



# **TOWN OF MONCK'S CORNER**

## **Adopted Budget**

### **FY 2021 - 2022**

# TOWN OF MONCK'S CORNER SOUTH CAROLINA

GOVERNANCE

October 1, 2021 - September 30, 2022

## MAYOR

Michael A. Locklear

## MAYOR PRO TEM

David A. Dennis, Jr

## COUNCIL MEMBERS

Charlotte A. Cruppenink

DeWayne G. Kitts

James N. Law, Jr.

Latorie S. Lloyd

James B. Ware, III

## TOWN ADMINISTRATOR

Jeffrey Lord

## MANAGEMENT

Marilyn Baker, Administrative Services  
Director - Clerk to Council

Justine Lovell, Finance Director

Robert Gass, Fire Chief

Rebecca Ellison, Recreation Director

Logan Faulkner, Public Service Director

Ehrichs Ollic, Police Chief

Douglas Polen, Community Development Director

Robert Watson, Municipal Judge

Shaheena Bennett, Municipal Judge



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STATE OF SOUTH CAROLINA    )

COUNTY OF BERKELEY            )        **ORDINANCE 2021 -08**

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, 2021 And Ending September 30, 2022.**

**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 2021, to the last day of September 2022, 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 nine hundred forty thousand dollars (\$1,940,000) derived from the Local Option Sales Tax (LOST) Fund shall be distributed as follows: Nine Hundred, sixty-five thousand dollars (\$965,000) plus two hundred ten thousand, eight hundred sixty-one dollars (\$210,861) from prior year collections for a total of one million, one hundred seventy-five thousand, eight hundred sixty-one dollars (\$1,175,861) of Local Option Sales Tax will be used for property tax relief. Tax Credits are based on 0.000944 (ratio) as applied to the total appraised property values of one billion two hundred forty-five million five-hundred twenty-seven thousand three hundred eleven dollars (\$1,245,527,311). Nine hundred seventy-five thousand dollars (\$975,000) 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.  
Commercial roll cart fees will be set at \$19.61 per month.

**SECTION 6.**

Annual residential stormwater fees will be set at \$36.00 for all single-family residential units and all annual non-residential property fees will be set at \$36.00 per ERU for all other properties on the property tax bills.

**SECTION 7.**

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.

**SECTION 8.**

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 9.**

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


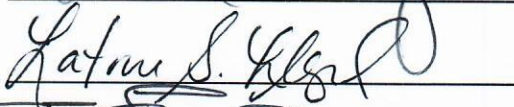

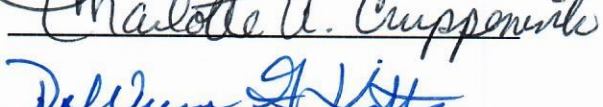
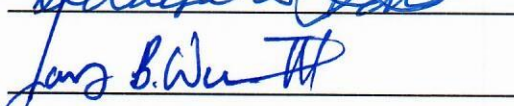

**APPROVED**, this 21st day of September 2021.

First Reading: August 17, 2021

Second Reading and  
Public Hearing: September 21, 2021

  
Michael Locklear, Mayor

Council:

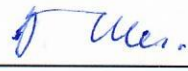
  
  
  
  
  


Ordinance No. 2021-08 Continued

Attest:

  
Marilyn Baker, Clerk to Council

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

  
John West, Town Attorney

## PUBLIC NOTICE

Pursuant to Section 6-1-80 of the SC Code of Laws, a Public Hearing on the proposed 2021 - 2022 fiscal year budget for the Town of Moncks Corner will be held on September 21, 2021 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.

### General Fund

Current FY Adopted Budgeted Revenue	Projected Revenue 2021 - 2022	Percentage Change in Revenue	Current Fiscal Year Millage
\$12,044,721	\$12,417,159	3.1%	67.1
Current FY Adopted Budgeted Expenditures	Projected Expenditures 2021 - 2022	Percentage Change in Expenditures	Estimated Millage for 20201-2022
\$12,044,721	\$14,151,802	17.5%	67.1

The millage for 2021 - 2022 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.

### Stormwater Enterprise Fund

Current Fiscal Year Budgeted Revenue	Projected Revenue 2021 - 2022	Percentage Change in Revenue
\$594,410	\$492,000	-17.2%
Current Fiscal Year Budgeted Expenditures	Projected Expenditures 2021 - 2022	Percentage Change in Expenditures
\$594,410	\$557,991	-6.1%

For additional information, please contact Justine Lovell, Finance Director at (843) 719-7911





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

### **FY 2021 - 2022 Budget**

August 4, 2021

Honorable Mayor and Council Members:

It is my pleasure to submit a balanced budget for the Town of Moncks Corner, covering fiscal year 2022. This is a performance based budget as implemented three 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, along with 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 businesses 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. To better communicate will promote a better understanding of the services provided and our efforts to meet those 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 and businesses to our Town.

### 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 with different or duplicative services such as: roads, animal control, stormwater, fire, and police protection. Therefore, the Town should communicate and work with our partners to promote the provision of

### Growth

Moncks Corner is a community that has grown significantly over the past year at 5.05%. 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 opportunities are developed. In the last year, the CPI increased 1.81% in Moncks Corner indicating the market's 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 2022 budget reflects revenue and other financing sources are projected to be \$12,417,159 which represents an increase of 3.09% over the adopted budget for FY 2021. The increase is from increases in Sanitation Fees, Traffic Fines and Local Options Sales Tax Revenue. Budget expenditures and other financing uses are expected to be \$14,151,802 which is a 17.49% increase from last fiscal year's adopted budget. The increase is primarily due to personnel, Miracle League and information technology updates with cameras, firewalls, and software upgrades.

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 2022 budget allows for a merit increase to reflect measured employee performance.

### General Fund Revenues

The primary increase in General Fund revenues for FY 2022 is due to the Local option sales tax revenue and relief. The Town's property tax collections, business license, permits, franchise fees, and changes in services are anticipated to increase 8.82%.

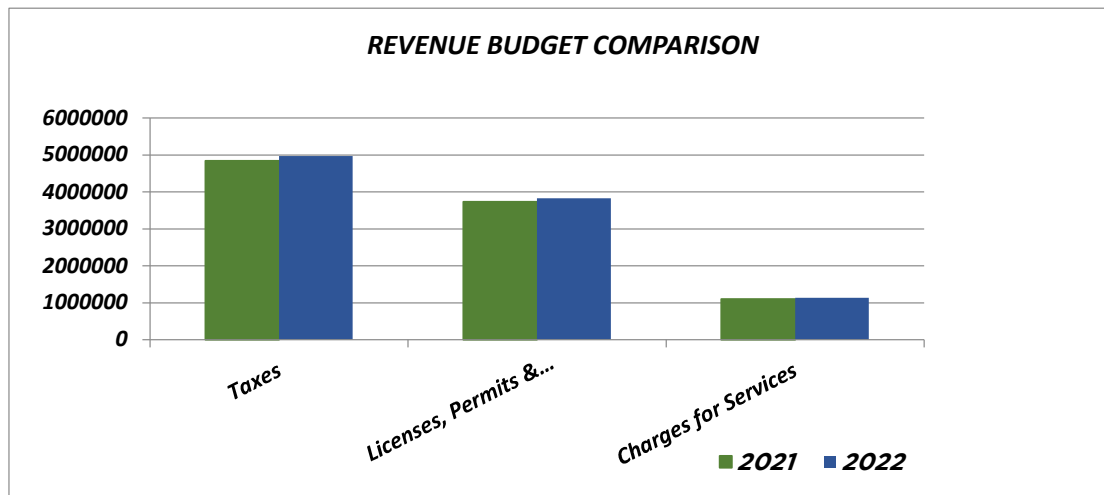
The following table depicts the Town's top three revenue sources:

History and Projection of Top Revenue Sources - General Fund					
	Audited			Budget	Adopted
Top Three Sources	2018	2019	2020	2021	2022
Taxes	3,823,796	4,202,566	4,702,693	4,846,396	4,974,423
Business License, permits and franchise fees	3,498,062	3,786,580	3,871,613	3,734,300	3,827,300
Charges for Services	1,072,349	1,051,803	956,006	1,097,500	1,138,000
<b>Total - Top 3 Sources</b>	<b>8,396,225</b>	<b>9,042,968</b>	<b>9,532,332</b>	<b>9,680,217</b>	<b>9,941,745</b>
% Increase	11.49%	7.70%	5.41%	1.55%	2.70%
<b>Other Sources</b>	<b>1,516,487</b>	<b>1,657,447</b>	<b>3,086,885</b>	<b>2,364,507</b>	<b>2,475,414</b>
<b>Total</b>	<b>\$9,912,712</b>	<b>\$10,700,415</b>	<b>\$12,619,217</b>	<b>\$12,044,724</b>	<b>\$12,417,159</b>
<b>Total General Fund Revenues</b>					
% from top three sources	85%	85%	76%	80%	80%
% from all other sources	15%	15%	24%	20%	20%

**Taxes** The Town's total tax revenue is projected to increase 2.64% from FY 2021. The increase is primarily due to an anticipated increase in the Town's property taxes as annexed areas have been included in the revenue base. The Town's operating tax millage for FY 2022 will remain the same as FY 2021 at 64.1 mills. The Town also anticipates an increase in Local Option Sales Tax Relief by 18.99% and the Local Option Sales Tax Revenue by 20.37%. This increase allows the Town to provide a larger property tax credit to local taxpayers. In FY 2022, the Town anticipates to distribute \$965,000 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 increase slightly at 2.5% from last fiscal year's budget. Business license fees are anticipated to remain the same as some businesses have faced financial hardship during the pandemic. Building permits and franchise fees are expected to increase from FY 2021. These increases are due to building construction and services provided in annexed areas.

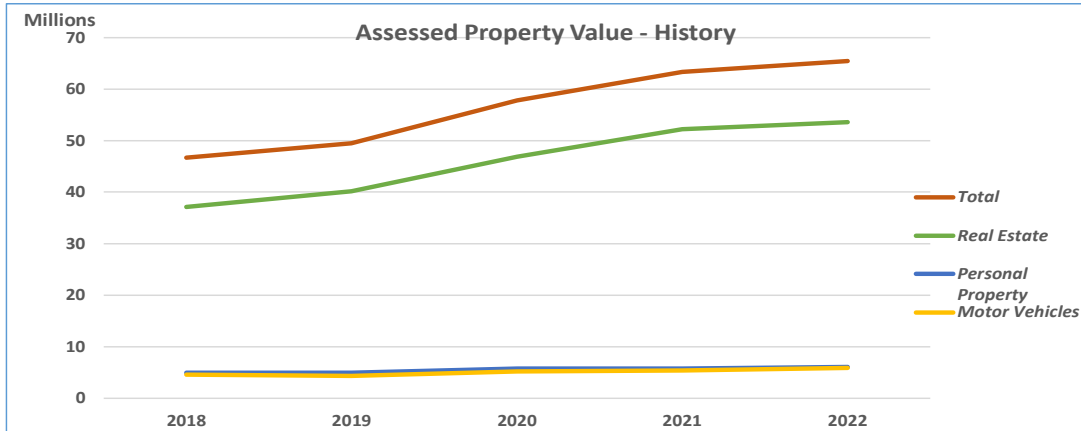
**Charges for Services** The Town's charges for services include: sanitation fees, recreation fees, facility rental fees, fire response and rescue fees. The Town anticipates a increase of 3.7% from last fiscal year's budget. The Town's top three revenue sources budget comparison is depicted below.



**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 40% of General Fund revenues. The Town's assessed value grew 9.61% with a value of a mill at \$65,483.70. Real property assessed value increased \$1,381,858 or 2.6%; personal property increased \$256,170 or 4.4%; and motor vehicles increased \$482,350 or 9% primarily 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
2018	37,143,680	4,967,060	4,583,710	46,694,450	10.58%
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%
2021	52,215,830	5,789,550	5,357,940	63,363,320	9.61%
2022	53,597,688	6,045,720	5,840,290	65,483,698	3.35%



### General Fund Expenditures

The General Fund's fiscal year 2022 department expenditures are projected at \$13,229,256 which is a 13.75% increase from FY 2021. Departments are minimizing expenditures in an effort to reserve funds during the economic uncertainty due to the pandemic. The largest portion of the General Fund's expenditures are personnel services at \$8,900,075 or 67.3% of total department expenditures. This is an increase of 17.8% from FY 2021 and is primarily due to the increase in wages to help with employee retention in public services, police, and fire. Operating expenses are projected to be \$2,776,371 or 21% of the overall department expenditures. This is a 13.6% increase from FY 2021. The General Fund expenditures budget comparison by categories is shown below.

### General Fund Expenditures - Budget Comparison by Categories

	FY 2021	FY 2022
<b>Personnel Services</b>	7,558,105	8,900,075
<b>Contractual Services</b>	570,700	614,826
<b>Operating</b>	2,445,061	2,776,371
<b>Grants</b>	315,465	-
<b>Capital Outlay</b>	336,553	533,250
<b>Debt Service</b>	270,784	263,734
<b>Other</b>	133,700	141,000
<b>Total Expenditures</b>	<b>\$ 11,630,368</b>	<b>\$ 13,229,256</b>

### Fund Balance

The Town's General Fund ending balance for fiscal year 2021 is projected to be \$5,784,583 which is 46.6% of the year's expenditures and other financing uses. As the chart indicates below, projected year end fund balance is anticipated to decrease in FY 2021 by about 5.36%. As such fund balance is needed to balance the FY 2022 budget. The trends in the General Fund ending balance through the upcoming year are shown below.

General Fund - Fund Balance Trends			
	Audited FY 2020	Projected FY 2021	Budget FY 2022
<b>Ending Fund Balance</b>	<b>\$5,707,209</b>	<b>\$5,784,583</b>	<b>\$4,049,940</b>
<b>Expenditures &amp; Uses</b>	<b>10,955,027</b>	<b>12,402,091</b>	<b>14,151,802</b>
<b>Fund Balance %</b>	<b>52.10%</b>	<b>46.64%</b>	<b>28.62%</b>



### ***Summary***

The Town of Moncks Corner's 2022 fiscal year budget is able to meet the needs of residents by providing services with an increase in 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

## 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 must 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, sanitation, storm water, fire, and police protection. Therefore, the Town should communicate and work with our partners to promote the provision of these services.

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# *Moncks Corner Town Council Goal Setting from Workshop*

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## **Must Do Items:**

### **1. Miracle League Field**

- All-inclusive playground
- Work towards closing the gap on the needed funding to complete the project
- Develop coordinated capital fundraising campaign that leverages allocated public dollars to secure private commitments
- Staff and Council to jointly administer/coordinate campaign
- Goal to complete necessary fundraising by the end of 2021; Target to complete project construction by the end of 2022

### **2. Increase Number of Sworn Law Enforcement Officers**

- Chief Rick Ollic provided a synopsis proposal for Council recommending the addition of 6 police officers to include equipment
- Council visions phasing in the additional patrol officers and equipment over several years starting with the October 2021 in the FY2022 budget year

### **3. Gym/Wellness Facility/Multi-Purpose**

- Schedule a vote of Council to establish priority/commitment to project
- Allocate funding in the October 2021 in the FY2022 budget year to engage design consultant to develop vision/rendering for the facility that includes public engagement/feedback
- Vision/rendering documents can then be utilized to secure future public/private funding and *possibly* be included in a municipal referendum

## **Should Do Items:**

### **4. Lacey Park/FEMA Lots**

- Staff develop a proposal that outlines the expansion of the existing tennis courts and development of a new passive park
- During the 2021/2022 budget year, engage consultant to seek public engagement to develop a vision/design
- Consider combination of visioning for gym/multipurpose facility
- Vision/rendering documents can then be utilized to secure future public/private funding and possibly be included in a municipal referendum

### **5. Create downtown façade improvement program**

- Several downtown buildings need updated awnings, colors, etc.
- Identify funding source and develop program parameters to facilitate program



## **6. Administration office space/Town Hall**

- Allocate funding in the 2021/2022 municipal budget to conduct space/use analysis to determine existing and anticipated future space needs
- Connects to the discussion of the Gym/Multi-Purpose space with the possible relocation of some staffing to this new space

## **7. Facilitate the attraction/prospect of unique dining experiences**

- Study/assess Town's existing incentives and review programs administered by other municipalities to entice unique dining experiences
- Determine if there is a possible avenue to allocate American Rescue Plan (ARP) funding
- Involve the Corner Renaissance; possible angle to upfit building for unique dining space

## **Could Do Items:**

### **8. Traffic concerns Main Street/SC Highway 6**

- Allocate funding in 2021/2022 budget to engage traffic consultant to complete traffic assessment in defined area
- Study signals, sequencing, traffic calming, etc.
- Final traffic document should include project solutions, phasing strategies and identify possible funding opportunities

### **9. Study needs for additional development incentives**

- Assess need for a market study to determine retail leakage for specific types of businesses
- Work with various partners (Retail Strategies, Corner Renaissance, etc.) to determine if incentives offer an opportunity to attract a diversification of business
- Study incentives offer by other municipalities (Ex. Hartsville)
- Determine if a defined investment area (downtown) is a requirement to receive incentive

### **10. Mayor/Council pay**

- Last pay increase 2017; At that time, Council chose not to implement full pay increase proposal
- As the Town is growing, demands on elected officials are increasing
- A pay increase would require 2 readings of an ordinance (could be included in the 2021/2022 budget ordinance) and cannot go into effective until after the November 2021 election

## **Other Items to Consider:**

### **1. Address litter issue, particularly along SC Hwy 52**

- Some of the problem associated with the location of the Berkley County landfill on SC Hwy 52
- Advocate for litter improvements with various partners (Berkley County, SCDOT, inmate program, tarp/cover programs, etc.)

- Consider allocating funds to seek solutions
- Improve Town communication specifically to those not engaged with the Town (no access to internet, social media, etc.)
- Allocated funding in the 2021/2022 budget to write and publish mailed monthly or quarterly paper newsletter
- Seek partnership opportunities to improve communication (Ex. MC Commission of Public Works (MCPW) billing)
- Move to electronic Council meeting packet
- Seek feedback from other municipalities as to how they electronically distribute Council meeting packet
- Develop project budget and allocate funding in 2021/2022 budget

## **2. Implement a more flexible beer/wine policy/ordinance for downtown outdoor events**

- As a component of the planned food truck events, Hometown Festival, etc.

## **3. Advocate for traffic improvement needs along SC Highway 52**

- Particularly at intersection of Cypress Gardens Road (increased retail development to include Publix)
- Ensure Moncks Corner voice heard in meeting with SCDOT and other stakeholders

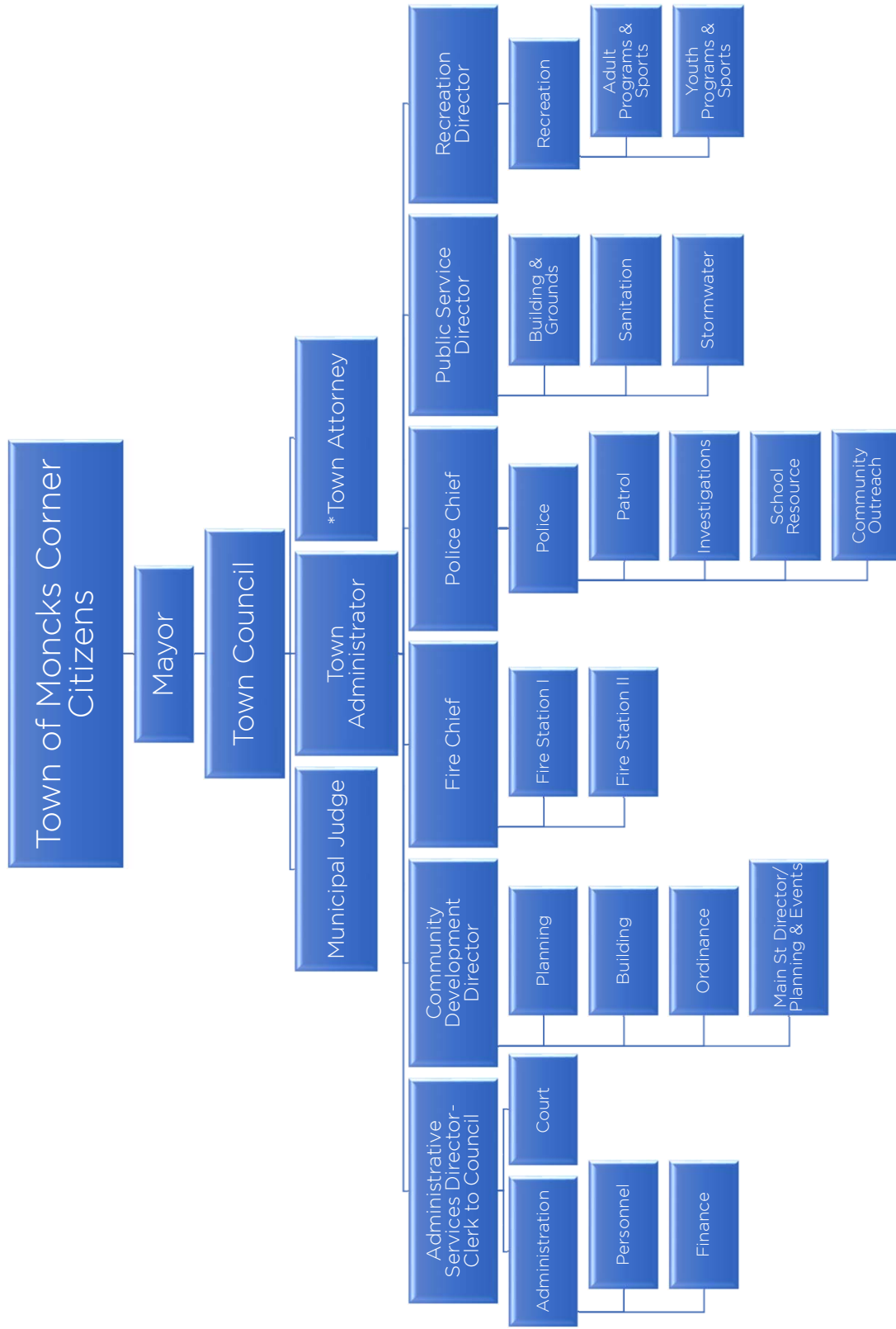
## **4. Conference space**

- Moncks Corner Train Depot limited as to flexibility
- Needed particularly in the downtown area; could add to support unique downtown dining experiences
- Parking likely a concern
- Include in with discussion of gym/multi-purpose space and Town Hall space analysis

## **5. Recruit downtown hotel**

- Connects to unique dining experience, conference space, etc.

# TOWN OF MONCK'S CORNER ORGANIZATIONAL CHART



\*Services contracted outside the organization

## Town of Moncks Corner

### Authorized Regular Full Time Positions

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.

Department - Function	FY18	FY19	FY20	FY21	FY22
Administration	6	6	6	6	7
Community Development	4	5	5	7	7
Court	2	2	2	2	2
Fire	14	22	20	27	27
Information Technology	0	0	0	1	1
Police	30	31	31	34	34
Police - SRO	4	4	5	6	6
Police - Traffic	1	1	1	1	1
Public Service- Building & Grounds	11	13	13	13	13
Public Service- Sanitation	0	0	7	10	10
Public Service- Storm Water	0	0	3	3	3
Recreation	3	5	7	7	7
<b>Total Full Time Positions</b>	<b>75</b>	<b>89</b>	<b>100</b>	<b>117</b>	<b>118</b>



# Town of Moncks Corner

## FOIA Salary Disclosure

The following compensation disclosures are made per Section 30-4-40 (a) (6)

<i><b>Department</b></i>	<i><b>Position</b></i>	<i><b>Number</b></i>	<i><b>Range</b></i>	<i><b>Actual</b></i>
Administration	Mayor	1		\$ 29,646
	Councilmember	6		\$ 9,689
	Town Administrator	1		\$ 144,724
	Administrative Services Director - Clerk to Council	1		\$ 96,015
	Finance Director	1		\$ 81,375
	Accounts Payable Clerk	1	\$ 43,000 - \$ 45,000	
	Administrative Coordinator	1	\$ 43,000 - \$ 47,000	
	Administrative Assistant	1	\$ 31,000 - \$ 35,000	
	Administrative Support Specialist	1	\$ 30,000 - \$ 34,000	
Community Development	Community Development Director	1		\$ 85,078
	Deputy Building Official	1		\$ 58,629
	Building Official / Fire Marshal	1	\$ 5,500 - \$ 9,500	
	Main Street Director, PIO	1		\$ 51,370
	Building Inspector	2	\$ 41,000 - \$ 45,000	
	Permitting Technician	1	\$ 34,000 - \$ 38,000	
Court	Municipal Court Judge	2	\$ 40,000 - \$ 44,000	
	Clerk of Court	1		\$ 58,804
	Court Clerk	1	\$ 27,000 - \$ 31,000	
Fire	Fire Chief	1		\$ 75,336
	Battalion Chief	1		\$ 71,313
	Battalion Chief	1		\$ 64,938
	Captain	3		\$ 51,773
	Captain	1		\$ 53,377
	Captain	1		\$ 51,769
	Captain	1		\$ 51,269
	Engineer	6	\$ 36,000 - \$ 40,000	
	Firefighter 2 / EMT 2	3	\$ 32,000 - \$ 36,000	
Info Technology	Firefighter 2	9	\$ 31,000 - \$ 35,000	
	Information Technology Manager	1		\$ 78,750
Police	Police Chief	1		\$ 109,448
	Captain	1		\$ 70,825
	Lieutenant	1		\$ 63,149
	Lieutenant	1		\$ 55,868
	Lieutenant	1		\$ 54,001
	Sergeant	3	\$ 46,000 - \$ 50,000	
	Corporal	2	\$ 43,000 - \$ 47,000	
	Corporal	3	\$ 38,000 - \$ 42,000	
	Officer - Certified	7	\$ 38,000 - \$ 42,000	
	Officer - Certified	7	\$ 34,000 - \$ 38,000	
	Officer - Uncertified	2	\$ 34,000 - \$ 38,000	
	Accreditation Manager	1	\$ 35,000 - \$ 39,000	
	Assistant to Chief of Police	1	\$ 36,000 - \$ 40,000	
	Administrative Assistant	1	\$ 34,000 - \$ 38,000	
	Clerk	1	\$ 20,000 - \$ 24,000	
	Victims Advocate	1	\$ 40,000 - \$ 44,000	
Public Service	Public Service Director	1		\$ 79,997
	Sanitation Supervisor	1		\$ 52,418
	Maintenance / Facilities Manager	1		\$ 50,346
	Stormwater Supervisor	1		\$ 45,423
	Maintenance Foreman - Roadside	1	\$ 35,000 - \$ 39,000	
	Sanitation Operator II	3	\$ 36,000 - \$ 40,000	
	Equipment Operator II	2	\$ 30,000 - \$ 34,000	
	Equipment Operator II	4	\$ 29,000 - \$ 33,000	
	Equipment Operator I	4	\$ 24,000 - \$ 28,000	
	Refuse Collector	6	\$ 28,000 - \$ 32,000	
	Grounds Technician	1	\$ 3,000 - \$ 7,000	
	Custodian	1	\$ 23,500 - \$ 27,500	
Recreation	Recreation Director	1		\$ 73,543
	Athletic Coordinator	1	\$ 38,000 - \$ 40,000	
	Athletic Director	1	\$ 45,000 - \$ 49,000	
	Deputy Recreation Director	1		\$ 58,760
	Equipment Operator II	2	\$ 28,000 - \$ 32,000	
	Recreation Coordinator	3	\$ 3,800 - \$ 4,200	
	Grounds Technician	1	\$ 3,000 - \$ 7,000	
	Concession Stand Supervisor	1	\$ 25,000 - \$ 29,000	
	Concession Stand Attendant	7	\$ 2,800 - \$ 3,200	
<b>Total (minus Council)</b>		<b>124</b>		

## TOWN OF MONCKS CORNER

### Description of Budgeted Funds

Annual budgets are adopted each fiscal year for the funds described below. The Town's budgeted funds include six governmental funds and one proprietary fund. Governmental funds are budgeted and accounted for using the modified accrual basis of accounting. In which, revenues are recognized when they become available and measurable and with a few exceptions, expenditures are recorded when liabilities are incurred. Proprietary funds are budgeted and accounted for using the accrual basis of accounting. In which, revenues are recognized when earned and expenses are recorded when the liability is incurred.

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

##### **General Fund - Fund 10**

is the general operating fund of the Town. It accounts for all financial resources except those required to be accounted for in another fund. All departmental expenditures are recorded in this fund.

##### **SC State Accommodations Tax Fund- Fund 15**

is a *Special Revenue* fund that accounts for the 2% A-Tax collected from the State and distributed to the municipality. The first \$25,000 and 5% of the balance is transferred to the General Fund for operating purposes. The remainder must be used for tourism related activities. The Town allocates 65% to Events & Marketing for tourism events and 35% for advertising and promotion.

##### **Victim's Advocate Fund - Fund 17**

is a *Special Revenue* fund that 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.

##### **Bond Sinking Fund - Fund 80**

is a *Debt Service* fund that records the tax revenues from the imposed debt millage for the Town's General Obligation bond payments.

**Local Tax Fund - Fund 81** is a *Special Revenue* fund that records the 2% hospitality tax revenues in which a portion is restricted for the revenue debt service payments. The fund also records the 1% local accommodations tax revenues.

##### **Abatements & Improvements Fund - Fund 82**

is a *Special Revenue* fund that records approved Council allocations of excess General Fund revenues to be used for Town improvements and abatements.

##### **Community Recreation Complex Fund - Fund 83**

is a *Debt Service* fund that records transfers from the Local Tax Fund for the Revenue Bond payments. The original bond was issued in 2010 in the amount of \$6,925,000 for the land and construction of the Moncks Corner Recreation Complex. In 2019 the Bond issue was refinanced in the amount of \$5,644,000.

**Capital Improvements Fund - Fund 84** is a *Capital Projects* fund that records transfers from other funds to be used for capital projects.

#### **Proprietary Funds**

##### **Stormwater Utilities Fund - Fund 62**

is an *Enterprise* fund that accounts for the stormwater fees imposed on tax payers on their tax bill; and stormwater permit fees collected by the Town. Transfers are made to the General Fund for personnel and other expenditures that are not recorded in the Stormwater Fund.

**STATEMENT OF ACTIVITIES - GENERAL FUND (modified accrual)**  
**BUDGET FISCAL YEAR 2022**

FUNCTIONS / PROGRAMS		PROGRAM REVENUES			NET (EXPENSE)
		Charges For	Operating	Capital	REVENUE AND
	Expenses	Services	Grants And	Contributions	CHANGES IN
PRIMARY GOVERNMENT					FUND BALANCE
					Governmental
Governmental Activities:					Activities
Administration	1,848,226	2,436,000			587,774
Community Development	729,524	594,300			(135,224)
Court	267,544				(267,544)
Fire Department	2,260,645	15,000	352,299	-	(1,893,346)
Fire Fema Departmnet	348,432				(348,432)
Info Tech Department	535,231				(535,231)
Police Department	3,134,501	103,500	45,000		(2,986,001)
Police - SRO	417,579		332,835		(84,744)
Police - Traffic	103,656		98,462		(5,194)
Public Service - Building & Grounds	1,384,051				(1,384,051)
Public Service - Sanitation	864,418	781,000			(83,418)
Public Service - Stormwater	352,991				(352,991)
Recreation	982,458	334,500	85,500		(562,458)
Transfers Out	922,546				(922,546)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 14,151,802</b>	<b>\$ 4,264,300</b>	<b>\$ 914,096</b>	<b>\$ -</b>	<b>\$ (8,973,406)</b>
General Revenues:					
Taxes:					
					2,924,949
Property Taxes Levied for General Purposes					1,940,000
Local Option Sales Taxes					65,900
Homestead Reimbursement					43,574
Inventory Tax					18,000
Alcohol Permit Taxes					779,000
Franchise Fees					186,949
Intergovernmental					95,100
Miscellaneous					10,000
Sale of Equipment					1,175,291
Transfers In					<b>7,238,763</b>
Total General Revenues					
<b>CHANGE IN FUND BALANCE</b>					<b>(1,734,643)</b>
Beginning Fund Balance					5,784,583
<b>Ending Fund Balance</b>					<b>\$ 4,049,940</b>

**GENERAL FUND FY 2022 DISCRETIONAL BUDGET ITEMS**

Discretionary Budget Items				
<b>GENERAL FUND</b>	Operating	Capital	Other	Total
<b>Administration Department</b>				
% Merit Increases for all department	101,564			101,564
401k Match	82,747			82,747
Worker's Compensation	67,620			67,620
Physical Exam	100			100
Audit	2,000			2,000
Codification	3,600			3,600
Professional Services	750			750
Dues and Subscriptions	255			255
Fuel	1,200			1,200
GIS Consortium	166			166
Liability Insurance	108,600			108,600
Printing	100			100
Solid Waste Fees	255			255
Miscellaneous	500			500
Supplies	3,000			3,000
Telephone	2,250			2,250
Vehicle	600			600
<b>Community Development Department</b>				
Professional Services - Comp Plan Phase I (BCDCOG)	50,000			50,000
Professional Development - add'l training needed for stormwater	3,000			3,000
Supplies	1,000			1,000
Fuel with purchase of 2 additional vehicles	3,200			3,200
Ford Ranger - small truck for building inspector with striping and lights		26,000		26,000
Professional Services for Main St	3,800			3,800
Supplies for Main St	3,500			3,500
<b>Fire Department</b>				
Physical Exams / vaccines	1,276			1,276
Contractual Services	1,500			1,500
Professional Development EMT class for 6 new employees through FEMA grant	17,050			17,050
Dues / Subscriptions	310			310
Equipment Maintenance	32,200			32,200
Leased Equipment - F550 w/UHP FF system & 350 gal water tank	12,000			12,000
Vehicle	7,000			7,000
Uniform (contingent on hiring six firefighters)	700			700
AFG FEMA Grant - Structural Fire Turnouts and Mult threat Vests	120,000			120,000
Public Education and Fire Prevention	5,200			5,200
<b>Info Tech Department</b>				
Contractual Services	3,000			3,000
Computer Expenses for all departments - see breakout detail	322,508			322,508
Dues / Subscriptions	2,000			2,000
Fuel	2,400			2,400
Professional Development	3,100			3,100
Supplies	600			600
Telephone	445			445
Vehicle	500			500
Small Tools	500			500
Ford Ranger - small truck with decals		30,000		30,000
Door Access control replacement for five doors		3,000		3,000
Incode to Reportbeam project		10,000		10,000
New time clock system for all departments		10,000		10,000
New firewalls upgrade for four locations		18,000		18,000
Inner GPS Town wide		5,750		5,750



## Discretionary Budget Items Continued

## GENERAL FUND continued

	Operating	Capital	Other	Total
<b>Police Department</b>				
Personnel - Three Certified Patrol Officers Grade N-106 includes benefits	170,987			170,987
Equipment & Maintenance	9,430			9,430
Legal Services	6,000			6,000
Capital - Six Marked Replacement Vehicles w/ equipment		343,000		343,000
<b>Public Service Department- Building &amp; Grounds</b>				
Contract Labor	35,276			35,276
Miscellaneous - Christmas Lights	1,000			1,000
Office Supplies	400			400
Park Maintenance	2,000			2,000
Capital - 72" Lawn Mower diesel		19,500		19,500
Capital - Landscape Truck		55,000		55,000
<b>Public Service Department - Sanitation</b>				
Advertising	600			600
Equipment & Maintenance (trash cans for growth)	23,000			23,000
Small Tools / Equipment	3,000			3,000
Vehicle	16,000			16,000
FY 21 Sanitation Truck Lease	74,000			74,000
<b>Public Service Department - Stormwater</b>				
Supplies	100			100
Capital - Vac Trailer		65,000		65,000
Capital - Dump Truck		95,000		95,000
<b>Recreation Department</b>				
Franchise Fees	100			100
Fuel	300			300
Miscellaneous	600			600
Utilities	1,000			1,000
Vehicle	300			300
<b>Total</b>	<b>\$ 1,316,189</b>	<b>\$ 680,250</b>	<b>\$ -</b>	<b>\$ 1,996,439</b>

## GENERAL FUND FY 2022 DISCRETIONAL NON-BUDGET ITEMS

## Discretionary Non-Budget Items

## GENERAL FUND

	Operating	Capital	Other	Total
<b>Community Development</b>				
Ford Escape with decals		30,000		30,000
<b>Fire</b>				
F550 w/UHP FF system & 350gal water tank		375,000		375,000
<b>Info Tech</b>				
Policeinar Video System (30 vehicles)		400,000		400,000
LPR System (12 Hwy Cameras)		100,000		100,000
Access control Squad room door		1,200		1,200
New DVR for the recreation Surveillance		1,300		1,300
New surveillance cameras for Admin		6,500		6,500
<b>Police</b>				
Six body Cameras	6,000			6,000
Six body Cameras for the new officers	9,000			9,000
Traffic Camera (RC Dennis & 52)	3,000			3,000
Traffic Camera (Perry Hill Rd & 17A)	3,000			3,000
Uniforms	8,000			8,000
Personnel - Three Certified Patrol Officers Grade N-106 includes benefits	170,987			170,987
Capital - Three marked police Vehicles including equipment for officer		147,000		147,000
<b>Public Service</b>				
Capital - Light Tower		10,000		10,000
Capital - Gator		9,000		9,000
Capital - Pressure washer with heat		7,800		7,800
Capital - Generator for Public Service Building		46,000		46,000
Capital - Shed for equipment (for building and grounds)		35,000		35,000
Capital - Shed (stormwater)		35,000		35,000
Capital - Shed (Sanitation)		35,000		35,000
Capital - Trailer 20 ton		21,000		21,000
<b>Total</b>	<b>\$ 199,987</b>	<b>\$ 1,229,800</b>	<b>\$ -</b>	<b>\$ 1,429,787</b>

**OTHER FUNDS FY 2022 DISCRETIONAL BUDGET ITEMS**

Discretionary Budget Items

**ABATEMENT FUND**

*Improvements*

Cross walks, Sidewalks, and Corner improvements

Miracle League

Parks and Recreation Study

	Operating	Capital	Other	Total
			125,000	125,000
			728,546	728,546
			69,000	69,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 922,546</b>	<b>\$ 922,546</b>

Discretionary Budget Items

**LOCAL TAX FUND**

*Transfer to General Fund*

	Operating	Capital	Other	Total
	790,000			790,000
<b>Total</b>	<b>\$ 790,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 790,000</b>

Discretionary Budget Items

**SC STATE ACCOMODATIONS TAX FUND**

*Advertising & Promotion - Chamber of Commerce*

	Operating	Capital	Other	Total
	6,000			6,000
<b>Total</b>	<b>\$ 6,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>

Discretionary Budget Items

**STORMWATER FUND**

Contractual Services - Engineering

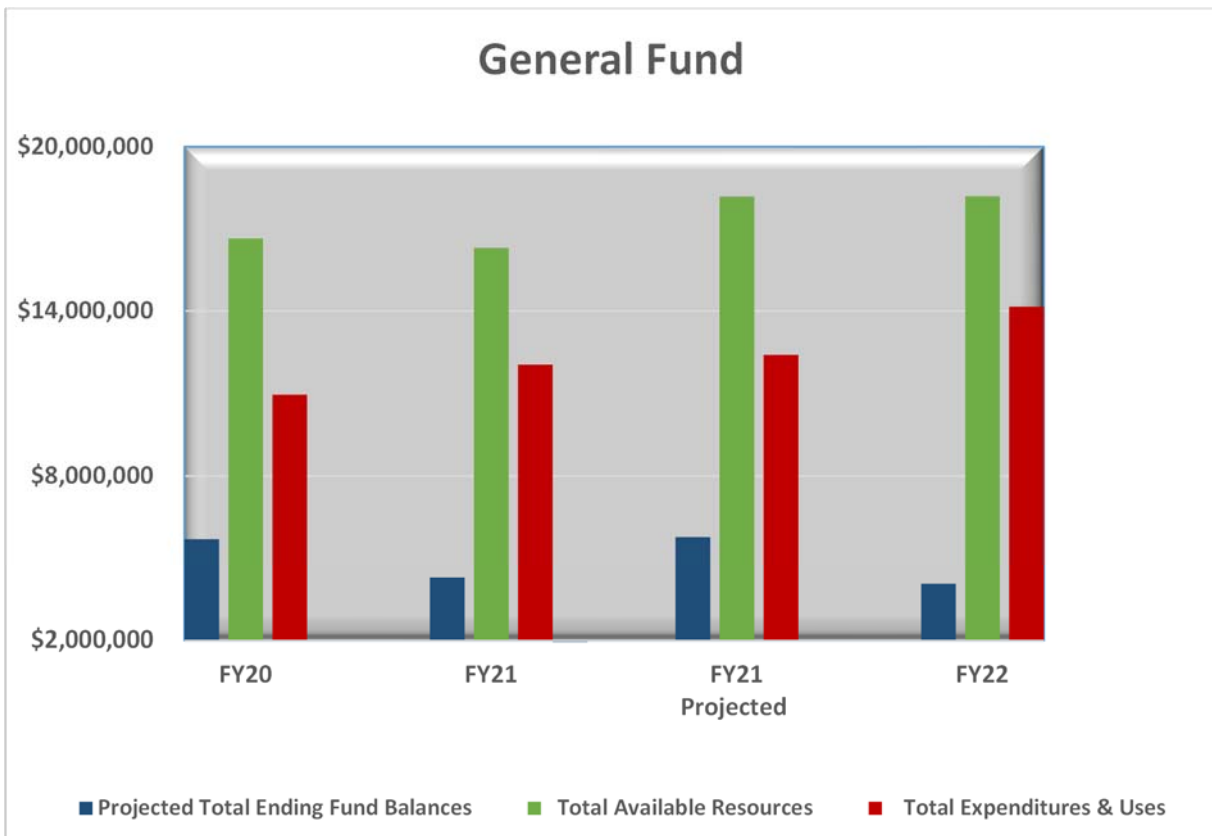
Contractual Services - System Repair

Transfer to General Fund - Public Service

	Operating	Capital	Other	Total
			130,000	130,000
			75,000	75,000
			352,991	352,991
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 557,991</b>	<b>\$ 557,991</b>

**Town of Moncks Corner**  
**General Fund - Overview of Changes in Fund Balance**  
**Requested Budget FY 2022**

	Actual FY20	Budgeted FY21	Projected FY21 Projected	Adopted Budget FY22
<b>Projected Beginning Fund Balances</b>	<b>\$ 4,703,055</b>	<b>\$ 4,275,469</b>	<b>\$ 5,707,209</b>	<b>\$ 5,784,583</b>
Revenues	10,337,781	10,865,030	11,299,774	11,231,868
Other Financing Sources (OFS)	1,621,400	1,179,691	1,179,691	1,185,291
	11,959,181	12,044,721	12,479,465	12,417,159
<b>Total Available Resources</b>	<b>16,662,236</b>	<b>16,320,190</b>	<b>18,186,674</b>	<b>18,201,742</b>
Expenditures	10,393,077	11,630,368	11,835,931	13,229,256
Other Financing Uses (OFU)	561,950	414,353	566,160	922,546
<b>Total Expenditures &amp; Uses</b>	<b>10,955,027</b>	<b>12,044,721</b>	<b>12,402,091</b>	<b>14,151,802</b>
<b>Projected Total Ending Fund Balances</b>	<b>\$ 5,707,209</b>	<b>\$ 4,275,469</b>	<b>\$ 5,784,583</b>	<b>\$ 4,049,940</b>
Projected Total Ending Fund Balances as a percent of Expenditures and Other Financing Uses	52.10%	35.50%	46.64%	28.62%



## Town of Moncks Corner General Fund - Overview of Projected Revenues

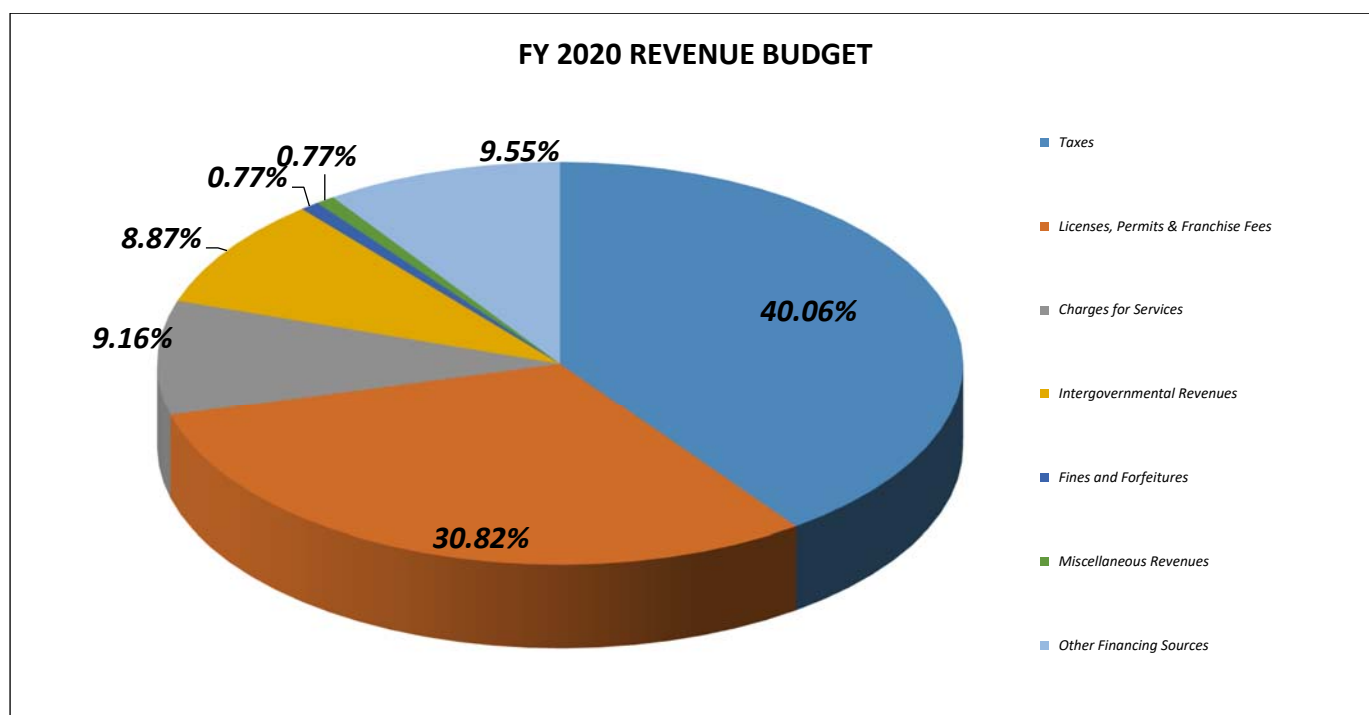
### ***Projected Revenues***

Taxes	\$ 4,974,423	40.06%
Licenses, Permits & Franchise Fees	3,827,300	30.82%
Charges for Services	1,138,000	9.16%
Intergovernmental Revenues	1,101,045	8.87%
Fines and Forfeitures	96,000	0.77%
Miscellaneous Revenues	95,100	0.77%
Other Financing Sources	1,185,291	9.55%
<b>Total projected revenues and other sources</b>	<b>12,417,159</b>	<b>100.00%</b>

### ***Projected beginning fund balance***

**Total projected available resources**

<b>5,784,583</b>
<b>\$ 18,201,742</b>



Town of Moncks Corner

Detail of Projected Revenues - General Fund

Description	FY 18 Actual Audited	FY 19 Actual Audited	FY 20 Actual Audited	FY 21 Budget	FY 22 Projected Budget	Increase (Decrease) Over FY20 Budget	
						Amount	As a %
Current Taxes	2,270,526	2,459,370	2,803,556	3,035,422	2,844,449	(190,973)	-6.23%
Current Tax Penalties	4,667	3,976	11,459	5,000	5,000	-	0.00%
Prior Year Taxes	68,899	98,586	70,142	65,500	65,500	-	0.00%
Prior Year Tax Penalties	11,040	11,332	12,095	10,000	10,000	-	0.00%
Local Option Sales Tax Revenues	685,755	702,842	826,266	810,000	975,000	165,000	20.37%
Local Option Sales Tax Relief	678,159	818,115	865,391	811,000	965,000	154,000	18.99%
Federal Housing in Lieu	-	834	4,339	-	-	-	0.00%
Homestead Reimbursement	61,176	63,937	65,871	65,900	65,900	-	0.00%
Inventory Tax	43,574	43,574	43,574	43,574	43,574	-	0.00%
<b>Tax Revenue</b>	<b>\$ 3,823,796</b>	<b>\$ 4,202,566</b>	<b>\$ 4,702,693</b>	<b>\$ 4,846,396</b>	<b>\$ 4,974,423</b>	<b>\$ 128,027</b>	<b>2.64%</b>
Business License	2,055,861	2,429,512	2,571,153	2,330,000	2,410,000	80,000	3.43%
Business License Penalty	34,721	29,690	29,539	25,000	26,000	1,000	4.00%
Building Permits	433,332	364,547	341,419	390,000	400,000	10,000	2.56%
Miscellaneous Permits	290	430	450	300	300	-	0.00%
Plan Review Receipts	196,004	158,807	142,455	185,000	185,000	-	0.00%
Inspection Fee Receipts	10,524	7,200	10,190	6,000	8,000	2,000	33.33%
Zoning Receipts	2,250	3,600	1,660	1,000	1,000	-	0.00%
Alcohol Permits	16,650	19,650	13,650	18,000	18,000	-	0.00%
Santee Cooper Franchise	335,422	322,554	301,455	325,000	325,000	-	0.00%
Berkeley Electric Co-op	315,322	344,822	355,477	345,000	345,000	-	0.00%
Berkeley Cable Franchise	78,593	79,177	75,689	80,000	80,000	-	0.00%
Dominion Energy Franchise	19,093	26,591	28,476	29,000	29,000	-	0.00%
<b>Licenses, Permits and Franchise Fees</b>	<b>\$ 3,498,062</b>	<b>\$ 3,786,580</b>	<b>\$ 3,871,613</b>	<b>\$ 3,734,300</b>	<b>\$ 3,827,300</b>	<b>\$ 93,000</b>	<b>2.49%</b>
Aid to Subdivisions	178,099	182,501	186,949	186,949	186,949	-	0.00%
Berkeley County SRO Grant	201,237	201,237	207,065	284,276	284,276	-	0.00%
SC Dept. of Education SRO Grant	-	-	24,280	48,559	48,559	-	0.00%
PD Athletic Events / BC Schools	32,691	54,941	26,166	45,000	45,000	-	0.00%
FEMA GRANT	-	-	-	238,299	238,299	-	0.00%
FEMA Grant Firefighter equipment	-	-	-	-	114,000	114,000	0.00%
DOJ	-	-	1,036	-	-	-	0.00%
Google Grant	-	-	15,000	-	-	-	0.00%
Firehouse Sub Public Safety	-	-	3,957	-	-	-	0.00%
Traffic Grant - Highway Safety	112,067	74,427	74,160	173,154	98,462	(74,692)	-43.14%
Recreation Grants-Net Generation/AgSouth	-	900	500	500	500	-	0.00%
A-Tax Grant	-	-	-	85,000	85,000	-	0.00%
<b>Intergovernmental Revenues</b>	<b>\$ 524,094</b>	<b>\$ 514,006</b>	<b>\$ 539,113</b>	<b>\$ 1,061,737</b>	<b>\$ 1,101,045</b>	<b>\$ 39,308</b>	<b>3.70%</b>

Town of Moncks Corner

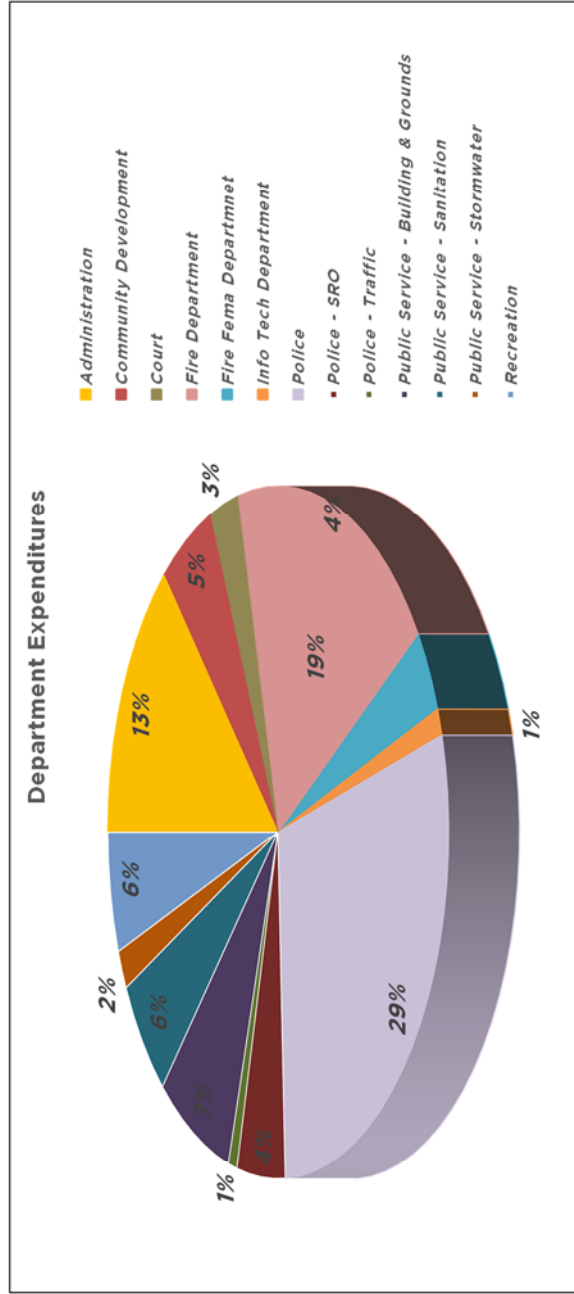
Detail of Projected Revenues - General Fund

Description	FY 18 Actual Audited	FY 19 Actual Audited	FY 20 Actual Audited	FY 21 Budget	FY 22 Projected Budget	Increase (Decrease) Over FY20 Budget	
						Amount	As a %
Sanitation Fees	729,067	645,711	751,926	735,000	775,000	40,000	5.44%
Roll Cart Fees	14,665	11,130	8,400	5,500	6,000	500	9.09%
Recreation Fees	57,768	93,622	43,874	68,000	68,000	-	0.00%
Sponsorships	25,177	27,300	17,375	22,000	22,000	-	0.00%
Concession Receipts	100,732	122,430	39,018	100,000	100,000	-	0.00%
Class / Camp Receipts	12,395	15,052	3,895	12,000	12,000	-	0.00%
Facilities Rental	30,075	35,030	21,625	30,000	30,000	-	0.00%
Police Summer Camp	9,754	7,309	-	7,500	7,500	-	0.00%
Vendor / Entry Fees	6,959	7,423	3,353	7,500	7,500	-	0.00%
Retail Sales	5,450	5,060	3,468	5,000	5,000	-	0.00%
Admissions	30,207	37,662	16,517	40,000	40,000	-	0.00%
Special Event Receipts	50,100	44,074	36,115	50,000	50,000	-	0.00%
Fire Response & Rescue Fees	-	-	10,441	15,000	15,000	-	0.00%
Fire Station Rental Fees	-	-	-	-	-	-	0.00%
<b>Charges for Services</b>	<b>\$ 1,072,349</b>	<b>\$ 1,051,803</b>	<b>\$ 956,006</b>	<b>\$ 1,097,500</b>	<b>\$ 1,138,000</b>	<b>\$ 40,500</b>	<b>3.69%</b>
Criminal & Traffic Fines	80,767	38,986	53,151	40,000	96,000	56,000	140.00%
<b>Fines and Forfeitures</b>	<b>\$ 80,767</b>	<b>\$ 38,986</b>	<b>\$ 53,151</b>	<b>\$ 40,000</b>	<b>\$ 96,000</b>	<b>\$ 56,000</b>	<b>140.00%</b>
Interest Earned	9,943	13,808	20,946	10,000	20,000	10,000	100.00%
Sale of Documents	24	23	25	100	100	-	0.00%
Miscellaneous Income	11,055	22,231	25,420	15,000	15,000	-	0.00%
FEMA Disaster Receipts	200,083	56,085	111,129	30,000	30,000	-	0.00%
Insurance Receipts	70,985	53,748	46,506	25,000	25,000	-	0.00%
Donations	3,826	102	1,825	-	-	-	0.00%
Donations - Community Outreach	1,350	400	-	5,000	5,000	-	0.00%
Donations - Police Discretionary	3,469	525	1,750	-	-	-	0.00%
Fire Discretionary	150	20	40	-	-	-	0.00%
<b>Miscellaneous Revenues</b>	<b>\$ 300,885</b>	<b>\$ 146,942</b>	<b>\$ 207,642</b>	<b>\$ 85,100</b>	<b>\$ 95,100</b>	<b>\$ 10,000</b>	<b>11.75%</b>
Sale of Equipment	27,580	17,187	14,115	10,000	10,000	-	0.00%
Transfer in - Local Tax Fund	136,000	400,000	1,335,200	850,000	790,000	(60,000)	0.00%
Transfer in - Other Funds	28,680	-	-	-	-	-	0.00%
Transfer in - SC Accommodations Tax	36,884	58,950	35,095	32,300	32,300	-	0.00%
Transfer in - Stormwater Fund - Public Serv	-	-	271,590	287,391	352,991	65,600	0.00%
Transfer in - Stormwater Fund - Comm Dev	-	-	-	-	-	-	0.00%
Bond / Loan Proceeds	383,615	483,395	633,000	-	-	-	0.00%
<b>Other Financing Sources</b>	<b>\$ 612,759</b>	<b>\$ 959,532</b>	<b>\$ 2,289,000</b>	<b>\$ 1,179,691</b>	<b>\$ 1,185,291</b>	<b>\$ 5,600</b>	<b>0.47%</b>
<b>TOTAL REVENUES</b>	<b>\$ 9,912,712</b>	<b>\$ 10,700,415</b>	<b>\$ 12,619,217</b>	<b>\$ 12,044,724</b>	<b>\$ 12,417,159</b>	<b>\$ 372,435</b>	<b>3.09%</b>



**Town of Moncks Corner**  
**Detail of Expenditures General Fund by Department and Category**  
**Budget - FY22**

Department	Personnel Services	Contractual Services	Operating	Grants	Capital Outlay	Debt Service	Other	Totals
Administration	1,184,581	124,100	539,545	-	-	-	-	1,848,226
Community Development	457,824	50,000	54,700	-	26,000	-	141,000	729,524
Court	246,644	12,500	8,400	-	-	-	-	267,544
Fire Department	1,698,941	142,500	363,270	-	-	55,934	-	2,260,645
Fire Fema Department	348,432	-	-	-	-	-	-	348,432
Info Tech Department	112,086	3,000	343,395	-	76,750	-	-	535,231
Police	2,565,146	36,000	337,355	-	196,000	-	-	3,134,501
Police - SRO	406,579	-	11,000	-	-	-	-	417,579
Police - Traffic	74,266	-	29,390	-	-	-	-	103,656
Public Service - Building & Grounds	638,221	105,830	565,500	-	74,500	-	-	1,384,051
Public Service - Sanitation	506,618	-	150,000	-	-	207,800	-	864,418
Public Service - Stormwater	161,391	-	31,600	-	160,000	-	-	352,991
Recreation	499,346	140,896	342,216	-	-	-	-	982,458
<b>Department Totals</b>	<b>\$ 8,900,075</b>	<b>\$ 614,826</b>	<b>\$ 2,776,371</b>	<b>\$ -</b>	<b>\$ 533,250</b>	<b>\$ 263,734</b>	<b>\$ 141,000</b>	<b>\$ 13,229,256</b>
<b>Other Financing Uses</b>								
Improvements Fund	-	-	-	-	-	-	-	922,546
<b>Total Other Financing Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 922,546</b>
<b>General Fund Total</b>	<b>\$ 8,900,075</b>	<b>\$ 614,826</b>	<b>\$ 2,776,371</b>	<b>\$ -</b>	<b>\$ 533,250</b>	<b>\$ 263,734</b>	<b>\$ 141,000</b>	<b>\$ 14,151,802</b>



## **Administration Department FY 22**

### **Marilyn M. Baker, Administrative Services Director – Clerk to Council**

#### **Mission**

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

#### **Measures:**

1. Sustain less than 5 per year customer service complaints.
2. Maintain 0-5 accounting services adjusting journal entries at year-end close out.
3. How many monthly on-site visits were conducted to businesses throughout Town - approximately 20 per month.
4. Obtain unlicensed vendors licenses within the corporate limits

#### **FY 2022 Goals**

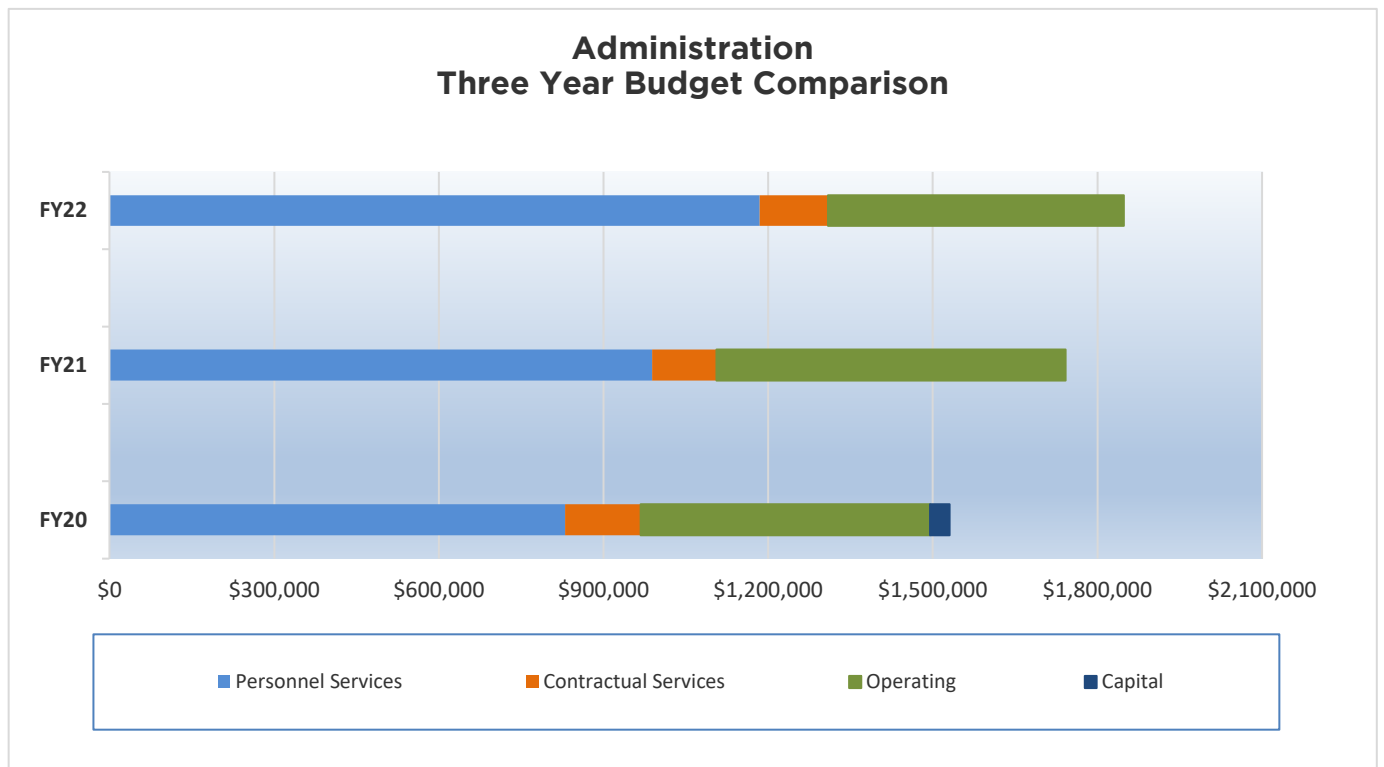
1. Create a Financial Policy and Guidelines for the Town.
2. Update the Town's purchasing policy to a more simplified process.
3. As part of continued records management - Staff will continue to scan business license and applications documents and monthly financial reports into PDF Files for archival purposes. Scanning these type records will save staff time and free up physical records storage. Our goal is to complete 50% of prior year records and 95% of current year records by year end.
4. Update the records retention policy for the Town and assess storage facility.



**Adminstration Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	830,035	988,424	1,184,581
Contractual Services	137,840	117,750	124,100
Operating	526,962	635,849	539,545
Capital	35,825	0	0
<b>Totals</b>	<b>\$1,530,662</b>	<b>\$1,742,023</b>	<b>\$1,848,226</b>



**Comparitive Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	6	6	7

**ADMINISTRATION DEPARTMENT**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY22
<i>Personnel Services</i>				
10.4120.0101	Salaries & Wages	467,241	473,011	587,884
10.4120.0102	Social Security / Medicare	35,038	36,425	45,187
10.4120.0103	Regular State Retirement	72,740	73,651	91,420
10.4120.0104	Overtime	4,652	5,500	5,500
10.4120.0105	Health Insurance	110,297	127,953	147,156
10.4120.0106	SC Employment Security Comm.	1,398	6,000	6,000
10.4120.0107	Worker's Compensation	120,501	125,000	192,620
10.4120.0108	Physical Exams	-	150	250
10.4120.0109	Other Postemployment Benefits (OPEB)	18,168	18,000	17,000
10.4120.1004	Personnel Increases - 2% Merit Increase	-	57,734	73,104
10.4120.0110	Emergency Pay	-	-	-
10.4120.0111	Deferred Comp Emplor Match	-	65,000	18,460
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 830,035</b>	<b>\$ 988,424</b>	<b>\$ 1,184,581</b>
<i>Contractual Services</i>				
10.4120.0202	Audit Services	21,500	22,000	24,000
10.4120.0203	Codification	6,798	13,500	17,100
10.4120.0200	Cost of Issuance	12,000	-	-
10.4120.0201	Legal Services	34,321	37,000	37,000
10.4120.0204	Professional Services	63,221	45,250	46,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 137,840</b>	<b>\$ 117,750</b>	<b>\$ 124,100</b>
<i>Operating</i>				
10.4120.0702	Advertising	6,128	6,500	6,500
10.4120.0601	Building Maintenance	24,942	28,380	25,980
10.4120.0712	Computer	105,610	146,030	-
10.4120.1002	Contingency	-	50,000	-
10.4120.0701	Dues / Subscriptions	6,138	6,690	6,945
10.4120.0602	Equipment Maintenance	9,316	9,800	10,000
10.4120.0751	FEMA Claims	29,240	30,000	15,000
10.4120.0719	Fuel	1,086	1,000	2,200
10.4120.0902	GIS Consortium	5,317	5,734	5,900
10.4120.0750	Insurance Claims	14,813	5,000	5,000
10.4120.0706	Liability Insurance	203,263	213,400	322,000
10.4120.1001	Miscellaneous	13,306	15,000	15,500
10.4120.0402	Other Meetings	1,942	5,000	5,000
10.4120.0703	Postage	9,704	9,000	9,000
10.4120.0704	Printing	1,282	1,200	1,300
10.4120.0401	Professional Development	21,275	23,215	23,215
10.4120.0903	Property Taxes/Storm Water Fees	11,668	12,000	12,000
10.4120.1003	Sales Tax	5,984	8,000	8,000
10.4120.0901	Solid Waste Fees	2,696	3,000	3,255
10.4120.0708	Supplies	9,507	10,000	13,000
10.4120.0709	Telephone	19,796	20,400	22,650
10.4120.0501	Utilities	23,502	26,000	26,000
10.4120.0713	Vehicle	447	500	1,100
<b>TOTAL OPERATING</b>		<b>\$ 526,962</b>	<b>\$ 635,849</b>	<b>\$ 539,545</b>
10.4120.0705	<i>Capital Outlay</i>	35,825	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 35,825</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL - ADMINISTRATION</b>		<b>\$ 1,530,662</b>	<b>\$ 1,742,023</b>	<b>\$ 1,848,226</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 Finance Director, one Administrative Coordinator, one Administrative Assistant, one accounts payable clerk 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 Commission
Worker's Compensation	Workers Compensation insurance for all Town employees through State Accident Fund
Other Postemployment Benefits	\$13,000 estimated and Retiree Payments \$5,000 Est.)
Audit Services	Financial & Court Audit \$9000 (Baird), Greene Finney Accounting Services \$13,000 (includes CAFR \$2,500)
Codification	Re-Codification/update of Town ordinances \$12,000, Annual Web Host/Admin Fee \$1500
Legal Services	(\$7,000).
Professional Services	Max BL Collections \$5,000), Other services as needed \$10,000; Background Checks \$250.
Advertising	Advertising for public notices, holidays and employment notices.
Building Maintenance	See Detailed List
Capital	Vehicle
Dues / Subscriptions	See Detailed List
Equipment Maint.	Xerox copier lease, overage copies, property taxes and other misc. equipment maintenance.
Fuel	Fuel and mileage reimbursement for Administrative Department personnel.
GIS Consortium	Geographical information System consortium with Berkeley County.
Liability Insurance	General Liability for Auto, Law Enforcement, Public Officials and Property Insurance.
Miscellaneous	Expenses for framing, lapel pins, shirts, flowers/gift baskets, employee Christmas party, credit card fees
Other Meetings	Expenses for Council, Department Head Meetings and other meetings as needed.
Personnel Increases	2% Merit Increases across all departments
Postage	Postage meter lease and postage expense for all departments
Printing	Printing expenses for checks, deposit slips, tax forms, business cards, etc....
Professional Development	See Detailed List
Property Taxes	Property Taxes paid on land purchases and Storm Water Fees.
Sales Tax	Sales and Use tax paid to SC Dept. of Revenue
Solid Waste Fee / Berkeley City	See Detailed List
Supplies	Copy paper, pens, envelopes, desk for Finance Dir. and other misc. supplies for the Administration Dept.
Telephone	Monthly phone service for land lines and cell phones for Administrative personnel
Utilities	Electrical expenses for Town Hall and Dupree House
Vehicle	Vehicle - Oil Changes, maintenance, tires for Admin Veh. etc.

# ADMINISTRATION DEPARTMENT BUDGET SUMMARY

<b>Building Maintenance</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>
Cleaning Supplies - Town Hall	6,000
Fire Alarm Monitoring/Maintenance Fees	2,800
Misc Repairs - Town Hall	12,000
Pest Control - Town Hall	660
Music - Town Hall	720
Bottled Water for Offices	1,300
Painting/Improvements - Town Hall	2,500
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 25,980</b>

<b>Solid Waste Fees</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>
Rec Complex and Farmers Market	1,800
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>\$ 3,255</b>

<b>Other Meetings</b>	<b>Adopted</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>Professional Development</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>
Legislative Action Day	3,000
MHRA	1,000
MASC Annual Meeting -Hilton Head	13,500
Business License Training	1,200
MFOCTA/MCTI	750
GFOA	690
SCPRA - (virtual)	150
ICCCA Conference-Administrator	1,000
SCCCMA - Administrator	1,500
SC Municipal Attorney Asso	125
Chamber Meetings/Legislative Lunches	300
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ 23,215</b>

<b>Dues/Subscriptions</b>	<b>Adopted</b>
<b>ITEM</b>	<b>COST</b>
Business License Dues	55
Association of SC Mayors Dues	100
SC Coalition of Mayors	300
MHRA	60
MCTI	70
SCPRA	85
MFOCTA	70
GFOA Dues and CAFR submission	920
IIMC (Mem and CMC Certification)	360
Sam's	45
SCCCMA - Administrator	100
Lion's Club - Administrator	170
ICCCA - Administrator	1,150
MASC Annual Dues	2,200
Annual ASCAP Dues	375
Credit Card Annual Fee	100
Escren	300
Other Subscriptions	485
<b>TOTAL DUES AND SUBSCRIPTIONS</b>	<b>\$ 6,945</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**

1. 100% of inspections scheduled by 4:00 p.m. conducted by close of business on next business day
2. 100% of residential plan reviews conducted within two business days of submittal
3. 100% of commercial plan reviews conducted within five business days of submittal
4. 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
5. 80% of enforced violations remedied within 60 days: 100% within 6 months
6. 100% of all post-construction BMPs inspected during year
7. 100% of commercial occupancies inspected at least once per year for fire, life safety, and code enforcement issues
8. 100% of inspection staff to comply with individual training plans

### **FY 2022 Goals**

1. Complete 2022 Comprehensive Plan
2. Design and implement commercial real estate marketing plan
3. All inspection staff complete Post-Construction BMP inspector
4. Revise the Zoning Ordinance for greater clarity and applicability. Areas of revision include:
  - o Planned Developments
  - o Gravel Parking Lots





## **Corner Renaissance**

**Molly Willard, Manager**

### **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**

1. Maintain vacancy rate of 5% or less
2. Schedule eight downtown shopping nights
3. See an increase in hospitality tax income among Main Street businesses year on year
4. Social media engagement increased by 5%
5. Social Media posting ten times per week, at minimum
  - a. Local business stories published every two weeks

### **FY 2022 Goals**

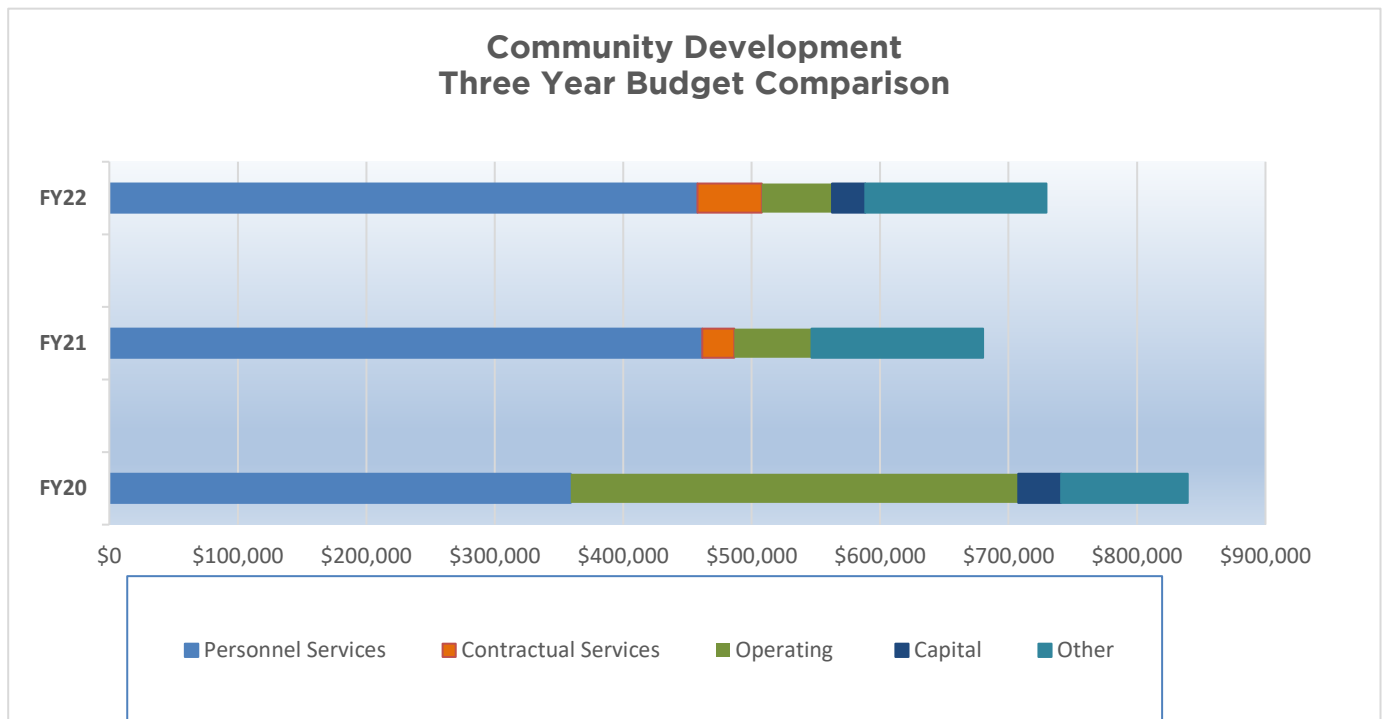
1. Develop a Main Street Plan of Action
2. See the construction of one new building in the downtown area
3. Create a welcome packet for new residents that covers the whole Town while focusing on downtown shopping and amenities
4. Develop multi-channel public information plan covering all departments
5. Develop façade/landscaping upfit grant utilizing ARP funds, if possible



**Community Development Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	358,996	461,507	457,824
Contractual Services	0	25,000	50,000
Operating	348,501	60,000	54,700
Capital	33,632	0	26,000
Other	98,254	133,700	141,000
<b>Totals</b>	<b>\$839,383</b>	<b>\$680,207</b>	<b>\$729,524</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	5	7	7

**COMMUNITY DEVELOPMENT DEPARTMENT**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	<i>Personnel Services</i>			
10.4125.0101	Salaries & Wages	252,931	323,109	324,651
10.4125.0102	Social Security / Medicare	18,899	24,650	24,951
10.4125.0103	Regular State Retirement	40,674	51,494	51,816
10.4125.0104	Overtime	923	1,500	1,500
10.4125.0105	Health Insurance	45,569	60,354	50,138
10.4125.0108	Physical Exams	-	400	400
10.4125.0111	Deferred Comp Emplor Match	-	-	4,368
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 358,996</b>	<b>\$ 461,507</b>	<b>\$ 457,824</b>
	<i>Contractual Services</i>			
10.4125.0204	Professional Services	-	25,000	50,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 50,000</b>
	<i>Operating</i>			
10.4125.0401	Professional Development	6,593	15,000	18,000
10.4125.0602	Equipment and Maintenance	79	11,000	11,000
10.4125.0701	Dues / Subscriptions	2,127	4,000	3,500
10.4125.0708	Supplies	1,309	2,500	3,500
10.4125.0709	Telephone	4,433	6,000	6,000
10.4125.0712	Computer	9,256	12,000	-
10.4125.0713	Vehicle	4,094	3,000	3,000
10.4125.0715	Uniform	693	1,500	1,500
10.4125.0719	Fuel	3,266	5,000	8,200
10.4125.0730	Sanitation Contract	316,651	-	-
	<b>TOTAL OPERATING</b>	<b>\$ 348,501</b>	<b>\$ 60,000</b>	<b>\$ 54,700</b>
	<i>Capital Outlay</i>			
10.4125.0705		33,632	-	26,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 33,632</b>	<b>\$ -</b>	<b>\$ 26,000</b>
	<i>Other - Main Street Expenses</i>			
10.4125.2001	Professional Development	736	4,000	4,000
10.4125.2002	Advertising	-	5,000	5,000
10.4125.2004	Professional Services	11,575	1,200	5,000
10.4125.2008	Supplies	2,253	1,500	5,000
	<b>TOTAL MAIN STREET</b>	<b>\$ 14,564</b>	<b>\$ 11,700</b>	<b>\$ 19,000</b>
	<i>Other - Events &amp; Marketing</i>			
10.4125.2202	Advertising and Promotion	12,275	10,000	10,000
10.4125.2201	Professional Development	481	-	-
10.4125.2211	Retail Supplies "SWAG"	3,912	12,000	12,000
10.4125.2210	Special Events	65,961	100,000	100,000
10.4125.2208	Supplies	1,061	-	-
	<b>TOTAL EVENTS &amp; MARKETING</b>	<b>\$ 83,690</b>	<b>\$ 122,000</b>	<b>\$ 122,000</b>
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$ 839,383</b>	<b>\$ 680,207</b>	<b>\$ 729,524</b>

## COMMUNITY DEVELOPMENT DEPARTMENT BUDGET SUMMARY

The Community Development Department consists of one Community Development Director, one part-time Building Official/Fire Marshal, two full-time Building Inspector, full-time Deputy Building Officer, one full-time Main St Director and marketing planner and one full-time Permitting Technician.

Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Sec/Medicare	Social Security and Medicare Taxes
State Retirement	State retirement
Health Insurance	Health insurance
Professional Services	Comp Plan 2nd phase (BCDCOG)
Professional Development	Fees for the Appointed members to attend the Planning Commission & BZA Meetings (\$25/mtg) and for staff training and mtgs
Equipment and Maintenance	Equipment for stormwater (\$6,000) and inspections
Dues / Subscriptions	Dues and subscriptions includes additional required organizational dues
Supplies	Office supplies; new desk for Molly
Telephone	Telephone services including cell phones & data plan for use in the field.
Vehicle	Oil changes, tires and preventive maintenance.
Fuel	Fuel and mileage reimbursement
Capital	One Ford Ranger/small truck for Building plus striping/lights

### MAIN STREET

Professional Services	Annual Fees, Finally Friday entertainment, Photography/Media
Professional Development	Annual Main Street meeting , Quarterly meetings
Advertising	Brochures & other marketing
Supplies	Main Street Supplies

### EVENTS & MARKETING

Advertising & Promotion	Expenses for advertising and promote tourism; welcome guides and brochures
Special Events	Expenses for events
Retail Supplies "SWAG"	Retail items to sale to tourists and locals includes hats, shirts, flags, etc.....

Professional Development	
ITEM	COST
Commissioner wages	4,000
Annual conferences	6,000
Regular Training	3,000
Stormwater Training	5,000
<b>TOTAL PROFESSIONAL DEV</b>	<b>\$ 18,000</b>





## **Court Department FY 22**

### **Marilyn M. 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.

#### **Measures:**

1. Number of tickets/cases pending that are disposed of each month.
2. Increase court proceedings from once per week to twice per week.

#### **FY 2022 Goals**

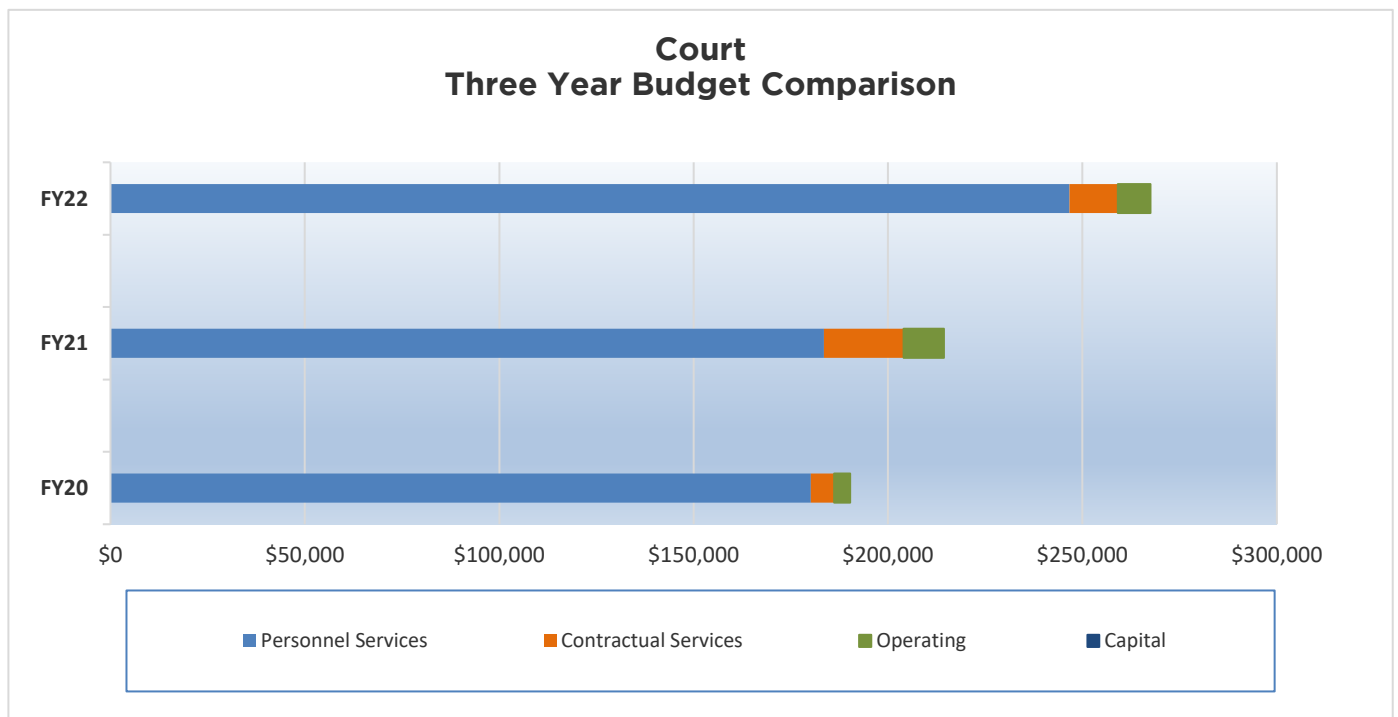
1. Develop a schedule to hold court proceedings more than once a week to dispose of dated and current cases.
2. Add an additional day per month for pre-trial conferences to dispose of dated cases and pending jury trials.
3. Place court records on the public index so that they can be accessed by the public.
4. Electronically submit court dispositions to the state through Incode.
5. Provide annual based skilled training for staff.
6. Develop a record retention policy for the court
7. Remove or store 50% of hard copies of dated court files pursuant to the records retention policy.



**Court Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	180,170	183,539	246,644
Contractual Services	5,953	20,500	12,500
Operating	4,186	10,400	8,400
Capital	0	0	0
<b>Totals</b>	<b>\$190,309</b>	<b>\$214,439</b>	<b>\$267,544</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	2	2	2

## COURT DEPARTMENT

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
<i>Personnel Services</i>				
10.4123.0101	Salaries & Wages	128,615	130,495	172,377
10.4123.0102	Social Security / Medicare	9,799	9,984	13,363
10.4123.0103	Regular State Retirement	20,372	20,149	27,055
10.4123.0104	Overtime	2,910	1,000	1,500
10.4123.0105	Health Insurance	18,474	21,911	29,255
10.4123.0111	Deferred Comp Emplor Match	-	-	3,094
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 180,170</b>	<b>\$ 183,539</b>	<b>\$ 246,644</b>
<i>Contractual Services</i>				
10.4123.0204	Professional Services	5,953	20,500	12,500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 5,953</b>	<b>\$ 20,500</b>	<b>\$ 12,500</b>
<i>Operating</i>				
10.4123.0401	Professional Development	50	2,500	2,500
10.4123.0701	Dues / Subscriptions	400	800	800
10.4123.0708	Supplies	1,800	3,000	3,000
10.4123.0709	Telephone	1,914	2,100	2,100
10.4123.0712	Computer Expense	22	2,000	-
<b>TOTAL OPERATING</b>		<b>\$ 4,186</b>	<b>\$ 10,400</b>	<b>\$ 8,400</b>
<i>Capital Outlay</i>				
10.4123.0705		-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL COURT</b>		<b>\$ 190,309</b>	<b>\$ 214,439</b>	<b>\$ 267,544</b>

### COURT DEPARTMENT BUDGET SUMMARY

The Municipal Court Department consists of two Part-time Municipal Court Judges, 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 \$10,000.
Professional Development	Annual meeting expenses for Court personnel including meeting fees, lodging and meals. Staff lunches for court sessions \$2,500
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 .
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:**

1. Zero firefighter injuries during fire ground or other rescue activities.
2. Zero fire deaths in residential or commercial structures.
3. 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.
4. Achieve ISO Community Risk Reduction Credit of 5 out of a possible 5.5 credits.
5. Receive no more than three substantiated customer complaints each year.
6. Confine 90% of all building fires to area involved upon arrival.
7. 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.
8. Provide 40% of Fire department personnel with training through SC State Fire Academy or EMS related classes annually.
9. Complete 20 hours of in-house training per month per firefighter.
10. Complete fire safety surveys and update pre-fire plans for all commercial and institutional buildings once each two years.
11. Install or replace 50 smoke detectors in unprotected homes of elderly, disabled, or fixed income citizens.
12. Provide CPR/AED training to 80 students annually.

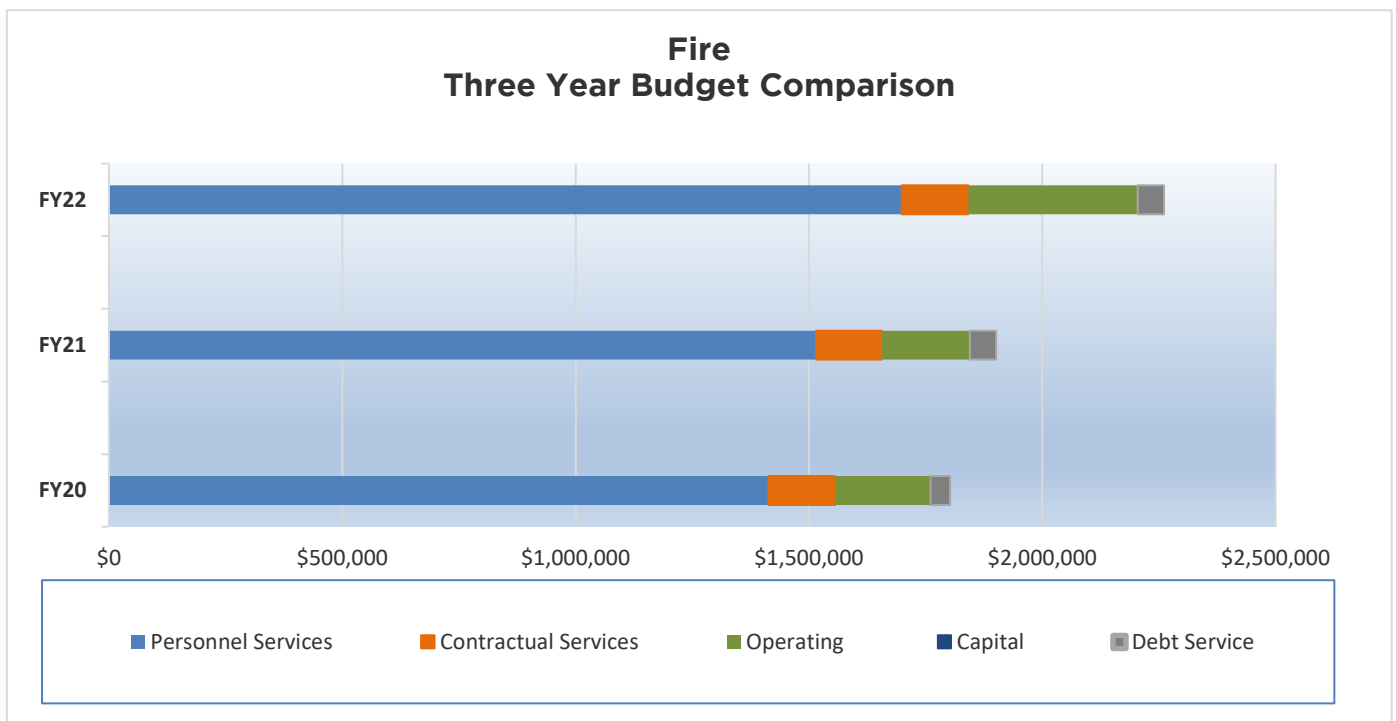
#### **FY 2022 Goals**

1. Get all personnel certified as CPR/AED Instructors.
2. Continue development of the annual training plan that establishes training priorities based on current and projected future Department needs.
3. Conduct a post incident analysis (PIA) critique for all major incidents. This process will be performed through formal and informal discussions and PIA documents.
4. Develop a Fire Safety Program to take into the schools for K4 through 5th grade.
5. Improve the Fire Department's Social Media presence.
6. Create a Basic Water Rescue Program within the department working toward having 75% of on shift personnel to receive Lifeguard training and purchasing basic rescue and safety equipment.

**Fire Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	1,413,222	1,515,084	1,698,941
Contractual Services	142,654	141,000	142,500
Operating	204,954	189,210	363,270
Capital	0	0	0
Debt Service	41,570	55,934	55,934
<b>Totals</b>	<b>\$1,802,400</b>	<b>\$1,901,228</b>	<b>\$2,260,645</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	20	21	21

**FIRE DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY 22</b>
	<i>Personnel Services</i>			
10.4340.0101	Salaries & Wages	883,194	979,346	1,096,558
10.4340.0102	Social Security / Medicare	72,582	78,872	86,928
10.4340.0103	Law Enforcement Retirement	176,672	186,513	205,732
10.4340.0104	Overtime	102,234	60,000	60,000
10.4340.0105	Health Insurance	171,470	197,203	212,032
10.4340.0108	Physical Exams / Vaccines	7,070	13,150	14,426
10.4340.0110	Emergency Pay	-	-	-
10.4340.0111	Deferred Comp Emplr Match	-	-	23,265
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,413,222</b>	<b>\$ 1,515,084</b>	<b>\$ 1,698,941</b>
10.4340.0760	<i>Contractual Services</i>	142,654	141,000	142,500
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 142,654</b>	<b>\$ 141,000</b>	<b>\$ 142,500</b>
	<i>Operating</i>			
10.4340.0401	Professional Development	16,600	19,600	36,650
10.4340.0501	Utilities	20,477	21,000	19,000
10.4340.0601	Building Maintenance	3,217	5,000	5,000
10.4340.0602	Equipment and Maintenance	72,054	34,950	67,150
10.4340.0701	Dues / Subscriptions	362	1,185	1,495
10.4340.0707	Leased Fire Equipment	-	-	12,000
10.4340.0708	Office Supplies	1,151	2,300	2,300
10.4340.0709	Telephone	8,443	9,800	9,800
10.4340.0712	Computer Exp.	23,158	11,400	-
10.4340.0713	Vehicle Exp.	29,826	30,050	37,050
10.4340.0715	Uniform Exp.	4,352	13,125	13,825
10.4340.0719	Fuel Exp.	12,733	20,000	15,000
10.4340.0720	Medical Supplies	8,360	11,000	11,000
10.4340.0721	Fire House Supplies	3,670	7,000	5,000
10.4340.0722	Hazmat Supplies	551	800	800
10.4340.0723	Emergency Prep. Supplies	-	1,000	1,000
10.4340.1001	Miscellaneous	-	1,000	1,000
10.4340.	FEMA Grant	-	-	114,000
10.4340.	FEMA Grant Match	-	-	6,000
10.4340.	Public Education/Fire Prevention	-	-	5,200
	<b>TOTAL OPERATING</b>	<b>\$ 204,954</b>	<b>\$ 189,210</b>	<b>\$ 363,270</b>
10.4340.0705	<i>Capital Outlay</i>	-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Debt Service</i>			
10.4600.1772	FY 2019 Fire Truck	41,570	55,934	55,934
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 41,570</b>	<b>\$ 55,934</b>	<b>\$ 55,934</b>
	<b>TOTAL FIRE DEPARTMENT</b>	<b>\$ 1,802,400</b>	<b>\$ 1,901,228</b>	<b>\$ 2,260,645</b>

## FIRE DEPARTMENT BUDGET SUMMARY

The Fire Department consists of one Chief, two Battalion Chiefs, six Captains, six Engineers, twelve Fire Fighters (6 funded by FEMA SAFER Grant) and ten Part-time Fire Fighters that provide Emergency Services for the Town.

Salaries & Wages	Salaries, Wages Increases and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Law Enforcement Ret	State Retirement
Overtime	Overtime requirements for emergency and automatic aid response, Town sponsored events, Training for certifications, etc...
Health Insurance	Health insurance
Physical Exams / Vaccines	See Detailed List; (Annual FF Physicals = \$385 each; New employee Physicals = \$581 each)
Building Maintenance	Repairs to Fire Station I and II, Coastal Burglar Alarm Annual Fee (\$300)
Utilities	Water/Sewer, Electricity and Gas for FS I & FS II
Professional Development	See Detailed List
Equipment and Maintenance	See Detailed List
Dues / Subscriptions	See Detailed List
Leased Equipment	F550 w/UHP FF system & 350gal water tank
Office Supplies	Office supplies
Telephone	Telephone services for the FS I & FS II includes Internet, cable, business lines, alarm lines, fax lines and cell phones
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	See Detailed List
Fire House Supplies	Fire station supplies paper towels, bedding, cleaning items, etc. and fire truck cleaning supplies.
Hazmat Supplies	Equipment and supplies to mitigate 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 Rural FD fees
Debt Service	2019 Toyne Fire Truck Lease Payment
FEMA Grant and Match	AFG Structural Fire Turnouts and Multi Threat Vests
Public Education/ Fire Prevention	Ads, Publications, Guides, Handouts, Hats, Jr Badges (see detailed List)



# FIRE DEPARTMENT BUDGET SUMMARY

Physical Exams / Vaccines	Adopted
ITEM	COST
Annual Physical Exams (24 Firefighters)	9,240
Physicals (6 Replacement Firefighters)	3,486
Return to Duty Evaluations	800
Random Drug Testing	450
Hep-B Vaccinations	450
<b>TOTAL MEDICAL/PHYSICAL EXAMS</b>	<b>\$ 14,426</b>

Contractual Services	Adopted
ITEM	COST
MC Rural Fire Department Fees	44,000
Whitesville Fire Department Fees	98,500
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 142,500</b>

Professional Development	Adopted
ITEM	COST
Meetings, Tuition, Lodging, Meals	6,000
SLED / FBI background checks	525
Fingerprint checks	525
Lite Gard Training	8,000
EMT renewal fees	300
EMT testing fees	1,200
EMT class & testing fees for current	9,000
CPR Instructor Classes for current employees	2,100
CPR cards/books for the public	9,000
<b>Total Professional Development</b>	<b>\$ 36,650</b>

Equipment and Maintenance	Adopted
ITEM	COST
Radio repairs / maintenance	3,000
Hose and other Fire Equipment	20,000
Replacement Bunker Gear 6 sets	16,000
Ground Ladder test	750
Fire Extinguisher inspections/replacement	1,500
US / SC flags	700
Xerox Copier lease	2,600
SCBA compressor PMI	1,200
Qtrly Breathing Air Analysis	400
Generator - bi-annual PMI	1,600
Test Hydraulic Rescue Tools	2,100
Annual SCBA testing	1,700
Estimated Repairs	600
Positive Pressure Ventilation Fan (Replacement)	5,000
Hydraulic 2 Stage Rams for Rescue Ops	9,000
Class A Firefighting Foam	1,000
<b>TOTAL EQUIPMENT/MAINTENANCE</b>	<b>\$ 67,150</b>

Debt Service	Adopted
ITEM	COST
2019 Toyne Fire Truck Lease	55,934
<b>TOTAL Debt Service</b>	<b>\$ 55,934</b>

Vehicle Maintenance	Adopted
ITEM	COST
Tires, Oil changes, PM and General Repairs	30,000
Aerial device test	850
Four pump tests	1,200
Annual PMI for four fire trucks	5,000
<b>TOTAL VEHICLE MAINTENANCE</b>	<b>\$ 37,050</b>

Uniforms	Adopted
ITEM	COST
Uniform shirts, pants, tees, polos (Annually)	8,100
Duty boots (Annually)	2,700
Winter & rain coats	2,700
Replacement name tags, belts etc	325
Uniforms for 6 new firefighters	-
<b>TOTAL UNIFORMS</b>	<b>\$ 13,825</b>

Medical Supplies	Adopted
ITEM	COST
Disposable PPE/Medical supplies	6,000
New/Replacement Medical Equipment	5,000
<b>TOTAL MEDICAL SUPPLIES</b>	<b>\$ 11,000</b>

Dues/Subscriptions	Adopted
ITEM	COST
CLIA -SC DHEC LAB FEE	200
SC Pharmacy Board	140
SCFFA	375
SCFCA	180
SCFM	300
ICC	300
<b>TOTAL DUES / SUBSCRIPTIONS</b>	<b>\$ 1,495</b>

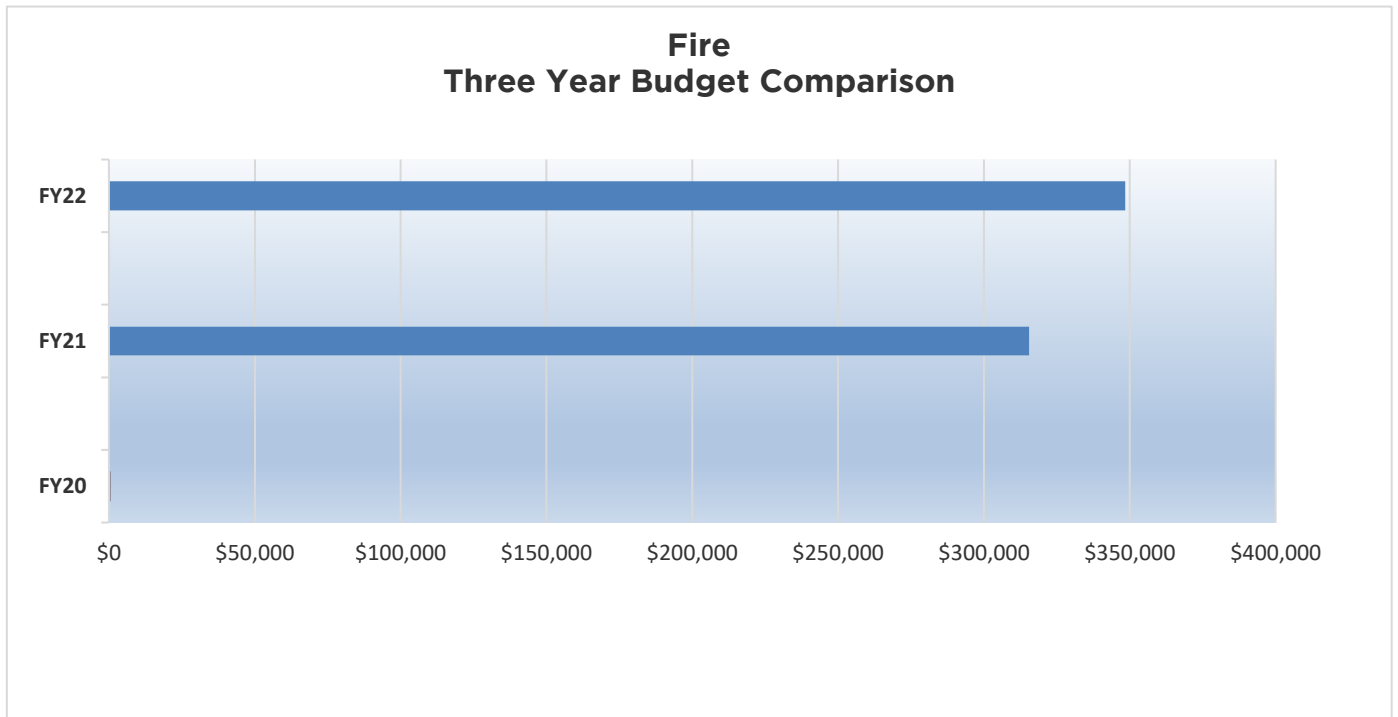
Capital/Leased Equipment	Adopted
ITEM	COST
F550 w/UHP FF system & 350gal water tank	12,000
<b>TOTAL LEASED EQUIPMENT</b>	<b>\$ 12,000</b>

Public Education	Adopted
ITEM	COST
Ads	500
Publications, Guides and Handouts	2,000
Halloween Bags	1,000
Jr Badges	525
Hats and Stickers	1,175
<b>TOTAL DUES / SUBSCRIPTIONS</b>	<b>\$ 5,200</b>

**Fire Fema Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	FY20	FY21	FY22
Personnel Services	0	315,465	348,432
<b>Totals</b>	<b>\$0</b>	<b>\$315,465</b>	<b>\$348,432</b>



**Comparative Summary of Authorized Personnel**

	FY20	<b>FY21</b>	<b>FY22</b>
Full-time employees	0	6	6

## FIRE DEPARTMENT FEMA GRANT

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	<i>Personnel Services</i>			
10.4341.0101	Salaries & Wages	-	-	227,260
10.4341.0102	Social Security / Medicare	-	-	17,813
10.4341.0103	Law Enforcement Retirement	-	-	42,034
10.4341.0104	Overtime	-	-	10,000
10.4341.0105	Health Insurance	-	-	40,274
10.4341.0108	Physical Exams / Vaccines	-	-	4,353
10.4340.0725	FEMA Grant	-	238,299	-
10.4340.0726	FEMA Grant Match	-	77,166	-
10.4341.0110	Emergency Pay	-	-	-
10.4341.0111	Deferred Comp Emplr Match	-	-	6,698
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ -</b>	<b>\$ 315,465</b>	<b>\$ 348,432</b>
<b>TOTAL FIRE FEMA DEPARTMENT</b>		<b>\$ -</b>	<b>\$ 315,465</b>	<b>\$ 348,432</b>

## FIRE DEPARTMENT BUDGET SUMMARY FEMA

The Fire Department has six FEMA SAFER Grant Fire Fighters that provide Emergency Services for the Town

Salaries & Wages	Salaries, Wages Increases and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Law Enforcement Ret	State Retirement
Overtime	Overtime requirements for emergency and automatic aid response, Town sponsored events, Training certification, etc.
Health Insurance	Health insurance
Physical Exams / Vaccines	See Detailed List; (Annual FF Physicals = \$385 X 6; New employee Physicals = \$581 X 3)



## Information Tech. Department FY 22

### Mo Ibrahim, Information Tech. Department Manager

#### Mission

My goal is to continue to perform consistently and deliver superior customer service to the Staff and Members of the Town of Moncks Corner with the highest level of quality.

#### Measures:

1. Sustain zero customer service complaints.
2. Maintain the best network performance and security.

#### FY 2022 Goals

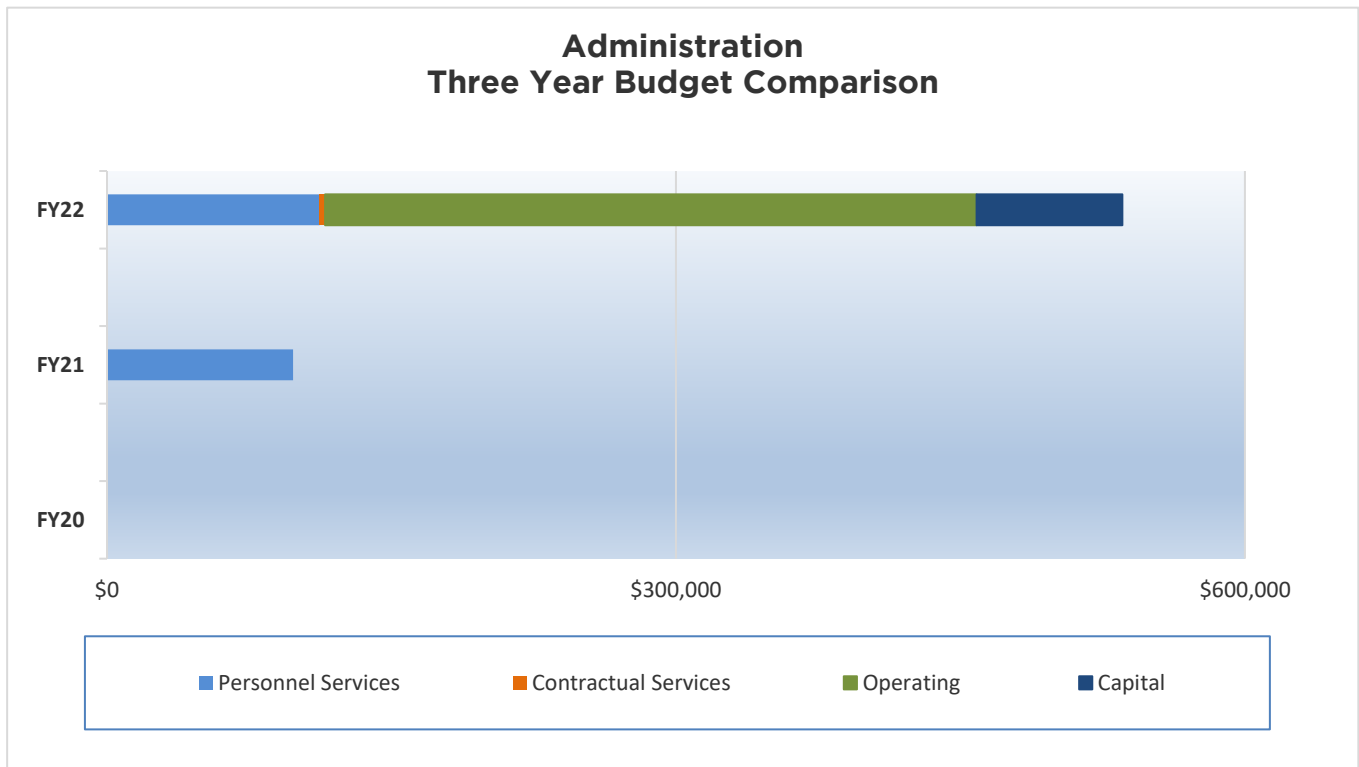
1. Create Town Policy and Guidelines for Technology use and end-user training.
2. Complete Master Documentation platform and work order system
3. Working with all vendors to negotiate contracts and services
4. Continue with major projects to upgrade/secure the main infrastructure and network



**Info Tech Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY20	<u>Budget</u> FY21	<u>Budget</u> FY22
Personnel Services	0	98,221	112,086
Contractual Services	0	0	3,000
Operating	0	0	343,395
Capital	0	0	76,750
<b>Totals</b>	<u>\$0</u>	<u>\$98,221</u>	<u>\$535,231</u>



**Comparative Summary of Authorized Personnel**

	FY20	<b>FY21</b>	<b>FY22</b>
Full-time employees	0	1	1

**INFO TECH DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY22</b>
	<i>Personnel Services</i>			
10.4122.0101	Salaries & Wages	-	78,750	79,150
10.4122.0102	Social Security / Medicare	-	6,025	6,055
10.4122.0103	Regular State Retirement	-	12,254	12,254
10.4122.0105	Health Insurance	-	1,192	14,627
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ 98,221</b>	<b>\$ 112,086</b>
	<i>Contractual Services</i>			
10.4122.0761	Contractual Services	-	-	3,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>
	<i>Operating</i>			
10.4122.0712	Computer	-	-	333,850
10.4122.0701	Dues / Subscriptions	-	-	2,000
10.4122.0719	Fuel	-	-	2,400
10.4122.0401	Professional Development	-	-	3,100
10.4122.0708	Supplies	-	-	600
10.4122.0709	Telephone	-	-	445
10.4122.0713	Vehicle	-	-	500
10.4122.0603	Small Tools	-	-	500
	<b>TOTAL OPERATING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 343,395</b>
10.4122.0705	<i>Capital Outlay</i>	-	-	76,750
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 76,750</b>
	<b>TOTAL - INFO TECHNOLOGY</b>	<b>\$ -</b>	<b>\$ 98,221</b>	<b>\$ 535,231</b>

## INFO TECH DEPARTMENT BUDGET SUMMARY

The Info Tech Department consists of the one IT Services

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
Contract Labor	Contract Labor to help with wiring and misc work
Computer	See Detailed List
Dues / Subscriptions	See Detailed List
Fuel	Fuel and mileage reimbursement for IT personnel.
Professional Development	See Detailed List
Supplies	Copy paper, pens, envelopes, office chairs and other misc. supplies
Telephone	Monthly phone service for land lines and cell phones
Vehilce	Truck maintenance such as oil changes

## INFO TECH DEPARTMENT BUDGET SUMMARY

Computer	
ITEM	COST
All Departments (see additional tab)	<u>247,600</u>
Antivirus services for all town	<u>3,600</u>
Tyler Technologies Maint	<u>36,000</u>
Domain Renewal	<u>450</u>
MS Office 365 (Annual fee)	<u>17,000</u>
Website Hosting Fee	<u>1,200</u>
Stingrays Branding (Mobile App)	<u>540</u>
Dotgov Annual Renewal	<u>400</u>
Network Switch	<u>1,300</u>
Miscellaneous Computer Expense	<u>2,000</u>
new Incode Server+ migration cost	<u>16,000</u>
Adobe license (all departments)	<u>2,560</u>
Badge system ribbon and cards	<u>600</u>
Multi-Factor Authentication & Omnikey I	<u>4,600</u>
<b>TOTAL COMPUTER</b>	<b>\$ 333,850</b>

Dues/Subscriptions	
ITEM	
IT Glue (Inventory and MGT system)	<u>1,400</u>
Remote Access software	<u>600</u>
<b>TOTAL DUES AND SUBSCRIPTIONS</b>	<b>\$ 2,000</b>

Capital Outlay/Projects	
ITEM	COST
New Truck/ Small Truck	<u>30,000</u>
Doors Access control replacement(5doors)	<u>3,000</u>
Incode to ReportBeam project	<u>10,000</u>
Incar GPS Townwide	<u>5,750</u>
New Time Clock system for all departments	<u>10,000</u>
New Firewalls Upgrade for 4 locations	<u>18,000</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 76,750</b>

Professional Development	
ITEM	COST
Microsoft Certificate and training	<u>2,300</u>
Network cyber Security Traning	<u>800</u>
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ 3,100</b>

**All Departments IT Budget list**

ADMINISTRATION DEPT ITEM	COST
Desktop computer + Monitor (Justine)	1,250
laserjet printer (Jennifer)	300
Municode Software	3,800
Miscellaneous Computer Expense	2,000
Miscellaneous Ins. Deductibles	2,000
Battery Backup	350
<b>TOTAL COMPUTER</b>	<b>\$ 9,700</b>

COMMUNITY DEVELOPMENT DEPT ITEM	COST
Desktop computer (Bobbi)	975
permitting software	7,800
Jot Form	234
Canva software	119
Poster may wall software	99
Battery Backup	150
Misc. Computer needs	2,473
<b>TOTAL COMPUTER</b>	<b>\$ 11,850</b>

FIRE DEPT ITEM	COST
Desktop computer + Monitor (Chief)	975
Fire Program Software	2,750
Fire Program multi-user fee	600
Fire/EMS training software	3,700
Internet Service	1,200
Leased Camera System	20,262
Wireless Hotspot devices/Dues	4,000
Computer Upgrades/Maintenance	2,150
<b>TOTAL COMPUTER</b>	<b>\$ 35,637</b>

RECREATION DEPT ITEM	COST
Desktop computer + Monitor (Casey)	975
Etrak	7,750
Clover POS	3,700
Battery Backup	150
<b>TOTAL COMPUTER</b>	<b>\$ 12,575</b>

POLICE DEPT ITEM	COST
Desktop computers ( 3 computers)	2,925
Getac Laptops-Rugged(7 laptops)	16,247
Getac Laptops-Rugged(5laptops)-ne officers	11,605
Southern Software(RMS)	6,000
Analytic Software	1,500
Battery Backup	350
RMS Additional license	1,000
Leased Camera System	90,000
DATA Maxx(NCIC replacement)	7,000
PowerDMS	3,100
CLEAR	3,700
Isaerjet printer for Capt. Office	499
Schedule anywhere	850
SRO Computer Expense	1,500
Traffic Cloud	1,500
Guardian	2,000
<b>TOTAL COMPUTER</b>	<b>\$ 149,776</b>

COURT DEPT ITEM	COST
Laptop for Judge	1,000
Receipt Printer for Court	900
Police eCitation and Incode	12,500
Court Cameras	12,962
<b>TOTAL COMPUTER</b>	<b>\$ 27,362</b>

PUBLIC SERVICE DEPT ITEM	COST
Building & Grounds Badges, speakers wires, misc.	500
Sanitation - Misc. Computer	200
<b>TOTAL COMPUTER</b>	<b>\$ 700</b>

## **Police Department FY 22**

### **Ehrichs 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.

#### **FY 2022 Goals**

- 1.** Provide enhanced training for our sworn officers with an emphasis on de-escalation, cultural awareness, ethics, and leadership.
- 2.** We will develop and implement a citizen response survey to measure the quality of service provided by our department. The results of the surveys will be used to shape future policies and improve our quality of service.
- 3.** We will reinvigorate our community outreach and engagement activities (COVID -19 permitting) to build community partnerships and trust between the police and our citizens.
- 4.** We will improve our recruiting efforts to attract qualified and diverse candidates.
- 5.** We will strive for zero fatal collisions through the use of education and enforcement techniques.
- 6.** We will utilize crime analysis to identify trends or “hotspots” and formulate response strategies. We will also complete an annual crime analysis report.

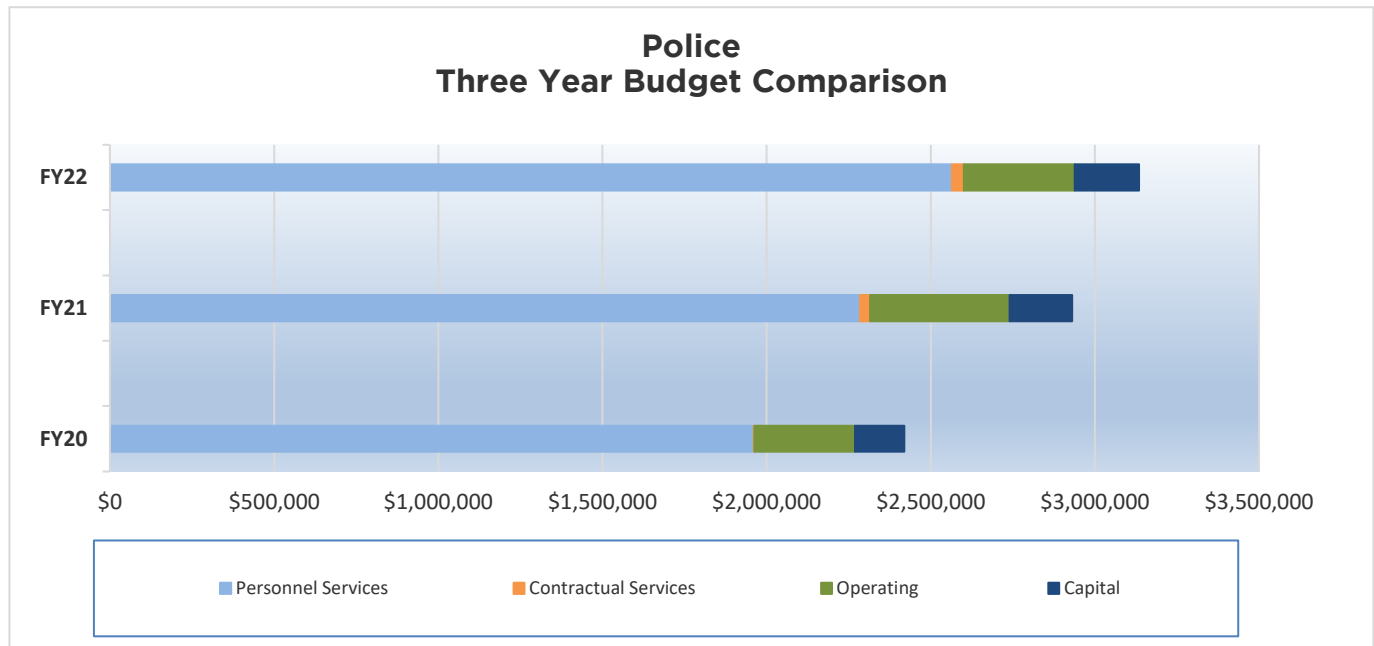
#### **Measures**

- 1.** Each sworn officer will complete at least one training course on de-escalation, cultural awareness, ethics, and leadership.
- 2.** The Chief of Police and/or command staff members will make personal contact with at least five (5) complainants or victims per month to survey them regarding our quality of service.
- 3.** We will form a community outreach committee staffed by agency personnel to organize and plan our community outreach events. We will participate in at least one outreach or engagement activity per month (COVID-19 permitting) with at least seventy-five percent of our officers participating in at least one event or activity during the year.
- 4.** We will participate in a minimum of two (2) local job fairs (COVID-19 permitting) and utilize job board websites that advertise nationwide and are designed to reach minority groups.
- 5.** We will produce and publish a minimum of six (6) traffic safety videos during the year. We will also identify our areas that had the highest number of collisions during FYI 2021 and increase our enforcement efforts in those areas by five percent. The increase in enforcement efforts will be measured by citations and public contact warnings.
- 6.** Maintaining crime levels that are statistically lower than the state average and production of an annual crime analysis report.

**Police Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	1,960,605	2,284,681	2,565,146
Contractual Services	2,000	30,000	36,000
Operating	306,486	425,746	337,355
Capital	150,004	190,000	196,000
<b>Totals</b>	<b>\$2,419,095</b>	<b>\$2,930,427</b>	<b>\$3,134,501</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	31	34	34

**POLICE DEPARTMENT**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	<i>Personnel Services</i>			
10.4310.0101	Salaries & Wages	1,313,666	1,497,934	1,719,169
10.4310.0102	Social Security / Medicare	99,061	117,804	134,658
10.4310.0103	Law Enforcement Retirement	239,542	274,831	314,395
10.4310.0104	Overtime	23,206	55,000	40,000
10.4310.0105	Health Insurance	260,284	290,112	294,050
10.4310.0106	PD Athletic Event Wages	22,508	45,000	45,000
10.4310.0108	Physical Exams	2,338	4,000	4,000
10.4310.0111	Deferred Comp Employer	-	-	13,874
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,960,605</b>	<b>\$ 2,284,681</b>	<b>\$ 2,565,146</b>
	<i>Contractual Services</i>			
10.4310.0201	Legal Expense	2,000	30,000	36,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,000</b>	<b>\$ 30,000</b>	<b>\$ 36,000</b>
	<i>Operating</i>			
10.4310.0728	Community Outreach	521	5,000	5,000
10.4310.0712	Computer Exp.	22,428	48,321	-
10.4310.0720	Crime Scene Supplies	4,105	10,000	10,000
10.4310.1100	Discretionary - Donations Exp	1,167	-	-
10.4310.0718	DJJ Exp.	-	10,000	10,000
10.4310.0701	Dues / Subscriptions	8,080	7,500	7,500
10.4310.0602	Equipment and Maintenance	61,330	67,425	55,855
10.4310.0719	Fuel Expense	53,766	75,000	75,000
10.4310.0750	Insurance Claims	4,623	-	-
10.4310.1001	Miscellaneous	-	-	-
10.4310.0716	Police Supplies	16,830	25,000	25,000
10.4310.0704	Printing	792	3,500	3,500
10.4310.0401	Professional Development	13,072	20,000	11,000
10.4310.0725	Summer Camp Supplies	512	7,500	7,500
10.4310.0708	Supplies	10,973	15,000	15,000
10.4310.0709	Telephone	28,888	45,000	30,000
10.4310.0715	Uniform Exp.	21,797	24,000	22,000
10.4310.0501	Utilities	8,987	12,500	10,000
10.4310.0713	Vehicle Exp.	48,615	50,000	50,000
	<b>TOTAL OPERATING</b>	<b>\$ 306,486</b>	<b>\$ 425,746</b>	<b>\$ 337,355</b>
10.4310.0705	<i>Capital Outlay</i>	150,004	190,000	196,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 150,004</b>	<b>\$ 190,000</b>	<b>\$ 196,000</b>
	<b>TOTAL POLICE DEPARTMENT</b>	<b>\$ 2,419,095</b>	<b>\$ 2,930,427</b>	<b>\$ 3,134,501</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 sixteen 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. Six SRO's & one Highway Safety Traffic Officer have their separate budgets.

Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Law Enforcement Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
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.
Supplies	Miscellaneous office supplies.
Telephone	Telephone services including cell phones
Vehicle	Oil changes, tires and preventive maintenance
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.
Capital	See Detailed List

## POLICE DEPARTMENT BUDGET SUMMARY

Equipment and Maintenance	
ITEM	COST
Xerox Agreement	8,700
RCC Annual Maintenance	10,000
Radar Maintenance	1,000
Motorola 800 Radios (62 units -five year lease)	23,700
Thirty-two Tasers (five year lease)	12,455
<b>TOTAL EQUIP &amp; MAINT</b>	<b>\$ 55,855</b>

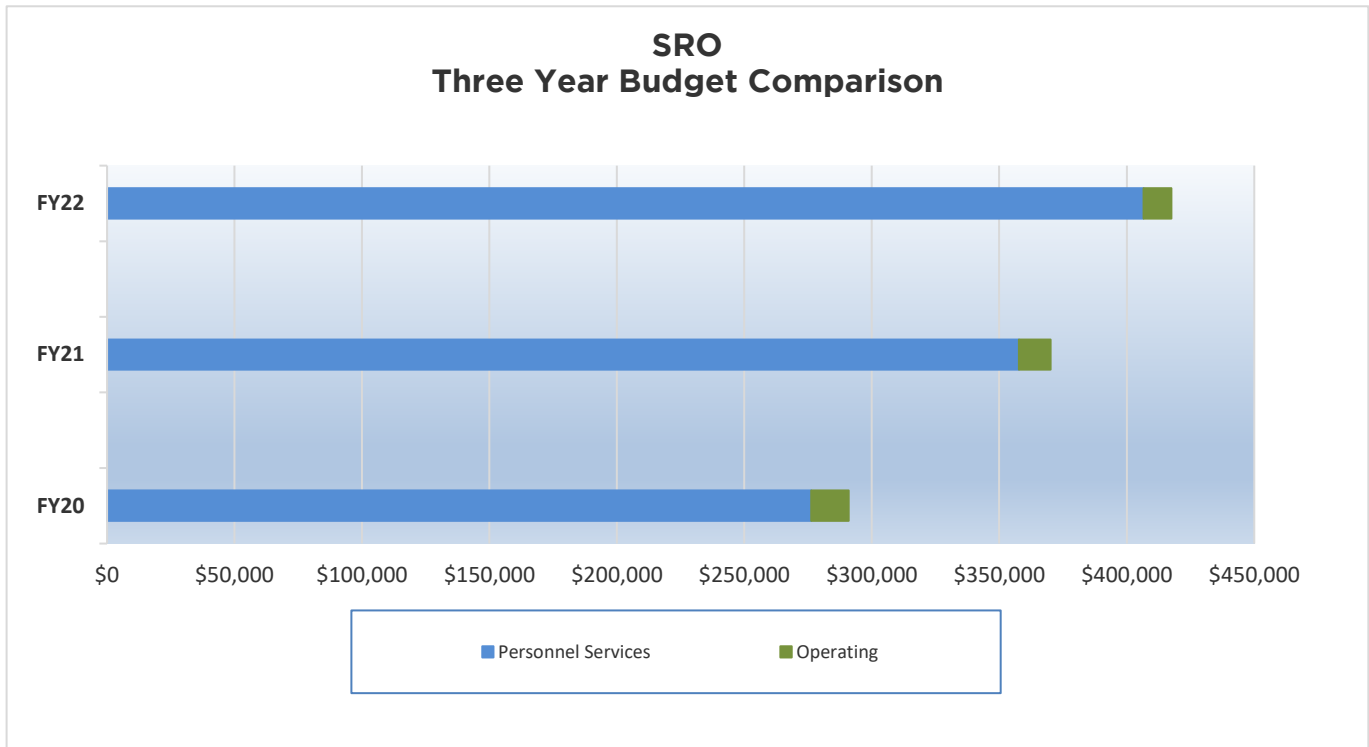
Capital		Recommended	
ITEM	QTY	COST / UNIT	TOTAL COST
Marked Police Replacement Vehicles Including Equipment (4)		49,000	196,000
<b>TOTAL CAPITAL</b>			<b>\$ 196,000</b>



**School Resource Officers  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	276,203	357,691	406,579
Operating	14,724	12,500	11,000
<b>Totals</b>	<b>\$290,927</b>	<b>\$370,191</b>	<b>\$417,579</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	5	6	6

## SCHOOL RESOURCE OFFICERS

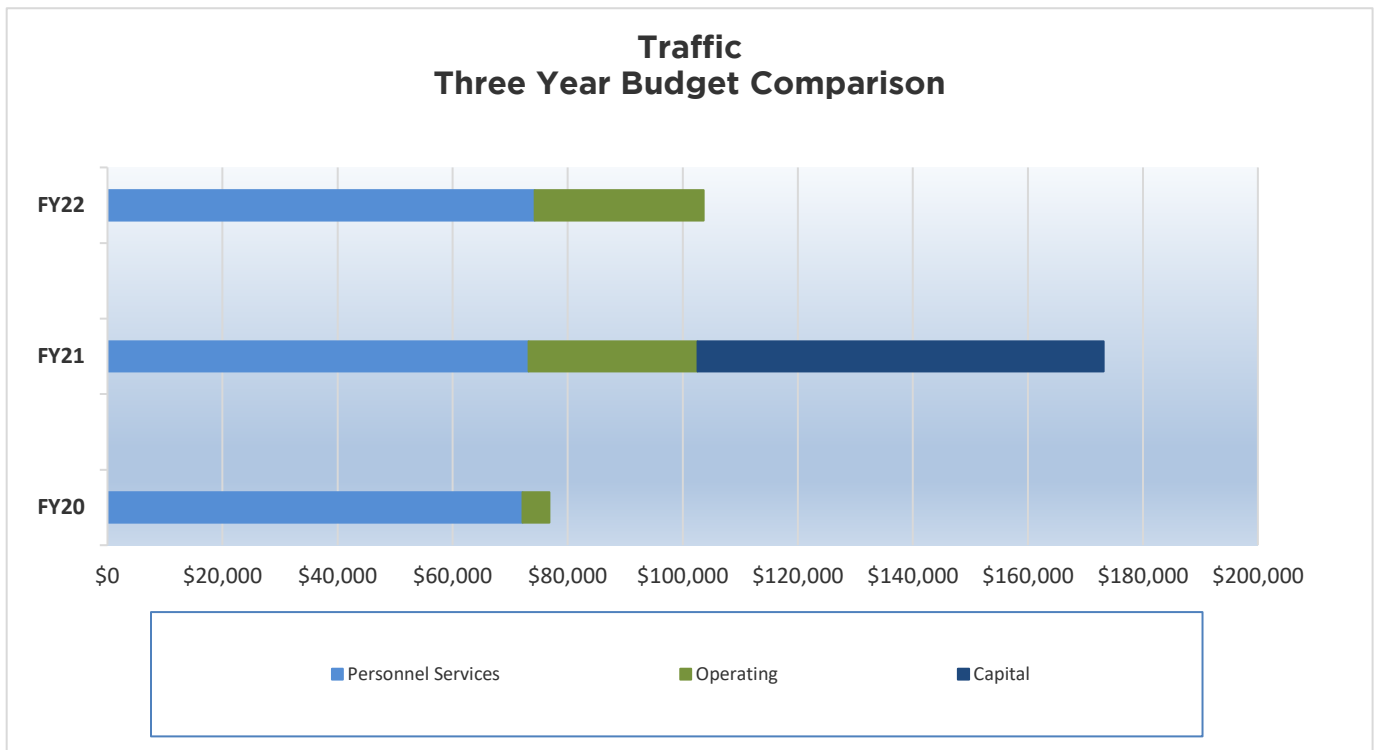
Account No.	Classification of Expenditures	Audited FY 20	Adopted FY 21	Adopted FY 22
<i>Personnel Services</i>				
10.4315.0101	Salaries & Wages	189,780	235,661	273,240
10.4315.0102	Social Security / Medicare	14,221	18,180	20,830
10.4315.0103	Law Enforcement Retirement	34,896	42,910	49,227
10.4315.0104	Overtime	3,419	2,000	2,000
10.4315.0105	Health Insurance	33,887	50,916	52,067
10.4315.0107	Workers Compensation	-	8,024	9,215
10.4315.0110	Emergency Pay	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 276,203</b>	<b>\$ 357,691</b>	<b>\$ 406,579</b>
<i>Operating</i>				
10.4315.0712	Computer Expense	160	1,500	-
10.4315.0719	Fuel Expense	8,347	7,000	7,000
10.4315.0401	Professional Development	529	-	-
10.4315.0715	Uniform Expense	1,138	500	500
10.4315.0713	Vehicle Expense	4,550	3,500	3,500
<b>TOTAL OPERATING</b>		<b>\$ 14,724</b>	<b>\$ 12,500</b>	<b>\$ 11,000</b>
10.4315.0705	<i>Capital Outlay</i>	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL SRO</b>		<b>\$ 290,927</b>	<b>\$ 370,191</b>	<b>\$ 417,579</b>



**Highway Safety Traffic Grant  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	72,132	73,211	74,266
Operating	4,699	29,390	29,390
Capital	0	70,553	0
<b>Totals</b>	<b>\$76,831</b>	<b>\$173,154</b>	<b>\$103,656</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	1	1	1

## HIGHWAY SAFETY TRAFFIC GRANT

Account No.	Classification of Expenditures	Audited FY 20	Adopted FY 21	Adopted FY 22
	<i>Personnel Services</i>			
10.4317.0101	Salaries & Wages	45,290	45,000	45,066
10.4317.0102	Social Security / Medicare	3,319	3,443	3,411
10.4317.0103	Law Enforcement Retirement	8,400	8,568	8,059
10.4317.0104	Overtime	589	-	-
10.4317.0105	Health Insurance	14,534	14,652	14,627
10.4317.0107	Worker's Comp Insurance	-	1,548	1,520
10.4317.0111	Deferred Comp Emplr Match	-	-	1,583
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 72,132</b>	<b>\$ 73,211</b>	<b>\$ 74,266</b>
	<i>Operating</i>			
10.4317.0401	Travel (Mileage)	4,402	22,200	22,200
10.4317.0701	Other	297	7,190	7,190
10.4317.0705	Equipment	-	-	-
	<b>TOTAL OPERATING</b>	<b>\$ 4,699</b>	<b>\$ 29,390</b>	<b>\$ 29,390</b>
10.4317.0705	<i>Capital Outlay</i>	-	70,553	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 70,553</b>	<b>\$ -</b>
	<b>TOTAL HWY TRAFFIC GRANT</b>	<b>\$ 76,831</b>	<b>\$ 173,154</b>	<b>\$ 103,656</b>



## **Public Service Department FY22**

**Logan Faulkner, Public Service Director**

### **Mission**

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

### **Measures**

1. Average 15 bags of litter picked up each month.
2. Average time between ROW maintenance is less than seven days in the growing season.
3. Average time between HWY 52 ROW maintenance is less than twenty-one days in the growing season.
4. Average time between recreation field maintenance is three days.
5. Change the hanging basket flowers twice a year.
6. Limit the number of missed cans to 5 per week.
7. Average 3 ditches per week of maintenance in the Stormwater Department.
8. Clean out at least 1 section of Town storm drains per quarter.

### **FY 2022 Goals**

#### **Building and Grounds**

1. Establish a maintenance schedule for all new acquired properties along the California Branch.
2. Construct shed for Christmas display storage.
3. Survey town and replace missing street signs.
4. Survey and trim trees and brush that are in the line of view at stop signs and intersections.

#### **Stormwater**

1. Obtain easements and improve drainage on the ditch between Broughton rd. and Hill St.
2. Improve drainage by widening the ditch on Barrony St.
3. Survey storm drains and have a Vac Truck/trailer come and clean out clogged drains.
4. Construct shed for large Stormwater vehicles.

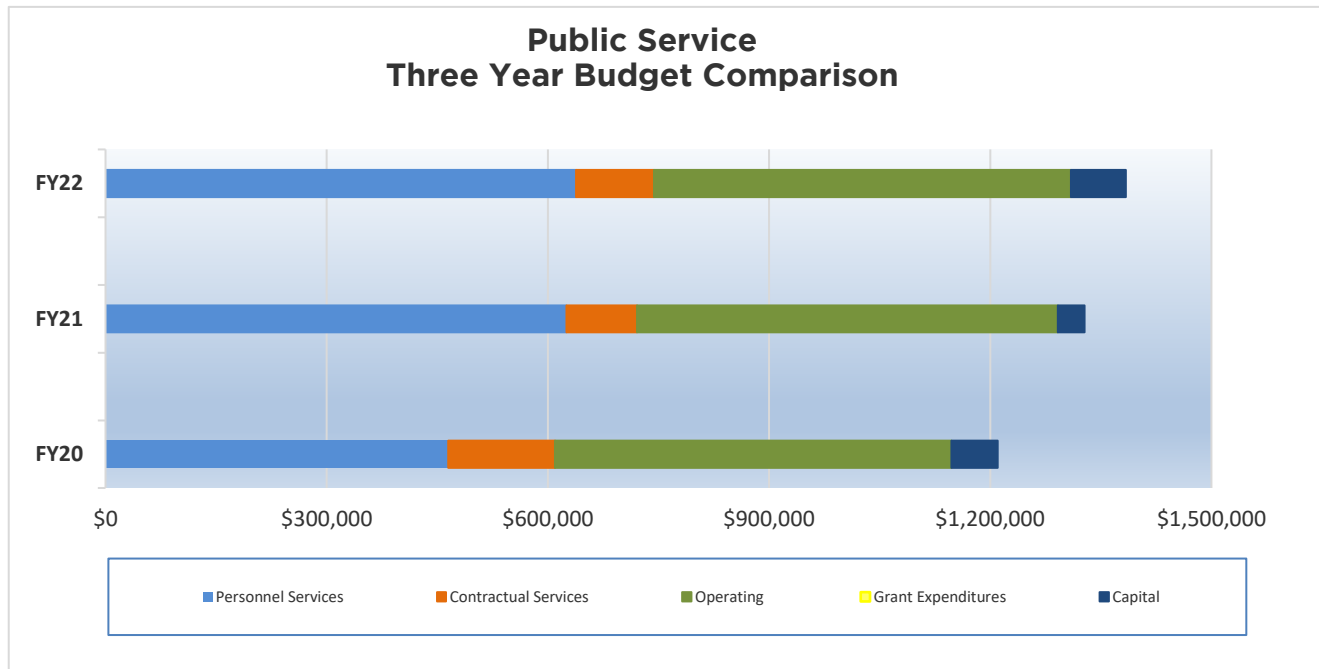
#### **Sanitation**

1. Obtain a fourth truck for a backup.
2. Establish a bulk yard debris system for Wednesday's once we obtain the grapple loader.
3. Construct shed for Sanitation vehicles.
4. Create and apply a system to determine when a can needs to be replaced so that the refuse collectors can mark it and then someone can come replace it in a timely fashion.

**Public Service - Building & Grounds  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	464,738	625,209	638,221
Contractual Services	144,886	95,554	105,830
Operating	537,739	571,100	565,500
Grant Expenditures	0	0	0
Capital	62,880	36,000	74,500
<b>Totals</b>	<b>\$1,210,243</b>	<b>\$1,327,863</b>	<b>\$1,384,051</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	12	13	13

**PUBLIC SERVICE DEPARTMENT**

**BUILDING & GROUNDS**

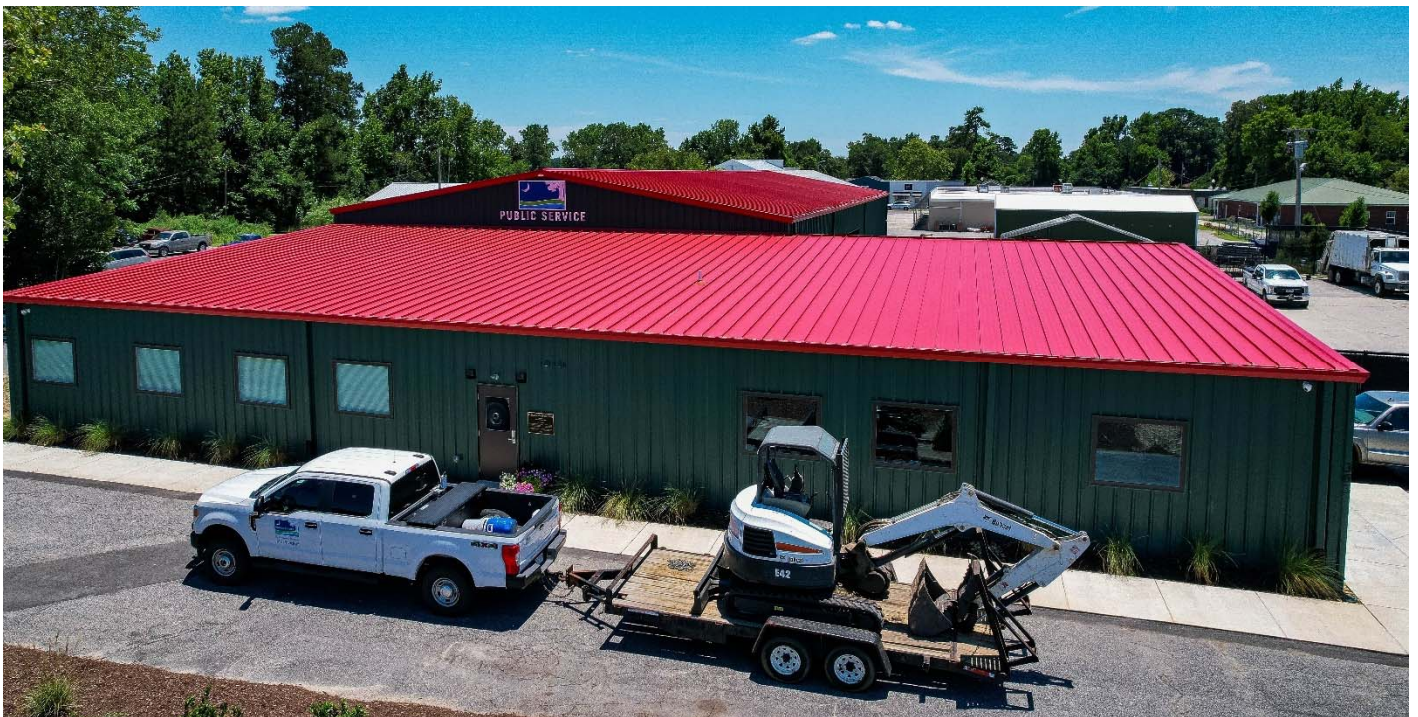
<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY 22</b>
	<i>Personnel Services</i>			
10.4450.0101	Salaries & Wages	317,447	416,219	426,791
10.4450.0102	Social Security / Medicare	24,160	32,901	33,682
10.4450.0103	Regular State Retirement	49,802	65,048	66,673
10.4450.0104	Overtime	5,656	13,500	13,500
10.4450.0105	Health Insurance	67,077	96,541	88,463
10.4450.0108	Physical Exams	596	1,000	1,000
10.4450.0111	Deferred Comp Emplr Match	-	-	8,112
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 464,738</b>	<b>\$ 625,209</b>	<b>\$ 638,221</b>
	<i>Contractual Services</i>			
10.4450.0760	Contract Labor	122,336	70,554	105,830
10.4450.0761	Contract Labor- HWY 52	22,550	25,000	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 144,886</b>	<b>\$ 95,554</b>	<b>\$ 105,830</b>
	<i>Operating</i>			
10.4450.0712	Computer	419	4,500	-
10.4450.0602	Equipment and Maintenance	17,237	23,500	19,000
10.4450.0601	Facilities Maintenance	46,951	40,000	40,000
10.4450.0636	Field Maintenance	30,704	30,000	30,000
10.4450.0719	Fuel	12,818	16,500	16,500
10.4450.0732	Landscaping Supplies	35,000	30,000	30,000
10.4450.0707	Leased Equipment	48,269	42,500	42,500
10.4450.1001	Miscellaneous - Christmas Lights	5,137	5,000	6,000
10.4450.0733	Miscellaneous Repairs	599	2,000	2,000
10.4450.0708	Office Supplies	1,340	1,100	1,500
10.4450.0600	Park Maintenance	9,372	15,000	17,000
10.4450.0401	Professional Development	825	1,500	1,500
10.4450.0603	Small Tools / Equipment	7,001	5,500	5,500
10.4450.0631	Street Lighting	287,599	320,000	320,000
10.4450.0630	Street, Sign & Road Maint.	16,577	10,000	10,000
10.4450.0709	Telephone	5,673	5,500	5,500
10.4450.0715	Uniform	3,886	6,000	6,000
10.4450.0713	Vehicle	8,332	12,500	12,500
	<b>TOTAL OPERATING</b>	<b>\$ 537,739</b>	<b>\$ 571,100</b>	<b>\$ 565,500</b>
10.4450.0705	<i>Capital Outlay</i>	62,880	36,000	74,500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 62,880</b>	<b>\$ 36,000</b>	<b>\$ 74,500</b>
	<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>\$ 1,210,243</b>	<b>\$ 1,327,863</b>	<b>\$ 1,384,051</b>



## BUILDING & GROUNDS BUDGET SUMMARY

The Public Service Building & Grounds Division consists of one Director, one Maintenance/Facilities Manager, one Roadside Maintenance Foreman, Maintenance Foreman, four Equipment Operators II, three 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.

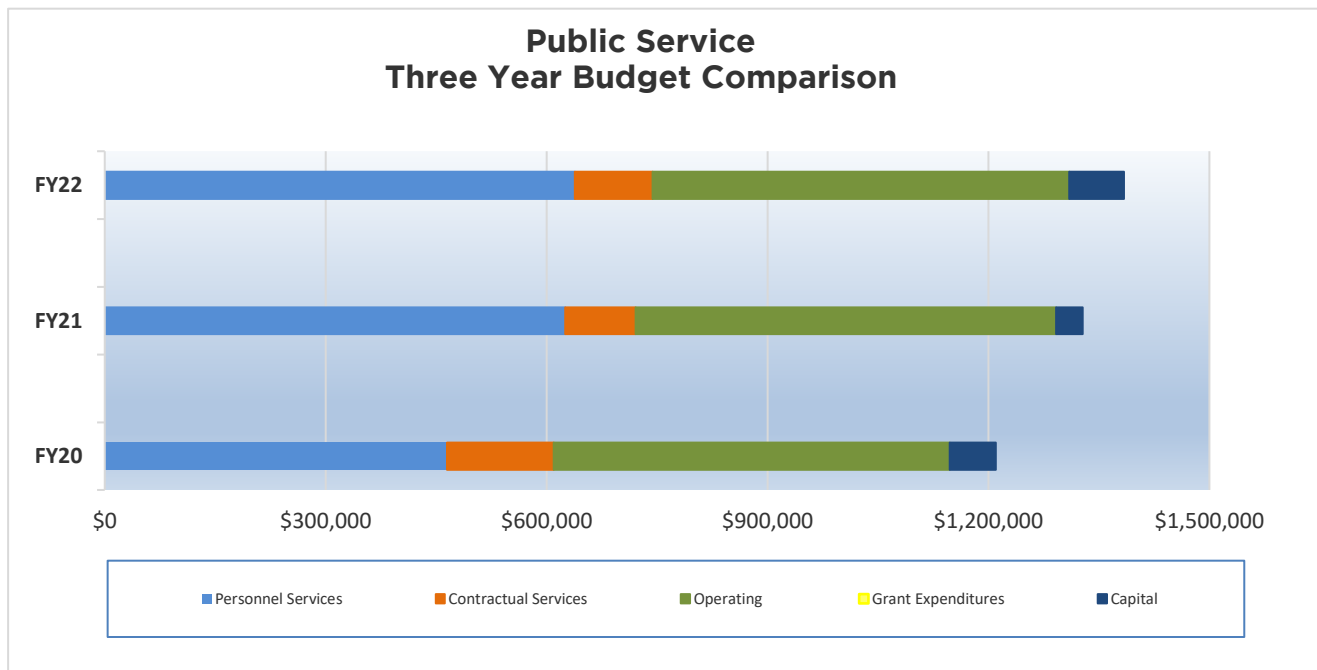
Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Regular State Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
Physical Exams	Physical exams for new employees and random drug screen
Contract Labor	Three full-time contract laborers
Professional Development	Meetings to include meeting fees, lodging and meals
Park Maintenance	Maintenance for Unity and Lacy Parks, and add a water fountain at Lacey Park
Facilities Maintenance	Maintenance for Rec Complex & Youth Field Buildings
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....
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
Supplies	Office Supplies & Xerox copy lease \$6,500
Telephone	Telephone services including cell phones and Home Telephone alarm fees.
Vehicle	Oil Changes, tires and preventive maintenance for Building & Grounds vehicles
Uniform	Safety vests, Uniforms, work boots, gloves etc....
Fuel	Fuel Expense
Landscaping Supplies	Fertilizer, flowers etc.... including hanging baskets for Main Street
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.
Capital Outlay	72" lawn mower diesel (\$19,500), Landscape Truck (\$55,000)



**Public Service - Sanitation  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	200,076	446,167	506,618
Contractual Services	7,426	0	0
Operating	175,991	87,100	150,000
Grant Expenditures	0	0	0
Capital	629,533	0	0
Debt Service	0	134,100	207,800
<b>Totals</b>	<b>\$1,013,026</b>	<b>\$667,367</b>	<b>\$864,418</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	7	10	10

**PUBLIC SERVICE DEPARTMENT**

**SANITATION**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY 22</b>
	<i>Personnel Services</i>			
10.4454.0101	Salaries & Wages	138,140	300,445	346,952
10.4454.0102	Social Security / Medicare	9,758	23,380	26,924
10.4454.0103	Regular State Retirement	21,735	46,920	54,141
10.4454.0104	Overtime	1,546	5,000	5,000
10.4454.0105	Health Insurance	27,277	68,922	67,123
10.4454.0108	Physical Exams	1,620	1,500	2,500
10.4454.0111	Deferred Comp Emplr Match			3,978
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 200,076</b>	<b>\$ 446,167</b>	<b>\$ 506,618</b>
	<i>Contractual Services</i>			
10.4454.0760	Contract Labor	7,426	-	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 7,426</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Operating</i>			
10.4454.0401	Professional Development	117	1,000	1,000
10.4454.0702	Advertising	4,749	-	600
10.4454.0602	Equipment and Maintenance	150,284	27,000	73,000
10.4454.0603	Small Tools / Equipment	1,609	1,750	4,750
10.4454.0708	Supplies	370	150	150
10.4454.0709	Telephone	451	1,200	500
10.4454.0712	Computer	26	2,000	-
10.4454.0713	Vehicle	6,818	20,000	36,000
10.4454.0715	Uniform	2,361	6,000	6,000
10.4454.0719	Fuel	8,843	25,000	25,000
10.4454.1001	Miscellaneous	363	3,000	3,000
	<b>TOTAL OPERATING</b>	<b>\$ 175,991</b>	<b>\$ 87,100</b>	<b>\$ 150,000</b>
10.4452.0705	<i>Capital Outlay</i>	629,533	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 629,533</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Debt Service</i>			
10.4600.1774	FY 20 Sanitation Trucks Lease Purchase	-	134,100	133,800
10.4600.1776	FY 21 Sanitation Trucks Lease Purchase			74,000
	<b>TOTAL DEBT SERVICE</b>	<b>\$ -</b>	<b>\$ 134,100</b>	<b>\$ 207,800</b>
	<b>TOTAL SANITATION</b>	<b>\$ 1,013,026</b>	<b>\$ 667,367</b>	<b>\$ 864,418</b>

## SANITATION BUDGET SUMMARY

The Public Sanitation Division consists of one Sanitation Supervisor, three Sanitation Operator II and six Refuse Collectors that maintain the Town's sanitation and yard debris.

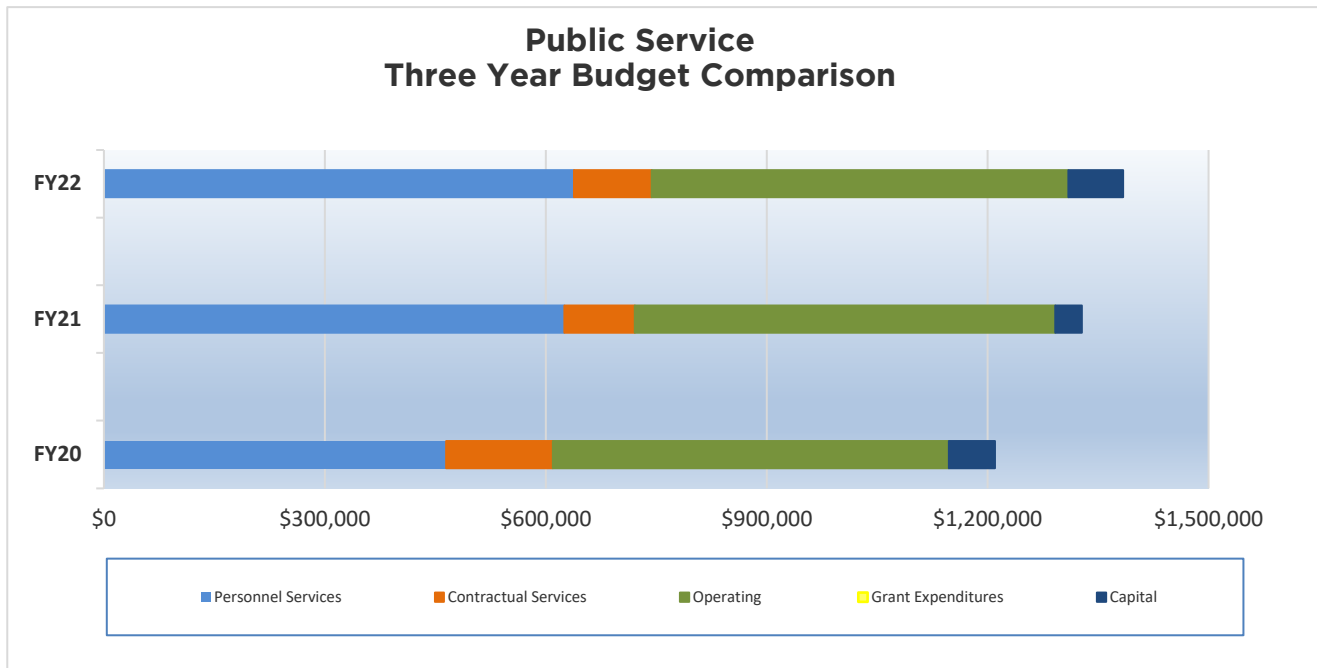
Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Regular State Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
Physical Exams	Physical exams for new employees and random drug screen
Contract Labor	none
Professional Development	Meetings to include meeting fees, lodging and meals
Equipment and Maintenance	Trash Cans for growth and replacements (\$54/can), equipment and maintenance for sanitation
Small Tools / Equipment	Shovels, brooms, rakes, skill kit (\$1,000), Def Station (\$2,000) etc...
Supplies	Supplies
Telephone	Cell phone services
Vehicle	Oil Changes, tires and preventive maintenance for Sanitation vehicles
Uniform	Safety vests, Uniforms, work boots, gloves etc...
Fuel	Fuel Expense
Capital Outlay	N/A



**Public Service - Storm Water  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	89,622	147,624	161,391
Contractual Services	0	0	0
Operating	17,466	31,500	31,600
Grant Expenditures	0	0	0
Capital	35,013	40,000	160,000
<b>Totals</b>	<b>\$142,101</b>	<b>\$219,124</b>	<b>\$352,991</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	3	3	3



**PUBLIC SERVICE DEPARTMENT**

**STORM WATER**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY 22</b>
	<i>Personnel Services</i>			
10.4452.0101	Salaries & Wages	63,061	96,806	107,045
10.4452.0102	Social Security / Medicare	4,480	7,798	8,571
10.4452.0103	Regular State Retirement	9,789	15,670	17,247
10.4452.0104	Overtime	48	5,000	5,000
10.4452.0105	Health Insurance	11,894	22,050	22,812
10.4452.0108	Physical Exams	350	300	300
10.4452.0111	Deferred Comp Emplr Match			416
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 89,622</b>	<b>\$ 147,624</b>	<b>\$ 161,391</b>
	<i>Contractual Services</i>			
10.4454.0760	Contract Labor		-	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Operating</i>			
10.4452.0602	Equipment and Maintenance	8,793	10,000	10,000
10.4452.0719	Fuel	1,584	10,000	10,000
10.4452.0401	Professional Development	-	1,000	1,000
10.4452.0603	Small Tools / Equipment	1,738	2,000	2,000
10.4452.0708	Supplies	35	-	100
10.4452.0709	Telephone	701	2,000	2,000
10.4452.0715	Uniform	528	2,000	2,000
10.4452.0713	Vehicle	4,087	4,500	4,500
	<b>TOTAL OPERATING</b>	<b>\$ 17,466</b>	<b>\$ 31,500</b>	<b>\$ 31,600</b>
10.4452.0705	<i>Capital Outlay</i>	35,013	40,000	160,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 35,013</b>	<b>\$ 40,000</b>	<b>\$ 160,000</b>
	<b>TOTAL STORM WATER</b>	<b>\$ 142,101</b>	<b>\$ 219,124</b>	<b>\$ 352,991</b>

## STORM WATER BUDGET SUMMARY

The Public Service Storm Water Division consists of one Storm Water Supervisor, two Equipment Operator II that maintains the Town's storm water system.

Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Regular State Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
Physical Exams	Physical exams for new employees and random drug screen
Contract Labor	none
Professional Development	Meetings to include meeting fees, lodging and meals
Equipment and Maintenance	Equipment maintenance for storm water
Small Tools / Equipment	Shovels, brooms, rakes etc...
Telephone	Cell phone services
Vehicle	Oil Changes, tires and preventive maintenance for Storm Water vehicles
Uniform	Safety vests, Uniforms, work boots, gloves etc...
Fuel	Fuel Expense
Capital Outlay	Vac Trailer (\$65,000) and Dump Truck (\$95,000)



## **Recreation Department FY 22**

### **Becky Ellison, Recreation Director**

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#### **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

#### **Goals:**

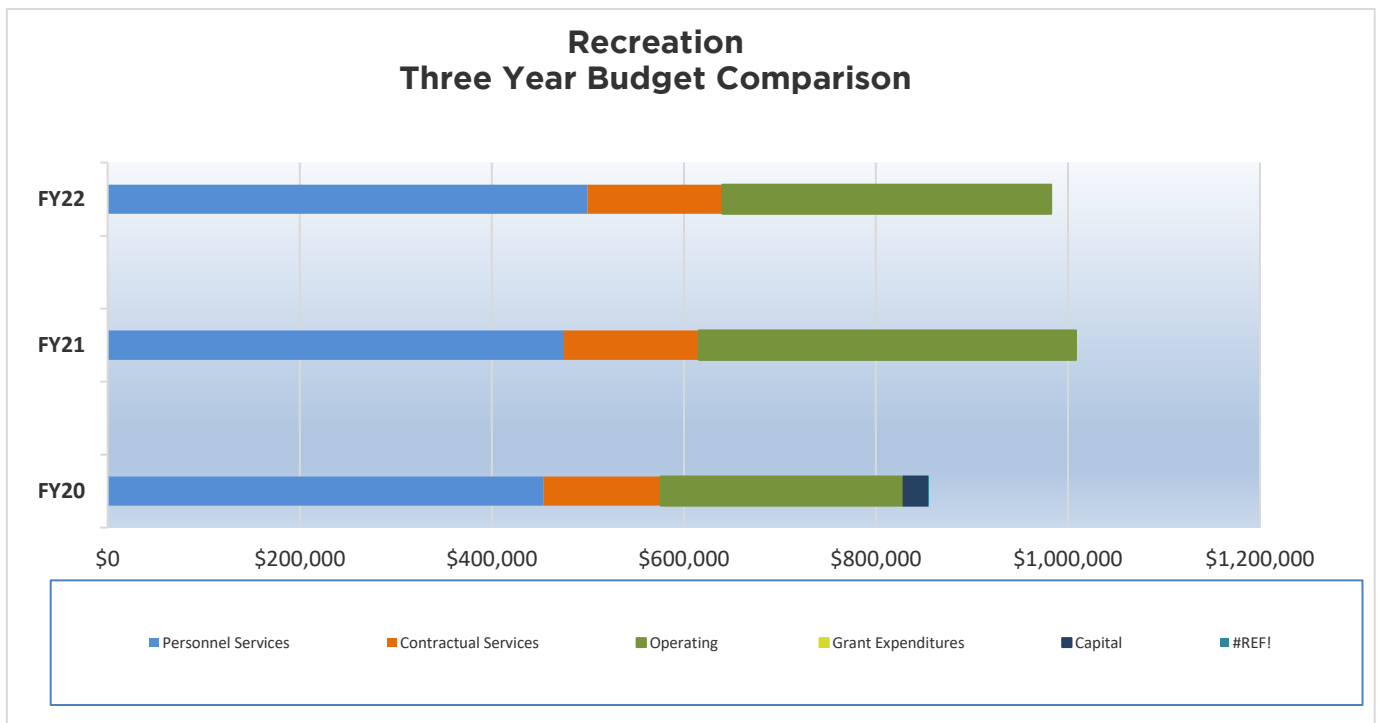
1. Add Co-Ed Adult Softball and Volleyball
2. Add Senior Adult Softball League
3. Recognize the volunteer coaches with a Coaches Banquet.
4. Work to establish a Miracle League Field through fundraising and sponsorships.
5. Add programs for ages 3-5 years old-Amazing Athletes
6. Expand senior opportunities by creating a variety of programs: painting classes, senior yoga, line dancing, pickle ball, and fitness classes.



**Recreation Department  
Budget Summary  
Budget FY22**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY20	FY21	FY22
Personnel Services	453,602	474,968	499,346
Contractual Services	122,519	140,896	140,896
Operating	252,012	392,266	342,216
Grant Expenditures	394	0	0
Capital	25,739	0	0
<b>Totals</b>	<b>\$854,266</b>	<b>\$1,008,130</b>	<b>\$982,458</b>



**Comparative Summary of Authorized Personnel**

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Full-time employees	7	7	7

**RECREATION DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 20</b>	<b>Budgeted FY 21</b>	<b>Adopted FY 22</b>
	<i>Personnel Services</i>			
10.4500.0101	Salaries & Wages	325,978	332,505	346,427
10.4500.0102	Social Security / Mdicare	24,733	25,376	26,399
10.4500.0103	Regular State Retirement	50,042	50,088	52,171
10.4500.0104	Overtime	3,902	2,000	4,000
10.4500.0105	Health Insurance	48,737	64,499	61,919
10.4500.0108	Physical Exams	210	500	500
10.4500.0111	Deferred Comp Emplr Match	-	-	7,930
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 453,602</b>	<b>\$ 474,968</b>	<b>\$ 499,346</b>
	<i>Contractual Services</i>			
10.4500.0761	Contract Labor	71,766	88,896	88,896
10.4500.0760	Instructors	693	5,000	5,000
10.4500.0739	Officials	49,366	45,000	45,000
10.4500.0204	Professional Services	694	2,000	2,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 122,519</b>	<b>\$ 140,896</b>	<b>\$ 140,896</b>
	<i>Operating</i>			
10.4500.0702	Advertising and Promotion	354	3,000	3,000
10.4500.0735	Athletic Awards	2,691	6,000	6,000
10.4500.0737	Athletic Equipment	19,916	15,000	10,000
10.4500.0736	Athletic Uniforms	16,574	45,000	45,000
10.4500.0601	Building Maintenance	2,036	7,740	7,740
10.4500.0746	Camp Programs	3,157	6,000	6,000
10.4500.0710	Class / Camp Supplies	661	5,000	5,000
10.4500.0712	Computer	11,270	11,550	-
10.4500.0738	Concessions	32,551	60,000	60,000
10.4500.0701	Dues / Subscriptions	340	1,000	1,000
10.4500.0602	Equipment Maintenance	10,848	8,200	8,200
10.4500.0636	Field Maintenance	15,248	25,000	25,000
10.4500.0747	Franchise Fees	103	1,100	1,200
10.4500.0719	Fuel	5,122	4,900	5,200
10.4500.1001	Micellaneous	6,760	3,600	4,200
10.4500.0401	Professional Development	1,454	4,000	4,000
10.4500.1003	Sales Tax	2,302	10,800	10,800
10.4500.0741	Special Events	63	-	-
10.4500.0707	Special Permitting Fees	202	1,500	1,500
10.4500.0751	Sponsor Signs	1,847	3,000	3,000
10.4500.0708	Supplies	3,334	4,500	4,500
10.4500.0709	Telephone	10,898	11,676	11,676
10.4500.0742	Tournament	3,632	75,000	30,000
10.4500.0715	Uniform	1,421	1,000	1,200
10.4500.0501	Utilities	96,074	75,000	85,000
10.4500.0713	Vehicle	3,154	2,700	3,000
	<b>TOTAL OPERATING</b>	<b>\$ 252,012</b>	<b>\$ 392,266</b>	<b>\$ 342,216</b>
	<i>Grants</i>			
10.4500.0814	USTA SC/Net Generation Grant Exp.	394	-	-
	<b>TOTAL GRANTS</b>	<b>\$ 394</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Capital Outlay</i>			
10.4500.0705		25,739	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 25,739</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL RECREATION DEPARTMENT</b>	<b>\$ 854,266</b>	<b>\$ 1,008,130</b>	<b>\$ 982,458</b>

## RECREATION DEPARTMENT BUDGET SUMMARY

Recreation department consists of one full-time Recreation Director, one full-time Deputy Athletic Director, one full-time Athletic Director, one full-time Athletic Coordinator, two Equipment Operator II, one full-time Concession Stand Supervisor, several part-time Recreation Coordinators, several part-time Concession Stand Attendants, several part-time Summer Slam employees and one part-time Grounds Technician that provide recreational activities.

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
Officials	Cost of Officials for all sporting events.
Instructors	Cost of Instructors for yoga, painting and other class instructor fees
Contract Labor	One full-time and one part-time contract laborer to assist with the fields and several contracted concession stand attendants
Professional Development	Includes meetings for Events & Marketing Manager, Dixie Girls National Conference, SCRPA Conference & other meetings
Utilities	Utilities for the ballfields at the youth field & , Recreation Complex, lighting at tennis courts and Depot
Building Maintenance	Repairs and maintenance including cleaning supplies, cleaning fees and pest control for Depot
Equipment and Maintenance	Concession Stand Equipment repairs and maintenance. Five trash receptacles at Rec Complex
Field Maintenance	Paint, chalk, turface, turf tank, 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 for Events & Marketing Manager and Rec staff
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
Tournament	Tournament costs including All Star Team uniforms, entry fees, lodging, meals, fuel and transpiration for participants
Camp Programs	Field trip fees, bus fees and meals for summer programs
Franchise Fees	Costs for participation in Dixie programs.
Sponsorship Signs	Signs for Sponsors
Miscellaneous	Miscellaneous expenses such as credit card fees



**ABATEMENTS & IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 409,100	\$ 389,273	\$ 769,626
	<i>Revenues</i>			
82.3000.1100	Donations	-	-	-
82.3000.1200	Transfer from General Fund	174,950	414,353	250,000
	<b>TOTAL REVENUES</b>	<b>174,950</b>	<b>414,353</b>	<b>250,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>584,050</b>	<b>803,626</b>	<b>1,019,626</b>
	<i>Expenditures</i>			
	Abatements			
82.4455.2500	Private	-	10,000	
82.4455.2502	Public	-	10,000	
	Improvements			
82.4455.2706	Mast Arms 52 & 52	11,291	-	
82.4455.2707	Sidewalk Staining	15,986	-	
82.4455.2710	Other	-		
82.4455.2710	Other Improvements - Banners	-	14,000	-
82.4455.	Cross walks, sidewalks and Corner improvements			125,000
82.4455.1410	Miracle League			728,546
82.4455.	Parks and Recreation - Study			69,000
	Transfers			
82.4700.1304	Transfer to - Capital Improvements Fund	167,500	-	-
	<b>TOTAL EXPENDITURES</b>	<b>194,777</b>	<b>34,000</b>	<b>922,546</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 389,273</b>	<b>\$ 769,626</b>	<b>\$ 97,080</b>

**BOND SINKING FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 32,738	\$ 44,276	\$ 44,611
	<i>Revenues</i>			
80.3000.0203	Interest	146	100	100
80.3000.0420	Debt Millage (3Mills)	161,584	176,784	181,350
80.3000.0421	Delinquent Debt Millage	8,513	6,500	6,500
80.3000.1210	Transfer from - General Fund	25,000	-	-
	<b>TOTAL REVENUES</b>	<b>195,243</b>	<b>183,384</b>	<b>187,950</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>227,981</b>	<b>227,660</b>	<b>232,561</b>
	<i>Expenditures</i>			
80.4600.1002	Interest	39,705	36,049	32,316
80.4600.1665	GO Bond - Ferrar fire Truck	64,000	66,000	-
80.4600.1668	GO Bond - 2014 Series/Construction	80,000	81,000	151,000
	<b>TOTAL EXPENDITURES</b>	<b>183,705</b>	<b>183,049</b>	<b>183,316</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 44,276</b>	<b>\$ 44,611</b>	<b>\$ 49,245</b>

**CAPITAL IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 168,136	\$ 13,590	\$ 13,590
	<i>Revenues</i>			
84.3000.0400	10% LOST	-	-	-
84.3000.1100	Miracle League Donations	66,632	-	-
84.3000.1105	Donations / Reimbursements	-	-	-
84.3000.1205	Transfer from General Fund	350,000	-	-
84.3000.1206	Transfer from -Abatements & Improvements Fund	167,500	-	-
84.3000.1206	Transfer from -Local Tax Fund	299,500	-	-
	<b>TOTAL REVENUES</b>	<b>883,632</b>	<b>-</b>	<b>-</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,051,768</b>	<b>13,590</b>	<b>13,590</b>
	<i>Expenditures</i>			
84.4454.1409	Concession Stand	980	-	-
84.4454.1410	Miracle League Field	2,300	-	-
84.4454.1411	Public Service Building	1,009,382	-	-
84.4454.1412	Shade Shelter	25,516	-	-
	<b>TOTAL EXPENDITURES</b>	<b>1,038,178</b>	<b>-</b>	<b>-</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 13,590</b>	<b>\$ 13,590</b>	<b>\$ 13,590</b>

**COMMUNITY RECREATION COMPLEX DEBT SERVICE FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 427,973	\$ 451,880	\$ 480,729
	Cash with Fiscal Agent	226,641	93,084	93,084
	<i>Revenues</i>			
83.3000.0201	Interest with Fiscal Agent	62,156	-	-
83.3000.0203	Interest Earned	-	150	150
83.3000.1200	Transfer In- Local Tax Fund	120,000	300,000	250,000
	<b>TOTAL REVENUES</b>	<b>182,156</b>	<b>300,150</b>	<b>250,150</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>836,770</b>	<b>845,114</b>	<b>823,963</b>
	<i>Expenditures</i>			
83.4343.1600	Bond Principal	175,000	215,000	220,000
83.4343.1601	Bond Interest	250,304	149,385	143,382
83.4343.1620	Debt Service Expenditure	516,034	-	-
83.4343.1625	Other Financing use	118,239	-	-
	<b>TOTAL EXPENDITURES</b>	<b>1,059,577</b>	<b>364,385</b>	<b>363,382</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ (222,807)</b>	<b>\$ 480,729</b>	<b>\$ 460,581</b>

**LOCAL TAX FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 165,352	\$ 79,060	\$ (30,350)
	<i>Revenues</i>			
81.3000.0102	Penalties - Hospitality	5,873	4,000	4,000
81.3000.0203	Interest Income	2,563	550	550
81.3000.0410	Local Accommodations Tax	20,421	20,500	20,500
81.3000.0412	Local Hospitality Tax	975,583	1,020,000	1,050,000
81.3000.0415	Miscellaneous Income	-	-	-
81.3000.0810	GOOGLE Grant	643	-	-
	<b>TOTAL REVENUES</b>	<b>1,005,083</b>	<b>1,045,050</b>	<b>1,075,050</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,170,435</b>	<b>1,124,110</b>	<b>1,044,700</b>
	<i>Expenditures</i>			
81.4121.0202	Trustee Fees	2,500	2,500	2,500
81.4121.0706	D & O Insurance	860	860	900
81.4121.1001	Miscellaneous	915	1,100	1,100
81.4700.1300	Transfer to General Fund	667,600	850,000	790,000
81.4700.1303	Transfer to CRC Debt Reserve	120,000	300,000	250,000
81.4700.1304	Transfer to Capital Improvements Fund	299,500	-	-
	<b>TOTAL EXPENDITURES</b>	<b>1,091,375</b>	<b>1,154,460</b>	<b>1,044,500</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 79,060</b>	<b>\$ (30,350)</b>	<b>\$ 200</b>

**SC STATE ACCOMMODATIONS TAX FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ 15,229	\$ 12,510	\$ 2,235
	<i>Revenues</i>			
15.3000.0203	Interest Earned	128	25	50
15.3000.0410	Accommodations Tax	38,067	28,000	37,000
	<b>TOTAL REVENUES</b>	<b>38,195</b>	<b>28,025</b>	<b>37,050</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>53,424</b>	<b>40,535</b>	<b>39,285</b>
	<i>Expenditures</i>			
15.4122.1001	Tourism Events	-	-	-
15.4122.1002	*Advertising & Promotion	5,819	6,000	6,000
15.4700.1301	Transfer Out - General Fund	35,095	32,300	32,300
	<b>TOTAL EXPENDITURES</b>	<b>40,914</b>	<b>38,300</b>	<b>38,300</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 12,510</b>	<b>\$ 2,235</b>	<b>\$ 985</b>

\*Advertising & Promotion - Chamber of Commerce

**STORMWATER UTILITIES FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ -	\$ 156,191	\$ 21,781
	<i>Revenues</i>			
62.3000.0400	Stormwater Fees	459,672	450,000	477,000
62.3000.0401	Stormwater Permits	15,325	10,000	15,000
	<b>TOTAL REVENUES</b>	<b>474,997</b>	<b>460,000</b>	<b>492,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>474,997</b>	<b>616,191</b>	<b>513,781</b>
	<i>Expenditures</i>			
62.4452.0204	Contractual Services - Engineering	29,540	120,000	130,000
62.4452.0208	Contractual Services - System Repair	17,676	187,019	75,000
62.4452.1300	Transfer to GF - Public Service	271,590	287,391	352,991
62.4452.1300	Transfer to GF- Community Development	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>318,806</b>	<b>594,410</b>	<b>557,991</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 156,191</b>	<b>\$ 21,781</b>	<b>\$ (44,210)</b>

**VICTIMS ADVOCATE FUND**

Account No.	Classification of Expenditures	Audited FY 20	Budgeted FY 21	Adopted FY 22
	Beginning Fund Balance	\$ (10,441)	\$ 7,372	\$ 4,122
	<i>Revenues</i>			
17.3000.0502	Victim's Rights Revenues	8,255	6,500	7,500
17.3000.1201	Transfer In - GF	12,000	-	-
	<b>TOTAL REVENUES</b>	<b>20,255</b>	<b>6,500</b>	<b>7,500</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>9,814</b>	<b>13,872</b>	<b>11,622</b>
	<i>Expenditures</i>			
17.4312.0401	Professional Development	503	1,200	1,200
17.4312.0708	Supplies	-	250	250
17.4312.0709	Telephone	299	300	300
17.4312.0712	Computer Expense	-	-	-
17.4312.0713	Vehicle Expense	683	2,500	2,500
17.4312.0719	Fuel Expense	957	1,500	1,500
17.4312.1001	Court Expenses	-	4,000	4,000
	<b>TOTAL EXPENDITURES</b>	<b>2,442</b>	<b>9,750</b>	<b>9,750</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 7,372</b>	<b>\$ 4,122</b>	<b>\$ 1,872</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, 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. 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, 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 7 employees, we have several part-time employees for concession works. We would decrease our advertising promotion, select a different style of uniforms, 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, 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