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# TOWN OF MONCK'S CORNER

## FY20 ADOPTED BUDGET



**STATE OF SOUTH CAROLINA    )**

**COUNTY OF BERKELEY            )       ORDINANCE 2019 -12**

**TOWN OF MONCKS CORNER    )**

**AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE TOWN OF MONCKS CORNER, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020.**

**WHEREAS**, Sub-section 3 of Section 5-7-260, and Section 5-21-110 of the Code of Laws of South Carolina, 1976, as amended, provide that municipalities have the authority to adopt budgets and levy taxes,

**BE IT ORDAINED** by the Town Council of the Town of Moncks Corner in Council duly assembled and by the authority of the same as follows:

**SECTION 1.**

That the prepared budget and estimated revenue for payment of the same is hereby adopted and is made a part hereof as fully as if incorporated herein and a copy thereof is hereto attached.

**SECTION 2.**

That a tax to cover the period from the first day of October 2019, to the last day of September 2020, both inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the treasury of the Town of Moncks Corner for the use and services thereof: i.e., a tax of six and 71/100 (\$6.71) Dollars (67.1 Mills) on every One Hundred and No/100 (\$100.00) Dollars in assessed value of real estate and personal property of every description owned and used in the Town of Moncks Corner except such as exempt from taxation under the Constitution and laws of the State of South Carolina, is and shall be levied and paid into the Town treasury for the credit of the Town of Moncks Corner for the corporate purposes, permanent improvements, current expenses and the payment of interest and

retirement of outstanding bonds and debts of said municipality. The total tax levy of sixty-seven point one (67.1) mills is apportioned as follows: Sixty-four point one (64.1) mills for the general operation of the Town and three (3) mills for outstanding bonds and debt service.

### **SECTION 3.**

Local Option Sales Tax anticipated collections in the amount of one million five hundred ninety-five thousand dollars (\$1,595,000) derived from the Local Option Sales Tax (LOST) Fund shall be distributed as follows: Seven hundred eighty-five thousand dollars (\$785,000) of Local Option Sales Tax will be used for property tax relief. Tax Credits are based on 0.000737 (ratio) as applied to the total appraised property values of one billion sixty-five million three-hundred seventy thousand dollars (\$1,065,370,000). Eight hundred ten thousand dollars (\$810,000) of Local Option Sales Tax Revenues will be used for general operating purposes.

### **SECTION 4.**

The Clerk-Treasurer shall be responsible for the collection of delinquent taxes from Berkeley County.

### **SECTION 5.**

Annual residential sanitation fees will be set at \$166.92 on the property tax bills.

### **SECTION 6.**

The Mayor shall administer the budget and may authorize the transfer of appropriate funds within and between departments as may be necessary to achieve the goals of the budget. Funds expended from the Contingency account require prior approval of the Mayor and Town Council.



**SECTION 7.**

If for any reason any sentence, clause or provision of this Ordinance shall be declared invalid, such shall not affect the remaining provisions thereof

**SECTION 8.**

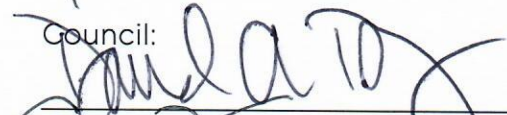
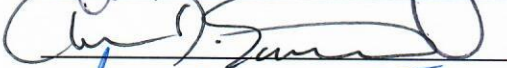
This Ordinance shall take effect upon final reading and approval of Town Council.

**APPROVED**, this 17<sup>th</sup> day of September 2019.



  
Michael Locklear, Mayor

First Reading: August 20, 2019

Council:

Second Reading: September 17, 2019

Attest:

  
Marilyn Baker, Clerk Treasurer

*viewed by Town Attorney and approved as to form.*

  
John West, Town Attorney

## **PUBLIC NOTICE**

Pursuant to Section 6-1-80 of the S.C. Code of Laws, a Public Hearing on the proposed 2019/2020 fiscal year budget for the Town of Moncks Corner will be held on September 17, 2019 at 6:00 pm at the Moncks Corner Municipal Complex, 118 Carolina Avenue. The following budget is proposed and is subject to changes by the Mayor and Town Council. The following is the proposed General Fund Budget.

Current Fiscal year Budgeted Revenue	Projected Revenue 2019/2020	Percentage Change in Revenue	Current Fiscal Year Millage
\$ 10,248,025	\$ 11,033,715	7.7%	70.3
Current Fiscal year Budgeted Expenditures	Projected Expenditures 2019/2020	Percentage Change in Expenditures	Estimated Millage for 2019/2020
\$ 10,621,539	\$ 11,033,715	3.9%	67.1

The millage for 2019/2020 equals \$67.10/\$1,000 of assessed property value.

Sanitation Rates for residential customers will be \$166.92 per year.

Sanitation Rates for commercial roll carts will be \$19.61 per month.

For additional information, please contact Marilyn Baker, Clerk to Council at (843) 719-7900.



## **Town Administrator's Budget Message**

### ***Fiscal Year 2020 Budget***

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September 17, 2019

Honorable Mayor and Council Members:

It is my pleasure to submit a balanced budget for the Town of Moncks Corner, covering fiscal year 2020. This is a performance based budget as implemented two fiscal years ago and I applaud Town Council for instituting such an innovative, priority-focused approach to the budgeting process.

#### ***Preliminary Processes***

A precursor to the budget process is an identification of strategic goals that guide the budget in the implementation process. Council's Vision, Mission, Values and short and long-term goals were the guiding standard followed in the preparation of this proposed budget.

### **Town of Moncks Corner Long-term Goals**

#### **Clean-up/Improve Town Appearance**

If we are to ask others to invest in our community and call it home, we need to show that we are willing to do the same. The appearance of the Town is essential in creating a sense of place.

#### **Expand Town Services / Diversify Revenue Base**

If the Town is going to be protected from future unplanned changes in revenue, it must grow and diversify its base. This will also help improve the Town's ability to provide services and reduce the burden for our citizens and businesses.

#### **Promote the Town's Sense of Safety**

People and business go where they feel they and their investments are safe. Once a community gets a reputation as unsafe it can be nearly impossible to reverse it. Therefore, maintaining and improving the community's sense of safety is vital.

#### **Improve Business Development Environment**

Businesses need to know the opportunities that are available to them in the Town of Moncks Corner. The Town should act to remove all barriers, whether they be actual or perceived to development.

### **Improve Operations/Communications**

The more efficiently and effectively the Town can use its resources to meet the service demand expectations of its citizens and businesses, the more opportunities it has to meet those expectations. And better communication will promote a better understanding of the services provided and our efforts to meet expectations.

### **Expand Enrichment Activities that Improve Quality of Life**

The creation of a sense of place, where there are activities and events people want, will increase the development pressure and bring customers to our businesses.

### **Leverage Intergovernmental Partnerships**

The Town serves as the collective voice of its citizens to all levels of government; Special Districts, County, State, and Federal. And while we share citizens, we often provide them different or duplicative services; like roads, animal control, storm water, fire, and police protection. Therefore, the Town should communicate and work with our partners to promote the provision of these services.

### ***Growth***

Moncks Corner is a community that has grown significantly over the past year at 6.56%. It is anticipated that the population will continue to grow as Moncks Corner becomes more integrated into the urbanized area of the region and new employment uses are developed. In the last year, the CPI increased 2.44% in Moncks Corner indicating the markets growth.

Both residential and commercial developments within the Town have increased significantly. Based on this recent and anticipated continued growth, the Town is taking proactive steps to nurture, guide and direct future growth to maintain its high quality of life for Moncks Corner residents.

### ***Budget Overview***

The FY 2020 budget revenue and other financing sources are projected to be \$11,033,715 which represents an increase of 7% over FY 2019 budget. The increase is mostly due to transfers to the General Fund from the Local Tax Fund and the Stormwater Fund. Budget expenditures and other financing uses are anticipated to be \$11,033,715 which is a 4% increase from last fiscal year's budget. The increase is primarily due to the increase in personnel expenditures as employer's retirement rates have increased one percent for SCRS and PORS. As the Town continues a Performance Measurement Program, you will find department level goals and measures in the appropriate sections of this document. During this fiscal year these measures will be broken down to the employee level for performance review. The FY 20 budget allows for a merit increase to reflect measured employee performance.

## General Fund Revenues

Although the primary increase in General Fund revenues for FY 20 is due to the transfers from other funds, the Town's property tax collections and charges for services are anticipated to increase 12%. Business License and permit fees are expected to decrease slightly while residential and commercial construction are delayed as annexed areas are developed. In the fiscal 2020 budget, the General Fund's top three revenue sources are projected to provide 84% of the Fund's total revenues. Included in these top three sources are property taxes, business license, permits and franchise fees and charges for services.

The following table depicts the projected three revenue sources during the year.

History and Projection of Top Revenue Sources - General Fund

	Audited			Budget		Budget
Top Three Sources	2015	2016	2017	2018	2019	2020
Taxes	2,667,002	2,953,297	3,517,758	3,823,796	3,904,887	4,509,889
Business License, permits and franchise fees	2,577,787	2,916,041	3,284,327	3,498,062	3,622,900	3,591,500
Charges for Services	630,867	708,491	726,833	1,072,349	1,126,250	1,142,900
<b>Total - Top 3</b>	<b>5,875,656</b>	<b>6,577,829</b>	<b>7,528,918</b>	<b>8,394,207</b>	<b>8,656,056</b>	<b>9,244,289</b>
<b>% Increase</b>	<b>3.97%</b>	<b>11.95%</b>	<b>14.46%</b>	<b>11.49%</b>	<b>3.12%</b>	<b>6.80%</b>
Other Sources	\$847,984	\$716,936	\$896,518	\$1,518,505	\$1,591,969	\$1,789,426
<b>Total</b>	<b>\$6,723,640</b>	<b>\$7,294,765</b>	<b>\$8,425,436</b>	<b>9,912,712</b>	<b>10,248,025</b>	<b>11,033,715</b>
<b>Total General Fund Revenues</b>						
<b>% from top three sources</b>	<b>87%</b>	<b>90%</b>	<b>89%</b>	<b>85%</b>	<b>84%</b>	<b>84%</b>
<b>% from all other sources</b>	<b>13%</b>	<b>10%</b>	<b>11%</b>	<b>15%</b>	<b>16%</b>	<b>16%</b>

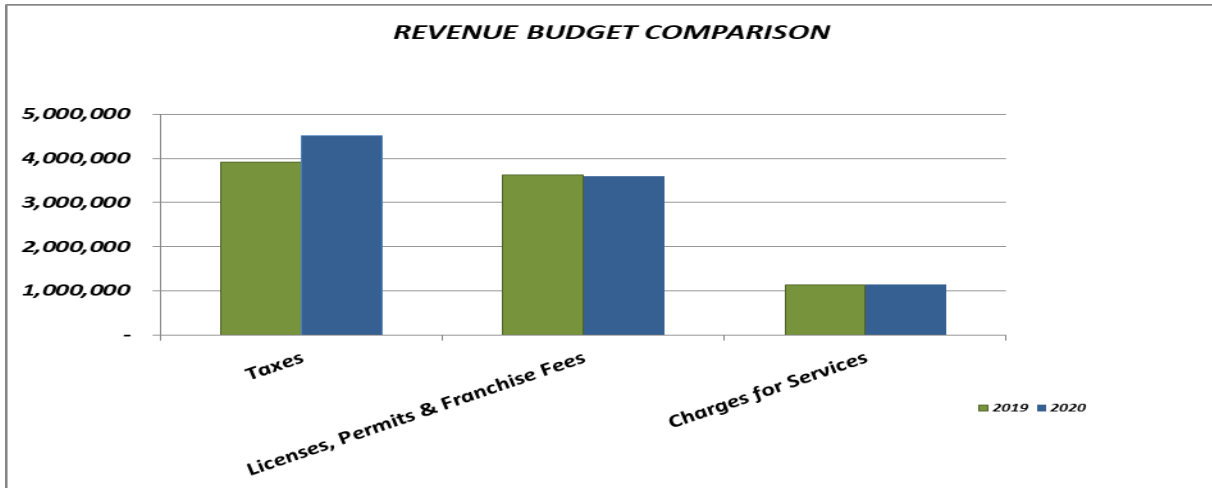
**Taxes** The Town's taxes is projected to increase 15% from FY 2019. Operating property tax millage for FY 2020 will decrease to 64.1 mills from FY 2019's 67.3 mills to reflect the "roll back" due to reassessment of property tax values. However, property tax revenues are anticipated to increase due to annexed areas. Also, the local option sales tax is anticipated to increase as the market continues to grow. These increases allow the Town to provide a larger property tax credit to local taxpayers. In 2020, the Town anticipates to distribute \$785,000 in local option sales tax credits to local taxpayers on their tax bills.

**Business License, Permits and Franchise Fees** These fees combined are expected to decrease slightly at less than 1% from last fiscal year's budget. While franchise fees remain constant, the Town expects a small decline in business license and building permit fees as annexed areas are developed for building construction. The Town allocates all funds over \$250,000 of permit revenues to the Abatements and Improvements Fund. This fund allows the Town to meet its goals and objectives by improving the Town's appearance and providing an environment that will attract new businesses.



***Charges for Services*** The Town's charges for services include sanitation fees, recreation fees, facility rental fees and fire response and rescue fees. We anticipate a minor increase of 1% from last fiscal year's budget

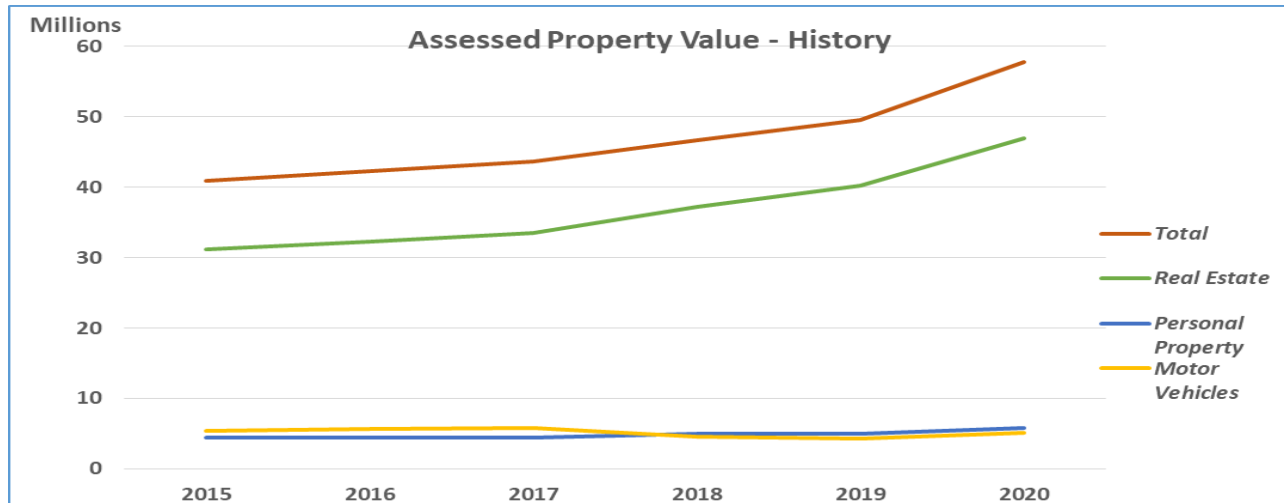
These budgeted revenue comparisons are indicated in the chart below:



***Property Taxes*** The Town's General Fund will receive 64.1 mills of general property tax for operating purposes. As the Town's largest revenue stream, property taxes provide 41% of General Fund revenues. The Town's assessed value grew 17% with a value of a mill at \$57,807.44. Real property assessed value increased \$6,661,350 or 17%; personal property increased \$813,260 or 16% and motor vehicles increased \$823,430 or 19% mainly due to the addition of annexed areas on the property tax bill.. The assessed valuation history is detailed below.

***Assessed Valuation of Property within the Town of Moncks Corner***

Fiscal Year	Real Estate	Personal Property	Motor Vehicles	Total	Increase Over Prior Year
2015	31,174,400	4,354,951	5,352,010	40,881,361	11.19%
2016	32,194,400	4,405,070	5,628,560	42,228,030	3.29%
2017	33,551,160	4,350,670	5,720,130	43,621,960	3.30%
2018	37,143,680	4,967,060	4,583,710	46,694,450	7.04%
2019	40,224,010	4,958,270	4,327,120	49,509,400	6.03%
2020	46,885,360	5,771,530	5,150,550	57,807,440	16.76%



### General Fund Expenditures

The General Fund's fiscal year 2020 department expenditures are projected to be \$10,821,765. The largest portion of these expenditures are personnel services at \$6,700,303 or 62% of total department expenditures. This is an increase of 5% from FY19 and is primarily due to the addition of employees for Stormwater in the Public Service Department. These additional services correlate with the increase in operating expenses of 7%. Other increases from last fiscal year include contractual services at 15% additional labor is needed in Public Service and Recreation Departments; and debt service at 80% due to the 2019 Fire Truck lease purchase payments. While grant expenditures and capital outlay have decreased a total of 17% from FY19. The General Fund expenditures budget comparison by categories is shown below.

### General Fund Expenditures - Budget Comparison by Categories

	FY 2019	FY 2020
<b>Personnel Services</b>	6,375,935	6,700,303
<b>Contractual Services</b>	454,486	524,091
<b>Operating</b>	2,624,607	2,819,737
<b>Grants</b>	251,022	220,500
<b>Capital Outlay</b>	379,320	359,000
<b>Debt Service</b>	31,069	55,934
<b>Other</b>	142,200	142,200
<b>Total Expenditures</b>	<b>\$ 10,258,639</b>	<b>\$ 10,821,765</b>

## ***Fund Balances***

The Town's General Fund ending balance for fiscal year 2019 is projected to be \$4,107,326 which is 38% of the year's expenditures and other financing uses. As the chart indicates below, projected year end fund balance is anticipated to decrease slightly by 3% from fiscal year 2018. The General Fund balance is anticipated to remain the same for year ending 2020 as no fund balance is needed to balance the budget.

The trends in General Fund ending balances through the upcoming year are shown below.

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### ***General Fund - Fund Balance Trends***

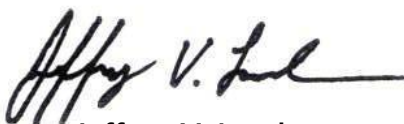
	<b>Audited FY 2018</b>	<b>Projected FY 2019</b>	<b>Budget FY 2020</b>
<b>Ending Fund Balance</b>	<b>\$4,111,402</b>	<b>\$4,107,326</b>	<b>\$4,107,326</b>
<b>Expenditures &amp; Uses</b>	<b>10,129,871</b>	<b>10,898,831</b>	<b>11,033,715</b>
<b>Fund Balance %</b>	<b>40.59%</b>	<b>37.69%</b>	<b>37.23%</b>

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## ***Summary***

The Town of Moncks Corner's 2020 fiscal year budget is able to meet the needs of residents by providing services with small increases in personnel and operating expenditures. While the Town continues to grow at this time, we have incorporated a resiliency budget analysis if a downturn would occur. We strive to complete goals that provide a quality of life and comforts for our citizens. The proposed budget emphasizes measurements and goals that will allow the Town to continue to provide such services to our community.

Sincerely,



Jeffrey V. Lord  
Town Administrator



*The Lowcountry's Hometown*

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | [monckscornersc.gov](http://monckscornersc.gov)

## Vision Statement

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**Moncks Corner is an attractive, thriving community which provides opportunity for its citizens and businesses while remaining safe and fiscally sound.**

## Mission Statement

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**The Town's mission is to provide reliable, quality services, protect our citizens and property, improve the quality of life and promote development through managed growth.**

## Values Statement

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**The purpose of the Town is to provide safe, quality services. Therefore customer service, and professionalism are the highest priorities. For everyone we meet, we are the Town of Moncks Corner. In everything we do, we will look the part, act the part and do our part.**





*The Lowcountry's Hometown*

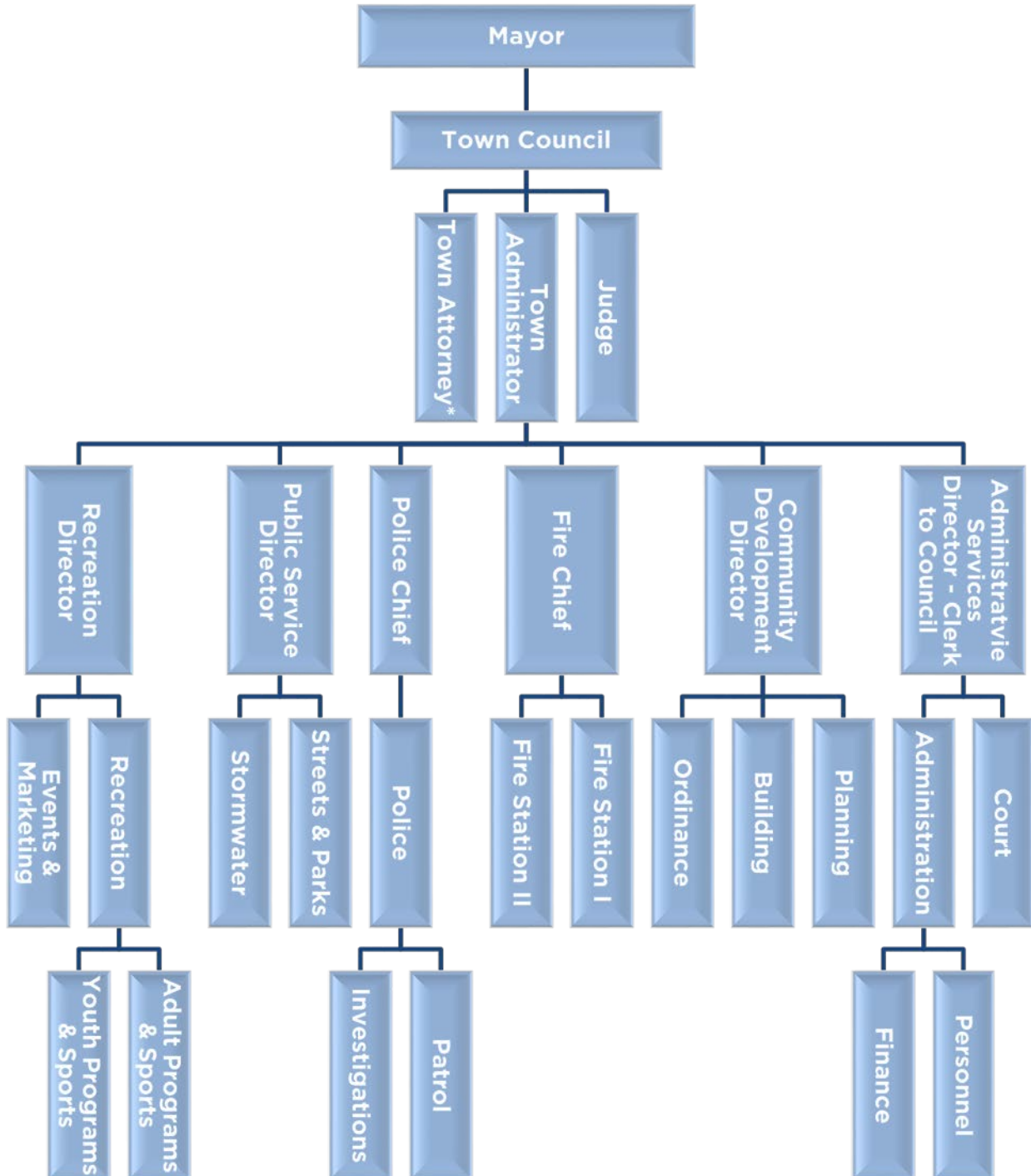
PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | [monckscornersc.gov](http://monckscornersc.gov)

## Strategic Goals

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1. **Clean-up/Improve Town Appearance** - If we are to ask others to invest in our community and call it home, we need to show that we are willing to do the same.
2. **Expand Town Services/Diversify Revenue Base** - If the Town is going to be protected from future unplanned changes in revenue, it must grow and diversify its base. This will also help improve the Town's ability to provide services and reduce the burden for our citizens and businesses.
3. **Promote the Town's Sense of Safety** - People and business go where they feel they and their investments are safe. Once a community gets a reputation as unsafe it can be nearly impossible to reverse it. Therefore, maintaining and improving the community's sense of safety is vital.
4. **Improve Business Development Environment** - Businesses need to know the opportunities that are available to them in Moncks Corner. The Town should act to remove all barriers whether they be actual or perceived to development.
5. **Improve Operations/Communications** - The more efficiently and effectively the Town can use its resources to meet the service demand expectation of its citizens and businesses the more opportunities it has to meet those expectations. And better communication will promote a better understanding of the services provided and our efforts to meet expectations.
6. **Expand Enrichment Activities that Improve Quality of Life**- The creation of a sense of place, where there are activities and events people want, will increase the development pressure and bring customers to our businesses.
7. **Leverage Intergovernmental Partnerships** - The Town serves as the collective voice of its citizens to all levels of government; Special Districts, County, State, and Federal. And while we share citizens, we often provide them different or duplicative services; like roads, animal control, storm water, fire, and police protection. Therefore, the Town should communicate and work with our partners to promote the provision of these services.

# TOWN OF MONCK'S CORNER CITIZENS



\*Denotes Services that are contracted outside the organization

## Town of Moncks Corner

### Personnel Summary by Department

Town Council has long recognized that employees are the Town's most important asset and has invested substantially in employees' training and development over the years. Town Council has adopted the position that the Town should limit the number of employees to the absolute minimum "to get the job done" while ensuring that employees are fairly compensated and receive ample opportunities for professional growth. This policy has resulted in having well trained and highly motivated employees providing excellent services to the citizens of the Town of Moncks Corner.

<b>Authorized Regular Full Time Positions</b>					
<b><i>Department / Fund</i></b>	<b><i>FY16</i></b>	<b><i>FY17</i></b>	<b><i>FY18</i></b>	<b><i>FY19</i></b>	<b><i>FY20</i></b>
Administration	6	7	7	7	7
Community Development	4	4	4	5	5
Court	1	2	2	2	2
Fire	14	14	14	22	20
Emergency Medical Services	0	0	0	7	0
Police	28	30	30	31	31
Police - SRO	3	4	4	4	4
Police - Traffic	0	0	1	1	1
Public Service	10	11	11	13	13
Recreation	2	2	3	5	8
<b><i>Total - Town Employees</i></b>	<b>68</b>	<b>74</b>	<b>76</b>	<b>97</b>	<b>91</b>

**Town of Moncks Corner**

**FOIA Salary Disclosure**

The following compensations disclosures are made per SECTION 30-4-40 (a) (6)

<b>Department</b>	<b>Position</b>	<b>Number</b>	<b>Range</b>	<b>Actual</b>
Administration	Mayor	1		\$ 18,420
	Councilmember	6		\$ 6,648
	Town Administrator	1		\$ 140,508
	Administrative Services Director - Clerk to Council	1		\$ 84,777
	Accountant	1		\$ 62,315
	Administrative Coordinator	1	\$ 42,000 - \$ 46,000	
	Administrative Assistant	1	\$ 30,000 - \$ 34,000	
	Administrative Support Specialist	1	\$ 30,000 - \$ 34,000	
Community Development	Community Development Director	1		\$ 79,422
	Building Official	1		\$ 60,757
	Building Inspector	1	\$ 42,000 - \$ 46,000	
	Code Enforcement Officer	1	\$ 34,000 - \$ 38,000	
	Permitting Technician	1	\$ 34,000 - \$ 38,000	
Court	Municipal Court Judge	1	\$ 42,000 - \$ 46,000	
	Clerk of Court	1		\$ 56,518
Fire	Fire Chief	1		\$ 70,405
	Battalion Chief	1		\$ 61,809
	Captain	1		\$ 62,851
	Captain	1		\$ 50,806
	Captain	3	\$ 46,000 - \$ 50,000	
	Captain	1	\$ 42,000 - \$ 46,000	
	Engineer	6	\$ 34,000 - \$ 38,000	
	Firefighter	6	\$ 27,410 - \$ 42,486	
Police	Police Chief	1		\$ 105,197
	Captain	1		\$ 74,982
	Lieutenant	1		\$ 55,650
	Lieutenant	1		\$ 54,578
	Sergeant	2	\$ 46,000 - \$ 50,000	
	Sergeant	1	\$ 42,000 - \$ 46,000	
	Corporal	2	\$ 42,000 - \$ 46,000	
	Corporal	3	\$ 38,000 - \$ 42,000	
	Officer - Certified	1	\$ 42,000 - \$ 46,000	
	Officer - Certified	5	\$ 38,000 - \$ 42,000	
	Officer - Certified	13	\$ 34,000 - \$ 38,000	
	Assistant to Chief of Police	1	\$ 38,000 - \$ 42,000	
	Administrative Assistant	1	\$ 34,000 - \$ 38,000	
	Victims Advocate	1	\$ 38,000 - \$ 42,000	
	Accreditation Manager	1	\$ 34,000 - \$ 38,000	
Public Service	Public Service Director	1		\$ 69,817
	Maintenance and Facility Manager	1	\$ 46,000 - \$ 50,000	
	Crew Leader	1	\$ 34,000 - \$ 38,000	
	Equipment Operator II	1	\$ 30,000 - \$ 34,000	
	Equipment Operator II	2	\$ 27,410 - \$ 42,486	
	Equipment Operator I	1	\$ 23,500 - \$ 36,425	
	Custodian	1	\$ 23,500 - \$ 36,425	
Recreation	Recreation Director	1		\$ 64,966
	Athletic Director	1		\$ 52,500
	Athletic Director	1	\$ 42,000 - \$ 46,000	
	Marketing and Events Manager	1	\$ 38,000 - \$ 42,000	
	Recreation Program Director	1	\$ 38,000 - \$ 42,000	
	Equipment Operator I	1	\$ 23,500 - \$ 36,425	
	Concession Stand Supervisor	1	\$ 25,380 - \$ 36,425	
<b>Total (minus Council)</b>		<b>83</b>		



## TOWN OF MONCKS CORNER

### Description of *All Budgeted Funds*

Annual budgets are adopted each fiscal year for the funds described here.

All **governmental funds** are budgeted and accounted for using the modified accrual basis of accounting. Their revenues are recognized when received in cash, except those accruable, which are recorded as receivables when measurable and available to pay current period liabilities. Expenditures are recognized on a modified accrual basis. Governmental funds' expenditures are recorded with the associated liability is incurred, with the following exceptions: general long-term obligations' principal and interest are reported when due; prepaid items are reported as current period expenditures; costs of accumulated unpaid annual leave are reported in the period due and payable rather than in the period earned.

#### ***Governmental Funds***

**Fund 10-General Fund** is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. Records all department expenditures.

**Fund 82-Abatement & Improvements *Special Revenue* Fund** is funded by a General Fund Transfer of all permit revenues over \$250,000 for Town improvements and abatements.

**Fund 84-Capital Improvements *Capital Project* Fund** is funded with 10% of Local Option Sales Tax Revenues and is used for capital projects. And records a variety of capital improvements.

**Fund 83-Community Recreation Complex *Debt Service* Fund** records the transfers in from the Local Tax Fund for the Series 2010 Installment Purchase Revenue Bond (IPRB) payments. The IPRB was issued in the amount of \$6,925,000 for the land and construction of the Moncks Corner Recreation Complex.

**Fund 80-Municipal Bond Sinking *Debt Service* Fund** records the revenues from the imposed 3 mils Debt Millage Tax and the General Obligation Bond payments.

**Fund 81-Local Tax Fund *Special Revenue* Fund** accounts for the revenues received from the Town's two-cent hospitality tax whereas a portion of the collections are restricted for the IPRB payments. The fund also records revenues received from the one percent local accommodations tax.

**Fund 15- SC State Accommodations Tax *Special Revenue* Fund** accounts for two percent tax collected by the State. The first \$25,000 and 5% of the balance is recorded in the General Fund for operations. The remainder must be used for tourism related activities. The Town allocates 65% to Events and Marketing for tourism events and 35% for advertising and promotion.

**Fund 71- Stormwater *Enterprise* Fund** records the stormwater fees imposed on tax payers on their tax bills for stormwater services.

**Fund 17-Victims Advocate *Special Revenue* Fund** is funded by court fees collected for victims. The victim's advocate assists domestic violence, sexual assault and other victims by giving them the resources they need to protect themselves.

**Town of Moncks Corner**

***Overview of Capital Outlay Expenditures by Department and Fund***

	<b>Adopted Budget FY 2020</b>	
	<b>General Fund</b>	<b>Other Funds</b>
Administration Department	\$ 33,000	
Community Development Department	32,000	
Fire Department	40,000	
Police Department	136,500	
Public Service Department	89,500	
Recreation Department	28,000	
Capital Improvements Fund		682,000
<b>Grand Total</b>	<b>\$ 359,000</b>	<b>\$ 682,000</b>

**STATEMENT OF ACTIVITIES - GENERAL FUND (modified accrual)**  
**BUDGET FISCAL YEAR 2020**

<b>FUNCTIONS / PROGRAMS</b>	<b>PROGRAM REVENUES</b>				<b>NET (EXPENSE) REVENUE AND CHANGES IN FUND BALANCE</b>
	<b>Expenses</b>	<b>Charges For Services</b>	<b>Operating Grants And</b>	<b>Capital Contributions</b>	
<b>PRIMARY GOVERNMENT</b>					<b>Governmental Activities</b>
Governmental Activities:					
Administration	1,596,707	2,350,100			753,393
Community Development	1,107,916	1,219,000			111,084
Court	218,693				(218,693)
Fire Department	2,058,124	55,400		210,000	(1,792,724)
Police Department	2,777,979	62,500	45,000		(2,670,479)
Police - SRO	281,808		207,065		(74,743)
Police - Traffic	91,434		91,434		-
Public Service	1,512,064				(1,512,064)
Recreation	1,177,040	334,500	-		(842,540)
Transfers Out	211,950				(211,950)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 11,033,715</b>	<b>\$ 4,021,500</b>	<b>\$ 343,499</b>	<b>\$ 210,000</b>	<b>\$ (6,458,716)</b>
General Fund Revenues:					
Taxes:					
Property Taxes Levied for General Purposes					2,807,815
Local Option Sales Taxes					1,595,000
Homestead Reimbursement					63,500
Inventory Tax					43,574
Alcohol Permit Taxes					18,000
Franchise Fees					750,000
Intergovernmental					178,000
Miscellaneous					16,956
Sale of Equipment					10,000
Transfers In					975,871
Total General Fund Revenues					<u>6,458,716</u>
<b>CHANGE IN FUND BALANCE</b>					<b>-</b>
Beginning Fund Balance					<u>4,107,326</u>
Ending Fund Balance					<u><b>\$ 4,107,326</b></u>

**GENERAL FUND FY 2020 DISCRETIONAL BUDGET ITEMS**

Discretionary Budget Items				
<b>GENERAL FUND</b>	Operating	Capital	Other	Total
<b>General</b>				
Personnel Increases - 2% Merit	51,420			51,420
Personnel Increases - Compensation Study	59,780			59,780
<b>Administration</b>				
Codification - annual web host	1,275			1,275
Codification- codification of ordinances	12,000			12,000
Professional Services - as needed	19,800			19,800
Building Maintenance - floor mat cleaning increase	530			530
Building Maintenance -Misc. Repairs	17,518			17,518
Equipment Maintenance	687			687
Dues / Subscriptions	225			225
Advertising	1,500			1,500
Supplies	600			600
Computer - Speakers for Admin / Court / Police windows	5,000			5,000
Contingency	50,000			50,000
Capital - new vehicle		33,000		33,000
<b>Community Development</b>				
Professional Development - Stormwater training	2,500			2,500
Equipment Maintenance - equipment needed for stormwater	6,000			6,000
Dues / Subscriptions - additional organizations	1,000			1,000
Computer - Microsoft Surfaces for field staff	550			550
Uniform - staff shirts etc...	750			750
Fuel	1,000			1,000
Sanitation Contract - new contract	100,000			100,000
Capital - Ford F-150 Crew Cab for Building Codes Enforcement		32,000		32,000
<b>Court</b>				
Professional Services	5,000			5,000
Dues / Subscriptions	300			300
Supplies	1,000			1,000
<b>Fire</b>				
Personnel Increases - EMT certifications / probationary period completions	35,000			35,000
Physical Exams / vaccines	1,377			1,377
Professional Development - meetings & classes	2,150			2,150
Professional Development - EMT testing fees	1,200			1,200
Professional Development - CPR cards / books for public	2,050			2,050
Equipment Maintenance	7,675			7,675
Dues / Subscriptions	290			290
Computer - Desktop with monitor	1,050			1,050
Computer - Eight Vehicle mounts	2,000			2,000
Computer - Eight Toughbooks	14,400			14,400
Vehicle	1,710			1,710
Uniform - rain coats	2,425			2,425
Medical Supplies - medical bags for Engine 2	3,000			3,000
Fuel	10,125			10,125
FEMA Grant - Mobile Breathing Cascade System 5% MATCH	7,500			7,500
FEMA Grant - 18 Sets Bunker Gear 5% MATCH	3,000			3,000
Debt Service - 2019 Fire Truck Loan			55,934	55,934
Capital - Truck		40,000		40,000
<b>Police</b>				
Personnel - Overtime	10,000			10,000
Personnel - PD Atletice Event Wages - increased due to Foxbank Ele traffic patrol (100% reimbursed by Berk. Co. School District)	20,000			20,000
Legal Expense	10,000			10,000
Printing	500			500



Discretionary Budget Items

<b>GENERAL FUND continued</b>	Operating	Capital	Other	Total
<b>Police continued</b>				
Computer - Three Laptops	5,400			5,400
Computer - Three Desktops	3,100			3,100
Computer - Three battery backups	900			900
Computer - Five AC Adapters	800			800
Police Supplies - Five Patrol Rifles "Active Shooter"	5,000			5,000
Capital - Three Marked Replacement Vehicles w/ equipment		136,500		136,500
<b>Public Service</b>				
Personnel - change Athletic Field Supervisor Grade E-106 to Maintenance / Facilities Manager Grade E-109 with pay increase (includes taxes & benefits)	\$6,161			
Contract Labor - add full-time Contract Laborer	35,277			35,277
Park Maintenance - add water fountain at Lacy Park	2,000			2,000
Street Sign & Road Maintenance - rock to finish parking lot at Youth Field & striping in Town	7,500			7,500
Leased Equipment - new Toro lease	4,500			4,500
Computer - two computers at new public service building	4,300			4,300
Uniform - reflective apparel	300			300
Landscaping Supplies - new concession & football field landscaping	10,000			10,000
Capital - Mini Excavator from county		25,000		25,000
Capital - Dump Trailer		8,000		8,000
Capital - Portable Fence panels		9,500		9,500
Capital - small Tractor w/ turf tires		10,000		10,000
<b>Public Service - Stormwater</b>				
Personnel - Full-Time Stormwater Supervisor Grade E-106 (including taxes & benefits)	57,495			57,495
Personnel - Full-Time Equipment Operator Grade N-103 (including taxes & benefits)	48,722			48,722
Personnel - Full-Time Grounds Technician Grade N-101 (including taxes & benefits)	36,081			36,081
Overtime (including taxes and retirement)	6,161			6,161
Professional Development	1,000			1,000
Facilities Maintenance - two storage sheds	10,000			10,000
Equipment and Maintenance	10,000			10,000
Small Tools / Equipment	2,000			2,000
Vehicle	4,000			4,000
Uniform	2,000			2,000
Fuel	9,000			9,000
Capital - Four wheel drive crew cab pick-up truck		37,000		37,000
<b>Recreation</b>				
Personnel - Change Part-time Concession Stand Supervisor Grade N-102 to Full-time (includes taxes & benefits)	32,385			32,385
Personnel - Change Full-time Athletic Coordinator Grade E-105 position to Full-time Athletic Director Grade E-109 with pay increase	6,772			6,772
Personnel - Equipment Operator II from Public Service Dept.	34,202			34,202
Personnel - Grounds Technician from Public Service Dept.	7,536			7,536
Overtime - transfer from Public Service Dept.	1,500			1,500
Physical Exams	200			200
Contract Labor - transfer two Contract Laborers from Public Service Dept.	70,554			70,554
Contract Labor - Concession Stand Contract Laborers	14,432			14,432
Officials- due to increase in teams	7,000			7,000
Professional Development - SCRPA National	1,000			1,000
Field Maintenance - transfer from Public Service Dept.	20,000			20,000
Dues / Subscriptions - joined SCAP & SCRPA	500			500
Computer - Etrak Recreation software	7,750			7,750
Computer - Probook Notebook	1,050			1,050
Vehicle - new tires for Escape	800			800

## Discretionary Budget Items

<b>GENERAL FUND continued</b>	Operating	Capital	Other	Total
<b>Recreation continued</b>				
Vehicle - transfer from Public Service Dept.	200			200
Fuel	900			900
Fuel - transfer from Public Service Dept.	1,500			1,500
Athletic Equipment - four portable pitching mounds	10,000			10,000
Tournaments	15,000			15,000
Summer Programs - additional field trips	1,000			1,000
Franchise Fees - increase due to number of teams	150			150
Capital - Ford F150 Crew Cab		28,000		28,000
<b>Events &amp; Marketing</b>				
Retail "SWAG"	2,000			2,000
<b>Total</b>	<b>\$ 982,015</b>	<b>\$ 359,000</b>	<b>\$ 55,934</b>	<b>\$ 1,390,788</b>

## GENERAL FUND FY 2020 DISCRETIONAL NON-BUDGET ITEMS

## Discretionary Non-Budget Items

<b>GENERAL FUND</b>	Operating	Capital	Other	Total
<b>Administration</b>				
Professional Services - as needed	29,000			29,000
Building Maintenance - Est. Repair Costs Heating & Air Units	10,000			10,000
Building Maintenance -ADA doors at Town Hall	12,000			12,000
Computer - IT services	17,000			17,000
<b>Community Development</b>				
Personnel - Step increases for certifications (includes taxes & retirement)	8,625			8,625
Professional Services - Engineer to review projects - passthrough charge paid by applicant	20,000			20,000
Capital - New Software / Migration for Building Permits / Fire Inspections & Stormwater		30,000		30,000
<b>Main Street</b>				
Professional Services	3,800			3,800
<b>Court</b>				
Personnel - Overtime	2,000			2,000
<b>Fire</b>				
Personnel - Six Firefighter / EMT 2 positions Grade N-104 (includes taxes & benefits)	304,951			304,951
Personnel - Overtime	2,500			2,500
Physical Exams / vaccines (contingent on hiring six firefighters)	2,130			2,130
Physical Exams / vaccines - return to work evaluations	200			200
Contractual Services	22,000			22,000
Professional Development (contingent on hiring six firefighters)	8,910			8,910
Professional Development - EMT class & testing for current employees	8,910			8,910
Professional Development - Firefighter 2 class & testing fees	2,500			2,500
Building Maintenance	3,000			3,000
Equipment Maintenance (six sets of bunker gear contingent on FEMA Grant)	19,800			19,800
Computer - Desktop with monitor	1,050			1,050
Uniform (contingent on hiring six firefighters)	3,200			3,200
Uniform - Class A Dress Uniforms	7,200			7,200
FEMA Grant - SAFER 1st Year Share	130,567			130,567
Debt Service - Replace "Squad" with Rescue Truck (est. \$230,000/10yr/APR 3.25%) 1st payment to begin March 2020			26,970	26,970
<b>Police</b>				
Personnel - Four Certified Patrol Officers (includes taxes & benefits)	246,723			246,723
Physical Exams (contingent on new officers)	1,000			1,000
Utilities	2,500			2,500
Equipment & Maintenance - six body cameras	4,500			4,500

Discretionary Non-Budget Items

**GENERAL FUND continued**

**Police continued**

	Operating	Capital	Other	Total
Equipment Maintenance - Intercom / Music System	5,000			5,000
Equipment & Maintenance - four body cameras (contingent on new officers)	3,000			3,000
Equipment & Maintenance - Traffic Camera	1,900			1,900
Supplies	6,600			6,600
Computer - Two Laptops	4,600			4,600
Computer - Two battery backups	900			900
Computer - AC Adapters	700			700
Computer - Five Vehicle Docking Stations	4,500			4,500
Computer - Four Laptops (contingent on new officers)	7,200			7,200
Uniform -(contingent on new officers)	4,000			4,000
Police Supplies - Four Hand Guns (contingent on new officers)	1,800			1,800
Police Supplies - Four Tasers (contingent on new officers)	4,800			4,800
Crime Scene Supplies	5,000			5,000
Summer Camp Supplies	2,500			2,500
Community Outreach	5,000			5,000
Capital - One Marked Replacement Vehicles w/ equipment		45,500		45,500
Capital - Two Unmarked Replacement Vehicles w/ equipment		65,000		65,000
Capital - Four Marked Vehicles w/ equipment (contingent on new officers)		182,000		182,000

**Public Service**

Personnel - Full-Time Maintenance Foreman Grade N-104	51,424			51,424
Personnel - transfer Equipment Operator II to Recreation Dept.	34,202			34,202
Personnel - transfer Part-time Grounds Technician to Recreation Dept.	7,536			7,536
Overtime - transfer to Recreation Dept.	1,500			1,500
Contract Labor - transfer two Contract Laborers to Recreation Dept.	70,554			70,554
Contract Labor - Hwy 52 - add'l section	10,000			10,000
Facilities Maintenance - ADA doors at Town Hall - moved to Admin. Dept.	12,000			12,000
Equipment Maintenance - turf tires for tractor	2,000			2,000
Equipment Maintenance - Toro walk behind mower	3,900			3,900
Small Tools / Equipment	1,000			1,000
Field Maintenance	12,500			12,500
Field Maintenance - transfer to Recreation Dept.	20,000			20,000
Leased Equipment - new bush hog lease	25,500			25,500
Vehicle - transfer to Recreation Dept.	200			200
Fuel - transfer to Recreation Dept.	1,500			1,500
Miscellaneous - new Christman light displays	5,000			5,000

**Public Service - Stormwater**

Contract Labor	70,000			70,000
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**Recreation**

Officials	3,000			3,000
Instructors	1,000			1,000
Telephone	1,000			1,000
Computer - Two desktops w/ monitors	2,000			2,000
Athletic Uniforms	5,000			5,000
Concessions	5,000			5,000
Special Events	2,500			2,500
Summer Programs	2,000			2,000
Capital - Ford Escape		19,000		19,000

**Events & Marketing**

Advertising & Promotion	2,000			2,000
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<b>Total</b>	<b>\$ 1,283,882</b>	<b>\$ 341,500</b>	<b>\$ 26,970</b>	<b>\$ 1,652,352</b>
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**OTHER FUNDS FY 2020 DISCRETIONAL BUDGET ITEMS**

Discretionary Budget Items

**ABATEMENT FUND**

*Abatements*

Private Abatements			10,000	10,000
Sidewalk Staining			16,000	16,000

*Transfers*

Transfer to Capital Improvements Fund

			167,500	167,500
<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
			<b>\$ 193,500</b>	<b>\$ 193,500</b>

Discretionary Budget Items

**CAPITAL IMPROVEMENTS FUND**

Public Service Building		650,000		650,000
Shade Shelter		32,000		32,000

<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$ 682,000</b>	<b>\$ -</b>
			<b>\$ 682,000</b>	<b>\$ 682,000</b>

Discretionary Budget Items

**LOCAL TAX FUND**

*Transfers*

Transfer to General Fund			667,600	667,600
Transfer to Community Recreation Complex Debt Service Fund			120,000	120,000
Transfer to Capital Improvements Fund			299,500	299,500

<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
			<b>\$ 1,087,100</b>	<b>\$ 1,087,100</b>

Discretionary Budget Items

**STORMWATER FUND**

Contractual Services - Engineering			20,000	20,000
Contractual Services - System Repair			133,410	133,410

*Transfers*

Transfer to General Fund - Public Service Dept. Expenditures			215,758	215,758
Transfer to General Fund - Community Development Dept. Expenditures			55,832	55,832

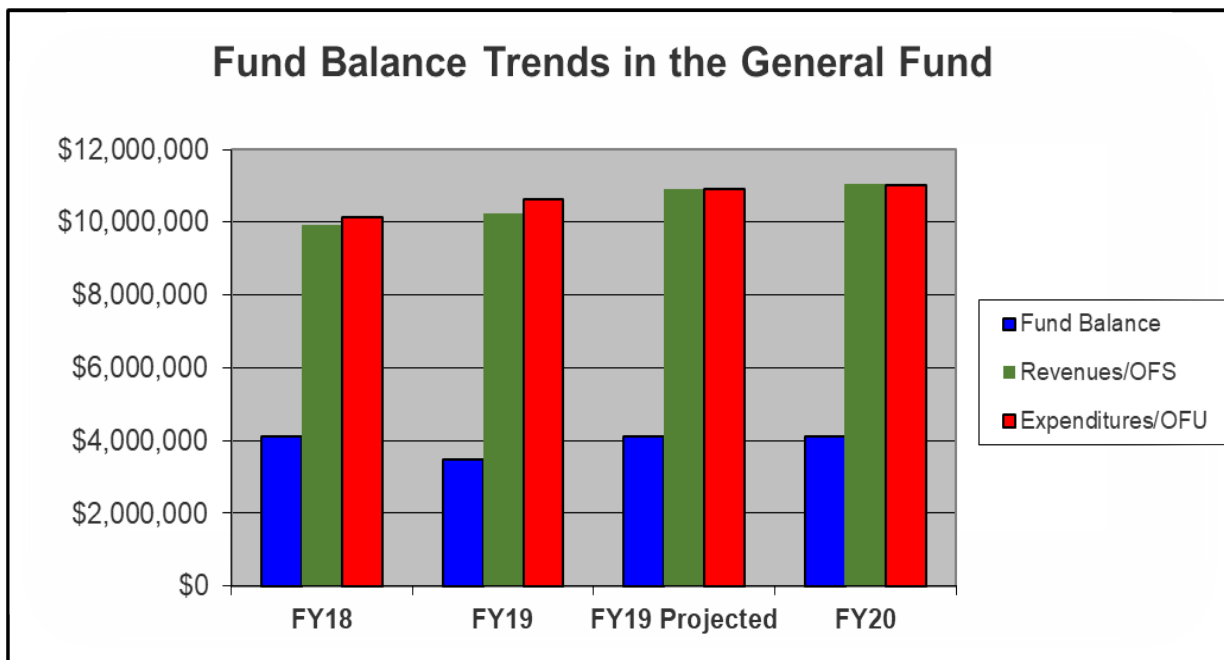
<b>Total</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
			<b>\$ 425,000</b>	<b>\$ 425,000</b>

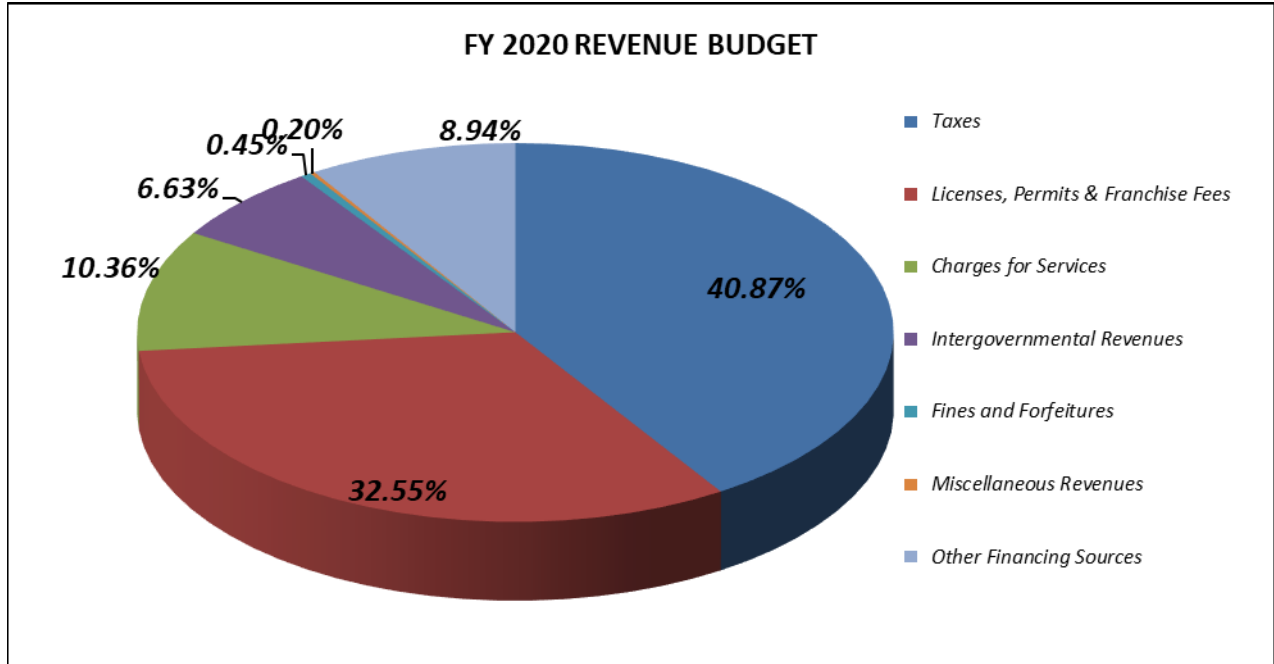


**Town of Moncks Corner**  
**General Fund - Overview of Changes in Fund Balance**  
**Recommended Budget FY 20**

Town Council's approach to determining the level of fund balance to be maintained in the Town's General Fund is two-fold: strong budget administration and monitoring process that enables a timely management response to changing economic conditions and 2) commitment to a taxation level that will support the provision of services and facilities, as well as provide a modest reserve.

	Actual FY18	Budgeted FY19	Projected FY19 Projected	Recommended Budget FY20
<b>Projected Beginning Fund Balances^</b>	<b>\$ 4,328,560</b>	<b>\$ 3,863,966</b>	<b>\$ 4,111,402</b>	<b>\$ 4,107,326</b>
Revenues	9,299,954	9,806,344	9,974,679	10,047,844
Other Financing Sources (OFS)	612,759	441,681	920,076	985,871
	9,912,713	10,248,025	10,894,755	11,033,715
<b>Total Available Resources</b>	<b>14,241,273</b>	<b>14,111,991</b>	<b>15,006,157</b>	<b>15,141,041</b>
Expenditures	8,784,721	10,258,639	10,335,931	10,821,765
Other Financing Uses (OFU)	1,345,150	362,900	562,900	211,950
<b>Total Expenditures &amp; Uses</b>	<b>10,129,871</b>	<b>10,621,539</b>	<b>10,898,831</b>	<b>11,033,715</b>
<b>Projected Ending Fund Balances^</b>	<b>4,111,402</b>	<b>3,490,452</b>	<b>4,107,326</b>	<b>4,107,326</b>
Permanent Reserve				
<b>Projected Total Ending Fund Balances</b>	<b>\$ 4,111,402</b>	<b>\$ 3,490,452</b>	<b>\$ 4,107,326</b>	<b>\$ 4,107,326</b>
Projected Total Ending Fund Balances as a percent of Expenditures and Other Financing Uses	40.59%	32.86%	37.69%	37.23%





***Projected Revenues***

Taxes	\$	4,509,889	40.87%
Licenses, Permits & Franchise Fees		3,591,500	32.55%
Charges for Services		1,142,900	10.36%
Intergovernmental Revenues		731,499	6.63%
Fines and Forfeitures		50,000	0.45%
Miscellaneous Revenues		22,056	0.20%
Other Financing Sources		985,871	8.94%
<b>Total projected revenues and other sources</b>		<b>11,033,715</b>	<b>100.00%</b>

***Projected beginning fund balance***

<b>Total projected available resources</b>	<b>\$</b>	<b>15,141,041</b>
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Town of Moncks Corner

Detail of Projected Revenues – General Fund

Description	FY 16 Actual Audited	FY 17 Actual Audited	FY 18 Actual Audited	FY 19 Budget	FY 20 Adopted Budget	Increase (Decrease) Over FY19 Budget	
						Amount	As a %
Current Taxes	1,576,759	2,094,098	2,270,526	2,438,813	2,727,315	288,502	11.83%
Current Tax Penalties	4,685	5,433	4,667	5,000	5,000	-	0.00%
Prior Year Taxes	51,810	72,652	68,899	65,500	65,500	-	0.00%
Prior Year Tax Penalties	8,807	11,891	11,040	6,000	10,000	4,000	66.67%
Local Option Sales Tax Revenues	434,110	578,060	685,755	562,500	810,000	247,500	44.00%
LOST Reserve -Capital	109,000	-	-	-	-	-	0.00%
Local Option Sales Tax Relief	675,000	650,000	678,159	720,000	785,000	65,000	9.03%
Homestead Reimbursement	49,552	62,050	61,176	63,500	63,500	-	0.00%
Inventory Tax	43,574	43,574	43,574	43,574	43,574	-	0.00%
<b>Tax Revenue</b>	<b>\$ 2,953,297</b>	<b>\$ 3,517,758</b>	<b>\$ 3,823,796</b>	<b>\$ 3,904,887</b>	<b>\$ 4,509,889</b>	<b>\$ 605,002</b>	<b>15.49%</b>
Business License	1,637,527	1,910,609	2,055,861	2,306,000	2,330,000	24,000	1.04%
Business License Penalty	13,792	22,355	34,721	20,000	20,000	-	0.00%
Building Permits	449,256	456,466	433,332	400,000	318,550	(81,450)	-20.36%
Miscellaneous Permits	370	320	290	400	300	(100)	-25.00%
Plan Review Receipts	135,555	174,038	196,004	150,000	150,650	650	0.43%
Inspection Fee Receipts	16,905	24,554	10,524	12,500	3,000	(9,500)	-76.00%
Zoning Receipts	900	1,902	2,250	1,000	1,000	-	0.00%
Alcohol Permits	-	-	16,650	18,000	18,000	-	0.00%
Santee Cooper Franchise	310,695	317,197	335,422	325,000	325,000	-	0.00%
Berkeley Electric Co-op	260,810	281,545	315,322	290,000	320,000	30,000	10.34%
Berkeley Cable Franchise	80,008	81,786	78,593	80,000	80,000	-	0.00%
SCANA Franchise	10,221	13,555	19,093	20,000	25,000	5,000	25.00%
<b>Licenses, Permits and Franchise Fees</b>	<b>\$ 2,916,039</b>	<b>\$ 3,284,327</b>	<b>\$ 3,498,062</b>	<b>\$ 3,622,900</b>	<b>\$ 3,591,500</b>	<b>\$ (31,400)</b>	<b>-0.87%</b>
Aid to Subdivisions	173,579	174,099	178,099	178,000	178,000	-	0.00%
SRO	147,861	194,912	201,237	201,237	207,065	5,828	2.90%
PD Athletic Events / BC Schools	14,644	22,198	32,691	25,000	45,000	20,000	80.00%
FEMA GRANT	50,298	155,429	-	221,926	210,000	(11,926)	-5.37%
PARD	(15,070)	-	-	15,000	-	(15,000)	-100.00%
MASC	2,995	378	-	-	-	-	0.00%
JAG	-	24,341	-	-	-	-	0.00%
Palmetto Pride Grant	-	7,500	-	-	-	-	0.00%
Traffic Grant - Highway Safety	-	-	112,067	96,627	91,434	(5,193)	-5.37%
FEMA SAFER GRANT	-	-	-	195,852	-	(195,852)	-100.00%
Berkeley County EMS	-	-	-	104,615	-	(104,615)	-100.00%
<b>Intergovernmental Revenues</b>	<b>\$ 374,307</b>	<b>\$ 578,857</b>	<b>\$ 524,094</b>	<b>\$ 1,038,257</b>	<b>\$ 731,499</b>	<b>\$ (306,758)</b>	<b>-29.55%</b>

Town of Moncks Corner

Detail of Projected Revenues – General Fund

Description	FY 16 Actual Audited	FY 17 Actual Audited	FY 18 Actual Audited	FY 19 Budget	FY 20 Adopted Budget	Increase (Decrease) Over FY19 Budget	
						Amount	As a %
Sanitation Fees	476,332	507,294	729,067	740,000	740,000	-	0.00%
Roll Cart Fees	15,035	15,915	14,665	13,000	5,500	(7,500)	-57.69%
Recycling Fees	10,220	5,465	-	-	-	-	0.00%
Recreation Fees	50,869	58,190	57,768	55,000	68,000	13,000	23.64%
Sponsorships	14,225	19,000	25,177	20,000	22,000	2,000	10.00%
Concession Receipts	104,436	75,068	100,732	98,000	100,000	2,000	2.04%
Class / Camp Receipts	-	990	12,395	15,500	12,000	(3,500)	-22.58%
Depot Rental	24,160	25,725	27,475	28,000	28,000	-	0.00%
Market Pavilion Rental	-	-	2,600	4,000	2,000	(2,000)	-50.00%
Police Summer Camp	10,420	9,946	9,754	10,000	7,500	(2,500)	-25.00%
Vendor / Entry Fees	1,560	7,339	6,959	7,500	7,500	-	0.00%
Retail Sales	1,234	1,901	5,450	10,000	5,000	(5,000)	-50.00%
Admissions	-	-	30,207	50,000	40,000	(10,000)	-20.00%
Special Event Receipts	-	-	50,100	50,000	50,000	-	0.00%
Emergency Medical Services	-	-	-	25,250	-	(25,250)	-100.00%
Fire Response & Rescue Fees	-	-	-	-	50,000	50,000	0.00%
Fire Station Rental Fees	-	-	-	-	5,400	5,400	0.00%
<b>Charges for Services</b>	<b>\$ 708,491</b>	<b>\$ 726,833</b>	<b>\$ 1,072,349</b>	<b>\$ 1,126,250</b>	<b>\$ 1,142,900</b>	<b>\$ 11,250</b>	<b>1.00%</b>
Criminal & Traffic Fines	209,524	113,800	80,767	95,000	50,000	(45,000)	-47.37%
<b>Fines and Forfeitures</b>	<b>\$ 209,524</b>	<b>\$ 113,800</b>	<b>\$ 80,767</b>	<b>\$ 95,000</b>	<b>\$ 50,000</b>	<b>\$ (45,000)</b>	<b>-47.37%</b>
Interest Earned	2,452	3,394	9,943	4,800	10,000	5,200	108.33%
Sale of Documents	322	800	24	250	100	(150)	-60.00%
Miscellaneous Income	10,053	6,237	11,055	5,000	6,956	1,956	39.12%
FEMA Disaster Receipts	-	-	200,083	-	-	-	0.00%
Insurance Receipts	62,602	77,582	70,985	-	-	-	0.00%
Donations	-	12,275	3,826	-	-	-	0.00%
Donations - Community Outreach	3,855	983	1,350	6,000	5,000	(1,000)	-16.67%
Donations - Police Discretionary	-	-	3,469	3,000	-	(3,000)	-100.00%
Fire Discretionary	25	40	150	-	-	-	0.00%
<b>Miscellaneous Revenues</b>	<b>\$ 79,309</b>	<b>\$ 101,311</b>	<b>\$ 300,885</b>	<b>\$ 19,050</b>	<b>\$ 22,056</b>	<b>\$ 3,006</b>	<b>15.78%</b>
Sale of Equipment	27,878	15,977	27,580	5,000	10,000	5,000	100.00%
Transfer in - Local Tax Fund	-	60,402	136,000	400,000	667,600	267,600	66.90%
Transfer in - Other Funds	-	-	28,680	-	-	-	0.00%
Transfer in - SC Accommodations Tax	25,919	26,171	36,884	36,681	36,681	-	0.00%
Transfer in - Stormwater Fund - Public Serv	-	-	-	-	215,758	215,758	0.00%
Transfer in - Stormwater Fund - Comm Dev	-	-	-	-	55,832	55,832	0.00%
Proceeds from Fire Truck	-	-	383,615	-	-	-	0.00%
<b>Other Financing Sources</b>	<b>\$ 53,797</b>	<b>\$ 102,550</b>	<b>\$ 612,759</b>	<b>\$ 441,681</b>	<b>\$ 985,871</b>	<b>\$ 544,190</b>	<b>123.21%</b>
<b>TOTAL REVENUES</b>	<b>\$ 7,294,764</b>	<b>\$ 8,425,436</b>	<b>\$ 9,912,712</b>	<b>\$ 10,248,025</b>	<b>\$ 11,033,715</b>	<b>\$ 780,290</b>	<b>7.61%</b>

Town of Moncks Corner  
Detail of Expenditures General Fund by Department and Category  
Budget - FY20

Department	Personnel Services	Contractual Services	Operating	Grants	Capital Outlay	Debt Service	Other	Totals
Administration	954,750	105,775	503,182	-	33,000	-	-	1,596,707
Community Development	374,216	-	687,000	-	32,000	-	14,700	1,107,916
Court	185,593	20,500	12,600	-	-	-	-	218,693
Fire Department	1,428,380	100,000	213,310	220,500	40,000	55,934	-	2,058,124
Police	2,235,924	30,000	375,555	-	136,500	-	-	2,777,979
Police - SRO	269,308	-	12,500	-	-	-	-	281,808
Police - Traffic	70,834	-	20,600	-	-	-	-	91,434
Public Service	681,134	130,830	610,600	-	89,500	-	-	1,512,064
Recreation	500,164	136,986	384,390	-	28,000	-	127,500	1,177,040
<b>Department Totals</b>	<b>\$ 6,700,303</b>	<b>\$ 524,091</b>	<b>\$ 2,819,737</b>	<b>\$ 220,500</b>	<b>\$ 359,000</b>	<b>\$ 55,934</b>	<b>\$ 142,200</b>	<b>\$ 10,821,765</b>
<b>Other Financing Uses</b>								
Transfer Out - Abateements & Improvements Fund							174,950	174,950
Transfer Out - Bond Sinking Fund							25,000	25,000
Transfer Out - Victims Advocate Fund							12,000	12,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,950	\$ 211,950
<b>General Fund Total</b>	<b>\$ 6,700,303</b>	<b>\$ 524,091</b>	<b>\$ 2,819,737</b>	<b>\$ 220,500</b>	<b>\$ 359,000</b>	<b>\$ 55,934</b>	<b>\$ 354,150</b>	<b>\$ 11,033,715</b>

## **Administration Department**

**Marilyn Baker, Administrative Services Director – Clerk to Council**

### **Mission**

Our goal is to perform consistently and deliver superior customer service to the citizens of the Town of Moncks Corner with the highest level of quality.

### **Measures**

- Sustain zero customer service complaints.
- Sustain 0-5 accounting services adjusting journal entries at year-end close out.
- How many monthly on-site visits were conducted to businesses throughout Town.
- How many unlicensed vendors were licensed within the corporate limits.

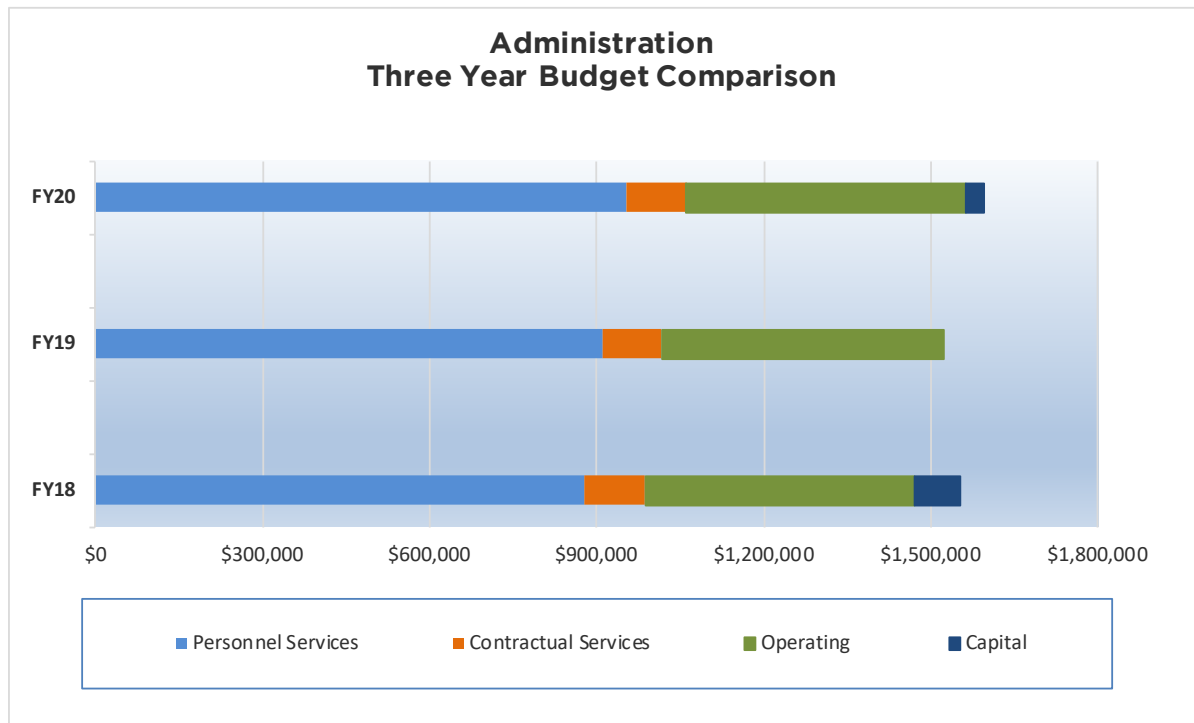
### **FY 2020 Goals**

- As part of continued records management - Staff will begin scanning business license and applications documents, business license and license applications and monthly financial reports into PDF Files beginning with October 1, 2019 for archival purposes. Scanning these type records will save staff time and free up physical records storage.
- Create a records retention policy for the Town.
- Continue to Review and update the Town's Code of Ordinances as needed.
- Implementation of online processing of Business License and payments developed by MASC.
- Restructure the Town's purchasing policy.
- Go through administrative records currently in storage at the Public Service Building. Destroy records that are no longer retainable; label and relocate records that require retention. Our goal is to complete 75 - 100% of administrative records by fiscal year end.
- As part of developing a positive rapport with local businesses, designated staff will conduct some onsite visits.
- Administrative Staff will work with the Community Development Staff in surveying unlicensed vendors within the corporate limits.
- Obtain Comprehensive Annual Financial Report (CAFR) Award
- Obtain Budget Award

**Administration Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual FY18</b>	<b>Budget FY19</b>	<b>Budget FY20</b>
Personnel Services	877,397	911,377	954,750
Contractual Services	110,164	105,175	105,775
Operating	484,958	507,067	503,182
Capital	82,004	0	33,000
<b>Totals</b>	<b>\$1,554,523</b>	<b>\$1,523,619</b>	<b>\$1,596,707</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	7	7	7

**ADMINISTRATION DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY20</b>	<b>Recommended FY20</b>	<b>Adopted FY20</b>
<i>Personnel Services</i>						
10.4120.0101	Salaries & Wages	470,761	444,125	465,150	465,150	465,150
10.4120.0102	Social Security / Medicare	35,022	34,396	36,005	36,005	36,005
10.4120.0103	Regular State Retirement	65,867	65,116	72,805	72,805	72,805
10.4120.0104	Overtime	4,524	5,500	5,500	5,500	5,500
10.4120.0105	Health Insurance	114,458	112,896	120,720	120,720	120,720
10.4120.0106	SC Employment Security Comm.	154	6,000	6,000	6,000	6,000
10.4120.0107	Worker's Compensation	171,509	177,000	177,000	177,000	177,000
10.4120.0108	Physical Exams	-	150	150	150	150
10.4120.0109	Other Postemployment Benefits (OPEB)	15,082	22,355	20,000	20,000	20,000
10.4120.1004	Personnel Increases - 2% Merit Increase	-	43,839	55,552	51,420	51,420
10.4120.0110	Emergency Pay	20	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 877,397</b>	<b>\$ 911,377</b>	<b>\$ 958,882</b>	<b>\$ 954,750</b>	<b>\$ 954,750</b>
<i>Contractual Services</i>						
10.4120.0202	Audit Services	18,250	22,500	21,500	21,500	21,500
10.4120.0203	Codification	1,225	2,475	13,275	13,275	13,275
10.4120.0201	Legal Services	19,658	25,000	25,000	25,000	25,000
10.4120.0204	Professional Services	71,031	55,200	75,000	46,000	46,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 110,164</b>	<b>\$ 105,175</b>	<b>\$ 134,775</b>	<b>\$ 105,775</b>	<b>\$ 105,775</b>
<i>Operating</i>						
10.4120.0702	Advertising	5,037	5,000	6,500	6,500	6,500
10.4120.0601	Building Maintenance	44,858	36,970	49,500	32,500	32,500
10.4120.0712	Computer	115,415	110,000	127,050	110,050	110,050
10.4120.1002	Contingency	-	50,000	50,000	50,000	50,000
10.4120.0701	Dues / Subscriptions	5,023	6,060	6,285	6,285	6,285
10.4120.0602	Equipment Maintenance	8,928	8,900	9,587	9,587	9,587
10.4120.0751	FEMA Claims	2,842	-	-	-	-
10.4120.0719	Fuel	2,384	1,300	800	800	800
10.4120.0902	GIS Consortium	5,177	5,332	5,330	5,330	5,330
10.4120.0750	Insurance Claims	28,353	5,000	5,000	5,000	5,000
10.4120.0706	Liability Insurance	121,262	140,000	151,000	151,000	151,000
10.4120.1001	Miscellaneous	23,462	18,000	18,000	18,000	18,000
10.4120.0402	Other Meetings	3,021	5,000	5,000	5,000	5,000
10.4120.0703	Postage	7,042	10,000	10,000	10,000	10,000
10.4120.0704	Printing	823	850	900	900	900
10.4120.0401	Professional Development	25,031	27,925	24,275	21,275	21,275
10.4120.0903	Property Taxes	4,369	2,500	2,500	2,500	2,500
10.4120.1003	Sales Tax	5,758	7,000	7,000	7,000	7,000
10.4120.0901	Solid Waste Fees	1,990	1,530	2,955	2,955	2,955
10.4120.0708	Supplies	8,842	10,000	10,000	10,000	10,000
10.4120.0709	Telephone	23,123	22,300	22,000	22,000	22,000
10.4120.0501	Utilities	41,646	32,900	26,000	26,000	26,000
10.4120.0713	Vehicle	572	500	500	500	500
<b>TOTAL OPERATING</b>		<b>\$ 484,958</b>	<b>\$ 507,067</b>	<b>\$ 540,182</b>	<b>\$ 503,182</b>	<b>\$ 503,182</b>
10.4121.0705	<i>Capital Outlay</i>	82,004	-	-	33,000	33,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 82,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>
<b>TOTAL - ADMINISTRATION</b>		<b>\$ 1,554,523</b>	<b>\$ 1,523,619</b>	<b>\$ 1,633,839</b>	<b>\$ 1,596,707</b>	<b>\$ 1,596,707</b>



## ADMINISTRATION DEPARTMENT BUDGET SUMMARY

The Administrative Department consists of the Mayor, Six Council Members, one Administrator, one Administrative Services Director -Clerk to Council, one Accountant, one Administrative Coordinator, one Administrative Assistant and one Administrative Support Specialist.

Salaries & Wages	Salaries, Wages and Christmas Bonus for the Administrative Department
Social Security / Medicare	Social Security and Medicare Taxes for the Administrative Department
Regular State Retirement	State retirement for the Administrative Department
Overtime	Overtime for Administration non-exempt personnel
Health Insurance	Health insurance for Administration personnel
SC Employment Security Comm.	Unemployment benefits paid to SC Employment Security Commiss
Worker's Compensation	Workers Compensation insurance for all Town employees through State Accident Fund
Other Postemployment Benefits	Retiree and certain terminated employees medical benefits per GASB 45. (OPEB Annual Pay and Retiree Payments)
Legal Services	Legal Services provided by Town Attorney. (Retainer \$18,000) , Personnel Matters and other fees (\$7,000).
Audit Services	Financial Audit \$9000 includes Court Audit , Accounting Services \$10,000, CAFR \$2,500
Codification	Re-Codification of Town ordinances (\$12,000) Annual Web Host/Admin Fee (\$1275)
Professional Services	Professional services as needed (\$36,000, Consultant Services), engineers and architects;Data Max BL Collections \$10,000; Background Checks \$200, Other \$28,800.--
Professional Development	Expenses for Mayor, Council, and Administrative staff to attend conferences (see detailed list)
Other Meetings	Expenses for Council, Department Head Meetings and other meetings as needed.
Utilities	Electrical expenses for Town Hall and Dupree House
Building Maint.	Expenses for Town Hall (see detailed list)
Equipment Maint.	Xerox copier lease, monthly copy expense and other misc equipment maintenance.
Dues / Subscriptions	Annual dues, subscriptions and memberships to municipal organizations (see detailed list)
Advertising	Advertising for public notices, holidays and employment notices.
Postage	Postage meter lease and postage expense for all departments
Printing	Printing expenses for checks, deposit slips, tax forms, business cards, etc...
Capital	Vehicle
Liability Insurance	General Liability for Auto, Law Enforcement, Public Officials and Property Insurance.
Supplies	Copy paper, pens, envelopes, office chairs and other misc. supplies for the Administration Dept.
Telephone	Monthly phone service for land lines and cell phones for Administrative personnel
Computer	See Detailed List
Vehicle	Oil changes, tires and preventive maintenance for Administrator's and Clerk to Council's vehicles.
Fuel	Fuel and mileage reimbursement for Administrative Department personnel.
Solid Waste Fee / Berkeley City	Solid waste fee paid to Berk. County for Town Hall, youth fields, Public Service building, Rec Complex, Market Pavilion, Fire Station 1&2
GIS Consortium	Geographical information System consortium with Berkeley County.
Property Taxes	Property Taxes paid on land purchases.
Miscellaneous	Expenses for framing, lapel pins, employee badges and shirts; flowers/gift baskets; Employee Christmas Party, Credit Card Fees, Retirement Gifts
Personnel Increases	2% Merit increase for employees to begin first pay period in April
Contingency	\$50,000 unexpected expenditures - Council Approval is required for all funds spent from this account
Sales Tax	Sales and Use tax paid to SC Dept. of Revenue

**ADMINISTRATION DEPARTMENT BUDGET SUMMARY**

<b>Computer</b>	<b>Requested</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>	<b>COST</b>
MS Office Upgrade (Annual fee)	2,000	2,000
IT Services	80,000	63,000
Tyler Technologies Maint	32,000	32,000
Battery Backups -6	450	450
Domain Renewal	450	450
Desktop Scanners for record keeping	500	500
Monitors (Damaged in Storms/Age etc.)	350	350
Speakers for Admin/Court/Police windows	5,000	5,000
Sonic Wall (Annual fee) Thru TSC	2,700	2,700
Website Hosting Fee (VC3)	1,200	1,200
Dotgov Annual Renewal	400	400
Micellaneous Computer Expense	2,000	2,000
<b>TOTAL COMPUTER</b>	<b>\$ 127,050</b>	<b>\$ 110,050</b>

<b>Professional Development</b>	<b>Requested</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>	<b>COST</b>
Legislative Action Day	3,000	3,000
MHRA	1,000	1,000
MASC Annual Meeting -Charleston Place	12,000	12,000
Business License Training	1,200	1,200
MFOCTA/MCTI	750	750
GFOA	1,200	1,200
SCPRRA	600	600
ICCMA Conference-Administrator	2,500	1,000
SCCCMA - Administrator	1,500	-
SC Municipal Attorney Asso	125	125
Chamber Meetings/Legislative Lunches	400	400
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ 24,275</b>	<b>\$ 21,275</b>

<b>Building Maintenance</b>	<b>Requested</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>	<b>COST</b>
Est. Repair Costs Heating and Air Units	10,000	-
Cleaning Supplies - Town Hall	6,000	6,000
Floor Mat Cleaning (52 Wks @ \$62.43)	3,247	3,247
Misc Repairs - Town Hall	12,518	17,518
Pest Control - Town Hall	660	660
Music - Town Hall	725	725
Bottled Water for Offices	1,700	1,700
Backflow Testing of Buildings	150	150
Painting/Improvements - Town Hall	2,500	2,500
ADA doors at Town Hall	12,000	-
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 49,500</b>	<b>\$ 32,500</b>

<b>Other Meetings</b>	<b>COST</b>
<b>ITEM</b>	<b>COST</b>
Council/Special Meetings	2,000
Other Misc Meetings	3,000
<b>TOTAL OTHER MEETINGS</b>	<b>\$ 5,000</b>

<b>Solid Waste Fees</b>	<b>COST</b>
<b>ITEM</b>	<b>COST</b>
Rec Complex and Farmers Market	1500
Old Land Fill	10
Lacey Park	740
Fire Station 1 and 2	170
Youth Fields	400
East Main Street Properties	100
Railroad Avenue Parking Lot	35
<b>TOTAL SOLID WASTE</b>	<b>\$ 2,955</b>

<b>Dues/Subscriptions</b>	<b>COST</b>
<b>ITEM</b>	<b>COST</b>
Business License Dues	55
Association of SC Mayors Dues	100
SC Coalition of Mayors	300
SC Business Publications (Mayor)	50
MHRA	70
MCTI	70
SCPRRA	85
MFOCTA	50
GFOA Dues and CAFR submission	770
IIMC (Mem and CMC Certification)	360
Sam's	100
SCCCMA - Administrator	100
Lion's Club - Administrator	200
ICCMA - Administrator	975
MASC Annual Dues	2,200
Annual ASCAP Dues	350
Credit Card Annual Fee	100
Other Subscriptions	350
<b>TOTAL DUES AND SUBS</b>	<b>\$ 6,285</b>

## **Community Development Department**

**Doug Polen, Director**

### **Mission**

To enhance the quality of life for citizens, business & property owners, and visitors by adhering to a vision of quality growth, improving and maintaining the developed environment while protecting its natural counterpart, and serving the public in a fair, consistent, and timely manner.

### **Measures**

- 100% of inspections scheduled by 4:00 p.m. conducted by close of business on next business day
- 100% of residential plan reviews conducted within two business days of submittal
- 100% of commercial plan review conducted within five business days of submittal
- Obtain 95% voluntary abatement within 30 days for all nuisances, including tall grass, vermin infestation, dilapidated and unsafe conditions, vehicles, equipment, buildings, structures, signs and displays
- 80% of enforced violations remedied within 60 days; 100% within 6 months
- 100% of inspection staff to comply with individual training plans

### **FY 2020 Goals**

- All commercial occupancies inspected at least once per year for fire marshal and code enforcement issues
- All inspection staff awarded Certified Erosion Prevention & Sediment Control Inspector (CEPSCI) status by SC DHEC
- All inspection staff achieve S.C. Certified Fire Marshal (SCCFM) status
- All inspection staff have a minimum of a provisional residential license
- Revise the Zoning Ordinance for greater clarity and applicability. Areas of revision include:
  - Planned Unit Developments and Development Agreement Zones
  - Buffers and Landscaping
  - CONEX Boxes
  - Guest Houses

**Corner Renaissance**  
**Doug Polen, Director**

**Mission**

To stimulate and sustain economic development in Downtown Moncks Corner by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown.

**Measures**

- Maintain vacancy rate of 5% or less
- Schedule eight downtown shopping nights
- See an increase in hospitality tax income among Main Street businesses year on year

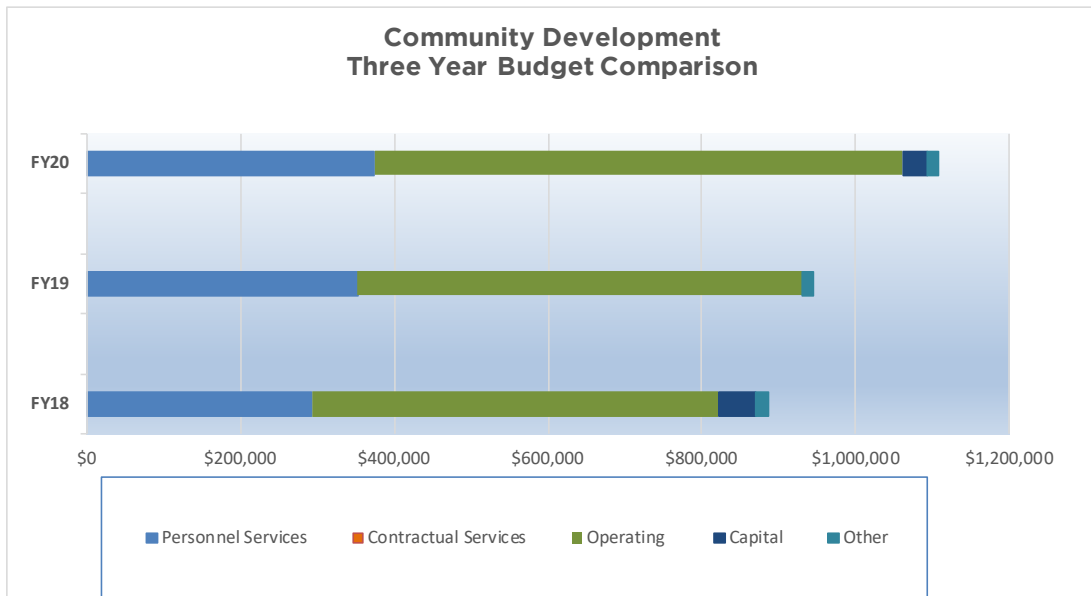
**FY 2020 Goals**

- See the construction of one new building in the downtown area
- Create a welcome packet for new residents that covers the whole Town while focusing on downtown shopping and amenities
- Creation of a façade grant program

**Community Development Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Personnel Services	292,490	352,584	374,216
Contractual Services	0	0	0
Operating	528,698	578,200	687,000
Capital	48,912	0	32,000
Other	16,033	14,700	14,700
<b>Totals</b>	<b>\$886,133</b>	<b>\$945,484</b>	<b>\$1,107,916</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	4	5	5

**COMMUNITY DEVELOPMENT DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
<i>Personnel Services</i>						
10.4125.0101	Salaries & Wages	207,669	246,718	267,955	260,955	260,955
10.4125.0102	Social Security / Medicare	15,339	18,989	20,613	20,078	20,078
10.4125.0103	Regular State Retirement	28,584	35,849	43,244	42,155	42,155
10.4125.0104	Overtime	64	1,500	1,500	1,500	1,500
10.4125.0105	Health Insurance	40,318	49,128	49,128	49,128	49,128
10.4125.0108	Physical Exams	110	400	400	400	400
10.4125.0110	Emergency Pay	406	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 292,490</b>	<b>\$ 352,584</b>	<b>\$ 382,840</b>	<b>\$ 374,216</b>	<b>\$ 374,216</b>
<i>Contractual Services</i>						
10.4125.0204	Professional Services	-	-	20,000	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Operating</i>						
10.4125.0401	Professional Development	9,970	15,000	15,000	15,000	15,000
10.4125.0602	Equipment and Maintenance	207	2,000	10,000	10,000	10,000
10.4125.0701	Dues / Subscriptions	1,610	2,000	3,000	3,000	3,000
10.4125.0708	Supplies	2,767	4,000	3,000	3,000	3,000
10.4125.0709	Telephone	5,504	6,000	6,500	6,500	6,500
10.4125.0712	Computer	11,267	9,450	10,000	10,000	10,000
10.4125.0713	Vehicle	3,886	4,000	2,000	2,000	2,000
10.4125.0715	Uniform	942	750	1,500	1,500	1,500
10.4125.0719	Fuel	4,073	4,000	5,000	5,000	5,000
10.4125.0725	Sanitation Fees	3,599	1,000	1,000	1,000	1,000
10.4125.0730	Sanitation Contract	484,873	530,000	630,000	630,000	630,000
<b>TOTAL OPERATING</b>		<b>\$ 528,698</b>	<b>\$ 578,200</b>	<b>\$ 687,000</b>	<b>\$ 687,000</b>	<b>\$ 687,000</b>
<i>Capital Outlay</i>						
10.4125.0705	Capital Outlay	48,912	-	62,000	32,000	32,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 48,912</b>	<b>\$ -</b>	<b>\$ 62,000</b>	<b>\$ 32,000</b>	<b>\$ 32,000</b>
<i>Other - Main Street Expenses</i>						
10.4125.2004	Professional Services	7,500	1,200	5,000	1,200	1,200
10.4125.2001	Professional Development	4,586	7,000	7,000	7,000	7,000
10.4125.2002	Advertising	3,947	5,000	5,000	5,000	5,000
10.4125.2008	Supplies	-	1,500	1,500	1,500	1,500
<b>TOTAL MAIN STREET</b>		<b>\$ 16,033</b>	<b>\$ 14,700</b>	<b>\$ 18,500</b>	<b>\$ 14,700</b>	<b>\$ 14,700</b>
<b>TOTAL - COMMUNITY DEVELOPMENT</b>		<b>\$ 886,133</b>	<b>\$ 945,484</b>	<b>\$ 1,170,340</b>	<b>\$ 1,107,916</b>	<b>\$ 1,107,916</b>

## COMMUNITY DEVELOPMENT DEPARTMENT BUDGET SUMMARY

The Community Development Department consists of one Community Development Director, one full-time Building Official/Fire Marshal, one full-time Building Inspector, fulltime-time Code Enforcement Officer/fire inspector and one full-time Permitting Technician.

Salaries & Wages	Salaries, Wages and Christmas Bonuses for the Community Development Department.
Social Sec/Medicare	Social Security and Medicare Taxes for the Community Development Department
State Retirement	State retirement for Community Development personnel
Health Insurance	Health insurance for Community Development personnel
Professional Services	Use of consulting engineer to review complex projects. This will be a passthrough charge for services rendered paid by the applicant with a processing fee.
Professional Development	Fees for the Appointed members to attend the Planning Commission Meetings (\$30 / meeting) and for the Community Development Department personnel to attend training and meetings includes fees and lodging. Stormwater training required for three employees. 2018 Code Manuals Required (update year) Mandatory adoption and implementation of 2018 ICC Codes effective January 1, 2020 requires additional training.
Equipment and Maintenance	Additional equipment needed to cover expanded responsibilities, such as stormwater (\$6,000). Also, funding for truck bed covers, light packages, etc.
Dues / Subscriptions	With staff abilities and responsibilities expanding to increase service, additional organizational affiliations are required
Capital	New 4x4 crew cab pickup truck for Building and Codes Enforcement (\$32,000). This will allow use for when multiple staff is attending class/meeting, during disasters and stormwater. This vehicle will be for frontline use and the '06 Silverado will be a spare vehicle held for the possible additional inspector. New permitting software will increase productivity, reporting and provide for fire and stormwater inspections. Current software was a mandatory upgrade required by manufacturer that lost functionality and user operability. Current software does not do fire inspections or stormwater and does not do codes enforcement efficiently. Software fees paid by applicants cover costs over multi-year period.
Supplies	Office furniture - new chairs for Bobbi and Tim, miscellaneous office supplies
Telephone	Telephone services including cell phones & data plan for use in the field.
Computer	Microsoft Surfaces for field staff. Miscellaneous other computer needs
Vehicle	Oil changes, tires and preventive maintenance. Will increase to \$4,000 if new vehicle is not purchased.
Fuel	Fuel and mileage reimbursement
Sanitation Fees	Fees incurred from billing services provided by the Water Works
Sanitation Contract	Contract with Republic Services for Town resident's trash services
<b>MAIN STREET</b>	
Professional Services	Annual Fees
Professional Development	Annual Main Street Meeting
Advertising	Brochures & other marketing
Supplies	Main Street Supplies

Professional Development	
ITEM	COST
Commissioner wages	4,320
Annual conferences	2,500
ICC Books	3,000
Regular Training	2,680
Stormwater Training	2,500
<b>TOTAL PROFESSIONAL DEV</b>	<b>\$ 15,000</b>

Capital		Requested	Adopted
ITEM	COST	COST	COST
Ford F-150 Crew Cab	32,000		32,000
New Software/Migration	30,000		-
<b>TOTAL CAPITAL</b>	<b>\$ 62,000</b>	<b>\$</b>	<b>32,000</b>

## **Court Department**

**Marilyn Baker, Administrative Services Director – Clerk to Council**

### **Mission**

As the gateway to justice in the Town of Moncks Corner, the Municipal Court is dedicated to the administration of Justice in a fair and impartial manner. This Court will adhere to the South Carolina Code of Laws, Court orders and regulations as set forth by the South Carolina Court Administration. We will respect the dignity of every person, regardless of race, class, gender or other characteristics and apply the law appropriately to the circumstances of each individual case. The Moncks Corner Municipal Court shall conduct the court with integrity, competence, and with a commitment to excellence in order to promote public trust and confidence in the Judicial System.

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### **Measures**

- Number of tickets/cases pending that are disposed of each month.

### **FY 2020 Goals**

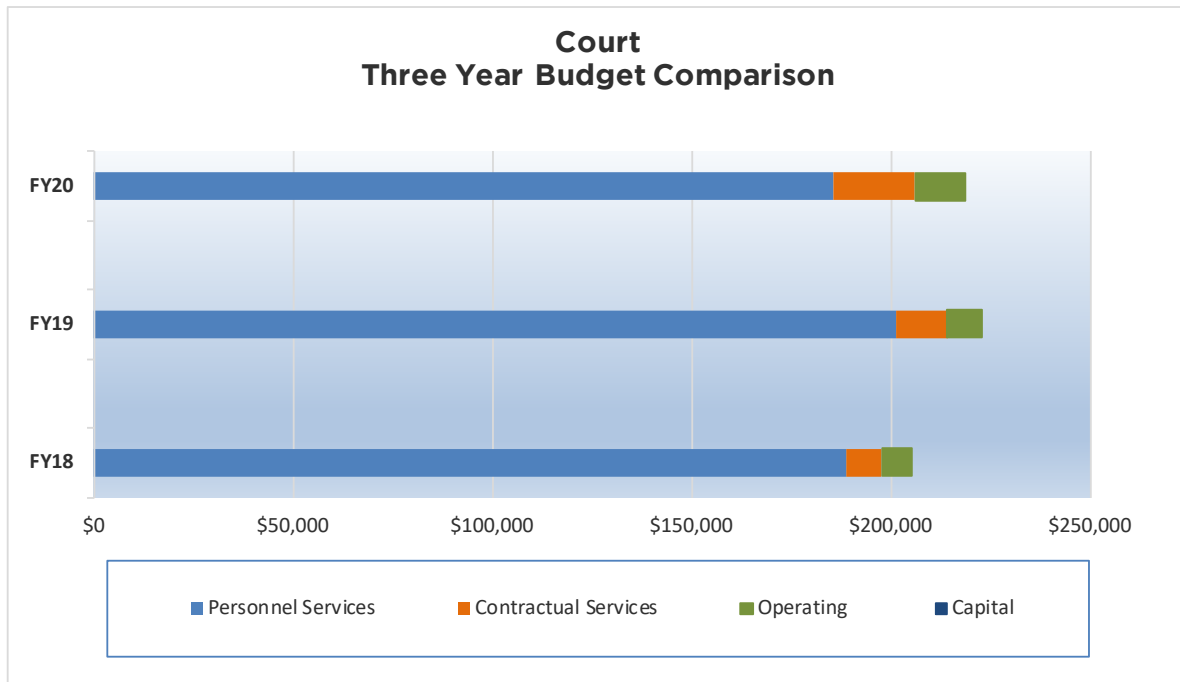
- Place court records on the public index so that they can be accessed by the public.
- Electronically submit court dispositions to the state through Incode.
- Review record retention policy and remove or store dated files as required.



**Court Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Personnel Services	188,781	201,365	185,593
Contractual Services	8,775	12,750	20,500
Operating	7,410	8,650	12,600
Capital	0	0	0
<b>Totals</b>	<b>\$204,966</b>	<b>\$222,765</b>	<b>\$218,693</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	2	2	2

# COURT DEPARTMENT

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Requested FY 20	Recommended FY 20	Adopted FY 20
<i>Personnel Services</i>						
10.4123.0101	Salaries & Wages	143,382	142,250	133,038	133,038	133,038
10.4123.0102	Social Security / Medicare	11,117	11,073	10,369	10,216	10,216
10.4123.0103	Regular State Retirement	19,938	20,901	20,934	20,623	20,623
10.4123.0104	Overtime	1,948	2,500	2,500	500	500
10.4123.0105	Health Insurance	12,396	13,392	21,216	21,216	21,216
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 188,781</b>	<b>\$ 190,116</b>	<b>\$ 188,057</b>	<b>\$ 185,593</b>	<b>\$ 185,593</b>
<i>Contractual Services</i>						
10.4123.0204	Professional Services	8,775	15,500	20,500	20,500	20,500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 8,775</b>	<b>\$ 15,500</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>	<b>\$ 20,500</b>
<i>Operating</i>						
10.4123.0712	Computer Expense	3,064	2,500	2,500	2,500	2,500
10.4123.0701	Dues / Subscriptions	390	500	800	800	800
10.4123.0401	Professional Development	725	2,500	3,500	3,500	3,500
10.4123.0708	Supplies	1,205	2,500	3,500	3,500	3,500
10.4123.0709	Telephone	2,026	2,100	2,300	2,300	2,300
<b>TOTAL OPERATING</b>		<b>\$ 7,410</b>	<b>\$ 10,100</b>	<b>\$ 12,600</b>	<b>\$ 12,600</b>	<b>\$ 12,600</b>
10.4123.0705	<i>Capital Outlay</i>	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL - COURT</b>		<b>\$ 204,966</b>	<b>\$ 215,716</b>	<b>\$ 221,157</b>	<b>\$ 218,693</b>	<b>\$ 218,693</b>

## COURT DEPARTMENT BUDGET SUMMARY

The Municipal Court Department consists of one Part-time Municipal Court Judge, one Full-time Clerk of Court, and one Full-time Court Clerk that provide judicial services.

Salaries & Wages	Salaries, Wages and Christmas Bonuses for the Court Department personnel.
Social Security / Medicare	Social Security and Medicare Taxes for the Court Department personnel.
Regular State Retirement	State retirement for the Municipal Court Department personnel.
Overtime	Overtime for non-exempt personnel
Health Insurance	Health insurance for the Court Department personnel
Professional Services	Court appointed attorneys for the indigent and language interpreters as needed. Contract Services - M. Judge Position \$5,000 (10 Court Sessions)
Professional Development	Annual meeting expenses for Court personnel including meeting fees, lodging and meals.
Dues / Subscriptions	Annual dues, subscriptions and memberships for Municipal Judges and staff.
Supplies	Miscellaneous office supplies for the Court Department. New work station (desk) for new clerk.
Telephone	Telephone services including fax line for the Court Department .
Computer	Software updates and Computer Desk Monitors for both Clerks
Capital	N/A

## **Fire Department**

### **Robert Gass, Fire Chief**

#### **Mission**

Minimize life loss, suffering, and damage as a result of fire, medical, and environmental emergencies in our community. This department will achieve these goals through Public Education, Code Enforcement and Incident Management. As an organization we will strive to meet or exceed our citizen's and customer's expectations in the services we provide.

#### **Measures**

- Zero firefighter injuries during fire ground or other rescue activities.
- Zero fire deaths in residential or commercial structures.
- Achieve and maintain a credit value of 45 out of a possible 50 credits towards the fire department rating under the ISO Public Protection Classification System.
- Achieve ISO Community Risk Reduction Credit of 5 out of a possible 5.5 credits.
- Receive no more than three substantiated customer complaints each year.
- Confine 90% of all building fires to area involved upon arrival.
- Response from time of dispatch to all 911 emergency calls to arrival within 6 minutes 90% of the time and within 4 minutes or less 70% of the time. These time requirements will not apply to response to the WRVFD Service Agreement Area or other automatic aid /mutual aid responses to assist other fire departments.
- Provide 40% of Fire department personnel with training through SC State Fire Academy or EMS related classes annually.
- Complete 20 hours of in-house training per month per firefighter.
- Complete fire safety surveys and update pre-fire plans for all commercial and institutional buildings once each two years.
- Install or replace 50 smoke detectors in unprotected homes of elderly, disabled, or fixed income citizens.
- Provide CPR/AED training to 80 students annually.

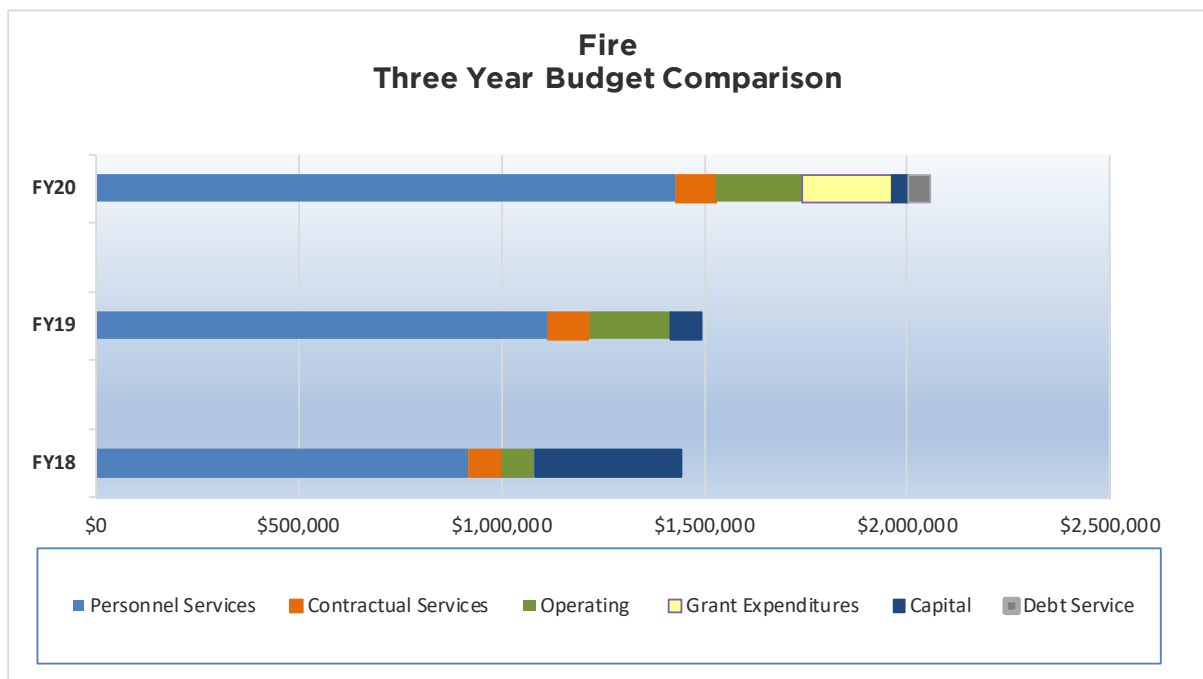
#### **FY 2020 Goals**

- Get all personnel certified as CPR/AED Instructors.
- Implement billing for Emergency Response Incidents.
- Continue development of the annual training plan that establishes training priorities based on current and projected future Department needs.
- Conduct a post incident analysis (PIA) critique for all major incidents. This process will be performed through formal and informal discussions and PIA documents.
- Increase staffing to better meet the needs of the community.

**Fire Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Personnel Services	917,552	1,114,662	1,428,380
Contractual Services	82,155	100,121	100,000
Operating	80,297	201,520	213,310
Grant Expenditures	0	0	220,500
Capital	363,263	74,520	40,000
Debt Service	0	0	55,934
<b>Totals</b>	<b>\$1,443,267</b>	<b>\$1,490,823</b>	<b>\$2,058,124</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	14	22	20

**FIRE DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
<i>Personnel Services</i>						
10.4340.0101	Salaries & Wages	601,996	654,452	1,071,106	914,081	914,081
10.4340.0102	Social Security / Medicare	47,495	57,134	85,956	73,752	73,752
10.4340.0103	Law Enforcement Retirement	108,192	133,587	203,049	174,389	174,389
10.4340.0104	Overtime	35,691	104,100	52,500	50,000	50,000
10.4340.0105	Health Insurance	111,386	153,816	252,336	203,208	203,208
10.4340.0108	Physical Exams / Vaccines	5,040	11,573	15,280	12,950	12,950
10.4340.0110	Emergency Pay	7,752	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 917,552</b>	<b>\$ 1,114,662</b>	<b>\$ 1,680,227</b>	<b>\$ 1,428,380</b>	<b>\$ 1,428,380</b>
10.4340.0760	<i>Contractual Services</i>	82,155	100,121	122,000	100,000	100,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 82,155</b>	<b>\$ 100,121</b>	<b>\$ 122,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<i>Operating</i>						
10.4340.0401	Professional Development	5,854	11,200	33,760	16,600	16,600
10.4340.0501	Utilities	-	-	31,000	31,000	31,000
10.4340.0601	Building Maintenance	3,414	8,000	8,000	5,000	5,000
10.4340.0602	Equipment and Maintenance	22,599	63,675	59,350	39,550	39,550
10.4340.0701	Dues / Subscriptions	186	795	1,085	1,085	1,085
10.4340.0708	Office Supplies	94	3,500	3,300	3,300	3,300
10.4340.0709	Telephone	2,701	4,220	10,700	10,700	10,700
10.4340.0712	Computer Exp.	8,964	49,965	28,200	27,150	27,150
10.4340.0713	Vehicle Exp.	17,822	23,290	25,000	25,000	25,000
10.4340.0715	Uniform Exp.	4,735	10,700	20,700	13,125	13,125
10.4340.0719	Fuel Exp.	9,596	9,875	20,000	20,000	20,000
10.4340.0720	Medical Supplies	1,993	8,000	11,000	11,000	11,000
10.4340.0721	Fire House Supplies	2,309	6,500	8,000	8,000	8,000
10.4340.0722	Hazmat Supplies	30	800	800	800	800
10.4340.0723	Emergency Prep. Supplies	-	1,000	1,000	1,000	1,000
<b>TOTAL OPERATING</b>		<b>\$ 80,297</b>	<b>\$ 201,520</b>	<b>\$ 261,895</b>	<b>\$ 213,310</b>	<b>\$ 213,310</b>
<i>Grants</i>						
10.4340.0725	FEMA Grant	-	-	601,703	210,000	210,000
10.4340.0726	FEMA Grant Match	-	-	141,067	10,500	10,500
<b>TOTAL GRANTS</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 742,770</b>	<b>\$ 220,500</b>	<b>\$ 220,500</b>
10.4340.0705	<i>Capital Outlay</i>	363,263	74,520	-	40,000	40,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 363,263</b>	<b>\$ 74,520</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<i>Debt Service</i>						
10.4600.1772	FY 2019 Fire Truck	-	-	55,934	55,934	55,934
10.4600.1774	Rescue Truck	-	-	26,970	-	-
<b>TOTAL DEBT SERVICE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,904</b>	<b>\$ 55,934</b>	<b>\$ 55,934</b>
<b>TOTAL - FIRE</b>		<b>\$ 1,443,267</b>	<b>\$ 1,490,823</b>	<b>\$ 2,889,796</b>	<b>\$ 2,058,124</b>	<b>\$ 2,058,124</b>

**FIRE DEPARTMENT**  
**FISCAL YEAR 2020 ACCOUNT SUMMARY**

The Fire Department consists of one Chief, one Battalion Chief, six Captains, six Engineers, twelve Fire Fighters and ten Part-time Fire Fighters that provide Emergency Services for the Town of Moncks Corner.

Salaries & Wages	Requesting six additional firefighters (1 per station per shift) — Salaries, Wages Increases and Christmas Bonuses for Full-time Fire Personnel.
Social Security / Medicare	Social Security and Medicare Taxes for the Fire Department personnel.
Law Enforcement Ret	State Retirement for the Fire Department personnel.
Overtime	Overtime requirements for emergency and automatic aid response, Town sponsored events, training certification, etc.
Health Insurance	Health Insurance for Full-time Fire Personnel
Physical Exams / Vaccines	See Detailed List
Building Maintenance	Repairs to Fire Station I and II
Utilities	Water/Sewer (\$10,200), Electricity (\$16,800), Gas (\$4,000) for FS I & FS II
Professional Development	See Detailed List
Equipment and Maintenance	See Detailed List
Dues / Subscriptions	See Detailed List
Capital	Truck
Office Supplies	Misc. office supplies including copier, paper, department forms, business cards, office furniture
Telephone	Telephone services for the FS I & FS II includes Internet, four business lines, two dedicated alarm lines & two fax line (\$7,200); four cell phones (\$3,500).
Computer	See Detailed List
Vehicle	See Detailed List
Uniform	See Detailed List
Fuel	Fuel for fire trucks, GP vehicles, gasoline powered tools and generators.
Medical Supplies	Disposable PPE/Medical supplies (\$6,000); Additional set of Medical bags for Engine 2 (\$5,000).
Fire House Supplies	Fire station supplies paper towels, bedding, cleaning items, etc. and fire truck cleaning supplies.
Hazmat Supplies	Materials for oil / fuel spills and other hazardous materials.
Emergency Prep. Supplies	Emergency supplies such as batteries, tarps, sand, rope etc...
Contractual Agreements	MC Rural FD fees & Whitesville FD fees
FEMA Grant	Federal Emergency Management Agency S.A.F.E.R. Grant for nine firefighters (\$391,703 Federal share 1st year). —
FEMA Match	FEMA S.A.F.E.R. Grant Match (\$130,567 Local share 1st year) grant total (\$522,270). —
FEMA Grant	Federal Emergency Management Agency Grant for one Mobile Breathing Air and Cascade System.
FEMA Match	FEMA Grant Match of 5% (\$7,500) grant total (\$150,000).
FEMA Grant	Federal Emergency Management Agency Grant for Eighteen complete sets of structural firefighting gear.
FEMA Match	FEMA Grant Match of 5% (\$30,000) grant total (\$60,000).
Debt Service	Replacement for 2012 Ford F550 (\$quad 1) Light Rescue Est. \$230,000 loan 3.25% APR 10 Yr term —

**FIRE DEPARTMENT BUDGET SUMMARY**

Physical Exams / Vaccines	Requested	Adopted
ITEM	COST	COST
Physical Exams (30 Firefighters)	11,550	11,550
Physicals (6 New Firefighters)	2,130	-
Return to Duty Evaluations	700	500
Random Drug Testing	450	450
Hep-B Vaccinations	450	450
<b>TOTAL MEDICAL/PHISCAL EXAMS</b>	<b>\$ 15,280</b>	<b>\$ 12,950</b>

Contractual Services	Requested	Adopted
ITEM	COST	COST
MC Rural Fire Department Fees	43,000	21,500
Whitesville Fire Department Fees	79,000	78,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 122,000</b>	<b>\$ 100,000</b>

Professional Development	Requested	Adopted
ITEM	COST	COST
Meetings, Tuition, Lodging, Meals	4,040	6,000
SLED / FBI background checks	525	525
Fingerprint checks	525	525
EMT renewal fees	300	300
EMT testing fees	-	1,200
EMT class & testing fees for current employees (\$1485 x 6)	8,910	-
EMT class & testing fees for new firefighters (\$1485 x 6)	8,910	-
FF 2 class & testing fees	2,500	-
CPR cards/books for the public	8,050	8,050
<b>Total Professional Development</b>	<b>\$ 33,760</b>	<b>\$ 16,600</b>

Equipment and Maintenance	Requested	Adopted
ITEM	COST	COST
Radio repairs / maintenance	2,200	2,200
Hose and other Fire Equipment	20,000	20,000
Six Sets of Bunker Gear	19,800	-
Ground Ladder test	650	650
Fire Extinguisher inspections	1,500	1,500
US / SC flags	700	700
Xerox Copier lease	2,600	2,600
SCBA compressor PMI	1,200	1,200
Qtrly Breathing Air Analysis	400	400
Generator - bi-annual PMI	800	800
Test Hydraulic Rescue Tools	1,700	1,700
Annual SCBA testing	1,700	1,700
Estimated Repairs	600	600
Vehicle rescue struts	4,000	4,000
Vehicle Cribbing Set	1,500	1,500
<b>TOTAL EQUIPMENT/MAINTENANCE</b>	<b>\$ 59,350</b>	<b>\$ 39,550</b>

Dues/Subscriptions	
ITEM	COST
CLIA -SC DHEC LAB FEE	150
SCFFA	375
SCFCA	60
SCFM	300
ICC	200
<b>TOTAL DUES / SUBSCRIPTIONS</b>	<b>\$ 1,085</b>

Computer	Requested	Adopted
ITEM	COST	COST
Two Desktop Computers (TSC quote)	2,100	1,050
Fire Program Software	2,400	2,400
Fire Program multi-user fee	600	600
Fire/EMS training software	2,500	2,500
Vzn Mi-Fi monthly fee	3,600	3,600
Eight CF54 Toughbooks	14,400	14,400
Eight vehicle mounts	2,600	2,600
<b>TOTAL COMPUTER</b>	<b>\$ 28,200</b>	<b>\$ 27,150</b>

Vehicle Maintenance	
ITEM	COST
Tires, oil changes and preventive maint	18,000
Aerial device test	800
Four pump tests	1,200
Annual PMI for four fire trucks	5,000
<b>TOTAL VEHICLE MAINTENANCE</b>	<b>\$ 25,000</b>

Uniforms	Requested	Adopted
ITEM	COST	COST
Uniform shirts, pants, tees, polos (Annually)	5,800	8,100
Duty boots (Annually)	2,200	2,200
Winter & rain coats	2,000	2,500
Replacement name tags, belts etc	300	325
Class A Dress Uniforms 12 @ \$600 each	7,200	-
Uniforms for 6 new firefighters	3,200	-
<b>TOTAL UNIFORMS</b>	<b>\$ 20,700</b>	<b>\$ 13,125</b>

Medical Supplies	
ITEM	COST
Disposable PPE/Medical supplies	6,000
Additional set of Medical bags for Engine 2	5,000
<b>TOTAL MEDICAL SUPPLIES</b>	<b>\$ 11,000</b>

FEMA GRANT	Requested	Recommended
ITEM	COST	COST
SAFER Grant 1st year Fed share	391,703	-
1st year FD share	130,567	-
Mobile Breathing Air & Cascade Sys	150,000	150,000
5% Match	7,500	7,500
18 Sets bunker gear	60,000	60,000
5% Match	3,000	3,000
<b>TOTAL FEMA GRANT</b>	<b>\$ 742,770</b>	<b>\$ 220,500</b>

Debt Service	Requested	Adopted
ITEM	COST	COST
2019 Toyne Fire Truck Lease	55,934	55,934
Replacement Light Rescue Truck	26,970	-
<b>TOTAL Debt Service</b>	<b>\$ 82,904</b>	<b>\$ 55,934</b>

**Police Department**  
**Rick Ollic, Police Chief**

**Mission**

It is the mission of the Moncks Corner Police Department to serve our community by helping to provide a safe environment for citizens to live, work, raise families, and enhance their quality of life by providing excellent law enforcement. We will maintain a high standard of professional accountability to our citizens. We will serve all people of the town of Moncks Corner with dignity, respect, fairness, and compassion.

**Measures**

- Zero fatalities as a result of vehicle collisions.
- Maintaining a level of crime statistics that are lower than the state average.
- Conduct a minimum of 20 hours of Academy approved training annually for each sworn officer.
- Develop a crime analysis unit to determine trends and provide actionable information
- Conduct a minimum of one Community Outreach function each quarter to project a positive image of the Police Department, and the Town to our community to include business partnerships such as Coffee with a Cop
- Enhance our Explorer Post through the Boy Scouts of America in order to provide positive interaction with our youth.
- Ensure that the Moncks Corner Police Department's policies and procedures are in line with state and nationally acceptable standards.

**FY 2020 Goals**

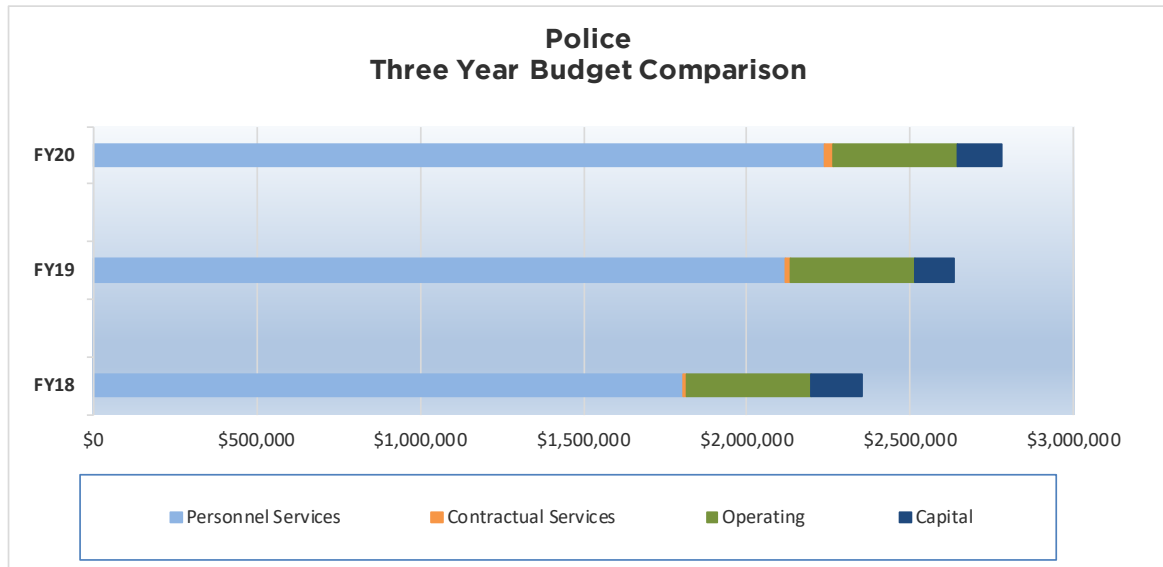
- Solicit the 2020 Federal Highway Safety Grant for a third year in order to address the enforcement of collision reducing traffic violations, to reduce collisions and fatalities.
- Expand our presence in the community through Crime Watch, Community Outreach, and prepare our Explorer post to participate in state competition (SCALE).
- Prepare the Police Department for the State Accreditation Process.
- Transition to a web based NCIC program in order to allow officers in the field to access information in real time for suspects, arrests, and missing persons.
- Implement automatic video triggering when emergency equipment is activated in a vehicle to include body camera and in car video.



**Police Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY18	<u>Budget</u> FY19	<u>Budget</u> FY20
Personnel Services	1,806,480	2,115,163	2,235,924
Contractual Services	10,500	20,000	30,000
Operating	379,733	378,480	375,555
Capital	156,697	120,000	136,500
<b>Totals</b>	<b>\$2,353,410</b>	<b>\$2,633,643</b>	<b>\$2,777,979</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	30	31	31

**POLICE DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
<i>Personnel Services</i>						
10.4310.0101	Salaries & Wages	1,216,697	1,371,580	1,575,409	1,447,843	1,447,843
10.4310.0102	Social Security / Medicare	95,333	108,368	124,726	114,968	114,968
10.4310.0103	Law Enforcement Retirement	205,341	239,231	294,833	268,225	268,225
10.4310.0104	Overtime	32,779	45,000	55,000	55,000	55,000
10.4310.0105	Health Insurance	209,215	321,984	373,488	300,888	300,888
10.4310.0106	PD Athletic Event Wages	27,164	25,000	45,000	45,000	45,000
10.4310.0108	Physical Exams	1,875	4,000	5,000	4,000	4,000
10.4310.0110	Emergency Pay	18,076	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 1,806,480</b>	<b>\$ 2,115,163</b>	<b>\$ 2,473,456</b>	<b>\$ 2,235,924</b>	<b>\$ 2,235,924</b>
<i>Contractual Services</i>						
10.4310.0201	Legal Expense	10,500	20,000	30,000	30,000	30,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 10,500</b>	<b>\$ 20,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<i>Operating</i>						
10.4310.0728	Community Outreach	3,033	6,000	10,000	5,000	5,000
10.4310.0712	Computer Exp.	40,080	34,475	53,125	35,300	35,300
10.4310.0720	Crime Scene Supplies	6,143	10,000	15,000	10,000	10,000
10.4310.1100	Discretionary - Donations Exp	3,945	3,000	-	-	-
10.4310.0718	DJJ Exp.	-	10,000	10,000	10,000	10,000
10.4310.0701	Dues / Subscriptions	3,986	5,000	5,000	5,000	5,000
10.4310.0602	Equipment and Maintenance	121,945	77,505	72,155	57,755	57,755
10.4310.0719	Fuel Expense	75,591	75,000	75,000	75,000	75,000
10.4310.0750	Insurance Claims	6,903	-	-	-	-
10.4310.1001	Miscellaneous	71	-	-	-	-
10.4310.0716	Police Supplies	12,349	20,000	31,600	25,000	25,000
10.4310.0704	Printing	2,206	3,000	3,500	3,500	3,500
10.4310.0401	Professional Development	8,266	20,000	20,000	20,000	20,000
10.4310.0725	Summer Camp Supplies	12,170	10,000	10,000	7,500	7,500
10.4310.0708	Supplies	7,855	10,000	15,000	10,000	10,000
10.4310.0709	Telephone	10,376	23,000	30,000	30,000	30,000
10.4310.0715	Uniform Exp.	10,953	24,000	28,000	24,000	24,000
10.4310.0501	Utilities	8,767	12,500	15,000	12,500	12,500
10.4310.0713	Vehicle Exp.	45,094	35,000	45,000	45,000	45,000
<b>TOTAL OPERATING</b>		<b>\$ 379,733</b>	<b>\$ 378,480</b>	<b>\$ 438,380</b>	<b>\$ 375,555</b>	<b>\$ 375,555</b>
10.4310.0705	<i>Capital Outlay</i>	156,697	120,000	429,000	136,500	136,500
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 156,697</b>	<b>\$ 120,000</b>	<b>\$ 429,000</b>	<b>\$ 136,500</b>	<b>\$ 136,500</b>
<b>TOTAL - POLICE</b>		<b>\$ 2,353,410</b>	<b>\$ 2,633,643</b>	<b>\$ 3,370,836</b>	<b>\$ 2,777,979</b>	<b>\$ 2,777,979</b>

# POLICE DEPARTMENT BUDGET SUMMARY

The Police Department personnel consists of one Police Chief, one Captain, one Lieutenant Investigations, one Lieutenant Patrol, one Sergeant Investigations, one Sergeant Patrol Admin, one Sergeant Patrol, one Corporal Investigations, four Corporal Patrols, and fifteen Patrol Officers. And one Assistant to Chief of Police, one Administrative Assistant, one Accreditation Manager / Crime Analyst, one part-time Clerk and one Victim's Advocate. Victim's Advocate's salary and benefits are included in the Police Department Budget but all other Victim's Advocate expenses are recorded in a separate budget. Four SRO's & one Highway Safety Traffic Officer have their separate budgets. Requesting Four Patrol Officers - Not Recommended

Salaries & Wages	Salaries and Wages based on 86 hour shifts. Includes Christmas Bonuses. Including Victim's Advocate
Social Security / Medicare	Social Security and Medicare Taxes for the Police Department personnel.
Law Enforcement Retirement	State Retirement for the Police Department personnel.
Overtime	Overtime for Police Department personnel.
Health Insurance	Health insurance for Police Department personnel
Physical Exams	Physical and psychological exams, drug screens, Hep B vaccines and FIT tests.
Professional Services	Part-time prosecutor and evidence to support prosecution. And DNA testing.
Professional Development	Training fees including lodging and meals.
Utilities	Santee Cooper, Bekeley Electric and Home Telephone monthly fees for intersection cameras.
Equipment and Maintenance	See Detailed List
Dues / Subscriptions	Annual dues, subscriptions and memberships including SLEOA, Lexis Nexis, IACPNET, ROCIC
Printing	Business cards, letter head, as well as arrest warrants and crime prevention material.
Capital	See Detailed List
Supplies	Miscellaneous office supplies.
Telephone	Telephone services for the Police Department.
Computer	See Detailed List
Vehicle	Oil changes, tires and preventive maintenance on Police Department vehicles.
Uniform	Uniforms, uniform accessories and shoes.
Police Supplies	Portable radios, radar, firearms, ammunition, pepper spray, tasers, handcuffs and promotional items.
Prisoner	Extradition expense, transport, meals and medical treatment if needed.
DJJ Exp.	Department of Juvenile Justice funds for incarceration for juveniles.
Fuel	Fuel for police vehicles.
Crime Scene Supplies	Latent print kits, swab kits, fingerprint powder, ninhydrin spray and other supplies to gather physical evidence.
Insurance	Insurance claims for police vehicle accidents. \$1000 Deductible per accident.

Equipment and Maintenance	Requested	Adopted
ITEM	COST	COST
Xerox Agreement	8,700	8,700
RCC Annual Maintenance	10,000	10,000
Radar Maintenance	1,000	1,000
Motorola 800 Radios (62 units -five year lease)	23,700	23,700
Thirty-two Tasers (five year lease)	12,455	12,455
Six Body Cameras	4,500	-
Intercom / Music System	5,000	-
Four Body Cameras for new officers	3,000	-
Traffic Camera 52/Main (TSC quote)	3,800	1,900
<b>TOTAL EQUIP &amp; MAINT</b>	<b>\$ 72,155</b>	<b>\$ 57,755</b>

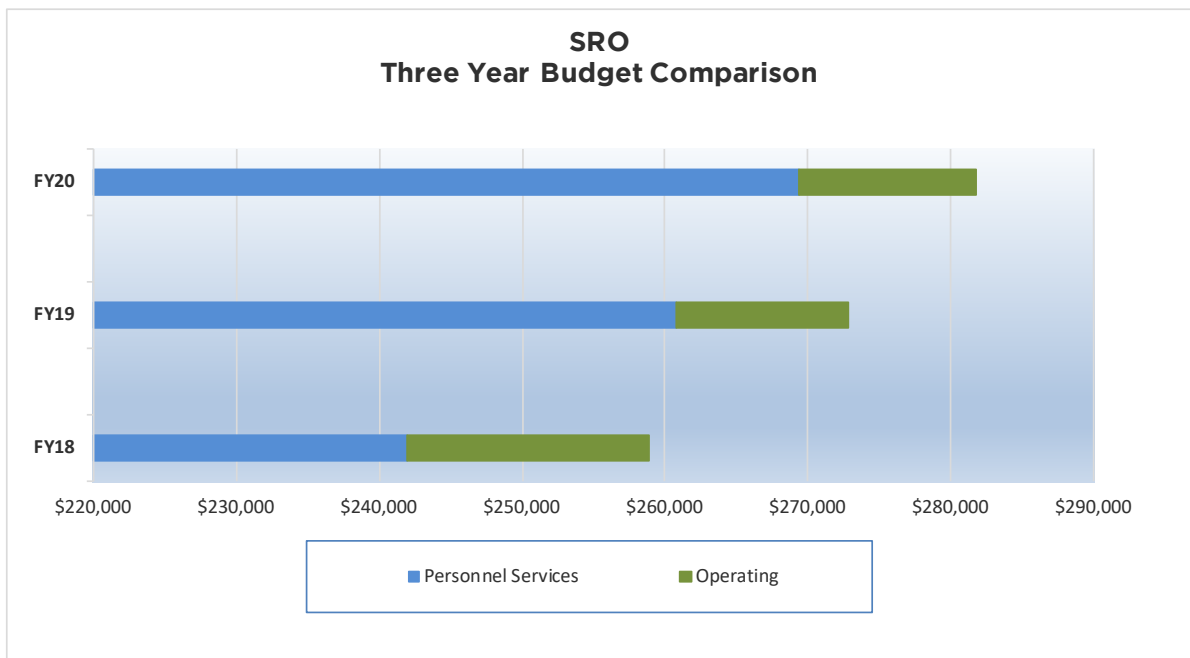
Computer	Requested	Adopted
ITEM	COST	COST
Five Laptops - Three Recomm	10,000	5,400
Three Desktops (TSC quote)	3,100	3,100
Five UPS/Battery Backup-3 Rec	1,725	900
Ten AC Adapters -Five Recom	1,500	800
Five Vehicle Docking Stations	4,500	-
Four Laptops for new officers	7,200	-
NCIC Maintenance	9,600	9,600
Southern Software	7,000	7,000
RMS Additional Licenses	1,000	1,000
Analytic Software	6,000	6,000
Traffic Cloud	1,500	1,500
<b>TOTAL COMPUTER</b>	<b>\$ 53,125</b>	<b>\$ 35,300</b>

Capital			Requested	Adopted
ITEM	QTY	COST / UNIT	TOTAL COST	TOTAL COST
Marked Police Replacement Vehicles Including Equipment - 3 Recomm	4	45,500	182,000	136,500
Unmarked Police Vehicle Including Equipment	2	32,500	65,000	-
Marked Police Vehicles Including Equipment for new officers	4	45,500	182,000	-
<b>TOTAL CAPITAL</b>			<b>\$ 429,000</b>	<b>\$ 136,500</b>

**School Resource Officers  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY18	<u>Budget</u> FY19	<u>Budget</u> FY20
Personnel Services	241,993	260,810	269,308
Operating	16,902	12,000	12,500
<b>Totals</b>	<b>\$258,895</b>	<b>\$272,810</b>	<b>\$281,808</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	4	4	4

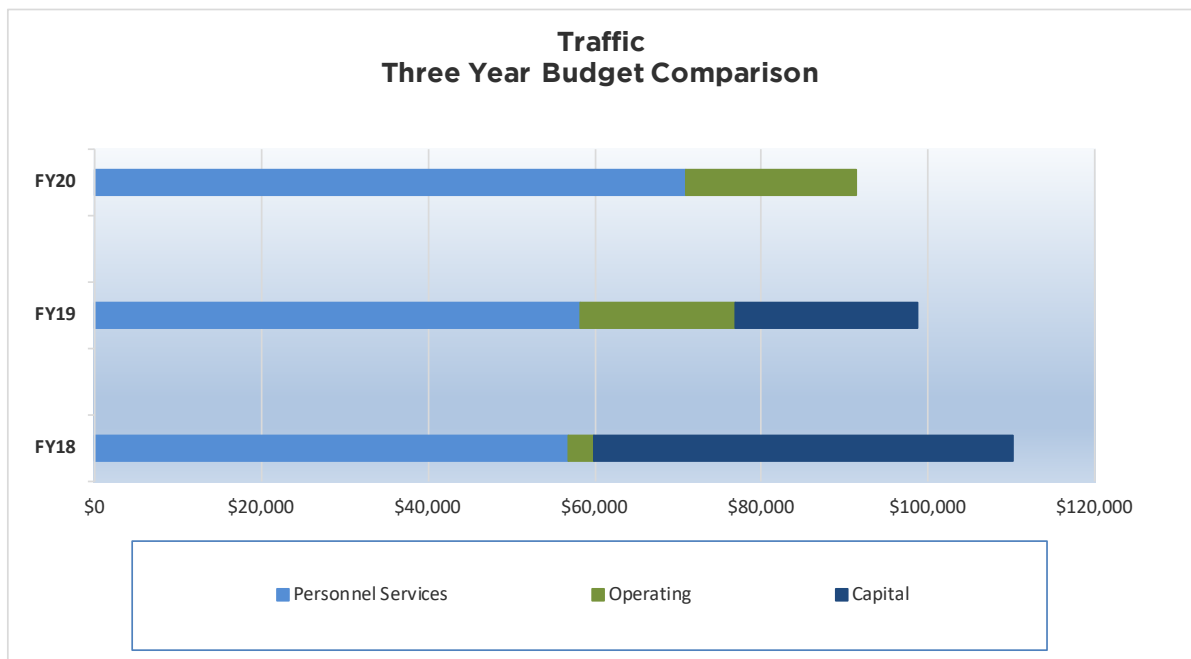
**SCHOOL RESOURCE OFFICERS**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
	<i>Personnel Services</i>					
10.4315.0101	Salaries & Wages	157,850	160,463	171,632	171,632	171,632
10.4315.0102	Social Security / Medicare	11,932	12,428	13,283	13,283	13,283
10.4315.0103	Law Enforcement Retirement	26,597	27,713	31,379	31,379	31,379
10.4315.0104	Overtime	2,312	2,000	2,000	2,000	2,000
10.4315.0105	Health Insurance	41,037	50,256	42,432	42,432	42,432
10.4315.0107	Workers Compensation	-	7,950	8,582	8,582	8,582
10.4315.0110	Emergency Pay	2,265	-	-	-	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 241,993</b>	<b>\$ 260,810</b>	<b>\$ 269,308</b>	<b>\$ 269,308</b>	<b>\$ 269,308</b>
	<i>Operating</i>					
10.4315.0712	Computer Expense	1,512	1,500	1,500	1,500	1,500
10.4315.0602	Equipment and Maintenance	-	-	-	-	-
10.4315.0719	Fuel Expense	7,864	7,000	7,000	7,000	7,000
10.4315.0401	Professional Development	220	-	-	-	-
10.4315.0715	Uniform Expense	788	-	500	500	500
10.4315.0713	Vehicle Expense	6,518	3,500	3,500	3,500	3,500
	<b>TOTAL OPERATING</b>	<b>\$ 16,902</b>	<b>\$ 12,000</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>
10.4315.0705	<i>Capital Outlay</i>	-	-	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL - SRO</b>	<b>\$ 258,895</b>	<b>\$ 272,810</b>	<b>\$ 281,808</b>	<b>\$ 281,808</b>	<b>\$ 281,808</b>

**Highway Safety Traffic Grant  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY18	FY19	FY20
Personnel Services	56,897	58,240	70,834
Operating	3,062	18,700	20,600
Capital	50,170	21,800	0
<b>Totals</b>	<b>\$110,129</b>	<b>\$98,740</b>	<b>\$91,434</b>



**Comparative Summary of Authorized Personnel**

	FY18	FY19	FY20
Full-time employees	1	1	1

**HIGHWAY SAFETY TRAFFIC GRANT**

Account No.	Classification of Expenditures	Audited FY 18	Budget FY 19	Requested FY 20	Recommended FY 20	Adopted FY 20
	<i>Personnel Services</i>					
10.4317.0101	Salaries & Wages	39,844	39,011	43,000	43,000	43,000
10.4317.0102	Social Security / Medicare	3,011	3,015	3,290	3,290	3,290
10.4317.0103	Law Enforcement Retirement	6,618	6,726	8,273	8,273	8,273
10.4317.0104	Overtime	75	-	-	-	-
10.4317.0105	Health Insurance	6,797	7,944	14,534	14,534	14,534
10.4317.0107	Worker's Comp Insurance	-	1,544	1,737	1,737	1,737
10.4317.0110	Emergency Pay	552	-	-	-	-
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 56,897</b>	<b>\$ 58,240</b>	<b>\$ 70,834</b>	<b>\$ 70,834</b>	<b>\$ 70,834</b>
	<i>Operating</i>					
10.4317.0401	Travel	3,062	17,300	17,500	17,500	17,500
10.4317.0701	Other	-	1,400	1,000	1,000	1,000
10.4317.0705	Equipment	-	-	2,100	2,100	2,100
	<b>TOTAL OPERATING</b>	<b>\$ 3,062</b>	<b>\$ 18,700</b>	<b>\$ 20,600</b>	<b>\$ 20,600</b>	<b>\$ 20,600</b>
10.4317.0705	<i>Capital Outlay</i>	50,170	21,800	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 50,170</b>	<b>\$ 21,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL - HWY TRAFFIC GRANT</b>	<b>\$ 110,129</b>	<b>\$ 98,740</b>	<b>\$ 91,434</b>	<b>\$ 91,434</b>	<b>\$ 91,434</b>

**Public Service Department**  
**Logan Faulkner, Director**

**Mission**

To maintain and improve the appearance and facilities of the Town of Moncks Corner so that the citizens gain the best impression of municipal service.

**Measures**

- Average 25 bags of litter picked up each month
- Average time between ROW maintenance is less than seven days in the growing season
- Average time between HWY 52 ROW maintenance is less than twenty-one days in the growing season
- Average time between recreation field maintenance is three days
- Change the hanging basket flowers twice a year

**FY 2020 Goals**

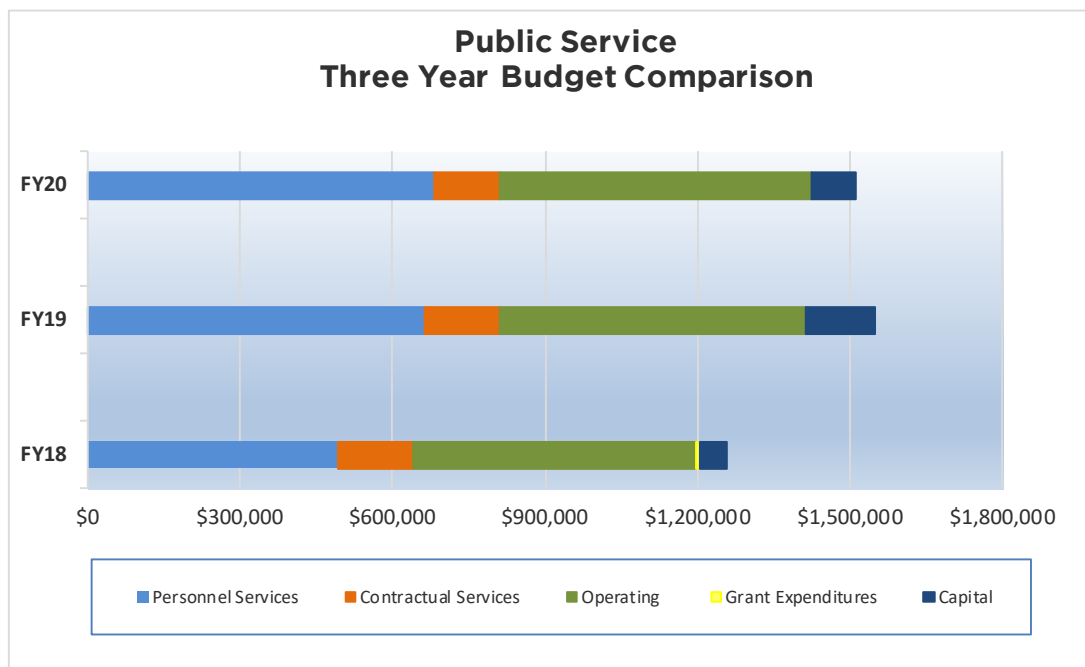
- Construct new Public Service building
- Recover turf at Youth Fields
- Survey town and replace missing street signs.
- Start a Storm Water division of Public Service.
- Construct new fence at Lacey Park.
- Construct shade structures at Complex



**Public Service Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	Actual FY18	Budget FY19	Budget FY20
Personnel Services	490,967	661,549	681,134
Contractual Services	148,680	149,800	130,830
Operating	558,742	603,200	610,600
Grant Expenditures	5,656	0	0
Capital	52,253	135,000	89,500
<b>Totals</b>	<b>\$1,256,298</b>	<b>\$1,549,549</b>	<b>\$1,512,064</b>



**Comparative Summary of Authorized Personnel**

	FY18	FY19	FY20
Full-time employees	11	13	13

**PUBLIC SERVICE DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
<b>Streets &amp; Parks Division</b>						
<i>Personnel Services</i>						
10.4450.0101	Salaries & Wages	337,435	440,367	453,475	345,769	345,769
10.4450.0102	Social Security / Medicare	26,315	34,836	35,838	27,484	27,484
10.4450.0103	Regular State Retirement	47,719	63,506	69,907	54,191	54,191
10.4450.0104	Overtime	12,353	15,000	15,000	13,500	13,500
10.4450.0105	Health Insurance	65,068	107,040	111,648	90,432	90,432
10.4450.0108	Physical Exams	430	800	1,000	1,000	1,000
10.4450.0110	Emergency Pay	1,647	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 490,967</b>	<b>\$ 661,549</b>	<b>\$ 686,868</b>	<b>\$ 532,376</b>	<b>\$ 532,376</b>
<i>Contractual Services</i>						
10.4450.0760	Contract Labor	132,498	124,800	145,000	105,830	105,830
10.4450.0761	Contract Labor- HWY 52	-	25,000	35,000	25,000	25,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 148,680</b>	<b>\$ 149,800</b>	<b>\$ 180,000</b>	<b>\$ 130,830</b>	<b>\$ 130,830</b>
<i>Operating</i>						
10.4450.0712	Computer	-	-	4,300	4,300	4,300
10.4450.0602	Equipment and Maintenance	15,467	17,500	22,900	17,000	17,000
10.4450.0601	Facilities Maintenance	16,990	30,000	52,000	40,000	40,000
10.4450.0636	Field Maintenance	69,046	50,000	62,500	30,000	30,000
10.4450.0719	Fuel	21,983	18,000	18,000	16,500	16,500
10.4450.0732	Landscaping Supplies	23,125	38,000	48,000	48,000	48,000
10.4450.0707	Leased Equipment	41,492	38,000	68,000	42,500	42,500
10.4450.1003	Miscellaneous - Christmas Lights	806	5,000	10,000	5,000	5,000
10.4450.0733	Miscellaneous Repairs	1,813	2,000	2,000	2,000	2,000
10.4450.0708	Office Supplies	404	500	500	500	500
10.4450.0600	Park Maintenance	8,057	13,000	15,000	15,000	15,000
10.4450.0401	Professional Development	734	2,000	2,000	2,000	2,000
10.4450.0603	Small Tools / Equipment	5,026	5,500	6,500	5,500	5,500
10.4450.0631	Street Lighting	331,318	360,000	360,000	320,000	320,000
10.4450.0630	Street, Sign & Road Maint.	4,046	2,500	10,000	10,000	10,000
10.4450.0709	Telephone	5,467	4,500	5,500	5,500	5,500
10.4450.0715	Uniform	2,951	4,200	4,500	4,500	4,500
10.4450.0713	Vehicle	10,017	12,500	12,500	12,300	12,300
<b>TOTAL OPERATING</b>		<b>\$ 558,742</b>	<b>\$ 603,200</b>	<b>\$ 704,200</b>	<b>\$ 580,600</b>	<b>\$ 580,600</b>
10.4450.0705	<i>Capital Outlay</i>	52,253	135,000	40,100	52,500	52,500
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 52,253</b>	<b>\$ 135,000</b>	<b>\$ 40,100</b>	<b>\$ 52,500</b>	<b>\$ 52,500</b>

**PUBLIC SERVICE DEPARTMENT**

**PUBLIC SERV - STORM WATER**

Classification of Expenditures		Audited FY 18	Budgeted FY 19	Requested FY 20	Recommended FY 20	Adopted FY 20
<b>Stormwater Division</b>						
<i>Personnel Services</i>						
10.4452.0101	Salaries & Wages			86,640	86,640	86,640
10.4452.0102	Social Security / Medicare			7,010	7,010	7,010
10.4452.0103	Regular State Retirement			14,072	14,072	14,072
10.4452.0104	Overtime			5,000	5,000	5,000
10.4452.0105	Health Insurance			35,736	35,736	35,736
10.4452.0108	Physical Exams			300	300	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 148,758</b>	<b>\$ 148,758</b>	<b>\$ 148,758</b>
<i>Operating</i>						
10.4452.0401	Professional Development			1,000	1,000	1,000
10.4452.0602	Equipment and Maintenance			10,000	10,000	10,000
10.4452.0603	Small Tools / Equipment			2,000	2,000	2,000
10.4452.0709	Telephone			2,000	2,000	2,000
10.4452.0713	Vehicle			4,000	4,000	4,000
10.4452.0715	Uniform			2,000	2,000	2,000
10.4452.0719	Fuel			9,000	9,000	9,000
<b>TOTAL OPERATING</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
10.4452.0705	<i>Capital Outlay</i>			37,000	37,000	37,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>
<b>TOTAL PUBLIC SERVICE</b>		<b>\$ 1,256,298</b>	<b>\$ 1,549,549</b>	<b>\$ 1,896,926</b>	<b>\$ 1,512,064</b>	<b>\$ 1,512,064</b>

## PUBLIC SERVICE DEPARTMENT BUDGET SUMMARY

The Public Service Department consists of one Director, one Maintenance/Facilities Manager one Roadside Maintenance Foreman, two Equipment Operators II, four Equipment Operators I, one Custodian and one part-time Grounds Technician that maintain the Town's landscaping, parks and field maintenance, street lighting and street signs.  
 Requesting: one Stormwater Supervisor, one Equipment Operator and one Grounds Technician to maintain stormwater projects.  
 Requesting one Maintenance Foreman (Crew Leader) - NOT RECOMMENDED

Salaries & Wages	Salaries, Wages and Christmas Bonuses for the Public Service Department personnel.
Social Security / Medicare	Social Security and Medicare Taxes for the Public Service Department personnel.
Regular State Retirement	State Retirement for the Public Service Department personnel.
Overtime	Overtime for the Public Service Department personnel.
Health Insurance	Health insurance for Public Service Department personnel
Physical Exams	Physical exams for new employees and random drug screen.
Contract Labor	Three full-time contract laborers
Professional Development	Meetings for Public Service Department personnel including meeting fees, lodging and meals.
Park Maintenance	Maintenance for Unity and Lacy Parks - add water fountain and fence at Lacey Park
Facilities Maintenance	Maintenance for Rec Complex & Youth Field Buildings - two storage sheds \$10,000
Equipment and Maintenance	Equipment maint. for the mowers, edgers etc...
Small Tools / Equipment	Shovels, brooms, rakes etc...
Street, Sign & Road Maint.	Replacement of street signs etc... Rock to finish youth field parking lot and striping in Town
Street Lighting	Electricity for street lights including traffic lights.
Field Maintenance	Maintenance for fields includes spraying, fertilizer, herbicide. Irrigation and sod.
Leased Equipment	Equipment lease with Smith & Turf - New Toro lease
Supplies	Office Supplies
Telephone	Telephone services for the Public Service Department personnel & Home Telephone Alarm fees.
Computer	Two Computers for new public service building
Vehicle	Oil Changes, tires and preventive maintenance for the Public Service Department vehicles.
Uniform	Safety vests, work boots, gloves etc...
Fuel	Fuel Expense for Public Service Department vehicles and equipment.
Landscaping Supplies	Fertilizer, flowers etc...including hanging baskets for Main Street. Landscaping for new concession and football field
Miscellaneous Repairs	Repairs needed due to debris thrown from lawn equipment.
Miscellaneous Christmas Expense	Misc. Expenses such as Christmas lights, tree topper and other Christmas items needed.
Palmetto Grant Expenditures	Grant expenditures
Capital Outlay	Mini Excavator \$25,000; portable fence panels \$9,500; small tractor w/ turf tires \$10,00 and dump trailer \$8,000
<b>STORMWATER</b>	
Capital Outlay	Four wheel drive crew cab pickup truck

## **Recreation Department**

**Becky Ellison, Director**

### **Mission**

The Moncks Corner Recreation Department seeks to connect our community through people, events and activities for the citizens of the Town of Moncks Corner and surrounding areas.

### **Measures**

- Have every volunteer coach CPR/AED certified before being allowed to coach
- Host at least one District or State baseball/softball tournament each year
- Host 26 non-rec tournaments a year
- Have a sponsor for every team and 30 field sponsors each season
- Maintain Youth Sport participation of at least 15% of Town population
- Maintain Adult Recreation participation of at least 5% of Town population
- Maintain Senior Recreation participation of at least 5% of Town population

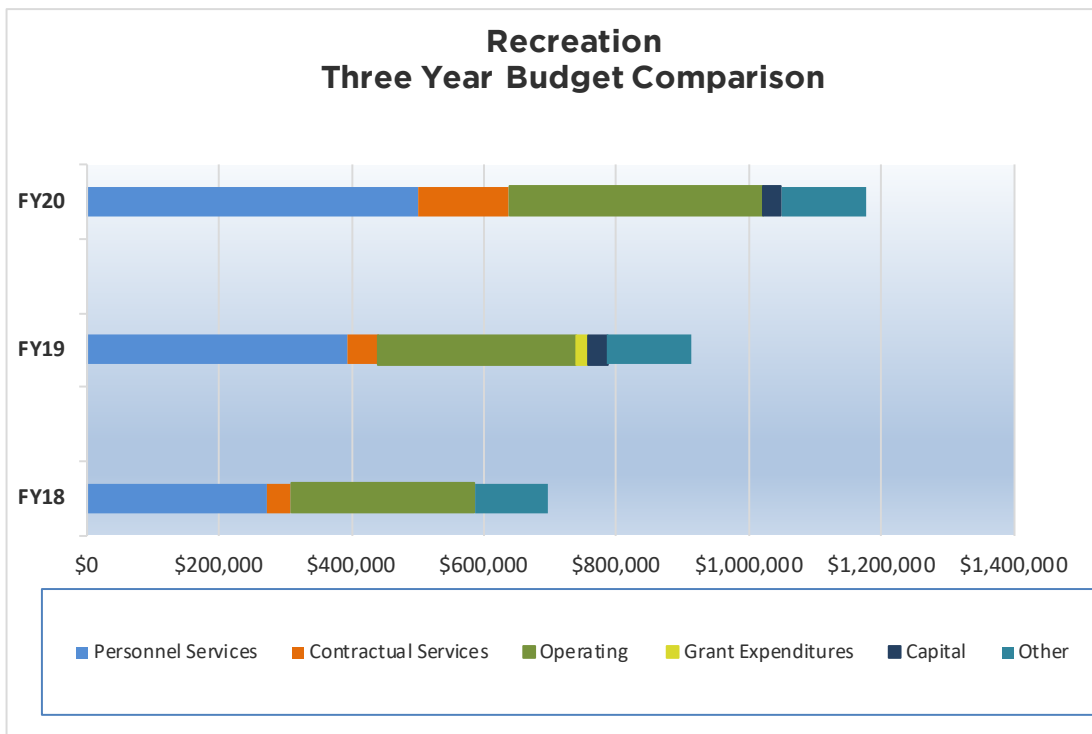
### **FY 2020 Goals**

- Have a coach's clinic for all sports to decrease injuries.
- Increase the number of teams in Spring Soccer from 9 to 12 by advertising through schools and social media.
- Work to establish a Miracle League Field through fundraising and sponsorships.
- Establish a program for Tennis through Net Generation.
- Add a Spring Festival on Main Street to our event calendar.
- Add a program for ages 3-5 years old.
- Create a rental facility brochure to increase rental for our facilities.
- Create a Business Spotlight feature on social media to promote local businesses
- Create a First Sunday event to increase community involvement and revenue for Main Street Businesses.
- Increase the interest of Farmers Market through radio promotion, newspaper, and social media postings.
- Provide both passive and active programming for seniors by ensuring that all programs maintain interested participants in Yoga, Watercolor Painting, and Tai Chi.

**Recreation Department  
Budget Summary  
Budget FY 20**

**Comparative Budget Summary by Category**

	<b>Actual FY18</b>	<b>Budget FY19</b>	<b>Budget FY20</b>
Personnel Services	271,972	394,852	500,164
Contractual Services	36,816	46,000	136,986
Operating	276,375	298,645	384,390
Grant Expenditures	0	18,000	0
Capital	0	28,000	28,000
Other	110,503	127,500	127,500
<b>Totals</b>	<b>\$695,666</b>	<b>\$912,997</b>	<b>\$1,177,040</b>



**Comparative Summary of Authorized Personnel**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>
Full-time employees	3	5	7

**RECREATION DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Requested FY 20</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
	<i>Personnel Services</i>					
10.4500.0101	Salaries & Wages	210,755	287,344	324,145	358,955	358,955
10.4500.0102	Social Security / Mdicare	16,037	21,982	24,797	27,575	27,575
10.4500.0103	Regular State Retirement	29,311	41,546	50,064	54,562	54,562
10.4500.0104	Overtime	1,653	-	-	1,500	1,500
10.4500.0105	Health Insurance	13,887	43,680	57,072	57,072	57,072
10.4500.0108	Physical Exams	329	300	500	500	500
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 271,972</b>	<b>\$ 394,852</b>	<b>\$ 456,578</b>	<b>\$ 500,164</b>	<b>\$ 500,164</b>
	<i>Contractual Services</i>					
10.4500.0761	Contract Labor	-	-	-	84,986	84,986
10.4500.0760	Instructors	2,535	6,000	6,000	5,000	5,000
10.4500.0739	Officials	32,686	38,000	48,000	45,000	45,000
10.4500.0204	Professional Services	1,595	2,000	2,000	2,000	2,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 36,816</b>	<b>\$ 46,000</b>	<b>\$ 56,000</b>	<b>\$ 136,986</b>	<b>\$ 136,986</b>
	<i>Operating</i>					
10.4500.0702	Advertising and Promotion	3,586	3,000	3,000	3,000	3,000
10.4500.0735	Athletic Awards	1,772	6,000	6,000	6,000	6,000
10.4500.0737	Athletic Equipment	14,673	15,000	25,000	25,000	25,000
10.4500.0736	Athletic Uniforms	39,223	50,000	50,000	45,000	45,000
10.4500.0601	Building Maintenance	-	7,740	7,740	7,740	7,740
10.4500.0710	Class / Camp Supplies	2,347	5,000	5,000	5,000	5,000
10.4500.0712	Computer	6,828	11,855	13,350	11,350	11,350
10.4500.0738	Concessions	50,356	60,000	65,000	60,000	60,000
10.4500.0701	Dues / Subscriptions	875	500	1,000	1,000	1,000
10.4500.0602	Equipment Maintenance	1,795	4,200	4,200	4,200	4,200
10.4500.0636	Field Maintenance	-	-	-	20,000	20,000
10.4500.0747	Franchise Fees	867	950	1,100	1,100	1,100
10.4500.0719	Fuel	2,413	3,400	3,400	4,900	4,900
10.4500.1001	Micellaneous	2,561	2,000	3,600	3,600	3,600
10.4500.0401	Professional Development	935	2,000	3,000	3,000	3,000
10.4500.1003	Sales Tax	7,897	10,000	10,800	10,800	10,800
10.4500.0707	Special Permitting Fees	475	1,500	1,500	1,500	1,500
10.4500.0751	Sponsor Signs	-	3,000	3,000	3,000	3,000
10.4500.0746	Summer Programs	3,863	5,000	8,000	6,000	6,000
10.4500.0708	Supplies	2,159	2,000	2,000	2,000	2,000
10.4500.0709	Telephone	6,163	7,200	8,500	7,500	7,500
10.4500.0742	Tournament	96,530	60,000	75,000	75,000	75,000
10.4500.0715	Uniform	-	-	-	-	-
10.4500.0501	Utilities	28,484	34,600	75,000	75,000	75,000
10.4500.0713	Vehicle	2,573	1,700	2,500	2,700	2,700
	<b>TOTAL OPERATING</b>	<b>\$ 276,375</b>	<b>\$ 298,645</b>	<b>\$ 380,190</b>	<b>\$ 384,390</b>	<b>\$ 384,390</b>
10.4500.0705	<i>Capital Outlay</i>	-	28,000	47,000	28,000	28,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ 47,000</b>	<b>\$ 28,000</b>	<b>\$ 28,000</b>
	<i>Other - Events &amp; Marketing</i>					
10.4500.2202	Advertising and Promotion	5,419	12,000	12,000	10,000	10,000
10.4500.2201	Professional Development	505	3,000	3,000	3,000	3,000
10.4500.2211	Retail Supplies "SWAG"	5,538	10,000	12,000	12,000	12,000
10.4500.2210	Special Events	98,772	100,000	100,000	100,000	100,000
10.4500.2208	Supplies	269	2,500	2,500	2,500	2,500
	<b>TOTAL EVENTS &amp; MARKETING</b>	<b>\$ 110,503</b>	<b>\$ 127,500</b>	<b>\$ 129,500</b>	<b>\$ 127,500</b>	<b>\$ 127,500</b>
	<b>TOTAL - RECREATION</b>	<b>\$ 695,666</b>	<b>\$ 912,997</b>	<b>\$ 1,069,268</b>	<b>\$ 1,177,040</b>	<b>\$ 1,177,040</b>

## RECREATION DEPARTMENT BUDGET SUMMARY

Recreation department consists of one full-time Recreation Coordinator, one full-time Athletic Director, one full-time Program Director one full-time Marketing & Events Manager, one full-time Athletic Director, one part-time Concession Stand Supervisor, three part-time Recreation Coordinators, and several concession stand attendants, one Equipment Operator II and one Grounds Technician Requesting part-time Concession Stand Supervisor to become full-time and Athletic Coordinator be changed to Athletic Director with grade and pay change

Account Name	Description
Salaries & Wages	Wages for the Recreation Department personnel
Social Security / Medicare	Social Security and Medicare Taxes for Recreation Department personnel
Regular State Retirement	State Retirement for the Recreation Department personnel
Health Insurance	Health Insurance for full-time Recreation Department employees
Physical Exams	Physical Exams for new hires
Professional Services	Background checks ran through SLED for coaches and volunteers (\$25 each)
Officials	Cost of Officials for all sporting events.
Instructors	Cost of Instructors for yoga, painting and other class instructor fees
Contract Labor	Two full-time contract laborers to assist with the fields and several contracted concession stand attendants
Professional Development	Meetings and Schools including meeting fees, lodging and meals.
Utilities	Utilities for the ballfields at the youth field & , Recreation Complex, lighting at tennis courts and Depot-\$4,600
Building Maintenance	Repairs and maintenance including cleaning supplies, cleaning fees and pest control for Depot
Equipment and Maintenance	Concession Stand Equipment repairs and maintenance
Field Maintenance	Paint, chalk, turf, bases and infield clay for Youth Field and Rec Complex Field
Dues / Subscriptions	Dues and subscriptions for Recreation Department personnel
Advertising and Promotion	Advertising for sporting events, classes and camps
Special Permitting Fees	DHEC / OSHA food service permit and Fire Inspection / suppression fees.
Supplies	Registration forms and other office supplies.
Telephone	Telephone services including land lines and cell phones for personnel.
Class / Camp Supplies	Supplies for classes and camps such as games, movies, books, art supplies, etc...
Computer	See Detailed List
Vehicle	Oil changes, tire and preventive maintenance for the vehicles.
Fuel	Fuel expenses for vehicles
Athletic Awards	Awards for participants such as trophies etc...
Athletic Uniforms	Uniforms for athletic participants
Athletic Equipment	Bats, balls, nets, portable pitching mounds, etc...
Concessions	Concession supplies at the Youth Field & Recreation Complex
Special Events	May Festival, Breakfast w/ Santa and Easter Egg Hunt
Tournament	Tournament costs including All Star Team uniforms and entry fees including lodging, meals, fuel and transportation for participants, their families and recreation personnel.
Sponsorship Signs	Signs for Sponsors
Summer Programs	Field trip fees, bus fees and meals for summer programs
Franchise Fees	Costs for participation in Dixie programs.
Micellaneous	Micellaneous expenses such as credit card fees
PARD Grant Expenditures	Items purchased from PARD Grant
PARD Grant Match	Town's match of 20% of PARD Grant
Capital	Ford F150 Crew Cab \$28,000 & Ford Escape \$19,000
<b>EVENTS &amp; MARKETING</b>	
Professional Development	Expenses for Marketing & Events Manager to attend conferences including SCFEA conference
Advertising & Promotion	Expenses for advertising and promote tourism; welcome guides and brochures
Supplies	Expenses for supplies such as camera, movie projector and dvd player
Special Events	Expenses for events
Retail Supplies "SWAG"	Retail items to sale to tourists and locals includes hats, shirts, flags, etc...

Computer ITEM	Requested COST	Adopted COST
Two Desktops w/ Monitors (TSC quote)	2,000	-
ProBook Notebook (TSC quote)	1,050	1,050
Etrak Recreation software	7,750	7,750
Printer for Programs Director	250	250
Clover POS software fees	2,300	2,300
<b>TOTAL COMPUTER</b>	<b>\$ 13,350</b>	<b>\$ 11,350</b>



**ABATEMENTS & IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ 319,710	\$ 325,200	\$ 400,000	\$ 400,000
	<i>Revenues</i>				
82.3000.1100	Donations	20,186	-	-	-
82.3000.1200	Transfer from General Fund	390,150	312,900	174,950	174,950
	<b>TOTAL REVENUES</b>	<b>410,336</b>	<b>312,900</b>	<b>174,950</b>	<b>174,950</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>730,046</b>	<b>638,100</b>	<b>574,950</b>	<b>574,950</b>
	<i>Expenditures</i>				
	<i>Abatements</i>				
82.4455.2500	Private	-	25,000	10,000	10,000
82.4455.2502	Public	-	50,000		
	<i>Improvements</i>				
82.4455.2700	Way Finding	47,163	-		
82.4455.2701	Highway 52	81,320	30,000		
82.4455.2702	Gateway	23,184	-		
82.4455.2703	Public Service Building	4,544	300,000	-	-
82.4455.2704	Main Street Improvements	20,102	120,000		
82.4455.2705	Crosswalks	58,860	-		
82.4455.2706	Mast Arms 52 & 52	7,614	80,000		
82.4455.2707	Sidewalk Staining	-	-	16,000	16,000
82.4455.2710	Other	49,368	25,200		
	<i>Transfers</i>				
82.4700.1304	Transfer to - Capital Improvements Fund	18,680		167,500	167,500
	<b>TOTAL EXPENDITURES</b>	<b>310,835</b>	<b>630,200</b>	<b>193,500</b>	<b>193,500</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 419,211</b>	<b>\$ 7,900</b>	<b>\$ 381,450</b>	<b>\$ 381,450</b>

**BOND SINKING FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ 24,120	\$ 20,500	\$ 30,500	\$ 30,500
	<i>Revenues</i>				
80.3000.0203	Interest	59		70	70
80.3000.0420	Debt Millage (3Mills)	123,838	125,000	140,000	140,000
80.3000.0421	Delinquent Debt Millage	7,751	5,000	5,000	5,000
80.3000.1210	Transfer from - General Fund	50,000	50,000	25,000	25,000
	<b>TOTAL REVENUES</b>	<b>181,648</b>	<b>180,000</b>	<b>170,070</b>	<b>170,070</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>205,768</b>	<b>200,500</b>	<b>200,570</b>	<b>200,570</b>
	<i>Expenditures</i>				
80.4600.1002	Interest	47,147	43,259	39,705	39,705
80.4600.1659	GO Bond - Town Hall / Dupree	29,709	-		
80.4600.1665	GO Bond - Ferrar fire Truck	31,000	62,000	64,000	64,000
80.4600.1668	GO Bond - 2014 Series/Construction	76,000	78,000	80,000	80,000
	<b>TOTAL EXPENDITURES</b>	<b>183,856</b>	<b>183,259</b>	<b>183,705</b>	<b>183,705</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 21,912</b>	<b>\$ 17,241</b>	<b>\$ 16,865</b>	<b>\$ 16,865</b>

**CAPITAL IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ 597,410	\$ 1,630,000	\$ 200,000	\$ 200,000
	<i>Revenues</i>				
84.3000.0400	10% LOST	120,000	142,500	-	-
84.3000.1100	Donations	42,650	-	-	-
	PARD Grant	-	-	15,000	15,000
84.3000.1205	Transfer from General Fund	875,000	-	-	-
84.3000.1206	Transfer from -Abatements & Improvements Fund	-	-	167,500	167,500
84.3000.1206	Transfer from -Local Tax Fund	355,000	345,000	299,500	299,500
	<b>TOTAL REVENUES</b>	<b>1,392,650</b>	<b>487,500</b>	<b>482,000</b>	<b>482,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,990,060</b>	<b>2,117,500</b>	<b>682,000</b>	<b>682,000</b>
	<i>Expenditures</i>				
84.4454.1400	Drainage Improvements		-	-	-
84.4454.1401	Behrman Street	-	-	-	-
84.4454.1500	Land / Land Improvements				
84.4454.1408	Fire Station II	291,884	1,770,000		
84.4454.1409	Concession Stand	107,497	345,000		
84.4454.1410	Miracle League Field	4,000	-		
84.4454.1411	Public Service Buliding	-	-	650,000	650,000
84.4454.1412	Shade Shelter			32,000	32,000
	<b>TOTAL EXPENDITURES</b>	<b>403,381</b>	<b>2,115,000</b>	<b>682,000</b>	<b>682,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 1,586,679</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>

**COMMUNITY RECREATION COMPLEX DEBT SERVICE FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ 410,490	\$ 283,973	\$ 451,880	\$ 451,880
	Cash with Fiscal Agent	413,613	411,875	406,478	406,478
	<i>Revenues</i>				
83.3000.0201	Interest with Fiscal Agent	128,556	119,715	120,882	120,882
83.3000.0203	Interest Earned	-	20	150	150
83.3000.1200	Transfer In- Local Tax Fund	432,000	432,000	120,000	120,000
	<b>TOTAL REVENUES</b>	<b>560,556</b>	<b>551,735</b>	<b>241,032</b>	<b>241,032</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,384,659</b>	<b>1,247,583</b>	<b>1,099,390</b>	<b>1,099,390</b>
	<i>Expenditures</i>				
83.4343.0903	Miscellaneous	-	60		
83.4343.1600	Bond Principal	165,000	170,000	175,000	175,000
83.4343.1601	Bond Interest	376,257	367,788	359,067	359,067
	<b>TOTAL EXPENDITURES</b>	<b>541,257</b>	<b>537,848</b>	<b>534,067</b>	<b>534,067</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 843,402</b>	<b>\$ 709,735</b>	<b>\$ 565,323</b>	<b>\$ 565,323</b>

**LOCAL TAX FUND**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
	Beginning Fund Balance	\$ 192,600	\$ 272,500	\$ 50,000	\$ 50,000
	<i>Revenues</i>				
81.3000.0102	Penalties - Hospitality	2,119	1,500	1,500	1,500
81.3000.0203	Interest Income	404	500	550	550
81.3000.0410	Local Accommodations Tax	23,509	24,000	20,500	20,500
81.3000.0412	Local Hospitality Tax	982,949	925,000	1,020,000	1,020,000
81.3000.0415	Micellaneous Income	31	-	-	-
81.3000.0810	GOOGLE Grant	38,840	-	-	-
	<b>TOTAL REVENUES</b>	<b>1,047,852</b>	<b>951,000</b>	<b>1,042,550</b>	<b>1,042,550</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,240,452</b>	<b>1,223,500</b>	<b>1,092,550</b>	<b>1,092,550</b>
	<i>Expenditures</i>				
81.4121.0202	Trustee Fees	2,500	2,500	2,500	2,500
81.4121.0706	D & O Insurance	860	900	900	900
81.4121.0807	Google Grant Expenditures	38,840	-	-	-
81.4121.1001	Miscellaneous	2,143	500	1,100	1,100
81.4700.1300	Transfer to General Fund	136,000	400,000	667,600	667,600
81.4700.1303	Transfer to CRC Debt Reserve	432,000	432,000	120,000	120,000
81.4700.1304	Transfer to Capital Improvements Fund	355,000	345,000	299,500	299,500
	<b>TOTAL EXPENDITURES</b>	<b>967,343</b>	<b>1,180,900</b>	<b>1,091,600</b>	<b>1,091,600</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 273,109</b>	<b>\$ 42,600</b>	<b>\$ 950</b>	<b>\$ 950</b>

**SC STATE ACCOMMODATIONS TAX FUND**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 18</b>	<b>Budgeted FY 19</b>	<b>Recommended FY 20</b>	<b>Adopted FY 20</b>
	Beginning Fund Balance		\$ -	\$ -	\$ -
	<i>Revenues</i>				
15.3000.0203	Interest Earned	125	25	25	25
15.3000.0410	Accommodations Tax	43,272	42,500	42,500	42,500
	<b>TOTAL REVENUES</b>	<b>43,397</b>	<b>42,525</b>	<b>42,525</b>	<b>42,525</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>43,397</b>	<b>42,525</b>	<b>42,525</b>	<b>42,525</b>
	<i>Expenditures</i>				
15.4122.1001	Tourism Events	-	-	-	-
15.4122.1002	Advertising & Promotion	5,093	5,819	5,819	5,819
15.4700.1300	Transfer Out - Depot Fund	-	-	-	-
15.4700.1301	Transfer Out - General Fund	36,884	36,681	36,681	36,681
	<b>TOTAL EXPENDITURES</b>	<b>41,977</b>	<b>42,500</b>	<b>42,500</b>	<b>42,500</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 1,420</b>	<b>\$ 25</b>	<b>\$ 25</b>	<b>\$ 25</b>

# **STORMWATER UTILITIES FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
	<i>Revenues</i>				
62.3000.0400	Stormwater Fees	-	-	425,000	425,000
	<b>TOTAL REVENUES</b>	-	-	<b>425,000</b>	<b>425,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	-	-	<b>425,000</b>	<b>425,000</b>
	<i>Expenditures</i>				
62.4452.0204	Contractual Seervices - Engineering	-	-	20,000	20,000
62.4452.0208	Contractual Seervices - System Repair	-	-	133,410	133,410
62.4452.1300	Transfer to GF - Public Service	-	-	215,758	215,758
62.4452.1300	Transfer to GF- Community Developer	-	-	55,832	55,832
	<b>TOTAL EXPENDITURES</b>	-	-	<b>425,000</b>	<b>425,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# **VICTIMS ADVOCATE FUND**

Account No.	Classification of Expenditures	Audited FY 18	Budgeted FY 19	Recommended FY 20	Adopted FY 20
	Beginning Fund Balance	\$ (476)	\$ (8,000)	\$ (10,500)	\$ (10,500)
	<i>Revenues</i>				
17.3000.0502	Victim's Rights Revenues	13,978	18,500	7,500	7,500
17.3000.1201	Transfer In - GF	30,000	-	12,000	12,000
	<b>TOTAL REVENUES</b>	<b>43,978</b>	<b>18,500</b>	<b>19,500</b>	<b>19,500</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>43,502</b>	<b>10,500</b>	<b>9,000</b>	<b>9,000</b>
	<i>Expenditures</i>				
17.4312.0101	Salaries & Wages	35,789	-	-	-
17.4312.0102	Social Security / Medicare	2,605	-	-	-
17.4312.0103	State Retirement	4,892	-	-	-
17.4312.0105	Health Insurance	7,280	-	-	-
17.4312.0401	Professional Development	428	700	1,200	1,200
17.4312.0708	Supplies	60	250	250	250
17.4312.0709	Telephone	266	300	300	300
17.4312.0712	Computer Expense	-	-	-	-
17.4312.0713	Vehicle Expense	3,060	1,500	1,500	1,500
17.4312.0719	Fuel Expense	828	1,500	1,500	1,500
17.4312.1001	Court Expenses	-	6,000	4,000	4,000
	<b>TOTAL EXPENDITURES</b>	<b>55,208</b>	<b>10,250</b>	<b>8,750</b>	<b>8,750</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ (11,706)</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>

## Resiliency Budget

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Should the economy enter a recession, the Town will need to tighten its budget and curtail some secondary functions, but core functions will remain. A cooperative effort will have to be established between Departments in order to balance budget constraints. A recession would affect economic growth, employment, and financial stability for individuals, businesses and government alike. Revenue collections will be affected on the local, county and statewide levels.

Three phases have been developed should an ongoing decline of the economy happen. A small decline in the economy would be reflected in Phase I; Phase II would be a medium sized decline and Phase III would be a recession. Each department has estimated the impact of each phase and has developed the following plans to be implemented during each phase below:

### ***PHASE I - Revenue 3% Decrease / Expenditures 2% Decrease***

#### **Revenue**

During Phase I, a 3% decrease in revenue would be expected as residential and commercial growth is anticipated to slow down. This also results in a decrease in business license revenue. A small amount of unassigned fund balance is expected to be used to balance the budget.

#### **Administration Department**

The Administration Department would institute a hiring freeze. While the Administration staff is made up of only 7 employees, chances of employees seeking other employment is not probable, so other budget restraints will be more realistic. Personnel increases for all departments can be reduced down to a cost of living increase across the board to maximize the allowance to 1% instead of merits. The Town may realize more savings in personnel increases and benefits with the implementation of a hiring freeze and the vacancy of unfilled positions in other departments. Other budget restraints can be administered conservatively by reducing expenses in other line items such as codification, professional services, professional development, other meetings, building maintenance, advertising, miscellaneous expense, contingency and capital outlay. Conservative spending could result in an 8% budget reduction.

#### **Court Department**

The Municipal Court has a small operating budget. The Court staff is made up of only two full time employees, chances of employees seeking other employment is not probable, so other budget restraints will be more realistic. Other budget restraints can be administered conservatively by reducing expenses in other line items such as professional services, professional development, dues and subscriptions supplies and computer expense. Conservative spending could result in a 2% budget reduction.

#### **Community Development Department**

The Community Development Department would institute a hiring and vehicle freeze, while reducing the uniform, computer, and professional development budgets. This results in a 2% budget reduction, unless an employee leaves the organization.

#### **Fire Department**

The Fire Department would institute a hiring and vehicle freeze. The department would reduce overtime costs by decreasing the number of events in which standby crews (on overtime) participate and modifying our minimum daily staffing procedures. The department would also implement cuts to the professional development budget by reducing the number

of public fire education and CPR classes and limiting out of the area fire/rescue classes. Uniforms and computer line items could be reduced as well as attempting to reduce fuel costs by 5% by restricting travel. This results in an overall 1% budget reduction.

#### **Police Department**

A real concern with the public safety area is that a downturn in the economy will adversely affect our crime rate. The Police Department would anticipate a rise in property crimes to include thefts, shopliftings, and burglaries. This must be considered in all efforts to control budget issues.

The Police Department would reduce fuel consumption by 10%, overtime by 10% and expenditures in supplies by a minimum of 10%; this would result in an over budget reduction of 4%.

#### **Public Service Department**

The Public Service Department would institute a hiring and vehicle freeze, while reducing the park maintenance, field maintenance and professional development budgets. This results in a 1% budget reduction.

#### **Recreation Department**

The Recreation Department would institute a hiring freeze. While the Recreation full time staff is made up of 5 employees, we have several part-time employees for concession work. We would decrease our advertising promotion, select a different style of uniforms, cut technology budget, and the athletic equipment budget to save 2%.

### ***PHASE II - Revenue 11% Decrease / Expenditures 5% Decrease***

#### **Revenue**

As the market declines, Town residents will not spend as much money, businesses will start to close and building will decrease substantially. This affects property tax, business license, building permits, local option sales tax as well as other revenues as such a decrease of 11% is anticipated to occur. Also, unassigned fund balance will need to be used to balance the budget.

#### **Administration Department**

As in Phase I, the Administration Department would institute a hiring freeze and cut costs in overall operations. Personnel increases for all departments can be reduced down to a cost of living increase across the board to maximize the allowance to 1 % instead of merits. If the economy slows, Town projects will probably slow down, instituting a reduction in legal and professional services. As in Phase I, other budget restraints will be administered conservatively by reducing expenses in other line items such as codification, professional services, professional development, other meetings, building maintenance, advertising, miscellaneous expense, contingency and capital outlay. Expenses for professional development overnight stays would be limited. Essential training/meetings to keep up certifications would take priority. This leads to a cumulative 9% reduction.

#### **Court Department**

Phase II, would institute a hiring freeze and cut costs in overall operations. Overtime will be cut in half and professional services would decrease. If the economy slows, budget restraints will be administered a little more heavily. Essential training/meetings to keep up certifications would take priority. This leads to a cumulative 3% reduction.

### **Community Development Department**

The Community Development Department would be forced to lay off one position. Other budget conservation measures include reducing budget line items such as dues and subscriptions, fuel, vehicle, telephone, as well as further cuts to professional development and uniform. This leads to a cumulative 14% reduction.

### **Fire Department**

In Phase Two the department would forgo acceptance of the FEMA Assistance to firefighter grants for the breathing air compressor and bunker gear if awarded. Additional cuts to the professional development budget by eliminating free Public CPR and fire education classes and all out of the area fire/rescue classes. The department would consider laying off three positions, which would also reduce the uniform and professional development line items in addition the department would attempt to further reduce fuel costs by another 5% by eliminating un-necessary travel. This leads to a cumulative 10% reduction.

### **Police Department**

In Phase Two the department would implement policies to reduce fuel consumption by 25%; reduce administrative staff by one and restrict overtime to approved criminal investigations or emergency situations resulting in an overall budget reduction of 4%.

### **Public Service Department**

In Phase Two the Public Service department would have to lay off one of the four temporary employees. Other budget cuts include reducing landscaping supplies, Christmas light fixtures, telephone, vehicle, uniforms and fuel. This leads to a cumulative 4% reduction.

### **Recreation Department**

As in Phase I, the Recreation Department would institute a hiring freeze and layoff concession workers, decrease spending in tournaments, decrease officials per games, reduce spending on special events, vehicles, and supplies. Phase II results in a 14% cumulative decrease.

### **PHASE III – Revenue 24% Decrease / Expenditures 8% Decrease**

#### **Revenue**

If a recession should occur, Town residents will lose their jobs, homes will be foreclosed, building will cease and local businesses will close. As such the Town's property tax, business license, building permits, local option sales tax, recreation fees and other revenues are anticipated to see a 24% decrease. Based on the department's expected expenditure reductions, unassigned fund balance in the amount of 1.7 million will need to be used to balance the budget. Reducing unassigned fund balance to less than \$2.5 million is not recommended for sustainability.

#### **Administration Department**

Phase III will be a more challenging process in conservative spending than that of Phase I and II. Most training will be limited. There will be a freeze on any Personnel Increases. This results in a cumulative 15% budget reduction. As department's layoff employees, the Town's unemployment rates are anticipated to increase 67%.

#### **Court Department**

Phase III will be a more challenging process in conservative spending than that of Phase I and II. Should the economy enter a recession, most budgeted line items will be scrutinized to the fullest. Most training will be limited. There could be a potential for laying off one position in the department. This results in a cumulative 22.75% budget reduction.

### **Community Development Department**

Phase Three would see the layoff of a second position, along with further cuts to the line items listed in Phase Two. This results in a cumulative 29% budget reduction.

### **Fire Department**

In Phase Three the department would consider laying off an additional three positions, which again would reduce the uniform and professional development line items. Overtime would be kept to an absolute minimum as well as attempting to further reduce fuel costs by modifying our response matrix. This results in a cumulative 19% budget reduction

### **Police Department**

In Phase Three the Police Department would limit overtime to emergency situations; double up patrol officers when feasible; suspend personal use of vehicles to sworn staff, and suspend take home vehicles to any administrative staff. Also furlough two position. And would result in an overall 9% budget reduction.

### **Public Service Department**

Phase Three would include laying off all remaining temporary employees, Hwy 52 contract labor and further cuts to vehicle, uniform, and fuel budgets. This results in a cumulative 12%.

### **Recreation Department**

Phase III will be a more challenging process in conservative spending than that of Phase I and II. Layoff one position, cut professional development, camp supplies, telephone, vehicle expenses, retail swag, and fuel. Phase III would result in a cumulative savings of 16% of total budget