375.00
Shrubs	EA	500	\$ 15.50	\$ 7,750.00
Bed prep for planters, 3' deep	SY	468	\$ 100.00	\$ 46,800.00
Mulch, 2" deep	SY	468	\$ 2.75	\$ 1,287.00
<i>Subtotal</i>				\$ 63,712.00
Street Furniture				
Trash receptacle	EA	5	\$ 650.00	\$ 3,250.00
<i>Subtotal</i>				\$ 3,250.00
Sidewalk Paving				
Impressed asphalt cross walks	SF	1971	\$ 6.00	\$ 11,826.00
Concrete sidewalk	SY	1898	\$ 33.00	\$ 62,634.00
<i>Subtotal</i>				\$ 74,460.00
Pedestrian Lighting				
Fixtures	EA	16	\$4,500.00	\$ 72,000.00
Conduit	LF	1250	\$ 2.00	\$ 2,500.00
<i>Subtotal</i>				\$ 74,500.00
Total				\$ 282,782.95

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Batesburg District Cost Estimate, Phase II

Fulmer St., N. Pine St. and north side of W. Church St.				
	Unit	Quantity	Unit Cost	Total Cost
Demolition				
Curb and gutter removal	LF	800	\$ 4.50	\$ 3,600.00
Asphalt removal	CY	86	\$ 90.00	\$ 7,740.00
Concrete Sidewalk Removal	SY	2025	\$ 12.85	\$ 26,021.25
<i>Subtotal</i>				\$ 37,361.25
Road and Curb and Gutter				
Curb and gutter (only on Fulmer Street)	LF	960	\$ 22.00	\$ 21,120.00
Aphalt patch	CY	21	\$ 21.00	\$ 441.00
<i>Subtotal</i>				\$ 21,561.00
Planting				
Street trees	EA	8	\$ 500.00	\$ 4,000.00
Groundcover	EA	300	\$ 2.50	\$ 750.00
Shrubs	EA	600	\$ 15.50	\$ 9,300.00
Bed prep for planters, 3' deep	SY	368	\$ 100.00	\$ 36,800.00
Mulch, 2" deep	SY	368	\$ 2.75	\$ 1,012.00
<i>Subtotal</i>				\$ 51,862.00
Street Furniture				
Trash receptacle	EA	8	\$ 650.00	\$ 5,200.00
<i>Subtotal</i>				\$ 5,200.00
Sidewalk Paving				
Impressed asphalt cross walks	SF	1400	\$ 6.00	\$ 8,400.00
Concrete sidewalk (all new sidewalks)	SY	2025	\$ 33.00	\$ 66,825.00
<i>Subtotal</i>				\$ 75,225.00
Pedestrian Lighting				
Fixtures	EA	29	\$ 4,500.00	\$ 130,500.00
Conduit	LF	2230	\$ 2.00	\$ 4,460.00
<i>Subtotal</i>				\$ 134,960.00
Total				\$ 326,169.25

Batesburg District Cost Estimate, Park #

	Unit	Quantity	Unit Cost	Total Cost
Demolition				
Curb and gutter removal	LF	30	\$ 4.50	\$ 135.00
Concrete Sidewalk Removal	SY	5	\$ 12.85	
<i>Subtotal</i>				\$ 135.00
Road and Curb and Gutter				
Curb and gutter	LF	320	\$ 22.00	\$ 7,040.00
Aphalt, for parking lot	SY	590	\$ 50.00	\$ 29,500.00
<i>Subtotal</i>				\$ 36,540.00
Planting				
Street trees	EA	25	\$ 500.00	\$ 12,500.00
Groundcover	EA	25	\$ 2.50	\$ 62.50
Shrubs	EA	140	\$ 15.50	\$ 2,170.00
Seeding	SF	7580	\$ 0.15	\$ 1,137.00
Bed prep	SY	145	\$ 20.00	\$ 2,900.00
Mulch, 2" deep	SY	145	\$ 2.75	\$ 398.75
<i>Subtotal</i>				\$ 19,168.25
Street Furniture				
Trash receptacle	EA	2	\$ 650.00	\$ 1,300.00
Benches	EA	8	\$ 900.00	\$ 7,200.00
<i>Subtotal</i>				\$ 8,500.00
Sidewalk Paving				
Concrete sidewalk (incl. Church St. in front of park)	SY	420	\$ 33.00	\$ 13,860.00
<i>Subtotal</i>				\$ 13,860.00
Pedestrian Lighting				
Fixtures	EA	2	\$4,500.00	\$ 9,000.00
Conduit	LF	110	\$ 2.00	\$ 220.00
<i>Subtotal</i>				\$ 9,220.00
Total				\$ 87,423.25

this cost estimate does not include land acquisition for the park and the cost of relocating and refurbishing the depot building

Leesville District Cost Estimate for Concept A

	Unit	Quantity	Unit Cost	Total Cost
Demolition				
Curb and gutter removal	LF	245	\$ 4.50	\$ 1,102.50
Asphalt removal	CY	160	\$ 90.00	\$ 14,400.00
<i>Subtotal</i>				\$ 15,502.50
Road and Curb and Gutter				
Curb and gutter	LF	1899	\$ 22.00	\$ 41,778.00
Aphalt patch	CY	42	\$ 21.00	\$ 882.00
<i>Subtotal</i>				\$ 42,660.00
Planting				
Street trees	EA	15	\$ 500.00	\$ 7,500.00
Groundcover	EA	400	\$ 2.50	\$ 1,000.00
Shrubs	EA	200	\$ 15.50	\$ 3,100.00
Seeding	SF	4870	\$ 0.15	\$ 730.50
Bed prep for planters, 3' deep	SY	820	\$ 100.00	\$ 82,000.00
Mulch, 2" deep	SY	280	\$ 2.75	\$ 770.00
<i>Subtotal</i>				\$ 95,100.50
Street Furniture				
Trash receptacle	EA	5	\$ 650.00	\$ 3,250.00
<i>Subtotal</i>				\$ 3,250.00
Sidewalk Paving				
Impressed asphalt cross walks	SF	480	\$ 6.00	\$ 2,880.00
Concrete sidewalk	SY	18	\$ 33.00	\$ 594.00
<i>Subtotal</i>				\$ 3,474.00
Pedestrian Lighting				
Fixtures	EA	23	\$ 4,500.00	\$ 103,500.00
Conduit	LF	1000	\$ 2.00	\$ 2,000.00
<i>Subtotal</i>				\$ 105,500.00
Total				\$ 265,487.00

97-34

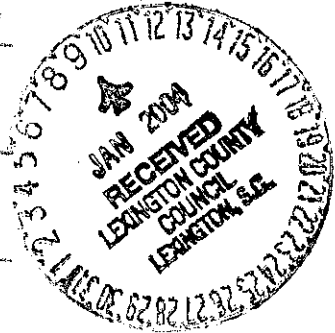
Funding Priorities/Allocation for Bond Referendum

Batesburg District/Oak Street and Fulmer Street	\$	800,000.00
Twin City School Park	\$	450,000.00
Downtown Batesburg Park	\$	50,000.00
Leesville College Park	\$	300,000.00
Leesville District	\$	100,000.00
Town Government Center	\$	500,000.00
Town Commons/Promenade	\$	250,000.00
Funding Position	\$	50,000.00
Total	\$	2,500,000.00

Note: All construction line items include the design fees

County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization Lexington County Recreation And Aging Commission

Address 563 South Lake Drive, Lexington SC 29072

Project Director John J. Criscione Telephone 803-359-9961

Address 563 South Lake Drive , Lexington SC 29072

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 107,000

\$ 30,000

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other (Gov't)
Special Purpose
District

John J. Criscione
Signature of Project Director

1/9/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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Description of Project

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.

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 tournaments hosted previously have drawn teams from across the United States. Players, their families, and supporters spend an average of three days participating in tournaments. Using the following formula, we can deduct an approximate dollar figure for the monetary impact to the county:

Hotel	\$25.00 x 3 days = \$75.00 (based on 2 per room)
Food	\$30.00 x 3 days = \$90.00
Entertainment	\$20.00 x 3 days = \$60.00
Gas	\$15.00 x 3 days = \$45.00

\$270.00 x 20,000 participants = \$5,400,000.00 spent in 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 \$16,000,000.00.

Below is a partial list of some of the larger tournaments held in 2003.

Tournament	# Of Teams	# Of States	# Of Participants
Carolina Dynamite Summer Classic	68	26	1,360
ASA Winter Warm UP	55	5	825
USSSA Polar Bear	64	5	960
USSSA Youth NIT (Fast & Slow Pitch)	48	3	960
USSSA Women's "A" World	17	12	340
USSSA Men's "D" Divisional	37	7	555
USSSA Women's "D" World	33	11	660
USSSA Mixed "D" World	64	21	1,280

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...

The 2004 softball season is expected to be another exceptional year, as we have secured several major tournaments. These tournaments include the Lexington High School Invitational, USSSA Youth Fast Pitch NIT, USSSA Slow Pitch NIT, Carolina Dynamites Tournament, SCISA State Tournament, USSSA Polar Bear, ISA Winter Warm UP, ASA Crown Series, ISA Men's State (all classes), USSSA Men's "C" Nationals, USSSA Women's "D" Nationals, and the USSSA Black American World.

Each year Lexington County Recreation hosts several high school fast-pitch teams from Michigan who visit us during their spring break. Currently we have 6 teams that visit Lexington County from up North. They stay approximately one week while practicing at the Pine Grove Sports Complex.

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 to possibilities of negative influences of our society.

Comments

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 it's home in Lexington County.

County of Lexington
Accommodations Tax Fund Request
Funding Year 2004-2005

Organization Riverbanks Zoo and Garden

Address PO Box 1060 Columbia, SC 29202-1060

Project Director Tommy Stringfellow Director of Marketing Telephone 779-8717

Address PO Box 1060 Columbia, SC 29202-1060

Project Category (check one)

XX Tourism advertising and promotion

Tourism-related expenditures

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project: Total Accommodations Tax Funds Requested:

\$ 410,000

\$100,000

Is the organization for profit or non-profit: non-profit

County Municipal 501(c)(3) Other (local government)


Signature of Project Director

11/9/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to:
Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

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**ACCOMMODATIONS TAX APPLICATION
TO
LEXINGTON COUNTY**

PROJECT NAME Riverbanks Zoo and Garden
Advertising Campaign 2004-2005

SPONSOR Riverbanks Park Commission
PO Box 1060
Columbia, SC 29202-1060
Contact: Tommy Stringfellow
Director of Marketing
803-779-8717 ext 1103

A. GENERAL DESCRIPTION

Riverbanks is applying for funds from Lexington County's Accommodations Tax Revenue Fund for the purpose of promoting Riverbanks Zoo and Garden, South Carolina's winner of the 2002 Governors Cup Award for the most outstanding tourist attraction in South Carolina. Funds will be used to continue advertising and promoting this outstanding attraction to visitors from outside the Midlands SMSA.

The 2004-2005 advertising campaign will build on previous successful campaigns and continue to target those people living and traveling within a two to three hour drive time of Columbia. Target markets include the Upstate, Charleston/Low Country area, Charlotte, NC and Augusta, GA. In addition I-77, I-26, I-95 and I-20 interstate travelers will also 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 expended during the second and third calendar quarters, when people are more likely to travel.

Funding from Lexington County Accommodations Tax Revenues is an essential element in continued promotion of Riverbanks Zoo and Garden and increasing current attendance levels. This effort is particularly important since Riverbanks recently completed a \$19 million construction and renovation project, Zoo 2002. Zoo 2002 has elevated Riverbanks' stature to one of America's most successful mid-major zoological parks.

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Strong marketing support is essential to maintaining this stature and adding to Riverbanks' attendance.

The primary focus of the campaign will be on the entertainment value that Riverbanks Zoo & Garden provides for families. Secondary marketing efforts will be centered on our 30th anniversary including several new additions and events for our 30th anniversary. Several of the higher profile events will include a concert series in the Spring featuring nationally-recognized artists as well as a Halloween festival in October. The concert series had an impact of nearly 5,000 additional visitors for the 4 concerts. The Halloween festival could, within a few short years, rival Riverbanks' popular Lights Before Christmas promotion (90,000 visitors in 2002). In fact, Boo at the Zoo attracted over 16,000 visitors in the first year, 25% more than projected.

Working with a local advertising agency, Riverbanks' staff is very cost conscious and utilizes its award-winning in-house Art Department for much of the design work. Riverbanks' also identifies and works with corporate sponsors utilizing their creative resources and dollars to support marketing efforts. 2004-2005 partners will include Pepsi-Cola, AAA, Kraft, BI-LO, Piggly Wiggly, Publix and Southern Living Corporation.

Creative work and placement for the campaign will be finalized in April. The campaign will continue throughout the fiscal year. The scope of the project will relate directly to the amount of funding received from each municipality's Accommodations Tax Fund.

This request to Lexington County comes at a critical time in Riverbanks' history. The overall success of Zoo events hinges heavily on the amount of exposure and promotion.

B. BENEFIT TO TOURISM

Attendance in fiscal year 2002-2003 was impacted by a struggling economy and inclement weather. Yet Riverbanks remains Columbia's most popular attraction, with fiscal year attendance of 834,175. An average of 2,300 people visited the Zoo and Garden every day, rivaling the population of many small South Carolina towns. Riverbanks is clearly the Midlands' leading attraction, far surpassing the *combined* attendance of all USC home football and basketball games; the South Carolina State Museum or the Capital City Bombers.

Over 40% of the Zoo's one million visitors originated from outside the Midlands area. Professionally administered surveys show that 21.7% of out-of-town visitors stay overnight in the Midlands area. Assuming each overnight visit was a family of four, that is equivalent to over 18,351 area hotel rooms occupied by Riverbanks visitors, or over 50 rooms a night. These visitors occupied hotel rooms, bought gasoline, ate meals and shopped in local stores.

Using the Travel Industry Association guidelines for economic benefits, Riverbanks' out-of-town visitors had, conservatively, a little over \$16,000,000 in economic impact on the

Midlands area. Studies from the US Travel Data Center indicate that each dollar spent on advertising equates a \$45 return to the community; therefore, Riverbanks' request for \$100,000 equates a \$4,500,000 return to Lexington County alone.

C. BENEFIT TO COMMUNITY

Riverbanks currently employs 160 people, many of whom are actively involved in various community associations and organizations. Riverbanks payroll exceeds \$3M, which has a multiplying affect in the Richland County. In addition to Riverbanks staffing, ARAMARK Entertainment, Riverbanks' food and gift concessionaire, employs 56 people full-time and 125 people on a seasonal basis.

Riverbanks donated over \$8,800 in complimentary admission tickets to local charities and organizations during the 2002-2003 fiscal year. In addition, Riverbanks regularly conducts complimentary programs for Richland and Lexington county residents such as Free Fridays in January and February. Riverbanks also grants free admission for all Richland and Lexington county school groups. These programs represent over \$287,000 in complimentary admissions.

Riverbanks Zoo and Garden has become one of South Carolina's top attractions and enjoys a national reputation as a high quality recreational and educational experience. With the support of Accommodations Tax Funds, Riverbanks Zoo and Garden has been able to regularly increase promotional spending and, as a result, has seen an increase in earned revenue. This year's request will ensure the future success of Riverbanks and increase visitor traffic in Lexington County.

County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization LEXINGTON COUNTY MUSEUM

Address 232 FOX STREET, LEXINGTON, SC

PO BOX 637, LEXINGTON, SC 29071 (MAILING ADDRESS)

Project Director HORACE HARMON Telephone 359-8369

Address PO BOX 637, LEXINGTON, SC 29071

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

EXHIBITS/SITE ENHANCEMENT

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 50,000

\$ 20,000

Is the organization for profit or non-profit? Yes No

County XX Municipal 501(c)(3) Other

Horace E. Harmon

HORACE E. HARMON

Signature of Project Director

JANUARY 7, 2004

Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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FUNDING SOURCES

Organization MUSEUM (EXHIBITS/SITE ENHANCEMENT FOR TOURISM)

List of Funding Sources	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
LEXINGTON COUNTY ACCOMMODATIONS TAX	\$ 11,701	\$ 15,500	\$ 20,000
TOWN OF LEXINGTON ACCOMMODATIONS TAX	3,000	5,000	10,000
LEXINGTON COUNTY (SUNDAY LIQUOR PERMITS FUND)	22,500	0	0
LEXINGTON COUNTY (GENERAL FUND)	0	40,000	0
FRIENDS OF THE LEX. CO. MUSEUM	18,500	15,000	20,000
TOTALPROJECT FUNDS	\$ 55,701	\$ 75,000	\$ 50,000

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County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005

Organization Greater Chapin Chamber of Commerce
Address P.O. Box 577 Chapin, SC 29034
Project Director Jane J. Cox Telephone (803) 345-1100
Address same

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 13,500.00

\$ 6,750.00

Is the organization ~~for profit~~ non-profit:

Yes

No

County _____

Municipal _____

501(c)(6)

Other _____

Jane J. Cox
Signature of Project Director

1/8/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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**GREATER CHAPIN CHAMBER OF COMMERCE
2004-05 PROJECT DESCRIPTION AND
BENEFIT TO TOURISM AND COMMUNITY**

The Greater Chapin Chamber of Commerce and Visitor's Center attracts and accommodates many tourists and visitors daily. We provide services to tourists with brochures, maps, directions, mailing list, directories, etc. The Chamber continues to improve and update our website that offers rapid responses to inquiries interested in visiting and relocating here, benefiting tourism and the community. In 2003, our website was updated, as well as linked to a new tourism tool ChapinExplorer.com that has been a great addition to our efforts. To stay current with technology and new ways to promote tourism in our area, we want to purchase and startup a broadcast fax/email program and continue to improve our website to draw tourists to our area.

In 2003, we contracted with CommunityLink and The Map Shop to produce our first Chapin Visitor's Guide and Membership Director that will benefit tourism to our area. This premier publication will be completed in the first quarter of this year and will be a great tool to distribute to the area welcome centers as well as tourist information packets that we send out daily.

We have a strong cultural arts community and showcased their talents in our 2nd Annual Taste of Chapin". We are planning our 3rd Annual St. Patrick's Day Oyster Roast that has grown each year outgrowing our current site location. Chapin now is the home to a minor league football team, The Chapin Timberwolves, drawing hundreds of fans to each home game. We want to capitalize on the promotion of this team and the tourists they bring to our area. Our close proximity to Dreher Island State Park affords us the opportunity to focus on the many fishing tournaments that bring tourism to our area each year. We want to have the opportunity to provide them with information on a place to stay, eat, shop, etc. Our Labor Day Festival and Parade and 1st Cow Pie Bingo were a big attraction for Chapin this year and we hope to improve on this celebration again next year.

As Chambers of Commerce we are always seeking new ideas to promote tourism. We request your help with accommodations tax monies to help the Chamber accomplish our job.

2004-05 ACCOMMODATIONS TAX FUNDS BUDGET REQUESTS

PURPOSE: TOURISM ADVERTISING AND PROMOTION AND TOURISM RELATED EXPENSES	PROJECTED EXPENDITURES
Broadcast Fax/Email Program	\$ 800.00
3 rd Annual St. Patrick's Day Oyster Roast	\$ 3,000.00
3 rd Annual A Taste of Chapin – Arts Festival	\$ 2,500.00
Chapin Timberwolves Promotions	\$ 500.00
Promote Local Fishing Tournaments	\$ 1,000.00
ChapinExplorer.com – Town Kiosk	\$ 500.00
Labor Day Festival & Parade – Cow Pie Bingo	\$ 2,500.00
Web Site Maintenance	\$ 1,500.00
Chapin Visitors Guide & Membership Directory	\$ 1,200.00
Estimated Total Cost of Projects	\$13,500.00
Total Accommodations Tax Funds Requested	\$ 6,750.00

BALANCE SHEET
2003-2004 ACCOMODATION TAX FUND

Balance Forwarded From Previous Year		\$ -0-
Revenue:		
Accommodations Tax Fund 2003-04	\$2,500.00	
Total		\$ 2,500.00
Expenditures:		
Web Site Maintenance	\$ 620.00	
Bill Board Rental	\$1,200.00	
Chapin Visitor's Guide & Map	\$ 600.00	
"A Taste of Chapin – Arts Festival"	\$1,344.15	
St. Patrick's Day Oyster Roast	\$2,205.39	
Labor Day Festival, Parade, Cow Pie Bingo	\$2,358.00	
Total Expenditures		<u>\$ 8,327.54</u>
Balance		(\$ 5,827.54)

97-54

County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization Irmo Chapin Recreation Commission

Address 5605 Bush River Road, Columbia, S.C. 29212

Project Director John Cantey Telephone 772-3336 / 345-6181

Address Crooked Creek Park, 1098 Old Lexington Hwy., Chapin, SC 29036

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 21,965.00

Total Accommodations Tax Funds Requested:

\$ 7,500.00

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other Special Purpose
District

John D. Cantey
Signature of Project Director

1/8/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

97-55

**2004 DIXIE YOUTH BASEBALL
MINOR LEAGUE STATE TOURNAMENT
JULY 17—23, 2004**

Description of Project

The Irmo Chapin Recreation Commission exists to provide high quality facilities and programs for the residents of and visitors to Lexington County. ICRC often hosts events that bring people from across the Southeast to Lexington County. These visitors spend hundreds of thousands of dollars that benefits the County economy and helps to generate County accommodations tax.

The Irmo Chapin Recreation Commission believes that partnership with the Lexington County Council in spending accommodations tax dollars to help host tournaments such as the Dixie Youth Baseball Tournament held this summer at Seven Oaks Park, is an investment that will pay significant dividends. A full projection of the estimated economic impact is included in this application packet.

We respectfully request that the committee approve accommodations tax dollars to help offset the cost of hosting this tournament.

About ICRC

Since 1969, ICRC has provided cultural, recreational and educational programming for residents of the Lexington County portion of School District Five. Beyond traditional youth and adult athletic programs, ICRC serves as the focal point for senior services, providing health and wellness programs, meals and nutrition to older adults in the Irmo and Chapin communities. ICRC also provides afterschool care for nearly 900 students in nine District Five elementary schools.

ICRC operates the community center and athletic complexes at Crooked Creek Park in Chapin, and Seven Oaks Park in Irmo, environmental education and outdoor recreation center at Saluda Shoals Park, numerous athletic fields, and a community theater in Chapin. For more information, visit ICRC online at www.icrc.net.

**2004 DIXIE YOUTH BASEBALL
MINOR LEAGUE STATE TOURNAMENT
JULY 17—23, 2004**

Economic Impact

Participants 12 Teams—13 players/3 coaches	192
Attendance 192 x 5.5 fans (88 per team)	1056
Saturday (6 games)	1056
Sunday (6 games)	1056
Monday (4 games)	704
Tuesday (3 games)	528
Wednesday (2 games)	352
Thursday (1 game)	176
Friday (1 game)	176
	4048
Hotel Room Nights Estimate based on 20 rooms per night per team for out of Midlands (OOM) area teams	
Friday (3 teams x 20 rooms x \$60)	\$3,600
Saturday (10 teams)	\$12,000
Sunday (5 teams)	\$6,000
Monday (4 teams)	\$4,800
Tuesday (4 teams)	\$4,800
Wednesday (2 teams)	\$2,400
Thursday (2 teams)	<u>\$2,400</u>
	\$36,000
Meals/Entertainment/Gas Estimate based on \$30 per person per day	
Friday (3 OOM teams x 88 x \$30)	\$ 7,920
Saturday (10 OOM teams)	\$26,400
Sunday (10 OOM teams)	\$26,400
Monday (6 OOM teams)	\$15,840
Tuesday (5 OOM teams)	\$13,200
Wednesday (3 OOM teams)	\$7,920
Thursday (2 OOM teams)	\$5,280
Friday (2 OOM teams)	<u>\$5,280</u>
	\$108,240
TOTAL:	x 3
	\$432,720

97-59

**2004 DIXIE YOUTH BASEBALL
MINOR LEAGUE STATE TOURNAMENT
JULY 17—23, 2004**

Estimated Expenses

State Director Inspection Fee	\$25.00
Tournament Host Fee	\$600.00
DYB Championship flag & award t-shirts	\$350.00
Individual and Team Awards	\$900.00
State Director Expense Allowance	\$450.00
Umpires—4 per game @ \$30 x 23 games	\$2,760.00
Baseballs—12 doz. @ \$45 per	\$540.00
Flagging, Signage, Field Decorations, Tickets	\$800.00
Printing Costs—Souvenir program	\$1,500.00
Souvenir T-Shirts—20 doz. @ \$6 per	\$1,440.00
Facility & Maintenance	\$12,000.00
Part-time Maintenance Staff: 60 hrs. @ \$10 per hour	\$600.00
TOTAL:	\$21,965.00

97-60

**2004 DIXIE YOUTH BASEBALL
MINOR LEAGUE STATE TOURNAMENT
JULY 17—23, 2004**

Projected Revenue

Admission/Gate	\$10,120.00
Concessions	3,500.00
T-shirts/Souvenirs	2,400.00
TOTAL:	16,020.00

97-61

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2004-2005

Organization Lexington County Recreation And Aging Commission

Address 563 South Lake Drive, Lexington SC 29072

Project Director John J. Criscione Telephone 803-359-9961

Address 563 South Lake Drive , Lexington SC 29072

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

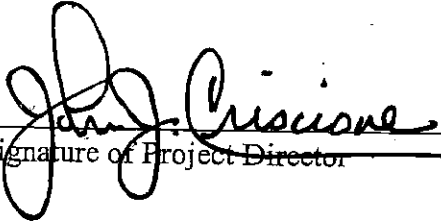
\$44,500

Total Accommodations Tax Funds Requested:

\$15,000

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other (Gov't) Special Purpose District


Signature of Project Director

1/9/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

97-62

EXPENDITURES

Organization Lexington County Recreation And Aging Commission

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Participant Meals / Beverages			\$15,000
Officials			\$ 8,000
Tennis Supplies			\$ 3,000
Utilities			\$ 3,000
Supplies / Concessions			\$ 6,500
Advertising and Promotion			\$ 5,000
Labor			\$ 4,000
			\$44,500

97-64

Description of Project

The Lexington County Recreation and Aging Commission's Lexington County Tennis Complex is a twenty-one lighted, hard court facility designed to provide first class tennis opportunities for county residents and tourists generating events.

The Lexington County Tennis Complex has recently been named and awarded 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 Complex is hosting over 24 major tennis events that will draw revenue and people to Lexington County in it's first year of operation.

Benefit to Tourism and Community

The Lexington County Recreation and Aging Commission feels the Lexington County Tennis Complex has the potential to generate growth of tourism in Lexington County even greater than its softball tournaments have experienced.

The 2004 calendar of tournaments and events scheduled for the Lexington County Tennis Complex include the South Carolina Competitive Training Center, USPTA Tennis Teachers Workshop and Certification, LATA Kids Team Tennis Coaches Clinic, USTA/South Carolina Officials Workshop, Lexington County Junior Open, South Carolina State Senior Hard Courts Championships, Seniors Sports Game Grand Slam Classic, JTL Coaches Clinic, JTL Jamboree/LATA Tennis Month Mania, PTR Tennis Teachers Workshop & Certification, JTL Warm-up Camp, Lexington County Doubles Adult Classic, JTL adult/Junior Tournament, JTL Summer Camp, JTL Singles Tournament, Lexington County Singles Adult Classic, JTL Doubles/Mixed Doubles Tournament, USA League Tennis Southern Sectional Championships, Lexington County Junior Challenger, JTL Camp of Champions, JTL-MCEC Junior and Adult Tournament, Lexington County Wheelchair Championships, International Tennis Federation World Junior Championships Qualify, and International Tennis Federation World Junior Championships.

Three of the major tennis tournaments that will generate the most economic impact are the USA League Tennis Southern Sectional Championships, the International Tennis Federation World Junior Championships, and the South Carolina State Senior Hard Court Championships.

The USA League Tennis Southern Sectional Championships is marketed as the "The World's Largest Tennis Tournament" with over 2,000 participants and an estimated 5,000 spectators. The nine-day tournament draws players from nine states, requiring 6,000 room nights in the Midlands area. The Lexington County Tennis Complex was host site for this prestigious event in 2003.

The International Tennis Federation World Junior Championships will feature the top 64 boys and girls tennis players ages 14 to 18 in the world, including but not limited to South America, Australia, and Europe, competing for world rankings. The tournament also requires pre-qualifying and qualifying tournaments with an estimated 256 players worldwide. The combined impact from the ITF Sanctioned World Tournament will require around 1,420 room nights in the Lexington County area from 384 participants and 2,000 coaches and spectators. The 2003 ITF World Tournament hosted by the Complex had 272 participants from 38 states and 27 countries.

The South Carolina State Senior Hard Court Tournament features the top 35 and over players in the state. The tournament is a pre-requisite for the top spots in the state and Southern Sectional in the different age divisions. The three-day event will require around 200 room nights, drawing 350 participants and spectators.

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 and summer camps. The combined scheduled events at the complex drawing an estimated 15,000 participants and spectators requiring 8,400 room nights will provide a sizable economic impact to Lexington County.

Comments

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 Request**

Funding Year 2004-2005

Organization Carolina Marathon Association

Address P.O. Box 5092 Columbia, SC 29250

Project Director Lori St. Germain Telephone (803) 929-1996

Address P.O. Box 5092 Columbia, SC 29250

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

\$ 163,390

Total Accommodations Tax Funds Requested:

\$ 16,300

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other

Lori St. Germain
Signature of Project Director

1/8/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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County of Lexington

Accommodations Tax Fund Request

Funding Year 2004-2005

Organization Carolina Marathon Association

Address Post Office Box 5092 Columbia, SC 29250

Project Director Lori St. Germain, Director Telephone (803) 929-1996

Address Post Office Box 5092 Columbia, SC 29250

Project Category

X Tourism advertising and promotion
(Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.)

X Tourism-related expenditures
Advertising and promotion; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities, public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers. (Organizations must submit a budget of planned expenditures with application and an accounting of how funds were spent at the end of the funding year.)

Description of project:

The Carolina Marathon Association will produce three events in the coming year; the 32nd Annual Governors' Cup Road Race, the 30th Carolina 10K, and the 4th Annual Heart and Sole Women's 5-Miler.

Governor's Cup

The 32nd Annual Governor's Cup Road Race will be held in late October/early November of 2004. This is the longest running road race in South Carolina and we are proud to continue this tradition. This event draws over 2,500 regional participants and is a family event with something for everyone. Race Day events include a Half-Marathon, 8K Run, 8K Walk, 8K Wheelchair Race and Youth Fun Runs.

Carolina 10K

In February of 2005, we will hold the 30th Carolina 10K which has taken on some exciting changes. The Carolina 10K has a new course that offers both scenery and speed. We have built a relationship with The River Alliance and use part of the Three Rivers Greenway in our scenic course. The new course brings South Carolina visitors to the Greenway that might not otherwise have exposure to it. Athletes from across the region come to participate in this event. Race Day events include the 10K Race, 10K Wheelchair Race, 5K Fun Run, 5K Charity Walk and Youth Events.

One of the most exciting and rewarding events of the year takes place at the Carolina 10K, The Final Mile. School children from across the state have enrolled in a special Physically Active Lifestyles (PAL) program through their physical education teachers, accumulating 25.2 miles prior to race day. On the day of the race, they line up on the course and finish their "marathon." Participants receive a t-shirt and medal along with the knowledge of the importance of incorporating physical activity in their daily lives. In the past two years, we have had over 1,000 youth participants in The Final Mile and Youth Fun Runs.

97-68

Heart & Sole Women's 5-Miler

In May of 2005, we will continue our newest tradition of an all-female event, which celebrates women and the power of a healthy lifestyle. The Carolina Marathon Association is known for its expertise in hosting elite national women's events. We are proud to turn our attention to local women of all physical activity levels. The Heart and Sole Women's 5-Miler educates women about Heart Disease and how to defend themselves and their families against South Carolina's leading killer. The interest in this event is phenomenal and we are confident it will continue to grow and draw regional participants. The event will include a 5 Mile Run, 5 Mile Walk, 3 Mile Walk, and wheelchair events.

Benefit to Tourism and Community:

The Carolina Marathon Associated events have a festival type atmosphere, which is conducive to attracting people from around the southeastern region of the United States. Through our established name and reputation, CMA events often draw runners and families from more than 15 states and have a large contingent from all corners of South Carolina, North Carolina and Georgia. Participants often come for the weekend with their families, a fact that strongly benefits tourism through the funds that are spent during their visit. These participants eat at our restaurants, shop at our stores, stay in our hotels and visit many of the wonderful attractions South Carolina has to offer. **Moreover, out of state participation has continued to increase for all events in excess of 15%.**

These three events benefit the community in many ways. First, they encourage and attract overnight visitors from throughout South Carolina and surrounding states, which raise revenue locally for hotels and merchants during the visitors' stay. Secondly, these events provide a healthy, wholesome, festive atmosphere, which celebrates fitness, family and a competitive spirit. The Carolina Marathon Association has a long-standing reputation for producing quality events with unparalleled success for runners, walkers and families throughout the region. Thirdly, CMA creates mutually beneficial relationships through our partnerships with local organizations. For example, CMA has partnered with the South Carolina State Museum for packet pick-up for one of our past races. CMA benefits by having use of the Museum's central location, spacious facilities and free parking, and the Museum benefits with 500+ visitors exposed to it in one day and inclusion in our race brochure that was distributed to 4,500 people in South Carolina, Georgia and North Carolina. CMA's partnership with The River Alliance is a similar example.

Finally, CMA benefits the community through its dedication to our youth program. Our youth events have grown substantially in past years, and involve teachers and parents alike. Approximately 1,500 children between the ages of 6-15 from Lexington and Richland County School Districts participate in our annual events, including The Final Mile (described above). The program has been highly successful and we intend to expand it throughout the Midlands and the entire state. To that end, CMA is considering establishing an entire day devoted Youth Running Events.

Duration of project July 2004 – June 2005 _____

Estimated cost of project \$ 163,390 _____

Total Accommodations Tax funds requested \$ 16,300 _____

Comments

We truly value our partnership with Lexington County and attribute this relationship to our continued success. Without Lexington County's support, CMA could not provide quality events for its' citizens.

Louie St. Germain
Signature of Project Director

1/8/04
Date

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2004 – 2005

Organization: Greater Irmo Chamber of Commerce

Address: P. O. Box 1246
Irmo, South Carolina 29063

Project Director: Chuck Larsen, CEO/President Telephone: 803-749-9355

Address: Greater Irmo Chamber of Commerce
P. O. Box 1246
Irmo, South Carolina 29063

FUNDS REQUESTED
\$ 18,838.00

Project Category (check one):

- Tourism, Advertising and Promotion: Tourism Related Expenditures:

The purpose of the Greater Irmo Chamber of Commerce and Welcome Center, a non-profit organization, is to market and sell the Greater Irmo community as a destination for meetings, conferences, symposiums, exhibitions, trade shows, tournaments, and provide information services to business/corporate visitors and individual travelers.

I. Description of Project:

The Greater Irmo Chamber of Commerce currently maintains a tourism, advertising, and promotion program. The goal is to increase tourism and revenue for the community's stakeholders (e.g., hotels, attractions, restaurants, retail outlets, and conference centers) by promoting the Greater Irmo community of Lexington County through advertising and promotion.

II. Benefits to Tourism and the Community:

Numerous benefits to both tourism and the community would be realized as a result of this project. *First*, advertising and publicity efforts (e.g., visitor brochures, visitor packets, Greater Irmo Chamber of Commerce web site, and the Chamber's electronic reader board) will increase tourists' awareness of the Greater Irmo community, including local festivals and events. *Second*, the Welcome Center will provide a variety of information services to individual travelers. *Third*, hosting annual events will provide opportunities for tourists' and individual travelers' return visits. *Lastly*, the increase in revenue related to tourism will have a positive impact on the community's stakeholders, increasing the tax dollars realized by Lexington County and the State of South Carolina.

The Greater Irmo Chamber of Commerce maintains a high visibility *electronic reader board* in a high traffic area. The traffic count for this reader board which serves as a community "bulletin board" is approximately 40,000 vehicles per day. The sign is designed for a number of purposes including advertisements and the publicizing of events and attractions of interest to visitors to the Greater Irmo community. The electronic reader board communicates information regarding events such as the Golf Tournament, Okra Strut, Town of Irmo Park functions and concerts, Lake Murray events, tournaments, Irmo-Chapin Recreation activities, softball tournaments, and bowling tournaments. The electronic board displays approximately 54,750 spots (messages) per year per community announcement or advertisement. All space on the electronic board is utilized and more space is required in order to meet the demands of advertisers and needed community announcements. Therefore, the need exists for the board's memory capacity to be significantly increased.

III. Goals and Objectives:

Goal 1: Annual Golf Tournament:

The goal of the Greater Irmo Chamber of Commerce Annual Golf Tournament is to promote the involvement and attendance of non-community individuals in this annual event.

Strategy: The Greater Irmo Chamber of Commerce will market and publicize the Annual Golf Tournament on a statewide basis. The tournament is held at a local golf and country club and materials will be made available that detail the community's attractions and services, visitor information, and a listing of restaurants and accommodations. Brochures, entry forms, and other publications will be distributed statewide to members of the Chambers of Commerce throughout South Carolina and to the South Carolina Parks, Recreation, and Tourism Welcome Centers. The Greater Irmo Chamber of Commerce's *web site* and the Chamber's *electronic reader board* will promote tourism by publicizing the Annual Golf Tournament.

Objective: To increase, at a minimum of 30%, the number of visitors (families, couples, and individuals) attending the Greater Irmo Chamber of Commerce Annual Golf Tournament. To increase, at a minimum of 30%, the Lexington County hotel accommodations as a result of the tournament during the year of the grant program (2004 - 2005).

Goal 2: Visitor's Brochure

The goal of the Visitor's Brochure is the redesign and production of a new Greater Irmo Community Visitor's Brochure.

Strategy: The production of the new Visitor's Brochure, "Irmo, South Carolina: The Gateway to Lake Murray," will play a key role in selling the Greater Irmo community as an ideal place to live and a great business location. The distribution network for the new Visitor's Brochure will consist of hotels, restaurants, South Carolina Parks, Tourism and

Recreation Welcome Centers, Greater Irmo Chamber of Commerce, Chamber's of Commerce in South Carolina and the U.S. Postal Service.

Objective: To increase, at a minimum of 30%, the number of visitors (families, couples, and individuals) to the Greater Irmo community. To increase, at a minimum of 30%, the Lexington County hotel accommodations during the year of the grant program (2004 – 2005).

Goal 3: Community Awareness:

The goal of the Community Awareness project is to increase the awareness of the Greater Irmo community throughout South Carolina and the bordering states.

Strategy: All of the Greater Irmo Chamber of Commerce's campaigns function in support of each other and this project's focus will be on increasing tourist attendance. The Greater Irmo Chamber of Commerce will oversee the production and distribution of the visitors' packets to restaurants and hotels. The packets will include listings of hotels, restaurants, local venues and community attractions such as Absolute Theatre, Chapin Theatre, Lexington County Museum, Riverbanks Zoo, and the South Carolina State Museum. The Greater Irmo Chamber of Commerce's web site must be updated to promote and attract tourism to the Greater Irmo community from South Carolina and other states. The Greater Irmo Chamber of Commerce's facilities must be expanded or relocated in order to meet the increased needs and requests resulting from tourist attendance and tourists' inquiries.

Objective: To increase at a minimum of 20%, the number of visitors (families, couples, and individuals) to the Greater Irmo community who attend the festivals and events during the year of the grant program (2004 – 2005). To increase, at a minimum of 20%, the Lexington County hotel accommodations as a result of visitors attending the festivals and events during the year of the grant program (2004 – 2005).

The festivals and events include:

- **Lake Murray Celebration**
This annual event is held around the Fourth of July. The celebration takes place on Lake Murray and includes a parade of boats and fireworks.
- **Lake Murray Dam Refilling Celebration**
This celebration will take place over the course of twelve days during the month of July. Two years ago, Lake Murray's water level was lowered by 13 feet so that construction work on the dam could be completed. This July celebration will commemorate the return of Lake Murray's water level to normal levels.
- **Miss Greater Irmo Pageant**
The pageant is sponsored by the Greater Irmo Chamber of Commerce and is held annually during August.

- **Bass Champions Team Trials Regional**
This event is held during the month of September.
- **Okra Strut Brunch**
This event is sponsored by the Greater Irmo Chamber of Commerce and is held annually during September.
- **Irmo Okra Strut and Dam Run**
This festival, street dance, parade, and road race is held annually during September.
- **Greater Irmo Chamber of Commerce Annual Auction**
This annual auction event is held during the month of November.
- **Annual Spring Things Craft Show**
This event is held during the month of March with approximately sixty exhibitors. The craft show features flowers of the season, home décor items, gardening ornaments, apparel, and a variety of other crafts.
- **Annual Greater Irmo Chamber of Commerce Golf Tournament**
The tournament is held annually at a local golf and country club during April or May.

The Greater Irmo Chamber of Commerce Annual Golf Tournament, Visitor's Brochure and the Greater Irmo Community Awareness represents another important step in increasing tourism and revenue for the community's stakeholders, increasing the tax dollars realized by Lexington County and the State of South Carolina. Together we can win, and with your help, we will!

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976 as amended.

Estimated Total Cost of Project:


\$ 75,355.00

Total Accommodations Tax Funds Requested:

\$ 18,838.00

Is the organization for profit or non-profit: _____ Yes _____ No

County _____ Municipal _____ 501c(3) X Other _____


Signature of Project Director

January 6, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone: 803-359-8103

FUNDING SOURCES

Organization: Greater Irmo Chamber of Commerce

List of Funding Sources	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Admin. Fee – Blue Cross	3,019.75	3,701.17	3,200.
County of Lexington Grant – Accommodation Tax Fund	12,808.00	3,000.00	18,838.
Town of Irmo Funding	12,500.00	10,000.00	10,000.
Interest Earned	149.45	21.21	
Meeting Income – Meal Tickets	498.00	120.00	150.
Meeting Income – Meals Income	4,409.00	3,909.00	5,000.
Meetings Income – Sponsor Income	2,925.00	2,625.00	3,500.
Membership Directory Ad	750.00		
Membership Dues	59,830.00	68,934.05	71,100.
Income Credit Card		14,029.22	2,215.
Oyster Roast		675.00	675.
Auction	13,435.44	20,776.00	16,000.
Cruise	885.20	796.00	725.
Advertising Electronic Reader Board	12,973.75	1,150.00	6,000.
Gala	16,625.00	1,444.34	8,000.
Golf Tournament	20,001.40	19,297.00	17,000.
Pageant		427.00	
Summer Outing	1,498.00	766.00	775.
Web Site	15.00		
Business After Hours	2,235.00	3,825.00	3,000.
Total Funding Sources	165,043.86	155,495.99	166,178.
		10 months	

Prepared December 31, 2003

NOTE: Chamber Fiscal Year: March 1 through February 28

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EXPENDITURES

Organization: Greater Irmo Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Credit Card discount		-2.44	
Storage Rental	150.00		300.
M. Larsen Benefit		20.29	
Interest Charges	47.38	97.85	50.
Emp. Qtr. Fed. Tax Return		4379.37	4400.
Advertising	957.33	117.30	500.
SC Withholding		170.00	195.
Bank Charges	699.09	718.95	675.
Late Fees	29.32	99.12	
Consultant contracts	42920.10	27133.88	43980.
Wages/Commissions	19849.50	31371.63	32500.
Payroll Tax Expenses	1531.62	2656.02	2850.
Copier Lease	2424.79	1808.75	2350.
Copier Repairs	884.80	1422.71	1250.
Donations	500.00		
Dues-State Chamber	250.00	575.00	575.
Educational Expense	637.00	1446.55	1550.
Economic Development	81.00		
Insurance	1975.31	2062.00	2175.
Janitorial Service	1205.00	994.02	1200.
Maintenance/Repairs-Building	5591.47	778.07	850.
Meetings Expense	8934.15	7781.47	8650.
Misc. Expense	9.02	10881.98	
Office Equipment	75.06	1512.52	2050.
Office Supplies	3961.40	7577.11	4600.
Shortages	10.00	76.22	
Postage	4205.55	3559.19	4000.
Printing	3415.69	9.86	5100.
Professional Fees-CPA	-500.00	150.00	150.
Auction	1612.65	3650.76	3500.
Electronic Reader Board	115.75	25.00	
Gala	11060.74	2417.71	3000.
Golf Tournament	8975.10	8846.33	10850.
Okra Strut Luncheon	406.10	84.24	500.
Oyster Roast	859.12	1306.42	1000.
Pageant	400.00	1496.39	
Summer Outing	1374.13	955.07	900.
Web Site	4264.79	575.00	2000.
After Hours	1300.00	1699.57	1500.
Cruise	32.03		
Public Relations	3694.23	3788.80	3800.
Rent - Office	9839.82	10393.02	10978.
Utilities	6831.70	6888.20	7000.
Compensation - Other	2900.00		
Maintenance Repair/sign		105.00	
Newsletter/Misc. Exp.		450.00	
Project Expense - Other		34.63	
Promotions		1191.16	1200.
TOTAL EXPENDITURES	150610.74	154204.72 10 months	166178.

Prepared December 31, 2003

NOTE: Chamber Fiscal Year: March 1 through February 28

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**GREATER IRMO CHAMBER OF COMMERCE
P. O. Box 1246
Irmo, South Carolina 29063**

PROJECT BUDGET FY 2004 - 2005

Project	Estimated Cost of Project	Lexington County Accommodations Tax Fund Requested
Annual Golf Tournament (printing, postage, advertising and promotion)	\$14,850	\$3,712
Visitor's Brochure (printing, postage, advertising and promotion)	\$7,655	\$1,914
Community Awareness (Welcome Center facility expansion or relocation, advertising, promotion, printing, web site, electronic reader board and operation)	\$52,850	\$13,212
TOTAL	\$75,355	\$18,838

97-79

**Greater Irmo Chamber of Commerce
P. O. Box 1246
Irmo, South Carolina 29063**

**BALANCE SHEET
FY 2003 – 2004 LEXINGTON COUNTY ACCOMMODATIONS TAX FUND**

Balance Forwarded From Previous Year		\$ -0-
Funding Source:		
Lexington County Accommodations Tax Fund	\$3,000.00	
Total Funding Source		\$ 3,000.00
Expenditures:		
Tourism Welcome Center Packets:		
Postage (254 @ \$4.26)	\$1,082.04	
Envelopes (254 @ \$1.09)	\$ 276.86	
Tourism Welcome Center Rent @ \$457.41 per month (Accommodations tax funds remaining only covered rent costs for the months of July, August, September, and a portion of October)	\$1,641.10	
Total Expenditures		\$3,000.00
Balance		\$ -0-

97-80

County of Lexington Accommodations Tax Fund Request

Funding Year 2004-2005



Organization Lexington County Arts Association (Village Square Theatre)
Address 105 Coughman Rd / P.O. Box 412, Lexington

Project Director Kelly Jo LaMarche Telephone 803-479-1041
Address 104 Gibson Forest Drive, Lexington

Project Category (check one):

Tourism, Advertising and Promotion: Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project: _____ Total Accommodations Tax Funds Requested: _____
\$ _____ \$ 50,500.00

Is the organization for profit or non-profit: Yes _____ No

County _____ Municipal _____ 501(c)(3) _____ Other _____

Kelly Jo LaMarche _____ 1/9/04 _____
Signature of Project Director Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

97-81

EXPENDITURES

Organization Lexington County Arts Assoc.

List of Expenditures	7/02 - 7/03	7/03 - 7/04	
	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Funfest	0	417 ⁶⁷	\$ 500 ⁰⁰
Advertising	144 ⁰⁰	198 ⁹⁰	\$ 500 ⁰⁰
Bank Serv. Charges	597 ⁹⁹	562 ⁶³	\$ 550 ⁰⁰
Cleaning	0	845 ⁰⁰	\$ 1000 ⁰⁰
Dues	175 ⁰⁰	211 ⁵⁰	\$ 250 ⁰⁰
Equipment purchases	449 ⁴⁰	0	\$ 2,000 ⁰⁰
Insurance	7681 ⁰⁰	8069 ⁰⁰	\$ 9,000 ⁰⁰
Office Exp.	2173 ⁹⁷	1203 ⁸⁰	\$ 2500 ⁰⁰
Poster Project	-150 ⁰⁰	46 ⁸⁸	\$ 50 ⁰⁰
Printing/Reproduction	375 ³⁸	1023 ²⁶	\$ 1200 ⁰⁰
Production Costs	6953 ³⁰	12687 ⁰⁴	\$ 15000 ⁰⁰
Professional Fees	0	575 ⁰⁰	\$ 500 ⁰⁰
Rental of Storage fac.	360 ⁰⁰	0	\$ 0
Repairs	3092 ⁵⁰	2852 ⁷⁵	\$ 20,500 ⁰⁰
Scholarships	0	1000 ⁰⁰	\$ 1500 ⁰⁰
telephone	550 ⁴⁷	496 ⁹⁹	\$ 600 ⁰⁰
Utilities	2709 ⁹³	6136 ⁰⁷	\$ 7000 ⁰⁰
Miscellaneous	114 ⁶⁹	63 ⁶³	\$ 200 ⁰⁰

The mission of the Lexington County Arts Association shall be to encourage and stimulate the practice and appreciation of the arts among the people of Lexington County and the surrounding area.

One of the challenges for the LCAA and the Village Square Theater (VST) is name recognition and getting our message out about what is happening at our theater. To help remedy this, we have hired a community member to design our very own website and to assist us in utilizing and maintaining it. Our new site, www.villagesquaretheatre.com, will not only lead the VST in taking advantage of a modern tool of advertising, it opens the possibility for our community businesses to join us via links to their sites, in advertising exciting attractions, dining and entertainment our community has to offer.

In addition to our website, we have added signage to the front of our building. This allows the theater to be clearly seen from Hwy 378. Not long ago, at our theater's Awards Night, a first time visitor expressed to me how impressed he was with the theater and that he never knew it existed! He pledged to return! Word of mouth advertising is indeed the most effective form of advertising. However, when we cannot be heard, we see the value of the website and signage to be seen!

We would like to change our signage located on 378 as well. We are taking initiative with the new signage requirements and would like to lower our current sign and add a skirt. We estimate \$2500.00 for this project.

As we continue to enhance our visibility we feel that it is important to take care of particular important ground maintenance. We are currently getting estimates for the repaving and painting of our parking lot. We are estimating \$8,000.00 for this project and hope to have it redone as soon as possible.

Another important objective for the theater is the rewiring of our electric. Adding new circuits and capability to our stage, orchestra pit and sound/lighting boards. We welcome several of our community organizations and friends from outside of the community to use our facility. As we enhance our capability, we can offer our facility to more organizations. This is a win-win as we draw more organizations to our facility. This will allow us to advertise the theater's events as well as events in our community! We are currently seeking estimates for this project but estimate \$10,000.00.

One of our objectives at the Village Square Theatre is to be a performance theater leader in our community and in our state. We the Board of the LCAA have welcomed the idea of adding a Business/Theater Manager position. Over the last few months, we have advertised the opening as a part time position. Unfortunately, we have had no success filling the position. After additional discussion and agreeing that this position could be a Full time position, we would like to budget for a full time Business/theater Manager.

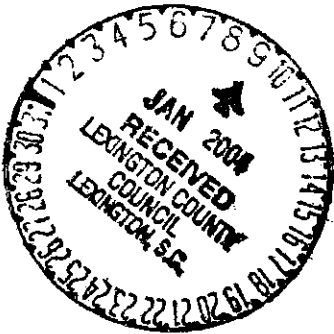
With support, we feel this position could be a reality. Filling this position would enhance our productivity, marketing, and community relations. Our theater of volunteers would like our theater to continue to grow along side our community! We are currently estimating \$30,000.00 for this position.

For our community theater productions, we approximate one-third of our audience comes from counties other than Lexington. We regularly attract friends from Camden, Sumter, Charleston, Charlotte, Augusta and Greenville to see our stage performances.

As stated above, we believe through enhancing current marketing strategies and our facility, we can draw more people into Lexington to support the fine arts, local business and our community! Utilizing our website we will attract visitors from a wide geographic area. In addition to this, enhancing community relations will remind our locals and visitors that the fine arts, business and community thrive in Lexington County!!!

Thank your time and consideration!

97-85



**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2004-2005

Organization: Columbia Regional Sports Council
Address: Mailing: PO Box 15, Columbia, SC 29202
Street: 900 Assembly Street, Columbia, SC 29201

Project Director: Lu Armstrong **Telephone:** 803-545-0009
Address: Mailing: PO Box 15, Columbia, SC 29202
Street: 900 Assembly Street, Columbia, SC 29201

FUNDS REQUESTED
\$10,000.00

Project Category (check one):

Tourism, Advertising & Promotions **Tourism Related Expenditures**

Description of Project:

The Columbia Regional Sports Council is committed to serving as the central clearing house for information regarding the sponsorship, promotion and coordination of sporting events, facilities and associations in the City of Columbia, Richland and Lexington County.

Our goal is to recruit new sports events to the region as well as partner with local sports organizations to grow and develop existing events. When visitors attend events in our region, we also strive to increase their spending and length of stay by packaging additional entertainment options into their scheduled trip.

The 2004/2005 Sports Council 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 national trade publications. This direct marketing effort will create awareness and communicate the advantages of our midlands area sports products allowing us to recruit more events, resulting in increased room nights for our midlands hotel properties.

Benefit to Tourism:

The staging of sports events has the potential to raise the profile of the host city, town or region, mainly 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.

Spectators, athletes and their support teams all utilize the same services used by other kinds of tourists: accommodation facilities, transport services, food and beverage services, retail businesses and attractions. Sports events have the ability to spread the use of these services into

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM

Columbia Regional Sports Council Projected Income and Expense FY - July 1, 2004-June 30, 2005

<u>Income Source</u>	<u>2002/2003 Actual Funds Dollars</u>	<u>2003/2004 Current Dollars</u>	<u>2004/2005 Requested Funds Dollars</u>
City of Columbia	\$ 7,996	\$ 20,000	\$ 26,000
Richland County	\$ -0-	\$ 5,000	\$ 6,500
Lexington County	\$ -0-	\$ -0-	\$ -0-
Columbia Sports Council	\$ 30,000	\$ -0-	\$ -0-
PRT Matching Funds	\$ 4,211	\$ 10,000	\$ 13,000
Corporate Partnership	\$ 33,860	\$ 22,000	\$ 22,000
Miscellaneous Revenue	\$ 1,043	\$ 2,000	\$ 2,000
Partnership Services	\$ 1,100	\$ 5,000	\$ 5,000
City Hospitality Tax Fund	\$ -0-	\$ 80,000	\$ 80,000
Richland County Hosp Tax	\$ -0-	\$ 15,000	\$ 15,000
Event Sponsorship	\$ -0-	\$ 40,000	\$ 40,000
Total Revenues	\$ 78,210	\$ 199,000 (anticipated)	\$ 209,500

Expenses

Salaries/Benefits/Taxes	\$ 54,507	\$ 80,264	\$ 84,277
Operating Expenses	\$ 4,034	\$ -0-	\$ -0-
Regional Marketing	\$ 58,677	\$ 154,236	\$ 161,948
Total Expenses	\$ 117,618	\$ 234,500 (anticipated)	\$ 246,225

MIDLANDS AUTHORITY FOR CONVENTIONS, SPORTS & TOURISM

COLUMBIA REGIONAL SPORTS COUNCIL

FY2003 - 2004

Revenues:

City of Columbia – A-TAX	\$ 20,000
Richland County – A-TAX	\$ 5,000
Corporate Partnership	\$ 22,000
SC PRT Matching Funds	\$ 10,000
City Hospitality Tax Funds	\$ 80,000
Richland County Hospitality Tax Funds	\$ 15,000
Partnership Services Revenues	\$ 5,000
Event Sponsorship	\$ 40,000
Miscellaneous	\$ <u>2,000</u>

Anticipated Revenues FY03-04 \$ **199,000**

Expenses:

Salaries, Full & Part Time	\$ 69,163
Benefits & Payroll Taxes	\$ 11,101
Collateral Materials	\$ 15,000
Promotional Materials	\$ 6,000
Marketing & Advertising	\$ 48,236
Meeting Expense Subsidies	\$ 40,000
Event Expenses	\$ <u>45,000</u>

Anticipated Expenses FY03-04 \$ **234,500**

Operating Reserve after Expenses \$ **(35,500)**

County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization Lexington County Choral Society
Address P.O. Box 1179 Lexington, SC 29071-1179
Project Director Harold McIntosh Telephone 359-8794
Address 865 Corley Mill Rd Lexington, SC 29072-7630

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 8,000.00

\$ 6000.00

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other

Harold McIntosh
Signature of Project Director

January 9th, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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Lexington County Choral Society

Post Office Box 1179
Lexington, South Carolina 29071-1179

Phone (803) 359-8794
Fax: (803) 359-2965
E-Mail: barihalmc@msn.com
www.LexCoChoralSoc.org

Description of the Project

This project is to promote the first joint concert of the Lexington County Choral Society with the newly formed Lake Murray Symphony Orchestra. The Choral Society's conductor, Hal McIntosh, began the "Lake Murray Symphony Orchestra" under the name of "Lexington County Community Orchestra" two years ago. Since that time the orchestra has written for and received it's own 501c3 status from the government.

If an accommodations tax grant were received, these funds would go directly to pay for Promotion/Advertising as specified by Subsection 6-4-10 of the SC Code of Laws, 1976. The Lexington County Choral Society/Lake Murray Symphony Orchestra Concert will be held on June 4 and 5, 2004 at Saxe Gotha Presbyterian Church.

Benefit to tourism and the community

These concerts given by the group will be open to the public and will provide a benefit to local merchants. Motels, restaurants, retail shops, etc. will notice increased business around the time of concerts due to commerce with the participants, musicians and concertgoers who will frequent these businesses. The Lexington County Choral Society, the sponsoring organization, has grown from an initial group of 72 performers to over 100. The group performs 6-8 concerts per year with hundreds in attendance at each performance. The Lake Murray Symphony Orchestra is now an auditioned arts organization for the entire community. Membership for that organization will top out at around 60 players. An example of such an existing organization is the Palmetto Concert Band in Columbia. Up to this point there has not been an organization of this type in Lexington County.

This artistic collaboration would raise public awareness inside and outside of Lexington County and the Lexington Community about the forward vision of Lexington County in helping to continue to develop a County Choral Society and a Community based Symphony Orchestra. It would enhance the total artistic and cultural climate in Lexington.

Total Accommodations Tax Funds requested \$ 6,000.00

Radio Advertising \$2,000.00, Newspaper advertising \$2,000.00 Direct Mail Advertising \$2,000.00

Print work for advertising \$2,000.00

TOTALS \$8000.00

The Lexington County Choral Society, established in 1996, has ongoing income revenue through ticket sales to 6 concerts per year. In addition, private donations help to augment our budget. Our average revenues per year through all resources amount to approximately \$38,000.00.

97-91

Lexington County Choral Society

Post Office Box 1179
Lexington, South Carolina 29071-1179

Phone (803) 359-8794
Fax: (803) 359-2965
E-Mail: barihalmc@msn.com
www.LexCoChoralSoc.org

"The mission of the LCCS is to provide a talented vocal ensemble for Lexington County who will actively prepare and perform varied and a challenging repertoire representative of our diverse global communities for the purposes of enriching the lives of others and promoting cultural heritage."

The Lexington County Choral Society (LCCS) began as most things do - simply as an idea in the minds of two individuals, Harold and Linda Scott McIntosh. The idea was to have a community choral group that would specialize on not just major choral works, but on the vast repertoire of choral anthems that exist. It was hoped that 40 people or so would be interested in starting the first season. On the first night of auditions, August 6, 1996, around 26 people came out ... a week later... on the second night of auditions... an overwhelming 63 people came out ! The word had gotten out!!! The first rehearsal was held on September 3rd, 1996 at St. Stephen's Lutheran Church of downtown Lexington, SC. Our first concerts, December 12,13,14 of 1996 were performed by a group of 72 singers. In the spring of 1997, our group had grown to around 82. In the fall of 1997 our group grew to 92. Now we sing with over 100 members in this exciting organization.

It has become apparent that this idea was one whose time had come in South Carolina's fastest growing county. In 2001 we made our European debut with five concert performances in Italy. In February of 2002, we formed the Lexington County Community Orchestra for a performance with LCCS of "The Requiem" by Gabriel Faure. In the fall of 2002, with added support from the Cultural Council Richland/Lexington Counties we sponsored the first Lexington County Youth Chorale.

Harold Glenn McIntosh: Founder/Conductor/Baritone

Attended Furman University/University of South Carolina/Winthrop University
Served on the faculties of Charleston Southern University and Columbia International University as professor of voice. Distinguished in the area of solo performance as a National Finalist in the Metropolitan Opera auditions, having served as a soloist several times in Carnegie Hall and Lincoln Center's Avery Fisher Hall in New York City. International Performances include: Finland, England, Italy and South America.

LCCS/H.T. Lorick, Jr. Vocal Scholarship

First established in 1998, the scholarship is available by audition process for 9th - 12th graders who reside in Lexington County. The scholarship is intended for use for private vocal instruction and college preparatory literature. The scholarship is designed basically to help better prepare the awarded students for college vocal scholarship auditions, in which they will be involved during their senior year. Adjudication is by an impartial member(s) of NATS (National Association of Teachers of Singing), who reside outside of Lexington County.

Scholarship auditions should be based on vocal talent and financial need as established by a letter of recommendation. In order for students to be considered for auditions, they must fill out an entry form available from LCCS and provide a letter of recommendation from their teacher.

97-92

County of Lexington
Accommodations Tax Fund Request



Funding Year 2004-2005

Organization Town of Pine Ridge

Address 1200 Fish Hatchery Road, West Columbia, SC 29172

Project Director David Busby

Telephone 755-2500

Address 1200 Fish Hatchery Road, West Columbia, SC 29172

Project Category (check one)

FUNDS REQUESTED
\$ 49,000.00

Tourism advertising and promotion

(Organizations must submit a budget of planned expenditures with application and an accounting of how funds we spent at the end of the funding year.)

Tourism-related expenditures

Advertising and promotional; promotion of arts or cultural events; construction, maintenance and operation of civic or cultural facilities; public services, such as utilities or facilities to serve tourists; parks, recreation or beautification; tourism-related transportation services; waterfront erosion control or repair; operation of visitor information centers.

(Organizations must submit a budget of planned expenditures with application and an accounting of how funds we spent at the end of the funding year.)

Description of project This is the Camp Wm. W. Moore / Camp Styx Memorial Park located in the Town of Pine Ridge. This project is to restore/develop the site of the Camp Wm. W. Moore Firing Range Wall to provide tourist an understanding of the military history that occurred on this site by the use of descriptive plaques and an outdoor kiosk containing pictures and descriptions of the history of Camp Wm. W. Moore. Only a portion of the firing wall is to be restored, leaving the majority of the are in a natural state with the addition of a surfaced walking trail to be used by the citizens of the surrounding community and the senior citizens at the Pine Ridge Senior citizens Center. Long range development plans include an amphitheater with permanent seating, restoration of an actual firing range target display, and additional historical markers.

Benefit to Tourism and Community The completed walking trail will be a direct benefit to the senior citizens at the adjacent Pine Ridge Senior Citizens Center as well as to the children attending Pine Ridge Middle School, Wood Elementary School, and the Congaree Wood Early Childhood Development Center located directly across the road from the proposed project development site. Tourist, especially military personnel, are expected to visit this site because it is one of the earliest military post in this area, even pre-dating Fort Jackson. The restoration/development of the Firing Wall will provide a working example of the required weapons training for military personnel prior to World War I.

County of Lexington
Accommodations Tax Fund Request

2

Duration of project This project is estimated to be completed by September 2006.

Estimated cost of project \$48,000.00

Total Accommodations Tax funds requested \$40,000.00

Comments Design documents are enclosed for your information and to provide you with a background on the amount of work that has already been accomplished on this project. This project has been started, but progress has been slow due to limited financial resources. Most of the initial surface grading has been accomplished. A basic parking lot was completed using milled asphalt and a gravel surfaced walking trail has been completed, but a smooth surface must be installed before the senior citizens can use the walking trail. A wooden bridge was completed to allow for drainage of surface water from the area of the wall the firing target exhibit will be placed. Additional drainage for the parking lot water run-off has been installed and the parking lot has been connected to the Pine Ridge Senior Citizens Center parking lot. Four members of a local Boy Scout troop have taken a portion of the park development as their Eagle Scout project and submit their proposal for approval by Pine Ridge Town Council in the Spring of 2004.

David L. Busby

Signature of Project Director

12/1/2003

Date

Please attach:

1. Form listing actual and requested revenues; actual and anticipated expenditures.
2. One page brief history of organization, if first-time applicant

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South lake Drive
Lexington, South Carolina 29072

Organizations are required to provide an audit of how Accommodations Tax funds were used during the fiscal period of July 1-June 30 prior to applying for subsequent funding. Any funds not accounted for must be returned to Lexington county at the end of the fiscal year.

97-96

County of Lexington
Accommodations Tax Fund Request

Organization Town of Pine Ridge

Type of Expenditure	2001-2002	2002-2003	2003-2004	2004-2005
Bridge Construction	\$ 1,499.69			
Paving parking lot				\$16,000.00
Walking trail resurfacing				\$ 7,200.00
Firing Range Target restoration				\$ 2,200.00
Walking trail plaques				\$ 4,800.00
Camp Moore/Styx Kiosk				\$ 5,800.00
Grading and grounds clearing				\$ 5,200.00
Shrubbery				\$ 2,400.00
Exercise/Stretching stations				\$ 3,000.00
Public drinking fountain				\$ 1,400.00
TOTAL	\$ 1,499.69	\$0.00	\$0.00	\$48,000.00

97-98

County of Lexington
Accommodations Tax Fund Request

3

Town of Pine Ridge

The Town of Pine Ridge was incorporated in 1958 and is located in southeastern Lexington County at the junction of S32-73 (Fish Hatchery Road) and S32-103 (Pine Ridge Drive). Pine Ridge covers just under 5.1 square miles of rolling terrain, with an elevation range from 150 feet above sea level along Congaree Creek at the northern portion of the town to 350 feet in the high Sand Hills in the eastern portion of the town along Pine Ridge Drive. There are about 280 acres of flood able land in Pine Ridge or about 15 percent of the incorporated area.

Prior to incorporation, the community formed around large portions of land denoted as Camp Styx by the United States Army. This military encampment served as a training area for troops during World War I to supplement other facilities in Richland County know then as Camp Jackson. Camp Styx fell into disuse during the 1920's, but came back to life again during the depression years of the 1930's when the Roosevelt administration reactivated the facility as a Civilian Conservation Corps camp. During the mid-1930's, Camp Styx became the location of the Styx Fish Hatchery, from which Fish Hatchery Road derived its name. This facility is one of the few warm water fish hatcheries currently owned and operated in the state by the S.C. Department of Natural Resources. Other State facilities located in Pine Ridge include the S. C. Emergency Preparedness Disaster Center, a National Guard Armory, S. C. Natural Resources Law Enforcement Communications Center, and the S. C. Natural Resources Central Receiving Compound.

Pine Ridge is located in Lexington School District 2 and is the site of Pine Ridge Middle School, Herbert A. Wood Elementary School, and the Congaree-Wood Early childhood Development Center. Students from Pine Ridge attend Airport High School. A recent South Carolina Department of Commerce report indicates the population of Pine Ridge has reached 2,049 by 1996. Of the 403 persons in Pine Ridge 3 years and older enrolled in pre-primary, elementary, middle or high schools, 93.8 percent are enrolled in public schools. Pine Ridge is a moderate-income community with employment (896 employed) centering on manufacturing and the service industry.

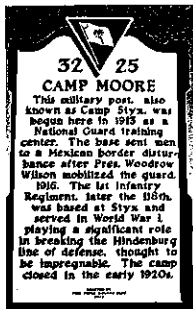
Pine Ridge is the site of the Lexington County Recreation and Aging Commission's Pine Ridge Senior Citizens Center and Midlands Dixie Youth complex which contains four regulation ball fields.

Since its incorporation in 1958, the town has demonstrated a concern for its future development and has contracted with Central Midlands Regional Planning to assist in the development and implementation of zoning ordinances, building codes, sign ordinances, mobile home park ordinances, and a Land Development Plan. The local government is a mayor-council form of government with two full time employees (Town Administrator and Police Chief) and five part time employees (one clerk, four police officers).

97-99

DESIGN DOCUMENTS FOR CAMP WM. W. MOORE / CAMP STYX MEMORIAL PARK IN PINE RIDGE, SC

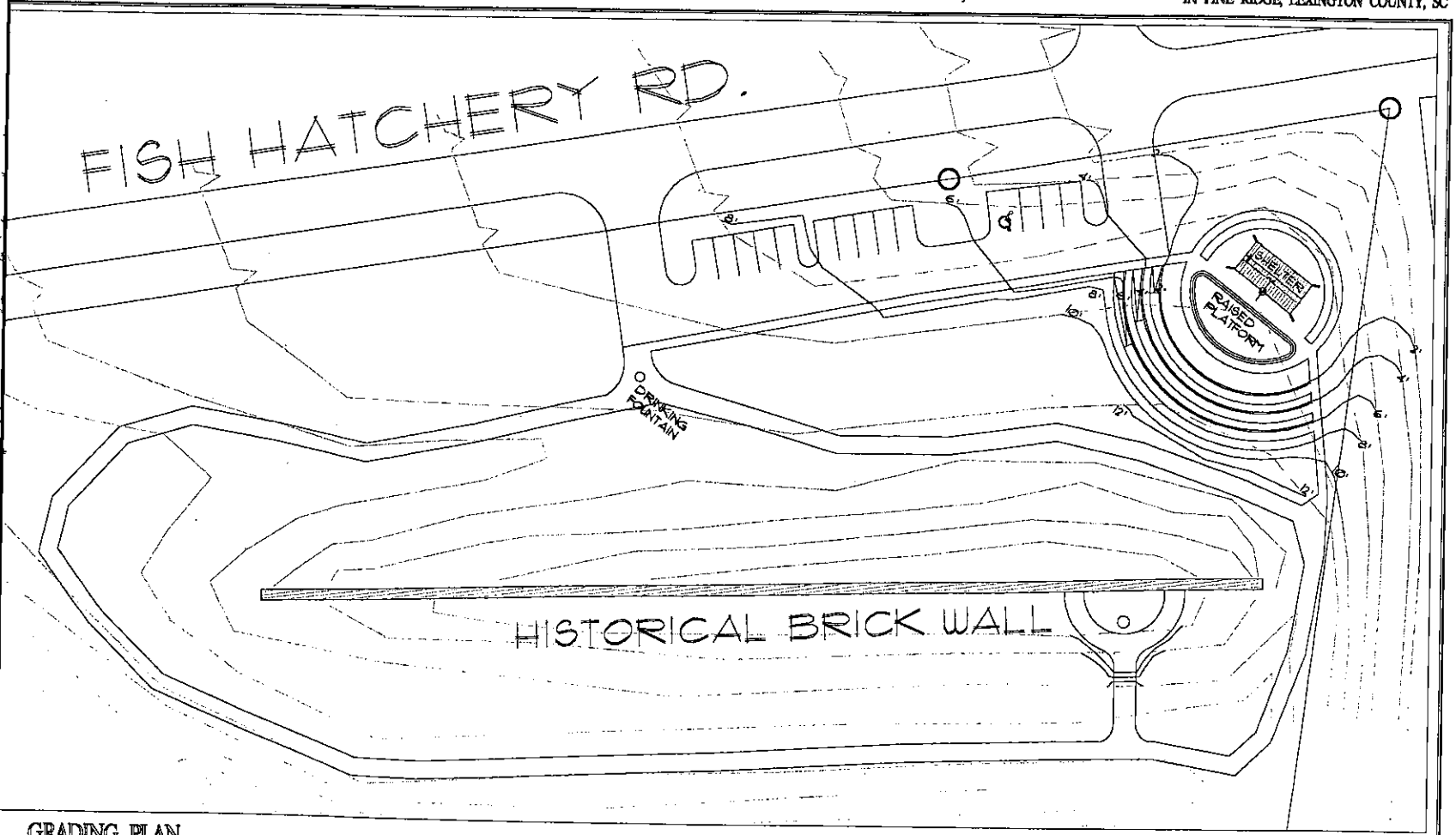
SOUTH CAROLINA ARMY NATIONAL GUARD IN PINE RIDGE, LEXINGTON COUNTY, SC



97-100

CAMP WM. W. MOORE / CAMP STYX MEMORIAL PARK IN PINE RIDGE, SC

SOUTH CAROLINA ARMY NATIONAL GUARD
IN PINE RIDGE, LEXINGTON COUNTY, SC

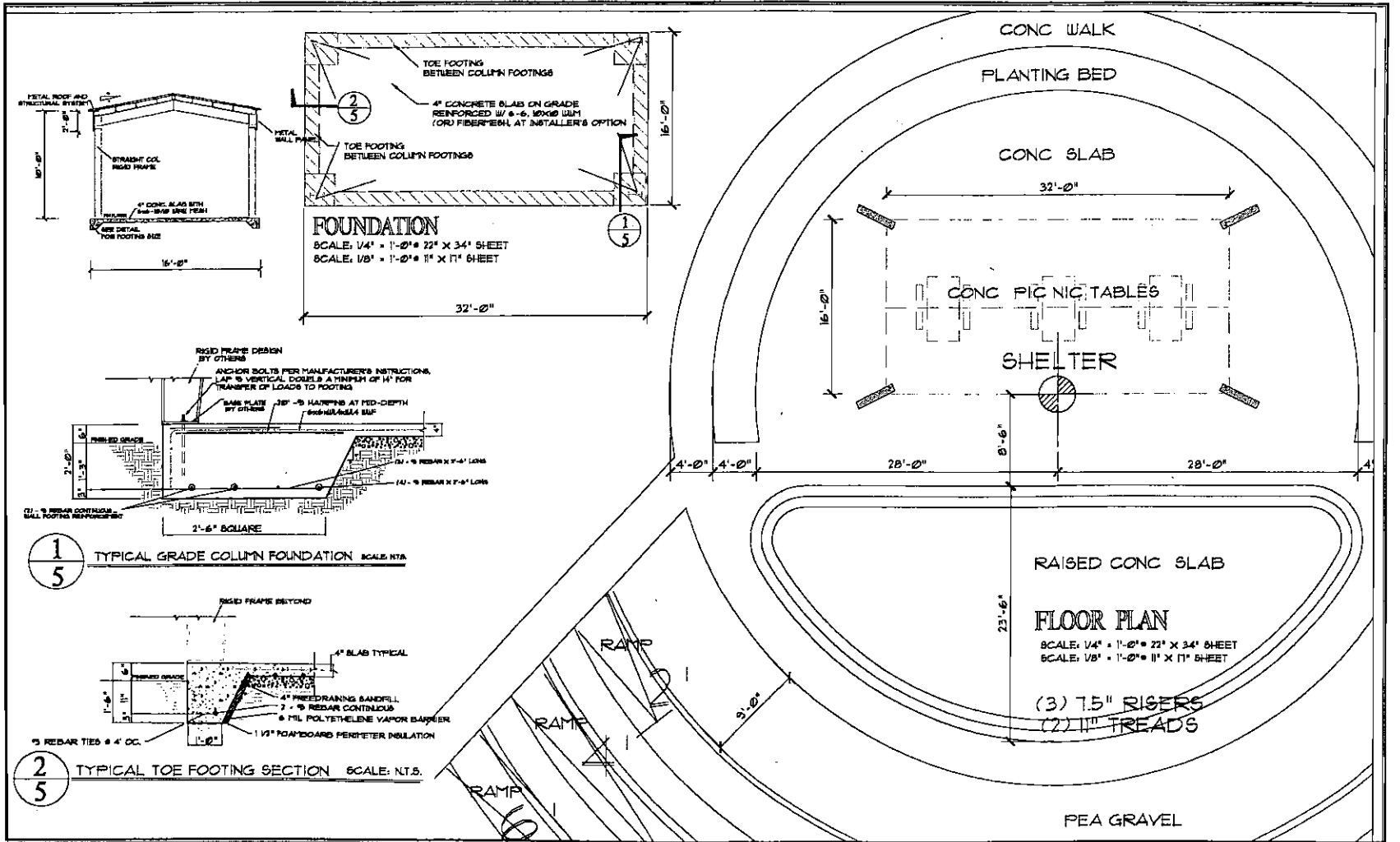


GRADING PLAN

07-101

CAMP WM. W MOORE / CAMP STYX MEMORIAL PARK IN PINE RIDGE, SC

SOUTH CAROLINA ARMY NATIONAL GUARD
IN PINE RIDGE, LEXINGTON COUNTY, SC



97-102

DATE: _____ SHEET NUMBER: _____

County of Lexington
Accommodations Tax Fund Request

Funding Year 2004-2005



Organization Brookland-Cayce World War II Monument & Memorial

Address State Street, Cayce, S. C.

Project Director W. Harold Jones Telephone 803-794-3316

Address 822 Pinedale Road, West Columbia, S. C. 29170

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

Total Accommodations Tax Funds Requested:

\$ 83,000.00

\$ 7,500.00

Is the organization for profit or non-profit: X Yes No

County Municipal 501(c)(3) X Other

W. Harold Jones
Signature of Project Director

1-8-04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103



97-103

97-106



World War II Monument and Memorial



County of Lexington Accommodations Tax Fund Request

Funding Year 2004-2005

Organization: EdVenture Children's Museum

Address: 211 Gervais Street (PO Box 1638, 29202), Columbia, S.C. 29201

Project Director: Catherine W. Horne, President and CEO **Phone:** 779-3100, ext. 1140

Address: Same

Project Category (check one):

Tourism, Advertising and Promotion Tourism Related Expenditures

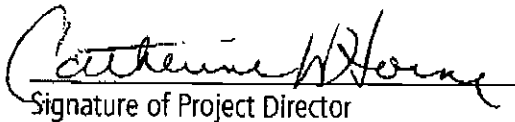
Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976.

Estimated Total Cost of Project: Total Accommodations Tax Funds Requested:

\$250,000 \$25,000

Is the organization for profit or non-profit: Yes No

County Municipal 501(c)(3) Other


Signature of Project Director

12/17/03
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072
803-359-8103

97-107

Description of Project:

Now that EdVenture Children's Museum in downtown Columbia has opened its doors to the children and families of South Carolina and beyond, the time is ripe for implementing a robust marketing plan that works to draw visitors from across the region to the newest, most fascinating family attraction in the area.

Since its Saturday, November 8 Grand Opening, EdVenture has welcomed nearly 28,000 visitors in its first 33 days of business. What's more, those visitors hail from 40 of the 50 U.S. states and 44 of the 46 South Carolina Counties. Twenty-three percent of those visitors came from Lexington County. Looking ahead, EdVenture anticipates 300,000 visitors annually with 60 percent of those coming from the Midlands; 20 percent coming from the remainder of South Carolina and the final 20 percent coming from outside the state.

Now, in an effort to promote EdVenture, home of Eddie, the world's largest child, as well as eight additional hands-on exhibit galleries, EdVenture seeks accommodations tax revenues to help support marketing efforts designed to enlighten targeted groups of families across the state as well as in North Carolina and Georgia about our new kind of learning experience and world-class attraction.

Through a combination of broadcast promotion, print and outdoor advertising, internet marketing, direct mail and public relations, EdVenture will target audiences in Augusta, Charlotte, Greenville and Charleston as well as throughout the Greater Midlands Area.

EdVenture anticipates the estimated total cost of this marketing project to be \$250,000. At this time, we would like to request \$25,000 in accommodations tax dollars from Lexington County to cover the cost of advertising in regional magazines.

Magazine Advertising Costs:

* Six Time Rate

Augusta Parent Magazine - \$2,910

Lowcountry Parent - \$1,680

Upstate Parent - \$2,885

Coastal Parent - \$2,340

Charlotte Parent - \$5,220

Pink & Blue Pages (Midlands, Charlotte, Lowcountry editions); (print twice annually) - \$11,700

Total: \$26,735

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Benefit to Tourism and the Community:

Open for just a little more than a month, it goes without saying that EdVenture is a BIG hit with children, families and school groups across the Midlands. In fact, we have seen an average of 800 children daily as part of our field trip programming and hundreds more who have visited with their families.

The ninth largest children's museum in the country, EdVenture is a resource for parents and teachers; it is an extension of the classroom; and it is a new kind of "Town Square" for families of all socioeconomic levels. By introducing children and families to Eddie, the world's largest child, and to its eight world-class exhibit galleries, EdVenture provides a new venue and a new opportunity for families to "play" together as well as learn. At the same time, EdVenture serves to enhance the overall quality of life for families and businesses in the Midlands by offering another unique destination.

Designed for children 12 and younger, the museum offers family visits, group visits, field trips, birthday parties, overnights, facility rental, afterschool programs, workshops for children and teachers and camps of all kinds.

Based on an economic impact study done by the Central Carolina Economic Development Alliance, EdVenture should contribute as much as \$13 million to the Midlands economy annually with more than \$6 million of this revenue in food, lodging and other entertainment by EdVenture visitors.

There is no other place like EdVenture in the state of South Carolina.

FUNDING SOURCES**Organization: EdVenture, Inc**

List of Funding Sources	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Government	6,979,118	370,000	400,000
Contributions / Membership	1,542,559	630,000	492,000
Grants		50,000	105,000
Educational Programs	38,237	132,000	130,000
Other Development Revenue	55,151		137,000
Facility Rentals and Misc Earned Revenue	6,710	50,000	65,000
Sales (net of COGS)	30,344	88,500	90,000
Admissions	11,819	815,000	815,000
Total - All Funding Sources	8,663,938	2,135,500	2,234,000

Note 1

Note 1 - Includes Capital Campaign Revenue

97-110

EXPENDITURES**Organization: EdVenture, Inc**

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Salaries / Wages / Benefits	655,334	1,287,000	1,468,750
Educational Programs	27,750	110,850	150,000
Operations	108,663	143,000	242,000
Marketing / Communications	135,947	292,300	235,000
Development	127,699	74,000	
Training / Professional Development	11,757	24,000	33,000
Exhibits		100,000	85,000
Rent / Utilities / Maintenance	20,337	103,400	70,000
Total - All Expenditures	1,087,487	2,134,550	2,283,750

97-111

**County of Lexington
Accommodations Tax Fund Request**

Funding Year 2004-2005

Organization Lexington Area Tennis Association (LATA)

Address 1018 Leamington Circle, Irmo, SC 29063

Project Director Jim Wescott Telephone (803) 429-5929

Address 1018 Leamington Circle, Irmo, SC 29063

Project Category (check one):

Tourism, Advertising and Promotion:

Tourism Related Expenditures:

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project:

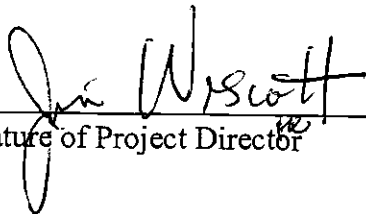
\$ 133,000

Total Accommodations Tax Funds Requested:

\$ 50,000

Is the organization for profit or non-profit: XXX Yes No

County Municipal 501(c)(3) XXX Other


Signature of Project Director

February 27, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

See attachment.

Return completed form to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072
Telephone - 803-359-8103

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Source of Funds (2003):

Accommodations Tax Applications	
- County of Richland	\$12,500
- City of Columbia	\$15,000
Accommodations Tax Applications	
- County of Lexington	\$ 4,600
- City of Lexington	0**
SC Park, Recreation and Tourism	\$ 5,000
Tennis Leagues (In-kind contributions)	
Corporate Sponsorships	
Individual Contributions	
Volunteer (In-kind)	

** Funds in the amount of \$20,000 were distributed to the Sports Commission of Lexington County. Please note the Southern Sectional Committee made application, but did not receive any funds for supporting the tournament.

HOTEL INFORMATION SHEET

EVENT NAME: 2003 & 2004 USA ADULT & SENIOR SOUTHERN SECTIONAL CHAMPIONSHIPS

CONTACT NAME: Jim Wescott

ADDRESS: 1018 Leamington Circle, Irmo South Carolina 29063

PHONE NO: 803-732-0604

DATE OF EVENT: July 19th - 26th, 2003

STREET ADDRESS/LOCATION: 5 play site: Columbia Tennis Center, Greenview Park, Lexington County Tennis Complex, Richland County Tennis Center, and St. Andrews Park.

IF HOTEL ROOMS WILL BE USED, PLEASE LIST THE:

HOTEL: Adams Mark

HOTEL ADDRESS: 1200 Hampton Street, Columbia, South Carolina

HOTEL PHONE NO: 803-771-7000

300 ROOMS AVAILIBLE

ROOMS USED PER NIGHT

18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th
------	------	------	------	------	------	------	------	------	------	------

300	300	300	300	300	300	300	300	300	300	300
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

NAME OF HOTEL CONTACT WHERE YOUR GROUP WILL BE OCCUPYING

ROOMS: Karolyn Stone

IF HOTEL ROOMS WILL BE USED, PLEASE LIST THE:

HOTEL: Hampton Inn on Harbison

HOTEL ADDRESS: 101 Woodcross Drive, Columbia, South Carolina

HOTEL PHONE NO: 803-749-6999

112 ROOMS AVAILIBLE

ROOMS USED PER NIGHT

18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th
------	------	------	------	------	------	------	------	------	------	------

112	112	112	112	112	112	112	112	112	112	112
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

NAME OF HOTEL CONTACT WHERE YOUR GROUP WILL BE OCCUPYING

ROOMS: Linda Sauls

IF HOTEL ROOMS WILL BE USED, PLEASE LIST THE:

HOTEL: Wingate Inn

HOTEL ADDRESS: 211 Lanneau Drive, Columbia, South Carolina

HOTEL PHONE NO: 803-739-3000

90 ROOMS AVAILIBLE

ROOMS USED PER NIGHT

18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th
------	------	------	------	------	------	------	------	------	------	------

90	90	90	90	90	90	90	90	90	90	90
----	----	----	----	----	----	----	----	----	----	----

NAME OF HOTEL CONTACT WHERE YOUR GROUP WILL BE OCCUPYING

ROOMS: Jennifer Perry

IF HOTEL ROOMS WILL BE USED, PLEASE LIST THE:

HOTEL: Embassy Suites

HOTEL ADDRESS: 200 Stoneridge Drive Columbia, South Carolina

HOTEL PHONE NO: 803-252-8700

214 ROOMS AVAILABLE

ROOMS USED PER NIGHT

18th	19th	20th	21st	22nd	23rd	24th	25th	26 th	27 th	28th
214	214	214	214	214	214	214	214	214	214	214

NAME OF HOTEL CONTACT WHERE YOUR GROUP WILL BE OCCUPYING

ROOMS: Joy Bryant

We should also unitize the majority of the hotels in the Columbiana Center location as well as the new Comfort Suites on Huger Street.

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**ORIGINAL GRANT APPLICATION
INFORMATION (*amended*)**

97-118

A

I. Project name:

USTA 2004 Southern Sectional Adult and Senior Tennis Championships
"World's Largest Tennis Tournament"

II. Organization/Sponsor: Lexington Area Tennis Association

Contact Person: Name: Jim Wescott, Event Coordinator
Address: 1018 Leamington Circle
Irmo, SC 29063

Telephone Number: 407-7921 (work)
732-0604 (home)

Cell Phone Number: 429-5929
Fax: 749-4449

III. Description of the Project:

In a joint effort between counties and municipalities, the Tournament Committee of the USTA Southern Sectional Adult and Senior Championships 2003 and 2004 will coordinate resources to host the "World's Largest Tennis Tournament" in the Columbia area. The Lexington Area Tennis Association (LATA) in association with the Junior Tennis League (JTL), Columbia Tennis League (CTL), and the Columbia Visitors Bureau will participate in hosting the tournament and shouldering the responsibilities.

The tournament committee anticipates over 2000 players and their families to visit the midlands of South Carolina from July 19-27, 2003 and July 17-25, 2004. The tournament committee will need to reserve a minimum of 50 tennis courts, enlist 100s of volunteers for this event, seek corporate sponsorship and additional grant and tax funding.

This is a three (3) year project involving a joint effort among counties and municipalities of the Midlands to assist in hosting the Southern Sectional tennis tournament to promote tourism through advertising, promoting, and providing those facilities and services which enhance the ability of the county or municipality to attract and provide for tourists. The Southern Sectional Tournament Committee in its efforts to meet the goals and objectives of this project is seeking year one funding.

~~(2002/03) Year one (I) of the project will involve organizational aspects of the 2003 and 2004 Southern Sectional Adult and Senior Championships to include but is not limited to: the tournament committee sending a selected team of coordinators, not to exceed (5), to Louisville, Kentucky during the month of July 2002 for purposes of monitoring the Southern Sectionals; preparation of the media mediums (radio airing, billboard, web page, etc.) for the Spring of 2003; purchase the necessary tournament equipment; office supplies; tournament supplies; USTA logo; associated printing costs; volunteer fees; rental equipment; trainer fees; administrative fees; professional fees; postage; essential transportation etc.~~

~~(2003/04) Year two (II) of the project will involve organizing and hosting the 2003 Southern Sectional Adult and Senior Championships to include but is not limited to: purchasing an insurance policy,~~

~~purchase the necessary tournament equipment; offices supplies; tournament supplies; USTA logo; associated printing costs; volunteer fees; rental equipment; trainer fees; administrative fees; professional fees; postage; essential transportation, catering, room rentals, follow up evaluations, etc.~~

(2004/05) Year three (III) of the project will include organizing and hosting the second year of the 2004 USTA Southern Sectional Adult and Senior Tennis Championships. The funds used for organizing, supporting, and hosting the tournament will include but are not limited to: insurance, purchase the necessary tournament equipment; offices supplies; tournament supplies; USTA logo; associated printing costs; volunteer fees; rental equipment; trainer fees; administrative fees; professional fees; postage; essential transportation, catering, room rentals, follow-up evaluations, etc.

To organize the tournament activities the following coordinators have been identified and selected. Currently, coordinators and committees are meeting to address and identify resources, and funding needs for the tournament.

Coordinators are as follows:

Event Coordinator	Jim Wescott
Project Coordinator	Ken Bickol
Treasure	Jeff Stock
Secretary	Karolyn Stone

Committees that have been identified for assisting with organization of the tournament include the following:

Committees:

Site Management – reserve visit sites, establish committees, secure permits, meet with highway department officials, secure sponsors, funding, compliance, etc.

Volunteer Staffing Task Force – to work with the Southern Tennis Association staff to define volunteer needs of all site locations, responsibilities of volunteers, training of volunteers.

Media Task Force – to develop a publicity and media plan to use radio, TV and newspaper to make the public aware of the tournament, initiate press releases, photographer, daily updates, compose a scrapbook.

Social Venue Task Force – Fund raisers, solicit sponsorship, secure locations of social events, etc.

Hospitality Task Force – prepare welcome bags, tournament clothing, captain's packets, parking, greeting committee at social functions, etc.

Communication and Technology Task Force – to coordinate communication between the various stations at each location via fax machines, radios, telephones, computers, etc.

Corporate Sponsorship Task Force – obtain corporate sponsorship for the tournament within the USTA policy and procedures for sponsorships, work with the Site Management, Media Task Force, thank you letters, etc.

Medical Task Force - work with Southern Tennis Association and local officials for emergency medical assistance, establish a list of names and telephone numbers of nearby hospitals, doctors at each site, Emergency medical personal is located at each site during tournament play, etc.

Taxes and Grants – Explore and apply for any tax benefit or monies available through state and federal organization, etc.

Current funding issues that need immediate attention include but are not limited to:

- (1) The Tournament Committee sending letters requesting permission to reserve the LATA facility, Columbia Tennis Center, Greenview Park, City of Columbia Tennis Facility for exclusive use during the Southern Sectional tournament play for 2004.
- (2) Letters seeking Funding resources:
 - Making application for grants
 - Requesting state and federal funding
 - Seeking tax benefits
 - Distribution of letters for corporate sponsorship
- (3) Funding
- (4) Securing volunteers for each committee
- (5) To purchase the rights to use the USTA logo
- (6) Organizing and setting up the tournament office with supplies and essential equipment
- (7) Initial purchases for the tournament
- (8) Advertising
- (9) Referees

MISSION STATEMENT

*USTA League Tennis Southern Sectional Championship
Tournament for 2003 and 2004.*

Mission Statement

The Columbia Area USTA League Tennis Southern Sectional Championship Tournament has brought together members from the Lexington Area Tennis Association, Junior Tennis League, Columbia Tennis League, South Carolina Tennis Association, and Columbia Sports Council to form the: South Carolina presents "The World's Largest Tennis Tournament" Task Force.

Our goal is to provide the South Carolina District Champions the opportunity to play against the champions from the USTA Southern Section in the Columbia Metropolitan Area. Provide a top quality Sectional tournament for the USTA and the Southern Section, develop an awareness of USTA League Tennis in the Columbia community and create an environment that all USTA Sectional Players can enjoy while visiting the Columbia area and the state of South Carolina.

The "World's Largest Tennis Tournament" Task Force pledges its efforts as volunteers and solicit the help and support of the Columbia Area tennis Community sponsors and interested citizens.

SECRETARY OF STATE

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97-124

The State of South Carolina

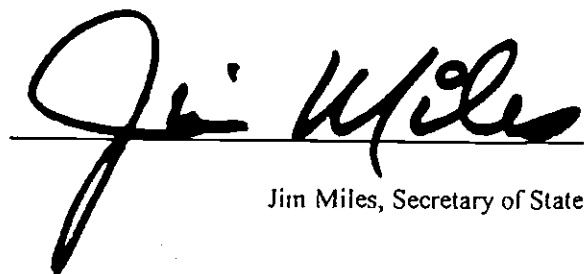


Office of Secretary of State Jim Miles **Certificate of Existence, Non-Profit Corporation**

I, Jim Miles, Secretary of State of South Carolina Hereby certify that:

LEXINGTON AREA TENNIS ASSOCIATION, A Non-Profit Corporation duly organized under the laws of the State of South Carolina on February 9th, 1998, 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 28th day of
February, 2002.


Jim Miles, Secretary of State

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**FEDERAL IDENTIFICATION
INFORMATION**

D

97-126

I. Project name: USTA Southern Sectional Adult and Senior
Championships 2003 and 2004

II. Organization/Sponsor: Lexington Area Tennis Association

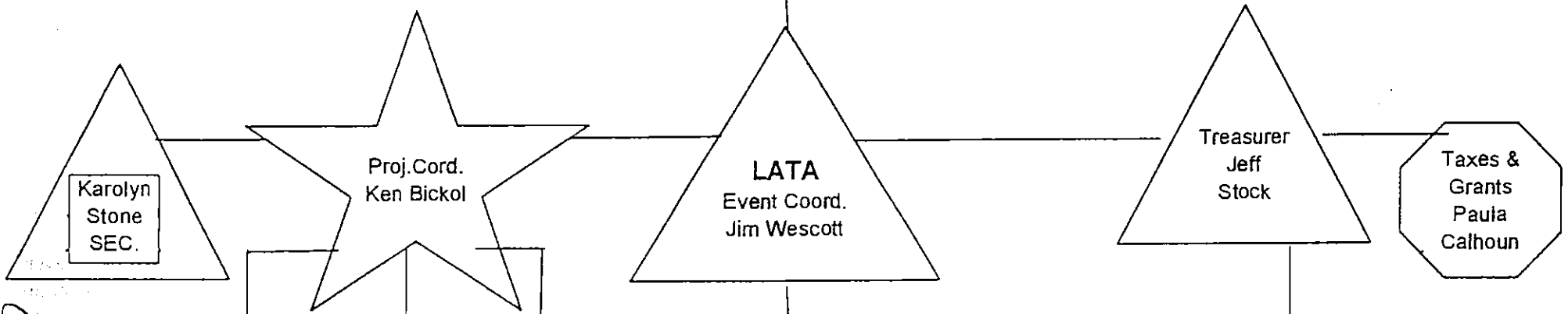
III. Federal Employer Identification Number: 57-1063571

ORGANIZATIONAL CHART

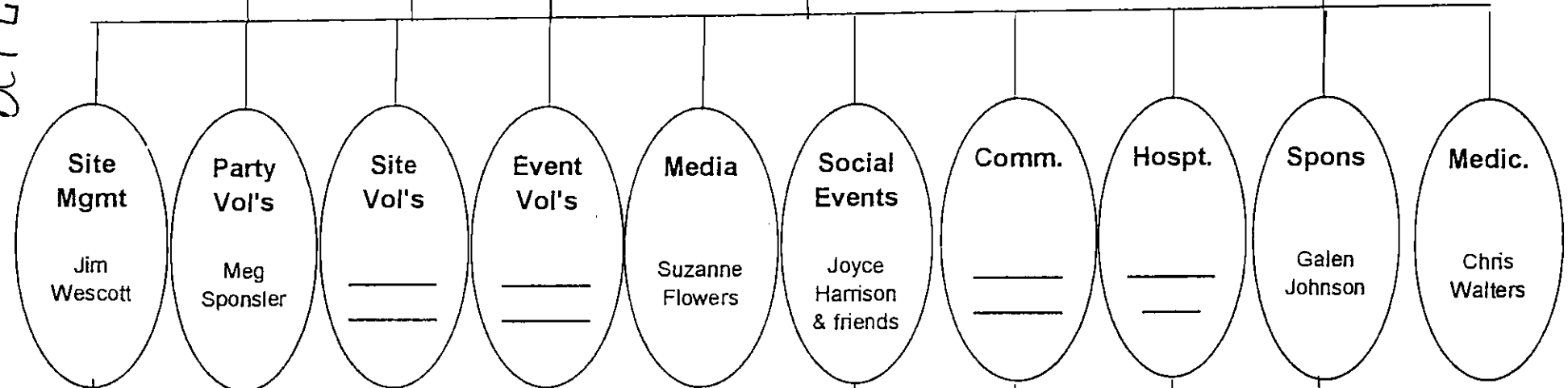
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**2003-2004
Southern Sectional
Championships**



97-129



- Permits
- Security
- Utilities
- Shelter
- Tables
- Tents
- Plywood
- Signage
- Rainplan
- Chairs
- Roll dries
- Flip Cards
- Court #'s
- Player Beach
- Volunt Capt.
- Daily setup
- Daily L ockup
- Daily maint
- Trash
- LCTC
- CTC
- Gmview
- RCTC
- HQ
- M/C desk
- Daily Media
- Press Rel.
- Web Site
- Results
- Photography
- PP#1
- PP#2
- BP#1
- BP#2
- CM#1
- CM#2
- VOL
- Telephones
- Daily Newsletter
- Comm. Plan
- Captians Packet
- Copiers
- Fax machines
- Location Packets
- Ice
- Fruit
- Water
- Vol Meals
- Comm. Rm
- Parking
- Maps
- Concession
- Goodie bags
- Sales
- Relations
- Goodystuf
- Coolers
- EMTs
- Information
- Hospitals

BUDGET NARRATIVE

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County of Lexington
 USTA Southern Sectional Adult & Senior Tennis Tournament Championships 2004 and 2005
 FY 2004/2005 PHASE III: (Year three of a three year project)

Budget Narrative:

Budget Item:	Description	Further	Projected Expenditures	Richland County
USTA logo	This is a usage fee associated with the USTA logo		\$7,500	\$3,750
Printing Costs	Printing costs are essential in advertising, organizing the tournament, meeting agenda items, registration packets, maps, t-shirts,(colored format increases costs) etc		\$10,000	\$5,000
Office Supplies	Office supplies are necessary for mail outs to include stationary, envelopes, poster paper, ink cartridges, etc.		\$3,750	\$1,875
Equipment Purchase/Services	(a) Radios (b) Telephone/cell and beep service (c) Poster printer supplies (d) computer rental for various sites	(a) radios \$1,000 (b) telephones, etc \$3,500 (c) cartridges, paper \$ 750 (d) computer rental \$3,250	\$8,500	\$4,250
EMS Services	Medical professionals for injuries		\$3,000	\$1,500
Room/Facility Rentals, etc.	Hosting areas for greeting teams, players and families		\$4,500	\$2,250
Tournament Supplies	Tennis balls, trash bags, toilet paper, billboard construction, court supplies, water stations, fruit, etc.		\$15,000	\$7,500
Postage/shipping	Mailing correspondence/packages to team captains, sponsorships,		\$2,200	\$1,100

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	correspondence, package shipments, etc.			
Advertising/Media issues/Marketing <i>(in and outside of South Carolina)</i>	The tournament will need to be advertised to effectively address guests participation by the community.		\$25,000	\$12,500
Professional fees	To cover personal expenses associated with mileage, phone services, etc. Accounting \$1,800 Administrative \$1,800 Coordinator(s) \$2,000 Referees \$2,000		\$7,600	\$3,800
Misc. Purchases	Maps, etc.		\$400	\$200
Travel Expenditures for Referees	5 @\$150 for 10 days		\$7,500	\$3,750
Gifts	Dignitaries		\$1,500	\$750
Custodial Services	\$100/court X 5 courts x 9 days		\$4,500	\$2,250
Total:			\$100,950	\$50,475

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TOURNAMENT INFORMATION

G

97-133

Tournament Information

What is the Event?

- The 2004 United States Tennis Association USTA Southern Section Adult and Senior Tennis Championships are coming to Columbia this summer and we want you to be a part of the fun!
- The USA League Tennis Adult Southern Section Tournament features over **2,000 Adult Tennis Players** and their families from nine southeastern states playing for championship bragging rights.
- The University of South Carolina completed an economic impact study that calculated the 2003 tournament to impact the Columbia area to the amount of \$13.2 million dollars.
- Due to its large number of player's at one event during one continuous time, the tournament is the "**World's Largest Tennis Tournament.**"
- Lexington County, Richland County and the City of Columbia along with the Mayor's Office are playing host to this tournament, which will run for nine days: July 16-25, 2004.
- The tournament will be played in all of Columbia's communities: Lexington County Tennis Complex on Oak Drive in Lexington, Richland County Tennis Center on Parklane Road, Greenview Tennis Center off of Main Street, and Columbia Tennis Center near the University and Five Points.
- The players range in age from 18 to 80+ years old. They are all on state championship teams from their respective states.
- Representing teams come from North Carolina, Georgia, Alabama, Arkansas, Mississippi, Louisiana, Tennessee, Kentucky, as well as South Carolina.
- The Southern Section boasts the most USTA registered players of any USTA Section.
- Columbia is second only to Atlanta in having more registered tennis players than any other city in the Southern section with over 4000 registered adult players.
- The teams winning their respective level will advance to the National Championships.

CALENDAR OF EVENTS

97-135

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Calendar of Events

While in Columbia, the players and their families are being encouraged to visit and enjoy all that Columbia has to offer.

Friday, July 16, 2004

- Opening ceremonies for the 2004 tournament will begin at 5:00 PM featuring several government officials, local celebrities, and the McIntyre Air National Guard Color Guard.
- We are kicking off the tournament with the "Sectional Pro Shootout" Tennis Exhibition hosted by Lexington County Tennis Director, Jorge Andrew.
- 8 professionals from located throughout the section to battle it out in a tiebreaker shootout. Prize money to the winner and runner-up, and a \$500.00 donation to the charity of their choice.
- Everyone invited.
- Every the "Kick Off" while the Captains are meeting at 6:00 Pm at the Sheraton Hotel and Convention Center.
- Hospitality Village will be open at the Lexington County Tennis Complex.
- Tournament wear will be on sale at the Sheraton Hotel and Convention Center.

Saturday, July 17, 2004

- First Day of Round Robin Play
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors
- Beach Party at Pine Island Club (Open to the sectionals players, their families, guests, and South Carolina Tennis community.) Featuring the Fantastic Shakers beach band.
- Tournament wear will be on sale in Hospitality Village

Sunday, July 18, 2004

- Second Full Day of Round Robin Play
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors...
- Players Party at the Riverbanks Zoo with food and drink being served right beside the animal exhibits! (Closed for players only). Featuring the dance band: PAPA-SOL!
- Tournament wear will be on sale in Hospitality Village

Monday, July 19, 2004

- Third day of Round Robin Play
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors
- Karaoke night at the Sheraton.
- Tournament wear will be on sale in Hospitality Village.

Tuesday, July 20, 2004

- Championship Day at the Lexington County Tennis Complex
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors. Tournament wear will be on sale in Hospitality Village.

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- Volunteers Party at Topspin Racquet Club (Closed for volunteers only). Hosted by the Lexington Area Tennis Association and the Topspin Racquet Club.

Wednesday, July 21, 2004

- 2nd half players check-in and captain's meeting.
- We are kicking off the 2nd half of the tournament @ 5:00 PM with our "*Blast from the Past*" Tennis Exhibition hosted by Lexington County Tennis Director, Jorge Andrew, and featuring Professionals: Charley Rasheed, Will Bull, and Bernie McGuire.
- Enjoy the festivities while your captains are meeting at the Sheraton Hotel and Convention Center at 6:00 PM.
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors.
- Tournament wear will be on sale at the Sheraton Hotel and Convention Center.

Thursday, July 22, 2004

- First Day of Round Robin Play for the Second Half of the Tournament
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors
- Beach Party at Pine Island Club (Open to the sectionals players, their families, guests, and South Carolina Tennis community.) Featuring the Coconut Grove Band.
- Tournament wear will be on sale in Hospitality Village.

Friday, July 23, 2004

- Second Full Day of Round Robin Play
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors
- Players Party at the Riverbanks Zoo with food and drink being served right beside the animal exhibits! (Closed for players only). Featuring the dance band: PAPA-SOL!
- Tournament wear will be on sale in Hospitality Village.

Saturday, July 24, 2004

- Third day of Round Robin Play
- A Hospitality Village featuring goods and services from local vendors and corporate sponsors
- Karaoke night at the Sheraton Hotel and Convention Center.
- Tournament wear will be on sale in Hospitality Village.

Sunday, July 25, 2004

- Championship Day at the Lexington County Tennis Complex.
- Closing ceremonies and passing of the tournament responsibilities.

USTA
SOUTHERN SECTION



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CORRESPONDENCE OF INTEREST

I 97-138

Paula Calhoon

From: WESCOTTJIM@aol.com
Sent: Sunday, September 14, 2003 12:44 AM
To: Paula Calhoon; scamp@columbiasc.net; bfs@hargray.com; rpate@sph.sc.edu; Jjiunnies@aol.com; mmann@biloctr.com; bnewton@scana.com; gparker@aiken.net; tourism@ftc-i.net; camden@camden.net; reccen@hargray.com; bennish@cetlink.net; wnorman@clermson.edu; donrice@clermson.edu; brucker@biloctr.com; tim@theupcountry.com; jreyeltgcm@sc.rr.com; greenes@mbchamber.org; chelsel@easley-sc.org; mickey@golfholiday.com; krabune@imichotels.com; hmspeedway@hargray.com; tourism@aikencounty.net; bsanders@aikencounty.net; DarlingtonCoTour@aol.com; cvb@andersonscchamber.com; blondeau_david@hotmail.com; jtaylor@ci.rock-hill.sc.us; beachballclassic@sc.rr.com; cwyatt@andersoncountysc.org; ethompson@ci.rock-hill.sc.us; kcartland@charlestonchamber.org; townofcherawtour@mindspring.com; RDC@NPJP.com
Cc: cgoodpaster@imichotels.net; Tedolm@aol.com; jamie.causey@rentx.com; petec_29063@yahoo.com; Chrswalt@aol.com
Subject: The 2003 World's Largest Tennis Tournament's Economic Impact

As most of you know during the 9 days of the USTA Adult and Senior Southern Sectional Championships held July 19 - 27; a group of Ph.d's (Dr. Tom Regan, Dr. Laura Sawyer, and Dr. Matt Bernthal) from the University of South Carolina's School of Sports Management and Entertainment performed an in-depth economic impact and marketing study. The marketing study is still being analyzed.

In previous years the economic impact has been forecasted, but never calculated using an extensive study designed to achieve such a task.

Well, it has now! *"The World's Largest Tennis Tournament"* means 2000 + players coming to the Columbia / Lexington Area, and impacting us to the tune of:

\$13.2 million dollars.

Wow! I have to follow this by saying a huge Thank You to our 325 volunteers, 33 sponsors, South Carolina Parks, Recreation and Tourism, Lexington County, The City of Columbia, Richland County, The Town of Lexington, and our visiting 2000 players and their teams.

We had an operating budget of \$133,000.00, which means for every dollar (in-kind or monetary) we spent, it impacted our community 100 Times: That is strong!

The study is official, but has not yet been published; therefore, please direct all of you inquires to me at this e-mail or call me 429-5925 or e-mail Playtennis2003@aol.com.

Man, its sounds so good; How about lets do it again?

The 2004 tournament (2 year bid) is off and running. Dates for the evnt are July 17th-25th. If you would like to get involved please send me an e-mail or call me today 803-429-5925

Please forward this e-mail to everyone your know. If you know of a company or are part of a company that would really like to see their sponsorship have an impact! Give them my number and information.

I would also like to thank Senator's Courson, Setzler, and Knotts, as well as Representative Huggins and Mayor Bob for their support.

THANK YOU again, and let's get busy! Our next meeting will be Monday, October 6th at 6:00 PM in the Lexington County Tennis Complex boardroom.

JIM WESCOTT

2/18/04

97-139

Paula Calhoon

From: WESCOTTJIM@aol.com
Sent: Tuesday, January 06, 2004 11:36 PM
To: johnse@api.org; JACKSDO@aol.com; naull@sc.rr.com; sgies@sc.rr.com; Cegeor@aol.com; Sd40love@aol.com; rchipp@sc.rr.com; WBritt@NPJP.com; Laull@sc.rr.com; shaym@sc.rr.com; CAULL@scana.com; rsenn@scana.com; kbrown@bdjcpa.com; JCAESARB@aol.com; Lmizzell@msn.com; THewson@NPJP.com; CLance6901@aol.com; tnschick@sc.rr.com; bcutler@sc.rr.com; mbender@sc.rr.com; Swholleman@aol.com; dlayden@bbandt.com; scallison@fpsb.com; DMG4U@Earthlink.com; baull@cg.state.sc.us; joebrannon@sc.rr.com; bcketh@bellsouth.net; wejohns2001@yahoo.com; scotthog@logicsouth.com; DFBlack@CapCityIns.com; jaldrich@saxegotha.net; dthompson@lexington1.net; jsmith@transcontrading.com; phyllisross44@hotmail.com; jbanks@scofficeproducts.com; LV2SRVE@aol.com; PalmettoSammie@aol.com; MSSB522@aol.com; sumr10splayas@yahoo.com; PTRPRO2@aol.com; schlictmant@midlandstech.com; centralcityrealty@msn.com; lcra1@logicsouth.com; calvin.woods@psc.state.sc.us; rgibson@lcra.com; JAldrich@Saxegotha.net; CATPRGM@aol.com; JorgeAndrew@Juno.com; jjones@sces.org; bmcguire@rr.sc; LauraPV@aol.com; bspear@thestate.com; JStock1049@aol.com; Paula Calhoon
Cc: reppelsheimer@familycirclecup.com; MichaelMathes@mindspring.com; Chrswalt@aol.com; jackmills1@hotmail.com; rxtennis@charter.net; sheffieldj@southern.tennis.com; DaisyDuds1@aol.com; jspen61@comcast.net; davew01@juno.com; armstrong@columbiasportscouncil.com; joelAtkinson@sc.rr.com; jayne@lakemurraycountry.com; LTGOV@SCSENATE.ORG; kbickel@sc.rr.com
Subject: FYI 2005 & 2006 Sectionals

Congratulations to Charleston, South Carolina!

They were awarded the 2005 and 2006 sectional bid over some very stiff competition.

Rob Eppelsheimer from the Family Circle Cup and his group will be calling various folks and asking questions and doing the same thing we tried not to do: Reinvent the wheel! Please assist in every way possible.

I will be sharing them our strategy with him once I figure out what it is. Jeff, please like Dave Wibbles did in Louisville, assist in anyway with the financials, Ken with the details, and everyone else on their specific duties: successes and do-overs.

Let's keep the open door policy extended to us by Louisville.

Again congratulations to Charleston and to South Carolina for keeping it in house. What once was a 25 million economic impact just topped 50 million dollars: Not to shabby as Adam Sandler would say!

Thanks,

JIM

2/18/04

97-140

SECTION I

COUNTY OF LEXINGTON TOURISM DEVELOPMENT FEE

Annual Budget
Fiscal Year - 2004-05

Fund 2130
Division: General Administrative
Organization: 101100 - County Council

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							
435300	Tourism Development Fees	801,068	419,424	850,000	850,000	<u>850,000</u>	
Other Revenue:							
461000	Investment Interest	1,269	385	1,000	1,000	<u>800</u>	
** Total Revenue		<u>802,337</u>	<u>419,809</u>	<u>851,000</u>	<u>851,000</u>	<u>850,800</u>	<u>0</u>
*** Appropriation Total					852,196	850,800	0
FUND BALANCE							
Beginning of Year					<u>77,095</u>	<u>75,899</u>	<u>75,899</u>
FUND BALANCE - Projected							
End of Year					<u>75,899</u>	<u>75,899</u>	<u>75,899</u>

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
520300	Professional Services	14,713	0	15,000	<u>2,000</u>	
521000	Office Supplies	22	19	100	<u>100</u>	
521100	Duplicating	0	0	100	<u>100</u>	
525100	Postage	50	0	150	<u>100</u>	
529903	Contingency	0	0	1,846	<u>500</u>	
534400	Convention Center Facility	790,883	351,548	835,000	<u>848,000</u>	
* Total Operating		<u>805,668</u>	<u>351,567</u>	<u>852,196</u>	<u>850,800</u>	0
** Total Personnel & Operating		<u>805,668</u>	<u>351,567</u>	<u>852,196</u>	<u>850,800</u>	0
*** Total Budget Appropriation		<u>805,668</u>	<u>351,567</u>	<u>852,196</u>	<u>850,800</u>	0

SECTION I

**COUNTY OF LEXINGTON
 TEMPORARY ALCOHOL BEVERAGE LICENSE FEE
 Annual Budget
 FY2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Temporary Alcohol Beverage License Fee 2140:							
435400	Temporary Alcohol Beverage Permit Fee	76,900	20,250	105,000	105,000	78,400	_____
461000	Investment Interest	5,647	820	6,000	6,000	1,640	_____
** Total Revenue		<u>82,547</u>	<u>21,070</u>	<u>111,000</u>	<u>111,000</u>	<u>80,040</u>	<u>0</u>
***Appropriation Total					355,391	330,971	0
FUND BALANCE							
Beginning of Year					217,138	-27,253	-27,253
FUND BALANCE - Projected							
End of Year					<u>-27,253</u>	<u>-278,184</u>	<u>-27,253</u>

TEMPORARY ALCOHOL BEVERAGE LICENSE FEE FUND REQUESTS

REVISED - APRIL 1, 2004

FESTIVALS

REQUESTED 04-05

Town of Gaston Collard Festival - 534070	\$180,000.
Lexington County Peach Festival - 534071	\$5,000.
South Carolina Poultry Festival - 534072	\$2,500.
Pelion Peanut Party - 534073 - No Application as of March 11, 2004	
Chapin Labor Day Festival - 534074	\$2,500.
Irmo Okra Strut - 534075 -	\$2,500.
Lexington Festivals, Inc./Fun Fest of Lexington - 534076	\$3,500.
Congaree Western Weekend Rodeo and Festival - 534077	\$2,500.
Swansea Fall Festival - 534080	\$2,500.
Epilepsy Foundation of South Carolina - Riverfest - 534083	\$2,500.
Greater Lexington Chamber of Commerce - Annual Gala - (NEW)	\$45.00
Greater Lexington Chamber of Commerce - Annual Golf Tournament - (NEW)	\$45.00
Greater Lexington Chamber of Commerce - Taste of Lexington - (NEW)	\$50.00
Greater Lexington Chamber of Commerce - Small Business Celebration - (NEW)	\$10.00
Greater Lexington Chamber of Commerce - Annual Membership Social - (NEW)	\$10.00
Greater Lexington Chamber of Commerce - Taste of Lexington - (NEW)	\$10,000.
(Originally submitted application for Accommodations Tax Funds	
Riverbanks Zoo and Garden - (NEW)	\$25,000.
(Originally submitted application for Accommodations Tax Funds)	
Westfest - (NEW)	\$2,500.
TOTAL:	\$241,160.

**COUNTY OF LEXINGTON
TEMPORARY ALCOHOL BEVERAGE LICENSE FEE**

**Annual Budget
Fiscal Year - 2004-05**

Fund 2140

Division: Non-departmental

Organization: 999900 Non-departmental

Object Expenditure Code Classification	BUDGET					
	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
*Total Personnel	0	0	0	0	0	0
Operating Expenses						
529903 Contingency	0	0	190,012	0		
534070 Gaston Collard Festival	2,500	0	2,500	180,000		
534071 Lexington County Peach Festival	2,500	2,500	2,500	5,000		
534072 SC Poultry Festival	2,500	0	2,500	2,500		
534073 Pelion Peanut Festival	2,500	0	2,500	0		
534074 Chapin Labor Day Festival	2,500	2,500	2,500	2,500		
534075 Irmo Okra Strut	2,500	0	2,500	2,500		
534076 Lexington Fun Fest	2,500	0	2,500	3,500		
534077 Congaree Western Weekend	2,500	0	2,500	2,500		
534079 City of West Columbia - Westfest - NEW				2,500		
534080 Swansea Festival	2,500	0	2,500	2,500		
534083 Riverfest - Epilepsy Foundation of SC	2,500	0	2,500	2,500		
534088 Veterans of Foreign Wars Memorial	23,788	0	0	0		
534089 Camp Moore/Styx Memorial Park	12,000	0	0	0		
534090 So Congaree Park & Recreation Improvement	39,975	0	0	0		
534091 Pine Ridge Complex Improvements	9,000	0	0	0		
534092 America - 2003 Celebration	20,000	0	0	0		
534093 Leaphart/Harman House Restoration	0	0	57,000	0		
534204 West Metro Chamber of Commerce	17,287	0	0	0		
534205 Lexington Chamber of Commerce	10,000	0	0	0		
Lex Chamber of Comm - Annual Gala - NEW				45		
Lex Chamber of Comm - Golf Tournament NEW				45		
Lex Chamber of Comm - Taste of Lex - NEW				50		
Lex Chamber of Comm - Taste of Lex - NEW				10,000		
Lex Chamber of Comm - Small Business - NEW				10		
Lex Chamber of Comm - Member Social - NEW				10		
534206 Batesburg/Leesville Chamber of Commerce	5,000	0	0	0		
534212 Capital City Lake Murray Country	10,000	0	0	0		
534220 Riverbanks Zoo & Gardens - NEW				25,000		
534225 Brookland-Cayce Foundation	17,500	0	0	0		
534228 Lexington County Museum Commission	22,950	0	0	0		
534231 Chapin Chamber of Commerce	5,000	0	0	0		
534242 Irmo-Chapin Recreation Commission	10,000	0	0	0		
534244 Lexington Cty Recreation & Aging Comm	21,000	0	0	0		
534252 Greater Irmo Chamber of Commerce	10,000	0	0	0		
534260 Town of Pelion	16,667	0	0	0		
534261 Town of Gaston	16,667	0	0	0		
534262 Town of Swansea	16,667	0	0	0		
534263 Town of Irmo	40,000	0	0	0		
534264 Town of Chapin	15,000	0	0	0		
534265 Town of Lexington	17,500	0	0	0		
534266 Town of Cayce	18,500	0	0	0		
534267 Town of Batesburg/Leesville	20,000	0	0	0		
534268 Town of Summit	7,500	0	0	0		
534269 Town of Springdale	25,000	0	0	0		
534270 City of West Columbia	10,000	0	0	0		
* Total Operating	462,001	5,000	272,012	241,160	0	0
** Total Personnel & Operating	462,001	5,000	272,012	241,160	0	0
Other Financing Uses						
812501 Op Trn to Community Juvenile Arbitration	33,000	83,379	83,379	89,811		
**Total Other Financing Uses	33,000	83,379	83,379	89,811	0	0
*** Total Budget Appropriation	495,001	88,379	355,391	330,971	0	0

99-3

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request



Funding Year 2004-2005

Organization Town of Gaston Collard Festival

Address P.O. Box 429 Gaston, SC 29053

Event/Project Director Jennifer K. Poole Telephone 796-7725

Address same as above

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

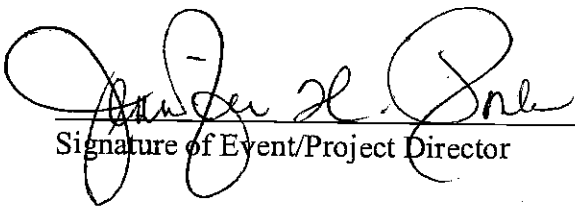
Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ _____

Total Funds Requested:

\$ 180,000.00


Signature of Event/Project Director

01-10-2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Lexington County Peach Festival

Address PO Box 124, Gilbert SC 29054

Event/Project Director Raymond L. Boozer Telephone (803) 892-2473

Address PO Box 124, Gilbert SC 29054

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

Peach Festival

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 75,000⁰⁰

Total Funds Requested:

\$ 5,000⁰⁰


Signature of Event/Project Director

10-2-03
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

**LEXINGTON COUNTY PEACH FESTIVAL
GILBERT SC**

BUDGET 2004 - 2005

INCOME (PROJECTED)

Peach Queen Contest Entry Fees & Door Receipts	\$ 5,500.00
Program Ads	23,000.00
Arts & Crafts Fees	8,000.00
Peachy Art Contest Sponsor	1,000.00
Fireworks Sponsors	5,500.00
Festival Sponsors	27,000.00
Lexington County Accommodations Tax	<u>5,000.00</u>
 Total Projected Income	 \$75,000.00

EXPENSES (PROJECTED)

Administration (Secretary's Salary, Postage, Phone & Electricity)	\$15,000.00
Liability Insurance	1,000.00
Programs (Printing)	15,000.00
Arts & Crafts (Postage, Town License, etc.)	1,200.00
Dues	400.00
Peach Queen Contests (Trophies, Crowns, Emcees, Judges)	3,500.00
Peachy Art Contest Awards	1,000.00
Fireworks	5,500.00
Promotion	4,600.00
Banquets	6,500.00
Entertainment (3 Stages & PA Systems)	18,300.00
Rentals (Portable Toilets)	500.00
Parade (Band, Plaques)	500.00
Labor	<u>2,000.00</u>
 Total Projected Expenses	 \$75,000.00

Balance \$ 500.00

359-8101

County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005



Organization S.C. POULTRY FESTIVAL
 Address PO BOX 4067 LEESVILLE, SC 29170
 Event/Project Director TIM THOMPSON Telephone 532-4601
 Address 414 CAUGHRAN ST. LEESVILLE SC 29170

Event/Project Category (check one):

- Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

FESTIVAL - ARTS CRAFTS
ENTERTAINMENT, PARADE, CONTESTS
FIREWORKS

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 100,000

Total Funds Requested:

\$ 2500.00

Tim L. Thompson
Signature of Event/Project Director

1/9/04
Date

Brent Shaly, Treasurer 532-9273

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

99-11

EXPENDITURES

Organization SC POULTRY FESTIVAL

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
ENTERTAINMENT	29,124		30,000
FAVORALS	12,500		12,500
SOUVENIRS	10,539		10,500
ADVERTISING	9890.		9900.
CONTESTS, PRIZES	3604.		3600.
CONTRIBUTIONS	3500.		3500.
VOYAGE/SALE TRAVEL	2932		2900
POST OFFICES	3534.		3500
OFFICE PRINTING	1159		11500
SCHOLARSHIPS	3500.		3500
FACILITIES	3393.		3400
OTHER	17049		17000
	<u>111,084</u>		<u>111,800</u>
GRANT OF \$2,500 USED TO			
PAY FOR BILLBOARD ADVERTISING			

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Chapin Labor Day Festival

Address P.O. Box 183, Chapin, SC 29036

Event/Project Director MAYOR STAN SHEALY, CEO
William Chick, Chairman Telephone 803-345-2444

Address Town of Chapin, P.O. Box 183, Chapin SC 29036

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

Chapin Labor Day Festival _____

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 13,500.00

Total Funds Requested:

\$ 2,500.00

Stanley E Shealy
Signature of Event/Project Director

12-30-03
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

99-14

County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Town of Irmo

Address P.O. Box 406, Irmo, SC 29063

Event/Project Director Ms. Sarah Long Telephone (803) 781-7050

Address (same)

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

Okra Strut

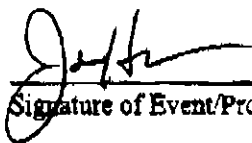
Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 178,200.

Total Funds Requested:

\$ 2,500.00


Signature of Event/Project Director

3/17/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

09-17



County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization LEXINGTON FESTIVALS INC. / A Fun Fest of LEXINGTON

Address P.O. Box 2531 LEXINGTON SC 29071

Event/Project Director ALBATZINGER Telephone 781-7324

Address 512 WINDWARD Lane Columbia SC 29212

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

Fun Fest of LEXINGTON

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 4000.00

Total Funds Requested:

\$ 3500.00

[Signature]
Signature of Event/Project Director

01/02/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

Lexington Festivals Inc.,
P&L Previous Year Comparison
 January through December 2003

Ordinary Income/Expense	Jan - Dec '03	Jan - Dec '02
Income		
DONATIONS		
INDIVIDUALS/BUSINESSES	13,110.00	12,950.00
LEXINGTON COUNTY	2,500.00	2,500.00
TOWN OF LEXINGTON	6,000.00	3,000.00
Total DONATIONS	21,610.00	18,450.00
INCOME FROM ACTIVITIES		
AIR FUN	112.00	0.00
CAMEL RIDE	399.00	200.00
CARNIVAL	5,946.00	5,608.30
CRAFTS	2,950.00	2,935.00
DOODAH PARADE	367.54	373.01
DUNK TANK	200.00	0.00
FOOD VENDORS	3,910.00	4,200.00
GOLF TOURNAMENT	1,000.00	1,000.00
ICE	390.00	0.00
PETTING ZOO	106.25	0.00
RACE TRACK	0.00	68.00
ROCK CLIMB	161.25	217.00
T SHIRTS/HATS	1,637.50	2,193.00
Total INCOME FROM ACTIVITIES	17,179.54	16,794.31
OTHER	383.35	0.00
Total Income	39,172.89	35,244.31
Expense		
ADVERTISING	1,025.56	25.00
Charges		
Bank	21.00	0.00
Total Charges	21.00	0.00
COMMISSIONS	6,452.00	6,510.00
Committee Expenses	0.00	200.74
ENTERTAINMENT		
BAND	5,750.00	5,950.00
OTHER ENTERTAINMENT	0.00	450.00
Total ENTERTAINMENT	5,750.00	6,400.00
EQUIPMENT RENT		
DUNKING BOOTH	200.00	0.00
Other	593.25	593.25
PETTING ZOO	300.00	0.00
STAGE RENTAL	4,000.00	0.00
TABLES & CHAIRS	1,629.16	0.00
EQUIPMENT RENT - Other	0.00	1,502.95
Total EQUIPMENT RENT	6,722.41	2,096.20
EXPENSE REIMBURSEMENT	359.05	1,338.11
FOOD	0.00	500.00
ICE	593.00	914.14
Insur	1,060.00	968.00
Licenses	50.00	150.00
Misc Exp	500.00	0.00
PARADE EXPENSE		
BAND BOOSTERS	200.00	0.00
PARADE EXPENSE - Other	1,000.00	74.00
Total PARADE EXPENSE	1,200.00	74.00
Postage	314.69	68.00
Printing	2,091.42	3,414.08
PRIOR YEAR BAD DEBT	2,250.00	0.00

01/02/04

**Lexington Festivals Inc.,
P&L Previous Year Comparison
January through December 2003**

	Jan - Dec '03	Jan - Dec '02
SERVICES		
ELECTRIC	700.00	5,763.36
SECURITY	320.00	420.00
Total SERVICES	1,020.00	6,183.36
Stage	0.00	3,300.00
SUPPLIES		
BANNERS	0.00	639.75
HATS & T SHIRTS	1,220.22	1,901.09
SUPPLIES - Dther	43.05	0.00
Total SUPPLIES	1,263.27	2,540.84
Util		
Elect	0.00	99.16
Total Util	0.00	99.16
6999 - ACCRUED EXPENSE	10,000.00	0.00
Total Expense	40,672.40	34,781.63
Net Ordinary Income	-1,499.51	462.68
Other Income/Expense		
Other Income		
INTEREST INCOME	21.12	47.23
Total Other Income	21.12	47.23
Other Expense		
CONTRIBUTIONS		
DOUBLE DUTCH	100.00	0.00
Total CDNTRIBUTIONS	100.00	0.00
Total Other Expense	100.00	0.00
Net Other Income	-78.88	47.23
Net Income	-1,578.39	509.91

(UNAUDITED)

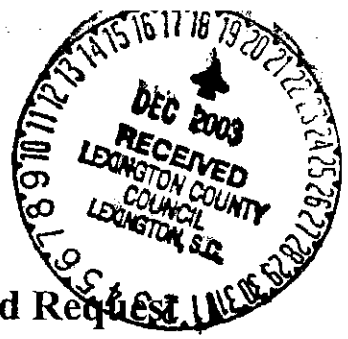
99-24

01/02/04

Lexington Festivals Inc.,
Budget Overview
January through December 2004

	Jan - Dec '04
Ordinary Income/Expense	
Income	
DONATIONS	22,500.00
INCOME FROM AC...	17,500.00
Total Income	40,000.00
Expense	
ADVERTISING	1,000.00
COMMISSIONS	5,500.00
ENTERTAINMENT	8,000.00
EQUIPMENT RENT	3,000.00
EXPENSE REIMBU...	1,800.00
FOOD	500.00
ICE	1,000.00
Insur	1,000.00
Kid City	1,500.00
Misc Exp	2,000.00
PARADE EXPENSE	100.00
Postage	100.00
Printing	5,000.00
SERVICES	1,500.00
Stage	5,000.00
SUPPLIES	3,000.00
Total Expense	40,000.00
Net Ordinary Income	0.00
Net Income	0.00

99-25



County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Congaree Western Weekend Rodeo and Festival

Address 300 Oak Street West Columbia, SC 29172

Event/Project Director H. R. Williams Telephone (803) 755-2512

Address 1433 Pine Street West Columbia, SC 29172

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

Congaree Western Rodeo and Festival

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 60,000.00

Total Funds Requested:

\$ 2,500.00

H.R. Williams
Signature of Event/Project Director

December 16, 2003
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

99-26

1:56 PM
 12/16/03
 Accrual Basis

Congaree Western Weekend Profit & Loss January through December 2003

	Jan - Dec 03
Income	
Administrative Income	
Bad Check Fee	150.00
Change In	3,000.00
Interest	37.14
Administrative Income - Other	3,161.55
Total Administrative Income	6,348.69
Arts & Crafts Income	
Arts & Crafts Booth	70.00
Arts & Crafts Electricity	80.00
Arts & Crafts Income - Other	220.00
Total Arts & Crafts Income	370.00
Festival Income	
Festival Booth	1,031.00
Festival Elec.	170.00
Festival Food	1,408.00
Festival Income Misc,	26.00
Festival Income - Other	822.00
Total Festival Income	3,457.00
Food Vendor	
Food Vendor	490.00
Total Food Vendor	490.00
Pageant Income	
	4,593.02
Rodeo Income	
Advance Sales from Outlets	1,352.00
Program Ads	5,976.00
Rodeo Banners	491.00
Rodeo Sponsorship	21,100.00
Rodeo T's In	825.00
Rodeo Ticket	15,164.00
Rodeo Vendor	70.00
Rodeo Income - Other	52,706.16
Total Rodeo Income	97,684.16
Total Income	112,942.87
Gross Profit	112,942.87
Expense	
Administration	
Admin. Postage	150.36
Advertising	8,887.00
Appreciation Banquet	900.31
Bad Check Return	135.70
Change Out	3,000.00
Charge Card Fee	48.50
Charity Reg.	50.00
Event Improvement	698.05
Long Distance	174.11
Meeting Expenses	647.20
Mileage	200.00
Office	830.01
Pager Lease	91.05
Reimbursement	251.79
Rodeo Jons	561.25
Sponsor Split	14,418.73
Telephone	1,118.18
Administration - Other	4,530.41
Total Administration	36,692.65

99-27

1:56 PM
12/16/03
Accrual Basis

**Congaree Western Weekend
Profit & Loss
January through December 2003**

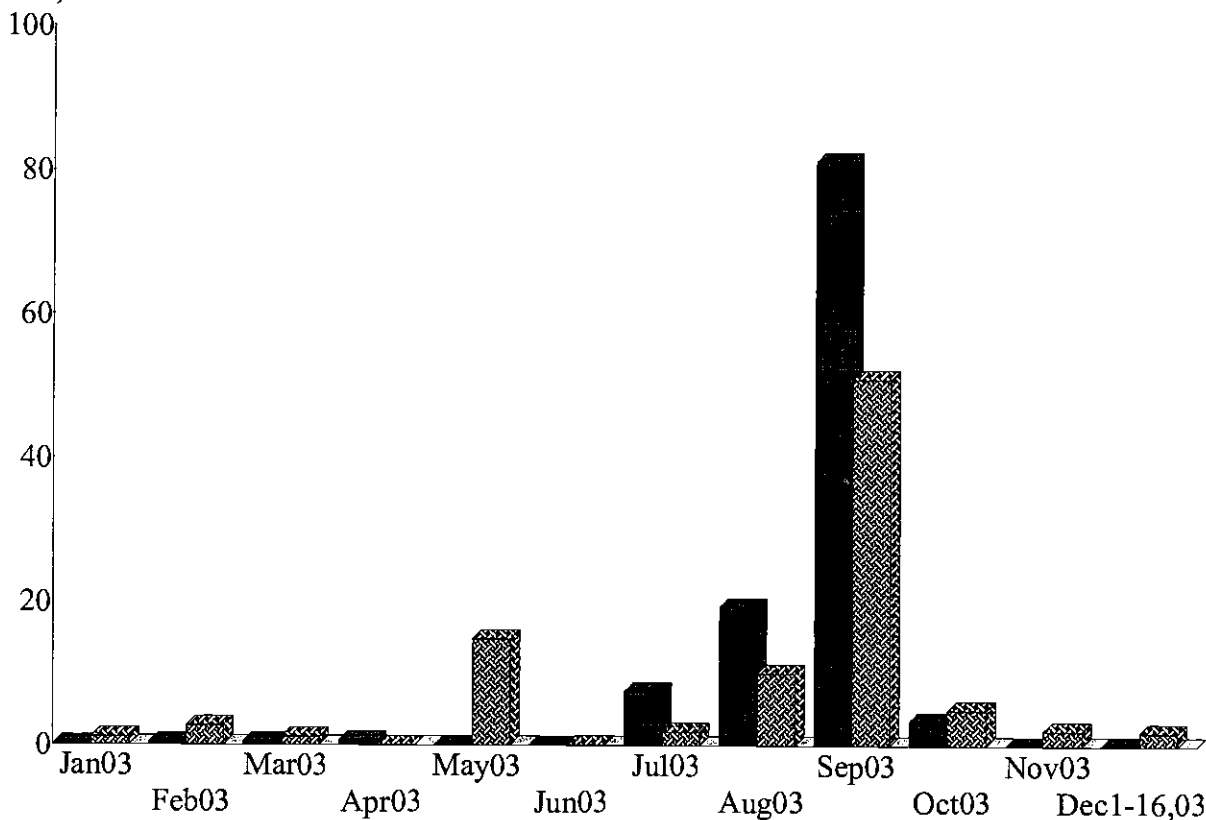
	<u>Jan - Dec 03</u>
Festival	
Advertising	1,617.21
Arts and Craft	222.00
Entertainment	5,132.01
Festival Staff T's	2,031.61
Games	11,353.30
Parade Exp.	418.86
Pony Exp.	440.20
Festival - Other	508.71
Total Festival	<u>21,723.90</u>
Pageant	
Pageant Awards	2,242.98
Pageant Hall	300.00
Pageant Judge	75.00
Pageant MC	50.00
Pageant Postage	111.00
Pageant Printing	136.50
Pageant Shirts	791.03
Pageant Winners	300.00
Pageant - Other	640.85
Total Pageant	<u>4,647.36</u>
Pet Show	36.75
Rodeo	
Rodeo Advertising	8,257.17
Rodeo Bleachers	3,750.00
Rodeo Contract	16,000.00
Rodeo Printing	603.13
Rodeo - Other	105.00
Total Rodeo	<u>28,715.30</u>
Total Expense	<u>91,815.96</u>
Net Income	<u><u>21,126.91</u></u>

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Income and Expense by Month
January 1 through December 16, 2003

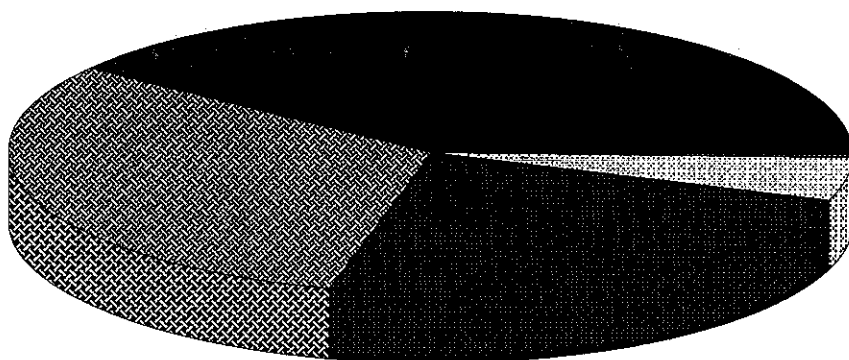
Income
Expense

\$ in 1,000's



Expense Summary
January 1 through December 16, 2003

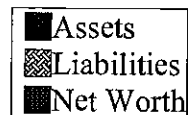
Administration	%39.96
Rodeo	31.27
Festival	23.66
Pageant	5.06
Pet Show	0.04
Total	\$91,815.96



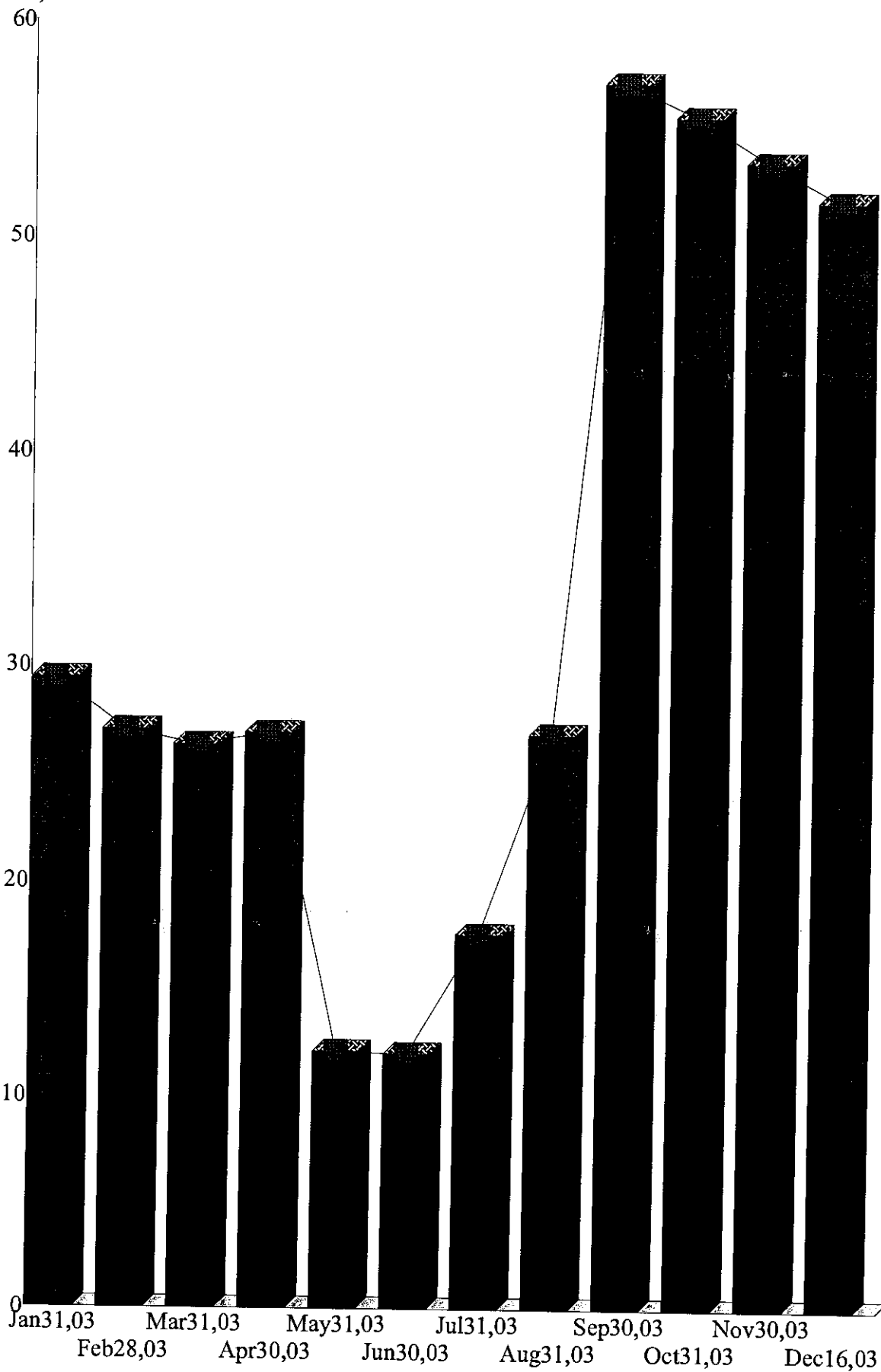
By Account

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Net Worth by Month
As of December 16, 2003



\$ in 1,000's



99-30

County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Westfest - City of West Columbia

Address _____

Event/Project Director Rebecca Kelly Turner Telephone 7943053

Address 110 Charleston Hwy West Col - 29169

Event/Project Category (check one):

Event/Project:

Festival

Other - Pursuant to State Statute Section 61-6-2010:

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$3800.00

Total Funds Requested:

\$2500.00

Rebecca Turner
Signature of Event/Project Director

3-22-04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

County of Lexington
Temporary Alcohol Beverage License Fee Fund Request



Funding Year 2004-2005

Organization SWANSEA Fall Festival
Address P.O. Box 1542, Swansea SC 29160
Event/Project Director RAY SPIRES Telephone 562-3366
Address P.O. Box 429 Swansea SC 29160

Event/Project Category (check one):

Event/Project: Other - Pursuant to State Statute Section 61-6-2010:

SWANSEA FALL FESTIVAL

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 20,000⁰⁰

Total Funds Requested:

\$ 2500 on grant

Ray Spires
Signature of Event/Project Director

2/6/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072



County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization Epilepsy Foundation of South Carolina

Address 652 Bush River Road, Suite 211, Columbia, SC 29210

Event/Project Director Christine Porter Telephone (803) 798-8502

Address 652 Bush River Road, Suite 211, Columbia, SC 29210

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

RIVERFEST
5-1-04

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$25,000

Total Funds Requested:

\$2,500

Christine Porter
Signature of Event/Project Director

1/6/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

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EXPENDITURES

Organization Epilepsy Foundation of SC - Riverfest

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Promotional / Advertisement,	\$20,300	\$15,000	\$25,000
Supplies and equipment,			
facility, park staff, city			
police, fire marshals, race			
director and staff, band			
coordinator, photographer,			
printing, postage, posters,			
billboards, banners, signs,			
newspaper ads, radio/tv			
announcements, flyers,			
festival t-shirts for			
runners, walkers and			
bikers, bands, stage,			
beer and group event			
license,			



County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

Annual Gala

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 20,000

Total Funds Requested:

\$ 45.00

Pandra M. Lemrow
Signature of Events/Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

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County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

Annual Golf Tournament

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:
\$ 10,000

Total Funds Requested:
\$ 45.00

Pandra M. Lemrow
Signature of Events/Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

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County of Lexington
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

Taste of Lexington

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ \$50,000

Total Funds Requested:

\$ 50.00 (5 stations)


Signature of Events/Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

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EXPENDITURES

Organization: Greater Lexington Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Beer, Wine, Soft Drinks, Water & Permit	1,848		2,000
Invitations and tickets	1,404		1,400
Postage	188		200
Ice	380		400
Electricity	3,414		1,000
Portal Johns	543		600
Shirts	484		500
Advertising & signs	10,453		20,000
Entertainment & sound	7,200		5,000
Water	29		30
Awards	142		150
Insurance	597		600
Tents	5,955		7,000
Supplies- paper products, ect.	200		200
Proceeds to restaurants	8,567		10,770
Trash containers	140		150
	41,544		50,000

September 10, 2003
wpdocs/accommodations tax/2004/festival application form

09-48

LEXINGTON COUNTY

MAR 23 RECD

County of Lexington FINANCE DEPT.
Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: PO Box 44 Lexington, SC 29071

Event/Project Category (check one):

- Event/Project:
- Other – Pursuant to State Statute Section 61-6-2010:

Taste of Lexington _____

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

Total Funds Requested:

\$ 50,000

\$ 10,000


Signature of Events/Project Director

March 23, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

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EXPENDITURES

Organization: Greater Lexington Chamber of Commerce

List of Expenditures	Actual 2002-2003	Current 2003-2004	Estimated 2004-2005
Beer, Wine, Soft Drinks, Water & Permit	1,848		2,000
Invitations and tickets	1,404		1,400
Postage	188		200
Ice	380		400
Electricity	3,414		1,000
Portal Johns	543		600
Shirts	484		500
Promotions (advertising & signs)	10,453		20,000
Entertainment & sound	7,200		5,000
Water	29		30
Awards	142		150
Insurance	597		600
Tents	5,955		7,000
Supplies- paper products, ect.	200		200
Proceeds to restaurants	8,567		10,770
Trash containers	140		150
	41,544		50,000

September 10, 2003

wpdocs/accommodations tax/2004/festival application form

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Description of Project: Taste of Lexington

The Taste of Lexington will be held on Main Street, in Virginia Hylton Park, and in the new Lexington County Judicial Center Parking Facility in the fall of 2004. We will select a Saturday that does not conflict with a Carolina or Clemson home football game. The objectives of the Taste of Lexington are to bring visitors to Lexington, to showcase our restaurants, to introduce local artists and to feature Lexington talent. We expect over forty restaurants and civic organizations to serve samples of their best foods, artists will display and sell original works of art and area dancers and musical groups will entertain. The evening will conclude with music from a well-known band such as The Tams. There will be a taste contest for best entrée, appetizer, and dessert; a best decorated booth contest and a server's race. We plan to work with the Cultural Council of Richland Lexington Counties to obtain artists and to coordinate the sales of art objects. The Taste of Lexington will be promoted on local television and radio stations as well as in newspapers and magazines. Billboards, posters and banners will also be used to let surrounding counties and states know the details of the event. Chamber staff and over 75 volunteers will provide the manpower to plan and execute the event.

We are requesting funding to assist with the marketing and promotion efforts.

Benefit to Tourism and Community

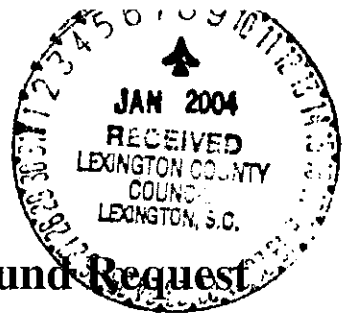
This event brought over 6000 people to Lexington for the first ever Taste of Lexington held on November 1, 2003. We expect the event to grow and attract even more guests to our town in 2004. This was a very positive event for our community. The Chamber staff obtained information and analyzed the data from other towns across the state and North Carolina and Georgia before initiating the Taste of Lexington. Research, study and organization were a yearlong process. We had a lot of fun and we worked hard to make this a signature event for Lexington. Chamber staff and members worked together as a community with The Town of Lexington including law enforcement, the Lexington Garden Club and the Cultural Council of Richland and Lexington Counties to plan and organize every detail. Mayor Dan Breazeale, Senator Jake Knotts, Representative Ted Pitts, Miss Lexington Lauren Vick and radio personality T.J. McKay judged the food-tasting contest. Main Street was alive with excitement as people sampled everything from grilled steak to fried cheesecake. We had excellent response from our restaurants, artists, Town Council and from the people who attended the Taste. Everybody is ready for the next Taste of Lexington. We believe that businesses will benefit financially from the Taste as people return to local restaurants, spend money in retail stores and sleep in our hotels. There are so many possibilities for visitors to shop, to dine out, to fish or boat on Lake Murray, to attend a play or to explore the parks or museum. The Taste of Lexington is good for the economy, brings a sense of pride to the community and definitely promotes tourism and the arts and cultural events in Lexington.

Duration of project: One day

Estimated cost of project: \$50,000

Marketing/Publicity/Promotion	\$20,000
Band, stage, technical	7,500
Electrical	1,000
Beverages, supplies, insurance	6,500
Restaurant proceeds and tents	<u>15,000</u>
Total expected expenses	\$50,000

Total Accommodations Tax funds request to assist with advertising costs: \$10,000



County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

Small Business Celebration

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 3,000

Total Funds Requested:

\$ 10.00

Pandra M. Lemrow
Signature of Events/Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

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County of Lexington Temporary Alcohol Beverage License Fee Fund Request

Funding Year 2004-2005

Organization: Greater Lexington Chamber of Commerce

Address: P.O. Box 44 Lexington, SC 29072

Event/Project Director: Pandra M. Lemrow Telephone: 803-359-6113

Address: P.O. Box 44 Lexington, SC 29071

Event/Project Category (check one):

Event/Project: Other – Pursuant to State Statute Section 61-6-2010:

Annual Membership Social

Request for funds must meet the requirements of Subsection 61-6-2010, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Event/Project:

\$ 3,000

Total Funds Requested:

\$ 10.00

Pandra M. Lemrow
Signature of Events/Project Director

January 8, 2004
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed forms to: Lexington County Accommodations Tax Advisory Committee
c/o Lexington County Council
212 South Lake Drive
Lexington, SC 29072

99-57

County of Lexington
~~Accommodations Tax Fund Request~~
Funding Year 2004-2005
TEMPORARY ALCOHOL BEVERAGE LICENSE

Organization Riverbanks Zoo and Garden

Address PO Box 1060 Columbia, SC 29202-1060

Project Director Tommy Stringfellow Director of Marketing Telephone 779-8717

Address PO Box 1060 Columbia, SC 29202-1060

Project Category (check one)

Tourism advertising and promotion

XX Tourism-related expenditures

Request for funds must meet the requirements of Subsection 6-4-10, SC Code of Laws, 1976, as amended.

Estimated Total Cost of Project: Total Accommodations Tax Funds Requested:

\$ 83,000

\$25,000

Is the organization for profit or non-profit: Non-profit

County Municipal 501(c)(3) Other (local government)


Signature of Project Director

1/9/04
Date

(Organizations must submit a budget of planned expenditures with the application and an accounting of how funds were spent at the end of the funding year.)

Return completed form to:
Lexington County Accommodations Tax Advisory Committee
C/o Lexington County Council
212 South Lake Drive
Lexington, South Carolina 29072

99-60

**ACCOMMODATIONS TAX APPLICATION
TO
LEXINGTON COUNTY**

PROJECT NAME Riverbanks Zoo and Garden
Festival and Events Management 2004-2005

SPONSOR Riverbanks Park Commission
PO Box 1060
Columbia, SC 29202-1060
Contact: Tommy Stringfellow
Director of Marketing
803-779-8717 ext 1103

A. GENERAL DESCRIPTION

Riverbanks is applying for funds from Lexington County's Accommodations Tax Revenue Fund for the purpose of providing assistance with the fees associated with coordinating a minimum of 6 Concerts and one Wine Tasting Festival to be held in the Botanical Garden in the Spring of 2005.

The concert series had an impact of nearly 5,000 additional visitors for the 4 concerts in 2003. Our goal is to double the number of Garden concerts for 2004 and to continue building the momentum well into 2005.

In 2004 and 2005, Riverbanks Botanical garden will be hosting a Wine Tasting Festival that will be spread throughout the Garden during the height of the blooming season. The Wine Tasting Festival will include some of the finest restaurants from the Columbia area offering scrumptious foods from their establishment. Couple this with over 100 different wines from around the world to sample and we are sure to have an event that will become an annual spring tradition. Live entertainment will also be offered.

In addition to the expenses associated with coordinating these events, funds would also be used to upgrade our infrastructure in the Botanical Garden in order to extend our Halloween and Christmas Festivals into the Gardens. This upgrade would allow us to begin utilizing the Lexington entrance to accommodate the growing crowds due to the popularity of these programs.

99-63

The first annual "Boo at the Zoo" attracted over 16,000 visitors in the first year, 25% more than projected. The Halloween festival could, within a few short years, rival Riverbanks' popular Lights Before Christmas promotion (90,000 visitors in 2002).

Funding from the Lexington County Accommodations Tax Revenues is an essential element in continued support of the growth of Riverbanks Zoo and Garden thereby increasing current attendance levels. This growth of attendance will have a positive economic impact in the Lexington County area.

99-64

SECTION I

**COUNTY OF LEXINGTON
MINIBOTTLE TAX FUND
Annual Budget
Fiscal Year - 2004-05**

Fund: 2141
Division: Health & Human Services
Organization: 171600 - Minibottle Contributions

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenue (Organization: 000000)							
420700	Minibottle Tax	358,450	201,733	344,950	344,950	<u>360,000</u>	
461000	Investment Interest	55	20	50	50	<u>50</u>	
** Total Revenue		<u>358,505</u>	<u>201,753</u>	<u>345,000</u>	<u>345,000</u>	<u>360,050</u>	<u>0</u>
***Total Appropriation					345,000	360,000	0
FUND BALANCE							
Beginning of Year					<u>440</u>	<u>440</u>	<u>440</u>
FUND BALANCE - Projected							
End of Year					<u>440</u>	<u>490</u>	<u>440</u>

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
534000 Contributions	358,450	92,632	345,000	<u>360,000</u>		
* Total Operating	358,450	92,632	345,000	360,000	0	0
** Total Personnel & Operating	358,450	92,632	345,000	360,000	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	358,450	92,632	345,000	360,000	0	0

SECTION 1

**COUNTY OF LEXINGTON
INDIGENT CARE
Annual Budget
Fiscal Year - 2004-05**

Fund 2200
Division: Health & Human Services
Organization: 171200 - Social Services

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues (Organization: 000000)							.772 Mills
410000	Current Property Taxes	354,834	160,808	390,824	390,824		
410500	Homestead Exemption Reimbursements	18,111	0	12,500	12,500		
410520	Manufacturer's Tax Exemption	2,579	0	2,000	2,000		
411000	Current Vehicle Taxes	99,399	49,040	97,884	97,884		
412000	Current Tax Penalties	970	-1	1,000	1,000		
413000	Delinquent Taxes	20,111	12,944	20,000	20,000		
414000	Delinquent Tax Penalties	3,085	1,936	2,500	2,500		
417100	Fee in Lieu of Taxes	34,576	0	36,000	36,000		
417120	FILOT Prior Year	494	21	0	0		
417130	FILOT - Manufacturer's Tax Exemption	4	4	0	0		
418000	Motor Carrier Payments	1,419	877	1,500	1,500		
419000	Merchants Exemptions	23,799	11,900	23,800	23,800		
419900	Tax Refunds	-1	0	-750	-750		
461000	Investment Interest	6,769	901	15,000	15,000		
461001	Tax Appeals Interest	8	0	0	0		
** Total Revenue		566,157	238,430	602,258	602,258	0	0
*** Total Appropriation					851,679	851,925	0
FUND BALANCE							
Beginning of Year					406,197	156,776	156,776
FUND BALANCE - Projected							
End of Year					156,776	-695,149	156,776

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	2003-04 Requested	BUDGET		
					2004-05 Recommend	2004-05 Approved	
Personnel							
510300	Part time - 1 (.75 - FTE)	18,710	8,181	19,207	19,207		
	Salaries & Wages Adjustment Account	0	0	0			
511112	FICA - Employer's Portion	1,163	487	1,470	1,470		
511113	SCRS - Employer's Portion	1,282	560	1,315	1,315		
511120	Employee Insurance-Employer Portion - 1	5,600	2,880	5,760	6,000		
511130	Workers Compensation	51	22	52	52		
* Total Personnel		26,806	12,130	27,804	28,044	0	0
Operating Expenses							
521000	Office Supplies	0	0	25	25		
521100	Duplicating	1	0	100	100		
521110	Copies (Not Auditor)	0	0	100	100		
524201	General Tort Liability Insurance	15	8	15	15		
524202	Surety Bonds	6	0	0	6		
534000	Contributions	718,451	411,818	823,635	823,635		
* Total Operating		718,473	411,826	823,875	823,881	0	0
** Total Personnel & Operating		745,279	423,956	851,679	851,925	0	0
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		745,279	423,956	851,679	851,925	0	0

Section IV

FUND 2200 – INDIGENT CARE
SOCIAL SERVICES (171200)
FY 2004-05 BUDGET REQUEST

PROGRAM OVERVIEW

The Department of Health and Human Services (DHHS), in Lexington, has approximately 15 employees. DHHS provides services to the citizens of Lexington County. These services include medical assistance to those who are financially and medically needy. The Medicaid program transferred from the Department of Social Services (DSS) to the Department of Health and Human Services (DHHS) on July 1, 2002. The Medicaid workers continue to be housed in two (2) county owned modular units located at 541 Gibson Road. The Medically Indigent Care Program is designed to help those who are uninsured and who are not Medicaid eligible to pay inpatient hospital bills.

DHHS is primarily funded by state and federal appropriations; however, most of the facilities cost and utilities along with some other expenses are funded by Lexington County and eligible for reimbursement in the form of Federal Financial Participation. Lexington County also funds one (1) position that is housed at the DHHS office in Lexington. This is the Medically Indigent Care worker and is funded out of Fund 2200 (Indigent Care).

A. Positions Requested

DHHS requests funding to continue the current Medically Indigent Care worker housed at DHHS in Lexington.

B. Vehicles in Department

DHHS does not use county owned vehicles.

C. Telecommunications Equipment in Department

Telecommunications equipment is addressed in the budget request for Fund 1000.

D. Service Level Indicators

	<u>Actual FY01/02</u>	<u>Actual FY02/03</u>	<u>YTD FY03/04</u>	<u>Estimated FY03/04</u>	<u>Projected FY04/05</u>
Medically Indigent Cases	9	6	10	10	10

Section VI

**FUND 2200
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST**

A. PERSONNEL

510100 – Salaries \$ 19,207.00

This is for salary expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

511112 – FICA Cost \$ 1,470.00

This is for FICA expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

511113 – State Retirement \$ 1,315.00

This is for State Retirement expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

511120 – Insurance Fund Contributions \$ 6,000.00

This is for Insurance Fund Contributions expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

511130 – Worker Compensation \$ 52.00

This is for Workers Compensation expense for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

Section VI

**FUND 2200
SOCIAL SERVICES (171200)
FY 2004/2005 BUDGET REQUEST**

B. OPERATING

521000 – Office Supplies \$ 25.00

DHHS is requesting this line item to purchase forms. Some of the County forms that we use have been updated and we want to have access to the current forms in order to carry out day to day business with the County of Lexington.

521100 – Duplicating Costs \$ 100.00

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately \$8.25 per month.

521100 – Copies (Not Auditron) \$ 100.00

Duplicating costs charged to DHHS by other county departments for copies of certain court and property documents not available through the on-line system. Costs have historically averaged approximately \$8.25 per month.

524201 – General Tort Liability Insurance \$ 15.00

This is for General Tort Liability Insurance for the Medically Indigent Care Worker funded by Lexington County and housed at Department of Health and Human Services – Lexington.

SECTION 1

**COUNTY OF LEXINGTON
CLERK OF COURT / PROFESSIONAL BOND FEES
Annual Budget
Fiscal Year - 2004-05**

LEXINGTON COUNTY

FEB 26 RECD

FINANCE DEPT.

Fund: 2600
Division: Judicial
Organization: 141100 - Clerk of Court

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues: (Organization - 000000)							
431100	Clerk of Court Fees	21,860	10,670	16,500	16,500	<u>16,500</u>	
461000	Investment Interest	1,130	389	1,231	1,231	<u>1,231</u>	
** Total Revenue		<u>22,990</u>	<u>11,059</u>	<u>17,731</u>	<u>17,731</u>	<u>17,731</u>	
***Total Appropriation					68,103	17,731	0
FUND BALANCE							
Beginning of Year					<u>54,242</u>	<u>21,601</u>	
FUND BALANCE - Projected							
End of Year					<u>3,870</u>	<u>6,221</u>	<u>0</u>

		BUDGET					
Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
* Total Personnel		<u>0</u>	<u>0</u>	<u>0</u>			
Operating Expenses							
520100	Contracted Maintenance	0	0	0			
521000	Office Supplies	0	665	670	<u>700</u>		
523100	Building Rental	990	1,076	1,077	<u>1,548</u>		
525230	Subscriptions, Dues & Books	0	0	550	<u>550</u>		
529903	Contingency	0	0	63,169			
538005	Bank Service Charges	34,990	0	0			
* Total Operating		<u>35,980</u>	<u>1,741</u>	<u>65,466</u>	<u>2,798</u>		
** Total Personnel & Operating		<u>35,980</u>	<u>1,741</u>	<u>65,466</u>	<u>2,798</u>		
Capital							
540000	Small Tools & Minor Equipment	0	0	0			
	All Other Equipment	0	1,136	2,637	<u>12,582</u>		
** Total Capital		<u>0</u>	<u>1,136</u>	<u>2,637</u>	<u>12,582</u>		
*** Total Budget Appropriation		<u>35,980</u>	<u>2,877</u>	<u>68,103</u>	<u>15,380</u>		

COUNTY OF LEXINGTON

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Section IA

Fund # 2600 Fund Title: Professional Bond Fees
Organization # 141101 Organization Title: Clerk of Court

Object Expenditure Code Classification	Program #	Program #	Program #	Program #	Total 2004-2005 Requested
Personnel					
510100 Salaries # <u>0</u>					
510300 Part Time #					
511112 FICA Cost					
511113 State Retirement					
511114 Police Retirement					
511120 Insurance Fund Contribution #					
511130 Workers Compensation					
511131 S.C. Unemployment					
* Total Personnel					
Operating Expenses					
520100 Contracted maintenance					
520200 Contracted Services					
520300 Professional Services					
520400 Advertising					
521000 Office Supplies	700				700
521100 Duplicating					
521200 Operating Supplies					
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.					
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
523100 Building Rental	1,548				1,548
524000 Building Insurance					
524100 Vehicle Insurance #					
524101 Comprehensive Insurance #					
524201 General Tort Liability Insurance					
524202 Surety Bonds					
525000 Telephone					
525100 Postage					
525210 Conference & Meeting Expenses					
525220 Employee Training					
525230 Subscriptions, Dues, & Books	550				550
525 Utilities -					
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
* Total Operating	2,798				2,798
** Total Personnel & Operating	2,798				2,798
** Total Capital (From Section II)	12,582				12,582
*** Total Budget Appropriation	15,380				15,380

**FUND 2600
CLERK OF COURT (141100)
FY 2004-05 BUDGET**

SECTION III – PROGRAM OVERVIEW

Program : 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 (Solicitor, Public Defender, Probation Department, and attorneys. To report “disposition of charges” information to South Carolina Court Administration for disbursement throughout the state. To assist and advise circuit court judges, solicitors, attorneys and the public. To interview all individuals to determine qualification for court appointed counsel. To maintain and run both General Sessions Court and Transfer Court. To maintain and collect fines imposed by judges in both these courts. To organize and maintain all evidence submitted in criminal trials and make available to Supreme Court for the appeals process. To maintain all bonding company licenses and provides current information of those companies to all magistrates. To prepare and mail all jury summons for circuit and criminal court in an efficient and timely manner. To assist all persons drawn for jury duty and maintain all juror information for both civil and criminal and transfer court. To compile all jury information for trials in these courts. To coordinate jury selection and jury support service.

The goal of this department is to assure accurate transmittal of information pertaining to criminal offenses occurring in Lexington County, produce revenue for the county by timely collection of fines and continued service to the citizens.

Fund 2600
CLERK OF COURT (141100)
FY 2004-05 BUDGET

SECTION IV. – SUMMARY OF REVENUES

431100-CLERK OF COURT ACCOUNT **\$ 16,500.00**

Collecting passport execution fee and professional bondsman fees generates the Clerk of Court account. 100% of the fee is remitted to the County Treasurer to be put back into the Clerk of Courts discretionary account. A professional or surety bondsman, doing business in a county other than the bondsman's principal place of business, is required to pay to the Clerk of Court in the county in which such foreign business is conducted, the sum of \$100.00 annually. When the professional bondsman is doing business in his principal place of business the annual fee is \$150.00. These monies paid by professional bondsmen are to be retained by the Clerk of Court. These funds are used to help defray the ordinary expenses of operating the Clerk of Courts office (estimated). Based on our Daily Worksheet dated 07/01/03 – 02/04/04 (7 months).

461000- INVESTMENT INTEREST **\$1,231.00**

Interest earned (estimated).

** The figures were based on the actual figures taken from the attached Daily Worksheet for the period of 07/01/03 – 02/04/04.

FUND 2600
CLERK OF COURT (141100)
FY 2002-03 BUDGET

SECTION V.B -OPERATION LINE ITEM NARRATIVES

521000-OFFICE SUPPLIES **\$700.00**

This account is used for pens, pencils, printing, paper and miscellaneous supplies.

523100- BUILDING RENTAL **\$1548.00**

Due to the amount of cases that are filed on a daily basis, we are being over run with boxes. We do not have the necessary space for storage. The current storage unit has been a blessing. It has enabled us to move boxes that have been microfilmed moved out of the courthouse into this facility. Price for a 10x10 "Climate Control" unit usually runs \$129.00 a month. The normal rent for one (1) year is \$1,548.00. According to the South Carolina Department of Archives and History listed below are the recommendations for storage records.

- (1) It shall be kept clean to avoid accumulations of dust and dirt
- (2) If the facility is not climate-controlled, the records storage area shall be well-ventilated and shall not be subject to rapid and extreme fluctuations of temperature and humidity (more than plus or minus forty degrees or forty percent within twenty-four hours)
- (3) It shall be free of vermin and shall have a pest control program to guard against insects and rodents
- (4) It shall be well-lighted, but records shall not be exposed to direct sunlight
- (5) Records shall be protected from the threat of damage caused by smoking, eating and drinking
- (6) Records shall be placed a minimum of three inches from the floor on sturdy, well-supported shelving units, file cabinets, or wooden pallets. Unbound inactive records shall be stored in file cabinets or in closed containers placed on shelves or pallets.
- (7) Records shall not be placed in areas subject to flooding or excessive moisture, in areas with exposed water or steam pipes subject to leaking, or in areas that are adjacent to furnaces or boilers unless separated by a four-hour fire wall.

525230- SUBSCRIPTIONS, DUES, & BOOKS **\$550.00**

General sessions is need of updated books of the Cross Reference Directory and City Directory. With such a large amount of unpaid fees from Transfer Court (\$628,118.33) and unpaid fees from General Sessions (\$7,893,232.37), it would benefit them in trying to locate individuals for collection purposes

Cross Reference Directory	150.00
City Directory	350.00

529903- CONTINGENCY **\$0**

**FUND 2600
CLERK OF COURT (141100)
FY 2004-05 BUDGET**

SECTION V.C – CAPITAL LINE ITEM NARRATIVES

540010 – MINOR SOFTWARE **\$630.00**

(2) WINDOWS 2000 LICENSES **269.00**

This software is needs to be installed on computer units that we are requesting for two General Sessions courtrooms

(2) MS WORD LICENSES **\$361.00**

These are needed to be installed on the computer units that we are requesting for two General Sessions courtrooms

CAPITAL **\$11,952**

(2) 15" FLAT PANEL MONITORS **\$735.00**

These are necessary for the two computer units we are requesting for the General Sessions courtrooms.

2) STANDARD COMPUTER UNITS (USED) **\$735.00**

These computer units are needed for two General Sessions courtrooms.

(4)LASER JET PRINTERS 1300N **\$2,482.00**

These units will be needed for the three General Sessions courtrooms and the fourth floor courtroom.

(2) SHELVING **\$8,000.00**

This shelving is needed in two of our evidence rooms. This shelving was not included in the building contract and It is needed to store evidence from trials.

**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Public Safety / Emergency Telephone System E-911 2605:							
Revenues:							
435100	911 Tariff	739,924	465,948	768,000	768,000	<u>780,000</u>	
435101	911 CMRS Cell Phone Surcharge	274,320	64,018	264,000	264,000	<u>360,000</u>	
438901	Equipment Sales	0	0	0	0	<u>0</u>	
Other Revenues:							
461000	Investment Interest	16,548	9,177	17,000	17,000	<u>17,000</u>	
** Total Revenue		<u>1,030,792</u>	<u>539,143</u>	<u>1,049,000</u>	<u>1,049,000</u>	<u>1,157,000</u>	
***Total Appropriation					2,420,841	1,157,000	0
FUND BALANCE							
Beginning of Year					<u>1,401,634</u>	<u>29,793</u>	<u>29,793</u>
FUND BALANCE - Projected							
End of Year					<u>29,793</u>	<u>29,793</u>	<u>29,793</u>

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COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2004-05

Fund: 2605
 Division: Public Safety
 Organization: 131300 - Communications

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
510100	Salaries & Wages - 1	0	1,319	33,481	33,481	
511112	FICA - Employers Portion	0	88	2,562	2,562	
511113	SCRS - Employers Portion	0	90	2,294	2,294	
511120	Employee Insurance - 1	0	0	5,760	6,000	
511130	Workers Compensation	0	3	91	100	
	* Total Personnel	0	1,500	44,188	44,437	
Operating Expenses						
520100	Contracted Maintenance	48,232	45,130	50,000	65,000	
520200	Contracted Services (Log Recorder Maint.	277,800	159,408	305,000	361,000	
520300	Professional Services	0	0	100	0	
520700	Technical Services	0	35,102	75,121	0	
520702	Technical Currency & Support	4,068	0	47,760	62,000	
521000	Office Supplies	0	0	100	400	
521100	Duplicating	0	0	300	300	
521200	Operating Supplies (Public Ed Materials)	275	503	1,000	3,000	
522100	Heavy Equipment Repairs & Maint.	4,635	0	2,000	12,000	
522200	Small Equip Repairs & Maintenance	5,485	139	10,000	10,000	
523200	Equipment Rental	6,827	3,429	7,000	7,400	
524201	General Tort Liability Insurance	0	0	19	22	
525000	Telephone	31,541	18,527	30,000	32,000	
525002	Telephone (800 Service)	373	78	1,000	1,000	
525003	T-1 Line Service Charge	11,944	5,935	12,000	13,000	
525010	Long Distance Charges	4,425	1,074	6,000	6,000	
525030	800 MHz Radio Service Charges	0	3,272	6,670	7,800	
525031	800 MHz Radio Maintenance Contracts	0	25,321	25,958	30,000	
525210	Conference & Meeting Expense	6,289	8,344	15,000	15,000	
525230	Subscriptions, Dues, & Books	1,844	581	4,000	4,000	
525250	Motor Pool Reimbursement	546	4	1,000	1,000	
525600	Uniforms & Clothing	0	0	300	300	
529903	Contingency	0	0	960,139	-678,659	
	* Total Operating	404,284	306,847	1,560,467	-47,437	
Debt Service Payments:						
555200	Lease Purchase Principal/Interest	18,319	0	0	0	
	** Total Personnel & Operating	422,603	308,347	1,604,655	-3,000	
Capital						
540000	Small Tools and Minor Equipment	537	564	2,823	10,000	
540010	Minor Software	1,081	0	1,158	15,000	
	All Other Equipment	73,629	11,142	304,019		
	Dispatch Chairs (5)				5,000	
	Furniture - West Columbia				25,000	
	Monitor Replacement				6,000	
	Transmitter Replacement				30,000	
	Cayce Communications Upgrade				144,000	
	Wireless Phase II				25,000	
	Relocation of Communications Center				900,000	
	** Total Capital	75,247	11,706	308,000	1,160,000	
	*** Total Budget Appropriation	497,850	320,053	1,912,655	1,157,000	

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**COUNTY OF LEXINGTON
EMERGENCY TELEPHONE SYSTEM E-911
Annual Budget
Fiscal Year - 2004-05**

Fund: 2605
Division: Public Safety
Organization: 131400 - Emergency Medical Services

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	<u>0</u>	0	
Operating Expenses						
* Total Operating	0	0	0	<u>0</u>	0	
** Total Personnel & Operating	0	0	0	<u>0</u>	0	
Capital						
540000 Small Tools and Minor Equipment	0	0	0	<u>0</u>	0	
All Other Equipment	0	0	508,186	<u>0</u>	0	
** Total Capital	0	0	508,186	<u>0</u>	0	
*** Total Budget Appropriation	0	0	508,186	<u>0</u>	0	

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COUNTY OF LEXINGTON

Section II A

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 2605
Organization # 131300

Fund Title: E-911 Emergency Telephone System
Organization Title: PS/Communications

Object Expenditure Code Classification	Program # 1 Training	Program # 2 Public Educa	Program # 3 Systems Mng	Program #	Total 2004 - 05 Requested
Personnel					
510100 Salaries # 1					33,481
510300 Part Time #					
511112 FICA Cost					2,562
511113 State Retirement					2,294
511114 Police Retirement					
511120 Insurance Fund Contribution # 1					6,000
511130 Workers Compensation					100
511131 S.C. Unemployment					
* Total Personnel					44,437
Operating Expenses					
520100 Contracted maintenance			65,000		65,000
520200 Contracted Services (Log Recorder Maint)			361,000		361,000
520702 Technical Currency & Support			62,000		62,000
521000 Office Supplies		100	300		400
521100 Duplicating	250	50			300
521200 Operating Supplies		1,000	2,000		3,000
522100 Heavy Equipment Repairs & Maintenance			12,000		12,000
522200 Small Equipment Repairs & Maint.			10,000		10,000
523200 Equipment Rental			7,400		7,400
524101 Comprehensive Insurance #			0		0
524201 General Tort Liability Insurance			22		22
525000 Telephone			32,000		32,000
525002 Telephone (800 Service)			1,000		1,000
525003 T-1 Line Service Charge			13,000		13,000
525010 Long Distance Charges			6,000		6,000
525030 800 MHZ Radio Service Charges	7,800				7,800
525031 800 MHZ Maintenance	30,000				30,000
525210 Conference & Meeting Expenses	15,000				15,000
525230 Subscriptions, Dues, & Books	3,300	700			4,000
525240 Motor Pool Reimbursement	1,000				1,000
525600 Uniforms & Clothing			300		300
529903 Contingency					-678,659
* Total Operating	57,350	1,850	572,022		-47,437
555200 Lease Purchase Principle/Interest					
** Total Personnel & Operating	57,350	1,850	572,022		-3,000
** Total Capital (From Section III)					1,160,000
*** Total Budget Appropriation	57,350	1,850	572,022		1,157,000

SECTION III -- PROGRAM OVERVIEW

911 DIVISION

PROGRAM 1 - 911 TRAINING

The 911 Division is responsible for all training for Lexington County Dispatch and will provide training upon request to all Public Safety Answering Points (PSAPs) countywide. The division maintains training records and handles recertification of all telecommunicators at the SC Criminal Justice Academy for NCIC/CSICS. Additionally, the Division works with all PSAPs coordinating mandated 911 Operator Training at the Criminal Justice Academy to include, but not limited to, generating trip requests for payment of required courses.

PROGRAM 2 - 911 PUBLIC EDUCATION

The 911 Division handles public education for 911 and related emergency services for the citizens of Lexington County to ensure that the service of 911 is understood by every segment of our population -- young, old, rural, city, business owners, employees, etc. This will be accomplished through presentations to schools, churches, community groups, handicapped, hearing and speech impaired groups, etc., as well as distribution of flyers, stickers, and posters.

PROGRAM 3 - 911 SYSTEM MANAGEMENT

The 911 Division is responsible for contracting database and 911 related telephone equipment for all Lexington County 911 PSAPs. This includes coordinating monthly payments for services as well as all upgrades and replacement of equipment as needed.

E-911 STATISTICAL REPORT

January - December 2003

Date of Report: 01/20/2004

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
911 Calls	9673	8693	9824	10240	10873	10326	11081	11139	10673	10441	21194	16291	140448
Airport PD	41	48	78	68	71	81	83	118	64	85	61	44	842
Chapin PD	259	265	332	305	329	322	351	353	317	366	270	373	3842
Gaston PD	63	61	128	114	98	167	161	129	155	135	95	106	1412
Irmo PD	1181	968	1225	1192	1360	1273	1413	1543	1370	1215	1298	1300	15338
Lexington PD	1567	1391	1502	1634	1831	1946	1956	1636	1838	1862	1686	1606	20455
Pineridge PD	129	101	118	126	174	100	144	172	160	180	181	275	1860
South Congaree PD	547	335	462	464	455	446	528	602	454	402	437	422	5554
Springdale PD	466	470	535	553	849	748	682	622	563	597	624	654	7363
Swansea PD	103	152	199	245	172	278	256	342	312	209	242	225	2735
Lexington County EMS	1914	1747	1888	1722	1736	1665	1795	1903	1804	1469	1773	1980	21396
Batesburg Rescue	45	22	27	46	41	31	14	22	18	10	24	19	319
Lexington County Fire	890	756	718	738	856	1047	868	*480	493	457	445	510	7778
Irmo Fire	110	85	66	58	70	138	66	62	53	58	49	42	857
Arson	19	15	12	14	7	6	11	10	16	13	14	12	149
Animal Control	52	55	46	56	67	59	79	73	45	57	54	52	695
Coroner	113	101	84	84	92	74	63	84	108	81	110	124	1118
CAD Updates	1500	2500	1200	580	330	350	500	450	440	445	486	200	8981
Cell Calls	5784	5697	5809	5903	5988	5833	6015	6074	5989	5899	6432	5842	71265
Average Dispatch													
EMS	1m 26sec	1m 35sec	1m 46sec	1m 50sec	3m 54sec	2m 00sec	2m 34sec	2m 12sec	1m 09sec	1m 02sec	1m 10sec	1m 09sec	
FIRE	34sec	20sec	47sec	27sec	2m 11sec	43sec	43sec	1m 03sec	1m 35sec	2m 06sec	4m 25sec	1m 52sec	
POLICE	51sec	59sec	1m 00sec	53sec	1m 06sec	3m 08sec	49sec	2m 26sec	36sec	49sec	4m 03sec	44sec	
* Information derived from Fire House beginning this month													
Sheriff's Dispatch Counts Added To Report Beginning In November													

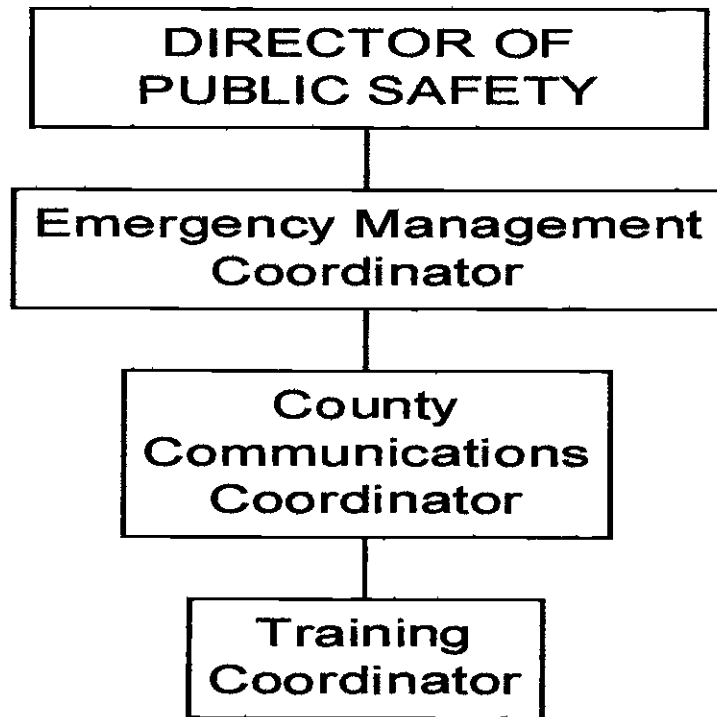
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SECTION V.A. - LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	Full Time Equivalent		<u>Total</u>	<u>Grade</u>
		<u>General</u> <u>Fund</u>	<u>Other</u> <u>Fund</u>		
Training Coordinator	1	1		1	14
TOTAL POSITIONS	1	1		1	

E-911 DIVISION



SECTION V .B. – OPERATING LINE ITEM NARRATIVES

911 DIVISION

520100 - CONTRACTED MAINTENANCE **\$ 65,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$ 65,000**

This account will cover the cost of maintaining 911 equipment at four Public Safety Answering Points.

BellSouth		
Batesburg	\$550/mo x 12 + tax	\$6,930
Cayce	\$550/mo x 12 + tax	6,930
W.Colum	\$550/mo x 12 + tax	6,930
Public Safety	\$2,000/mo x 12 + tax	25,200
Estimated Franchise Fee (3%)		1,320

Total		\$47,370

Cover cost of maintaining RACAL recording equipment 24 hours per day, seven days per week, at County Communications, Cayce and West Columbia.

Public Safety	- \$5,187
Cayce	- \$2,000
West Columbia	- \$2,000
Batesburg	- \$1,300

Total	\$ 10,487 + tax = \$11,300

This account will also cover cost of maintaining uninterrupted power source (UPS) at County Communications and at Sheriff's Department (alternate PSAP). - \$5,500

520200 - CONTRACTED SERVICES **\$361,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$361,000**

This account will also cover the cost of E-911 network service charges.

Subscriber Billing (Est) \$27,000* x 12 mo =	\$324,000
Tax	16,200
Estimates Franchise Charge (3%)	9,720

Total	\$349,920

This account will also provide service to allow all PSAP's in Lexington County to have access to an interrupter during 9-1-1 operations. Experience is demonstrating numerous 9-1-1 calls from non-English speaking persons. Cell phones from interstate traffic add significantly to this number.

Language Line Monthly Fees - \$900/mo x 12 mo = \$ 10,800

520702 - TECHNICAL CURRENCY & SUPPORT **\$62,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$62,000**

Cover cost of technical support and upgrade for:

CAD (ESI)	= \$48,000
AVL (Aveltec)	= \$12,000
Medical Priorities (EMD)	= \$ 1,700

521000 - OFFICE SUPPLIES **\$ 400**

PROGRAM 2 - 911 PUBLIC EDUCATION **\$ 100**

This account is needed to cover cost of pens, pads, computer paper and other supplies needed for in-service training.

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$ 300**

Cover cost of office related items such as pens, pads, paper used in the course of normal routine.

521100 - DUPLICATING **\$ 300**

PROGRAM 1 - 911 TRAINING **\$ 250**

This account is used to cover cost of making copies of materials used in communications employee training. Increase due to in-house certification training for EMD, APCO, and NCIC.

PROGRAM 2 - 911 PUBLIC EDUCATION **\$ 50**

This account is used to cover costs of making copies of letters and files used for public education.

521200 - OPERATING SUPPLIES **\$3,000**

PROGRAM 2 - 911 PUBLIC EDUCATION **\$1,000**

This account will be used to cover costs of books, tapes, flyers, bumper stickers, and other materials required for presentations and special events.

PROGRAM 3 - 911 MANAGEMENT **\$2,000**

Cover costs of operational supplies.

522100 - HEAVY EQUIPMENT REPAIRS & MAINTENANCE **\$12,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$12,000**

This account will be used to cover the cost of repairing and maintaining the radio tower, two back-up generators, and equipment not covered under contracted maintenance. Will also replace radio tower guide wire due to rusting.

522200 - SMALL EQUIPMENT REPAIR & MAINTENANCE **\$10,000**

PROGRAM 3- 911 SYSTEM MANAGEMENT \$10,000

This account will be used to cover the cost of repairing computers, fax machines, paging system, printer and equipment not covered under contracted maintenance.

523200 - EQUIPMENT RENTAL **\$7,400**

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$7,400

This account will cover costs of 911 equipment (TDD, teleprinters, etc) at five PSAP locations.

Batesburg	\$ 40/mo x 12 mo	480
Cayce	40/mo x 12 mo	480
W.Colum	40/mo x 12 mo	480
Public Safety	440/mo x 12 mo	5,280

Subtotal		6,720
Tax		336
Estimated Franchise Fee (3%)		250

Subtotal		\$ 7,306

524201 - GENERAL TORT LIABILITY INSURANCE **\$ 22**

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$ 22

This account will cover cost of general tort liability for Training Coordinator.

525000 - TELEPHONE **\$ 32,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$32,000

This account covers monthly charges for telephone lines, radio loops from Central Dispatch to the transmitter sites, and ringdown lines.

Radio Loops (7) - \$100/loop/month x 12 months = \$10,800

Central Dispatch Alarm and Ringdown Lines = \$2,200

Ringdown Lines to/from Central to Sheriff's Department = \$200/month x 12 months = \$2,400
SCE&G Ringdown Line - \$127/month x 12 months = \$1,700
35 Telephone Lines @ \$20/mo x 12 months = \$8,400

525002 - TELEPHONE (800 SERVICE) **\$ 1,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$1,000**

This account covers the cost of providing 800 telephone service to citizens living outside the Lexington telephone service area.

525003 - T-1 LINE SERVICE CHARGE **\$13,000**

PROGRAM 3 - 911 SYSTEM MANAGEMENT **\$13,000**

This account covers the cost of two T-1 lines from the Palmetto Center to Central Dispatch to operate 800 MHZ consoles.

\$906/month x 12 months + tax = \$11,415.60
Franchise Fees Estimated @ 3% = \$343.00

525010 - LONG DISTANCE CHARGES **\$6,000**

PROGRAM 3 - SYSTEM MANAGEMENT **\$6,000**

This account is needed for chargeback on long distance charges associated with the administration of the Communications Division related to contacting other communications center agencies and increase in fire call increases costs due to faxing of run sheets to long distance fire stations.

525030 - 800 MHZ RADIO SERVICE CHARGES **\$7,800**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS **\$7,800**

This account covers the cost of operating consoles and radios in Central Dispatch operations.

7 backup radios x \$45/mo x 12 mo = 4,000
7 consoles @ \$500/yr + tax = 3,800

525031 - 800 MHZ MAINTENANCE **\$30,000**

PROGRAM 1 - CENTRAL DISPATCH OPERATIONS **\$30,000**

This account covers the cost of 800 MHZ consoles and radios.

7 backup radios x \$91/yr = \$ 637

7 consoles x \$4,100/yr = \$28,700

525210 - CONFERENCE & MEETING EXPENSE **\$15,000**

PROGRAM 1 - 911 TRAINING **\$15,000**

This account will be used to cover cost of sending personnel to state mandated 911 certification course at SC Criminal Justice Academy. Per performance audit, it will allow for attendance of dispatch personnel at annual APCO conference and EMD instructor recertification for System Status Controller.

\$350/class x 30 employees = \$10,500

Additional seminars = \$ 4,500

525230 - SUBSCRIPTIONS DUES & BOOKS **\$4,000**

PROGRAM 1 - 911 TRAINING **\$3,300**

This will cover the cost of materials to maintain certification of County Communications personnel in EMD.

Quarterly Test \$5 x 125 tests = \$625 = tax

EMD Advancement Series (CDE) 1 @ \$650 = tax

EMD Certification Course \$225 x 10 personnel = \$2,250 + tax

This is the initial bi-annual recertification required by County Communications personnel to maintain EMD program.

PROGRAM 2 - 911 PUBLIC EDUCATION \$ 700

This will allow purchase of video tapes and books to facilitate 9-1-1 training in schools. Additionally will cover the cost of five APCO memberships.

525240 - MOTOR POOL REIMBURSEMENT \$1,000

PROGRAM 1 - 911 TRAINING \$1,000

This will allow for the use of motor pool vehicles by employees to attend training courses.

525600 - UNIFORMS & CLOTHING \$300

PROGRAM 3 - SYSTEM MANAGEMENT \$ 300

Uniform clothing for Training Coordinator.

529903 - CONTINGENCY \$-678,659

PROGRAM 3 - 911 SYSTEM MANAGEMENT \$-678,659

SECTION V .C. – CAPITAL LINE ITEM NARRATIVES

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$ 10,000**

This account will cover the cost of equipment to enhance existing console and 9-1-1 equipment.

540010 – MINOR SOFTWARE **\$15,000**

This software will be purchased to add a CAD and AVL license for the Training Coordinator. These tools are essential for effective quality assurance and effective training. Upgrades to the mapping software to fully utilize county GIS mapping to support reverse 9-1-1, Wireless Phase II, and 9-1-1 mapping programs.

DISPATCH CHAIRS (5) **\$ 5,000**

Continuous use of chairs in the dispatch center require an annual replacement to be scheduled. This amount will allow for the replacement of five chairs.

5 chairs @ \$950 ea = \$4,500 + tax

FURNITURE – WEST COLUMBIA **\$25,000**

This will be installed in the new West Columbia police station to replace existing dispatch furniture. Current furniture is in excess of 20 years old. This furniture will support both radio and telephone communications and the computer aided dispatch system.

MONITOR REPLACEMENT **\$6,000**

These monitors will be ordered, as required, to replace monitors that become inoperative. Continuous use shortens the life-span and frequent replacement is required. Repair is not an option, according to the manufacturer.

TRANSMITTER REPLACEMENT **\$30,000**

This is the primary transmitter for fire dispatch and fire station alerting. Continuous use for the past 13 years has made it unreliable.

CAYCE COMMUNICATIONS UPGRADE **\$144,000**

This equipment includes both dispatch furniture and new radio equipment. Current equipment includes a radio console which was the original console installed in South Carolina. Repair parts are not longer available to repair the console. The radio equipment will completely modernize the communications capability of the center and add reliability.

WIRELESS PHASE II **\$25,000**

This program will allow cell-phone users to be located when they place a 9-1-1 call. Upgrades to the 9-1-1 system and CAD will be required to accomplish the task. 9-1-1 systems will need to be upgraded at each PSAP location.

RELOCATION OF COMMUNICATIONS CENTER **\$900,000**

Relocation of the communications center will require the complete renovation of the existing facility including raised flooring, increased air conditioning for computer room, and a new generator of sufficient size to completely power the communications center and EOC in the event of a loss of commercial power. This relocation will allow for the upgrade of radio equipment and console replacement with dispatch furniture. Current radio computers are becoming unreliable and have lost two hard drives in the past year. Additionally all telephone service will require relocation.

page 1 SECTION 1

COUNTY OF LEXINGTON
SCE & G SUPPORT FUND
Annual Budget
Fiscal Year - 2004-05

Fund: 2606
Division: Public Safety
Organization: 131101 - Emergency Preparedness

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenue: (Organization - 000000)							
466000	SCE & G Support Funds	5,000	0	5,500	5,500	5,000	
461000	Investment Interest	74	20	54	54	53	
469900	Miscellaneous Revenues	9	0	0	0		
** Total Revenue		5,083	20	5,554	5,554	5,053	
***Total Appropriation					9,761	5,000	0
FUND BALANCE							
Beginning of Year					4,237	30	30
FUND BALANCE - Projected							
End of Year					30	83	30

Object Code	Expenditure Classification	BUDGET					
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
* Total Personnel		0	0	0			
Operating Expenses							
520800	Outside Printing	1,947	0	0			
521000	Office Supplies	0	29	100	200		
521100	Duplicating	0	0	100	100		
521200	Operating Supplies	71	17	100	300		
522200	Small Equipment Repairs & Maintenance	0	0	100	100		
525020	Pagers and Cell Phones	539	177	540	540		
525030	800 MHz Radio Service	0	0	480	480		
525210	Conference & Meeting Expenses	651	756	830	830		
525240	Personal Mileage Reimbursement	0	0	200	200		
529903	Contingency	0	0	4,261	250		
* Total Operating		3,208	979	6,711	3,000		
** Total Personnel & Operating		3,208	979	6,711	3,000		
Capital							
540000	Small Tools & Minor Equipment	793	341	600	1,500		
540010	Minor Software	0	0	300	500		
	All Other Equipment	0	315	2,150			
** Total Capital		793	656	3,050	2,000		
*** Total Budget Appropriation		4,001	1,635	9,761	5,000		

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**New Program
Section IA**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 2606 Fund Title: SCE&G Support Funds
 Organization # 131101 Organization Title: PS/SCE&G

Object Expenditure Code Classification	Program # Admin	Program #	Program #	Program #	Total 2003 - 2004 Requested
Personnel					
510100 Salaries #					
510300 Part Time #					
511112 FICA Cost					
511113 State Retirement					
511114 Police Retirement					
511120 Insurance Fund Contribution #					
511130 Workers Compensation					
511131 S.C. Unemployment					
* Total Personnel	0				0
Operating Expenses					
520100 Contracted maintenance	0				0
520400 Advertising					
520800 Outside Printig	0				0
521000 Office Supplies	200				200
521100 Duplicating	100				100
521200 Operating Supplies	300				300
522100 Equipment Repairs & Maintenance					
522200 Small Equipment Repairs & Maint.	100				100
522300 Vehicle Repairs & Maintenance					
525000 Telephone					
525020 Pagers and Cell Phones	540				540
525030 800 MHz Radio Service	480				480
525100 Postage					
525210 Conference & Meeting Expenses	830				830
525230 Subscriptions, Dues, & Books					
525240 Personal Mileage Reimbursement	200				200
529903 Contingency	250				250
* Total Operating	3,000				3,000
** Total Personnel & Operating	3,000				3,000
** Total Capital (From Section III)	2,000				2,000
*** Total Budget Appropriation	5,000				5,000

SECTION III. - PROGRAM OVERVIEW

SCE&G SUPPORT FUNDS

EXPLANATION OF PROGRAMS

PROGRAM 1 - ADMINISTRATION

This program provides for services required to support the emergency management for 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. A portion of the county (Chapin) falls into this area.

FUND 2606
PS/SCE&G SUPPORT FUND
FY '04-'05 BUDGET REQUESTS
PAGE 6

SECTION IV. - SUMMARY OF REVENUES

466000 SCE&G SUPPORT FUNDS	\$5,000
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SECTION V .B. – OPERATING LINE ITEM NARRATIVES

SCE&G SUPPORT FUNDS

521000 - OFFICE SUPPLIES **\$200**

This account will cover the cost of office supplies to support fixed nuclear facility (FNF) exercises.

521100 – DUPLICATING **\$100**

Covers cost of duplicating documents to support VC Summer operations.

521200 - OPERATING SUPPLIES **\$300**

This account will cover the cost of operating supplies to support fixed nuclear facility (FNF) exercises.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$100**

This account will cover necessary repairs for the fax machine used to support nuclear stations.

525020 - PAGERS AND CELL PHONES **\$540**

This account will cover the cost of one Nextel telephone to support program.

Nextel - 1 x \$45/mo x 12 mo = \$540

525030 – 800 MHZ RADIO SERVICE CHARGES **\$480**

This account will cover monthly service charges for shelter radio.

1 radio x \$40/mo x 12 mo = \$480

FUND 2606
PS/SCE&G SUPPORT FUND
FY '04-'05 BUDGET REQUESTS
PAGE 9

525210 - CONFERENCE AND MEETING EXPENSES **\$830**

This account will cover the cost of meals for fixed nuclear facility (FNF) exercise and several coordination meetings held throughout the year.

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$200**

Mileage reimbursement for ERC Coordinator while attending off site meetings.

529903 - CONTINGENCY **\$250**

SECTION V.C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

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

This account will cover cost to replace equipment required to support Emergency Operations Center operations.

540010 – MINOR SOFTWARE **\$500**

This account will cover cost of Excel, Word, and Power Point for Emergency Operations Center use during V.C. Summer operations.

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Victims' Bill of Rights - 2620:							
Revenues:							
443002	Clerk of Court Conviction Surcharges (\$100)	117,282	52,583	117,900	105,166	105,166	
443003	Clk of Crt General Session - 38% Assessment	67,917	22,996	71,200	45,992	45,992	
444011	Traffic Court Conviction Surcharge (\$25)	2,684	44,576	6,200	89,152	89,152	
444012	Traffic Court - 11.16% Assessment	121,637	49,127	115,500	98,254	98,254	
444050	Criminal Domestic Violence Court	6,081	2,307	5,600	4,614	4,614	
444111	Magistrate Dist 1 Conviction Surcharge (\$25)	11,650	3,550	16,100	7,100	7,100	
444112	Magistrate Dist 1 - 11.16% Assessment	9,320	2,816	10,400	5,632	5,632	
444211	Magistrate Dist 2 Conviction Surcharge (\$25)	900	1,325	1,100	2,650	2,650	
444212	Magistrate Dist 2 - 11.16% Assessment	4,337	2,205	4,100	4,410	4,410	
444311	Magistrate Dist 3 Conviction Surcharge (\$25)	1,275	1,992	1,200	3,984	3,984	
444312	Magistrate Dist 3 - 11.16% Assessment	1,823	1,432	1,500	2,864	2,864	
444411	Magistrate Dist 4 Conviction Surcharge (\$25)	11,403	7,014	9,900	14,028	14,028	
444412	Magistrate Dist 4 - 11.16% Assessment	10,571	4,680	9,600	9,360	9,360	
444511	Magistrate Dist 5 Conviction Surcharge (\$25)	100	1,300	2,900	2,600	2,600	
444512	Magistrate Dist 5 - 11.16% Assessment	1,308	2,156	3,900	4,312	4,312	
444611	Magistrate Dist 6 Conviction Surcharge (\$25)	3,874	1,275	2,900	2,550	2,550	
444612	Magistrate Dist 6 - 11.16% Assessment	3,710	1,465	3,900	2,930	2,930	
469900	Miscellaneous Revenues	0	0	0	0	0	
Other Revenues:							
461000	Investment Interest	4,275	423	5,600	846	846	
		<u>380,147</u>	<u>203,222</u>	<u>389,500</u>	<u>406,444</u>	<u>406,444</u>	
***Total Appropriations					400,986	451,812	0
Unclassified Negative Balance					26,970		
FUND BALANCE							
Beginning of Year					<u>83,916</u>	<u>62,404</u>	<u>62,404</u>
FUND BALANCE - Projected							
End of Year					<u>62,404</u>	<u>17,036</u>	<u>62,404</u>

**COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2004-05**

Fund 2620
Division: Judicial
Organization: 142000 - Magistrate Court Services

		<i>BUDGET</i>				
Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2	69,680	23,358	48,733	48,900		
Salaries & Wages Adjustment Account	0	0	0	1,467		
510200 Overtime	0	13	0	0		
511112 FICA - Employer's Portion	5,249	1,744	3,728	3,853		
511113 SCRS - Employer's Portion	4,773	1,601	3,338	3,450		
511120 Employee Insurance - 2	16,800	5,760	11,520	12,000		
511130 Workers Compensation	188	63	132	152		
511131 S. C. Unemployment	0	0	11,000	0		
* Total Personnel	96,690	32,539	78,451	69,822		
Operating Expenses						
521000 Office Supplies	139	14	700	700		
522200 Small Equipment Repairs & Maintenance	0	0	300	300		
524201 General Tort Liability Insurance	100	50	84	148		
524202 Surety Bonds	19	0	0	0		
524900 Data Processing Equipment Insurance	13	13	10	19		
525000 Telephone	247	126	250	255		
525010 Long Distance Charges	37	11	200	200		
525020 Pagers and Cell Phones	315	105	225	210		
525100 Postage	0	0	100	100		
525210 Conference & Meeting Expense	694	0	1,543	1,480		
525230 Subscriptions, Dues, & Books	0	0	100	100		
525240 Personal Mileage Reimbursement	0	0	100	100		
* Total Operating	1,564	319	3,612	3,612		
** Total Personnel & Operating	98,254	32,858	82,063	73,434		
Capital						
540000 Small Tools & Minor Equipment	0	0	100	100		
** Total Capital	0	0	100	100		
*** Total Budget Appropriation	98,254	32,858	82,163	73,534		

COUNTY OF LEXINGTON 2004 - 2005 ANNUAL BUDGET JUSTIFICATION

Fund 2620 (Victims Bill of Rights)
Organization (142000) Magistrate Court Services
Personnel Expenses:

510100	SALARIES & WAGES	\$ 48,900
This will cover the current salaries of two full time Victim's Assistance Coordinator positions at a pay grade 6.		
	SALARIES & WAGES ADJUST. ACCOUNT	\$ 1,467
This will cover a 3% increase for the two full time employees.		
511112	FICA-EMPLOYER'S PORTION	\$ 3,853
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	\$ 3,450
This will cover the State Retirement cost for the two full time employees. The rate is 6.85% of each salary.		
511120	INSURANCE FUND CONTRIBUTION	\$ 12,000
This will cover the employer's portion of the insurance contribution for the two full time positions. The figure is based on \$6,000 per employee.		
511130	WORKER'S COMPENSATION	\$ 152
This will cover Workers' Compensation cost for the two full time employees. The rate is .30% of each salary.		

Fund 2620 (Victim's Bill of Rights)
Organization (142000) Magistrate Court Services
Operating Expenses:

521000	OFFICE SUPPLIES	\$ 700
Paper, pens, envelopes, scotch tape, folders, storage boxes, household supplies, court forms, rubber bands, desk calendars and planners, printer ribbons, calculator and fax ribbons, index and business cards, etc.		
522200	SMALL EQUIPMENT REPAIRS & MAINTENANCE	\$ 300
These funds will be used for emergency repair and maintenance of small office machines such as computers, printers, fax machines, typewriters, etc.		
524201	GENERAL TORT LIABILITY INSURANCE	\$ 148
To cover the cost of General Tort Liability Insurance for each employee. Figure provided by Risk Management.		
524900	DATA PROCESSING EQUIP. INSURANCE	\$ 19
To cover the cost of data processing equipment insurance. Figure provided by Risk Management.		

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Fund 2620 (Victim's Bill of Rights)
 Organization (142000) Magistrate Court Services
 Operating Expenses (continued):

525000 TELEPHONE \$ 255

There is one telephone line for the Victim's Assistance Coordinators'. The line also has voice mail. Phone number is 359-8471 and is through Alltel.

525010 LONG DISTANCE \$ 200

Victims of crimes in Lexington County can live all over the United States. By law, it is our responsibility to contact them and advise them of their rights under this Bill.

525020 PAGERS AND CELL PHONES \$ 210

Rental of two pagers for the period of July 1, 2004 through June 30, 2005. Alpha pagers with statewide range at \$8.74 a month.

525100 POSTAGE \$ 100

The Victim's Assistance Coordinators mail notifications of hearings and other routine correspondence in order to comply with the Victim's Bill of Rights.

525210 CONFERENCE & MEETING EXPENSES \$ 1,480

The training is specifically designed for the Victim's Assistance to gain additional knowledge and procedures to perform their duties more efficiently and to help victims in Lexington County.

525230 SUBSCRIPTIONS, DUES, AND BOOKS \$ 100

These funds are to be used for dues in the South Carolina Victim Assistance Network.

525240 PERSONAL MILEAGE REIMBURSEMENT \$ 100

Mileage reimbursement is required when using personal vehicles to travel to meetings, Central Stores, Magistrate Offices, etc.

Fund (2620) Victim's Bill of Rights
 Organization (142000) Magistrate Court Services
 Capital Expenses:

540000 SMALL TOOLS AND MINOR EQUIPMENT \$ 100

To purchase electric staplers, file cabinets (from Central Stores), telephones, or any other small equipment that may be needed throughout the year.

COUNTY OF LEXINGTON
VICTIMS' BILL OF RIGHTS
Annual Budget
Fiscal Year - 2004-05

Fund 2620
Division: Law Enforcement
Organization: 151200 - Operations

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages -5	159,062	78,096	164,234	163,464		
Salaries & Wages Adjustment Account	0	0	0	4,904		
510199 Special Overtime	1,533	894	0	1,000		
510200 Overtime	321	362	0	1,500		
510300 Part Time	31,106	0	0	0		
511112 FICA - Employer's Portion	14,338	5,900	12,564	13,071		
511113 SCRS - Employer's Portion	4,785	1,795	3,740	3,929		
511114 PORS - Employer's Portion	11,857	5,751	11,732	12,146		
511120 Employee Insurance - 5	42,000	14,400	28,800	30,000		
511130 Workers Compensation	4,093	1,946	4,025	3,987		
511213 SCRS - Employer's Portion (Retiree)	942	0	0	0		
515600 Clothing Allowance	2,400	600	2,400	2,400		
* Total Personnel	272,437	109,744	227,495	236,401		
Operating Expenses						
520200 Contracted Services	37,829	16,705	40,092	40,092		
521000 Office Supplies	802	0	0	0		
521200 Operating Supplies	0	0	0	0		
521208 Police Supplies	0	0	0	0		
522200 Small Equipment Repairs & Maint.	0	0	0	0		
522300 Vehicles Repairs & Maintenance	1,117	240	850	1,395		
524100 Vehicle Insurance - 3	1,560	780	1,950	1,629		
524201 General Tort Liability Insurance	1,458	729	1,641	2,114		
524202 Surety Bonds	49	0	0	0		
525000 Telephone	1,916	1,016	1,522	2,093		
525010 Long Distance Charges	61	10	150	120		
525020 Pagers and Cell Phones	314	158	315	315		
525030 800 MHz Radio Service Charges	1,498	742	1,896	1,896		
525031 800 MHz Radio Maintenance Contr	355	367	367	372		
525221 Employee Training & Staff Development	303	0	0	0		
525230 Subscriptions, Dues, & Books	125	0	0	0		
525240 Personal Mileage Reimbursement	259	0	0	0		
525400 Gas, Fuel, & Oil	2,101	952	2,418	2,202		
525600 Uniforms & Clothing	58	0	0	0		
* Total Operating	49,805	21,699	51,201	52,228		
** Total Personnel & Operating	322,242	131,443	62,310	64,364		
Capital						
540000 Small Tools and Minor Equipment				0		
** Total Capital	0	0	0	0		
*** Total Budget Appropriation	322,242	131,443	62,310	64,364		

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SECTION III. – PROGRAM OVERVIEW

The Victim's Assistance program provides assistance and support for victims of crime as mandated by SC State Law.

FUND 2620
L.E./ VICTIM'S BILL OF RIGHTS (151200)
FY 2003-04 BUDGET REQUEST

SECTION V. A. – LISTING OF POSITIONS

Current Staffing Level:

	<u>Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Victim's Bill of Rights (2620-151200)					
Victim Asst Officer/LE	3	0	3	3	13
Victim Assistance Clerk	2	0	2	2	6
Totals:	5	0	5	5	

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$40,092

This account is used pay expenditures for the victim's notification system. (\$3,341 per mo.)

522300 - VEHICLE REPAIR & MAINTENANCE \$1,395

The average age of the cars used by Victim Assistance staff is 5 years old with over 50,000 miles each so repairs and services are necessary to maintain this aging fleet.

524100 - VEHICLE INSURANCE \$1,629

3 @ \$543.00 each

524201 - GENERAL TORT LIABILITY INSURANCE \$2,114

General tort liability insurance amounts as allocated based on number of personnel. The amount budgeted is calculated as follows:

Law Enforcement	\$690	3 Positions
Civilian	\$22	2 Positions

525000 - TELEPHONE \$2,093

Dedicated telephone lines are required for case purposes and for immediate contact.

525010 - LONG DISTANCE \$120

Investigators make numerous long distance calls daily to obtain information on a case. Notification to victims is required by state law.

525020 - PAGERS AND CELL PHONES \$315

Pagers and cell telephones are required for immediate contact for security purposes.
3 Pagers at a yearly cost of \$315.

525030 - 800 MHz RADIO SERVICE CHARGES \$1,896

Required service charges for 800 MHz radios.

3 Radios @ \$52.64 each per month.

525031 - 800 MHz RADIO MAINTENANCE CONTRACTS \$372

800 MHz radios are required for communications.
3 Radios @ \$124 each

525400 - GAS, FUEL & OIL \$2,202

This account includes all fuel, oils, and fluids used in all vehicles. The average age of the cars used by Victim Assistance staff is 5 years old with over 50,000 miles each so repairs and services are necessary to maintain this aging fleet

SECTION I

COUNTY OF LEXINGTON
 SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
 Annual Budget
 FY 2004-05 Estimated Revenue

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Schedule "C" Funds 2700:							
Revenues:							
452200	C Fund SCDOT Proportionment	2,784,148	1,250,359	2,300,000	2,300,000	<u>2,700,000</u>	
452202	C Fund Donor County Settlement	1,519,115	1,519,115	1,300,000	1,300,000	<u>1,500,000</u>	
		120,755					
Other Revenues:							
461000	Investment Interest	0	38,056	150,000	150,000	<u>80,000</u>	
** Total Revenue		<u>4,424,018</u>	<u>2,807,530</u>	<u>3,750,000</u>	<u>3,750,000</u>	<u>4,280,000</u>	
***Total Appropriation					9,435,081	4,280,000	0
FUND BALANCE							
Beginning of Year					<u>6,339,942</u>	<u>654,861</u>	<u>654,861</u>
FUND BALANCE - Projected							
End of Year					<u>654,861</u>	<u>654,861</u>	<u>654,861</u>

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION

Annual Budget
Fiscal Year - 2004-05

Fund 2700
Division: Public Works
Organization: 121300 - PW / Transportation

		<i>BUDGET</i>				
Object Expenditure		2002-03	2003-04	2002-03	2004-05	2004-05
Code	Classification	Expenditure	Expenditure	Amended	Requested	Recommend
			(Dec)	(Dec)		Approved
Operating Expenses						
Special Projects (Local Paving)						
530001	Road Resurfacing	385,036	0	419,288	400,000	
	Proposed SCDOT Match				500,000	
Road Construction (Priority List):						
539511	Refund - SCDOT Prior Yr Project	-46,985	-144,575	0	Delete	
539609	Beckman Road	7,718	6,068	292,282	0	
539628	Strawberry Court	45,576	2,011	7,154	0	
539713	Eau Claire Road	0	10,845	28,182	300,000	
539714	Bachman Road	0	14,455	39,427	400,000	
539715	Buck Corley Road	0	0	27,639	300,000	
539716	Victor Road	0	63,919	64,919	0	
539826	Water Tank Road	378,176	22,267	48,346	0	
539851	Founders Road	493,689	0	0	Delete	
539852	Alta Vista Court	902	0	0	Delete	
539853	Bundrick Road	65,833	15,003	18,603	Delete	
539855	Wood Craft Drive	8,241	0	0	Delete	
539856	Jasper Sutton Road	151,282	1,795	1,796	Delete	
539857	Archwood Street	12,786	41,818	316,443	0	
539858	Oakey Springs Drive	8,000	2,012	196,620	0	
539859	Clay Hill Road	25,800	12,280	517,662	0	
539862	Oak Street, #1, S. Congaree	801	0	0	Delete	
539863	East Chateau Drive	15,358	0	0	Delete	
539864	Weaver Drive	142,291	0	0	Delete	
539865	Willow Lake Road	233,513	0	0	Delete	
539866	Pound Road	36,747	141,382	254,203	0	
539867	Dunbar Road	124,097	89,330	135,364	0	
539868	Bozard Mill Road	358,304	62,827	121,581	0	
539872	Gilbert Elementary School Improvement	0	0	25,000	0	
539873	White Knoll Elem & Mid Sch Improv.	0	0	25,000	0	
539875	Beverly Drive	111,932	0	0	Delete	
539877	Stoneridge Road	121,436	5,601	21,348	0	
539878	Cannon Road	0	231,408	430,597	0	
539879	Lost Branch Road	682,867	29,132	29,132	Delete	
539880	Lillie Avenue	4,857	0	197,288	0	
539881	Dacus Lane	6,052	137,159	172,615	0	
539882	Stephanie Drive	6,502	101,481	202,499	0	
539883	Woodthrush Road	187,434	71,525	76,329	Delete	
539885	Pine Plain Road	0	0	1,004,667	0	
539887	Wayne Street	11,524	72,048	263,246	0	
539888	Sharpes Hill Road	0	0	11,000	756,712	
539889	Scrub Oak Road	11,386	0	52,620	0	
539890	Addie Lucas Road	126,986	52,259	95,227	0	
539891	John Kinard Circle & Court	0	0	50,000	200,509	
539892	Elbert Taylor Road, 1	0	0	350,000	0	
539893	Hill Haven Road	31,633	185,456	294,301	0	
539894	Dogwood Road, 1 & 2	0	0	325,960	0	

539895 Middlefield Road	20,427	12,500	270,140	0
539896 Ben Franklin Road, 1	136,762	0	1,629,730	0
539898 Fort Street	0	0	24,228	0
5R0015 Roscoe Road				18,550
5R0016 Jim Rucker Road				40,100
5R0017 Tanya Lane				13,000
5R0018 Sandy Ridge Lane				8,500
5R0019 Payne Lane				11,200
5R0020 Truex Road				64,800
Pelion Road				162,829
Dunn Lane				35,000
Backman Drive				35,000
Elbert Taylor Road, 2				350,000
Jayne Lane				35,000
Pleasant Court				35,000
Martin Neese Road				34,000
Shannon Street				34,000

COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2004-05

Fund 2700
Division: Public Works
Organization: 121300 - PW / Transportation

Object Expenditure Code Classification	<i>BUDGET</i>					
	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Operating Expenses						
539900 Unclassified	0	0	518,753	0		
539901 Unclassified - School Road Projects	0	0	75,000	75,000		
539904 Unclassified - Municipal Projects	0	0	0	See 121302		
* Total Operating	3,906,963	1,240,006	8,634,189	3,809,200		
Other Financing Uses						
812472 Op Trn to Landscaping & Scenic Grt	0	0	0	Delete		
* Total Other Financing Uses	0	0	0	0		

This department is to account for expenditures for road paving projects and not to include special projects which are to be accounted for in Organization -121302.

***** Total Budget Appropriation 3,906,963 1,240,006 8,634,189 3,809,200**

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COUNTY OF LEXINGTON
SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
Annual Budget
Fiscal Year - 2004-05

Fund 2700
 Division: Public Works
 Organization: 121301 - PW / Transportation / Economic Development

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Operating Expenses						
539897 Project Frame	0	0	250,000	0		
539900 Unclassified	0	0	12,500	128,400		
* Total Operating	0	0	262,500	128,400		
5R0006 Woodrow St. & RR Relocation	0	0	100,000	0		
* Total Road & Infrastructure Imprv	0	0	100,000	0		

***** Total Budget Appropriation** 0 0 362,500 128,400

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COUNTY OF LEXINGTON
 SCHEDULE "C" FUNDS - AUTHORIZED BY COUNTY TRANSPORTATION COMMISSION
 Annual Budget
 Fiscal Year - 2004-05

Fund 2700
 Division: Public Works
 Organization: 121302 - PW / Transportation / Special Projects

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Operating Expenses						
539709 Little Creek Drive	0	42,093	55,000	Delete		
539712 Pine Ridge Drive	0	0	75,000		0	
539717 Columbia Ave - Irmo/ Sidewalk	18,841	13,830	13,831		0	
539842 Wilkinson Street / Sidewalks	11,338	0	0	Delete		
539843 North Eden Drive / Sidewalks	18,125	0	0	Delete		
539849 US 321 / Sidewalks	4,289	0	0	Delete		
539900 Unclassified	0	0	49,572		292,400	
539904 Unclassified - Municipal Projects	0	0	0		50,000	
* Total Operating	52,593	55,923	193,403		342,400	
5R0001 Lex Co. Museum Signs	0	0	400		0	
5R0002 Billy Caughtman Signs	0	400	400	Delete		
5R0003 Charlie Rountree Signs	0	400	400	Delete		
5R0004 James Metts Signs	0	400	400	Delete		
5R0005 Church St. - Flashing Beacons	0	5,411	5,411	Delete		
5R0007 Batesburg - Leesville - Oak Street	0	10,000	10,000	Delete		
5R0008 Cayce - Indigo Drainage Basin	0	10,000	10,000	Delete		
5R0009 Lexington - Resurface Third Avenue	0	10,000	10,000	Delete		
5R0010 Pelion - Railroad Ave/Norris Drain	0	0	10,000		0	
5R0011 West Cola - Resurf Saluda River Dr.	0	0	10,000		0	
5R0012 Town of Gilbert - 03 Enhncmnt Match	0	0	26,200		0	
5R0013 Town of Pelion - 03 Enhncmnt Match	0	0	28,598		0	
5R0014 Town of Swansea - 03 Enhncmnt Match	0	0	26,200		0	
* Total Road & Infrastructure Improv	0	36,611	138,009		0	
Other Financing Uses						
812471 Op Trn to Transportation Enhancement	92,790	106,980	106,980	Delete		
* Total Other Financing Uses	92,790	106,980	106,980		0	
*** Total Budget Appropriation	145,383	199,514	438,392		342,400	

This department is to account for expenditures for special projects and not to include regular road paving which is to be accounted for in Organization - 121300.

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FUND 2700
PUBLIC WORKS – “C” FUNDS
FY 2004-2005 BUDGET REQUEST

PROGRAM OVERVIEW

Program: “C” Funds

Revenues – “C” Fund

The “C” Fund revenues are in three (3) areas:

1. C Fund SCDOT Proportionment- 2.66 cents of the State’s 16 cent gasoline tax is earmarked for “C” Funds. This is based on a statewide formula of population, land area of the counties, and number of miles of rural roads.
2. C Fund Donor County Settlement- some counties, like Lexington, collect more “C” Funds that they receive back from the state. SCDOT provides \$9,500,000.00 annually to be dispersed to the donor counties by formula.
3. Investment Interest – Interest earned by investments through Treasures Office until funds are spent.

Expenditures – “C” Funds Public Works Transportation (121300) – These funds are utilized for road resurfacing, dirt road paving, and \$75,000.00 is dedicated to School Projects. Note that \$500,000 is budgeted to match SCDOT Funds if County Council chooses to participate in the SCDOT match for road improvement projects, if not the funds will be used for road improvement projects as designated by County Council. Also note that 2700-121300-539904 (Unclassified Municipal Projects) is being set up under 2700-121302-539904 (Unclassified Municipal Projects) with a \$50,000.00 budget.

Expenditures – “C” Funds Economic Development (121301) – Three percent (3%) of annual revenues is set aside for Economic Development projects as needed.

Expenditures – “C” Funds Special Projects (121302) – Requesting eight percent (8%) of annual revenues to be set aside for special projects, drainage projects, sidewalks, and \$50,000.00 (of the 8%) is designated for Municipal Special Projects. Due to an increase in the total number of approved special projects the request for the “Special Projects” expenditures is being increased from 5% to 8%.

The County Council has been appointed by the Lexington County Delegation as the County Transportation Committee (C.T.C.). County Council sets the policies, approves the budget, and votes on all bids. The Public Works Department administers the program, evaluates all projects, and makes recommendations to the Council.

SECTION 1

COUNTY OF LEXINGTON
 PERSONNEL / EMPLOYEE COMMITTEE
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY
 FEB 20 RECD
 FINANCE DEPT.

Fund 2930
 Division: General Administrative
 Organization: 101500 - Personnel

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
Revenues: (Organization - 000000)							
438300	Vending Machine Sales	8,754	3,812	2,400	4,000	2,400	
438601	Employee Comm - T-shirt Sales	273	0	4,000	772	4,000	
438606	Employee Comm - Antique Car Show	0	0	0	0	0	
439900	Misc Fees, Permits, and Sales	2,704	3,165	6,350	6,350	6,350	
Other Revenues:							
461000	Investment Interest	58	12	25	25	25	
** Total Revenue		11,789	6,989	12,775	11,147	12,775	
***Total Appropriation					20,013	12,775	0
FUND BALANCE							
Beginning of Year					8,866	0	0
FUND BALANCE - Projected							
End of Year					0	0	0

Object Code	Expenditure Classification	BUDGET				
		2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
521100	Duplicating	139	69	200	200	
539900	Unclassified	7,607	8,010	19,813	12,075	
* Total Operating		7,746	8,079	20,013	12,075	
** Total Personnel & Operating		7,746	8,079	20,013	12,075	
Capital						
** Total Capital		0	0	0	0	
*** Total Budget Appropriation		7,746	8,079	20,013	12,075	

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**COUNTY OF LEXINGTON
PERSONNEL / EMPLOYEE COMMITTEE
Annual Budget
Fiscal Year - 2003-04**

Fund 2930
Division: General Administrative
Organization: 101500 - Personnel

Object Code	Revenue Account Title	Actual 2001-02	11 Months Received Thru May 2002-03	Amended Budget Thru May 2002-03	Projected Revenues Thru Jun 2002-03	Requested Revenues 2003-04	Total Approved 2003-04
Revenues: (Organization - 000000)							
438300	Vending Machine Sales	3,525	7,320	2,400	7,300	2,400	2,400
438601	Employee Comm - T-shirt Sales	872	273	4,000	4,000	4,000	4,000
438606	Employee Comm - Antique Car Show	50	0	4,000	0	0	0
439900	Misc Fees, Permits, and Sales	1,254	2,704	6,350	4,638	6,350	6,350
Other Revenues:							
461000	Investment Interest	22	57	25	25	25	25
** Total Revenue		<u>5,723</u>	<u>10,354</u>	<u>16,775</u>	<u>15,963</u>	<u>12,775</u>	<u>12,775</u>
***Total Appropriation					20,786	12,775	12,775
FUND BALANCE							
Beginning of Year					<u>4,823</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected							
End of Year					<u>0</u>	<u>0</u>	<u>0</u>

Object Code	Expenditure Classification	BUDGET					
		2001-02 Expenditure	2002-03 Expenditure (May)	2002-03 Amended (May)	2003-04 Requested	2003-04 Recommend	2003-04 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521100	Duplicating	102	133	500	200	200	200
539900	Unclassified	7,338	7,158	20,286	12,575	12,575	12,575
* Total Operating		<u>7,440</u>	<u>7,291</u>	<u>20,786</u>	<u>12,775</u>	<u>12,775</u>	<u>12,775</u>
** Total Personnel & Operating		<u>7,440</u>	<u>7,291</u>	<u>20,786</u>	<u>12,775</u>	<u>12,775</u>	<u>12,775</u>
Capital							
** Total Capital		0	0	0	0	0	0
*** Total Budget Appropriation		<u>7,440</u>	<u>7,291</u>	<u>20,786</u>	<u>12,775</u>	<u>12,775</u>	<u>12,775</u>

SECTION I

**COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
FY 2004-05 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Treasurer / Delinquent Tax Collections 2950:							
Revenues:							
416000	Delinquent Tax Costs	688,161	710,490	1,100,000	1,100,000	<u>1,200,000</u>	
419900	Tax Refunds	0	(75)	0	(75)	<u> </u>	
439900	Misc Fees, Permits, and Sales	1,395	100	0	100	<u> </u>	
450000	Rental Income	4,308	0	0	0	<u> </u>	
461000	Investment Interest	7,171	4,155	6,000	6,000	<u>7,000</u>	
461020	Delinquent Tax Account Interest	4,295	0	0	0	<u> </u>	
	** Total Revenue	<u>705,330</u>	<u>714,670</u>	<u>1,106,000</u>	<u>1,106,025</u>	<u>1,207,000</u>	
	***Total Appropriation				1,536,587	767,864	0
FUND BALANCE							
	Beginning of Year				<u>450,325</u>	<u>19,763</u>	<u>19,763</u>
FUND BALANCE - Projected							
	End of Year				<u>19,763</u>	<u>458,899</u>	<u>19,763</u>

COUNTY OF LEXINGTON
DELINQUENT TAX COLLECTIONS
Annual Budget
Fiscal Year - 2004-05

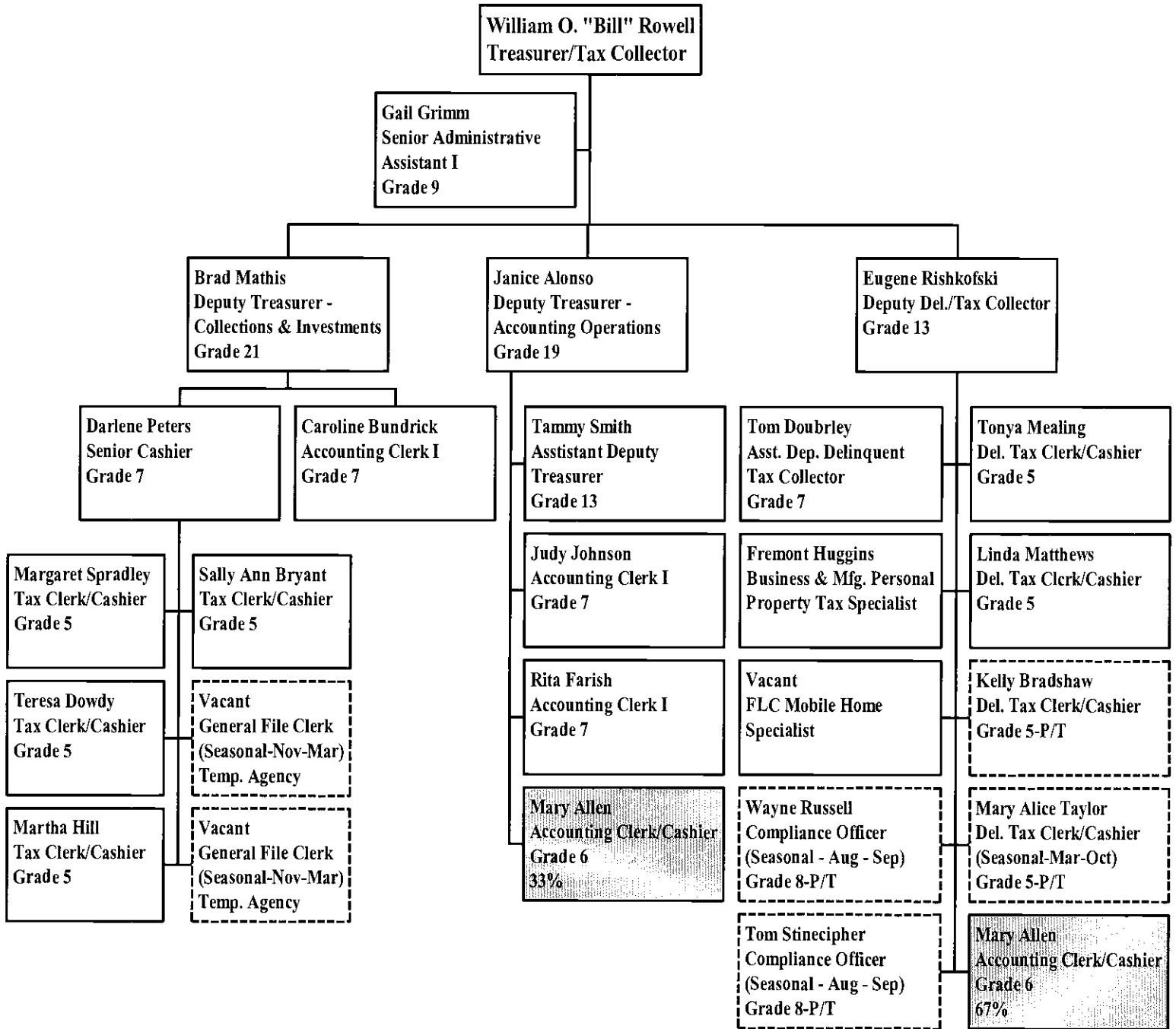
Fund: 2950
Division: General Administration
Organization: 101700 Treasurer

Object Code	Expenditure Classification	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
					2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel							
510100	Salaries & Wages - 7 (6.67 - FTE)	106,347	70,112	172,756	177,773		
	Salaries & Wages Adjustment Acct	0	0	0	0		
510200	Overtime	2,825	2,909	5,000	6,000		
510300	Part time - 4 (1.74 - FTE)	80,273	24,060	64,136	54,450		
511112	FICA - Employer's Portion	14,166	7,253	18,505	17,765		
511113	SCRS - Employer's Portion	10,424	5,370	15,522	14,894		
511120	Employee Insurance - 6.67	50,400	24,969	67,219	40,020		
511130	Workers Compensation	1,594	914	3,348	1,782		
511213	SCRS - Employer's Portion (Retiree)	918	402	1,048	1,013		
	* Total Personnel	266,947	135,989	347,534	313,697		
Operating Expenses							
520200	Contracted Services	25,604	1,827	24,170	28,650		
520208	Civil Process Service	320	0		0		
520211	DNR Watercraft Database Access	0	120	120	120		
520244	Moving Services - Buildings	8,000	0	14,438	18,653		
520300	Professional Services	43,069	34,778	47,700	55,400		
520400	Advertising & Publicity	94,840	75,410	104,200	104,200		
521000	Office Supplies	4,640	1,220	5,000	6,000		
521100	Duplicating	439	424	1,000	1,000		
522200	Small Equipment Repairs & Maint	179	143	520	1,000		
524000	Building Insurance	17	18	50	100		
524001	Burglary Insurance	0	0	125	250		
524201	General Tort Liability Insurance	97	60	150	113		
524202	Surety Bonds	58	0	275	275		
525000	Telephone	2,168	1,032	2,100	2,160		
525010	Long Distance Charges	303	112	360	390		
525020	Pagers and Cell Phones	1,684	715	1,755	1,740		
525100	Postage	135,575	16,651	260,690	205,250		
525210	Conference & Meeting Expense	3,377	1,861	4,160	4,160		
525230	Subscriptions, Dues, & Books	400	391	730	850		
525250	Motor Pool Reimbursement	4,151	3,067	5,000	5,512		
525300	Utilities	3,491	1,971	3,342	8,000		
526600	Court Filing Fees	0	100	1,300	900		
526900	DMV Title & License Fee	160	90	1,000	1,500		
529900	Miscellaneous Operating Expense	0	0	500	500		
529903	Contingency	0	0	702,923	0		
	* Total Operating	328,572	139,990	1,181,608	446,723		
	** Total Personnel & Operating	595,519	275,979	1,529,142	760,420		
Capital							
540000	Small Tools & Minor Equipment	2,402	259	700	1,216		
540010	Minor Software	283	0	0	1,045		
	All Other Equipment	1,376	336	6,745	5,183		
	** Total Capital	4,061	595	7,445	7,444		
	*** Total Budget Appropriation	599,580	276,574	1,536,587	767,864		

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Treasurer's Office Organizational Chart

February 20, 2004



There are three departments: Accounting (4 full-time, 1 full-time, seasonal), Delinquent Tax Collection (6 full-time, 4 part-time, 1 full-time, seasonal), and Current Tax Collection (7 full-time, 2 part-time). Each is reportable to its own deputy treasurer (Accounting and Current Tax) or deputy tax collector (Delinquent Tax). In addition, there are two full-time administrators (Treasurer and Administrative Assistant) to which all departments report.

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. A. - 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.

510300 - PART TIME **\$54,450**

We are using 4 part time people. One is used year round as a Cashier/Clerk doing numerous duties and is our Bankruptcy Specialist. The other three are seasonal employees. Two are used for mapping and posting tax sale signs and one is used during busy times mailing execution notices, certified mail and preparing for tax sale.

2 @ \$2,184.75 Per Mo = \$4,369.50 x 4 Months = \$17,478.00

1 @ \$1,848.58 Per Mo x 12 Months = \$22,183.00

1 @ \$1,848.58 Per Mo x 8 Months = \$14,789.00

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. B. - OPERATING LINE ITEM NARRATIVES

520200 - CONTRACTED SERVICES \$28,650

Southern Imaging Group	25,000.00
Execution Notices	5,500.00
Certified Letters	19,500.00
Pacer on line Bankruptcy Court	500.00
Extended warranty & service contract (for surveillance system)	1,950.00
Accurint (online people search)	1,200.00

520211 - DNR Watercraft Database \$120

Access database to flag and unflag boats and motors with delinquent taxes.

520244 - MOVING SERVICES - BUILDINGS \$18,653

Cover moving expenses of moving mobile homes acquired by the FLC through tax sale.

520300 - PROFESSIONAL SERVICES \$55,400

Attorney fees	45,000.00
Title Searches, deed preparation, & consultations	
Auctioneer fees	10,000.00
Definitely Taking Request (Deaf interpreter for tax sale)	400.00

520400 - ADVERTISING \$104,200

Tax Sale	
Lexington County Publishing Network	48,000.00
The State Record Company Inc.	56,000.00
FLC Advertising	200.00

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

521000 - OFFICE SUPPLIES **\$6,000**

Paper, Pencils, Ribbons, Staples, Tape, etc	1,500.00
Envelopes #45000	400.00
Tax bill forms	800.00
Posting signs #10000	2,500.00
Special paper for laser printer	200.00
Toner for laser printer	600.00

521100 - DUPLICATING **\$1,000**

This account is used for copier machine duplicating of correspondence to employees and customers, packet copies for lawyers, etc. Estimated usage 20,000 @ \$.05 a copy.

522200 - SMALL EQUIPMENT REPAIRS & MAINTENANCE **\$1,000**

Repair of typewriters, computers, printers, kard-veyer file and validators.

524000 - BUILDING INSURANCE **\$100**

2/3 of square footage of Treasurers office.

524001 - BURGLARY INSURANCE **\$250**

2/3 of square footage of Treasurers office.

524201 - GENERAL TORT LIABILITY INSURANCE **\$113**

524202 - SURETY BONDS **\$275**

Required for Treasurer and Deputies

525000 - TELEPHONE (8 phones lines and 2 voice mail) **\$2,160**

\$180.00 Per Mo x 12 Months = \$2160.00

525010 - LONG DISTANCE CHARGES **\$390**

\$32.50 Per Mo x 12 Months = \$390.00

525020 - PAGERS AND CELL PHONES **\$1,740**

\$145.00 Per Mo x 12 Months = \$1740.00

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

525100 - POSTAGE **\$205,250**

Due to law changes, we are required to notify by certified mail, old and new owners and separate letters sent to each individual owner. This was not done last year on the advice of our attorney.

Certified mail May - July	estimate 20,000 @ \$7.92 ea.	-	158,400.00
Certified mail other	estimate 4,000 @ \$7.92 ea.	-	31,680.00
Receipts & other mail	estimate 17,600 @ \$.37 ea.	-	6,660.00
Execution notices mailed	estimate 21,000 @ \$.37 ea.	-	8,510.00

525210 - CONFERENCE & MEETING EXPENSE **\$4,160**

To cover the costs of attending the Spring and Fall Conferences.

SCATT Spring	(2 employees)	\$1,200.00
SCATT Fall	(2 employees)	\$1,200.00
Meals for workers on overtime		\$ 100.00
SCACEE		\$ 400.00
TAPS Workshop	(3 employees)	\$ 120.00
TAPS Meeting	(3 employees)	\$ 120.00
SCATT Academy	(1 employee)	\$ 200.00
Taps Workshop	(3 employees)	\$ 120.00
SCAAO Educational Seminar	(1 empl)	\$ 300.00
Computer Training		\$ 400.00

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$850**

TAPS	3 employees	\$ 60.00
SCACEE	1 employee	\$ 75.00
SCATT	2 employee	\$ 60.00
Cross Reference Book		\$ 155.00
Zip Code Directory		\$ 55.00
Lexington County Directory		\$ 245.00
Supplement to Title 12 Tax Book		\$ 15.00
Misc.		\$ 200.00

525250 - MOTOR POOL REIMBURSEMENT **\$5,512**

15,100 Miles @ 36.5 Cents per mi = \$5,511.50

525300 - UTILITIES **\$8,000**

2/3 of square footage of Treasurers office.

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

526600 – COURT FILING FEES **\$900**

FLC court fees for eviction notices.

526900 – DMV TITLE & LICENSE FEES **\$1,500**

FLC title transfers for sold mobile homes.

529900 – MISCELLANEOUS OPERATION EXPENSES **\$500**

FLC operating expenses.

529903 - CONTINGENCY **\$0**

FUND 2950
DELINQUENT TAX DEPARTMENT (101700)
FY 2004-05 BUDGET REQUEST

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT \$1216

Furniture and Fixtures need for the renovation of the Delinquent Tax Office.

3 – Credenzas @ \$63.00 ea	\$189.00
8 – Side Chairs @ \$35.00 ea	\$280.00
4 – File Cabinets @ \$63.00 ea	\$252.00
4 – Work Tables @ \$35.00 ea	\$140.00
2 – Telephones @ \$50.00 ea	\$100.00
2 – Computer Work Stations @ \$40.00 ea	\$ 80.00
5 – Bookcases @ \$35.00 ea	<u>\$175.00</u>
TOTAL	\$1,216.00

540010 - MINOR SOFTWARE \$1,045

Make format and memory upgrades to present computers.

5 @ 209.00 = \$1,045.00

ALL OTHER EQUIPMENT

REPLACE TWO DELINQUENT TAX CASH REGISTERS \$1,310

At the present time we are operating the delinquent tax computer based cash registers with old computers operating under Windows 95 format and would like to replace them with new systems with windows 2000.

REPLACEMENTS FOR THREE COMPUTERS IN DELINQUENT TAX \$2,500

We have three computers that were originally old library computers. All operate under Windows 95 format and all are out of memory. Rather than spending money to upgrade these old systems, it would be more beneficial in the long run to replace these units with new computers and monitors. One of these computers will be used by the FLC Mobile Home Specialist. This computer will also require a CD Rom reader writer to be used to archive FLC records. It will also be a back up unit for all digital pictures used in the tax sale.

FUND 2950
DELINQUENT TAX DEPARTMENT(101700)
FY 2004-05 BUDGET REQUEST

COLOR PRINTER **\$200**

HP Deskjet 5550 color printer to be used by the FLC Mobile Home Specialist in making presentations for the FLC. This printer will also be used for printing color pictures downloaded from a digital camera for the purpose of selling mobile homes acquired by the FLC at tax sale.

2 ITHACA SERIES 90 PLUS PRINTER/VALIDATOR **\$1,173**

Install new validators along with the two new computer based cash registers ordered for Delinquent Tax Office. Old validators will be used as backup units other units are sent off for repairs.

SECTION 1

COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
FY 2004-05 Estimated Revenue

LEXINGTON COUNTY

FEB 2 0 RECD

FINANCE DEPT

Object Revenue Account Title Code	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Approved 2004-05
*Finance / Grants Administration 2990:						
Revenues:						
801000 Op Trn from Genl Fund/Cty Ordinary	98,000	98,000	98,000	98,000	<u>75,000</u>	
461000 Investment Interest	5,306	2,177	6,000	4,500	<u>4,637</u>	
451950 Indirect Cost Reimbursement	458	3,297	0	6,600	<u>16,657</u>	
** Total Revenue	<u>103,764</u>	<u>103,474</u>	<u>104,000</u>	<u>109,100</u>	<u>96,294</u>	
***Total Appropriation				397,293	101,394	0
FUND BALANCE						
Beginning of Year				<u>293,293</u>	<u>5,100</u>	<u>5,100</u>
FUND BALANCE - Projected						
End of Year				<u>5,100</u>	<u>(0)</u>	<u>5,100</u>

**COUNTY OF LEXINGTON
GRANTS ADMINISTRATION
Annual Budget
Fiscal Year - 2004-05**

Fund: 2990
Division: General Administration
Organization: 101400 Finance

Object Expenditure Code Classification	BUDGET					
	2002-03 Expenditure	2003-04 Expenditure (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1.5	67,926	33,216	69,724	69,713		
Salaries & Wages Adjustment Account	0	0	0	2,091		
510199 Special Overtime	274	9	0			
510200 Overtime	274	80	500	500		
511112 FICA - Employer's Portion	5,147	2,501	5,372	5,423		
511113 SCRS - Employer's Portion	4,672	2,281	4,810	4,953		
511120 Employee Insurance - 1.5	8,400	4,320	8,640	9,000		
511130 Workers Compensation	184	90	190	216		
* Total Personnel	86,877	42,497	89,236	91,896		
Operating Expenses						
521000 Office Supplies	227	327	600	600		
521100 Duplicating	882	420	900	900		
524201 General Tort Liability Insurance	22	11	28	33		
524202 Surety Bonds	10	0	0	10		
525000 Telephone	258	131	280	280		
525010 Long Distance Charges	11	7	20	20		
525100 Postage	0	0	50	35		
525210 Conference & Meeting Expense	1,149	1,228	5,200	5,200		
525230 Subscriptions, Dues, & Books	786	522	1,300	1,300		
525240 Personal Mileage Reimbursement	40	10	200	200		
526500 Licenses & Permits	80	0	120	120		
529903 Contingency	0	0	298,559	0		
* Total Operating	3,465	2,656	307,257	8,698		
** Total Personnel & Operating	90,342	45,153	396,493	100,594		
Capital						
540000 Small Tools & Minor Equipment	4	0	200	200		
540010 Minor Software	0	0	600	600		
All Other Equipment	913	0	0	0		
** Total Capital	917	0	800	800		
*** Total Budget Appropriation	91,259	45,153	397,293	101,394		

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SECTION III. - 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 revenues. To assist and advise County Council, County Administrator, other department heads and program managers. To provide to the public friendly and efficient services. To maintain the official records of the County. To develop and maintain county-wide systems and internal controls. To gather and process information needed by other departments and the public.

Program II:

Objectives:

Program III:

Objectives:

SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> FY 2002-03	<u>Estimated</u> FY 2003-04	<u>Projected</u> FY 2004-05
Solicitor Grants	5	6	4
Solicitor Special Revenue	6	6	6
Law Enforcement Grants	15	18	15
LE Special Revenue	13	14	15
Public Safety Grants	8	7	10
PS Special Revenue	2	3	3
Other Grants	24	27	24
Other Special Revenue	31	32	30

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SECTION IV. - SUMMARY OF REVENUES

801000 - OPERATING TRANSFER FROM GENERAL FUND **\$ 75,000**

To cover the costs of grant administration, funds are transferred from the General Fund in the amount of 3% of the total grants approved each year.

461000 - INVESTMENT INTEREST **\$4,637**

Interest is earned on the Fund Balance in the account.

451950 - INDIRECT COST REIMBURSEMENT **\$16,657**

Indirect costs are received from two direct federal grants at the rate of 17.66%: HUD Entitlement and Drug Court.

SECTION V. A. - 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>		
Manager	1.00	0	1.00	1.00	20
Accountant	.50	0	.50	.50	19
Total Positions	<u>1.50</u>	<u>0</u>		<u>1.50</u>	

SECTION V. A. - PERSONNEL LINE ITEM NARRATIVES

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SECTION V. B. - OPERATING LINE ITEM NARRATIVES

521000 - OFFICE SUPPLIES **\$600**

Funds are used to purchase special 4-part file folders for the grants and special revenue funds and other miscellaneous supplies as needed.,

521100 - DUPLICATING **\$900**

Funds will be used to photocopy monthly reports, quarterly reports, and other documents related to grants and special revenue programs.

524201 - GENERAL TORT LIABILITY INSURANCE **\$33**

Manager of Grants	1.00 position	\$22
Accountant/Analyst	.50 position	\$11

524202 - SURETY BOND **\$10**

Funds for Surety Bond.

525000 - TELEPHONE **\$280**

One phone \$18.00 @month and voice mail/studder tone \$4.50 @ month.

525010 - LONG DISTANCE CHARGES **\$20**

Phone calls to make reservations, contact grantors, and grantees.

525100 - POSTAGE **\$35**

Postage charges for sending materials FEDEX.

525210 - CONFERENCE & MEETING EXPENSE **\$5,200**

To cover the costs of attending occupational continuing education and program related workshops and seminars required for grants and special revenue programs and to cover the costs of attending the occupational and program related conferences and monthly meetings.

GFOASC Spring Conference, Columbia vicinity (May 2002)	\$200
GFOASC Fall Conference, Myrtle Beach, SC (September 2001)	\$1,500
National GFOA Conference (location/time to be announced)	\$1,500
Monthly meetings	\$200
Other Training Sessions	\$2,000

525230 - SUBSCRIPTIONS, DUES, & BOOKS **\$1,300**

Funds are used for membership dues to the following professional organizations. The grant publication provides information on available funding from the Department of Justice. The Federal Register provides specific grant information required on the Schedule of Expenditures of Federal Awards.

GFOASC annual membership (2)	\$100
SCACPA annual membership	\$180
National GFOA annual membership	\$350
AICPA annual membership	\$150
National Association of Community Developers	\$160
Federal Register	\$72
Congressional Digest Corp (Capital City Publishers)	\$288

525240 - PERSONAL MILEAGE REIMBURSEMENT **\$200**

Mileage reimbursement required when using personal vehicles to travel to meetings, etc., when county vehicle is not available.

526500 - LICENSES & PERMITS **\$120**

Account is used to pay the annual fee for the SC Certified Public Accountant license.

SECTION V. C. - CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

540000 - SMALL TOOLS & MINOR EQUIPMENT **\$200**

Funds will be used to purchase minor equipment as needed.

540010 - MINOR SOFTWARE **\$600**

Purchase software and software licenses as needed.

SECTION 1

COUNTY OF LEXINGTON
 Pass-thru-Grants
 Annual Budget
 Fiscal Year 2004-2005

LEXINGTON COUNTY
 MAR 3 0 RECD
 FINANCE DEPT.

Fund: 2999
 Division: Judicial
 Organization: 142000 - Magistrate Court Services

		<i>BUDGET</i>		
Object Expenditure Code Classification		2004-05 Requested	2004-05 Recommended	2004-05 Approved
Personnel				
510100	Salaries & Wages	52,400		
511112	FICA - Employer's Portion	4,009		
511114	Police Retirement - Employer's Portion	5,607		
511130	Workers Compensation - Employer Cost	158		
Total Personnel		62,174		
Total Operating		0		
Total Capital		0		
Total Budget Appropriation		62,174		

SECTION 1

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Combined Annual Budget
Fiscal Year 2004-05**

Fund: 5700
Division: Public Works

Summary Page	<i>BUDGET</i>					
	2002-03 Actual	2003-04 Actual (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Activity From Operations:						
Revenues:						
Property Taxes	4,793,895	2,112,502	5,054,116	5,054,116		
Landfill Revenue Fees	1,238,539	629,852	1,207,233	963,250		
Other Revenues	469,204	61,417	7,554	107,500		
Operating Transfers from General Fund	394,874	893,000	893,000	0		
Total Revenues	6,896,512	3,696,771	7,161,903	6,124,866	0	0
Expenses:						
Total Personnel & Operating	6,077,258	2,361,232	5,625,695	6,133,869		
Depreciation	295,342	0	325,500	408,000		
Capital Outlay	5,870	5,036	1,465,011	781,687		
Adjustment for Post-Closure Amount	0	0	30,000	30,000		
Total Expenses	6,378,470	2,366,268	7,446,206	7,353,556	0	0
Noncash Expenses:						
Depreciation: Add Back In	295,342	0	325,500	408,000	0	0
Net Cash	813,384	1,330,503	41,197	(820,690)	0	0
Income Calculation:						
Capital Outlay: Add Back In	5,870	5,036	1,465,011	781,687	0	0
Net Income (Loss)	523,912	1,335,539	1,180,708	(447,003)	0	0
FUND BALANCE						
Beginning - Cash/Fund Balance			911,558			952,755
FUND BALANCE						
End of Year - Projected - Cash/Fund Balance			952,755			132,065

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget**

FY 2004-05 Estimated Revenues & Other Funding Sources

Fund #: 5700 Fund Name: Enterprise

Dept. # 121201 Department Name: Solid Waste Management

Treasurer's Revenue Code	Fee Title	Actual Fees FY 2003-04 (6 Months)	Anticipated Fees FY 2003-04	Budget			Total Proposed Estimated Fees FY 2004-05	Total Proposed Estimated Fees FY 2004-05
				Units of Service	Current Fee	Proposed Fee Change		
* Undesignated Revenue:								
Property Taxes:		Mills	Mills			Mills	Mills	
		7.237	7.237			7.36	7.36	
410000	Current Property Taxes	\$1,506,711	\$3,748,394					\$3,748,394
410500	Homestead Exemption Reimburs.	\$0	\$80,000					\$80,000
410520	Manufacturer's Exempt. Reimburs.	\$0	\$15,000					\$15,000
411000	Current Vehicle Taxes	\$458,605	\$917,522					\$917,522
411001	Current Vehicle 5 Yr. Adjustment	\$0	\$0					\$0
412000	Current Tax Penalties	-\$4	\$7,200					\$7,200
413000	Delinquent Taxes	\$120,679	\$140,000					\$140,000
414000	Delinquent Tax Penalties	\$18,060	\$22,000					\$22,000
417100	Fee in Lieu of Taxes	\$232	\$116,000					\$116,000
418000	Motor Carrier Payments	\$8,223	\$10,000					\$10,000
419900	Tax Refunds	-\$4	-\$2,000					-\$2,000
Total Property Taxes		\$2,112,692	\$5,054,116			\$0		\$5,054,116

Landfill Revenue Sources:								
434000	Landfill Fees	\$546,480	\$1,058,983			C&D \$22/ton MSW \$33/ton		\$800,000
434100	Landfill Permit Fees	\$2,130	\$3,000			\$5		\$3,000
434200	Garbage Franchise Fees	\$19,081	\$57,250			\$5/House		\$57,250
434400	Paper Recycling Fees	\$3,679	\$7,000			Vary		\$7,000
434401	Battery Recycling Fees	\$1,045	\$3,300			Vary		\$3,300
434402	Aluminum Recycling Fees	\$13,071	\$24,000			Vary		\$24,000
434403	Plastic Recycling Fees	\$0	\$500			Vary		\$500
434405	White Goods Recycling Fees	\$16,241	\$20,000			Vary		\$20,000
434406	Waste Tire Fees	\$4,812	\$2,500			\$125/ton		\$2,500
434407	Textile Recycling Fees	\$403	\$200			Vary		\$200
434408	Cardboard Recycling Fees	\$14,474	\$15,000			Vary		\$15,000
434409	Glass Recycling Fees	\$794	\$0			Vary		\$0
434410	Vinyl Recycling Fees	\$0	\$0			Vary		\$0
434411	Oil Filter Recycling Fees	\$425	\$0			\$25 per 55 gal. drum		\$0
434413	Scrap Aluminum Recycling Fees	\$162	\$500			Vary		\$500
434414	Refrigerant Recycling Fees	\$7,019	\$15,000			Vary		\$15,000
434415	Toner Cartridges Recycling Fees	\$36	\$0			Vary		\$15,000
Total Revenue Sources		\$629,852	\$1,207,233			\$0		\$963,250

Other Revenues:								
450000	Rental Income	\$0	\$0					
450100	Ground Lease Agreement	\$3,750	\$7,500					\$7,500
459200	DHEC/Solid Waste Mgt Grant	\$0	\$0					
461000	Investment Interest	\$10,279	\$0					
461001	Tax Appeals Interest	\$3	\$0					
461002	Delinquent Tax Interest	\$0	\$0					
463100	RPA Oversight Reimbursement	\$0	\$0					\$100,000
463110	Property Cost Reimburse -PRP	\$0	\$0					
463200	Insurance Claims Reimb- Prop/Liab	\$40,882	\$0					
469900	Miscellaneous Revenues	\$0	\$0					
469901	Sales Tax Discount	\$0	\$0					
490100	Sale of General Fixed Assets	\$0	\$0					
490700	Late Full Charges	\$6,450	\$0					
491000	Contributed Capital	\$0	\$0					
801000	OP. Trn. From General Fund	\$893,000	\$893,000					
821000	R.E.T From General Fund	\$0	\$0					
821550	R.E.T From GO Bond (1997)	\$0	\$0					
825720	R.E.T. From SW/DHEC Grant	\$53	\$54					
	Depreciation (non-cash expenditure)	\$0	\$0					\$345,500
Total Other Revenue		\$954,417	\$900,554	\$0	\$0	\$0	\$0	\$453,000

** Total Undesignated
Landfill Revenues \$3,696,771 \$7,161,903 \$0 \$0 \$0 \$0 \$6,470,366

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COUNTY OF LEXINGTON
Combined Annual Budget - Enterprise Fund
Fiscal Year 2004-05

Fund 5700
 Division: Public Works
 Organization: Solid Waste / All Department

Object Expenditure Code Classification	<i>Budget</i>									
	2003-04 Amended (Dec)	2004-05 Requested (Total)	Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling	Non- Departmental
Personnel										
510100 Salaries & Wages	441,539	438,275	65,248	50,599	34,171	140,209	0	107,365	40,683	
510200 Overtime	7,372	7,650	0	500	150	3,500	0	3,300	200	
510300 Part Time	226,357	271,890	0	32,132	108,938	0	0	0	130,820	
511112 FICA Cost	52,171	54,868	4,992	6,368	10,949	10,994	0	8,445	13,120	
511113 State Retirement	46,717	48,010	4,470	5,702	9,804	9,844	0	7,562	10,628	
748803 Insurance Fund Contribution	74,880	78,000	6,000	18,000	6,000	24,000	0	18,000	6,000	
511130 Workers Compensation	34,355	43,405	1,743	1,228	11,763	8,233	0	6,322	14,116	
511213 State Retirement - Retiree	0	1,118	0	0	0	0	0	0	1,118	
519901 Salaries & Wages Adjustment Account	7,158	0	0	0	0	0	0	0	0	
*Total Personnel	890,549	943,216	82,453	114,529	181,775	196,780	0	150,994	216,685	
Operating Expenses										
520100 Contracted Maintenance	140,977	972,632	0	0	813,700	135,916	0	23,016	0	
520200 Contracted Services	3,568,354	2,866,144	0	0	0	3,409	248,000	2,614,735	0	
520241 Refrigerant Disposal & Testing	10,000	10,000	0	0	0	10,000	0	0	0	
520300 Professional Services	139,965	149,965	3,000	3,000	100	82,775	60,000	1,090	0	
520702 Technical Currency & Support	820	1,000	0	1,000	0	0	0	0	0	
520302 Drug Testing Services	550	820	75	0	50	350	0	195	150	
520400 Advertising & Publicity	46,650	2,800	300	0	2,500	0	0	0	0	
520601 Landfill Monitoring - Batesburg	15,095	72,105	0	0	0	72,105	0	0	0	
520602 Landfill Monitoring - Edmund	8,500	27,280	0	0	0	27,280	0	0	0	
520603 Landfill Monitoring - Chapin	30,000	83,215	0	0	0	83,215	0	0	0	
520612 Closure/Post-Closure Care Cost	50,000	30,000	0	0	0	30,000	0	0	0	
520620 EPA Cost	1,000	100,000	0	0	0	0	100,000	0	0	
521000 Office Supplies	1,825	1,950	100	1,500	150	0	0	150	50	
521100 Duplicating	1,050	1,150	150	200	400	150	0	150	100	
521200 Operating Supplies	14,750	31,158	150	1,300	10,500	13,920	0	4,688	600	
521402 Occupational Health Supplies	400	400	0	0	0	0	0	0	400	
522000 Building Repairs & Maintenance	35,375	59,375	0	0	18,600	10,775	0	30,000	0	
522100 Heavy Equipment Repairs & Maintenance	104,912	163,994	0	0	20,000	85,000	0	57,994	1,000	
522200 Small Equipment Repairs & Maintenance	13,500	13,500	0	250	250	0	0	3,000	10,000	
522300 Vehicle Repairs & Maintenance	11,150	17,500	1,000	0	1,000	10,000	0	0	5,500	

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COUNTY OF LEXINGTON
 Combined Annual Budget - Enterprise Fund
 Fiscal Year 2004-05

Fund 5700
 Division: Public Works
 Organization: Solid Waste / All Department

Object Expenditure Code Classification	2003-04 Amended (Dec)	2004-05 Requested (Total)	Budget						
			Admin.	Acctg. & Collections	Conv. Stations	Landfill Operations	321 Landfill	Transfer Station	Recycling
523000 Land Rental	1,500	1,500	0	0	1,500	0	0	0	0
523200 Equipment Rental	429	429	0	0	0	0	0	429	0
524000 Building Insurance	1,922	2,286	244	0	737	0	0	1,305	0
524100 Vehicle Insurance	7,800	5,961	530	0	543	2,716	0	0	2,172
524101 Comprehensive Insurance	11,152	8,586	0	0	0	7,062	0	889	635
524201 General Tort Liability Insurance	2,358	2,846	500	90	240	1,082	0	746	188
524202 Surety Bonds	32	32	0	0	0	0	0	0	32
524900 Data Processing Equipment Insurance	70	70	0	70	0	0	0	0	0
525000 Telephone	16,920	18,124	8,424	0	9,700	0	0	0	0
525004 WAN Telephone Service	1,103	0	1,103	0	0	0	0	0	0
525010 Long Distance Charges	2,000	2,500	1,000	0	1,500	0	0	0	0
525020 Pagers and Cell Phones	2,313	2,739	1,177	0	855	494	0	105	108
525030 800 MHz Radio Service Charges	7,248	7,856	666	504	530	2,318	0	1,688	2,150
525031 800 MHz Radio Maintenance	1,170	1,336	95	95	97	382	0	287	380
525100 Postage	2,400	3,500	0	3,500	0	0	0	0	0
525210 Conference & Meeting Expenses	4,720	6,536	1,500	0	1,000	1,720	0	1,816	500
525230 Subscriptions, Dues & Books	797	810	163	0	0	120	0	227	300
525240 Personal Mileage Reimbursement	250	300	0	0	300	0	0	0	0
525250 Motor Pool Reimbursement	25	25	25	0	0	0	0	0	0
525135 Utilities - Landfill (Cayce 321)	22,000	26,000	0	0	0	0	26,000	0	0
525317 Utilities - Landfill (Edmund)	17,600	17,800	6,000	0	0	4,000	0	7,800	0
525318 Utilities - Convenience Stations	35,000	37,000	0	0	37,000	0	0	0	0
525400 Gas, Fuel & Oil	44,700	55,346	1,700	0	1,200	34,946	0	8,000	9,500
525600 Uniforms & Clothing	4,896	6,935	125	0	500	2,300	0	1,780	2,230
526500 Licenses & Permits	4,430	5,025	0	25	600	2,900	800	700	0
527040 Outside Personnel (Temporary)	352,888	356,500	0	0	356,500	0	0	0	0
529903 Contingency	0	0	0	0	0	0	0	0	0
530100 Depreciation	325,500	408,000	0	0	95,000	160,000	2,000	140,000	11,000
534027 Keep America Beautiful Program	24,000	24,000	24,000	0	0	0	0	0	0
538000 Claims & Judgments (Litigation)	550	550	0	0	250	100	0	100	100
538600 SCDHEC Fines Administrative Order		20,000	0	0	0	20,000	0	0	0
*Total Operating	5,090,646	5,628,683	52,027	11,534	1,375,302	805,035	436,800	2,900,890	47,095
** Total Personnel & Operating	5,981,195	6,571,899	134,480	126,063	1,557,077	1,001,815	436,800	3,051,884	263,780
**Total Capital	1,465,011	781,689	1,000	7,100	227,300	533,499	0	1,965	10,825
***Total Budget Appropriation	7,446,206	7,353,588	135,480	133,163	1,784,377	1,535,314	436,800	3,053,849	274,605

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05

Fund: 5700
Division: Public Works
Organization: 121201 - Solid Waste / Administration

Object Expenditure Code Classification	2002-03 Expenses	2003-04 Expenses (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommended	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2/1	64,836	31,075	65,217	65,248		
511112 FICA Cost	4,659	2,307	4,989	4,992		
511113 State Retirement	4,291	2,129	4,467	4,470		
511114 Police Retirement	0	0	0	0		
511120 Insurance Fund Contribution - 2/1	5,600	2,880	5,760	6,000		
511130 Workers Compensation	171	85	169	1,743		
* Total Personnel	79,557	38,476	80,602	82,453		
Operating Expenses						
520300 Professional Services	1,633	1,359	3,000	3,000		
520302 Drug Testing Services	0	0	75	75		
520400 Advertising & Publicity	20	0	50	300		
521000 Office Supplies	0	40	100	100		
521100 Duplicating	81	44	150	150		
521200 Operating Supplies	244	93	150	150		
522300 Vehicle Repairs & Maintenance	328	16	750	1,000		
524000 Building Insurance	137	97	242	244		
524100 Vehicle Insurance - 1	520	260	650	530		
524201 General Tort Liability Insurance	336	168	420	500		
524202 Surety Bonds	6	0	0	0		
525000 Telephone	5,719	3,307	7,420	8,424		
525004 WAN Service Charges	0	165	1,103	1,103		
525010 Long Distance Charges	635	357	1,000	1,000		
525020 Pagers and Cell Phones	1,798	854	1,496	1,177		
525030 800 MHz Radio Service Charges - 1	433	223	666	666		
525031 800 MHz Radio Maintenance - 1	90	91	90	95		
525210 Conference & Meeting Expenses	550	36	500	1,500		
525230 Subscriptions, Dues & Books	121	143	150	163		
525250 Motor Pool Reimbursement	0	0	25	25		
525137 Utilities - L/F Edmund	5,471	2,801	6,000	6,000		
525400 Gas, Fuel & Oil	1,338	740	1,500	1,700		
525600 Uniforms & Clothing	0	0	100	125		
530100 Depreciation	9,552	0	10,000	0		
534027 Keep America Beautiful Program	24,000	12,000	24,000	24,000		
538000 Claims & Judgments (Litigation)	0	0	0	0		
* Total Operating	53,012	22,794	59,637	52,027		
** Total Personnel & Operating	132,569	61,270	140,239	134,480		
Capital						
540000 Small Tools & Minor Equipment:	437	0	250	500		
All Other Equipment	0	2,145	5,317	500		
** Total Capital	437	2,145	5,567	1,000		
*** Total Expenses	133,006	63,415	145,806	135,480		

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2004-2005

Fund: 5700 (Enterprise)

Organization: 121201 (Administration)

<i>BUDGET</i>
2004-2005
Requested

<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$500
1	2 Port Analog Telephone Station Card	\$500

**** Total Capital (Transfer Total to Main Sheet) \$1,000**

Fund: 5700
Department: 121201 – Solid Waste / Administration
FY 2004 – 05 Budget Request

Section III. PROGRAM OVERVIEW

Program 1 Solid Waste Management Administration

This program handles the day-to-day operations at SWM and includes 2 full time positions of Director and Assistant to Director of SWM. A total of 14 full time and approximately 30 part-time employees make up the total work force of SWM.

Current Positions

Director of Solid Waste Management (Insured)	Grade 32
Assistant to Director of Solid Waste Management (Insured)	Grade 23

Fund: 5700
 Department: 121201 – Solid Waste / Administration
 FY 2004 – 05 Budget Request

V. – Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100 Salaries & Wages (1) \$65,248

These funds are for the Director

511112 FICA Cost (1) \$4,992

These funds are for the Director

511113 State Retirement (1) \$4,470

These funds are for the Director and Assistant to Director of SWM.

511120 Insurance Fund Contribution (1) \$6,000

These funds are for the Director.

511130 Workers Compensation (1) \$1,743

These funds are for the Director

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Director of Solid Waste		1	1	32

Fund: 5700
Department: 121201 – Solid Waste / Administration
FY 2004 – 05 Budget Request

B. REQUESTED OPERATIONAL BUDGET

520300 Professional Services \$3,000

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

520302 Drug Testing Services \$75

This account cover the cost for any necessary drug testing \$75.00

520400 Advertising \$300

Newspaper publication cost for the Full Cost Disclosure of Solid Waste Management as required by state legislation. Cost of newspaper ads for soliciting applicants for employment.

521000 Office Supplies \$100

Business cards for Director, file folders, pens, pencils, message pads, calendars, etc.

521100 Duplicating \$150

These expenses are for the Director and will include information for County Administrator, inter-office memos, correspondence to citizens of Lexington County.

521200 Operating Supplies \$150

Misc. operating supplies such as batteries, film, etc.

522300 Vehicle Repairs & Maintenance \$1,000

Chevy Blazer for Director of SWM - Service and maintenance every 3,000 miles; additional repairs, tires, etc.

524000 Building Insurance \$244

To cover the cost of allocated building insurance for the Edmund facility.

Fund: 5700
Department: 121201 – Solid Waste / Administration
FY 2004 – 05 Budget Request

524100	Vehicle Insurance (1)	\$530
	Chevy Blazer for Director of SWM	
524201	General Tort Liability Insurance	\$500
	General Tort Liability Insurance for Director	
525000	Telephone	\$8,424
	\$6,200 for telephone service for six lines at the Edmund Landfill. \$1,116 for 1 year maintenance on telephone system, Fortran. \$100 for On-Call Supervisor's long distance telephone charges from home	
525004	WAN Service Charges	\$1,103
	Data Service Line for E-mail and Internet access for Solid Waste Dept.	
525010	Long Distance Charges	\$1,000
	Long Distance service for Edmund Landfill.	
525020	Pagers & Cell Phones	\$1,177
	(1) Dial Page @ \$8.74/month = \$105 (1) Nextel @ \$81/month = \$972 Potential overages = \$100	
525030	800 MHz Radio Service Charges	\$666
	800 MHz radio service for Director @ \$54.25/month & \$15/yr Roam. = \$666	
525031	800 MHz Radio Maintenance	\$95
	800 MHz radio maintenance for Director, \$90 plus tax.	
525210	Conference & Meeting Expenses	\$1,500
	Director of SWM to attend Solid Waste Association of North America Regional conference in Myrtle Beach as well the State Litter Conference	

Fund: 5700
Department: 121201 – Solid Waste / Administration
FY 2004 – 05 Budget Request

525230 Subscriptions, Dues and Books \$163

Membership to South Carolina Chapter SWANA for Director \$143
Membership to South Carolina Litter Association \$20

525250 Motor Pool Reimbursement \$25

Reimbursement for use of Motor Pool Vehicles at .365/per mile.

525317 Utilities - Edmund \$6,000

Electric utilities for Edmund Landfill

525400 Gas Fuel & Oil \$1,700

Chevy Blazer for Director: gas, transmission fluid, chassis grease, antifreeze and other lubricants

525600 Uniforms & Clothing \$125

1 pair of boots

530100 Depreciation \$0

To cover the cost of allocated depreciation,

534027 Keep The Midlands Beautiful Program \$24,000

Funding for the non-profit organization Keep The Midlands Beautiful.
This is a contract agreement between Lexington County Council and KAB.

Fund: 5700
Department: 121201 – Solid Waste / Administration
FY 2004 – 05 Budget Request

C. REQUESTED CAPITAL IMPROVEMENT

540000 Small Tools and Minor Equipment \$500

This account will cover any cost for small tools and minor equipment which falls below the \$500 capital cost limit. \$135 for Back-up Tapes.

2 Port Analog Telephone Station Card \$500

Will allow the department to program and activate the automated attendant feature of the existing voice mail system. This feature will communicate fixed information to the public as well as updated information to convenience station employees. This price was received by written quote on Jan. 24, 2004

COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05

Fund: 5700
Division: Public Works
Organization: 121202 - Solid Waste / Accounting & Collections

Object Expenditure Code Classification	2002-03 Expenses	2003-04 Expenses (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommended 2004-05 Approved
Personnel					
510100 Salaries & Wages - 2	51,980	27,299	53,904	<u>50,599</u>	
510200 Overtime	394	58	500	<u>500</u>	
510300 Part Time - 2	27,624	14,895	31,651	<u>32,132</u>	
511112 FICA Cost	6,097	3,168	6,583	<u>6,368</u>	
511113 State Retirement	5,511	2,894	5,895	<u>5,702</u>	
511120 Insurance Fund Contribution - 3	16,800	8,640	17,280	<u>18,000</u>	
511130 Workers Compensation	2,692	1,156	2,676	<u>1,228</u>	
* Total Personnel	111,098	58,110	118,489	<u>114,529</u>	
Operating Expenses					
520300 Professional Services	2,695	2,258	3,000	<u>3,000</u>	
520702 Technical Currency & Support	1,000	500	1,000	<u>1,000</u>	
521000 Office Supplies	1,477	689	1,500	<u>1,500</u>	
521100 Duplicating	107	39	200	<u>200</u>	
521200 Operating Supplies	955	826	1,000	<u>1,300</u>	
522200 Small Equipment Repairs & Maint.	21	90	250	<u>250</u>	
524201 General Tort Liability Insurance	45	22	56	<u>90</u>	
524202 Surety Bonds	26	0	0	<u>0</u>	
524900 Data Processing Equipment Insurance	41	28	70	<u>70</u>	
525030 800 MHz Radio Service Charges	440	218	504	<u>504</u>	
525031 800 MHz Radio Maintenance	90	91	90	<u>95</u>	
525100 Postage	832	1,613	2,400	<u>3,500</u>	
526500 License & Permits	0	0	25	<u>25</u>	
530100 Depreciation	2,391	0	2,500	<u>0</u>	
538000 Claims & Judgments (Litigation)	0	0	0	<u>0</u>	
* Total Operating	10,120	6,374	12,595	<u>11,534</u>	
** Total Personnel & Operating	121,218	64,484	131,084	<u>126,063</u>	
Capital					
540000 Small Tools & Minor Equipment:	42	215	250	<u>250</u>	
540010 Minor Software	0	0	0	<u>0</u>	
All Other equipment	0	0	0	<u>6,850</u>	
** Total Capital	42	215	250	<u>7,100</u>	
*** Total Expenses	121,260	64,699	131,334	<u>133,163</u>	

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2004-2005

Fund: 5700 (Enterprise)

Organization: 121202 (Accounting & Collections)

		<i>BUDGET</i> 2004-2005 Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$250
1	800 MHz Base Station (Replacement)	\$2,500
1	Safe	\$2,000
1	Canvas Awning for Scale House	\$1,500
1	Replacement Computer w/ 17" monitor	\$850
	** Total Capital (Transfer Total to Main Sheet)	\$7,100

Section III. PROGRAM OVERVIEW

Program 1 Accounting and Collections

This phase of operation requires the effort of two full time employees, the Accounting and Collection Supervisor and the Scale Master. This operation also requires the effort of a part-time Scale Master. The 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 invoices are generated on a daily basis and the Accounting and Collection Supervisor generate statements on a monthly basis.

Current Positions

Accounting and Collection Supervisor (Insured)	Grade 8
Scale Master (Insured)	Grade 6
Scale Master (Partially Insured)	Grade 6 P/T
Clerk	Grade 6 P/T

Fund: 5700
Department: 121202 -- Solid Waste / Accounting & Collections
FY 2004 -- 05 Budget Request

Section III. Service Levels

	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Landfill Permits Issued	614	712	245	490	500
Landfill Tickets Issued	52,862	50,205	24820	50,000	50,000

V. – Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100 Salaries & Wages (2) \$50,599

These funds are for the Accounting & Collections Supervisor and the Scale Master.

510200 Overtime \$500

These funds are for anticipated overtime

510300 Part Time (2) \$32,132

These funds are for the Part Time Scale Master and Clerk.

511112 FICA Cost (4) \$6,368

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

511113 State Retirement (4) \$5,702

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

511120 Insurance Fund Contribution (3) \$18,000

These funds are for the Accounting & Collections Supervisor, Scale Master, and the Part Time Scale Master.

511130 Workers Compensation (4) \$1,228

These funds are for the Accounting & Collections Supervisor, Scale Master, Part Time Scale Master, and Clerk.

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Accounting and Collection Supervisor		1	1	8
Scale Master		1	1	6
P/T Scale Master		½	½	6
P/T Clerk		½	½	6

B. Requested Operating Budget

520300 Professional Services \$3,000

Annual external audit - \$2,000, Credit Report service for potential new landfill customers; Annual fees and Credit Report fees - \$1,000.

520702 Technical Currency & Support \$1,000

Maintenance and support on scale program and any upgrades.

521000 Office Supplies \$1,500

printer ribbons for accounting printer, printer ribbons for scale printer, 2-part computer paper, 1-part computer paper, Misc. Office Supplies, receipt books, printed window envelopes for landfill billing, printed stationary and envelopes, ABT's, purchase requisitions and other county forms, pens, pencils, calculator tape, staples, paper clips and etc. for accounting and scalehouse,

521100 Duplicating \$200

These expenses are for the Accounting and Collections program and will include duplicating of landfill tickets, recycling records, various reports for finance, invoices for payable activity and etc.

521200 Operating Supplies \$1,300

Landfill permit stickers, Landfill scale tickets, Misc. operating supplies such as batteries, etc,

522200 Small Equipment Repairs & Maint. \$250

Funds will be used for emergency repair and maintenance for small office machines in Accounting and Collections.

524201 General Tort Liability Insurance \$90

General Tort Liability Insurance for Accounting & Collection Supervisor, Scale Master, Part Time Scale Master, and Clerk

Fund: 5700
Department: 121202 – Solid Waste / Accounting & Collections
FY 2004 – 05 Budget Request

524900	Data Processing Equipment Insurance	\$70
	To cover the cost of allocated data processing equipment insurance.	
525030	800 MHz Radio Service Charges	\$504
	800 MHz radio for office use @ \$42/month for 12 months.	
525031	800 MHz Radio Maintenance	\$95
	800 MHz radio maintenance for office use.	
525100	Postage	\$3,500
	To mail monthly billing and assorted correspondence.	
526500	Licenses & Permits	\$25
	To cover the cost to renew weighmaster license,	
530100	Depreciation	\$0
	To cover the cost of allocated depreciation.	

Fund: 5700
Department: 121202 – Solid Waste / Accounting & Collections
FY 2004 – 05 Budget Request

C. Requested Capital Items

540000 Small Tools and Minor Equipment \$250

This account will cover the cost to purchase any small office machines as needed, which are not carried through Central Warehouse

800 MHz Base Station (Replacement) \$2,500

Current Base Station is non-repairable and is essential to the Scale House to communicate with operators in the landfill area.

Safe \$2,000

Solid Waste makes deposits of approximately \$10,000 a week and at times over \$50,000. Currently there is no secure place to keep this money. Just this past year over \$600 was stolen during a break-in. Solid Waste received quotes in reference to a fire and burglary proof as well as floor anchored safe.

Canvas Awning for Scale House \$1,500

When working in the scale house, surrounded by glass windows with metal buildings located in front of the windows, it is very difficult to see. It is necessary for the Scale Master to view the types of material that are on the scales as well as enter customer information and proper weights. The constant glare, which at times is unbearable, creates a very unpleasant work environment. Solid Waste has tried several options to eliminate this problem to no avail. We received this price from an awning contractor.

Replacement Computer W/ 17" monitor \$850

This account will cover cost to purchase a new computer to replace the loaner computer presently being used from Information Services. Loaner computer does not have capacity to handle applications needed. Unable to convert files received from state agencies, using newest software and not enough memory to update or add needed software. This computer is used daily to dial into county network. Cost to include a Pentium IV 2.40 GHz, 17" monitor.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT**

**Annual Budget
Fiscal Year 2004-05**

Fund: 5700

Division: Public Works

Organization: 121203 - Solid Waste / Convenience Stations

Object Expenditure Code Classification	2002-03 Expenses	2003-2004 Expenses (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommended
Personnel					
510100 Salaries & Wages - 1	32,844	16,285	34,171	34,171	
510200 Overtime	0	0	150	150	
510300 Part Time	84,106	33,751	75,289	108,938	
511112 FICA Cost	8,855	3,766	8,385	10,949	
511113 State Retirement	7,474	3,075	7,508	9,804	
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	6,000	
511130 Workers Compensation	6,901	2,947	6,359	11,763	
511131 SC Unemployment	97	704	0	0	
511213 State Retirement - Retiree	552	353	0	0	
* Total Personnel	146,429	63,761	137,622	181,775	
Operating Expenses					
520200 Contracted Services	930,660	433,830	754,770	813,700	
520300 Professional Services	0	0	100	100	
520302 Drug Testing Services	0	0	50	50	
520400 Advertising & Publicity	194	194	500	2,500	
521000 Office Supplies	93	69	100	150	
521100 Duplicating	251	205	400	400	
521200 Operating Supplies	6,547	6,432	7,000	10,500	
522000 Building Repairs & Maintenance	4,083	1,631	9,000	18,600	
522100 Heavy Equipment Repairs & Maint.	16,293	6,762	20,000	20,000	
522200 Small Equipment Repairs & Maint.	5	0	250	250	
522300 Vehicle Repairs & Maintenance	552	175	1,000	1,000	
523000 Land Rental	1500	1500	1500	1,500	
524000 Building Insurance	356	243	606	737	
524100 Vehicle Insurance - 1	520	260	650	543	
524201 General Tort Liability Insurance	100	50	125	240	
524202 Surety Bonds	13	0	0	0	
525000 Telephone	9,731	4,715	9,500	9,700	
525010 Long Distance Charges	1,324	842	1,000	1,500	
525020 Pagers and Cell Phones	105	52	110	105	
525030 800 MHz Radio Service Charges - 1	440	219	530	530	
525031 800 MHz Radio Maintenance - 1	90	91	90	97	
525100 Postage	0	0	0	0	
525210 Conference & Meeting Expenses	0	58	1,000	1,000	
525240 Personal Mileage Reimbursement	169	156	250	300	
525318 Utilities - Convenience Stations	34,312	17,811	35,000	37,000	
525400 Gas, Fuel & Oil	338	130	1,200	1,200	
525600 Uniforms & Clothing	112	0	500	500	
526500 Licenses & Permits	500	500	600	600	
527040 Outside Personnel (Temporary)	317,370	153,947	352,888	356,500	
530100 Depreciation	72,992	0	95,000	95,000	
538000 Claims & Judgments (Litigation)	250	250	250	250	
* Total Operating	1,398,900	630,122	1,293,969	1,374,552	
** Total Personnel & Operating	1,545,329	693,883	1,431,591	1,556,327	

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05

Fund: 5700
 Division: Public Works
 Organization: 121203 - Solid Waste / Convenience Stations

Object Expenditure Code Classification	2002-03 Expenses	2003-04 Expenses (Dec)	2003-04 Amended (Dec)	<i>BUDGET</i>		
				2004-05 Requested	2004-05 Recommended	2004-05 Approved
Capital						
540000 Small Tools & Minor Equipment:	4,343	68	500	<u>500</u>		
All Other Equipment	0	1,448	234,190	<u>51,600</u>		
** Total Capital	4,343	1,516	234,690	<u>52,100</u>		

***** Total Expenses** 1,549,672 695,399 1,666,281 1,608,427

COUNTY OF LEXINGTON

Fund 5700

Department I21203 - Convenience Stations, Solid Waste Management

FY 2004 – 05 Budget Request

		<i>BUDGET</i>
		2004-05
		Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Digital Camera	\$600
3	Concrete Pads for repositioned compactors	\$15,000
1	New & Replacement Signs at Stations	\$1,000
16	Sets Steel Runners for Compactors	\$25,000
1	Asphalt Paving at 3 Stations	<u>\$10,000</u>
	** Total Capital (Transfer Total to Main Sheet)	\$51,600

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COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 5700		Fund Title: Enterprise				Total
Organization # 121203		Organization Title: Convenience Station				2004-2005
Object Expenditure Code	Classification	Program # I Existing	Program # II Nextel Phone	Program # III Red Bank Reloc	Program # IV Attendant's Huts	Requested
Personnel						
510100	Salaries # 1	34,171	0	0	0	34,171
510200	Overtime	150	0	0	0	150
510300	Part Time # 10 - 15	108,938	0	0	0	108,938
511112	FICA Cost	10,949	0	0	0	10,949
511113	State Retirement	9,804	0	0	0	9,804
511120	Insurance Fund Contribution # 1	6,000	0	0	0	6,000
511130	Workers Compensation	11,763	0	0	0	11,763
511131	S.C. Unemployment	0	0	0	0	0
511213	State Retirement - Retiree	0	0	0	0	0
* Total Personnel		181,775	0	0	0	181,775
Operating Expenses						
520200	Contracted Services	813,700	0	0	0	813,700
520300	Professional Services	100	0	0	0	100
520302	Drug Testing Services	50	0	0	0	50
520400	Advertising	2,500	0	0	0	2,500
521000	Office Supplies	150	0	0	0	150
521100	Duplicating	400	0	0	0	400
521200	Operating Supplies	10,500	0	0	0	10,500
522000	Building Repairs & Maintenance	18,600	0	0	0	18,600
522100	Equipment Repairs & Maintenance	20,000	0	0	0	20,000
522200	Small Equipment Repairs & Maint.	250	0	0	0	250
522300	Vehicle Repairs & Maintenance	1,000	0	0	0	1,000
523000	Land Rental	1,500	0	0	0	1,500
524000	Building Insurance	737	0	0	0	737
524100	Vehicle Insurance #	543	0	0	0	543
524201	General Tort Liability Insurance	240	0	0	0	240
524202	Surety Bonds	0	0	0	0	0
525000	Telephone	9,700	0	0	0	9,700
525010	Long Distance Charges	1,500	0	0	0	1,500
525020	Pagers and Cell Phones	105	750	0	0	855
525030	800 MHz Radio Service Charge - 1	530	0	0	0	530
525031	800 MHz Radio Maintenance - 1	97	0	0	0	97
525210	Conference & Meeting Expenses	1,000	0	0	0	1,000
525240	Personal Milage Reimbursement	300	0	0	0	300
525318	Utilities - Convenience Stations	37,000	0	0	0	37,000
525400	Gas, Fuel, & Oil	1,200	0	0	0	1,200
525600	Uniforms & Clothing	500	0	0	0	500
526500	Licenses & Permits	600	0	0	0	600
527040	Outside Personnel (Temporary)	356,500	0	0	0	356,500
530100	Depreciation	95,000	0	0	0	95,000
538000	Claims & Judgements (Litigation)	250	0	0	0	250
* Total Operating		1,374,552 0	750	0	0	1,375,302
** Total Personnel & Operating		1,556,327 0	750	0	0	1,557,077
** Total Capital (From Section II)		52,100	198	75,000	100,000	227,298
*** Total Budget Appropriation		1,608,427 0	948	75,000	100,000	1,784,375

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 – 05 Budget Request

SECTION III. - PROGRAM OVERVIEW

Program 1 Convenience Stations

This operation requires the effort of a full time Convenience Station Coordinator and approximately 10 to 15 County employed part-time Station Attendants and additional contracted personnel from Babcock Centers. The function of this cost center is to ensure the proper disposal of materials brought by Lexington County citizens to the various Convenience Stations. The attendants keep records of all contracted waste container pulls, contracted and SWM recyclable materials pulls and vehicle traffic counts in the stations. The attendants are also responsible for housekeeping activity in the attendants building and on the grounds at the station. Currently there are twelve (12) Convenience Stations throughout the county with the Babcock Centers personnel staffing nine (9) of these stations.

The Convenience Station Coordinator is housed at the SWM offices at the Lexington County Landfill. In addition to supervising the operations of the convenience stations, the coordinator also is responsible for monitoring Franchise Residential Waste Collectors and with coordinating service provider activities related to the rules and regulations specified in the County's Franchise Agreement. In this capacity, the coordinator serves as a liaison for the citizens and county government with the Franchise Waste Collectors.

Current Positions

Franchise and Convenience Station Coordinator	Grade 13
Convenience station Attendants (10 – 15)	Part-time

Fund 5700
 Department 121203 - Convenience Stations, Solid Waste Management
 FY 2004 – 05 Budget Request

SECTION III – SERVICE LEVELS

Convenience Stations

Services Provided	FY 01 /02 (Actual)	FY 02 /03 (Actual)	FY 03 /04 (Jul - Dec)	FY 03 /04 (Est. FY)	FY 04 /05 (Projected)
MSW Collected (Tons)	27,865.03	27,865.03	14,800.14	29,600.28	30,488.29
Yard Waste Collected (Tons)	18,556.55	22,207.61	11,467.25	22,934.50	23,622.54
Visiting Vehicles	1,488,100	1,679,645	865,661	1,731,322	1,783,262

Franchise Collections

Services Provided	FY 01 /02 (Actual)	FY 02 /03 (Actual)	FY 03 /04 (Jul - Dec)	FY 03 /04 (Est. FY)	FY 04 /05 (Projected)
MSW Collected (Tons)	Figure Unavailable	Figure Unavailable	12,094.66	21,770.39	22,858.91
Yard Waste Collected (Tons)	Figure Unavailable	Figure Unavailable	3,156.21	5,681.18	5,965.24

Fund 5700
 Department 121203 - Convenience Stations, Solid Waste Management
 FY 2004 – 05 Budget Request

V. – Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100 Salaries and Wages (1) \$ 34,171

These funds are for the Franchise/Convenience Station Coordinator

510200 Salaries and Wages \$ 150

These funds are for the Convenience Station Attendants

510300 Part Time (L/S) \$108,938

These funds are for the part-time Station Attendants. The requested increase results from increased personnel hours to accommodate the higher volume of waste and the increased numbers of citizen users.

511112 FICA Costs (L/S) \$ 10,949

These funds are for the Coordinator and part-time station attendants.

511113 State Retirement (L/S) \$ 9,804

These funds are for the Coordinator and part-time station attendants.

511120 Insurance Fund Contribution (1) \$ 6,000

These funds are for the Franchise/Convenience Station Coordinator. This figure provided Mr. Ed Salyer, County Risk Manager.

511130 Workers Compensation (1) (L/S) \$ 11,763

These funds are for the Coordinator and part-time station attendants.

511131 SC Unemployment Compensation (L/S) \$ 0

These funds are for the Coordinator and part-time station attendants.

511213 State Retirement - Retiree \$ 0

These funds are for the Coordinator and part-time station attendants.

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Franchise and Convenience Station Coordinator		1	1	Grade 13
Convenience Station Attendants 10 – 15 (PT)		7.5	7.5	NA

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B. REQUESTED OPERATIONAL BUDGET

520200 Contracted Services \$813,700

These funds are for the removal of solid waste from the 12 convenience stations. The list below represents the expected number of pulls from and the total cost of those pulls based on the average pulls per station per month for the past 30 consecutive months. These costs are based on the fixed contract price of \$100 per pull and \$50 per container rental at all stations. In estimating the number of pulls for the FY, a conservative factor representing expected pull and corresponding pull cost reductions due to the installation of additional compactors expected to be completed prior to the start of FY 2004-05 was included. With out this factor, estimated pulls equal 9,574 for a cost of \$957,400 plus yearly rentals of \$29,400.00 for a total of \$986,800.00. (continued next page)

Bailey	600 pulls/yr.	@	\$60,000	+	\$2,400 rent:	Yearly Total =	\$ 64,400
Ball Park	669 pulls/yr.	@	\$66,900	+	\$3,000 rent:	Yearly Total =	\$ 69,900
Bush River	930 pulls/yr.	@	\$93,000	+	\$3,000 rent:	Yearly Total =	\$ 96,000
Chapin	757 pulls/yr.	@	\$75,700	+	\$3,000 rent:	Yearly Total =	\$ 78,700
Edmund	383 pulls/yr.	@	\$38,300	+	\$1,800 rent:	Yearly Total =	\$ 40,100
Hollow Creek	488 pulls/yr.	@	\$48,800	+	\$1,800 rent:	Yearly Total =	\$ 50,600
Leesville	345 pulls/yr.	@	\$34,500	+	\$1,800 rent:	Yearly Total =	\$ 36,300
Pelion	490 pulls/yr.	@	\$49,000	+	\$1,800 rent:	Yearly Total =	\$ 50,800
Red Bank	1,020 pulls/yr.	@	\$102,000	+	\$3,000 rent:	Yearly Total =	\$105,000
Riverchase	991 pulls/yr.	@	\$99,100	+	\$3,000 rent:	Yearly Total =	\$102,100
Sandhills	720 pulls/yr.	@	\$72,000	+	\$3,000 rent:	Yearly Total =	\$ 75,000
Summit	450 pulls/yr.	@	\$45,000	+	\$1,800 rent:	Yearly Total =	\$ 46,800
TOTAL	7,843 pulls/yr.	@	\$784,300	+	\$29,400 rent:	Yearly Total =	\$813,700

520300 Professional Services \$ 100

These funds are for personnel questionnaires and related services as necessary.

520302 Drug Testing Services \$ 50

These funds are for testing of employees if necessary.

520400 Advertising/Convenience Station Brochure Services \$ 2,500

These funds are for the production and distribution of printed flyers, handouts, advertisements, etc. regarding the SWM Collection Stations and Franchise Residential Waste collection. Handouts would include information regarding the operation of the convenience stations. Flyers would include information designed to increase the number of residences participating in the Residential Waste Collection program, thereby increasing revenues from that programs. A substantial increase in the residential collection program may also result in a reduction of expenditures related to Convenience Station operations. This cost also includes production and distribution of holiday schedules and/or changes to the operations of Convenience Stations and Franchise Residential Waste Collection.

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

521000 Office Supplies **\$ 150**

These funds are for business cards for the coordinator, file folders, pens, pencils, calendars, and other necessary general office supplies.

521100 Duplicating **\$ 400**

These funds are for necessary copying of work reports, time sheets, time cards, etc. related to both Convenience Station and Franchise Residential Waste Collections.

521200 Operating Supplies **\$ 10,500**

These funds are for such items as cleaning supplies and disinfectants, brooms, rakes, shovels, water hoses, gloves (rubber, cotton & leather) misc. cleaning and other necessary operating supplies. First Aid supplies, Employee Personal Protective Equipment (safety glasses, safety vests, etc), ladders, labeling supplies, and film are also included in this program. Operating supplies are necessary to maintain a clean and safe environment for employees and citizens. Supplies are stored at the SWM offices and distributed to the stations as needed.

522000 Building Repairs and Maintenance **\$ 18,600**

These funds are for normal maintenance and upkeep of the 12 Convenience Station attendant's buildings, repair and upkeep of station fence and gate work to allow for appropriate security of the station, maintenance and repair of electrical circuits, repair of small potholes and other damages to existing concrete and asphalt drives and other ongoing maintenance needs. The increase in this line item over last year results from costs associated with constructing "safety bunkers" designed for protection of station staff and citizens in the event of dangerous weather situations such as the one experienced at the Leesville Station in February of 2002. These bunkers are part of a Safety Plan prepared by Lexington County Safety Officer Ron Farr and cost estimates are based on information provided by John Fechtel, Lexington County Director of Public Works.

522100 Heavy Equipment Repairs and Maintenance **\$ 20,000**

These funds are for the necessary and normal repair and maintenance of solid waste compactors at the 12 Convenience Stations.

522200 Small Equipment Repairs and Maintenance **\$ 250**

These funds are for the repair of lawnmowers, weed eaters and other small equipment needed to maintain aesthetic appearance of the convenience sites.

522300 Vehicle Repairs and Maintenance **\$ 1,000**

These funds are for normal maintenance costs (as outlined by Fleet Services) associated with the operation of the 1998 Ford Taurus assigned to this account.

523000 Land Rental **\$ 1,500**

These funds represent the contracted amount due for rental of land for the Bailey Site.

524000 Building Insurance **\$ 737**

These funds are for insurance of the buildings at the 12 sites. This figure provided by Mr. Ed Salyer, County Risk Manager

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Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 – 05 Budget Request

524100 Vehicle Insurance \$ 543

These funds are for insurance of the 1998 Ford Taurus (ID# 19903) assigned to this account. This figure provided by Mr. Ed Salyer, County Risk Manager.

524201 General Tort Liability Insurance \$ 240

These funds are for General Tort Liability Insurance for the Convenience Station Coordinator and county employed station attendants. This figure provided by Mr. Ed Salyer, County Risk Manager.

525000 Telephone \$ 9,700

These funds are for telephone service for 12 Convenience Stations.

525010 Long Distance Charges \$ 1,500

These funds are for long distance service for the 12 Convenience Stations.

525020 Pagers and Cell Phones \$ 105

These funds are for pager service @ \$ 8.73 per month for the Convenience Station Coordinator.

525030 800 MHz Radio Service Charge \$ 530

These funds are for 800 MHz radio service for Convenience Station Coordinator @ \$ 42 per month plus an additional \$ 26 Annual Roaming Charge.

525031 800 MHz Radio Maintenance \$ 97

These funds are for general maintenance of an 800 MHz radio for the Convenience Station Coordinator.

525210 Conference and Meeting Expense \$ 1,000

These funds are for attendance of programs related to the operation of ArcView GIS/Mapping software. The software was purchased during FY 02-03. In addition, these funds will be used to attend meetings and/or seminars related to appropriate solid waste management issues and to provide for an annual awards recognition program for current and retired Convenience Station Attendants and other appropriate SWM and County Personnel.

525240 Personal Mileage Reimbursement \$ 300

These funds are for reimbursement to cover the cost to the Convenience Station Coordinator when it is appropriate to use her/his personal vehicle for in the conduct of county business. Examples of this may occur when it is necessary to visit the Convenience Stations in the early mornings or in the late afternoon, or when the county vehicle is not available due to service.

525318 Utilities - Convenience Stations \$ 37,000

These funds are for utility expenses at the 12 Convenience Stations. The installation of new area lighting, necessary to promote the safety of the site, personnel and citizens, and the continued aging of the waste compactors will continue to impact this program.

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

525400 Gas, Fuel, and Oil \$ 1,200

These funds are for gas, oil and other fluids and lubricants necessary (as outlined by Fleet Services) for the operation of the vehicle assigned to this account.

525600 Uniforms and Clothing \$ 500

These funds are for caps, t-shirts and raincoats for station attendants and the Convenience Station coordinator as appropriate.

526500 Licenses and Permits \$ 600

These funds are for water testing as required by SC DHEC at the Chapin, Bush River, Edmund, Bailey, Pelion, and Red Bank Convenience Stations.

527040 Outside Personnel \$356,500

These funds are for payment for labor under the existing contract with Babcock Industries for staffing the Bailey, Ball Park, Bush River, Chapin, Hollow Creek, Pelion, Red Bank, Riverchase, and Sandhills Convenience Stations.

530100 Depreciation \$ 95,000

These funds are to cover the cost of allocated depreciation.

538000 Claims and Judgments \$ 250

These funds are to cover costs related to any claim(s) that may be filed.

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

C. REQUESTED CAPITAL IMPROVEMENT

540000 Small Tools and Minor Equipment \$ 500

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, as well as chair(s), file cabinet(s), other office equipment and etc. for use at the 12 convenience stations.

000000 Digital Camera \$ 600

This amount represents the approximate cost to purchase a CD Mavica Mvc-Cd500 5Mpix Digitlcam 3X Zoom with extra Mavica Digitlcam Replacement Battery or equivalent model from another manufacturer. This camera will be used in a variety situations including photographic documentation of damage to citizen's and/or County property at SWM Facilities, photographic documentation of injury to citizen's and/or County personnel at SWM Facilities, photographic documentation of information related to specific service complaints against franchise providers and other situations as necessary to document information for the benefit of the citizens of Lexington County and/or Lex. Co. SWM. *Donna Harris in the Lexington County Procurement Office provided this pricing information.*

000000 Concrete pads for repositioned compactors \$ 15,000

Because of the weight of a 40-yard compactor container when full, the container must be placed on a concrete pad rather than asphalt. Each concrete pad would be approximately 60' long by 36' wide by 8" thick (Approximately 55 cubic yards). This work represents only new concrete pads necessary as a result of installing additional compactors at the Gwen Bailey, Edmund and River Chase stations. These compactors will be used to compact cardboard for recycling and installation of these compactors may result in an increase in revenue for cardboard recycling in the Recycling Revenues accounts.

000000 New and Replacement Signs for the twelve (12) Convenience Stations \$ 1,000

This amount represents the amount necessary to obtain new and/or replacement directional, informational and educational signs needed at each of the convenience stations. 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.

000000 Asphalt driveway \$ 10,000

These funds would be used to improve the driveways at the Chapin Convenience Station. Currently the station, one of the county's busiest, includes a primary driveway that is not paved. Aside from being unsightly, erosion and other wear and tear resulting from the lack of paving can result in injury to citizens and damage to their vehicles.

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 – 05 Budget Request

000000 Steel Runners for Compactors (20) \$ 25,000

This consists of the installation of ½” steel plate as runners under most of the compactor containers. Because of the weight of these containers, and normal wear and tear resulting from the steel wheels rolling on the concrete pads, the concrete gradually wears away, leaving “ruts”. Aside from being unsightly and a safety hazard to citizens and employees, these ruts can cause the container to not be level and therefore, not connect properly to the compactor mechanism. Such a situation can cause additional stress on the compactor, resulting in unnecessary wear to the mechanism. In addition, an uneven or improper fit between the container and the compactor can result in the compactor not working properly or at all. When funded, this request should allow us to complete the program of installing these steel plates at all waste compactors. This task was begun in FY 03-04 with the purchase of steel plates installed at 16 compactors.

100 each 4' x 8' x ½” steel @ approx \$210.00 each	= \$ 21,000.00
Freight and preparation @ approx. \$28.00 each	\$ 2,800.00
SC Tax	<u>\$ 1,190.00</u>
Total	\$ 24,990.00

These prices are based on a quote provided by David @ Complete Steel (our most recent supplier by competitive bid) on 02/19/04. Per this quote, the steel industry has seen a 16% increase in cost during the last three months and expectations are that the cost will continue to climb for the next 8 to 12 months.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 5700 Fund Title: Enterprise
 Organization # 121203 Organization Title: Convenience Station
 Program # II Program Title: Nextel Communicator

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>i</u>	0
510200 Overtime	0
510300 Part Time # <u>10 - 15</u>	0
511112 FICA Cost	0
511113 State Retirement	0
511120 Insurance Fund Contribution # <u>1</u>	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
5111213 State Retirement - Retiree	0
* Total Personnel	0
Operating Expenses	
520200 Contracted Services	0
520300 Professional Services	0
520302 Drug Testing Services	0
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	0
522000 Building Repairs & Maintenance	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
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525010 Long Distance Charges	0
525020 Pagers and Cell Phones	750
525030 800 MHz Radio Service Charge - <u>1</u>	0
525031 800 MHz Radio Maintenance - <u>1</u>	0
525210 Conference & Meeting Expenses	0
525240 Personal Milage Reimbursement	0
525318 Utilities - <u>Convenience Stations</u>	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
527040 Outside Personnel (Temporary)	0
530100 Depreciation	0
538000 Claims & Judgements (Litigation)	0
* Total Operating	750
** Total Personnel & Operating	
** Total Capital (From Section II)	198
*** Total Budget Appropriation	948

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

III. - Program Overview

Program II Nextel Direct Connect Cellular Telephone

A. REQUESTED PERSONNEL BUDGET

B. REQUESTED OPERATIONAL BUDGET

<u>525020</u>	<u>NEXTEL Cell /Direct Connect phone</u>	<u>\$ 750</u>
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This line includes the monthly charges for operation of a NEXTEL direct connect/cell phone for the Franchise & Convenience Station Coordinator using the National Free Incoming 400 Plan (400 free cell minutes, unlimited direct connect usage, free incoming calls, voice mail & caller ID) at \$53.99 plus \$2.50 per month for detailed billing and estimated universal service fund, SC 911 tax and applicable sales taxes for the budget year. This piece of equipment has become a necessary tool for improving the communication between the service providers and the county. Currently, both franchise Service Providers (Johnson's and Southland) and the Convenience Station non-recyclable waste hauler (Waste Management) use these devices as a primary means of communication. This equipment will allow the Coordinator to direct connect with the management of these companies, as well as the individual truck personnel providing a service. This communication will facilitate a more efficient and effective service to the citizens of the County.

C. REQUESTED CAPITAL IMPROVEMENT

<u>0000000</u>	<u>NEXTEL Cell /Direct Connect phone w/ accessories</u>	<u>\$ 198</u>
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This amount represents the cost to purchase a new phone for the Franchise & Convenience Station Coordinator with necessary accessories. This communications device is necessary to facilitate communications between the coordinator and service providers. Both Franchise Residential Waste carriers and Waste Management, primary waste hauler from convenience stations, use Nextel Direct Connect as a primary communications system. *Marie Hildebrand in the Lexington County Procurement Office provided this pricing information.*

**New Program
Section I**

COUNTY OF LEXINGTON

New Program Request
Fiscal Year - 2004-2005

Fund # 5700 Fund Title: Enterprise
 Organization # 121203 Organization Title: Convenience Station
 Program # III Program Title: Red Bank Relocation

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	0
510200 Overtime	0
510300 Part Time # <u>10 - 15</u>	0
511112 FICA Cost	0
511113 State Retirement	0
511120 Insurance Fund Contribution # <u>1</u>	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
5111213 State Retirement - Retiree	0
* Total Personnel	0
Operating Expenses	
520200 Contracted Services	0
520300 Professional Services	0
520302 Drug Testing Services	0
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	0
522000 Building Repairs & Maintenance	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 # <u> </u>	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525010 Long Distance Charges	0
525020 Pagers and Cell Phones	0
525030 800 MHz Radio Service Charge - <u>1</u>	0
525031 800 MHz Radio Maintenance - <u>1</u>	0
525210 Conference & Meeting Expenses	0
525240 Personal Milage Reimbursement	0
525318 Utilities - <u>Convenience Stations</u>	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
527040 Outside Personnel (Temporary)	0
530100 Depreciation	0
538000 Claims & Judgements (Litigation)	0
* Total Operating	0
** Total Personnel & Operating	0
** Total Capital (From Section II)	75,000
*** Total Budget Appropriation	75,000

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Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

III. - PROGRAM OVERVIEW

Program III Red Bank Convenience Station Relocation

A. REQUESTED PERSONNEL BUDGET

B. REQUESTED OPERATIONAL BUDGET

0000000 Red Bank Station Relocation \$ 75,000

This amount represents the cost to relocate the existing Red Bank Convenience Station to a new site already owned by the County. This cost estimate includes paving and fencing the station grounds, pouring of cement pads for compactors, installation of equipment moved from the existing station, installation electrical service and all other expected expenses related to this relocation project.

In addition, with completion of this relocation plan, the existing Red Bank Convenience Station property will be available for other county use or for sale. According to the Lexington County Assessor, the current station location has an appraised value of \$13,800.00 and an expected sale value of between \$20,000.00 and \$62,600.00. Proceeds from any sale of this property may improve the revenue projections for the budget year during which that sale occurs.

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 5700 Fund Title: Enterprise
 Organization # 121203 Organization Title: Convenience Station
 Program # IV Program Title: Attendant's Buildings

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries # <u>1</u>	0
510200 Overtime	0
510300 Part Time # <u>10 - 15</u>	0
511112 FICA Cost	0
511113 State Retirement	0
511120 Insurance Fund Contribution # <u>1</u>	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
5111213 State Retirement - Retiree	0
* Total Personnel	0
Operating Expenses	
520200 Contracted Services	0
520300 Professional Services	0
520302 Drug Testing Services	0
520400 Advertising	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	0
522000 Building Repairs & Maintenance	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 # <u> </u>	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525000 Telephone	0
525010 Long Distance Charges	0
525020 Pagers and Cell Phones	0
525030 800 MHz Radio Service Charge - <u>1</u>	0
525031 800 MHz Radio Maintenance - <u>1</u>	0
525210 Conference & Meeting Expenses	0
525240 Personal Milage Reimbursement	0
525318 Utilities - <u>Convenience Stations</u>	0
525400 Gas, Fuel, & Oil	0
525600 Uniforms & Clothing	0
526500 Licenses & Permits	0
527040 Outside Personnel (Temporary)	0
530100 Depreciation	0
538000 Claims & Judgements (Litigation)	0
* Total Operating	0
** Total Personnel & Operating	0
** Total Capital (From Section II)	100,000
*** Total Budget Appropriation	100,000

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

III. - PROGRAM OVERVIEW

Program IV Convenience Station Attendant's Buildings

A. REQUESTED PERSONNEL BUDGET

B. REQUESTED OPERATIONAL BUDGET

B. REQUESTED CAPITAL BUDGET

0000000	Attendants Building (5)	\$100,000
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This is to replace five (5) attendants building currently in use at the Red Bank, Riverchase, Pelion, Hollow Creek and Gwen Bailey Convenience Stations. The existing buildings are in very bad shape and in many cases pose potential safety hazards. Costs to patch or repair these existing structures would be more than the replacement costs. When funded, this request will allow us to complete the program of replacing the attendant's buildings at all 12 stations begun in FY 03-04 with the replacement of six (6) attendant's buildings. This request, including the cost estimate of \$20,000.00 each, is based on the information provided by the Lexington County Building Services Department and assumes that the project would be out-sourced and bid as a single job. If Lexington County Building Services personnel complete this construction work, the costs could be reduced by as much as 45%, however at this time that department is not able to commit to completing this construction.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05**

Fund: 5700

Division: Public Works

Organization: 121204 - Solid Waste / Landfill Operations

Object Expenditure Code Classification	2002-03 Expenses	2003-04 Expenses (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommended	2004-05 Approved
Personnel						
510100 Salaries & Wages - 4	138,293	67,055	140,209	<u>140,209</u>		
510200 Overtime	4,117	1,679	3,500	<u>3,500</u>		
511112 FICA Cost	10,624	5,137	10,994	<u>10,994</u>		
511113 State Retirement	9,683	4,708	9,844	<u>9,844</u>		
511120 Insurance Fund Contribution - 4	22,400	11,520	23,040	<u>24,000</u>		
511130 Workers Compensation	8,326	4,048	8,233	<u>8,233</u>		
* Total Personnel	193,443	94,147	195,820	<u>196,780</u>		
Operating Expenses						
520100 Contracted Maintenance	84,513	43,626	106,077	<u>135,916</u>		
520200 Contracted Services	2,572	263	3,409	<u>3,409</u>		
520241 Refrigerant Disposal & Testing	3,013	0	10,000	<u>10,000</u>		
520300 Professional Services	150	12,690	82,775	<u>82,775</u>		
520302 Drug Testing Services	0	0	350	<u>350</u>		
520601 Landfill Monitoring - Batesburg	16,386	9,265	46,650	<u>72,105</u>		
520602 Landfill Monitoring - Edmund	31,439	9,980	15,095	<u>27,280</u>		
520603 Landfill Monitoring - Chapin	20,505	2,990	8,500	<u>83,215</u>		
520612 Closure/Post-Closure Care Cost	0	0	30,000	<u>30,000</u>		
521000 Office Supplies	0	0	0	<u>0</u>		
521100 Duplicating	50	41	100	<u>150</u>		
521200 Operating Supplies	1,964	1,402	3,000	<u>13,920</u>		
522000 Building Repairs & Maintenance	1,423	1,004	2,800	<u>10,775</u>		
522100 Heavy Equipment Repairs & Maint.	64,869	2,438	45,542	<u>85,000</u>		
522200 Small Equipment Repairs & Maint.	0	0	0	<u>0</u>		
522300 Vehicle Repairs & Maintenance	2,503	1,069	3,900	<u>10,000</u>		
523200 Equipment Rental	0	0	0	<u>0</u>		
524100 Vehicle Insurance - 5	2,600	1,300	3,250	<u>2,716</u>		
524101 Comprehensive Insurance	3,418	2,337	9,313	<u>7,062</u>		
524201 General Tort Liability Insurance	728	364	910	<u>1,082</u>		
524202 Surety Bonds	26	0	0	<u>0</u>		
525020 Pagers and Cell Phones	380	222	494	<u>494</u>		
525030 800 MHz Radio Service Charges - 4	1,705	910	2,318	<u>2,318</u>		
525031 800 MHz Radio Maintenance - 4	273	273	360	<u>382</u>		
525210 Conference & Meeting Expenses	0	0	1,720	<u>1,720</u>		
525230 Subscriptions Dues & Books	0	0	120	<u>120</u>		
525317 Utilities - Landfill (Edmund)	3,412	1,843	4,000	<u>4,000</u>		
525400 Gas, Fuel & Oil	31,291	15,006	26,000	<u>34,946</u>		
525600 Uniforms & Clothing	1,643	704	1,700	<u>2,300</u>		
526500 Licenses & Permits	2,305	2,305	2,305	<u>2,900</u>		
530100 Depreciation	122,296	0	160,000	<u>160,000</u>		
538000 Claims & Judgments (Litigation)	4,300	0	100	<u>100</u>		
538600 SCDHEC Fines - Administrative Order	0	0	0	<u>20,000</u>		
* Total Operating	403,764	110,032	570,788	<u>805,035</u>		
** Total Personnel & Operating	597,207	204,179	766,608	<u>1,001,815</u>		

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COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2004-2005

Fund: 5700 (Enterprise)
Organization: 121204 (Landfill Operations)

		<i>BUDGET</i>
		2004-05
		Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$800
1	Caterpillar 826-C Compactor (Replacement)	\$532,699
	** Total Capital (Transfer Total to Main Sheet)	\$533,499

Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

Section III – PROGRAM OVERVIEW

Solid Waste Management - Landfill Operations

This program oversees the administrative portion of the Landfill Operations, supervises 3 (Three) Heavy Operators and enforces County ordinance, SCDHEC SWM rules and regulations. The Administrative personnel works 50% of the time in this department and 50% in the Transfer Station Operations. The salary is paid proportionately.

Current Position

Superintendent of SWM (Insured)	Grade 20
Supervisor of Landfill Operations (Insured)	Grade 12

Current Positions

(3) Heavy Equipment Operator (Insured)	Grade 9
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Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

Section III. Service Levels

C&D Yard Waste Landfilled	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Tons	72,545.41	69,313.65	34,335.64,	70,000.00	73,000.00

Fund: 5700
 Department: 121204 – Solid Waste / Landfill
 FY 2004 – 05 Budget Request

V. – Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100 Salaries (4) \$140,209

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators

510200 Overtime (3) \$3,500

Program 1 These funds are for 50% for the Landfill Supervisor if overtime is necessary and for 3 (Three) Heavy Equipment Operators

511112 FICA (4) \$10,994

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators

511113 State Retirement (4) \$9,844

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators

511115 Insurance Fund Contribution (4) \$24,000

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators

511130 Workers Compensation (4) \$8,233

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and for 3 (Three) Heavy Equipment Operators

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Superintendent Solid Waste Management		½	½	20
Landfill Supervisor		½	½	12
Heavy Equipment Operator III		3	3	9

Fund: 5700
 Department: 121204 – Solid Waste / Landfill
 FY 2004 – 05 Budget Request

B. REQUESTED OPERATIONAL BUDGET

520100	Contracted Maintenance	\$135,916
Program 1	<p>This account will cover the expenditures of a one year Contracted Maintenance Service for five (5) pieces of heavy equipment to include Total Maintenance & Repair (TM&R) for mechanical and general maintenance, fire protection systems for each and to cover the cost of portable fire extinguishers. Each piece of equipment is serviced every 250 operating hours for (TM&R) and the monthly cost is a set price based on the individual equipment. The (TM&R) covers all maintenance, except for ground engaging tools. All Caterpillar equipment is used in the C & D Landfill Program. Each piece of equipment is also covered by a separate contract for a fire protection system, based on three inspections per year, and each inspection's cost is based on the individual piece of equipment. Estimated replacement parts for fire protection systems are \$5,000 Forty (40) portable fire extinguishers are inspected twice a year and recharged</p>	
	(40) Inspections @ \$1.00/inspection	\$40.00
	(40) Recharging @ \$7.60/charge	\$304.00
	Estimated replace. parts	\$800.00
	Total for fire extinguishers	\$1,144.00
	Co # 11841R 1987 Caterpillar 826 Landfill Compactor	
	(Certified Rebuilt in 96-97 FY)	
	(TM&R) Payment @ 12 month	\$3,400./each
	(TM&R) Total	\$40,800/year
	Fire protection inspection	\$175.00/quarterly
	Total inspections	\$700.00/year
	Total	\$41,500
	Co # 00000-Caterpillar 826 Landfill Compactor	
	(TM&R) Payment @12 month	\$2,083/each
	(TM&R) Payment Total	\$24,996/year
	Total	\$24,996
	Co # 15123 - Caterpillar 623 Scraper Pan (12 months)	
	Serviced by Blanchard Machinery	
	(TM&R) Payment per month {4 months}	\$2,162/each
	(TM&R) Payment per month {8 months}	\$2,500/each
	(TM&R) Total	\$28,648/year
	Fire protection inspection	\$175.00/quarterly
	Total inspections	\$700/year
	Total	\$29,348

Fund: 5700
 Department: 121204 - Solid Waste / Landfill
 FY 2004 - 05 Budget Request

520100 Contracted Maintenance (Cont.)

Co # 00000 - Caterpillar 623 Scraper Pan (12 months)	
Serviced by Blanchard Machinery	
(TM&R) Payment per month	\$2,185/each
(TM&R) Total	\$26,220/year
Total	\$26,220
Co # 15122 1992 Caterpillar D7 Dozer	
Serviced by Blanchard Machinery	
(TM&R) Payment per month	\$584/each
(TM&R) Total	\$7,008/year
Fire protection inspection	\$175.00/quarterly
Total inspections	\$700.00/year
Total	\$7,708

520200 Contracted Services \$3,409

Program 1 This account is to cover the cost of chemical analysis performed by Columbia Analytical Laboratories, Inc. Chemical analysis is performed each month from samples taken from the water discharge of our sediment pond. The pond is located at the base our MSW Landfill. These analysis tests are part of the requirement of our National Pollutant Discharge Elimination System (NPDES) Permit. A monthly Discharge Monitoring Report (DMR) is required for this permit. The DMR is a report of the actual analysis. South Carolina Department of Health & Environmental Control (SCDHEC) require the NPDES permit

Monthly testing =	\$117.98 x 8 = \$943.84
Quarterly testing =	\$158.28 x 4 = \$633.23
Sample collecting	\$94.25 x 12 = \$1,131.00
Additional testing as needed	\$700.00

520241 Refrigerant Disposal & Testing \$10,000

Program 1 This account covers the EPA required removal of refrigerant (freon) from all units containing freon entering the landfill facility, prior to recycling

Fund: 5700
Department: 121204 - Solid Waste / Landfill
FY 2004 - 05 Budget Request

520300 Professional Services \$82,775

Program 1 This account covers cost associated with several types of Professional Services
These services include:
Engineering observations & surveying providing technical assistance/over view of
construction activities:

Batesburg/Leesville @ \$14,850
Edmund @ \$8,400
Chapin @ \$7,500
Topographic survey @ \$6,800
Permit application @ \$45,000
This total service is \$82,550/year.

A mandatory fee of \$225.00 is to cover cost of SCDHEC Drinking Water
annual fee for public wells located on our site.

520302 Drug Testing Services \$350

Program 1 The required Random Drug/Alcohol Testing is for
four (4) employees that hold CDL licenses, as required for their position.

Blood Testing \$35.75 ea. & Urine Testing \$25 ea.
Potential Random Testing is estimated at \$175/ea. Total testing = \$350
If an accident/incident were to occur to any employee operating heavy equipment
vehicles, Drug/Alcohol testing is mandatory. This cost is included in the above

520601 L/F Well Monitoring - Batesburg/Leesville \$72,105

Program 1 The proposed engineering fee is to perform bi-annual sampling and laboratory
analysis of groundwater at the Batesburg/Leesville Landfill. Engineering
consultants oversees and handles all lab cost and reporting, as required by
SCDHEC. This fee includes: The sampling and laboratory analysis of indicator
parameters, review of results in relation to maximum contaminant levels and
forwarding of results to SCDHEC. Installation of 3 Bedrock Assessment-
monitoring wells

520602 L/F Well Monitoring - Edmund \$27,280

Program 1 The proposed engineering fee is to perform bi-annual sampling and laboratory
analysis of groundwater at the Edmund Landfill. Engineering consultants oversees
and handles all lab cost and the reporting as required by SCDHEC. This
fee includes: The sampling and laboratory analysis of indicator parameters, review
of results in relation to maximum contaminant levels and forwarding of results to
SCDHEC. The analysis is more extensive for Edmund than our other closed
MSW Landfills. This extensive analysis is listed on the "Appendix 2" and is the
same requirements for Subtitle D landfills, by SCDHEC. This fee also
includes a bi-annual statistical analysis report sent to SCDHEC..

Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

520603 L/F Well Monitoring - Chapin \$83,215

Program 1 The proposed engineering fee is to perform bi-annual sampling and laboratory analysis of groundwater at the Chapin Landfill. Engineering consultants oversees and handles all lab cost and reporting as required by SCDHEC. This fee includes: The sampling and laboratory analysis of indicator parameters, review of results in relation to maximum contaminant levels and forwarding of results to SCDHEC.

520612 Closure/Post Closure Care Cost \$30,000

Program 1 This cost is part of our Financial Assurance, as required by SCDHEC, and is for covering the cost of correcting any potential contamination

521100 Duplicating \$150

Program 1 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, etc.
Landfill Supervisor - 2,000 copies @ .05 = \$150.00

521200 Operating Supplies \$13,920

Program 1 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 C&D will close requiring seed, fertilizer, mulch, etc. CR. 14 for road maintenance \$5.06 a ton x 2000 tons = \$10,120

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.

522000 Building Repairs & Maintenance \$10,775

Program 1 This account covers cost for needed repairs to the office building at the Edmund facility.

Generator maint., well & septic tank maint., paving asphalt to repair entrance of scales, sandblast and paint for scales, fuel tank maintenance, general maintenance of oil & maintenance storage sheds, office building \$1,000
Replace intercom system transaction drawer, depository and window in scale house \$8,675
Annual Inspection for Garage doors \$50.00/ea. X 6 = \$300/yr
Estimated cost for repairs to garage doors \$800

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Fund: 5700
 Department: 121204 – Solid Waste / Landfill
 FY 2004 – 05 Budget Request

522100 Heavy Equipment Repairs & Maint. \$85,000

Program 1 This account is for landfill heavy equipment and covers repairs to any equipment not covered by contracted maintenance (TM&R), such as tires, cutting blades, elevator chains, Compactor cleats, Pan tires, etc.

Estimated cost for parts	\$20,000
623 Pan Co# 15123	\$15,000
623 Pan.Co# 00000	\$10,000
D7 Dozer Co# 15122	\$5,000
826 Compactor Co# 11841R	\$28,000
826 Compactor Co# 00000	\$6,000
Utility Tractor Co # 18898	\$500
Motor Grader Co # 10135	\$500

522300 Vehicle Repairs & Maintenance \$10,000

Program 1 This account is for cost associated with the service maintenance & repairs for the following vehicles:

- Vehicle used by Solid Waste Superintendent
- 3/4 Chevy Truck Co# 20293
 - Quarterly service @ \$50 = \$200/year
- Dump Truck Co# 16697
 - Quarterly service @ \$50 = \$200
- GMC Boom Truck Co# 14994
 - Quarterly service @ \$50 = \$200
- Ford Tractor Low Boy Co# 22601
 - Quarterly service @ \$50 = \$200
- Ford Crew Cab Co# 15830
 - Quarterly service @ \$50 = \$200
- Estimated cost for transmission replacement \$2,500. (15830)
- Estimated cost for the above vehicles parts \$6,500

524100 Vehicle Insurance \$2,716

Program 1 This account will cover the cost for liability insurance for five (5) vehicles @ \$543.20 ea.

- | | |
|----------------------|-------------------|
| Truck Co# 20293 | Truck Co# 15830 |
| Dump Truck Co# 16697 | Low Boy Co# 22601 |
| Boom Truck Co# 14994 | |

524101 Comprehensive Insurance/Landfill Equip. \$7,062

Program 1 This account fee is cost of Comprehensive Insurance for Heavy Equipment.

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Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

524201 General Tort Liability Insurance \$1,082

Program 1 This account fee covers the cost for the 04-05 year for the current number of employees

525020 Pagers and Cell Phones \$494

Program 1 This account covers cost for Pagers and Cell Phones.
(1) Dial Page @ \$8.73/month = \$105
(1) Cell Phones @ \$22.84 ea. /month = \$275.00
Extra airtime not covered in first month's free 30 min.
Estimated \$100.00/ea. = \$100
Universal Service Fund \$0.62/month = \$7.40
911 Services \$0.55/month = \$6.60

525030 800 MHz Radio Service Charges \$2,318

Program 1 This account covers cost for four (4) 800 MHz Radios and are assigned to the following:

Superintendent
(1) Service for 800 MHz Radio @ \$50/month ea. Plus SC tax = \$630/year
Roaming fees \$100/year
Total cost \$730

Three HEO III
(3) Service for 800 MHz Radio @ \$42.00/month ea., plus SC tax = \$1,588/year

525031 800 MHz Radio Maintenance \$382

Program 1 This account covers cost for any maintenance for (4) 800 MHz Radio needing repairs during 04-05 FY

Superintendent
(1) Radio \$7.59/month = \$91.08 + SC Tax = \$95.63
Three HEO III
(3) Radios \$7.59/month = \$273.24 + SC Tax = \$286.90

525210 Conference & Meeting Expenses \$1,720

Program 1 This account will cover the cost for Solid Waste Superintendent to attend: Solid Waste Association of North America Regional Conference, to be held in South Carolina in 04-05. This conference is an educational program to update those in the field of Solid Waste Management on Federal, State regulations and Landfill Operational applications. Courses are offered to assist with CEU hours that are required in maintaining both SWANA and SCDHEC Management Re-Certifications.
Registration & Special Courses = \$550
3 nights lodging \$135/night = \$405 (incl. SC tax)

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Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

525210 Conference & Meeting Expenses (Cont.)

Per Diem = \$78
Total \$1,033

The Superintendent is commissioned through the Lexington County Sheriffs Department as a Litter Control Officer. As an Officer the Superintendent is a member of the South Carolina Litter Control Association. An Officer is required to maintain all updated laws and information associated with his commission. The Litter Control Association holds a yearly conference in South Carolina and this provides the required information (cont.)

Registration = \$45
2 night lodging \$95/night = \$190
Per Diem = \$52
Total \$287

This account will also cover the cost of the Superintendent to attend quarterly SWANA for education of solid waste regs. and updated procedures.
\$25/meeting/quarterly = Total \$100

525230 Subscriptions, Dues & Book **\$120**

Program 1 This account is to cover the cost for Superintendents yearly membership, Re-certification, dues for SWANA and the Litter Control Association
SWANA membership = \$110
Litter Control Association = \$10

525317 Utilities - Edmund Landfill **\$4,000**

Program 1 This account covers the cost of all utilities at the Edmund Facility, except for the Transfer Station.

525400 Gas Fuel & Oil **\$34,946**

Program 1 This account will cover the cost for daily gas, diesel, transmission, hydraulic, chassis, antifreeze and other lubricants required for vehicles, and other heavy Equipment's 250 hour services for one year.

Truck Co# 20293	\$1,750
Truck Co# 15830	\$542
623 Pan Co# 00000	\$3,000
623 Pan Co# 15123	\$4,265
D7 Dozer Co# 15122	\$1,847
L 70 C Loader Co# 8868	\$1,868
Dump Truck Co# 16697	\$216
Low Boy Co# 22601	\$216
Boom Truck Co# 14994	\$1,067

111-55

Fund: 5700
 Department: 121204 – Solid Waste / Landfill
 FY 2004 – 05 Budget Request

525400 Gas Fuel & Oil (Cont.)

836 Compactor Co# 11841R	\$7,913
826 Compactor Co# 00000	\$9,362
Utility Tractor Co # 18898	\$100
Motor Grader Co # 10135	\$300

This account will also cover the miscellaneous cost for the air compressor, steam cleaner, lawn mowers, weed eaters, welder, etc.
 Total misc. \$2,500

525600 Uniforms & Clothing \$2,300

Program 1 These account covers cost for Four 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 work.

Safety Boots	8 @	\$1 25.00 ea. =	\$ 1,000.00
Winter Jackets	2 @	\$ 26.50 ea. =	\$ 53.00
Work Pants	18 @	\$ 15.50 ea. =	\$ 279.00
Tee Shirts	18 @	\$ 6.85 ea. =	\$ 123.30
Long Sleeve Tee Shirt	13 @	\$ 9.85 ea. =	\$ 128.05
Hooded sweatshirts	13 @	\$ 14.85 ea. =	\$ 193.05
Work Shirts	18 @	\$ 12.00 ea. =	\$ 216.00
Summer Caps	8 @	\$ 4.64 ea. =	\$ 37.12
County Emblem	24 @	\$ 0.76 ea. =	\$ 18.24
Sewing on Emblem	24 @	\$ 0.50 ea. =	\$ 12.00
Summer Coveralls	2 @	\$ 25.25 ea. =	\$ 50.50
Insulated Coveralls	2 @	\$ 53.00 ea. =	\$ 106.00

526500 License and Permits \$2,900

Program 1 This account will cover the cost for the following required permits

Underground Fuel Tank \$200
 Landfill NPDES Permit \$2,700

530100 Depreciation \$160,000

Program 1 This cost will cover the Depreciation of our 04-05 FY

538000 Claims & Judgments \$100

Program 1 This account will cover any cost which may occur that are lower than the deductible of our insurance.

Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

538600 SC DHEC Fines \$20,000

Program 1 This account will cover any cost that may occur as a result of non-compliance with DHEC regulations and issued permits.

Fund: 5700
Department: 121204 – Solid Waste / Landfill
FY 2004 – 05 Budget Request

C. REQUESTED CAPITAL ITEMS

540000 Small Tools & Minor Equipment \$800

This account will cover any cost for any small tools and minor equipment which falls below the \$800 capital cost limit. To include replacements items not stocked at Central Warehouse such as wrenches ratchets sockets, floor jacks, dollies etc.
Estimated misc. tools \$800.00

000000 Cat 826-C Compactor \$532,699

This account will cover cost to purchase a new Landfill Compactor. We are required to maintain two compactors for operation of our landfill. Our oldest Co # 11841R, originally purchased in 1988 received a complete Certified Caterpillar Rebuilt in 1997. This equipment is in need of replacement, as a Certified Rebuild the second time would be more expensive than a new. The blades and drums must be replaced and this is one portion of the expense. In addition the Total Maintenance Repair Contract is substantially less for a new compactor. To include one years TM&R.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05**

Fund: 5700

Division: Public Works

Organization: 121205 - Solid Waste / 321 Reclamation/Close/Superfund

Object Expenditure Code Classification	2002-03	2003-04	2003-04	2004-05	<i>BUDGET</i>	
	Expenses	Expenses (Dec)	Amended (Dec)	Requested	2004-05 Recommended	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0		
Operating Expenses						
520200 Contracted Services	0	143,248	240,000	<u>248,000</u>		
520300 Professional Services	303,122	12,764	50,000	<u>60,000</u>		
520620 EPA Cost	113,267	0	50,000	<u>100,000</u>		
525135 Utilities - :Landfill/Cayce 321	21,666	13,007	22,000	<u>26,000</u>		
526500 Licenses & Permits	605	605	800	<u>800</u>		
530100 Depreciation	31,670	0	2,000	<u>2,000</u>		
* Total Operating	470,330	169,624	364,800	<u>436,800</u>		
** Total Personnel & Operating	470,330	169,624	364,800	<u>436,800</u>		
Capital						
549904 Capital Contingency	0	0	0	<u>0</u>		
All Other Equipment	0	0	0	<u>0</u>		
** Total Capital	0	0	0	<u>0</u>		

***** Total Expenses**

470,330

169,624

364,800

436,800

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Fund: 5700
Department 121205 – 321 Reclamation/Close/Superfund, Solid Waste Management
FY 2004-05 Budget Request

Section III -PROGRAM OVERVIEW

Program 1 321 Landfill

This 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, 3. Sediment and erosion. At this time we have installed groundwater recovery wells, a methane recovery system, and the sediment and erosion are under control.

The groundwater and methane systems are high maintenance and will be ongoing costs for many years.

At this time we are not anticipating any major issues 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.

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COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05

Fund: 5700
 Division: Public Works
 Organization: 121206 - Solid Waste / Transfer Station

Object Expenditure Code Classification	2002-03	2003-04	2003-04	2004-05	<i>BUDGET</i>	2004-05
	Expenses	Expenses (Dec)	Amended (Dec)	Requested	2004-05 Recommended	2004-05 Approved
Personnel						
510100 Salaries & Wages - 3	107,829	51,251	107,365	<u>107,365</u>		
510200 Overtime	2,369	830	3,022	<u>3,300</u>		
511112 FICA Cost	7,713	3,716	8,445	<u>8,445</u>		
511113 State Retirement	7,368	3,568	7,562	<u>7,562</u>		
511120 Insurance Fund Contribution -3	16,800	8,640	17,280	<u>18,000</u>		
511130 Workers Compensation	6,336	3,068	6,322	<u>6,322</u>		
* Total Personnel	148,415	71,073	149,996	<u>150,994</u>		
Operating Expenses						
520100 Contracted Maintenance	26,582	17,164	34,900	<u>23,016</u>		
520200 Contracted Services	2,960,618	961,212	2,570,175	<u>2,614,735</u>		
520300 Professional Services	100	100	1,090	<u>1,090</u>		
520302 Drug Testing Services	0	0	195	<u>195</u>		
521000 Office Supplies	44	62	75	<u>150</u>		
521100 Duplicating	75	33	150	<u>150</u>		
521200 Operating Supplies	2,554	1,915	3,000	<u>4,688</u>		
522000 Building Repairs & Maintenance	26,082	0	23,575	<u>30,000</u>		
522100 Heavy Equipment Repairs & Maint.	47,773	2,607	38,620	<u>57,994</u>		
522200 Small Equipment Repairs & Maint.	1,987	1,366	3,000	<u>3,000</u>		
523200 Equipment Rental	347	156	429	<u>429</u>		
524000 Building Insurance	629	430	1,074	<u>1,305</u>		
524101 Comprehensive Insurance-Inland Marine	570	390	1,333	<u>889</u>		
524201 General Tort Liability Insurance	527	264	659	<u>746</u>		
524202 Surety Bonds	19	0	0	<u>0</u>		
525020 Pagers and Cell Phones	105	52	105	<u>105</u>		
525030 800 MHz Radio Service Charges -3	1,315	652	1,688	<u>1,688</u>		
525031 800 MHz Radio Maintenance - 3	270	273	270	<u>287</u>		
525210 Conference & Meeting Expenses	0	0	1,000	<u>1,816</u>		
525230 Subscriptions Dues & Books	0	0	277	<u>227</u>		
525317 Utilities - County L/F Edmund	7,926	3,808	7,600	<u>7,800</u>		
525400 Gas, Fuel & Oil	6,347	3,441	7,500	<u>8,000</u>		
525600 Uniforms & Clothing	1,154	582	1,000	<u>1,780</u>		
526500 Licenses & Permits	0	0	700	<u>700</u>		
530100 Depreciation	45,938	0	45,000	<u>140,000</u>		
538000 Claims & Judgments (Litigation)	100	0	100	<u>100</u>		
* Total Operating	3,131,062	994,507	2,743,515	<u>2,900,890</u>		
** Total Personnel & Operating	3,279,477	1,065,580	2,893,511	<u>3,051,884</u>		

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COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2004-2005

Fund: 5700 (Enterprise)
Organization: 121206 (Transfer Station)

		<i>BUDGET</i>
		2004-05
		Requested

<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$800
1	Replacement Computer W/17" monitor	\$850
1	Minor Software	\$315
** Total Capital (Transfer Total to Main Sheet)		\$1,965

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Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

Section III. PROGRAM OVERVIEW

Program 1 Transfer Station

This program required the efforts of 2 (two) Two Heavy Operators, 1 (one) Superintendent and 1 (one) Supervisor. This program processes all Municipal Solid Waste entering the facility through the Transfer Station, while enforcing County ordinance, SCDHEC SWM rules and regulations. The Superintendent and Supervisor work 50% of the time in this department and 50% in the Landfill Operations.

Current Positions

Superintendent of Solid Waste Management	Grade 20
Supervisor of Landfill Operations (Insured)	Grade 12
(2) Heavy Equipment Operators (Insured)	Grade 9

Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

Section III. Service Levels

Service Levels MSW Processed	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Tons	103,525.19	109,038.71	44,020.84	90,000.00	94,500.00

Fund: 5700
 Department: 121206 – Solid Waste / Transfer Station
 FY 2004 – 05 Budget Request

V. Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100 Salaries (3) \$107,365

Program 1 These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators

510200 Overtime (2.5) \$3,300

Program 1 These funds are for 50% for the Landfill Supervisor, if overtime is necessary, and (2) Heavy Equipment Operators

511112 FICA (3) \$8,445

Program 1 These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators

511113 State Retirement (3) \$7,562

Program 1 These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators

511115 Insurance Fund Contribution (3) \$18,000

Program 1 These funds are for 50% for the Superintendent and Landfill Supervisor and (2) Heavy Equipment Operators

511130 Workers Compensation (3) \$6,322

Program 1 These funds are for 50% for the Superintendent, Landfill Supervisor and (2) Heavy Equipment Operators

LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title Positions</u>	<u>Full Time Equivalent</u>		<u>Total</u>	<u>Grade</u>
	<u>General Fund</u>	<u>Other Fund</u>		
Superintendent Solid Waste Management		½	½	20
Landfill Supervisor		½	½	12
Heavy Equipment Operator III		2	2	9

Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

B. REQUESTED OPERATING BUDGET

520100 Contracted Maintenance \$23,016

Program 1 This account will cover the expenditures of one year Contracted Maintenance Service for one (1) piece of heavy equipment to include: Total Maintenance & Repair (TM&R) extension for mechanical and general maintenance, fire protection system on the equipment and cost of maintenance for (1) 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 three inspections per year.

Estimated cost for replacement part for the fire protection system \$1,000

Co.# 00000 Caterpillar 938G Front-End Loader
Serviced by Blanchard Machinery
(TM&R) Total for 12 mos. \$14,916
Total \$14,916

Maintenance contract for inspecting (1) scales. The scales are tested and recalibrated if necessary. The scales located at the entrance are required by the Department of Agriculture for monthly inspections. This scale weighs all incoming and outbound vehicles.

Estimated replacement parts \$5,000.

Inspections \$175/month x 12 = \$2,100/year

520200 Contracted Services \$2,614,735

Program 1 This account covers the cost of Transport and Disposal of Municipal Solid Waste (MSW) from the Transfer Station to Chambers Landfill. This account also covers cost for hauling and disposing of washdown leachate water from the Transfer Station. This water is collected in an underground storage tank (UST) & the removal of solids from the (UST)

The Transport, by NW White, of MSW to Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 03-04 is 90,000.00 tons. Projected increase for fiscal year 04-05, for an estimated tonnage of 94,500.00 tons. Current 03-04 rate for transporting is \$7.30/ton, plus a 3% cost of living increases the rate to \$7.43/ton for 04-05.

Total Transporting Cost = \$702,135

Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

520200 Contracted Services (Cont.)

The Disposal of MSW at Chambers Landfill is estimated, and based on the previous year's tonnage. Estimated tonnage for fiscal year of 03-04 is 90,000.00tons. Projected increase for fiscal year 04-05 for an estimated tonnage of 94,500.00 tons. Current 03-04 rate for disposal is \$20.00/ton Projected increase for fiscal year 04-05 for disposal is \$23.00/ton.

Total Disposal Cost = \$1,890,000

The contract for hauling and disposal of (UST) water is estimated at 144,000 gallon/year and the rate is \$0.15/gallon.

Total Haul & Disposal Cost = \$21,600

Analysis for potential request from WTP = \$1,000

520300 Professional Services **\$1,090**

Program 1 This account covers cost associated with several types of Profession Services

South Carolina Department of Health & Environmental Control (SCDHEC)

Annual drinking water fee = \$90.

Laboratory analysis for Transfer Station (UST) leachate for (2) random

Tests is \$1,000ea.

520302 Drug Testing Services **\$195**

Program 1 The required Random Drug/Alcohol Testing is for three (3) employees that hold CDL licenses, as required for their position.

Blood Testing \$35.75 ea. & Urine Testing \$25 ea.

Potential Random Testing is estimated at \$175/ea.

If an accident/incident were to occur to any employee while operating County equip./vehicle, a Drug/Alcohol testing is mandatory.

Total Drug/Alcohol Testing = \$95

521000 Office Supplies **\$150**

Program 1 This account is to cover all Office Supplies used in this program. Business cards, printer ribbons, file folders, bulletin board, pens, pencils, message pads, calendars, etc.

521100 Duplicating **\$150**

Program 1 This account is to cover all Duplicating. Daily fuel sheets, vehicle & equipment service reports, insurance forms workers comp. forms, notices of needed repairs, purchase requisitions, PAF'S, random inspection reports, etc.

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Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

521200 Operating Supplies \$4,688

Program 1 This account covers the cost for operating supplies used daily in the Transfer Station operations.
 Stakes to barricade, barricade tape, pH test kits, hazardous loads, and chemical resistant rubber gloves. Total of \$628
 Safety glasses 6 pair @ \$25/pr. = \$150.00
 Work gloves 300 pair @ \$0.74/pr. = \$222.00
 General operating supplies are to include: cleaning supplies and grounds upkeep, etc. \$2,000
 Steam cleaning chemicals \$211/drum @ 8 = \$1,688

522000 Building Repairs & Maintenance \$30,000

Program 1 This account cover cost for needed repairs to all structures and paving pertaining to the Transfer Station. Generator maint., well & UST maint.
 Cleaning UST Drainage System Est. \$5,000
 Repair of hopper and push wall \$20,000
 All other estimated building repairs estimated at \$5,000

522100 Heavy Equipment Repairs & Maint. \$57,994

Program 1 This account is for heavy equipment and covers repairs to equipment not covered by contracted maintenance (TM&R), such as tires, loader edges, sweep broom, etc.
 Estimated repair cost for parts: \$10,000
 Rubberized wear pad for 938G loader @ \$ea.833.16
 Ten per year = \$8,749 including tax
 Exchange set of tire on 938G \$4,672.64/tire, including tax, set of 4 including tax = \$19,622.40 two sets per year = \$39,245.00

522200 Small Equipment Repairs and Maintenance \$3,000

Program 1 This account is to cover cost of any small equipment used in the Transfer Station operations.
 Maintain & repair, Tech21 fuel system, air compressor, lawn mower, welder, grease gun, air hammer, etc. Estimated at \$3,000

523200 Equipment Rental \$429

Program 1 Oxygen Acetylene Bottle Rental:
 Thirteen bottles @ \$35.75/month, one year \$429

524000 Building and Contents Insurance \$1,305

Program 1 This account fee is for insurance to cover Transfer Station and its contents

Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

524101 Comprehensive Insurance \$889

Program 1 This account fee is for insurance to cover: Inland, Marine, Fire, Vandalism, etc. of Heavy Equipment used in the Transfer Station operations

524201 General Tort Liability Insurance \$746

Program 1 This account fee covers cost for the 04-05 year and is for the current number of employees

525020 Pagers and Cell Phones \$105

Program 1 This account covers cost for a pager
One Dial Page @ \$9.73/month = \$105

525030 800 MHz Radio Service Charges \$1,688

Program 1 This account cover cost for (3) 800 MHz Radios and are assigned to the following:
(3) Service for 800 MHz Radio \$504, plus SC tax = \$1,588 year
Roaming fees for Radios \$100

525031 800 MHz Radio Maintenance \$287

Program 1 This account covers cost for any maintenance for (3) 800 MHz Radio needing repairs during 04-05 FY
(3) Radio \$91.08/year, plus SC tax = \$287

525210 Conference & Meeting \$1,816

Program 1 This account will cover the cost for the Solid Waste Supervisor to attend: Solid Waste Association of North America Regional Conference and the Carolina Recycling Conference, to be held in South Carolina in 04-05. These conferences are an educational program to update those in the field of Solid Waste Management on Federal, 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
3 nights lodging \$138/night = \$405, Per Diem = \$78 Total \$1,033
CRA Registration & Special Courses = \$200
3 nights lodging \$138/night = \$405, Per Diem = \$78 Total \$683

This account will also cover the cost of the Supervisor to attend quarterly SWANA meetings for education of solid waste regs. and updated procedures
\$25.00/meeting/quarter = \$100

Fund: 5700
 Department: 121206 – Solid Waste / Transfer Station
 FY 2004 – 05 Budget Request

525230 Subscriptions, Dues & Books \$227

Program 1 This account is to cover the cost for Supervisor's yearly membership dues for SWANA and for reference books and magazines.
 SWANA membership = \$117
 Landfill Manager Re-Certification = \$110

525317 Utilities \$7,800

Program 1 This account covers the cost of all utilities associated with the Transfer Station

525400 Gas, Fuel & Oil \$8,000

Program 1 This account covers the cost for gas, diesel, transmission, hydraulic, chassis, anti-freeze and other lubricants required for equipment's services and daily fuel for one year
 938F Loader CO # 00000 \$7,000
 Misc. equipment \$1,000

525400 Uniforms & Clothing \$1,780

Program 1 This account covers cost for three employees on staff and are required to wear uniforms to identify themselves as County employee, while working directly with the public. Safety apparatus must be worn, due to some of the hazardous conditions the employees work. It has been over two years since the purchase of jackets, rubber boots or safety belts.

Safety Belts	3 @	\$15.48 ea. =	\$46.44
Safety Boots	6 @	\$125.00 ea. =	\$750.00
Work Pants	18 @	\$15.50 ea. =	\$279.00
Work Shirts	13 @	\$12.00 ea. =	\$156.00
Work Coats	3 @	\$26.50 ea. =	\$79.50
Rubber Boots	3 @	\$25.00 ea. =	\$75.00
Summer Caps	10 @	\$4.64 ea. =	\$46.40
CO. emblems	22 @	\$0.76 ea. =	\$16.72
Sew on emblems	22 @	\$0.50 ea. =	\$11.00
Summer Coveralls	3 @	\$25.25 ea. =	\$75.75
Insulated Coveralls	3 @	\$53.00 ea. =	\$159.00

526500 License & Permits \$700

Program 1 This account will cover required permits
 Transfer Station (UST) permit \$200
 Drinking Water well license \$250
 Transfer Station permit \$250

530100 Depreciation \$140,000

Program 1 This cost will cover the Depreciation of our 04-05 year

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Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

538000 **Claims & Judgments** **\$100**

Program 1 This account will cover any cost that may occur that are lower than the deductible of our insurance

Fund: 5700
Department: 121206 – Solid Waste / Transfer Station
FY 2004 – 05 Budget Request

C. REQUESTED CAPITAL IMPROVEMENT

540000 Small Tools & Minor Equipment **\$800**

This account will cover any cost 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, dollies, cell phone replacement and battery etc.

00000 Replacement Computer W/ 17" montor **\$850**

This account will cover cost to purchase a new computer to replace the loaner computer presently being used from Information Services. Loaner computer does not have capacity to handle applications needed. Unable to convert files received from state agencies, using newest software and not enough memory to update or add needed software. This computer is used daily to dial into county network. Cost to include a Pentium IV 2.40 GHz, 17" monitor.

00000 Minor Software **\$315**

These funds will cover cost to purchase Office XP and Publisher with license registration.

**COUNTY OF LEXINGTON
SOLID WASTE MANAGEMENT
Annual Budget
Fiscal Year 2004-05**

Fund: 5700
Division: Public Works
Organization: 121207- Solid Waste / Recycling

Object Expenditure Code Classification	2002-03	2003-04	2003-04	2004-05	BUDGET	
	Expenses	Expenses (Dec)	Amended (Dec)	Requested	2004-05 Recommended	2004-05 Approved
Personnel						
510100 Salaries & Wages - 1	39,869	19,385	40,673	40,683		
510200 Overtime	0	0	200	200		
510300 Part Time - 8	112,990	53,475	119,417	130,820		
511112 FICA Cost	11,600	5,521	12,262	13,120		
511113 State Retirement - 8	9,459	4,477	10,980	10,628		
511120 Insurance Fund Contribution - 1	5,600	2,880	5,760	6,000		
511130 Workers Compensation	8,994	4,292	9,376	14,116		
511131 S.C. Unemployment	63	0	0	0		
511213 State Retirement - Retiree - 1	1,001	514	0	1,118		
* Total Personnel	189,576	90,544	198,668	216,685		
Operating Expenses						
520302 Drug Testing Services	0	0	150	150		
521000 Office Supplies	39	0	50	50		
521100 Duplicating	41	77	50	100		
521200 Operating Supplies	479	283	600	600		
521402 Occupational Health Supplies	0	0	400	400		
522100 Heavy Equipment Repairs & Maint.	1,340	107	750	1,000		
522200 Small Equipment Repairs & Maint.	3,397	2,495	10,000	10,000		
522300 Vehicle Repairs & Maintenance	6,844	1,936	5,500	5,500		
524100 Vehicle Insurance - 4	2,600	1,300	3,250	2,172		
524101 Comprehensive Insurance	0	0	506	635		
524201 General Tort Liability Insurance	150	75	188	188		
524202 Surety Bonds	58	0	32	32		
525020 Pagers and Cell Phones	105	52	108	108		
525030 800 MHz Radio Service Charges - 3	1,303	651	1,542	1,590		
525031 800 MHz Radio Maintenance - 3	270	273	270	285		
525210 Conference & Meeting Expenses	312	110	500	500		
525230 Subscriptions Dues & Books	200	200	250	300		
525400 Gas, Fuel & Oil	7,929	3,680	8,500	9,500		
525600 Uniforms & Clothing	1,274	429	1,596	2,230		
530100 Depreciation	10,503	0	11,000	11,000		
538000 Claims & Judgments (Litigation)	50	0	100	100		
* Total Operating	36,894	11,668	45,342	46,440		
** Total Personnel & Operating	226,470	102,212	244,010	263,125		
Capital						
540000 Small Tools & Minor equipment:	388	119	500	500		
All Other Equipment	0	0	0	7,325		
** Total Capital	388	119	500	7,825		
*** Total Expenses	226,858	102,331	244,510	270,950		

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COUNTY OF LEXINGTON

Fund 5700
Department 121203 - Convenience Stations, Solid Waste Management
FY 2004 - 05 Budget Request

		BUDGET
		2004-05
		Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$500
1	Minor Software	\$375
1	Computer /Monitor Replacement	\$850
2	Vertical Air Tanks	\$1,500
20	Secondary Containment Trays	\$4,600
	** Total Capital (Transfer Total to Main Sheet)	\$7,825

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COUNTY OF LEXINGTON
Existing Departmental Program Request
Fiscal Year - 2004- 2005

SECTION IA

Fund # 5700 Fund Title: Enterprise
 Organization # 121207 Organization Title: Recvcling Collections

Object Code	Expenditure Classification	Program # I	Program # II	Program # III	Program # IV	Total 2004-2005 Requested
Program Title: _____						
Personnel						
510100	Salaries & Wages - 1	40,683	0	0	0	40,683
510200	Overtime	200	0	0	0	200
510300	Part Time - 8	130,820	0	0	0	130,820
511112	FICA Cost	13,120	0	0	0	13,120
511113	State Retirement - 8	10,628	0	0	0	10,628
511120	Insurance Fund Contribution - 1	6,000	0	0	0	6,000
511130	Workers Compensation	14,116	0	0	0	14,116
511131	S.C. Unemployment	0	0	0	0	0
511213	State Retirement - Retiree - 1	1,118	0	0	0	1,118
* Total Personnel		216,685	0	0	0	216,685
Operating Expenses						
520302	Drug Testing Services	150	0	0	0	150
521000	Office Supplies	50	0	0	0	50
521100	Duplicating	100	0	0	0	100
521200	Operating Supplies	600	0	0	0	600
521402	Occupational Health Supplies	400	0	0	0	400
522100	Heavy Equipment Repairs & Maint.	1,000	0	0	0	1,000
522200	Small Equipment Repairs & Maint.	10,000	0	0	0	10,000
522300	Vehicle Repairs & Maintenance	5,500	0	0	0	5,500
524100	Vehicle Insurance - 4	2,172	0	0	0	2,172
524101	Comprehensive Insurance	635	0	0	0	635
524201	General Tort Liability Insurance	188	0	0	0	188
524202	Surety Bonds	32	0	0	0	32
525020	Pagers and Cell Phones	108	0	0	0	108
525030	800 MHz Radio Service Charges	1,590	530	0	0	2,120
525031	800 MHz Radio Maintenance	285	95	0	0	380
525210	Conference & Meeting Expenses	500	0	0	0	500
525230	Subscriptions Dues & Books	300	0	0	0	300
525400	Gas, Fuel & Oil	9,500	0	0	0	9,500
525600	Uniforms & Clothing	2,230	0	0	0	2,230
530100	Depreciation	11,000	0	0	0	11,000
538000	Claims & Judgments (Litigation)	100	0	0	0	100
* Total Operating		46,440	625	0	0	47,065
** Total Personnel & Operating		263,125	625	0	0	263,750
** Total Capital (From SectionII)		7,825	3,000	0	0	10,825
*** Total Budget Appropriation		270,950	3,625	0	0	274,575

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Section III - PROGRAM OVERVIEW

Program 1 Recycling

This program requires the efforts of 8 (eight) part-time Recycling Collectors and (1) full time Supervisor (Project Coordinator). This program collects, transports and processes recycling material collected at the 12 County Convenience Stations and when requested recycling from, Fleet Services, County Jail, Central Stores and the Library. The Project Coordinator supervises all recycling personnel and holds the Recycling Coordinators responsibilities as required in the SCDHEC Solid Waste Management Act of 1991. The Project Coordinator is responsible for formulating and allocating the Recycling Budget. Other responsibilities include: Reporting monthly NPDES reports, formulates and submits an Solid Waste, SCDHEC required, Annual Progress Report for all recycling performed within Lexington County, an Edmund Transfer Station and C&D annual report. Prepares and reports an annual Solid Waste, SCDHEC required, Full Cost Disclosure of solid waste cost for SWM. Project Coordinator's other duties include, SCDHEC Solid Waste Grant applications formulation and allocation of the budgets for awarded grants money.

Current Positions

Project Coordinator
Recycling Collection (8)

Grade 16
Grade 5 Part-time

SECTION III. – SERVICE LEVELS

Recycling Type (in Tons)	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Plastic	84.27	97.55	60.29	85.00	100.00
Aluminum	30.04	25.2	14.88	31.00	35.00
Cardboard	651.02	639.38	332.31	650.00	700.00
Glass	*37.22	144.15	5.5	25.00	40.00
Textiles	33.06	49.47	21.06	60.00	60.00
Oil Bottles	**13.30	0	0	20.00	20.00
Oil Filters	***6.01	5.71	19.31	40.00	50.00
Magazines	54.31	96.02	41.27	80.00	85.00
Office Paper	25.36	29.98	13.01	25.00	30.00

Cardboard totals include compactors and recycling trailers

- * Logistic problems with vendor FY01/02 due to contamination. Disposal was performed and began new stockpile for a minimum of 20 ton accumulation, prior to shipment.
- ** Oil bottles vendor changed our processing requirements and accepted the then accumulation without any value. Bottles are now drained prior to shredding and stored until a minimum of 18 tons has accumulated recycling considered complete after shipment.
- ***Local market unavailable during FY01/02. Mechanical problems developed during 02/03 with filter cuber SCDHEC assisted with grant funding for repairs and oil filter cuber became operable in summer of 03/04

V. – Line Item Narratives

A. REQUESTED PERSONNEL BUDGET

510100	Salaries & Wages (1)	\$40,683
<u>Program 1</u>	These funds are for the Project Coordinator Supervisor	
510200	Overtime (8)	\$200
<u>Program 1</u>	These funds are the (8) Part time employee for potential overtime as needed	
510300	Part Time (8)	\$130,820
<u>Program 1</u>	These funds are for 8 Recycling Collectors at 29.5 hours per week x 52 weeks per year @ \$10.66/hr	
511112	FICA Cost (9) \$13,120	
<u>Program 1</u>	These funds are for the Project Coordinator and Recycling Collectors	
511113	State Retirement (8)	\$10,628
<u>Program 1</u>	These funds are for the Project Coordinator and Recycling Collectors	
511115	Insurance Fund Contribution (1)	\$6,000
<u>Program 1</u>	These funds are for the Project Coordinator and Recycling Collectors	
511130	Workers Compensation (9)	\$14,116
<u>Program 1</u>	These funds are for the Project Coordinator and Recycling Collectors	
511213	State Retirement - Retiree (1)	\$1,118
<u>Program 1</u>	These funds are for the part time employee currently on State Retirement	

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>		
Project Coordinator	1		1	1	16
Recycling Collection	8		4	8	5 (PT)

B. REQUESTED OPERATIONAL BUDGET

520302	Drug Testing Services	\$150
<u>Program 1</u>	This account covers any potential need for drug testing of employees	
521000	Office Supplies \$50	
<u>Program 1</u>	For file folders pens, pencils, pads, calendars, etc.	
521100	Duplicating	\$100
<u>Program 1</u>	Worksheets, time sheets, recycling reports, etc., 1000 copies at .05 per copy.	
521200	Operating Supplies	\$600
<u>Program 1</u>	General cleaning supplies, first aid supplies and safety devices.	
521402	Occupational Health	\$400
<u>Program 1</u>	This account will cover the cost for hepatitis "B" inoculations available to (4) 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". The cost is approximately \$100 x (4) employees = \$400	
522100	Heavy Equipment Repairs & Maintenance	\$1,000
<u>Program 1</u>	To cover repairs for forklift, tires, hydraulic hoses, etc. To cover expense cost for the maintenance of an oil filter cuber. SCDHEC Used Oil Grants have supported this program in the past, as LCSWM being the regional oil filter recycler. Due to legislative decisions to use this funding for other State programs, money is not guaranteed for following years beyond initial investment, therefore additional funding requested in this line item to cover equipment repairs to oil filter cuber and oil bottle shredder. Will continue to apply for funding, but as past reflects no additional funding expected.	
522200	Small Equipment Repairs & Maintenance	\$10,000
<u>Program 1</u>	To cover repairs to recycling trailers: lights, tires, roll carts, etc. There are approx. 70 trailer, one-third are over 10 years old and in dire need of replacement, additional money is requested to refurbish the older trailers for much needed safety concerns, i.e. Loose mesh flooring, rusted bracing, wheel fenders etc. Contamination has become a problem with our glass trailers and we are requesting each to be modified with mesh wire tops. Prototype was made in 2001 and has proven effective.	
522300	Vehicle Repairs & Maintenance	\$5,500
<u>Program 1</u>	Ford Crew Cab service every 1,000 miles \$1,000/yr., Misc. parts, \$750 Ford Flat Bed service every 3,000 miles \$500/yr., Misc. parts, \$500 Ford Flat Bed service every 3,000 miles \$500/yr., Misc. parts, \$500 Chevy Crew Cab service every 3,000 miles \$1,000/yr, Misc. parts, \$750	
524100	Vehicle Insurance (5)	\$2,172
<u>Program 1</u>	To cover the cost of allocated vehicle insurance for 4 vehicles at \$543 each	

Fund 5700
 Department 121207 – Recycling Collections, Solid Waste Management
 FY 2004-05 Budget Request

524101	Comprehensive	\$635
<u>Program 1</u>	To cover the cost of Comprehensive Insurance for Fork Lift and the Oil Filter Cuber.	
524201	General Tort Liability Insurance	\$188
<u>Program 1</u>	To cover the cost of allocated general tort liability insurance for (9) employees	
524202	Surety Bonds	\$32
<u>Program 1</u>	To cover the cost of surety bonds	
525020	Pagers & Cell Phones	\$108
<u>Program 1</u>	(1) Pager Service for Project Coordinator @ \$9.00/month = \$108	
525030	800 MHz Radio Service Charge (3)	\$1590
<u>Program 1</u>	800 MHz radio service for 3 radios @ \$44.10/ month/year =\$2,116.8 Roaming Charges @ \$30/year	
525031	800 MHz Radio Maintenance Charge (3)	\$285
<u>Program 1</u>	800 MHz radio maintenance for 3 radio at \$95/year	
525210	Conference & Meeting	\$500
<u>Program 1</u>	This account will cover the cost for the Project Coordinator to attend the Carolina Recycling Association (CRA) Conference. This conference is an educational program to update those in the field of Recycling on State programs, guidelines and the newest technologies. CRA Registration & Special Courses 3 nights lodging \$130/night = \$390 (include. SC tax) Per Diem & Mileage= \$110	
525230	Subscriptions, Dues & Books	\$300
<u>Program 1</u>	This account is to cover the cost for Project Coordinator yearly membership due Recycling Market magazine. Carolina Recycling Association Group Membership \$250	
525400	Gas, Fuel and Oil	\$9,500
<u>Program 1</u>	For gas, transmission fluid, motor oil, chassis grease, antifreeze and other lubricants required for operation of the following vehicles:	
	Ford Crew Cab Co #20800	\$1,200
	98 Chevy Crew Cab Co, # 20001	\$1,200
	Ford Flat Bed Co #24432	\$3,400
	Ford Flat Bed Co. #24433	\$3,400
	Komatsu Fork Lift Co # 19986	\$100
	Misc. equip, lawn mower, weed eater, etc.	\$200

Fund 5700
 Department 121207 – Recycling Collections, Solid Waste Management
 FY 2004-05 Budget Request

525600 Uniforms & Clothing \$2,230

Program 1 Uniforms & Work Boots for the (8) Recycling Drivers

Safety Boots	8 @	\$125.00 ea. =	\$1,000
Orange T-Shirts	18 @	\$6.85 ea. =	\$123.30
Orange Long Sleeve T-Shirts	15 @	\$9.85 ea. =	\$147.75
Orange Hooded Sweatshirts	16 @	\$14.85 ea. =	\$237.60
Work Pants	24 @	\$15.50 ea. =	\$372.00
Orange Short Sleeve Shirts	6 @	\$8.01 ea. =	\$48.06
Orange Long Sleeve Shirts	9 @	\$9.59 ea. =	\$86.31
Summer Caps	8 @	\$4.70 ea. =	\$37.12
Winter Caps	8 @	\$6.11 ea. =	\$48.88
County Emblem	15 @	\$0.76 ea. =	\$11.40
Sewing on Emblem	15 @	\$0.50 ea. =	\$7.50
SC Tax		\$106.00	

530100 Depreciation \$11,000

Program 1 To cover depreciation of equipment within organization

538000 Claims & Judgments \$100

Program 1 To cover the cost of claims not covered by regular County Insurance.

COUNTY OF LEXINGTON
New Program Request
Fiscal Year - 2004-2005

NEW PROGRAM
SECTION I

Fund # 5700 Fund Title: Enterprise
 Organization # 121207 Organization Title: Recycling Collections
 Program # II Program Title: 800 MHz Radio

Object Expenditure Code Classification	Total 2004-2005 Requested
<hr/>	
Personnel	
510100 Salaries & Wages -	0
510200 Overtime	0
510300 Part Time -	0
511112 FICA Cost	0
511113 State Retirement - Retiree -	0
511120 Insurance Fund Contribution -	0
511130 Workers Compensation	0
511131 S.C. Unemployment	0
511213 State Retirement - Retiree -	0
* Total Personnel	0
Operating Expenses	
520302 Drug Testing Services	0
521000 Office Supplies	0
521100 Duplicating	0
521200 Operating Supplies	0
521402 Occupational Health Supplies	0
522100 Heavy Equipment Repairs & Maint.	0
522200 Small Equipment Repairs & Maint.	0
522300 Vehicle Repairs & Maintenance	0
524100 Vehicle Insurance -	0
524101 Comprehensive Insurance	0
524201 General Tort Liability Insurance	0
524202 Surety Bonds	0
525020 Pagers and Cell Phones	0
525030 800 MHz Radio Service Charges - 1	530
525031 800 MHz Radio Maintenance - 1	95
525210 Conference & Meeting Expenses	0
525230 Subscriptions Dues & Books	0
525400 Gas, Fuel & Oil	0
525600 Uniforms & Clothing	0
530100 Depreciation	0
538000 Claims & Judgments (Litigation)	0
* Total Operating	625
** Total Personnel & Operating	625
** Total Capital (From Section II)	3,000
*** Total Budget Appropriation	3,625

111-85

III. – Program Overview

Program II 800 MHz Radio

A. REQUESTED PERSONNEL BUDGET

B. REQUESTED OPERATIONAL BUDGET

525030	800 MHz Radio Service Charge (1)	\$530
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Program 1 800 MHz radio service for 1 radios @ \$44.10/ month/year =\$2,116.8
Roaming Charges @ \$30/year

525031	800 MHz Radio Maintenance Charge (1)	\$95
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Program 1 800 MHz radio maintenance for 1 radio at \$95/year

C. REQUESTED CAPITAL IMPROVEMENT

000000	800 MHz Vehicle Radio with External Speaker	\$3,000
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These funds will cover the cost of a vehicle installed 800 MHz radio with an external speaker. Due to the physical work performed by the recycling collectors, a handheld unit is not conducive to the environment they work within. Example: Unloading by hand a cardboard trailer, the probability of dropping the unit is prominent. Due to the recyclable waste they are surrounded by they would not be aware of its misplacement. We also experience problems with the employees not being able to hear our dispatching, due to the outside noise interference from heavy equipment and disposal tractors they are exposed to. The requested unit would alleviate the physical accountability and the ability to maintain constant communications with the department.

SECTION 1

COUNTY OF LEXINGTON
SOLID WASTE TIRES
Annual Budget
Fiscal Year 2004-05

LEXINGTON COUNTY

MAR 02 RECD

FINANCE DEPT.

Fund: 5710
Division: Solid Waste
Organization: 121204 - Landfill Operations / State Tire Fund

Object Expenditure Code Classification	2002-03 Expenses	2003-04 Expenses (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommended	2004-05 Approved
Operating Expenses						
520100 Contracted Maintenance	17,160	6,875	17,900	19,025		
520240 Tire Disposal	62,164	15,346	58,000	55,000		
522100 Heavy Equipment Repairs & Maint.	26,483	4,736	21,140	27,750		
522300 Vehicle Repairs & Maintenance	0	6,833	10,000	11,000		
530100 Depreciation	0	0	13,000	13,000		
529903 Contingency	0	0	196,352	0		
* Total Operating	110,158	33,790	316,392	125,775		
** Total Personnel & Operating	110,058	33,790	316,392	125,775		
Capital						
540000 Small Tools & Minor Equipment:	0	0	1,000	500		
All Other Capital Equipment	57,522	0	17,850	184,558		
** Total Capital	57,522	0	18,850	185,058		
** Total Appropriation	167,580	33,790	335,242	310,833		

FY 2004-05 Estimated Revenue

Fund: 5710 Division: Solid Waste Object Code Revenue Account Title	Actual 2002-03	6 Months Received Thru Dec 2003-04	Amended Budget Thru Dec 2003-04	Projected Revenues Thru Jun 2003-04	Requested Revenues 2004-05	Total Recommend 2004-05
						0
*Solid Waste - Tires Fund 5710:						
Revenues:(C/C -000000)						
422000 Landfill - Tires	88,759	45,097	90,000	90,000	90,000	
461000 Investment Interest	1,172	203	1,350	1,350	1,350	
** Total Revenue	89,931	45,300	91,350	91,350	91,350	0
** Total Appropriation				335,242	310,833	0
Noncash Expenses:						
Depreciation				13,000	13,000	0
FUND BALANCE						
Beginning of Year				264,224	33,332	0
FUND BALANCE - Projected						
End of Year				33,332	33,332	0

COUNTY OF LEXINGTON
State Tire Fund
Annual Budget
Fiscal Year 2004-2005

Capital Request Worksheet
 Cost Center: Landfill Operations (121204)
 Program: 1 / State Tire Fund

		<i>BUDGET</i>
		2004-05
		Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$500
1	Front End Loader Replacement	\$177,458
1	Tire Changer with Balancer	\$7,100
	** Total Capital (Transfer Total to Main Sheet)	\$185,058

COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year – 2004-2005

Fund: 5710 Solid Waste - Tires
Division: Solid Waste Management
Organization: 121204 - Landfill – State Tire Fund

PROGRAM OVERVIEW

Tire Disposal

This program is for the disposal of all waste tires. The funds for this account are provided by the State Tire Fund on a quarterly basis. 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. These funds will also be used for the equipment necessary for this operation.

Service Levels

Tires Recycled	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Tons	625.10	799.24	200	450	600

**COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2004-2005**

Fund: 5710 Solid Waste - Tires
Division: Solid Waste Management
Organization: 121204 - Landfill – State Tire Fund

Requested Operating Budget

520300 Contracted Maintenance \$19,025

This account will cover the expenditures for one year for one (1) piece of heavy equipment 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 for (TM&R) and the monthly cost is a set price to cover all maintenance, except for ground engaging tools. The Volvo is used in the Tire Recycling within the C&D Landfill. TM&R Payments for FY04-05.

TM&R Payments at \$1,375 @ 12 months = \$16,500

This equipment is also covered by a separate contract for a fire protection system, based on 3 inspections per year at \$175.00 x 3 = \$525.00

Estimated replacement parts for the fire protection system \$2,000

520240 Tire Disposal Services \$55,000

Program 1 This account is to cover the cost of disposing 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.

522100 Heavy Equipment Rep & Maintenance \$27,750

This account is to cover the cost of replacement tires and other repairs not covered under the TM&R for the 1996 Volvo Front End Loader. Replacement Tires-\$17,750, Estimated Replacement Parts-\$10,000

522300 Vehicle Repairs & Maintenance \$11,000

This account is to cover the cost of repairs as needed for the 1998 Freightliner Boom Truck Co # 20311.

530100 Depreciation \$13,000

**COUNTY OF LEXINGTON
Annual Budget Enterprise Fund
Fiscal Year 2004-2005**

Fund: 5710
Division: Solid Waste Management
Organization: 121204 – Landfill Operations / State Tire Fund

Requested Capital Improvement

540000 Small Tools & Minor Equipment \$500

These funds will be used to purchase small tools and minor equipment to maintain tire rim crusher, Loader and Boom Truck.

000000 Front End Loader Replacement \$177,458

This account will cover cost to purchase a new Front End-Loader for the loading of waste tires and as a back up loader for the transfer station. The normal life expectancy for a Loader is 5,000 hours, but we extended last years Maintenance Contract due budgetary constraints. Our current loader was purchased in 1996 and has 4891 hour at this rate the L70C will have over 6,500 hours on it when a bid is let. In addition, the Total Maintenance Repair Contract is substantially lower for a new Front End Loader To include one years TM&R

000000 Tire Changer and Balancer \$7,100

This account will cover cost to purchase a new Tire changer and wheel balancer. The SWM Department has 70+ trailers and 11 Vehicle. This will allow departmental personnel to repairs tire at our facility saving time and money in transporting to Central Garage.

SECTION I

COUNTY OF LEXINGTON

LEXINGTON COUNTY

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

APR 02 2005

FINANCE DEPT

Fund # 5722 Fund Title: Enterprise
Organization # 121207 Organization Title: Recycling Collection/Used Oil Grant

Object Expenditure Code Classification	Program # I Existing	Program # II Cont. Maint.	Program # III	Program # IV	Total 2004-2005 Requested
Personnel					
* Total Personnel	0	0	0	0	0
Operating Expenses					
520100 Contracted Maintenance	0	9,900	0	0	9,900
521200 Operating Supplies	4,500	0	0	0	4,500
521213 Public Education Supplies	3,000	0	0	0	3,000
522100 Heavy Equipment Repairs & Maint.	5,000	0	0	0	5,000
525210 Conference & Meeting Expenses	750	0	0	0	750
* Total Operating	13,250	9,900	0	0	23,150
** Total Personnel & Operating	13,250	9,900	0	0	23,150
** Total Capital (From Section II)	5,100				5,100
*** Total Budget Appropriation	18,350	9,900	0	0	28,250

COUNTY OF LEXINGTON

Fund 5700

Department 121207 - Recycling Collections, Solid Waste Management

FY 2004 - 05 Budget Request

		<i>BUDGET</i>
		2004-05
		Requested
<u>Qty.</u>	<u>Item Description</u>	<u>Amount</u>
1	Small Tools and Minor Equipment	\$500
20	Secondary Containment Trays	\$4,600
	** Total Capital (Transfer Total to Main Sheet)	\$5,100

Fund: 5722

Department 121207 – Recycling Collections, Solid Waste Management
FY 2004 – 05 Budget Request

SECTION III. -PROGRAM OVERVIEW

Program 1 Recycling

This program is supported in part by a SCDHEC Grant for collection of used oil, filters and bottles. The grant assists the Recycling Department with equipment, supplies, and tools for education. The Recycling Department processes all Oil Bottles and Oil Filters generated from: the SWM's 12 Convenience Stations, Central Maintenance Garage, local business, participating Counties which SCDHEC has assigned for Lexington County to be host County as the Regional Used Oil Filter/Bottle Recycler.

Fund 5722
 Department 121207 – Recycling Collections, Solid Waste Management
 FY 2004 – 05 Budget Request

SECTION III – SERVICE LEVELS

Recycling Type (in Tons)	FY 01/02 (Actual)	FY 02/03 (Actual)	FY 03/04 (Dec.)	FY 03/04 (Est. June)	FY 04/05 (Projected)
Used Oil	*305.41	328.47	206.84	400.00	450.00
Oil Bottles	**13.30	0	12	20	20.00
Oil Filters	***6.01	5.71	19.31	40	50

* Used Oil 1 gallon = 7.2 pounds

** Oil bottles vendor changed our processing requirements and accepted the then accumulated without any value. Bottles are now drained prior to shredding and stored until a minimum of 18 tons has accumulated recycling considered complete after shipment.

***Local market unavailable during FY01/02. Mechanical problems developed during 02/03 with filter cuber SCDHEC assisted with grant funding and oil filter cuber became operable summer of 03/04

Fund: 5722
Department 121207 – Recycling Collections, Solid Waste Management
FY 2004 – 05 Budget Request

V. – Line Item Narratives

B. REQUESTED OPERATIONAL BUDGET

521200	Operating Supplies	\$4,500
<u>Program 1</u>	To cover cost to purchase Gaylord boxes for shredded oil bottles and heavy-duty bags for bottle collection	
521213	Public Education Supplies	\$3,000
<u>Program 1</u>	To cover cost to purchase signs, brochures and other educational SCDHEC tools	
522100	Heavy Equipment Repairs & Maintenance	\$5,000
<u>Program 1</u>	Oil bottle shredder general maintenance to include blade replacement oil filter cuber general maintenance: \$4,000. Forklift repairs to include maintenance, ties, etc. \$1,000.	
525210	Conference & Meeting Expense	\$750
<u>Program 1</u>	To attend DHEC approved workshops, conferences, etc. pertaining to used oil.	

**New Program
Section I**

COUNTY OF LEXINGTON

**New Program Request
Fiscal Year - 2004-2005**

Fund # 5722 Fund Title: Enterprise
 Organization # 121207 Organization Title: Recycling/Used Oil Grant
 Program # _____ II Program Title: Contractual Maintenance

Total
2004 - 2005
Requested

Object Expenditure
Code Classification

Personnel		
* Total Personnel		<u>0</u>
Operating Expenses		
520200 Contracted Services		<u>9,900</u>
521200 Operating Supplies		<u>0</u>
521213 Public Education Supplies		<u>0</u>
522100 Heavy Equipment Repairs & Maint.		<u>0</u>
525210 Conference & Meeting Expense		<u>0</u>
* Total Operating		<u>9,900</u>
** Total Personnel & Operating		<u> </u>
** Total Capital (From Section II)		<u>0</u>
*** Total Budget Appropriation		<u>9,900</u>

Fund: 5722

Department 121207 – Recycling Collections, Solid Waste Management
FY 2004 – 05 Budget Request

III. -PROGRAM OVERVIEW

Program II Contracted Maintenance

A. REQUESTED PERSONNEL BUDGET

B. REQUESTED OPERATIONAL BUDGET

520100	Contracted Maintenance	\$9,900
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Program 1 To cover cost to procure services for Maintenance of our used oil filter
 cuber.

C. REQUESTED CAPITAL IMPROVEMENT

COUNTY OF LEXINGTON

**Program Request
Fiscal Year - 2004-2005**

Fund # 5800 Fund Title: Enterprise
 Organization # _____ Organization Title Pelion Airport
 Program # N/A Program Title: N/A

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #_____	_____
510300 Part Time #_____	_____
511112 FICA Cost	_____
511113 State Retirement	_____
511114 Police Retirement	_____
511120 Insurance Fund Contribution #_____	_____
511130 Workers Compensation	_____
511131 S.C. Unemployment	_____
* Total Personnel	\$0
Operating Expenses	
520100 Contracted maintenance	_____
<hr/> 520200 Contracted Services	<hr/> \$2,000
520300 Professional Services	\$1,500
520400 Advertising	\$1,500
521000 Office Supplies	\$250
521100 Duplicating	\$75
521200 Operating Supplies	\$500
<u>Minor Software</u>	\$500
522100 Equipment Repairs & Maintenance	_____
522200 Small Equipment Repairs & Maint.	_____
523000 Land Rental	_____
<u>Internet Service</u>	\$275
524000 Building Insurance	\$1,073
524100 Vehicle Insurance #_____	_____
524101 Comprehensive Insurance #_____	_____
524201 General Tort Liability Insuran Employee, Board & Officer	_____
524202 Surety Bonds	_____
525000 Telephone	\$575
525100 Postage	_____
525210 Conference & Meeting Expen SCAA	\$650
525220 Employee Training	_____
525230 Subscriptions, Dues, & Books SCAA	\$200
525___ Utilities - _____	\$4,000
525400 Gas, Fuel, & Oil	_____
525600 Uniforms & Clothing	_____
526500 Licenses & Permits	_____
Unclassified	6162
* Total Operating	\$19,260
** Total Personnel & Operating	\$19,260
** Total Capital (From Section II)	\$5,540
*** Total Budget Appropriation	\$24,800

Section I

**COUNTY OF LEXINGTON
MOTOR POOL
Annual Budget
Fiscal Year - 2004-2005**

**Fund 6590
Division: General Services
Organization: 111500 - Motor Pool**

	<i>BUDGET</i>					
	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Summary Page	Actual	Actual	Amended	Requested	Recommend	Approved
		(Dec)	(Dec)			
Activity From Operations:						
Revenues:						
438700 Motor Pool Services Charges	122,441	60,353	135,000	135,000	<i>136,800</i>	
461000 Investment Interest	2,559	920	2,500	1,500		
463200 Insurance Claims Reimb - Prop/Lia	0	0	0	0		
490100 Sale of General Fixed Assets	0	0	-	0		
490300 Gain on Sale of Fixed Assets	6,050	0	15,000	7,000		
Total Revenues	131,050	61,273	152,500	143,500	<i>145,300</i>	
Expenditures:						
Operations	52,429	26,241	58,900	56,118		
Depreciation	65,537	0	62,000	65,000		
Capital Outlay	0	0	54,200	39,400		
Total Expenditures	117,966	26,241	175,100	160,518		
Noncash Expenses:						
Depreciation: Add Back In	65,537	0	62,000	65,000		
Net Cash	78,621	35,032	39,400	47,982		
Income Calculation:						
Capital Outlay: Add Back In	0	0	54,200	39,400		
Net Income (Loss)	13,084	35,032	31,600	22382		
FUND BALANCE - Estimated						
Beginning			<u>144,354</u>			<u>183,754</u>
FUND BALANCE - Projected						
End of Year			<u>183,754</u>			<u>183,754</u>

LEXINGTON COUNTY
 FEB 19 RECD
 FINANCE DEPT.

Section I

COUNTY OF LEXINGTON
 MOTOR POOL
 Annual Budget
 Fiscal Year - 2004-2005

Fund 6590
 Division: General Services
 Organization: 111500 - Motor Pool

		<i>BUDGET</i>					
Object	Expenditure	2002-03	2003-04	2003-04	2004-05	2004-05	2004-05
Code	Classification	Expenditure	Expend	Amended	Requested	Recommend	Approved
			(Dec)	(Dec)			
Personnel							
*Total Personnel		0	0	0	0		
OPERATING EXPENSES							
522300	Vehicle Repairs & Maint.	15,658	7,488	15,000	15,000		
524100	Vehicle Insurance - 26	13,520	6,760	16,900	14,118		
525400	Gas, Fuel, & Oil	23,251	11,993	20,000	20,000		
529903	Contingency	-	-	7,000	7,000		
530100	Depreciation	65,537	-	62,000	65,000		
*Total Operating		117,966	26,241	120,900	121,118		
**Total Personnel & Operating		117,966	26,241	120,900	121,118		
Capital							
All Other Equipment		0	0	54,200	39,400		
**Total Capital		0	0	54,200	39,400		
***Total Budget Appropriation		117,966	26,241	175,100	160,518		

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Section II

COUNTY OF LEXINGTON
Capital Item Summary
Fiscal Year 2004-2005

Fund # 6590

Division: General Services

Organization: 111500 - Motor Pool

<u>Qty</u>	<u>Item Description</u>	<u>Amount</u>
2	Replacement Vehicles 2WD Utility Vehicles	39,400

***Total Capital (Transfer Total to Section I and II) 39,400

SECTION III. - 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.

Service Levels Indicators:

	<u>Actual</u> <u>FY 2001-02</u>	<u>Actual</u> <u>FY 2002-03</u>	<u>Estimated</u> <u>FY 2003-04</u>	<u>Projected</u> <u>FY 2004-05</u>
Miles Driven	373,071	335,454	375,000	380,000

FUND 6590
MOTOR POOL (111500)
FY 2004-2005 BUDGET REQUEST

SECTION V. B. – OPERATING LINE ITEM NARRATIVES

522300 – VEHICLE REPAIRS & MAINTENANCE 15,000

This account will fund the cost of repairs and routine maintenance on the twenty-six (26) vehicles operated in the motor pool. This request is based on the actual expenditures in this year's budget.

524100 – VEHICLE INSURANCE 14,118

This account will fund the cost of liability on twenty-six (26) vehicles in the motor pool. County employees operate these vehicles on a daily basis only. Cost is $\$650.00 \times 26 = \$16,900.00$

525400 – GAS, FUEL, & OIL 20,000

This account will fund the cost of gasoline and oils used by the twenty-six (26) vehicles assigned to the motor pool. This request is based on actual usage this year.

FUND 6590
MOTOR POOL (111500)
FY 2004-2005 BUDGET REQUEST

**SECTION VI. C. – CAPITAL LINE ITEM NARRATIVES
CAPITAL REQUEST**

(2) 2WD UTILITY VEHICLES (REPLACEMENT) 39,400

This request will fund the replacement of the following vehicles:

County ID#	Description	Projected Mileage @ Replacement	Cost
20802	1999 Jeep Cherokee	129,659	19,700
21394	2000 Jeep Cherokee	132,219	19,700

Due to Fleet Management policy replacement procedures, these vehicles are due to be replaced by either mileage or time.

SECTION 1

COUNTY OF LEXINGTON
 WORKER'S COMPENSATION INSURANCE FUND
 Annual Budget
 Fiscal Year - 2004-05

LEXINGTON COUNTY

FEB 23 RECD

FINANCE DEPT.

Fund 6710
 Division: Non-departmental
 Organization 999900 - Non-departmental

Object Expenditure Code Classification	2002-03 Expend	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET	
				2004-05 Requested	2004-05 Recommend Approved
Personnel					
* Total Personnel	0	0	0		
Operating Expenses					
520206 Background History Screening	4,425	1,750	5,000	5,000	
520209 Driver History Screening	567	320	3,070	2,835	
520301 Safety Management Services	19,000	9,500	19,000	0	
520302 Drug Testing Services	6,313	3,611	8,000	8,000	
525710 Safety Awards	978	200	1,992	1,700	
527305 Worker's Comp Insurance Claims	534,517	78,350	350,000	595,000	
527306 WC Excess Insurance Premiums	15,014	20,008	20,008	25,000	
527307 SC Workers Compensation Taxes	35,272	0	25,000	35,000	
527308 WC Second Injury Assessments	226,272	0	160,000	160,000	
527309 Workers Compensation Ins. Premiums	118,489	145,235	175,000	350,000	
529903 Contingency	0	0	0	150,000	
* Total Operating	960,847	258,974	767,070	1,332,535	
** Total Personnel & Operating	960,847	258,974	767,070	1,332,535	
Transfers:					
816790 Operating Transfer to Risk Management	119,175	119,000	119,000	127,354	
Capital					
** Total Capital	0	0	0	0	
*** Total Budget Appropriation	1,080,022	377,974	886,070	1,459,889	

116-1

**COUNTY OF LEXINGTON
 WORKER'S COMPENSATION INSURANCE FUND
 Annual Budget
 Fiscal Year - 2004-05**

Fund 6710
 Division: Non-departmental
 Organization 999900 - Non-departmental

	BUDGET					
Summary Page	2002-03 Actual	2003-04 Actual (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Activity From Operations:						
Revenues:						
439601 Employer Insurance Contributions	1,085,387	587,926	1,199,348	1,414,900		
461000 Investment Interest	64,625	21,317	53,000	53,000		
Total Revenues	1,150,012	609,243	1,252,348	1,467,900	0	0
Expenditures:						
Operations	960,847	258,974	767,070	1,332,535	0	0
Depreciation	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Operating Transfer to Risk Management	119,175	119,000	119,000	127,354	0	0
Total Expenditures	1,080,022	377,974	886,070	1,459,889	0	0
Noncash Expenses:						
Depreciation: Add Back In	0	0	0	0	0	0
Net Cash	69,990	231,269	366,278	8,011	0	0
Income Calculation						
Capital Outlay: Add Back In	0	0	0	0	0	0
Net Income (Loss)	69,990	231,269	366,278	8,011	0	0
FUND BALANCE - Estimated Beginning			2,182,253			2,548,531
FUND BALANCE - Projected End of Year			2,548,531			2,548,531

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SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **\$1,414,900**

Estimated employer bi-weekly contributions based upon 12/23/03 Budget Allocations factoring in proposed internal rate as submitted to finance, and merit.

461000 – Investment Interest **\$53,000**

Projection based on current budget status activity.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520206 – Background History Screening \$5,000

All conditionally hired employee screenings based on two-year average of New Hires.
200 conditionally hired employee average x \$25/test

520209 – Driver History Screening \$2,835

Phase I:

A driving history will be performed for all conditionally hired employees in safety sensitive or CDL positions in accordance with County policy. Approximately 75 annually @ \$9 per history.

Phase II:

240 checks based upon current fleet utilization less Sheriff’s Department. Driver histories will be performed on all employees who are required to operate county vehicles.

520301- Safety Management Services \$0

The Risk Management Division will utilize the related services that are available through the SC Association of Counties.

520302 – Drug Testing Services \$8,000

Pre-employment Drug Screen

200 conditionally hired employee average x \$32 / test = \$6,400

Monthly Random Drug Tests – Safety Sensitive positions, excluding SCDOT positions.

3 standard @ \$32/each (no alcohol) x 12 months = \$1,152

Particular suspicion test in accordance with County Policy—estimate.

3 x \$47 = \$141 (includes \$15 alcohol test)

Post accident drug and alcohol testing –estimate.

5 x \$47 = \$235

525710 – Safety Awards \$1,700

In anticipation of “National Safety Month” (June) to include departmental awards and incentives.

116-4

527305 – Workers Compensation Insurance Claims \$595,000

Claims projection based on the average total incurred claims for policy years 1999-00 through 2002-03 and eliminating 2000-2001 as a non-typical year. It is projected that the 2003-2004 total incurred claims will be approximately 57% under 2002-2003, this figure consistent with outstanding loss figures stated in the 1/31/04 Companion Loss Analysis Report. Second Injury Fund and Self-Insurance Recoveries are deducted for this figure to represent a forecast of net losses.

Policy Period	Outstanding Losses	Total Incurred Losses
2002-03	\$201,806	\$577,718
2001-02	181,944	680,410
2000-01	10,031	1,806,083 (catastrophic claim)
1999-00	1,553	509,109

527306 – Workers Compensation Excess Insurance Premium \$25,000

The current Aggregate insurance policy for the WC program will reimburse the County Of Lexington for WC claims that exceeds an aggregate retention of \$1,084,200. The policy limit is \$1,000,000. Figure allows for minimum increase in premium. The excess insurance market is experiencing higher trends.

527307 – SC Workers Compensation Tax \$35,000

According to the 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 2002-03.

527308 – WC Second Injury Fund Assessment \$160,000

The SIF assessment is based a percent of gross losses paid for a plan year at an assessment rate as set by the SC Second Injury Fund based on claims occurred after 7/01/1997 and paid during the calendar year 2002. SCCWCT advises that the SIF assessment for the Trust was the largest since its origin. This is an estimate; the SCCWCT will provide a detailed worksheet for the Lexington prorated amount of the Trust’s assessment.

527309 – Workers Compensation Insurance Premium \$350,000

Recommending continuing the Large Deductible option of \$300,000 per occurrence at a factor of .262 of normal contribution based upon payroll projections. In the past The SC Workers’ Compensation Trust has offered a contribution discount to its members ranging from 25% to 45%. The Trust discount for 2002-2003 was 34.4%. There was no discount offered by the Trust for 2003-2004. This estimate anticipates a minimum 10% increase from the SCCWCT and a high experience modification figure for 2003-2004 due to severe claims in 2001. The experience MOD is based on the last three preceding plan year’s experience. SCCWCT will meet by April 2004. However, anticipate more data to be available by mid March 2004. Self Insured Estimated Premium is 346,991. Request amount rounded up as an additional control measure.

FUND 6710 – Worker’s Compensation Fund
 Organization: 999900 – Non-departmental
 FY 2004-2005 BUDGET REQUEST

	2001-02	2002-03	2003-04	Budget Projection 2004-05
Preliminary Estimated Fully Insured Premium	1,190,452	1,176,351	1,204,495	\$1,324,945
Experience MOD Factor	-226,186	-117,635	24,090	26,499
Modified Premium Projection	964,266	1,058,716	1,228,585	1,351,443
Less Projected Volume Discount	-127,283	-140,809	-165,859	-189,202
Volume Assessment Premium	836,983	917,907	1,062,726	1,162,241
SCCWCT Self Insured discount	-305,164	-315,760	-0-	116,224 (+10%)
Total Estimated Fully Insured Premium	531,819	602,147	1,062,726	1,278,465
Option 2 \$300,000 SIF rate	65,946	119,225	278,434	334,958
Audit		6,773		
Additional Aircraft Exposure			12,033	12,033
Self Insured Premium	65,946	125,998	290,467	346,991

Lexington County Workers’ Compensation Self Insured Retention Premium and Experience Modifier

Year	Premium	Experience Modification
2003-2004	\$290,467	1.02
2002-2003	\$125,998	.90
2001-2002	\$ 65,946	.81

529903 – Contingency **\$150,000**

This contingency line item will act as an additional funded loss-control measure.

116-6

SECTION 1

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2004-05**

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
520308 Health Screening Services	0	0	2,000	2,000		
521200 Operating Supplies	0	0	650	650		
527300 Health Insurance Claims	5,192,572	2,720,407	6,229,992	6,258,528		
527302 Third Party Administrator Costs	166,528	93,598	199,583	234,937	<i>243,937</i>	
527303 Life Insurance Premiums	319,509	164,500	317,000	230,300		
527304 Stop-Loss Insurance Premiums	844,877	460,151	881,758	695,233		
527310 Advance PCS Claims	0	400,111	0	800,222		
529903 Contingency	0	0	148,000	150,000		
* Total Operating	6,523,486	3,838,767	7,778,983	8,371,870	0	0
** Total Personnel & Operating	6,523,486	3,838,767	7,778,983	8,371,870	0	0
Capital						
** Total Capital	0	0	0	0	0	0
*** Total Budget Appropriation	6,523,486	3,838,767	7,778,983	8,380,870 8,371,870	0	0

**COUNTY OF LEXINGTON
EMPLOYEE INSURANCE FUND
Annual Budget
Fiscal Year - 2004-05**

Fund 6730 Employee Insurance Fund
Division: Non-departmental
Organization: 999900 - Non-departmental

Summary Page	2002-03	2003-04	2003-04	2004-05	BUDGET	
	Actual	Actual (Dec)	Amended (Dec)	Requested	2004-05 Recommend	2004-05 Approved
Activity From Operations:						
Revenues:						
439601	Employer Insurance Contributions	6,191,505	3,209,719	6,456,480	7,116,000	
439602	Employee Premiums (Payroll Deduct)	1,304,006	761,492	1,527,480	1,522,985	
439603	Sub-group Insurance Premiums	755,666	386,088	810,072	772,200	
439604	Term Employee Insurance Premium	66,981	37,406	77,048	74,812	
439606	Cobra Payments	12,666	1,922	14,000	3,850	
439607	Employer Subsidy - Post Employment	202,302	103,733	224,640	207,466	
439630	Insurance Reimbursements	66,027	23,662	65,000	47,325	
439632	Stop-Loss Insurance	51,704	0	102,347	90,000	
461000	Investment Interest	82,798	41,600	77,000	83,200	
461200	Dividends Earned	0	0	0	0	
490600	Proceeds from Sale of Stock	451,848	0	0	0	
	Total Revenues	9,185,503	4,565,622	9,354,067	9,917,838	0
Expenditures:						
	Operations	6,523,486	3,838,767	7,778,983	8,371,870	0
	Depreciation	0	0	0	0	0
	Capital Outlay	0	0	0	0	0
	Total Expenditures	6,523,486	3,838,767	7,778,983	8,371,870	0
Noncash Expenses:						
	Depreciation: Add Back In	0	0	0	0	0
	Net Cash	2,662,017	726,855	1,575,084	1,545,968	0
Income Calculation:						
	Capital Outlay: Add Back In	0	0	0	0	0
	Net Income (Loss)	2,662,017	726,855	1,575,084	1,545,968	0
FUND BALANCE						
	Beginning of Year			4,954,118		6,529,202
FUND BALANCE - Projected						
	End of Year			6,529,202		6,529,202

SECTION V. - SUMMARY OF REVENUES

439601 – Employer Insurance Contributions **\$7,116,000**

Estimate based on 1186 eligible employee as of 12/23/03 Budget Allocation report. (1186 x \$6,000 = \$7,116,000)

439602 – Employee Premiums (payroll deduct) **\$1,522,985**

Based upon 12/2003 averaged subscriber count.

439603 – Sub-group Insurance Premiums **\$772,200**

Estimate based on Recreation and Aging Commission subscriber count at the 2003 COBRA rate as of 12/31/03.

439604 – Term Employee Insurance Premiums **\$74,812**

Based on estimated Post Employment participation as of 01/01/04.

439606 – COBRA Payments **\$3,850**

Based on current participation at 01/01/04.

439607 – Employer Subsidy – Post Employment **\$207,466**

Based upon current budget activity through 1/01/04.

439630 – Insurance Reimbursements **\$47,325**

Based upon current budget activity through 1/01/04.

439632 – Stop-loss Insurance Reimbursements **\$90,000**

Based on review of PAI specific analysis report and budget activity reports as of 01/01/04.

461000 – Investment Interest **\$83,200**

Based upon current budget activity reports.

SECTION VI – OPERATING LINE ITEM NARRATIVES

520308 – Health Screening Services **\$2,000**

Risk Management/Wellness Committee employee health screenings.

521200 – Operating Supplies **\$650**

Materials cost estimate

527300 – Health Insurance Claims **\$6,258,528**

Recommend Claims funding based upon projections, trend less anticipated stop-loss reimbursements. This is consistent with Planned Administrators projected Claims for plan year 2004.

527302 – Third Party Administrator Costs **\$243,937**

PAI fixed costs increased at 01/01/04. Fixed costs (1186 eligible employee x \$17.14 x 12) average.

- Administration and customer service fee – 7.14
- COBRA administration fee - .70
- HIPAA administration (except 2% of premium) - .30
- PPO network access fee – 5.00
- Pre-certification and manage care fee – 2.50
- HIPAA Privacy Product - .75
- *New Product Service – Advance PCS Prescription Drug Network - .75*

527303 – Life Insurance Premiums **\$230,300**

New Life Plan through Highmark savings aprx. 33%.

527304 – Stop Loss Premiums **\$695,233**

The 01/01/04 stop loss renewal resulted in a new provider (Highmark) and a savings in premium from 63.84 per employee to 48.85 with a \$50,000 aggregating deductible. Meaning, any claims over the individual specific amount of \$75,000 are applied to the aggregated deductible. These claims may result from one individual or several, with all applying to the same aggregate deductible. Once the aggregate deductible is met, eligible claims will be reimbursed to the County.

527310 – Advance PCS Claims **\$800,222**

Prescription Drug Plan claims

529903- Contingency **\$150,000**

This contingency line item will act as an additional funded loss-control measure.

SECTION 1

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2004-05

LEXINGTON COUNTY
FEB 20 RECD
FINANCE DEPT.

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Object Expenditure Code Classification	2002-03 Expenditure	2003-04 Expend. (Dec)	2003-04 Amended (Dec)	BUDGET		
				2004-05 Requested	2004-05 Recommend	2004-05 Approved
Personnel						
510100 Salaries & Wages - 2 Salaries & Wages Adjustment Account	87,385	42,282	88,711	88,711		
511112 FICA - Employer's Portion	6,259	3,019	6,787	6,786		
511113 SCRS - Employer's Portion	5,920	2,896	6,077	6,076		
511120 Employee Insurance - 2	11,200	5,760	11,520	12,000		
511130 Workers Compensation	233	114	2,093	2,369		
* Total Personnel	110,997	54,071	115,188	115,942	0	0
Operating Expenses						
521000 Office Supplies	540	84	450	400		
521100 Duplicating	732	422	700	700		
521200 Operating Supplies	133	111	200	200		
522200 Small Equip Repairs & Maintenance	0	8	100	100		
524000 Building Insurance	8	6	16	16		
524201 General Tort Liability Insurance	100	50	125	148		
524202 Surety Bonds	13	0	0	0		
525000 Telephone	502	255	428	428		
525010 Long Distance Charges	23	20	75	75		
525020 Pagers and Cell Phones	210	105	210	210		
525100 Postage	117	65	225	225		
525210 Conference & Meeting Expense	814	991	1,535	630		
525230 Subscriptions, Dues, & Books	335	0	400	310		
525250 Motor Pool Reimbursement	1,123	1,044	625	700		
525300 Utilities / Administration Building	1,143	645	1,000	1,364	1,000	
530100 Depreciation	314	0	200	200		
* Total Operating	6,107	3,806	6,289	5,706	5,342	0
** Total Personnel & Operating	117,104	57,877	121,477	121,648	121,284	0
Capital						
540010 Minor Software	0	0	278	0		
540000 Small Tools & Minor Equipment				0		
** Total Capital	0	0	278	0	0	0
*** Total Budget Appropriation	117,104	57,877	121,755	127,354	121,284	0

COUNTY OF LEXINGTON
RISK MANAGEMENT ADMINISTRATION
Annual Budget
Fiscal Year - 2004-05

Fund 6790
Division: General Administrative
Organization: 101500 - Personnel

Summary Page	<i>BUDGET</i>					
	2002-03 Actual	2003-04 Actual (Dec)	2003-04 Amended (Dec)	2004-05 Requested	2004-05 Recommend	2004-05 Approved
Activity From Operations:						
Revenues:						
461000 Investment Interest	525	148	1,000			
806710 Op Trn from Workers Comp Ins.	119,175	119,000	119,000	127,354		
Total Revenues	119,700	119,148	120,000	127,354	0	0
Expenditures:						
Operations	116,790	57,877	121,277	121,448	121,084	0
Depreciation	314	0	200	200	0	0
Capital Outlay	0	0	278	0	0	0
Total Expenditures	117,104	57,877	121,755	121,648	121,284	0
Noncash Expenses:						
Depreciation: Add Back In	314	0	200	200	0	0
Net Cash	2,910	61,271	(1,555)	5,906	6,270	0
Income Calculation:						
Capital Outlay: Add Back In	0	0	278	0	0	0
Net Income (Loss)	2,596	61,271	(1,477)	5,706	6,070	0
FUND BALANCE - Estimated						
Beginning			2,968			1,413
FUND BALANCE - Projected						
End of Year			1,413			1,413

COUNTY OF LEXINGTON

Section IA

Existing Departmental Program Request
Fiscal Year - 2004 - 2005

Fund # 6790 Fund Title: Risk Management Administration
Organization # 101500 Organization Title: Personnel

Object Expenditure Code Classification	Program # 1 Program Title: Risk Mgt.	Program # 2 Safety	Program # ___	Program # ___	Total 2004-2005 Requested
Personnel					
510100 Salaries # 2	43,216	45,495			88,711
510300 Part Time # ___					
511112 FICA Cost	3,306	3,480			6,786
511113 State Retirement	2,960	3,116			6,076
511114 Police Retirement					
511120 Insurance Fund Contribution # 2	6,000	6,000			12,000
511130 Workers Compensation	1,154	1,215			2,369
511131 S.C. Unemployment					
* Total Personnel	56,636	59,306			115,942
Operating Expenses					
520100 Contracted maintenance					
520200 Contracted Services					
520300 Professional Services					
520400 Advertising					
521000 Office Supplies	200	200			400
521100 Duplicating	300	400			700
521200 Operating Supplies	150	50			200
522100 Equipment Repairs & Maintenance		100			100
522200 Small Equipment Repairs & Maint.					
522300 Vehicle Repairs & Maintenance					
523000 Land Rental					
524000 Building Insurance	8	8			16
524100 Vehicle Insurance # ___					
524101 Comprehensive Insurance # ___					
524201 General Tort Liability Insurance	74	74			148
524202 Surety Bonds					
525000 Telephone	214	214			428
525010 Long Distance Charges	55	20			75
525020 Pagers and Cell Phones	105	105			210
525100 Postage	100	125			225
525210 Conference & Meeting Expenses	530	100			630
525220 Employee Training					
525230 Subscriptions, Dues, & Books	85	225			310
525250 Motor Pool Reimbursement	300	400			700
525300 Utilities - Administration	682	682			1,364
525400 Gas, Fuel, & Oil					
525600 Uniforms & Clothing					
526500 Licenses & Permits					
530100 Depreciation Expense	100	100			200
* Total Operating	2,903	2,803			5,706
** Total Personnel & Operating	59,539	62,109			121,648
** Total Capital (From Section II)					
*** Total Budget Appropriation	62,442	64,912			127,354

1000
5,342
121,284
121,284

SECTION III – PROGRAM OVERVIEW

Summary of Program

Program I – Risk Management
Program II – Safety/Training

Program I: Risk Management Administration

Objectives:

The purpose of this program is to ensure proper planning, development and coordination of various insurance and other loss control programs within the County. The risk manager is responsible for the identification, maintenance and measurement of all risks of accidental loss. This includes, but not limited to, tort liability, vehicle liability, buildings and content liability, worker's compensation, health insurance, and recovery of damage to County property. The risk manager also plays an integral role in the employee health insurance program renewal process. This division continues to assess the County's Risk Retention for Worker's Compensation. The County currently carries a \$300,000 deductible per occurrence for job related injuries. The Risk Management Division will compare the costs of maintaining the retention or fully insuring the exposure. Generally, retaining some risk through deductibles or self-insured retention results in lower premiums than are associated with insurance that pays the first dollar of any covered claim.

There are two elements to risk management. (1) Loss Prevention measures are developed to keep accidents and other incidents from happening. (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. Risk management involves developing cost saving techniques, maintaining adequate insurance coverage, tracking and projecting claims. This program consists of one full time risk manager position including benefits.

Program II:

Objective:

To ensure that employees who work for Lexington County have a place of employment that is free of recognized hazards that are likely to cause physical harm or death. The County's safety program extends to providing a secure environment for visitors to all county owned facilities. This program provides safety training for specific job duties as needed and mandated by State and Federal laws. This program consists of one full time safety/training coordinator position including benefits.

SECTION III – SERVICE LEVELS

Service Level Indicators:

	<u>Actual</u> <u>FY 2002-2003</u>	<u>Estimated</u> <u>FY 2003-2004</u>	<u>Projected</u> <u>FY 2004-2005</u>
WC Claims Processing	132	110	75
Auto Claims	38	30	20
OSHA 300	132	110	75
(Mock) OSHA/Safety Inspections	65	65	80
Risk/Wellness Committee	4	6	6
OSHA Classes	20	20	20
Driver Histories	110	240*	240

** Increase in light of policy change approved by County Council.*

SECTION IV. – SUMMARY OF REVENUES

806710 – Operations Transfer from Workers Compensation Insurance \$127,354

A transfer of funds to cover the salaries and operations of two employees in the Risk Management Division.

SECTION V. A. – PERSONNEL LINE ITEM NARRATIVES

510100 – Salaries and Wages \$88,711

Salaries and Wages for two employees as of July 1, 2002

511112 – FICA Cost \$6,786

Employer's Portion 7.65%

511113 – State Retirement \$6,076

Employer's Portion 6.85%

511120 – Insurance Fund Contribution #2 \$12,000

(2) Employer's Portion @ \$6,000 per employee annually

511130 – Worker's Compensation \$2,369

Internal premium charge 2.4312 per \$100 of payroll. Risk Management staff is Code 9410 because staff is subject to operate a county vehicle as part of job duties.

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	19
Safety & Training Coordinator	1		1	1	19
Total Positions	2		2	2	

SECTION V. B. – OPERATING ITEM NARRATIVES

521000 – Office Supplies **\$400**

To cover routine office supplies (paper, pencils, file folders, etc.). This line item will include form printing costs and computer supplies.

Program I: \$200
Program II: \$200

521100 – Duplicating **\$700**

This account is used for copier machine duplicating of correspondence to employees, invoices for payment, information to various departments, contract, etc. in the daily operations of the division.

Program I: \$300
Program II: \$400

521200 – Operating Supplies **\$200**

This account is needed for specific supplies such as training materials, operations manual material, etc.

Program I: \$150
Program II: \$50

522200 – Small Equipment Repairs and Maintenance **\$100**

Audio and visual equipment repair.

Program II: \$100

524000 – Building Insurance **\$16**

Building and Personal Property Insurance for division.

Program I: \$8
Program II: \$8

524201 – General Tort Liability Insurance **\$148**

Tort Liability Premium.

Program I: \$74
Program II: \$74

525000 – Telephone **\$428**

Two lines for the Risk Management Division with voice mail.

Program I: \$214
Program II: \$214

525010 – Long Distance Charges **\$ 75**

Program I: \$55
Program II: \$20

525020 – Pagers and Cell Phones **\$210**

2 pagers @ \$8.73 per month for Program I.

Program I: \$105
Program II: \$105 (See new Program Request)

525100 – Postage **\$225**

Postage expense for office correspondence, claims forms to TPA, and various reports.

Program I: \$100
Program II: \$125

525210 – Conference & Meeting Expenses **\$630**

To cover the costs of attending Meetings sponsored by the SC WORKERS COMPENSATION EDUCATION ASSOCIATION and South Carolina Occupational Safety Council.

Program I: Conference: SCWCEA (Hilton Head 10/2004)

Registration	\$200 (includes C.E.U.'s)
Lodging	\$260
Per Diem	\$70

The **South Carolina Workers' Compensation Educational Association (SCWCEA)** is a not-for-profit organization whose purpose is to promote, encourage, and conduct educational programs, and to prepare and distribute educational materials for the benefit of its members and the general public pertaining to the **South Carolina Workers' Compensation Act and its Administration by The South Carolina Workers' Compensation Commission**. The South Carolina Workers' Compensation Commissioners attend this meeting, which is a valuable networking tool.

Program II: SC Occupational Council Workshop (Columbia)

Registration	\$100
--------------	-------

Founded in 1937, the **South Carolina Occupational Safety Council** is based on the ideal of providing a sound non-profit, non-governmental safety service organization comprised of active member companies throughout the state, striving together to keep abreast of current safety and health innovations and standards to the betterment of the citizens and thereby insuring growth and prosperity.

525230 – Subscriptions, Dues, and Books **\$310**

This account will cover costs for membership dues, publications, and services.

Program I:	SC Public Risk Managers Association	\$50
	SC Workers Compensation Association	\$35
Program II:	SC Occupational Council	\$125
	Safety Internet Site	\$100

525250 – Motor Pool Reimbursement **\$700**

Program I:	\$300
Program II:	\$400

FUND 6790 – Risk Management Administration
Organization: 101500 – Personnel
FY 2004 – 2005 BUDGET REQUEST

9

525300 – Utilities – Administration **\$1000**

Based on current budget activity.

530100 – Depreciation Expense **\$200**

118-12

**New Program
Section I**

COUNTY OF LEXINGTON

LEXINGTON COUNTY

New Program Request
Fiscal Year - 2004-2005

FEB 2 0 RECD

FINANCE DEPT.

Fund # 6790 Fund Title: Risk Management
 Organization # 101500 Organization Title: Personnel
 Program # 1 Program Title: Tornado Alarms

Total
2004 - 2005
Requested

Object Expenditure
Code Classification

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	9,655
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525 Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	
** Total Capital (From Section II)	14,230
*** Total Budget Appropriation	14,230

4,575

**New Program
Section II**

COUNTY OF LEXINGTON

**Capital Item Summary
Fiscal Year - 2004-2005**

Fund # 6790 Fund Title: Risk Management
 Organization # 101500 Organization Title: Personnel
 Program # III Program Title: Tornado Alarms

BUDGET
2004 - 2005
Requested

Qty	Item Description	Amount
1 each	Tornado Alarm System for Lexington, West Columbia and Irmo Libraries.	4,575
1 each	Tornado Alarm System for County Administration, Auxiliary Administration, Old Courthouse/Annex.	
The following are the Deregulated costs for the telephone lines furnished by Alltel to complete the project.		
	Auxiliary Administration Building.. Paging Interface	219
	Transformer	18
	Old Courthouse..Paging Interface	219
	Transformer	18
	Old Solicitor's Office.. Paging Interface	219
	Transformer	18
	Ballpark Road..Paging Interface	219
	Transformer	18
	Lexington Library..Paging Interface	219
	Transformer	18
	Irmo Library..Paging Interface	219
	Transformer	18
	1 Telephone Foreign Exchange Line	391
	Activation Fee	204
	West Columbia Library..Paging Interface	219
	1 Foreign Exchange Line	391
	Activation Fee	204
	1 Line to Ballpark Road	
	Paging Interface	219
	Transformer	18
	9 Hours Labor	540

**New Program
Section II**

COUNTY OF LEXINGTON

**Capital Item Summary
Fiscal Year - 2004-2005**

Fund # 6790 Fund Title: Risk Management
 Organization # 101500 Organization Title: Personnel
 Program # III Program Title: Tornado Alarms

BUDGET
2004 - 2005
Requested

Alltel Regulated Charges

Serviced Charge	32
Central Office Charge	18
Premise Visit	9

Annual Charges

1 Leased Pair between Old Solicitor's Office and Courthouse/Annual	300
2 IBN Centrex Extensions/Annual	336
2 Foreign Exchange Lines / Annual	5352

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

14,230

SECTION III. - PROGRAM OVERVIEW

Summary of Programs:

Program I - Alarm System

Program I: Administration

Objectives:

To meet the requirements of OSHA Regulations 29CFR 1910.38 standard addressing Emergency Action Plans. All Employers are to have an Emergency Action Plan which covers the designated actions employers and employees must take to ensure employee safety from fire and other emergencies. All County buildings with ten or more employees are required to have separate alarms for fire and other emergencies such as hurricanes and tornados. These alarms would provide voice alarms at all of the listed sites that advise the personnel **'Tornado warning, Evacuate.'** These alarms would be activated in Lexington County's 9-1-1 Center upon notification of a one of these threatening conditions..

**New Program
Section I**

COUNTY OF LEXINGTON

LEXINGTON COUNTY

New Program Request
Fiscal Year - 2004-2005

1-9-2005

Fund # 6790 Fund Title: Risk Management
 Organization # 101500 Organization Title Personnel
 Program # 2 Program Title: Nextel Mobile Phone Unit

FINANCE DEPT.

Object Expenditure Code Classification	Total 2004 - 2005 Requested
Personnel	
510100 Salaries #	
510300 Part Time #	
511112 FICA Cost	
511113 State Retirement	
511114 Police Retirement	
511120 Insurance Fund Contribution #	
511130 Workers Compensation	
511131 S.C. Unemployment	
* Total Personnel	
Operating Expenses	
520100 Contracted maintenance	
520200 Contracted Services	
520300 Professional Services	
520400 Advertising	
521000 Office Supplies	
521100 Duplicating	
521200 Operating Supplies	
522100 Equipment Repairs & Maintenance	
522200 Small Equipment Repairs & Maint.	
522300 Vehicle Repairs & Maintenance	
523000 Land Rental	
524000 Building Insurance	
524100 Vehicle Insurance #	
524101 Comprehensive Insurance #	
524201 General Tort Liability Insurance	
524202 Surety Bonds	
525000 Telephone	
<u>525000 PAGERS & CELL PHONES</u>	411
525100 Postage	
525210 Conference & Meeting Expenses	
525220 Employee Training	
525230 Subscriptions, Dues, & Books	
525___ Utilities -	
525400 Gas, Fuel, & Oil	
525600 Uniforms & Clothing	
526500 Licenses & Permits	
* Total Operating	
** Total Personnel & Operating	
** Total Capital (From Section II)	688 172
*** Total Budget Appropriation	688 583

SECTION III. - PROGRAM OVERVIEW**Summary of Programs:**

Program II -Nextel Phone

Program II:**Objectives:**

As Safety & Training Coordinator, it is very important for Ron Farr to be able to communicate effectively with Department Heads and other officials County wide to deal with training, employee injuries, accident investigations and drug and alcohol testing issues. The Safety & Training Coordinator is on call after hours and weekends in the event of vehicle accidents and other Risk Management related issues. Mr. Farr has been using his personal phone on occasion to conduct County business. If this phone is approved, he would no longer need the County pager which is presently assigned to him. (\$105 annually)

SECTION V. C. – CAPITAL LINE ITEM NARRATIVES

CAPITAL REQUEST

MOBILE TELEPHONE

\$688

Program II requests a Nextel unit to communicate with Department Heads county-wide on training and accident investigation issues. Also, needed to be readily available after hours as well.

Phone to be utilized during field operations, and site inspections to respond to pages. Risk Management Division is responsible for the Post Accident Drug and Alcohol tests whether during working hours, at night or weekends. This phone would enable contact with the appropriate individuals in a timely manner.

I Mobile Nextel Phone	\$80
In Car Charger	\$25
Spare Battery	\$50
Carry Holster	\$17
Service	\$516

One mobile phone on the National Shared Value 300 Plan at a monthly cost of 34.99 for service, which includes 300 anytime minutes, 3450 free nights & weekend minutes, and 250 direct minutes. Cell overages will be .40 a minute and direct overage will be .15 a minute. Program II pager can be eliminated.

445

Lexington County Community Mental Health Center



Administration
301 Palmetto Park Blvd.
Lexington, SC 29072

Telephone: (803) 996-1500
Fax: (803) 996-1510

February 20, 2004

Mr. William A. Brooks, County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072

Re: Fiscal Year 2004/2005 Budget

Dear Mr. Brooks:

This is in response to your letter concerning our fiscal year 2004/2005 Annual Budget.

The following is the information you requested:

1.	<u>Total Anticipated Funding Sources (including county request)</u>	
	State Funds (A000)	\$ 3,027,858
	Clinic Fees (B100)	450,000
	County Appropriations (B400)	750,000***
	Medicaid (B800)	4,200,000
	Federal/State Block Grants (various funds)	838,873
	TOTAL	\$ 9,266,731

**** Based on County Mental Health Levy

2.	<u>Estimated Utilization of Total Funding</u>	
	Personal Services	\$ 4,752,497
	Contracted Services	1,000,000
	Supplies	150,000
	Fixed Charges	545,000
	Travel	80,000
	Equipment	70,000
	Case Services	1,100,000
	Fringe Benefits	1,449,234
	Light/Power/Heat	70,000
	Gasoline	50,000
	TOTAL	\$ 9,266,731

The Center has experienced relatively flat State funding for this past year. We have been advised to expect substantial reductions in support ranging from 6% to 14% in the coming year, and that these reductions should be considered as permanent for future budgeting purposes. Therefore, we are requesting a millage-based appropriation of at least \$750,000 from Lexington County to offset these reductions and maintain the existing services noted herein.

119-1

3. Service Level Indicators

We continue to provide a high level of quality mental health services for the citizens of Lexington County. In 2003, we provided an array of mental health services to more than 5,800 residents of Lexington County, a slight increase over the previous year. The increase in the number of persons seen is a result of additional one-time grant funding from the South Carolina Department of Mental Health. Given the current State budget problems, this year's successful expansion of the Center's Emergency Services for residents of the county will be **at-risk** of contraction should alternative support not be found to replace these one-time funds. This will result in service disruption to crisis services in the county, return to overcrowding in the Lexington Medical Center Emergency Department, and further disruption of law enforcement activities.

Major Programs of the Center Include:

ACUTE SERVICES

This program is the "front door" to mental health services for Lexington County residents. Major service components include:

- a. Emergency Service - 24 hour services for all citizens of Lexington County. Evening and weekend coverage is provided in the Lexington Medical Center Emergency Room.
- b. Outpatient Clinic - Short term and individual, family, and group therapy for those 18 years or older with acute psychiatric needs.
- c. Lexington Detention Center - On-site counseling, psychiatric consultation, and education.
- d. HomeShare Enhanced Respite - A local respite program to divert hospital admissions for adolescents and adults.

CHILD, ADOLESCENT, AND FAMILY SERVICES (CAF)

- a. Crisis-stabilization and Emergency Services - Available 24 hours a day, 7 days a week.
- b. Family Preservation Services - Intensive, in-home services to children, adolescents and families in crisis.
- c. School-based Services - Individual, group, and family therapy, crisis intervention, and consultation to teachers, parents, and staff in all five (5) school districts in the county.
- d. Outreach Services - Staff responding to area agencies and the community for crisis/emergency situations i.e., school trauma, disaster, etc.
- e. DSS Collaborative Clinical Services - Assessment/clinical services, consultative and educational services provided to DSS staff, assigned families and children in the Lexington County community.
- f. Clinic Based Services - Daytime and evening clinic services in our main and satellite offices.
- g. Summer Skill Set Enhancement Program - Day treatment, including social skills development.
- h. Juvenile Justice Diversion Program - Diversion program for juvenile status offenders.

ADULT PROGRAM (CAP)

This is our largest program and is targeted for severely mentally ill adults. Currently, we have more than **1800** individuals receiving services through these programs. The major programs are:

- a. Outpatient Clinics - Psychiatric and case management services, clinic, and home-based, provided county-wide through offices in West Columbia, Lexington, Gaston, and Batesburg-Leesville.
- b. Our House Clubhouse - A day treatment program for 90 clients which focuses on development of employment and independent living skills.
- c. Rehabilitative Psychosocial Treatment - Day treatment programs for severely mentally ill adults which teach social and daily living skills.

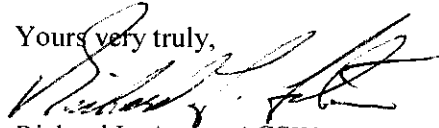
Lexington County Mental Health Levy Funds

1. The major service area for which county funds will continue to be utilized is for our emergency/after hours service programs. The staff handles emergency phone calls and walk-in emergencies at the Center during regular hours and also covers the Emergency Room at Lexington Medical Center after hours during the week, and all day Saturday and Sunday. This program operates 24 hours a day, 7 days a week. We have also developed a Diversion Program for clients who do not require hospitalization and who could be stabilized in the community.
2. County revenues are used to fund a clinic-based mental health professional in the Child, Adolescent, and Family Services.
3. County Revenue - The revenue that the county provides the Center will continue to be utilized to supplement our Juvenile Justice Diversion Program. This program remains the first of its kind in the state and is a program that is intended to divert adolescents from the criminal justice system. This program has served more than 200 families. Our program has been presented as a successful model at national conferences.

As you are aware, the revenue the county provides the Center is critical to our operation and has made it possible for us to develop programs that are unique to this county. Several years ago, through mutual agreement between the County Council and the Center, the Mental Health Levy award in Lexington County was made on a "flat dollar award basis." This has resulted in an award of \$500,000 for each of the past five (5) years. This award process has allowed the County to use these **millage-based dollars** for other pressing community needs. The current level of diminished State support for the Mental Health Center in Lexington County now necessitates a review of this historical allocation and a return to full **millage-based funding**.

I hope that this letter and its supporting descriptions address any questions you may have. The past financial support of the County has been critical to the maintenance of Mental Health services in our community. These services not only improve the quality of life in the County, but also underscore the social commitment the County has to its residents. I look forward to discussing this proposal and the Center needs with you in the near future.

Yours very truly,



Richard L. Acton, ACSW
Executive Director

RLA

Lexington County Recreation & Aging Commission

563 South Lake Drive, Lexington, South Carolina 29072

803-359-4048

John J. Criscione
Executive Director

Facsimile Transmittal

Please deliver the following fax to:

Name: DOT BLACK

Location: CTY ADMIN

Fax Number: 359-8101

From: RANDY GIBSON

We are transmitting a total of 2 pages, including cover sheet.

Date: 02-24-04

Time: _____

Subject: FY 2004-2005 PRELIMINARY BUDGET

ADDITIONAL NOTES: _____

**If you have any questions or experience any difficulties with this fax, please call (803) 359-9961.*

**For your records, our fax number is (803) 359-9092.*



Long Life & Happiness

120-1

LEXINGTON COUNTY RECREATION & AGING COMMISSION
 PRELIMINARY GENERAL FUND BUDGET
 FISCAL YEAR 2004-2005

Revenues:

Property Taxes	\$ 6,704,287
Fees & Registrations	1,689,226
Other	77,000

Total Revenues	8,470,513

Expenditures:

Personnel	3,994,408
Maintenance	1,558,890
Operations	281,450
Programs	691,950
Capital	327,250

Total Expenditures	6,853,948

Excess Revenue Over (Under) Expenditures	1,616,565
--	-----------

Other Financing Sources (Uses)

Transfer To Aging Fund	(1,708,565)
Transfer To Capital Projects Fund	0

Excess Revenue And Other Financing Sources Over (Under) Expenditures And Other Uses	(92,000)
--	----------

Estimated Fund Balance - Beginning	3,056,307

Projected Fund Balance - Ending	\$ 2,964,307
	=====



**IRMO CHAPIN
RECREATION
COMMISSION**

Commissioners

Scott A. Wilhite
Kenneth V. Frick
Carl M. Hust
Julia G. Lee
Thomas H. McLean

Executive Director

Dan Wells

ICRC Administration

5605 Bush River Road
Columbia, SC 29212

Crooked Creek Park

1098 Old Lexington Hwy.
Chapin, SC 29063

Saluda Shoals Park

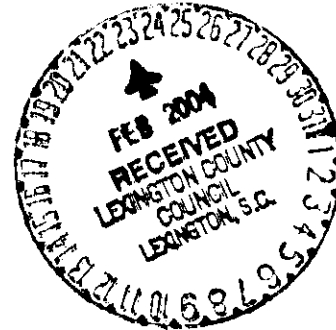
5605 Bush River Road
Columbia, SC 29212

Seven Daks Park

200 Leisure Lane
Columbia, SC 29210

February 19, 2004

Mr. Art Brooks
County Administrator
County of Lexington
212 South Lake Drive
Lexington, SC 29072



Re: Proposed FY 2004-2005 Budget

Dear Mr. Brooks:

Pursuant to your request of January 23, 2004, I have enclosed the proposed, preliminary FY 04-05 General Fund budget for the Irmo Chapin Recreation Commission. On Wednesday, January 18, 2004 our Commission approved this proposed, preliminary budget. This budget will be used as a basis for staff and Executive Director input before our Commission budget workshop on April 28. Our public hearing is scheduled for May 19. I expect the Commission to adopt the final budget at their meeting of May 26. When the final budget is adopted, I will instruct staff to submit it to you.

While we do not intend to seek a millage increase for FY 04-05, we respectfully request to be considered for any cost of living increase that County Council may grant for the County and other millage agencies for the new fiscal year. Our preliminary General Fund budget includes total funding sources anticipated, including our county property tax request.

With reference to your request for service level indicators, we are enclosing our 2003 annual report. This report reflects the number of clients served, number and types of programs provided, and other descriptive details of our operations.

Please do not hesitate to contact me if you need additional information regarding the enclosures.

Sincerely,

Dan Wells
Executive Director

Enclosures

cc: Mr. John Carrigg
Mr. Johnny Jeffcoat

Irmo Chapin Recreation Commission
General Fund
Proposed Budget
Fiscal Year 2004-2005

Revenues:

Lexington County Appropriation	\$ 2,644,105	
Fees, Rentals, Registrations, Grants	341,591	
Other	276,540	
Total Revenues		\$ 3,262,236

Expenditures:

Personnel (including fringes)	\$ 2,167,672	
Maintenance	485,724	
Operations	435,368	
Programs	83,933	
Capital	89,539	
Total Expenditures		\$ 3,262,236

Excess (Deficiency) of Revenues over Expenditures (0)

Estimated Fund Balance - 7/1/04 1,000,839

Projected Fund Balance - 6/30/05 \$ 1,000,839

LEXINGTON COUNTY

FEB 20 RECD 12:50

FINANCE DEPT.



February 20, 2004

Mr. William A. Brooks
Lexington County Administrator
212 S. Lake Drive
Lexington, SC 29072

Dear Art:

Enclosed is Midlands Technical College's 2004-2005 Budget Request (12 copies) from 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 2004-2005.

We would appreciate as much of an advance notice as possible if the college is expected to present its budget.

As always, thank you for your support and please call if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Ronald L. Rhames". The signature is written in a cursive, flowing style.

Ronald L. Rhames, D.B.A.
Vice President for Business Affairs

RLR:pl
Enclosures

C: ✓ Mr. Larry Porth, Finance Director, Lexington County
Dr. Barry Russell, President
Ms. Helen Koon, Director of Finance & Accounting
Mr. Bob Humphreys, Director of Operations
Ms. Jeanette Hayes, Director of Budgets

MIDLANDS TECHNICAL COLLEGE
Budget Request
Fiscal Year 2004-05
Richland-Lexington Counties, South Carolina

Midlands Technical College is pleased to submit its budget request for fiscal year 2004-05. 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% Lexington County and 60% Richland County based on the census done in 2000.

Pages 2-4 represent the college's 2004-05 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 2004-05 is shown below.

<u>Lexington County</u>	<u>2004-05</u>
Operating Budget	\$2,324,064
Capital Budget	<u>\$ 677,000 *</u>
Total Budget	\$3,001,064
<u>Richland County</u>	<u>2004-05</u>
Operating Budget	\$3,486,096
Capital Budget	1 Mil **

* \$249,000 Beltline Campus Breezeway Restoration and \$428,000 Second of six installments for Major Building Renovation project.

** For 2004-05, \$1,016,000 will be designated. Any undesignated funds will be escrowed for future projects.

MIDLANDS TECHNICAL COLLEGE

**Plant Operations Budget
FY 2004-05**

Facilities and Operations Funding Requirements: The college's total FY 2004-05
Facilities and Operations Budget is shown below (excluding capital):

	FY 03-04	FY 04-05
Administration	\$412,363	\$444,618
Utilities	1,279,000	\$1,279,000
General Maintenance	968,553	\$1,007,592
Housekeeping/Grounds	1,294,270	\$1,353,931
Transportation	128,000	\$128,000
Security	716,527	\$729,463
Insurance	97,556	\$97,556
Renovation Projects	70,000	\$70,000
Major Repairs/Construction	<u>700,000</u>	<u>\$700,000</u>
TOTAL	<u>\$5,666,269</u>	<u>\$5,810,160</u>

**FY 2004-05
COUNTY BUDGET**

	FY 03-04	FY 04-05
ADMINISTRATION		
Salaries - Permanent	\$311,399	\$314,532
Staff Benefits	\$80,964	\$110,086
Training	\$6,000	\$6,000
Travel	\$3,000	\$3,000
Office Support	\$11,000	\$11,000
Total Administration	\$412,363	\$444,618
UTILITIES	\$1,279,000	\$1,279,000
GENERAL MAINTENANCE		
Salaries - Permanent	\$410,948	\$412,469
Salaries - Temporary	\$40,000	\$40,000
Staff Benefits	\$106,846	\$144,364
Uniforms	\$10,000	\$10,000
Painting	\$10,000	\$10,000
Elect./Mech. Systems Repairs	\$15,000	\$15,000
Flooring/Carpeting	\$15,000	\$15,000
General Repair/Maintenance	\$202,417	\$202,417
Professional Services	\$25,000	\$25,000
Supplies	\$133,342	\$133,342
Total General Maintenance	\$968,553	\$1,007,592
HOUSEKEEPING/GROUNDS		
Salaries - Permanent	\$368,554	\$388,177
Salaries - Temporary	\$5,000	\$5,000
Staff Benefits	\$95,824	\$135,862
Contract Labor	\$693,280	\$693,280
Supplies (Housekeeping)	\$72,512	\$72,512
Supplies (Grounds)	\$20,600	\$20,600
Uniforms	\$9,000	\$9,000
Equipment	\$29,500	\$29,500
Total Housekeeping/Grounds	\$1,294,270	\$1,353,931

**FY 2004-05
COUNTY BUDGET (continued)**

	FY 03-04	FY 04-05
TRANSPORTATION		
Motor Vehicle Supplies/Repair	\$56,000	\$56,000
Vehicle Replacement	\$72,000	\$72,000
Total Transportation	\$128,000	\$128,000
SECURITY		
Salaries - Permanent	\$170,033	\$171,744
Staff Benefits	\$48,885	\$60,110
Contract Security	\$491,609	\$491,609
Supplies	\$6,000	\$6,000
Total Security	\$716,527	\$729,463
INSURANCE		
Buildings and Contents	\$71,556	\$71,556
Motor Vehicles	\$26,000	\$26,000
Total Insurance	\$97,556	\$97,556
RENOVATION PROJECTS		
Minor Renovations	\$60,000	\$60,000
ADA Modifications	\$10,000	\$10,000
Total Renovation Projects	\$70,000	\$70,000
MAJOR REPAIRS/CONSTRUCTION		
General Alterations/Repairs	\$100,000	\$200,000
Roof Repairs - Collegewide (Plant)	\$200,000	\$200,000
Mech Systems	\$200,000	\$200,000
Tech Infrastructure	\$100,000	\$100,000
Road/Paving Project - Collegewide	\$100,000	
Total Major Repairs/Construction	\$700,000	\$700,000
TOTAL	\$5,666,269	\$5,810,160

122-76

MIDLANDS TECHNICAL COLLEGE MAJOR CAPITAL NEEDS CASH FLOW

BY SOURCE OF FUNDS	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	PROJ. TOTAL
BC PREC. TOOL/STUL. SVS.*													
RICHLAND	\$ 2,146,500											\$ 2,146,500	
LEXINGTON	\$ 1,414,750											\$ 1,414,750	
COLLEGE FUNDS-FB	\$ 1,438,750											\$ 1,438,750	\$ 5,000,000
BC BREEZEWAY RESTORATION													
COLLEGE FUNDS		\$ 500,000										\$ 500,000	
RICHLAND COUNTY		\$ 374,000										\$ 374,000	
LEXINGTON COUNTY		\$ 249,000										\$ 249,000	\$ 1,123,000
BC LET RENOVATION													
STATE FUNDS-CIB			\$ 12,000,000									\$ 12,000,000	\$ 12,000,000
BC WM RENOVATION													
STATE FUNDS-CIB				\$ 12,000,000								\$ 12,000,000	\$ 12,000,000
HC CR BUILDING													
RICHLAND							\$ 666,000	\$ 1,135,000	\$ 1,160,000	\$ 1,182,000		\$ 4,143,000	
LEXINGTON							\$ 446,000	\$ 771,000	\$ 787,000	\$ 803,000		\$ 2,807,000	
COLLEGE FUNDS						\$ 50,000						\$ 50,000	\$ 7,000,000
NE CR/ENG FACILITY													
RICHLAND			\$ 372,000	\$ 456,000	\$ 456,000	\$ 456,000	\$ 456,000	\$ 84,000				\$ 2,280,000	
LEXINGTON			\$ 248,000	\$ 304,000	\$ 304,000	\$ 304,000	\$ 304,000	\$ 56,000				\$ 1,520,000	
FAIRFIELD			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	
STATE FUNDS-CIB		\$ 15,200,000										\$ 15,200,000	\$ 19,000,000
NE BAY PROJECT													
FEDERAL FUNDS							\$ 5,000,000					\$ 5,000,000	\$ 5,000,000
NE CLASSRM/ADMIN FACILITY													
RICHLAND											\$ 1,680,000	\$ 1,680,000	
LEXINGTON											\$ 1,120,000	\$ 1,120,000	
STATE FUNDS-CIB											\$ 11,200,000	\$ 11,200,000	\$ 14,000,000
PLANT PROJECTS****													
COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 7,700,000	
COLLEGE FUNDS	\$ 250,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 2,150,000	\$ 9,850,000
MAJOR BUILDING RENOVATION													
RICHLAND	\$ 132,150	\$ 642,000	\$ 664,000	\$ 601,000	\$ 623,000	\$ 645,000						\$ 3,307,150	
LEXINGTON	\$ 89,100	\$ 428,000	\$ 443,000	\$ 401,000	\$ 415,000	\$ 430,000						\$ 2,206,100	
													\$ 5,513,250
LIBRARY RENOVATIONS (BOTH)													
STATE FUNDS-CIB					\$ 4,000,000							\$ 4,000,000	\$ 4,000,000
TOTAL ALL SOURCES	\$ 6,171,250	\$ 18,193,000	\$ 14,627,000	\$ 14,662,000	\$ 6,698,000	\$ 2,785,000	\$ 7,772,000	\$ 2,946,000	\$ 2,847,000	\$ 2,885,000	\$ 14,900,000	\$ 94,486,250	\$ 94,486,250
TOTAL BY SOURCE (PER YEAR)	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	TOTAL	
RICHLAND COUNTY	\$ 2,278,650	\$ 1,016,000	\$ 1,036,000	\$ 1,057,000	\$ 1,079,000	\$ 1,101,000	\$ 1,122,000	\$ 1,219,000	\$ 1,160,000	\$ 1,182,000	\$ 1,680,000	\$ 13,930,650	
LEXINGTON COUNTY	\$ 1,503,850	\$ 677,000	\$ 691,000	\$ 705,000	\$ 719,000	\$ 734,000	\$ 750,000	\$ 827,000	\$ 787,000	\$ 803,000	\$ 1,120,000	\$ 9,316,850	
FEDERAL FUNDS							\$ 5,000,000					\$ 5,000,000	
STATE FUNDS	\$ -	\$ 15,200,000	\$ 12,000,000	\$ 12,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,200,000	\$ 54,400,000	
COLLEGE FUNDS	\$ 1,688,750	\$ 600,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 4,138,750	
COUNTY PLANT FUNDS	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 7,700,000	
TOTAL ALL SOURCES	\$ 6,171,250	\$ 18,193,000	\$ 14,627,000	\$ 14,662,000	\$ 6,698,000	\$ 2,785,000	\$ 7,772,000	\$ 2,946,000	\$ 2,847,000	\$ 2,885,000	\$ 14,900,000	\$ 94,486,250	
RICHLAND COUNTY EST. VALUE OF MIL	\$ 1,009,800	\$ 1,029,996	\$ 1,050,596	\$ 1,071,608	\$ 1,093,040	\$ 1,114,901	\$ 1,137,199	\$ 1,159,943	\$ 1,183,142	\$ 1,206,804	\$ 1,230,941		
LEXINGTON COUNTY EST. VALUE OF MIL	\$ 685,440	\$ 699,149	\$ 713,132	\$ 727,394	\$ 741,942	\$ 756,781	\$ 771,917	\$ 787,355	\$ 803,102	\$ 819,164	\$ 835,548		
FAIRFIELD COUNTY EST. VALUE OF MIL	\$ 113,687	\$ 115,961	\$ 118,280	\$ 120,646	\$ 123,058	\$ 125,520	\$ 128,030	\$ 130,591	\$ 133,202	\$ 135,866	\$ 138,584		
	99/00 - 03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14****		
EST. RICHLAND MILS REQUIRED**	2.3	1.0	1.0	1.0	1.0	1.0	1.0	1.1	1.0	1.0	1.4		
EST. LEXINGTON MILS REQUIRED	2.2	1.0	1.0	1.0	1.0	1.0	1.0	1.1	1.0	1.0	1.3		

*PROJECT FUNDED OVER THE PAST THREE YEARS
 **99/00 - 03/04 REPRESENTS MILLIAGE FOR PAST THREE YEARS
 *** REPRESENTS MILLIAGE SPREAD OVER MULTIPLE FUTURE YEARS FOR NE CR/ADMIN FACILITY
 ****SUPPLEMENT PLANT FUNDS PARKING, PAVING, MECHANICAL SYSTEMS, ROOFING COLLEGE WIDE...

Midlands Technical College
Budgeted Revenues, Disbursements and Transfers
Fiscal Year 2004-2005

REVENUES

Unrestricted		
Student Tuition and Fees	\$	30,692,141
Government		
State	\$	17,495,090
County		
Lexington	\$	3,001,164
Richland	\$	4,502,096
Fairfield	\$	104,994
Auxiliary Enterprises	\$	6,374,858
Other	\$	1,195,181
TOTAL	\$	63,365,524
Restricted		
Federal Grants	\$	2,152,075
Student Financial Aid	\$	15,600,475
State Grants	\$	809,390
Other	\$	220,080
TOTAL*	\$	18,782,020
TOTAL REVENUES	\$	82,147,544

DISBURSEMENTS AND TRANSFERS

Disbursements

Unrestricted		
Instruction/Academic Support	\$	35,399,858
Student Support Services	\$	7,829,662
Plant Operations	\$	5,275,987
Institutional Support	\$	6,467,017
Auxiliary Enterprises	\$	5,000,000
TOTAL	\$	59,972,524
Restricted		
TOTAL*	\$	18,782,020
Transfers (Capital)		
TOTAL	\$	3,393,000
TOTAL DISBURSEMENTS AND TRANSFERS	\$	82,147,544

*Restricted revenues and disbursements are the same amount and must balance.

2004-05 Projected Enrollment (Service Level Indicator):
 26,875 Annual Credit Headcount
 23,000 Annual Continuing Education Headcount

RIVERBANKS
ZOO AND GARDEN

500 Wildlife Parkway – P.O. Box 1060 – Columbia, SC 29202-1060
803.779.8717 – Fax 803.253.6381 – www.riverbanks.org

February 26, 2004

Mr. William A. Brooks
County Administrator, County of Lexington
212 South Lake Drive
Lexington, SC 29072



LEXINGTON COUNTY
MAR 01 RECD
FINANCE DEPT.

Re: FY 2004-05 Annual Budget

Dear Art,

Enclosed is our preliminary budget forecast for fiscal year 2004-05, which includes a funding request from Lexington County. Riverbank's request for funding from Lexington County is tremendously affected by our own earned revenue – admissions, concession sales, etc. These revenues are directly tied to attendance. This budget forecast is based on our best estimate of 850,000 visitors for this next fiscal year, which is about midway between the totals for fiscal year 2002-03 (834,175) and calendar year 2003 (868,307).

Our earned revenues are projected to be virtually the same as is budgeted for the current fiscal year. During the current fiscal year we have instituted a number of new revenue initiatives that are proving to be successful, along with the fact that we have substantially increased the support we receive from the Riverbanks Society. Our Society membership continues to grow and presently totals over 35,000 household memberships. This represents an increase of 7,000 households in the last six years. We are very proud that the Society (Riverbanks' private fund raising organization) now stands as an equal partner with Richland and Lexington counties in financially supporting the Zoo and Garden's annual operating budget.

In this forecast we have held our total expenditures virtually at their present level, in spite of some significant increases in expenditures, particularly in our property and liability insurance area. We have included no provision for pay raises for our employees at this point. If our earned revenues exceed the current forecast amounts, we will consider providing raises to our employees at some point during the fiscal year.

We were recently notified that Governor Sanford's proposed budget eliminates funding for Riverbanks Zoo. Riverbanks has historically received approximately \$160,000 from the State through the PRT. Due to the loss of State funding and the absence of a federal grant that was received this year, our forecast also shows a drop of \$145,000 in governmental support. To partially offset the loss of governmental support, we have increased our requests from both Richland and Lexington Counties by approximately 3.6% each.

Our specific request from Lexington County is for \$790,000, an increase of approximately \$28,000 over this year's level of funding. We hope this minor increase can be funded from the growth in assessed value without increasing the existing millage.

We would be happy to meet with yourself or Council at any time to discuss our request. Thank you.

Sincerely,

Palmer E. Krantz
Executive Director

cc: Larry Porth, Finance Director

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RIVERBANKS ZOOLOGICAL PARK AND BOTANICAL GARDEN

2004-05 GENERAL FUND BUDGET

Preliminary Estimated Budget for Lexington and Richland Counties
February 25, 2004

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

EXHIBIT A

Fiscal Year 2004-05

BUDGET SUMMARY

	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
REVENUES:				
Earned Revenues - Schedule 1	\$4,572,601	\$4,280,514	\$4,979,571	\$4,983,801
Governmental Support - Schedule 1	<u>2,446,691</u>	<u>2,519,837</u>	<u>2,490,888</u>	<u>2,345,500</u>
Total Revenues	<u>7,019,292</u>	<u>6,800,351</u>	<u>7,470,459</u>	<u>7,329,301</u>
EXPENDITURES:				
Administrative Division - Schedule 3	1,024,148	1,132,733	1,085,249	1,173,982
Animal Care Division - Schedule 4	2,181,102	2,618,044	2,513,747	2,531,386
Education Division - Schedule 5	205,452	221,423	195,676	192,122
Botanical Division - Schedule 6	646,900	780,513	803,829	769,753
Facility Management Division - Schedule 7	985,012	1,298,497	1,209,029	1,144,029
Public Relations & Marketing Division - Schedule 8	587,881	638,170	719,343	720,646
Visitor Services Division - Schedule 9	672,173	736,042	757,197	760,923
Other Financing Uses - Oper. Trans. to Special Rev. Fund	<u>63,127</u>	<u>33,502</u>	<u>36,460</u>	<u>36,460</u>
Total Expenditures	<u>6,365,795</u>	<u>7,458,924</u>	<u>7,320,530</u>	<u>7,329,301</u>
SURPLUS OR (DEFICIT)	653,497	(658,573)	149,929	0
Fund Balance - Beginning	<u>651,294</u>	<u>1,304,791</u>	<u>646,218</u>	<u>796,147</u>
Fund Balance - Ending	<u>1,304,791</u>	<u>646,218</u>	<u>796,147</u>	<u>796,147</u>

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RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET

EXHIBIT B

Fiscal Year 2004-05

FUNDING REQUEST - Lexington and Richland Counties

	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Lexington County	\$718,764	\$740,327	\$762,537	\$790,000
Richland County	<u>1,341,188</u>	<u>1,381,424</u>	<u>1,373,410</u>	<u>1,423,000</u>
Total Funding Request	<u>2,059,952</u>	<u>2,121,751</u>	<u>2,135,947</u>	<u>2,213,000</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

SCHEDULE 1

Fiscal Year 2004-05

REVENUES SUMMARY

	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
EARNED REVENUES:				
Admissions Revenue - Schedule 11	\$2,588,114	\$2,185,253	\$2,374,355	\$2,371,368
Concession Fees - Aramark Entertainment, Inc.	843,718	728,920	811,000	811,000
Riverbanks Society Operating Contributions	607,000	757,000	1,000,000	1,000,000
Educ. Programs and Activities Net Income - Schedule 12	114,388	124,277	101,682	100,577
Other Revenue - Schedule 13	<u>419,381</u>	<u>485,064</u>	<u>692,534</u>	<u>700,856</u>
Total Earned Revenue	4,572,601	4,280,514	4,979,571	4,983,801
GOVERNMENTAL SUPPORT				
County Funding - Exhibit B	2,059,952	2,121,751	2,135,947	2,213,000
State Funding	182,989	182,989	166,191	0
Accommodations Tax	147,500	144,784	132,500	132,500
Federal Grant (IMLS)	<u>56,250</u>	<u>70,313</u>	<u>56,250</u>	<u>0</u>
Total Governmental Support	<u>2,446,691</u>	<u>2,519,837</u>	<u>2,490,888</u>	<u>2,345,500</u>
TOTAL REVENUES	<u>7,019,292</u>	<u>6,800,351</u>	<u>7,470,459</u>	<u>7,329,301</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET**

SCHEDULE 2

Fiscal Year 2004-05

EXPENDITURES SUMMARY

DIVISION:	Personal Services	Departmental Supplies	Other Expend.	Major Repairs & Renovations	Capital Items	Total Budget
Administrative	504,895	19,200	599,887	0	50,000	1,173,982
Animal Care	1,885,141	151,515	494,730	0	0	2,531,386
Education	176,353	7,003	8,766	0	0	192,122
Botanical	645,851	63,222	60,680	0	0	769,753
Facilities Management	386,904	4,200	752,925	0	0	1,144,029
Public Relations & Marketing	329,606	5,650	385,390	0	0	720,646
Visitor Services	347,155	6,100	407,668	0	0	760,923
Operating Transfer to Special Rev. Fund	<u>0</u>	<u>0</u>	<u>36,460</u>	<u>0</u>	<u>0</u>	<u>36,460</u>
TOTALS	<u>4,275,905</u>	<u>256,890</u>	<u>2,746,506</u>	<u>0</u>	<u>50,000</u>	<u>7,329,301</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 3

Fiscal Year 2004-05

ADMINISTRATIVE DIVISION: General Administrative
Finance
Human Resources

DESCRIPTION:

	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$412,841	\$486,659	\$491,966	\$504,895
Departmental Supplies	7,635	16,210	17,950	19,200
Other Expenditures	205,391	219,790	134,643	166,080
Insurance - Property and Liability	69,922	99,084	104,000	131,507
Debt Service	302,053	302,224	302,300	302,300
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>26,306</u>	<u>8,766</u>	<u>34,390</u>	<u>50,000</u>
TOTALS	<u>1,024,148</u>	<u>1,132,733</u>	<u>1,085,249</u>	<u>1,173,982</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 20

Fiscal Year 2004-05

PLANT SALE OPERATION

123.9

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Gross Sales	<u>\$0</u>	<u>\$0</u>	<u>\$27,000</u>	<u>\$27,000</u>
Operating Expenses				
Personnel Services	0	0	0	0
Department Supplies	0	0	0	0
Other Expenditures	0	0	11,700	11,700
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>0</u>	<u>11,700</u>	<u>11,700</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>0</u>	<u>15,300</u>	<u>15,300</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 4

ANIMAL CARE DIVISION: General Mammal
 Bird Reptile/Aquarium
 Commissary Veterinary

Fiscal Year 2004-05

123-10

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$1,624,624	\$1,758,572	\$1,884,028	\$1,885,141
Departmental Supplies	158,607	153,225	160,013	151,515
Other Expenditures	110,361	299,139	157,790	186,065
Animal Feed	226,601	271,449	308,665	308,665
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>60,909</u>	<u>135,659</u>	<u>3,251</u>	<u>0</u>
TOTALS	<u>2,181,102</u>	<u>2,618,044</u>	<u>2,513,747</u>	<u>2,531,386</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 5

EDUCATION DIVISION

Fiscal Year 2004-05

123-11

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$188,499	\$203,037	\$179,853	\$176,353
Departmental Supplies	6,244	6,880	6,143	7,003
Other Expenditures	7,286	7,579	8,616	8,766
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>3,423</u>	<u>3,927</u>	<u>1,064</u>	<u>0</u>
TOTALS	<u>205,452</u>	<u>221,423</u>	<u>195,676</u>	<u>192,122</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 6

Fiscal Year 2004-05

BOTANICAL DIVISION: General
 Botanical Garden
 Zoo Habitat
 Greenhouse/Production
 Christmas Lights Promotion

123-12

DESCRIPTION:	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$477,060	\$595,014	\$655,568	\$645,851
Departmental Supplies	72,622	92,758	72,333	63,222
Other Expenditures	93,046	88,090	71,143	60,680
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>4,172</u>	<u>4,651</u>	<u>4,785</u>	<u>0</u>
TOTALS	<u>646,900</u>	<u>780,513</u>	<u>803,829</u>	<u>769,753</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 7

FACILITIES MANAGEMENT DIVISION:

Fiscal Year 2004-05

- Maintenance
- Construction
- Utilities

123-13

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$307,452	\$352,903	\$386,904	\$386,904
Departmental Supplies	2,103	2,869	4,200	4,200
Other Expenditures	105,176	217,828	193,525	134,025
Utilities - Electricity, Gas, Water & Sewer	569,106	628,077	619,400	618,900
Major Repairs and Renovations	0	84,606	0	0
Capital Items	<u>1,175</u>	<u>12,214</u>	<u>5,000</u>	<u>0</u>
TOTALS	<u>985,012</u>	<u>1,298,497</u>	<u>1,209,029</u>	<u>1,144,029</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 8

Fiscal Year 2004-05

PUBLIC RELATIONS & MARKETING

Marketing & Public Relations
Group Sales
Art/Exhibits

123-14

DESCRIPTION:	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
Personal Services	\$281,028	\$275,918	\$329,603	\$329,606
Departmental Supplies	8,666	11,153	5,650	5,650
Other Expenditures	24,649	56,935	102,775	100,390
Advertising (Advertising amount is dependent upon and offset by accommodations tax revenue - See Sched. 1)	269,998	293,284	270,000	285,000
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>3,540</u>	<u>880</u>	<u>11,315</u>	<u>0</u>
TOTALS	<u>587,881</u>	<u>638,170</u>	<u>719,343</u>	<u>720,646</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
DIVISION EXPENDITURE BUDGET**

SCHEDULE 9

Fiscal Year 2004-05

VISITOR SERVICES

Grounds & Janitorial
Public Safety

DESCRIPTION:	FY	FY	FY	Preliminary
	2001-02 Actual	2002-03 Actual	2003-04 Budget	2004-05 Budget
Personal Services	\$475,556	\$385,514	\$345,377	\$347,155
Departmental Supplies	7,843	6,284	7,975	6,100
Other Expenditures	53,222	72,219	51,277	56,300
Janitorial & Grounds Maint. Service Contract	133,452	269,715	351,368	351,368
Major Repairs and Renovations	0	0	0	0
Capital Items	<u>2,100</u>	<u>2,310</u>	<u>1,200</u>	<u>0</u>
TOTALS	<u>672,173</u>	<u>736,042</u>	<u>757,197</u>	<u>760,923</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO - GENERAL FUND BUDGET**

Schedule 10

Fiscal Year 2004-05

**ATTENDANCE AND ADMISSIONS
REVENUE PROJECTION**

<u>Admission Category:</u>	<u>Actual F/Y 2002-03 Attendance</u>	<u>Actual Cal. Yr.2003 Attendance</u>	<u>Projected FY 2004-05 Attendance</u>	<u>Admission Fees</u>	<u>Projected Adm. Rev. 2004-05</u>
Adults	139,979	146,611	143,520	8.75	\$1,255,800
Children	65,084	69,083	67,626	6.25	422,663
Family Day Adults (Every Tuesday)	14,011	15,307	14,984	7.75	116,126
Family Day Children (Every Tuesday)	7,520	8,282	8,107	5.75	46,615
Students	23,063	26,511	25,952	7.50	194,640
Senior Citizens	11,838	13,366	13,084	7.25	94,859
Christmas Lights - Adult	25,845	16,893	16,537	6.00	99,222
Christmas Lights - Child	7,235	4,556	4,460	4.75	21,185
Group - Adults	44,904	44,934	43,987	6.00	263,922
Group - Children	64,095	64,536	63,175	4.75	300,087
Children Under Three	46,201	51,253	50,172	0.00	0
Society	324,858	346,199	338,900	0.00	0
Free School Groups-Rich/Lex Counties	30,150	29,558	28,935	0.00	0
Other-Comp., Promo., Free Fridays, etc.	<u>29,392</u>	<u>31,218</u>	<u>30,561</u>	<u>0.00</u>	<u>0</u>
TOTAL ATTENDANCE AND REVENUE	<u>834,175</u>	<u>868,307</u>	<u>850,000</u>		2,815,119
Less 5% Admissions Tax					<u>134,053</u>
PROJECTED ADMISSIONS REVENUE - To Schd. 11					<u>2,681,066</u>

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RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE

SCHEDULE 11

Fiscal Year 2004-05

ADMISSIONS OPERATION

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Admissions Revenue - Schedule 10	<u>\$2,820,159</u>	<u>\$2,475,595</u>	<u>\$2,692,234</u>	<u>\$2,681,066</u>
Operating Expenses				
Personnel Services	217,119	252,229	271,455	281,649
Department Supplies	13,117	9,081	13,875	12,000
Other Expenditures	1,809	29,032	32,549	16,049
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>232,045</u>	<u>290,342</u>	<u>317,879</u>	<u>309,698</u>
Net Admissions Revenue - to Schedule 1	<u>2,588,114</u>	<u>2,185,253</u>	<u>2,374,355</u>	<u>2,371,368</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 12

Fiscal Year 2004-05

EDUCATION PROGRAMS & ACTIVITIES

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Education Program & Class Fees	<u>\$154,895</u>	<u>\$199,452</u>	<u>\$279,870</u>	<u>\$279,870</u>
Operating Expenses				
Personnel Services	31,734	65,535	160,727	161,632
Department Supplies	8,773	9,640	17,461	16,950
Other Expenditures	0	0	0	711
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>40,507</u>	<u>75,175</u>	<u>178,188</u>	<u>179,293</u>
Net Program & Class Fees - to Schedule 1	<u>114,388</u>	<u>124,277</u>	<u>101,682</u>	<u>100,577</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 13

Fiscal Year 2004-05

OTHER REVENUES

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Animal Sales Revenue	\$10,875	\$3,100	\$5,000	\$2,000
Donations - General & Restricted	36,545	16,983	30,916	0
Interest Earnings	11,247	10,451	7,500	7,500
Promotional and Sponsorship Revenue	82,327	80,000	80,000	80,000
Facility Rental Gross Revenue	123,316	123,785	260,850	260,994
Conference & Program Fees	7,334	107,758	0	22,000
Grant Revenue (nonfederal)	250	23,277	7,740	10,000
Net Income - Lorikeet Feeding Operation - Schd. 15	10,961	29,948	40,281	40,006
Net Income - Carousel Operation - Schd. 14	124,587	100,475	108,273	96,239
Net Income - Giraffe Feeding Operation - Schd. 16	0	(35,495)	63,681	63,260
Net Income - Face Painting Operation - Schd. 17	0	0	24,137	40,168
Net Income - Pony Ride Operation - Schd. 18	0	0	7,600	27,276
Net Income - Halloween Promotion - Schd. 19	0	0	28,156	29,613
Net Income - Plant Sales Operation - Schd. 20	0	0	15,300	15,300
Miscellaneous Revenue	<u>11,939</u>	<u>24,782</u>	<u>13,100</u>	<u>6,500</u>
TOTAL OTHER REVENUE - TO SCHEDULE 1	<u>419,381</u>	<u>485,064</u>	<u>692,534</u>	<u>700,856</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 14

Fiscal Year 2004-05

CAROUSEL OPERATION

DESCRIPTION:

F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
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Carousel Ride Revenue	<u>\$156,163</u>	<u>\$135,182</u>	<u>\$151,100</u>	<u>\$142,294</u>
Operating Expenses				
Personnel Services	30,454	33,642	38,785	39,286
Department Supplies	949	851	1,500	1,500
Other Expenditures	173	214	2,542	5,269
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>31,576</u>	<u>34,707</u>	<u>42,827</u>	<u>46,055</u>
Net Revenue from Operations - to Schedule 13	<u>124,587</u>	<u>100,475</u>	<u>108,273</u>	<u>96,239</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 15

Fiscal Year 2004-05

LORIKEET FEEDING OPERATION

DESCRIPTION:	F/Y	F/Y	F/Y	Preliminary
	2001-02 Actual	2002-03 Actual	2003-04 Budget	2004-05 Budget
Gross Sales	<u>\$28,443</u>	<u>\$76,969</u>	<u>\$83,550</u>	<u>\$83,550</u>
Operating Expenses				
Personnel Services	11,116	36,933	42,029	42,304
Department Supplies	43	347	1,000	1,000
Other Expenditures	6,323	8,392	240	240
Capital Items	<u>0</u>	<u>1,349</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>17,482</u>	<u>47,021</u>	<u>43,269</u>	<u>43,544</u>
Net Revenue from Operations - to Schedule 13	<u>10,961</u>	<u>29,948</u>	<u>40,281</u>	<u>40,006</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 16

Fiscal Year 2004-05

GIRAFFE FEEDING OPERATION

123-22

DESCRIPTION:	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
Gross Sales	\$0	\$4,542	\$77,300	\$77,300
Operating Expenses				
Personnel Services	0	0	11,919	12,340
Department Supplies	0	1,119	1,575	1,575
Other Expenditures	0	0	125	125
Capital Items	0	38,918	0	0
Total Oper. Expenses	0	40,037	13,619	14,040
Net Revenue from Operations - to Schedule 13	0	(35,495)	63,681	63,260

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 17

Fiscal Year 2004-05

FACE PAINTING OPERATION

123-23

DESCRIPTION:	FY 2001-02 Actual	FY 2002-03 Actual	FY 2003-04 Budget	Preliminary 2004-05 Budget
Gross Sales	<u>\$0</u>	<u>\$0</u>	<u>\$50,625</u>	<u>\$50,625</u>
Operating Expenses				
Personnel Services	0	0	24,988	8,957
Department Supplies	0	0	1,500	1,500
Other Expenditures	0	0	0	0
Capital Items	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>0</u>	<u>26,488</u>	<u>10,457</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>0</u>	<u>24,137</u>	<u>40,168</u>

**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 18

Fiscal Year 2004-05

PONY RIDE OPERATION

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Gross Sales	<u>\$0</u>	<u>\$0</u>	<u>\$35,720</u>	<u>\$87,500</u>
Operating Expenses				
Personnel Services	0	0	3,299	53,804
Department Supplies	0	0	498	1,000
Other Expenditures	0	0	7,923	5,420
Capital Items	<u>0</u>	<u>0</u>	<u>16,400</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>0</u>	<u>28,120</u>	<u>60,224</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>0</u>	<u>7,600</u>	<u>27,276</u>

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**RIVERBANKS PARK COMMISSION
RIVERBANKS ZOO AND GARDEN - GENERAL FUND BUDGET
SUPPLEMENTAL SCHEDULE**

SCHEDULE 19

Fiscal Year 2004-05

HALLOWEEN PROMOTION

123-25

DESCRIPTION:	F/Y 2001-02 Actual	F/Y 2002-03 Actual	F/Y 2003-04 Budget	Preliminary 2004-05 Budget
Gross Sales	<u>\$0</u>	<u>\$0</u>	<u>\$90,081</u>	<u>\$90,031</u>
Operating Expenses				
Personnel Services	0	0	8,130	9,008
Department Supplies	0	0	15,970	15,970
Other Expenditures	0	0	35,440	35,440
Capital Items	<u>0</u>	<u>0</u>	<u>2,385</u>	<u>0</u>
Total Oper. Expenses	<u>0</u>	<u>0</u>	<u>61,925</u>	<u>60,418</u>
Net Revenue from Operations - to Schedule 13	<u>0</u>	<u>0</u>	<u>28,156</u>	<u>29,613</u>

**IRMO FIRE DISTRICT
COUNTY FUNDING REQUEST
FY 2004-2005**

Anticipated Revenues:

Request from County of Lexington: \$1,625,500

Town of Irmo revenues: \$170,000

