

Town of Clover

**Fiscal Year
2012-2013
Budget**



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Executive Summary FY 2012 - 2013 Budget

- Conservative budget, including modest increases in revenue projections and expenditures in most departments
- Assumes millage rate of 114 mills, an increase of 4 mills over the prior year
- Assumes a new capital millage of 4 mills for General Obligation Bond for various capital improvements including New Centre Park and acquisition of a building for a new town hall
- No increase in sanitation and landfill fees for residential and commercial customers; planning and zoning permit fees; or business license fees
- Recreation participation fees to increase for youth sports requiring umpires and referees, from \$40 to \$50
- One and one half percent (1½%) cost of living increase for town employees and one and one half percent (1½%) reserved for salary adjustments/merit increases
- Slight increase in cost of health insurance and participation in a health reimbursement account plan to assist with higher deductible plan
- No increase in water or sewer rates
- The Enterprise Fund will reimburse the General Fund quarterly for certain shared expenses based on established ratios.
- Assumes extension of water/sewer revenue bond which will add five years to the term and lower the interest rate and thereby lower the annual debt service over the next ten years
- Separates enterprise fund operating revenues from capacity fees; such fees to be set aside in a capital projects fund for future use

Notable Expenditures

Administrative Department

- All personnel and operation costs that were previously split between the General and Enterprise Funds are now budgeted only in the General Fund
- 125th Anniversary celebration
- Financial software
- Larne Building HVAC
- Economic Development activities including internship program, industry appreciation event, advertising, and Façade Grant (up to 5 \$1,000 grants)

Development Services Department

- Zoning and Land Development Regulations revision
- Purchase 800 mHz radios for code enforcement

Fire Department

- Fire inspections
- Explorer Post 18 expenses

Legislative Department

- Continuing education and new member training

Municipal Court

- Professional services of Judge Howell

Police Department

- Add one new, full-time forensic officer to work with county-wide FSU
- Continuation of Reserve Officer Program and K-9 Unit
- Lease purchase two new vehicles

Recreation Department

- Additional hours for seasonal labor for New Centre Park
- Community Center programs
- Stellie Jackson Enrichment Center utilities
- Park upgrades to include parking improvements at Clover Community Park

Streets and Sanitation Department

- Lease purchase of new tractor

Water and Sewer Department

- Replacement program for large school meters (one per year)
- Lease purchase one replacement vehicle (meter reader)

Hospitality Tax

- Main Street Landscaping Contract
- Chamber of Commerce support
- Festivals funding: St. Patrick's Festival, Feis Chlobhair, Fall Festival
- Special Events: Christmas Parade, Bordertown BBQ Cookoff, etc.

Capital Projects

- New Centre Park (land purchase and Phase 1 development): combination of 2011 Hospitality Tax Revenue Bond funds, County Recreation Supplement; County Hospitality Tax grant; Local Hospitality Tax funds; and General Obligation Bond proceeds
- Town Hall: combination of General Obligation Bond proceeds and General Fund fund balance

BUDGET SUMMARY FY 2012 - 2013 Budget

General Fund

	<u>FY 11-12</u>	<u>FY 12-13</u>
Administration	\$522,700	\$591,800
Development Services	\$245,700	\$166,200
Fire Department	\$81,650	\$87,150
Legislative	\$43,400	\$39,400
Municipal Court	\$87,000	\$84,500
Police Department	\$1,476,000	\$1,490,650
Recreation Department	\$648,500	\$666,850
Streets & Sanitation	<u>\$985,000</u>	<u>\$983,250</u>
	\$4,090,050	\$4,109,800
Transfers To		
Capital Projects (New Centre Park)		\$272,500
Total Expenditures		\$4,382,300

Revenues		\$3,802,300
Transfers From		
Enterprise Fund (Reimburse GF for Expenses)		\$297,300
Budgeted Fund Balance		\$282,700
Total Revenues		\$4,382,300

Enterprise Fund

	<u>FY 11-12</u>	<u>FY 12-13</u>
Water and Sewer Dept	\$3,284,800	\$2,337,100
Transfers To		
General Fund (Expense Reimbursement)		\$297,300
Total Expenditures		\$2,634,400
Revenues		\$2,634,400
Transfers From		
General Fund		\$0
Budgeted Fund Balance (Revenue Bond)		\$0
Total Revenues		\$2,634,400

Special Revenue Funds

Hospitality Tax

Expenditures	\$130,000
Transfers To Capital Projects (New Centre Park)	\$35,000
Total Expenditures	\$165,000
Revenues	\$165,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$165,000

Fire Department Supplements

Expenditures	\$57,000
Transfers To	\$0
Total Expenditures	\$57,000
Revenues	\$57,000
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$57,000

Fire Department Recreation (1%)

Expenditures	\$13,050
Transfers To	\$0
Total Expenditures	\$13,050
Revenues	\$13,050
Transfers From	\$0
Budgeted Fund Balance	\$0
Total Revenues	\$13,050

Capital Projects

Expenditures	\$2,159,000
Transfers To	\$0
Total Expenditures	\$2,159,000
Revenues	\$1,030,750
Transfers From	\$0
General Fund (County Supplement & Fund Balance)	\$272,500
Hospitality Tax	\$35,000
Budgeted Fund Balance	\$820,750
Total Revenues	\$2,159,000

Total Operating Budget **\$6,646,950**

Total Capital Budget **\$2,159,000**

GENERAL FUND BUDGET

REVENUES		2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
		\$ 3,798,579	\$ 3,621,100	\$ 3,802,300
Enterprise Fund Transfer In		\$ 295,500	\$ 290,400	\$ 297,300
Budgeted Fund Balance				
	General Fund	\$ 46,557	\$ 275,550	\$ 282,700
	Capital Projects		\$ -	\$ -
	Enterprise Fund		\$ -	\$ -
TOTAL REVENUES		\$ 4,140,636	\$ 4,187,050	\$ 4,382,300

EXPENDITURES		2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-535	Administration Department	\$ 526,134	\$ 522,700	\$ 591,800
10-545	Development Services	\$ 166,755	\$ 245,700	\$ 166,200
10-510	Fire Department	\$ 77,042	\$ 81,650	\$ 87,150
10-520	Legislative Department	\$ 42,476	\$ 43,400	\$ 39,400
10-530	Municipal Court	\$ 65,849	\$ 87,000	\$ 84,500
10-515	Police Department	\$ 1,531,363	\$ 1,476,100	\$ 1,490,650
10-525	Recreation Department	\$ 543,049	\$ 648,500	\$ 666,850
10-500	Streets and Sanitation	\$ 935,479	\$ 985,000	\$ 983,250
TOTAL		\$ 3,888,147	\$ 4,090,050	\$ 4,109,800

TRANSFERS		2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
	To Capital Projects from CY Revenue	\$ 95,439	\$ 97,000	\$ 97,500
	To Capital Projects from Fund Balance	\$ -		\$ 175,000
	To Enterprise Fund from Fund Balance	\$ 157,050	\$ -	\$ -
TOTAL		\$ 252,489	\$ 97,000	\$ 272,500

The General Fund is used to account for all revenues and expenditures applicable to general operations of the Town and is used to record all financial transactions not required to be accounted for in another fund. The General Fund Accounts for all the revenues and expenditures necessary to carry out basic governmental activities of the Town such as police protection, fire protection, recreation, court, refuse disposal, animal control, legal and administrative services. Appropriations are made from the fund annually. The fund will exist indefinitely.

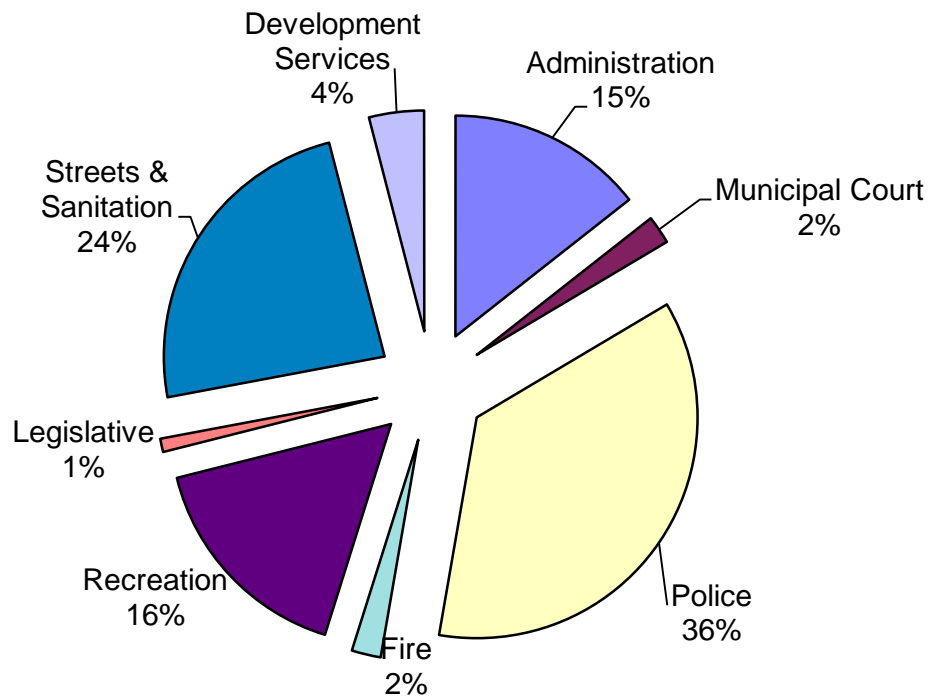
Departments

- Administration
- Development Services
- Fire Department
- Legislative
- Municipal Court
- Police Department
- Recreation Department
- Streets and Sanitation (includes Stormwater Maintenance)

Taxing Authority

The Town of Clover has the authority to levy and collect taxes on all property, real and personal, not exempt by general law from taxation, situated within the corporate limits of the Town pursuant to Article X of the S.C. Constitution and Sections 57-30 and 5-21-110 of the Code of Laws of South Carolina, 1976, as amended.

**Expenditures by Department
As a Percentage of General Fund**



ENTERPRISE FUND (WATER/SEWER BUDGET)

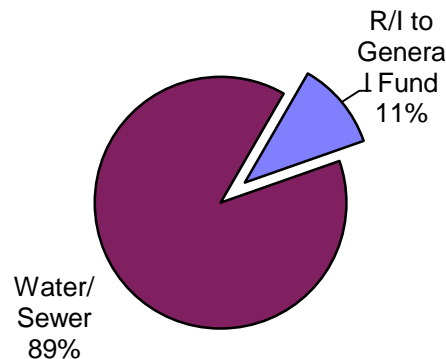
REVENUES	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
	\$ 2,718,087	\$ 3,350,400	\$ 2,634,400
General Fund Transfer In	\$ 157,050	\$ -	\$ -
Budgeted Fund Balance			
Grant Expenses	\$ -	\$ -	\$ -
Capital Projects Revenue Bond	\$ -	\$ 224,800	\$ -
CDBG	\$ -	\$ -	\$ -
TOTAL	\$ 2,875,137	\$ 3,575,200	\$ 2,634,400

EXPENDITURES	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
20-555 Water/Sewer Department	\$ 2,494,048	\$ 3,284,800	\$ 2,337,100
TOTAL	\$ 2,494,048	\$ 3,284,800	\$ 2,337,100

TRANSFERS	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
Reimbursement to General Fund	\$ 295,500	\$ 290,400	\$ 297,300
TOTAL	\$ 295,500	\$ 290,400	\$ 297,300

The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises – where the costs (expenses including depreciation) of providing water and sewer services to the general public on a continuing basis are financed or recovered primarily through user charges. The Town often refers to its Enterprise Fund as the Water/Sewer Fund.

Expenditures by Department As a Percentage of Enterprise Fund



GENERAL FUND REVENUE

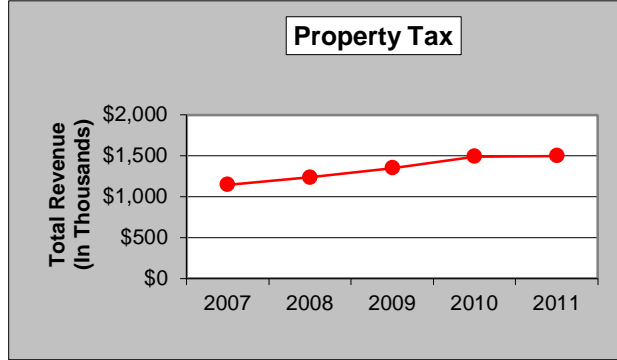
ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-400				
4000	Property Tax - Current	\$ 1,495,521	\$ 1,450,000	\$ 1,546,400
4002	Property Tax - Prior	\$ 9,346	\$ 10,000	\$ 20,000
4004	Vehicle Prop. Tax - Current	\$ 134,027	\$ 140,000	\$ 145,000
4006	Property Tax Penalties	\$ 13,841	\$ 10,000	\$ 13,000
4008	Garbage Revenue	\$ 273,447	\$ 272,000	\$ 275,000
4010	Landfill Revenue	\$ 178,335	\$ 178,000	\$ 180,000
4012	Court Fines	\$ 59,980	\$ 75,000	\$ 65,000
4014	Business Licenses	\$ 637,064	\$ 600,000	\$ 625,000
4015	Zoning Permit Fees	\$ 2,452	\$ 5,000	\$ 3,000
4016	Building Permits	\$ 43,447	\$ 50,000	\$ 50,000
4018	Cemetery Donations/Assess	\$ 8,697	\$ 12,000	\$ 6,000
4019	Donations	\$ 415	\$ 6,000	\$ 5,000
4021	Shelter Fees	\$ 955	\$ 500	\$ 500
4022	Dog Fees	\$ 1,984	\$ 1,600	\$ 1,800
4023	Sponsorship Revenue	\$ 500	\$ -	\$ -
4024	Recreation Revenue	\$ 64,102	\$ 68,000	\$ 72,000
4025	Recreation Concessions	\$ 11,366	\$ 10,000	\$ 12,000
4026	Sale of Fixed Assets	\$ 15,208	\$ 5,000	\$ 5,000
4028	Interest Income	\$ 4,879	\$ 1,200	\$ 800
4030	Miscellaneous Revenues	\$ 551	\$ 1,500	\$ 1,000
4033	Larne Building	\$ 13,702	\$ 13,000	\$ 13,000
4042	Recreation Supplement	\$ 190,878	\$ 194,000	\$ 195,000
4048	Grant-Recreation	\$ 29,000	\$ 6,100	\$ -
4049	Misc Grant Revenue	\$ 7,213	\$ 6,000	\$ 21,000
4050	State Apportionment	\$ 123,677	\$ 121,800	\$ 90,000
4052	Other Revenues	\$ 15,964	\$ 10,000	\$ 71,500
4054	Franchise Fees	\$ 331,740	\$ 340,000	\$ 354,500
4056	Payment In Lieu Of Taxes	\$ 4,403	\$ 2,400	\$ 3,000
4060	Drink Machine/PD	\$ -	\$ 300	\$ 300
4082	Westgate Maint/YCNG	\$ 4,725	\$ 4,700	\$ 7,500
4146	York County DEU Funds	\$ 4,909	\$ 8,000	\$ 6,000
4211	St. Pat's Day Festival	\$ 3,776	\$ 3,000	\$ 3,000
4215	Travel Fund	\$ 5,475	\$ 16,000	\$ 11,000
TOTAL		\$ 3,691,579	\$ 3,621,100	\$ 3,802,300
BUDGETED FUND BALANCE				\$ 282,700

GENERAL FUND REVENUES

[4000] PROPERTY TAX – CURRENT

\$ 1,546,400

The Town presently imposes a one hundred and ten (110) mill tax on all real and personal property within the Town of Clover. This budget assumes a four (4) mill increase for a total of 114 mills. Property taxes are assessed by the York County Tax Assessor's Office and the SC Department of Revenue for general tax purposes (i.e., a tax of \$114.00 on every \$1,000 in assessed value of real estate and personal property).



[4002] PROPERTY TAX –PRIOR

\$ 20,000

This revenue category consists of all outstanding delinquent real estate and personal property taxes from the preceding years. York County provides delinquent tax collection services for the Town of Clover. The Town projects that it will collect \$20,000 in delinquent taxes this fiscal year, based on previous year's experience and the rate of collection.

[4004] VEHICLE PROPERTY TAX-CURRENT

\$ 145,000

The assessed value of motor vehicles for tax year 2011 is estimated to be \$1.2 million, calculated based on information provided by the York County Tax Assessor's Office.

[4006] PROPERTY TAX PENALTIES

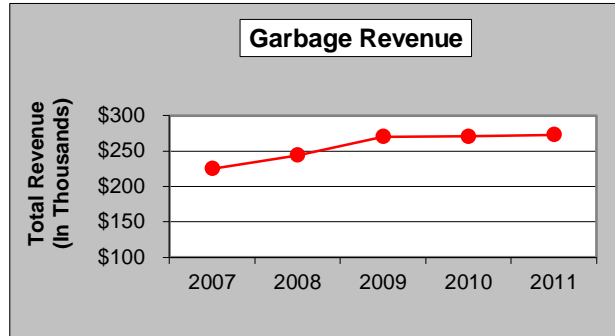
\$ 13,000

Penalties and interest are assessed on all real and personal property taxes if such taxes are not paid on or before January 15 in the year that they are due. York County assesses penalties in the following manner: "If real property taxes are not paid on or before January 15, a 3% penalty is assessed; if the taxes are not paid prior to February 2, then taxes are assessed a penalty of 7%; with an additional 5% assessed if not paid by March 16."

[4008] GARBAGE REVENUE

\$ 275,000

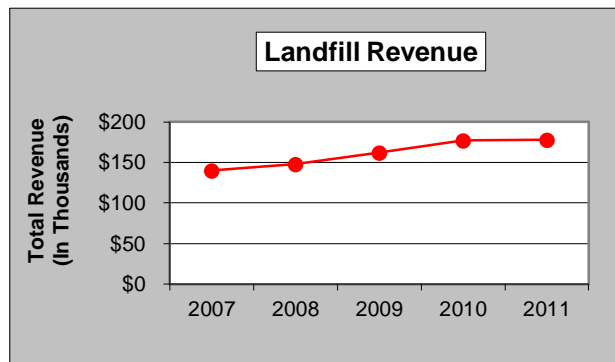
Revenue consisting of fees assessed for residential and commercial solid waste collection and disposal. Fees were increased effective July 1, 2006, to offset cost increases associated with performing the service.



[4010] LANDFILL REVENUE

\$ 180,000

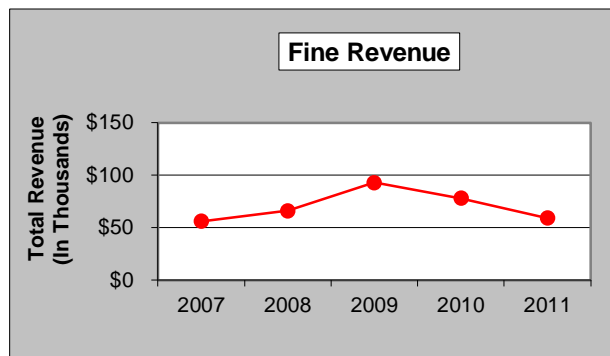
York County charges the Town of Clover by weight per load of debris deposited in the County Landfill. The Town is billed monthly based on the tonnage deposited. Clover charges a landfill charge on each sanitation bill to cover this cost. Landfill fees were last increased on July 1, 2006, and on January 1, 2009, with the latter increase due to an increase in fees imposed by York County in October 2008.



[4012] FINES

\$ 65,000

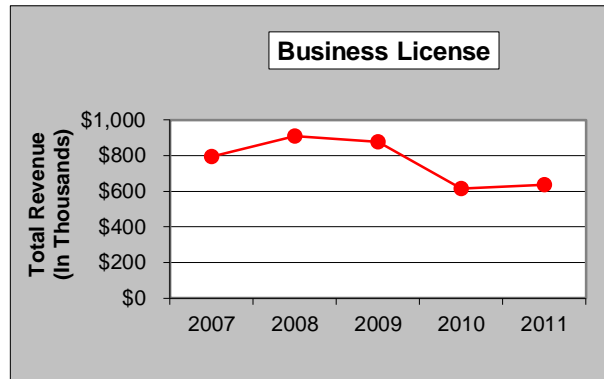
This line item represents the revenues collected through the Clover Municipal Court from traffic and criminal fines and from Code Enforcement fines.



[4014] BUSINESS LICENSES

\$ 625,000

All businesses and/or vendors, excluding those exempted by law, are required to obtain a business license in accordance with the Business License Ordinance of the Town of Clover. The Municipal Association of South Carolina collects business license fees on insurance companies and telecommunications.



Based on an expected decline in development and growth, the Town has budgeted a conservative increase in business license revenues. Also, effective FY09-10, Duke Energy and York Electric franchise fees were moved to the Franchise Fee line item causing a decline in the Business Licenses line item.

[4015] ZONING PERMITS FEES

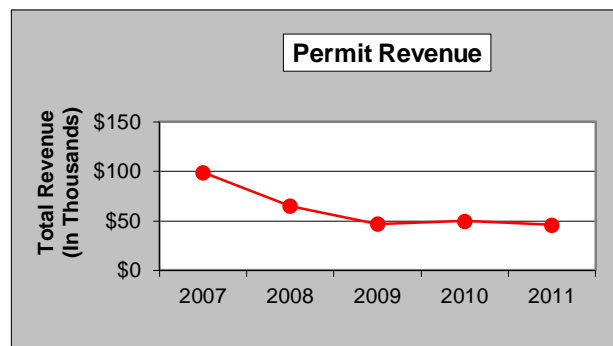
\$ 3,000

The Town of Clover began to assess permit fees for a variety of planning and zoning services including zoning determinations for new businesses, subdivision review, grading permits and various filing fees, e.g. Board of Zoning Appeals cases, effective July 1, 2006. Resolution 09-07 sets forth the new permit fees. Development is not expected to increase so this line item remains lower than prior years.

[4016] BUILDING PERMITS

\$ 50,000

Revised permit fees were adopted in September 2011 (see Resolution 11-05).. Permit revenues are expected to remain about the same as the previous year's revenue.



[4018] CEMETERY REVENUE

\$ 6,000

This revenue represents proceeds from the sale of new plots from the new sections of Clover Community and Woodside Cemeteries. The line item also includes the fee paid by the funeral homes for burials, the \$25 finance fee, and other fees set forth in Resolution 09-06. Private donations are also accepted to make improvements at the cemeteries.

[4019] DONATIONS

\$ 5,000

This revenue is from random donations.

[4021] SHELTER FEES

\$ 500

This line item represents the revenues collected from rental of the picnic shelters at the Clover Community Park and Roosevelt Park. For guaranteed use, the rental fee is \$25 a day for the large shelters and \$15 a day for the small shelter at Clover Community Park. If not rented, the shelters are open every day on a first come, first serve basis at no charge.

[4022] DOG FEES

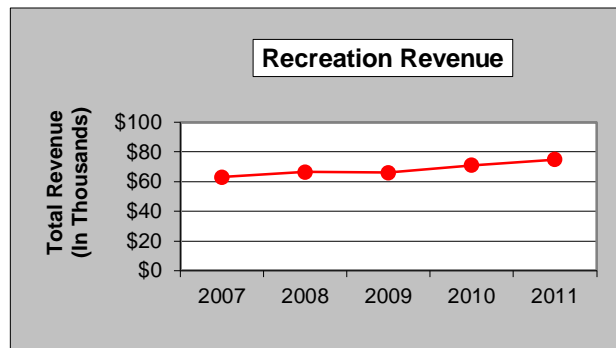
\$ 1,800

Town Ordinance provides that dog owners must register their dogs annually. The cost is \$4 per dog and, after April 30, a \$10 penalty is added. Dog owners must show proof of rabies shots for their dogs. Town staff conducts at least one (1) registration opportunity on a Saturday in April in the Town Hall Parking Lot and usually arranges for a veterinarian to be on-site to give rabies shots for a fee. This line also includes kennel charges and other fees related to animal control.

[4024] RECREATION REVENUE

\$ 72,000

This line item represents the revenues received from registration fees for participation in Town recreation programs. The fee for participation is \$40 per participant (effective since FYE2010). This budget anticipates a \$10 fee increase for youth sports that require referees and umpires. It also includes sponsorship donations.



[4025] RECREATION CONCESSIONS **\$ 12,000**

Revenues collected from the sales of concession items at Clover Community Park and Roosevelt Park. A modest increase was included for concessions from New Centre Park.

[4026] SALE OF FIXED ASSETS **\$ 5,000**

Income received from the sale of equipment and/or vehicles that have been replaced or are no longer in use.

[4028] INTEREST INCOME **\$ 800**

This line item includes the interest income earned from investments in the State Investment Pool and from the Town's local checking accounts. Fund balance in General Fund is slowly growing but interest rates are very low.

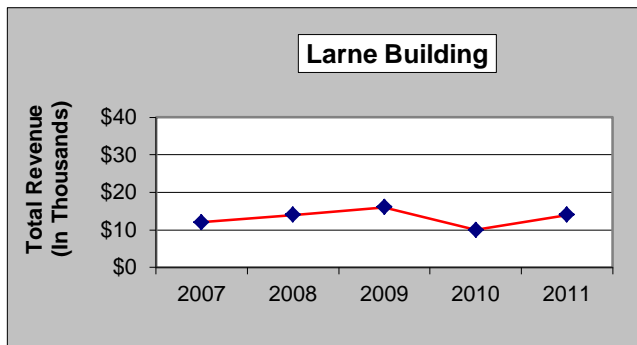
[4030] MISCELLANEOUS REVENUES **\$ 1,000**

This line item includes, but is not limited to revenues received from the following sources:

- Police Reports (\$5.00 each) and PD vending machine
- Garage Sale Permits (\$1.00 in-town, \$5.00 out-of-town)
- Copies of the Town Ordinances including Land Use and Zoning and the Business License Ordinance
- Miscellaneous copies and fax use

[4033] LARNE BUILDING RENTAL **\$ 13,000**

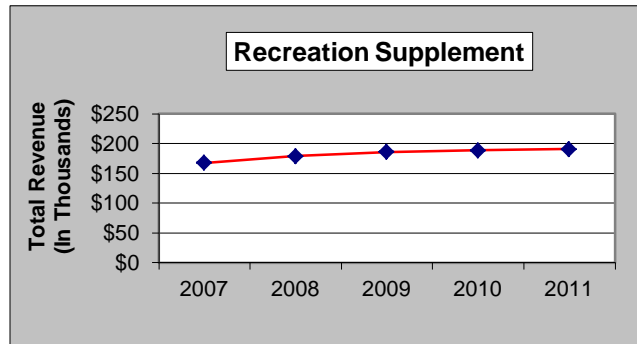
This line item represents the rental fee revenues for the use of the Larne Building. The rental rate was increased January 1, 2009, to \$300 for in-town residents and \$400 for out-of-town residents. In addition to the rental fee, a \$150 security deposit is required but is refunded if the building is left in proper order. Budget anticipates amending fee structure to provide for reduced rates for Monday-Thursday rentals.



[4042] RECREATION SUPPLEMENT

\$ 195,000

This line item represents the financial supplement received from York County for the provision of recreational programs to County residents. Approximately 70% of the participation in Town recreation programs is from out-of-town residents. Revenue is expected to increase each year.



[4048] GRANT - RECREATION

\$ 0

The line item represents anticipated PARD grants. Town allocation is expected to be used during FYE 2012 for playground equipment at Roosevelt Park.

[4049] MISCELLANEOUS GRANT REVENUE

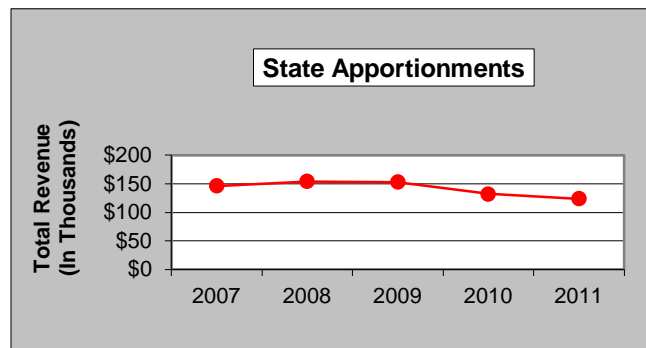
\$ 21,000

The Town intends to apply for Palmetto Pride and SCMIT Safety Grants. Also includes \$15,000 grant from Solicitor's Office for FSU vehicle/equipment.

[4050] STATE APPORTIONMENTS

\$ 90,000

The South Carolina General Assembly made significant changes in the distribution of state shared revenues to political subdivisions pursuant to the adoption of Section 6-27-10 of the Code of Laws of South Carolina, 1976, as amended. This act established a Local Government Fund that replaced the formula funding that had previously come from the following seven (7) taxes: bank tax, beer tax, wine tax, gasoline tax, motor transport fees, alcohol tax, and the income tax.



Under the act the State Treasurer must transfer 4½% of the previous year's general fund appropriations to the Local Government Fund. Municipal government received 16.722% of the Fund and such amount will be distributed based on the percentage of the town's population to the total municipal population.

Due to State budget cuts and a proposed cut to the Local Government Fund by the State Legislature for the fourth year in a row, the Town estimates that it will receive \$90,000 from the Local Government fund during fiscal year 2012-13.

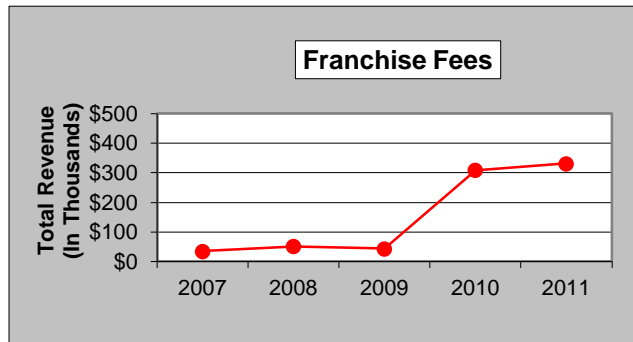
Effective FY12-13, payments for Merchant Inventory, which equals approximately \$26,700 annually, was moved to Property Tax-Current, resulting in a drop in this line item.

[4052] OTHER REVENUES \$ 71,500

This line item includes insurance claims payments, reimbursements to the Town, and other unanticipated revenues.

[4054] FRANCHISE FEES \$ 354,500

This line item includes the franchise fees received from Time Warner Cable (5%) and, starting FY 09-10, from Duke Energy (5%) and York Electric Cooperative (4%). In prior years, the electric franchises were credited to the Business License line item.



[4056] PAYMENT IN LIEU OF TAXES \$ 3,000

This line item includes monies received from South Carolina Regional Housing Authority for the Government Subsidized housing in Clover.

[4060] DRINK MACHINE/POLICE DEPARTMENT \$ 300

This line item includes monies from the drink machine in the Police Department.

[4082] WESTGATE MAINTENANCE/YCNG \$ 7,500

This line item includes represents the reimbursement received from York County Natural Gas for landscape maintenance services at Westgate, approximately \$468 per month under the current contract (or 75% of the monthly rate of \$625).

[4146] YORK COUNTY DEU FUNDS **\$ 6,000**

Due to the Town's participation in the Multi-Jurisdictional Drug Enforcement Unit, a percentage of the proceeds from the sale of drug related property and from any seized cash are given to the Town to purchase drug enforcement equipment.

[4211] ST. PATRICK'S DAY FESTIVAL **\$ 3,000**

The Town sells a variety of items at the annual St. Patrick's Day Festival including the official Town posters.

[4215] TRAVEL FUND **\$ 11,000**

This item represents the fees paid to the Recreation Department for Senior trips. An equal amount was budgeted for expenditure under the assumption that the fees will cover all trip costs excluding bus rental. These trips continue to be very popular.

TOTAL GENERAL FUND REVENUES	\$3,802,300
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BUDGETED FUND BALANCE **\$ 282,700**

Fund Balance has been allocated to be used for General Fund activities such as renovations of a new building to replace the current Town Hall (\$175,000), additional park upgrades (from county supplement funds not expended in FYE11), and financial software upgrade.

**GENERAL FUND
ADMINISTRATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-535				
5000	Salaries	\$ 231,548	\$ 231,500	\$ 231,000
5006	Social Security	\$ 17,713	\$ 17,700	\$ 17,600
5008	Retirement	\$ 21,698	\$ 21,750	\$ 24,400
5010	Insurance - Health	\$ 44,215	\$ 32,400	\$ 32,400
5012	Workers Comp	\$ 2,780	\$ 2,000	\$ 3,200
5013	Health Reimbursement	\$ 4,500	\$ 15,000	\$ 10,000
5015	Employee Wellness	\$ 1,000	\$ 2,000	\$ 2,500
5016	Utilities	\$ 4,603	\$ 5,000	\$ 5,000
5017	Telephone	\$ 4,583	\$ 5,000	\$ 5,500
5018	Maintenance/Supplies	\$ 250	\$ 500	\$ 500
5020	Vehicle - Repairs	\$ 770	\$ 500	\$ 250
5021	Vehicle - Routine Main	\$ -	\$ 200	\$ 250
5022	Vehicle - Fuel	\$ 1,984	\$ 2,200	\$ 2,400
5027	Insurance - Property	\$ 1,902	\$ 2,200	\$ 2,200
5028	Insurance - Vehicle	\$ 397	\$ 700	\$ 700
5030	Insurance - Tort	\$ 670	\$ 1,400	\$ 1,400
5032	Insurance - Bond	\$ 54	\$ 100	\$ 100
5037	Uniforms & Equipment	\$ (47)	\$ 500	\$ 500
5058	Bank Charges	\$ 6,559	\$ 6,700	\$ 8,000
5059	Office Supplies/Equipment	\$ 13,977	\$ 12,000	\$ 12,000
5060	Late Fee Charges	\$ 82	\$ 200	\$ -
5063	Drug Testing	\$ 420	\$ 400	\$ 150
5068	Building Maintenance	\$ 4,342	\$ 3,500	\$ 3,600
5076	Advertisement	\$ 659	\$ 1,000	\$ 1,000
5092	Dues & Subscriptions	\$ 2,667	\$ 2,450	\$ 2,500
5094	Training/Mtgs/Travel	\$ 2,181	\$ 4,000	\$ 4,500
5098	Legal fees	\$ 3,941	\$ 6,000	\$ 6,000
5100	Auditing Fees	\$ 25,000	\$ 26,000	\$ 26,000
5106	Election Expenses	\$ 1,109	\$ 2,000	\$ -
5118	HolidayCert/Awards/Dinner	\$ 7,463	\$ 8,000	\$ 8,000
5122	Computer Maint & Prog	\$ 30,523	\$ 18,600	\$ 26,750
5128	York Co. Council On Aging	\$ 10,000	\$ 10,000	\$ 10,000
5130	Postage	\$ 16,046	\$ 16,000	\$ 16,000
5132	Clover Chamber	\$ 2,500	\$ 2,500	\$ -
5176	Professional Services	\$ 9,459	\$ 10,000	\$ 10,000
5180	Beautification	\$ 4,183	\$ 4,000	\$ -
5185	Anniversary Committee	\$ -	\$ 1,000	\$ 15,000
5201	Tax Collection Fees	\$ 2,601	\$ 2,900	\$ 2,800
5202	Equipment Lease	\$ 13,620	\$ 12,000	\$ 12,500
5204	Capital Lease	\$ 2,256	\$ 2,300	\$ -
5209	Larne Delegation/UAS	\$ 1,179	\$ 2,500	\$ 1,500
5210	Larne Building Expenses	\$ 11,834	\$ 9,000	\$ 8,000
5215	Grant Expenses	\$ -	\$ -	\$ 4,000
5410	Capital Expenditures	\$ 9,582	\$ 4,000	\$ 58,600
5419	Economic Development	\$ 5,331	\$ 15,000	\$ 15,000
TOTAL		\$ 526,134	\$ 522,700	\$ 591,800

ADMINISTRATION DEPARTMENT

SERVICE DELIVERY

The Administration Department provides the administrative and clerical support required for the general operations of the Town. Effective July 1, 2009, for budgeting purposes, the Building Official, Codes Clerk and Nuisance Officer and associated expenses were moved to the Development Services Department. Effective July 1, 2010, the administrative staff and associated operational expenses from the Water/Sewer Administration Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund, based on established percentages, for the expenses that are associated with the operation of the Water/Sewer Fund.

The Department is staffed by the Town Administrator, Town Treasurer, Town Clerk, Utility Billing Clerk and Assistant Billing Clerk. The Town Administrator has overall management control over the Town.

Administration is also responsible for all the financial reporting of the Town, along with the proper billing and receiving of all revenues generated for the Town, and all expenditures incurred by the Town. Revenue sources include, but are not limited to, taxes, business licenses, court receipts, permits, governmental grant proceeds and state apportionments. In addition, the Administration Department is responsible for the disbursement of funds required for operating the Town. Expenditures include, but are not limited to, vendor payments for operating supplies, employee payroll and salary related withholdings, and intergovernmental payments.

All administrative functions are performed from the Clover Town Hall located at 114 Bethel Street, Clover.

BUDGET GOALS

- 125th Anniversary celebration
- Launch new financial software system
- Update employee handbook and implement employee appraisal system
- Create financial policies and procedures manual
- Investigate property insurance options
- Economic Development Board activities including internship program, website and brochure development and Façade Grant Program
- Implementation of improved Safety and Wellness Program
- Offer flexible payment options to water/sewer customers including on-line bill payment
- Provide support for various festivals and community events (e.g. Feis Chlobhair) as well as community service activities (e.g. Council on Aging)

DEPARTMENT DETAIL

PERSONNEL

		General Fund	Water/Sewer
Administrator	Allison Harvey	50%	50%
Treasurer	Barbara Swierszcz	50%	50%
Town Clerk	Shannon Nix	100%	0%
Utility Billing Clerk	Debbie Lark	0%	100%
Assistant Billing Clerk	Kim Laney	0%	100%

SERVICES

- Business Licenses
- Yard Sale Permits
- Larne Building Rental
- Economic Development
- Financial Management
- Water/Sewer Billing and Payment
- Customer Service

FACILITIES AND EQUIPMENT

- TOWN HALL, 114 Bethel Street
 - Built in 1955
 - Houses six full-time employees
- LARNE BUILDING – 103 Main Street
 - Purchased by Town in 1998; renovations complete in 1999
 - Used for special events (rental) and Town meetings
- YMCA Building – 107 South Main Street (leased to YMCA)
- STORAGE BUILDING – Located at Treatment Plant, Willow Street
- VEHICLE – 2007 Chevrolet Trailblazer, assigned to Town Administrator

BUDGET DETAIL
10-535

[5000] SALARIES	\$ 231,000
<ul style="list-style-type: none">▪ Town Clerk, Treasurer, Administrator, Utility Billing Clerk and Assistant Billing Clerk	
[5006] SOCIAL SECURITY	\$ 17,600
[5008] RETIREMENT	\$ 24,400
[5010] INSURANCE – HEALTH	\$ 32,400
<ul style="list-style-type: none">▪ \$4,429 per year for employee only coverage; \$1,145 for full family	
[5012] WORKER’S COMPENSATION	\$ 3,200
[5013] HEALTH REIMBURSEMENT	\$10,000
[5015] EMPLOYEE WELLNESS	\$ 2,500
<ul style="list-style-type: none">▪ Includes safety training initiatives and awards and a Wellness Fair for all Town employees.	
[5016] UTILITIES	\$ 5,000
<ul style="list-style-type: none">▪ This line item includes<ul style="list-style-type: none">▪ Electric Duke Power▪ Water & Sewer Town of Clover▪ Sanitation Town of Clover	
[5017] TELEPHONE	\$ 5,500
<ul style="list-style-type: none">▪ Regular and long distance service; cell phones for Administrator and Town Hall; and advertisement in White Pages	
[5018] MAINTENANCE & SUPPLIES	\$ 500
<ul style="list-style-type: none">▪ Includes costs for miscellaneous supplies for Town Hall	
[5020] VEHICLE – REPAIRS	\$ 250
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 250
[5022] VEHICLE – FUEL	\$ 2,400

[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,200
<ul style="list-style-type: none"> ▪ This line item includes the insurance cost for the following buildings and their contents: Town Hall, the Larne Building, the YMCA Building, and Storage Facility 	
[5028] INSURANCE –VEHICLES	\$ 700
[5030] INSURANCE - TORT	\$ 1,400
[5032] INSURANCE – BOND	\$ 100
[5037] UNIFORMS/EQUIPMENT	\$ 500
[5058] BANK CHARGES	\$ 8,000
<ul style="list-style-type: none"> ▪ Fees charged for use of credit cards (Suntrust) 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 12,000
[5060] LATE FEE CHARGES	\$ 0
[5063] DRUG TESTING	\$ 150
<ul style="list-style-type: none"> ▪ The line item includes the cost of pre-employment and random drug tests. 	
[5068] BUILDING MAINTENANCE	\$ 3,600
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs for Town Hall, e.g. HVAC, plumbing, and electrical 	
[5076] ADVERTISEMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Public hearing and other meeting notices, employment ads, notices of general information and water quality reports 	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,500
<ul style="list-style-type: none"> ▪ Includes professional dues (Rotary, MASC, etc.), Chamber dues, newspaper subscription, York County Day participation, post office box rental, ASCAP, and YMCA membership match. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 4,500
[5098] LEGAL FEES	\$ 6,000
<ul style="list-style-type: none"> ▪ Billed at an hourly rate of \$150 (new). 	

[5100] AUDITING FEES **\$ 26,000**

- Fees are split between Administration, Fire Department, Municipal Court and Water/Sewer Administration

[5106] ELECTION EXPENSE **\$ 0**

- Municipal elections are held in even number years. Elections are administered by York County Registration and Elections.

[5118] HOLIDAY CERTIFICATES/DINNER/AWARDS **\$ 8,000**

- \$100 gift certificates for all full-time employees
- Holiday Dinner for employees, council, etc.
- Service Awards

[5122] COMPUTER MAINTENANCE & PROGRAMS **\$ 26,750**

- Website maintenance
- Workstation and network maintenance contract
- Includes Financial Software Maintenance Plan fees for Greentree Applied Systems, Inc., and CSI, setup costs for new CSI software migration
- Software subscriptions and renewals, including Fixed Asset, Anti-virus and spam, and back-up services.
- Minor equipment replacement, e.g. monitors and printers
- Time Warner internet access

[5128] YORK COUNTY COUNCIL ON AGING **\$ 10,000**

- At the request of the Town and the United Way, the York County Council on Aging (YCCA) operates a lunch program for qualified senior citizens over 60 years of age. The Town pays over 90% of the site manager's salary. The costs of the food, the delivery van, utilities, etc., are funded through the YCCA.

[5130] POSTAGE **\$ 16,000**

- Includes Utility billing mailing costs

[5132] CHAMBER OF COMMERCE **\$ 0**

- Expenses associated with the Greater Clover Chamber of Commerce were moved to the Hospitality Tax budget effective FY12-13.

[5176] PROFESSIONAL SERVICES **\$ 10,000**

- Newsletter typesetting and printing
- Engineering Services (Joel Wood & Associates) for work performed on subdivision reviews and other general water/sewer related projects; specific W/S project work is charged to W/S Department.
- Municipal code updates

[5180] BEAUTIFICATION **\$ 0**

- Will use Grant Expenses effective FY12-13.

[5185] ANNIVERSARY COMMITTEE **\$15,000**

- December 24, 2012 marks the 125th anniversary of the Town of Clover. Funding will be used for activities commemorating the anniversary.

[5201] TAX COLLECTION FEE **\$ 2,800**

- Fee for York County to collect Town taxes (\$0.37 per notice)

[5202] EQUIPMENT LEASES **\$ 12,500**

- Copier, Inserter, and Postage Machine leases

[5204] CAPITAL LEASE **\$ 0**

[5209] LARNE DELEGATION/UAS **\$ 1,500**

- Expenses related to Ulster American Society activities and special events

[5210] LARNE BUILDING EXPENSES **\$ 8,000**

- This line item includes the operational expenses related to the Larne Building including utilities and repair costs.

[5215] GRANT EXPENSES **\$4,000**

- PalmettoPride grant

[5410] CAPITAL EXPENDITURES **\$ 58,600**

- Financial software (from Greentree to CSI); Larne Building HVAC

[5419] ECONOMIC DEVELOPMENT

\$15,000

- Economic Development Internship
- Advertising – brochures, publications
- Façade Grant Program – up to five (5) \$1,000 grants
- Industry Appreciation events

TOTAL ADMINISTRATION DEPARTMENT

\$ 591,800

**Many line items include expenses associated with the Water/Sewer Fund. These expenses will be reimbursed to the General Fund by the Water/Sewer Fund, based on established percentages.*

**GENERAL FUND
DEVELOPMENT SERVICES DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-545				
5000	Salaries	\$ 86,403	\$ 88,000	\$ 91,000
5006	Social Security	\$ 6,610	\$ 6,700	\$ 7,000
5008	Retirement	\$ 8,052	\$ 8,200	\$ 8,200
5010	Insurance - Health	\$ 12,489	\$ 9,000	\$ 9,000
5012	Workers Comp	\$ 857	\$ 1,000	\$ 900
5014	Unemployment Compensation	\$ 4,890	\$ 4,000	\$ -
5017	Telephone	\$ 1,869	\$ 2,000	\$ 2,000
5018	Maintenance & Supplies	\$ 517	\$ 600	\$ 500
5020	Vehicle - Repairs	\$ 674	\$ 1,000	\$ 1,000
5021	Vehicle - Routine Main	\$ 176	\$ 600	\$ 500
5022	Vehicle - Fuel	\$ 2,995	\$ 3,000	\$ 3,500
5027	Insurance - Property	\$ 5	\$ 50	\$ 50
5028	Insurance - Vehicle	\$ 2,122	\$ 2,800	\$ 2,800
5030	Insurance - Tort	\$ 2,219	\$ 2,250	\$ 2,250
5032	Insurance - Bond	\$ 22	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ 614	\$ 1,000	\$ 800
5059	Office Supplies/Equipment	\$ 2,524	\$ 2,500	\$ 1,500
5063	Drug Testing	\$ 22	\$ 200	\$ 200
5068	Building Maintenance	\$ 289	\$ 500	\$ 300
5076	Advertisement	\$ 423	\$ 750	\$ 500
5092	Dues & Subscriptions	\$ 992	\$ 1,200	\$ 1,000
5094	Training/Mtgs/Travel	\$ 3,007	\$ 3,000	\$ 3,000
5102	Animal Control	\$ 462	\$ 750	\$ 600
5122	Computer Maint & Prog	\$ 1,367	\$ 2,600	\$ 2,600
5130	Postage	\$ 302	\$ 250	\$ 250
5176	Professional Services	\$ 4,468	\$ 2,000	\$ 1,500
5204	Capital Lease	\$ 5,164	\$ 5,200	\$ 5,200
5236	Planning Comm/BZA	\$ 426	\$ 1,000	\$ 1,000
5410	Capital Expenditures	\$ 14,996	\$ 85,500	\$ 9,000
5501	Planning Expense	\$ 1,799	\$ 10,000	\$ 10,000
TOTAL		\$ 166,755	\$ 245,700	\$ 166,200

DEVELOPMENT SERVICES **DEPARTMENT**

SERVICE DELIVERY

The Development Services Department was created July 1, 2009. The Department is staffed by the Building Official, Codes Clerk/Administrative Assistant and Part Time Code Enforcement Officer.

The Development Services Department is responsible for issuance of building permits, residential and commercial building inspections, zoning compliance, enforcement of the Town's flood damage prevention, animal control and nuisance ordinance enforcement, and associated administrative work. The Department is also responsible for all safety compliance inspections at Town owned buildings

BUDGET GOALS

- Adopt Comprehensive Plan and revise Land Development Regulations and Zoning Ordinance.
- Continue certification training.
- Recommend passage of the International Property Maintenance code as part of the Town of Clover environmental and nuisance ordinance.
- Increase Code Enforcement inspections of all commercial building properties, substandard housing, rental properties and derelict/abandoned vehicles through enforcement and increased monitoring.
- Increase public awareness of building and nuisance codes through public meetings and media advertisement.
- Purchase 800 mHz radios for improved communication with Police Department

DEPARTMENT DETAIL

PERSONNEL

Building Official	Joe Funderburk
Codes Clerk	Cristine Marine
Nuisance Officer	Charlie Dixon

SERVICES

- Zoning and Building Permits
- Yard Sale Permits
- Animal Control
- Nuisance Abatement
- Building Code Enforcement
- Larne Building Rental

FACILITIES AND EQUIPMENT

VEHICLES

Year	Make/Model	Driver	Mileage
1997	Ford F-150	Building Official	142,785
2010	Ford F-150	Nuisance Officer	18,764

BUDGET DETAIL
10-545

[5000] SALARIES	\$ 91,000
▪ Building Official, Codes Clerk, and Nuisance Officer (Permanent PT)	
[5006] SOCIAL SECURITY	\$ 7,000
[5008] RETIREMENT	\$ 8,200
[5010] INSURANCE – HEALTH	\$ 9,000
[5012] WORKER’S COMPENSATION	\$ 900
[5014] UNEMPLOYMENT COMPENSATION	\$ 0
[5017] TELEPHONE	\$ 2,000
▪ Regular office and cell phones for Building Official and Nuisance Officer	
[5018] MAINTENANCE & SUPPLIES	\$ 500
[5020] VEHICLE – REPAIRS	\$1,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 500
[5022] VEHICLE – FUEL	\$ 3,500
[5027] INSURANCE – PROPERTY	\$50
[5028] INSURANCE –VEHICLES	\$ 2,800
[5030] INSURANCE - TORT	\$ 2,250
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS/EQUIPMENT	\$ 800
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,500
[5063] DRUG TESTING	\$ 200

[5068] BUILDING MAINTENANCE	\$ 300
[5076] ADVERTISEMENT	\$ 500
<ul style="list-style-type: none"> ▪ Notices for public meetings, hearings and training for building codes and planning and zoning 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,000
<ul style="list-style-type: none"> ▪ Includes professional dues for BOASC, SCAHFM, SCACCA, SCPMGIA, CCEA and SCAPA 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,000
[5102] ANIMAL CONTROL	\$ 600
<ul style="list-style-type: none"> ▪ Includes expenses such as traps, cages, food and other equipment 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,600
[5130] POSTAGE	\$ 250
[5176] PROFESSIONAL SERVICES	\$ 1,500
<ul style="list-style-type: none"> ▪ Building code inspection and plan review assistance 	
[5204] CAPITAL LEASE	\$ 5,200
<ul style="list-style-type: none"> ▪ Animal Control Vehicle (pay off 2/2014) 	
[5215] GRANT EXPENSES	\$ 0
[5236] PLANNING COMMISSION/BZA	\$ 1,000
<ul style="list-style-type: none"> ▪ Planning Commission and Board of Zoning Appeals training & office supplies 	
[5410] CAPITAL EXPENDITURES	\$ 9,000
<ul style="list-style-type: none"> ▪ 800 mHz radios and computer replacement (Building Official & Codes Clerk) 	
[5501] PLANNING EXPENSES	\$ 10,000
<ul style="list-style-type: none"> ▪ Catawba Council of Government for zoning map updates; revision of Land Development Regulations and Zoning Ordinance 	
TOTAL DEVELOPMENT SERVICES DEPARTMENT	\$ 166,200

**GENERAL FUND
FIRE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-510				
5001	Volunteer Firemen	\$ 20,100	\$ 25,000	\$ 25,000
5005	Firemen/Town Employees	\$ 1,960	\$ 2,500	\$ 2,500
5006	Social Security	\$ 150	\$ 200	\$ 200
5012	Workers Comp	\$ 1,215	\$ 1,500	\$ 1,950
5016	Utilities	\$ 5,703	\$ 5,800	\$ 5,800
5017	Telephone	\$ 1,318	\$ 1,400	\$ 1,400
5018	Maintenance & Supplies	\$ 3,132	\$ 5,000	\$ 8,000
5020	Vehicle - Repairs	\$ 6,216	\$ 5,000	\$ 5,500
5021	Vehicle - Routine Main	\$ 5,329	\$ 2,100	\$ 3,000
5022	Vehicle - Fuel	\$ 8,042	\$ 8,000	\$ 8,000
5027	Insurance - Property	\$ 1,912	\$ 1,900	\$ 1,900
5028	Insurance - Vehicle	\$ 2,886	\$ 2,900	\$ 2,900
5030	Insurance - Tort	\$ 1,630	\$ 1,600	\$ 1,650
5033	Fire Inspections		\$ 2,500	\$ 5,000
5060	Radio Expense		\$ 1,400	\$ 1,500
5068	Building Maintenance	\$ 1,277	\$ 1,500	\$ 1,700
5082	Contract Maintenance		\$ 500	\$ 500
5092	Dues and Subscriptions	\$ 1,502	\$ 1,600	\$ 1,500
5094	Training/Mtgs/Travel	\$ 604	\$ 1,500	\$ 1,500
5100	Auditing Fees	\$ 1,500	\$ 1,500	\$ 1,500
5122	Computer Maint & Prog	\$ 1,740	\$ 1,800	\$ 2,100
5130	Postage	\$ 8	\$ 50	\$ 50
5176	Professional Services		\$ 1,400	\$ 500
5202	Equipment Leases	\$ 268	\$ -	\$ -
5215	Grant Expenses	\$ -	\$ -	\$ -
5410	Capital Expenditures	\$ 9,312	\$ 3,500	\$ 2,000
5420	Explorer Program	\$ 1,238	\$ 1,500	\$ 1,500
TOTAL		\$ 77,042	\$ 81,650	\$ 87,150

FIRE DEPARTMENT

MISSION STATEMENT

“The Town of Clover Volunteer Fire Department is dedicated to the citizens of the Town to provide life saving and property protection services.”

SERVICE DELIVERY

The Fire Department houses and utilizes six (6) highly specialized fire and rescue vehicles. Routine maintenance on the apparatus, small equipment and fire station are performed by Fire Department personnel. Maintenance of County-owned equipment is performed by the County.

The Town and York County entered into a Fire Service Agreement in 1983. The Agreement was renewed in 2007. The Town agrees to provide fire protection services to the Clover Rural Fire District in return for a portion of the funds collected from the Rural Fire District and donation of County equipment to help with response. Approximately 75% of the Town’s calls are from the Clover Rural Fire District.

As a fundraising activity, the Fire Department fills swimming pools with the Town-owned tanker.

The Department is also responsible for fire inspections of all commercial buildings.

Routine expenditures are funded from the Town’s General Fund. Special revenues from the South Carolina Fireman’s One-Percent Fund, pool fills and from York County are budgeted as Special Revenues.

The Town of Clover Fire Department is located at 115 Bethel Street, Clover.

BUDGET GOALS

- Continue to provide quality training in all aspects of emergency services
- Continue to upgrade safety equipment to provide the best possible protection to Fire Fighters
- Ensure completion of state required annual fire inspections of commercial properties in the town limits.
- Improve and expand Fire Prevention efforts
- Continue recruiting efforts to ensure adequate number of volunteers
- Provide leadership and training for the Explorer Program

DEPARTMENT DETAIL

PERSONNEL

The Fire Department is comprised totally of volunteers. Currently, there are 24 volunteer firemen. Volunteer firemen are compensated each year based on the number of calls. Each fireman responding to a call within the Town limits is paid \$10. For calls outside the Town limits, only drivers of the trucks are paid (\$10 per call); fire fighters are not paid for calls outside the Town limits. The Chief is compensated an additional \$4,000 per year, the Assistant Chief receives \$2,000 and the Secretary receives \$1,200.

Chief	Charlie Love
Assistant Chief	Steve Skinnell
Captain	Charlie Walker
Training Officer	Lamar Brown
Sergeant	Fred Taylor
Secretary	Alvin Droughty

SERVICES

- Fire protection services within Town limits and within the Clover Rural Fire District
- Fire inspection of commercial businesses
- Filling pools as fund raiser
- Public outreach and education

FACILITIES

- FIRE STATION, 115 Bethel Street
 - Built in 1999
 - Double capacity, three bay fire station
 - Fire fighter recreation room, kitchen and dining/meeting room

EQUIPMENT

TOWN OWNED

- Pumper Truck – 2001
- Sterling Cab and Chassis Tanker Truck – 2005 (tank replaced in 2010)
- Chevrolet Grass Truck - 1978

YORK COUNTY OWNED

- Pumper - 2004
- Tanker - 1994
- Grass Unit - 2002
- Service Truck – 2000

The Town is responsible for the fuel for all vehicles. York County maintains its equipment.

BUDGET DETAIL
10-510

[5001] VOLUNTEER FIRE FIGHTERS	\$ 25,000
▪ Stipend for volunteer firemen that are not Town of Clover employees	
[5005] FIRE FIGHTERS/TOWN EMPLOYEES	\$ 2,500
▪ Stipend for volunteer firemen that are Town of Clover employees	
▪ Retirement is not taken out on these employees for this service	
[5006] SOCIAL SECURITY	\$ 200
[5012] WORKER'S COMPENSATION	\$ 1,950
[5016] UTILITIES	\$ 5,800
▪ Gas, electric, and water & sewer	
[5017] TELEPHONE	\$ 1,400
▪ Regular, long distance and cell phone (Fire Chief)	
[5018] MAINTENANCE & SUPPLIES	\$ 8,000
[5020] VEHICLE – REPAIRS	\$ 5,500
▪ Repair costs attributed to the Town's three (3) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 3,000
▪ Routine maintenance to the Town's two (2) fire fighting vehicles. York County provides maintenance for their four (4) vehicles.	
[5022] VEHICLE – FUEL	\$ 8,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 1,900
[5028] INSURANCE –VEHICLES	\$ 2,900
[5030] INSURANCE - TORT	\$ 1,650
[5033] FIRE INSPECTIONS	\$ 5,000

[5060] RADIO EXPENSE	\$ 1,500
▪ Annual warranty renewal.	
[5068] BUILDING MAINTENANCE	\$ 1,700
▪ Includes costs for fire extinguisher service, pest control and generator maintenance.	
[5082] CONTRACT MAINTENANCE	\$ 500
▪ Forcible entry equipment maintenance	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,500
▪ Includes membership to South Carolina's Fire Chief's Association (SCFCA) and South Carolina Firemen's Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
[5100] AUDITING FEES	\$ 1,500
▪ Portion of cost of the annual audit assigned to the Fire Department	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 2,100
▪ Includes internet service and Fire House software annual maintenance fee (\$110 per module, 3 modules)	
[5130] POSTAGE	\$ 50
[5176] PROFESSIONAL SERVICES	\$ 500
▪ Grant writing assistance	
[5215] GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 2,000
[5420] EXPLORER PROGRAM	\$ 1,500
▪ Program was implemented in 2006. Includes costs for registration, training, uniforms and equipment for participants.	
TOTAL FIRE DEPARTMENT	\$ 87,150

**GENERAL FUND
LEGISLATIVE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-520				
5000	Council Salaries	\$ 21,625	\$ 22,000	\$ 22,000
5006	Social Security	\$ 1,655	\$ 1,700	\$ 1,700
5008	Retirement	\$ 164	\$ -	\$ -
5012	Workers Compensation	\$ 232	\$ 400	\$ 400
5030	Insurance - Tort	\$ 3,343	\$ 6,700	\$ 6,700
5032	Insurance - Bond	\$ 75	\$ 50	\$ 50
5037	Uniforms & Equipment	\$ -	\$ -	\$ 500
5059	Office Supplies/Equipment	\$ 545	\$ 400	\$ 400
5076	Advertisement	\$ 494	\$ 150	\$ 150
5092	Dues and Subscriptions	\$ 1,731	\$ 2,000	\$ 4,000
5094	Training/Mtgs/Travel	\$ 12,612	\$ 10,000	\$ 3,500
TOTAL		\$ 42,476	\$ 43,400	\$ 39,400

LEGISLATIVE DEPARTMENT

SERVICE DELIVERY

The Legislative Department is comprised of the Clover Town Council. The Council is the governing body of the Town and is responsible for all powers granted to a municipality and for the performance of all duties and obligations imposed by law. The Town Council is tasked with deciding all legislative matters.

The Town Council meets regularly once per month and conducts special meetings, workshops and public hearings as necessary. The Town Council, among other things, approves the annual budget and all annexations.

The Town Council is elected at large in odd number years for two year terms.

Effective July 1, 2010, the expenses from the Water/Sewer Legislative Department were moved to this department. The Water/Sewer Fund will reimburse the General Fund for the expenses that are associated with the operation of the Water/Sewer Fund, estimated to be approximately 50%.

BUDGET GOALS

- Continue efficient operation of the Town of Clover
- Continue education and training efforts

DEPARTMENT DETAIL

PERSONNEL

Mayor	Donnie Grice
Mayor Pro Tem	Jay Dover
Council Members	Ann Harvey
	Todd Blanton
	Wes Spurrier
	Granita Boyd
	Debbie Littlejohn

BUDGET DETAIL
10-520

[5000] SALARIES	\$ 22,000
▪ Mayor (1) \$4,000 annually	
▪ Council Members (6) \$3,000 annually	
▪ Salaries effective January 1, 2000	
[5006] SOCIAL SECURITY	\$ 1,700
[5008] RETIREMENT	\$ 0
[5012] WORKERS COMPENSATION	\$ 400
[5030] INSURANCE – TORT	\$ 6,700
[5032] INSURANCE – BOND	\$ 50
[5037] UNIFORMS & EQUIPMENT	\$ 500
[5059] OFFICE SUPPIES/EQUIPMENT	\$ 400
[5076] ADVERTISEMENT	\$ 150
▪ Notice for public hearings, special meetings and functions	
[5092] DUES AND SUBSCRIPTIONS	\$ 4,000
▪ Includes MASC Annual Dues	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,500
▪ MASC Annual Meeting	
▪ Special functions hosted by Council including, attendance at various local, County, State, and special issue meetings	
TOTAL LEGISLATIVE DEPARTMENT	\$ 39,400

**All line items include expenses associated with the Water/Sewer Fund. Half of these expenses will be reimbursed to the General Fund by the Water/Sewer Fund.*

**GENERAL FUND
MUNICIPAL COURT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-530				
5000	Salaries	\$ 23,798	\$ 34,500	\$ 33,500
5006	Social Security	\$ 1,821	\$ 2,650	\$ 2,600
5008	Retirement	\$ 2,220	\$ 3,250	\$ 3,550
5010	Insurance - Health	\$ -	\$ 4,500	\$ 4,500
5012	Workers Comp	\$ 189	\$ 200	\$ 200
5016	Utilities	\$ 1,015	\$ 1,050	\$ 1,200
5017	Telephone	\$ 1,886	\$ 2,550	\$ 2,250
5018	Maint/Supplies	\$ 242	\$ 200	\$ 200
5027	Insurance - Property	\$ 40	\$ 50	\$ 50
5030	Insurance - Tort	\$ 75	\$ 100	\$ 100
5032	Insurance - Bond	\$ 11	\$ 50	\$ 50
5059	Office Supplies/Equipment	\$ 1,685	\$ 2,000	\$ 2,000
5068	Building Maintenance	\$ 1,195	\$ 1,700	\$ 1,500
5092	Dues And Subscriptions	\$ 155	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 624	\$ 1,600	\$ 1,500
5100	Auditing Fees	\$ 3,000	\$ 2,500	\$ 2,500
5122	Computer Maint & Prog	\$ 1,361	\$ 1,400	\$ 1,500
5130	Postage	\$ 372	\$ 400	\$ 500
5142	Jury Fees	\$ 792	\$ 1,000	\$ 1,000
5176	Professional Services	\$ 25,368	\$ 25,300	\$ 25,600
5410	Capital Expenditures	\$ -	\$ 1,800	\$ -
TOTAL		\$ 65,849	\$ 87,000	\$ 84,500

MUNICIPAL COURT

SERVICE DELIVERY

The Municipal Court is responsible for the adjudication of traffic, criminal and code enforcement violations. The Court includes two Municipal Judges and a full-time Clerk of Court. The Judge is a York County Magistrate contracted to work for the Town part time. The contract is effective until terminated. The Associate Judge is also the Clerk of Court. The Clerk of Court is charged with handling all of the administrative duties of the court.

Court is held at the York County Magistrate's Office on the first two Thursdays and the third and fourth Mondays of the month. When needed, Jury Trials are held at the Clover Community Center, at the Magistrate's Office or at the Larne Building.

BUDGET GOALS

- Continue efficient operation of the Court
- Continue education and training efforts
- Keep current on Statewide Computer systems
- Reconcile court records

DEPARTMENT DETAIL

PERSONNEL

Judge	Melvin Howell
Clerk of Court/ Associate Judge	Rachel Anne Fleming

FACILITIES AND EQUIPMENT

- JUDICIAL BUILDING, 110 Bethel Street
 - This facility was upgraded in FY05-06 to accommodate Municipal Court operations.

BUDGET DETAIL
10-530

[5000] SALARIES	\$ 33,500
▪ Clerk of Court	
[5006] SOCIAL SECURITY	\$ 2,600
[5008] RETIREMENT	\$ 3,550
[5010] INSURANCE – HEALTH	\$ 4,500
[5012] WORKER’S COMPENSATION	\$ 200
[5016] UTILITIES	\$ 1,200
[5017] TELEPHONE	\$ 2,250
▪ Regular and long distance service for phone and modem/fax; cell phone for Associate Judge	
[5018] MAINTENANCE & SUPPLIES	\$ 200
[5027] INSURANCE – PROPERTY	\$ 50
[5030] INSURANCE - TORT	\$ 100
[5032] INSURANCE – BOND	\$ 50
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 2,000
[5068] BUILDING MAINTENANCE	\$ 1,500
▪ Includes cleaning, pest control and fire extinguisher contracts as well as miscellaneous building repairs, e.g. HVAC, plumbing, and electrical.	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
▪ Summary Court Judge Association and Municipal Court Association	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
▪ Including Summary Court Judge Association Training and Municipal Court Association costs	

[5100] AUDITING FEES	\$ 2,500
▪ Special services are required for court financials	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 1,500
[5130] POSTAGE	\$ 500
[5142] JURY FEES	\$ 1,000
▪ Jurors are paid \$12 per diem	
[5176] PROFESSIONAL SERVICES	\$ 25,600
▪ Judge Howell's (Magistrate) contract	
[5410] CAPITAL EXPENDITURES	\$ 0
TOTAL MUNICIPAL COURT	\$ 84,500

**GENERAL FUND
POLICE DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-515				
5000	Salaries/Police Officer	\$ 612,576	\$ 668,000	\$ 701,200
5001	Salaries/Dispatchers	\$ 131,667	\$ 145,000	\$ 146,000
5004	Overtime	\$ 28,253	\$ 25,000	\$ 25,000
5006	Social Security	\$ 59,096	\$ 61,200	\$ 66,800
5008	Retirement	\$ 87,392	\$ 88,000	\$ 104,300
5010	Insurance - Health	\$ 137,962	\$ 99,000	\$ 108,000
5012	Workers Comp	\$ 16,172	\$ 20,000	\$ 21,000
5014	Unemployment Compensation	\$ 3,912	\$ 8,500	\$ -
5016	Utilities	\$ 8,379	\$ 10,000	\$ 8,500
5017	Telephone	\$ 15,158	\$ 19,000	\$ 20,700
5018	Maint/Supplies	\$ 1,797	\$ 3,000	\$ 3,000
5020	Vehicle - Repairs	\$ 4,519	\$ 6,000	\$ 6,000
5021	Vehicle - Routine Maint	\$ 12,638	\$ 12,000	\$ 10,000
5022	Vehicle - Fuel	\$ 43,714	\$ 40,000	\$ 48,000
5027	Insurance - Property	\$ 3,089	\$ 3,100	\$ 3,600
5028	Insurance-Vehicle	\$ 10,746	\$ 9,800	\$ 10,500
5030	Insurance - Tort	\$ 18,145	\$ 20,300	\$ 20,300
5032	Insurance - Bond	\$ 237	\$ 250	\$ 250
5037	Uniforms & Equipment	\$ 29,789	\$ 25,000	\$ 25,000
5039	Community Relations	\$ 1,241	\$ 1,500	\$ 1,500
5050	Drug Fund Expense	\$ 7,238	\$ -	\$ -
5051	Reserve Officer Program	\$ 26,683	\$ 15,000	\$ 15,000
5059	Office Supplies/Equipment	\$ 9,364	\$ 10,000	\$ 10,000
5060	Radio Expense	\$ 2,085	\$ 2,000	\$ 4,000
5062	Jail Expense	\$ 21,794	\$ 25,000	\$ 25,000
5063	Drug Testing	\$ 1,179	\$ 1,000	\$ 1,000
5068	Building Maintenance	\$ 16,128	\$ 8,000	\$ 5,000
5070	NCIC	\$ 5,486	\$ 2,500	\$ 2,500
5076	Advertisement	\$ 231	\$ 500	\$ 250
5092	Dues And Subscriptions	\$ 1,170	\$ 2,000	\$ 2,000
5094	Training/Mtgs/Travel	\$ 6,558	\$ 5,000	\$ 6,500
5122	Computer Maint & Prog	\$ 24,523	\$ 25,000	\$ 26,000
5130	Postage	\$ 265	\$ 500	\$ 250
5176	Professional Service	\$ 824	\$ -	\$ 1,000
5199	K-9 Unit Program	\$ 2,338	\$ 5,000	\$ 3,000
5202	Equipment Leases	\$ 1,158	\$ 1,400	\$ 2,500
5204	Capital Leases	\$ 166,716	\$ 65,950	\$ 57,000
5215	Grant Expenses	\$ 4,181	\$ 15,000	\$ -
5410	Capital Expenditures	\$ 7,784	\$ 27,600	\$ -
TOTAL		\$ 1,532,187	\$ 1,476,100	\$ 1,490,650

POLICE DEPARTMENT

“Professionalism through Integrity, Pride, and Performance”

MISSION STATEMENT

To enhance the quality of life in our town by working in a partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, and provide a safe environment for the citizens of Clover, South Carolina.

SERVICE DELIVERY

The Police Department is tasked with all law enforcement responsibilities within the Town of Clover.

The Department operates with two 12-hour shifts: 6AM to 6PM and 6PM to 6AM.

The Department is also involved with a multi-jurisdictional Drug Enforcement team assembled from agencies throughout the County. They are tasked with drug, gambling and vice-type law enforcement operations. One Clover officer is designated as a DEU officer.

In 2011, the Department implemented two new programs: the Reserve Officer Program and the K-9 Unit. The Reserves are comprised of volunteers who receive State training and certification to act as law enforcement officers. The K-9 Unit is comprised of one officer and Sammie, a fully trained drug dog. In 2012 the Chaplain Program was added.

In the upcoming 2013 year, the Town of Clover Police Department will join in the County-wide FSU, Forensic Service Unit. Most all the towns and cities in the county are involved in this shared cost program which will provide improved forensic analysis of evidence through shared resources, including the new County DNA lab.

Community outreach efforts include attending community watch and association meetings, sponsoring holiday events (e.g. Clover Santa) and participating in school activities and programs.

BUDGET GOALS

- Continue to provide outstanding service to the citizens of Clover
- Improve communications with community groups and local businesses
- Replace in-car video camera systems
- Hire/promote new FSU officer
- Purchase two vehicles (one replacement and one FSU)

DEPARTMENT DETAIL

PERSONNEL

POLICE OFFICERS

Chief of Police	Randy C. Grice
Captain	David Dover
Lieutenant	Frankie Sadler, Community Relations Tanner Davis, Detective
Sergeant	Mitch Wilson Kenneth Blackwood Trey Miller Logan McGarity
Detective/FSU	Cheryl Gregory
DEU Officer	Scott Seaford
K-9 Unit	Owen Kokinda
Patrol Officers	Phillip Hawkins Drew Dover Charles Neelands Christopher Miller Michael Nivens Steven Daves Jason Deal New Position

CERTIFIED POLICE DISPATCHERS

Day Shift	Amber Mahaffey Belinda Robertson
Night Shift	Randy Dills Belinda Chambers
Back Up	Ev Amick

POLICE CHAPLAIN

Jerry Bryant

ADMINISTRATIVE ASSISTANT

Wayne Polk

FACILITIES AND EQUIPMENT

POLICE DEPARTMENT

- Building dates back to 1925; completely renovated in 2004; minor renovations completed in 2010 included relocating dispatch to safer, more secure area.
- Downstairs includes public restrooms, dispatch center, prisoner intake, Breathalyzer, computer workstations and evidence processing area. The Building Official also has an office on the first floor.
- Upstairs includes offices for Chief, Captain, and Detective, interview room, break area and meeting space.

POLICE VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
38	99	Ford Crown Vic	Sgt	125,610
44	05	Ford Crown Vic	Patrol	111,043
45*	98	Chevy Tahoe	Patrol	125,300
46	05	Ford Truck	DEU	92,836
47	03	Ford Crown Vic (unmarked)	Captain	98,515
48	08	Ford Crown Vic	Patrol	70,231
49	08	Ford Crown Vic	Patrol	95,532
50	08	Ford Crown Vic	Patrol	81,093
51	08	Ford Crown Vic	Patrol	77,820
52	08	Ford Crown Vic	Patrol	78,786
53	08	Ford Crown Vic	Patrol	66,869
54	09	Chevy Tahoe	Chief	56,558
55	09	Chevy Tahoe	Detective	29,844
56	11	Ford Crown Vic	Patrol	16,128
57	11	Ford Crown Vic	Patrol	10,050
58	11	Ford Crown Vic	Patrol	13,866
59	12	Dodge Charger	Patrol	1,225
60		FSU Vehicle (new)		
61		Patrol Vehicle (new)		

*Marked for replacement. Vehicles that are operable with low maintenance costs will be kept for use by the Reserve Officer Program.

BUDGET DETAIL
10-515

[5000] SALARIES/POLICE OFFICERS	\$ 701,200
▪ Nineteen (19) sworn officers, including new FSU position	
[5001] SALARIES/DISPATCHERS	\$ 146,000
▪ Four (4) certified dispatchers and back up dispatchers	
[5004] OVERTIME	\$ 25,000
[5006] SOCIAL SECURITY	\$ 66,800
[5008] RETIREMENT	\$ 104,300
[5010] INSURANCE – HEALTH	\$ 108,000
[5012] WORKER’S COMPENSATION	\$ 21,000
[5014] UNEMPLOYMENT COMPENSATION	\$ 0
[5016] UTILITIES	\$ 8,500
[5017] TELEPHONE	\$ 20,700
▪ HARDLINES	
▪ (4) Hard lines - incoming and outgoing calls, including 911	
▪ (1) Hard line (T-1) for the NCIC utilized for records checks	
▪ (1) Datamaster line for Breathalyzer	
▪ (1) Fax phone line	
▪ T-1 Line (AT&T SLED)	
▪ MOBILE PHONES (9)	
▪ Chief, Captain, Detective, Dispatch, DEU	
▪ 4 shared between patrol officers while on duty (2 new)	
▪ AIR CARDS (3)	
[5018] MAINTENANCE & SUPPLIES	\$ 3,000
[5020] VEHICLE – REPAIRS	\$ 6,000
▪ Repairs not covered by warranties and repairs within the Town’s insurance deductible of \$200 per vehicle, per incident.	

[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 10,000
<ul style="list-style-type: none"> ▪ Routine services include brake replacement, transmission service, coolant system, tune-ups, tires and other services. 	
[5022] VEHICLE – FUEL	\$ 48,000
[5027] INSURANCE – PROPERTY	\$ 3,600
[5028] INSURANCE –VEHICLES	\$ 10,500
[5030] INSURANCE - TORT	\$ 20,300
[5032] INSURANCE – BOND	\$ 250
[5037] UNIFORMS AND EQUIPMENT	\$ 25,000
<ul style="list-style-type: none"> ▪ Uniforms purchased for new officers and dispatchers and replacement of worn uniforms ▪ Standard equipment for officers, e.g. belts and bullets (for training) 	
[5039] COMMUNITY RELATIONS	\$ 1,500
<ul style="list-style-type: none"> ▪ Includes special community events like the Roosevelt Community Back-to-School Bash and Red Ribbon Week ▪ Town-sponsored events include Clover Santa, Senior Citizen Flowers at Easter, Halloween Alley, and Police Memorial program 	
[5051] RESERVE OFFICER PROGRAM	\$ 15,000
<ul style="list-style-type: none"> ▪ Expenses include radios and other equipment. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 10,000
[5060] RADIO EXPENSE	\$ 4,000
[5062] JAIL EXPENSE	\$ 25,000
<ul style="list-style-type: none"> ▪ The York County Detention Center charges \$47.88 per day to house prisoners for the Clover Police Department. 	
[5063] DRUG TESTING	\$ 1,000

[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical, and supplies. 	
[5070] NCIC	\$ 2,500
<ul style="list-style-type: none"> ▪ NCIC stands for the National Crime Information Center. Authorization and access to the NCIC is provided by the South Carolina Law Enforcement Division (SLED). The NCIC provides the Town instant access to drivers' license records, criminal records, BOLOs (Be On The Lookout) alerts, and weather reports. ▪ T-1 line and air card expenses in Telephone 	
[5076] ADVERTISEMENT	\$ 250
<ul style="list-style-type: none"> ▪ Includes employment ads and notice of Police Department events. 	
[5092] DUES AND SUBSCRIPTIONS	\$ 2,000
<ul style="list-style-type: none"> ▪ Includes YMCA membership, SC Chief's Association, International Association of Chief's of Police (IACP), SC Code of Laws updates, etc. 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 6,500
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 26,000
<ul style="list-style-type: none"> ▪ Includes maintenance contract for computer aided dispatch and report writing software (\$12,600) as well as general IT support and software purchases 	
[5130] POSTAGE	\$ 250
[5176] PROFESSIONAL SERVICE	\$ 1,000
[5199] K-9 UNIT PROGRAM	\$ 3,000
<ul style="list-style-type: none"> ▪ Includes food, housing and veterinarian care for Sammie the drug dog 	
[5202] EQUIPMENT LEASES	\$ 2,500
<ul style="list-style-type: none"> ▪ Copier lease 	
[5204] CAPITAL LEASES	\$ 57,000
<ul style="list-style-type: none"> ▪ Existing leases: <ul style="list-style-type: none"> ○ One (1) patrol car and one SUV (pay off 1/2013) ○ two (2) patrol cars and Captain vehicle (pay off 6/2015) ○ one (1) patrol car (pay off 2/2016) ▪ New Leases: 	

- FSU vehicle and replacement patrol vehicle

[5215] GRANT EXPENSE **\$0**

[5410] CAPITAL EXPENDITURE **\$ 0**

TOTAL POLICE DEPARTMENT **\$ 1,490,650**

**GENERAL FUND
RECREATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-525				
5000	Salaries	\$ 202,126	\$ 231,200	\$ 230,000
5002	Labor	\$ 8,008	\$ 13,000	\$ 15,800
5006	Social Security	\$ 16,075	\$ 18,700	\$ 18,500
5008	Retirement	\$ 19,286	\$ 21,700	\$ 20,000
5010	Insurance - Health	\$ 34,062	\$ 27,000	\$ 21,500
5012	Workers Comp	\$ 3,163	\$ 3,000	\$ 2,900
5014	Unemployment Compensation	\$ 62	\$ -	\$ -
5016	Utilities	\$ 33,140	\$ 35,800	\$ 40,000
5017	Telephone	\$ 6,668	\$ 7,700	\$ 8,800
5018	Maintenance & Supplies	\$ 31,323	\$ 35,000	\$ 40,000
5020	Vehicle - Repairs	\$ 1,273	\$ 1,500	\$ 1,500
5021	Vehicle - Routine Main	\$ 635	\$ 1,500	\$ 1,500
5022	Vehicle - Fuel	\$ 6,825	\$ 6,000	\$ 7,500
5027	Insurance - Property	\$ 4,707	\$ 4,700	\$ 4,750
5028	Insurance - Vehicle	\$ 4,909	\$ 5,000	\$ 5,000
5030	Insurance - Tort	\$ 2,593	\$ 2,400	\$ 2,400
5032	Insurance - Bond	\$ 54	\$ 100	\$ 100
5034	Facility Rental	\$ 7,774	\$ 11,000	\$ 11,000
5037	Uniforms & Equipment	\$ 1,252	\$ 1,100	\$ 1,500
5059	Office Supplies/Equipment	\$ 1,978	\$ 2,500	\$ 1,500
5063	Drug Testing	\$ 295	\$ 300	\$ 300
5068	Building Maintenance	\$ 3,451	\$ 4,500	\$ 4,500
5076	Advertisement	\$ 1,081	\$ 2,000	\$ 2,000
5088	Umpires, Referee, Etc.	\$ 27,989	\$ 30,000	\$ 33,000
5089	Recreation Supplies	\$ 49,639	\$ 50,000	\$ 50,000
5092	Dues & Subscriptions	\$ 1,400	\$ 1,800	\$ 1,800
5094	Training/Mtgs/Travel	\$ 2,968	\$ 3,000	\$ 3,000
5122	Computer Maint & Prog	\$ 8,600	\$ 7,000	\$ 12,800
5130	Postage	\$ 237	\$ 300	\$ 300
5137	Recreation Trips	\$ 5,630	\$ 16,000	\$ 11,000
5141	Community Center Programs	\$ 562	\$ 5,000	\$ 1,000
5176	Professional Services	\$ 736	\$ 6,000	\$ 2,500
5202	Equipment Leases	\$ 2,632	\$ 3,000	\$ 2,800
5204	Capital Leases	\$ 21,016	\$ 27,000	\$ 22,600
5211	St. Patrick's Day Festival	\$ 2,792	\$ 1,500	\$ 1,500
5215	Grant Expenses	\$ -	\$ 7,700	\$ -
5410	Capital Expenditures	\$ 17,507	\$ -	\$ -
5412	Park Upgrades	\$ 10,601	\$ 54,500	\$ 83,500
TOTAL		\$ 543,049	\$ 648,500	\$ 666,850
TRANSFER TO CAPITAL			\$ 97,500	\$ 97,500

RECREATION DEPARTMENT

SERVICE DELIVERY

The Town of Clover Recreation Department is charged with providing recreational services and group sports to residents in and outside the Town of Clover. The Town utilizes recreation fields located at Clover Community Park, Roosevelt Park, and other locations in and outside of the town limits. Phase 1 of New Centre Park is expected to be completed for Spring 2012 play.

The Town currently offers extracurricular activities in youth baseball, soccer, basketball and softball and adult softball, basketball and kick ball. All participants in each sport are required to pay a participation fee. Effective in FY12-13, fees for youth activities which use paid umpires and referees will be increased from \$40 to \$50. All other fees will remain the same.

The Department also helps to maintain the grounds at each park area used by the Town to provide these programs. Staff helps with Larne Building maintenance and downtown beautification. The Recreation Department organizes the Town's annual St. Patrick's Day Festival, assists with other community festivals, and coordinates with the Police Department on several community outreach programs held at the parks.

Beginning in July 2010, the Recreation Department moved to the new Clover Community Center. This building is used to host a variety of community education and enrichment programs.

BUDGET GOALS

- Continue to provide quality recreation programs for citizens
- Improve and expand recreation opportunities
- Plan and host special education and enrichment programs at the Community Center
- Maintain, improve and expand existing Town facilities including:
 - New Centre Park Phase 1 completion (Capital Projects Budget)
 - Parking improvements at Clover Community Park
- Continue to maintain equipment to allow for extended life and safe operation

DEPARTMENT DETAIL

PERSONNEL

Director	Greg Holmes
Park Superintendent	Scott Moses
Assistant Park Superintendent	Dennis Holland
Program Coordinators	Donald Johnson Drew Kaser
Special Events Coordinator	Ashley Neelands
Program Assistant (Permanent P-T)	Josh McCarter
Park Supervisor (Permanent P-T)	Brett Wilson
Recreation Assistant (Temporary P-T)	Vacant
Concession (Seasonal P-T)	Dora Burris Peggy Burch Janie Barber Vacant

SERVICES

Sport	Season	League	Age	Facility
Youth Soccer	Fall & Spring	Co-Ed	4-17	CCP, Griggs Road, Blue Eagle Academy
Youth Baseball – Dixie Youth Sanctioned	Spring	Co-Ed	3-4 Pre-K T-ball	CCP, Roosevelt, Clover Optimist, Larne, Kinard, and Griggs Road
			5-6 T-ball	
			7-8 Machine Pitch	
			9-10 Minors	
			11-12 Majors	
Fall Baseball – Not Sanctioned	Fall		6-7 Machine Pitch	CCP, Roosevelt, Tega Cay
			8-9 Minors	
			10-11 Majors	

Adult Softball	Summer	Co-Ed	15+	CCP
Youth Softball	Fall & Spring	Girls	7-8	CCP, Roosevelt, Tega Cay, Fort Mill, York and Rock Hill
			9-10	
			11-12	
			13-18	
Youth Basketball	Winter	Co-Ed	4-5	Clover High and Blue Eagle Academy
		Co-Ed	6-7	
		Boys & Girls	8-10	
		Boys & Girls	11-13	
		Co-Ed	14-18	
Adult Basketball	Winter			Blue Eagle Academy
Horseshoe Tournaments*	Year Round			CCP

*Organized by SC Horseshoe Pitchers Association

FACILITIES AND EQUIPMENT

- **CLOVER COMMUNITY CENTER**
 - 120 Bethel St; renovations completed in July 2010
 - Recreation administrative staff, activity space and Council Chambers
 - Space also used for variety of town functions such as Planning Commission and Economic Development Board

- **CLOVER COMMUNITY PARK COMPLEX (CCP)**
 - Maintenance office is located in the complex
 - Two full-size lighted baseball/softball fields which are also used as soccer fields
 - SC Horseshoe Pitching Association approved lighted horseshoe park with 16 pits
 - Out-door, full-size basketball court (not in use)
 - Lighted walking trail (~1 mile)
 - Lighted Picnic shelters – first come, first served except with reservation
 - \$25 fee to reserve 30' x 60' shelter with 10 picnic tables & two charcoal grills
 - \$15 fee to reserve small shelter with 3 picnic tables
 - Seasonal concession stand
 - Playground
 - Public restrooms
 - Tobacco Free

- **ROOSEVELT PARK**
 - One full-size and two Youth League size baseball fields
 - Outdoor, full-size basketball court
 - Stellie J. Jackson Enrichment Center
 - Lighted 30' by 60' picnic shelter
 - \$25 fee to reserve
 - Playground
 - Seasonal concession stand with restrooms and storage space

- **OPTIMIST CLUB**
 - Owned by Optimist Club but maintained year round by the Town
 - Available for use by Town at no charge
 - One full-size baseball field
 - One porta-john, rented by Town during sports season

- **BLUE EAGLE ACADEMY**
 - Fields are maintained by Town during Youth Soccer season; available for use at no charge
 - Indoor Gymnasium used for youth basketball practice and adult basketball games
 - One porta-john, rented by Town during sports season
 - Playground, lighted walking trail

- **GRIGGS ROAD ELEMENTARY**
 - Fields are maintained by Town during Youth Soccer season; available for use at no charge
 - One porta-john, rented by Town during sports season
 - Playground

- **NEW CENTRE PARK**
 - Under development. Four soccer fields, concession stand and parking planned for phase 1 construction

VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
96	Ford Explorer	P-T Employees	114,588
97	Ford F-150	P-T Employees	54,962
98	Dodge Ram	P-T Employees	78,425
08	Ford F-250	Park Superintendent	14,992
09	Ford Explorer	Director	7,626
10	Ford F-250	Asst Park Superintendent	1,779
12	Ford F-150	Program Coordinator	5
12	Ford F-150	Program Coordinator	5
94	Ford Backhoe		

BUDGET DETAIL
10-525

[5000] SALARIES	\$ 230,000
▪ Full-time and part-time permanent employees	
[5002] LABOR	\$ 15,800
▪ Concession and seasonal positions, including additional for New Centre Park	
[5006] SOCIAL SECURITY	\$ 18,500
[5008] RETIREMENT	\$ 20,000
[5010] INSURANCE - HEALTH	\$ 21,500
[5012] WORKERS COMPENSATION	\$ 2,900
▪ Includes employees, referees/umpires and contractors	
[5016] UTILITIES	\$ 40,000
▪ The cost of the lights, water, sewer and electric at each of the Town-owned facilities	
[5017] TELEPHONE	\$ 8,800
[5018] MAINTENANCE & SUPPLIES	\$ 40,000
▪ Includes equipment and supplies needed to maintain recreation facilities, including building and field maintenance.	
[5020] VEHICLE REPAIR	\$ 1,500
[5021] VEHICLE – ROUTINE MAINTAINANCE	\$ 1,500
[5022] VEHICLE FUEL	\$ 7,500
[5027] INSURANCE –PROPERTY	\$ 4,750
[5028] INSURANCE -VEHICLES	\$ 5,000
[5030] INSURANCE-TORT	\$ 2,400

[5032] INSURANCE - BOND	\$ 100
[5034] FACILITY RENTALS	\$ 11,000
<ul style="list-style-type: none"> ▪ Bus rental for Senior trips, Clover School District Gymnasium and Employees, and Porta-jons. 	
[5037] UNIFORMS & EQUIPMENT	\$ 1,500
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,500
[5063] DRUG TESTING	\$ 300
[5068] BUILDING MAINTENANCE	\$ 4,500
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical. 	
[5076] ADVERTISEMENT	\$ 2,000
[5088] UMPIRES, REFEREES, INSTRUCTORS, ETC.	\$ 33,000
<ul style="list-style-type: none"> ▪ Baseball, basketball, soccer, softball, adult softball and adult basketball ▪ The Town utilizes sanctioned umpires for Minor, Major League Baseball, and ASA Youth Softball 	
[5089] RECREATION SUPPLIES	\$ 50,000
<ul style="list-style-type: none"> ▪ The recreation supplies required for each program ▪ Includes supplies purchased through fund raising activities 	
[5092] DUES AND SUBSCRIPTIONS	\$ 1,800
<ul style="list-style-type: none"> ▪ S.C. Parks & Recreation Association Fee, ASA Softball Sanction Fees, Dixie Youth Baseball, and SC Festival and Event Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 3,000
<ul style="list-style-type: none"> ▪ SC Park & Recreation Convention, SC Festivals and Events Conference, Dixie Youth Baseball and ASA Softball travel expenses 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$12,800
<ul style="list-style-type: none"> ▪ Includes maintenance agreement for E-Trak 	
[5130] POSTAGE	\$ 300

[5137] RECREATION TRIPS	\$ 11,000
<ul style="list-style-type: none"> ▪ Senior citizen outings including trip to Myrtle Beach, Christmas Show, etc. ▪ All costs, except bus rental, are covered by registration fees; revenue is in General Fund. Bus rental expenses allocated in Facility Rental 	
[5141] COMMUNITY CENTER PROGRAMS	\$ 1,000
<ul style="list-style-type: none"> ▪ Monthly programs to educate and enrich citizens. Programs may include safety, finance, insurance, travel, etc. 	
[5176] PROFESSIONAL SERVICES	\$ 2,500
<ul style="list-style-type: none"> ▪ Coach training and background checks 	
[5202] EQUIPMENT LEASES	\$ 2,800
[5204] CAPITAL LEASES	\$ 22,600
<ul style="list-style-type: none"> ▪ Existing Leases: 2009 Explorer (1/2013), 2010 F-250 and Reel Mower (2/2014), and two 2012 F-150 (1/2016); 2012 F-150 trucks (2/2016) 	
[5211] ST. PATRICK'S DAY FESTIVAL	\$ 1,500
[5215] GRANT EXPENSES	\$ 0
<ul style="list-style-type: none"> ▪ SC PRT grant (PARD) allocation for 12-13 to be used in 11-12. 	
[5410] CAPITAL EXPENDITURES	\$ 0
[5412] PARK UPGRADES	\$ 83,500
<ul style="list-style-type: none"> ▪ This line item was created in FY08-09 to allocate funds from the York County Supplement to be used to improve existing parks ▪ Includes \$35,000 unspent in FYE11 ▪ Work expected includes parking and playground improvements at Clover Community Park 	
TOTAL RECREATION DEPARTMENT	\$ 666,850

TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$97,500
<ul style="list-style-type: none"> ▪ The allocation of funds from the York County Supplement (50%) to be used for engineering and construction activities at the new park. This funding is transferred directly to Capital Projects and does not count as an expense in the Recreation Department. 	

STREETS AND SANITATION **DEPARTMENT**

SERVICE DELIVERY

The Town of Clover Streets and Sanitation Department is responsible for the collection of the Town's solid waste, recyclables and yard debris on a weekly schedule. The Department also monitors street signs and damaged roads in need of repair as well as maintaining the common green spaces of the Town.

Effective July 1, 2010, the salary and salary related expenses for the Public Works Director were moved from the Water/Sewer Department to this Department. The Water/Sewer Fund will reimburse the General Fund for half (50%) of these expenses.

BUDGET GOALS

- Continue providing timely and efficient collection of solid waste, recycling and yard debris
- Continue beautification efforts in the downtown area
- Oversee contract for Main Street (end cap) and Welcome Sign landscaping and for cemetery landscaping and improvements
- Purchase additional garbage and recycling bins to meet demand
- Work with SCDOT on pedestrian improvements and street repair and maintenance activities
- Evaluate Duke Energy's new street light replacement program; study alternatives that will ensure complementary lighting in the historic business district
- Evaluation options for recycling service
- Complete inventory and assessment of stormwater facilities

**GENERAL FUND
STREETS AND SANITATION DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
10-500				
5000	Salaries	\$ 283,534	\$ 295,000	\$ 294,500
5006	Social Security	\$ 21,690	\$ 22,600	\$ 22,500
5008	Retirement	\$ 23,096	\$ 27,700	\$ 31,225
5010	Insurance - Health	\$ 60,155	\$ 40,500	\$ 40,500
5012	Workers Comp	\$ 7,350	\$ 6,000	\$ 8,675
5016	Utilities	\$ 71,089	\$ 71,000	\$ 75,000
5017	Telephone	\$ 1,215	\$ 1,500	\$ 1,000
5018	Maintenance & Supplies	\$ 16,808	\$ 22,000	\$ 20,000
5020	Vehicle-Repairs	\$ 7,411	\$ 10,000	\$ 10,000
5021	Vehicle - Routine Main.	\$ 5,094	\$ 8,000	\$ 8,000
5022	Vehicle - Fuel	\$ 31,502	\$ 30,000	\$ 38,000
5027	Insurance - Property	\$ 1,620	\$ 1,700	\$ 1,700
5028	Insurance - Vehicle	\$ 12,989	\$ 12,000	\$ 12,000
5030	Insurance - Tort	\$ 4,330	\$ 4,800	\$ 4,800
5032	Insurance - Bond	\$ 86	\$ 100	\$ 100
5034	Uniforms Rental	\$ 2,774	\$ 3,000	\$ 2,800
5037	Uniforms & Equipment	\$ 1,272	\$ 1,200	\$ 1,200
5038	Bad Debts	\$ -	\$ 500	\$ 500
5040	Waste Management	\$ 126,552	\$ 130,000	\$ 136,000
5042	Landfill Fees	\$ 77,817	\$ 78,000	\$ 78,000
5045	Curbside Recycling	\$ 28,153	\$ 29,000	\$ 40,000
5059	Office Supplies/Equipment	\$ 180	\$ 250	\$ 250
5063	Drug Testing	\$ 429	\$ 400	\$ 1,000
5068	Building Maintenance	\$ 660	\$ 5,000	\$ 5,000
5076	Advertising	\$ 120	\$ 500	\$ 300
5082	Contract Maintenance	\$ 9,998	\$ 8,000	\$ 10,000
5092	Dues and Subscriptions	\$ 150	\$ 200	\$ 200
5094	Training/Mtgs/Travel	\$ 75	\$ 200	\$ 1,000
5122	Computer Maint & Prog	\$ 826	\$ 3,100	\$ 3,600
5130	Postage	\$ 12	\$ 100	\$ 100
5176	Professional Services	\$ 350	\$ 25,000	\$ 20,000
5181	Stormwater Repair	\$ 3,315	\$ 10,000	\$ 10,000
5203	Garbage Truck Lease	\$ 64,995	\$ 73,050	\$ 45,500
5204	Capital Lease	\$ 32,629	\$ 24,600	\$ 26,300
5206	Pedestrian Improvements	\$ -	\$ 2,000	\$ -
5210	Street Repair - Minor	\$ 2,111	\$ 3,000	\$ 3,000
5212	Street Repair - Major	\$ -	\$ 10,000	\$ -
5215	Grant Expense	\$ -	\$ -	\$ 4,000
5410	Capital Expenditures	\$ 25,076	\$ 15,000	\$ 10,000
5475	Cemetery Expenses	\$ 8,645	\$ 10,000	\$ 16,500
TOTAL		\$ 934,108	\$ 985,000	\$ 983,250

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Streets & Sanitation Supervisor	Mike Carpenter
Truck Driver	C. L. Stiles
Laborers	Mark Burton Justin Messer Michael Whitesides Donny Ramsey
Stormwater Supervisor	William Vaughn
Stormwater Laborer	Laramie Parker

SERVICES

- Provide once a week curbside pick-up of household garbage and recyclables. Collections are made on Tuesday, Wednesday, and Thursday. Town is divided into sections; day of collection is dependent on where homes are located
- Provide once a week backdoor pick-up of household garbage and recyclables for authorized handicapped residents
- Yard trash is picked-up daily throughout the Town
- Report and/or replace down or damaged street signs
- Repair or report damaged road surfaces
- Edge and cut all Town green space and manage contracts for additional landscaping services, e.g. cemetery and end cap landscaping
- Provide maintenance and upkeep of existing stormwater drainage
- Provide services for new drainage mechanisms

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
- Includes office space and garage bays, storage and maintenance sheds, and gas pumps
- Also serves as office for Water/Sewer Department

SANITATION VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
1	07	Heil Rear Loader	Diesel	45,000
2	96	Ford L-8000 Garbage Truck (Packer) (spare)	Diesel	92,500
4	02	CCC Sideloader Garbage Truck (Spare)	Diesel	55,100
23	00	Chevy 1500 Truck (supervisor)	Gas	89,000
3	10	Mack Sideloader Garbage Truck	Diesel	19,300

STREETS VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
5	01	International Dump Truck w/ Box Bed	Diesel	22,700
7	03	International Dump Truck w/ Box Bed	Diesel	25,600
6	06	Ford F-450 Dump Truck	Diesel	56,500
9	11	Ford F-450 Dump Truck	Diesel	13,500

STORMWATER VEHICLES

<u>Veh #</u>	<u>Year</u>	<u>Make/Model</u>	<u>Gas/Diesel</u>	<u>Mileage</u>
9	95	Ford F-450 Dump Truck	Diesel	77,000
	08	Ford F-150 (supervisor)	Gas	46,000
	07	Mini Excavator		

BUDGET DETAIL
10-500

[5000] SALARIES	\$ 294,500
[5006] SOCIAL SECURITY	\$ 22,500
[5008] RETIREMENT	\$ 31,225
[5010] INSURANCE – HEALTH	\$ 40,500
[5012] WORKER’S COMPENSATION	\$ 8,675
[5016] UTILITIES	\$ 75,000
▪ Includes public works facilities and street lighting throughout the Town	
[5017] TELEPHONE	\$ 1,000
▪ Mobile phones (Streets & Sanitation Supervisor and Stormwater Supervisor). Regular phone and fax service budgeted in Water/Sewer Department.	
[5018] MAINTENANCE & SUPPLIES	\$ 20,000
▪ Includes paving & repair materials: stone, gravel, asphalt, concrete; rakes, shovels, pitchforks, etc.; and street signs and street sign posts and caps	
[5020] VEHICLE – REPAIRS	\$ 10,000
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 8,000
[5022] VEHICLE – FUEL	\$ 38,000
[5027] INSURANCE – PROPERTY	\$ 1,700
[5028] INSURANCE –VEHICLES	\$ 12,000
[5030] INSURANCE - TORT	\$ 4,800
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 2,800
▪ Uniform pants and shirts are provided for each employee in this department.	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,200
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBT	\$ 500
[5040] WASTE MANAGEMENT	\$ 136,000
<ul style="list-style-type: none"> ▪ Contract for commercial dumpster service. Contract expires July 1, 2011. 	
[5042] LANDFILL FEES	\$ 78,000
[5045] CURBSIDE RECYCLING	\$ 40,000
<ul style="list-style-type: none"> ▪ The Town has an agreement with the City of York to provide curbside recycling one day a week per household. The Town pays the City of York 40% of the total cost of the program. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 250
[5063] DRUG TESTING/DOT PHYSICALS	\$ 1,000
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes cleaning, pest control, fire extinguisher and floor mat contracts as well as miscellaneous building and equipment repairs, e.g. HVAC, plumbing, and electrical. 	
[5076] ADVERTISEMENT	\$ 300
<ul style="list-style-type: none"> ▪ Required annual DHEC notice, Spring Clean week and litter programs. 	
[5082] CONTRACT MAINTENANCE	\$ 10,000
<ul style="list-style-type: none"> ▪ Landscaping services for Westgate Industrial Park Maintenance (\$625 per month with York County Natural Gas Authority reimbursement for 75%) ▪ Main Street landscaping funded by Hospitality Tax ▪ Tree maintenance 	
[5092] DUES AND SUBSCRIPTIONS	\$ 200
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
<ul style="list-style-type: none"> ▪ Includes Solid Waste training and OSHA updates and training 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 3,600

[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 20,000
▪ Engineering and survey services related to road and stormwater improvements	
[5181] STORMWATER REPAIR	\$ 10,000
[5203] GARBAGE TRUCK LEASE	\$ 45,500
▪ 2009 Sideloader (payoff in 1/2013)	
[5204] CAPITAL LEASES	\$ 26,300
▪ Street Sweeper/Vacuum Truck and Dump Truck (pay off 1/2013)	
▪ New lease for tractor	
[5206] PEDESTRIAN IMPROVEMENTS	\$ 0
▪ Minor sidewalk repair and pedestrian improvements	
[5210] STREET REPAIR - MINOR	\$ 3,000
▪ Minor repairs of Town-owned streets, e.g. pot holes, cracks, etc.	
[5212] STREET REPAIR - MAJOR	\$ 0
[5215] GRANT EXPENSE	\$ 4,000
▪ SCMIT grant for safety equipment	
[5410] CAPITAL EXPENDITURES	\$ 10,000
▪ Includes additional garbage and recycling bins and repairs at Town Lot	
[5475] CEMETERY EXPENSES	\$ 16,500
▪ Contract for landscape maintenance of Woodside and Clover Community Cemetery (\$1,125 per month)	
▪ Cemetery Management Software	
▪ Miscellaneous improvements, especially to new sections	
TOTAL STREETS & SANITATION DEPARTMENT	\$ 983,250

ENTERPRISE FUND REVENUE

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
20-400				
4028	Interest Income	\$ 875	\$ 800	\$ 800
4030	Misc. Revenue	\$ 8,625	\$ 10,000	\$ 8,000
4038	Set Off Debt	\$ 8,380	\$ 6,000	\$ 6,000
4047	Grants Water Dept	\$ 91,679	\$ 500,000	\$ -
4049	Grants Sewer Dept	\$ 150,972	\$ 252,400	\$ -
4100	Service Connection Fee	\$ 30,190	\$ 24,000	\$ 30,000
4102	Water Revenue	\$ 1,193,131	\$ 1,230,000	\$ 1,286,000
4104	Water Taps	\$ 4,038	\$ 10,000	\$ 10,000
4105	Water Capacity Fees	\$ 6,500	\$ 15,000	\$ -
4108	Late Fees	\$ 55,214	\$ 55,000	\$ 60,000
4110	Sewer Revenue	\$ 1,132,166	\$ 1,200,000	\$ 1,200,000
4111	Sewer Capacity Fees	\$ 6,138	\$ 15,000	\$ -
4112	Sewer Taps	\$ 2,200	\$ 3,000	\$ 4,000
4113	Pretreatment Fees	\$ 900	\$ 1,500	\$ 1,600
4114	Interest Inc-Bond	\$ 304	\$ 300	\$ 500
4115	Transfer Fee	\$ 3,706	\$ 1,400	\$ 1,500
4116	SC DHEC Fee	\$ 23,069	\$ 26,000	\$ 26,000
TOTAL		\$ 2,718,087	\$ 3,350,400	\$ 2,634,400

BUDGETED FUND BALANCE		\$ 224,800	\$ -
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	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
			\$ 12,000
			\$ 12,000
TOTAL			\$ 24,000

ENTERPRISE FUND REVENUES (WATER/SEWER)

[4028] INTEREST INCOME \$ 800

This line item represents the interest earned on the water/sewer accounts – operating and SC Local Government Investment Pool.

[4030] MISCELLANEOUS REVENUE \$ 8,000

This line item includes the revenue collected from the sale of hydrant water to contractors and raw sewage dumping fees.

[4038] SET OFF DEBT \$ 6,000

The Town has contracted with the Municipal Association to collect delinquent revenues from accounts with unpaid balances.

[4047] GRANTS WATER DEPT \$0

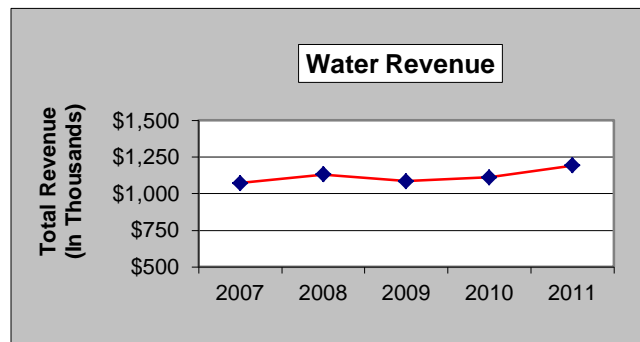
[4049] GRANTS SEWER DEPARTMENT \$ 0

[4100] SERVICE CONNECTION FEES \$ 30,000

A \$75 service connection fee is charged to all new water/sewer customers. A deposit is also required but is not considered revenue to the Town since the deposit will be refunded after the account is in good standing for a 12 month period. This line item also includes fees charged for a courtesy connection (\$25), i.e. 2-day connection; the \$30 administrative fee charged to customers to reconnect water; and the \$50 administrative fee charged to customers for reactivating disconnected water before the past due bill is paid.

[4102] WATER REVENUE \$ 1,286,000

This line item represents the amount the Town expects to revenue from the sale of water and from sprinkler head fees. The revenue anticipated is based on revenues received over the last year and on anticipated growth. For the first time since 2002, rates were increased by 4% effective January 1, 2010, in response to a 3.7% rate increase by the City of Gastonia. In FY11-



12, the rates were increased by 3% due to a 3% increase by the City of Gastonia and to increased operational expenses. A rate increase is not expected for fiscal year 2012-2013.

Inside:	First 1999 gallons	\$13.87
	2000-10,000	\$5.55
	10,001-100,000	\$5.53
	100,001-250,000	\$5.51
	over 250,000	\$5.46
Outside:	First 1999 gallons	\$27.76
	2000-10,000	\$11.12
	10,001-100,000	\$11.09
	100,001-250,000	\$11.07
	over 250,000	\$ 5.79

[4104] WATER TAPS \$ 10,000

The water tap rates are calculated based on size of connection requested and are then broken down into a meter charge and an installation charge. If a developer installs his own lines, the installation charge is waived. Fire service fees are included in this line item also.

[4105] WATER CAPACITY FEES \$ 0

Capacity fees removed from operating revenue. Capacity fees are calculated based on size of connection requested. Capacity fee revenues should be used for capital improvements to the system. \$12,000

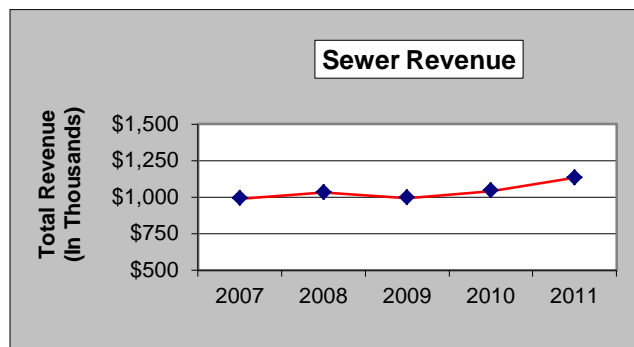
[4108] LATE FEES \$ 60,000

This line item represents the additional fee assessed for late payment (10%).

[4110] SEWER REVENUE \$ 1,200,000

This line item represents the amount the Town expects to revenue from the sale of sewer service. The revenue budgeted is based on revenues received over the last year and on anticipated growth. Raw sewage dump fees and fees for low pressure sewer applications are also included in this line item.

Sewer rates are based upon water usage. For the first time since 2002, rates were



increased by 4% in response to a rate increase by the City of Gastonia. In fiscal year 2011-12, the rates were increased by 8% due to an 8% increase by the City of Gastonia and to increased operational expenses. A rate increase is not expected for fiscal year 2012-2013.

Inside:	Base Charge	\$16.10
	Per 1,000 gallons	\$4.00
Outside:	Base Charge	\$32.23
	Per 1,000 gallons	\$8.01

[4112] SEWER TAPS \$ 4,000

The sewer tap rates is the installation charge based on the size of connection requested. If a developer installs his own lines, the installation charge is waived.

[4113] PRETREATMENT FEES \$ 1,600

Fees associated with the renewal of industrial wastewater discharge permits.

[4114] BOND INTEREST \$ 500

[4115] TRANSFER FEE \$ 1,500

A \$25 charge for transferring a customer from one service address to another provided the account for the original service is paid in full.

[4116] SC DHEC FEE \$ 26,000

This line item represents the revenue collected from the Town's water customers only, per State regulation.

TOTAL ENTERPRISE FUND REVENUES	\$2,634,400
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BUDGETED FUND BALANCE \$ 0

Effective FY 12-13, Water and Sewer Capacity fees will not be included in operating revenue. Since such fees are to be used for capital improvements, all fees paid will be set aside into a new capital projects fund so as to build up a capital projects fund.

**ENTERPRISE FUND
WATER/SEWER DEPARTMENT**

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
20-555				
5000	Salaries	\$ 164,085	\$ 183,300	\$ 193,000
5006	Social Security	\$ 12,073	\$ 14,000	\$ 14,800
5008	Retirement	\$ 15,181	\$ 17,200	\$ 20,500
5010	Insurance - Health	\$ 34,062	\$ 25,900	\$ 27,000
5012	Workers Comp	\$ 3,148	\$ 6,000	\$ 6,000
5016	Utilities	\$ 82,644	\$ 84,000	\$ 86,000
5017	Telephone	\$ 18,220	\$ 18,500	\$ 20,000
5018	Maintenance & Supplies	\$ 75,482	\$ 62,000	\$ 60,000
5020	Vehicle-Repairs	\$ 3,322	\$ 3,500	\$ 3,500
5021	Vehicle-Routine Main	\$ 2,275	\$ 3,500	\$ 3,500
5022	Vehicle - Fuel	\$ 23,367	\$ 20,000	\$ 22,000
5027	Insurance - Property	\$ 2,203	\$ 1,900	\$ 2,100
5028	Insurance - Vehicle	\$ 6,514	\$ 6,200	\$ 6,200
5030	Insurance - Tort	\$ 8,715	\$ 4,200	\$ 4,200
5032	Insurance - Bond	\$ 65	\$ 100	\$ 100
5034	Uniform Rental	\$ 2,603	\$ 3,000	\$ 3,000
5037	Uniforms & Equipment	\$ 1,028	\$ 1,000	\$ 1,000
5038	Bad Debts	\$ 9,417	\$ 10,000	\$ 10,000
5059	Office Supplies/Equipment	\$ 1,129	\$ 1,000	\$ 1,500
5063	Drug Testing	\$ 183	\$ 500	\$ 500
5068	Building Maintenance	\$ 1,470	\$ 5,000	\$ 5,000
5076	Advertisement	\$ -	\$ 300	\$ 300
5082	Contract Maintenance	\$ 12,175	\$ 13,000	\$ 15,000
5092	Dues & Subscriptions	\$ 389	\$ 500	\$ 500
5094	Training/Mtgs/Travel	\$ 155	\$ 500	\$ 1,500
5122	Computer Maint & Prog	\$ 2,005	\$ 8,800	\$ 8,800
5130	Postage	\$ 94	\$ 100	\$ 100
5176	Professional Services	\$ 3,542	\$ 8,000	\$ 8,500
5204	Capital Lease	\$ 1,700	\$ 38,800	\$ 16,500
5210	Lab Testing	\$ 20,049	\$ 15,000	\$ 15,000
5212	DHEC Fee	\$ 9,490	\$ 10,000	\$ 10,000
5215	Grant Expenses	\$ 216,560	\$ 302,400	\$ -
5300	Unclaimed Property	\$ -	\$ 100	\$ -
5409	CDBG-Grant Expenses	\$ 2,775	\$ 550,000	\$ -
5410	Capital Expenditures	\$ 24,789	\$ 37,700	\$ 26,000
5413	Debt Payment	\$ 526,890	\$ 528,000	\$ 370,000
5414	Capital Expenditures Rev Bond	\$ -	\$ 124,800	\$ -
5445	Meter Purchase	\$ 11,888	\$ 8,000	\$ 15,000
5450	Water Purchase	\$ 610,547	\$ 550,000	\$ 590,000
5460	Sewer Purchase	\$ 545,146	\$ 600,000	\$ 740,000
5470	Monitoring & Surcharges	\$ 38,668	\$ 18,000	\$ 30,000
TOTAL		\$ 2,494,048	\$ 3,284,800	\$ 2,337,100
Transfer to General Fund		\$ 295,500	\$ 290,400	\$ 297,300

WATER AND SEWER DEPARTMENT

SERVICE DELIVERY

The Water and Sewer Department is responsible for the delivery of a constant source of potable water, at adequate pressure, and collecting wastewater from the customers within the Town's system. In addition, the Department must maintain a constant supply of water, at adequate pressure according to DHEC, for the Town's fire suppression system. It also maintains, installs or supervises the installation of all water mains, service lines, meters, fire hydrants, and water taps for new services. The Water and Sewer Department reads all meters on a monthly basis, providing this information to the Administration Department for bill distribution. The Department also provides planning and engineering assistance to developers of major projects and subdivisions. In 2008, the Town was required to develop and implement a Pretreatment Program for industrial wastewater discharges.

The Town of Clover contracted with the City of Gastonia in August of 1997 to purchase water through a wholesale agreement. The agreement also included the processing of the Town's sewage once pretreated and pumped to the Gastonia Treatment Plant. The Town negotiated to purchase water at Gastonia's in-town rates.

Effective July 1, 2010, expenses for Administration and Legislative were moved to General Fund. The Enterprise Fund will reimburse the General Fund quarterly based on established ratios. This change also means that the Revenue Bond debt payment was moved to the Water-Sewer Department.

BUDGET GOALS

- Upgrade and improve existing lines in accordance with Water and Sewer Master Plan
- Maintain existing facilities and equipment housing
- Purchase equipment necessary to perform services
- Refinance revenue bond series 2007 to reduce interest rate and extend term by five years
- Develop list of improvements to the system that will improve wastewater discharge quality
- Comply with terms of 2012 consent order with Two Rivers Utilities
- Complete a "smoke test" to determine locations of stormwater infiltration into sewer lines

DEPARTMENT DETAIL

PERSONNEL

Director	Mark Geouge
Water Supervisor	Kenneth Jackson
Plant Operator	David Windburn
Water/Sewer Maintenance	Marshall McCarter Marc Cohen
Wastewater Plant Laborer	Jeff Mansir
Meter Technician	Matthew Readett

SERVICES

- Install water and sewer taps
- Water and sewer line and equipment repairs
- Monitor and maintain lift stations
- Meter reading
- Sewage transfer station
- Pretreatment Program

FACILITIES AND EQUIPMENT

- PUBLIC WORKS YARD, 300 Smith Street
 - Includes office space and garage bays, storage and maintenance sheds, and gas pumps
 - Also serves as office for Streets and Sanitation Department
- CALABASH PUMP STATION AND LAB
 - Required DHEC testing performed here
 - Receive wastewater, pre-treat, and pump to Gastonia
- LIFT STATIONS (42 units)

WATER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
01	Chevy 2500 utility vehicle	Spare	140,000
04	Chevrolet Silverado	Director	43,000
07**	Ford Ranger	Meter Technician	50,000
08	Ford F-250	Supervisor	49,000
00	International Dump Truck		10,000

SEWER VEHICLES

<u>Year</u>	<u>Make/Model</u>	<u>Driver</u>	<u>Mileage</u>
05	Chevrolet 1500	Supervisor	56,200
08	Ford F-250 service truck	Laborer	51,000

OTHER EQUIPMENT

<u>Year</u>	<u>Make/Model</u>
07	Mini Excavator
98	Hudson Trailer
08	Backhoe B-95

** Move to Sewer Department.

BUDGET DETAIL
20-555

[5000] SALARIES	\$ 193,000
[5006] SOCIAL SECURITY	\$ 14,800
[5008] RETIREMENT	\$ 20,500
[5010] INSURANCE – HEALTH	\$ 27,000
[5012] WORKER’S COMPENSATION	\$ 6,000
[5016] UTILITIES	\$ 86,000
▪ Town lot, Calabash Pump Station & Lab, Lift Stations	
[5017] TELEPHONE	\$ 20,000
▪ HARDLINES	
▪ Town lot regular phone and fax service	
▪ Emergency lines at lift stations	
▪ MOBILE PHONES	
▪ Public Works Director, Plant Operator, Water Supervisor & Maintenance	
[5018] MAINTENANCE & SUPPLIES	\$ 60,000
[5020] VEHICLE – REPAIRS	\$ 3,500
[5021] VEHICLE – ROUTINE MAINTENANCE	\$ 3,500
[5022] VEHICLE – FUEL	\$ 22,000
[5027] INSURANCE – PROPERTY/LIABILITY	\$ 2,100
[5028] INSURANCE –VEHICLES	\$ 6,200
[5030] INSURANCE – TORT	\$ 4,200
[5032] INSURANCE – BOND	\$ 100
[5034] UNIFORM RENTALS	\$ 3,000
▪ All employees in the Water/Sewer Department are supplied with rental uniforms	

[5037] UNIFORMS AND EQUIPMENT	\$ 1,000
<ul style="list-style-type: none"> ▪ Work t-shirts and boots are provided for each employee in this department. 	
[5038] BAD DEBTS	\$ 10,000
<ul style="list-style-type: none"> ▪ This line item represents the uncollected water/sewer bills. 	
[5059] OFFICE SUPPLIES & EQUIPMENT	\$ 1,500
[5063] DRUG TESTING	\$ 500
[5068] BUILDING MAINTENANCE	\$ 5,000
<ul style="list-style-type: none"> ▪ Includes funding for pest control and miscellaneous repairs and upgrades 	
[5076] ADVERTISEMENT	\$ 300
[5082] CONTRACT MAINTENANCE	\$ 15,000
<ul style="list-style-type: none"> ▪ Bishop Hydrant Service and Jack Moore/Water Tank Valves maintenance contracts 	
[5092] DUES AND SUBSCRIPTIONS	\$ 500
<ul style="list-style-type: none"> ▪ SC DHEC Water/Sewer Licenses required for staff ▪ SC Rural Water Association ▪ SC Backflow Prevention Association ▪ American Water Works Association 	
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,500
<ul style="list-style-type: none"> ▪ Once per year safety training provided by Pipeline Supply – (2) employees ▪ SC Public Works Convention ▪ National Public Works Convention ▪ OSHA Training 	
[5122] COMPUTER MAINTENANCE & PROGRAMS	\$ 8,800
<ul style="list-style-type: none"> ▪ Routine maintenance and contract for Significant Digits and Master Meter 	
[5130] POSTAGE	\$ 100
[5176] PROFESSIONAL SERVICES	\$ 8,500
<ul style="list-style-type: none"> ▪ Joel Wood engineering services for specific projects ▪ Utility Location services (PUPS) 	

[5204] CAPITAL LEASES	\$ 16,500
<ul style="list-style-type: none"> ▪ Existing leases for two maintenance vehicles (payoff 2/2016) ▪ New lease for replacement meter reader truck (old truck to be used as spare) 	
[5210] LAB TESTING	\$ 15,000
<ul style="list-style-type: none"> ▪ DHEC and pretreatment program testing. 	
[5212] DHEC FEE (WATER/SEWER PERMITS)	\$ 10,000
<ul style="list-style-type: none"> ▪ Required DHEC permits. 	
[5215] GRANT EXPENSES	\$ 0
[5224] DEPRECIATION	\$ 0
[5300] UNCLAIMED PROPERTY	\$ 0
[5409] CDBG-GRANT EXPENSES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 26,000
<ul style="list-style-type: none"> ▪ New light tower, alarms at lift stations and miscellaneous other expenses including: gas meters, spare pumps, blowers, etc. 	
[5413] DEBT SERVICE PAYMENT	\$ 370,000
<ul style="list-style-type: none"> ▪ This line item reflects the monthly payments required under the 2007 Revenue Bond for payment of the bond principal and interest. Assumes refinancing of interest rate and extension of term (until 12-1-2027). 	
[5414] CAPITAL EXPENDITURES – REVENUE BOND	\$ 0
[5445] METER PURCHASE	\$ 15,000
<ul style="list-style-type: none"> ▪ Includes commercial, residential and industrial meters for replacement and for new construction; includes funding to replace one large meter serving school district. 	
[5450] WATER PURCHASE	\$ 590,000
<ul style="list-style-type: none"> ▪ Rate increase from Two Rivers Utilities not anticipated. 	
[5460] SEWER PURCHASE	\$ 740,000
<ul style="list-style-type: none"> ▪ Rate increase from Two Rivers Utilities not anticipated. 	

[5470] MONITORING AND SURCHARGES

\$ 30,000

- Monthly sewer pretreatment program charges (\$300) and surcharges for exceeding permit limits.

TOTAL WATER/SEWER DEPARTMENT

\$ 2,337,100

TRANSFER TO GENERAL FUND

\$297,300

- The Enterprise Fund will reimburse the General Fund for expenses related to the operation of the water and sewer utility. Previously, expenses were budgeted in both funds. Expenses include salary and salary related for the Town Administrator, Treasurer and Public Works Director, and operational costs such as office supplies. Percentage distributions were reviewed and adjusted as needed for each line item that had previously been split between the funds.

**SPECIAL REVENUE FUND
HOSPITALITY TAX**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
50-400				
4028	Interest Income	40	-	-
4055	Hospitality Tax	152,756	150,000	165,000
Budgeted Fund Balance			-	
		-	25,000	-
TOTAL		152,796	175,000	165,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
50-500				
5004	Overtime	\$ 1,177	\$ 5,000	\$ 5,000
5018	Office Supplies	\$ -	\$ -	\$ 500
5076	Advertisement	\$ 1,468	\$ 3,850	\$ 8,750
5082	Contract Maintenance	\$ 15,456	\$ 15,000	\$ 11,500
5176	Professional Services	\$ 2,376	\$ 3,000	\$ 5,000
5190	Festivals	\$ 11,310	\$ 18,000	\$ 16,000
5191	Special Events	\$ 4,580	\$ 10,000	\$ 8,000
5410	Capital Expenditures		\$ 5,000	\$ -
5413	Debt Service		\$ 75,150	\$ 75,250
TOTAL		\$ 36,367	\$ 135,000	\$ 130,000

TRANSFERS		2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
9999	To Cap Proj from CY Revenue	\$ 75,000	\$ -	\$ 35,000
TOTAL		\$ 75,000	\$ -	\$ 35,000

HOSPITALITY TAX

Effective January 1, 2007, the Town of Clover implemented a 2% Local Hospitality Tax applied to the total amount of the charge for prepared or modified foods and beverages intended for immediate consumption and sold within the municipal limits of the Town of Clover.

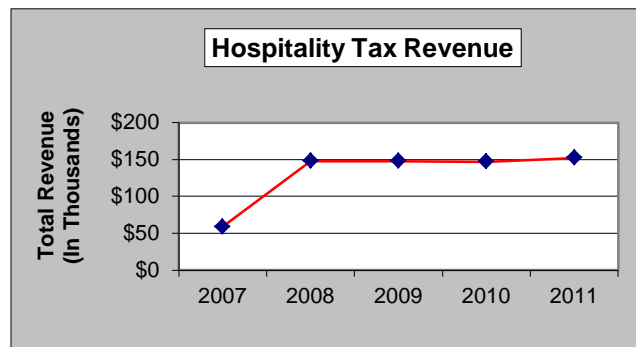
Hospitality Tax expenditures are restricted by State law. Tax proceeds can fund:

- (1) tourism-related buildings including, but not limited to, civic centers, coliseums, and aquariums;
- (2) tourism-related cultural, recreational, or historic facilities;
- (3) beach access and renourishment;
- (4) highways, roads, streets, and bridges providing access to tourist destinations;
- (5) advertisements and promotions related to tourism development; or
- (6) water and sewer infrastructure to serve tourism-related demand.

State law also allows an amount up to twenty (20%) percent of the prior year's hospitality tax collections to be used during the current year for operation and maintenance of those items listed above including police, fire protection, emergency medical services, and emergency-preparedness operations directly attendant to those facilities.

BUDGET GOALS

- Increased advertisement for tourism related events
- Landscape maintenance contract for end caps and Welcome signs
- Funding for St. Patrick's Festival, Feis Chlobhair and Fall Festival and Auto Show and other special events
- Repayment of Hospitality Tax Revenue Bond (for New Centre Park)



BUDGET DETAIL
50-500

[5004] OVERTIME	\$ 5,000
<ul style="list-style-type: none">▪ Police and Recreation Department overtime for festivals and special events. Up to \$29,000 allowed based on prior year's revenues.	
[5018] OFFICE SUPPLIES	\$ 500
[5076] ADVERTISEMENT	\$ 8,750
<ul style="list-style-type: none">▪ For county and regional tourism publications like York County Visitor's Guide, Western Watch, etc.	
[5082] CONTRACT MAINTENANCE	\$ 11,500
<ul style="list-style-type: none">▪ Maintenance contract for end caps and Welcome signs	
[5176] PROFESSIONAL SERVICES	\$ 5,000
<ul style="list-style-type: none">▪ The Town has an agreement with the Greater Clover Chamber of Commerce to serve as the Town's official Welcome Center and information point. They also organize and manage the Town's annual Christmas parade and Feis Chlobhair Scotch-Irish Festival.	
[5190] FESTIVALS	\$ 16,000
<ul style="list-style-type: none">▪ St. Patrick's Festival, Feis Chlobhair (Chamber) and Fall Festival and Auto Show (Jaycees)	
[5191] SPECIAL EVENTS	\$ 8,000
<ul style="list-style-type: none">▪ Miscellaneous special events including Bordertown BBQ Cookoff, Pumpkin Carving Contest and others	
[5410] CAPITAL EXPENDITURES	\$0
[5413] DEBT SERVICE	\$75,250
<ul style="list-style-type: none">▪ To repay \$600,000 revenue bond (pay-off due FYE 2016) for New Centre Park	
TOTAL HOSPITALITY TAX	\$ 130,000
TRANSFER TO CAPITAL PROJECTS (New Centre Park)	\$35,000
<ul style="list-style-type: none">▪ For payment to Clover School District for property purchase.	

**SPECIAL REVENUE FUND
FIRE DEPARTMENT SUPPLEMENTS**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
40-400				
4019	Donations	\$ 725	\$ 5,000	\$ 5,000
4028	Interest	\$ 5,607	\$ 5,000	\$ 5,000
4070	County Supplement	\$ 23,805	\$ 22,000	\$ 22,000
4080	Pool Fill	\$ 62,981	\$ 25,000	\$ 25,000
Budgeted Fund Balance		\$ -	\$ -	\$ -
TOTAL		\$ 93,118	\$ 57,000	\$ 57,000

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
40-510				
5018	Maintenance & Supplies		\$ 1,500	\$ 5,500
5021	Contributions	\$ 4,000	\$ 6,100	\$ 5,000
5037	Uniforms & Equipment	\$ -	\$ 5,000	\$ 5,000
5059	Office Supplies/Equipment	\$ 391	\$ 1,200	\$ 1,000
5092	Dues/Subscriptions	\$ 200	\$ 300	\$ 1,800
5094	Training/Mtgs/Travel	\$ 400	\$ 1,000	\$ 1,000
5320	Vehicle Expense		\$ 2,700	\$ 5,500
5400	Equipment Repair		\$ 2,000	\$ 3,000
5402	Supplies		\$ 500	\$ 500
5410	Capital Expenditures	\$ 95,669	\$ 11,700	\$ 3,700
5504	Equipment	\$ 1,356	\$ -	\$ -
Contribution to Fund Balance			\$ 25,000	\$ 25,000
TOTAL		\$ 102,016	\$ 57,000	\$ 57,000

FIRE DEPARTMENT SUPPLEMENTS

Effective FY07-08, revenues paid to the Town by York County under the terms of the Fire Services Agreement and funds raised through pool fills and the expenditure of these funds are budgeted as a “special revenue” although there are no State or local requirements to do so. Revenues from pool fills are saved for the replacement of major equipment.

BUDGET GOALS

- Continue to save pool fill revenues for major equipment replacement
- Continue to provide quality training to personnel
- Continue to maintain all equipment

BUDGET DETAIL **40-510**

[5018] MAINTENANCE & SUPPLIES	\$ 5,500
[5021] CONTRIBUTIONS	\$ 5,000
[5037] UNIFORMS & EQUIPMENT	\$ 5,000
[5059] OFFICE SUPPLIES/EQUIPMENT	\$ 1,000
[5092] DUES AND SUBSCRIPTIONS	\$ 1,800
[5094] TRAINING, MEETINGS, AND TRAVEL	\$ 1,000
[5320] VEHICLE EXPENSE	\$5,500
[5400] EQUIPMENT REPAIR	\$ 3,000
[5402] SUPPLIES	\$ 500
[5410] CAPITAL EXPENDITURES	\$ 3,700
CONTRIBUTION TO FUND BALANCE	\$25,000
▪ Reserved for future capital expenditure to replace major equipment	
TOTAL FIRE DEPARTMENT SUPPLEMENTS	\$ 57,000

**SPECIAL REVENUE FUND
FIRE DEPARTMENT RECREATION (1%) FUND**

REVENUES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
40-444				
4028	Interest	\$ 54	\$ 50	\$ 50
4202	1% Revenue	\$ 12,210	\$ 11,950	\$ 13,000
TOTAL		\$ 12,264	\$ 12,000	\$ 13,050

EXPENDITURES

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
40-595				
5023	Convention Expense	\$ 1,415	\$ 3,500	\$ -
5037	Uniforms & Svc Awards	\$ 343	\$ 1,000	\$ 1,200
5059	Office Supplies	\$ 254	\$ -	\$ 500
5094	Training/Mtgs/Travel	\$ -	\$ -	\$ 3,500
5402	Supplies	\$ -	\$ 1,000	\$ -
5410	Capital Expenditures		\$ 1,500	\$ -
5502	Firemen's Recreation	\$ 3,354	\$ 5,000	\$ 7,850
TOTAL		\$ 5,366	\$ 12,000	\$ 13,050

FIRE DEPARTMENT RECREATION

In 1907, the S.C. General Assembly passed legislation called the Firemen’s Insurance and Inspection Fund for “the betterment and maintenance of skilled and efficient fire departments within the county.” The money is a privilege granted by the General Assembly to fire departments who meet certain requirements. The fund is a one-percent tax collected on all fire insurance premiums written in the state, and thus is commonly referred to as “one-percent money.”

Fire Departments must spend one-percent money in one of three categories. These categories are retirement and insurance, training and education, and recruitment and retention.

While the Fire Chief is responsible for the overall operation of the fire department, the one-percent money is shared equally by all members of the fire department. Each fire department member, regardless of rank, has an equal vote in how the money should be spent. Specifically, fifty-one percent (51%) of the entire fire department membership must vote and approve all one-percent expenditures.

BUDGET GOALS

- Provide for the improvement and maintenance of a skilled and efficient fire department

BUDGET DETAIL **40-595**

[5023] CONVENTION EXPENSE	\$ 0
[5037] UNIFORMS & SERVICE AWARDS	\$ 1,200
[5059] OFFICE SUPPLIES	\$ 500
[5094] TRAINING/MEETINGS/TRAVEL	\$ 3,500
[5402] SUPPLIES	\$ 0
[5410] CAPITAL EXPENDITURES	\$ 0
[5502] FIREMEN’S RECREATION	\$7,850
TOTAL FIRE DEPARTMENT RECREATION	\$ 13,050

CAPITAL PROJECTS BUDGET

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
60-400				
4000	Property Tax			\$ 66,500
4019	Donations	\$ -	\$ 10,000	\$ 11,750
4028	Interest	\$ 1,892	\$ 2,000	\$ 2,500
4049	Misc Grant Revenue	\$ -	\$ 300,000	\$ 300,000
4300	Bond Proceeds	\$ 600,000		\$ 650,000
9999	General Fund Transfer In		\$ 97,000	\$ 272,500
9999	Hospitality Tax Transfer In		\$ -	\$ 35,000
Budgeted Fund Balance			\$ 875,000	\$ 820,750
TOTAL		\$ 601,892	\$ 1,284,000	\$ 2,159,000

ACCOUNT NUMBER	BUDGET ITEM	2010-2011 ACTUAL	2011-2012 BUDGET	2012-2013 BUDGET
60-535				
5413	Debt Service			\$ 66,500
5420	Town Hall Project	\$ -	\$ -	\$ 432,500
5425	Recreation-New Centre Park	\$ 134,450	\$ 1,284,000	\$ 1,660,000
5426	Recreation-Community Bldg	\$ 20,955	\$ -	
TOTAL		\$ 155,405	\$ 1,284,000	\$ 2,159,000

CAPITAL PROJECTS BUDGET

New Centre Park

The Town has obtained all the land needed to construct New Centre Park on Clinton/Memorial Drive. The Town acquired fill dirt from the York School District and hauling was completed July 2010. The payment to the Clover School District is \$35,000/yr for 10 years (with final payment due on June 30, 2016). After competitive bidding, the contract for construction of Phase 1 was awarded to Beam Construction. Construction began in May 2012 and is expected to be completed by September 2012.

Funding for this project consists of 50% of the annual York County Supplement, proceeds from the \$600,000 revenue bond issued in early 2011, a \$300,000 reimbursement grant from York County Hospitality Tax, and proceeds from an anticipated General Obligation bond (estimated at \$400,000). The contract cost for Phase 1, which includes four soccer fields, lighting, parking, concession and bathrooms, is \$1,617,500. Budget also includes costs associated with issuing the GO bond.

Town Hall

Staff is pursuing the acquisition of the bank building located adjacent to the current Town Hall. An appraisal has been completed and the owner has been contacted. The town intends to attempt to acquire the building through negotiation. Failing that and pursuant to council approval, eminent domain will be used. The estimated cost to acquire the building is \$250,000 plus \$175,000 in renovations to the building as well as to the existing town hall building to prepare it for use by Development Services and the Municipal Court.

Funding for this project consists of General Obligation bond proceeds (\$250,000) and General Fund fund balance (up to \$175,000).

BUDGET DETAIL **60-535**

[5413] DEBT SERVICE	\$ 66,500
▪ General Obligation Bond to be repaid with up to 4 mills capital millage	
[5420] TOWN HALL PROJECT	\$ 432,500
▪ Acquisition and renovation of new town hall building; renovation of current town hall	

[5425] RECREATION-NEW CENTRE PARK

\$ 1,660,000

- Annual payment to Clover School District (\$35,000)
- Professional services/engineering (Withers & Ravenel, Joel Wood & Associates, Bond Counsel, etc.)
- Phase 1 construction

TOTAL CAPITAL PROJECTS

\$ 2,159,000