



**TOWN OF MONCK'S CORNER**  
**Adopted Budget**  
**FY 2023 - 2024**

# TOWN OF MONCK'S CORNER SOUTH CAROLINA

October 1, 2023 - September 30, 2024

## MAYOR

Michael A. Locklear

## MAYOR PRO TEM

David A. Dennis, Jr

## COUNCIL MEMBERS

DeWayne G. Kitts

James N. Law, Jr.

Latorie S. Lloyd

Chadwick Sweatman

James B. Ware, III

## TOWN ADMINISTRATOR

Jeffrey Lord

*The Lowcountry's Hometown.*

## 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

Stephen Young, Police Chief

Justin Westbrook, Community Development Director

Mohamed Ibrahim, Information Technology Manager

Shaheena Bennett, Municipal Judge

Town of Moncks Corner  
FY 2024 Budget  
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STATE OF SOUTH CAROLINA     )  
COUNTY OF BERKELEY             )             ORDINANCE 2023 –  
TOWN OF MONCK'S CORNER     )

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE TOWN OF MONCK'S CORNER, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024

**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.

**NOW, THEREFORE, 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 2023, to the last day of September 2024, 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 seven and 71/100 (\$7.71) Dollars (77.1 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 seventy-seven point one (77.1) mills is apportioned as follows: Seventy-four point one (74.1) mills for 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 two million five hundred and ten thousand dollars (\$2,510,000) derived from the Local Option Sales Tax (LOST) Fund shall be distributed as follows: one million three hundred thousand dollars (\$1,300,000) plus one hundred thirty-three thousand, eight hundred thirty-two dollars (\$133,832) from prior year collections for a total of one million, four hundred thirty-three thousand, eight hundred thirty two dollars (\$1,433,832) of Local Option Sales Tax will be used for property tax relief. Tax Credits are based on 0.000875 (ratio) as applied to the total appraised values of one billion six hundred thirty-nine million sixty-two thousand two hundred ninety-two dollars (\$1,639,062,292). One million two hundred and ten thousand dollars (\$1,210,000) of Local Option Sales Tax Revenues will be used for general operating purposes.

**SECTION 4.** The Administrative Services Director - Clerk to Council 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. Sanitation fees for commercial customers will be \$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.

**Adopted and APPROVED**, this 19th day of September 2023.

\_\_\_\_\_  
Michael Locklear, Mayor

First Reading: August 15, 2023  
Second Reading: September 19, 2023

Council:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Marilyn Baker, Clerk Treasurer

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

\_\_\_\_\_  
John West, Town Attorney

## PUBLIC HEARING NOTICE

### NOTICE IS GIVEN:

Pursuant to Section 6-1-80 and Section 6-1-330 of the SC Code of Laws, public notice is hereby given that the Town of Moncks Corner will hold a Public Hearing to adopt the FY2024 General Operating Budget in the Moncks Corner Municipal Complex located at 118 Carolina Avenue, Moncks Corner, on Tuesday, September 19, 2023, during the regular meeting of Town Council as follows:

#### **General Operating Budget:**

##### **Budgeted Operating Revenues FY 2023**

**\$15,622,744**

##### **Budgeted Operating Expenditures FY 2023**

**\$15,363,175**

##### **Estimated Operating Revenues FY 2024**

**\$17,572,499**

##### **Estimated Operating Expenditures FY 2024**

**\$17,308,944**

##### **FY 2024 Millage**

**74.10 General Operating Mills**

**3.00 Debt Service Mills**

**77.10 MILLS**

##### **FY 2023 Millage**

**74.10 General Operating Mills**

**3.00 Debt Service**

**77.10 MILLS**

**The millage for 2023-2024 equals \$77.10/\$1,000 of assessed property value.**

**Sanitation Rates for residential customers will be \$166.92/year which has no rate increase from the current year.**

**Sanitation Rates for commercial customers will be \$19.61/month which has no rate increase from the current year.**

#### **Stormwater Enterprise Fund:**

##### **Budgeted Operating Revenues FY 2023**

**\$522,000**

##### **Budgeted Operating Expenditures FY 2023**

**\$611,183**

##### **Estimated Operating Revenues FY 2024**

**\$1,320,429**

##### **Estimated Operating Expenditures FY 2024**

**\$1,296,492**

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



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

### **FY 2023 - 2024 Budget**

August 15, 2023

Honorable Mayor and Council Members:

It is my pleasure to submit a budget for the Town of Moncks Corner, covering fiscal year 2024. This is a performance-based budget along with goals that were facilitated and set by Council for the Town.

### **Preliminary Processes**

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

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

#### **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. The appearance of the Town is essential in creating a sense of place.

#### **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 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.

#### **4. 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.

#### **5. Improve Operations /Communications**

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

## **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 and businesses to our town.

## **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 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 these services.

## **Growth**

Moncks Corner is a community that has grown significantly over the past year at 5.87%. 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 3.3% in Moncks Corner indicating the market's growth.

Both residential and commercial developments within the Town have increased. 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 2024 budget reflects revenue and other financing sources are projected to be \$17,572,499 which represents an increase of 14.46% over the adopted budget for FY 2023. The increase is from increases in Current Taxes, Business License, and Hospitality Tax. Budget expenditures and other financing uses are expected to be \$17,308,944 which is a 12.8% increase from last fiscal year's adopted budget. The increase is primarily due to personnel (with increases to wages), liability insurance, and police vehicles.

As the Town continues a Performance Measurement Program, you will find department level goals and measures in the appropriate sections of this document. The FY 2024 budget allows for a merit increase to reflect measured employee performance.

## **General Fund Revenues**

Primary increase in General Fund revenues for FY 2024 is due to the Town's property tax collections and business license, permits and franchise fees, and other charges for services are anticipated to increase 17.61%.

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



## History and Projection of Top Revenue Sources - General Fund

	Audited			Budget	Proposed
Top Three Sources	2020	2021	2022	2023	2024
Taxes	4,702,693	5,315,245	5,941,705	6,589,684	7,556,820
Business License, permits and franchise fees	3,871,613	4,259,475	5,270,382	4,132,600	5,135,000
Charges for Services	956,006	1,233,736	1,281,645	1,223,738	1,357,936
<b>Total - Top 3 Sources</b>	<b>9,530,312</b>	<b>10,808,456</b>	<b>12,493,732</b>	<b>11,946,022</b>	<b>14,049,756</b>
% Increase	68.65%	13.41%	15.59%	-4.38%	17.61%
<b>Other Sources</b>	\$ 3,088,905	\$ 2,387,546	\$ 2,730,152	\$ 3,676,722	\$ 3,522,743
<b>Total</b>	<b>\$12,619,217</b>	<b>\$13,196,002</b>	<b>\$15,223,884</b>	<b>15,622,744</b>	<b>17,572,499</b>
<b>Total General Fund Revenues</b>					
% from top three sources	76%	82%	82%	76%	80%
% from all other sources	24%	18%	18%	24%	20%

### Taxes

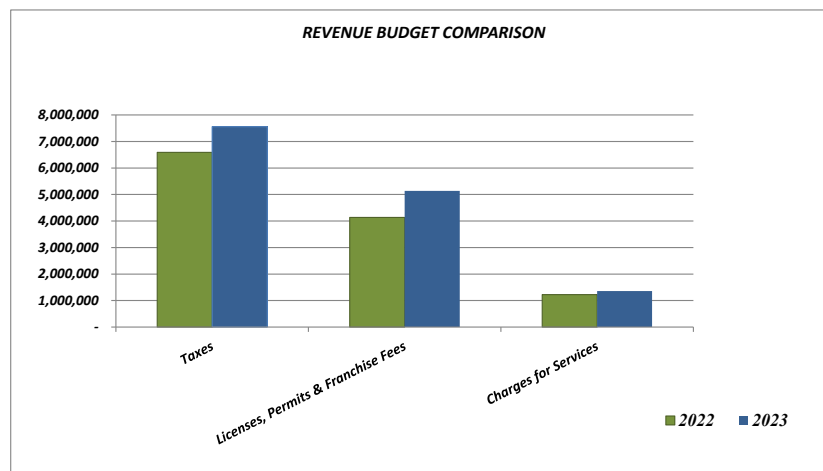
The Town's total tax revenue is projected to increase 19.36% from FY 2023. The increase is primarily due to the assessment values increased of the real estate/mobile homes and the newly built homes and phases completed down by the Foxbank/Cypress area. The Town's operating tax millage for FY 2024 will remain the same from the FY 2023 at 74.1 mills. The Town also anticipates an increase in Local Option Sales Tax Relief by 16%. This increase allows the Town to provide a slight increase from FY2023 property tax credit to local taxpayers. In FY 2024, the Town anticipates to distribute a total of \$1,433,833 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 19.52% from last fiscal year's budget. Business license fees are anticipated to increase approximately 31.05% due to the expansion of business in the Foxbank and Walmart areas. Building permits and franchise fees are expected to increase from FY 2024. These increases are due to building construction and services provided and growth of neighborhoods.

### Charges for Services

The Town's charges for services include sanitation fees, recreation fees, facility rental fees, and fire response and rescue fees. The Town anticipates an increase of 9.88% from last fiscal year's budget. The Town's top three revenue sources budget comparison is depicted below.

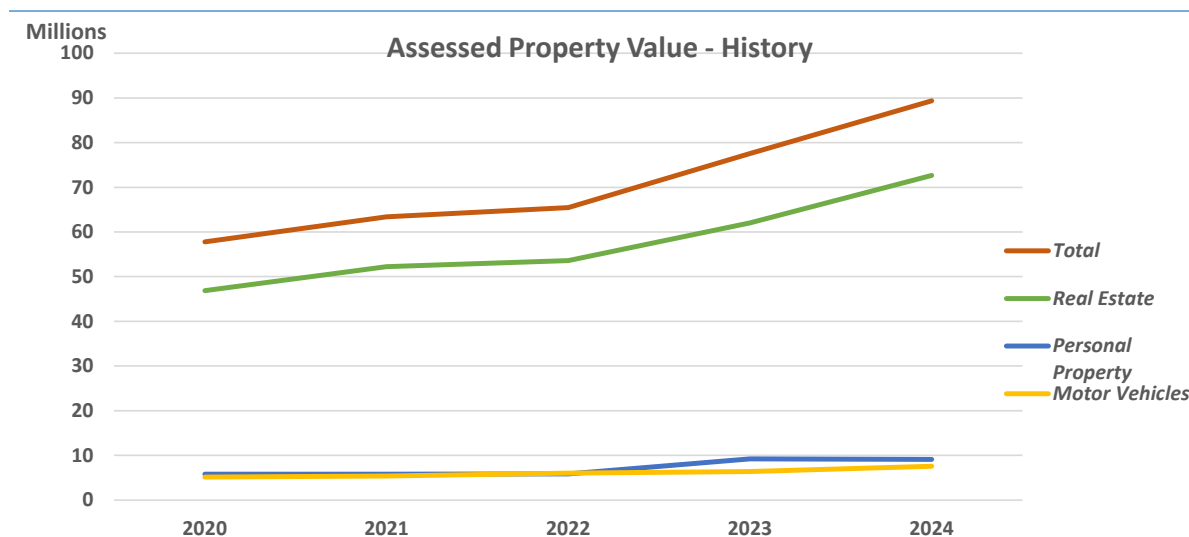


## Property Taxes

The Town's General Fund will receive 74.1 mills of general property tax for operating purposes. As the Town's largest revenue stream, property taxes provide 44% of General Fund revenues. The Town's assessed value grew 15.19% with a value of a mill at \$89,344,730. Real property assessed value increased \$10,630,290 or 17.14%; personal property decreased slightly by \$62,000; and motor vehicles increased \$1,210,620. 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
2020	46,885,360	5,771,530	5,150,550	57,807,440	23.80%
2021	52,215,830	5,789,550	5,357,940	63,363,320	9.61%
2022	53,597,688	5,840,290	6,045,720	65,483,698	3.35%
2023	62,022,770	9,187,440	6,355,610	77,565,820	18.45%
2024	72,653,060	9,125,440	7,566,230	89,344,730	15.19%



## General Fund Expenditures

The General Fund's fiscal year 2024 department expenditures are projected at \$17,158,944 which is a 12.79% increase from FY 2023. The largest portion of the General Fund's expenditures are personnel services at \$11,612,921 or 68% of total department expenditures. This is an increase of 19.77% from FY 2023 and this is primarily due to a cost-of-living increase in wages to maintain employee retention and to be competitive with surrounding agencies. Operating expenses are projected to be \$3,252,070 or 19% of the overall department expenditures. This is a 7% increase from FY 2023 as prices are continuing to rise for materials, liability and workers comp insurance and utilities. Trends are showing prices are continuing to increase for all products, along with shortages and product availability.

## General Fund Expenditures - Budget Comparison by Categories

	FY 2023	FY 2024
Personnel Services	9,695,975	11,612,921
Contractual Services	669,100	871,354
Operating	3,036,352	3,252,070
Grants	-	-
Capital Outlay	1,421,985	1,051,058
Debt Service	262,763	262,541
Other	127,000	109,000
<b>Total Expenditures</b>	<b>\$ 15,213,175</b>	<b>\$ 17,158,944</b>

### Fund Balance

The Town's General Fund ending balance for fiscal year 2024 is projected to be \$8,104,247 which is 46.82% of the year's expenditures and other financing uses. As the chart indicates below, projected year end fund balance is anticipated to decrease slightly in FY 2024 by about 2.32%. As such none of the fund balance is needed to balance the FY 2024 budget. The trends in the General Fund ending balance through the upcoming year are shown below.

<i>General Fund - Fund Balance Trends</i>			
	Audited FY 2022	Projected FY 2023	Budget FY 2024
<b>Ending Fund Balance</b>	<b>\$10,317,360</b>	<b>\$7,840,693</b>	<b>\$8,104,247</b>
<b>Expenditures &amp; Uses</b>	<b>10,613,733</b>	<b>15,957,097</b>	<b>17,308,944</b>
<b>Fund Balance %</b>	<b>97.21%</b>	<b>49.14%</b>	<b>46.82%</b>

The Town's General Fund ending balance is seeing a decrease in fund balance in the current FY2024 year. As expenses continue to rise at a higher rate than revenue council and staff will need to continue to find ways to raise revenue and reducing expenses without sacrificing the level of service.

### Summary

The Town of Moncks Corner's 2024 fiscal year budget is able to meet the needs of residents by providing services with a small increase in cost. 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,

Jeff V. Lord  
Town Administrator



*The Lowcountry's Hometown*

PO Box 700 | Moncks Corner, SC 29461 | 843.719.7900 | 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

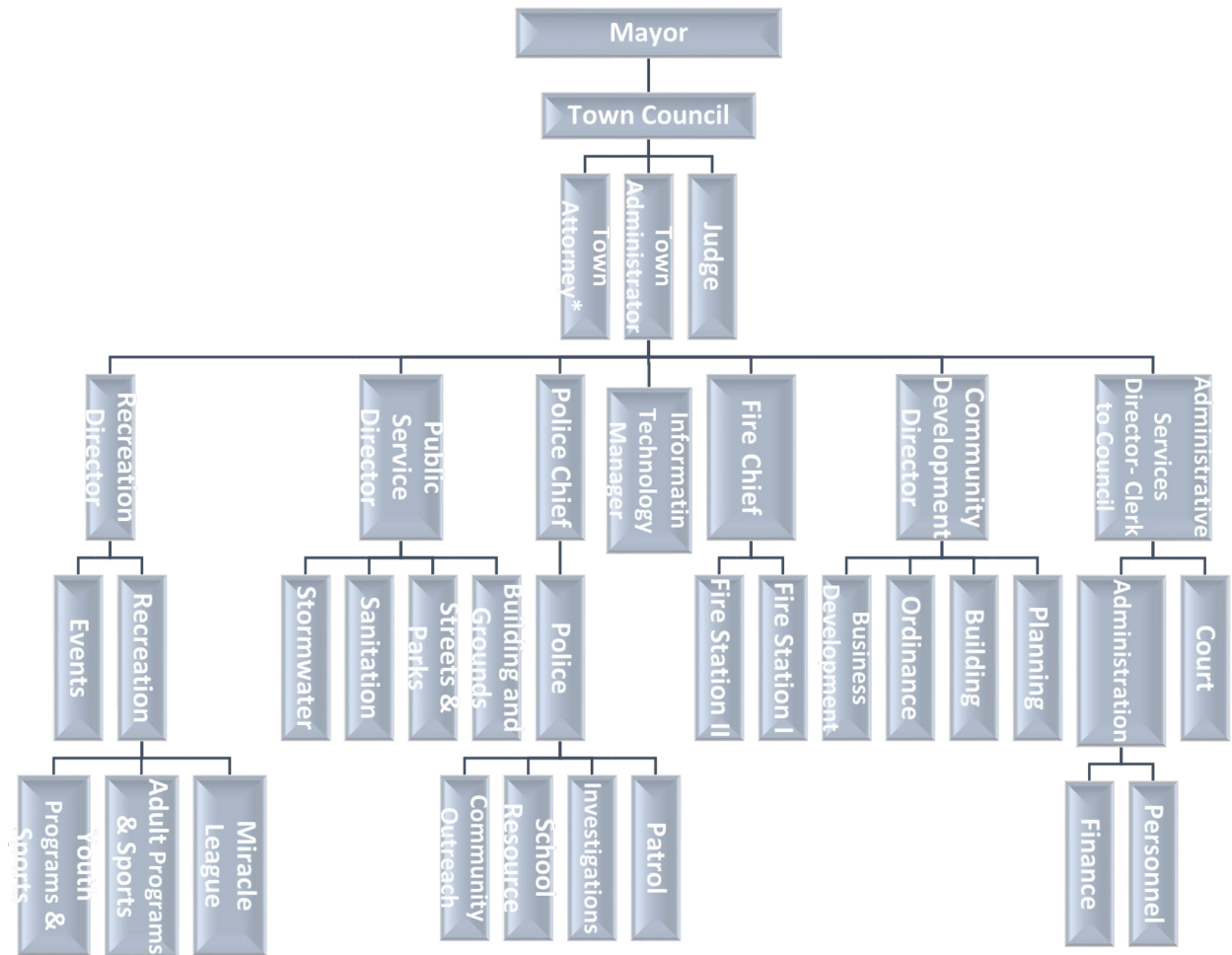
## Strategic Goals

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

# Organization Chart

## TOWN OF MONCK'S CORNER CITIZENS



\*Denotes Services that are contracted outside the organization

# Town of Moncks Corner

## Authorized Regular Full Time Positions

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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 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	FY20	FY21	FY22	FY23	FY24
Administration	6	7	7	7	7
Community Development	5	5	7	6	6
Court	2	2	2	2	2
Fire	20	20	27	28	28
Information Technology	0	1	1	1	1
Police	31	31	34	33	34
Police - SRO	5	5	6	7	10
Police - Traffic	1	1	1	1	1
Public Service- Building & Grounds	13	13	13	13	14
Public Service- Sanitation	7	7	10	10	12
Public Service- Storm Water	3	3	3	3	3
Recreation	7	7	7	8	8
<b>Total Full Time Positions</b>	<b>100</b>	<b>102</b>	<b>118</b>	<b>119</b>	<b>126</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		\$ 151,961
	Administrative Services Director - Clerk to Council	1		\$ 113,006
	Finance Director	1		\$ 95,638
	Accounts Payable Clerk	1	\$ 45,000 - \$ 49,000	
	Administrative Coordinator	1		\$ 53,421
	Administrative Assistant	1	\$ 38,000 - \$ 42,000	
	Administrative Support Specialist	1	\$ 35,000 - \$ 39,000	
Community Development	Community Development Director	1		\$ 94,501
	Deputy Building Official	1		\$ 71,664
	Business Development Manager	1		\$ 65,450
	Building Inspector	2	\$ 45,000 - \$ 49,000	
	Permitting Technician	1	\$ 40,000 - \$ 44,000	
Court	Municipal Court Judge	1	\$ 44,000 - \$ 48,000	
	Clerk of Court	1		\$ 64,171
	Administrative Assistant	1	\$ 41,000 - \$ 45,000	
Fire	Fire Chief	1		\$ 82,702
	Battalion Chief	1		\$ 77,611
	Battalion Chief	1		\$ 81,425
	Captain	6		\$ 66,102
	Engineer	3		\$ 57,221
	Engineer	2		\$ 54,096
	Engineer	2		\$ 51,521
	Firefighter 2	6	\$ 45,500 - \$ 49,500	
	Firefighter 2	2	\$ 43,000 - \$ 47,000	
	Firefighter 1	3	\$ 40,000 - \$ 44,000	
	Administrative Assistant	1	\$ 40,000 - \$ 44,000	
Info Technology	Information Technology Manager	1		\$ 90,789
Police	Police Chief	1		\$ 99,015
	Captain	1		\$ 86,101
	Lieutenant	2		\$ 77,612
	Lieutenant	1		\$ 70,556
	Sergeant	2		\$ 71,392
	Sergeant	1		\$ 64,900
	Accreditation Manager/Crime Analyst	1		\$ 64,902
	Corporal	2		\$ 66,104
	Corporal	5		\$ 60,095
	Officer - Certified - SRO Lead	1		\$ 66,104
	Officer - Certified	7		\$ 61,208
	Officer - Certified	4		\$ 58,425
	Officer - Certified	13		\$ 55,643
	Executive Assistant	1	\$ 45,500 - \$ 49,500	
	Evidence Custodian	1	\$ 41,000 - \$ 45,000	
	Administrative Assistant	1	\$ 42,000 - \$ 46,000	
	Victims Advocate	1	\$ 43,000 - \$ 47,000	
Public Service	Public Service Director	1		\$ 92,227
	Sanitation Supervisor	1		\$ 68,113
	Maintenance / Facilities Manager	1		\$ 64,748
	Stormwater Supervisor	1		\$ 59,874
	Maintenance Foreman - Roadside	1	\$ 45,500 - \$ 49,500	
	Sanitation Operator II	4	\$ 41,000 - \$ 45,000	
	Equipment Operator II	5	\$ 38,000 - \$ 42,000	
	Equipment Operator II	1	\$ 36,000 - \$ 40,000	
	Equipment Operator I	4	\$ 32,000 - \$ 36,000	
	Refuse Collector	7	\$ 34,000 - \$ 40,000	
	Administration Support	1	\$ 39,000 - \$ 43,000	
	Administration Support	1	\$ 20,000 - \$ 24,000	
	Grounds Technician	1	\$ 4,000 - \$ 8,000	
	Custodian	1	\$ 34,000 - \$ 38,000	
Recreation	Recreation Director	1		\$ 84,786
	Athletic Coordinator	1	\$ 45,500 - \$ 49,500	
	Athletic Director	1		\$ 55,799
	Deputy Recreation Director	1		\$ 67,092
	Special Events Director	1		\$ 54,699
	Equipment Operator II	1	\$ 36,000 - \$ 40,000	
	Equipment Operator I	1	\$ 34,000 - \$ 38,000	
	Recreation Coordinator	3	\$ 4,000 - \$ 6,000	
	Grounds Technician	1	\$ 7,000 - \$ 10,000	
	Concession Stand Supervisor	1	\$ 34,000 - \$ 38,000	
	Concession Stand Attendant	7	\$ 2,800 - \$ 3,200	
<b>Total (minus Council)</b>		<b>139</b>		



## TOWN OF MONCK'S 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 bond was issued in 2010 in the amount of \$6,925,000 for the land and construction of the Moncks Corner Recreation Complex.

**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 2024**

FUNCTIONS / PROGRAMS		PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN FUND BALANCE
		Charges For Services	Operating Grants And Contributions	Capital	Governmental Activities
<b>PRIMARY GOVERNMENT</b>	<b>Expenses</b>				
Governmental Activities:					
Administration	2,361,228	3,504,000			1,142,772
Community Development	704,349	765,200			60,851
Court	327,931				(327,931)
Fire Department	2,764,126	22,000	291,164	-	(2,450,963)
Fire Fema Department	421,160				(421,160)
Info Tech Department	680,601		100,000		(580,601)
Police Department	4,178,301	83,000	45,000		(4,050,301)
Police - SRO	1,095,435		711,245		(384,189)
Police - Traffic	112,534		112,534		-
Public Service - Building & Grounds	1,655,945				(1,655,945)
Public Service - Sanitation	1,164,186	881,836			(282,350)
Public Service - Stormwater	287,796				(287,796)
Recreation	1,405,352	446,400	19,180		(939,772)
Transfers Out	150,000				(150,000)
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>\$ 17,308,944</b>	<b>\$ 5,702,436</b>	<b>\$ 1,279,123</b>	<b>\$ -</b>	<b>\$ (10,327,385)</b>
General Revenues:					
Taxes:					
Property Taxes Levied for General Purposes					4,921,498
Local Option Sales Taxes					2,510,000
Homestead Reimbursement					81,748
Inventory Tax					43,574
Alcohol Permit Taxes					21,500
Franchise Fees					844,000
Intergovernmental					327,210
Miscellaneous					145,300
Sale of Equipment					10,000
Transfers In					1,686,110
Total General Revenues					<b>10,590,940</b>
<b>CHANGE IN FUND BALANCE</b>					<b>263,554</b>
Beginning Fund Balance					7,840,693
<b>Ending Fund Balance</b>					<b>\$ 8,104,247</b>

**GENERAL FUND FY 2024 DISCRETIONAL BUDGET ITEMS**

Discretionary Budget Items

**GENERAL FUND**

**Administration Department**

	Operating	Capital	Other	Total
% Merit Increases for all department	91,675			91,675
Audit Services	2,550			2,550
Professional Services	150			150
Tax Increments	45,000			
Advertising	10,000			10,000
Building Maintenance	8,600			8,600
Dues and Subscriptions	545			545
Equipment and Maintenance	800			800
Fema Claims	2,000			2,000
GIS Consortium	321			321
Liability Insurance	75,000			75,000
Other Meetings	1,000			1,000
Miscellaneous	4,750			4,750
Postage	650			650
Sales Tax	2,500			2,500
Telephone	4,550			4,550

**Community Development Department**

Professional Development	3,500			3,500
Dues and Subscriptions	550			550
Supplies	3,200			3,200

**Court Department**

Telephone	200			200
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**Fire Department**

Contractual Services	32,000			32,000
Professional Development	3,000			
Building Maintenance	500			500
Dues and Subscriptions	6,380			6,380
Telephone	3,000			3,000
Vehicle Expense	10,000			10,000
Medical Supplies	1,000			1,000
Breathing Air Compressor		187,000		187,000

**Info Tech Department**

Dues and Subscriptions	3,463			3,463
APLR (License Plate Camera		100,000		100,000
Incar GPS Townwide		6,500		6,500
Doors Access Control System		35,000		35,000

**Police Department**

Equipment and Maintenance	31,082			31,082
Police Supplies	4,000			4,000
Printing	500			500
Uniform	4,000			4,000
Utilities	1,000			1,000
Vehicle Expense	12,500			12,500
Capital - 8 replacement vehicles with equipment		598,000		598,000

**Public Service Department- Building & Grounds**

Contract Labor - HWY 52	17,854			17,854
Field Maintenance	25,000			25,000
Landscaping Supplies	5,000			5,000
Miscellaneous Repairs	2,000			2,000
Office Supplies	1,000			1,000
Park Maintenance	21,680			21,680
Telephone	1,000			1,000
Uniform	1,000			1,000
Vehicle Expense	10,000			10,000

**Public Service Department - Sanitation**

Equipment and Maintenance	17,000			17,000
Vehicle Expense	4,000			4,000
Uniform	3,500			3,500
Fuel	9,000			9,000
5 yr Lease new Peterbilt with New Way Loader		45,000		45,000

**Public Service Department - Stormwater**

Fuel	2,000			2,000
Telephone	250			250
Uniform	500			500
Capital - Cre Gab F-150 4X4 and access		47,100		47,100

**Recreation Department**

Contract Labor	5,000			5,000
Officials	10,000			10,000
Athletic Award	1,000			1,000
Athletic Uniforms	20,000			20,000

## Discretionary Budget Items Continued

<b>GENERAL FUND continued</b>	Operating	Capital	Other	Total
Concessions	7,000			7,000
Facilities Rental	620			620
Fuel	1,200			1,200
Miscellaneous	5,800			5,800
Miracle League	15,000			15,000
Uniform	800			800
Telephone	2,041			2,041
Uniform	500			500
Utilities	25,000			25,000
Vehicle	2,000			2,000
Capital - Vehicle		32,458		32,458
<b>Total</b>	<b>\$ 586,711</b>	<b>\$ 1,051,058</b>	<b>\$ -</b>	<b>\$ 1,589,769</b>

## GENERAL FUND FY 2024 DISCRETIONAL NON-BUDGET ITEMS

<b>Discretionary Non-Budget Items</b>	Operating	Capital	Other	Total
<b>GENERAL FUND</b>				
<b>Administration</b>				
Professional Services	30,000			30,000
<b>Fire Department</b>				
Equipment and Maintenance	21,000			21,000
<b>Public Service Department - Building and Grounds</b>				
Facilities Maintenance	5,000			5,000
Miscellaneous Christmas Lights	3,000			3,000
Street, Sign & Road Maintenance	5,000			5,000
<b>Recreation</b>				
Special Events	25,000			25,000
<b>Total</b>	<b>\$ 59,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,000</b>

## OTHER FUNDS FY 2024 DISCRETIONAL BUDGET ITEMS

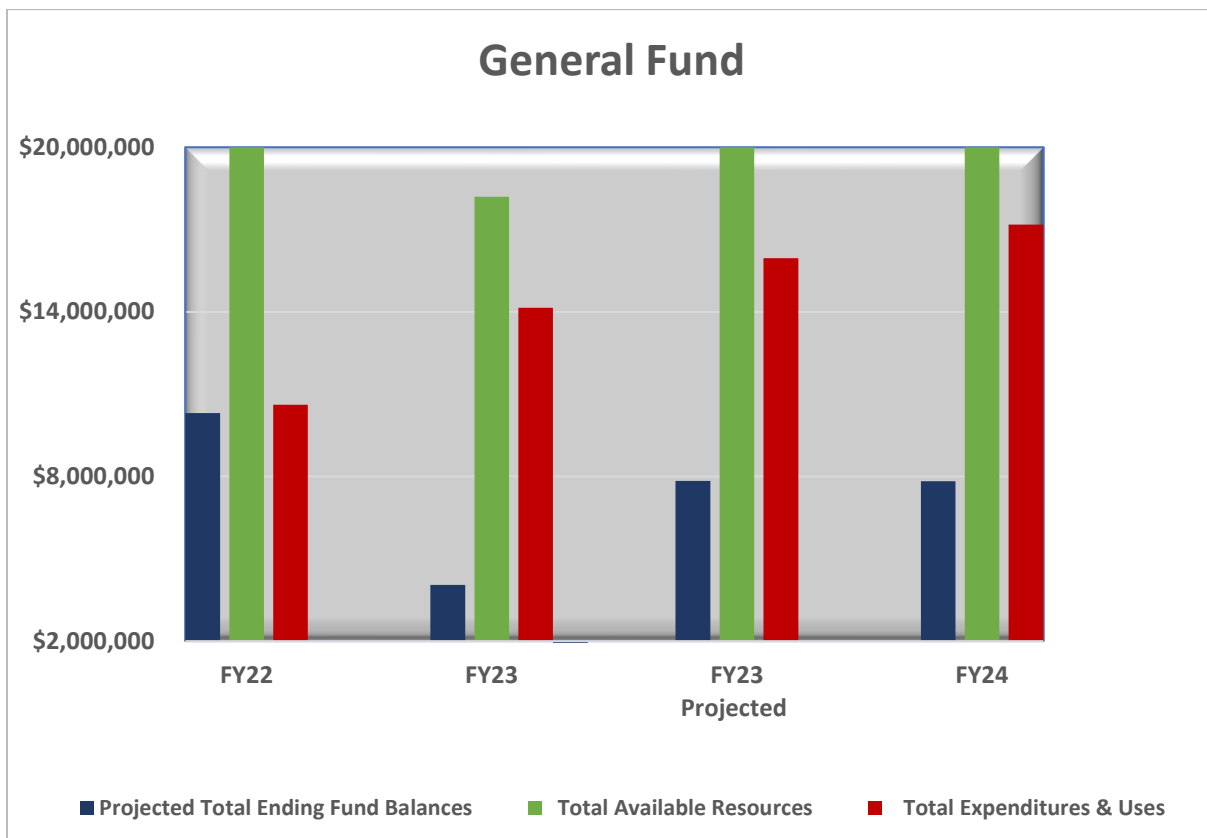
<b>Discretionary Budget Items</b>	Operating	Capital	Other	Total
<b>ABATEMENT FUND</b>				
<b>Improvements</b>				
Abatements - Private			25,000	25,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

<b>Discretionary Budget Items</b>	Operating	Capital	Other	Total
<b>LOCAL TAX FUND</b>				
Transfer to General Fund	1,300,000			1,300,000
Transfer to Community Recreation Complex Debt Service Fund	355,000			355,000
<b>Total</b>	<b>\$ 1,655,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,655,000</b>

<b>Discretionary Budget Items</b>	Operating	Capital	Other	Total
<b>STORMWATER FUND</b>				
Contractual Services - Engineering			120,000	120,000
Contractual Services - System Repair			40,000	40,000
Stormwater Grant RIA #23-C-135			596,256	596,256
Stormwater Grant RIA #22-1314			186,426	186,426
Transfer to General Fund - Public Service			287,796	287,796
Transfer to General Fund - Community Development			65,890	65,890
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,296,368</b>	<b>\$ 1,296,368</b>

Town of Moncks Corner  
General Fund - Overview of Changes in Fund Balance  
Requested Budget FY 2024

	Actual FY22	Budgeted FY23	Projected FY23 Projected	Adopted Budget FY24
<b>Projected Beginning Fund Balances</b>	<b>\$ 5,707,209</b>	<b>\$ 5,784,583</b>	<b>\$ 10,317,360</b>	<b>\$ 7,840,693</b>
Revenues	13,964,805	11,231,868	12,295,139	15,876,389
Other Financing Sources (OFS)	1,259,079	1,185,291	1,185,291	1,696,110
	15,223,884	12,417,159	13,480,430	17,572,499
<b>Total Available Resources</b>	<b>20,931,093</b>	<b>18,201,742</b>	<b>23,797,790</b>	<b>25,413,192</b>
Expenditures	10,613,733	13,229,256	14,816,767	17,158,944
Other Financing Uses (OFU)	-	922,546	1,140,330	150,000
<b>Total Expenditures &amp; Uses</b>	<b>10,613,733</b>	<b>14,151,802</b>	<b>15,957,097</b>	<b>17,308,944</b>
<b>Projected Total Ending Fund Balances</b>	<b>\$ 10,317,360</b>	<b>\$ 4,049,940</b>	<b>\$ 7,840,693</b>	<b>\$ 8,104,247</b>
Projected Total Ending Fund Balances as a percent of Expenditures and Other Financing Uses	97.21%	28.62%	49.14%	46.82%



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

***Projected Revenues***

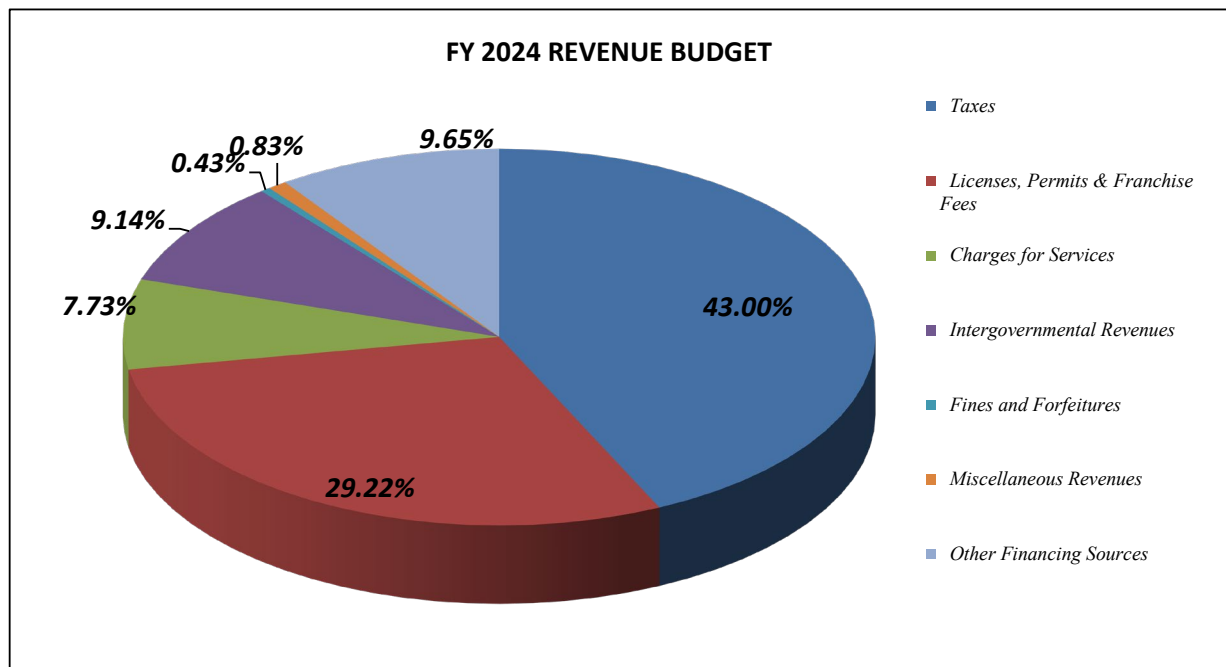
Taxes	\$ 7,556,820	43.00%
Licenses, Permits & Franchise Fees	5,135,000	29.22%
Charges for Services	1,357,936	7.73%
Intergovernmental Revenues	1,606,333	9.14%
Fines and Forfeitures	75,000	0.43%
Miscellaneous Revenues	145,300	0.83%
Other Financing Sources	1,696,110	9.65%
<b>Total projected revenues and other sources</b>	<b><u>17,572,499</u></b>	<b><u>100.00%</u></b>

***Projected beginning fund balance***

**7,840,693**

**Total projected available resources**

**\$ 25,413,192**



Town of Moncks Corner

Detail of Projected Revenues – General Fund

Description	FY 20 Actual Audited	FY 21 Actual Audited	FY 22 Actual Audited	FY 23 Budget	FY 23 Current	FY 24 Projected Budget	Increase (Decrease) Over FY23 Budget	
							Amount	As a %
Current Taxes	2,803,556	3,013,939	3,150,824	4,176,610	3,952,453	4,840,998	664,388	15.91%
Current Tax Penalties	11,459	3,586	4,598	5,000	4,356	5,000	-	0.00%
Prior Year Taxes	70,142	133,204	47,086	65,500	30,839	65,500	-	0.00%
Prior Year Tax Penalties	12,095	15,146	12,309	10,000	6,030	10,000	-	0.00%
Local Option Sales Tax Revenues	826,266	995,515	1,154,364	1,100,000	641,948	1,210,000	110,000	10.00%
Local Option Sales Tax Relief	865,391	1,052,472	1,452,995	1,119,000	774,449	1,300,000	181,000	16.18%
Federal Housing in Lieu	4,339	-	3,882	-	9,153	-	-	0.00%
Homestead Reimbursement	65,871	68,702	72,073	70,000	81,748	81,748	11,748	16.78%
Inventory Tax	43,574	32,681	43,574	43,574	32,681	43,574	-	0.00%
<b>Tax Revenue</b>	<b>\$ 4,702,693</b>	<b>\$ 5,315,245</b>	<b>\$ 5,941,705</b>	<b>\$ 6,589,684</b>	<b>\$ 5,533,657</b>	<b>\$ 7,556,820</b>	<b>\$ 967,136</b>	<b>14.68%</b>
Business License	2,571,153	2,645,553	3,289,965	2,654,000	1,656,580	3,478,000	824,000	31.05%
Business License Penalty	29,539	44,155	25,875	26,000	32,740	26,000	-	0.00%
Building Permits	341,419	559,374	762,289	430,000	580,411	508,800	78,800	18.33%
Miscellaneous Permits	450	360	1,386	300	525	500	200	66.67%
Plan Review Receipts	142,455	184,656	365,621	206,000	279,023	246,900	40,900	19.85%
Inspection Fee Receipts	10,190	14,160	13,070	6,000	10,980	6,000	-	0.00%
Zoning Receipts	1,660	2,350	2,500	3,000	1,975	3,000	-	0.00%
Alcohol Permits	13,650	28,950	19,450	18,000	21,550	21,500	3,500	19.44%
Special Events Permit	-	-	-	300	-	300	-	100.00%
Santee Cooper Franchise	301,455	301,802	309,841	325,000	138,233	325,000	-	0.00%
Berkeley Electric Co-op	355,477	374,524	389,896	355,000	92,045	405,000	50,000	14.08%
Berkeley Cable Franchise	75,689	70,821	48,005	80,000	44,081	60,000	(20,000)	-25.00%
Dominion Energy Franchise	28,476	32,770	42,484	29,000	42,484	54,000	25,000	86.21%
<b>Licenses, Permits and Franchise Fees</b>	<b>\$ 3,871,613</b>	<b>\$ 4,259,475</b>	<b>\$ 5,270,382</b>	<b>\$ 4,132,600</b>	<b>\$ 2,900,627</b>	<b>\$ 5,135,000</b>	<b>\$ 1,002,400</b>	<b>24.26%</b>
Aid to Subdivisions	186,949	217,991	304,959	260,000	155,812	327,210	67,210	25.85%
Berkeley County SRO Grant	207,065	284,276	284,273	295,893	-	407,481	111,588	37.71%
SJCA SRO Funding	-	-	-	-	-	59,276	59,276	100.00%
SC Dept. of Education SRO Grant	24,280	48,559	99,196	189,518	33,708	244,489	54,971	0.00%
PD Athletic Events / BC Schools	26,166	24,725	33,815	45,000	18,949	45,000	-	0.00%
FEMA GRANT	-	151,233	310,479	368,977	79,452	104,164	(264,813)	-71.77%
FEMA Grant Firefighter equipment	-	-	-	739,509	-	187,000	(552,509)	0.00%
LPR Grant	-	-	-	-	-	100,000	100,000	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	74,160	46,934	46,934	162,642	18,473	112,534	(50,108)	-30.81%
Recreation Grants-Net Generation/AgSouth	500	500	500	500	-	500	-	0.00%
A-Tax Grant	-	50,000	50,000	15,000	10,000	18,680	3,680	0.00%
<b>Intergovernmental Revenues</b>	<b>\$ 539,113</b>	<b>\$ 824,218</b>	<b>\$ 1,130,156</b>	<b>\$ 2,077,039</b>	<b>\$ 316,394</b>	<b>\$ 1,606,333</b>	<b>\$ (470,706)</b>	<b>-22.66%</b>

Town of Moncks Corner

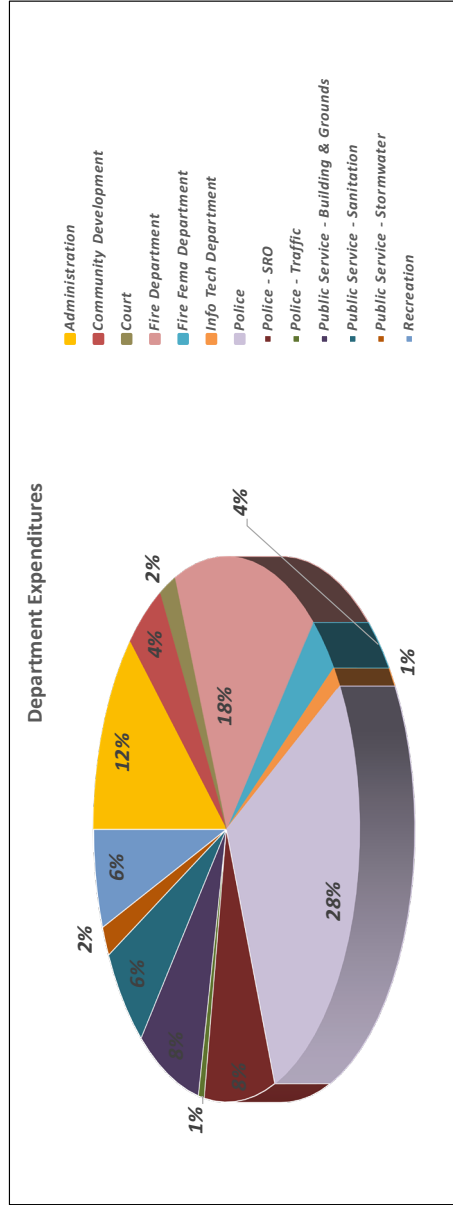
Detail of Projected Revenues – General Fund

Description	FY 20 Actual Audited	FY 21 Actual Audited	FY 22 Actual Audited	FY 23 Budget	FY 23 Current	FY 24 Projected Budget	Increase (Decrease) Over FY23 Budget	
							Amount	As a %
Sanitation Fees	751,926	772,259	786,142	802,038	759,597	857,836	55,798	6.96%
Roll Cart Fees	8,400	7,100	11,969	8,000	21,275	24,000	16,000	200.00%
Recreation Fees	43,874	104,523	146,058	107,000	103,863	155,600	48,600	45.42%
Sponsorships	17,375	27,775	34,967	24,000	23,225	28,000	4,000	16.67%
Concession Receipts	39,018	122,465	113,680	100,000	94,111	115,000	15,000	15.00%
Class / Camp Receipts	3,895	10,474	12,721	12,000	18,711	15,000	3,000	25.00%
Facilities Rental	21,625	35,600	48,565	42,000	28,160	42,000	-	0.00%
Police Summer Camp	-	-	10,950	7,500	11,915	8,000	500	6.67%
Vendor / Entry Fees	3,353	7,751	11,290	8,200	9,230	8,500	300	3.66%
Retail Sales	3,468	16,864	2,414	5,000	1,291	4,000	(1,000)	-20.00%
Admissions	16,517	60,970	34,383	40,000	13,383	40,000	-	0.00%
Special Event Receipts	36,115	51,053	37,855	50,000	25,500	38,000	(12,000)	-24.00%
Miracle League/Sponsorship/Donation	-	-	-	-	41,963	-	-	0.00%
Fire Response & Rescue Fees	10,441	16,902	30,651	18,000	17,862	22,000	4,000	22.22%
Charges for Services	\$ 956,006	\$ 1,233,736	\$ 1,281,645	\$ 1,223,738	\$ 1,169,886	\$ 1,357,936	\$ 134,198	10.97%
Criminal & Traffic Fines	53,151	65,708	71,507	96,000	40,112	75,000	(21,000)	-21.88%
Fines and Forfeitures	\$ 53,151	\$ 65,708	\$ 71,507	\$ 96,000	\$ 40,112	\$ 75,000	\$ (21,000)	\$ -21.88%
Interest Earned	20,946	45,799	76,668	30,000	78,317	65,000	35,000	116.67%
Sale of Documents	25	203	203	100	-	200	100	100.00%
Miscellaneous Income	25,420	80,265	80,265	15,000	21,001	15,000	-	0.00%
FEMA Disaster Receipts	111,129	55,647	55,647	30,000	26,812	30,000	-	0.00%
Insurance Receipts	46,506	52,891	52,891	35,000	35,022	35,000	-	0.00%
Donations	1,825	-	-	-	-	-	-	0.00%
Donations - Police Discretionary	1,750	3,586	3,586	100	8	100	-	0.00%
Fire Discretionary	40	150	150	-	-	-	-	0.00%
Miscellaneous Revenues	\$ 207,642	\$ 238,541	\$ 269,410	\$ 110,200	\$ 161,160	\$ 145,300	\$ 35,100	31.85%
Sale of Equipment	14,115	20,226	20,226	10,000	30,118	10,000	-	0.00%
Transfer in - Local Tax Fund	1,335,200	850,000	850,000	900,000	790,000	1,300,000	400,000	0.00%
Transfer in - SC Accommodations Tax	35,095	35,853	35,853	32,300	-	32,300	-	0.00%
Transfer in - Stormwater Fund	271,590	-	-	451,183	352,991	353,810	(97,373)	0.00%
Bond / Loan Proceeds	633,000	353,000	353,000	-	-	-	-	0.00%
Other Financing Sources	\$ 2,289,000	\$ 1,259,079	\$ 1,259,079	\$ 1,393,483	\$ 1,173,109	\$ 1,696,110	\$ 302,627	21.72%
TOTAL REVENUES	\$ 12,619,217	\$ 13,196,002	\$ 15,223,884	\$ 15,622,744	\$ 11,294,945	\$ 17,572,499	\$ 1,949,755	12.48%



**Town of Moncks Corner**  
**Detail of Expenditures General Fund by Department and Category**  
**Budget - FY24**

Department	Personnel Services	Contractual Services	Operating	Grants	Capital Outlay	Debt Service	Other	Totals
Administration	1,401,212	190,800	769,216	-	-	-	-	2,361,228
Community Development	533,699	120,000	50,650	-	-	-	-	704,349
Court	234,911	84,000	9,020	-	-	-	-	327,931
Fire Department	2,047,722	177,000	296,470	-	187,000	55,934	-	2,764,126
Fire Fema Department	421,160	-	-	-	-	-	-	421,160
Info Tech Department	146,746	4,000	388,355	-	141,500	-	-	680,601
Police	3,235,019	36,000	391,282	-	516,000	-	-	4,178,301
Police - SRO	998,435	-	15,000	-	82,000	-	-	1,095,435
Police - Traffic	83,144	-	29,390	-	-	-	-	112,534
Public Service - Building & Grounds	896,976	150,554	608,415	-	-	-	-	1,655,945
Public Service - Sanitation	727,979	-	184,600	-	45,000	206,607	-	1,164,186
Public Service - Stormwater	205,711	-	34,985	-	47,100	-	-	287,796
Recreation	680,207	109,000	474,687	-	32,458	-	109,000	1,405,352
<b>Department Totals</b>	<b>\$ 11,612,921</b>	<b>\$ 871,354</b>	<b>\$ 3,252,070</b>	<b>\$ -</b>	<b>\$ 1,051,058</b>	<b>\$ 262,541</b>	<b>\$ 109,000</b>	<b>\$ 17,158,944</b>
<b>Other Financing Uses</b>								
Transfer Out - Abateements & Improvements	-	-	-	-	-	-	-	150,000
Fund	-	-	-	-	-	-	-	150,000
<b>Total Other Financing Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
<b>General Fund Total</b>	<b>\$ 11,612,921</b>	<b>\$ 871,354</b>	<b>\$ 3,252,070</b>	<b>\$ -</b>	<b>\$ 1,051,058</b>	<b>\$ 262,541</b>	<b>\$ 109,000</b>	<b>\$ 17,308,944</b>



## **Administration Department**

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

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#### **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**

- Maintain 0-5 accounting services adjusting journal entries at year-end close out.
- Business License and applications have been scanned electronically by staff from the present back to 2017 which is approximately 35% of stored records. Staff's goal is to have 60% scanned by the end of fiscal year 2024.
- Accommodations and Hospitality Tax have been scanned from the present to 2008, staff's goal is to have 100% done by the end of fiscal year 2024.
- Continue to reduce the number of unlicensed vendors within the corporate limits.
- Scan and destroy 25% of inactive employee files to make room in the storage area by the end of fiscal year 2024.

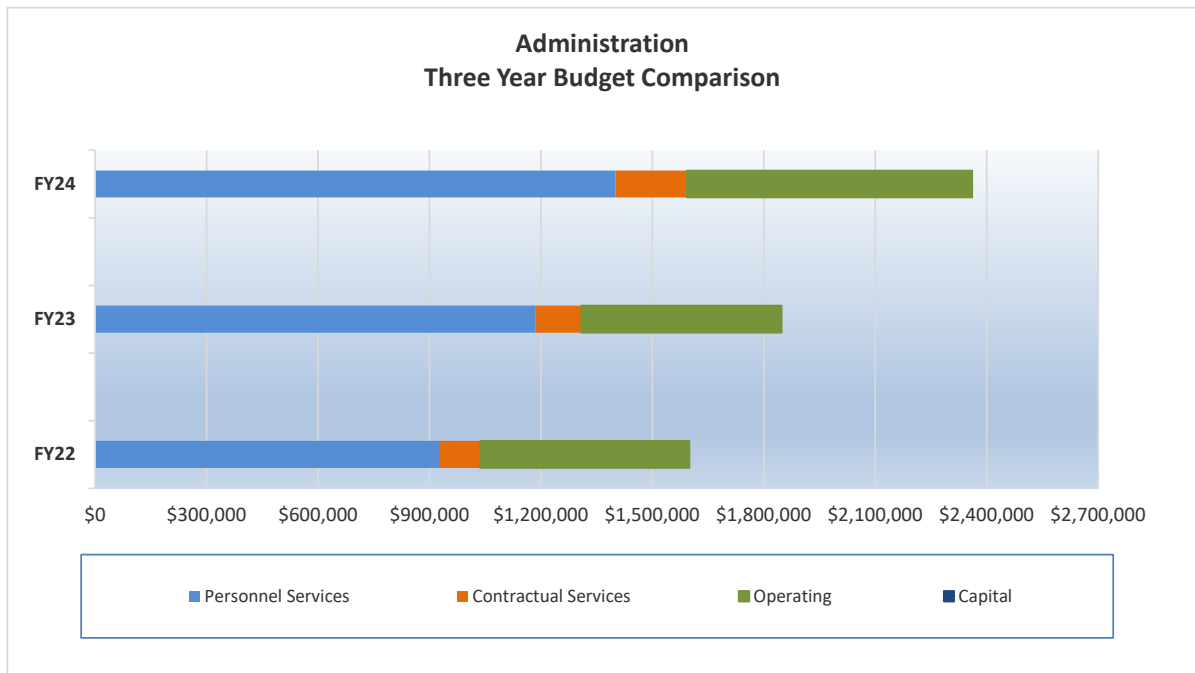
#### **Goals**

1. Create a Financial Policy and Guidelines for the Town.
2. Update the Town's purchasing policy to provide a more simplified process for large and small purchases.
3. Update the records retention policy for the Town to follow all legal standards of the State of SC but to also be specific to the current needs of the Town.
4. Organize records storage facility so archived records can be easily accessible and in accordance with the records retention policy.
5. Recodify the Town Code to create a well-organized and professionally edited Code of Ordinances that is free of internal conflicts and inconsistencies.
6. Create a step pay payroll plan for all departments that measure salary grades by the level of experience, and education.
7. Create a volunteer incentive plan for wellness, community service etc.
8. Create an online facility rental and utility registration process for the public.

**Administration Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY22	<u>Budget</u> FY23	<u>Budget</u> FY24
Personnel Services	925,316	1,184,581	1,401,212
Contractual Services	111,143	124,100	190,800
Operating	563,305	539,545	769,216
Capital	<u>0</u>	<u>0</u>	<u>0</u>
<b>Totals</b>	<b>\$1,599,764</b>	<b>\$1,848,226</b>	<b>\$2,361,228</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	6	7	7

**ADMINISTRATION DEPARTMENT**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY24
	<i>Personnel Services</i>			
10.4120.0101	Salaries & Wages	551,586	602,301	638,681
10.4120.0102	Social Security / Medicare	40,565	46,497	49,280
10.4120.0103	Regular State Retirement	94,100	106,238	112,626
10.4120.0104	Overtime	1,786	2,000	5,500
10.4120.0105	Health Insurance	130,354	180,661	187,346
10.4120.0106	SC Employment Security Comm.	4,154	-	6,000
10.4120.0107	Worker's Compensation	246,393	246,000	275,000
10.4120.0108	Physical Exams	250	300	300
10.4120.0109	Other Postemployment Benefits (OPEB)	15,744	17,100	17,100
10.4120.1004	Personnel Increases - 2% Merit Increase	-	74,815	92,179
10.4120.0111	Deferred Comp Emplor Match	16,660	14,556	17,200
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,101,592</b>	<b>\$ 1,290,468</b>	<b>\$ 1,401,212</b>
	<i>Contractual Services</i>			
10.4120.0202	Audit Services	12,500	39,250	41,800
10.4120.0203	Codification	2,130	19,000	17,500
10.4120.0201	Legal Services	44,262	40,000	40,000
10.4120.0204	Professional Services	51,265	46,350	46,500
10.4120.0206	Tax Increments	-	-	45,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 110,157</b>	<b>\$ 144,600</b>	<b>\$ 190,800</b>
	<i>Operating</i>			
10.4120.0702	Advertising	2,648	3,000	13,000
10.4120.0601	Building Maintenance	11,770	28,880	37,480
10.4120.0701	Dues / Subscriptions	6,945	9,285	9,830
10.4120.0602	Equipment Maintenance	5,478	7,200	8,000
10.4120.0751	FEMA Claims	1,486	-	2,000
10.4120.0719	Fuel	2,468	2,500	2,500
10.4120.0902	GIS Consortium	5,827	6,000	6,321
10.4120.0750	Insurance Claims	2,132	-	5,000
10.4120.0706	Liability Insurance	389,466	450,000	525,000
10.4120.1001	Miscellaneous	22,094	18,000	22,750
10.4120.0402	Other Meetings	4,517	4,000	5,000
10.4120.0703	Postage	8,979	9,500	10,150
10.4120.0704	Printing	906	1,600	1,600
10.4120.0401	Professional Development	14,828	23,290	20,560
10.4120.0903	Property Taxes/Storm Water Fees	10,357	12,000	12,000
10.4120.1003	Sales Tax	7,492	8,000	10,500
10.4120.0901	Solid Waste Fees	2,953	3,425	2,905
10.4120.0708	Supplies	8,598	10,000	10,000
10.4120.0709	Telephone	25,050	23,450	28,000
10.4120.0501	Utilities	21,252	24,000	24,000
10.4120.0713	Vehicle Expense	991	1,100	12,620
	<b>TOTAL OPERATING</b>	<b>\$ 556,237</b>	<b>\$ 645,230</b>	<b>\$ 769,216</b>
10.4120.0705	<i>Capital Outlay</i>	-		
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL - ADMINISTRATION</b>	<b>\$ 1,767,986</b>	<b>\$ 2,080,298</b>	<b>\$ 2,361,228</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.

ADMINISTRATION DEPARTMENT BUDGET SUMMARY	
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	Retiree and certain terminated employees medical benefits per GASB 45. (OPEB Annual Pay \$17,100 estimated less estimated retiree payments \$2544 = Total \$14,556) Annual payments toward ins. \$2544.
Audit Services	Financial & Court Audit \$15000 (Baird), Greene Finney Accounting Services \$26,800 (plus CAFR \$4000)
Codification	Continuation of Re-Codification/update of Town ordinances \$10,000, Codification of current code changes 6,000, Annual Web Host/Admin Fee \$1500
Legal Services	Legal Services provided by Town Attorney, (Retainer \$30,000) , Personnel Matters and other legal fees (\$10,000).
Professional Services	Professional services as needed , Other services as needed \$16,000; Background Checks \$350.
Advertising	Advertising for public and employment notices (\$3000) and Town Magazine Printing and distribution (\$10,000)
Building Maintenance	See Detailed List
Capital	No capital expense
Dues / Subscriptions	See Detailed List
Equipment Maint.	Xerox copier lease, overage copies, property taxes and other misc. equipment maintenance.
Fema Claims	Storm related expenses
Fuel	Fuel and mileage reimbursement for Administrative Department personnel.
GIS Consortium	Geographical information System consortium with Berkeley County. Total \$12,642 (Water Dept pays 1/2)
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 (\$750 reserved for table and chair rental), 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 \$2050 and postage expense \$7500 for all departments, Supplies for machine \$250, Post Office Box Rental \$350
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, office supplies, envelopes, 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. (Town contract with Spinx for car wash)

## **ADMINISTRATION DEPARTMENT BUDGET SUMMARY**

Building Maintenance	Adopted
ITEM	COST
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	1,800
Improvements - Town Hall	13,500
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 37,480</b>

Solid Waste Fees	Adopted
ITEM	COST
Rec Complex and Farmers Market	1,800
118 Carolina Ave/116 Carolina Ave	85
Old Land Fill Westend Mitton Rd.	10
Lacey Park (115 W. Main St.)	740
Fire Station 1 and 2	170
East Main Street Properties	100
<b>TOTAL SOLID WASTE</b>	<b>\$ 2,905</b>

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

Professional Development	Adopted
ITEM	COST
Legislative Action Day	1,000
MHRA	1,000
MASC Annual Meeting -Greenville, SC	12,000
Business License Training/Winter Conf	1,200
MFOCTA/MCTI	1,050
GFOA	690
SCPRA	350
ICCMA Conference-Administrator	1,000
SCCCMA - Administrator	1,500
BCD COG (Mileage)	420
Chamber Meetings/Legislative Lunches	350
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ 20,560</b>

Dues/Subscriptions	Adopted
ITEM	COST
Business License Dues	120
Association of SC Mayors Dues	200
MHRA	60
MCTI	70
SC Public Records Association (SCPRA)	150
MFOCTA	100
GFOA Dues and CAFR submission	1,200
IIMC (Mem and CMC Certification)	360
JOTFORM Dues (Administrator)	380
Sam's (\$150) Amazon (\$200)	350
SCCCMA - Administrator	100
Lion's Club - Administrator	180
ICMA - Administrator	1,000
MASC Annual Dues	4,200
Annual ASCAP Dues	450
Credit Card Annual Fee	125
Escreen	300
Other Subscriptions	485
<b>TOTAL DUES AND SUBSCRIPTIONS</b>	<b>\$ 9,830</b>

# Community Development Department

**Justin Westbrook, Director**

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## **Mission**

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

## **Measures**

- 100% of inspections scheduled by 4:00 p.m. conducted by close of business on next business day.
- 100% of residential plan reviews conducted within ten business days of submittal.
- 100% of commercial plan reviews conducted within ten business days of submittal.
- Obtain 95% voluntary abatement within 30 days for all nuisances, including tall grass, vermin infestation, dilapidated and unsafe conditions, vehicles, equipment, buildings, structures, signs and displays.
- 80% of enforced violations remedied within 60 days: 100% within 6 months.
- 100% of all post-construction BMPs inspected during year.
- 100% of commercial occupancies inspected at least once per year for fire, life safety, business license and code enforcement issues.
- 100% of inspection staff to comply with individual training plans.
- Local business stories/spotlights posted bi-weekly.

## **Goals**

1. Begin work on a new Unified Development Ordinance for adoption in FY 2024.
2. Create customer-friendly flow charts, along with key time frames for permitting and plan review, to be posted on the Town's website.
3. Create unified, multi-jurisdictional Site Plan & Preliminary Plat review process, to help streamline submittals and approvals for development.
4. Create Site Plan, Preliminary Plat, Final Plat and Exempt Map online submittal processes.
5. Create a marketing packet for potential commercial investors that identifies key Town-led initiatives, highlight areas of focus for redevelopment and help advertise strategic properties for potential regional commercial development.
6. Stormwater Certifications:
  - Four (4) staff members hold Certified Erosion Prevention & Sediment Control Inspector (CEPSCI) credentials.
  - Three (3) staff members hold Post-Construction Best Management Practices (PCBMP) certification.
  - Two (2) staff members hold Certified Stormwater Plan Reviewer (CSPR) credentials.
  - One (1) staff member holds Certified Master Pond Manager (CMPM) credentials.

7. Building Inspections Certifications:

- Three (3) staff members hold Residential Inspector certification.
- One (1) staff member holds Commercial Inspector certification.

8. Other Certifications:

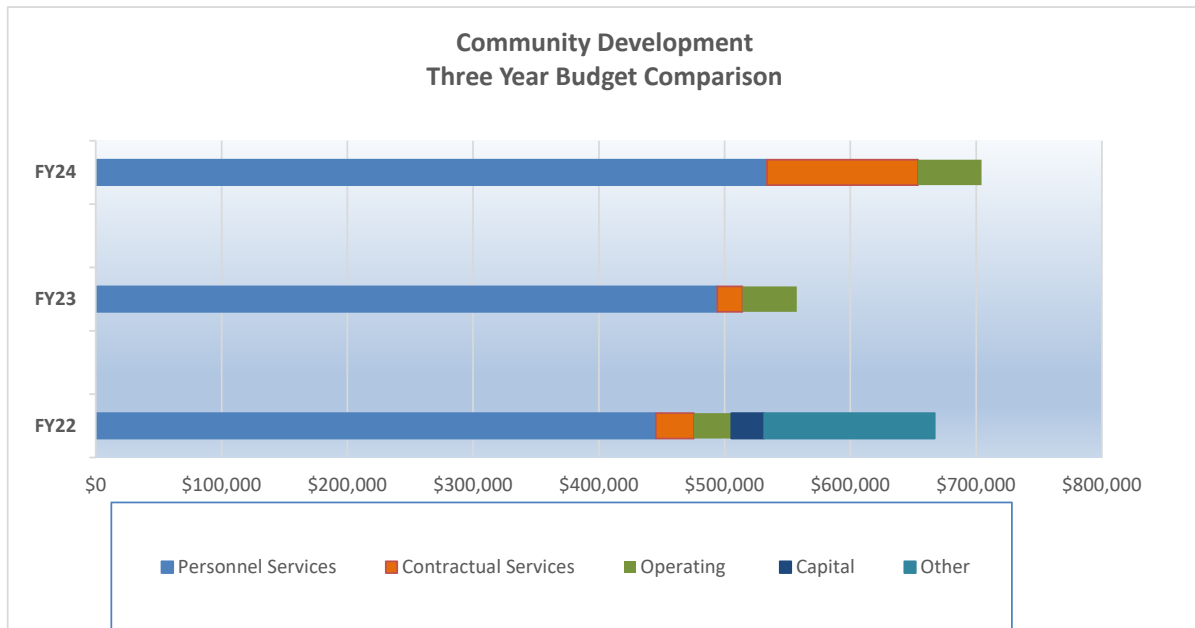
- Two (2) staff members hold Certified Fire Marshall (CFM) credentials.
- One (1) staff member attends the 2024 South Carolina Economic Development Institute and begin working towards South Carolina Certified Economic Developer (SCCED) credentials.
- One (1) staff member hold American Institute of Certified Planners (AICP) certification.



**Community Development Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY22	FY23	FY24
Personnel Services	445,230	494,161	533,699
Contractual Services	30,357	20,000	120,000
Operating	29,729	43,300	50,650
Capital	26,121	0	0
Other	135,607	0	0
<b>Totals</b>	<b>\$667,044</b>	<b>\$557,461</b>	<b>\$704,349</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	5	6	6



**COMMUNITY DEVELOPMENT DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 22</b>	<b>Budgeted FY 23</b>	<b>Adopted FY 24</b>
	<i>Personnel Services</i>			
10.4125.0101	Salaries & Wages	315,663	338,268	373,127
10.4125.0102	Social Security / Medicare	23,613	25,992	28,659
10.4125.0103	Regular State Retirement	52,906	59,192	65,348
10.4125.0104	Overtime	523	500	1,500
10.4125.0105	Health Insurance	48,125	65,440	60,297
10.4125.0108	Physical Exams	140	400	400
10.4125.0111	Deferred Comp Emplor Match	4,260	4,368	4,368
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 445,230</b>	<b>\$ 494,161</b>	<b>\$ 533,699</b>
	<i>Contractual Services</i>			
10.4125.0204	Professional Services	30,357	20,000	120,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 30,357</b>	<b>\$ 20,000</b>	<b>\$ 120,000</b>
	<i>Operating</i>			
10.4125.0002	Advertising	-	5,000	5,000
10.4125.0401	Professional Development	6,221	8,500	12,000
10.4125.0602	Equipment and Maintenance	1,013	5,000	5,100
10.4125.0701	Dues / Subscriptions	1,586	2,500	3,050
10.4125.1001	Miscellaneous	81	-	-
10.4125.0708	Supplies	3,307	4,000	7,200
10.4125.0709	Telephone	5,630	5,500	5,500
10.4125.0713	Vehicle	3,931	3,500	3,500
10.4125.0715	Uniform	1,261	1,800	1,800
10.4125.0719	Fuel	6,699	7,500	7,500
	<b>TOTAL OPERATING</b>	<b>\$ 29,729</b>	<b>\$ 43,300</b>	<b>\$ 50,650</b>
10.4125.0705	<i>Capital Outlay</i>	26,121	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 26,121</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Other - Main Street Expenses</i>			
10.4125.2001	Professional Development	508	-	-
10.4125.2002	Advertising	226	-	-
10.4125.2004	Professional Services	1,400	-	-
10.4125.2008	Supplies	54	-	-
	<b>TOTAL MAIN STREET</b>	<b>\$ 2,188</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Other - Events &amp; Marketing</i>			
10.4125.2202	Advertising and Promotion	9,150	-	-
10.4125.2211	Retail Supplies "SWAG"	9,330	-	-
10.4125.2210	Special Events	114,939	-	-
	<b>TOTAL EVENTS &amp; MARKETING</b>	<b>\$ 133,419</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$ 667,044</b>	<b>\$ 557,461</b>	<b>\$ 704,349</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 Building Development Manager 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. Also new contract with Unified Development Ordinance (\$100,000).
Equipment and Maintenance	Equipment for inspections
Dues / Subscriptions	Dues and subscriptions includes additional required organizational dues
Supplies	Office supplies
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	none

Professional Development	
ITEM	COST
Commissioner wages	3,000
Annual conferences	3,000
Stormwater Training	2,500
Other training (ICSC, PCBP, etc.)	3,500
<b>TOTAL PROFESSIONAL DEV</b>	<b>\$ 12,000</b>



## **Court Department**

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

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#### **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 to promote public trust and confidence in the Judicial System.

#### **Measures**

- Number of tickets/cases pending that are disposed of each month. The CMS Program keeps track of this, and a report can be generated at any time.
- Continue disposing of old jury trial cases by holding jury trials and pretrials monthly. (Currently we have disposed of about 64% (450 cases) and have about 250 pending). We estimate disposing approximately 50% of these cases by fiscal year-end.

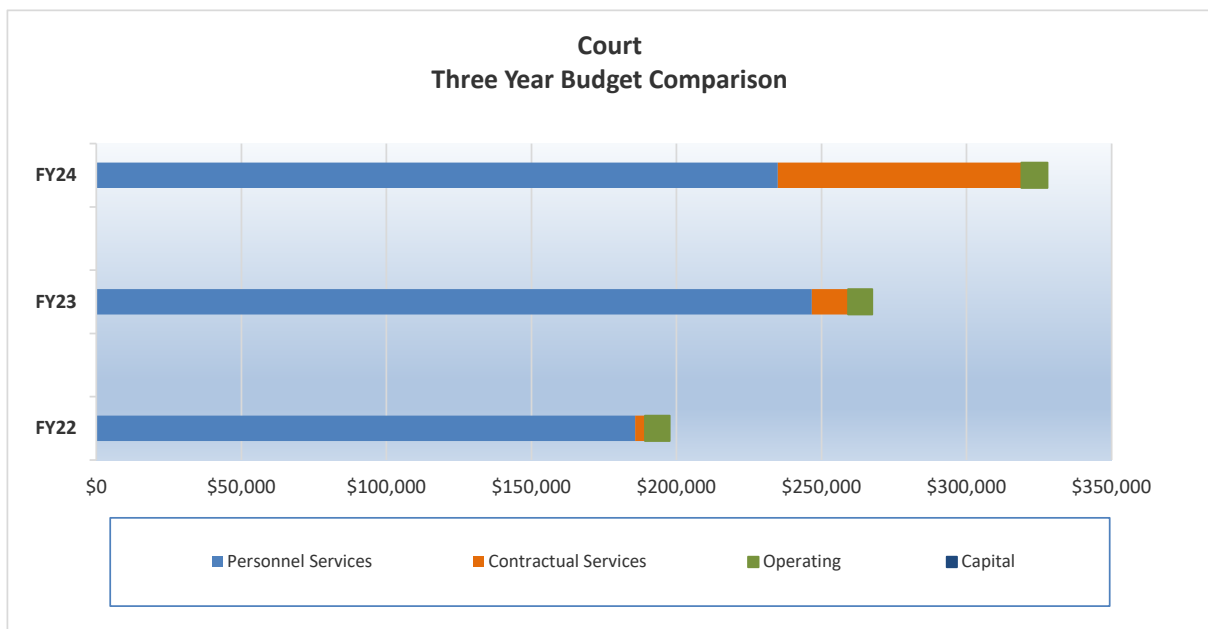
#### **Goals**

1. Continue annual based skilled training for staff.
2. Develop an in-house record retention policy specifically for the Municipal Court and that is in accordance with the current state retention policy and destroy what is allowed.
3. Remove or store 50% of hard copies of dated court files pursuant to the records retention policy.
4. Transfer old cases to CMS that didn't convert correctly during the initial conversion.
5. Create a Municipal Court Handbook for the new CMS program, complete with our procedures and processes, instructions on how to complete certain tasks, and commonly used forms and where to get them.

**Court Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	185,728	246,644	234,911
Contractual Services	3,407	12,500	84,000
Operating	8,534	8,400	9,020
Capital	0	0	0
<b>Totals</b>	<b>\$197,669</b>	<b>\$267,544</b>	<b>\$327,931</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	2	2	2

## COURT DEPARTMENT

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4123.0101	Salaries & Wages	158,293	143,242	156,317
10.4123.0102	Social Security / Medicare	11,702	11,073	11,795
10.4123.0103	Regular State Retirement	26,552	25,276	26,934
10.4123.0104	Overtime	514	1,500	1,500
10.4123.0105	Health Insurance	25,527	24,299	35,272
10.4123.0111	Deferred Comp Emplor Match	-	3,094	3,094
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 222,588</b>	<b>\$ 208,483</b>	<b>\$ 234,911</b>
	<i>Contractual Services</i>			
10.4123.0204	Professional Services	5,602	92,800	84,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 5,602</b>	<b>\$ 92,800</b>	<b>\$ 84,000</b>
	<i>Operating</i>			
10.4123.0401	Professional Development	2,678	4,500	3,500
10.4123.0701	Dues / Subscriptions	255	720	720
10.4123.1001	Miscellaneous	209	-	-
10.4123.0708	Supplies	2,145	3,000	2,500
10.4123.0709	Telephone	2,087	2,100	2,300
	<b>TOTAL OPERATING</b>	<b>\$ 7,374</b>	<b>\$ 10,320</b>	<b>\$ 9,020</b>
	<i>Capital Outlay</i>			
10.4123.0705		-	-	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL COURT</b>	<b>\$ 235,564</b>	<b>\$ 311,603</b>	<b>\$ 327,931</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	Contracted Associate Judge \$10,000, Court appointed attorney, public defender \$69,000 for backlog of cases and \$5000 for any cases assigned throughout the year and interpreter.
Professional Development	Annual meeting expenses for Court personnel including meeting fees, lodging and meals. Judges accommodations \$2500, Court Clerks \$2000 (\$900 for new clerks classes, \$1100 for other classes that may be offered)
Dues / Subscriptions	Annual dues, subscriptions and memberships for Municipal Judges and staff. (\$500 Judges Dues, \$220 MASC dues)
Supplies	Miscellaneous office supplies for the Court Department.
Telephone	Telephone services including fax line for the Court Department .
Capital	N/A

## **Fire Department**

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

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#### **Mission**

Minimize life loss, suffering, and damage resulting from 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 citizens' and customers' expectations in the services we provide.

#### **Measures**

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

## Goals

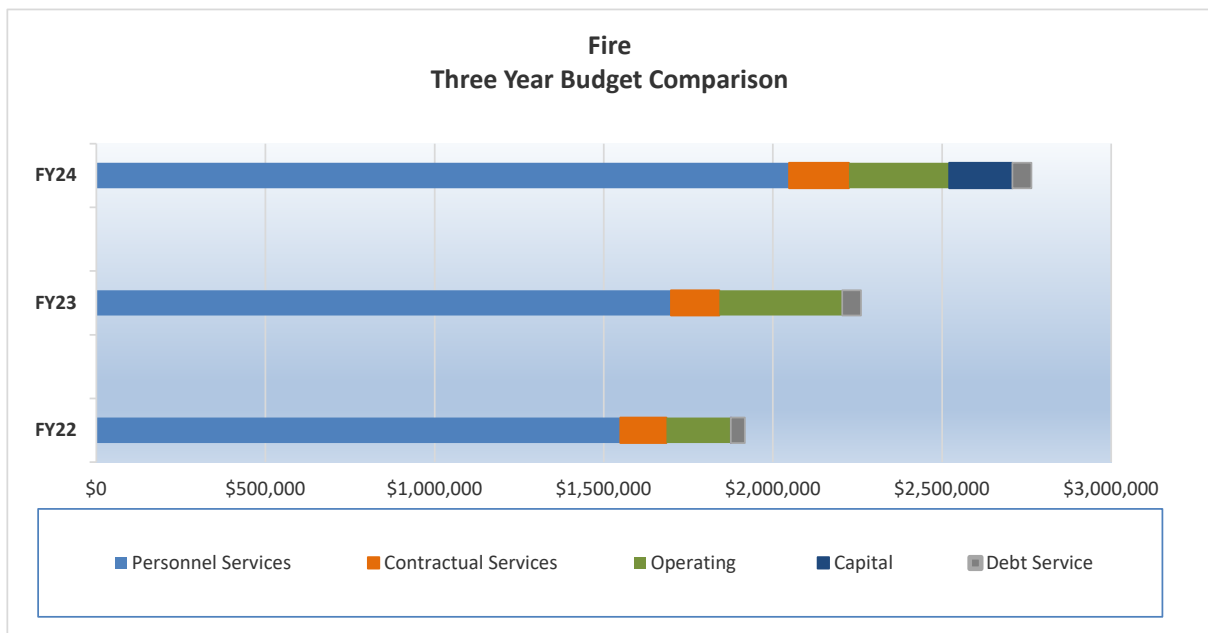
1. Finish getting all personnel certified as CPR/AED Instructors.
2. Develop a Fire Safety Program to take into the schools for K4 through 5th grade.
3. Complete objectives to become a Fire Safe SC community.
4. Improve the Fire Department's Social Media presence.
5. Have 75% of on shift personnel trained in basic water rescue.
6. Develop and implement a firefighter physical fitness program.



**Fire Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	1,548,687	1,698,941	2,047,722
Contractual Services	136,850	142,500	177,000
Operating	190,224	363,270	296,470
Capital	0	0	187,000
Debt Service	41,570	55,934	55,934
<b>Totals</b>	<b>\$1,917,331</b>	<b>\$2,260,645</b>	<b>\$2,764,126</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY4</b>
Full-time employees	21	22	22



# FIRE DEPARTMENT

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4340.0101	Salaries & Wages	918,440	1,125,725	1,288,755
10.4340.0102	Social Security / Medicare	76,470	93,959	106,431
10.4340.0103	Law Enforcement Retirement	199,125	246,812	279,809
10.4340.0104	Overtime	113,699	102,500	102,500
10.4340.0105	Health Insurance	168,159	216,288	230,226
10.4340.0108	Physical Exams / Vaccines	9,855	16,736	16,736
10.4340.0111	Deferred Comp Emplr Match	14,516	23,265	23,265
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,500,264</b>	<b>\$ 1,825,285</b>	<b>\$ 2,047,722</b>
10.4340.0760	<i>Contractual Services</i>	141,347	145,000	177,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 141,347</b>	<b>\$ 145,000</b>	<b>\$ 177,000</b>
	<i>Operating</i>			
10.4340.0401	Professional Development	8,085	13,650	16,650
10.4340.0501	Utilities	21,579	21,800	21,800
10.4340.0601	Building Maintenance	7,689	5,500	6,000
10.4340.0602	Equipment and Maintenance	62,713	105,450	103,050
10.4340.0701	Dues / Subscriptions	343	1,015	7,395
10.4340.0708	Office Supplies	2,090	1,500	1,500
10.4340.0709	Telephone	13,880	10,000	13,000
10.4340.0713	Vehicle Exp.	36,200	41,050	51,050
10.4340.0715	Uniform Exp.	15,767	13,825	13,825
10.4340.0719	Fuel Exp.	28,729	30,000	30,000
10.4340.0720	Medical Supplies	10,695	10,000	11,000
10.4340.0721	Fire House Supplies	4,598	5,000	6,000
10.4340.0722	Hazmat Supplies	698	1,000	1,000
10.4340.0723	Emergency Prep. Supplies	-	1,000	1,000
10.4340.1001	Miscellaneous	1,283	1,000	1,000
10.4340.2202	Public Education/Fire Prevention	1,961	14,200	12,200
	<b>TOTAL OPERATING</b>	<b>\$ 216,310</b>	<b>\$ 275,990</b>	<b>\$ 296,470</b>
10.4340.0705	<i>Capital Outlay</i>	-	831,485	187,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 831,485</b>	<b>\$ 187,000</b>
	<i>Debt Service</i>			
10.4600.1772	FY 2019 Fire Truck	44,784	55,934	55,934
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 44,784</b>	<b>\$ 55,934</b>	<b>\$ 55,934</b>
	<b>TOTAL FIRE DEPARTMENT</b>	<b>\$ 1,902,705</b>	<b>\$ 3,133,694</b>	<b>\$ 2,764,126</b>

## FIRE DEPARTMENT BUDGET SUMMARY

The Fire Department consists of one Chief, one Administrative Assistant, two Battalion Chiefs, six Captains, six Engineers, twelve Fire Fighters (6 funded by FEMA SAFER Grant) and ten 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), Fire sprinkler and hood system inspections.
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
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
Capital Outlay	Breathing air compressor (matching grant revenue)
Public Education/ Fire Provention	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)	11,550
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>\$ 16,736</b>

Contractual Services	Adopted
ITEM	COST
MC Rural Fire Department Fees	44,000
Whitesville Fire Department Fees	133,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 177,000</b>

Professional Development	Adopted
ITEM	COST
Meetings, Tuition, Lodging, Meals	3,000
SLED / FBI background checks	525
Fingerprint checks	525
BCESTC use fee	1,500
Water Rescue Training	3,000
EMT renewal fees	300
EMT testing fees	1,200
EMT class & testing fees for current employees	4,500
CPR Instructor Classes for current employees	2,100
<b>Total Professional Development</b>	<b>\$ 16,650</b>

Equipment and Maintenance	Adopted
ITEM	COST
Radio repairs / maintenance contract	7,000
Hose and other Fire Equipment	20,000
Replacement Bunker Gear 6 sets	19,000
Ground Ladder test	800
Fire Extinguisher inspections/replacement	2,500
US / SC flags	700
Xerox Copier lease	2,600
SCBA compressor PMI	2,000
Qtrly Breathing Air Analysis	450
Generator - bi-annual PMI	1,600
Test Hydraulic Rescue Tools	2,300
Annual SCBA testing	1,900
Estimated Repairs	600
Positive Pressure Ventilation Fan (Replacement)	7,200
Replacement Portable Generator/Inverter	2,000
Portable Tripod Lights & Batteries	2,400
TSI PortaCount SCBA Fit Tester	16,500
Physical Fitness Equip. (sandbags, kettlebells, etc.)	7,500
Confined Space Rescue Equipment	5,000
Class A Firefighting Foam	1,000
<b>TOTAL EQUIPMENT/MAINTENANCE</b>	<b>\$ 103,050</b>

Vehicle Maintenance	Adopted
ITEM	COST
Tires, Oil changes, PM and General Repairs	40,000
Aerial device test	850
Four pump tests	1,200
Annual PMI for four fire trucks	9,000
<b>TOTAL VEHICLE MAINTENANCE</b>	<b>\$ 51,050</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
<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
SC State Firefighter's Assn.	375
Active 911 Alerting	380
Health/Wellness/Fitness App	6,000
ICC	300
<b>TOTAL DUES / SUBSCRIPTIONS</b>	<b>\$ 7,395</b>

Capital/Leased Equipment	Adopted
ITEM	COST
Breathing air compressor	187,000
<b>TOTAL LEASED EQUIPMENT</b>	<b>\$ 187,000</b>

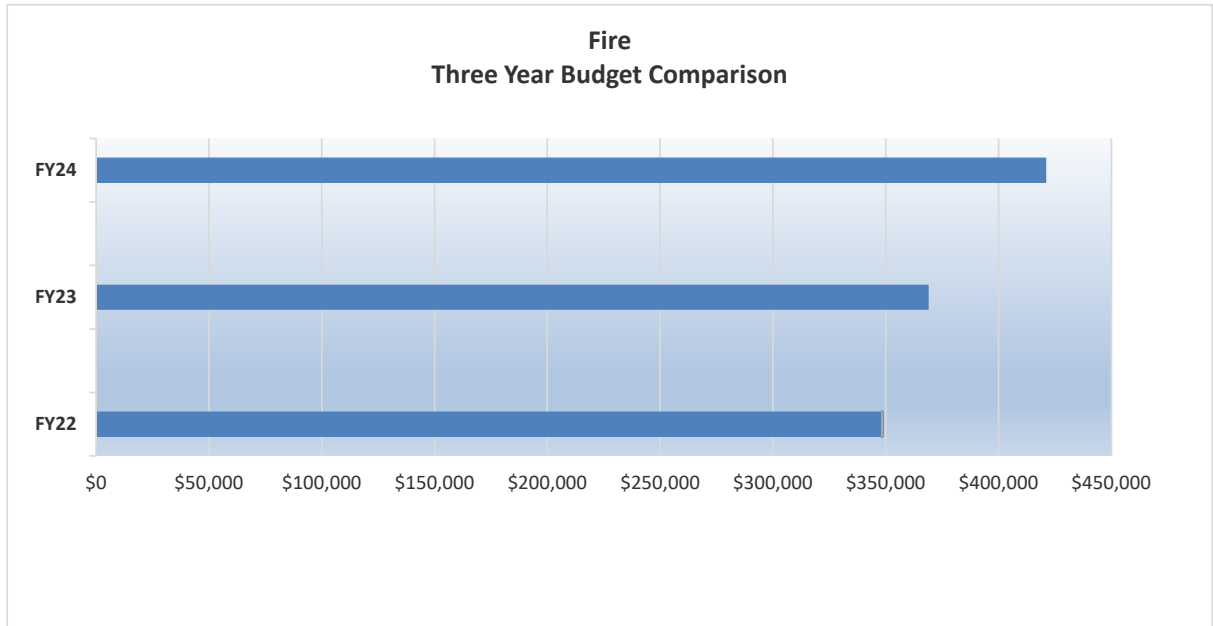
Public Education	Adopted
ITEM	COST
Hats, Stickers and Jr. Badges	1,700
Halloween Bags	1,000
CPR cards/books for the public	7,000
Ads, Publications, Guides and Handouts	2,500
<b>TOTAL DUES / SUBSCRIPTIONS</b>	<b>\$ 12,200</b>

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

**Fire Fema Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY22	<u>Budget</u> FY23	<u>Budget</u> FY24
Personnel Services	348,432	368,977	421,160
<b>Totals</b>	<b>\$348,432</b>	<b>\$368,977</b>	<b>\$421,160</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	6	6	6

## FIRE DEPARTMENT FEMA GRANT

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4341.0101	Salaries & Wages	217,260	238,161	278,963
10.4341.0102	Social Security / Medicare	16,333	18,984	22,106
10.4341.0103	Law Enforcement Retirement	42,337	49,742	58,000
10.4341.0104	Overtime	15,500	10,000	10,000
10.4341.0105	Health Insurance	38,578	43,737	43,737
10.4341.0108	Physical Exams / Vaccines	1,793	4,353	4,353
10.4341.0111	Deferred Comp Emplr Match	-	4,000	4,000
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 331,801</b>	<b>\$ 368,977</b>	<b>\$ 421,160</b>
<b>TOTAL FIRE FEMA DEPARTMENT</b>		<b>\$ 331,801</b>	<b>\$ 368,977</b>	<b>\$ 421,160</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 24**

**Mo Ibrahim, Information Tech. Department Manager**

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### **Mission**

To support Town Employees by providing reliable and secure information technology solutions that enhance productivity and efficiency while maintaining compliance with CJIS regulations and standards.

### **Measures**

- Uptime and reliability of our systems and applications
- Time to respond to and repair IT incidents.
- Town employee satisfaction
- Compliance and improvement of our network performance to meet the standard security measures.

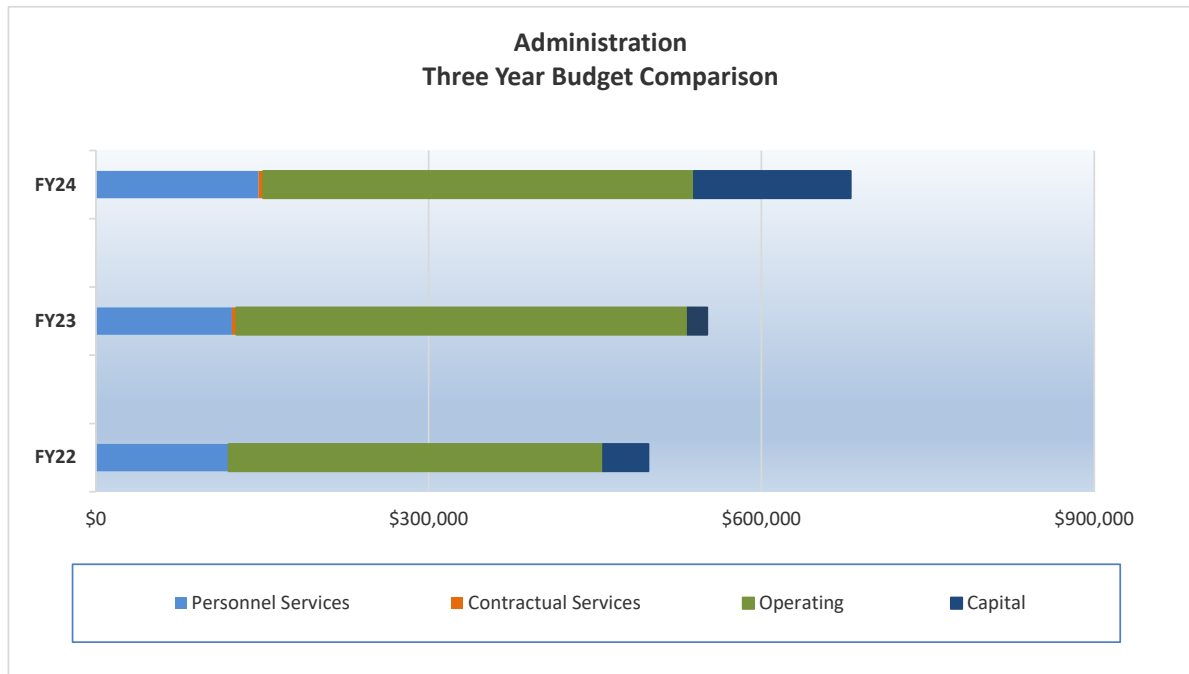
### **Goals**

1. Improve the Town IT system infrastructure availability and security.
2. Maintain compliance with regulatory standards.
3. implementing additional safeguards and protocols. Educate our users in basic computer security.

**Info Tech Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	119,665	122,551	146,746
Contractual Services	0	4,000	4,000
Operating	337,516	407,151	388,355
Capital	40,995	17,500	141,500
<b>Totals</b>	<b>\$498,176</b>	<b>\$551,202</b>	<b>\$680,601</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	1	1	1

**INFO TECH DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 22</b>	<b>Budgeted FY 23</b>	<b>Adopted FY24</b>
	<i>Personnel Services</i>			
10.4122.0101	Salaries & Wages	85,166	84,348	91,189
10.4122.0102	Social Security / Medicare	6,288	6,453	6,976
10.4122.0103	Regular State Retirement	13,713	14,741	15,943
10.4122.0105	Health Insurance	14,498	17,009	17,638
10.4122.0111	Deferred Comp Employer Match	-	-	15,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 119,665</b>	<b>\$ 122,551</b>	<b>\$ 146,746</b>
	<i>Contractual Services</i>			
10.4122.0761	Contractual Services	680	4,000	4,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
	<i>Operating</i>			
10.4122.0712	Computer	319,925	370,984	348,805
10.4122.0701	Dues / Subscriptions	6,750	27,987	31,450
10.4122.0602	Equipment & Maintenance	3,764		0
10.4122.0719	Fuel	1,991	2,000	2,000
10.4122.0401	Professional Development	2,795	3,700	2,800
10.4122.0708	Supplies	20	500	100
10.4122.0709	Telephone	1,591	480	600
10.4122.0713	Vehicle	252	500	1,300
10.4122.0603	Tools	428	1,000	1,300
	<b>TOTAL OPERATING</b>	<b>\$ 337,516</b>	<b>\$ 407,151</b>	<b>\$ 388,355</b>
10.4122.0705	<i>Capital Outlay</i>	40,995	17,500	141,500
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 40,995</b>	<b>\$ 17,500</b>	<b>\$ 141,500</b>
<b>TOTAL - INFO TECHNOLOGY</b>		<b>\$ 498,176</b>	<b>\$ 551,202</b>	<b>\$ 680,601</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
Vehicle	Truck maintenance such as oil changes
Capital	ALPR -lease for 5 years is \$100,000 includes infrastructure and utility for each of the 7 locations

## INFO TECH DEPARTMENT BUDGET SUMMARY

Computer ITEM	Adopted COST
All Departments (see additional tab)	271,465
Antivirus services for all town	5,100
Badge system ribbon and cards-warranty ext.	500
PA system for PD (linked to Radio)	3,500
Miscellaneous Computer Expenses	12,000
Multi-Factor Authentication license and server support	4,800
Fire alarm monitoring/maintenance(All locations)	2,500
Server room project	4,200
Network POE Pro 48 Port SW	1,500
VM WareLicense for Virtual servers	2,500
Stingrays Branding (Mobile App)	540
Tyler Technologies Maniit	38,000
Wattbox(power MGT for server room-FB-PS data)	2,200
<b>TOTAL COMPUTER</b>	<b>\$ 348,805</b>

Professional Development ITEM	Adopted COST
Network Security Training	2,800
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ 2,800</b>

Dues/Subscriptions ITEM	Adopted
Asset MGT, remote tool software	3,200
Adobe license (all departments)	3,500
Domain Renewal	450
Dotgov Annual Renewal	400
E-mail filter and security license for all users	3,100
MS Office 365 (Annual fee)	19,600
Website Hosting Fee	1,200
<b>TOTAL DUES AND SUBSCRIPTIONS</b>	<b>\$ 31,450</b>

Capital Outlay/Projects ITEM	Adopted COST
ALPR (License plate Camera)-Lease 13 camera	100,000
** This has matching grant revenue	
Incar GPS Townwide	6,500
Doors Access control system (Town-wide- all buildings)	35,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 141,500</b>

**All Departments IT Budget list**

<b>ADMINISTRATION DEPT</b>	
ITEM	COST
LaserJet printer (M. Baker)	950
Municode Software	5,200
Miscellaneous Ins. Deductibles	2,000
Emergency Panic system(front office)	1,200
<b>TOTAL COMPUTER</b>	<b>\$ 9,350</b>

<b>COMMUNITY DEVELOPMENT DEPT</b>	
ITEM	COST
Desktop for front office	1,250
Permitting software	8,100
Jot Form	250
Web Cam	100
Costar Software	5,200
Canva software	175
Poster may wall software	99
Monitors-battery backup	650
<b>TOTAL COMPUTER</b>	<b>\$ 15,824</b>

<b>FIRE DEPT</b>	
ITEM	COST
desktop computer(2)(Capt. Desk-common area desk)	2,420
Emergency Reporting by ESO software	2,750
Getac system for the new Truck-Cradle Point-Install	12,000
Fire/EMS training software	4,200
Internet Service(separate circuit for personnel )	1,200
Leased Camera System	20,262
Cradle Point Hotspot devices/Dues	4,000
Laser Color Printer	1,100
Computer items(monitor stands-UPS-monitors)	1,000
surveillance camera (2) front parking- right side	1,200
<b>TOTAL COMPUTER</b>	<b>\$ 50,132</b>

<b>RECREATION DEPT</b>	
ITEM	COST
Becky laptop-docking station-monitors-stand	2,200
REC Desk	7,000
Clover POS	4,900
Computer parts(upgrade two desktops)HDD-Memory	850
<b>TOTAL COMPUTER</b>	<b>\$ 14,950</b>

<b>POLICE DEPT</b>	
ITEM	COST
TLO software	2,400
Desktop computers ( 1 computers-Debi)	1,250
Getac Laptops-Rugged(5 laptops)	13,000
MDIS- Mobile Dispatching System(Annual license-maintenance-su	10,200
Southern Software(RMS)	7,000
Analytic Software	1,700
Power Details	3,200
Battery Backup	320
SOUTHERN SOFTWARE SCIEX -license	1,700
Leased Camera System	105,000
DATA Maxx(NCIC replacement)	3,864
PowerDMS	5,675
Miscellaneous (USB Adapters-Barcode Scan-badge scan-etc...)	2,000
Police one (training web base)	2,100
LaserJet printer	700
CONNECTTEAM(workforce MGT APP)	900
SRO Computer Expense	1,500
Leads online (online investigation platform)	4,100
In Car systems repairs(Parts-labor)	4,000
Guardian	2,500
<b>TOTAL COMPUTER</b>	<b>\$ 173,109</b>

<b>COURT DEPT</b>	
ITEM	COST
CMS hosting-maintenance	3,800
Court System Tech Support w/hardware	1,900
New speaker for Court room	800
<b>TOTAL COMPUTER</b>	<b>\$ 6,500</b>

<b>PUBLIC SERVICE DEPT</b>	
ITEM	COST
Network Switch( 2 Switches- data switch- surveillance switch)	1,600
<b>TOTAL COMPUTER</b>	<b>\$ 1,600</b>

<b>TOTAL COMPUTER ALL DEPARTMENTS</b>	<b>\$ 271,465</b>
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## **Police Department**

### **Steven Young, Acting Police Chief**

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#### **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 2024 Goals**

1. Provide enhanced training for our sworn officers with an emphasis on de-escalation, cultural awareness, ethics, and leadership.
2. We will utilize 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 continue our community outreach and engagement activities 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 using education and enforcement techniques.
6. We will continue our strategy of utilizing high-visibility patrols in our identified “hotspots” and use crime analysis to evaluate the effectiveness of our efforts. We will also complete an annual crime analysis report.

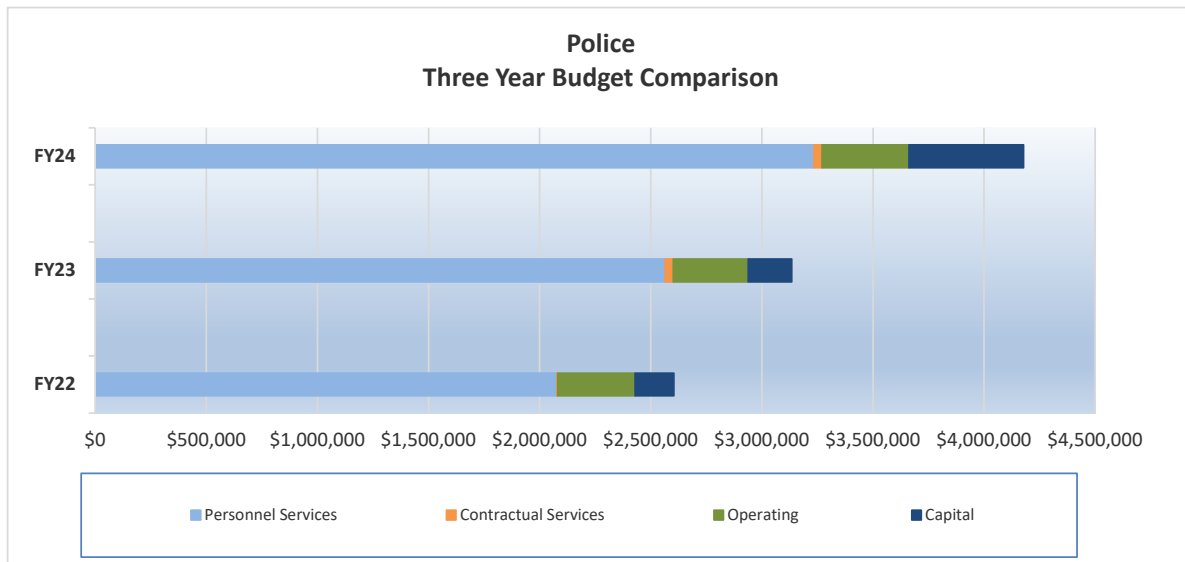
#### **Measures**

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 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 participate in at least two outreach or engagement activity per month with all our officers participating in at least two events or activities during the year.
4. We will participate in a minimum of two (2) local job fairs, update the police department’s page on the website, and create a recruitment brochure.
5. We will produce and publish a minimum of two (2) traffic safety videos and a monthly traffic safety social media post during the year. We will also increase our traffic engagement efforts by five percent (5%) at our top 3 highest collision locations. The increase in engagement efforts will be measured by citations, public contact warnings, and time spent conducting high-visibility patrols.
6. Each patrol officer will conduct 4 hours of high-visibility patrols per month in each of our identified hotspots and production of an annual crime analysis report.

**Police Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	FY22	FY23	FY24
Personnel Services	2,078,788	2,565,146	3,235,019
Contractual Services	2,000	36,000	36,000
Operating	349,423	337,355	391,282
Capital	173,865	196,000	516,000
<b>Totals</b>	<b>\$2,604,076</b>	<b>\$3,134,501</b>	<b>\$4,178,301</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	33	33	34

**POLICE DEPARTMENT**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4310.0101	Salaries & Wages	1,335,457	1,682,280	2,192,192
10.4310.0102	Social Security / Medicare	96,345	134,390	174,178
10.4310.0103	Law Enforcement Retirement	239,469	352,877	458,024
10.4310.0104	Overtime	35,933	40,000	40,000
10.4310.0105	Health Insurance	200,998	356,492	306,625
10.4310.0106	PD Athletic Event Wages	34,825	45,000	45,000
10.4310.0108	Physical Exams	4,987	4,000	4,000
10.4310.0111	Deferred Comp Employer	10,889	15,000	15,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,958,903</b>	<b>\$ 2,630,039</b>	<b>\$ 3,235,019</b>
	<i>Contractual Services</i>			
10.4310.0201	Legal Expense	36,000	36,000	36,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>	<b>\$ 36,000</b>
	<i>Operating</i>			
10.4310.0728	Community Outreach	1,875	5,000	5,000
10.4310.0720	Crime Scene Supplies	8,394	10,000	10,000
10.4310.1100	Discretionary - Donations Exp	1,967	-	-
10.4310.0718	DJJ Exp.	2,900	-	-
10.4310.0701	Dues / Subscriptions	7,478	7,000	4,500
10.4310.0602	Equipment and Maintenance	24,916	44,700	75,782
10.4310.0719	Fuel Expense	78,740	85,000	85,000
10.4310.0750	Insurance Claims	3,431	5,000	5,000
10.4310.1001	Miscellaneous	442	-	-
10.4310.1202	Opioid Exp Grant	-	-	-
10.4310.0716	Police Supplies	20,940	22,000	26,000
10.4310.0704	Printing	2,589	4,000	4,000
10.4310.0401	Professional Development	17,202	20,000	20,000
10.4310.0755	Risk Management Impact	-	-	-
10.4310.0725	Summer Camp Supplies	12,046	7,500	7,500
10.4310.0708	Supplies	10,675	11,000	11,000
10.4310.0709	Telephone	32,085	35,000	35,000
10.4310.0715	Uniform Exp.	13,974	25,000	29,000
10.4310.0501	Utilities	9,530	10,000	11,000
10.4310.0713	Vehicle Exp.	63,059	62,500	62,500
	<b>TOTAL OPERATING</b>	<b>\$ 312,243</b>	<b>\$ 353,700</b>	<b>\$ 391,282</b>
10.4310.0705	<i>Capital Outlay</i>	199,142	216,000	516,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 199,142</b>	<b>\$ 216,000</b>	<b>\$ 516,000</b>
	<b>TOTAL POLICE DEPARTMENT</b>	<b>\$ 2,506,288</b>	<b>\$ 3,235,739</b>	<b>\$ 4,178,301</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, 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. Eight 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.
Community Outreach	Back to school, national night out, promotional items
Professional Services	Part-time prosecutor and evidence to support prosecution and DNA testing.
Professional Development	Training fees including lodging and meals. (Also please see memo Tuition Reimbursement for Mixon \$3,000)
Utilities	Santee Cooper, Berkeley 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, recruitment brochure, as well as arrest warrants and crime prevention material.
Supplies	Miscellaneous office supplies.
Telephone	Telephone services including cell phones for officers
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.
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 (the 2 SRO and Highway Safety Grant Vehicle is to be covered by the grant)

## POLICE DEPARTMENT BUDGET SUMMARY

Equipment and Maintenance	
ITEM	COST
Xerox Agreement	8,700
RCC Annual Maintenance	5,000
Radar Maintenance	1,000
30 Portable Radios (3 year lease)	61,082
<b>TOTAL EQUIP &amp; MAINT</b>	<b>\$ 75,782</b>

Capital			Adopted
ITEM	QTY	COST / UNIT	TOTAL COST
Unmarked Police Vehicle w/ Equipment	1	72,000	72,000
Victim Advocate Car	1	34,000	34,000
Marked Police Replacement Vehicles			
Including All Equipment (5)	5	82,000	410,000
<b>TOTAL CAPITAL</b>			<b>\$ 516,000</b>



**School Resource Officers  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	286,814	405,897	998,435
Operating	23,412	11,000	15,000
Capital Outlay	0	0	82,000
<b>Totals</b>	<b>\$310,226</b>	<b>\$416,897</b>	<b>\$1,095,435</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	6	7	10

## SCHOOL RESOURCE OFFICERS

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4315.0101	Salaries & Wages	287,217	333,700	664,043
10.4315.0102	Social Security / Medicare	22,483	25,681	50,952
10.4315.0103	Law Enforcement Retirement	57,455	67,379	133,997
10.4315.0104	Overtime	8,805	2,000	2,000
10.4315.0105	Health Insurance	38,499	88,008	144,179
10.4315.0107	Workers Compensation	-	11,383	2,263
10.4315.0111	Deferred Comp Employ Match	-	-	1,000
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 414,459</b>	<b>\$ 528,151</b>	<b>\$ 998,435</b>
	<i>Operating</i>			
10.4315.0719	Fuel Expense	18,402	7,000	7,000
10.4315.0401	Professional Development	1,605	-	4,000
10.4315.0715	Uniform Expense	95	500	500
10.4315.0713	Vehicle Expense	3,880	3,500	3,500
	<b>TOTAL OPERATING</b>	<b>\$ 23,982</b>	<b>\$ 11,000</b>	<b>\$ 15,000</b>
10.4315.0705	<i>Capital Outlay</i>	-	108,000	82,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 108,000</b>	<b>\$ 82,000</b>
	<b>TOTAL SRO</b>	<b>\$ 438,441</b>	<b>\$ 647,151</b>	<b>\$ 1,095,435</b>

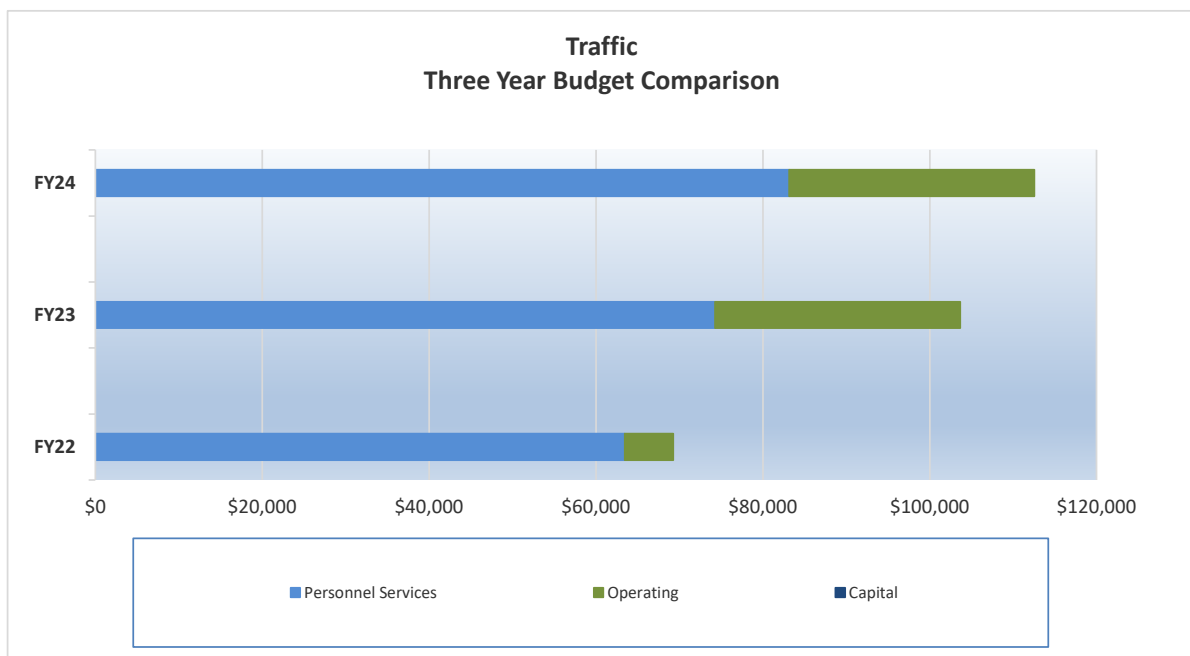




**Highway Safety Traffic Grant  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	63,465	74,266	83,144
Operating	5,800	29,390	29,390
Capital	0	0	0
<b>Totals</b>	<b>\$69,265</b>	<b>\$103,656</b>	<b>\$112,534</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	1	1	1

## HIGHWAY SAFETY TRAFFIC GRANT

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4317.0101	Salaries & Wages	46,605	46,166	62,080
10.4317.0102	Social Security / Medicare	3,863	3,562	4,780
10.4317.0103	Law Enforcement Retirement	9,795	9,344	12,565
10.4317.0104	Overtime	4,028	-	-
10.4317.0105	Health Insurance	14,498	17,009	-
10.4317.0107	Worker's Comp Insurance	-	1,588	2,136
10.4317.0111	Deferred Comp Emplr Match	-	1,583	1,583
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 78,789</b>	<b>\$ 79,252</b>	<b>\$ 83,144</b>
	<i>Operating</i>			
10.4317.0401	Travel (Mileage)	5,202	22,200	22,200
10.4317.0701	Other	1,568	7,190	7,190
10.4317.0705	Equipment	-	-	-
	<b>TOTAL OPERATING</b>	<b>\$ 6,770</b>	<b>\$ 29,390</b>	<b>\$ 29,390</b>
10.4317.0705	<i>Capital Outlay</i>	-	54,000	-
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 54,000</b>	<b>\$ -</b>
	<b>TOTAL HWY TRAFFIC GRANT</b>	<b>\$ 85,559</b>	<b>\$ 162,642</b>	<b>\$ 112,534</b>



## **Public Service Department**

### **Logan Faulkner, Public Service Director**

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#### **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**

- Maintain quarterly litter pick up in Town.
- Average time between ROW maintenance is less than seven days in the growing season.
- Average time between HWY 52 ROW maintenance is less than twenty-one days in the growing season.
- Average time between recreation field maintenance is three days.
- Change the hanging basket flowers twice a year.
- Limit the number of missed cans to 5 per week.
- Limit the time allowed to deliver new cans to 10 business days after signing up.
- Average 3 ditches per week of maintenance in the Stormwater Department.
- Clean out at least 1 section of Town storm drains per quarter.
- Maintain quarterly safety meetings in the Public Service Department.

#### **Goals**

##### **Building and Grounds**

1. Landscape and construct a sitting area in the Complex along the walking trail and install benches there.
2. Make all Wi-Fi capable irrigation clocks operational.
3. Construct an area for sod onsite to use as needed.

##### **Stormwater**

1. Continue to map out the growing drainage system.
2. Obtain a SC pesticides license for aquatic herbicides.
3. Educate the public on the responsibilities of the Stormwater Department.

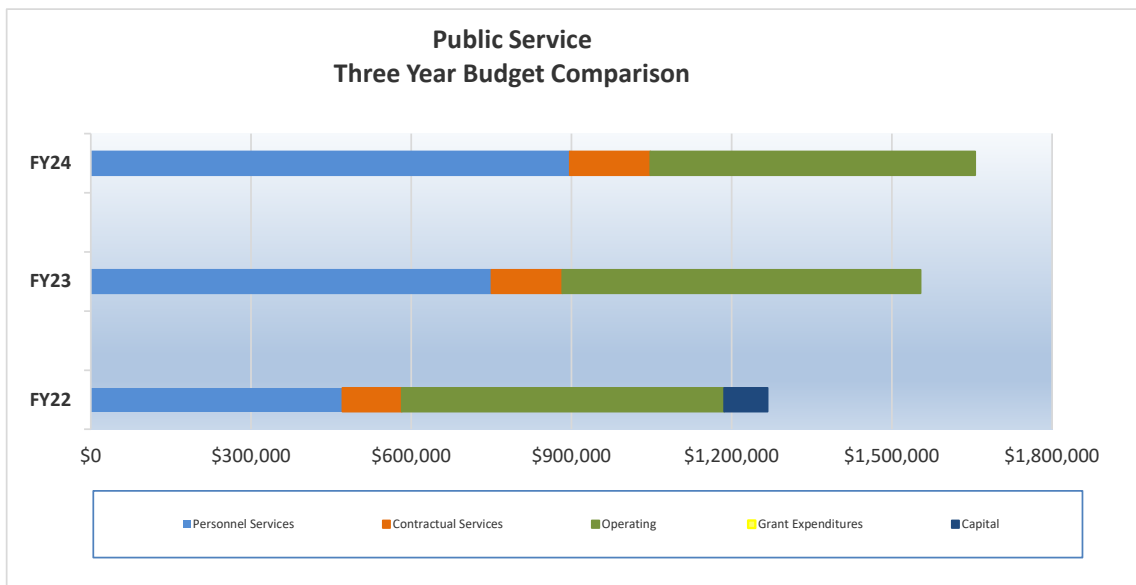
##### **Sanitation**

1. Staff an additional truck and incorporate into weekly routes.
2. Create new routes for the upcoming growth of the Town.
3. Help update the Town website to all current rules as they may change from time to time.
4. Improve communication and educate the residents on our Sanitation policies and procedures.

**Public Service - Building & Grounds  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Personnel Services	470,844	750,093	896,976
Contractual Services	111,308	132,700	150,554
Operating	603,926	671,235	608,415
Grant Expenditures	0	0	0
Capital	81,002	0	0
<b>Totals</b>	<b>\$1,267,080</b>	<b>\$1,554,028</b>	<b>\$1,655,945</b>



**Comparative Summary of Authorized Personnel**

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Full-time employees	13	13	14

**PUBLIC SERVICE DEPARTMENT**

**BUILDING & GROUNDS**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4450.0101	Salaries & Wages	321,292	502,321	602,764
10.4450.0102	Social Security / Medicare	25,036	39,460	47,144
10.4450.0103	Regular State Retirement	54,946	88,506	106,038
10.4450.0104	Overtime	9,751	13,500	13,500
10.4450.0105	Health Insurance	49,137	97,194	118,417
10.4450.0108	Physical Exams	1,519	1,000	1,000
10.4450.0111	Deferred Comp Emplr Match	9,163	8,112	8,112
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 470,844</b>	<b>\$ 750,093</b>	<b>\$ 896,976</b>
	<i>Contractual Services</i>			
10.4450.0760	Contract Labor	83,358	70,554	70,554
10.4450.0761	Contract Labor- HWY 52	27,950	62,146	80,000
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 111,308</b>	<b>\$ 132,700</b>	<b>\$ 150,554</b>
	<i>Operating</i>			
10.4450.0602	Equipment and Maintenance	20,154	19,000	19,000
10.4450.0601	Facilities Maintenance	79,372	162,500	40,000
10.4450.0636	Field Maintenance	57,014	30,000	55,000
10.4450.0719	Fuel	16,996	16,500	12,500
10.4450.0732	Landscaping Supplies	19,410	25,000	30,000
10.4450.0707	Leased Equipment	50,950	42,500	42,500
10.4450.1001	Miscellaneous - Christmas Lights	5,773	6,000	3,000
10.4450.0733	Miscellaneous Repairs	490	-	2,000
10.4450.0708	Office Supplies	3,006	2,000	3,000
10.4450.0600	Park Maintenance	14,343	10,000	31,680
10.4450.0401	Professional Development	914	1,500	1,500
10.4450.0603	Small Tools / Equipment	6,012	6,235	6,235
10.4450.0631	Street Lighting	305,571	320,000	320,000
10.4450.0630	Street, Sign & Road Maint.	5,727	10,000	10,000
10.4450.0709	Telephone	7,582	5,500	6,500
10.4450.0715	Uniform	5,892	6,500	7,500
10.4450.0713	Vehicle	4,720	8,000	18,000
	<b>TOTAL OPERATING</b>	<b>\$ 603,926</b>	<b>\$ 671,235</b>	<b>\$ 608,415</b>
10.4450.0705	<i>Capital Outlay</i>	81,002	-	
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 81,002</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>\$ 1,267,080</b>	<b>\$ 1,554,028</b>	<b>\$ 1,655,945</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.

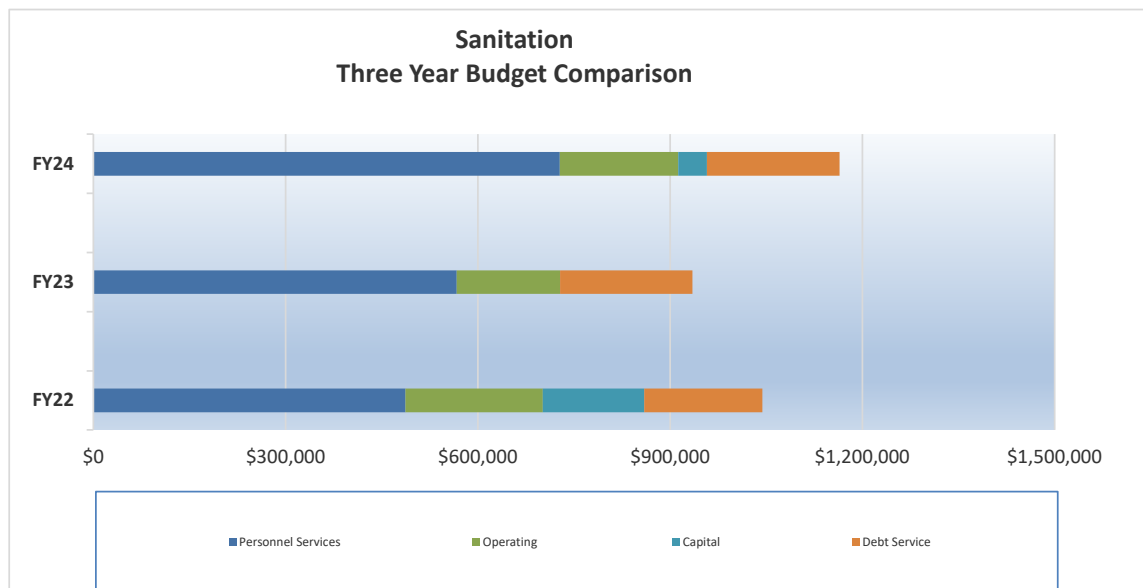
Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Regular State Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
Physical Exams	Physical exams for new employees and random drug screen
Contract Labor	Two full-time contract laborers add mulch to all beds on HWY 52 (\$14,865.70), landscape management program for hwy 52 (\$3,940/mth)
Professional Development	Meetings to include meeting fees, lodging and meals
Park Maintenance	Maintenance for Unity and Lacy Parks
Facilities Maintenance	Maintenance for Rec Complex & Youth Field Buildings
Field Maintenance	Maintenance for fields includes spraying, fertilizer, herbicide. Irrigation and sod. Add drainage to Football Field.
Equipment and Maintenance	Equipment maint. for the mowers, edgers etc....
Small Tools / Equipment	Shovels, brooms, rakes, FCC Radio (\$147/each - 735) etc....
Street, Sign & Road Maint.	Replacement of street signs etc....
Street Lighting	Electricity for street lights including traffic lights
Leased Equipment	Equipment lease with Smith & Turf
Supplies	Office Supplies & Xerox lease
Telephone	Telephone services including cell phones and Home Telephone alarm fees.
Vehicle	Oil Changes, tires and preventive maintenance for Building & Grounds vehicles, Also cables for bucket truck
Uniform	Safety vests, Uniforms, work boots, gloves etc....
Fuel	Fuel Expense
Landscaping Supplies	Fertilizer, flowers etc.... including hanging baskets for Main Street
Miscellaneous Christmas Expense	Misc. Expenses such as Christmas lights, tree topper and other Christmas items needed.



**Public Service - Sanitation  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY22	<u>Budget</u> FY23	<u>Budget</u> FY24
Personnel Services	487,086	566,869	727,979
Operating	214,009	161,235	184,600
Capital	158,314	0	45,000
Debt Service	184,329	206,829	206,607
<b>Totals</b>	<b>\$1,043,738</b>	<b>\$934,933</b>	<b>\$1,164,186</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	10	10	12

**PUBLIC SERVICE DEPARTMENT**

**SANITATION**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	<i>Personnel Services</i>			
10.4454.0101	Salaries & Wages	337,629	384,903	499,459
10.4454.0102	Social Security / Medicare	25,181	29,828	38,591
10.4454.0103	Regular State Retirement	56,416	67,765	87,740
10.4454.0104	Overtime	59	5,000	5,000
10.4454.0105	Health Insurance	61,821	72,895	90,711
10.4454.0108	Physical Exams	2,149	2,500	2,500
10.4454.0111	Deferred Comp Emplr Match	3,831	3,978	3,978
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 487,086</b>	<b>\$ 566,869</b>	<b>\$ 727,979</b>
	<i>Contractual Services</i>			
10.4454.0760	Contract Labor	-	-	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Operating</i>			
10.4454.0401	Professional Development	-	1,000	-
10.4454.0702	Advertising	1,090	1,000	1,000
10.4454.0602	Equipment and Maintenance	118,077	73,000	90,000
10.4454.0603	Small Tools / Equipment	2,228	9,085	3,000
10.4454.0708	Supplies	65	150	-
10.4454.0709	Telephone	520	500	600
10.4454.0713	Vehicle	45,075	36,000	40,000
10.4454.0715	Uniform	6,853	6,500	10,000
10.4454.0719	Fuel	40,013	31,000	40,000
10.4454.1001	Miscellaneous	88	3,000	
	<b>TOTAL OPERATING</b>	<b>\$ 214,009</b>	<b>\$ 161,235</b>	<b>\$ 184,600</b>
10.4454.0705	<i>Capital Outlay</i>	158,314	-	45,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 158,314</b>	<b>\$ -</b>	<b>\$ 45,000</b>
	<i>Debt Service</i>			
10.4600.1774	FY 20 Sanitation Trucks Lease Purchase	184,329	133,295	133,914
10.4600.1776	FY 21 Sanitation Trucks Lease Purchase		73,534	72,693
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 184,329</b>	<b>\$ 206,829</b>	<b>\$ 206,607</b>
<b>TOTAL SANITATION</b>		<b>\$ 1,043,738</b>	<b>\$ 934,933</b>	<b>\$ 1,164,186</b>



## SANITATION BUDGET SUMMARY

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

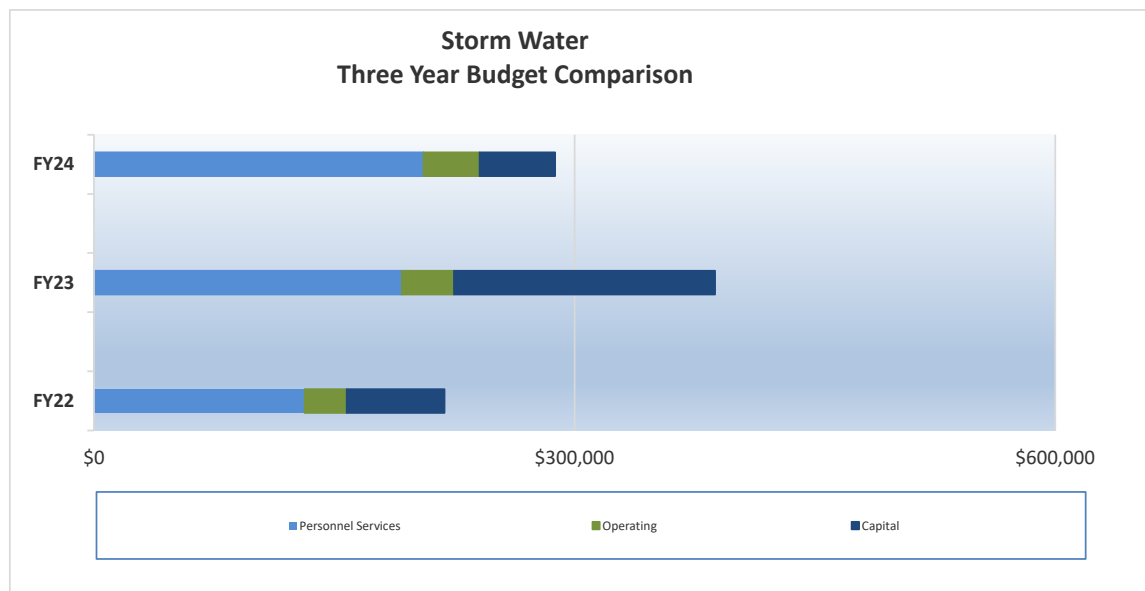
Salaries & Wages	Salaries, Wages and Christmas Bonuses
Social Security / Medicare	Social Security and Medicare Taxes
Regular State Retirement	State Retirement
Overtime	Overtime
Health Insurance	Health insurance
Physical Exams	Physical exams for new employees and random drug screen
Contract Labor	none
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 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	Order one 11 YD Garbage Truck, Under CDL \$193,170 2024 (5 year lease approx. 45,000)Peterbilt with New Way loader



**Public Service - Storm Water  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<u>Actual</u> FY22	<u>Budget</u> FY23	<u>Budget</u> FY24
Personnel Services	131,446	192,107	205,711
Operating	26,327	32,485	34,985
Capital	61,052	163,000	47,100
<b>Totals</b>	<b>\$218,825</b>	<b>\$387,592</b>	<b>\$287,796</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	3	3	3

**PUBLIC SERVICE DEPARTMENT**

**STORM WATER**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 22</b>	<b>Budgeted FY 23</b>	<b>Adopted FY 24</b>
	<i>Personnel Services</i>			
10.4452.0101	Salaries & Wages	91,209	126,942	138,907
10.4452.0102	Social Security / Medicare	6,795	10,094	11,009
10.4452.0103	Regular State Retirement	15,332	22,958	25,059
10.4452.0104	Overtime	199	5,000	5,000
10.4452.0105	Health Insurance	17,197	26,397	25,020
10.4452.0108	Physical Exams	174	300	300
10.4452.0111	Deferred Comp Emplr Match	540	416	416
	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 131,446</b>	<b>\$ 192,107</b>	<b>\$ 205,711</b>
	<i>Contractual Services</i>			
10.4452.0760	Contract Labor	2,926	-	-
	<b>TOTAL CONTRACTUAL SERVICES</b>	<b>\$ 2,926</b>	<b>\$ -</b>	<b>\$ -</b>
	<i>Operating</i>			
10.4452.0602	Equipment and Maintenance	11,320	10,000	10,000
10.4452.0719	Fuel	7,544	11,000	13,000
10.4452.0401	Professional Development	-	1,000	750
10.4452.0603	Small Tools / Equipment	2,346	2,735	2,735
10.4452.0708	Supplies	15	-	-
10.4452.0709	Telephone	428	750	1,000
10.4452.0715	Uniform	2,164	2,500	3,000
10.4452.0713	Vehicle	2,510	4,500	4,500
	<b>TOTAL OPERATING</b>	<b>\$ 26,327</b>	<b>\$ 32,485</b>	<b>\$ 34,985</b>
10.4452.0705	<i>Capital Outlay</i>	61,052	163,000	47,100
	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 61,052</b>	<b>\$ 163,000</b>	<b>\$ 47,100</b>
	<b>TOTAL STORM WATER</b>	<b>\$ 221,751</b>	<b>\$ 387,592</b>	<b>\$ 287,796</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
Professional Development	Meetings to include meeting fees, lodging and meals
Equipment and Maintenance	Equipment maintenance for storm water
Small Tools / Equipment	Shovels, brooms, rakes , FCC Radio (\$147/each - 735) 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 and DEF fluid for dump truck.
Capital Outlay	Crew Cab F-150 4x4 and accessories



## **Recreation Department**

**Becky Ellison, 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.

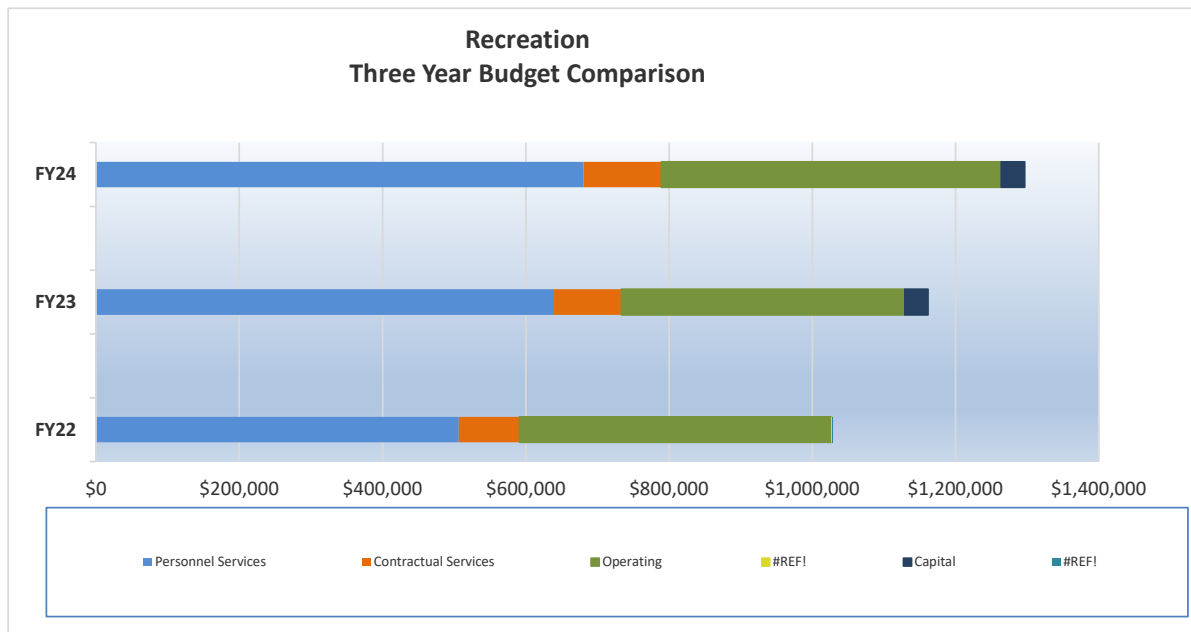
### **Goals:**

1. Add Senior Fitness Program
2. Add Youth classes: drawing and painting.
3. Add Miracle League Programs: kickball and expand summer camp.
4. Expand Music on Main with a variety of bands for September and October.

**Recreation Department  
Budget Summary  
Budget FY24**

**Comparative Budget Summary by Category**

	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
	FY22	FY23	FY24
Personnel Services	506,470	639,540	680,207
Contractual Services	84,716	94,000	109,000
Operating	436,519	395,796	474,687
Capital	0	32,000	32,458
	73,118	0	109,000
<b>Totals</b>	<b>\$1,100,823</b>	<b>\$1,161,336</b>	<b>\$1,405,352</b>



**Comparative Summary of Authorized Personnel**

	FY22	FY23	FY24
Full-time employees	7	8	8

**RECREATION DEPARTMENT**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 22</b>	<b>Budgeted FY 23</b>	<b>Adopted FY 24</b>
<i>Personnel Services</i>				
10.4500.0101	Salaries & Wages	325,978	428,335	465,671
10.4500.0102	Social Security / Medicare	30,091	35,042	35,042
10.4500.0103	Regular State Retirement	65,768	69,697	69,697
10.4500.0104	Overtime	11,781	8,000	8,000
10.4500.0105	Health Insurance	64,369	90,036	93,367
10.4500.0108	Physical Exams	818	500	500
10.4500.0111	Deferred Comp Emplr Match	7,665	7,930	7,930
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$ 506,470</b>	<b>\$ 639,540</b>	<b>\$ 680,207</b>
<i>Contractual Services</i>				
10.4500.0761	Contract Labor	34,363	35,000	40,000
10.4500.0760	Instructors	4,423	5,000	5,000
10.4500.0739	Officials	43,697	52,000	62,000
10.4500.0204	Professional Services	2,233	2,000	2,000
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>\$ 84,716</b>	<b>\$ 94,000</b>	<b>\$ 109,000</b>
<i>Operating</i>				
10.4500.0702	Advertising and Promotion	1,662	1,000	
10.4500.0735	Athletic Awards	7,831	5,000	6,000
10.4500.0737	Athletic Equipment	11,058	12,000	12,000
10.4500.0736	Athletic Uniforms	55,481	55,000	75,000
10.4500.0601	Building Maintenance	28,949	7,740	7,470
10.4500.0746	Camp Programs	4,734	-	-
10.4500.0710	Class / Camp Supplies	2,006	10,000	10,000
10.4500.0738	Concessions	59,723	63,000	70,000
10.4500.0701	Dues / Subscriptions	500	1,000	1,000
10.4500.0602	Equipment Maintenance	7,395	8,200	8,200
10.4500.0630	Facilities Rental		480	1,100
10.4500.0636	Field Maintenance	23,474	25,000	25,000
10.4500.0747	Franchise Fees	465	1,200	1,200
10.4500.0719	Fuel	7,359	6,000	7,200
10.4500.1001	Miscellaneous	13,013	4,200	10,000
10.4500.1006	Miracle League			15,000
10.4500.0401	Professional Development	191	2,000	2,000
10.4500.1003	Sales Tax	8,661	10,800	10,800
10.4500.0741	Special Events	505		
10.4500.0707	Special Permitting Fees	303	1,500	1,500
10.4500.0751	Sponsor Signs	4,780	3,000	3,000
10.4500.0708	Supplies	3,587	4,500	4,500
10.4500.0709	Telephone	13,717	11,676	13,717
10.4500.0742	Tournament	45,386	50,000	50,000
10.4500.0715	Uniform	2,071	2,000	2,500
10.4500.0501	Utilities	131,979	105,000	130,000
10.4500.0713	Vehicle	1,689	5,500	7,500
<b>TOTAL OPERATING</b>		<b>\$ 436,519</b>	<b>\$ 395,796</b>	<b>\$ 474,687</b>
10.4500.0705	<i>Capital Outlay</i>	-	32,000	32,458
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ 32,458</b>
<i>Other - Events &amp; Marketing</i>				
10.4500.2202	Advertising and Promotion	-	12,000	12,000
10.4500.2201	Professional Development	-	-	2,000
10.4500.2211	Retail Supplies "SWAG"	-	15,000	15,000
10.4500.2210	Special Events	22	100,000	80,000
10.4500.2208	Supplies	-	-	
<b>TOTAL EVENTS &amp; MARKETING</b>		<b>\$ 22</b>	<b>\$ 127,000</b>	<b>\$ 109,000</b>
<b>TOTAL RECREATION DEPARTMENT</b>		<b>\$ 1,027,727</b>	<b>\$ 1,288,336</b>	<b>\$ 1,405,352</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 & 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
Facilities Rental	Rental of 1st Baptist Church Gym for Basketball season
Field Maintenance	Paint, chalk, surface, 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....
Vehicle	Oil changes, tire and preventive maintenance for the vehicles, decal van
Fuel	Fuel expenses for vehicles
Miracle League	Uniforms, hats, buddy shirts, equipment, snacks for participants, and opening ceremonies for Miracle League
Athletic Awards	Awards for participants such as trophies etc....
Athletic Uniforms	Uniforms for athletic participants
Athletic Equipment	Equipment for all fields, 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. Also hosting district and state tournaments
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
Uniforms	Shirts for Staff for regular season and tournaments
Miscellaneous	Miscellaneous expenses such as credit card fees
Capital Outlay	Vehicle with decals





**ABATEMENTS & IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 217,290	\$ 35,743	\$ 175,743
	<i>Revenues</i>			
82.3000.1100	Donations	503,306	-	-
82.3000.1200	Transfer from General Fund	664,353	150,000	150,000
82.3000.1205	Transfer from ARPA			
	<b>TOTAL REVENUES</b>	<b>1,167,659</b>	<b>150,000</b>	<b>150,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,384,949</b>	<b>185,743</b>	<b>325,743</b>
	<i>Expenditures</i>			
	Abatements			
82.4455.2500	Private		-	25,000
82.4455.2502	Public	22,100	10,000	
	Improvements			
82.4455.2706	Mast Arms 52 & 52	234,010	-	
82.4455.2707	Sidewalk Staining		-	
82.4455.2710	Other	61,879	-	
82.4455.2705	Cross walks, sidewalks and Corner improvemen	107,296	-	
82.4455.1410	Miracle League	883,852	-	
82.4455.2715	Parks and Recreation - Study	40,069	-	
	Transfers			
82.4700.1304	Transfer to - Capital Improvements Fund	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>1,349,206</b>	<b>10,000</b>	<b>25,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 35,743</b>	<b>\$ 175,743</b>	<b>\$ 300,743</b>

**BOND SINKING FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 44,398	\$ 67,513	\$ 70,347
	<i>Revenues</i>			
80.3000.0203	Interest	-	100	100
80.3000.0420	Debt Millage (3Mills)	202,464	181,350	205,000
80.3000.0421	Delinquent Debt Millage	4,099	5,000	5,000
80.3000.1210	Transfer from - General Fund	-	-	-
	<b>TOTAL REVENUES</b>	<b>206,563</b>	<b>186,450</b>	<b>210,100</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>250,961</b>	<b>253,963</b>	<b>280,447</b>
	<i>Expenditures</i>			
80.4600.1002	Interest	32,448	28,616	24,819
80.4600.1668	GO Bond - 2014 Series/Construction - 6 yrs left	151,000	155,000	159,000
	<b>TOTAL EXPENDITURES</b>	<b>183,448</b>	<b>183,616</b>	<b>183,819</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 67,513</b>	<b>\$ 70,347</b>	<b>\$ 96,629</b>

**CAPITAL IMPROVEMENTS FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 14,313	\$ 14,858	\$ 14,858
	<i>Revenues</i>			
84.3000.0400	10% LOST	-	-	-
84.3000.1105	Donations / Reimbursements	545	-	-
84.3000.0310	Grant Miracle League Playground	-	-	1,000,000
84.3000.1205	Transfer from General Fund	-	-	-
84.3000.1206	Transfer from -Abatements & Improvements Fund	-	-	-
84.3000.1206	Transfer from -Local Tax Fund	-	-	-
	<b>TOTAL REVENUES</b>	<b>545</b>	<b>-</b>	<b>1,000,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>14,858</b>	<b>14,858</b>	<b>1,014,858</b>
	<i>Expenditures</i>			
84.4454.1409	Concession Stand	-	-	-
84.4454.1410	Miracle League Field Playground	-	-	1,000,000
	<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 14,858</b>	<b>\$ 14,858</b>	<b>\$ 14,858</b>

**COMMUNITY RECREATION COMPLEX DEBT SERVICE FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 168,084	\$ 55,103	\$ 18,012
	<i>Revenues</i>			
83.3000.0201	Interest with Fiscal Agent	-	-	-
83.3000.0203	Interest Earned	399	150	150
83.3000.1200	Transfer In- Local Tax Fund	250,000	325,000	355,000
	<b>TOTAL REVENUES</b>	<b>250,399</b>	<b>325,150</b>	<b>355,150</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>418,483</b>	<b>380,253</b>	<b>373,162</b>
	<i>Expenditures</i>			
83.4343.1600	Bond Principal	219,999	225,000	230,000
83.4343.1601	Bond Interest	143,381	137,241	130,962
83.4343.1620	Debt Service Expenditure	-	-	-
83.4343.1625	Other Financing use	-	-	-
	<b>TOTAL EXPENDITURES</b>	<b>363,380</b>	<b>362,241</b>	<b>360,962</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 55,103</b>	<b>\$ 18,012</b>	<b>\$ 12,200</b>

**CORNER RENAISSANCE FUND**

Account No.	Classification of Expenditures	Curent FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 70,170	\$ 145,131
	<i>Revenues</i>		
79.3000.0107	Revitalization Revenue	83,500	
79.3000.0203	Interest Earned		
79.3000.0410	Accomodations Tax Revenue	-	
	<b>TOTAL REVENUES</b>	<b>83,500</b>	<b>-</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>153,670</b>	<b>145,131</b>
	<i>Expenditures</i>		
79.4120.0204	Professional Services	300	
79.4120.0702	Advertising	8,239	
79.4120.1001	Miscellaneous	-	
	<b>TOTAL EXPENDITURES</b>	<b>8,539</b>	<b>-</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 145,131</b>	<b>\$ 145,131</b>

**LOCAL TAX FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 205,085	\$ 624,116	\$ 519,666
	<i>Revenues</i>			
81.3000.0102	Penalties - Hospitality	9,950	4,000	4,000
81.3000.0203	Interest Income	4,632	550	550
81.3000.0410	Local Accommodations Tax	24,147	20,500	20,500
81.3000.0412	Local Hospitality Tax	1,424,913	1,100,000	1,350,000
	<b>TOTAL REVENUES</b>	<b>1,463,642</b>	<b>1,125,050</b>	<b>1,375,050</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,668,727</b>	<b>1,749,166</b>	<b>1,894,716</b>
	<i>Expenditures</i>			
81.4121.0202	Trustee Fees	2,500	2,500	2,500
81.4121.0706	D & O Insurance	894	900	950
81.4121.1001	Miscellaneous	1,217	1,100	2,000
81.4700.1300	Transfer to General Fund	790,000	900,000	1,300,000
81.4700.1303	Transfer to CRC Debt Reserve	250,000	325,000	355,000
	<b>TOTAL EXPENDITURES</b>	<b>1,044,611</b>	<b>1,229,500</b>	<b>1,660,450</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 624,116</b>	<b>\$ 519,666</b>	<b>\$ 234,266</b>

**SC STATE ACCOMMODATIONS TAX FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 22,998	\$ 24,102	\$ 22,852
	<i>Revenues</i>			
15.3000.0203	Interest Earned	296	50	50
15.3000.0410	Accommodations Tax	52,394	37,000	37,000
	<b>TOTAL REVENUES</b>	<b>52,690</b>	<b>37,050</b>	<b>37,050</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>75,688</b>	<b>61,152</b>	<b>59,902</b>
	<i>Expenditures</i>			
15.4122.1001	Tourism Events	-	-	-
15.4122.1002	*Advertising & Promotion	11,232	6,000	6,000
15.4700.1301	Transfer Out - General Fund	40,354	32,300	32,300
	<b>TOTAL EXPENDITURES</b>	<b>51,586</b>	<b>38,300</b>	<b>38,300</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 24,102</b>	<b>\$ 22,852</b>	<b>\$ 21,602</b>

\*Advertising & Promotion - Chamber of Commerce

**STORMWATER UTILITIES FUND**

Account No.	Classification of Expenditures	Audited FY 22	Budgeted FY 23	Adopted FY 24
	Beginning Fund Balance	\$ 496,630	\$ 255,119	\$ 165,936
	<i>Revenues</i>			
62.3000.0400	Stormwater Fees	514,988	507,000	523,000
62.3000.0401	Stormwater Permits	26,775	15,000	15,000
62.3000.0402	Stormwater RIA #23-C135			462,926
62.3000.0403	Stormwater RIA #22-1314			319,503
62.3000.0203	Interest	1,680		
	<b>TOTAL REVENUES</b>	<b>543,443</b>	<b>522,000</b>	<b>1,320,429</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>1,040,073</b>	<b>777,119</b>	<b>1,486,365</b>
	<i>Expenditures</i>			
62.4452.0204	Contractual Services - Engineering	61,992	120,000	120,000
62.4452.0208	Contractual Services - System Repair	82,200	40,000	40,000
62.4452.0209	Stormwater RIA #23-C-135			596,256
62.4452.0210	Stormwater RIA #22-1314			186,426
62.4452.1001	Miscellaneous	380		-
62.4452.1300	Transfer to GF - Public Service	640,382	387,592	287,796
62.4452.1300	Transfer to GF- Community Development	-	63,591	66,014
	<b>TOTAL EXPENDITURES</b>	<b>784,954</b>	<b>611,183</b>	<b>1,296,492</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 255,119</b>	<b>\$ 165,936</b>	<b>\$ 189,873</b>

**VICTIMS ADVOCATE FUND**

<b>Account No.</b>	<b>Classification of Expenditures</b>	<b>Audited FY 22</b>	<b>Budgeted FY 23</b>	<b>Adopted FY 24</b>
	Beginning Fund Balance	\$ 10,202	\$ 16,006	\$ 13,756
	<i>Revenues</i>			
17.3000.0502	Victim's Rights Revenues	9,974	7,500	10,000
17.3000.1201	Transfer In - GF		-	-
	<b>TOTAL REVENUES</b>	<b>9,974</b>	<b>7,500</b>	<b>10,000</b>
	<b>TOTAL REVENUES &amp; FUND BALANCE</b>	<b>20,176</b>	<b>23,506</b>	<b>23,756</b>
	<i>Expenditures</i>			
17.4312.0401	Professional Development	500	1,200	1,200
17.4312.0708	Supplies	812	250	250
17.4312.0709	Telephone	12	300	300
17.4312.0713	Vehicle Expense	2,216	2,500	2,500
17.4312.0719	Fuel Expense	291	1,500	1,500
17.4312.1001	Court Expenses	339	4,000	4,000
	<b>TOTAL EXPENDITURES</b>	<b>4,170</b>	<b>9,750</b>	<b>9,750</b>
	<b>ENDING FUND BALANCE</b>	<b>\$ 16,006</b>	<b>\$ 13,756</b>	<b>\$ 14,006</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 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 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, supplies, 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, and 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.

### **Information Technology Department**

The Information Technology Department is only made up of one full time employee, chances of employee seeking other employment is not probable, so other budget restraints will be more realistic. The IT department can also reduce expenses in other line items such as professional development, computer expenses and capital outlay. Conservative spending could result in a 2% 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 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, supplies, 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, supplies and uniform. This leads to a cumulative 14% reduction.

### **Fire Department**

In Phase Two the department would forgo acceptance of the FEMA Assistance to AFG structure fire turnouts and multi threat vests 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.

### **Information Technology Department**

As in Phase I, the IT Department would decrease professional development and computer expenses. If the economy slows, budget restraints will be administered a little more heavily, leading to a cumulative 3% reduction in expenditures.

### **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 three 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 departments lay off 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.

### **Information Technology Department**

Phase III, the IT Department would halt all capital outlay projects along with more conservative spending than that of Phase I and Phase II. This results in a cumulative 5% 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 positions. 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.